



PARK CITY COUNCIL MEETING- REVISED
SUMMIT COUNTY, UTAH June 11, 2015

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Park City, Utah will hold its regularly scheduled meeting at the Marsac Municipal Building, City Council Chambers, 445 Marsac Avenue, Park City, Utah for the purposes and at the times as described below on Thursday, June 11, 2015.

CLOSED SESSION

2:25 pm To discuss Property, Personnel and Litigation

WORK SESSION

2:30 pm Council Questions and Comments and Manager's Report

Manager's Report: Daly-West Update

2:45pm Old Town Curbside Performance Budget Park City's Old Town Neighborhood

3:00 pm McPolin Barn Preservation Update

3:30pm Sundance Business License Process

4:30pm Community Engagement Update

5:30 pm Park City Fire Ban

REGULAR MEETING

6:00 PM

- I. **ROLL CALL**
- II. **COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF**
- III. **PUBLIC INPUT (ANY MATTER OF CITY BUSINESS NOT SCHEDULED ON THE AGENDA)**
- IV. **CONSENT AGENDA**

Consideration of Amendment No. 1 to Forsgren's Contract for Park City Heights Inspection Services

1. A. for public improvement inspection services in the amount of \$50,960 for the Park City Heights Development project.
2. Consideration of a Construction Agreement for Little Bessie Storm Drain Improvements Project with B. Jackson Construction in a form approved by the City Attorney and for an amount of \$243,069.

Consideration of a Second Amendment to the Agreement Between Mountain Regional Water Special

3. Service District, Park City Water Service District, and Summit County Regarding Implementation of the Summit County Project, in a form approved by the City Attorney
4. Olympic Day Proclamation

V. OLD BUSINESS

1. Public Comment Water Elevation Based Surcharge
2. Public Comment Regarding Mountain Accord Interlocal Agreement

VI. NEW BUSINESS

1. Consideration of the Following Library Policies: Room and Facility Policy for Public Gathering Areas and Rooms in the Building; Library Room and Facility Policy for Rooms Within the Library Proper; Dedication and Donation and Gifts Policy; Library Patron Behavior Policy; Delegation of Said Policies to the Library Director.

Public Hearing/Action

2. Consideration of the 327 Woodside Amended Subdivision Pursuant to Findings of Fact, Conclusions of Law and Conditions of Approval in a Form Approved by the City Attorney.

Public Hearing/Action

VII. ADJOURNMENT

A majority of City Council members may meet socially after the meeting. If so, the location will be announced by the Mayor. City business will not be conducted. Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the City Recorder at 435-615-5007 at least 24 hours prior to the meeting. Wireless internet service is available in the Marsac Building on Wednesdays and Thursdays from 4 p.m. to 9 p.m. Posted: 06/08/15 See: www.parkcity.org



MANAGER'S REPORT – 6/11/2015

Submitted by: Matt Dias
Subject: Daly West Update

This Manager's Report is an update from the previous week's report submitted on June 4, 2015.

On Friday, June 05, 2015, staff issued a grading permit for the Daly-West Headframe site. The permit was issued after a pre-application meeting was held with the applicant and staff. Said applicant also applied for a fee waiver, which was granted in accordance with the City's Fee Waiver Policy. The scope of work will include lifting the headframe out of its current location and setting it down near the site, and excavating the collapsed portion of the top of the shaft down to bedrock. The applicant will conduct further structural evaluation of the headframe and shaft after excavation in order to determine a scope of work for future phases.

The conditions of approval included:

- Applicant will remove the historic structure from the collapsed mine shaft prior to grading and the headframe will be stored on adjacent land. This permit does not include any reconstruction or rehabilitation work on the headframe. The permit solely for the temporary placement of headframe, per Planning Deptmarts recommendations, and site excavation.
- Responsible party will ensure best possible preservation practices of the headframe structure during excavation, which includes ensuring that City officials are present during the lift and temporary relocation.
- Responsible party is given authority to proceed with excavation of the open shaft, however, further engineering and structural plans are required for geotechnical and soil loads prior to completion.

The applicant has agreed to provide PC with an updated schedule for completing the work. This schedule will include the lifting the temporary relocation of the headframe-currently anticipated next Thursday and Friday (subject to change and weather dependent). Council will be informed of scheduled updates as they are received.

In addition, the applicant has indicated that he has communicated with Deer Valley and the Montage to ensure the cooperation of immediate abutters.

Respectfully:

Matt Dias, Asst City Manager



DATE: June 11, 2015

TO HONORABLE MAYOR AND COUNCIL

Park City's Old Town neighborhood has a history of poor curbside collection performance due to a variety of factors. The geography, population, and history of Old Town contribute to inconsistent containers, high contamination rates, missed pick-ups, 'orphan' totes, and an impression of disarray. This report focuses on potential budget strategies to fund staffs recommended solution.

Respectfully:

Matthew Abbott, Enviromental Program Manager



City Council Staff Report

Subject: Old Town Curbside Collection Performance – Budget
Author: Matt Abbott
Department: Sustainability
Date: June 4, 2015
Type of Item: Administrative

Summary Recommendations:

Per Council direction, staff is providing City Council with possible funding options for a complete toter replacement and associated ongoing toter monitoring costs. At this time, staff is recommending no budget increase or reallocation for Old Town Toters. Staff is recommending that the City maintain the status quo.

Executive Summary:

Park City's Old Town neighborhood has a history of poor curbside collection performance due to a variety of factors. The geography, population, and history of Old Town contribute to inconsistent containers, high contamination rates, missed pick-ups, 'orphan' toters, and an impression of disarray. This report focuses on potential budget strategies to fund staffs recommended solution.

Acronyms:

FY	Fiscal Year
PCALA	Park City Area Lodging Association
PCMC	Park City Municipal Corporation
RDA	Redevelopment Agency
RFID	Radio-frequency Identification

Background:

At the May 14, 2014 City Council work session, Council directed staff to return during this budget season with a discussion of how a RFID toter management system & improved labeling on toters could be funded. At the May 14, 2015 meeting, Council did not determine if they wanted to fund this program, rather they wanted to understand the feasibility of funding it. Staff is presenting potential funding options which address Councils request for a complete toter replacement including RFID chips and paint pen addresses for an approximate total cost of \$64,000. This budget excludes RFID scanners and data support, per staff recommendation.

Staff has presented to Council on this issue on the following dates:

- February 3, 2005 – Consideration of Trash Container Removal Ordinance (pg. 3)
 - o <http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=3507>
- September 8, 2005 – General Discussion about Old Town Trash Issues (pg. 6)
 - o <http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=3485>
- December 8, 2005 – Trash Container Ordinance (pg. 62)

- o <http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=3476>
- April 19, 2007 – Main Street Recycling & Old Town Trash Container Issues (pg. 127)
 - o <http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=2992>
- June 27, 2013 – Old Town Curbside Recycling (pg. 7)
 - o <http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=11388>
- May 29, 2014 – Waste Container Ordinance & Old Town Curbside Recycling (pg. 107)
 - o <http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=12859>
- May 14, 2015 – Old Town Curbside Collection Performance (pg. 68)
 - o <http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=14837>

Staff has been working directly with Jake DeBerg, Operations Manager, and Reece DeMille, General Manager for Republic Services as well as Jaren Scott, Summit County's Solid Waste Superintendent.

Staff has also met with PCALA to discuss current issues, potential solutions, and to gather feedback.

Analysis:

Based on discussions with staff including the Building, Sustainability and Budget departments, an assessment of past complaints and the history of the issue, staff is recommending no action at this time.

Historically, Council has chosen to limit toter related codes and has participated in county-wide residential collection contracts. An effective response to this problem will cost between \$64,000 and \$67,000 in capital investments and between \$8,320 and \$20,240 in ongoing operational expenses, namely personnel. This excludes opportunity and management costs. These actions will set precedence in a waste management system that we do not manage.

Potential Solution Costs

On May 14, 2014 staff outline for Council the problem and with the following potential solution. In order for Code Enforcement and Republic Services to make any meaningful progress in Old Town toters must be connected to the owner/responsible party.

The biggest obstacle in each of the proposals is interacting with 100% of existing toters. Republic Services estimates that no more than 75% of toters are routinely available. A complete replacement of existing toters with recommended labeling or chipping is the most complete solution and would eliminate toter confusion.

The toter replacement solution includes replacing all 1,028 waste and 1,028 recycling toters with new, paint pen labeled, and RFID chipped toters for an approximate cost of \$64,000, \$30 per toter (\$61,680) and \$1 per RFID chip (\$2,056).

While staff is suggesting possible funding sources for toter replacement, additional steps and associated funding will be needed to proactively address this problem, at a minimum:

- Part-time hire administrative cost
- Enforcement \$8,320
 - o Eight hours/week, \$20/hr

There in addition to an annual cost of \$8,320 there are un-quantified opportunity costs and management costs to enforcement.

If toters remain a persistent problem, staff estimates that they will require the following:

- RFID Scanner \$3,000
- RFID database \$3,600
- Data management \$8,320
 - o Eight hours/week, \$20/hr

Again, beyond the additional annual cost of \$11,920 (\$20,240 total) there are un-quantified opportunity costs and management costs. Opportunity costs represent anything that has higher priority or more beneficial outcomes for time/money spent. Management costs represent the administrative and managerial burden of implementing a program expansion.

In summary, an effective response to this problem will cost between \$64,000 and \$67,000 in capital investments and between \$8,320 and \$20,240 in ongoing operational expenses. This excludes opportunity and management costs.

Any increase to the City's operating budget for this program has not gone through the regular budget process. The City Manager is presenting a balanced budget for Fiscal Year 2016, if Council decides that they would like to increase funding for this program, it is recommended to also suggest a cut in spending from another BFO program or pay for it within existing resources.

Most critically, this action sets precedence. First, we are investing into a waste management system that we neither contract nor collect revenues for. Second, we are reprioritizing capital and operational budgets outside of the context of institutional and departmental needs. Third, and importantly, there is an extremely limited history of citizen complaints.

Budget Options

Staff has identified the following potential budget options for potentially funding the toter replacement portion of the issue and the ongoing operating costs:

Reprioritize

City staff has presented a balanced and prioritized capital budget. City Council may reprioritize this budget. The following programs are the lowest scoring, approved programs and could be reprioritized, should Council wish to go ahead with this program:

- Legal Software \$35,000
- Remote Snow Storage \$25,000
- Library Equipment Replacement Fund \$24,000

These funds could be available in FY2016 (July 1, 2015).

Wait for Possible Budget Surplus

Depending on revenues over expenses, there may be a budget surplus from FY2015. These funds may be insufficient. If this is the preferred funding option, budget staff may recommend funding the totter replacement by transferring additional fund balance from the General Fund as part of the current FY2016 budget process. This would avoid the need for a budget adjustment mid-year.

These funds could be available in FY2016.

FY2017 Capital Budget

Apply for funding in the FY2017 Capital Budget process. Staff, the City Manager, and City Council could prioritize this budget item accordingly.

These funds could be available FY2017 (July 1, 2016).

Main Street RDA

Old Town is a part of the Main Street RDA. Main Street RDA funds are currently budgeted for debt repayment, Historic Preservation Grants, Historic Abatement projects, an Old Town Stair Replacement projects.

These funds could be available immediately, FY2015 or FY 2016.

Operating Costs

Any increase to the City's operating budget for this program has not gone through the regular budget process. The City Manager is presenting a balanced budget for Fiscal Year 2016, if Council decides that they would like to increase funding for this program, it is recommended to also suggest a cut in spending from another BFO program or pay for it within existing resources. It is impossible to determine how the Results Team would score this program without reconvening the committee. However funding cuts might come from the recommended increases FY2016 such as a portion of the Library, Planning Contract Services, City Recreation or HR software maintenance budgets. Council could also choose to reduce any general fund operating budget.

It should be noted that the Building Department did not receive full operating budget increases as requested for FY16. Implementation of a new ordinance or code enforcement program would increase demand on a department with already stretched resources or pull funds from other programs that were identified as higher priorities.

Cost Recovery

Staff assessed a variety of cost recovery opportunities and is not recommending a cost recovery mechanism at this time. Three potential cost recovery options are below:

- Additional business license fees
 - o Weakness – equitability, does not address/resolve unregistered businesses
- Code Enforcement fees
 - o Weakness – sustainability, unlikely to offset total cost
- Additional fees for each address
 - o Weakness – high administrative cost, confuses role of the City and County

The primary obstacles in an effective cost recovery plan are an unknown scope and unknown long-term costs.

Department Review:

Sustainability, Budget, Legal, and the Executive Office reviewed this Staff Report.

Alternatives:

A. Approve:

Staff is recommending no budget increase or reallocation for Old Town Toters. Staff is recommending that the City maintain the status quo.

(STAFF RECOMMENDATION)

B. Deny:

City Council may direct staff to reprioritize capital and operational budgets.

C. Modify:

City Council may approve the staff recommendation, but with some modifications outlined by Council during Work Session.

D. Continue the Item:

City Council may request that staff return with more information to help inform their decision and priorities.

Significant Impacts:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	– Balance between tourism and local quality of life – Internationally recognized & respected brand	– Reduced municipal, business and community carbon footprints	– Part-time residents that invest and engage in the community – Primarily locally owned businesses	– Ease of access to desired information for citizens and visitors
Assessment of Overall Impact on Council Priority (Quality of Life Impact)	Negative	Neutral	Neutral	Neutral
Comments: Staff believes that an effective and accessible waste and diversion program is the foundation of a sustainable community and economy. Staff also believes that tax dollars should be invested based on priority and existing precedents.				

Funding Source:

Potential funding sources for the totter replacement is detailed above. Any increase to the City's operating budget for this program has not gone through the regular budget process. The City Manager is presenting a balanced budget for Fiscal Year 2016, if Council decides that they would like to increase funding for this program, it is recommended to also suggest a cut in spending from another BFO program or pay for it within existing resources.

Consequences of not taking the recommended action:

Staff will reprioritize the capital and operations budget to prioritize Council's recommended plan. Demoted budget allocations will resubmit for FY2017 and any associated outcomes will be delayed.

Recommendation:

Staff is recommending no budget increase or reallocation for Old Town Toters. Staff is recommending that the City maintain the status quo.

Attachments:

None



DATE: June 11, 2015

TO HONORABLE MAYOR AND COUNCIL

Update City Council on initial structural assessments of the McPolin Barn and potential options for level and intensity of potential upgrades to the structure. Although staff does not recommend expansion of uses nor amending the Administrative Conditional Use Permit (attached), the recommended upgrade will responsibly provide for the preservation of the Barn structure and lays a solid foundation should Council consider use-expansion in the future. In addition, the funding requested in the proposed Fiscal Year 2016 Capital Improvement Plan for \$800,000 may not cover the full costs of the structural upgrades. With Council support, staff will engage in an extensive period of due diligence and, ultimately, return to Council after a public procurement process to provide final cost estimates.

Respectfully:

Matt Dias, Asst City Manager



City Council Staff Report

Subject: McPolin Barn

Author: Denise Carey, Jon Weidenhamer, Matthew Dias

Department: Executive

Date: June 11, 2015

Type of Item: Capital Improvement/Historic Preservation Plan

Summary Recommendations:

Reaffirm Council support for stabilization improvements and historic preservation plans for the McPolin Barn.

Executive Summary:

Update City Council on initial structural assessments of the McPolin Barn and potential options for level and intensity of potential upgrades to the structure. Although staff does not recommend expansion of uses nor amending the Administrative Conditional Use Permit (attached), the recommended upgrade will responsibly provide for the preservation of the Barn structure and lays a solid foundation should Council consider use-expansion in the future. In addition, the funding requested in the proposed Fiscal Year 2016 Capital Improvement Plan for \$800,000 may not cover the full costs of the structural upgrades. With Council support, staff will engage in an extensive period of due diligence and, ultimately, return to Council after a public procurement process to provide final cost estimates.

Topic/Description:

McPolin Barn Capital Improvements and Historic Preservation Plan

Acronyms in this Report:

n/a

Background:

In February 2015, staff presented an interim draft of the McPolin Farm Historic Preservation Plan, a preliminary structural assessment of the barn, and requested direction on how to proceed with maintenance and preservation. In addition, staff requested Council's feedback regarding future and expanded uses of the farm and barn.

Council directed staff to first complete the Preservation Plan, procure a more formal structural analysis of the Barn itself, and gather community input to help inform any future dialogue and decisions on expanded farm uses. Given the Council's commitment during the February meeting to protect and preserve the Barn structure via some level of structural retrofit, the City Manager's recommended budget included a placeholder in the proposed Fiscal Year 2016 Capital Improvement Plan for \$800,000.

Since then, and with consultation from the Planning Department's Historic Preservation Planners, staff received a more formal structural assessment (Attachment A) from BHB Structural Engineers. BHB's assessment includes several different options and cost estimates for possible retrofit/upgrades. Though the options vary both in scope and in cost, the difference between upgrade options is relatively small (except the "Full Level" option which is unknown) given the importance of one of the most prominent and iconic historic structures within our community.

A quick summary of the potential options for upgrading the barn structures includes the following:

1. Basic Building Stabilization (\$754,621 – \$885,510) Basic structural upgrade performed. Building use not changed and can't be occupied when snow on roof or during high winds.
2. Historic Building Use Upgrade (\$885,510 – \$869,147) Building can be occupied as a dangerous historic building by less than 50 people. Building not occupied when snow present on roof. Allows tours during summer. Seismic upgrades only where it does not visually impact historic facades.
3. Temporary Occupancy Code Level Upgrade (approx. \$1,023,972) Building can be occupied by less than 50 people. Mechanical, electrical, and plumbing systems not added. Seismic upgrades taken to life safety level. Seismic upgrades will encompass entire building through a detailed Preservation Plan.
4. Full Upgrade for year round Occupancy (not priced) Building occupied by less than 300 people. Building fully upgraded including mechanical, electrical, and plumbing systems. Seismic upgrade taken to life safety level or higher. Note: This is beyond anticipated use of building and may impact historic nature.

At a minimum, staff is likely to recommend the "Temporary Occupancy Code Level Upgrade." This option maintains existing uses, allows temporary occupation of less than 50 people, and requires no new systems, mechanical or otherwise. The scope includes removal of the existing wire roping support system that was installed inside the barn and makes entry or temporary difficult. That system would be replaced with a steel, internal structural framing system, in addition to significant improvements that connect to the barn's foundation, concrete, and masonry that are all part of the foundation.

The barn would also receive a new roof, including roof trusses and shingles, which will extend the overall life of the structure and prevent the potential for future weather and snow-load related failure. Based on the pending Preservation Plan, the scope would likely include some amount of exterior siding upgrades, as the interior framing will likely need to be improved. The scope of work likely includes significant excavation and shoring around the exterior of the barn to provide structural integrity.

In addition, staff is aware that, should Council wish to allow any scenario of temporary occupancy during events under strict supervision, a formal approval of an amended CUP from the Planning Commission must be obtained before any use of the barn could occur. Despite this and the fact that the upgrade will allow for temporary occupancy, staff is not recommending, at least at this time, amending the CUP. Staff will return at a later date and provide Council with community feedback prior to engaging in a discussion about future uses.

Analysis:

Unfortunately, given the most recent structural engineering report from BHB, staff is concerned the \$800,000 placeholder may not cover the full costs of the historic retrofit. While the conceptual project estimates completed by BHB include a small contingency, it is limited to soil and containment unknowns, and likely not adequate for the entire scope of a Landmark historic building. Their initial approach also includes a series of allowances subject to change order fees. The cost estimates do not include any soft costs for design, preservation plan, and other necessary due diligence that will help narrow final scope such as soils testing.

Until staff can mature the drawings through a procurement process and put the project out to bid, final cost estimates are conceptual only. However, if the 2016 Capital Budget request is approved by Council, staff believes there is more than enough resources to complete the next phase of due diligence, including:

- Various site assessments (geotechnical, asbestos testing, lead paint, soils, etc.);
- Various Building Permit checklist items planning, building and engineering review/ considerations, including Historic District Design Review and Preservation Plan);
- Stakeholder meetings with Friends of the Farm, City Council, and others; and
- Procurement and Construction (design, construction and building permits, etc.).

Though staff believes the Temporary Occupancy Code Level retrofit best addresses existing Council direction to preserve and protect the barn without requiring significant changes to the existing Conditional Use Permit (Attachment B), no formal direction on the level of upgrade is necessary at this time. There remains, as mentioned above, a large amount of due diligence work prior to making a specific decision.

Staff will return to Council throughout the course of the year to provide updates and, assuming Council continues to support the project, likely seek an additional capital budget request in FY 2017 for the balance of the project costs that reflects the chosen upgrade option and market conditions of a public procurement process.

In addition, staff will continue to move forward with its public engagement work as well as its work to complete the Historic Preservation Plan to reflect the appropriate Historic Building Use upgrade. Staff has already received a few hundred responses to a SurveyMonkey poll and plans to utilize events at the Farm throughout the year to continue gathering feedback.

In addition, the Planning Department staff has completed Part I of the Preservation Plan, which was to outline and compile the long and colorful history of the Farm. Staff will concurrently move into Phase II of the Preservation Plan, which will mitigate the impact of the proposed work by providing the best preservation practices.

The Historic Preservation Plan for the McPolin Farm will be used as the basis for the Planning Department's Historic District Design Review (HDDR) application requirements.

Department Review:

Recreation, Legal, Budget, Economic Development, Executive.

Alternatives:

A. Approve:

Reaffirm Council support for stabilization improvements and historic preservation plans for the McPolin Barn.

B. Deny:

Council could defer further financial commitment to the Barn's capital stabilization and preservation plan.

C. Modify:

Council could direct staff to pursue several of the other options presented in the structural engineering report.

D. Continue the Item:

Council could request more information and request staff to come back with additional information in specific areas.

E. Do Nothing:

Council can direct staff that no further effort is required and the Barn should age in place.

Significant Impacts:

Historic Preservation is one of Council's top priorities. This initiative will hopefully protect and preserve one of Park City's most iconic and historic structures.

Funding Source:

FY2016 Capital Improvement Plan.

Consequences of not taking the recommended action:

Failure to fund a capital improvement/historic preservation plan may increase the likelihood of structural and aesthetic failures at the Barn.

Recommendation:

Reaffirm Council support for stabilization improvements and historic preservation plans for the McPolin Barn.

4.3 SUPPLEMENTAL RETROFIT OPTIONS

Proposed Building Uses

A building's desired use and seismic performance level during an earthquake must be identified in order to determine recommended retrofits for building deficiencies. The building's retrofit is voluntary at this time. This allows the city to determine the use of the building and choose what retrofit options will be performed. The retrofit options are described below.

Building Stabilization

Minimum remediation needed for basic stability would be performed. Building use would not be changed and it is recommended that the building not be occupied when there is snow on the roof or high winds are expected.

\$754,621 to \$885,510

Historic Building Use

The building is occupied as a dangerous historic building by small groups less than 50 people. The building is not occupied when snow is present on the roof. This allows tours during the summer months. Seismic upgrades only where it does not visually impact the historic building. Note: This was previously identified at the dangerous building use in the report.

\$885,510 to \$869,147

Code Level Upgrade

The building is occupied with less than 50 people. The building would be available year round. Mechanical and electrical system would not be added. Seismic upgrade is taken to a life safety level.

\$1,023,972

Full Upgrade

The building is occupied with less than 300 people. Building is fully upgraded including mechanical and electrical systems. Seismic upgrade is taken to a life safety level or higher if desired. Note: This is beyond the anticipated use of the building and may have significant impacts on the historic nature of the building.

Option has not been priced.

Project Name: McPolin Barn Seismic Upgrade

COST MODEL SUMMARY



Cost Model Date: 11 Mar 2015

Construction Duration: 4 mo

Total Building Area: 9,199 sf

Cost of Building		Code Level Option		Historic Use Option		Stabilize Option	
		Total	\$ / SF Bldg	Total	\$ / SF Bldg	Total	\$ / SF Bldg
2	Earthwork	\$ 207,468	\$ 2.05	\$ 206,968	\$ 2.05	\$ 206,468	\$ 2.05
3	Concrete	\$ 17,736	\$ 1.93	\$ 17,736	\$ 1.93	\$ 17,736	\$ 1.93
4	Masonry	\$ 18,900	\$ 2.05	\$ 18,900	\$ 2.05	\$ 18,900	\$ 2.05
5	Metals	\$ 89,849	\$ 9.77	\$ 89,849	\$ 9.77	\$ 89,849	\$ 9.77
6	Wood & Plastics	\$ 148,046	\$ 16.09	\$ 92,526	\$ 10.06	\$ 24,627	\$ 2.68
7	Thermal & Moisture	\$ 133,968	\$ 14.56	\$ 133,968	\$ 14.56	\$ 122,460	\$ 13.31
8	Doors & Windows	\$ 46,600	\$ 5.07	\$ 0	\$ 0.00	\$ 0	\$ 0.00
9	Finishes	\$ 10,582	\$ 1.15	\$ 9,330	\$ 1.01	\$ 7,286	\$ 0.79
10	Specialties	\$ 0	\$ 0.00	\$ 0	\$ 0.00	\$ 0	\$ 0.00
11	Equipment	\$ 0	\$ 0.00	\$ 0	\$ 0.00	\$ 0	\$ 0.00
12	Furnishings	\$ 0	\$ 0.00	\$ 0	\$ 0.00	\$ 0	\$ 0.00
13	Special Construction	\$ 5,000	\$ 0.54	\$ 5,000	\$ 0.54	\$ 5,000	\$ 0.54
14	Conveying Systems	\$ 0	\$ 0.00	\$ 0	\$ 0.00	\$ 0	\$ 0.00
15	Mechanical	\$ 0	\$ 0.00	\$ 0	\$ 0.00	\$ 0	\$ 0.00
16	Electrical	\$ 41,116	\$ 4.47	\$ 7,600	\$ 0.83	\$ 7,600	\$ 0.83
Subtotal Building		\$ 719,265	\$ 78.19	\$ 581,877	\$ 63.25	\$ 499,925	\$ 54.35
General Conditions, Insurances & Fee							
1	General Conditions	\$ 108,082	\$ 11.75	\$ 108,082	\$ 11.75	\$ 108,082	\$ 11.75
19	Miscellaneous Costs	\$ 6,500	\$ 0.71	\$ 6,500	\$ 0.71	\$ 6,500	\$ 0.71
19	Insurances	\$ 7,088	\$ 0.77	\$ 5,920	\$ 0.64	\$ 5,223	\$ 0.57
19	Contractor Fee	\$ 57,961	\$ 6.30	\$ 48,411	\$ 5.26	\$ 42,714	\$ 4.64
Subtotal GC's, Insurance, Fee		\$ 179,630	\$ 19.53	\$ 168,913	\$ 18.36	\$ 162,520	\$ 17.67
Contingency							
19	Contractor Contingency	\$ 125,077	\$ 13.60	\$ 104,469	\$ 11.36	\$ 92,176	\$ 10.02
Subtotal Contingency		\$ 125,077	\$ 13.60	\$ 104,469	\$ 11.36	\$ 92,176	\$ 10.02
COST MODEL GRAND TOTAL (without alternate allowances):		\$ 1,023,972	\$ 111.31	\$ 855,258	\$ 92.97	\$ 754,621	\$ 82.03

Suggested Alternate Allowances - not included in base bid above unless noted otherwise

ALT-01	Weather protection allowance	\$ 25,000	\$ 2.72	\$ 25,000	\$ 2.72	\$ 25,000	\$ 2.72
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Alternate Allowances from Building Estimate - not included in the base bid above unless noted otherwise

ALT-02	Wood railing allowance at floor troughs (246 lf)	Included in Base	\$ 18,450	\$ 2.01	\$ 18,450	\$ 2.01	
ALT-03	Ramps allowance at 3 locations	Included in Base	\$ 4,500	\$ 0.49	\$ 4,500	\$ 0.49	
ALT-04	Patch and repair second floor allowance (250 sf)	Included in Base	\$ 3,100	\$ 0.34	\$ 3,100	\$ 0.34	
ALT-05	Single glaze wood window allowance	Included in Base	\$ 46,600	\$ 5.07	\$ 46,600	\$ 5.07	
ALT-06	Touch up exterior paint allowance (313 sf)	Included in Base	\$ 1,252	\$ 0.14	\$ 1,252	\$ 0.14	
ALT-07	Period lighting fixtures to match existing	Included in Base	\$ 29,966	\$ 3.26	\$ 29,966	\$ 3.26	
ALT-08	Allowance for LED bulbs in lighting fixtures	Included in Base	\$ 3,550	\$ 0.39	\$ 3,550	\$ 3.26	
Subtotal Possible Alternate Allowances ALT02 through ALT08:		\$ 0	\$ 0.00	\$ 107,418	\$ 11.68	\$ 107,418	\$ 11.68
Liability Insurance (.50%)		\$ 0	\$ 0.00	\$ 537	\$ 0.06	\$ 537	\$ 0.06
Builders Risk (.35%)		\$ 0	\$ 0.00	\$ 376	\$ 0.04	\$ 376	\$ 0.04
Contractual Contingency (15%)		\$ 0	\$ 0.00	\$ 16,113	\$ 1.75	\$ 16,113	\$ 1.75
Contractor Fee (6%)		\$ 0	\$ 0.00	\$ 6,445	\$ 0.70	\$ 6,445	\$ 0.70
Total Possible Alternate Allowances ALT02 through ALT08:		\$ 0	\$ 0.00	\$ 130,889	\$ 14.23	\$ 130,889	\$ 14.23

Documents

1	This cost model is based on preliminary structural drawings dated July 3, 2014 by BHB Structural Engineers. Drawing numbers S101, S111, S121, S301, SK1, SK2, SK3A, SK3B, SK4A, SK4B, SK5A, SK5B, SK6, SK7 and SK8.
2	The cost model is based on the McPolin Barn Structural Study dated July 1, 2014 by BHB Structural Engineers.
3	The Historic Sites Form - Historic Sites Inventory was used as a reference in preparing this conceptual cost model.
4	There are no specifications for this cost model.
5	Quantities have been based on rough dimensions.
6	Unit prices have been based on historical data and current market conditions.

Clarifications for Historical Use Option

1	This Cost Model is subject to adjustment after thirty days.
2	This Cost Model is subject to adjustment as the design is developed.
3	"Allowance" amounts are subject to change order as actual costs are realized. Costs for general conditions, liability insurance, builders risk insurances and contractor fee will be added to the hard costs of the allowance scope and billed via change order.
4	Sahara is prepared to begin design and preconstruction activities upon written notice.
5	All environmental testing, reporting, cleanup, hazardous waste removal, lead paint, contaminated soils, abatements, government applications, and disposal is assumed to be by the owner and not included in this cost model.
6	All permit, design, municipal, engineering, architectural, utility, testing and other fees are not included in this conceptual budget.
7	A contingency of 15% has been included and is recommended due to the preliminary nature of the design, unknown soil and under slab condition, abatement concerns and further clarification to overall building scope.

- 8

It is assumed that portions of the building envelope (wood siding and roofing) will need to be removed, palletized and reinstalled to install steel framing. There are no costs included to handle lead paint, paint removal and repaint existing wood material. Demolition includes the removal of stone foundations, saw cutting, removal concrete slabs at micro piles, excavation of pile caps, temporary shoring, temporary bracing at existing wood columns (at steel frames), selective demo wood members, remove wire rope bracing, cut bolts at floor, remove wood flooring (as needed for steel frame install) and remove wood sheathing at roof (as needed for steel frame install). This scope may modify as subgrade conditions and best shoring methods are determined for this project with the assistance of BHB Structural Engineers.
- 9

Deferred engineering costs for temporary shoring and bracing have not been included in this cost estimate. Bracing and shoring costs may increase if measures are needed beyond a 10 kip shoring frame/junior beam stringer/joist shoring system.
- 10

It is assumed that the micro pile driven depth is 35' deep at each location. This scope may be modified pending the results of a geotechnical study.
- 11

An allowance of \$5,000 has been included to patch and repair landscape (sod or plantings) upon completion of the structural frame modifications.
- 12

Concrete micro pile caps have been assumed to be 3'x6'x1.5' in size, covering (2) piles at (12) locations on the first floor.
- 13

An allowance to point up 30 square feet of mortar joints in the concrete block of the milk parlor has been included in the masonry scope. An allowance has also been included to reconstruct the stone foundations at (6) locations at the building exterior where new micro piles are to be installed.
- 14

The structural steel scope of work includes the fabrication and erection of (3) steel braced frames as shown on B/S301. An allowance has been included for misc steel connections and hardware. Steel frame to existing wood frame connections are not detailed and may alter the cost included in misc connections. This scope will adjust as structural drawings are finalized.
- 15

Rough carpentry includes the modifications and additions as shown on the structural drawings. Additional allowances have been included for (3) accessibility ramps at three locations on the main floor (over large floor drains), handrail along floor drains, and reinstalling or patching the wood flooring on the second level. This scope will adjust as structural drawings are finalized. Rough Carpentry includes the following scopes from the McPolin Barn Structural Study section 3.3 Building Upgrade Recommendations Deficiencies:

Gravity Loads

1.a, 1.b, 1.c, 1.d (small allowance), 1.e

Snow Loads

2.a, 2.b, 2.c

Lateral Loads

3.a (Steel Frame), 3.b, 3.c, 3.d

Seismic Loads

4.a (4.b has not been included in this upgrade options)

Drawings SK1, SK2, SK3, SK4, SK5, SK6, SK7, SK8 & SK9 are included in the structural upgrade
- 16

It is assumed that all asphalt shingles will need to be removed and replaced on the main barn to nail through the existing roof sheathing and connect to the new wood roof trusses. 40 year architectural shingles, ice and water shield, metal drip edge, hip and ridge are included in roofing costs.
- 17

A Tyvek vapor barrier allowance has been included over the new wood frame and sheathing between moment frames as shown on the structural drawings.
- 18

All signage, furnishings and equipment is excluded from this cost model.
- 19

An allowance has been included in this estimate to modify the current fire sprinkler system due to possible conflicts with new structural steel frame or rough framing additions and modifications. This scope may change pending design and scope clarifications and development.
- 20

There are no mechanical or plumbing modifications or additions assumed to be part of this project. Sahara has assumed, as instructed by Brett Goodman of BHB, that structural modifications are being made to the McPolin barn to bring the structure into code compliance for public access accommodating less than 40 in the building at a time. A significant modification to this scope of work will occur if a greater occupancy load if desired.
- 21

It is assumed that electrical scope will include the modification and/or addition of lighting fixtures, cabling and conduit to meet minimum code requirements for occupancy of less 40. Fixtures are assumed to match what is currently on the lower and upper floors of the main barn. It is assumed that all new branch conduits can be connected and routed through existing electrical panels. Exterior lighting, new panels and addition outlets are excluded from this proposal.
- 22

An allowance has been included in this estimate to remove current window covering and install new 4 or 6 panel single pane wood windows. Windows are finished to match existing 6 pane windows on the west side of the barn.

Clarifications for Code Level Option	
1	This Cost Model is subject to adjustment after thirty days.
2	This Cost Model is subject to adjustment as the design is developed.
3	"Allowance" amounts are subject to change order as actual costs are realized. Costs for general conditions, liability insurance, builders risk insurances and contractor fee will be added to the hard costs of the allowance scope and billed via change order.
4	Sahara is prepared to begin design and preconstruction activities upon written notice.
5	All environmental testing, reporting, cleanup, hazardous waste removal, lead paint, contaminated soils, abatements, government applications, and disposal is assumed to be by the owner and not included in this cost model.
6	All permit, design, municipal, engineering, architectural, utility, testing and other fees are not included in this conceptual budget.
7	A contingency of 15% has been included and is recommended due to the preliminary nature of the design, unknown soil and under slab condition, abatement concerns and further clarification to overall building scope.
8	It is assumed that portions of the building envelope (wood siding and roofing) will need to be removed, palletized and reinstalled to install steel framing. There are no costs included to handle lead paint, paint removal and repaint existing wood material. Demolition includes the removal of stone foundations, saw cutting, removal concrete slabs at micro piles, excavation of pile caps, temporary shoring, temporary bracing at existing wood columns (at steel frames), selective demo wood members, remove wire rope bracing, cut bolts at floor, remove wood flooring (as needed for steel frame install) and remove wood sheathing at roof (as needed for steel frame install). This scope may modify as subgrade conditions and best shoring methods are determined for this project with the assistance of BHB Structural Engineers.
9	Deferred engineering costs for temporary shoring and bracing have not been included in this cost estimate. Bracing and shoring costs may increase if measures are needed beyond a 10 kip shoring frame/junior beam stringer/joist shoring system.
10	It is assumed that the micro pile driven depth is 35' deep at each location. This scope may be modified pending the results of a geotechnical study.
11	An allowance of \$5,000 has been included to patch and repair landscape (sod or plantings) upon completion of the structural frame modifications.
12	Concrete micro pile caps have been assumed to be 3'x6'x1.5' in size, covering (2) piles at (12) locations on the first floor.
13	An allowance to point up 30 square feet of mortar joints in the concrete block of the milk parlor has been included in the masonry scope. An allowance has also been included to reconstruct the stone foundations at (6) locations at the building exterior where new micro piles are to be installed.
14	The structural steel scope of work includes the fabrication and erection of (3) steel braced frames as shown on B/S301. An allowance has been included for misc steel connections and hardware. Steel frame to existing wood frame connections are not detailed and may alter the cost included in misc connections. This scope will adjust as structural drawings are finalized.
15	Rough carpentry includes the modifications and additions as included in the notes and drawings shown below. Additional items not included in the base bid have been included above as alternate allowances: (3) accessibility ramps at three locations on the main floor (over large floor drains), handrail along floor drains, and reinstalling or patching the wood flooring on the second level. This scope will adjust as structural drawings are finalized. Rough Carpentry includes the following scopes from the McPolin Barn Structural Study section 3.3 Building Upgrade Recommendations Deficiencies: Gravity Loads 1.a, 1.b, 1.c, 1.d (small allowance), 1.e Snow Loads 2.a, 2.b, 2.c Lateral Loads 3.a (Steel Frame), 3.b, 3.c, 3.d Seismic Loads None (4.a & 4.b have not been included in this upgrade option) Drawings SK1, SK2, SK3, SK4, & SK5 are included in the structural upgrade (SK6, SK7, SK8 & SK9 have not been included in this upgrade option)
16	It is assumed that all asphalt shingles will need to be removed and replaced on the main barn to nail through the existing roof sheathing and connect to the new wood roof trusses. 40 year architectural shingles, ice and water shield, metal drip edge, hip and ridge are included in roofing costs.
17	A Tyvek vapor barrier allowance has been included over the new wood frame and sheathing between moment frames as shown on the structural drawings.
18	All signage, furnishings and equipment is excluded from this cost model.
19	An allowance has been included in this estimate to modify the current fire sprinkler system due to possible conflicts with new structural steel frame or rough framing additions and modifications. This scope may change pending design and scope clarifications and development.
20	There are no mechanical or plumbing modifications or additions assumed to be part of this project. Sahara has assumed, as instructed by Brett Goodman of BHB, that structural modifications are being made to the McPolin barn to bring the structure into code compliance for public access accommodating less than 40 in the building at a time. A significant modification to this scope of work will occur if a greater occupancy load if desired.
21	There are no electrical modifications to lighting or power distribution included for the historic use option. Please see alternate allowances for cost of minimum code level lighting upgrade with similar fixtures in upper and lower barn areas.

22	Removing current window coverings and installing new 4 or 6 panel single pane wood windows is not included in the historic use option. Please see alternate allowances for cost to remove current coverings and replace with 4 or 6 panel single pane windows.
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Clarifications for Stabilize Option	
1	This Cost Model is subject to adjustment after thirty days.
2	This Cost Model is subject to adjustment as the design is developed.
3	"Allowance" amounts are subject to change order as actual costs are realized. Costs for general conditions, liability insurance, builders risk insurances and contractor fee will be added to the hard costs of the allowance scope and billed via change order.
4	Sahara is prepared to begin design and preconstruction activities upon written notice.
5	All environmental testing, reporting, cleanup, hazardous waste removal, lead paint, contaminated soils, abatements, government applications, and disposal is assumed to be by the owner and not included in this cost model.
6	All permit, design, municipal, engineering, architectural, utility, testing and other fees are not included in this conceptual budget.
7	A contingency of 15% has been included and is recommended due to the preliminary nature of the design, unknown soil and under slab condition, abatement concerns and further clarification to overall building scope.
8	It is assumed that portions of the building envelope (wood siding and roofing) will need to be removed, palletized and reinstalled to install steel framing. There are no costs included to handle lead paint, paint removal and repaint existing wood material. Demolition includes the removal of stone foundations, saw cutting, removal concrete slabs at micro piles, excavation of pile caps, temporary shoring, temporary bracing at existing wood columns (at steel frames), selective demo wood members, remove wire rope bracing, cut bolts at floor, remove wood flooring (as needed for steel frame install) and remove wood sheathing at roof (as needed for steel frame install). This scope may modify as subgrade conditions and best shoring methods are determined for this project with the assistance of BHB Structural Engineers.
9	Deferred engineering costs for temporary shoring and bracing have not been included in this cost estimate. Bracing and shoring costs may increase if measures are needed beyond a 10 kip shoring frame/junior beam stringer/joist shoring system.
10	It is assumed that the micro pile driven depth is 35' deep at each location. This scope may be modified pending the results of a geotechnical study.
11	An allowance of \$5,000 has been included to patch and repair landscape (sod or plantings) upon completion of the structural frame modifications.
12	Concrete micro pile caps have been assumed to be 3'x6'x1.5' in size, covering (2) piles at (12) locations on the first floor.
13	An allowance to point up 30 square feet of mortar joints in the concrete block of the milk parlor has been included in the masonry scope. An allowance has also been included to reconstruct the stone foundations at (6) locations at the building exterior where new micro piles are to be installed.
14	The structural steel scope of work includes the fabrication and erection of (3) steel braced frames as shown on B/S301. An allowance has been included for misc steel connections and hardware. Steel frame to existing wood frame connections are not detailed and may alter the cost included in misc connections. This scope will adjust as structural drawings are finalized.
15	Rough carpentry includes the modifications and additions as included in the notes and drawings shown below. Additional items not included in the base bid have been included above as alternate allowances: (3) accessibility ramps at three locations on the main floor (over large floor drains), handrail along floor drains, and reinstalling or patching the wood flooring on the second level. This scope will adjust as structural drawings are finalized. Rough Carpentry includes the following scopes from the McPolin Barn Structural Study section 3.3 Building Upgrade Recommendations Deficiencies: Gravity Loads 1.a, 1.b, 1.c, 1.d (small allowance), 1.e Snow Loads None (2.a, 2.b & 2.c have not been included in this upgrade option) Lateral Loads 3.a (Steel Frame) & 3.d (3.b & 3.c have not been included in this upgrade option) Seismic Loads None (4.a & 4.b have not been included in this upgrade option) Drawing SK1 is included in the structural upgrade (SK2, SK3, SK4, SK5, SK6, SK7, SK8 & SK9 have not been included in this upgrade option)
16	It is assumed that all asphalt shingles will need to be removed and replaced on the main barn to nail through the existing roof sheathing and connect to the new wood roof trusses. 40 year architectural shingles, ice and water shield, metal drip edge, hip and ridge are included in roofing costs.
17	Tyvek vapor barrier is excluded from the stabilize use option.
18	All signage, furnishings and equipment is excluded from this cost model.
19	An allowance has been included in this estimate to modify the current fire sprinkler system due to possible conflicts with new structural steel frame or rough framing additions and modifications. This scope may change pending design and scope clarifications and development.
20	There are no mechanical or plumbing modifications or additions assumed to be part of this project. Sahara has assumed, as instructed by Brett Goodman of BHB, that structural modifications are being made to the McPolin barn to bring the structure into code compliance for public access accommodating less than 40 in the building at a time. A significant modification to this scope of work will occur if a greater occupancy load if desired.
21	There are no electrical modifications to lighting or power distribution included for the stabilize use option. Please see alternate allowances for cost of minimum code level lighting upgrade with similar fixtures in upper and lower barn areas.
22	Removing current window coverings and installing new 4 or 6 panel single pane wood windows is not included in the stabilize use option. Please see alternate allowances for cost to remove current coverings and replace with 4 or 6 panel single pane windows.



Cost Model Date:	21 Jan 2015
Version:	2
Construction Duration:	4.0 mo
Building Area	
Barn First Floor:	3,635 sf
Barn Second Floor:	3,603 sf
Milk Parlor First Floor	1,025 sf
Milk Parlor Second Floor	712 sf
North Room	224 sf
Total Building Area:	9,199 sf

Cost Model Date:	11 Mar 2015
Version:	2
Construction Duration:	4.0 mo

Cost Model Date:	11 Mar 2015
Version:	2
Construction Duration:	4.0 mo

Code Level Option							Historic Use Option					Stabilize Option					
Code	Description	Notes	Units		\$ / Unit	Amount	\$ / SF	Units		\$ / Unit	Amount	\$ / SF	Units		\$ / Unit	Amount	\$ / SF
1	General Conditions																
01-0000	General Conditions personnel & facilities		4.0	mo	\$ 27,021	\$ 108,082	\$ 11.75	4.0	mo	\$ 27,021	\$ 108,082	\$ 11.75	4.0	mo	\$ 27,021	\$ 108,082	\$ 11.75
General Conditions Subtotal						11%	\$ 108,082	\$ 11.75	11%		\$ 108,082	\$ 11.75	11%		\$ 108,082	\$ 11.75	
2	Earthwork																
02-0200	Surveying & Layout layout trade work	layout trade work allowance	1	ls	\$ 3,000	\$ 3,000	\$ 0.33	1	ls	\$ 2,500	\$ 2,500	\$ 0.27	1	ls	\$ 2,000	\$ 2,000	\$ 0.22
02-0500	Hazardous Waste Removal phase I environmental study HAZMAT survey lead paint removal contaminate soils disposal special disposal facilities govt. applications & fees	typically prior to land purchase HAZMAT survey lead paint removal contaminate soils disposal special disposal facilities 10-day waiting period				EXCLUDED EXCLUDED EXCLUDED EXCLUDED EXCLUDED EXCLUDED					EXCLUDED EXCLUDED EXCLUDED EXCLUDED EXCLUDED EXCLUDED					EXCLUDED EXCLUDED EXCLUDED EXCLUDED EXCLUDED EXCLUDED	
02-1000	Material Handling and Selective Removal																
	temporary shoring allowance	temp shoring at 6 interior wood columns	6	ea	\$ 2,000	\$ 12,000	\$ 1.30	6	ea	\$ 2,000	\$ 12,000	\$ 1.30	6	ea	\$ 2,000	\$ 12,000	\$ 1.30
	temporary shoring allowance	temp shoring at 6 exterior wood columns	6	ea	\$ 2,500	\$ 15,000	\$ 1.63	6	ea	\$ 2,500	\$ 15,000	\$ 1.63	6	ea	\$ 2,500	\$ 15,000	\$ 1.63
	cut wood for steel frame allowance	cut existing wood members during shoring	12	ea	\$ 1,184	\$ 14,208	\$ 1.54	12	ea	\$ 1,184	\$ 14,208	\$ 1.54	12	ea	\$ 1,184	\$ 14,208	\$ 1.54
	temporary protection allowance	temporary protection existing materials	1	ls	\$ 5,000	\$ 5,000	\$ 0.54	1	ls	\$ 5,000	\$ 5,000	\$ 0.54	1	ls	\$ 5,000	\$ 5,000	\$ 0.54
	saw-cutting allowance	saw-cut concrete slab at new micro piles	1	ls	\$ 25,000	\$ 25,000	\$ 2.72	1	ls	\$ 25,000	\$ 25,000	\$ 2.72	1	ls	\$ 25,000	\$ 25,000	\$ 2.72
	selective demo concrete slab allowance	remove concrete slab on grade				INCLUDED					INCLUDED					INCLUDED	
	remove 3' material below slab allowance	remove material below slab on grade				INCLUDED					INCLUDED					INCLUDED	
	debris removal allowance	remove soil and concrete from site				INCLUDED					INCLUDED					INCLUDED	
	remove stone foundation allowance	remove and salvage stone foundation				INCLUDED					INCLUDED					INCLUDED	
	backfill and compact at piers allowance	backfill around piers with existing material				INCLUDED					INCLUDED					INCLUDED	
	cut and remove wire bracing allowance	cut and remove wire bracing and bolts				INCLUDED					INCLUDED					INCLUDED	
	remove existing wood siding allowance	remove and palletize ext siding at steel frame	504	sf	\$ 7.40	\$ 3,730	\$ 0.41	504	sf	\$ 7.40	\$ 3,730	\$ 0.41	504	sf	\$ 7.40	\$ 3,730	\$ 0.41
	remove existing wood siding allowance	remove and palletize ext siding at framing	1,293	sf	\$ 7.40	\$ 9,568	\$ 1.04	1,293	sf	\$ 7.40	\$ 9,568	\$ 1.04	1,293	sf	\$ 7.40	\$ 9,568	\$ 1.04
	remove interior flooring allowance	remove hay loft floor at new steel frame loc.	432	sf	\$ 3.70	\$ 1,598	\$ 0.17	432	sf	\$ 3.70	\$ 1,598	\$ 0.17	432	sf	\$ 3.70	\$ 1,598	\$ 0.17

	remove roof sheathing allowance	remove roof sheathing at new steel frame loc.	1,375	ea	\$ 7.40	\$ 10,175	\$ 1.11	1,375	ea	\$ 7.40	\$ 10,175	\$ 1.11	1,375	ea	\$ 7.40	\$ 10,175	\$ 1.11							
02-2000	Earthwork					SEE 02-1000					SEE 02-1000					SEE 02-1000								
02-2300	SWPPP / Dust Control																							
	drain protection allowance	drain protection allowance	2	ea	\$ 100	\$ 200	\$ 0.02	2	ea	\$ 100	\$ 200	\$ 0.02	2	ea	\$ 100	\$ 200	\$ 0.02							
	concrete washout allowance	dumpster rental, delivery and disposal	2	ea	\$ 500	\$ 1,000	\$ 0.11	2	ea	\$ 500	\$ 1,000	\$ 0.11	2	ea	\$ 500	\$ 1,000	\$ 0.11							
	street sweeping allowance	periodic street sweeping	20	day	\$ 250	\$ 5,000	\$ 0.54	20	day	\$ 250	\$ 5,000	\$ 0.54	20	day	\$ 250	\$ 5,000	\$ 0.54							
	hydrant meter allowance	utility deposit, monthly fee				USE WATER AT SITE					USE WATER AT SITE					USE WATER AT SITE								
	construction water allowance	metered water use for dust control				USE WATER AT SITE					USE WATER AT SITE					USE WATER AT SITE								
02-2500	Earthwork Specialties																							
	micro pile allowance	micro pile assumed 35' depth	24	ea	\$ 1,700	\$ 40,800	\$ 4.44	24	ea	\$ 1,700	\$ 40,800	\$ 4.44	24	ea	\$ 1,700	\$ 40,800	\$ 4.44							
02-2820	Termite Control					EXCLUDED					EXCLUDED					EXCLUDED								
02-3000	Site Utilities																							
	Water Systems					EXCLUDED					EXCLUDED					EXCLUDED								
	Sanitary Sewer					EXCLUDED					EXCLUDED					EXCLUDED								
	Storm Sewer					EXCLUDED					EXCLUDED					EXCLUDED								
	Natural Gas Service					EXCLUDED					EXCLUDED					EXCLUDED								
	Canal Enclosures					EXCLUDED					EXCLUDED					EXCLUDED								
	Electrical Site Utilities					EXCLUDED					EXCLUDED					EXCLUDED								
02-4000	Site Concrete					EXCLUDED					EXCLUDED					EXCLUDED								
02-5000	Asphalt Paving					EXCLUDED					EXCLUDED					EXCLUDED								
02-6000	Equipment Expense																							
	boom/scissor lift allowance	allowance for boom/scissor lift	4.0	mo	\$ 4,000	\$ 16,000	\$ 1.74	4.0	mo	\$ 4,000	\$ 16,000	\$ 1.74	4.0	mo	\$ 4,000	\$ 16,000	\$ 1.74							
	scaffolding allowance	scaffolding allowance for second floor	3	mo	\$ 2,813	\$ 8,438	\$ 0.92	3	mo	\$ 2,813	\$ 8,438	\$ 0.92	3	mo	\$ 2,813	\$ 8,438	\$ 0.92							
	scaffolding setup allowance	scaffolding setup allowance for second floor	3	ea	\$ 2,500	\$ 7,500	\$ 0.82	3	ea	\$ 2,500	\$ 7,500	\$ 0.82	3	ea	\$ 2,500	\$ 7,500	\$ 0.82							
	forklift allowance	allowance for forklift	4.0	mo	\$ 3,500	\$ 14,000	\$ 1.52	4.0	mo	\$ 3,500	\$ 14,000	\$ 1.52	4.0	mo	\$ 3,500	\$ 14,000	\$ 1.52							
02-8000	Fencing																							
	temporary fencing allowance	set-up, rental, stands, sand-bags, etc.	500	lf	\$ 6.50	\$ 3,250	\$ 0.35	500	lf	\$ 6.50	\$ 3,250	\$ 0.35	500	lf	\$ 6.50	\$ 3,250	\$ 0.35							
02-9000	Landscaping																							
	repair existing landscape allowance	repair existing landscape allowance	1	ls	\$ 5,000	\$ 5,000	\$ 0.54	1	ls	\$ 5,000	\$ 5,000	\$ 0.54	1	ls	\$ 5,000	\$ 5,000	\$ 0.54							
02-9500	Site Specialties																							
	temporary project signs		1	ls	\$ 500	\$ 500	\$ 0.05	1	ls	\$ 500	\$ 500	\$ 0.05	1	ls	\$ 500	\$ 500	\$ 0.05							
	Safety																							
	- security cameras					EXCLUDED					EXCLUDED					EXCLUDED								
	- safety supplies	allowance for safety supplies	1	ls	\$ 500	\$ 500	\$ 0.05	1	ls	\$ 500	\$ 500	\$ 0.05	1	ls	\$ 500	\$ 500	\$ 0.05							
	- accident prevention	allowance for accident prevention	1	ls	\$ 500	\$ 500	\$ 0.05	1	ls	\$ 500	\$ 500	\$ 0.05	1	ls	\$ 500	\$ 500	\$ 0.05							
	- fire prevention	allowance for fire prevention	1	ls	\$ 1,000	\$ 1,000	\$ 0.11	1	ls	\$ 1,000	\$ 1,000	\$ 0.11	1	ls	\$ 1,000	\$ 1,000	\$ 0.11							
	- safety incentives	allowance for safety incentives	1	ls	\$ 500	\$ 500	\$ 0.05	1	ls	\$ 500	\$ 500	\$ 0.05	1	ls	\$ 500	\$ 500	\$ 0.05							
	off-site parking / staging	bus passes or parking allowance	4.0	mo	\$ 1,000	\$ 4,000	\$ 0.43	4.0	mo	\$ 1,000	\$ 4,000	\$ 0.43	4.0	mo	\$ 1,000	\$ 4,000	\$ 0.43							
Earthwork Subtotal						20%	\$ 207,468	\$ 22.55	20%						\$ 206,968	\$ 22.50	20%						\$ 206,468	\$ 22.44
3	Concrete																							
03-0300	Reinforcing Steel																							
	rebar - materials					INCLUDED					INCLUDED					INCLUDED								
03-1000	Building Concrete																							
	micro pile cap allowance	micro pile concrete cap - (12) 3'x6'x1.5'	12	ea	\$ 1,478	\$ 17,736	\$ 1.93	12	ea	\$ 1,478	\$ 17,736	\$ 1.93	12	ea	\$ 1,478	\$ 17,736	\$ 1.93							
Concrete Subtotal						2%	\$ 17,736	\$ 1.93	2%						\$ 17,736	\$ 1.93	2%						\$ 17,736	\$ 1.93

4	Masonry																			
04-2000	Masonry	point up existing masonry joints allowance	point up masonry joints on milk parlor ext.	30	sf	\$ 30.00	\$ 900	\$ 0.10	30	sf	\$ 30.00	\$ 900	\$ 0.10	30	sf	\$ 30.00	\$ 900	\$ 0.10		
04-5000	Stonework	natural stone foundation allowance	reinstall natural stone foundation at ext. piles	396	sf	\$ 40.00	\$ 15,840	\$ 1.72	396	sf	\$ 40.00	\$ 15,840	\$ 1.72	396	sf	\$ 40.00	\$ 15,840	\$ 1.72		
		natural stone veneer over cap allowance	natural stone veneer placed over pile cap	54	sf	\$ 40.00	\$ 2,160	\$ 0.23	54	sf	\$ 40.00	\$ 2,160	\$ 0.23	54	sf	\$ 40.00	\$ 2,160	\$ 0.23		
Masonry Subtotal								2%	\$ 18,900	\$ 2.05	2%	\$ 18,900	\$ 2.05	2%	\$ 18,900	\$ 2.05				
5	Metals																			
05-1000	Structural Steel	structural members allowance	structural members allowance	1	ls	\$ 29,390	\$ 29,390	\$ 3.19	1	ls	\$ 29,390	\$ 29,390	\$ 3.19	1	ls	\$ 29,390	\$ 29,390	\$ 3.19		
		columns allowance	columns allowance				INCLUDED					INCLUDED					INCLUDED			
		beams allowance	beams allowance				INCLUDED					INCLUDED					INCLUDED			
		angles, embeds & saddles allowance	angles, embeds & saddles allowance				INCLUDED					INCLUDED					INCLUDED			
05-5000	Steel Fabrications	anchor bolts	anchor bolts, brackets, clips, braces	1	ls	\$ 2,500	\$ 2,500	\$ 0.27	1	ls	\$ 2,500	\$ 2,500	\$ 0.27	1	ls	\$ 2,500	\$ 2,500	\$ 0.27		
		handrails					EXCLUDED					EXCLUDED					EXCLUDED			
		guardrails					EXCLUDED					EXCLUDED					EXCLUDED			
		stair assemblies					EXCLUDED					EXCLUDED					EXCLUDED			
		ladders					EXCLUDED					EXCLUDED					EXCLUDED			
05-6000	Steel Erection	structural install allowance	install 3 brace frames as shown on B/S301	1	ls	\$ 57,959	\$ 57,959	\$ 6.30	1	ls	\$ 57,959	\$ 57,959	\$ 6.30	1	ls	\$ 57,959	\$ 57,959	\$ 6.30		
		misc. steel install	anchor bolts, brackets, clips, braces				INCLUDED					INCLUDED					INCLUDED			
		misc. welding	misc. welding				INCLUDED					INCLUDED					INCLUDED			
Metals Subtotal								9%	\$ 89,849	\$ 9.77	9%	\$ 89,849	\$ 9.77	9%	\$ 89,849	\$ 9.77				
6	Woods & Plastics																			
06-1000	Rough Framing	framing materials and labor allowance	framing materials and labor allowance	1	ls	\$ 114,200	\$ 114,200	\$ 12.41	1	ls	\$ 85,650	\$ 85,650	\$ 9.31	1	ls	\$ 19,130	\$ 19,130	\$ 2.08		
		repair post on first floor	repair post on first floor				INCLUDED					INCLUDED					INCLUDED			
		frame and sheet between moment frames	frame and sheet between moment frames				INCLUDED					INCLUDED					EXCLUDED			
		sheet second floor barn loft	sheet second floor barn loft				INCLUDED					INCLUDED					EXCLUDED			
		sister all member existing trusses (A/S301)	sister all member existing trusses (A/S301)				INCLUDED					INCLUDED					EXCLUDED			
		in main barn - install new built-up trusses	in main barn - install new built-up trusses				INCLUDED					EXCLUDED					EXCLUDED			
		install epoxy and all thread as shown	install epoxy and all thread as shown				INCLUDED					EXCLUDED					EXCLUDED			
		install simpson hardware in masonry plate	install simpson hardware in masonry plate				INCLUDED					EXCLUDED					EXCLUDED			
		re sheet roof areas as needed	re sheet roof areas as needed				INCLUDED					INCLUDED					INCLUDED			
		re frame stairs and opening for stairs	re frame stairs and opening for stairs				INCLUDED					INCLUDED					INCLUDED			
		place any missing anchors on sill plate	place any missing anchors on sill plate				INCLUDED					INCLUDED					EXCLUDED			
		misc framing blocking allowance	misc framing blocking allowance	9,199	sf	\$ 0.50	\$ 4,600	\$ 0.50	9,199	sf	\$ 0.40	\$ 3,680	\$ 0.40	9,199	sf	\$ 0.25	\$ 2,300	\$ 0.25		
06-2000	Finish Carpentry	wood railing allowance at floor troughs	wood railing allowance at floor troughs	246	lf	\$ 75.00	\$ 18,450	\$ 2.01				EXCLUDED					EXCLUDED			
		ramps allowance at 3 locations	ramps allowance at 3 locations	3	ea	\$ 1,500	\$ 4,500	\$ 0.49				EXCLUDED					EXCLUDED			
		reinstall interior flooring allowance	reinstall hay loft floor at new steel frame loc.	432	sf	\$ 7.40	\$ 3,197	\$ 0.35	432	sf	\$ 7.40	\$ 3,197	\$ 0.35	432	sf	\$ 7.40	\$ 3,197	\$ 0.35		
		patch and repair second floor allowance	patch and repair cracks or broken boards	250	sf	\$ 12.40	\$ 3,100	\$ 0.34				EXCLUDED					EXCLUDED			
06-4000	Millwork						EXCLUDED					EXCLUDED					EXCLUDED			
Woods & Plastics Subtotal								14%	\$ 148,046	\$ 16.09	9%	\$ 92,526	\$ 10.06	2%	\$ 24,627		\$ 2.68			
7	Thermal & Moisture																			
07-1000	Waterproofing						EXCLUDED					EXCLUDED					EXCLUDED			

07-2000	Insulation					EXCLUDED				EXCLUDED				EXCLUDED						
07-3000	Fireproofing					EXCLUDED				EXCLUDED				EXCLUDED						
07-4000	Exterior Treatments																			
	tyvek or similar allowance	tyvek or similar on new sheathing at exterior	1,293	sf	\$ 1.50	\$ 1,940	\$ 0.21	1,293	sf	\$ 1.50	\$ 1,940	\$ 0.21		EXCLUDED						
	reinstall wood siding allowance	reinstall wood siding allowance at steel frame	504	sf	\$ 7.40	\$ 3,730	\$ 0.41	504	sf	\$ 7.40	\$ 3,730	\$ 0.41	504	sf	\$ 0.41					
	reinstall wood siding allowance	reinstall wood siding allowance at framing	1,293	sf	\$ 7.40	\$ 9,568	\$ 1.04	1,293	sf	\$ 7.40	\$ 9,568	\$ 1.04		EXCLUDED						
07-5000	Roofing																			
	remove existing shingles allowance	recovery board, cricketing, TPO, EPDM	1	ls	\$ 62,351	\$ 62,351	\$ 6.78	1	ls	\$ 62,351	\$ 62,351	\$ 6.78	1	ls	\$ 6.78					
	install ice and water shield allowance	install ice and water shield allowance				INCLUDED					INCLUDED			INCLUDED						
	install 40 year asphalt shingle allowance	install 40 year asphalt shingle allowance				INCLUDED					INCLUDED			INCLUDED						
	install hip and ridge allowance	install hip and ridge allowance				INCLUDED					INCLUDED			INCLUDED						
	install 24 gauge metal drip edge	install 24 gauge metal drip edge				INCLUDED					INCLUDED			INCLUDED						
07-7000	Roof Accessories					EXCLUDED				EXCLUDED				EXCLUDED						
07-9000	Sealants & Caulking																			
	miscellaneous caulking allowance	miscellaneous caulking allowance	9,199	sf	\$ 0.15	\$ 1,380	\$ 0.15	9,199	sf	\$ 0.15	\$ 1,380	\$ 0.15	9,199	sf	\$ 0.15					
	concrete foundation repair allowance	epoxy repair foundation north and milk parlor	220	sf	\$ 250.00	\$ 55,000	\$ 5.98	220	sf	\$ 250.00	\$ 55,000	\$ 5.98	220	sf	\$ 5.98					
Thermal & Moisture Subtotal						13%	\$ 133,968	\$ 14.56	13%			\$ 133,968	\$ 14.56	12%		\$ 122,460	\$ 13.31			
8	Doors & Windows																			
08-1000	Frames, Doors, Hardware						EXCLUDED							EXCLUDED						
08-3000	Overhead Doors						EXCLUDED							EXCLUDED						
08-4000	Specialty Doors						EXCLUDED							EXCLUDED						
08-8000	Glass Systems																			
	single glaze wood window allowance	window replacement for main barn 4 sizes	1	ls	\$ 46,600	\$ 46,600	\$ 5.07				EXCLUDED				EXCLUDED					
Doors & Windows Subtotal						5%	\$ 46,600	\$ 5.07	0%			\$ 0	\$ 0.00	0%		\$ 0	\$ 0.00			
9	Finishes																			
09-2000	Drywall						EXCLUDED							EXCLUDED						
09-3000	Ceramic Tile						EXCLUDED							EXCLUDED						
09-5000	Acoustical Ceilings						EXCLUDED							EXCLUDED						
09-5500	Acoustical Wall Panels						EXCLUDED							EXCLUDED						
09-6000	Flooring						EXCLUDED							EXCLUDED						
09-9000	Painting																			
	touch up exterior paint allowance	touch up paint south east corner barn	313	sf	\$ 4.00	\$ 1,252	\$ 0.14				EXCLUDED				EXCLUDED					
09-9900	Final Cleaning																			
	pre-punch clean allowance	pre-punch clean allowance	9,199	sf	\$ 0.08	\$ 690	\$ 0.08	9,199	sf	\$ 0.08	\$ 690	\$ 0.08	9,199	sf	\$ 0.04	\$ 368	\$ 0.04			
	final clean allowance	final clean allowance	9,199	sf	\$ 0.25	\$ 2,300	\$ 0.25	9,199	sf	\$ 0.25	\$ 2,300	\$ 0.25	9,199	sf	\$ 0.25	\$ 2,300	\$ 0.25			
	post occupancy clean allowance	post occupancy clean allowance	9,199	sf	\$ 0.08	\$ 690	\$ 0.08	9,199	sf	\$ 0.08	\$ 690	\$ 0.08	9,199	sf	\$ 0.04	\$ 368	\$ 0.04			
	final site clean & wash	sweep walks - wash parking lot	1	ls	\$ 750	\$ 750	\$ 0.08	1	ls	\$ 750	\$ 750	\$ 0.08	1	ls	\$ 750	\$ 750	\$ 0.08			
	misc. punch list expense	misc punch list expense	1	ls	\$ 500	\$ 500	\$ 0.05	1	ls	\$ 500	\$ 500	\$ 0.05	1	ls	\$ 500	\$ 500	\$ 0.05			
	clean out existing barn misc materials	clean out existing barn misc materials	BY OWNER - EXCLUDED					BY OWNER - EXCLUDED					BY OWNER - EXCLUDED							
	clean out existing barn tools, etc	clean out existing barn tools, etc	BY OWNER - EXCLUDED					BY OWNER - EXCLUDED					BY OWNER - EXCLUDED							

09-9910	Dumpsters																				
	40 yard dumpster allowance	deliver, haul-off, dispose of refuse	4.0	mo	\$ 700	\$ 2,800	\$ 0.30	4.0	mo	\$ 700	\$ 2,800	\$ 0.30	4.0	mo	\$ 350	\$ 1,400	\$ 0.15				
	temporary labor allowance	temporary labor allowance	4.0	mo	\$ 400	\$ 1,600	\$ 0.17	4.0	mo	\$ 400	\$ 1,600	\$ 0.17	4.0	mo	\$ 400	\$ 1,600	\$ 0.17				
Finishes Subtotal					1%	\$ 10,582	\$ 1.15	1%					\$ 9,330	\$ 1.01	1%					\$ 7,286	\$ 0.79
10	Specialties																				
10-4000	Signs					EXCLUDED							EXCLUDED							EXCLUDED	
	ADA required signs					EXCLUDED							EXCLUDED							EXCLUDED	
	directional & door signs					EXCLUDED							EXCLUDED							EXCLUDED	
	corporate signage					EXCLUDED							EXCLUDED							EXCLUDED	
10-5500	Fire Extinguishers					EXCLUDED							EXCLUDED							EXCLUDED	
10-9000	Misc. Specialties					EXCLUDED							EXCLUDED							EXCLUDED	
Specialties Subtotal					0%	\$ 0	\$ 0	0%					\$ 0	\$ 0	0%					\$ 0	\$ 0
11	Equipment																				
11-8000	OFCI Equipment					EXCLUDED							EXCLUDED							EXCLUDED	
11-9000	Misc. Equipment					EXCLUDED							EXCLUDED							EXCLUDED	
Equipment Subtotal					0%	\$ 0	\$ 0	0%					\$ 0	\$ 0	0%					\$ 0	\$ 0
12	Furnishings																				
12-5000	Window Treatments					EXCLUDED							EXCLUDED							EXCLUDED	
12-6000	Furniture					EXCLUDED							EXCLUDED							EXCLUDED	
12-7000	Multiple Seating					EXCLUDED							EXCLUDED							EXCLUDED	
12-9000	Misc. Furnishings					EXCLUDED							EXCLUDED							EXCLUDED	
Furnishings Subtotal					0%	\$ 0	\$ 0	0%					\$ 0	\$ 0	0%					\$ 0	\$ 0
13	Special Construction																				
13-1000	Pre-engineered Structures					EXCLUDED							EXCLUDED							EXCLUDED	
13-9000	Fire Sprinklers																				
	allowance for fire sprinkler modifications	allowance for modifications due to steel frame	1	ls	\$ 5,000	\$ 5,000	\$ 0.54	1	ls	\$ 5,000	\$ 5,000	\$ 0.54	1	ls	\$ 5,000	\$ 5,000	\$ 0.54				
Special Construction Subtotal					0%	\$ 5,000	\$ 0.54	0%					\$ 5,000	\$ 0.54	0%					\$ 5,000	\$ 0.54
14	Conveying Systems																				
14-2000	Elevators					EXCLUDED							EXCLUDED							EXCLUDED	
14-5000	Material Handling Systems																				
	hoists & cranes					EXCLUDED							EXCLUDED							EXCLUDED	
	bridge beams					EXCLUDED							EXCLUDED							EXCLUDED	
	hoist tracks					EXCLUDED							EXCLUDED							EXCLUDED	
	specialty conveyors					EXCLUDED							EXCLUDED							EXCLUDED	
Conveying Systems Subtotal					0%	\$ 0	\$ 0.00	0%					\$ 0	\$ 0.00	0%					\$ 0	\$ 0.00
15	Mechanical																				

15-3000	Plumbing					EXCLUDED				EXCLUDED				EXCLUDED			
15-5000	HVAC					EXCLUDED				EXCLUDED				EXCLUDED			
15-6800	Controls					EXCLUDED				EXCLUDED				EXCLUDED			
15-6900	Testing & Balancing					EXCLUDED				EXCLUDED				EXCLUDED			
Mechanical Subtotal						0%	\$ 0	\$ 0.00	0%	\$ 0	\$ 0.00	0%	\$ 0	\$ 0.00			
16	Electrical																
16-1000	Electrical																
	Temporary Power																
	- temp site power set-up	use existing on site power				EXCLUDED				EXCLUDED				EXCLUDED			
	- temp power distribution	temporary power distribution allowance	1	ls	\$ 2,500	\$ 2,500	\$ 0.27	1	ls	\$ 2,500	\$ 2,500	\$ 0.27	1	ls	\$ 2,500	\$ 2,500	\$ 0.27
	- temp power equip/fixtures	temporary power fixture allowance	1	ls	\$ 2,500	\$ 2,500	\$ 0.27	1	ls	\$ 2,500	\$ 2,500	\$ 0.27	1	ls	\$ 2,500	\$ 2,500	\$ 0.27
	- temp power bills	temporary power bill monthly allowance	4.0	mo	\$ 400	\$ 1,600	\$ 0.17	4.0	mo	\$ 400	\$ 1,600	\$ 0.17	4.0	mo	\$ 400	\$ 1,600	\$ 0.17
	- labor to relocate temp power	allowance to relocate temp power	4.0	mo	\$ 250	\$ 1,000	\$ 0.11	4.0	mo	\$ 250	\$ 1,000	\$ 0.11	4.0	mo	\$ 250	\$ 1,000	\$ 0.11
	Site Electrical					EXCLUDED				EXCLUDED				EXCLUDED			
	Equipment																
	- transformers					EXCLUDED				EXCLUDED				EXCLUDED			
	- building switchgear					EXCLUDED				EXCLUDED				EXCLUDED			
	- CT cans					EXCLUDED				EXCLUDED				EXCLUDED			
	- generator					EXCLUDED				EXCLUDED				EXCLUDED			
	- main panels & disconnects	use existing electrical panel				EXCLUDED				EXCLUDED				EXCLUDED			
	- outdoor enclosures					EXCLUDED				EXCLUDED				EXCLUDED			
	Power Distribution																
	- feeder panels	use existing feeder panel				EXCLUDED				EXCLUDED				EXCLUDED			
	- wiring	conduit and cable for new lighting only				INCLUDED				EXCLUDED				EXCLUDED			
	- outlets	assumed no changed to existing outlets				EXCLUDED				EXCLUDED				EXCLUDED			
	Lighting Systems																
	- period fixtures to match existing	allowance for new minimum code lighting	1	ls	\$ 29,966	\$ 29,966	\$ 3.26			EXCLUDED				EXCLUDED			
	- allowance for LED bulbs	allowance for LED bulbs	1	ls	\$ 3,550	\$ 3,550	\$ 0.39			EXCLUDED				EXCLUDED			
	- switches as needed by code					INCLUDED				EXCLUDED				EXCLUDED			
	Specialty Systems					EXCLUDED				EXCLUDED				EXCLUDED			
	- fire alarm					EXCLUDED				EXCLUDED				EXCLUDED			
	- access control					EXCLUDED				EXCLUDED				EXCLUDED			
	- voice & data					EXCLUDED				EXCLUDED				EXCLUDED			
	- public address systems					EXCLUDED				EXCLUDED				EXCLUDED			
	- security cameras					EXCLUDED				EXCLUDED				EXCLUDED			
	- phone systems					EXCLUDED				EXCLUDED				EXCLUDED			
	- CCTV					EXCLUDED				EXCLUDED				EXCLUDED			
	- wireless network					EXCLUDED				EXCLUDED				EXCLUDED			
	- low voltage wiring					EXCLUDED				EXCLUDED				EXCLUDED			
	- servers & switches					EXCLUDED				EXCLUDED				EXCLUDED			
	- surge suppression					EXCLUDED				EXCLUDED				EXCLUDED			
	- battery back-up					EXCLUDED				EXCLUDED				EXCLUDED			
	- lightning protection					EXCLUDED				EXCLUDED				EXCLUDED			
	- heat trace					EXCLUDED				EXCLUDED				EXCLUDED			
	- sound systems					EXCLUDED				EXCLUDED				EXCLUDED			
Electrical Subtotal						4%	\$ 41,116	\$ 4.47	1%	\$ 7,600	\$ 0.83	1%	\$ 7,600	\$ 0.83			
19	Miscellaneous Costs																
19-1000	Preconstruction Expense																
	estimating	preconstruction services allowance	1	ls	\$ 5,000	\$ 5,000	\$ 0.54	1	ls	\$ 5,000	\$ 5,000	\$ 0.54	1	ls	\$ 5,000	\$ 5,000	\$ 0.54
19-2000	Professional Fees																
	feasibility study					EXCLUDED				EXCLUDED				EXCLUDED			
	environmental study					EXCLUDED				EXCLUDED				EXCLUDED			

	alta survey				EXCLUDED				EXCLUDED				EXCLUDED			
	traffic study				EXCLUDED				EXCLUDED				EXCLUDED			
	geotechnical report				EXCLUDED				EXCLUDED				EXCLUDED			
	civil engineer				EXCLUDED				EXCLUDED				EXCLUDED			
	landscape architect				EXCLUDED				EXCLUDED				EXCLUDED			
	architect				EXCLUDED				EXCLUDED				EXCLUDED			
	structural engineer				EXCLUDED				EXCLUDED				EXCLUDED			
	mechanical engineer				EXCLUDED				EXCLUDED				EXCLUDED			
	electrical engineer				EXCLUDED				EXCLUDED				EXCLUDED			
	interior designer				EXCLUDED				EXCLUDED				EXCLUDED			
	sound engineer				EXCLUDED				EXCLUDED				EXCLUDED			
	commissioning agent				EXCLUDED				EXCLUDED				EXCLUDED			
	design-build consultants				EXCLUDED				EXCLUDED				EXCLUDED			
	specialty consultants				EXCLUDED				EXCLUDED				EXCLUDED			
	attorney fee				EXCLUDED				EXCLUDED				EXCLUDED			
	professional liability insurance				EXCLUDED				EXCLUDED				EXCLUDED			
19-2250	Reprographics Expense															
	plan printing	10	ea	\$ 150	\$ 1,500	\$ 0.16	10	ea	\$ 150	\$ 1,500	\$ 0.16	10	ea	\$ 150	\$ 1,500	\$ 0.16
	jobsite printer / copy machine				EXCLUDED				EXCLUDED				EXCLUDED			
	digital media				EXCLUDED				EXCLUDED				EXCLUDED			
	video training				EXCLUDED				EXCLUDED				EXCLUDED			
	O&M expense				EXCLUDED				EXCLUDED				EXCLUDED			
19-3000	Municipal Fees															
	building permit fee				EXCLUDED				EXCLUDED				EXCLUDED			
	plan check fee				EXCLUDED				EXCLUDED				EXCLUDED			
	water connection fee				EXCLUDED				EXCLUDED				EXCLUDED			
	sanitary sewer fee				EXCLUDED				EXCLUDED				EXCLUDED			
	storm sewer fee				EXCLUDED				EXCLUDED				EXCLUDED			
	development bond fee				EXCLUDED				EXCLUDED				EXCLUDED			
	site development fee				EXCLUDED				EXCLUDED				EXCLUDED			
	flood control fee				EXCLUDED				EXCLUDED				EXCLUDED			
	sidewalk permit				EXCLUDED				EXCLUDED				EXCLUDED			
	right-of-way permits				EXCLUDED				EXCLUDED				EXCLUDED			
	municipal impact fees				EXCLUDED				EXCLUDED				EXCLUDED			
	- parks				EXCLUDED				EXCLUDED				EXCLUDED			
	- public safety				EXCLUDED				EXCLUDED				EXCLUDED			
	- fire department				EXCLUDED				EXCLUDED				EXCLUDED			
	- street lighting				EXCLUDED				EXCLUDED				EXCLUDED			
	- parking meter				EXCLUDED				EXCLUDED				EXCLUDED			
	- traffic impact				EXCLUDED				EXCLUDED				EXCLUDED			
	- other				EXCLUDED				EXCLUDED				EXCLUDED			
19-4000	Quality Control															
	existing conditions				EXCLUDED				EXCLUDED				EXCLUDED			
	earth				EXCLUDED				EXCLUDED				EXCLUDED			
	utilities				EXCLUDED				EXCLUDED				EXCLUDED			
	asphalt				EXCLUDED				EXCLUDED				EXCLUDED			
	reinforcing steel				EXCLUDED				EXCLUDED				EXCLUDED			
	concrete				EXCLUDED				EXCLUDED				EXCLUDED			
	masonry				EXCLUDED				EXCLUDED				EXCLUDED			
	steel				EXCLUDED				EXCLUDED				EXCLUDED			
	rough carpentry				EXCLUDED				EXCLUDED				EXCLUDED			
	roofing				EXCLUDED				EXCLUDED				EXCLUDED			
	envelope				EXCLUDED				EXCLUDED				EXCLUDED			
	insulation				EXCLUDED				EXCLUDED				EXCLUDED			
	EIFS				EXCLUDED				EXCLUDED				EXCLUDED			
	drywall				EXCLUDED				EXCLUDED				EXCLUDED			
	mechanical				EXCLUDED				EXCLUDED				EXCLUDED			
	electrical				EXCLUDED				EXCLUDED				EXCLUDED			

Date: March 26, 2003
Department: Planning Department
Title: McPolin Farm CUP
Type Of Item: CUP Approval

SUMMARY RECOMMENDATION: Approve Conditional Use Permit as conditioned.

A. Project Statistics

Owners: Park City Municipal Corporation
Applicant: PCMC
Location: Highway 224
Zoning: Recreation Open Space (ROS)
Project Planners: Denise Payne & Kevin LoPiccolo

B. Background

The City's McPolin Farm is located in the Recreation Open Space (ROS) District. The Parks, Recreation and Beautification Board had submitted an application for a two-year conditional use permit to conduct up to eight (8) City-sponsored one-day events per year on the property in March 2001. The Friends of the Farm is requesting an extension of the approved conditional use permit with a proposal to increase the one day events from eight (8) events per year to twelve (12) one day events per year and other associated uses that are described under the proposed conditional use permit section.

Brief History of Previous Planning and Public Input:

The City acquired the subject property in October 1990 in an effort to protect and enhance the entry corridor and to preserve open space in cooperation with the Highway 224 widening project. In 1991 a citizens planning program began to explore interim uses and renovation work. The results of the 1991 effort was a program of clean up, security improvements, and stabilization of the barn. Cross country skiing and trail development also commenced. At the conclusion of the initial citizens' planning program it was suggested that additional public input and formal study of the Highway 224 entry corridor be conducted. A series of Landmark Symposiums were conducted in 1992. There were no specific recommendations developed for the farm property; however the consensus was to proceed cautiously with an environmentally-sensitive plan for passive recreation use and open space preservation.

In 1994 and 1995 the Parks, Recreation and Beautification Board developed an Entryway Corridor Master Plan. Public hearings on the plan were held in the spring of 1995. Council adopted the master plan with Resolution No. 19-95 on August 3, 1995.

The plan addressed:

- open space around the farm property;
- trail development;
- winter use/cross-country skiing use;
- capital expenditures;
- agricultural uses; and special events

Resolution 19-95 set forth specific parameters for passive summer event use of the farm property. The resolution stated that special events are to be limited as to not interfere with the open space character of the farm. A guideline was established limiting the maximum number of people in the vicinity of the barn to 100 persons. Winter spectator activities in conjunction with cross-country ski racing and biathlon races were deemed acceptable.

In October 1999, the Planning Commission held a conditional use permit public hearing for use of the farm complex. The application involved using the farm complex for 27 events between May 1 and November 1, and up to 25 parking spaces east of Hwy. 224 in the vicinity of the existing shed. The majority of the public input was opposed to intensive active use of the property. Public concern was expressed that the proposed number of events and the improvements necessary to accommodate intensive public use (*i.e. parking, access, lighting, signs, etc.*) would adversely impact the character of the farm property. No formal action was taken at the meeting.

Since the October 1999 Planning Commission public hearing, reconstruction of the farm house and shed has been completed. The flatwork around the compound has been replaced and the driveway bridge over the creek has been installed. An inter-commission working group consisting of Planning Commission, Parks & Recreation, Council, and staff met on two occasions to discuss possible options for the use of the property. The working group concluded that the following actions should take place:

- construction on the property (including completion of the Phase III trail) should be completed in order to allow the public to access the site; and
- a limited number of test events should be scheduled (upon CUP approval) to gauge the carry capacity of the farm complex and public response to the use of the property.

What follows is a description and staff analysis of the existing McPolin Farm conditional use permit application which was approved by the Planning Commission on March 28, 2001 and set to expire on March 28, 2003.

Current Conditional Use Permit: The current proposal consists of the following details:

- The proposed conditional use permit is for a period of two (2) years.
- up to eight (8) one-day, City Council-sponsored, special public events per year (event permits to be processed by staff (Special Events Dept.) and reviewed and approved/denied by City Council). Use of the McPolin Farm trails for cross-country ski races will not require a CUP.
- use of the farm complex shall include the newly reconstructed McPolin shed and appurtenant outdoor areas. Use of the McPolin Barn and house are not permitted under this conditional use permit.
- 100 person maximum per event. Building Occupancy to be set by Chief Building Official;

- each event shall include a City-approved event transit plan (*including ADA accessibility*) to transport event patrons to and from the farm site. No event patron parking will be permitted on the Farm property (including east side of 224).
- no additional exterior lighting is permitted for special events.
- all events must comply with municipal noise ordinance.
- public trail use of the property is permitted (winter use may require a trail pass).
- restroom facilities in the reconstructed shed building will be open to the public trail users; and
- a Planning Commission review in two years from the date of the CUP approval to monitor the use of the property, specifically issues related to:
- **Implementation of the transit plans** - Each scheduled event that is ticketed to the farm directs the ticket holder to park their vehicle at the Racquet Club, and then they are shuttled over to the farm. This approach has been successful, and staff has not been aware of any complaints over any type of parking issue at the farm for such events.
- **Traffic circulation/conflicts on SR224** - There has not been any major issues or complaints in regards to circulation of Hwy 224 when events at the farm take place that staff has been made aware of.
- **Community access to trails/restrooms during events** - Staff has not received any complaints.
- **visual integrity of farm during special events** - Staff has not received any complaints.

Proposed Conditional Use Permit: The proposed conditional use permit is requesting the following change:

- Request to increase one-day events up to twelve (12) events per year. The approved conditional use permit allows up to eight (8) one-day events per year.
- Use of farm complex shall include the newly reconstructed McPolin shed and outdoor areas. Use of the Mc Polin barn and house are not permitted under the approved conditional use permit.
- Request that the landscaping be completed around the farm house.
- to enable use of the house for occasional cultural and historical displays.
- 150 person maximum per event. Any event held exclusively inside the shed would be limited to 75 persons. The proposed conditional use permit is

requesting an increase to 50 persons per outdoor event. The current conditional use permit allows a 100 person maximum per event. The 100 person maximum is consistent with the terms of Resolution 19-95, which limited events to “not more than 50-100 people”. Resolution 19-95 would need to be amended to reflect the increase of 50 persons by the City Council.

- Events shall include a City-approved event transit plan (including ADA accessibility) to transport event patrons to and from the farm site. No event patron parking will be permitted on the Farm property (including east side of 224). No change requested.
- No additional exterior lighting is permitted for special events. No change requested.
- Events must comply with municipal noise ordinance. No change requested.
- public trail use of the property is permitted (winter use may require a trail pass). No change requested.

C. Staff Analysis For Compliance with LMC Standards for Conditional Use Permit . Staff has reviewed the modified conditional use permit application per the standards set forth in the Land Management Code. Staff’s comments are in *italics*.

1. Size and location of the site: *Complies. The site size and location are suitable for the proposed uses. The McPolin Farm property consists of 85 acres on the west side of Hwy. 224. Approximately 50 acres of the farm property is located east of the highway. Vehicular access to the property is from Highway 224. Direct vehicular access to the farm compounds buildings is via a unpaved driveway and newly constructed bridge over McLeod Creek. (City vehicles and authorized vehicles only).*

2. Traffic considerations including capacity of the existing streets in the area: *Complies. The capacity of Hwy. 224, a major State highway, will not be adversely impacted by the proposed special events. Due to concerns related to turning movements onto/off-of the highway, a special event transit plan is proposed for shuttling special event patrons to and from the property. Each transit plan shall be reviewed and approved/denied by City Staff.*

3. Utility capacity: *Complies. All necessary public utilities are provided to the site.*

4. Emergency vehicle access: *Staff requests discussion. Access is provided via Hwy. 224 and the farm access driveway. The turn onto Hwy 224 is very awkward, so limits on the use of the farm are appropriate to minimize the risk of needing emergency vehicle access.*

5. Location and amount of off-street parking: *Complies. No public event parking in or around the Farm compound is permitted. Event access will be via special event transit (see comments on Standard #2).*

6. **Internal vehicular and pedestrian circulation system**. *Complies. All necessary internal vehicular circulation areas are provided on-site. Pedestrian circulation is also provided through the public trail system.*

7. **Fencing, screening, and landscaping to separate the use from adjoining uses**. *Complies. No additional fences or screening are proposed. No additional landscaping is proposed beyond the previously approved native plant material necessary for revegetation.*

8. **Building mass, bulk, and orientation, and the location of buildings on the site; including orientation to buildings on adjoining lots**: *Complies. No additional structures are proposed for the site.*

9. **Usable open space**: *Complies. The area of the existing trail and open space will not be diminished by the proposed use.*

10. **Signs and lighting**: *Complies. No additional signs or exterior lighting are proposed.*

11. **Physical design and compatibility with surrounding structures in mass, scale, style, design, and architectural detailing**: *Complies. No changes to the existing buildings are proposed.*

12. **Noise, vibration, odors, steam, or other mechanical factors that might affect people and property off site**: *Complies. Compliance with all municipal codes including noise and lighting will be a condition precedent to the issuance of any special event permit.*

13. **Control of delivery and service vehicles, loading and unloading zones, and screening of trash pick-up areas**: *Complies. Any necessary service delivery, loading and trash removal will be reviewed as part of the special event permit review. Permit approvals will be conditioned as necessary to minimize adverse impacts.*

14. **Expected ownership and management of the project**: *Complies. Property to remain in City ownership.*

15. **Sensitive Lands Review**: *Not applicable. The area within 100 feet of the Hwy. 224 right-of-way is in the FPZ; however, no new construction is proposed in this area.*

D. Departmental Review

The City's Staff Review Committee has reviewed this application.

E. Public Input

No additional public input has been received as of the date of this memorandum.

F. Summary and Recommendation

Staff recommends that the Planning Commission approve (or modify the approval as necessary) the proposed two-year conditional use permit subject to the following findings of fact, conclusions of law, and conditions of approval:

Finding of Facts:

1. The McPolin Farm is a 135 acre property located in the Recreation Open Space District. Eighty-five acres is located west of Hwy. 224. Approximately 50 acres is located east of Hwy. 224.
2. The Planning Commission approved a two year Conditional Use Permit at their March 28, 2001 meeting.
3. The purpose of the ROS District is to establish and preserve districts for land uses requiring substantial areas of open land covered with vegetation and substantially free from structures, streets and parking lots; permit recreational uses and preserve open space lands; encourage parks, trails, golf courses and other private or public recreational uses; and preserve and enhance environmentally sensitive lands, such as wetlands, streams, corridors and forests.
4. The proposed special events will not be located within the Frontage Protection Zone (FPZ).
5. The property is owned by Park City Municipal Building Authority, a.k.a. the City.
6. City Council Resolution 19-95 sets forth parameters for passive use and event use of the farm property. The resolution states that special events are to be limited as to not interfere with the open space character of the Farm, and provides a guideline of "not more than 50-100 people" for passive summer events.
7. The property includes several important historic structures which have been restored, rehabilitated, and/or reconstructed at considerable public expense.
8. The reconstructed McPolin farm house and the barn are not currently improved for public occupancy.
9. Public trails are located on the property.
10. McLeod Creek meanders through the property.
11. Public restrooms are located in the reconstructed shed building.
12. The McPolin Farm property is a highly visible open space area on the entry to Park City.
13. The McPolin Farm has been consistently used for open space and public trail use since its acquisition by the City.
14. The proposed conditional use permit is for a period of two (2) years.
15. The proposed conditional use permit will allow up to twelve (12) one-day, City Council-sponsored, special public events per year.

16. Special event permits will be processed by City staff and reviewed and approved/denied by City Council.

17. The proposed conditional use permit allows for the use of the farm complex including the newly reconstructed McPolin shed and appurtenant outdoor areas.

18. The conditional use permit that is proposed is requesting that the Commission increase to a 150 person maximum per special event, but Resolution 19-95 would need to be amended by the City Council allowing this change. Maximum Building Occupancy is to be set by Chief Building Official;

19. Each special event application is to include a City-approved event transit plan to transport event patrons to and from the farm site.

20. No special event patron parking is permitted on the Farm property, including on the east side of 224.

21. No additional special event exterior lighting will be permitted.

22. Outdoor special events are limited to daylight hours. Indoor special events shall conclude by 10:00 PM.

23. All events are subject to the municipal noise ordinance.

24. Public trail use of the property is permitted, including cross-country ski events. A winter trail pass may be required.

25. The restroom facilities in reconstructed shed building are to be open to the public trail users.

26. The Planning Commission shall review this application in one-year from the date of the CUP approval to monitor the use of the property, specifically issues related to:

- * implementation of the transit plans;
- * traffic circulation/conflicts on SR224;
- * community access to trails/restrooms during events; and
- * visual integrity of farm during special events;

27. The findings from the analysis section are incorporated herein.

28. The applicant stipulates to all conditions of approval.

Conclusions of Law:

1. The application complies with all requirements of the Land Management Code, specifically Section 15-1-10.

2. The use, as conditioned is compatible with surrounding structures in use, scale, mass and circulation.

3. Any negative effects of the project have been mitigated through careful planning and conditions of approval.
4. The proposal is consistent with Park City General Plan.

Conditions of Approval:

1. The proposed conditional use permit is for a period of two (2) calendar years and expires on March 26, 2005.
2. Up to twelve (12) one-day, City Council-sponsored, special public events per year are permitted. Special event permits shall be processed by staff and reviewed and approved/denied by City Council.
3. Use of the farm complex may include the newly reconstructed McPolin shed and appurtenant outdoor areas. Use of the McPolin Barn and house are not permitted under this conditional use permit at this time.
4. No single event shall exceed a 150 person maximum per event. Resolution 19-95 would need to be amended by the City Council to allow the increase of 150 persons.
5. Building Occupancy shall be set by Chief Building Official.
6. Each special event shall include a City-approved event transit plan to transport event patrons to and from the farm site. No event patron parking will be permitted on the Farm property, including on the east side of 224.
7. No additional exterior lighting shall be permitted for special events.
8. All special events must comply with the municipal noise ordinance.
9. Special events shall not preclude public trail use of the property. Use of the existing trail system for cross-country ski races shall not count towards the 12 permitted events.
10. All standard conditions of approval apply.

Exhibits

Exhibit A - Leisure Services Department Staff Report



Building Department • City Engineer • Planning and Zoning

March 8, 2006

Tom Bakaly
City Manager
445 Marsac Avenue
PO Box 1480
Park City, Utah 84060

NOTICE OF PLANNING COMMISSION ACTION

<u>Project Name</u>	McPolin Farm
<u>Project Description</u>	Review of Conditional Use Permit
<u>Date of Action</u>	March 1, 2006

Action Taken By Planning Commission: The Planning Commission APPROVED the proposed amendment (to remove the previous specific conditions of the approval which required the permit to be re-issued every 2 years) to the McPolin Farm Conditional Use Permit based on the following:

Findings of Fact

1. The McPolin Farm is a 135 acre property located in the Recreation Open Space District. Eighty-five acres are located west of Hwy 224. Approximately 50 acres are located east of Hwy 224.
2. The Planning Commission has approved two year Conditional Use Permits for the use of the building on March 28, 2001 and May 14, 2003.
3. The purpose of the ROS District is to establish and preserve districts for land uses requiring substantial areas of open land covered with vegetation and substantially free from structures, streets and parking lots; permit recreational uses and preserve open space lands; encourage parks, trails, golf courses and other private or public recreational uses; and preserve and enhance environmentally sensitive lands, such as wetlands, streams, corridors, and forests.

Park City Municipal Corporation • 445 Marsac Avenue • P.O. Box 1480 • Park City, UT 84060-1480
Building Department • (435) 615-5100 • FAX (435) 615-4900
City Engineer • (435) 615-5055 • FAX (435) 615-4906
Planning and Zoning • (435) 615-5060 • FAX (435) 615-4906

4. The proposed special events will not be located within the Frontage Protection Zone (FPZ).
5. The property is owned by Park City Municipal Building Authority, a.k.a. The City.
6. On June 5, 2003 the City Council passed and adopted Resolution No. 15-03, which amends Resolution 19-95. Resolution 15-03 states that special events are to be limited as to not interfere with the open space character of the Farm, and provides a guideline of "not more than 150 people" for passive summer events.
7. The property includes several important historic structures which have been restored, rehabilitated, and/or reconstructed at considerable public expense.
8. As of June 5, 2003, the McPolin farm house and the barn are not approved for human occupancy; however plans are underway to bring the farm house into building code and ADA compliance.
9. Public trails are located on the property.
10. McLeod Creek meanders through the property.
11. Public restrooms are located in the reconstructed shed building.
12. The McPolin Farm property is highly visible open space area on the entry to Park City.
13. The McPolin Farm has been consistently used for open space and public trail use since its acquisition by the City.
14. The Conditional Use Permit allows up to twelve (12) one-day, City Council-sponsored special public events per year.
15. Special event permits will be processed by City staff and reviewed and approved/denied by City Council. Event specific issues such as transportation parking, vending, and health requirements are reviewed through a Master Festival License process.
16. The proposed conditional use permit allows for the use of the farm complex including the newly reconstructed McPolin shed and appurtenant outdoor areas, and the farm house, subject to the conditions of the approval herein.
17. Each Master Festival License application is to include a City-approved event transit plan to transport event patrons to and from the farm site.
18. No additional special event exterior lighting will be permitted.
19. Public trail use of the property is permitted, including cross-country ski events. A winter trail pass may be required.
20. The restroom facilities in reconstructed shed building are to be open to the public trail users.
21. The findings from the analysis section are incorporated herein.
22. The applicant stipulates to all conditions of approval.
23. The Park City Police Department has not received any complaints at the McPolin Farm since the Planning Commission approved the conditional use permit at their March 28, 2001 meeting.

Conclusions of Law

1. The application complies with all requirements of the Land Management Code, specifically Section 15-1-10.
2. The use, as conditioned is compatible with surrounding structures in use, scale, mass, and circulation.

3. Any negative effects of the project have been mitigated through careful planning and conditions of approval.
4. The proposal is consistent with the Park City General Plan.

Conditions of Approval

1. Up to twelve (12) one-day, City Council-sponsored, special public events per year are permitted. Special event permits shall be processed by staff under a Master Festival License and reviewed and approved/denied by the City Council.
2. Use of the farm complex may include the newly reconstructed McPolin shed and appurtenant outdoor areas. Use of the McPolin Barn is not permitted under this conditional use permit. Use of the Farm house shall be allowed only if the structure is brought into building code and ADA compliance for public occupancy, subject to approval and occupancy limits set by the Chief Building Official.
3. No single event shall exceed 150 persons maximum per event.
4. Each special event shall include a City-approved event transit plan to transport event patrons to and from the farm site. No event patron parking will be permitted on the Farm property, including the east side of 224.
5. Parking along SR 224 during City-sponsored events is prohibited.
6. No additional exterior lighting shall be permitted for special events.
7. All special events must comply with the municipal noise ordinance.
8. Special events shall not preclude public trail use of the property. Use of the existing trail system for cross-country ski races shall not count towards the 12 permitted events.
9. The City's Special Events Department shall review all event components under a Master Festival License such as traffic, parking, transportation, signs, food service, attendance, lighting, and noise. Review of such items are coordinated with all City Departments as well as the Park City Fire District and Summit County Health Department.
10. Sales may be permitted if they are subordinate to the primary event, and no event shall be considered expressly for the purpose of selling merchandise for commercial enterprise.
11. Sale of merchandise shall be identified in the Master Festival License.
12. All standard conditions of approval apply.
13. All uses of the property shall comply with any deed restrictions the City Council places on the property.

Sincerely,



Ben Davis
Intern

DEED OF CONSERVATION EASEMENT
McPolin Farm

THIS GRANT DEED OF CONSERVATION EASEMENT (sometimes referred to herein as "Easement") is made this 15th day of NOVEMBER, 2007, by and between PARK CITY MUNICIPAL CORPORATION, a Utah municipal corporation having an address of 445 Marsac Avenue, Post Office Box 1480, Park City, UT 84060-1480 ("Grantor"), in favor of the SUMMIT LAND CONSERVANCY, a Utah non-profit corporation having an address of Post Office Box 1775, Park City, UT 84060 ("Grantee"). Grantor and Grantee are sometimes collectively referred to herein as the "Parties".

WITNESSETH:

WHEREAS, Grantor is the sole owner in fee simple of approximately 123 acres of real property located in Park City in Summit County, Utah, described more particularly at Exhibit A, attached hereto and incorporated herein by reference; and

WHEREAS, the above referenced 123 acres described in Exhibit A includes a large barn and related outbuildings; this portion of the 123 acres is not included within this Deed of Conservation Easement and is defined in Exhibit B and identified therein as the "Released Property"; and

Whereas, the real property described in Exhibit A less the Released Property is referred to herein as "the Property"; and

WHEREAS, the Property possesses natural, scenic, open space, agricultural, wildlife and recreational values (collectively, "Conservation Values") of great importance to Grantee, the people of Park City, and the people of the State of Utah which are worthy of protection; and

WHEREAS, the Property includes Property adjacent to Aspen Springs Ranch and Willow Ranch subdivisions, containing trails, significant buildings, and view corridors, all of which is located in Summit County, State of Utah; the Property is visible from State Highway 224 and is a principal entry corridor to Park City; and

WHEREAS, located on the Property are certain features and improvements documented in a resource manual and is hereinafter sometimes referred to as the "Baseline Documentation," which consists of reports, maps, photographs and other documentation intended to provide the Parties with an accurate representation of the Property at the time of the granting of the Easement as defined below. Although Grantor did not desire to re-survey the Property, the Baseline Documentation will be prepared jointly by the Park City Municipal Corporation and the Summit Land Conservancy but the final responsibility for the document lies with the Summit Land Conservancy. The baseline report will be completed and signed at the time of the granting of the Easement; and

ENTRY NO. 00831244

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Easements PAGE 1/16

ALAN SPRIGGS, SUMMIT COUNTY RECORDER

FEE 0 00 BY PARK CITY MUNICIPAL CORP



WHEREAS, the Property is appropriate for substantial and regular year-round agricultural, recreational and low impact usage including special event and temporary uses, hereinafter described as the Reserved Use Rights; and

WHEREAS, Grantor intends that the Conservation Values of the Property be preserved and maintained by the continuation of land use patterns, including, without limitation, those existing at the time of the recording of this Easement, relating to visual open space that do not significantly impair or interfere with those values; and

WHEREAS, Grantor further intends as owner of the Property, to preserve and protect the conservation values of the Property in perpetuity, subject to the Reserved Use Rights; and

WHEREAS, Grantee is a publicly supported, tax-exempt charitable organization qualified under Sections 170(h) and 501(c)(3) of the Internal Revenue Code, whose primary purpose is the preservation, protection, or enhancement of land in its natural, scenic, historical, agricultural, forested, and/or open space condition; and

WHEREAS, Grantee agrees by accepting this grant to honor the intentions of Grantor stated herein and to preserve and protect in perpetuity the Conservation Values of the Property for the benefit of this generation and the generations to come;

NOW, THEREFORE, in consideration of the above and the mutual covenants, terms, conditions, and restrictions contained herein, which the Parties agree constitute adequate consideration for this agreement, and pursuant to the laws of the State of Utah and in particular Utah Code Annotated, Title 57, Chapter 18, Grantor hereby voluntarily grants and conveys to Grantee a conservation easement in perpetuity over the Property of the nature and character and to the extent hereinafter set forth ("Easement").

1. **Purpose.** It is the primary purpose of this Easement to prevent residential or commercial development on the Property including hotels and lodging, and subject to the Reserved Use Rights described in Section 3 of this Easement, to assure that the Property will be retained forever in its predominately open condition as provided herein and to prevent any use of the Property that will significantly impair or interfere with the Conservation Values of the Property, protecting in perpetuity its scenic, open, agricultural, wildlife and recreational value, and preventing any use of the Property that may significantly impair or interfere with the Conservation Values of the Property. Grantor intends that this Easement will confine the use of the Property to those activities and uses referred to in this paragraph, including without limitation the Reserved Use Rights, that are consistent with the purpose of this Easement.
- 1.1 **Baseline Documentation.** To establish the present condition of the Property's agricultural, natural, scenic, recreational, and/or other conservation resources and the Property's manmade features, so as to make possible the proper monitoring of future uses of the Property and to ensure compliance with the terms of this Easement, the Parties will prepare an inventory of the Property's relevant resources, features and conditions.

2. **Rights of Grantee.** To accomplish the purpose of this Easement the following rights are conveyed to Grantee by this Easement, in addition to all rights and remedies provided by applicable law

- a. To monitor, preserve and protect the Conservation Values of the Property;
- b. To enter upon the Property at reasonable times in order to monitor Grantor's compliance with, and otherwise enforce, the terms of this Easement; provided that such entry shall be upon prior reasonable notice to Grantor, and Grantee shall not unreasonably interfere with Grantor's use and quiet enjoyment of the Property;
- c. To enter upon the Property in the case of an emergency as determined by Grantee, in which event Grantee shall notify Grantor prior to entering onto the Property, if possible, or as soon thereafter as is reasonably practical;
- d. To prevent any activity on or use of the Property that is inconsistent with the purpose of this Easement and to require the restoration of such areas or features of the Property that may be damaged by inconsistent activity or use, pursuant to Paragraph 6 herein; and
- e. To enforce this Easement by appropriate legal proceedings, including preliminary restraining orders and injunctions after providing Grantor with reasonable notice and reasonable opportunity to cure.
- f. To place one sign on the Property for the purpose of identifying Grantee's role to conserve the Property; said sign shall not exceed 18" x 24" and reasonable efforts shall be made to affix the sign to an existing structure in a manner approved by Grantor.

3. **Reserved Use Rights.** The following uses and practices (collectively referred to herein as the "Reserved Use Rights"), while not an exhaustive recital of permitted uses and practices, are consistent with the purpose of the Easement, and the following purposes and practices shall not be precluded or prevented by this Easement to the extent they are not inconsistent with Conservation Values:

- a. Recreational, agricultural and entertainment/special event including temporary structures provided such use of temporary structures does not exceed thirty days and such usage is not inconsistent with Conservation Values;
- b. Regular public recreation use including but not limited to constructing and maintaining winter and summer recreational facilities and uses to include but not limited to (i) bike trails, (ii) walking trails, and (iii) X-C ski trails and races, and (iv) related amenities, but not including permanent athletic fields and facilities or use of motorized recreational vehicles;

- c. The use of motorized equipment for agricultural purposes, to access, construct and maintain buildings in the Released Property and to access, construct and maintain trails, and to service utilities.
- d. Access for the protection, maintenance, repair, renovation and restoration of the Historic Barn and adjacent buildings on the Released Property;
- e. The construction, installation, use, maintenance, repair, replacement and relocation of water wells, water lines, pump stations and underground storage tanks, sanitary sewer lines, storm sewer lines and the right to discharge their flows, natural gas lines, electric power lines, cable television lines, telephone lines, and other utility lines, together with the right to temporarily stockpile materials and equipment as approved by the Grantee after notice thereof is given to Grantee by Grantor, so long as such uses are necessary for the Reserved Use Rights, are located underground when economically feasible and otherwise in areas not inconsistent with Conservation Values;
- g. Any access and infrastructure improvements including paving as necessary to comply with the Americans with Disabilities Act ("ADA").
- h. Passive uses otherwise allowed by the Park City Land Management Code for the ROS District intended to preserve and protect the Conservation Values and consistent with the Entry Corridor Master Plan.

4. **Prohibited Uses.** Any activity on or use of the Property inconsistent with the purpose of this Easement is prohibited. Without limiting the generality of the foregoing, the following activities and uses are prohibited in perpetuity on the Property:

- a. Any residential or commercial construction or use including hotels and lodging, retail, restaurant, and low or moderate income housing.
- b. Hunting or trapping for any purpose other than predatory or problem animal control.
- c. Any unanticipated use or activity on or at the Property which would significantly impair the Conservation Values of the Property, unless such use or activity is necessary for the protection of the Conservation Values that are the subject of this Easement, in which case such use or activity shall be subject to the prior approval of Grantee after notice thereof is given to Grantee by Grantor, which approval shall not be unreasonably withheld.
- d. Golf course.
- e. Wind turbines or windmills must be confined to 1 – 3 units and no more.

5. **Notice of Intent to Undertake Certain Permitted Actions.** The purpose of requiring Grantor to notify Grantee prior to undertaking certain permitted activities, as provided in Paragraph 3, is to afford Grantee an opportunity to ensure that the activities in question are designed and carried out in a manner consistent with the purpose of this Easement. Whenever notice is required, Grantor shall notify Grantee not less than sixty (60) days prior to the date Grantor intends to undertake the activity in question:

- a. in writing; and/or
- b. by electronic notification. Electronic notification is sufficient with proof of receipt.

The notice shall describe the nature, scope, design, location, timetable, and any other material aspect of the proposed activity in sufficient detail to permit Grantee to make an informed judgment as to its consistency with the purpose of this Easement.

- 5.1 **Grantee's Approval.** Where Grantee's approval is required, as set forth in Paragraph 5, Grantee shall grant or withhold its approval in writing within sixty (60) days of receipt of Grantor's written request. Grantee's approval may be withheld only upon a reasonable determination by Grantee that the action as proposed would be inconsistent with the purpose of this Easement.

6. **Grantee's Remedies.** If Grantee determines that Grantor is in violation of the terms of this Easement or that a violation is threatened, Grantee shall give written notice to Grantor of such violation and demand corrective action sufficient to cure the violation and, where the violation involves injury to the Property resulting from any use or activity inconsistent with the purpose of this Easement, to restore the portion of the Property so injured. Grantee and Grantor agree to mediate any dispute in a timely manner if the issue of a violation is disputed. If mediation is unsuccessful and Grantor fails to cure the violation within thirty (30) days after receipt of notice thereof from Grantee, or under circumstances where the violation cannot reasonably be cured within a thirty (30) day period, fails to begin curing such violation within the thirty (30) day period, or fails to continue diligently to cure such violation until finally cured, Grantee may bring an action at law or in equity in a court of competent jurisdiction to enforce the terms of this Easement, to enjoin the violation, *ex parte* as necessary, by temporary, or permanent injunction, to recover any damages to which it may be entitled for violation of the terms of this Easement or injury to any Conservation Values protected by this Easement, including damages for the loss of scenic, aesthetic, or environmental values, and to require the restoration of the Property to the condition that existed prior to any such injury. Without limiting Grantor's liability therefore, Grantee, in its sole discretion, may apply any damages recovered to the cost of undertaking any corrective action on the Property. If Grantee, in its sole discretion, determines that circumstances require immediate action to prevent or mitigate significant damage to the Conservation Values of the Property, Grantee may pursue its remedies under this Paragraph without prior notice

to Grantor or without waiting for the period provided for cure to expire. Grantee's rights under this Paragraph apply equally in the event of either actual or threatened violations of the terms of this Easement, and Grantor agrees that Grantee's remedies at law for any violation of the terms of this Easement are inadequate and that Grantee shall be entitled to the injunctive relief described in this Paragraph, both prohibitive and mandatory, in addition to such other relief to which Grantee may be entitled, including specific performance of the terms of this Easement, without the necessity of proving either actual damages or the inadequacy of otherwise available legal remedies. Grantee's remedies described in this Paragraph shall be cumulative and shall be in addition to all remedies not or hereafter existing at law or in equity. If Grantor prevails in any action to enforce the terms of this Easement, Grantor's costs of suit, including, without limitation, attorneys' fees, shall be borne by Grantee. If Grantee prevails in any action to enforce the terms of this Easement, Grantee's costs of suit, including, without limitation, attorneys' fees, shall be borne by Grantor.

- 6.1 **Grantee's Discretion.** Enforcement of the terms of this Easement shall be at the discretion of Grantee, and any forbearance by Grantee to exercise its rights under this Easement in the event of any breach of any term of this Easement by Grantor shall not be deemed or construed to be a waiver by Grantee of such term or of any subsequent breach of the same or any other term of this Easement or of any right or remedy upon a breach by Grantor shall impair such right or remedy or be construed as a waiver.
- 6.2 **Acts Beyond Grantor's Control.** Nothing contained in this Easement shall be construed to entitle Grantee to bring any action against Grantor for any injury to or change in the Property resulting from causes beyond Grantor's control, including, without limitation, fire, flood, storm, and earth movement, or from any prudent action taken by Grantor under emergency conditions to prevent, abate, or mitigate significant injury to the Property resulting from such causes.
7. **Access.** No right of access by the general public to any portion of the Property is conveyed by this Easement.
8. **Costs and Liabilities.** Grantor retains all responsibilities and shall bear all costs and liabilities of any kind related to the ownership, operation, upkeep, and maintenance of the Property, including the maintenance of adequate comprehensive general liability insurance coverage. Grantor shall cause the comprehensive general liability policy to include grantee as an additional insured. Grantor shall keep the Property free of any liens arising out of any work performed for, materials furnished to, or obligations incurred by Grantor.
- 8.1 **Taxes.** Grantor shall pay before delinquency all taxes, assessments, fees, and charges of whatever description levied on or assessed against the Property by competent authority (collectively "taxes"), including any taxes imposed upon, or incurred as a result of, this Easement, and shall furnish Grantee with satisfactory evidence of payment upon request. Grantee is authorized but in no event obligated to make or advance any payment of taxes,

upon ten (10) days prior written notice to Grantor, in accordance with any bill, statement, or estimate procured from the appropriate authority, without inquiry into the validity of the taxes or the accuracy of the bill, statement, or estimate procured from the appropriate authority, and the obligation created by such payment shall bear interest until paid by Grantor at the lesser of two (2) percentage points over the prime rate of interest from time to time charged by Zion's Bank or the maximum rate allowed by law.

- 8.2 **Hold Harmless.** Grantor shall hold harmless, indemnify, and defend Grantee and its members, directors, officers, employees, agents, and contractors (collectively "Indemnified Parties") from and against all liabilities, penalties, costs, losses, damages, expenses, causes of action, claims, demands or judgments, including, without limitation, reasonable attorneys' fees arising from or in any connection with: (1) injury to or the death of any person, or physical damage to any property, resulting from any act, omission, condition, or other matter related to or occurring on or about the Property, unless due solely to the negligence of any of the Indemnified Parties; (2) the obligations specified in Paragraphs 8 and 8.1; and (3) the existence or administration of this Easement.
9. **Extinguishment.** Grantee shall not voluntarily or willingly allow the extinguishment of any of the restrictions of this Easement, and if any or all of the restrictions of this Easement are nevertheless extinguished by a judicial or other governmental proceeding, any and all compensation received by Grantee as a result of the extinguishment shall be used by Grantee in a manner consistent with the conservation purposes of this Easement.
- 9.1 **Condemnation.** If the Easement is taken, in whole or in part, by exercise of the power of eminent domain, Grantee shall be entitled to compensation in accordance with applicable law.
- 9.2 **Amendment.** This Easement, including the prohibited uses and reserved rights, may be modified only by mutual written agreement of Grantor and Grantee. No amendment shall be made that will adversely affect the status of this Easement as a qualified conservation easement pursuant to Title 57, Chapter 18 of the Utah Code, nor Grantee's status as a publicly supported, tax-exempt charitable organization qualified under Sections 170(h) and 501(c)(3) of the Internal Revenue Code and applicable laws of the state of Utah. Any such amendment shall be consistent with the stated purposes of this Easement, shall not affect its perpetual duration, and shall not permit any impairment of the significant Conservation Values of the Property. Any such amendment shall be filed in the office of the Summit County Recorder.
10. **Transfer of Easement.** If Grantee determines that it no longer is able to perform its obligations or enforce its rights under this Easement, or that it no longer desires to enforce said rights, or if Grantee ceases to exist, or is otherwise prevented from enforcing its rights under this Easement, or if Grantee no longer qualifies as a qualified organization under Section 170(h) of the Internal Revenue Code of 1954, as amended (or any successor provision then applicable), Grantee may convey its rights and obligations under this Easement only to an organization that is a qualified organization at the time of

transfer under Section 170(h) of the Internal Revenue Code of 1954, as amended (or any successor provision then applicable), and the applicable regulations promulgated thereunder, and authorized to acquire and hold conservation easements under State statute. Grantee shall require that the conservation purposes that this grant is intended to advance continue to be carried out. Grantee is hereby expressly prohibited from subsequently transferring the Easement, under any circumstances and whether or not for consideration, unless:

- a. Grantee, as a condition precedent of the transfer, requires that the conservation purposes which this Easement is intended to advance continue to be carried out;
- b. The transferee is an organization qualifying at the time of transfer as eligible under Paragraph 170(h) of the Internal Revenue Code of 1954, as amended (or any successor provision then applicable) and regulations promulgated thereunder; and
- c. Grantor and/or its successor in interest, at its sole discretion, either selected the transferee or consents in writing to the transfer.

- 11. **Grantor Transfer of Interest.** Grantor agrees to incorporate the terms of this Easement in any deed or other legal instrument by which it divests itself of any interest in all or a portion of the Property, including, without limitation, a leasehold interest. Grantor further agrees to give written notice to Grantee of the transfer of any interest at least twenty (20) days prior to the date of such transfer. The failure of Grantor to perform any act required by this Paragraph shall not impair the validity of this Easement or limit its enforceability in any way.
- 12. **Estoppel Certificates.** Upon request by Grantor, Grantee shall within twenty (20) days execute and deliver to Grantor any document, including an estoppel certificate, which certifies Grantor's compliance with any obligation of Grantor contained in this Easement and otherwise evidences the status of this Easement as may be requested by Grantor.
- 13. **Notices.** Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other shall be in writing and either served personally or sent by first class mail, postage prepaid, addressed as follows (or to such other address as either party from time to time shall designate by written notice to the other):

To Grantee: SUMMIT LAND CONSERVANCY
Attn: Executive Director
Post Office Box 1775
Park City, UT 84060

To Grantor: PARK CITY MUNICIPAL CORPORATION
Attn: City Recorder

445 Marsac Avenue
Post Office Box 1480
Park City UT 84060-1480

14. **Recordation.** Grantee shall record this instrument in timely fashion in the official records of Summit County, Utah, and may re-record it at any time as may be required to preserve its rights in this Easement.

15. **General Provisions.**

- a. **Controlling Law.** The laws of the state of Utah shall govern the interpretation and performance of this Easement.
- b. **Liberal Construction.** Any general rule of construction to the contrary notwithstanding this Easement shall be liberally construed in favor of the grant to affect the purpose of this Easement and the policy and purposes of the Utah statutes. If any provision in this instrument is found to be ambiguous, an interpretation consistent with the purpose of this Easement that would render the provision valid shall be favored over any interpretation that would render it invalid.
- c. **Severability.** If any provision of this Easement, or the application thereof to any person or circumstance, is found to be invalid, the remainder of the provisions of this Easement, or the application of such provision to persons or circumstances other than those as to which it is found to be invalid, as the case may be, shall not be affected thereby.
- d. **Entire Agreement.** This instrument sets forth the entire agreement of the parties with respect to the Easement and supersedes all prior discussions, negotiations, understandings, or agreements relating to the Easement, all of which are merged herein.
- e. **No Forfeiture.** Nothing contained herein will result in the forfeiture or reversion of Grantor's title in any respect.
- f. **Joint Obligation.** If more than one person or entity is the successor or assign of Grantor, the obligations imposed by this Easement upon Grantor shall be jointly and severally binding on each such person or entity.
- g. **Successors.** The covenants, terms, conditions, and restrictions of this Easement shall be binding upon, and inure to the benefit of, the parties hereto and their respective personal representatives, heirs, successors, and assigns and shall continue as a servitude running in perpetuity with the Property.

- h. Termination of Rights and Obligations. A party's rights and obligations under this Easement terminate upon transfer of the party's interest in the Easement or Property, except that liability for acts or omissions occurring prior to transfer shall survive transfer.
- i. Captions. The captions in this instrument have been inserted solely for convenience of reference and are not a part of this instrument and shall have no effect upon construction of interpretation.
- j. Counterparts. The parties may execute this instrument in two or more counterparts, which shall, in the aggregate, be signed by both parties; each counterpart shall be deemed an original instrument as against any party who has signed it. In the event of any disparity between the counterparts produced, the recorded counterpart shall be controlling.

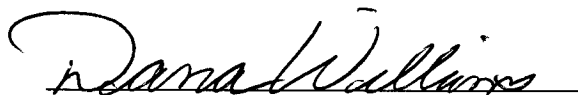
15. Adjustments to Legal Description. The legal description attached as Exhibit A is based on record title and the recorded plats of adjoining subdivisions. The parties elected to forego the expense of a boundary survey at this time. In the event that subsequent surveys determine that the easement encroaches onto land owned by persons other than the Grantor, or that the Grantor owns lands within the generally described boundaries that have been omitted from this legal description, the parties agree to record a modified description as an amendment to this agreement.

TO HAVE AND TO HOLD unto Grantee, its successors, and assigns forever.

IN WITNESS WHEREOF Grantor and Grantee have set their hands on the day and year first above written.

GRANTOR:

PARK CITY MUNICIPAL CORPORATION


Dana Williams, Mayor

Corporate Acknowledgment

STATE OF UTAH)
) ss.
COUNTY OF SUMMIT)

On this 15th day of ~~August~~ ^{NOVEMBER}, 2007, before me, the undersigned notary, personally appeared Dana Williams, personally known to me/proved to me through identification document allowed

EXHIBIT A

LEGAL DESCRIPTION

(PARCEL A)

BEGINNING AT A POINT NORTH 89°56'41" WEST 3186.42 FEET FROM THE EAST QUARTER OF SECTION 5, TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN; AND RUNNING THENCE ALONG THE CENTER OF SECTION 5 NORTH 89°56'41" WEST 2095.93 FEET; THENCE ALONG THE CENTER OF SECTION 6 NORTH 89°22'53" WEST 1330.98 FEET; THENCE NORTH 0°26'54" WEST 2274.18 FEET; THENCE SOUTH 89°36'48" EAST 90.89 FEET; THENCE MORE OR LESS ALONG THE PROPOSED WETLANDS BOUNDARY THE NEXT 6 COURSES: 1) SOUTH 20°36'02" EAST 224.21 FEET; THENCE 2) SOUTH 58°10'09" EAST 800.00 FEET; THENCE 3) SOUTH 27°12'20" EAST 116.62 FEET; THENCE 4) SOUTH 58°10'09" EAST 100.00 FEET; THENCE 5) SOUTH 89°07'59" EAST 116.62 FEET; THENCE 6) SOUTH 58°10'09" EAST 284.86 FEET; THENCE SOUTH 0°05'58" EAST 41.23 FEET; THENCE SOUTH 89°50'30" EAST 66.65 FEET; THENCE MORE OR LESS ALONG THE PROPOSED WETLANDS BOUNDARY THE NEXT 4 COURSES: 1) SOUTH 58°10'09" EAST 336.62 FEET; THENCE 2) SOUTH 44°25'59" EAST 263.25 FEET; THENCE 3) SOUTH 58°10'09" EAST 80.00 FEET; THENCE 4) NORTH 24°59'17" EAST 251.79 FEET; THENCE ALONG THE PROPOSED HIGHWAY RIGHT-OF-WAY LINE SOUTH 58°10'09" EAST 40.00 FEET; THENCE MORE OR LESS ALONG THE PROPOSED WETLANDS BOUNDARY THE NEXT 4 COURSES: 1) SOUTH 24°59'17" WEST 251.79 FEET; THENCE 2) SOUTH 58°10'09" EAST 130.00 FEET; THENCE 3) SOUTH 83°11'10" EAST 165.53 FEET; THENCE 4) SOUTH 58°10'09" EAST 1229.38 FEET TO THE POINT OF BEGINNING.

LESS RELEASED PROPERTY

BEGINNING AT A POINT ON THE NORTHERLY LINE OF ASPEN SPRINGS RANCH SUBDIVISION PHASE II, AS RECORDED IN THE SUMMIT COUNTY RECORDER'S OFFICE, SAID POINT IS LOCATED SOUTH 89°56'68" WEST 3240.45 FEET FROM THE EAST QUARTER OF SECTION 5, TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN; AND RUNNING THENCE ALONG THE NORTHERLY LINE OF ASPEN SPRINGS RANCH SUBDIVISION PHASE II SOUTH 89°56'58" WEST 524.39 FEET; THENCE NORTH 07°30'00" EAST 242.31 FEET; THENCE SOUTH 64°03'09" EAST 548.01 FEET TO THE POINT OF THE BEGINNING.

Summit County Tax Serial No's PCA-18-B-X and PCA-19-B-X

(PARCEL B)

BEGINNING AT THE NORTHEAST CORNER OF SECTION 6, TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN; AND RUNNING THENCE ALONG

THE EAST LINE OF SECTION 6 SOUTH 0°05'58" EAST 966.50 FEET; THENCE MORE OR LESS ALONG THE NORTHEASTERLY LINE OF THE PROPOSED HIGHWAY RIGHT OF WAY THE NEXT 3 COURSES: 1) NORTH 58°10'09" WEST 91.67 FEET; THENCE 2) NORTH 57°12'52" WEST 300.04 FEET; THENCE 3) NORTH 58°10'09" WEST 686.12 FEET; THENCE SOUTH 89°36'48" EAST 167.33 FEET; THENCE NORTH 0°26'54" WEST 400.00 FEET; THENCE ALONG THE NORTH LINE OF SECTION 6 SOUTH 89°36'48" EAST 747.21 FEET TO THE POINT OF THE BEGINNING.

Summit County Tax Serial No's PCA-19-A-X

(PARCEL C)

BEGINNING AT A POINT SOUTH 0°05'58" EAST 1373.00 FEET ALONG THE SECTION LINE AND SOUTH 89°50'30" EAST 657.05 FEET FROM THE NORTHEAST CORNER OF SECTION 6, TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN; AND RUNNING THENCE SOUTH 89°50'30" EAST 1988.16 FEET; THENCE SOUTH 0°07'45" WEST 1103.61 FEET; THENCE NORTH 89°56'41" WEST 212.09 FEET; THENCE MORE OR LESS ALONG THE NORTHEASTERLY LINE OF PROPOSED HIGHWAY RIGHT OF WAY THE NEXT 5 COURSES: 1) NORTH 52°39'58" WEST 55.16 FEET; THENCE 2) NORTH 51°05'32" WEST 92.85 FEET; THENCE 3) NORTH 58°10'09" WEST 110.50 FEET; THENCE 4) NORTH 61°01'54" WEST 200.25 FEET; THENCE 5) NORTH 58°10'09" WEST 1634.15 FEET TO THE POINT OF THE BEGINNING.

EXCEPTING THEREFROM THE FOLLOWING PARCEL (DAIRY PARCEL):

BEGINNING AT A POINT SOUTH 0°05'58" EAST 1373.00 FEET ALONG THE SECTION LINE AND SOUTH 89°50'30" EAST 657.05 FEET FROM THE NORTHEAST CORNER OF SECTION 6, TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN; AND RUNNING THENCE SOUTH 89°50'30" EAST 209.29 FEET; THENCE SOUTH 64°10'42" EAST 860.75 FEET; THENCE SOUTH 58°10'09" EAST 200.00 FEET; THENCE SOUTH 64°10'42" EAST 860.75 FEET; THENCE SOUTH 58°10'09" EAST 200.00 FEET; THENCE SOUTH 31°36'15" EAST 447.21 FEET; THENCE MORE OR LESS ALONG THE NORTHEASTERLY LINE OF THE PROPOSED HIGHWAY RIGHT OF WAY NORTH 58°10'09" WEST 1634.15 FEET TO THE POINT OF THE BEGINNING.

Summit County Tax Serial No's PCA-18-A-X

(PARCEL D)

BEGINNING AT A POINT SOUTH 0°05'58" EAST 1373.00 FEET ALONG THE SECTION LINE AND SOUTH 89°50'30" EAST 657.05 FEET FROM THE NORTHEAST CORNER OF SECTION 6, TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN; AND RUNNING THENCE SOUTH 89°50'30" EAST 209.29 FEET; THENCE SOUTH 64°10'42" EAST 860.75 FEET; THENCE SOUTH 58°10'09" EAST 200.00 FEET; THENCE SOUTH 31°36'15" EAST 477.21 FEET; THENCE MORE OR LESS ALONG THE

NORTHEASTERLY LINE OF THE PROPOSED HIGHWAY RIGHT OF WAY NORTH
58°10'09" WEST 1634.15 FEET TO THE POINT OF THE BEGINNING.

Summit County Tax Serial No's PCA-18-C-X

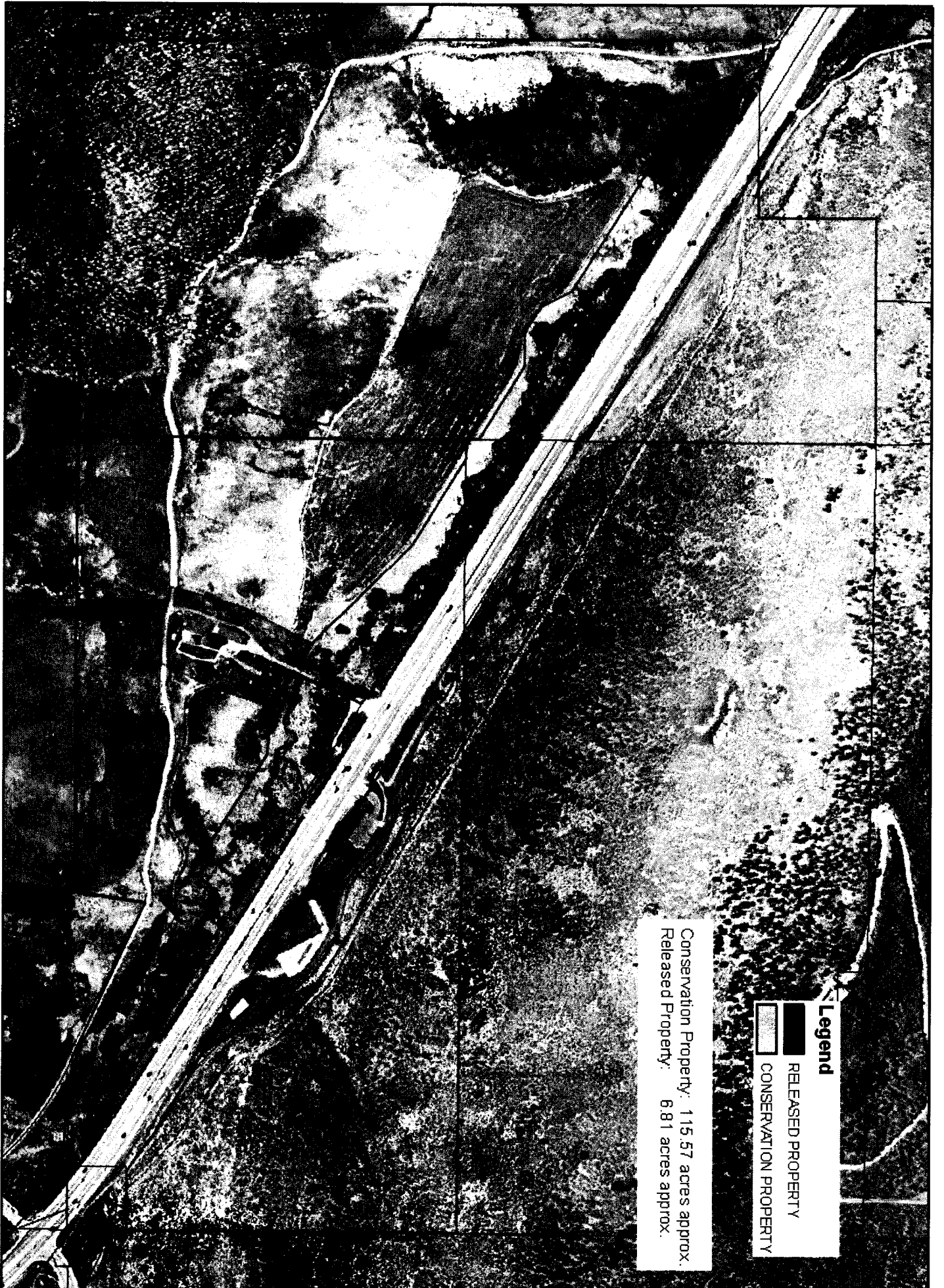
ADDRESSES:

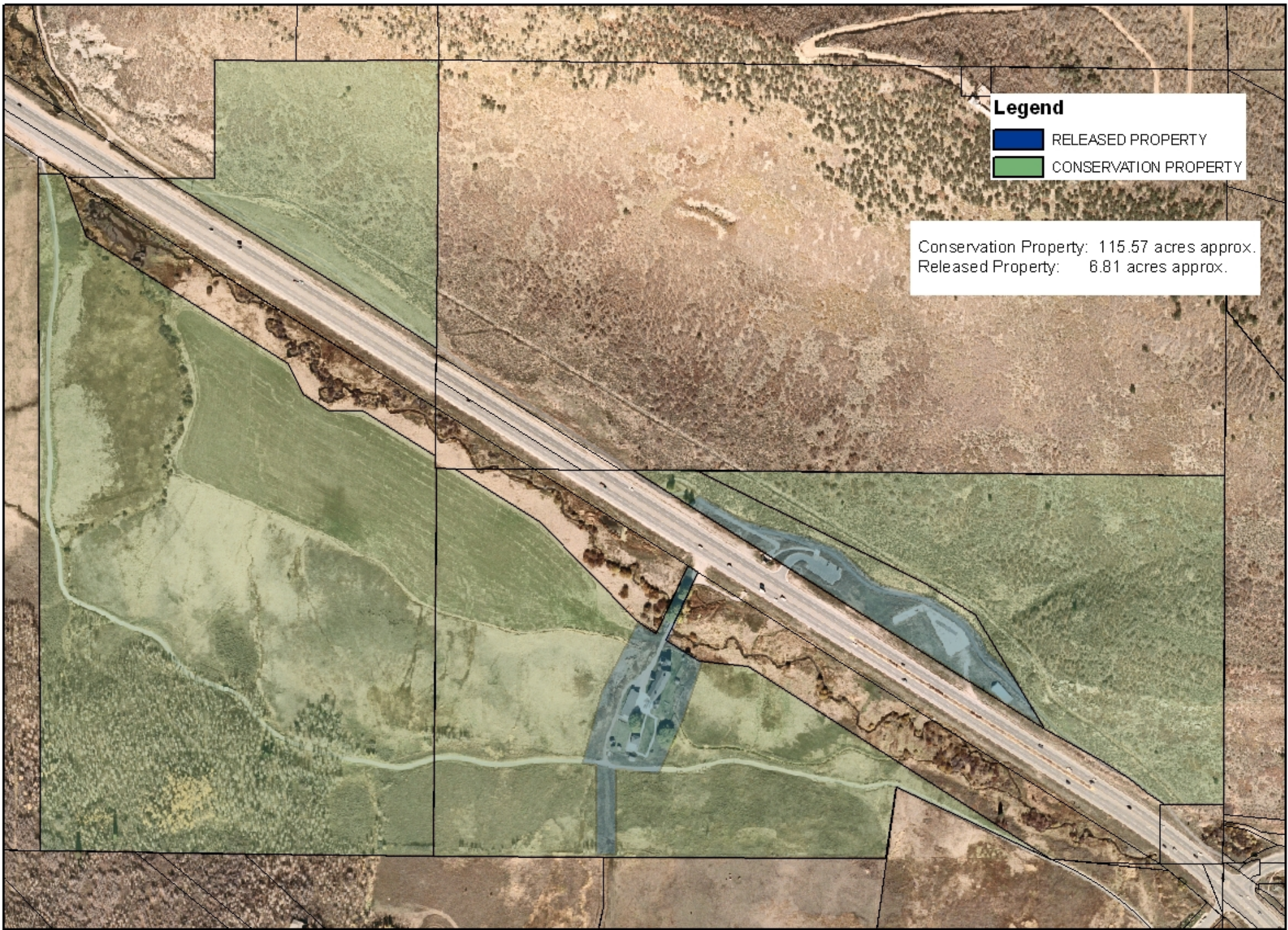
(PARCEL A)
3000 NORTH HIGHWAY 224
PARK CITY, UTAH 84060

(PARCEL D)
3040 NORTH HIGHWAY 224
PARK CITY, UTAH 84060

Exhibit B- Released Property Map

THE FARM - Conservation Easement





Legend

- RELEASED PROPERTY
- CONSERVATION PROPERTY

Conservation Property: 115.57 acres approx.
Released Property: 8.81 acres approx.





DATE: June 11, 2015

TO HONORABLE MAYOR AND COUNCIL

Staff would like to update Council on the Business License process during the Sundance Film Festival (Festival). Staff is also seeking guidance from Council on:

- Reviewing the dates for Council approval for 2016 Festival licenses.
- Increasing the fee for late business license applications requiring a Special Meeting.
- Implementing a 10 business day deadline for Building and Fire Permits during the Festival.
- Increasing the Administrative Code Enforcement (ACE) fine for Operating Without a Type 2 Convention Sales License (CSL).
- Removal of the additional 5% business license fee on a CSL.
- Discontinuation of portable restrooms during the Festival.

Respectfully:

Rebecca Gillis, Accounting Manager



City Council Staff Report

Subject: Sundance Film Festival Business Licensing
Authors: Rebecca Gillis, Shelley Hatch, Michelle Downard
Department: Finance & Building
Date: June 11, 2015
Type of Item: Work Session

Summary Recommendations:

City Council should provide direction for the following level of service items pertaining to Sundance Business Licensing:

1. Finance and Building recommend the dates shown in Exhibit A for Sundance 2016 licensing deadlines/approvals.
2. Finance recommends an increased fee should be charged to those Type 2 licensees applying after deadlines stated in Code.
3. Building recommends a 2-week deadline for fire permits during the Festival
4. Increase Administrative Code Enforcement (ACE) fine for operating without a Type 2 CSL.
5. Finance recommends removing the 5% of business license fee from CSL license fee schedule.
6. Special Events and Building recommend discontinuation of portable restrooms during the Festival to increase occupancy.

Executive Summary:

Staff would like to update Council on the Business License process during the Sundance Film Festival (Festival). Staff is also seeking guidance from Council on:

- Reviewing the dates for Council approval for 2016 Festival licenses.
- Increasing the fee for late business license applications requiring a Special Meeting.
- Implementing a policy for 10 business day deadline for Building and Fire Permits during the Festival.
- Increasing the Administrative Code Enforcement (ACE) fine for Operating Without a Type 2 Convention Sales License (CSL).
- Removal of the additional 5% business license fee on a CSL.
- Discontinuation of portable restrooms during the Festival.

Acronyms in this Report:

ACE – Administrative Code Enforcement

CSL – Convention Sales License

Festival – Sundance Film Festival

Liquor License – Special Event Temporary Alcoholic Beverage License during Festival

MFL – Master Festival License

PIPA – Pre-Inspection Prior to Application

Type 2 CSL – Convention Sales License during the Festival
DOL – Design Occupancy Load
Eden – Financial software used by City

Topic/Description:

Sundance business and liquor license application process.

Background:

On June 6, 2013 ([hyperlinks for staff report](#) and [minutes](#)) Council passed amendments to Municipal Code for the requirement of Special Event Temporary Alcoholic Beverage Licenses (Liquor License) during the Festival to retain authority for approval, with the exception that only up to 12 late applications will be heard if received by the first Friday in January and no other exceptions will be made.

On October 2, 2014 ([hyperlinks for staff report](#) and [minutes](#)) Council held a public meeting and voted to amend the Park City Municipal Code 4-3-9 to retain authority to approve Type 2 CSL's during the Festival and hold a special meeting for late applicants.

On January 15, 2015 Council voted to hold a special meeting on January 20, 2015 to approve late applications. During this meeting it was requested that staff return during a work session to discuss the process of business licensing during the Festival.

During the 2015 Festival the Building Department put in over 1,300 hours of regular time and ~~and over 400 hours of overtime to support both the Festival and the non-affiliated companies, over 400 hours of overtime in support of the Festival.~~ The Building Department also used additional outside staff to help with code enforcement and inspections for another 450 hours. Finance hires a temporary full-time staff member to assist during the Festival and business license renewal period. During the 2015 Festival Finance also brought in another part-time staff member to assist with taxi licensing for approximately 55 hours through December and January.

While there hasn't been a strict deadline for fire, operational, building and other applications and submittals in the past, Staff has been concerned during the Festival how many of these applications come in at the last minute needing immediate turnaround. Staff is concerned that the applications aren't receiving adequate review due to the pressure of turning them around in a short timeframe. Therefore, Building Staff wishes to implement a policy that permits will be guaranteed review if submitted 10 business days prior to the event.

For the 2015 Festival Finance received 32 late applications that needed to be heard at the Special Meeting on January 20, 2015, see recorded minutes and staff report at <http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=14491>, <http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=14317>. Of the 32 late applications only two were approved contingent upon receipt of their floor plans. It was discussed in the meeting that Council wanted a better understanding of the steps

remaining after Council approval, which could include (see Exhibit F for further details on the process):

1. plan review,
2. fire permit application process,
3. operational permit,
4. building permit(s),
5. identify occupancy,
6. pedestrian management plan,
7. trash management plan,
8. sign permit(s), and
9. final inspection.

See Exhibit F for a more detailed list of steps that may be required to obtain a Type 2 CSL.

Analysis:

Staff recommends that City Council review dates for Council approval for 2016 Festival.

Due to the 2015 holidays there will be no Council meeting on Thursdays, December 24 or December 31. This necessitates that we have early deadlines for the 2016 Festival, similar to the 2015 Festival. The 2016 Festival is scheduled for January 21-31, 2016 the deadlines under current Code are shown below and in Exhibit A: (See Exhibit A Calendars):

Type 2 CSL:

Pursuant to 4-3-9 of the Municipal Code (“All Type 2 license applications must be complete and received at least seven (7) calendar days prior to a regular scheduled meeting and three (3) business days prior to a special meeting.”), Applications for approval at the last regularly scheduled Council Meeting before Sundance are due by January 7, 2016 for the meeting on January 14, 2016.

If City Council chose to have a Special Meeting applications would be due by January 13, 2016 for a meeting held on January 19, 2016 which is 3 business days prior to the special meeting.

Liquor:

Pursuant to 4-4-2 (B)(i) of the Municipal Code (“All Special Event Temporary Alcoholic Beverage Licenses effective during the applicable Sundance Film Festival annual Master Festival License period shall require City Council approval no later than the last regularly scheduled meeting in the preceding month of December”), applications for approval at the last regularly scheduled Council Meeting are due by December 11, 2015 to be heard on December 17, 2015.

Pursuant to 4-4-2 (B)(ii) of the Municipal Code (All applications must be complete and submitted no later than the first Friday in January to be heard no later than the second Thursday in January”), up to 12 late applications would be due by January 4, 2016 to be heard on January 14, 2016. The first Friday in January is a holiday, thus we would allow applications to be submitted through Monday, January 4, 2016.

No further applications will be accepted after 12 late applications are received or January 4, 2016 has past, whichever comes first.

Finance recommends an increased fee be charged to those licensees applying for Special Meetings as stated in Code.

The late applications require a much faster turn-around than applicants that applied prior to the deadline set forth in the Code. Due to the short notice they almost always require overtime staff hours in order to address the necessary requirements so the event can open on time. There is also a cost to the City for holding a Special Meeting. In order to recoup some of these costs staff feels that it would be appropriate to charge these applicants 100% of our costs according to the calculations performed by the Budget Department and not allow for a subsidy. This would cover the costs for staff to prepare an additional staff report and hold a Council meeting, as well as staff time to process all other permit applications and perform the necessary inspections within the shortened timeframe.

Under the Special Event Liquor Licensing Code 4-4-2 (B)(2) it states:

(2) an Emergency Meeting may be held by Council to hear no more than twelve (12) applications for late applications. All applications must be complete and submitted no later than the first Friday in January to be heard no later than the second Thursday in January. No more than the first twelve complete applications to be submitted will be heard. **A higher fee, pursuant to the fee schedule, will be required due to the expedited nature of the emergency meeting.**

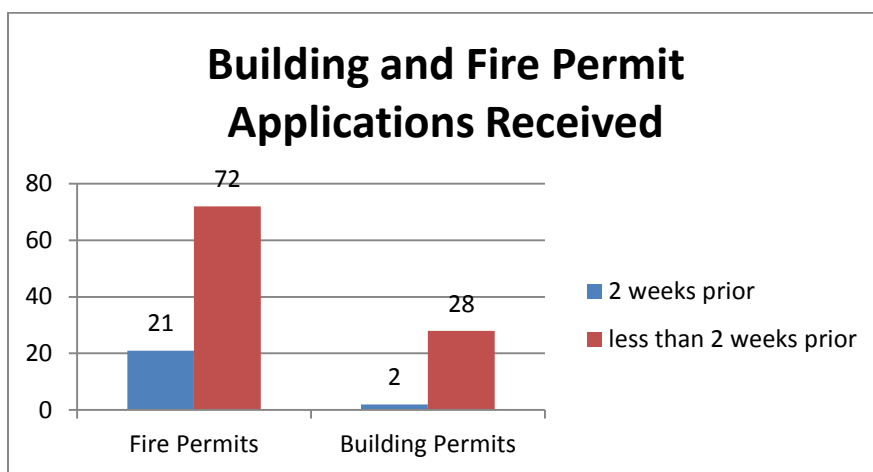
In years prior to the 2015 Festival, an emergency meeting has not been held for liquor licenses for the Festival; all applications have been able to be heard at regularly scheduled Council meeting. However, staff would like the fee in our schedule should the need arise to hold a special meeting ensure that our costs are mitigated and to expedite the licensing process. Staff would also recommend that the same clause be added to the Type 2 CSL's in our Code and fee schedule. During the 2015 Festival an emergency meeting was required for the Type 2 CSL applicants. The meeting took approximately two to three hours of Council time and staff time from Building, Planning, Finance, and Legal.

The Budget Department has calculated that this additional hearing costs approximately \$257 per half hour plus a cost of \$60 per applicant (15 minutes of staff and Council time before and during the meeting per applicant). During the 2015 Festival there were 32

applicants and the meeting lasted approximately 90 minutes, which would equate to approximately \$85.00 per application. Therefore, staff would like to add to the Code and fee schedule a late application fee to the Type 2 CSL business license of \$85.00 for those that are required to be heard at a Special Meeting.

Building and Fire Permits:

The Building Department processed 124 building and fire permits during 2015 Festival. Only 23 of these permits were applied for two weeks prior to the first day of the event. During the event, Building Department staff completed 556 inspections. Additionally, enforcement was on patrol to spot-check sites for overcrowding and other violations.



The amount of workload is being centralized into such a short time period that staff's effort to process all permits is resulting in a decreased standard of review for potential life/safety issues.

Late applications take time and focus away from applications that were submitted on time.

Staff has tried to address the workload with short term employees. These have proven to be helpful during the event enforcement but are not helpful for permit review and issuance.

Building Department recommends a policy that staff will guarantee processing of building and fire permit applications received within 10 business days during the time of the Festival. The 10 day turnaround policy is consistent with other permits applications such as conditional use permits and CSL Licenses. The policy wouldn't prohibit applications be submitted if less than 10 days before the event, however staff will only guarantee that the review will occur within the 10 business days. Fire permits are currently required for a variety of approvals such as stages, temporary structures (tents), decorative finishes, open flames, pyrotechnics, etc. Each of these requires specific considerations during the approval process. Both building and fire permits are included in this deadline as one permit has direct impact on another. (Staff would like to avoid a scenario in which a building permit is approved to change a space after a fire

permit is approved with an occupant load.) The hope is to have all approvals submitted prior to the 10 business day deadline so that they can be reviewed concurrently.

If this policy is not implemented, staff may request for additional professional services (of qualified and experienced fire and building inspectors and plans examiners) during the time of the Festival. This recruitment is anticipated to be difficult due to the short time frame of employment and current market. If recruitment is not successful, the concern would be the workload again falling on existing limited staff. The Building Department hopes to avoid utilizing exempt staff members (who are not compensated for overtime) to the extent that they have been utilized in the past. Multiple staff members worked in excess of 100 hours during Sundance 2015 without direct compensation. This creates a concern for retention. Staff recommends implementing the 10 business day policy. **Does Council concur? See Exhibit C.**

Building and Finance recommend increasing the ACE fine for Operating without a Type 2 CSL Business License.

Currently there is a significant loophole in our Code between Code Enforcement and Business Licensing. If Code Enforcement locates a business operating without a license the business is given a citation and issued an ACE fine of \$100/day. The business is also subject to double the license fees when/if they apply and obtain a license legally.

However, this is not the case during the Festival for a Type 2 CSL. The ACE fines are significantly less than the application fee for a Type 2 CSL. Staff feels that the ACE fine for Operating Without a Type 2 Business License should be increased to mitigate the staff's time to investigate and regulate violations. The current fee schedule is only \$100 per day and the fee for a Type 2 CSL is \$372. During the 2015 Festival 10 citations were issued for a total of \$1,200, of which only \$700 has been collected as of 04/16/2015 (Exhibit B). Any unpaid fines would prevent the person(s) from obtaining a license in the future.

The low fine structure for a Type 2 CSL provides a disincentive to obtain the necessary business license. During the Festival there are many businesses that operate for only a few days and, therefore, the cost benefit analysis likely weighs in favor of not acquiring the license under the current fee schedule. Even if the business is cited for three days its total penalty is \$300, slightly less than the fee it would have had to pay to operate legally. Factor into that the time costs of applying for the license, the less than 100% chance of being cited, and ease of dodging the penalty, and it's easy to see why many businesses do not comply with the licensing requirements.

The Finance and Building Departments recommend that Operating Without a Type 2 License be added as a subsection of the ACE fines on the fee schedule and should be at least a minimum of \$800 per day, per violation to cover the usual ACE fine plus the cost of the business license ($\$100 \text{ ACE fine} + 372 * 2 = \844). The legal limit on the ACE fine is \$1,000 per violation; therefore, a new citation would need to be issued each day to stay under the \$1,000 per violation limitation. The fine should be a deterrent to

operating without a license and encouragement for those caught operating without a license to obtain the proper licensure in the future. The increase in the fine can be used to support enhanced outreach to the community and enforcement.

The current direction that Building and Finance has received is that staff cannot shut down a business for operating without a license unless there is an eminent life/safety issue; in all other cases the business is able to continue operating without a license. However, if the business is located by Code Enforcement it is charged a \$100/day ACE fine.

Finance recommends the removal the 5% of business license fee from CSL license fee schedule.

The 5% business license fee that is added to all CSL fees is calculated based on the square footage of the space the licensee will be occupying multiplied by the appropriate rate under the business license fee schedule. The business license fee is already assessed through the regular business license at that location and should not be assessed a second time. This fee is very time consuming to calculate under the current policy. The fee for a Type 1 CSL is \$149 + 5% of the business license fee. The fee for a Type 2 CSL is \$372.00 + 5% of the business license fee. During the 2015 Festival this generated \$938.52 for 135 licenses in revenue for an average of less than \$7.00 per license. Staff recommends that the fee be removed from the Code/Fee Schedule.

Special Events and Building recommend the discontinuation of the City provided portable restrooms during the Festival.

During the 2015 Festival it was decided that the City would provide portable restrooms during the Festival to accommodate those locations that need additional restrooms to meet their desired occupancy load under Building Codes. This was a cost to the City of approximately \$8,650 or \$1,235 per day. Each business owner was required to sign a hardship waiver (Exhibit C) that stated this was a one-year provision and businesses would be required to install their own restrooms within their structures going forward as recommended in the Manager's Report presented to Council on January 15, 2015 (Exhibit D). The restrooms could either be permanent or adaptable (i.e. space used as a storage closet the remainder of the year, but up to Code restroom during Sundaneethe Festival). Staff recommends that businesses to be responsible for their own restrooms. It was the observation of staff during the Festival that the businesses that obtained the waiver did use the additional occupancy that was granted by having the additional restrooms available. It was noted that in the evenings that the majority of all events were operating at full capacity with additional guests waiting in line for admittance.

Additional Items for Discussion:

- Does Council support the deadlines in place and recommended by staff or would they like to request that more resources (\$) be allocated to departments to allow for a shorter turnaround time?

- Staff is satisfied with the deadlines in place and proposed.
- Does Council support staff's recommendation to enforce current building code regarding bathroom requirements or would they like staff to help facilitate increased activation of Main Street by allowing the installation of temporary bathroom banks?
 - Staff does not support using temporary bathroom banks to increase occupancy and circumvent building codes.

Department Review:

Finance, Legal, Building, Planning, Special Events, Budget & Executive.

Significant Impacts:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	(+/-) Balance between tourism and local quality of life (+/-) Unique and diverse businesses (+/-) Accessibility during peak seasonal times (+/-) Safe community that is walkable and bike-able		(+/-) Shared use of Main Street by locals and visitors (+/-) Vibrant arts and culture offerings	(+/-) Streamlined and flexible operating processes (+/-) Fiscally and legally sound
Assessment of Overall Impact on Council Priority (<i>Quality of Life Impact</i>)	Positive 	Neutral 	Positive 	Positive 
Comments:				

Recommendation:

1. Finance and Building recommend the dates shown in Exhibit A for Sundance 2016 licensing deadlines/approvals.
2. Finance recommends an increased fee of \$85.00 should be charged to those licensees applying after deadlines and requiring a Special Meeting as stated in Code.
3. Building recommends a policy that will guarantee processing Building/Fire permit applications if received within 10 days of the Festival.
4. Increase Administrative Code Enforcement (ACE) fine for operating without a license during Master Festival License (MFL) time frames.
5. Finance recommends removing the 5% of business license fee from CSL license fee schedule.

6. Special Events and Building recommend discontinuation of portable restrooms during the Festival to increase occupancy.

Attachments:

Exhibit A – Sundance 2016 Calendar
Exhibit B – Sundance 2015 Citations/Fines
Exhibit C – Fire Permit Deadline Policy
Exhibit D – Hardship Waiver for Bathrooms
Exhibit E – Manager's Report Regarding Portable Restrooms
Exhibit F – Sundance Process

December 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10 Liquor License approval	11 Last date for Liquor License applications	12
13	14	15	16	17 Last regular meeting for Liquor License approval	18	19
20	21	22	23	24 No Council Meeting	25	26
27	28	29	30	31 No Council Meeting		

January 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Late liquor license applications due (max 12)	5	6	7 CSL applications due Fire permit applications due	8	9
10	11	12	13 CSL Apps due for Special Meeting	14 Last regular meeting for CSL approval Final liquor license approval (max 12) Motion for Special Meeting for late CSL applications	15	16
17	18 Holiday	19 Special Meeting?	20	21 Sundance Begins	22	23
24	25	26	27	28	29	30
31 Sundance Ends						

Exhibit B

CE #	Date	Address	Responsible Party	Violation	Fees	Total Fees Collected
CE-15-00020	1/23/2015	577 Main Street	Colby Larsen	Failed to obtain liquor license. Failed to obtain permits for party. Building is over occupancy.	300	300
CE-15-00021	1/23/2015	419 Main Street	PC Live / Suzanne	Operating without a business license in jewelry store. Get required license on Monday, 1/25/15	200	200
CE-15-00023	1/25/2015	201 Heber Ave	Argentum Sky LLC	Unlawful to operate without a license. Combustible decorative materials.	200	200
CE-15-00030	1/23/2015	268 Main Street	Craig Evans	Promotional party without license	500	0
CE-15-00039	1/27/2015	738 Main Street	Paint Mixer	Promotional event without permit or license	0	0
					\$ 1,200.00	\$ 700.00



Park City Municipal Corporation

Department of Building/Fire Safety

FROM: Michelle Downard, Deputy Building Official
Kurt Simister, Deputy Fire Marshal

TO: Whom it Concerns

SUBJECT: Fire and Building Permit Submittal Policy

DATE: June 11, 2015

PURPOSE: Park City has prioritized maintaining high life safety standards throughout the review and inspection process. During the Sundance Film Festival, there is a large influx of applications and inspection activity. This policy is to ensure that staff has adequate time to review all applications and submittals and maintain high life safety standards.

POLICY: All fire and building permit applications for promotional activities occurring on any dates (partially or entirely) coinciding with the Sundance Film Festival or that impact staff workload beyond normal standards as determined by the CBO or Deputy Fire Marshal will be required to be complete at the time of submittal and submitted a minimum of 10 business days prior to the first day of said activity in order to guarantee issuance in time for the event. Incomplete applications will not be processed.

This policy will not pertain to the Sundance Film Festival official MFL activity.



Park City Municipal Corporation
Department of Building Safety

FROM: Chad Root, CBO
SUBJECT: Bathroom Hardships
DATE: December 19, 2014

Purpose: To give guidance and a onetime hardship on the bathroom requirements on Main Street in the old part of town during master festivals. Fees may be required to be paid to the City to supply restrooms on a temporary basis.

Requirements: The State adopted International Building Code and International Plumbing Code requires one stall per 40 occupants in A2 uses. This approval will hereby allow temporary event activities to operate with the benefit of temporary restroom facilities in 2015 only.

This approval is provided with the understanding that no additional approvals will be given. This is a one-time accommodation. In the future, all events will be required to provide permanent restrooms to the required ratio on site as stated in the International Building and International Plumbing Code.

By signing below the responsible party understands that this is a onetime hardship waiver and any future events to increase occupancy you must be able to account for the occupant loads with onsite bathrooms. The responsible party also agrees to pay any possible fees that may be required to cover the cost of service to supply portable restrooms.

Address: _____

Owner/Responsible Party Signature: _____

CBO/Fire Code Official Signature: _____

Occupant Load given with waver for 2015 Sundance Only: _____



To: Honorable Mayor/City Council

From: City Manager's Office

MANAGER'S REPORT January 15, 2015

On December 18th, 2014, Chief Building Official Chad Root updated City Council regarding his efforts to enforce aspects of the International Building and Plumbing Code (IBPC) during the Sundance Film Festival. As discussed, Code requires one bathroom per forty (40) people in an assemble use (A2). During the update, Council expressed concerns that this particular aspect of the Code was going to make it difficult for businesses on Main Street to rent out their property during the Festival.

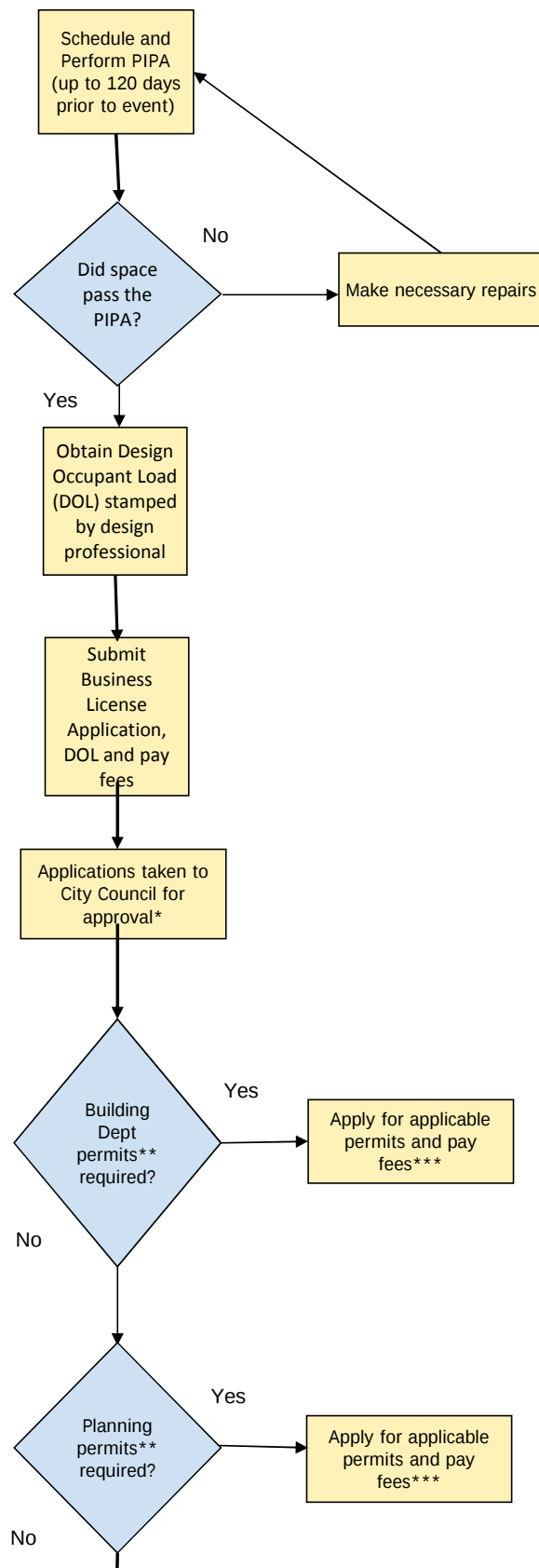
As we know, many businesses rely on rental revenues during the Festival to offset slower times of the year when business is down. Council asked staff to find a temporary solution that could accommodate the need for additional bathrooms for this year's Festival only.

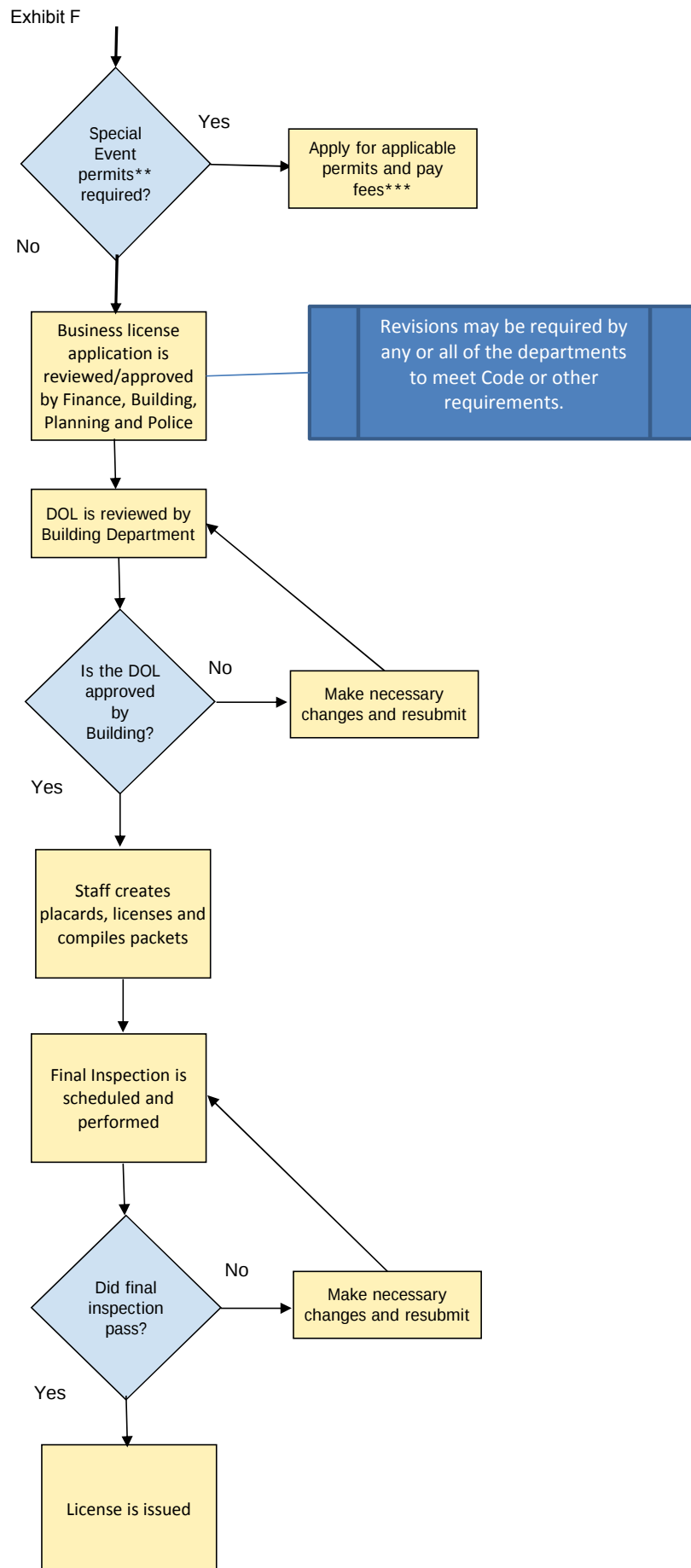
In an effort to address Council concerns, meet the intent of IBPC, and provide ample time for businesses to make improvements to meet the code for future years, temporary restrooms will be installed and maintained on upper Main Street during the Festival.

All owners and merchants requiring the use of temporary restrooms are required to sign a hardship waiver with the Building Official. The waiver states this is a one-year provision and businesses will be required to install their own restrooms within their structures going forward.

The temporary restrooms will be installed in the Brew Pub parking lot and the Swede Alley Surface lot. The restrooms are estimated to cost between \$11,000 and \$15,000, which includes rental fees, maintenance and cleaning, and utilities. Staff has submitted a Funding request to the City Manager.

Sundance CSL Application Flowchart





*Building and sign permits can be applied for prior to City Council approval

**Permits could include: Building, Fire, Operational Assembly, Sign, CUP, Film, etc.

***Multiple steps may be required, see more detailed verbage attached

Building Permits

- Application is submitted
 - Front desk determines that the required documents have been submitted
 - Sewer
 - Fire
 - HOA
 - Engineering (if applicable)
 - Certified survey (if applicable)
 - All plans have been stamped by an engineer or certified design professional
 - A permit file is created by the Building Dept. in Eden & routes it forward
 - Plans are reviewed by:
 - Building Plans Examiner
 - Plan review appointment is made
 - Plan review takes place in the Building Dept.
 - Plans Examiner's comments/corrections are provided to applicant's architect
 - Second plan review is scheduled (if necessary)
 - Second plan review takes place in the Building Department
 - Plans examiner approves plans
 - Engineering (if needed)
 - Planning (if needed)
 - Plans are approved and routed forward in Eden
- Applicant signs Construction Mitigation Agreement & other additional documents in Building Dept.
- Applicant pays for permit in finance
 - Finance accepts payment and routes permit forward in Eden
- The building permit is issued
 - Inspections are scheduled by the Building Dept.
 - Inspections are performed & entered
 - Final inspection is passed & entered
 - File is closed, scanned & archived
- Ensure final building inspection has been passed before issuing CSL's, Fire Permits and/or Operational Assembly Permits

Convention Sales Licenses (CSL)

- PIPA is scheduled up to 120 days prior to event
- PIPA is performed and a copy is provided to applicant
- PIPA is scanned and original is filed
 - PIPA re-inspection is scheduled (if necessary)
 - PIPA re-inspection is performed
 - PIPA re-inspection is scanned and original is filed
- CSL application is made
 - App, PIPA, design occupant load (DOL) & payment required.
- Finance determines payment amount required, processes payment, creates CSL file in Eden and routes it forward
 - CSL is approved or denied in Eden by
 - Planning
 - Building

- Police
- DOL is reviewed in the Building Department
 - Approved or denied
 - If denied, the applicant is contacted. A new DOL is requested, or adjustments to the existing DOL are made.
- Finance prepares Staff Report for Council Approval
- Finance presents Staff Report at the City Council Meeting
- Finance prints the CSL and gives it to the Building Department
- Applicant is contacted by Building Department and asked a series of questions to determine what additional permits may be needed.
 - Open flames, pyrotechnics, tents, stages, trusses/light trusses, theater lighting, theatrical smoke, compressed gasses, generators, air supported structures, outdoor heaters (LPG's), fuel fired equipment, large ice sculptures and pyrotechnics require a **Fire Permit**
 - Some work will require building permits and/or electrical & mechanical permits
 - All functions where more than 49 people are in attendance require an **Operational Assembly Permit**
- All CSL's require a final on-site inspection once the space has been set up: and re-inspections are ongoing during the event:
- Final inspection is scheduled by the Building Dept.
 - Emergency and exit lighting is properly placed and functioning (including back up battery power)
 - Exits, pathways and stairs are not blocked inside or out
 - Panic hardware on egress doors is working properly
 - Space is set up according to the DOL
 - Mechanical clearances are maintained to avoid fire hazard
 - Burn tests are performed on draperies/décor for flame spread
 - Fire sprinkler heads have proper clearances
 - No work has been done without a building permit
 - No unapproved open flame devices are present
 - Fire extinguishers are hung at required intervals
 - Hazards for fire fighters & public are identified
 - Power cords have surge protectors
- Re-inspections are scheduled if needed
- Once the final building inspection is passed, the inspector posts the occupant load placard/packet

Fire Permits

- Schedule a meeting with Dep. Fire Marshall
 - Open flames require a physical performance test of the device
 - Tents require a review of site plan, design occupant load, snow removal agreement, CUP & structural stability & capability submittals
 - Pyrotechnics require a review of a site plan to establish drop zones, number and size of shells, & a licensed professional pyro-technician.
 - Stages require a review of a site plan, structural engineering plans, electrical bonding (requires electrical permit) & design occupant load
 - Light trusses and truss structures require a review of structural engineering
 - Theater smoke requires review of site plan & MSDS sheets for smoke solution

Exhibit F

- Generators require an electrical permit, site plan w/fuel storage & evidence of low decibel generator
 - Fuel fired equipment requires a review of mechanical engineering, plans & calculations and a mechanical sub-permit
 - Large ice sculptures require a review of the site plan, structural stability/engineering, lighting equipment must be listed for damp or wet locations accessed by the public
 - Air supported structures require a review of the site plan, structural stability, ADA accessibility & types of blowers used
 - Outdoor heaters/LPG's require a review of the site plan for number of heaters & their placement & quantity/storage of LPG's
- If approved, the application is submitted
- The Fire Permit is created in Eden by the Building Department
 - Applicant pays for permit at Finance
 - Building Department issues the fire permit
- All fire permits require a final on-site inspection once the space has been set up and re-inspections are ongoing during the event:
 - Inspection is scheduled by the Building Dept.
 - Require a review of site plan
 - Tents
 - Need proper weights to withstand wind forces
 - Must be properly placed according to site plan
 - Exit lights and emergency lighting are in place and work on back up battery power
 - Snow removal is maintained
 - ADA accessible
 - Theater smoke
 - Must have MSDS sheet on site
 - Equipment must be inspected
 - Fire extinguisher must be present
 - Fuel storage must match approved site plan
 - Requires monitoring throughout the event – smoke cannot obstruct exit illumination
 - Stages
 - Electrical bonding requires building permit inspection & approval
 - Fire extinguisher must be on site
 - Structural stability & mechanical connections require inspection
 - Burn tests must be conducted on drapes, rugs etc.
 - Light & Structural Trusses
 - Structural stability & mechanical connections require inspection
 - Safety cables must be in place on all fixtures
 - Electrical equipment & connections must be inspected
 - Compressed Gases
 - Must be stored and used according to site plan
 - Quantity in use must be verified
 - MSDS sheets must be on site
 - 3 point nesting needs inspection
 - Placarding requires inspection
 - Open Flames
 - Must be a pre-approved device

Exhibit F

- Fuel Fired Equipment (including heat & air exchanges)
 - Requires a building permit final inspection
- Large Ice Sculptures
 - Must be set up according to site plan
 - Approved lighting must be used
 - Area must be free of trip hazards from cords, etc.
- Air Supported Structures
 - Fire extinguisher must be on site
 - 1 back up blower is required
 - Must be set up according to site plan
 - ADA accessible
- Outdoor Heaters/LPG's
 - Heaters cannot be located near buildings, eaves, flammables
 - LPG's must be stored according to approved plan
 - Number of stored LPG's cannot exceed fire code specs

Operational Assembly Permits

- Schedule a Meeting with the Deputy Fire Marshall (DFM)
- Applicants must provide the following:
 - Design Occupant Load
 - Reviewed by the DFM
 - Site Plan
 - Reviewed by the DFM
 - Trash management plan
 - Reviewed by the DFM
 - Crowd Management Plan
 - Reviewed by Sustainability & DFM
 - Security Plan
 - Reviewed & approved by Police Chief & DFM
 - Evacuation Plan
 - Reviewed by DFM
- Occupant load is established by the DFM per the DOL
- If approved, the application is submitted
- The Assembly Operational Permit is created in Eden by the Building Department
 - Applicant pays for permit at Finance
 - Building Department issues the Assembly Operational Permit
- All Operational Assembly Permits require a final on-site inspection once the space has been set up and re-inspections are ongoing during the event:
- Inspection is scheduled by the Building Dept.
 - Emergency and exit lighting is properly placed and functioning (including back up battery power)
 - Exits, pathways and stairs are not blocked inside or out
 - Panic hardware on egress doors is working properly
 - Space is set up according to the DOL
 - Mechanical clearances are maintained to avoid fire hazard
 - Burn tests are performed on draperies/décor for flame spread
 - Fire sprinkler heads have proper clearances
 - No work has been done without a building permit
 - No unapproved open flame devices are present

Exhibit F

- Fire extinguishers are hung at required intervals
 - Hazards for fire fighters & public are identified
 - Power cords have surge protectors
 - Security personnel are staffed according to Security Plan
- Life and safety training is provided (& required) for those with a history of life/safety code violation

Preparation of Permits and Approvals

- All files are reviewed for complete submittals/missing information
- All permits (Fire, Assembly, Building) issued are printed and organized according to address and function
- Final inspections are assigned
- Occupant Load Placards are printed for all tag on CSL's, BL's and all MFL sites
- Building department prepares packets for each address and function (there may be multiple functions at one address), including:
 - Occupant Load Signs
 - Fire Permits
 - Assembly Operational Permits
 - Building Permits
 - Convention Sales Licenses and/or Business Licenses
- The packets are given to the Planning Department where they may add:
 - Conditional Use Permits
 - Sign Permits
- The Planning Department prepares a cover sheet for each packet listing all permits that have been issued for the address/function. (This expedites the final inspection and code/building enforcement process during Sundance.)

Additional Planning & Documentation

- Police Department quarterly Sundance meetings are attended by 1 Building personnel
- Weekly Sundance meetings are attended by 5 Building personnel
- A lists of applicants, permits, waived fees and totals is maintained
- Pre-MFL training is provided for the Sundance Institute employees by the DFM & Police
- 1 Building personnel takes part in the walk-through of Main St. with the Sundance Institute and other departments on the 1st or 2nd day of Festival
- Building dispatch center is organized and enforcement/inspection team reporting booklets are prepared
- Building & volunteer schedules are created and then adjusted on an ongoing basis
- Enforcement coverage is orchestrated on a daily basis according to events, activity levels and difficult locations
- EOC meeting is attended by 1 Building personnel every morning during the Festival
- Coordination between all enforcement and inspection teams is facilitated on a daily basis



DATE: June 11, 2015

TO HONORABLE MAYOR AND COUNCIL

This report outlines recent and upcoming community engagement activities, presents the findings the VisionParkCity check-in, and highlights key program enhancements including new outreach platforms and training. Staff is requesting Council discussion on three questions:

1. Staff is developing a professional, robust community engagement program. What additional information would you like to have presented to you at the next quarterly update.
2. Are there activities or topics for which Council would like staff to develop more formal engagement strategies?
3. The National Citizens Survey will be conducted beginning in June. We have an opportunity to include up to three questions about current topics. Are there any current issues/topics Council would like to explore? Questions will be answered by selecting a response (such as 1 - 5 or good/fair/poor) vs. an open-ended question. The National Research Center will assist us in writing the question to ensure it is an unbiased presentation.

Respectfully:

Marci Heil, City Recorder

City Council Staff Report



Subject: Community Engagement Update
Author: Phyllis McDonough Robinson, Public Affairs Manager
Department: Community Affairs
Date: June 11, 2015
Type of Item: Study Session

***** This report is the same report that was included in the City Council packet on June 4, 2015. We have included this report in this packet for the benefit of City Council and the public. *****

Summary Recommendations:

Staff recommends that the Council discuss the recent community engagement activities, the findings of the 2009 VisionParkCity check-in and Council priorities for community engagement.

Executive Summary:

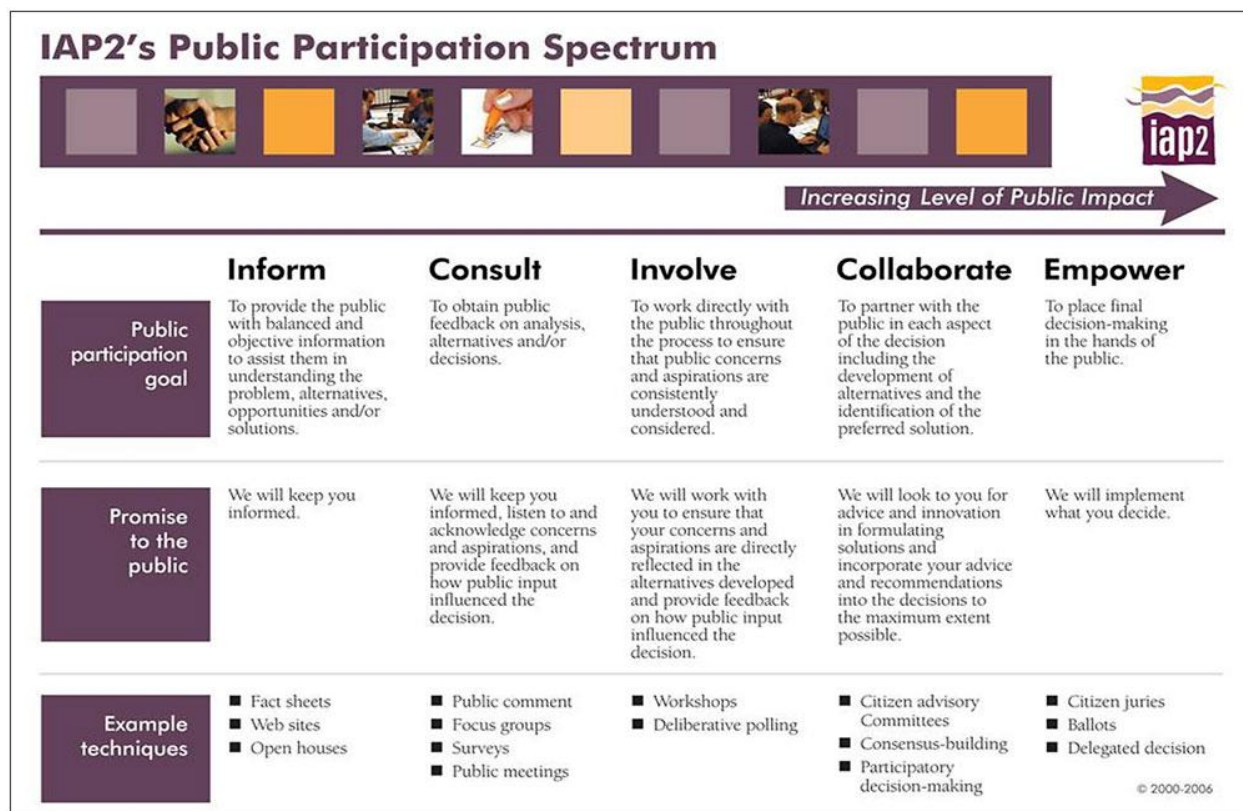
This report outlines recent and upcoming community engagement activities, presents the findings of the VisionParkCity check-in, and highlights key program enhancements including new outreach platforms and training. Staff is requesting Council discussion on three questions:

1. Staff has been and is continuing to develop a professional, robust community engagement program. What additional information would you like to have presented to you at the next quarterly update.
2. Are there activities or topics for which Council would like staff to develop more formal engagement strategies?
3. The National Citizens Survey will be conducted beginning in June. We have an opportunity to include up to three questions about current topics. Are there any current issues/topics Council would like to explore? Questions will be answered by selecting a response (such as 1 – 5 or good/fair/poor) vs. an open-ended question. The National Research Center will assist us in writing the question to ensure it is an unbiased presentation.

Background:

Citizen engagement and community outreach is a Top Priority of City Council. While the techniques and approaches used will vary depending on the issue, we are guided by the principles of engagement being Open and Responsive, Proactive, Meaningful, Community-Centered and Honest. The International Association of Public Participation model is the leading approach to identifying and developing public engagement processes.

Phyllis Robinson, the City's Public Affairs Manager and Craig Sanchez, our Community Engagement Liaison and Kim Clark, Program Manager for the Lower Park Avenue Design Studio have completed the 40-hour certificate program in public participation. Robinson, Sanchez and Housing Specialist Rhoda Stauffer also completed the 16-hour training Emotion, Outrage and Public Participation program.



The Council values public participation and has directed staff to implement diverse outreach and engagement activities. Over the past three months Community Affairs staff has designed and implemented a broad range of strategies that span the Spectrum of Public Participation from Informing to Collaboration. Below is a summary of larger-scale engagement activities organized by Park City. In addition to the activities below, there is an ongoing series of smaller meetings with community stakeholders including, but not limited to, Homeowners Associations and the Senior Center Board; regular interviews by Council, and appointed officials and staff in the media. Additionally staff has been active assisting Mountain Accord with community outreach events.

Summary of Engagement Activities March – May 2015

March 2015

Park City Projects Open House: The 2015 Park City Projects Open House was held March 24 from 4p – 7p in the Park City High School Library. The City started this format last year as a way of getting the word out to the community about a range of projects

that the city and other entities would be undertaking during the spring/summer construction season. It is designed as a one-stop shop where the public can attend one open house and learn about many projects. City projects featured at this event included Main Street Enhancements, McHenry Avenue, Quinns Water Line, WaterSmart, Library Transformation, Park Avenue Pathways, LED Street Lights, Bus-Stop-Play, and Lower Park Avenue projects. Park City Transit promoted the On the Go transit enhancements and Community Affairs promoted visioning check-in survey and LetsTalkParkCity.com. We also had representatives from UDOT to discuss the Marsac Avenue overlay planned for this summer, Comcast representatives to discuss trenching that will precede the overlay and Rocky Mountain Power to talk about the wiring and conductor upgrades on the current lines. Summit Community Power Works provided information about their initiatives and the Georgetown University Energy Prize. Sixty-eight community members attended this year's open house, in addition to the numerous staff participants.

April 2015

Running for Public Office Workshop: One of the recommendations of the Blue Ribbon Commission on Mayor and Council Compensation was to hold a workshop on how to run for public office. The purpose of the workshop is to provide persons interested in running for public office or more generally getting involved with local government through boards and commissions with the information on how to participate. This year's workshop was held on April 22 and was attended by 31 interested persons and was co-sponsored by the Park Record. The event received favorable evaluations

Visioning Check-In Survey: Following the Council retreat in February 2015 Community Affairs staff began an outreach effort through LetsTalkParkCity.com as well as a survey promoted through social media, email blasts to community and professional organizations, youth and local media to gauge community perspectives on the goals established during the 2009 VisionParkCity. We received 215 responses. A complete set of the findings is included as an Attachment to this report. ***Craig Sanchez will discuss the findings with Council during the study session.***

Current Engagement Activities

Main Street Liaison: Main Street work is underway and Craig Sanchez is on the streets keeping the merchants informed of this year's construction activity. Miller Paving (Jeff) will be the contractor; they have worked on this project the last two years. Work this year includes Questar replacing the main line and new meter, the City Hall Plaza, new storm drains, water meters, street lights, curb and sidewalk.

Lower Park Avenue Outreach: Staff began outreach in the Lower Park Avenue area in March. Interviews were held with key stakeholders including users of city buildings in Lower Park Avenue to understand how they function and their space needs, as well as Park City Community Foundation to learn more about the physical needs of nonprofits in Park City. This was followed by a community workshop on May 19. There was robust conversation. A summary of comments each small group reported to the full group at

the conclusion of the workshop follows. A complete meeting report is attached to this report. Information gathered from this outreach will inform the Design Studio in July.

Lower Park Avenue Community Workshop Table Reports

Community Character

- The theme for this area should be it all needs to be easy.
- Lower Park Avenue is already diverse.
- Heart of Old Town is in Lower Park Avenue - should be full of gathering places
- Amenities that are family based are needed in the area: splash park, water fountain, sledding hill. The recreation building is ugly and should be torn down to accommodate multi-generational uses.
- Miners Hospital is a great place and is used by real people.
- Keep the area to meet the same historical context. The area does not need to recreate history but incorporate sustainable uses of a building.

Access

- The area should improve walkability - access to trails and sidewalks. Create a system of arteries with secondary capillaries: standard sidewalks should be complemented by an extended door-to-door system to facilitate point-to-point travel.
- To minimize traffic - a rail line from SLC Airport to Park City.
- Special attention should be paid to view corridors, walkability, and way finding.
- Traffic should be pushed away from Lower Park Avenue.
- Parking should be underground and expensive.
- Vail parking needs to be phased and a transit center should be incorporated at the PCMR lot.
- Coordinate with school district to use public transit.

Services

- There are many active seniors that need a center in Park City Need senior attainable (affordable) housing that offers a full range - independent, nursing, full service
- Senior Center needs to be on a bus line.
- Senior center needs to be in a central location and a full kitchen is important

Housing

- Promote full time residents. The housing identified on the library field should be flipped to run along Norfolk to minimize impacts to views.
- Small homes could accommodate many users - seniors, skiing and adventure culture, and small businesses.
- Affordable housing currently exists, but in the form of long-term rentals that are essentially stranded assets: owners are trying to sell them, so they remain unoccupied. Could incentivize owners to use long term rentals / family housing.

Forty-eight community members provided input through interviews and the community workshop. Additionally, the workshop was attended by a majority of the City Council as well as staff presenters, facilitators and observers. There will be a subsequent outreach including a community panel discussion on July 13 to kick off the Design Studio.

Upcoming Summer 2015 Engagement Activities

National Citizens Survey: The biennial National Citizens Survey will launch in early June. This will be our third time participating in this survey. This is a statistically-valid survey that provides the city with significant input on quality of city services, citizen attitudes and perceptions. The City's results are used as performance measures in our biennial plans. The City's responses are also benchmarked against other communities. Staff is evaluating the cost of posting the survey on-line following the close of statistically valid sample to allow others to participate. The National Citizen's Survey offers the City up to three additional questions that relate to current events in Park City. We will include a question about broadband, and possibly one on citizen level of satisfaction with our utilities. ***Are other there specific areas Council would be interested in getting some general feedback from the community at this time?***

Library Grand Opening on June 13: The Library has hired an event planner to develop the official grand re-opening and 'big reveal' of the Park City Library including a book brigade. Community Affairs Manager is working with the event organizer to develop and implement outreach and promotion of the event. While this is less of an engagement activity and more of a community outreach and community building event, it provides Council with a valuable opportunity to engage with community members during the event.

What's Next Community Presentation and Neighborhood Meetings: On June 15 the City is hosting a community forum at 6p in the Santy Auditorium to present information about current state and regional development trends, as well as anticipated development within the Park City boundaries. This will be followed by a set of smaller community meetings to foster small group conversations. This format is a community meeting in two acts. The first act on June 15 will be presentations by Mayor Jack Thomas, Councilmember Tim Henney and Robert Grow, Executive Director of Envision Utah, followed by an opportunity for the community to post their thoughts and questions on boards outside the Santy Auditorium. The goal of Act I is to provide consistent overview of information and challenges. In the weeks following the June 15 meeting at the Santy Auditorium, Act II will be facilitated small group meetings. The smaller setting can promote more significant engagement and interaction between the Mayor and Council and community members.

Lower Park Avenue Design Studio: The City is hosting the Lower Park Avenue Design Studio on July 13 – 16, 2015 to provide a framework of the neighborhood that meets the long term vision of the community. The Lower Park Avenue Neighborhood is currently not utilized to its fullest potential. It is a neighborhood full of history with inspiring views of the mountain and acts as a hub that brings community members

together. The neighborhood includes a variety of public, private, residential, and resort uses that have the possibility of being woven together. The pockets of Park City owned land provides an opportunity to increase housing in the community and possibly at the same time, create more community focused areas that connect historic Main Street to the Bonanza Drive area. This innovative approach that brings together planning, architecture and development professionals along with subject matter experts in the community to inform a feasible development program for properties owned by Park City. The goal is to move the chosen concepts developed during the Lower Park Avenue Design Studio this summer and with an initial project ready for construction in 2016.

Analysis

Staff continues to refine and enhance its engagement efforts and improve our metrics and evaluation tools. Over the past four months more than 1100 people attended a community event hosted or co-hosted by Park City Municipal. Over the summer we expect a similar level of participation in the scheduled engagement activities.

There have four major engagement program enhancements this spring.

1. Let's Talk Park City: Community Engagement Liaison Craig Sanchez has been managing the transition of LetsTalkParkCity.com to a more robust community-based tool. Craig working with the folks at MindMixer to refine this platform to meet our outreach needs. There will be a site demo to Council during the study session. The URL remains the same www.letstalkparkcity.com.
2. Park City Municipal Community News: Community Affairs Associate Elizabeth Quinn-Fregulia joined our team in February. She has rebranded the monthly newsletter to be more proactive in promoting news of Park City Municipal in the community, as well as providing more information about City programs, services and staff. Elizabeth will present the editorial calendar during the study session. At present we have 1,000 subscribers. We have also noticed the newsletter being re-shared on other business newsletters in Park City. If you missed the May newsletter here's the [link](#).
3. MinuteTraq. The implementation of MinuteTraq by City Recorder Marci Heil and the Executive Team is bringing government closer to the people. The ability to live stream meetings and listen to minutes moves us into a new level of engagement. There has been a 'soft opening' the past few months. We will begin actively promoting this capability in June.
4. Metrics and Reporting. This summer we will continue to refine our metrics to include locational analysis to ensure we are reaching throughout the community. We have begun collecting demographic information including neighborhood and how the participant learned about the event. Our goal is to provide a participation map. We are also working to develop and internal community engagement training and guide for staff.

Discussion Questions:

1. Staff is developing a professional, robust community engagement program. What additional information would you like to have presented to you at the next quarterly update.
2. Are there activities or topics for which Council would like staff to develop more formal engagement strategies?
3. As mentioned earlier in the National Citizens Survey update, we have an opportunity to include up to three questions about current topics. Are there any topics Council would like to explore? Questions will be answered by selecting a response (such as 1 – 5 or good/fair/poor) vs. an open-ended question. The National Research Center will assist us in writing the question to ensure it is an unbiased presentation.

Finally, we are pleased to announce that our engagement activities are gaining attention beyond Park City. Phyllis Robinson and Craig Sanchez have been invited to present a session at the International Association of Public Participation North American Conference this fall in Portland, Oregon. The session will explore the City's creation of an in-house engagement program including factors to take into consideration when deciding between in-house and consultant services for public engagement; key strategies used to build community confidence including appropriate use of virtual and personal outreach, and the role of public engagement professionals at the weekly construction meeting.

Department Review: This report was reviewed by Community Affairs staff, the City Attorney and the City Manager.

Recommendation: Staff recommends that the Council discuss the recent community engagement activities, the findings of the 2009 VisionParkCity check-in and Council priorities for community engagement.

Attachments

- A: Vision Check-in Results
- B. Lower Park Avenue Community Meeting Summary



LOWER PARK AVENUE REDEVELOPMENT COMMUNITY WORKSHOP HELD MAY 19, 2015 MEETING SUMMARY

Park City Municipal Corporation held a community workshop for the Lower Park Avenue Redevelopment area. The goal of the meeting was to give a background of the Lower Park Avenue Redevelopment area and most importantly gain input from community members. The meeting began with an informal gathering and refreshments, followed by presentations and ending with facilitated community discussions.

An array of information was given in a presentation format. A summary of each presentation is below.

- Mayor Jack Thomas began the presentations by welcoming everyone and providing his thoughts on the community and Lower Park Avenue Area.
- Craig Sanchez gave a presentation of the Visioning Check-in Survey Results. The survey was administered through March and April and showed the values that were defined five years ago are still relevant and showed the importance of each of the values.
- Jonathan Weidenhamer provided an overview of the history of the Lower Park Avenue Redevelopment Area. He explained the area of the RDA and summarized the comments that had been received over the past and the designs that were developed over the last few years.
- Kim Clark presented a summary of the Lower Park Avenue Outreach that has taken place and provided information to gain additional information from the attendees in a community discussion format.

The attendees were placed in six facilitated groups to gather information on the following questions:

- What makes Park City Park City?
- What does Park City need to be 'complete'?
- What should be included in Lower Park Ave?

Facilitators recorded the information and each group provided a summary of their discussions. The summary and the recorded discussion notes for each group is listed below.

GROUP 1 - Facilitators - Rhoda Stauffer / Heinrich Deters

SUMMARY

Parking should be underground and expensive

Heart of Old Town is in Lower Park Avenue - should be full of gathering places

Views supporting both high density and low density in Lower Park Ave

DISCUSSION NOTES

Concern: too much housing, too much density, too much affordable in one area

Like the idea of connections, a greenway

Concerned that 2nd home owners will take over the homes

- Change MPD process
- Paid parking
- Color diversity on north side of library (similar to historic homes in upper Old Town)
- Underground paid parking under everything
- Senior housing in library field
- Preserve green space
- Limited retail
- Height limits
- Preserve LPA and connections - community building and gathering places - heart of Old Town
- Transportation to SLC - need more than 2x per day
- Move people into town and make cars expensive (parking, etc.)
- Staff the Municipal Housing Authority
- Underground parking at Ma Winny and affordable housing on top
- Stay residential - keep commercial outside LPA
- Senior living option in LPA

GROUP 2 - Facilitators - Anya Grahn / Elizabeth Quinn Fregulia

SUMMARY

Affordable housing currently exists, but in the form of long-term rentals that are essentially stranded assets: owners are trying to sell them, so they remain unoccupied. Could incentivize owners to use long term rentals / family housing.

Special attention should be paid to view corridors, walkability, and wayfinding.

Amenities that are family based are needed in the area: splash park, water fountain, sledding hill.

Vail parking needs to be phased and a transit center should be incorporated at the PCMR lot.

Senior center needs to be in a central location and a full kitchen is important.

The housing identified on the library field should be flipped to run along Norfolk to minimize impacts to views.

DISCUSSION NOTES

Use existing housing stock in the area - vacant but for sale (recast as family housing)

Like eclectic mix of housing (70s, etc.)

Developer to talk to all condo owners

Families should use amenities

Plaza, fountains, water: definable elements that draws families and children

Pedestrian place making - walkway to downtown (or people movers)

Long term rentals - huge demand on parking

RE: PERSPECTIVE Affordable housing exists in the form of rentals (long-term) / 2 parking places per unit puts folks right into town / developer mandated (condos) Example: 70's - 20 unit buildings - 12th & 13th (long term rent empty units like the funky entryway (for sale now)

Back to back housing in the lot near the library

Balance parks, open space, and density

Infill slightly in the E/W corridor

Sidewalk beautification and maintenance grants for homes along Norfolk

Vail parking lot: phasing important

Put bulk of parking at the Canyons and bus everyone over

PCMR parking lot edge needs to be a continuation of view corridors connecting to Park Ave

People want to walk - Consider green space artery (continuous parks) to connect Lowell to Park Ave
 Create a sledding hill for a family amenity
 Better connectivity to Miners
 Aesthetic / walkability down Park Ave
 Visual preservation of view corridors
 Consider stairway uphill or funicular
 Strong visual connection "Spanish steps" PCMR to miners
 Stairway - Park City Character
 Revitalize old fountain in front of Miners Hospital - fountain splash park, something for children
 Connects to adjacent park - which is already so well used - a beloved family amenity
 Boo Radley music park not maintained but has a great climbing tree
 Strong way finding and view corridors to connect N/S artery - Spanish Steps in Rome
 Density - don't take away green space
 Keep corners open to keep open space feel
 Underground parking @ resort
 Isolated parking to get people point to point safely
 Great idea to have a transit center at PCMR lot
 Be aware of difficulty moving people / kids / families with ski gear
 Question: What is the balance of ski resort needs vs general city needs (special events, etc.) / parking - seasonal events, condos other
 Senior center - relatively flat, important, need full kitchen b/c federal subsidized lunch. Is it possible to add a full kitchen to miners? Need a central location but probably don't need to be near resort.

GROUP 3 - Facilitator - Matt Abbott

SUMMARY

The theme that came to this area - all needs to be easy.
 Small homes could accommodate many users - seniors, skiing and adventure culture, and small businesses.
 Lower Park Avenue is already diverse.
 Traffic should be pushed away from Lower Park Avenue.
 To minimize traffic - a rail line from SLC Airport to Park City.
 The area should improve walkability - access to trails and sidewalks. Create a system of arteries with secondary capillaries: standard sidewalks should be complemented by an extended door-to-door system to facilitate point-to-point travel.

DISCUSSION NOTES

What makes Park City Park City?

Ski bums - don't need a lot of space - we need the staff, they need to live somewhere, it is a cycle, (roommate-"den dad" - more space

Skiing / outdoors - small town with big city amenities (food, arts, culture) Also = urban issues

Lifestyle rich environment (perfect for raising kids)

Transition from 12 month leases to nightly / weekly O.T. especially

What does Park City need to be complete?

- Maintain / nurture what has been built
- Free parking and no traffic
- Rail from Park City to SLC Airport through the intermodal hub in SLC
- Continue to diversify our economic base
- Opportunities to not commute
- Needed in Lower Park Avenue
 - Sidewalks! Lights!
 - Walkability - connections to trails capillaries
 - Park Avenue needs traffic calming / stop signs?
 - Connections: sidewalks to trails to bus to lift etc.

GROUP 4 - Facilitator - Michelle Downard

SUMMARY

Need senior attainable (affordable) housing that offers a full range - independent, nursing, full service.

Should consider the senior population - many active seniors that need a center in Park City.

Senior Center needs to be on a bus line.

DISCUSSION NOTES

What makes Park City Park City?

- Tourism / ski industry

- Environment, clean air, and nature

- Community and active lifestyles

- Transportation

- Open space

- Aging population

- Diversity - natives with history and tourists

- Rich history

What does Park City need to be complete?

- Senior affordable housing near senior center (with multiple standards of living / levels)

- Maintain senior population

- Allow populations to be maintained near Old Town or on transportation route

What fits in Lower Park Avenue

- Affordable housing - oriented in a manner that it does not limit views coming into town

- Senior affordable housing near senior center (with multiple standards of living / levels)

GROUP 5 - Facilitator - Jenny Diersen / Craig Sanchez

SUMMARY

Should increase density.

Miners Hospital is a great place and is used by real people.

The recreation building is ugly and should be torn down to accommodate multi-generational uses.

The area does not need to recreate history but incorporate sustainable uses of a building.

DISCUSSION NOTES

- What makes Park City? - Concerns identified were character and authenticity

- Design is critical

Authenticity of neighborhood
Character
Green space nearby
Public / private partnership
Smaller retail space
Vibrancy in community space
Non-profit space
Collaborative work space
Affordable day care
Senior center - expand space and move to recreation building (building is gross)
Deed-restricted
Utilize current space
Mixed housing

GROUP 6 - Facilitator - Amanda Angevine / Jonathan Weidenhamer

SUMMARY

Keep the area to meet the same historical context.
Coordinate with school district to use public transit.
Promote full time residents.

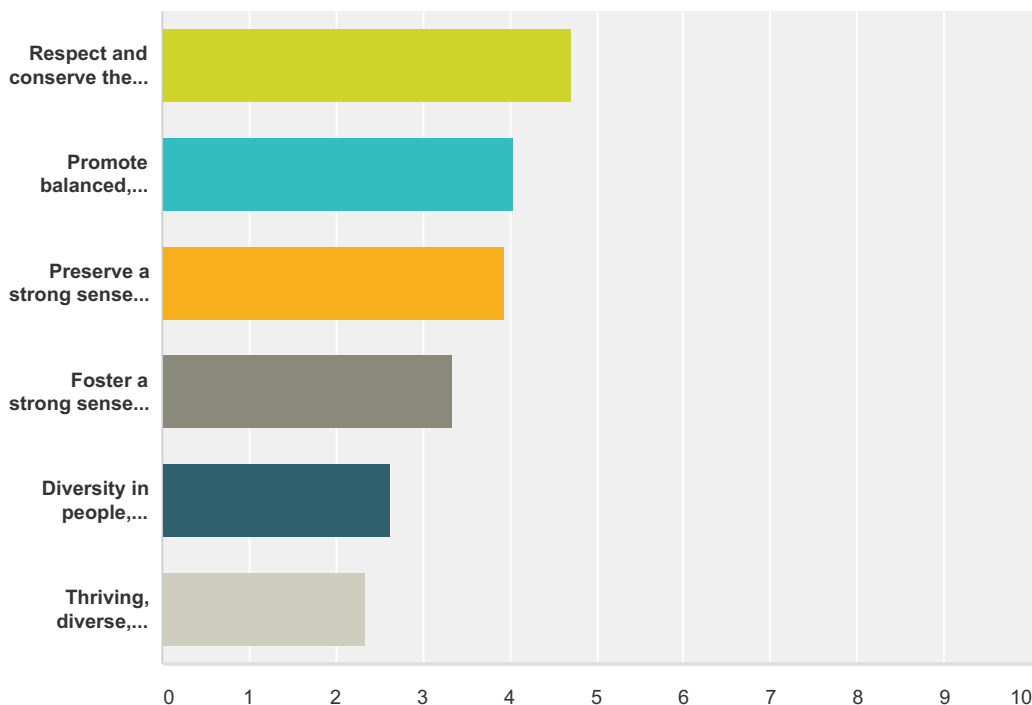
DISCUSSION NOTES

Family Housing
Affordable Housing
Scale of buildings (keep similar to historic homes)
Didn't want to constantly revisit codes, guidelines, and policies
Don't want to feel like a resort destination
"feel local" - tweeners between a resort and multi-million homes
Full time residents - could legislate, plenty of nightly / resort related at PCMR base, need voting base
What is missing?
Split on housing at library but N/S connections through field is critical
Lack of any use / PGM of field is great
Tradeoffs to keep field un-programmed? It depends - how many units and where is parking, maybe institutional / public / childcare use at field
Off-site parking and bus rapid express / trains
Transit center at Jess Reid buildings
Ski Lockers (to reinforce bus use)
Questions future of Park Avenue
Use public transit to schools

Park City Visioning Check-in

Q1 Prioritize the following 2009 vision themes based on today's needs.

Answered: 210 Skipped: 5



Park City Visioning Check-in

Q2 How would you describe Park City today (in 10 words or less)?

Answered: 205 Skipped: 10

#	Responses	Date
1	Positive Unique, entertaining, community, irreverant, booming, hopefully sustainable	4/2/2015 2:47 PM
2	Concerns Expensive Vail Touristy	4/1/2015 12:42 PM
3	Concerns Changing, dynamic, at a crossroads with much to lose.	3/29/2015 5:38 PM
4	Positive Physically active residents interested in environment and historical character of town.	3/29/2015 12:37 PM
5	Positive Accessible mountain community in which to live and play	3/27/2015 2:00 PM
6	Concerns Starting to get too big: Too many people you don't know. Too many cars.	3/26/2015 6:35 AM
7	Concerns Trying to be everything to everyone instead of doing what's best	3/24/2015 12:07 PM
8	Positive A community valuing outdoor recreation, health, and well being.	3/23/2015 12:08 PM
9	Concerns Growing too fast.	3/19/2015 10:06 PM
10	Concerns Moving fast	3/19/2015 10:46 AM
11	Positive Scenic Artsy Iconic Charitable Wealthy Relaxed	3/19/2015 10:05 AM
12	Positive a great place to raise a family and outdoorsy lifestyle	3/18/2015 9:36 PM
13	Concerns Virtually impossible to renovate your old town home.	3/18/2015 8:02 PM
14	Concerns Awkward teenager experiencing a growth spurt.	3/18/2015 5:43 PM
15	Concerns Too much traffic	3/18/2015 4:24 PM
16	Positive Close knit community with a sense of place, character and heritage surrounded by the natural environment that makes it what it is.	3/18/2015 12:04 PM
17	Concerns Energetic, thriving, supportive of natural environment, active, cultural, confused about growth	3/17/2015 7:15 PM
18	Concerns crowded,expensive,californicated, slave to developers	3/17/2015 5:46 PM
19	Positive The best place to live and work!	3/16/2015 1:21 PM
20	Concerns Busy, beautiful, crowded, unique, fun, expensive,outdoorsy	3/16/2015 11:20 AM
21	Concerns Gentrified and older / help Bonanza Park please / rich	3/15/2015 5:21 PM
22	Concerns crowded, rich are greedy, unsafe drivers, more for poor	3/14/2015 11:57 PM
23	Positive A micro urban tourism center surrounded by rural eye candy.	3/14/2015 10:52 PM
24	Concerns Beautiful historical ski town destroyed by greed and uncontrolled development	3/14/2015 10:19 AM
25	Positive Cute	3/13/2015 10:17 PM
26	Positive diverse place with counrty feel	3/13/2015 5:59 PM
27	Positive Magical, special, unique, outdoorsy, vibrant, historical beautiful gem	3/13/2015 3:20 PM
28	Concerns On the road to becoming a bland, overbuilt, ugly suburb	3/13/2015 2:55 PM
29	Positive A vacation destination with a thriving local community base.	3/13/2015 11:30 AM
30	Concerns In serious trouble of becoming exclusive	3/13/2015 9:58 AM
31	Positive identity crisis, funky, sustainable, thriving, fun, great place to live	3/13/2015 9:34 AM
32	Concerns Privileged, white, rich, self-centered, entitled, demanding, beautiful.	3/13/2015 9:00 AM

Park City Visioning Check-in

33	Positive I'm always excited to come home even after vacation!	3/13/2015 7:41 AM
34	Concerns Losing it's character and becoming cheap	3/12/2015 10:30 PM
35	Positive Friendly, health aware, strong community sense, concern for the preservation of lands	3/12/2015 8:32 PM
36	Positive A unique, beautiful, and highly desired place to live.	3/12/2015 10:29 AM
37	Concerns healthy, clean, open, arrogant, magical, beautiful, athletic, regressive,	3/12/2015 9:15 AM
38	Concerns A town that has sold out and desperately need a building moratorium.	3/11/2015 6:29 PM
39	Concerns Growing quickly, need to be true to it's roots.	3/11/2015 6:18 PM
40	Concerns Overcrowded, both on the slopes and off. Ruined.	3/11/2015 5:42 PM
41	Concerns Losing caring closeness, becoming fancy-schmancy corporate "town" USA	3/11/2015 5:20 PM
42	Concerns outgrowing itself and risks losing charm of why we came here	3/11/2015 4:01 PM
43	Concerns Too many traffic, too much growth, awesome potential	3/11/2015 11:38 AM
44	Concerns TOO MANY EVENTS, NO PARKING FOR EMPLOYEEES OR TOURISTS	3/11/2015 10:52 AM
45	Positive Amazingly Awesome	3/10/2015 9:30 PM
46	Positive Best ski town in the U.S.	3/10/2015 9:04 PM
47	Concerns Conducting repetitive nonscientific surveys and not solving any real problem	3/10/2015 8:29 PM
48	Concerns crowded, stressful, expensive, overblown building, damaging to wilderness/wildlife, GONE.	3/10/2015 8:09 PM
49	Concerns not affordable	3/10/2015 8:08 PM
50	Concerns Disneyland on a slope	3/10/2015 6:44 PM
51	Positive The most wonderful large "small town"	3/10/2015 8:41 AM
52	Positive magestic mountain playground with year around fun and adventure	3/9/2015 5:10 PM
53	Concerns GRIDLOCK !!!!!	3/9/2015 4:14 PM
54	Positive Dynamic, world-class resort town in a beautiful alpine environment	3/9/2015 3:14 PM
55	Concerns the best place to live as long as you can afford it.	3/9/2015 2:27 PM
56	Positive small town full of big city people with lots of amazing outdoor activities and an ever increasing cultural diversity	3/9/2015 2:22 PM
57	Concerns Becoming restrictive; too many people in city limits now.	3/9/2015 11:32 AM
58	Positive Fun, unique, attractive, expensive	3/9/2015 10:07 AM
59	Concerns Small town facing changes and growth	3/9/2015 8:53 AM
60	Concerns A bit out of control	3/8/2015 8:39 PM
61	Positive Well-governed, inclusive community	3/8/2015 7:53 PM
62	Concerns Crowded busy uncomfortable	3/8/2015 7:00 PM
63	Concerns Retired residents need to stop working part-time jobs	3/8/2015 6:26 PM
64	Concerns Without a plan....mumble jumbled!	3/8/2015 5:55 PM
65	Positive Vibrant, stimulating and healthy human community in an exceptionally beautiful place.	3/8/2015 5:20 PM
66	Concerns A wonderful community threatened by advanced moneyed interests and impending growth.	3/8/2015 4:31 PM
67	Concerns snobby to outside potential competitors in business. Self-serving	3/8/2015 3:16 PM
68	Concerns paradise lost	3/8/2015 12:11 PM
69	Concerns A vibrant tourist destination, yet unbalanced community	3/8/2015 12:08 PM

Park City Visioning Check-in

70	Concerns millionaire playground	3/8/2015 12:05 PM
71	Concerns Beautiful place to live but traffic is a big problem.	3/8/2015 10:38 AM
72	Positive A wonderful place to live or visit!	3/8/2015 9:03 AM
73	Concerns Growing too fast for our infrastructure	3/7/2015 6:34 PM
74	Concerns Thriving beautiful town but getting too crowded.	3/7/2015 1:44 PM
75	Concerns Unfortunately discovered	3/7/2015 1:25 PM
76	Positive A nice place that is growing and diversifying.	3/7/2015 12:37 PM
77	Concerns Tourism based, expensive, large gap in wealth class, good schools	3/7/2015 12:05 PM
78	Positive Great place to live and the word is out!	3/7/2015 8:58 AM
79	Concerns Growing too fast creating traffic issues.	3/7/2015 8:39 AM
80	Concerns Growing too much	3/7/2015 5:46 AM
81	Positive One of very best communities in the country	3/6/2015 9:54 PM
82	Concerns Liberal-fascist hippocrates	3/6/2015 9:39 PM
83	Positive Community that values open space and quality of life.	3/6/2015 4:38 PM
84	Concerns a lot different than it was when I grew up here	3/6/2015 4:38 PM
85	Concerns growing up	3/6/2015 4:33 PM
86	Positive A friendly mountain ski town that is easy to visit.	3/6/2015 4:09 PM
87	Positive Small ski town with a wonderful community	3/6/2015 4:08 PM
88	Concerns Changing, but still a vibrant town for upper, middle and lower classes of tourists, professionals and service workers. A city that's becoming harding to live in, based on housing. A city where young people are much needed to live and work, but cannot afford it. They must leave: no homes, no work, too expensive.	3/6/2015 4:04 PM
89	Concerns dense développement, losing historic charm, traffic	3/6/2015 3:30 PM
90	Positive desirable mountain ski town poised to be the leading ski town in the US	3/6/2015 3:20 PM
91	Positive Wonderful place to live and raise a family	3/6/2015 3:07 PM
92	Concerns lovely but experiencing growth issues w traffic	3/6/2015 3:02 PM
93	Positive Mecca just outside a much larger Mecca	3/6/2015 2:49 PM
94	Positive Park City is an opportunity to do it right	3/6/2015 2:40 PM
95	Concerns On the cusp of huge changes. We must be careful.	3/6/2015 2:39 PM
96	Concerns Way to much traffic!	3/6/2015 2:38 PM
97	Positive Beautiful, active, walkable, close community	3/6/2015 2:32 PM
98	Concerns LOOSING IT'S CHARACTER FROM WHY WE MOVED HERE.	3/6/2015 12:09 PM
99	Positive An exciting place to work and play with great people	3/6/2015 11:50 AM
100	Positive A great place to raise a family with strong core values	3/6/2015 11:46 AM
101	Positive small town in the beautiful mountains with strong local community	3/6/2015 11:05 AM
102	Concerns At crossroads - primed to explode with expansion and traffic	3/6/2015 10:50 AM
103	Concerns A fantastic mountain town facing major commercial development problems	3/6/2015 10:36 AM
104	Concerns Challenged economically, uncomfortable growth	3/6/2015 10:30 AM
105	Positive Vibrant, beautiful, healthy, diverse, opportunity rich	3/6/2015 10:23 AM
106	Positive A year around Resort community in the mountains	3/6/2015 10:18 AM

Park City Visioning Check-in

107	Positive Amazing	3/6/2015 10:02 AM
108	Positive Busy Vibrant resort community	3/6/2015 9:28 AM
109	Concerns Becoming a little too crowded but otherwise grand.	3/6/2015 9:24 AM
110	Concerns A very busy little town that has outgrown a lot of the events	3/6/2015 9:03 AM
111	Concerns Only for the wealthy	3/6/2015 8:58 AM
112	Positive Beautiful, vibrant, athletic and wonderful place to live.	3/6/2015 8:45 AM
113	Concerns Too crowded. It is becoming more of a ski town rather than a community.	3/6/2015 8:38 AM
114	Concerns Transforming due to growth	3/6/2015 8:32 AM
115	Concerns Still delightful but struggling with growth issues	3/6/2015 8:31 AM
116	Positive a year round resort community	3/6/2015 8:27 AM
117	Positive A beautiful, vibrant community, high volunteerism, pride in historic background.	3/6/2015 7:56 AM
118	Concerns Growing too fast, consuming too many natural resources and pretends to be environmentally sensitive but won't walk the walk. Still a vital community with an influx of affluence that is changing community priorities and values.	3/6/2015 7:38 AM
119	Concerns It looks like the vision above has been lost.	3/6/2015 7:26 AM
120	Concerns overcrowded with failed road system	3/6/2015 6:08 AM
121	Positive A friendly and fun recreational area.	3/6/2015 12:21 AM
122	Positive Top notch recreational/resort community	3/5/2015 10:55 PM
123	Concerns A once fabulous town turning into a corporate abyss	3/5/2015 10:07 PM
124	Concerns Beautiful but busy	3/5/2015 10:07 PM
125	Positive Fairly well managed, progressive, striving to continue to improve.	3/5/2015 9:43 PM
126	Positive Spectacular mountain town rich in history and steeped in community.	3/5/2015 9:40 PM
127	Concerns A disney ride called Yesterland	3/5/2015 9:12 PM
128	Positive A big small mountain town.	3/5/2015 8:15 PM
129	Concerns The direction is coming from commerce, not the people.	3/5/2015 6:46 PM
130	Positive Great place to live!	3/5/2015 6:37 PM
131	Concerns Getting to busy !!	3/5/2015 6:16 PM
132	Positive A place to live with high quality of life	3/5/2015 6:16 PM
133	Concerns On the cusp of change	3/5/2015 6:14 PM
134	Concerns Crowded	3/5/2015 5:36 PM
135	Concerns Great place to live, but growing and traffic a problem.	3/5/2015 5:33 PM
136	Positive I believe the mountain accord process heading us in right direction	3/5/2015 5:28 PM
137	Concerns Traffic problems and development	3/5/2015 5:21 PM
138	Positive Beautiful.	3/5/2015 5:21 PM
139	Positive being home is like being on vacation	3/5/2015 5:17 PM
140	Concerns Growing to fast. A sense of loss of small town feel.	3/5/2015 5:15 PM
141	Concerns Great place to live growth OUT OF CONTROL	3/5/2015 5:10 PM
142	Positive Great place to live and play.	3/5/2015 5:09 PM
143	Positive PC is a beautiful, fun, friendly city.	3/5/2015 5:01 PM

Park City Visioning Check-in

144	Positive A great place to live	3/5/2015 4:58 PM
145	Positive it is a outstanding place to live	3/5/2015 4:58 PM
146	Concerns Commercial like a small NYC.	3/5/2015 4:57 PM
147	Concerns a developer and realtor paradise	3/5/2015 4:56 PM
148	Concerns Very crowded and over priced	3/5/2015 4:51 PM
149	Concerns A vibrant tourist town, growing too fast.	3/5/2015 4:47 PM
150	Concerns Great place, getting crowded with not action to manage the growth	3/5/2015 4:42 PM
151	Positive Great please to raise your kids	3/5/2015 4:39 PM
152	Positive Great and fun place to live	3/5/2015 4:38 PM
153	Concerns developing beyond road ability (traffic)	3/5/2015 4:38 PM
154	Positive A great place to live and raise a family.	3/5/2015 4:25 PM
155	Positive Great place to live	3/5/2015 4:15 PM
156	Positive A very special city of character to live, work and play	3/5/2015 4:14 PM
157	Positive Rogue, Avant Guard, Community, Healthy fun people.	3/5/2015 4:11 PM
158	Positive Active lifestyle	3/5/2015 4:10 PM
159	Concerns Growing too big too fast	3/5/2015 4:09 PM
160	Concerns Overcrowded - we've lost our small town.	3/5/2015 4:09 PM
161	Positive Vibrant Mountain Community With Diverse Activities For Everyone To Enjoy	3/5/2015 4:09 PM
162	Concerns over built, too congeseted, harder to find qualified workers	3/5/2015 4:07 PM
163	Positive Tight-knit ski town charm with metropolitan amenities.	3/5/2015 4:04 PM
164	Concerns Beautiful community but facing over development which will destroy it.	3/5/2015 4:01 PM
165	Concerns Unique but easily bought by outside money	3/5/2015 4:00 PM
166	Positive Touristy, but a small local community	3/5/2015 3:59 PM
167	Concerns Growing too fast and much-Kimball Junction a mess	3/5/2015 3:52 PM
168	Concerns over crowded, rude, bicoastal hurried	3/5/2015 3:49 PM
169	Positive happening, happy home of the healthiest folks in Utah	3/5/2015 3:45 PM
170	Concerns About to see another boom, and not sure how to handle it	3/5/2015 3:44 PM
171	Concerns Entitled	3/5/2015 3:42 PM
172	Concerns On way with continuing issues- traffic and affordable housing.	3/5/2015 3:41 PM
173	Positive A place you want to live	3/5/2015 3:31 PM
174	Positive a small town with big ideas and culture	3/5/2015 3:20 PM
175	Concerns Slowing turning into Southern California	3/5/2015 3:06 PM
176	Positive The best-kept secret in the US; Paradise.	3/5/2015 2:38 PM
177	Positive Expensive, Beautiful, Full of Recreation, Thriving nonprofits, need for more small business	3/5/2015 2:35 PM
178	Positive All season historic western resort town with an emphasis on skiing.	3/5/2015 2:34 PM
179	Concerns Real estate at the cost of diversity and community	3/5/2015 2:30 PM
180	Positive Beautiful location with great people who enjoy the outdoors	3/5/2015 2:29 PM
181	Positive Unique community. More than a ski town. A place for work and families.	3/5/2015 2:17 PM

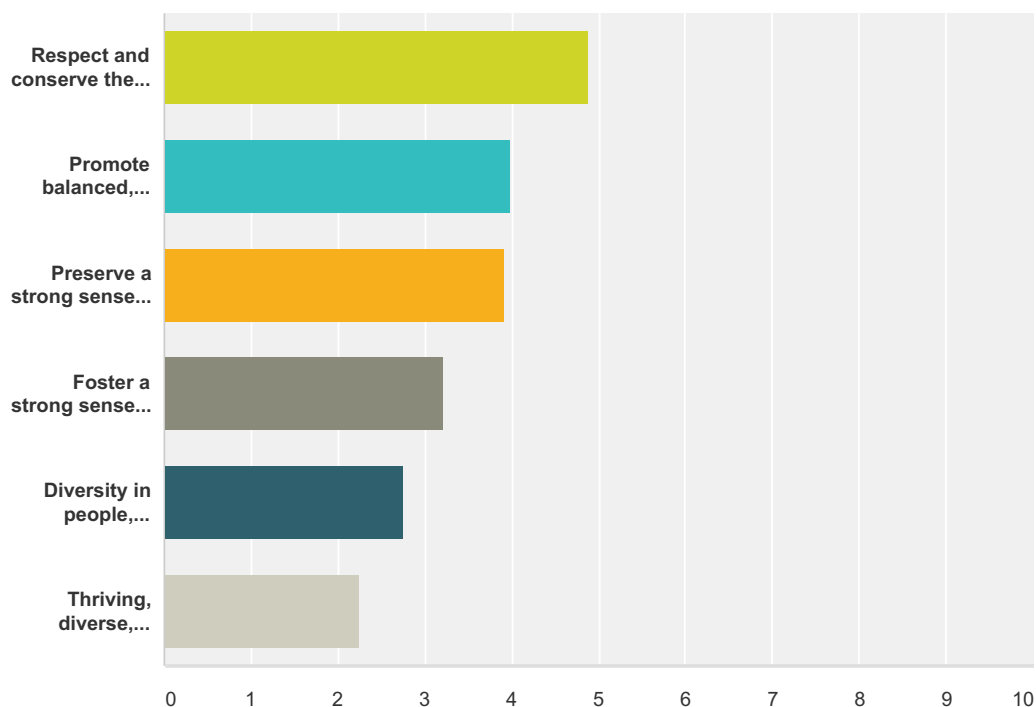
Park City Visioning Check-in

182	Positive Mountain Resort Community	3/5/2015 2:16 PM
183	Positive A small town with a cosmopolitan heart.	3/5/2015 2:10 PM
184	Concerns Growing too fast! Not enough roads for all the traffic.	3/5/2015 11:04 AM
185	Concerns growing rapidly, not taking into consideration the wildlife	3/3/2015 1:29 AM
186	Concerns Overgrown	2/27/2015 3:16 PM
187	Positive A city in Utah that has amazing natural beauty.	2/27/2015 2:21 PM
188	Concerns Becoming very urban	2/27/2015 2:19 PM
189	Positive amasing	2/27/2015 2:17 PM
190	Positive Skiing	2/27/2015 2:17 PM
191	Positive Really cool, in both ways because its also cold	2/27/2015 2:17 PM
192	Concerns Park City is a rich ski town.	2/27/2015 2:16 PM
193	Concerns Rich tourist town in winter, ghost town in summer	2/27/2015 2:16 PM
194	Concerns Overly populated	2/27/2015 2:16 PM
195	Positive a famous ski town you can call a home	2/27/2015 2:16 PM
196	Positive world class with a small town feel	2/27/2015 1:09 PM
197	Concerns Ruined by Vail Resorts.	2/27/2015 10:38 AM
198	Concerns rapid growth	2/27/2015 9:47 AM
199	Concerns Growing scary fast!	2/26/2015 10:47 PM
200	Concerns A neighborhood in Western Summit County. No longer the heart of the community.	2/26/2015 9:20 PM
201	Concerns A confused town that has lost it history and identity while chasing the all mighty dollar...	2/26/2015 8:34 PM
202	Concerns stressed drivers with no sense of heritage and blurred vision	2/26/2015 3:17 PM
203	Concerns not where I hoped it might become when I moved here.	2/26/2015 2:30 PM
204	Positive active, involved, happy people	2/17/2015 12:14 PM
205	Positive Home, fun exciting town	2/17/2015 11:07 AM

Park City Visioning Check-in

Q3 Prioritize the following 2009 vision themes 5-10 years into the future.

Answered: 204 Skipped: 11



	1	2	3	4	5	6	Total	Score
Respect and conserve the natural environment.	46.57% 95	21.08% 43	16.67% 34	7.84% 16	4.90% 10	2.94% 6	204	4.88
Promote balanced, managed, sustainable growth.	17.65% 36	28.92% 59	18.14% 37	14.71% 30	10.29% 21	10.29% 21	204	3.98
Preserve a strong sense of place, character, and heritage.	19.12% 39	17.65% 36	26.96% 55	15.20% 31	14.71% 30	6.37% 13	204	3.92
Foster a strong sense of community vitality and vibrancy.	1.96% 4	14.22% 29	21.08% 43	35.29% 72	20.10% 41	7.35% 15	204	3.21
Diversity in people, housing, and affordability.	8.33% 17	10.78% 22	10.29% 21	15.69% 32	27.94% 57	26.96% 55	204	2.75
Thriving, diverse, sustainable economic base.	6.37% 13	7.35% 15	6.86% 14	11.27% 23	22.06% 45	46.08% 94	204	2.26

Park City Visioning Check-in

Q4 How would you describe Park City 5-10 years into the future (using 10 words or less)?

Answered: 185 Skipped: 30

#	Responses	Date
1	Positive enclave of committed, caring, and engaged people who have fun	4/2/2015 2:47 PM
2	Positive Affordable Diverse Accepting	4/1/2015 12:42 PM
3	Concerns Lack of control, challenging, a need to attain consistent vision.	3/29/2015 5:38 PM
4	Concerns Adapting to much less snow.	3/29/2015 12:37 PM
5	Positive Accessible mountain community in which to live and play	3/27/2015 2:00 PM
6	Positive Intelligently managed. Maintaining core principals. Authentic: People, Ambiance.	3/26/2015 6:35 AM
7	Concerns Stil trying to figure out BoPa redevelopment	3/24/2015 12:07 PM
8	Positive A community managing growth to value outdoor recreation, health and well being.	3/23/2015 12:08 PM
9	Concerns Out of water.	3/19/2015 10:06 PM
10	Concerns I foresee a very, very busy town if we have snow.	3/19/2015 10:46 AM
11	Concerns Positive Scenic Artsy Startups Charitable Wealthy Relaxed	3/19/2015 10:05 AM
12	Concerns Still virtually impossible to renovate your old town home.	3/18/2015 8:02 PM
13	Positive Young adult who has found his/her place in the world.	3/18/2015 5:43 PM
14	Concerns Hopefully less traffic!!	3/18/2015 4:24 PM
15	Concerns A small haven from the hustle of the world but affordable. Ha.	3/18/2015 12:04 PM
16	Concerns Overpopulated, lost small town charm, traffic congestion, polluted air, sad	3/17/2015 7:15 PM
17	Concerns it's too late. Damage done. return to 1980	3/17/2015 5:46 PM
18	Positive The best place to live and work!	3/16/2015 1:21 PM
19	Positive Hopefully more affordable for the middle/working class. Traffic is better	3/16/2015 11:20 AM
20	Concerns More gentrified / richer / boring 2nd home town	3/15/2015 5:21 PM
21	Concerns Too expensive, not all people are rich	3/14/2015 11:57 PM
22	Positive Ultra high tech sustainable transpiration showcase envied by all	3/14/2015 10:52 PM
23	Concerns Don't know. I am getting out in 2015.	3/14/2015 10:19 AM
24	Concerns Overdeveloped	3/13/2015 10:17 PM
25	Concerns traffic jams nopark city	3/13/2015 5:59 PM
26	Positive Magical, special, unique, outdoorsy, vibrant, historical beautiful gem	3/13/2015 3:20 PM
27	Concerns Full of big box stores, fast food joints, crowded schools and diminished views and open space	3/13/2015 2:55 PM
28	Positive A vacation destination with a thriving local community base.	3/13/2015 11:30 AM
29	Positive hopeful, thriving, fun, identity crisis, sustainable	3/13/2015 9:34 AM
30	Positive Probably the same.	3/13/2015 9:00 AM
31	Positive I'm always excited to come home even after vacation!	3/13/2015 7:41 AM

Park City Visioning Check-in

32	Concerns Characterless and devoid of personality	3/12/2015 10:30 PM
33	Positive Strong community awareness with continued respect to the natural resources	3/12/2015 8:32 PM
34	Positive A unique, beautiful, and highly desired place to live.	3/12/2015 10:29 AM
35	Concerns It will look like New York City with central park = round valley	3/11/2015 6:29 PM
36	Positive Still in touch with its past via well managed growth	3/11/2015 6:18 PM
37	Concerns Sprawl. Overcrowding. Jammed trails. Overbuilt.	3/11/2015 5:42 PM
38	Concerns One of the top resort areas, not many locals left	3/11/2015 5:20 PM
39	Positive hopefully as colorful and beautiful as it is now	3/11/2015 4:01 PM
40	Concerns way too much traffic, still too much growth, awesome potential	3/11/2015 11:38 AM
41	Concerns LOST ITS CHARM, LOOKS LIKE ASPEN AND VAIL	3/11/2015 10:52 AM
42	Concerns Too big and crowded	3/10/2015 9:30 PM
43	Concerns An elite destination for bad skiers and real estate investors	3/10/2015 8:29 PM
44	Concerns over population, pollution, city atmosphere, dirty, huge ugly mansions	3/10/2015 8:09 PM
45	Concerns void of working class	3/10/2015 8:08 PM
46	Concerns Los Angeles on a slope.	3/10/2015 6:44 PM
47	Positive I hope it continues to grow, but maintain its unique quality	3/10/2015 8:41 AM
48	Concerns hopefully not congested	3/9/2015 5:10 PM
49	Concerns Gridlock	3/9/2015 4:14 PM
50	Concerns Booming, world-class resort town in a beautiful (and crowded) alping environment.	3/9/2015 3:14 PM
51	Positive small town full of big city people with lots of amazing outdoor activities and an ever increasing cultural diversity	3/9/2015 2:22 PM
52	Concerns Too much "growth" Nothing good there; traffic impossible!	3/9/2015 11:32 AM
53	Positive Growing, fun, attractive, destination, vacation	3/9/2015 10:07 AM
54	Positive Small town able to maintain its sense of place and community	3/9/2015 8:53 AM
55	Positive Traffic problems solved	3/8/2015 8:39 PM
56	Concerns More crowded more busy too expensive	3/8/2015 7:00 PM
57	Concerns middle class residents can not afford to live here	3/8/2015 6:26 PM
58	Positive A much better planned community	3/8/2015 5:55 PM
59	Positive Well planned and managed growth has preserved a great human environment in balance with the natural one.	3/8/2015 5:20 PM
60	Concerns A community taken over by moneyed interests through investment in their longevity.	3/8/2015 4:31 PM
61	Positive major resort community year-round	3/8/2015 3:16 PM
62	Concerns Crowded , unaffordable except for the rich, idiots on the city council. Like now	3/8/2015 12:11 PM
63	Concerns A town for people who have a lot of money	3/8/2015 12:08 PM
64	Positive Ideally? much more diverse in every way.	3/8/2015 12:05 PM
65	Concerns Positive Who really knows. Could be crazy packed with people or a wonderful place to live and visit.	3/8/2015 10:38 AM
66	Same as above	3/8/2015 9:03 AM
67	Positive A proactive well planned community that welcomes all	3/7/2015 6:34 PM
68	Concerns Probably too crowded in the winter.	3/7/2015 1:44 PM

Park City Visioning Check-in

69	Concerns metropolitan-like	3/7/2015 1:25 PM
70	Positive A nice place to live for families and older adults.	3/7/2015 12:37 PM
71	Positive Great place to live which has grown a lot.	3/7/2015 8:58 AM
72	Concerns Expensive	3/7/2015 8:39 AM
73	Concerns Vail of Utah	3/7/2015 5:46 AM
74	Concerns Gov't and schools spending too much. Control costs	3/6/2015 9:54 PM
75	Concerns A ghost town. Kimball and the Jordanelle will eclipse Park City	3/6/2015 9:39 PM
76	Positive Community that values open space and quality of life.	3/6/2015 4:38 PM
77	Concerns packed.	3/6/2015 4:38 PM
78	Positive controlled growth and development	3/6/2015 4:33 PM
79	Positive A friendly 4-season mountain town easy to visit.	3/6/2015 4:09 PM
80	Concerns All the locals were kicked out because know one could afford to live there	3/6/2015 4:08 PM
81	Concerns Destination for wealthy 2nd home owners only. Shrinking middle class, expanding high end visitors and home owners, service and working class living in Salt Lake.	3/6/2015 4:04 PM
82	Positive responsible growth, historic preservation, community spaces	3/6/2015 3:30 PM
83	Positive A great place to live and recreate	3/6/2015 3:07 PM
84	Concerns Not sure I will stay	3/6/2015 3:02 PM
85	Positive Integrated resort community	3/6/2015 2:49 PM
86	Concerns An unfortunate change for the better?	3/6/2015 2:40 PM
87	Positive Park City still has the small town feel.	3/6/2015 2:38 PM
88	Concerns CROWDED, POLLUTED WITH LIGHTS,TRAFFIC, SMOG,LAND DEVELOPERS.	3/6/2015 12:09 PM
89	Positive A vibrant resort community comprised of dynamic people	3/6/2015 11:50 AM
90	Positive Top 5 World resort destination / start up business location	3/6/2015 11:46 AM
91	Positive small town in the beautiful mountains with strong local community	3/6/2015 11:05 AM
92	Concerns Disney's new attraction: Mountainland. Bring your car, park in our expansive lots, and enjoy the distant view from your upper-floor room!	3/6/2015 10:50 AM
93	Concerns Unfortunately unaffordable, touristy, building major development projects	3/6/2015 10:36 AM
94	Positive Hopefully still a year round resort community in the mountains	3/6/2015 10:18 AM
95	Positive Sustainable Economy, Responsible growth	3/6/2015 9:28 AM
96	Concerns Even more popular than today	3/6/2015 9:24 AM
97	Concerns too much traffic	3/6/2015 9:03 AM
98	Concerns Exclusive and Elite. A second VAIL.	3/6/2015 8:58 AM
99	Concerns Not sure. It could be over populated.:	3/6/2015 8:45 AM
100	Concerns Growth will spill into the County and area will even more crowded.	3/6/2015 8:38 AM
101	Concerns Struggling with growth and econmic disparity	3/6/2015 8:32 AM
102	Concerns Still struggling with growth issues	3/6/2015 8:31 AM
103	Concerns too commercial and a mini salt lake city community	3/6/2015 8:27 AM
104	Concerns Over developed, clogged with people and traffic congestion. Poor air quality and ridiculously overpriced.	3/6/2015 7:38 AM

Park City Visioning Check-in

105	Concerns Hope it will be more concerned with residents than visitors	3/6/2015 7:26 AM
106	Concerns overcrowded, Sundance needs to go away	3/6/2015 6:08 AM
107	Concerns A fun and friendly recreational area that is over built and over crowded.	3/6/2015 12:21 AM
108	Concerns crowded!!!!!!!!!!!!!!	3/5/2015 10:55 PM
109	Concerns A Utah version of Vail	3/5/2015 10:07 PM
110	Concerns Crowded, concerning	3/5/2015 10:07 PM
111	Positive Improved from today, still a great destination and a desirable place to live.	3/5/2015 9:43 PM
112	Positive Spectacular mountain town rich in history and steeped in community.	3/5/2015 9:40 PM
113	Concerns The same as today, nothing ever gets accomplished	3/5/2015 9:12 PM
114	Concerns The urban central of a mountain region.	3/5/2015 8:15 PM
115	Concerns We should have done something to prevent this back in 2015	3/5/2015 6:46 PM
116	Concerns Too Crowded	3/5/2015 6:37 PM
117	Concerns Need to figure out parking and traffic on 224	3/5/2015 6:16 PM
118	Concerns Growth will significantly impact the quality of life	3/5/2015 6:16 PM
119	Positive They did a good job	3/5/2015 6:14 PM
120	Concerns Over crowded	3/5/2015 5:36 PM
121	Positive Contained traffic, easy to maneuver without cars	3/5/2015 5:28 PM
122	Concerns Too much growth and traffic	3/5/2015 5:21 PM
123	Concerns over built	3/5/2015 5:17 PM
124	Concerns Too much traffic. Over crowded. More sophisticated.	3/5/2015 5:15 PM
125	Concerns Nice place to visit not sure I want to live here	3/5/2015 5:10 PM
126	Concerns Crowded with traffic nightmares.	3/5/2015 5:09 PM
127	Positive PC has lots of open space and housing available for all.	3/5/2015 5:01 PM
128	Positive still a great place to live	3/5/2015 4:58 PM
129	Concerns Even more commercialized like a tourist trap.	3/5/2015 4:57 PM
130	Concerns crowded, expensive, poor air quality, no historic main street	3/5/2015 4:56 PM
131	Concerns Far too crowded, with a lost sense of community	3/5/2015 4:51 PM
132	Concerns A vibrant community with inadequate infrastructure.	3/5/2015 4:47 PM
133	Concerns OK place that did not manage growth	3/5/2015 4:42 PM
134	Concerns Very different from today	3/5/2015 4:39 PM
135	Concerns Too many people too much traffic but still diverse	3/5/2015 4:38 PM
136	Concerns too much traffic and too much growth	3/5/2015 4:38 PM
137	Concerns Still trying to fix transportation and economic growth.	3/5/2015 4:25 PM
138	Positive Still a great place to live	3/5/2015 4:15 PM
139	Positive A very special city of character to live, work and play	3/5/2015 4:14 PM
140	SAME	3/5/2015 4:11 PM
141	Positive Active lifestyle	3/5/2015 4:10 PM
142	Concerns Too crowded	3/5/2015 4:09 PM

Park City Visioning Check-in

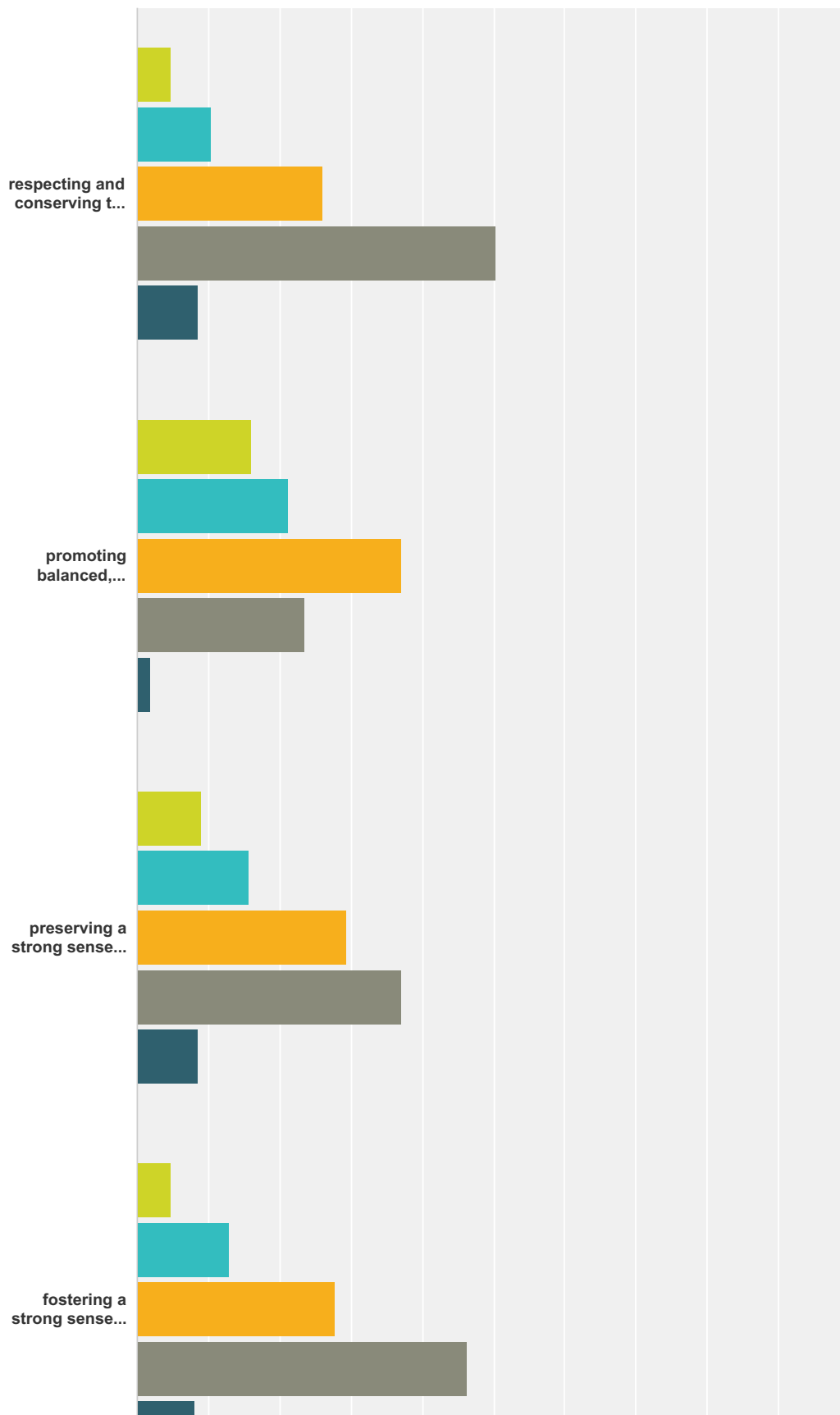
143	Concerns Built out, full of chain stores.	3/5/2015 4:09 PM
144	Positive Vibrant Mountain Community With Diverse Activities For Everyone To Enjoy	3/5/2015 4:09 PM
145	Positive Pinnacle place to work and live the modern active lifestyle.	3/5/2015 4:04 PM
146	Concerns Overdeveloped, dense and loss of community sense.	3/5/2015 4:01 PM
147	Concerns Chaos	3/5/2015 4:00 PM
148	Concerns Touristy, exclusive and hard to get around	3/5/2015 3:59 PM
149	Concerns A real mess if growth doesn't slow or be more controlled	3/5/2015 3:52 PM
150	Concerns a suburb of los angeles	3/5/2015 3:49 PM
151	Positive beautiful mountain resort community with healthy people, land and economy	3/5/2015 3:45 PM
152	Concerns Much more diverse in recreational activities	3/5/2015 3:44 PM
153	Concerns Welcoming, entitled	3/5/2015 3:42 PM
154	Positive Still challenges but on the right path.	3/5/2015 3:41 PM
155	Positive Growing...but still a place you want to live	3/5/2015 3:31 PM
156	Positive I HOPE that PC will become a leader in how to manage growth	3/5/2015 3:20 PM
157	Positive The best town in the US. Paradise	3/5/2015 2:38 PM
158	Concerns Aspen-like, needs more snow, great summer recreation, hopefully new thriving businesses & strong npos	3/5/2015 2:35 PM
159	Positive All season historic western resort town with an emphasis on skiing.	3/5/2015 2:34 PM
160	Concerns We continue to destroy a formerly great place.	3/5/2015 2:30 PM
161	Positive Responsible growth, protecting our open space and community.	3/5/2015 2:17 PM
162	Positive Mountain Resort Community	3/5/2015 2:16 PM
163	Concerns Holding on for dear life.	3/5/2015 2:10 PM
164	Concerns Depends on what Council does.	3/5/2015 11:04 AM
165	Concerns overbuilt, losing it's natural beauty	3/3/2015 1:29 AM
166	Concerns Overgrown commercial based Disneyland	2/27/2015 3:16 PM
167	Positive a well preserved ski town	2/27/2015 2:21 PM
168	Concerns Becoming very urban rather than rural	2/27/2015 2:19 PM
169	Positive amasing	2/27/2015 2:17 PM
170	Concerns Large in comparison to todays park city.	2/27/2015 2:17 PM
171	Concerns Very warm and crowded place also very ugly	2/27/2015 2:17 PM
172	Concerns park city will be a rich ski town.	2/27/2015 2:16 PM
173	Concerns Rich tourist town all year round	2/27/2015 2:16 PM
174	Concerns Hopefully cleaner	2/27/2015 2:16 PM
175	Positive better economy	2/27/2015 2:16 PM
176	Positive world class with a big town feel	2/27/2015 1:09 PM
177	Concerns Vail resorts destroys quaintness of town.	2/27/2015 10:38 AM
178	Concerns ghost town	2/27/2015 9:47 AM
179	Concerns Fun, if you could just get to it!	2/26/2015 10:47 PM

Park City Visioning Check-in

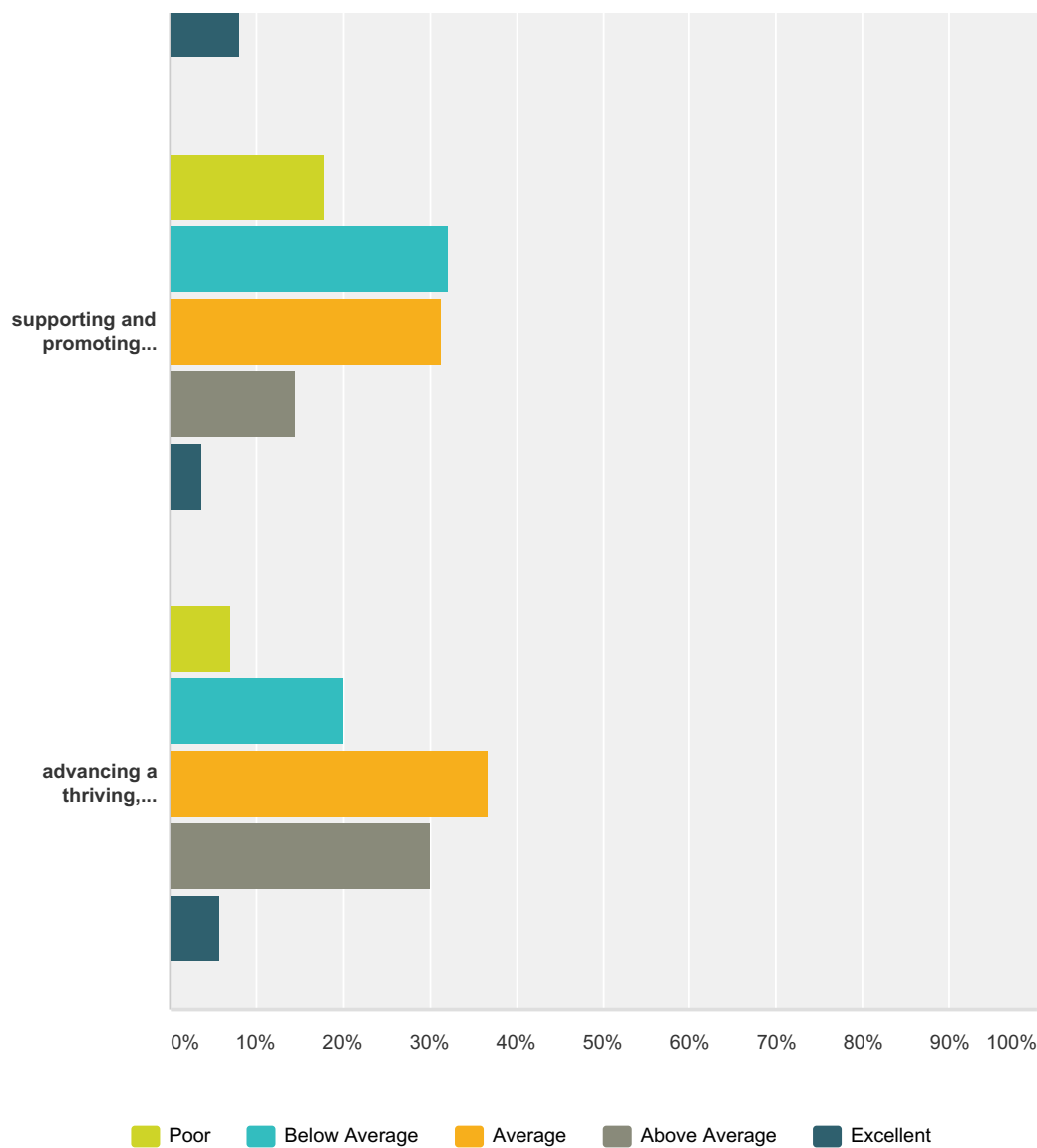
180	Concerns Little reason to go there with Snyderville thriving	2/26/2015 9:20 PM
181	Concerns A lost city, unless we change today	2/26/2015 8:34 PM
182	Concerns elitist Disneyland	2/26/2015 3:17 PM
183	Concerns Probably not what I wish it could be	2/26/2015 2:30 PM
184	Positive thriving, economically diverse, trails/parks, beauty	2/17/2015 12:14 PM
185	Concerns Less of a community	2/17/2015 11:07 AM

Q5 How well are we...

Answered: 212 Skipped: 3



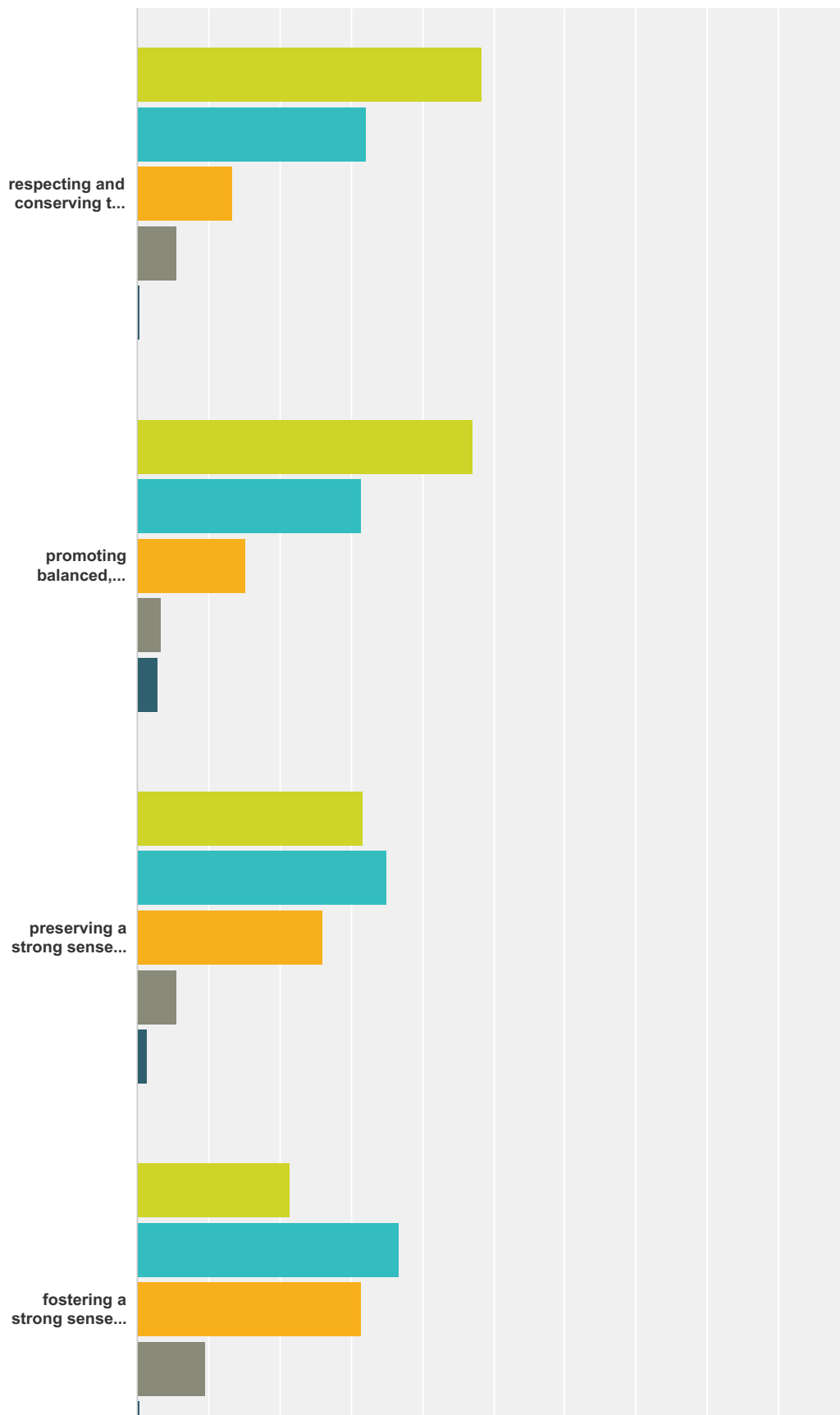
Park City Visioning Check-in



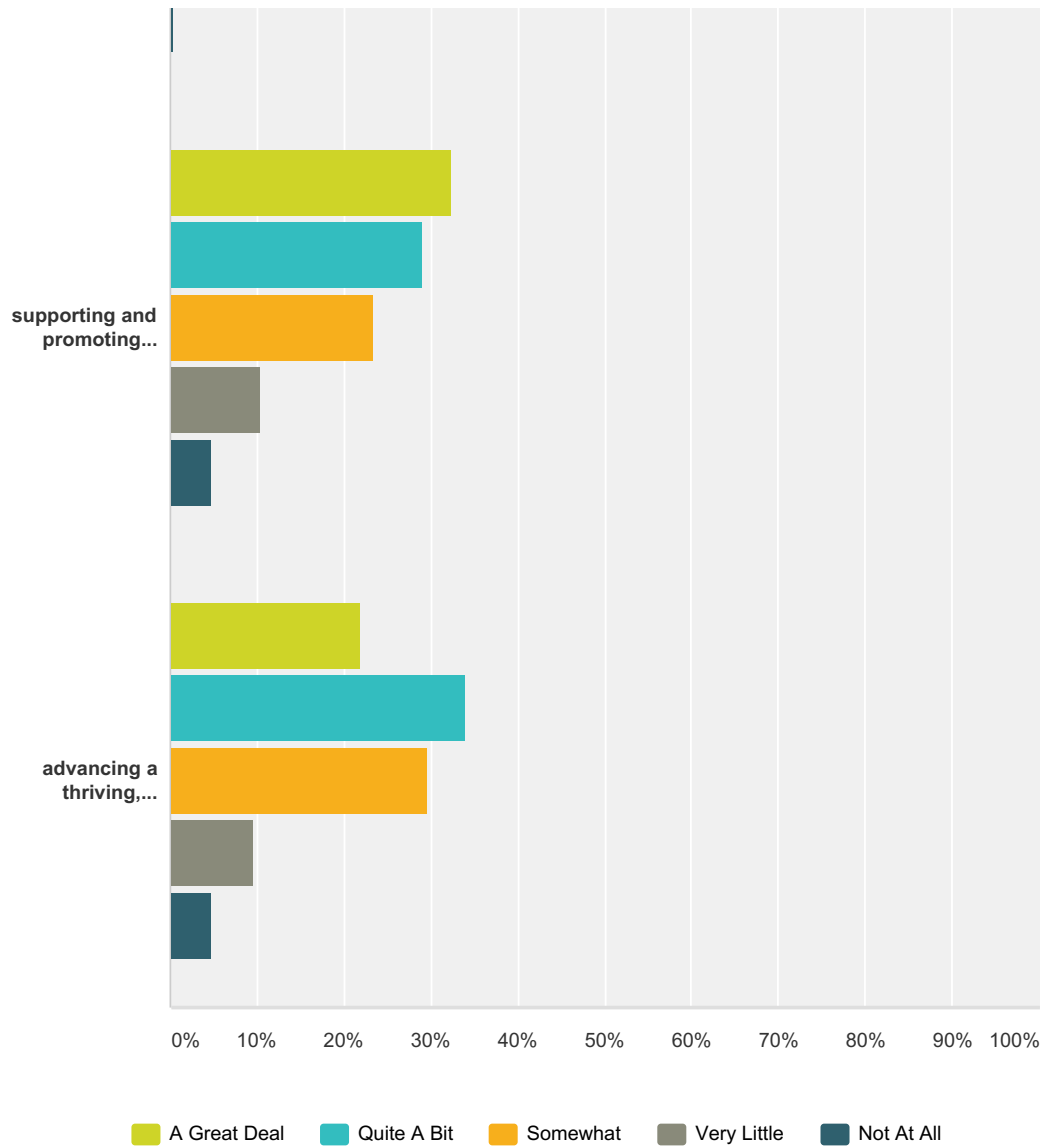
	Poor	Below Average	Average	Above Average	Excellent	Total
respecting and conserving the natural environment?	4.74% 10	10.43% 22	26.07% 55	50.24% 106	8.53% 18	211
promoting balanced, managed and sustainable growth?	16.04% 34	21.23% 45	37.26% 79	23.58% 50	1.89% 4	212
preserving a strong sense of place, character, and heritage?	9.05% 19	15.71% 33	29.52% 62	37.14% 78	8.57% 18	210
fostering a strong sense of community vitality and vibrancy?	4.78% 10	12.92% 27	27.75% 58	46.41% 97	8.13% 17	209
supporting and promoting diversity in people, housing and affordability?	18.01% 38	32.23% 68	31.28% 66	14.69% 31	3.79% 8	211
advancing a thriving, diverse and sustainable economic base?	7.18% 15	20.10% 42	36.84% 77	30.14% 63	5.74% 12	209

Q6 How much effort needs to be spent.....

Answered: 211 Skipped: 4



Park City Visioning Check-in



	A Great Deal	Quite A Bit	Somewhat	Very Little	Not At All	Total
respecting and conserving the natural environment?	48.34% 102	32.23% 68	13.27% 28	5.69% 12	0.47% 1	211
promoting balanced, managed and sustainable growth?	47.14% 99	31.43% 66	15.24% 32	3.33% 7	2.86% 6	210
preserving a strong sense of place, character, and heritage?	31.75% 67	35.07% 74	26.07% 55	5.69% 12	1.42% 3	211
fostering a strong sense of community vitality and vibrancy?	21.53% 45	36.84% 77	31.58% 66	9.57% 20	0.48% 1	209
supporting and promoting diversity in people, housing and affordability?	32.38% 68	29.05% 61	23.33% 49	10.48% 22	4.76% 10	210
advancing a thriving, diverse and sustainable economic base?	22.01% 46	33.97% 71	29.67% 62	9.57% 20	4.78% 10	209

Park City Visioning Check-in

Q7 Please provide any other thoughts you may have regarding the vision of Park City.

Answered: 122 Skipped: 93

#	Responses	Date
1	Keep locals, local!	4/1/2015 12:42 PM
2	I believe that we have established ourselves as a world class ski area with a character and interesting old town environment. I fear that we will lose our character, which I believe has already been eroded. Conde Naste considers the top ski resorts to be Telluride, funky, cool. I hope we are not headed towards being bland, another huge skir resort community with no character. Remember the locals.	3/29/2015 5:38 PM
3	Essential to consider a future with much less snow.	3/29/2015 12:37 PM
4	Need to switch wood burning fireplaces and stoves to gas or eledtric	3/27/2015 2:00 PM
5	More Bike Lanes.	3/26/2015 6:35 AM
6	Water and traffic (transportation) are the obvious issues.	3/19/2015 10:06 PM
7	Please do not remove the Post Office from Main St.	3/19/2015 10:46 AM
8	Old town is done. Let it go. No families are there anymore raising kids. Let us fix up our homes!	3/18/2015 8:02 PM
9	"Promoting balanced, managed and sustainable growth" to me means dealing with what we currently have and not necessarily encouraging additional growth.	3/18/2015 5:43 PM
10	Seems like a lot of wind and little substance	3/18/2015 4:24 PM
11	We have to prioritize. Without growth housing prices can only go up and squeeze the diversity out but do we want growth? It's vital that we create a more multifaceted economy beyond tourism. Tourism will always be the mainstay but what happens when the snow stops falling? But this diversification must happen very carefully to maintain the character of the town. Frankly, most of the growth should happen in Summit County not within the city boundaries. This would preserve the sense of place and heritage of the city and still give the county a more diverse economy and housing options that could be more affordable. Frankly, asking our employees to drive from SLC is not a viable solution.	3/18/2015 12:04 PM
12	sorry, not optimistic	3/17/2015 5:46 PM
13	new comprehensive plan is great - we should follow it	3/15/2015 5:21 PM
14	do more for housing options for people of lower class status. I'm tired of living in apartments surrounded by rude people that don't even speak English. How am I supposed to live in my home town if I can't even get a chance to afford it. Also enforce better driving through park city and summit county.	3/14/2015 11:57 PM
15	Focus 100% on transportation and parking solutions or we are dead. Connect the ski resorts to density centers like Old Tpw and others with gondolas. Allow skiers to ski from place to place. Trams - monorails - lifts - gondolas --- etc... etc...	3/14/2015 10:52 PM
16	So sad to see what has happened in 35 years	3/14/2015 10:19 AM
17	That happiness we all feel in summer, these years, fades in winter.	3/13/2015 10:17 PM
18	at some point contial growth willaffect mobilaty	3/13/2015 5:59 PM
19	stop the condos! stop Treasure development! no tall buildings!!!!	3/13/2015 2:55 PM
20	Plant more native trees and replace those lost to development and ski resort growth	3/13/2015 9:34 AM
21	We need to get one. Stop selling out to any bidder and at least focus on the higher ones. Stop worrying about providing affordable housing within city limits to everyone who washes a dish and get your focus back on mKing this a place that high income families want to LIVE, not just own vacation homes.	3/12/2015 10:30 PM
22	Removing the uniqueness of park city through over development is a sad thought that could very well be the future.	3/12/2015 10:29 AM

Park City Visioning Check-in

23	preserving the mining heritage is ridiculous. we are a ski town	3/12/2015 9:15 AM
24	Leave Park City alone!	3/11/2015 6:29 PM
25	Should follow the European model of sustained population growth, not be so dependent upon constant growth and building permits. Something needs to be done about the bark beetles!!!!	3/11/2015 5:42 PM
26	I live in Silver Springs but work in Old Town	3/11/2015 4:01 PM
27	NEED PARKING STRUCTURES, PARK AVENUE HAS BECOME A PARKING LOT.	3/11/2015 10:52 AM
28	Unfortunately the changes will drive out the common folk and only make it economically feasible for the upper income people to live here.	3/10/2015 9:30 PM
29	Hanging on to generic 5 year old themes doesn't seem very productive	3/10/2015 8:29 PM
30	stop building everywhere, this is no longer a wonderful mountain town. its Disney land.	3/10/2015 8:09 PM
31	Focus on attainable housing (not nec. affordable/employee housing) for middle class families, we have preserved plenty of open space so that requires less focus into the future. We need middle class families to live in the community.	3/10/2015 8:08 PM
32	Growth is destroying the soul of Park City. It's maybe too late to save it	3/10/2015 6:44 PM
33	"PARKING"	3/9/2015 5:10 PM
34	Serious help concerning traffic... Like from our Police Dept??	3/9/2015 4:14 PM
35	Concerned about growth and planning in the coming years.	3/9/2015 3:14 PM
36	Keep young people in the city limits. Especially in old town	3/9/2015 2:27 PM
37	Our inherent exclusivity due to geography alone needs to be recognised & political correctness to disregard that put us on a downward path!	3/9/2015 11:32 AM
38	Change doesn't mean the results will be bad, I worry that we are taking too much time worrying about change rather than adapting to it.	3/9/2015 8:53 AM
39	We better solve the traffic problems	3/8/2015 8:39 PM
40	This is from 2009. Am I really suppose to do this?	3/8/2015 8:28 PM
41	I am a 20+ year Jeremy Ranch resident. Snyderville Basin thinks it is part of Park City. This can and should be treated as an asset. We work in, buy in, and care about Park City just as if we "lived" here. In that sense we do. There is a "Greater Park City" that actual makes it greater. It should be included and tapped.	3/8/2015 5:20 PM
42	the Park City ft residence need to accept that Park City is no longer a old miners town. They need to "share the wealth" O& quit the attitude that they know more & offer better than everyone else. They need to accept that there ARE other businesses/individuals that are capable of providing excellence too.	3/8/2015 3:16 PM
43	good luck. you will need it	3/8/2015 12:11 PM
44	If we kept our eye on the proper goals, we would not have to promote anything. It would all work out for the best.	3/8/2015 12:05 PM
45	Figuring out the traffice and growth should be the priorities	3/8/2015 10:38 AM
46	We need mass transit - we need to make Main Street pedestrian only	3/7/2015 6:34 PM
47	I think the Bonanza Park program is awful for the area. It's unrealistic. I don't want to sound like a snob but not everyone can afford to live in PC and that's ok. I can't afford to live in a lot of places I'd like to live either. We need to fix our own transportation issues without involving ourselves in the Mountain Accord.	3/7/2015 1:44 PM
48	Good luck - lots of work to do	3/7/2015 1:25 PM
49	You are never going to have enough affordable housing in PC. Work on a solid economic base and the environment and you'll have a good mix of residents and good amenities.	3/7/2015 12:37 PM
50	traffic is terrible and not all people can take the bus	3/7/2015 12:05 PM
51	Figure out transportation	3/7/2015 5:46 AM
52	Keep it as is.	3/6/2015 9:54 PM

Park City Visioning Check-in

53	Support your Soldiers and Veterans. It's a shame the mayor won't attend Memorial Day or Veterans Day events.	3/6/2015 9:39 PM
54	This was sent to county residents so the next dropdown is ineffective.	3/6/2015 8:52 PM
55	A real problem that seems to be getting worse is affordable housing - especially for seasonal workers. The resorts need to play a bigger role in helping provide housing for them. It's not right that they hire them and then provide very little assistance in helping find housing.	3/6/2015 4:38 PM
56	the loss if the Kimball Arts Center was devastating. i have heard that the Post Office is next. what other reason would a local want to come to main street other than to have an over priced meal, shop in over lriced stores and get a parking ticket. I can't think of one.	3/6/2015 4:38 PM
57	We need to continue to work as a community to make PC a great place to visit.	3/6/2015 4:09 PM
58	Leave space for people to live and work, not just second home owners.	3/6/2015 4:04 PM
59	I am very disappointed in the real estate development on Main St., especially the Kimball Art space. The community does not have their space on Old Main....no place to ponder, appreciate art and interact with community art where it was intended so many years ago. development will only complicate our traffic in such a small historic area. The City should have considered purchasing and controlling the space for the community. Kimball is an example of the wrong direction for PC	3/6/2015 3:30 PM
60	biggest issue is traffice and housing affordability	3/6/2015 3:02 PM
61	Wow - I wish you the best - keep up the great work of the leaders from the past.	3/6/2015 2:40 PM
62	WE DON'T NEED TO BECOME ANOTHER ASPEN!	3/6/2015 12:09 PM
63	Please pay more attention to the local population base, esp. in Old Town. The constant construction, both public and private is degrading the quality of life for those nearby	3/6/2015 11:05 AM
64	Park City character "is" our historic district and mountains, and every foot of expansion, up or out, dilutes that character. This isn't, and we don't want it to be, an urban center - let's work with Summit on positively developing outlying areas. Every additional car in dilutes our character, too - pollutes our air and auditory environment. (Did we learn anything from Europe? Almost every mountain resort there limits cars in the center.) NO ADDITIONAL CARS OR PARKING IN TOWN LIMITS! NO ADDITIONAL PAVED LANES! (Well, maybe for bikes.) Why encourage further dilution of our character? Let's discourage cars and traffic in town - and preserve that character. Let's get creative about parking visitor cars at Kimble/Quinn's, or better yet, leaving them at the airport altogether. Stewardship requires this. We have a real problem, and population/visitor growth is not going to slow. Even if we accommodate today's traffic influx, it will only grow tomorrow: However painful, the only way to mitigate traffic in the long-term is to provide an (enticing) alternative, educate our populace, and shift the paradigm... Ride, don't drive, in Park City. If we fail to do this now, continuing instead to short-sightedly accommodate ever-increasing growth, our next community survey questions will feature the question, "How can we regain Park City's lost character?" (There are good reasons they don't let cars into Disneyland.)	3/6/2015 10:50 AM
65	Commercial development pressures will be intense with little regard for preserving a mountain town community. Which is where city council and planing need to be most active.	3/6/2015 10:36 AM
66	Need to continue to strive for that balance of Sustainability with out becoming stagnant. Growth is not necessarily good. Have a vibrant economy that isn't based on constant growth	3/6/2015 9:28 AM
67	Conserve water use by xeriscape & other conservation methods	3/6/2015 9:24 AM
68	Park City no longer cares about the workers and small business owners who sustain the community. Park City's vision is all about supporting the wealthy and money.	3/6/2015 8:58 AM
69	I love this community and would hate to see it overrun by greed and over use.	3/6/2015 8:45 AM
70	Need continuum of care facilities (including independent living) for seniors to keep them here.	3/6/2015 8:38 AM
71	need to keep our small mountain town flavor rather than be like all the other Vail communities. We need more affordable housing for our teachers police and everyday workers rather than more exclusive spas and vacation ammenties for the guests who visit.	3/6/2015 8:27 AM
72	It is sad to see the character of Park City erode.	3/6/2015 7:26 AM
73	solve traffic problems, Sundance in shoulder season or go away	3/6/2015 6:08 AM
74	I hope we don't ruin this address like every other beautiful area in the world	3/6/2015 12:21 AM
75	We need to maintain our own identity and not morph in to whatever Vail's vision is.	3/5/2015 10:07 PM

Park City Visioning Check-in

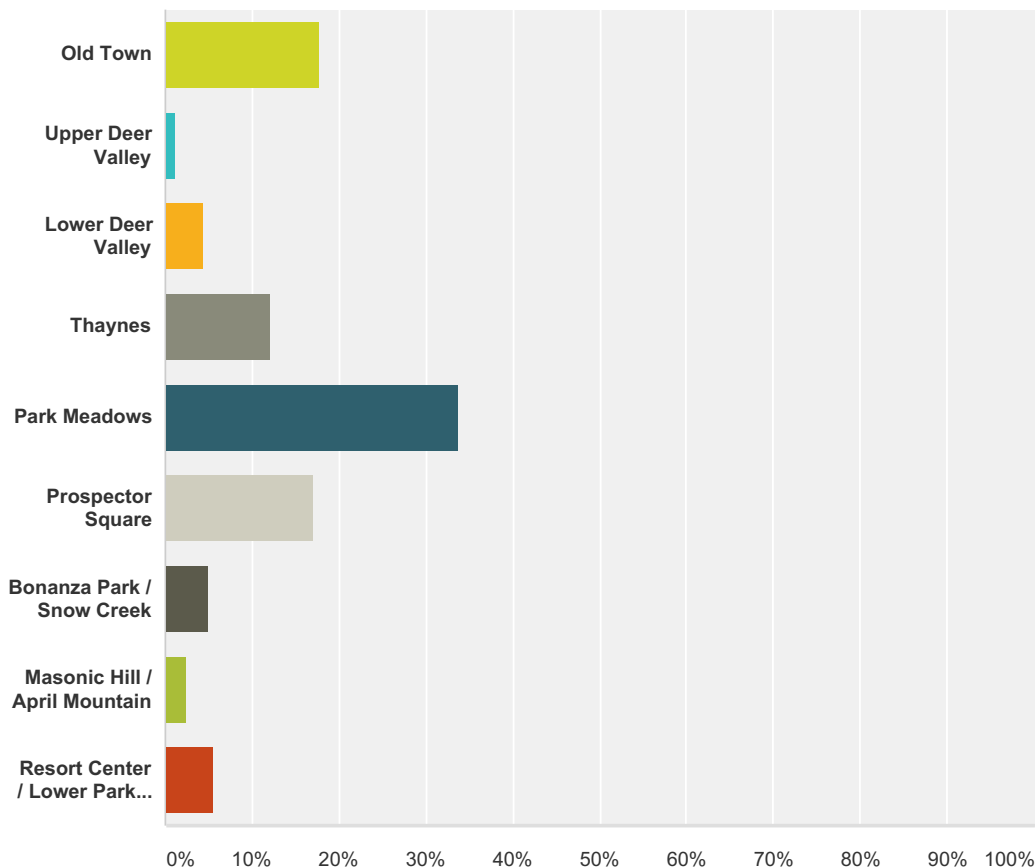
76	Re ques 8 - condos on Three Kings Dr.	3/5/2015 9:43 PM
77	Being a genuine community is what sets us apart and needs to be protected.	3/5/2015 9:40 PM
78	The "vision" part is nice to discuss, and that seems to happen a lot... But lets start doing some thing.	3/5/2015 9:12 PM
79	If we do visioning again, I'd like to see some of the raw data, not just the aggregate.	3/5/2015 8:15 PM
80	I know they try and it is difficult to be brave enough to resist the forces to develop, destroy what was and leave with their money. Too bad for us and those that follow. Please be brave and resist, we will fight with you.	3/5/2015 6:46 PM
81	Carefull what you ask for, you just might get it!	3/5/2015 6:37 PM
82	We don't need to turn it into Aspen	3/5/2015 6:16 PM
83	Don't let money talk too much	3/5/2015 6:14 PM
84	Stop growth	3/5/2015 5:36 PM
85	Ultimately contain traffic. We need alternative ways to get into town like gondolas or chair lifts and all the resorts need to charge for parking to make it painful to want to park, The gondola/ cairlift could be funded with the proceeds from paid parking. Gondola would go to the transit center	3/5/2015 5:28 PM
86	Do NOT widen Hwy.224	3/5/2015 5:21 PM
87	don't get any more commercial	3/5/2015 5:17 PM
88	Taking a look at height restrictions based on individual situations. Blocking a neighbors view in insensitive but it happens based on the current restrictions. Traffic on small streets is a problem especially Crescent Tram which has turned into a thoroughfare. It looks like a taxi route and is constant throughout the night.	3/5/2015 5:15 PM
89	Vision has no grasp on reality	3/5/2015 5:10 PM
90	Great place for tourists.	3/5/2015 4:57 PM
91	preserve land management code from developers	3/5/2015 4:56 PM
92	Never thought I would want to move, but very much considering it. Life time resident, so sad	3/5/2015 4:51 PM
93	Although there are few better places to live at this time, the ideas and leadership of our community are leading Park City to a place we will probably vacate once our children are grown and we have lived here for 20 years.	3/5/2015 4:38 PM
94	Speed is of the essence if we are to preserve what we have.	3/5/2015 4:25 PM
95	I live in Kimball Junction, things will change when they join PCMR with The Canyons.	3/5/2015 4:15 PM
96	I feel that Park City has "over popularized" itself. We we have great festivals and street markets, etc, but it's never the quiet town it used to be. I used to love our Park City summers - but no longer.	3/5/2015 4:09 PM
97	Manage Growth to Provide Private Property Owners With Reasonable Opportunity to Develop Their Property While Striking a Balance With Keeping The Community a Natural Place to Enjoy the Mountain Experience	3/5/2015 4:09 PM
98	City spend too much money on studies that should be solved by local govt.	3/5/2015 4:07 PM
99	Park City should strive to break the traditional Utah mold, and become a catalyst for pragmatic and progressive change both culturally and economically. Lets lead the way.	3/5/2015 4:04 PM
100	Developers want too much density. Preserve what we have.	3/5/2015 4:01 PM
101	I don't think there is vision. The city council is easily bought by outside money and they are not planning for massive growth. Those of us that live here don't want growth, and we definitely don't want affordable housing options. The current infrastructure cannot support massive growth, the only way to prevent that is to let the natural financial market steer growth.	3/5/2015 4:00 PM
102	We are going to grow, significantly. It needs to be managed, not denied.	3/5/2015 3:59 PM
103	Good Luck	3/5/2015 3:52 PM
104	shut the door, people volunteering for office should have lived in the city for min of 7 years first, quit trying to improve Park city assimilate instead	3/5/2015 3:49 PM
105	You need to hear from the population on a regular basis	3/5/2015 3:44 PM

Park City Visioning Check-in

106	I think concerns are covered in visioning.	3/5/2015 3:41 PM
107	I love the vision and I wish that I could put all of the themes as number 1. They are all SO important to keeping us a great town and place to live	3/5/2015 3:20 PM
108	Park City has and will continue to be one of the great historic ski towns of the west for the foreseeable future. A great deal of effort should be to focus on what already makes this a wonderful place. We have plenty of places where we could add value and efficiency to our already great community. Water conservation, air quality preservation, maintenance and improvement of public lands with emphasis on human powered transportation.	3/5/2015 2:34 PM
109	We are sacrificing a great community to generate temporart real estate profits. We are killing diversity and community by focusing on second homes. The resort industry does not support their workforce in any meaningful way. The community must provide the substandard healthcare and housing available to resort and restaurant employees.	3/5/2015 2:30 PM
110	We need to be smart about how we decide to fill our open space. I worry about Quinn's becoming another Kimball Junction with the movie theatre, Park City heights and feel that Round Valley open space will loose what makes it special if we continue to build on it's heels. I'm sad to see so many buildings being built that aren't filled with tennants (newpark) PC Tech center complexes. We need to really consider if/how we need more development.	3/5/2015 2:17 PM
111	keep our views and places for wildlife to live, moose walking down Main, although cool, is wrong	3/3/2015 1:29 AM
112	more trees	2/27/2015 2:17 PM
113	I think that park city needs to stay small.	2/27/2015 2:17 PM
114	no thank you	2/27/2015 2:17 PM
115	Try to not as build as many houses.	2/27/2015 2:16 PM
116	Don't connect the 2 resorts. Big mistake.	2/27/2015 10:38 AM
117	slow and responsible development	2/27/2015 9:47 AM
118	Watdch out for Vail/Talisker/Mountain Accord	2/26/2015 10:47 PM
119	I'm afraid the best of Park City is over. Too many elites have moved here. I'm looking to move to the county	2/26/2015 9:20 PM
120	Please preserve what historic town qualities you have	2/26/2015 8:34 PM
121	no more cars and an old town grocery	2/26/2015 3:17 PM
122	I'm definitelyt not proud of many things this community has become. Sadly I contibuted to it.	2/26/2015 2:30 PM

Q8 What Neighborhood do you live in?

Answered: 157 Skipped: 58



Answer Choices	Responses
Old Town	17.83% 28
Upper Deer Valley	1.27% 2
Lower Deer Valley	4.46% 7
Thaynes	12.10% 19
Park Meadows	33.76% 53
Prospector Square	17.20% 27
Bonanza Park / Snow Creek	5.10% 8
Masonic Hill / April Mountain	2.55% 4
Resort Center / Lower Park Avenue	5.73% 9
Total	157



DATE: June 11, 2015

TO HONORABLE MAYOR AND COUNCIL

Update City Council on existing codes as they pertain to implementing bans on open fires within the city limits, including the discharge of fireworks year-round at times that bans are not prohibited under current state law. Get direction from Council on proceeding with an ordinance prohibiting the discharge of fireworks in the city limits at any time with the exception of those dates where bans are prohibited.

Respectfully:

Clarie Marlin, Executive Assistant for Police

City Council Staff Report



Subject: Park City Fire Bans
Author: Chad Root, Chief Building Official/Fire Code Official
Wade Carpenter, Fire Marshal/Chief of Police
Kurt Simister, Deputy Fire Marshal
Department: Building/Fire/Public Safety
Date: June 11, 2015
Type of Item: Discussion & Direction

Recommendation:

1. Direct staff to continue with the duties imposed upon them under the International Fire Code as adopted by the State of Utah which includes the responsibility to enact a fire ban if conditions exist with notification to the City Manager first and continue all public outreach opportunities during such bans.
2. Direct staff to bring an ordinance forward that would give the Fire Code Official the authority to ban all outdoor ignition sources. When outdoor atmospheric conditions exist that could lead to a wildland fire risk.
3. Direct staff to bring an ordinance forward that would prohibit the discharge of all fireworks within the city limits at any time not expressly permitted under state law.
4. When hazardous conditions exist, staff will recommend to Council an Ordinance prohibiting all fireworks on the State of Utah's permitted dates, as allowed by law in wildland urban interface zones.

Executive Summary: This report will serve as an update City Council on existing codes as they pertain to implementing bans on open fires within the city limits, including the discharge of fireworks year-round at times that bans are not prohibited under current state law. Staff would like to get direction from the City Council on proceeding with an ordinance prohibiting the discharge of fireworks in the city limits at any time with the exception of those dates where bans are prohibited.

Acronyms:

IFC – International Fire Code

Background:

In the past, staff has come to City Council to adopt an annual Ordinance that prohibits the use of fireworks and all open burning which included recreational fires, portable outdoor fireplaces, open flames and smoking within Park City until October 31 of every year that the ordinance was adopted. State law provides two methods of controlling fire hazards: bans on open burning, and bans on use of ignition sources.

The IFC gives power to the Fire Marshal/ Fire Code Official to ban open burning anytime atmospheric conditions exist that would in fact, based on measurable factors such as temperature, moisture content, etc., create a wild fire risk. In addition, State code allows the City Council to prohibit the use of ignition sources in mountainous or wildland urban interface zones, if hazardous conditions exist that call for such a ban.

The discharge of fireworks is legal at any time unless regulated by the local governing body. For certain holiday periods fireworks bans are not permissible, unless the ban is within a wildland urban interface zone and certain hazardous conditions exist.

Analysis:

Staff has agreed on the following goals in an effort to protect and serve the community's interests:

1. To notify the City Manager of potential fire ban
2. Work with the Park City Fire District on all fire bans
3. Public outreach during fire bans (flyers, electronic signs, radio and under severe conditions use of Reverse 911 as set out in existing policy).
4. Remove fire bans when conditions improve

Park City residents should have the freedom to have small recreational fires, portable outdoor fireplaces or use fire as a tool in areas of agriculture. It is staff's responsibility to determine whether atmospheric conditions exist that would turn a recreational fire into a wildfire.

It is also staff's recommendation that an ordinance needs to be adopted that would prohibit all fireworks from being discharged within the City limits except during the protected times under Title 53, Chapter 7, Section 225 of the Utah Code. This section requires that cities allow the discharge of state-approved fireworks during certain holiday periods: July 1 - July 7, July 21 - July 27, New Year's Eve, and Chinese New Year's Eve.

Restrictions on the discharge of all fireworks the rest of the year are needed to protect residents from fire hazards and the nuisance associated with the discharge of such fireworks in densely populated neighborhoods that bring in numerous complaints to the Police Department and Community Services/Code Enforcement.

Significant Impacts Matrix:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	+ Accessibility during peak seasonal times + Multi-seasonal destination for recreational opportunities	+ Abundant preserved and publicly-accessible open space + Managed natural resources balancing ecosystem needs		+ Well-maintained assets and infrastructure + Engaged and informed citizenry
Assessment of Overall Impact on Council Priority (Quality of Life Impact)	Positive 	Very Positive 	Neutral 	Positive 
Comments:				

Department Review:

Police, Fire, Emergency Management, Legal, Budget, Finance, Executive and Building.

Consequences of not taking the recommended action:

The Fire Code Official will continue to have the authority provided for in the IFC, however without new ordinances he/she will not have the authority to ban outdoor smoking and the discharge of fireworks will be allowed year-round. Banning fireworks during those dates expressly permitted during holiday periods will still require annual Council action when a hazard exists in a wildland urban interface zone.

Recommendation:

5. Direct staff to continue with the duties imposed upon them under the International Fire Code as adopted by the State of Utah which includes the responsibility to enact a fire ban if conditions exist with notification to the City Manager first and continue all public outreach opportunities during such bans.
6. Direct staff to bring an ordinance forward that would give the Fire Code Official the authority to ban all outdoor ignition sources. When outdoor atmospheric conditions exist that could lead to a wildland fire risk.
7. Direct staff to bring an ordinance forward that would prohibit the discharge of all fireworks within the city limits at any time not expressly permitted under state law.

8. When hazardous conditions exist, staff will recommend to Council an Ordinance prohibiting all fireworks on the State of Utah's permitted dates, as allowed by law in wildland urban interface zones.



DATE: June 11, 2015

TO HONORABLE MAYOR AND COUNCIL

The developer's original schedule indicated that they would complete the infrastructure work by the end of the 2014 construction season. Forsgren's contract (time and fee) reflected the developer's schedule. Because of numerous issues, including re-work and a warm winter that allowed construction to continue throughout the winter, Forsgren Associates, Inc. has exceeded their original contract fee. This amendment to Forsgren Associate's contract is for additional inspection services for the first phase of the Park City Heights development. The developer's updated schedule indicates that they will be complete with this phase by the end of June, 2015. The developer is paying for public improvement inspection services provided on this project.

Respectfully:

Matthew Cassel, City Engineer



City Council Staff Report

Subject: Contract Amendment No. 1 to Professional Services Contract to Provide Public Improvements Inspections Park City Heights Development
Author: Matthew Cassel, P.E., City Engineer
Date: June 11, 2015
Type of Item: Administrative

Summary Recommendations:

The Council should consider authorizing the City Manager to execute Contract Amendment No. 1 to the Professional Services Agreement with Forsgren Associates, Inc. for public improvement inspection services in the amount of \$50,960 for the Park City Heights Development project.

Executive Summary

The developer for Park City Heights (Ivory Homes) has spent the last year installing the public improvement infrastructure for the first phase of the Park City Heights development. This infrastructure needs to be substantially installed before the developer can start constructing homes. The infrastructure installed will be public improvements that will be dedicated to the City in the future. These facilities include:

- Water system including waterlines and Pressure Reduction Valve (PRV) station,
- Storm Drain system including pipelines, detention ponds and outfalls,
- Roadway, curb and gutter and sidewalks along with their appurtenances, and
- Trails and parks.

The developer's original schedule indicated that they would complete the infrastructure work by the end of the 2014 construction season. Forsgren's contract (time and fee) reflected the developer's schedule. Because of numerous issues, including re-work and a warm winter that allowed construction to continue throughout the winter, Forsgren Associates, Inc. has exceeded their original contract fee. This amendment to Forsgren Associate's contract is for additional inspection services for the first phase of the Park City Heights development. The developer's updated schedule indicates that they will be complete with this phase by the end of June 2015. The developer is paying for public improvement inspection services provided on this project.

Acronyms

PRV – Pressure Reduction Valve
CT – Community Transition

Background:

On May 27, 2010, this property was annexed into Park City with the Park City Heights Annexation, and was zoned Community Transition (CT). Park City Municipal Corporation and Boyer Park City Junction were joint owners of the property.

On May 11, 2011, the Park City Planning Commission approved the Park City Heights MPD for a mixed residential development consisting of 160 market rate units and 79 affordable units for a total of 239 units on 239 acres. On June 22, 2011, the Planning Commission reviewed and approved a preliminary subdivision plat for the Park City Heights MPD.

On October 26, 2011, the Planning Commission voted to forward a positive recommendation to Council on the first phase subdivision plat. At the same meeting, the Commission voted to ratify the Park City Heights Development Agreement that spells out terms, requirements, and restrictions of the Development and memorializes the conditions of approval of the Master Planned Development.

On November 3, 2011, the City Council voted to approve the sale of the City's interest in the property to a third party. Park City Municipal Corporation and Boyer Park City Junction were joint owners of the property at the time.

On November 17, 2011, the City Council conducted a public hearing and approved the Park City Heights Phase 1 Subdivision plat.

In November of 2012, Ivory Development took ownership of the property

On December 28, 2013, the City Planning Department received an application for a revised first phase subdivision plat for the Park City Heights MPD. The application was deemed complete on January 7, 2014 with receipt of additional information.

On January 24, 2013 the City Council approved an extension of the Phase 1 plat to allow the applicant additional time to resolve issues regarding historic mine soils.

On November 6, 2013, the Planning Commission approved an amended Master Planned Development and overall preliminary subdivision plat for the entire Park City Heights Development to address relocation of lots, streets, and parcels due to mine soils mitigation and a Voluntary Clean-up plan to be approved by the State. The amendments to the Master Planned Development and overall preliminary plat necessitated submittal of a revised phase one plat.

On February 12, 2014, the Planning Commission conducted a public hearing and voted unanimously to forward a positive recommendation to the City Council on a revised phase one subdivision plat for 28 townhouses, 35 small lot park homes for affordable housing and 40 additional lots with a mix of lot and house sizes.

On February 27, 2014, the City Council conducted a public hearing and approved the amended Park City Heights Phase 1 Subdivision plat.

On April 17, 2014, a contract with Forsgren Associates, Inc. was approved by Council to provide inspection services for public improvements for the Park City Heights development project.

On May 13, 2014, the Engineering Department issued a permit to Ivory Homes for the construction of public improvements for the Park City Heights development. Construction commenced soon after.

Analysis:

The developer's original schedule indicated that they would complete the public improvement infrastructure work by the end of the 2014 construction season. The developer has had numerous issues on the project including pipeline, road and dry utility re-work and a contractor that has not been able to stay on schedule. The developer's updated schedule indicates that they will be complete with this phase by the end of June 2015.

With a warm and exceedingly dry winter, the developer's contractor was able to continue construction throughout the winter. Park City's typical winter does not allow contractors to continue their work and thus they shut down until late spring. Forsgren's original contract anticipated this winter shut-down and was not budgeted to provide inspection services during this time frame.

The other reasons for the increase in inspection service were because of re-work by the contractor and due to a slower construction pace by the contractor. These reasons contributed to requiring more hours for construction inspection.

Forsgren's contract – Forsgren's original contract (time and fee) reflected the developer's original schedule with completion of the public improvement infrastructure in the fall of 2014. Forsgren Associates, Inc. has exceeded their original contract fee. This amendment to Forsgren Associate's contract is for additional inspection services for the first phase of the Park City Heights development.

Staff met with Forsgren numerous times to determine the level of service and additional hours needed in this Amendment No. 1. Staff agrees with the hours and cost associated with this amendment.

Funding – This project inspection contract is paid from the Engineering's Operating budget. At the start of the project, the developer paid a 6% inspection fee for the project. The inspection fee of \$198,602.33 was deposited into the City's general fund. The current accounting for the project is as follows:

Inspection fee paid by developer	\$198,602.33
Less:	
Forsgren's original contract amount	\$131,850.00
Amendment No. 1	<u>\$ 50,960.00</u>
Project Balance	\$ 15,792.33

If the developer continues to struggle to complete the work in a timely manner, it is possible to over-run the inspection fee paid by the developer. The Public Improvements Agreement signed by the developer states the public improvements shall be constructed to City standard specifications. Section 100 – General Requirements of the City standard specifications states:

“100.9 Payment of Costs: Whenever work is required or performed under these specifications, and Park City incurs expense in the design, inspection, or review of private designs submitted for approval, the reasonable costs for that engineering work, whether performed by private consulting engineers or by members of the City staff, will be billed to the developer and must be paid in full before final certificates of occupancy or acceptance of the work will be granted.”

Department Review:

This report has been reviewed by City Manager, Budget, Public Utilities, Building and Legal. All issues have been resolved.

Alternatives:

A. Approve the Request:

This is the staff's recommendation.

B. Deny the Request:

If this request is denied, staff will not have the resources necessary to properly oversee the installation of public infrastructure for the Park City Heights development.

C. Continue the Item:

If the Council needs more information the item can be continued.

D. Do Nothing:

This option would not provide engineering staff with the resources to complete the inspects for the installation of public infrastructure for the Park City Heights development

Significant Impacts:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	+ Safe community that is walkable and bike-able		+ Residents live and work locally	+ Well-maintained assets and infrastructure
Assessment of Overall Impact on Council Priority (Quality of Life Impact)	Positive 	Neutral 	Positive 	Positive 
Comments:				

With a substantial portion of the public improvement infrastructure now being completed, the impacts to the community will be minimal. The current project impacts will be to staff's time as staff juggles another busy construction season.

Consequences of not taking the recommended action:

By not taking the recommended action, the Engineering Department will not have the resources to adequately inspect the construction of future dedicated City facilities.

Recommendation:

The Council should consider authorizing the City Manager to execute Contract Amendment No. 1 to the Professional Services Agreement with Forsgren Associates, Inc. for public improvement inspection services in the amount of \$50,960 for the Park City Heights Development project.

Exhibit - Forsgren's Contract Extension Letter



29 May 2015

Matt Cassel

Park City Engineer
445 Marsac Avenue
Park City, Utah 84060-1480

RE: Park City Heights Contract Extension

Dear Matt,

We have been working to provide you with what we think would be additional time needed to complete the Park city Heights Project.

As you know our original contract was to include a winter shut down with a few weeks additional in the spring of 2015 to complete the project. The contractor worked through the winter and as the progress of the work was not as expected the project will require more time to complete.

Forsgren Associates is proposing the following as an addition to our present contract.

Inspections services on Park City Heights 10 weeks or 400 hours @ \$98/hr. = **\$39,200.00**

Final as built and close out procedures and unknown issues, 3 weeks or 120 hours @ \$98/hr. =
\$11,760.00

Total additional time requested for contract extension = 520 hours for a total of **\$50,960.00**

It is anticipated that not all of this time and money will be actually used but judging how things have been in the past few months we provide this as a goal to achieve final completion in all aspects of the projects.

Best Regards,

Raymond W. Bingham

Forsgren Associates on site Representative.



DATE: June 11, 2015

TO HONORABLE MAYOR AND COUNCIL

In the summers of 2013 and 2014, significant flooding occurred along Little Bessie Avenue. The flooding caused damage to private property, who then submitted claims to the City for their loss. This contract with B. Jackson Construction is for the construction of storm drain improvements along Little Bessie Avenue to reduce the flooding potential. This project was designed by Ward Engineering. Council has approved funding for this project as part of the Council adopted 10-year Additional Resort Communities Sales Tax plan.

Respectfully:

Matthew Cassel, City Engineer



City Council Staff Report

Subject: Construction Agreement for Little Bessie Avenue Storm Drain Improvements Project
Author: Matthew Cassel, Engineering
Date: June 11 2015
Type of Item: Administrative

Summary Recommendations:

Staff recommends City Council authorize the City Manager to execute a construction agreement for the Little Bessie Avenue Storm Drain Improvements Project with B. Jackson Construction in a form approved by the City Attorney and for an amount of \$243,069.

Executive Summary:

In the summers of 2013 and 2014, significant flooding occurred along Little Bessie Avenue. The flooding caused damage to private property, who then submitted claims to the City for their loss. This contract with B. Jackson Construction is for the construction of storm drain improvements along Little Bessie Avenue to reduce the flooding potential. This project was designed by Ward Engineering. Council has approved funding for this project as part of the Council adopted 10-year Additional Resort Communities Sales Tax plan.

The major constructed element of this project will be an underground pipeline system to improve Little Bessie Avenue's drainage.

Acronyms

ROW – Right-of-Way

Background:

The drainage system for this Prospector neighborhood is a system of surface gutters. The gutters collect the storm water and routes it to Comstock Drive, which then routes the water out of the City. The private properties in this neighborhood drain to the Little Bessie Avenue, Monarch Drive and Calumet Circle ROW. This storm water is collected then surface routed through Little Bessie Avenue, which then routes the storm water to Comstock Drive. Minor flooding has occurred in the past near the intersection of Little Bessie Avenue and Monarch Drive.

On July 4, 2013, a significant storm swept through Park City. This storm overwhelmed the gutter system on Little Bessie Avenue and flooded the basements of 2164 Little Bessie Avenue and 2214 Little Bessie Avenue. Claims for these losses were submitted and addressed by the City.

On July 28, 2014, another significant storm swept through Park City. This storm also overwhelmed the gutter system on Little Bessie Avenue. Even though staff was ready

and provided sand bags to control the storm waters, the basement of 2164 Little Bessie Avenue flooded. Claims for these losses were submitted and addressed by the City.

Little Bessie Avenue drainage improvements are identified in the draft Storm Water Master Plan as a high priority project because of these past private property damage incurred.

Analysis:

Ward Engineering (project designer) and staff advertised to obtain competitive bids for the Little Bessie Avenue Storm Drain Improvements Project. The project was advertised in the Park Record and the Salt Lake Tribune. Bids were received on May 19th, 2015 and four (4) bids were received.

<u>COMPANY</u>	<u>TOTAL BID</u>
B. Jackson Construction	\$243,069.00
England Construction	\$250,020.00
MC Contractors	\$250,584.13
Beck Construction	\$265,995.00

The low bid submitted by B. Jackson Construction was reviewed and determined to be compliant with the terms of the Contract Documents. The consultant engineer's estimate for the project is \$289,707.

Funding – This storm water project is part of the Council adopted 10-year Additional Resort Communities Sales Tax plan.

Little Bessie Avenue is located in the Soil Ordinance Boundary. The cost to transport and dispose of the excess soils in Tooele increased the project costs by \$57,240.

Operation and Maintenance impact caused by this project - This project is the installation of new underground storm water piping system. Adding the inlets and pipe will be offset by the reduction in maintenance of the gutter and street. The flat gutter across Calumet Circle contributes to and asphalt failures from standing/pooling if water. Public Utilities believe this project may actually create a small savings in their operation and maintenance budget.

The critical elements of this project will include providing resident's access during the construction of the drainage improvements and minimizing full road closures. Providing public outreach prior to the start of construction will help staff better understand and resolve access issues as the construction progresses.

Department Review:

This report has been reviewed by Public Utilities, Sustainability, Legal, Budget and the City Manager's office. All issues have been resolved.

Alternatives:**A. Approve the Request:**

This is the staff's recommendation.

B. Deny the Request:

This could make it difficult to complete the drainage improvements in the 2015 construction season.

C. Continue the Item:

If the Council needs more information the item can be continued, but this may impact the contractor's ability to complete the re-construction this season.

D. Do Nothing:

This option would make it impossible to complete the construction in a timely manner.

Significant Impacts:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	+ Balance between tourism and local quality of life	+ Managed natural resources balancing ecosystem needs		+ Well-maintained assets and infrastructure
Assessment of Overall Impact on Council Priority (Quality of Life Impact)	Positive 	Positive 	Neutral 	Positive 
Comments:				

The drainage improvements along Little Bessie Avenue will impact access for the residents along Little Bessie Avenue, Monarch Drive and Calumet Circle. Coordination just before and during construction with the adjacent residents will not eliminate the impacts but should greatly help the situation. The funds for the construction have already been appropriated, as mentioned above, so there are no budget impacts which the Council hasn't already considered.

Consequences of not taking the recommended action:

By not taking the recommended action, drainage improvements would not be completed this year. Its affect will mostly be felt by the home owners along Little Bessie Avenue.

Recommendation:

Staff recommends City Council authorize the City Manager to execute a construction agreement for the Little Bessie Avenue Storm Drain Improvements Project with B. Jackson Construction in a form approved by the City Attorney and for an amount of **\$243,069.**

Exhibits – Ward Engineering's Award Letter of Recommendation
 Little Bessie Avenue Drainage Improvements Bid Tabulation



May 22, 2015

Matthew Cassel, P.E.
Director of Engineering
Park City Municipal Corporation
445 Marsac Avenue
P.O. Box 1480
Park City, UT 84060

**RE: Recommendation to Award Construction Contract
Little Bessie Avenue Storm Drain Improvements**

Mr. Cassel:

PCMC received four bids in response to the above referenced project on May 19, 2015, where bids were opened and read aloud (see attached Bid Abstract). The apparent low bidder was B. Jackson Construction.

Upon evaluation of B. Jackson Construction's bid, the bid schedule was completed in full, and we do not observe any inconsistencies or bid irregularities. Additionally, the following required items were submitted as part of the bid.

- Bid security in the amount of 5% guaranteed by: Employers Mutual Casualty Company.
- Signed and Dated Bid
- Completed Bid Form (Supplemental)
- Acknowledgement of Addenda No. 1

Based on this information, we recommend awarding the project to B. Jackson Construction.

Respectfully,
WARD ENGINEERING GROUP

A handwritten signature in dark ink, appearing to be 'B. Thorpe', written in a cursive style.

Brendan Thorpe, P.E.
Project Manager

LITTLE BESSIE AVENUE STORM DRAIN IMPROVEMENTS

**BID ABSTRACT, MAY 19, 2015
PARK CITY MUNICIPAL CORPORATION**

Bidder	Total Bid
ENGINEER'S ESTIMATE	\$289,707.00
ENGLAND CONSTRUCTION	\$250,020.00
BECK CONSTRUCTION & EXCAVATION	\$265,995.00
MC CONTRACTORS	\$250,584.13
B JACKSON CONSTRUCTION	\$243,069.00



DATE: June 11, 2015

TO HONORABLE MAYOR AND COUNCIL

Under a series of agreements, Mountain Regional Water and Park City Water own, operate, and maintain a raw water system that diverts water from the Rockport Reservoir and conveys it to Mountain Regional's and Park City's service areas. As a part of these agreements, Mountain Regional and Park City contribute to an asset management and replacement fund to maintain and replace infrastructure associated with this delivery system. The amount contributed needs to be increased to more accurately reflect actual costs.

Respectfully:

Clint McAfee, Water & Streets Director



City Council Staff Report

Subject: Amendment to Wheeling Agreement
Author: Clint McAfee
Department: Public Utilities
Date: June 11, 2015
Type of Item: Administrative

Summary Recommendations:

Staff recommends Council authorize the City Manager to execute the Second Amendment to the Agreement Between Mountain Regional Water Special Service District, Park City Water Service District, and Summit County Regarding Implementation of the Summit County Project, in a form approved by the City Attorney.

Executive Summary:

Under a series of agreements, Weber Basin Water, Mountain Regional Water, and Park City Water own, operate, and maintain a raw water system that diverts water from the Rockport Reservoir and conveys it to Mountain Regional's and Park City's service areas. As a part of these agreements, Mountain Regional and Park City contribute to an asset management and replacement fund to maintain and replace infrastructure associated with this delivery system. The amount contributed needs to be increased to more accurately reflect actual costs.

Acronyms used in this Report:

MRWSSD	Mountain Regional Water Special Service District
PCWSD	Park City Water Service District
WBWCD	Weber Basin Water Conservancy District
MOU	Memorandum of Understanding

Background:

In 1996, Mountain Regional Water Special Service District (MRWSSD), Park City Water Service District (PCWSD), and Weber Basin Water Conservancy District (WBWCD) entered into a Memorandum of Understanding (MOU) which provided for the development 6,600 acre feet of water under WBWCD water rights. The water was intended for use by Park City and Summit County. Phase I of the proposed project contemplated the development of 1,600 acre feet of ground water from wells. Phase II contemplated the importation of 5,000 acre feet from Rockport Reservoir. 4,100 acre-feet of the 1,600 acre feet was to be reserved for MRWSSD (which was then called the Atkinson Special Service District and later became Basin Water Special Service District before becoming MRWSSD) and 2,500 acre-feet reserved for PCWSD.

Summit County and MRWSSD completed the shallow wells and collection system near Rockport Reservoir and the State Engineer approved the diversion of 1,600 acre-feet.

In March 2004, MRWSSD, Summit County, and PCWSD entered into an agreement identifying the construction, ownership, and operation of infrastructure to deliver water from the Rockport Reservoir to the ridge line of the Promontory development. The MRWSSD treatment plant is located on this ridge, which is called Signal Hill. This agreement also acknowledges that the delivery system would need to be expanded to accommodate the combined demand of MRWSSD and PCWSD.

Summit County and MRWSSD subsequently constructed the infrastructure described in the March, 2004 agreement.

MRWSSD, Summit County, and PCWSD entered into an agreement dated March 1, 2007. That agreement outlines each parties' capacity rights in the project and cost allocations for each party. The cost allocations for Park City were included in a wheeling rate which included the following components.

1. Take or Pay Rate: this rate is charged by Mountain Regional to Park City, regardless of the amount of water used by Park City and includes the following cost proportional to Park City's capacity.
 - a. Infrastructure costs.
 - b. Fixed operations and maintenance cost.
 - c. Asset management and replacement contribution.
2. Water Usage Rate: this rate is charged by Mountain Regional to Park City and is based on the amount of water used by Park City. This rate reflects the power cost to pump water to Park City.

The March 1, 2007 agreement also outlined PCWSD's responsibility to construct infrastructure required to deliver water from Signal Hill to Park City. Park City subsequently completed construction of a pipeline from Signal Hill to the new Quinns Junction Water Treatment Plant and from there to Wyatt Earp Way.

In August, 2012, MRWSSD, Summit County, and PCWSD executed the first amendment to the March 1, 2007 agreement. The amendment increased Park City's capacity rights in the project by 400 acre feet, decreased MRWSSD's capacity by 400 acre feet, and adjusted cost allocations proportionally.

Analysis:

The asset management component of the wheeling rate established in the March 1, 2007 agreement was estimated based on best available information at the time. Since then, Mountain Regional has realized higher costs associated with this Project and the rate needs to be increased. Currently MRWSSD contributes \$56,916 per year and Park City contributes \$44,631 per year. The proposed second amendment would increase MRWSSD's contribution to \$85,374 per year and Park City's contribution to \$69,946.

This fund is used by MRWSSD for replacement expenses such as pumps, buildings, valves, pipes, electrical equipment, and communications equipment.

Department Review:

This report has been reviewed by representatives of Public Utilities, Legal, and Executive.

Alternatives:**A. Approve:**

This is staff's recommendation.

B. Deny:

Denying the request would result in insufficient funding for maintaining this critical infrastructure.

C. Modify:

Council could request modifications to the amendment.

D. Continue the Item:

Council could continue the request.

E. Do Nothing:

Council could do nothing. This alternative would have a similar effect as denying the recommendation.

Significant Impacts:

	Preserving & Enhancing the Natural Environment (Environmental Impact)
Which Desired Outcomes might the Recommended Action Impact?	+ Adequate and reliable water supply
Assessment of Overall Impact on Council Priority (Quality of Life Impact)	Positive 
Comments:	

Funding Source:

The current annual contribution of \$44,631 is included in the approved CIP budget. The proposed annual amount of \$69,946 is included in the proposed FY 16 CIP budget. The funding source for this cost is from water fees.

Consequences of not taking the recommended action:

If funding is not increased, MRWSSD and staff would not be able to maintain this critical infrastructure at the recommended level of service which would result in increased interruptions to this water supply.

Recommendation:

Staff recommends Council authorize the City Manager to execute the Second Amendment to the Agreement Between Mountain Regional Water Special Service District, Park City Water Service District, and Summit County Regarding Implementation of the Summit County Project, in a form approved by the City Attorney.

Exhibits:

Second Amendment to the Agreement Between Mountain Regional Water Special Service District, Park City Water Service District, and Summit County Regarding Implementation of the Summit County Project

**Second Amendment to Agreement
Between
Mountain Regional Water Special Service District,
Park City Water Service District and Summit County
Regarding Implementation of the Summit County Project**

This second amendment to the “Agreement Between Mountain Regional Water Special Service District, Park City Water Service District and Summit County Regarding Implementation of the Summit County Project” (the “Agreement”) is entered into this ____ day of June, 2015, by and between Mountain Regional Water Special Service District (**Mountain Regional**), a special service district organized and existing pursuant to the provisions of Section 17A-2-1301 et seq. Utah Code Annotated 1953, as amended; Park City Water Service District (**Park City Water**), a special service district organized and existing pursuant to the provisions of Section 17A-2-1301 et seq. Utah Code Annotated 1953, as amended and Summit County (**Summit County**), a county and political subdivision of the State of Utah pursuant to Section 17-50-1 et seq. Mountain Regional, Park City Water, and Summit County are hereinafter sometimes referred to as a **Party** and collectively as the **Parties**.

Whereas, the Parties entered into the Agreement on March 1, 2007, to set forth the terms by which Mountain Regional shall operate the Mountain Regional Facilities to deliver water from the shallow wells and the Snyderville Basin Project to the Park City Water Facilities; and

Whereas, the Parties entered into the First Amendment to the Agreement on or about August 2, 2012, to set forth the terms by which Mountain Regional transferred 400 acre feet of its Weber Basin leases and capacity in the Snyderville Basin Project and the Mountain Regional Facilities to Park City Water and to provide Park City Water with proportional capacity rights in Mountain Regional’s raw water pond adjacent to the Signal Hill Treatment Plant; and

Whereas, the Parties wish to increase the amount of the “capital asset management rate component” of the wheeling rate Mountain Regional charges to Park City Water under the terms of the 1st Amendment to the agreement, which is deposited into a repair and replacement reserve; and

Whereas, the Parties wish to increase the amount of the annual contribution made by Mountain Regional to the repair and replacement reserve;

Wherefore, the Parties agree to amend the terms of the March 1, 2007 Agreement as follows:

I. Amendment to Terms of Agreement

A. Section VIII, Paragraph A., Subparagraph 1c. shall be amended to state:

- c. The Agreement included a capital asset management rate component of \$38,547 (based upon Park City Water's proportionate capacity in the Expanded Lost Creek Canyon Project). Effective July 1, 2012, the amount of the capital asset management rate component was increased to \$44,631 annually, pursuant to the terms of the First Amended Agreement. Effective July 1, 2015, the amount of the capital asset management rate component will be increased 50% to \$66,946 annually. This portion of the rate shall be placed in a repair and replacement reserve account held by Mountain Regional.

The Agreement also included a contribution requirement from Mountain Regional of an additional \$63,069 per calendar year to the repair and replacement reserve account (based upon Mountain Regional's proportionate capacity in the Expanded Lost Creek Canyon Project). Effective July 1, 2012, Mountain Regional contribution was reduced pursuant to the First Amended Agreement to \$56,916 per calendar year to the repair and replacement reserve account. Effective July 1, 2015 Mountain Regional's contribution will be increased 50% to \$85,374 annually.

If, at the end of any calendar year, the balance in the repair and replacement reserve account exceeds \$1,000,000, the capital asset management rate component shall not be included in the next year's wheeling rate charged to Park City Water, and Mountain Regional shall not be required to make its annual contribution. All interest earned on the balance in the repair and replacement reserve account shall remain in the reserve account. Funds in this reserve may be used by Mountain Regional to maintain, repair, or replace all or any portion of the Expanded Lost Creek Canyon Project which benefit Park City and are beyond the reasonable and typical ongoing operations and maintenance of the related infrastructure that is funded by other cost components in the wheeling rate.

Mountain Regional shall provide Park City Water with a full accounting of payments made from this reserve and the interest earned on the cash balance each calendar year.

II. Remaining Terms

- A. The Parties intend and agree that all remaining terms of the Agreement and the First Amendment not affected by the terms of this Second Amendment shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day of the year first above written.

**MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT**

By: _____
Chris Eggleton, Administrative Control Board Chair

ATTEST:

Mountain Regional Water Special Service
District Secretary

APPROVED:

Mountain Regional Water Special Service
District Attorney

PARK CITY WATER SERVICE DISTRICT

By: _____
Jack Thomas, Chair

ATTEST:

City Recorder/Secretary

APPROVED:

Park City Water Service District Attorney

SUMMIT COUNTY

By: _____
Tom Fisher, Summit County Manager

ATTEST:

County Clerk

APPROVED:

County Attorney



DATE: June 11, 2015

TO HONORABLE MAYOR AND COUNCIL

Park City Municipal will be hosting a Youth Triathlon on Saturday, June 13th in the spirit of the Olympic Movement. In a Conducting an Olympic Day program or activity is a great way for local communities to showcase support for the Olympic Movement.

Respectfully:

Marci Heil, City Recorder



Olympic Day Proclamation **June 23, 2015**

- Whereas,** for over 100 years, the Olympic movement has built a more peaceful and better world by educating young people through amateur athletics, by bringing together athletes from many countries in friendly competition, and by forging new relationships bound by friendship, solidarity, and fair play;
- Whereas,** the United States Olympic Committee is dedicated to coordinating and developing amateur athletic activity in the United States to foster productive working relationships among sports-related organizations;
- Whereas,** the City of **Park City, Utah** promotes and supports amateur athletic activities involving Olympic and Paralympic sport;
- Whereas,** the City of **Park City, Utah** promotes and encourages physical fitness and public participation in amateur athletic activities;
- Whereas,** the City of **Park City, Utah** assists organizations and persons concerned with sports in the development of athletic programs for able-bodied and disabled athletes regardless of age, race, or gender;
- Whereas,** June 23 is the anniversary of the founding of the modern Olympic movement, representing the date on which the Congress of Paris approved the proposal of Pierre de Coubertin to found the modern Olympics:

Now, Therefore, I, _____, Mayor of the City of **Park City, Utah**, do hereby proclaim with much appreciation and admiration, June 23, 2015 as

Olympic Day

in the City of **Park City, Utah** and urge all citizens to observe such anniversary with appropriate ceremonies and activities.

In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the City of **Park City, Utah** to be affixed this 23rd day of June 2015.

Mayor





2015 Olympic Day FAQs

Conducting an Olympic Day program or activity is a great way for local communities to showcase support for the Olympic Movement. Any proposed Olympic Day program or activity in the United States is subject to the approval of the USOC, as further described in the below guidelines and procedures listed in the following frequently asked questions (FAQs). These FAQs are a tool to answer questions and assist with organizing your Olympic Day activity.

1. What are the goals of Olympic Day and why is it held on June 23 each year?

Olympic Day was introduced in 1948 to commemorate the birth of the modern Olympic Games on 23 June 1894 at the Sorbonne in Paris. The goal of Olympic Day is to promote the Olympic values and participation in sport across the globe regardless of age, gender or athletic ability.

2. What if we want to host an Olympic Day event other than June 23 and outside of the May 30- June 30, 2015 time frame requested by the USOC?

It is preferred that the proposed date and time of your Olympic Day celebration occur no earlier than May 30, 2015 and no later than June 30, 2015. If you want to host an event outside of that window, please contact the Olympic Day Hotline at (719) 866-4535. In most cases, the USOC will work with you to accommodate your schedule.

3. It seems like having an Olympic Day in my community is turn-key and relatively easy – is it?

The USOC has worked hard to make hosting an Olympic Day event as easy as possible. Essentially, if you can find a location and group of youth who have a morning or afternoon to dedicate to an Olympic Day activity, the USOC will provide the rest. The on-line tools and toolkit provided by the USOC will outline all the necessary steps to host a successful Olympic Day event. The USOC will also endeavor to secure an Olympian, Paralympian or hopeful to attend your Olympic Day event, if desired.





2015 OLYMPIC DAY HOSTING AGREEMENT

THE BELOW TERMS AND CONDITIONS CONSTITUTE A LEGAL AGREEMENT FOR YOUR HOSTING OF A 2015 OLYMPIC DAY EVENT.

PLEASE READ THE BELOW TERMS AND CONDITIONS CAREFULLY BEFORE YOU CLICK THE "I ACCEPT" BUTTON BELOW. BY CLICKING THE "I ACCEPT" BUTTON, YOU ACKNOWLEDGE THAT YOU HAVE READ THESE TERMS AND CONDITIONS AND THAT YOU UNDERSTAND THEM, AND YOU AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS. IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, YOU MAY NOT REGISTER TO HOST A 2015 OLYMPIC DAY EVENT.

- Olympic Day, a worldwide celebration of the Olympic Movement, is an International Olympic Committee ("IOC") property. The IOC has recognized the United States Olympic Committee (the "USOC") as the National Olympic Committee for the United States.
- Conducting an Olympic Day program or activity is a great way for local communities to showcase support for the Olympic Movement.
- The first step will be to determine your desired level of participation in Olympic Day:
 - You may use USOC-supplied Olympic Day materials to hold an educational Olympic Day program at a school assembly or other community gathering, as described on the USOC's website.
 - You may feature an Olympian/Paralympian or Olympic/Paralympic hopeful at this educational program to speak about Olympic ideals and values.
 - You may coordinate with a local community-based organization that is conducting an Olympic Day event (such as a 5k walk/run), host your own Olympic Day 5k walk/run, or conduct your own unique Olympic Day activities.
- You will also need to determine the proposed date and time of your Olympic Day celebration, which shall be no earlier than May 31, 2015 and no later than June 30, 2015. You will need to register your proposed Olympic Day plans using the USOC's website.
- For proposed Olympic Day programs that are solely educational (and do not have any associated physical activities), you may proceed with your plans following registration on the USOC's website.
- Should your proposed plans include physical activities; the USOC will contact you to further discuss the proposed plans if there are questions. Please note that you may not publicly promote your proposed Olympic Day plans until the USOC has approved those plans. The USOC will contact you within 2 weeks of registration if there are questions regarding your event. Upon that approval, we will send you a mailing with USOC-created collateral you may use for Olympic Day.
- You will be responsible for arranging for media coverage of your Olympic Day event.
- Please note that the IOC and the USOC may obtain one or more sponsor(s) for Olympic Day. While some Olympic Day materials provided by the USOC may bear such sponsors' trademarks and logos, you may not contact any of such sponsors to underwrite or support

your program/activity. Instead, the USOC will inform the Olympic Day sponsors as to the cities participating in Olympic Day, and will direct sponsors to those cities' promotions in which the sponsor expresses interest.

- You may not sell sponsorships or other affiliations to Olympic Day, or otherwise create any commercial affiliation between Olympic Day and any third party.
- You may not use Olympic Day as a fundraiser of any kind.
- You may not create any Olympic Day merchandise, whether for sale or for give-away.
- You may use the USOC's Emblem and the word mark "Olympic Day," in the exact form provided by the USOC, solely on collateral materials promoting a USOC-approved Olympic Day event or program. You may not use these Olympic marks for any other purposes, including but not limited to, on clothing or other merchandise, or in connection with the advertising or promotion of any product, service or company. You may not use third party names or trademarks on any materials bearing these Olympic marks.
- You may not use any Olympic marks, images or terminology not specifically authorized by the USOC herein.
- By registering to host an Olympic Day program/event, you shall be solely liable for all costs and expenses associated with the planning and operation of the program/event, as well as all risks and liabilities associated therewith. The USOC disclaims any and all liabilities associated with your Olympic Day program/event, and will not be responsible for any claims incidental to or arising out of your program/event. You agree to indemnify, defend and hold harmless the USOC and its officers, directors, agents, employees and volunteers from any and all fines and penalties and any and all claims by, or liability to, any third party for loss, damage or injury to person or property that is based on or in any manner arises out of your Olympic Day program/event.
- By no later than July 15, you are asked to submit your event photos and any video from Olympic Day showing the provided flag, participants and VIPs, via email to OlympicDay@usoc.org. You hereby grant the USOC, the IOC and their licensees and assigns a royalty-free, non-exclusive right to use all submitted photos/videos for all noncommercial purposes on a worldwide basis in perpetuity (including the right to reproduce, publish, transmit, distribute, perform, disseminate and display such photos/videos without any restriction whatsoever, including in identical, modified or altered version and including in combination with other works), and you are solely responsible for obtaining all necessary or appropriate consents from persons appearing therein for such use.



DATE: June 11, 2015

TO HONORABLE MAYOR AND COUNCIL

Note: The only change in this Staff Report is the Summary Recommendation and Executive Summary. All other text remains the same as the May 18th, 2015 staff report. Staff has prepared an analysis of an elevation based surcharge that would assign unique pumping costs to the customers that create those costs. Council may direct staff to include this elevation based surcharge in the fee code that will be adopted as part of the FY 2016 budget process. In the alternative, Council could decide to continue to spread unique pumping costs across the entire customer base, as is currently the City's practice.

Respectfully:

Jason Christensen, Conservation & Tech Coordinator



City Council Staff Report

Subject: Elevation Based Surcharge

Author: Jason Christensen, Water Resources Manager

Department: Water & Streets Department

Date: June 11, 2015

Type of Item: Administrative

Summary Recommendations:

Staff recommends Council solicit any public comment related to the creation of a pumping surcharge; such surcharge is scheduled for public adoption on June 18th, 2015 as part of the fee code resolution adoption.

Executive Summary:

Note: The only change in this Staff Report is the Summary Recommendation and Executive Summary. All other text remains the same as the May 18th, 2015 staff report. Staff has prepared an analysis of an elevation based surcharge that would assign unique pumping costs to the customers that create those costs. Council may direct staff to include this elevation based surcharge in the fee code that will be adopted as part of the FY 2016 budget process. In the alternative, Council could decide to continue to spread unique pumping costs across the entire customer base, as is currently the City's practice.

Background:

In a prior Study Session, Council expresses an interest in exploring an elevation-based surcharge to be included as part of the Fee Schedule. Staff engaged Bowen & Collins to calculate what the added cost is to move water uphill in Park City. The resulting study is attached to this staff report and will be discussed further in the Analysis section.

Analysis:

The policy question before Council is whether to change water billing philosophy so that accounts that have a higher cost per unit of water delivered generally pay for those additional costs. Currently those costs are distributed among all rate payers regardless of whether they create that cost or not. Water use in Park City is generally energy intensive. This is attributable to the service elevation range of 6,500 to 10,000 feet. Current operational practice is to move most water into the Boothill tank before moving that water to different end users. This means that water must be pumped from Boothill uphill, except for those users within the Boothill service area that can receive their water by gravity. The higher a service connection the more energy and pumps must be used to service that connection.

Other water utilities that provide service to varying elevations have already adopted pumping based surcharges. Mountain Regional Water Special Service District has a pumping surcharge that ranges from \$0.63 to \$3.07. Jordan Valley Water Conservancy

District has a unique rate for pumped areas that increases the cost per 1,000 gallons by \$0.19 to \$0.33.

Bowen & Collins has completed their study and has identified the following possible pumping based surcharge.

Total Potential Pumping Surcharge Costs

Table 1

Surcharge Group No.	Surcharge Group	Average Billed Use 2013 - 2014 (kgal)	Power Costs (\$/kgal)	O&M Cost (\$/kgal)	Rehab & Replacement Cost (\$/kgal)	Total All Potential Surcharge Costs (\$/kgal)
1	Boothill	331,797	\$0.00	0	\$0.00	\$0.00
2	Woodside / Neck / Quarry Mtn / Fairway Hills	432,440	\$0.25	\$0.09	\$0.18	\$0.52
3	Oaks / Aerie	60,755	\$0.56	\$0.19	\$0.42	\$1.17
4	Iron Canyon / Sandstone Cove	13,433	\$0.75	\$0.26	\$0.55	\$1.55
5	Silver Lake / Bald Eagle / Flagstaff / Red Cloud	172,309.5	\$1.08	\$0.37	\$0.80	\$2.25
		1,010,734				

A home in Surcharge Group No. 2 that used 30,000 gallons in the summer would see their bill go from \$318 to \$333.60 with the pumping surcharge. A home in Surcharge Group No. 5 would go from \$318 to \$385.50 with the pumping surcharge. Park City is highly variable when it comes to individual water consumption patterns, but as a benchmark half of Single Family Residential accounts used less than 8,000 gallons in July of 2014. Cost curves are provided at the end of this staff report that show how the dollar impact changes with consumption.

Table 1 shows the three costs that could be included in an elevation based surcharge. Those are power costs, operations and maintenance costs, and rehab and replacement costs. If all three of those costs are included water customers would see a surcharge from \$0 to \$2.25 per thousand gallons. This would be on top of the existing consumption charge that starts at \$5.49 to \$8.80 depending on the season and account type. While the option exists to reduce the pumping surcharge by removing one or two of the individual components, staff is recommending that this be approached at the policy level. The policy question being should accounts that create these costs, bear these costs.

Table 1 contains a total of five pumping surcharge groups. The higher the group number, the greater the pumping costs associated with moving water to these

customers. The reason a \$0 charge exists is not because those customers within that zone have no pumping impact, but because the pumping impact that exists is not unique, but is needed by all customers. This type of expense is best recovered through existing connection and use fees.

If an elevation based surcharge is implemented it will reduce or eliminate a general rate increase for FY 16. The exact rate change will be finalized and presented as part of the adoption of the fee schedule currently scheduled for June 4th, 2015.

If implemented, the percentage rate increase on a customer will vary by season, and consumption habits. To provide an idea of the impact, two graphs are provided below. The first, figure 5, shows what the impact would be if the full elevation based surcharge was implemented for customers within the lowest non-zero pumping charge group. As the graph shows, the percentage increase varies depending on the amount of water used, but at its highest is slightly over a 5% rate increase.

The second, figure 6, shows what the impact would be if the full elevation based surcharge was implemented for those within the highest pumping charge group. Again the percentage varies but approaches 24% at its highest. A 24% increase is likely unexpected but in practice this will more often be felt as a rate increase of around 15%. Should Council wish to give the community more time to adapt to the imposition of an elevation based surcharge, Council could direct staff to delay implementation of this surcharge until January 1, 2016. Doing so would provide time for HOA's and other users to budget for this increase in water costs. On the flip side, doing so will likely require an across the board rate increase to replace the revenue lost during the six months of FY 2016 the rate is not being collected.

Figure 5
Comparison of Water Cost per Month
With and Without Pumping Surcharge for Surcharge Group 2 Scenario 4

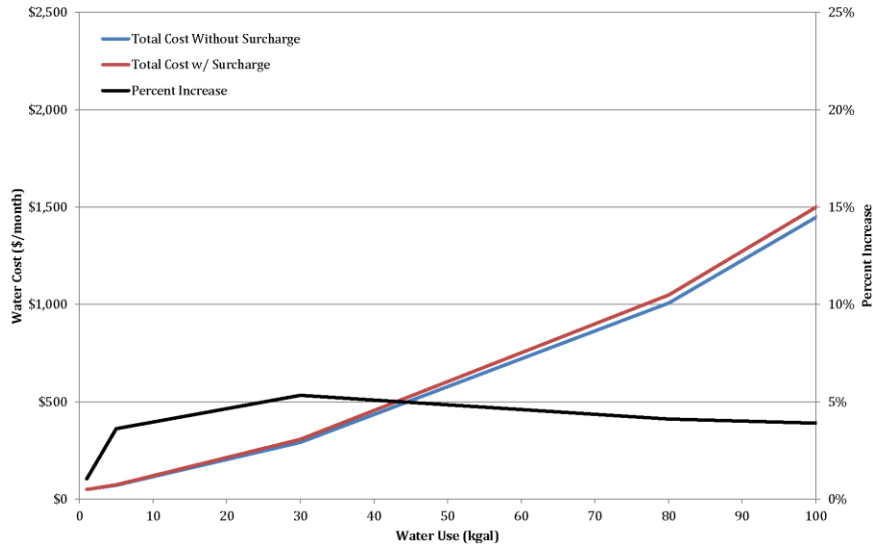
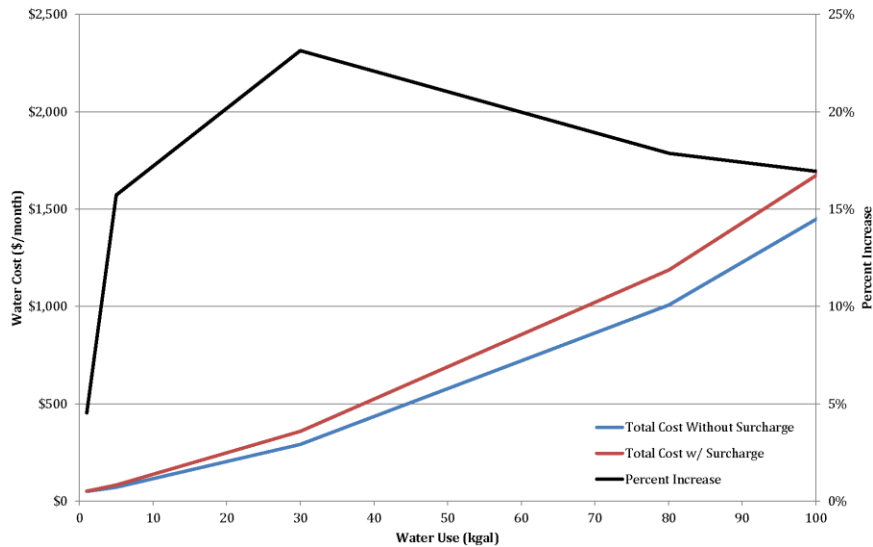
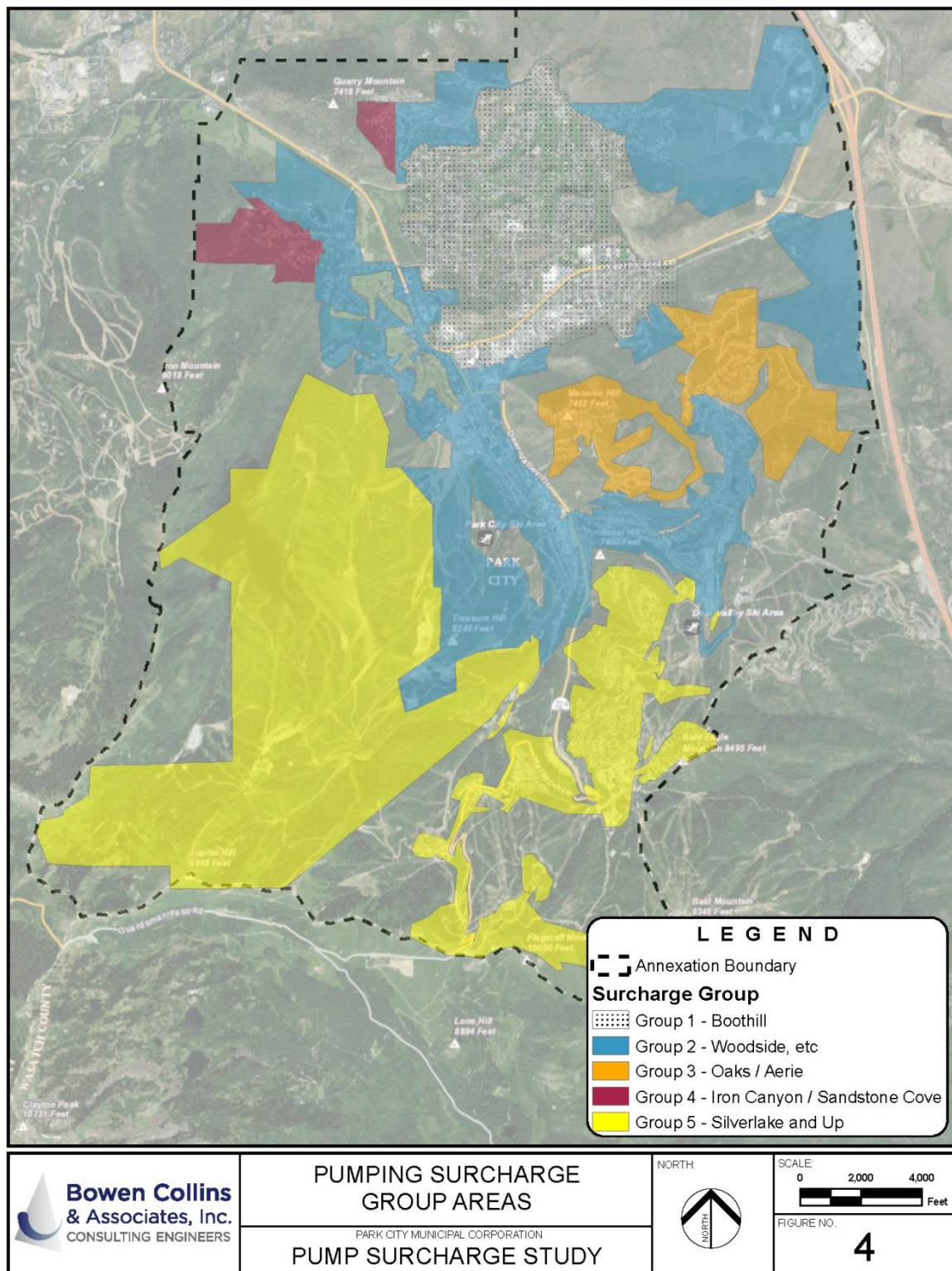


Figure 6
Comparison of Water Cost per Month
With and Without Pumping Surcharge for Surcharge Group 5 Scenario 4





P:\Park City\Pumping Rate Surcharge\GIS\4.1 Projects\Figure 2 - SurchargeGroups.mxd, anclinton 5/13/2015

Attached: Technical Memorandum Pumping Surcharge Study

Department Review:

This report has been reviewed by the Public Utilities, Legal, and the City Manager's Office.

Alternatives:**A. Approve:**

This is staff's recommendation.

B. Deny:

Will result in staff proposing an across the board rate increase to meet water funding needs.

C. Modify:

Likely will result in a different mix between an across the board rate increase and a pumping based surcharge.

D. Continue the Item:

This could delay adopting the 2015 budget, and is not recommended.

E. Do Nothing:

Same result as deny.

Significant Impacts:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?		+ Adequate and reliable water supply + Reduced municipal, business and community carbon footprints		+ Fiscally and legally sound + Well-maintained assets and infrastructure
Assessment of Overall Impact on Council Priority (Quality of Life Impact)	Neutral 	Positive 	Neutral 	Positive 
Comments:				

Consequences of not taking the recommended action:

If Council does not desire an elevation based surcharge, staff will provide a fee code update on June 4, 2015 that provides an across the board rate increase.

Recommendation:

Staff recommends Council solicit any public comment related to the creation of a pumping surcharge; such surcharge is scheduled for public adoption on June 18th, 2015 as part of the fee code resolution adoption.

TECHNICAL MEMORANDUM

TO: Jason Christensen
Park City Municipal Corp
P.O. Box 1480
Park City, UT 84060-1480

COPIES: Clint McAfee, Brenda Wilde, Kyle MacArthur, Tena Campbell, BC&A File

FROM: Andrew McKinnon, Keith Larson
Bowen, Collins & Associates
154 East 14000 South

DATE: May 13, 2015

SUBJECT: Pump Surcharge Study

JOB NO.: 155-15-01

INTRODUCTION

Park City Municipal Corp's water system serves customers between an elevation range of approximately 6,600 feet to 9,100 feet. This requires a large number of booster pumps to provide service to higher elevation areas of the City. The City's current water rate structure currently assumes all pumping costs are distributed uniformly throughout the City. As a result, many of the lower elevation customers in the City currently subsidize the cost of distributing water to higher elevation customers. The City has retained Bowen, Collins & Associates (BC&A) to study methods to calculate pumping surcharges to distribute pumping costs proportionate to pumping use. The purpose of this memorandum is to summarize potential methods to calculate pumping surcharges within the City, develop a model for calculating the surcharges, and calculate recommended surcharges based on available data

WATER SYSTEM OPERATION

To understand how a booster surcharge might be implemented, it is important to have a basic understanding of how the City's water system is connected. To illustrate this, a schematic of the City's distribution system is included as Figure 1 and a map of major components is included as Figure 2. The schematic illustrates how multiple pressure zones, tanks, and pump stations in the City's water system are connected:

- Black Lines – Indicate large transmission lines identified by City personnel that usually do not have services or hydrants directly connected because of high pressures.
- Green Lines – Indicate connections from booster stations up to higher pressure zones.
- Red Lines – Indicate connections between pressure zones that are connected via pressure reducing valves.
- Blue Lines – Indicate connections between pressure zones with equal or approximately equal pressures that may be opened or closed by City personnel to convey water.

Figure 1 & 2 have been redacted from this public report. If Council wishes to review these items they could be presented during a closed session report.

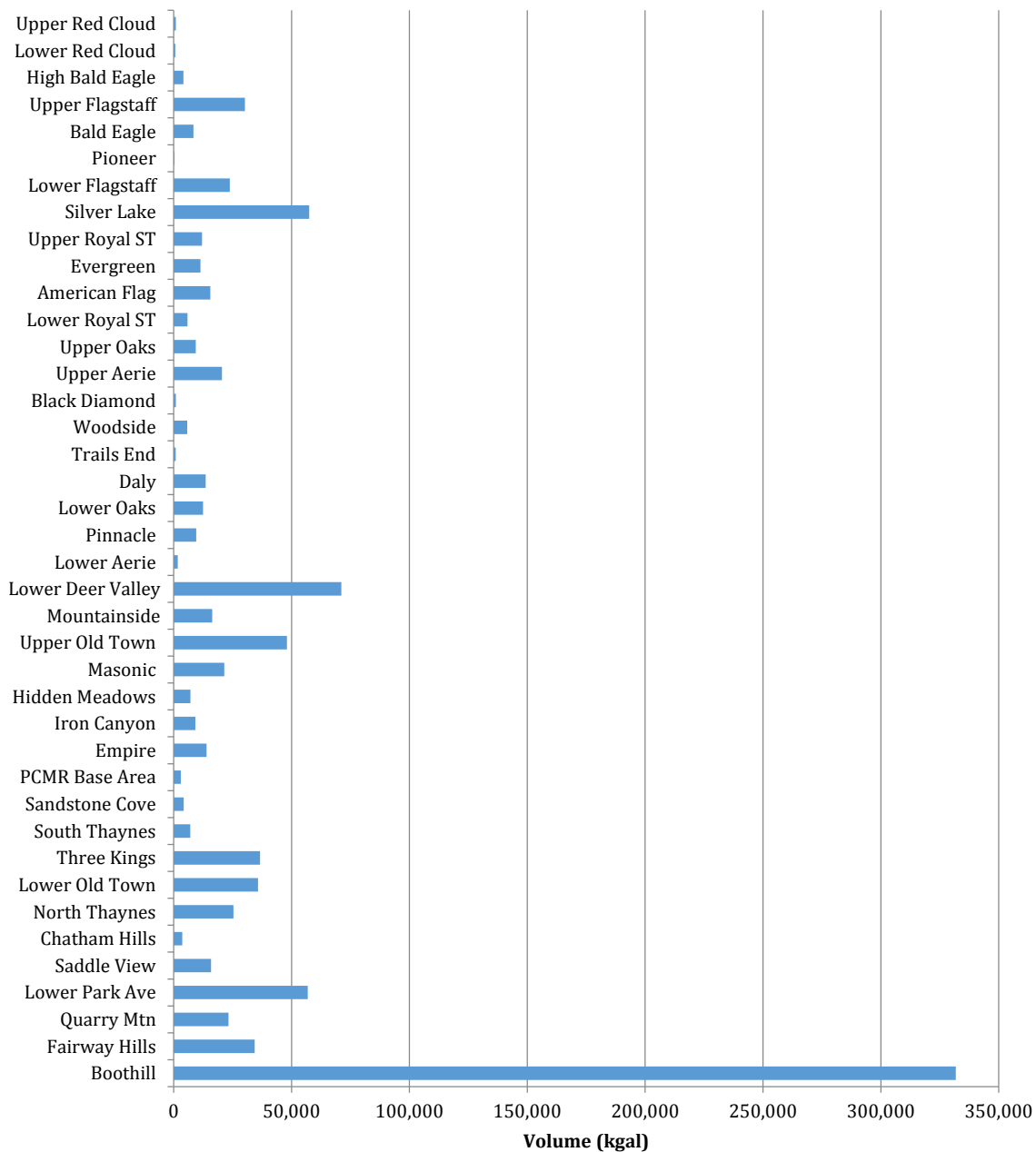
Table 1 and Figure 3 show the approximate distribution of annual demand within the various pressure zones of City.

Table 1
Distribution of Annual Demand for Fiscal Years 2013 & 2014

Pressure Zone Number	Pressure Zone Name	Approximate Hydraulic grade of Pressure Zone (ft)	Average Billed Use (Fiscal Year 2013 & 2014)	Average Unbilled Use (Fiscal Year 2013 & 2014)	Percentage of Overall Demand
1	Bald Eagle	8,485	8,405	0	0.7%
2	Silver Lake	8,325	156,831	99,328	12.9%
3	Upper Royal ST	8,175	12,019	0	1.0%
4	Evergreen	8,008	11,358	0	0.9%
5	American Flag	7,900	15,582	0	1.3%
6	Lower Royal ST	7,657	5,883	0	0.5%
7	Trails End	7,502	850	0	0.1%
8	Lower Deer Valley	7,362	135,992	64,883	11.2%
10	Chatham Hills	7,057	3,637	0	0.3%
11	Upper Oaks	7,600	9,369	0	0.8%
12	Lower Oaks	7,445	12,452	0	1.0%
13	Hidden Meadows	7,263	7,121	0	0.6%
14	Upper Aerie	7,592	20,473	0	1.7%
15	Lower Aerie	7,362	1,758	0	0.1%
16	Pinnacle	7,410	9,583	0	0.8%
17	Daly	7,450	13,576	0	1.1%
18	Woodside	7,507	5,744	0	0.5%
19	Upper Old Town	7,330	50,985	2,928	4.2%
20	Empire	7,165	13,972	0	1.1%
21	Lower Old Town	7,130	43,209	7,420	3.6%
22	Lower Park Ave	7,045	58,569	1,676	4.8%
23	Masonic	7,272	21,812	314	1.8%
24	Three Kings	7,145	36,798	176	3.0%
25	South Thaynes	7,145	7,014	0	0.6%
26	North Thaynes	7,065	27,350	2022	2.2%
27	Saddle View	7,045	16,461	618	1.4%
28	Iron Canyon	7,195	9,184	0	0.8%
29	Boothill	6,955	354,674	22877	29.1%
30	Quarry Mtn	7,042	23,244	0	1.9%
31	Sandstone Cove	7,145	4,249	0	0.3%
32	Fairway Hills	7,040	38,339	3990	3.2%
34	Black Diamond	7,508	936	0	0.1%
37	High Bald Eagle	8,655	4,146	0	0.3%
38	Lower Flagstaff	8,335	23,790	0	2.0%
39	Upper Flagstaff	8,511	30,218	0	2.5%
40	Lower Red Cloud	8,940	658	0	0.1%
41	Upper Red Cloud	9,077	964	0	0.1%
42	Pioneer	8,400	384	0	0.0%
48	Mountainside	7,360	16,347	0	1.3%
49	PCMR Base Area	7,145	3,036	0	0.2%
			1,216,964	206,230	100.0%

Average metered use and average metered unbilled use are included in Table 1. Average unbilled use includes meters that the City does not generate revenue through water rates. These include parks, municipal buildings, and other municipal services that the City does not charge a fee. It should be noted that snowmaking demands in the Silver Lake and Lower Deer Valley pressure zones are included as “unbilled”. Water metered through these connection is charged to Deer Valley per a separate agreement. This water will not be included in the pump surcharge calculations.

Figure 3
Distribution of Average Billed Metered Use by Pressure Zone for Fiscal Years 2013 & 2014



Note that the Boothill pressure zone (the lowest elevation pressure zone in the City) makes up the largest percentage of use by a single pressure zone.

PUMP SURCHARGE GUIDELINES

This relatively complex water system could have hundreds of potential different surcharge rates depending on how the City wants to implement a surcharge. To keep the surcharges simple enough to be implemented and administered, the City developed the following guidelines for development of the surcharge:

1. **Sources Excluded** – Because most of the City’s sources can be used almost anywhere in the City, sources have been excluded from the surcharge study. City operators are constantly trying to optimize use of sources based on available water rights, proximity, and demand to keep costs low while maintaining adequate service pressure. The cost of producing water can therefore be distributed uniformly throughout the City.
2. **Lowest Elevation Excluded** – Because all water within the City has to be pumped to a minimum elevation of the Boothill tanks, the Boothill pressure zone (Zone No. 29 in Figure 1) will represent the base line for pumping costs in the surcharge study. Surcharges will be calculated based on the additional cost of pumping above this baseline.
3. **Surcharge Groups** –The City already has 40 billing groups within the City associated with different meter sizes, user types, and conservation rates. Because the number of pumping surcharge groups will multiply the number of billing groups, the City would like to limit the number of pumping surcharge groups to keep billing requirements manageable. BC&A identified at least 12 potential surcharge groups based on those areas served by roughly the same pump stations and tanks. However, for the purpose of this study, BC&A further grouped these 12 into 5 surcharge groups that have similar attributes. Methods to develop these groups will be discussed below.
4. **Annual Calculation** – Operation costs for pumping can fluctuate monthly with power bills and actual use. The surcharge calculated as part of this study has used the average operation costs for the 2013 and 2014 fiscal years along with the average annual metered use for the 2013 and 2014 fiscal years. Because pumping costs will be calculated at most once a year using previous year costs or historical average costs, the power surcharge revenue will rarely match exactly with actual power costs. However, the basis for the surcharge should help compensate for actual pumping costs.

POWER COSTS

Because the power costs of sources is being excluded along with any power costs associated with delivering water to the elevation of the Boothill Tanks, only booster station costs within the distribution system will be included in the surcharge calculation. Table 2 summarizes the average annual power costs for pump stations included in the surcharge calculation.

Table 2
Average Power Cost at Pertinent Pump Stations for Fiscal Years 2013 & 2014

RMP Meter #	PCMC Description	Service No	Average Annual Power Cost	Average Metered Use for Service Area of Booster (kgal)	Unit Cost (\$/kgal)
28412154	13th Street Pump Station	950089786001	\$2,036	6,981	\$0.29
1266148	Aerie Pump Station	239582187001	\$12,431	31,814	\$0.39
28206761	Bald Eagle Pump Station	150528855001	\$6,026	12,551	\$0.48
35560017	Boothill Pump Station	717442480001	\$108,815	373,086	\$0.29
28502006	Chatham Pump Station	461674276001	\$59,931	416,392	\$0.14
28506957	Daly Pump Station ¹	750357538001	\$58,000	55,629	\$1.04
	Fairway Hills Pump Cost Estimate ²	NA	\$6,318	38,339	\$0.16
23520916	Redcloud/Flagstaff Pump Station	227328698001	\$13,085	1,621	\$8.07
2992052	Iron Canyon Pump Station	766721142001	\$5,158	9,184	\$0.56
2425054	Last Chance Pump Station	554594887001	\$141,246	216,009	\$0.65
1266149	Quarry Mtn. Pump Station	924928066001	\$4,531	27,492	\$0.16
50815358	Sandstone Cove Pump Station	851048466001	\$1,531	4,249	\$0.36
50908248	Solamere Pump Station	153294925001	\$13,097	28,942	\$0.45
1248135	Woodside Tank & Pump Station	612683585001	\$5,370	3,036	\$1.77
Total Power Costs Included in Surcharge Calculation			\$437,557		

¹ – Rocky Mountain Power billing data was not available for same time period as other data. This power cost was estimated using average monthly costs for available data.

² – Cost estimate based on unit cost of Quarry Mountain Pump Station and metered volume for Fairway Hills pressure zone. See additional information below.

Table 2 also includes the Rocky Mountain Power meter number and service number for reference.

Unit Costs

To aid in the calculation of pump surcharges rates, a unit cost was calculated for each pump station based on the measured use at customer connections served by the pump station. This is the power cost of each pump station divided by the measured use at connections (including metered unbilled use). Note that this is not necessarily the same as the metered use at each pump station. System losses (from hydrant tests, water system leaks, or meter inaccuracy) usually cause measured use at connections to be less than actual production from the pump. Note that because of the complicated interconnectivity of the system in some areas of the City, assumptions for approximate use by various pressure zones were used to estimate pump use. Estimates were checked with Park City operation personnel prior to finalizing surcharge rates.

Fairway Hills

In general, all of the power costs in Table 2 come directly from Rocky Mountain Power bills for each of the pump stations. The cost indicated for Fairway Hills pump costs, however, is estimated. The Quinn's Water Treatment Plant pumps directly to the Fairway Hills pump station under most

operating conditions. Power costs for pumping to Fairway Hills versus treatment for the whole City are not separated. To estimate the pumping cost for Fairway Hills, the unit cost of pumping calculated for the Quarry Mountain Pump Station was applied to the volume of water metered in the Fairway Hills pressure zone. This approach was used because the lift to deliver water from the Boothill Tanks to the Quarry Mountain Tank is approximately the same as the lift required to deliver water from the Boothill Tanks to the Fairway Hills Tank. Even if power costs to pump directly to Fairway Hills from the Quinn's Water Treatment Plant were available, the power cost would include a higher lift than would be necessary to pump from the Boothill Tanks (contrary to the established surcharge guidelines).

PRELIMINARY SURCHARGE GROUPS

Based on Figure 1, it is possible to identify the approximate service areas of various pump stations. Based on these service areas, 12 surcharge groups were developed to distribute pumping costs throughout the City based on conveyance requirements. For each surcharge group, the unit costs of each contributing pump station were summed together to get an overall surcharge cost for the group. Table 3 shows the pumping surcharge cost related to power only for each group with projected revenue.

Table 3
Surcharge Group Costs and Projected Revenue (Power Only)

Surcharge Group	Pressure Zone Numbers Included in Group	Average Billed Use 2013 - 2014 (kgal)	Power Surcharge Cost (\$/kgal)	Projected Power Revenue (\$/year)
Boothill	29	331,797	0	\$0
Lower Deer Valley	8, 10	74,746	\$0.14	\$10,758
Woodside	17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 42, 48, 49	300,102	\$0.29	\$87,528
Quarry Mountain	30, 32	57,593	\$0.16	\$9,491
Oaks	11, 12, 13	28,942	\$0.60	\$17,263
Aerie	14, 15, 16	31,814	\$0.53	\$17,010
Iron Canyon	28	9,184	\$0.85	\$7,837
Sandstone Cove	31	4,249	\$0.53	\$2,231
Bald Eagle	1, 37	12,551	\$1.28	\$16,039
Silver Lake	2, 3, 4, 5, 6, 7, 34	104,130	\$0.80	\$83,077
Flagstaff	38, 39	54,008	\$1.33	\$72,062
Red Cloud	40, 41	1,621	\$9.41	\$15,248
		1,010,734		\$338,544

Projected revenue in Table 3 is approximately 25 percent less than average power costs indicated in Table 2. The net difference in these costs is primarily a result of pumping requirements needed to deliver water to Park City unbilled meter connections. These connections mostly consist of connections for parks or municipal buildings in the City. Note that two of these "unbilled" meters are actually snow making connections for Deer Valley Resort. The City has separate agreements

with Deer Valley covering these meters. The cost to provide water to all remaining unbilled connections will be distributed uniformly throughout the City and will not be recovered as part of the pump surcharge fee.

SIMPLIFIED SURCHARGE GROUPS

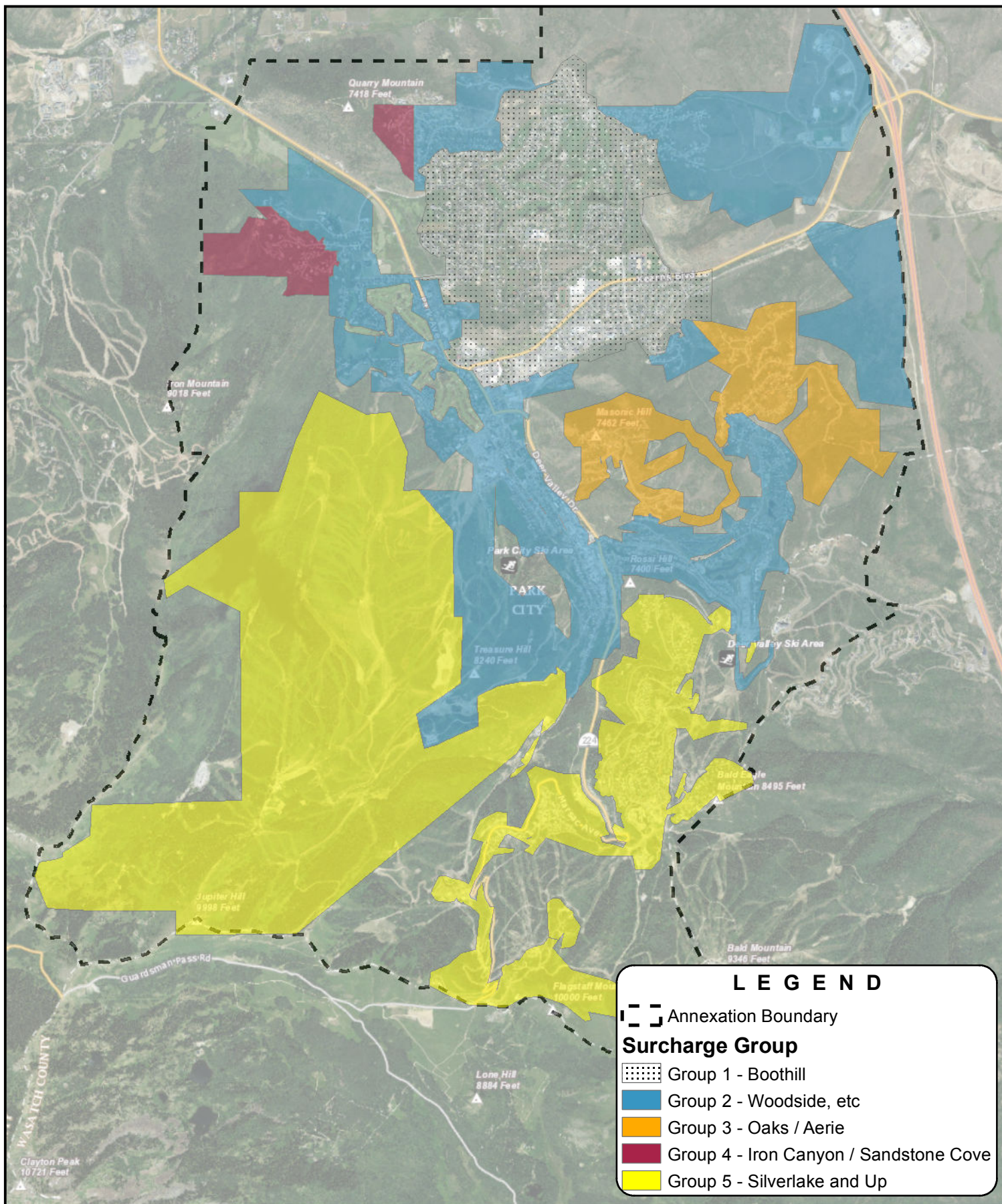
While the surcharge groups identified in Table 3 may represent the most direct method to distribute pumping costs in the City, implementation of the surcharge rates would multiply the complexity of the City's billing system significantly. Figure 4 and Table 4 show simplified surcharge groups based on similar conveyance requirements and attributes.

Table 4
Simplified Surcharge Group Costs and Projected Revenue

Surcharge Group No.	Surcharge Group Name	Pressure Zone Numbers Included in Group	Power Costs (\$/kgal)	Average Billed Use 2013 – 2014 (kgal)	Projected Power Revenue (\$/year)
1	Boothill	29	\$0.00	331,797	\$0
2	Woodside / Neck / Quarry Mtn / Fairway Hills	8, 10, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 42, 48, 49, 30, 32	\$0.25	432,440	\$107,777
3	Oaks / Aerie	11, 12, 13, 14, 15, 16	\$0.56	60,755	\$34,273
4	Iron Canyon / Sandstone Cove	28, 31	\$0.75	13,433	\$10,068
5	Silver Lake and Up	1, 37, 2, 3, 4, 5, 6, 7, 34, 38, 39, 40, 41	\$1.08	172,310	\$186,426
				1,010,734	\$338,544

Reasoning for combining the groups in Table 3 are described below:

1. **Boothill** – No change to the Boothill group has been proposed. Boothill is the lowest tank in the system.
2. **Woodside / Neck / Quarry Mtn / Fairway Hills** – Most of this group is only one pump station away from the Boothill pressure zone and power surcharge costs in Table 3 are relatively close to the same for this group.
3. **Oaks & Aerie** – These two groups are both two pump stations away from the Boothill pressure zone and have equivalent elevations and lifts (difference between service tank and source tank).
4. **Iron Canyon & Sandstone Cove** – These two groups are both two pump stations away from the Boothill pressure zone and have equivalent elevations and lifts (difference between service tanks and source tank).
5. **Silver Lake / Bald Eagle / Flagstaff / Red Cloud** – All of these groups require a significant lift compared to other pressure zones in the City (800 feet or 350 psi higher than the next nearest pressure zone).



Note that a typical residential customer will use on-average approximately 8,000 gallons (8 kgal) per month during a year. So the pumping surcharge costs indicated in Table 3 would lead to an average surcharge cost between \$2/month and \$8/month.

OPERATION MAINTENANCE & REPLACEMENT COSTS

Note that Table 4 only indicates pumping power costs. It does not currently recoup operation, maintenance, and replacement (OM&R) costs for booster stations. Operation and maintenance costs are annual expenses needed to operate and maintain booster stations while replacement costs include a sinking fund needed to rehabilitate or replace booster stations every 20 to 40 years (depending on components). Table 5 shows the estimated OM&R costs for the Park City booster stations identified in Table 2. Included in Table 5 is an estimate of that portion of costs associated with unbilled connections that will not be included in the calculation of the OM&R portion of the pumping surcharge.

Table 5
OM&R Costs for Booster Stations

Cost Category	Total Cost per Year (2014 Dollars)	Cost Attributed to Unbilled Connections	Cost to be Recovered by Pumping Surcharge
Operation & Maintenance Cost ¹	\$140,000	\$24,000	\$116,000
Rehabilitation and Replacement Cost ²	\$300,000	\$51,000	\$249,000

¹ – operation and maintenance costs for pump stations are estimated by Park City O&M personnel.

² – rehabilitation and replacement value for pump stations in Table 2 is estimated to be approximately \$12 million with a 40-year life cycle for pump stations.

SURCHARGE ALTERNATIVES

The previous sections have identified the potential magnitude of a pumping surcharge. With this information, there are a few decisions for the City to make regarding how the pumping surcharged might be implemented:

1. **Total Surcharge Cost.** As discussed above, a pump surcharge could potentially include three components:
 - Pumping power costs
 - Operation and maintenance costs
 - Pump station rehabilitation and replacement costs

The first decision for City policy makers is to determine how many of these factors they wish to include in the surcharge. For a typical residential connection (8,000 gallons/month), pumping surcharge costs for direct power costs only would result in an average surcharge cost of between \$2/month and \$8/month. If full OM&R costs are added, the average monthly surcharge would more than double to between \$4/month and \$20/month.

Table 6 includes a calculation of the surcharge costs by zone for each of the potential cost categories (power, operation and maintenance, and rehabilitation and replacement). For the purposes of this table, all costs have been calculated on a per gallon basis for each zone based on pump use.

Table 6
Total Potential Pumping Surcharge Costs

Surcharge Group No.	Surcharge Group	Average Billed Use 2013 - 2014 (kgal)	Power Costs (\$/kgal)	O&M Cost (\$/kgal)	Rehab & Replacement Cost (\$/kgal)	Total All Potential Surcharge Costs (\$/kgal)	Total Projected Revenue
1	Boothill	331,797	\$0.00	0	\$0.00	\$0.00	\$0
2	Woodside / Neck / Quarry Mtn / Fairway Hills	432,440	\$0.25	\$0.09	\$0.18	\$0.52	\$223,977
3	Oaks / Aerie	60,755	\$0.56	\$0.19	\$0.42	\$1.17	\$71,224
4	Iron Canyon / Sandstone Cove	13,433	\$0.75	\$0.26	\$0.55	\$1.55	\$20,922
5	Silver Lake / Bald Eagle / Flagstaff / Red Cloud	172,309.5	\$1.08	\$0.37	\$0.80	\$2.25	\$387,420
		1,010,734					\$703,544

2. **Fixed Cost vs. Variable Cost.** Table 6 calculates surcharges using a volume rate that is proportional to power costs. If this approach were adopted, everyone would pay a surcharge proportional to the volume of water used. This type of approach is most appropriate when an entity is trying to recover costs that vary with water use. Because power costs are generally proportional to volume of use, this seems a reasonable approach for at least the power component of the surcharge. However, OM&R costs may not entirely be attributable to volume of use. Some of these costs are fixed costs and may be more appropriately collected through a monthly base fee (per connection) and not by volume. Because of the complexity of administering a fixed pumping surcharge in combination with a volume charge, the City has opted to use a volume charge for all pumping surcharge costs.

Based on the two variables above, there are 4 probable pumping surcharge scenarios the City could consider.

- Scenario 1 – Power consumption costs only
- Scenario 2 – Power consumption and O&M
- Scenario 3 – Power consumption and rehabilitation & replacement
- Scenario 4 – Power consumption, O&M, and rehabilitation & replacement

Calculated rates for each scenario are summarized in Table 7.

Table 7
Pumping Surcharge Cost Alternatives

	Surcharge Group No. 1	Surcharge Group No. 2	Surcharge Group No. 3	Surcharge Group No. 4	Surcharge Group No. 5
<i>Volume Charge (\$/kgal)</i>					
Scenario 1	\$0.00	\$0.25	\$0.56	\$0.75	\$1.08
Scenario 2	\$0.00	\$0.33	\$0.76	\$1.00	\$1.45
Scenario 3	\$0.00	\$0.43	\$0.98	\$1.29	\$1.88
Scenario 4	\$0.00	\$0.52	\$1.17	\$1.55	\$2.25

The impact of these surcharges on individual bills will vary depending on the amount of water used each month. To illustrate the potential impact of the surcharges, Figures 5 and 6 show the relative increase in water costs for Surcharge Group No. 2 and 5 (respectively) using scenario 4 above for a ¾" connection. Note that the changes in slope indicated in the figures are related to the four block rates used by the City to encourage conservation.

RATE SURCHARGE MODEL

Because the surcharge will be based on power costs, water use patterns, and other issues that can fluctuate over time, the rate surcharge should be recalculated on a periodic basis. Based on input from City personnel, it is recommended that an update is considered annually just prior to implementation of annual rate changes. To facilitate this annual update, BC&A created a rate surcharge model in Excel format. Included in the appendix of this memorandum is a summary of the data inputs to be updated each year in the calculation of a rate surcharge. Required information in the model includes:

- Annual power cost for each of the City's water pump stations
- Number of billing accounts in each pressure zone
- Annual billed usage by pressure zone
- Annual usage through unbilled meters
- Estimated annual costs for pump station O&M
- Recommended annual rehabilitation and replacement budget

Once this data is entered, the model will calculate corresponding pumping surcharges to be used in the upcoming year. The model includes the four alternative rate surcharge scenarios identified above.

Figure 5
Comparison of Water Cost per Month
With and Without Pumping Surcharge for Surcharge Group 2 Scenario 4

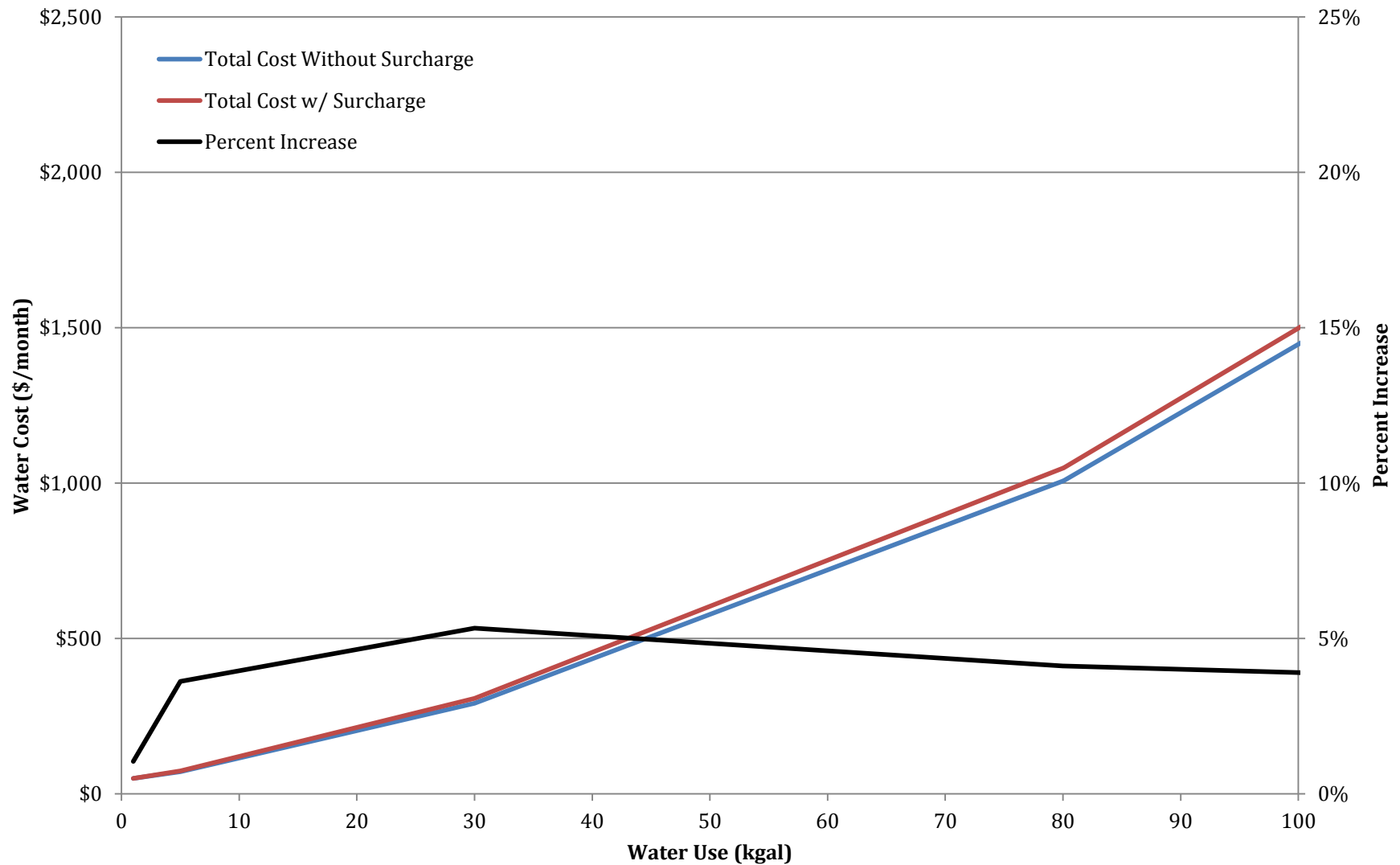
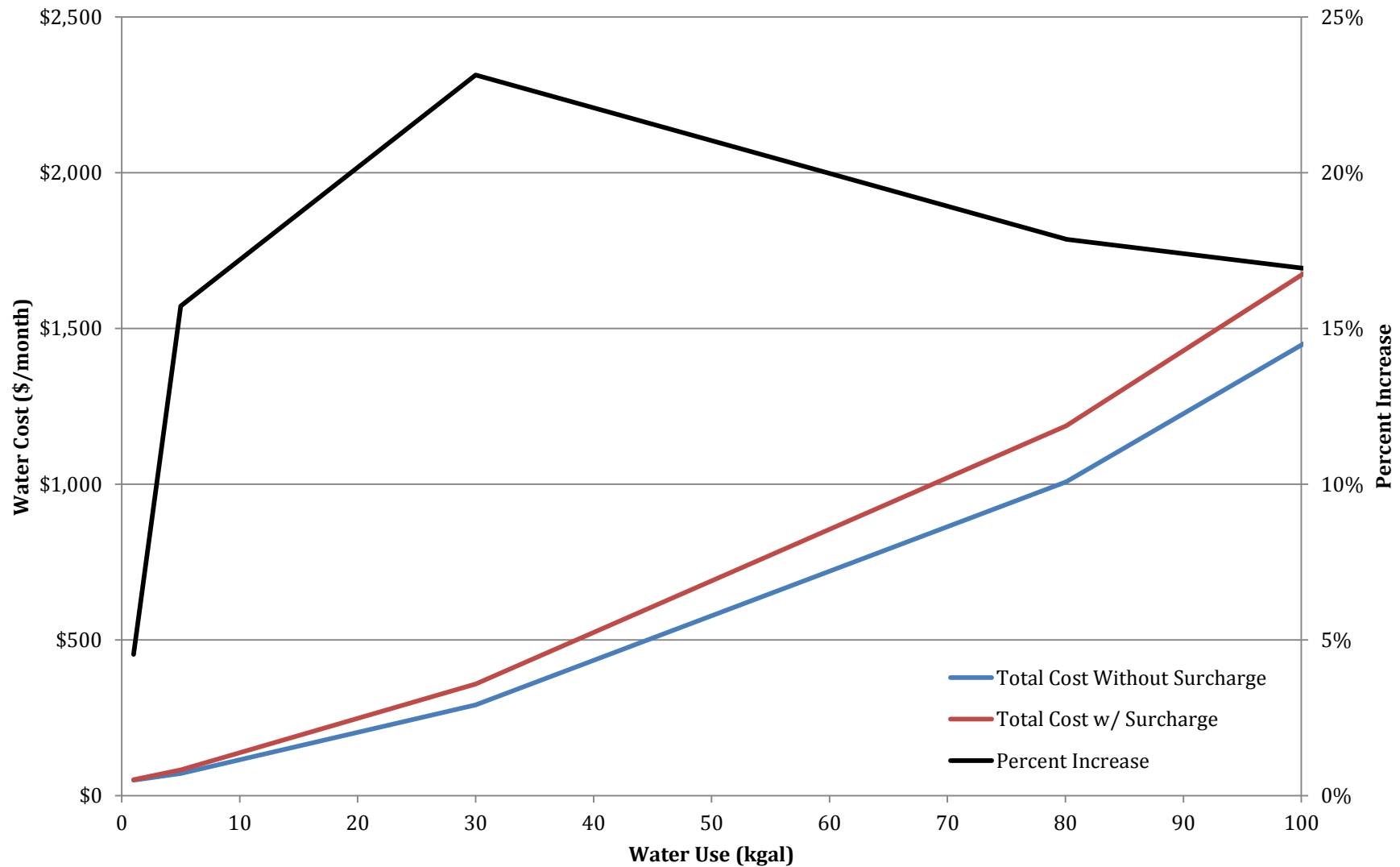


Figure 6
Comparison of Water Cost per Month
With and Without Pumping Surcharge for Surcharge Group 5 Scenario 4



CONCLUSIONS AND RECOMMENDATIONS

Based on the pumping surcharge calculations developed as part of this study, a number of conclusions and recommendations are summarized below:

1. **Average Annual Data** – Calculations represented in this memo are based primarily on an average of 2013 and 2014 fiscal year data. Future calculations of the surcharge may be based on an average of historical data or on the previous year. If historical data is used to calculate an average power and operation cost, it is recommended that no more than 3 years be used for surcharge calculations so that the surcharge can keep up with increasing power and operation costs. Because the calculated surcharge will primarily be based on a previous year's annual power costs and annual demand, surcharge revenue will not precisely match actual pumping costs for the year revenue is charged. There is essentially a year lag associated with the pumping surcharge calculation.
2. **Metered Unbilled Connections** – Unbilled meter connections use roughly 25 percent of pumping costs for the facilities included as part of the surcharge. A large portion of this demand is Deer Valley Resort snow. These connections and the other unbilled connections are not included as part of the surcharge calculations.
3. **Surcharge Alternatives**
 - a. **Total Surcharge** – There are several different costs components that could be recovered through a pumping surcharge. The range of surcharge rates may vary between \$2/month to \$20/month (based on an average use of 8,000 gallons/month) depending on which components of the surcharge the City chooses to implement and where a customer resides.
 - b. **Surcharge Alternatives** – Four pumping surcharges have been calculated in association with the memorandum. The options have been based on various iterations of the issues outlined above. Selection of a final alternative for implementation has been left to City decision makers depending on their goals for the surcharge.

APPENDIX
PUMP SURCHARGE MODEL

The shaded fields in the tables below correspond to the input fields used in the pumping surcharge model. A preliminary surcharge model was delivered to Park City with this technical memorandum.

**Table A-1
Power Cost Input**

RMP Meter #	PCMC Description	Rocky Mountain Power Service No	Annual Power Cost*
28412154	13th Street Pump Station	950089786001	\$2,036
1266148	Aerie Pump Station	239582187001	\$12,431
28206761	Bald Eagle Pump Station	150528855001	\$6,026
35560017	Boothill Pump Station	717442480001	\$108,815
28502006	Chatham Pump Station	461674276001	\$59,931
28506957	Daly Pump Station	750357538001	\$58,000
23520916	Redcloud/Flagstaff Pump Station	227328698001	\$13,085
2992052	Iron Canyon Pump Station	766721142001	\$5,158
2425054	Last Chance Pump Station	554594887001	\$141,246
1266149	Quarry Mtn. Pump Station	924928066001	\$4,531
50815358	Sandstone Cove Pump Station	851048466001	\$1,531
50908248	Solamere Pump Station	153294925001	\$13,097
1248135	Woodside Tank & Pump Station	612683585001	\$5,370

*The annual power cost for each pump station needs to be documented and entered into the shaded fields

**Table A-2
OM&R Cost Input**

Type of Cost	Annual Cost
Annual O&M Cost for Pump Stations ¹	\$140,000
Annual Rehab / Replacement Fund (2015 Dollars) ²	\$300,000

1 – This should be the estimated or documented cost of annual O&M for the booster stations identified in Table A-1.

2 – This should be the estimated replacement value of the pump stations indicated in Table A-1 assuming a 40-year life cycle. This value should be escalated to match Inflation (3 percent per year unless otherwise documented).

**Table A-3
Water Use Input**

Zone Number	Zone Name	Number of Billing Accounts	Annual Billed Usage (kgal)	Annual Unbilled Usage (kgal)
1	Bald Eagle	47	8405	0
2	Silver Lake	277	57503	99328
3	Upper Royal ST	91	12019	0
4	Evergreen	85	11358	0
5	American Flag	57	15582	0
6	Lower Royal ST	32	5883	0
7	Trails End	16	850	0
8	Lower Deer Valley	399	71109	64883
10	Chatham Hills	30	3637	0
11	Upper Oaks	56	9369	0
12	Lower Oaks	103	12452	0
13	Hidden Meadows	43	7121	0
14	Upper Aerie	140	20473	0
15	Lower Aerie	13	1758	0
16	Pinnacle	102	9583	0
17	Daly	333	13576	0
18	Woodside	111	5744	0
19	Upper Old Town	623	48057	2928
20	Empire	276	13972	0
21	Lower Old Town	315	35789	7420
22	Lower Park Ave	77	56893	1676
23	Masonic	29	21498	314
24	Three Kings	70	36623	176
25	South Thaynes	68	7014	0
26	North Thaynes	216	25328	2022
27	Saddle View	57	15843	618
28	Iron Canyon	56	9184	0
29	Boothill	2292	331797	22877
30	Quarry Mtn	142	23244	0
31	Sandstone Cove	22	4249	0
32	Fairway Hills	152	34349	3990
34	Black Diamond	2	936	0
37	High Bald Eagle	22	4146	0
38	Lower Flagstaff	75	23790	0
39	Upper Flagstaff	12	30218	0
40	Lower Red Cloud	5	658	0
41	Upper Red Cloud	7	964	0
42	Pioneer	1	384	0
48	Mountainside	2	16347	0
49	PCMR Base Area	4	3036	0
			1010734	206230



DATE: June 11, 2015

TO HONORABLE MAYOR AND COUNCIL

Please hold a public hearing regarding the Mountain Accord Interlocal Agreement.

Respectfully:

Marci Heil, City Recorder



DATE: June 11, 2015

TO HONORABLE MAYOR AND COUNCIL

In Anticipation of Opening the New Library on June 13, 2015, the City Council Should Affirm Support of Updated Policies to Better Reflect the Administration and Operation of a Newly Renovated Facility. First, City Council Should Affirm They Believe the Existing Policy on Naming of Public Areas is Sufficient. Second, the Council Will Consider Room Use and Rental Policies for Community Gathering Rooms in the Broader Building. the Third Policy Set Covers Items Within the Library Proper Including: Dedication, Gifts, and Donation Policies; and Room Usage and Governance for Library Rooms; and Patron Behavior. Staff Has Included These Library Proper Policies for Council's Information. City Council Should Indicate If They Support These as Approved by the Library Board or Indicate They Seek Additional Discussion. Lastly, Council is Being Asked to Delegate Administration of the Room Use Policies and Dedication and Gifts to the Library Director.

Respectfully:

Jonathan Weidenhamer, Economic Development Manager



City Council Staff Report

Subject: Library Policies

1. Room and facility policy for public gathering areas and rooms in the building;
2. Library room and facility policy for rooms within the library proper;
3. Dedication and donation and gifts policy;
4. Library patron behavior policy;
5. Delegation of said policies to the Library Director.

Author: Jonathan Weidenhamer & Jenny Diersen

Department: Sustainability

Date: June 11, 2015

Type of Item: Administrative

Summary Recommendations:

Staff recommends the City Council:

1. Acknowledge sufficiency of existing administrative policy on Naming of Public Areas;
2. Approve a Room and Facility Use and Rental Policy for the public Gathering Rooms within the building, but outside the library proper as recommended by Economic Development staff and the Library Director;
3. Approve a policy for ongoing dedication of Library spaces, and acceptance of donations and gifts;
4. Consider the informational update on new policies recommended by the Library Director with the approval of the Library Board regarding:
 - a. Library Facility, Room Use and Rental Policy;
 - b. Library Patron Behavior Policy;Council should provide direction to return for additional discussion if they do not support the policies as written;
5. Delegate the administration of the policies related to room use and dedication of library spaces to the Library Director.

Executive Summary

In anticipation of opening the new library on June 13, 2015, the City Council should affirm support of updated policies to better reflect the administration and operation of a newly renovated facility. First, City Council should affirm they believe the existing policy on Naming of Public Areas is sufficient. Second, the Council will consider room use and rental policies for community gathering rooms in the broader building and the policy on Dedication, gifts, and donations for the library. The third policy set covers items within the library proper including: Room usage and governance for library rooms; and Patron behavior. Staff has included these library proper policies for Council's information. City Council should indicate if they support these as approved by the Library Board or indicate

they seek additional discussion. Lastly, Council is being asked to delegate administration of the room use policies and dedication and gifts to the Library Director.

Acronyms in this Report:

None

Background:

On January 15, 2015, the City Council directed staff to (minutes: <http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=14490>):

- Rename the Carl Winters building to the “Park City Library”;
- Allow Council to retain its authority over naming rights of City Assets, including facilities and rooms within this newly renovated facility;
- Return with a refined and updated policy that will support limited sponsoring and/or dedication program for the library;

The renovated Library is scheduled to open on June 13, 2015. In anticipation of the opening and in an effort to raise additional funds, awareness and community support for the new facility, staff seeks feedback on the recommended gift and dedication policies, in addition to room use and rental policy prior to opening the new facility.

1) Naming of Public Areas

In 2008 the City adopted an administrative policy to address the ongoing push to address naming of trails and other City facilities as well as donations of benches and the like. This current policy continues to give the City Council authority for naming public areas by resolution.

2) Community Gathering Facility and Room Use Policies

The attached policies, outlined in the Analysis section establish policy and procedures for the use and rental of the public facilities and rooms within the library building, but outside the library proper.

3) Park City Library Dedication, Donation, Sponsorship and Gifts Policy

Current policies exist on donations. To ensure any donor program is consistent with the architect's interior design approach and to recognize the unique opportunities this new facility present, we included development of a library specific donor recognition program in the architect's scope of work. In addition, we have included a sponsorship and gift policy program, as they are also closely related issues.

4) Room Use Policies within the Library and behavior policy

Staff has included these policies adopted by the Library Board concerning management within the library for Council's information

Analysis

1) Naming of Public Areas

The City has existing administrative policy on Naming of Public Areas (Exhibit A). Staff believes the current policy continues to be sufficient to address issues related to naming assets, including naming of specific rooms within assets, such as the library, as it gives Council the authority, by resolution to name those assets.

2) Community Gathering Room, Facility and Rental Policy

To maintain maximum flexibility and use for some of the community spaces inside the building, staff is recommending separate policies be adopted for other “Gathering” rooms outside the library proper, including (Exhibit E and F):

- First Floor
 - Entry Hall
 - Entry Hall Patio
 - Meeting Room
- Third Floor
 - Santy Auditorium
 - Community Room
 - Meeting Room
 - Third Floor Kitchen

3) Park City Library Dedication, Donation, Sponsorship and Gifts Administrative Policy

A Donation policy currently exists for the City (Exhibit B2). It establishes a policy for non-artistic donations proposed in public parks, facilities, open space and trails. The City also has a policy on donations of Public Art (Exhibit B3), which establishes the Public Art Advisory Board as having authority over accepting or rejecting art donations.

The Library, where multiple naming and other dedication and donation opportunities exist, adoption of an explicit administrative policy to manage naming and donor requests for that individual facility is recommended and proposed herein (Exhibit B). The recommended administrative policy covers:

1. Dedication of Physical Assets – This covers room dedication including value and duration as well as identifying a specific sized plaque as the mechanism to recognize the donor;
2. Acceptance of Gifts – This covers monetary gifts, books,, tile donor wall, gifts in kind and gifts in kind.

Under Section 2-4-15(F) of the Park City Municipal Code, all monetary donations for the benefit of the Park City Library must be held in the City treasury to the credit of the Library account, and may not be used for any purpose except that of the Library.

City Council currently retains final authority over final design and implementation of any naming, branding, furnishings, etc. that go into the building based on our policies on accepting donations and/or authorizing use of any city-owned property. Staff recommends Council agree to retain authority and continue to have the money be held in the City Treasury and allow the dedication money for rooms within the entire building be held for the credit of the library and allow the Board and staff to administer the attached policy on Dedication, Donation, Sponsorship and Gifts.

The proposed policy is proposed as a vehicle for fundraising and recognizing those that donate now and in the future to the Library. The Library Staff and Board support creation of a new and ongoing Dedication, Donation, Sponsorship and Gifts policy.

3) Library Facility, Room and Rental Policy

The Library Board has adopted a Policy which grants permission to use its facilities to members of the public who fulfill the requirements specified in these regulations (Exhibit C) and meet Patron Behavior Criteria (Exhibit D), in accordance with the Library's mission and to maintain the good order of the Library. The Park City Library's Mission is to provide:

- High quality education opportunities for all;
- Customer Service that exceeds expectations; and
- Technology and information in a variety of formats to sustain a connected, knowledgeable and engaged citizenry.

At all times, those using the Library facilities and meeting rooms must adhere to the Patron Behavior Policy, which is referenced in and attached to the draft policy. This policy applies to all rooms not stated and excluded below in Section 4 (Exhibit F). This does not apply to the community gathering rooms, see Section 4.

The main differences between the two different room use policies include:

- Second Floor Rooms shall be unavailable for rental outside of Library Hours or as directed by the Library Director;
- Second Floor Rooms shall adhere to Library Patron Behavior Policies;
- Appeals regarding the use of second floor rooms shall be reviewed by the Library Director with any final appeal going to the City Manager.;
- Appeals regarding the use of first and third floor rooms shall be reviewed by the Economic Development Manager, with any final appeal going to the City Manager.
- First and Third Floor Spaces shall not incur additional fees for activities being held outside of Library Hours.
- First and Third Floor Spaces shall not be required to follow Library Patron Behavior Policies.

Department Review:

Legal, Library, Sustainability & City Manager.

Significant Impacts:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	+ Accessible and world-class recreational facilities, parks and programs + Balance between tourism and local quality of life + Varied and extensive event offerings + Safe community that is walkable and bike-able + Internationally recognized & respected brand (+/-) (Select Desired Outcome) (+/-) (Select Desired Outcome)	+ Reduced municipal, business and community carbon footprints (+/-) (Select Desired Outcome) (+/-) (Select Desired Outcome) (+/-) (Select Desired Outcome) (+/-) (Select Desired Outcome) (+/-) (Select Desired Outcome) (+/-) (Select Desired Outcome)	+ Preserved and celebrated history; protected National Historic District (+/-) (Select Desired Outcome) (+/-) (Select Desired Outcome) (+/-) (Select Desired Outcome) (+/-) (Select Desired Outcome) (+/-) (Select Desired Outcome) (+/-) (Select Desired Outcome)	+ Well-maintained assets and infrastructure (+/-) (Select Desired Outcome) (+/-) (Select Desired Outcome) (+/-) (Select Desired Outcome) (+/-) (Select Desired Outcome) (+/-) (Select Desired Outcome) (+/-) (Select Desired Outcome)
Assessment of Overall Impact on Council Priority (Quality of Life Impact)	Very Positive 	Neutral 	Positive 	Positive 
Comments:				

Consequences of not taking the recommended action:

1. Naming – there would be a minor delay to commence development of supportive branding and logo elements;
2. Donor Opportunities – Potential of forgone revenues for both furnishings and ongoing operations and equipment.
3. Room Use Policies – Could Delay ability to rent or use rooms.

Summary Recommendations:

Staff recommends the City Council:

1. Acknowledge sufficiency of existing administrative policy on Naming of Public Areas;
2. Approve a Room and Facility Use and Rental Policy for the public Gathering Rooms within the building, but outside the library proper as recommended by Economic Development staff and the Library Director;
3. Approve a policy for ongoing dedication of Library spaces, and acceptance of donations and gifts;
4. Consider the informational update on new policies recommended by the Library Director with the approval of the Library Board regarding:
 - a. Library Facility, Room Use and Rental Policy;
 - b. Library Patron Behavior Policy;Council should provide direction to return for additional discussion if they do not support the policies as written;
5. Delegate the administration of the policies related to room use and dedication of library spaces to the Library Director.

Exhibits:

- A. Existing Administrative Policy on Naming of Public Areas
- B. Policies
 - 1) Library Dedication, Donation, Sponsorship and Gifts Administrative Policy
 - 2) Existing City Donation Policy
 - 3) Existing Art Donation policy
- C. Park City Library Facility Use & Rental Policy
- D. Library Patron Behavior Policy
- E. Gathering Room Facility Use & Rental Policy
- F. Community Meeting Rooms Floor Plan Exhibit

Exhibit A

ADMINISTRATIVE POLICY NAMING OF PUBLIC AREAS

I. Purpose

The purpose of this policy is to establish a uniform procedure for the naming of public areas throughout Park City by selecting appropriate names that would add increased community recognition to the public area. Not all public areas must be named; however, this policy provides a mechanism to request naming of a public area. Recommendations from concerned citizens and special interest groups may be considered. If no citizen recommendations are made or consensus obtained, then City Staff may initiate naming recommendations.

II. Authorization

The City Council shall have the authority for naming public areas by passing or rejecting a resolution at the City Council meeting.

III. Definition

Public areas means publicly owned and/or operated facilities, city projects, significant public landmarks, parks, playgrounds, natural areas, streets, stairs, trails, and public spaces.

IV. Objectives

- Provide name identification
- Insure consistency for naming public areas
- Facilitate and encourage significant financial and civic contributions to the City
- Provide community recognition

V. Qualifying Name

- The geographic location of the public area
- An outstanding feature of the public area
- An adjoining subdivision
- A commonly recognized historical event, group, or individual
- Individual who has provided exceptional community service, typically in excess of ten years
- The articulated preference of residents of the neighborhood surrounding the public area and/or user groups of the public area
- Public areas may be named for living persons provided either (1) they have made a significant contribution of land or money and the donor stipulates naming of the facility as a condition of the donations or (2) when the individual has made an unusually outstanding public service contribution
- Recommendations from concerned citizens and special interest groups may be considered.

VI. Naming Public Areas

The following guidelines will be used when naming public areas:

1. A permanent name should be assigned as soon as possible.
2. Duplication of other public area names in the City should be avoided.
3. Recommendations from concerned citizens and special interest groups may be considered.
- 4.. Prominent geographic features or local reference points (i.e., hill, stream, notable tree, street, community or neighborhood) should be considered when possible for a potential name.
5. Consideration for naming a public area in honor of a person should only be given if one of the following criteria has been met:

- a. For an individual (excluding nationally significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the public area, or to the City overall. The suggested name must be accompanied by a biographical sketch, which shall provide evidence of contributions
- b. Major contribution must have been made to the City.
- c. Substantial donation made to the City for public park, trail on City land, City project or facility wherein the donor stipulates a name as being consideration of the donation for a specific period of time.
- d. Outstanding community leader who has made significant civic contributions to the City and has given highly productive support to the City. Typically, such service should be in excess of ten years, unless unique circumstances justify extra-ordinary recognition.
- e. Outstanding individuals who have demonstrated excellence or exceptional service to the citizens of the City. Typically such service should be in excess of ten years unless unique circumstances justify extra-ordinary recognition.

VII. Renaming

- 1. An existing name of a public area particularly one of local or national importance or outstanding feature, should not be changed unless there are extraordinary circumstances of local or national interest.
- 2. The renaming of public areas is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.
- 3. Only those public areas named for location or subdivision should be considered for renaming. Property named by deed restriction shall not be considered for renaming, unless the City obtains the consent of the Grantor.
- 4. Public areas named after individuals should not be changed unless it is found that the individual's personal character is or was such that the continued use of the name for a park or facility would not be in the best interest of the community.
- 5. In order for a public area to be considered for renaming the following should occur:
 - a. the recommended name must qualify according to Section V of this policy, and
 - b. be accompanied by a petition from the particular public area users.

VIII. Other Naming Alternatives

- 1. Public areas that are donated to the City may be named by deed restriction by the donor. The naming and acceptance of land is subject to the guidelines set forth in Section VI and approval by the City Council.
- 2. A facility within a public area, i.e., playground, picnic shelter, meeting room, etc., may be named separately from the public area subject to Section V of this policy.

Effective: June 12, 2008



Tom Bakaly, City Manager

Exhibit B1 - Park City Library Dedication, Donation and Sponsorship Policy

The following regulations establish policy and procedures for the dedication of Park City Public Library meeting rooms and facilities. The City Council retains the right to name City Areas. This policy shall be read in conjunction with existing City policy on Naming of Public Areas, City policy on donations of art, and Resolution 10-11 regarding non-artistic donations to the City proposing to be placed in or on City Property. The following policy is specific to spaces within the Library and Park City Library Building. This policy was reviewed and approved by Council on June 11, 2015.

This policy will be in accordance with the Library's mission which is to provide:

- High quality education opportunities for all
- Customer Service that exceeds expectations
- Technology and information in a variety of formats to sustain a connected, knowledgeable and engaged citizenry.

I. Dedication of Physical Assets

Only the City Council can name assets which include among other things buildings, and rooms within buildings. Dedication of physical assets follows a City Council, Library Board ("Board") endorsed pre-approved menu of items available for Dedication. This dedication menu covers rooms, spaces, substantial equipment/furniture installations, and landscaping features. Room dedication donations under \$100,000 carry dedication rights for 20 years. Dedication rights for any item over \$100,000 will be determined through a consultation with the Board and final approval by City Council. Donors have the right of first refusal at the time of renewal, if they or their first of kin is available.

In assigning Dedication rights values to individual assets, the City Council and Library Board will take into consideration the expected remaining useful life of the asset, the capital cost and ongoing maintenance cost, and the public prominence and traffic level.

A dedication plaque will be installed at or near the named area or room. No plaque shall exceed 3" x 6"). The Library Director reserves the right to choose the wording, size, location, and style of the plaque. An appropriate dedication ceremony may be planned and conducted. This is at the discretion of the Library Director. Dedications from corporations or businesses will not be accepted.

The City Council may approve dedication recognition items and values other than those specified in the most recently approved naming menu on a case-by-case basis. Areas for dedication include, but may not be limited to:

Public Meeting Rooms

The Park City Library offers conference, meeting and study rooms, various gathering spaces and an auditorium which may be reserved or used by the public. The list of rooms, spaces and auditorium and their approved occupancies are listed below:

Location	Room	Maximum Occupancy	Suggested Donation	Potential
First Floor	Entry Hall	43	\$100,000	\$100,000
	Entry Hall Patio	90	\$100,000	\$100,000
	You Create Lab		\$100,000	\$100,000
	Children's Story Room		\$50,000	\$50,000
	Snowboard Wall		\$25,000	\$25,000
	Skateboard Wall		\$25,000	\$25,000
	Children's Mountain		\$25,000	\$25,000
	Meeting Room 101	34	\$50,000	\$50,000
Second Floor	Study Rooms 1-8	6	\$10,000	\$80,000
	Meeting Room 201	34	\$50,000	\$50,000
	Conference Room North	12	\$25,000	\$25,000
	Conference Room South	12	\$25,000	\$25,000
	Reading Room		\$100,000	\$100,000
	Reading Terrace		\$25,000	\$25,000
	Park City History Room		\$50,000	\$50,000
Third Floor	Room 301	34	\$50,000	\$50,000
	Community Room	85	\$100,000	\$100,000
				\$980,000

II. Acceptance of Gifts

The Park City Library actively encourages gifts and contributions which will help the Library better serve the needs of the community. All donations and gifts to the Library are subject to applicable Utah and Park City statutes as well as the Library's existing policies and guidelines, including those relating to the selection of and provision of access to books and other resources. The Library Executive Director makes the final decision on the acceptance, use or other disposition of gifts and also reserves the right to decide any conditions of display, housing or access. The Library is granted unconditional ownership of each gift.

(A) Gifts of Books and Other Library Resources

The Executive Director is authorized to accept or decline offers of gifts in the form of books, recordings and other library materials or resources. The Executive Director, in accordance with existing Library policies and guidelines, may exercise discretion concerning which materials shall be retained for the Library's own collection.

(B) Monetary Gifts

All monetary gifts below are subject to Section 2-4-15(F) of the Park City Municipal Code, in which all monetary donations for the benefit of the Park City Library must be held in the City treasury to the credit of the Library account, and may not be used for any purpose except that of the Library.

Monetary gifts given for use at the Library's discretion ("unrestricted gifts") may be accepted by the Executive Director and will be kept in the City's General Ledger account and only used for Library.

Monetary gifts given for the purchase of Library materials as an honorarium or memorial may be accepted by the Executive Director. The Executive Director or a designated staff member will work with donors in selection and processing of such purchases.

Monetary gifts given for the sponsorship of Library programs may be accepted by the Executive Director.

Monetary gifts given in exchange for naming rights may be accepted by the Executive Director according to the Library's Naming Rights and Sponsorship Policy above.

Monetary gifts received from a will or bequest may be accepted by the Executive Director and used as directed by the donor, subject to Library policies. If received without restrictions, the funds may be used as approved by the Executive Director.

(C) Recognition on Donor/ Art Wall

Monetary gifts can be, at the donor's request, recognized on the Library's Donor Recognition Wall. On the north facade of the main stairs there a 7' x 14' black and white picture will be filled in with 4" x 4" color tile mosaics for each donor. Each 4"x4" tile will require a minimum donation of \$150. In no case shall any one corporation, business, or individual be permitted to purchase more than 4 individual tiles.

(D) Gifts of Securities

Marketable securities will not be accepted.

(E) Gifts in Kind

The City's Administrative Policy on Donations of Art governs all gifts of art including paintings, statuary and other such articles. Resolution 10-11 governs non-artistic donations to the City proposing to be placed in or on City Property. The Executive Director will make a recommendation to the appropriate body based on the type of gift in kind after considering any conditions attached to the proposed gift, including—but not necessarily limited to—the type of recognition provided and the location, disposition, handling or display of the article.. Any such conditions which the Director regards to be inappropriate or impractical may provide a basis for further negotiation with the donor or for a recommendation to reject the gift.

(F) Valuation of Non-Monetary Gifts

While the deemed value of non-monetary gifts may be a factor for consideration, the Library staff will not issue a written or verbal statement of monetary value to the donor. The Executive Director, the Finance Director or a designated staff member, may provide, on request, a letter of acknowledgment to a donor describing the gift and its apparent condition.

(G) Use and Recognition of Gifts

All gifts are accepted with the understanding that it may someday be necessary that they be altered, sold, or disposed of in the best interest of the Library. The Library cannot commit itself to perpetually housing a donation. Restricted gifts can be accepted only with the specific approval of the Library Director or appropriate body under City policy. Donations will be accepted only if, in the opinion of the City Council, with the advice of the Executive Director and the Board, they are in the best interest of the Library.

Exhibit B2

Resolution No. 10-11

A RESOLUTION ADOPTING MEMORIAL AND COMMUNITY PROJECT DONATION POLICY FOR PARK CITY, UTAH

WHEREAS, creating community character is a top priority for City Council; and

WHEREAS, providing customer service consistent with open and responsive government is a top priority for City Council; and

WHEREAS, protecting the integrity of City property is paramount for the residents in Park City; and

WHEREAS, the City Council discussed the policy on January 27, 2011, and finds the attached policy to be in the best interests of the residents of Park City.

NOW THEREFORE, be it resolved by the City Council of Park City as follows:

1. **Policy Adoption.** The Park City Memorial and Community Project Donation Policy attached as Exhibit A is hereby adopted.
2. **Effective Date.** This Resolution shall take effect upon publication.

PASSED AND ADOPTED this 2nd day of June, 2011.

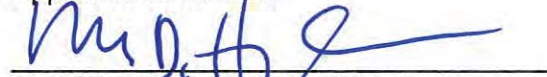
PARK CITY MUNICIPAL CORPORATION


Mayor Dana Williams

Attest:


Janet M. Scott, City Recorder

Approved as to form:


Mark D. Harrington, City Attorney



(Exhibit A)
PARK CITY DONATION POLICY

I. Purpose

To establish a policy for non-artistic donations proposed in public parks, facilities, open space and trails on City property or on public easements.

II. Authorization

The City Council shall retain final authority for accepting donations and/or authorizing any use of City owned property.

III. Objectives

- Ensure uniformity and a timeline for requests
- Facilitate and encourage contributions to the City
- Protect the integrity of City property
- Provide opportunities for residents to augment the provision of City services and create a vested connection to place and community
- Provide customer service consistent with open and responsive government

IV. Qualifying Donations

- Community project enhancements and/or services, such as eagle scout and youth program projects
- Memorial items, such as benches or trees
- Artistic donations **will not be considered**. PCMC has a specific donation policy for art, which is reviewed by the Art Board.
- Third party consideration prohibited. Unless specifically approved by the City Council, third parties, including non-profit organizations, may not market or include donations to the City as part of a donation or additional consideration to that party or organization. The City Council may only approve such arrangements where the consideration is used to offset costs or enhance existing services or donations directly provided by that organization to the City (such as Adopt a Trail programs).

V. PCMC 'Donation List'

PCMC has created a list of items that may represent a benefit to the community but are not currently funded within the budget. It is recommended that all proposals review this list of approved items. Donations identified on this list have a very high probability of being approved.

VI. Process

The purpose of this policy is to establish a uniform process for donations in public parks, facilities, open space and trails on City property or public easements.

The following guidelines will be used when donating items:

A. Written Proposal and Letter of Intent

A written proposal (Exhibit B) must be submitted to the Executive Office at Park City Municipal Corporation for review. The proposal submitted should include: an explanation or scope of the proposed donation; specifications, including type, dimensions, material and proposed location; estimated value of the donation; and any other pertinent information. Additionally, a draft Letter of Intent (Exhibit C), detailing the general criteria and obligations for a donation needs to accompany the proposal.

B. General Criteria

In general, the following criteria will be considered: Any existing agreements, regulations or deeds, proposal, scope, easements, utilities, existing structures, quality and/or quantity of an object(s), size, future or ongoing maintenance, public safety, estimated value, relationship to the natural environment, users of the proposed site, future development plans, landscape design, existing infrastructure, environmental concerns, visibility and accessibility and if the item is identified on the PCMC "donations list."

All applications may be reviewed by such city agencies as Engineering, Finance, Parks, Public Works, Sustainability, Water, Recreation or Planning before making a recommendation. Should the donation be proposed for a historic building, site or district, PCMC will consult with the Planning staff and the appropriate Historic Commission. Finally, donations made on property with a conservation easement or deed restriction shall require approval from the easement holder if required per the applicable easement or deed.

The City Council shall retain final authority for all use of City owned property.

C. Timeline and Review Process

Once an application is considered complete, (verified in writing) staff will process and respond to each application within 60 days of submittal. One of the following responses will be provided:

1. Application acceptance and prepare for Council approval.
2. Application denial due to the applicant not meeting the terms of agreement of general criteria.
3. Application modification request which may include a general modification to the scope of the project
4. No timeframe shall be set for Council approval.

Location and Process

Donations will be processed appropriately within a tier system dependent on the proposals location.

Tier 1: Donations which are included in the PCMC Donations List (Exhibit G) and proposed location is within City Parks, Urban green spaces and along trail corridors (Exhibit F), may be approved administratively by a review committee consisting of Parks, Public Works, Executive and Sustainability Department staffers. The City Manager will notify City Council of any such approval, by means of a Manager's Report.

Tier 2: Donations which are NOT included in the PCMC Donations List and proposed location is within City Parks, Urban green spaces and along trail corridors shall be reviewed by City Council in a regularly scheduled work session meeting.

Tier 3: Donations proposed on City Owned Open Space, identified in (Exhibit E), must be compliant with the locations management plan, conservation easements, if any, and shall require City Council approval in a regularly scheduled meeting.

D. Implementation

The following guidelines are provided for the installation, construction or placement of any donation:

1. Project and Process

This donation agreement shall be appurtenant to the following location and project: _____

2. Funding

All costs including initial installation, labor and materials are the responsibility of the donor. All donations with an estimated value over \$5000 need to be reported to the Finance Department.

3. Installation

Park City Parks Department will oversee and provide for the installation of all donations. Donations requiring installation services outside of the Parks Department's regular duties may require an outside contractor at the applicant's expense. Furthermore, the Parks Department shall approve final locations and the installation timeline for all donations.

4. Location

PCMC reserves the right to amend and/or reject any location provided by the applicant, based on any existing agreements, regulations or deeds, scope, proposal, easements, utilities, existing structures, quality and/or quantity of an object(s), size, maintenance, public safety, relationship to the natural environment, users of the proposed site, future development plans, landscape design, existing infrastructure, proximity to other donations, environmental concerns, visibility and accessibility and if the item is identified on the PCMC "Donations List." Unless specifically agreed to in writing, the City may, at any future date, elect in its sole discretion to remove or relocate the donation. No permanent right, title, or interest of any kind shall vest in the Donor's behalf by virtue of this agreement.

5. Vandalism & Maintenance

All normal maintenance costs are at the City's expense, however, no special maintenance and/or replacement will be undertaken. Special maintenance shall be defined as exceeding normal maintenance as determined and provided by the Parks Department. Payment will be made by check payable to Park City Municipal Parks Department. The Parks Department will replace a tree within one year of the planting of the tree but will not be responsible after two years. The City reserves the right to relocate any donation.

6. Plaques

No upright, free standing signs or plaque donations are allowed without City Council approval. The City will allow at specified sites an engraved (12"x 8") 96 square inch or smaller engraved flat stone that can be placed at the foot of a donation. Other items may have a plaque placed or engraved. These Plaques/engravings will be (4"x 4") sixteen square inches in size. Other details such as materials and wording must be approved by the City as part of the written proposal.

7. Materials

All donated benches and species of trees must be approved by the Parks Department. Materials or items not specified within this document will be reviewed and approved by the City Engineer. Trees may only be planted

between May 15th to October 1st; weather permitting approved and coordinated with the Parks Department.

8. Liability

In no event shall the City be liable for value or tax assertions/claims by the Donor. The Donor(s) agree(s) to hold the City harmless and indemnify the City for any and all claims which might arise from any person, entity or corporation, resulting from the Donor's use of the City property or right-of-way for installation purposes, or arising from the Donor's performance or improvement/item donated pursuant to this policy.

9. Other

This agreement shall be in effect for the life of the donated item in accordance with generally applicable standards administered by the Finance Department.

(Exhibit B)
Written Proposal

Date: _____

Applicant: _____

Address: _____

Phone: _____

Email: _____

Scope of donation(s) *(Why and what are you submitting for this request?)*

Location *(Where are you proposing to donate the item(s)? maps, photos are encouraged. Please be specific)*

Type of Donation *(Please provide size, shape, materials, quantity of donation.)*

Approximate Cost of Donation

(Exhibit C)
Donation Letter of Intent

The following guidelines are provided for the installation, construction or placement of any donation:

1. Project and Process

This donation agreement shall be appurtenant to the following location and project: _____

2. Funding

All costs including initial installation, labor and materials are the responsibility of the donor. All donations with an estimated value over \$5000 need to be reported to the Finance Department.

3. Installation

Park City Parks Department will oversee and provide for the installation of all donations. Donations requiring installation services outside of the Parks Department's regular duties may require an outside contractor at the applicant's expense. Furthermore, the Parks Department shall approve final locations and the installation timeline for all donations.

4. Location

PCMC reserves the right to amend and/or reject any location provided by the applicant, based on Any existing agreements, regulations or deeds, scope, **donor or proposal**, easements, utilities, existing structures, quality and/or quantity of an object(s), size, maintenance, public safety, relationship to the natural environment, users of the proposed site, future development plans, landscape design, existing infrastructure, proximity to other donations, environmental concerns, visibility and accessibility and if the item is identified on the PCMC "Donations List." Unless specifically agreed to in writing, the City may, at any future date, elect in its sole discretion to remove or relocate the donation. No permanent right, title, or interest of any kind shall vest in the Donor's behalf by virtue of this agreement.

5. Vandalism & Maintenance

All normal maintenance costs are at the City's expense, however, no special maintenance and/or replacement will be undertaken. Special maintenance shall be defined as exceeding normal maintenance as determined and provided by the Parks Department. Payment will be made by check payable to Park City Municipal Parks Department. The Parks Department will replace a tree within one year of the planting of the tree but will not be responsible after two years. The City reserves the right to relocate any donation.

6. Plaques

No upright, free standing signs or plaque donations are allowed without City Council approval. The City will allow at specified sites an engraved (12" x 8") 96 square inch or smaller engraved flat stone that can be placed at the foot of a donation. Other items may have a plaque placed or engraved. These Plaques/engravings will be (4" x 4") 16 square inches in size. Other details such

as materials and wording must be approved by the City as part of the written proposal.

7. Materials

All donated benches and species of trees must be approved by the Parks Department. Materials or items not specified within this document will be reviewed and approved by the City Engineer. Trees may only be planted between May 15th to October 1st; weather permitting approved and coordinated with the Parks Department.

8. Liability

In no event shall the City be liable for value or tax assertions/claims by the Donor. The Donor(s) agree(s) to hold the City harmless and indemnify the City for any and all claims which might arise from any person, entity or corporation, resulting from the Donor's use of the City property or right-of-way for installation purposes, or arising from the Donor's performance or improvement/item donated pursuant to this policy.

9. Other

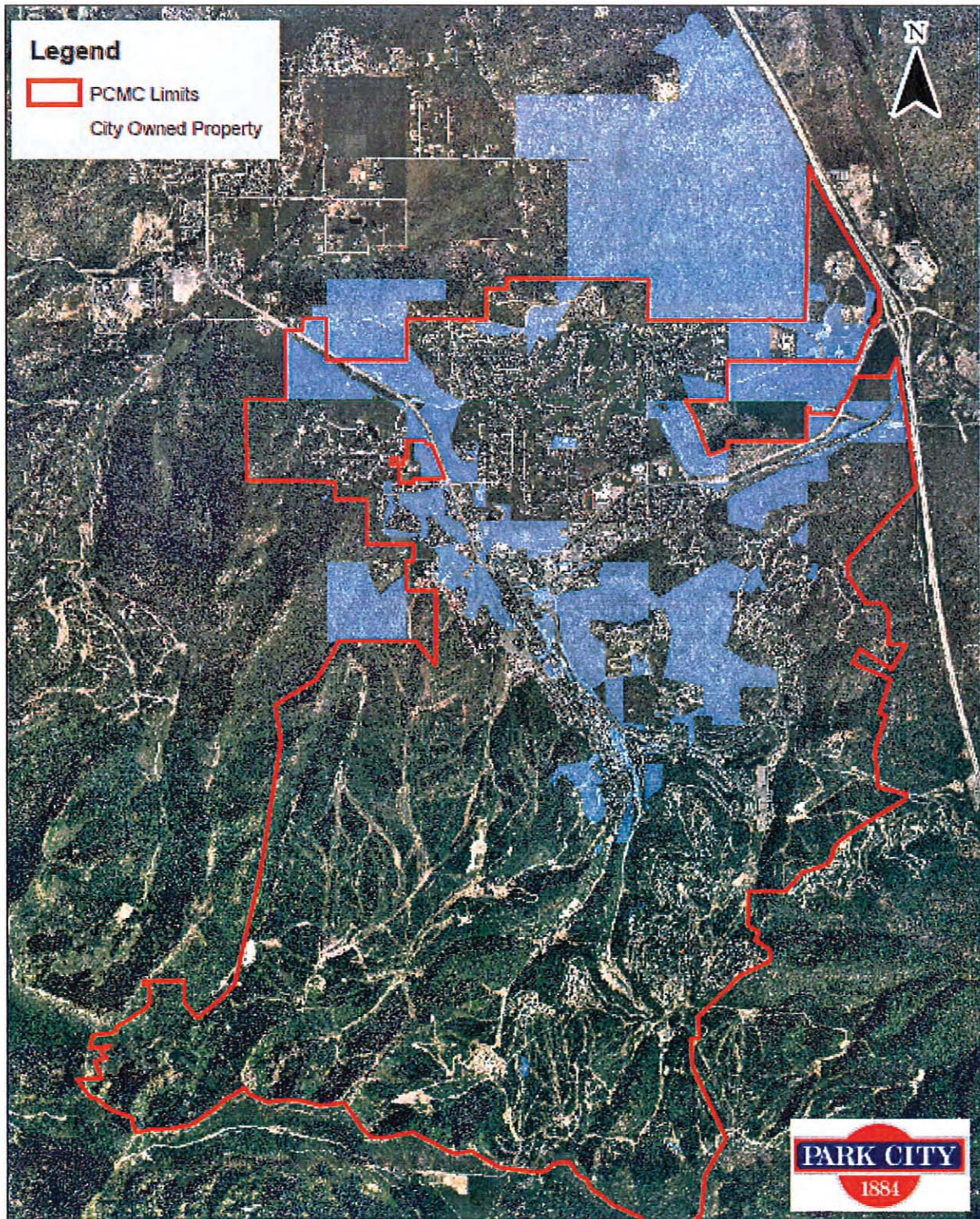
This agreement shall be in effect for the life of the donated item in accordance with generally applicable standards administered by the Finance Department.

THIS AGREEMENT is made by and between PARK CITY MUNICIPAL CORPORATION (City) and _____ (Donor(s)) to set forth the terms and conditions under which the City will permit the applicant to donate certain improvements on City property at _____ (location), Park City, Utah. Subject to the following terms and conditions of this agreement.

DATED this _____ day of _____, 20____.

EXHIBIT E

PCMC Owned Property



Park City Open Space (Exhibit E description continued)

1. Round Valley Open Space
2. Osguthorpe Conservation Easement
3. Armstrong Open Space
4. April Mountain/Masonic Hill Open Space
5. McPolin Farm Open Space (does not include barn structures and patio area)
6. Willow Ranch/Aspen Springs Open Space
7. Coalition Park Open Space
8. Rail Trail
9. Virginia Mining Claims/Rossi Hill Open Space
10. Iron Mountain/Colony Open Space
11. Town Lift
12. Quinn's Complex Open Space
13. PRI parcel
14. Quarry Mountain Open Space
15. Park City Heights Open Space
16. McLeod Creek Open Space (not including trail corridor)
17. Pace Open Space
18. North 40 Open Space
19. Triangle Parcel
20. Eagle Mountain Open Space
21. Huntsman Parcel adjacent to Hwy 224

Park City Urban Spaces and Parks (Exhibit F)

PARK CITY CEMETERY
CARL WINTERS
CITY PARK
MARSAC (No trees)
RACQUET CLUB
THAYNES CREEK RANCH
TRANSIT CENTER (No trees)
UPPER CHINA BRIDGE (No trees)
LOWER CHINA BRIDGE (No trees)
T.M.I. PARKING (No trees)
OLYMPIC WELCOME PARK
6TH STREET (No trees)
CREEKSIDE PARK
COALITION PARK
MAIN STREET WALK (No trees)
CITY PARK REC. BUILDING
SOUTH END OF CITY PARK
PROSPECTOR PARK
PROSPECTOR BUFFER STRIP
MAKING TRACKS
HUNTSMAN PARK
TROLLEY TURN AROUND
224 MEDIAN (No trees)
SANDRIDGE PARKING
SKATE PARK
248 MEDIAN (No trees)
ROTARY PARK (No trees)
RAIL CENTRAL (on open space list)
HILLSIDE PARK
SENIOR CITIZENS CENTER
SIDEWINDER PARK
PUBLIC WORKS
MAWHINNIE PARK
HACKNEY COURT
SUNSET COURT
RIVER BURCH COURT
WHITE PINE
RED MAPLE
QUAKING ASPEN
MOUNTAIN OAK
RED PINE
QUINN'S – PARK CITY SPORTS COMPLEX
HOLIDAY RANCH PARK STRIP
COMSTOCK PARK STRIP (COMING SOON)
HILLSIDE PARKING LOT
ROUNDAABOUT
BONANZA MEDIAN/PARK STRIP (COMING SOON)
Poison Creek Pathway
McLeod Creek Pathway

Crescent Tram area
Round Valley Way Trailhead
Cove Trailhead
Quinn's Trailhead
Lost Prospector Trailhead
Guardsman Pass Trailhead
Park City Recreation Center Park/Outdoor areas
Solamere Trailhead
Mid Mountain Trailheads
Lost Prospector Trailhead

DONATIONS LIST (Exhibit G)

All proposed donations must meet City specifications and be approved by the Parks Department.

- Interior Plants
- Trees
- Shrubs
- Flowers
- Picnic tables
- Benches
- Playground equipment
- Drinking fountains (existing water service must be considered)
- Doggy dispensers or bags
- Ball Field Conditioner
- Ball Field Bleachers
- Recreational Equipment – (ball sports, swimming, exercise, etc.)
- Soccer or Lacrosse goals or nets
- Garbage cans
- Shade Structures
- Memorial Markers
- Flags (national or municipal)
- Trailhead (tools) kiosk/informational items
- Signage (informational and without sponsorship)
- Trailhead Kiosk
- Bicycle Racks

Exhibit B3 - Art Donation Policy

Donation Policy

The Public Art Plan includes the following information with regards to donations.

From time to time, citizens of Park City and others have offered to contribute to Park City's public art collection with generous gifts of artwork. It is the responsibility of the Public Art Advisory Board to review such proposed gifts on behalf of Park City.

In the case of a proposed donation of art to the Park City Public Art Program, the donor will present a proposal to the Public Art Advisory Board in accordance with the donation policy (Exhibit D), and the Public Art Advisory Board will vote to accept or reject the donation. If accepted, the selection and approval process outlined above will be followed with the exception of the generation of a request for proposal.

Exhibit D

Park City Public Art Donations Policy

Guidelines and Criteria for Review Process of Proposed Gifts of Art

Through the years, generous people have made gifts of artworks to Park City, thereby enriching Park City's public spaces and fostering civic pride among its citizens. With the creation of Park City's Public Art Program and assignment of program management to the Public Art Advisory Board, the Board is also responsible for considering all future public art gifts to the city. All decisions to accept or decline art donations will rest with the Public Art Advisory Board. The Public Art Advisory Board will make donation recommendations based upon the same selection criteria it uses for acquiring works for the Public Art Collection (see Design Criteria).

Anyone wanting to donate public art must follow the following process.

I. Written Proposal or Letter of Intent

A written proposal or letter of intent must be submitted to the Park City Public Art Advisory Board for their review. The material submitted should include specifications of the proposed gift, including artist, title, dimensions, material, proposed location, and a profile on both the artist and the donor. Depending on the proposed gift, other information that may be requested could include a maquette, drawing or photograph of the work, site drawings, installation details, a professional appraisal of the value of the work, and estimate for maintenance costs and maintenance instructions and schedule.

II. General Standards

In general, the acceptance and placement of donated works of art should be in accordance with general standards of the public art program. The proposed site should be described in the written proposal. The location and design of the gift should be consistent with the character and design intentions of the proposed site. The quality, scale and character of the gift should be appropriate to the particular site. Maintenance, public safety and vandalism issues will also be considered.

Donations of works of art that require public art funds to be used to pay for site preparation, installation, framing, restoration or repairs are not encouraged. The Public Art Advisory Board will evaluate such expenses at the time the work is being considered.

The Public Art Advisory Board may ask for assistance in the review from such city agencies as Engineering or Planning before making a recommendation. Should the gift be proposed for a historic building, site or district, the Public Art Advisory Board will consult with the Planning staff and the appropriate Historic Commission. The Public Art Advisory Board may also choose to consult with design professionals on issues that require their expertise.

III. Memorial Gifts

Memorial gifts raise other issues to be considered. The significance of the event or person being memorialized must be documented in the proposal. The memorial must represent broad community values and be meaningful to future generations. The location for a memorial is particularly important in the consideration and the proposal should include a justification for the proposed site. The context of the proposed memorial and its relationship to the site will be considered.

IV. General Criteria

In general, as with all public art, the following criteria will be considered: Quality and artistic merit, pedestrian traffic patterns, public safety, relationship to built and natural environment of the site, users of the proposed site, future development plans for the site, landscape design, existing artwork at the proposed site, environmental concerns, visibility and public accessibility to the work.

V. Associated Costs

In general, the donor should cover the costs of shipping, fabrication and installation. If necessary to the project, the donor should also be responsible for engineering requirements, design and cost of pedestal, identification plaque, special lighting, structural support and foundation, and landscaping of the site (each of which would require review by the City). In some cases, the donor may establish a maintenance fund for the work.

VI. Terms of Agreement

An agreement will be drawn up for signature by the City and the donor, providing the terms of acceptance of the gift. In most cases, the artwork will be donated outright and become the property of the City. In some cases, the gift may be on long-term, permanent, or temporary loan to the City, in which case the terms of such a loan will be included in the agreement.

Exhibit C - Park City Library Facility Use & Rental Policy

The following policies and procedures govern the use of Park City Library Facilities (the Facilities), in accordance with the Library's mission. The Library's Mission is to provide:

- High-quality educational opportunities;
- Customer service that exceeds expectations; and
- Technology and information in a variety of formats to sustain a connected, knowledgeable and engaged citizenry.

At all times, those using the Library Facilities must adhere to the Patron Behavior Policy, in addition to the following.

I. Library Facilities

The Library offers Facilities which may be reserved or used by the public. The Library Facilities and approved occupancies are listed below:

Second Floor

Study Rooms 1 through 8 – Occupancy 3 - 6

Public Meeting Room 201 – Occupancy 34

Conference Room North – Occupancy 12

Conference Room South – Occupancy 12

The City does not endorse the viewpoints or activities expressed by any users or participants, or of the policies or beliefs of the organization or individual using the Facilities. No advertisement or announcement implying such endorsement shall be permitted, nor shall any group using the Facilities use the Library as its official address, unless approved by the Library Director and/or his/her designee.

II. Eligibility for Room Use & Rental

Reservations shall be accepted on a first-come, first-served basis, except that Library and City uses – including City leases with third parties such as the Park City Film Series and the Sundance Institute – shall always take priority.

Fees will be assessed based on the following groupings:

- Group 1:** Activities which are free, open to the public, and educational/informational.
- Group 2:** Activities which are open for public participation but charge a fee for participation such as fundraisers, conferences or events.
- Group 3:** Activities which are closed to the public such as private receptions, meetings or parties, and/or which may promote or solicit business, sponsorship, membership or donations.
- Group 4:** Activities which are outside of Library operating hours.

III. Reservations

A. Reservations & Deposits

Reservations will be taken no more than six months and no less than one week in advance, or as approved by the Library Director and his/her designee.

Reservations may be requested online by completing the Reservation Request Form (the Form). The Library staff will assist patrons who request aid in completing the Form. The person requesting use of the Facilities must complete the Form in its entirety. Once the Form is completed, the Library Director or his/her designee will review the request and, if approved, issue an approval with any conditions deemed necessary.

An invoice for deposits and/or fees with required payment dates will be issued at the time the reservation is confirmed.

B. Cancellations & Refunds

Request for cancellation must be made in writing by email or letter to the Library Director or his/her designee no later than three calendar days in advance of the reservation. If the cancellation is timely, the User will receive a refund of all deposits. Cancellations made less than three days in advance will receive a 50% refund of deposits. Cancellations made the day of the reservation will not receive a refund. Refunds will be issued no more than thirty days after being approved by the Library Director or his/her designee.

As a condition of approval, the Library Director or his/her designee may at his/her discretion impose more-stringent cancellation policies on a particular reservation.

C. Hours and Approval of Use

During times when the Library is closed, the Facilities shall be unavailable for use, unless approved by the Library Director or his/her designee.

The Library Director or his/her designee may deny the use of the facility to an applicant if, in the Director's opinion:

- a. the purpose of the use or activity is illegal;
- b. the use presents health or security risks or is potentially hazardous; or
- c. the use would interfere with the functioning of the Library.

Minors under the age of 17 are not permitted to use or rent any of the facilities, with the exception of Study Rooms, unless accompanied by an adult.

D. Library Facilities Fee Schedule

Fees will be assessed based on the following groupings:

- Group 1:** Activities which are free, open to the public, and educational/informational.
- Group 2:** Activities which are open for public participation but charge a fee for participation such as fundraisers, conferences or events.
- Group 3:** Activities which are closed to the public such as private receptions, meetings or parties, and/or which may promote or solicit business, sponsorship, membership or donations.
- Group 4:** Activities which are outside of Library operating hours.

Location	Room	Occ.	Group 1	Group 2 & 3	Group 4
Library 2nd Floor	Study Rooms 1 - 8	3 - 6	Free	Unavailable	Unavailable
Library 2nd Floor	Meeting Room 201	34	Free	\$25/Hour	\$50/Hour
Library 2nd Floor	North Conference Room	12	Free	\$20/Hour	\$40/Hour
Library 2nd Floor	South Conference Room	12	Free	\$20/Hour	Unavailable

The Library may require that staff be present at some activities to provide appropriate security, technical support, custodial, or maintenance services. Facility set-up and break-down are the sole responsibility of the User. (Refer to sections V. and VI. for details.)

When Facilities are used by recognized Library support groups, partners, or other affiliated community organizations, it is the policy that all activities be planned by the group in consultation and cooperation with a Library staff member designated as liaison to the group. With this participation, it should be possible to schedule events so that they have minimal impact on normal work schedules. Staff will make a concerted effort to meet the needs of the group within an adjusted work schedule. If this is not possible because of budget constraints, reduced services, vacancies, etc., the support group may be required to pay a fee to cover the costs of keeping the Facility open during non-service hours.

IV. Food & Beverage

Food and Beverage shall be permitted in Library Facilities. The Library Director or his/her designee may modify these policies for a particular reservation if he/she deems necessary and may require a security deposit to protect against damage to City property.

A. Alcoholic Beverages

The User shall request in writing permission to serve alcoholic beverages in Library Facilities. The Library Director or his/her designee reserves the right to approve or deny the request. Once the Library Director or his/her designee approves the use, the User is responsible for adhering to state liquor laws as set forth in the State Code and by the Utah Department of Alcoholic Beverage Control, including obtaining permits as necessary.

B. Smoking

Smoking is strictly prohibited inside the Library. In accordance with Utah Indoor Clean Air Act (Utah Code Annotated § 26-38-1 et seq.), smoking is not permitted in public buildings, including libraries, or within 25 feet of any entrance.

C. Food

Food, including that which is brought in by Users, Caterers or Food Vendors (Providers), must be approved by the Library Director or his/her designee. Providers shall adhere to the following rules.

i. Rules for Food Providers

- a. Food Providers are responsible for following proper permitting as required by City, County, and State laws.
- b. Provider staff and supplies must enter and exit through locations designated by the Library staff.
- c. Parking or loading areas for Providers must be approved by Library staff.
- d. Gas, charcoal grills and open flames for cooking or other decorative elements are prohibited.
- e. Request to use any electrical appliances must be approved by the Library Director or his/her designee and electrical requirements must be given to Library staff at least one week prior to the event. Providers are responsible for bringing their own electrical cords as needed.
- f. Set-up time for the use will be determined by Library staff.
- g. All Facilities used by Providers shall be left clean and in good condition. Surfaces shall be wiped clean. Nothing (including water and ice) may be poured in the drinking fountains, landscaping, or grass areas. All food, beverages, refuse (trash, waste, recycling), and equipment shall be removed from the premises immediately following the event.
- h. Providers and Users shall agree to restore the Facilities to their original condition. Failure to restore Facility to this condition may result in additional charges for cleaning and may result in revocation of authorization for future use under the recommendation of the Library Director and his/her designee.
- i. The Library is not responsible for any property left in the Facility or on the Library premises. Items may be discarded by public sale or destruction, without notice to the user or any other party, and without liability to the Library or City.
- j. The Park City Library Building has a kitchen, the use of which can be requested at the time of a reservation if needed. The Library Director or his/her designee shall coordinate the use of the Kitchen with other reservations or uses that may occur at the same time. Costs to use

the Kitchen are at the discretion of the Library Director or his/her designee based on the fee schedule as provided in the *Gathering Room Use and Facility Rental Policy*.

V. Decorations, Equipment & Set Up

Users shall have 15 minutes prior to the reservation time for set-up. If more time is needed, it is the responsibility of the User to reserve additional time. All decorations, signs, and equipment must be approved by the Library Director or his/her designee.

- i. Upon arrival, it is the responsibility of the User to inspect the Facilities and report any problems immediately to the Library staff. Failure to do so may result in cleaning or damage fees.
- ii. The User must be present in order to accept or make deliveries. At no time shall the Library staff be permitted to accept or make deliveries for a User.
- iii. Any temporary structures such as stages, tents, inflatables, etc., may require a permit from the City Planning or Building Departments. The User is responsible for obtaining such permits as necessary.
- vi. Use of glitter, confetti, and glue shall be approved for use by the Library Director or his/her designee.
- v. Nails, tacks, tape and other materials that are used for adhering items to wall surfaces shall be approved by the Library Director or his/her designee.
- vi. Service animals, Intermountain Therapy Animals, and dogs owned by City and Library employees are permitted in the Facilities. . All other animals must be approved by the Library Director and or his/her designee. If animals are permitted, owners are responsible cleaning up after the animals and are financially responsible for any damage, harm, or liability incurred while on City property.
- vii. Music or other noise is permitted but must be kept to a level which does not interfere with other Library activities. Library staff may revoke access to the Facilities if music or other noise is interfering with Library activities.
- viii. The Library may at any time enter the Facilities to ensure that no unlawful activities are therein occurring.
- ix. The Library Director or his/her designee shall determine require a deposit based on the fee schedule depending on the the use or rental of the space.
- x. All furniture or other temporary equipment brought into the Library shall have protective caps to avoid scratching floors and damaging walls. Movement of furniture must be done with the use of rubber-wheeled dollies or carts. All furniture must be lifted, not dragged. It is the responsibility of the User to move all furniture or equipment. Library staff will not assist with the movement of furniture or equipment unless approved ahead of time.
- xi. All rooms contain tables and chairs and have access to the wireless network for Internet use. Tables and chairs shall not be moved between rooms unless approved by Library staff.
 - a. Each meeting and conference room is equipped with a Smart TV with a self-contained camera for video-conferencing (no computer required). Patrons may use personal laptops for presentations; the Library does not provide computers in meeting or conference rooms. The Library may provide VGA & HDMI connections, which must be requested ahead of time.
 - b. Users are responsible for downloading and testing software needs ahead of time. If Users need special accommodations or require assistance with any of the technology, the Library staff must be notified at the time a reservation is confirmed.
 - c. Meeting and conference rooms may contain white-boards that may be used. The equipment cupboard in each room contains markers, an eraser, and cleaning supplies with instructions regarding use and cleaning. Users must clean the white-board before vacating the room.
 - d. It is the responsibility of the User to return the equipment in the same condition which it was provided to them.

- e. Additional equipment reservations and rentals shall be the responsibility of the User.
- f. Those who need assistance with equipment should notify Library staff at the time a reservation is confirmed.

VI. Breakdown & Cleaning

All Users are responsible for completing breakdown and clean-up by the end of the reservation. The Library Director or his/her designee has the discretion to charge a cleaning or breakdown fee based on the City's fee schedule if these policies are not followed.

All Facilities must be cleared, cleaned and vacated 15 minutes prior to Library closing. Users are responsible for being aware of closing times. Any User that has not cleared, cleaned and vacated the room 15 minutes prior to closing will be charged after-hours fees as stated in the *Fee Schedule* above.

A. Breakdown and Cleaning Policies

- iii. Removal of plaques, art, tables, chairs, podiums or other items or equipment from the rooms is strictly prohibited. Facilities, tables, chairs and other equipment should be placed back in their original state at the end of a reservation.
- iv. All approved signage, decorations or other temporary items must be removed by the end of rental period. Storage of any goods by persons or groups using the rooms is not allowed.
- v. Any damage caused to the Facility or equipment, including beverage or food accidents, must be immediately reported to Library staff. Cleaning or damage fees may apply.
- vi. Tables and countertops must be wiped down, and chairs and tables stacked/arranged appropriately. It is the responsibility of the User to remove and dispose of refuse (trash, waste, recycling).
- viii. The User must inform Library staff when vacating the room.
- ix. No gratuities may be given to Library staff.

VII. Filming & Photography

Users must review Library Policy and City filming and photography permit guidelines if they wish to photograph or film inside the Facilities. It is the responsibility of the User to obtain filming or photography permits, if necessary.

VIII. Capacity & Permits

In order to ensure the health and safety of Users and other Library patrons, as well as Library staff, capacity may not exceed the posted requirements in each room.

- a. It is the responsibility of the User to obtain any additional City, County or State permits or approvals that may be necessary.
- b. Some events may require security due to attendance. The Library Director and his/her designee will determine appropriate security, which must be paid for by the User.

IX. Parking

The Park City Library is located in a residential area. Limited, non-exclusive parking is available at the Library and surrounding area for those who utilize the building and its Facilities. It is the responsibility of all users to obey and follow all posted signs and restrictions. Park City is not responsible for damage or loss of vehicles on City property.

- a. Those individuals or organizations that reserve Facilities in the building should refer to the Park City Municipal site for information regarding walkability and transit schedules to alleviate parking pressures in the area. Carpooling and/or ridesharing is highly encouraged for those who do choose to use drive to the facility.
- b. The Library Director or his/her designee may require a User to have a parking and transportation plan.
- c. All deliveries for Facility reservations must be prearranged. It is the responsibility of the organizer to inform Staff if deliveries are required during the initial request of their reservation.

X. Supplemental Policies

i. Study Rooms

- Use shall be free for the general public. The Study Rooms may not be used in any way to promote or solicit business, membership, sponsorship, or donations.
- May be utilized by minors without parental supervision.
- Cannot be reserved in advance.
- Shall be used only during Library operating hours.
- The consumption of alcohol is strictly prohibited in Study Rooms.

ii. Meeting Room 201

- Shall be used during Library operating hours. The Library Director and his/her designee shall grant permission to use this Facility either before or after hours.

iii. North Conference Room

- Shall be used during Library operating hours. The Library Director and his/her designee shall grant permission to use this Facility either before or after hours.

iv. South Conference Room

- Shall only be used during Library operating hours.
- The consumption of alcohol is strictly prohibited in the South Conference Room.

XI. Damages and Liability

The Park City Library will assume no liability for loss or damage to any equipment owned or rented by User while in its facilities. Such Users will be held responsible for any damage to the Building or Library property caused by anyone attending the activities organized by the User.

Any conduct occurring on City property which is unlawful or inappropriate shall result in the immediate termination of the use and forfeiture of all deposits and fees, and may result in fines and criminal charges being instituted.

The City shall not be responsible for the loss or damage of personal property occurring on City property during the use of the Facilities.

XII. Appeals Process

An applicant aggrieved by an administrative decision about the use of the Facilities may appeal the decision in writing to the Library Director within seven days of the action that gave rise to the grievance.. The Director will render a determination within 5 days. Appeal of the Library Director's determination may be made to the City Manager. The City Manager's determination is final.

Exhibit D

PARK CITY LIBRARY

POLICY

PATRON BEHAVIOR POLICY

Policy Statement

The Patron Behavior Policy exists to support the Park City Library's mission of providing excellent customer service and a welcoming environment. In order to provide all patrons and staff with a pleasant library experience, patrons are expected to respect the rights of others and to adhere to the following regulations. This policy applies to children and adults.

Patrons who vandalize property, steal library materials, interfere with the rights of others, or fail to adhere to any of the regulations in this patron behavior policy may be subject to one or more of the following consequences:

Revocation of access to specific library services for a specified period of time,

Expulsion from the library for a specified period of time,

Notification of the appropriate law enforcement agency, which may result in arrest and prosecution,

Liability for damages to public property or injuries to library staff.

Regulations

1. Show courtesy and respect to other patrons by using volume levels, behavior, and personal hygiene that will not disturb others. Examples of disruptive behaviors include but are not limited to being excessively loud, running, and sleeping in the library.

2. Show courtesy and respect to staff by complying with requests from staff. Abusive or harassing behavior towards staff may result in expulsion from the library and/or revocation of library privileges or access.

3. Cellphone conversations in the library are expected to be kept at a moderate length and volume level. The Reading Room on the Second Floor is a designated Quiet Zone, where cellphone conversations are not allowed. Library staff reserves the right to request that patrons relocate while talking on their cellphones.

4. Treat library materials, equipment, furniture, and facilities in a safe and appropriate manner. To protect the safety of all library patrons and staff, observe the following rules:

4.1 Skateboards, scooters, rollerblades and similar equipment are not allowed to be used inside the library.

4.2 Bicycles, skis, and snowboards must be left outside in the racks provided.

- 4.3 Only motorized vehicles that provide mobility assistance are allowed in the library.
5. Obey all federal, state, city, and county laws and ordinances including, but not limited to, The Utah Indoor Clean Air Act which prohibits smoking in public buildings (UCA 26-38-1).
6. Caregivers are responsible for the safety and behavior of the people they care for while in the library.
- 6.1 Unsupervised minors may be reported to appropriate authorities by library staff.
- 6.2 At no time will a staff member take an unsupervised minor off of library property or escort a minor home.
- 6.3 Library staff cannot assume responsibility for a minor's safety or behavior when the minor is unattended.
7. Animals may not be brought into the library except for service animals, Intermountain Therapy Animals, and library employees' dogs as designated by Park City Municipal Corporation's Dog Policy. Programs that include animals such as reading dogs, educational animals, and library pets must be approved by the Library Director.
8. Food and drink is allowed in the library if practiced "within reason" as determined by library staff. All beverages must have lids or caps unless a patron is in the coffee shop area.
- 8.1 No food or drink is allowed in the YouCreate Lab.
- 8.2 Only drinks with lids are allowed at public computers, but no food.
- 8.3 Patrons are responsible for cleaning up their food, beverages, and containers.
- 8.4 Patrons are responsible for any damage incurred while eating or drinking in the library.
10. Library staff may request to inspect patron belongings when theft is suspected.

Appeal Process

Any person who is expelled from the library or whose access to library services is revoked for 24 hours or longer may appeal these actions directly to the Library Director. An additional appeal may be made to the Library Board.

Drafted: March 2015

Adopted: April 2015

Exhibit E - Gathering Room Facility Use & Rental Policy

The following policies and procedures govern the use of certain Rooms in the Park City Library Building for short term rentals. Long term rentals (for over 30 days) are reviewed and administered by Special Event Staff.

I. Gathering Rooms in the Park City Library Building

Park City Municipal Corporation (the City) offers Rooms which may be reserved by the public. These Rooms are owned and operated by the City, and the City Council has authorized the Library Director to administer these Policies regarding public access to the Rooms. The Rooms and their approved occupancies are listed below.

First Floor

Entry Hall – Occupancy 43
Entry Hall Patio – Occupancy 90
Public Meeting Room 101 – Occupancy 34

Third Floor

Public Meeting Room 301 – Occupancy 34
Jim Santy Auditorium – Occupancy 516
Community Room – Occupancy 85
Kitchen – Occupancy 10

The City does not endorse the viewpoints or activities expressed by the participants or the policies or beliefs of the organization or individual using the Rooms. No advertisement or announcement implying such endorsement shall be permitted, nor shall any group using the Rooms use the Building as its official address.

The Rooms are only available to the public for reservation when not being used by the City or when doing so would not interfere with leases or agreements between the City and other parties.

II. Eligibility for Room Use & Rental

Reservations shall be accepted on a first-come, first-served basis, except that City uses – including City leases with third parties such as the Park City Film Series and the Sundance Institute – shall always take priority.

Fees will be assessed based on the following groupings:

- Group 1:** Activities which are free, open to the public, and educational/informational.
- Group 2:** Activities which are open for public participation but charge a fee for participation, such as fundraisers, conferences or events.
- Group 3:** Activities which are closed to the public such as private receptions, meetings or parties, and/or which may promote or solicit business, sponsorship, membership or donations.
- Group 4:** Activities which are outside of Library operating hours.

III. Reservations

A. Reservations & Deposits

Reservations will be taken no more than six months and no less than one week in advance, or as approved by the Library Director and his/her designee.

Reservations may be requested online by completing the Reservation Request Form (the Form). The Library staff will assist patrons who request aid in completing the Form. The person requesting the use of facility must complete the Form in its entirety. Once the Form is completed, the Library Director or

his/her designee will review the request and, if approved, issue an approval with any conditions deemed necessary.

An invoice for deposits and/or fees with required payment dates will be issued at the time the reservation is confirmed.

B. Cancellations

Request for cancellation must be made in writing by email or letter to the Library Director or his/her designee no later than three (3) calendar days in advance of the reservation. If the cancellation is timely, the User will receive a refund of all deposits. Cancellations made less than three days in advance will receive a 50% refund of deposits. Cancellations made the day of the reservation will not receive a refund. Refunds will be issued no more than thirty days after being approved by the Library Director or his/her designee.

As a condition of approval, the Library Director or his/her designee may at his/her discretion impose more-stringent cancellation policies on a particular reservation.

C. Hours and Approval of Use:

During times when the Library is closed the Rooms may be available for use as approved by the Library Director or his/her designee.

The Library Director or his/her designee may deny the use of the facility to an applicant if, in the Director's opinion:

- a. the purpose of the use or activity is illegal; or
- b. the use presents health or security risks or is potentially hazardous.

Minors under the age of 17 are not permitted to use or rent any of the Rooms, unless accompanied by an adult.

D. Gathering Rooms Fee Schedule

Fees will be assessed based on the following groupings:

- Group 1:** Activities which are free, open to the public, and 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, and/or which may promote or solicit business, sponsorship, membership or donations.
- Group 4:** Activities which are outside of Library operating hours.

Location	Room	Occ.	Group 1	Group 2	Groups 3&4
Library 1 st Floor	Entry Hall	43	\$150/Hour	\$150/Hour	\$300/Hour
Library 1 st Floor	Entry Hall Patio	90	\$200/Hour	\$200/Hour	\$400/Hour
Library 1 st Floor	Public Meeting Room 101	34	Free	\$25/Hour	\$50/Hour

Library 3 rd Floor	Public Meeting Room 301	34	Free	\$25/Hour	\$50/Hour
Library 3 rd Floor	Jim Santy Auditorium	516	Free	\$95/Hour	\$200/Hour
Library 3 rd Floor	Community Room	85	Free for two (2) hours, \$25/Hour	\$75/Hour	\$150/Hour
Library 3 rd Floor	Kitchen	10	Free	\$30	\$40

The Library Director and/or City may require that staff be present at certain activities to provide appropriate security, technical support, custodial, or maintenance services. In addition to the above fee(s), the User will be required to pay for these staff services as according to the City's Fee Schedule or as approved by the Library Director.

When Rooms are used by recognized City support groups, partners, or other affiliated community organizations, it is the policy that all activities be planned by the group in consultation and cooperation with a City staff member designated as liaison to the group. With this participation, it should be possible to schedule events so that they have minimal impact on normal work schedules. Staff will make a concerted effort to meet the needs of the group within an adjusted work schedule. If this is not possible because of budget constraints, reduced services, vacancies, etc.,

IV. Food & Beverage

Food and Beverage shall be permitted in the Rooms, subject to the following policies. The Library Director or his/her designee may modify these policies for a particular reservation if he/she finds good cause to do so and may require a security deposit to protect against damage to City property.

A. Alcoholic Beverages

The User shall request in writing permission to serve alcoholic beverages in the Room(s). The Library Director or his/her designee reserves the right to approve or deny the request unless already indicated below in Section X. Once the Library Director or his/her designee approves the use, the User is responsible for adhering to state liquor laws as set forth in the State Code and by the Utah Department of Alcoholic Beverage Control, including obtaining permits as necessary.

B. Smoking

Smoking is strictly prohibited inside the Building. In accordance with Utah Indoor Clean Air Act (Utah Code Annotated § 26-38-1 et seq.), smoking is not permitted in public buildings, or within 25 feet of any entrance.

C. Food

Food, including that which is brought in by Users, Caterers or Food Vendors (Providers), shall be requested to the Library Director or his/her designee. Providers shall adhere to the following rules.

i. Rules for Food Providers

- Food Providers are responsible for following proper permitting as required by City, County, and State laws.
- Provider staff and supplies must enter and exit through locations designated by the Library staff.
- Parking or loading areas for Providers must be approved by Library staff.
- Gas, charcoal grills, and open flames for cooking or other decorative elements are prohibited.
- Request to use electrical appliances shall be approved by the Library Director or his/her designee, and electrical requirements must be given to Library staff at least one week prior to the event. Providers are responsible for bringing their own electrical cords as needed.

- f. Set-up time shall be included in the rental time for the use. Additional rental time for set up and shall be at the discretion of Library staff.
- g. All Rooms used by Providers shall be left clean and in good condition. Surfaces shall be wiped clean. All food, beverages, refuse (trash, waste, recycling), and equipment shall be removed from the premises immediately following the event.
- h. Providers and Users shall agree to restore the Rooms to their original condition. Failure to restore Rooms to this condition may result in additional charges for cleaning and may result in revocation of authorization for future use under the recommendation of the Library Director and his/her designee.
- i. The City is not responsible for any property left in the Room(s) or elsewhere in the Building. Items may be discarded by public sale or destruction, without notice to the user or any other party, and without liability to the Library or City.
- j. The Building has a kitchen, the use of which can be requested at the time of a reservation if needed. The Library Director or his/her designee shall coordinate the use of the Kitchen with other reservations or uses that may occur at the same time. Costs to use the Kitchen are at the discretion of the Library Director or his/her designee based on the fee schedule above.

V. Decorations, Equipment & Set Up

Users shall have 15 minutes included in their reservation time for set-up. If more time is needed, it is the responsibility of the User to reserve additional time. All decorations, signs, and equipment, shall be approved by the Library Director or his/her designee.

- i. Upon arrival, it is the responsibility of the User to inspect the Room(s) and report any problems immediately to the Library Staff. Failure to do so may result in cleaning or damage fees.
- ii. The User must be present in order to accept or make deliveries. At no time shall the Library staff be permitted to accept or make deliveries for a User.
- iii. Any additional temporary structures such as stages, tents, inflatables, etc., may require a permit from the Planning or Building Departments. The User is responsible for obtaining such permits as necessary.
- iv. Use of glitter, confetti, and glue shall be approved by the Library Director or his/her designee provides.
- v. Nails, tacks, tape and other materials that are used for adhering items to wall surfaces shall be approved by the Library Director or his/her designee.
- vi. Service animals, Intermountain Therapy Animals, and dogs owned by City and Library employees are permitted in the Rooms. All other animals must be approved by the Library Director and or his/her designee. If animals are permitted, owners are responsible cleaning up after the animals and are financially responsible for any damage, harm, or liability incurred while on City property.
- vii. Music or other noise including amplified sound is permitted, but must be kept to a level which does not interfere with or disturb other activities in the building. The Library Director or his/her designee may revoke permission for music or other noise in order to maintain the proper functioning of the Building.
- viii. The Library staff may enter any activity held in the Rooms to ensure that no unlawful activities are therein occurring.
- iv. The Library Director or his/her designee may require additional insurance for the use or rental of a Room or Room(s).
- x. All furniture or other temporary equipment brought into the Library must have protective caps to avoid scratching floors and damaging walls. Movement of furniture must be done with the use of rubber-wheeled dollies or carts. All furniture must be lifted, not dragged. It is the responsibility of the User to move all furniture or equipment. Library staff will not assist with the movement or furniture or equipment unless approved ahead of time.
- xi. The Rooms may contain tables and chairs, which must not be moved to another room unless approved by Library staff.

- a. Each meeting room is equipped with a Smart TV with a self-contained camera for video-conferencing. Patrons may use personal computers for presentations; the Library does not provide computers in meeting or conference rooms. The Library may provide VGA & HDMI connections, which must be requested ahead of time.
- b. Users are responsible for downloading and testing software needs ahead of time. If Users need special accommodations or require assistance with any of the technology, they must notify the Library Director at the time a reservation is confirmed.
- c. Meeting rooms may contain white-boards that may be used. The equipment cupboard in each room contains markers, an eraser, and cleaning supplies with instructions regarding use and cleaning. Users must clean the white-board before vacating the room.
- d. It is the responsibility of the User to return the equipment in the same condition in which it was provided to them.
- e. Additional equipment reservations and rentals shall be the responsibility of the User.
- f. Those who need assistance with equipment should notify Library staff at the time a reservation is confirmed.

VI. Breakdown & Cleaning

All Users are responsible for completing breakdown and clean-up by the end of the reservation. The Library Director or his/her designee has the discretion to charge a cleaning fee according to the City's Fee Schedule if these policies are not followed.

A. Breakdown and Cleaning Policies

- i. Removal of plaques, art, tables, chairs, podiums or other items or equipment from the Rooms is strictly prohibited. Tables, chairs and other equipment should be placed back in their original state at the end of a reservation.
- ii. All approved signage, decorations, or other temporary items must be removed by the end of the reservation period. Storage of any goods by persons or groups using the Rooms is not allowed.
- iii. Any damage caused to the Rooms or to City or Library equipment, including beverage or food accidents, must be immediately reported to Library staff. Cleaning or damage fees may apply.
- iv. Tables and countertops must be wiped down, and chairs and tables stacked/arranged appropriately. It is the responsibility of the User to remove and dispose of refuse (trash, waste, recycling).
- v. It is the responsibility of the individual or organization who reserves the space to be courteous to the next reservation and to be aware of the time that they must vacate the room and return it in its original, clean state on time.
- vi. The User must inform Library staff when vacating the Rooms.
- vii. No gratuities may be given to Library or City staff.

VII. Filming & Photography

Users must review City filming and photography permit guidelines if they wish to photograph or film inside the Rooms. It is the responsibility of the User to obtain filming or photography permits, if necessary.

VIII. Capacity & Permits

In order to ensure the health, safety, and welfare of Users, visitors, Library patrons, and City staff, capacity shall not exceed the posted requirements in each.

- a. It is the responsibility of the User to obtain any additional City, County or State permits or approvals that may be necessary.
- b. Some events may require security due to attendance. The Library Director or his/her designee will determine appropriate security, which must be paid for by the User.

IX. Parking

The Building is located in a residential area. Limited, non-exclusive parking is available next to the Building. It is the responsibility of all Users and their invitees to obey and follow all posted signs and restrictions. The City is not responsible for damage or loss of vehicles on City property.

- a. Users should refer to the Park City website for information regarding walkability and transit schedules to alleviate parking pressures in the area. Carpooling and/or ridesharing is highly encouraged for those who choose to drive to the Building.
- b. The Library Director or his/her designee may require a User to have a parking and transportation plan.
- c. All deliveries to the Rooms must be prearranged. It is the responsibility of the organizer to inform Library staff at the time that the reservation is confirmed if deliveries will be required.

X. Supplemental Policies

X. Special Conditions

The following spaces within the Park City Library are unique. Special Conditions of spaces are as follows:

i. Patio and Entry Hall

- Use of alcohol shall be permitted in accordance with the Utah Department of Alcoholic Beverage Control.
- Shall only be available for rental prior to or after Library hours, or as approved by the Library Director and his/her designee.
- The Library Director or his/her designee is not obligated to provide alternative indoor space if inclement weather prevents the use of the patio.
- Shall be rented individually or together. If rented individually by different groups, the Library Director or his/her designee will determine entry access to the Building.
- Shall not conflict with the daily operations of the Library, or tenants of the Building, unless approved by the Library Director or his/her designee.
- Patio use must end no later than 10:00 p.m., unless approved by the Library Director or his/her designee.
- Any outdoor music or noise must end by 10:00 p.m. as pertains to the Park City Noise Ordinance.

ii. Meeting Room 101

- Use of alcohol shall be permitted in accordance with the Utah Department of Alcoholic Beverage Control.
- Shall not conflict with the daily operations of the tenants of the Building, unless approved by the Library Director or his/her designee.
- Shall be rented before, during or after Library hours.

iii. Meeting Room 301

- Use of alcohol shall be permitted in accordance with the Utah Department of Alcoholic Beverage Control.
- Shall not conflict with the daily operations of the tenants of the Building, unless approved by the Library Director or his/her designee.
- Shall be rented before, during or after Library hours.

iv. Jim Santy Auditorium

- Use of alcohol shall be permitted in accordance with the Utah Department of Alcoholic Beverage Control.
- Use of this facility may require additional fees for projectionists, sound or other technical stage/auditorium operations.

- Renters are responsible for obtaining licensing as may be required for showing films, movies, music or other recorded items.
- Use may require additional staff at the discretion of the Library Director or his/her designee at a fee to be incurred by the renter.
- Shall not conflict with the daily operations of the tenants of the Building, unless approved by the Library Director or his/her designee.
- Shall be rented before, during or after Library hours.

v. Community Room

- Use of alcohol shall be permitted in accordance with the Utah Department of Alcoholic Beverage Control.
- Shall not conflict with the daily operations of the tenants of the Building, unless approved by the Library Director or his/her designee.
- Shall be rented before, during or after Library hours.

vi. Kitchen

- Use of alcohol shall be permitted in accordance with the Utah Department of Alcoholic Beverage Control.
- Request of use shall be noted at the time the applicant requests the reservation.
- Use is subject to availability at the discretion of the Library Director or his/her designee.
- Use may be rented separately from other facilities within the building.
- Shall be available for use before, during or after business hours.
- Shall not conflict with the daily operations of the Library, or tenants of the Building, unless approved by the Library Director or his/her designee.

XI. Damages and Liability

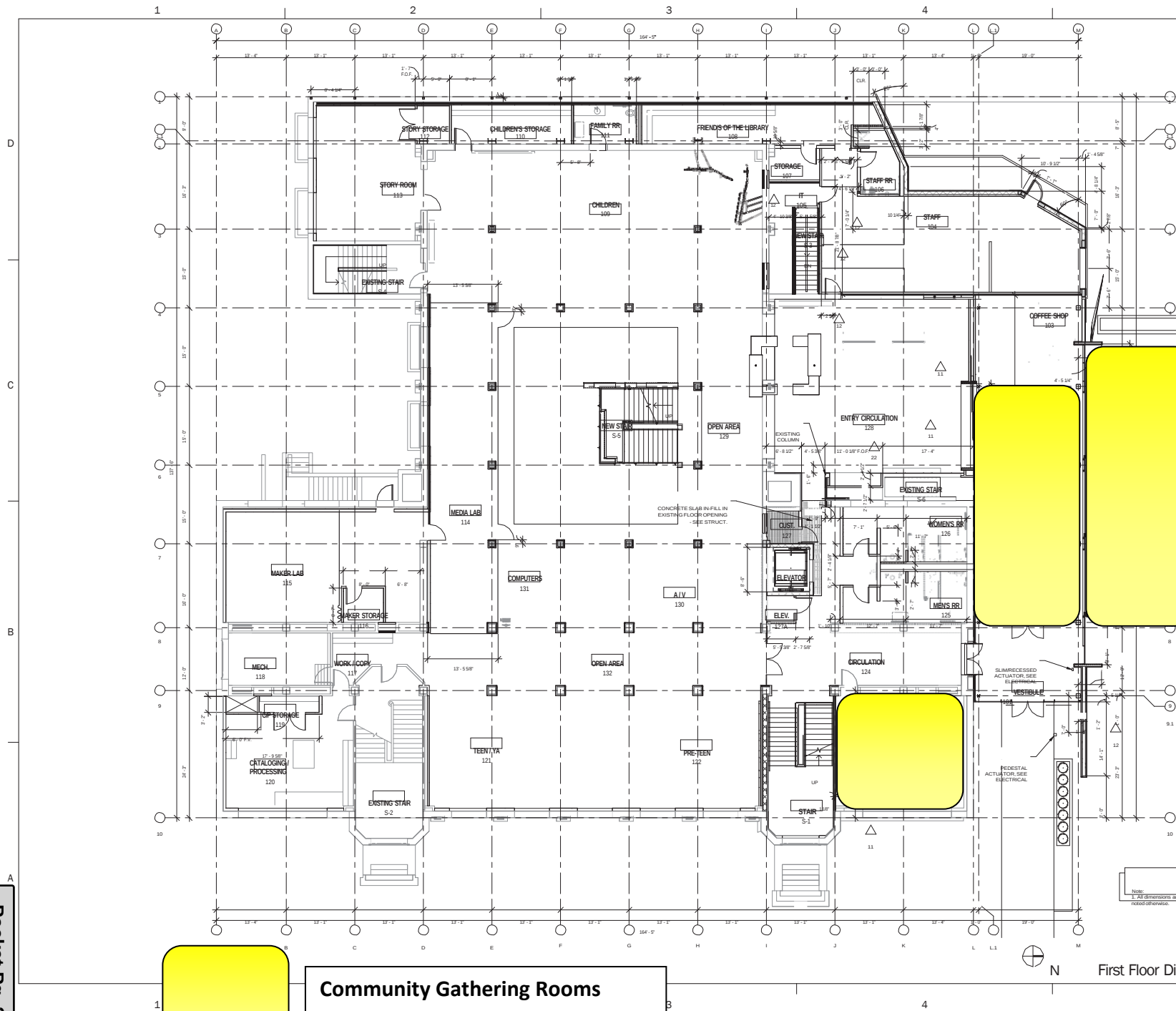
The City is not liable for any loss or damage to any equipment owned or rented by User while on City property. Users will be held responsible for any damage to the Building or other City property caused by anyone attending the activities organized by the User.

Any conduct occurring on City property which is unlawful or inappropriate shall result in the immediate termination of the use and forfeiture of all deposits and fees, and may result in fines and criminal charges.

The City shall not be responsible for the loss or damage of personal property occurring on City property during the use of the Rooms.

XII. Appeals Process

An applicant aggrieved by an administrative decision about the use of the Rooms may appeal the decision in writing to the Economic Development Manager within seven days of the action that gave rise to the grievance. The Manager will render a determination within 5 days. Appeal of the Economic Development Manager's determination may be made to the City Manager. The City Manager's determination is final.



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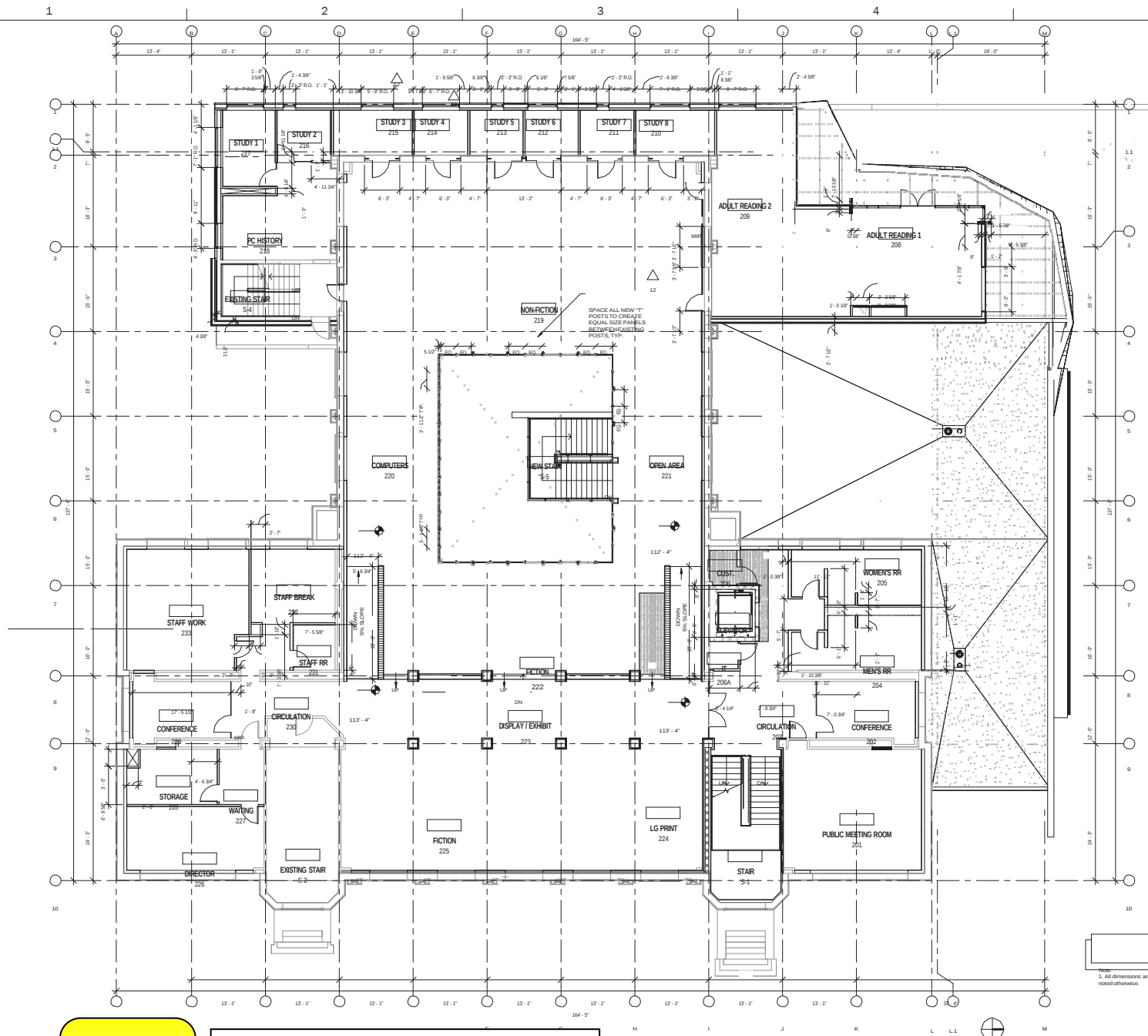
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revisions
22 ASH 22 09.12.2014

date: 17 September 2014
project no.: 130122
Coordinated Conformed Set

Park City Library and Carl Winters
School Building Remodel Project
1255 Park Avenue, Park City, Utah

First Floor
Dimension Plan
A5
AE101d



**Community Gathering Rooms
(none on Fl 2)**

Second Floor Dimension Plan **A5**

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12 ASI 12 08.13.2014

date: 17 September 2014

project no.: 130122

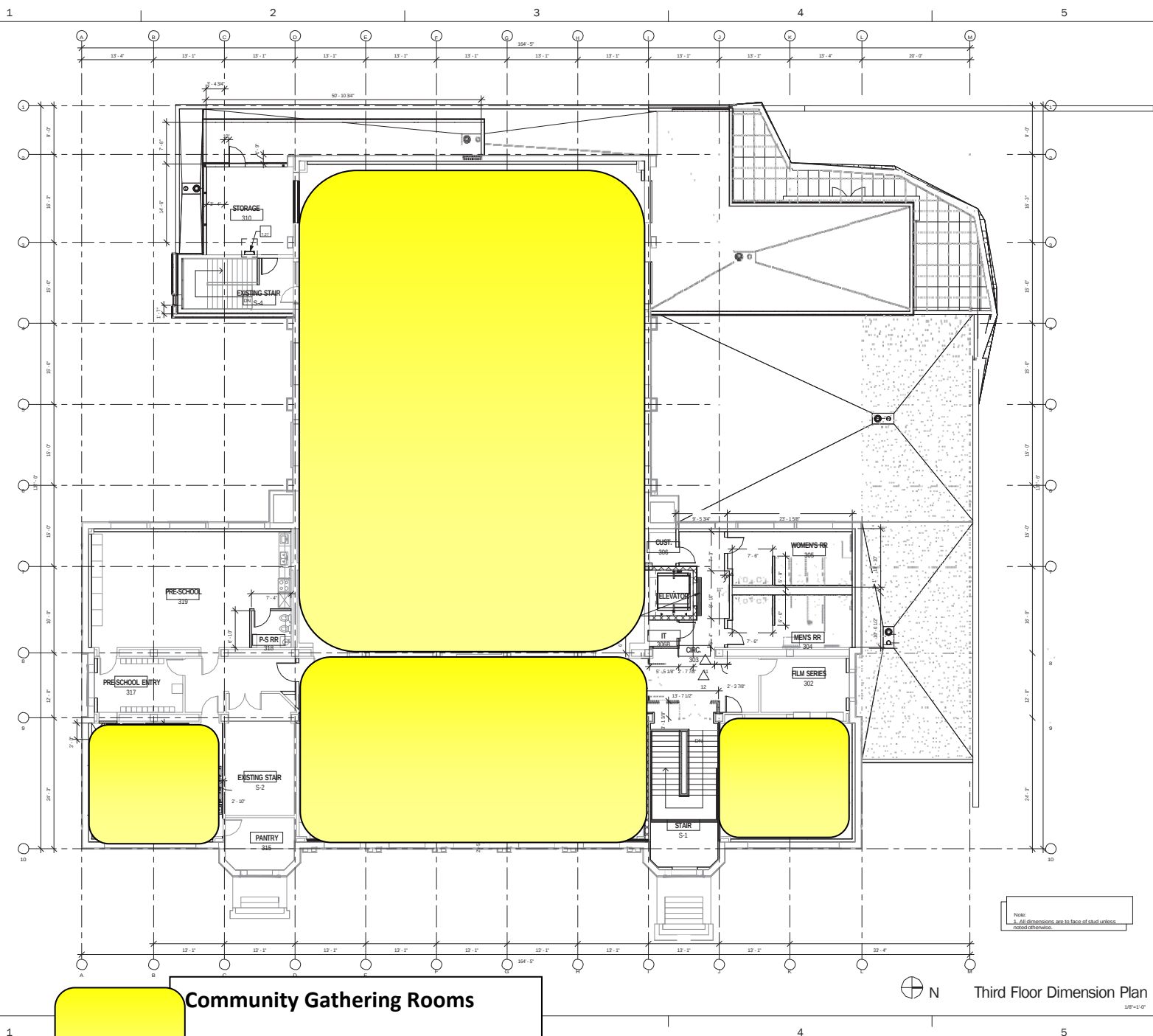
Coordinated Conformed Set

**Park City Library and Carl Winters
School Building Remodel Project**

1255 Park Avenue, Park City, Utah

Second Floor
Dimension Plan

AE102d



Community Gathering Rooms



Third Floor Dimension Plan **A5**
1/8"=1'-0"

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revisions

date: 17 September 2014
project no.: 130122
Coordinated Conformed Set

**Park City Library and Carl Winters
School Building Remodel Project**

1255 Park Avenue, Park City, Utah

Third Floor
Dimension Plan
AE103d



DATE: June 11, 2015

TO HONORABLE MAYOR AND COUNCIL

Lot 7 and Lot 8, Block 30, of the Amended Plat of the Park City Survey are separately owned by the same entity. The property owners desire to unite the two (2) lots into one (1) lot of record by removing the lot line which separates the lots.

Respectfully:

Francisco Astorga, Senior Planner



PLANNING DEPARTMENT

City Council Staff Report

Subject: 327 Woodside Amended Subdivision
Author: Francisco Astorga, Senior Planner
Project Number: PL-15-02714
Date: June 11, 2015
Type of Item: Administrative – Plat Amendment

Summary Recommendations

Staffs recommends the City Council hold a public hearing and consider approving 327 Woodside Amended Subdivision located at 327 Woodside Avenue based on the Findings of Fact, Conclusions of Law, and Conditions of Approval as found in the draft ordinance.

This Staff report reflects the professional recommendation of the Planning Department. The City Council, as an independent body, may consider the recommendation but should make its decisions independently.

Description

Applicant: Richard and Jill Lesch represented by Jonathan DeGray
Location: 327 Woodside Avenue
Zoning: Historic Residential-1
Adjacent Land Uses: Residential
Reason for Review: Plat Amendments require Planning Commission review and City Council review and action

Acronyms in this Report

HR-1 Historic Residential-1 District
SFD Single-Family Dwelling
LMC Land Management Code

Proposal

Lot 7 and Lot 8, Block 30, of the Amended Plat of the Park City Survey are separately owned by the same entity. The property owners desire to unite the two (2) lots into one (1) lot of record by removing the lot line which separates the lots.

Background

On March 10, 2015, the City received a completed Plat Amendment application for the 327 Woodside Amended Subdivision. The property is located at 327 Woodside Avenue. The property is in the Historic Residential-1 (HR-1) District. The subject property consists of Lot 7 and Lot 8, Block 30, Park City Survey. Lot 7 is recognized by Summit County as Parcel PC-370 (Tax ID). Lot 8 is recognized by the Summit County as Parcel PC-371 (Tax ID).

Currently, Lot 7 contains a single-family dwelling (SFD). The SFD was built in 2001. According to Summit County records the structure contains a total living area of 1,526 square feet, with a basement area of 314 square feet, and an attached built in garage area of 561 square feet. Lot 8 is currently vacant.

During the May 27, 2015 Planning Commission meeting, the Commission forwarded a positive recommendation to the City Council, the vote was unanimous (6-0). The Planning Commission clarified the language of the conditions of approval.

Purpose

The purpose of the HR-1 District is to:

- A. preserve present land Uses and character of the Historic residential Areas of Park City,
- B. encourage the preservation of Historic Structures,
- C. encourage construction of Historically Compatible Structures that contribute to the character and scale of the Historic District and maintain existing residential neighborhoods,
- D. encourage single family Development on combinations of 25' x 75' Historic Lots,
- E. define Development parameters that are consistent with the General Plan policies for the Historic core, and
- F. establish Development review criteria for new Development on Steep Slopes which mitigate impacts to mass and scale and the environment.

Analysis

The proposed Plat Amendment creates one (1) lot of record from the existing two (2) lots consisting of 3,750 square feet. A SFD is an allowed use in the HR-1 District. The minimum lot area for a SFD is 1,875 square feet. The proposed lot meets the minimum lot area for a SFD. A duplex dwelling is a conditional use in the HR-1 District. The minimum lot area for a duplex dwelling is 3,750 square feet. The proposed lot meets the minimum lot area for a duplex dwelling. Conditional uses are reviewed and approved by the Planning Commission. The minimum lot width allowed in the HR-1 District is twenty-five feet (25'). The proposed lot is fifty feet (50') wide. The proposed lot meets the minimum lot width requirement. Table 1 shows applicable development parameters in the HR-1 District:

Table 1:

LMC Regulation	Requirements
Building Footprint	1,519 square feet, maximum based on lot size.
Front/Rear Yard Setbacks	10 feet minimum.
Side Yard Setbacks	5 feet minimum, 10 feet total.
Building (Zone) Height	No Structure shall be erected to a height greater than twenty-seven feet (27') from Existing Grade.
Final Grade	Final Grade must be within four vertical feet (4') of Existing Grade around the periphery [...].

Lowest Finish Floor Plane to Highest Wall Top Plate	A Structure shall have a maximum height of thirty five feet (35') measured from the lowest finish floor plane to the point of the highest wall top plate [...].
Vertical Articulation	A ten foot (10') minimum horizontal step in the downhill façade is required [...].
Roof Pitch	Roof pitch must be between 7:12 and 12:12 for primary roofs. Non-primary roofs may be less than 7:12.

Side Yard Setbacks

Existing Lot 7 contains a SFD built in 2001. The minimum side yard setbacks for a lot twenty-five feet (25') in width are three feet (3'). The minimum side yard setbacks for a lot fifty feet (50') in width are five feet (5'). When the SFD was built in 2001 on Lot 7, it was built with the minimum side yard setbacks of three feet (3'). Staff recognizes that once the two (2) lots are combined, it would make the existing SFD legal non-complying as the structure would not meet the increased side yard setbacks from three feet (3') to five feet (5') based on lot width. Table 2 below illustrates the discrepancy:

Table 2:

	Proposed Lot Combination		Existing Lot	
	Minimum Setbacks 50'x75' lot	Proposed Setbacks 50'x75' lot	Minimum Setbacks 25'x75' lot	Existing Setbacks 25'x75' lot
Front (East)	10 feet	10 feet	10 feet	11.4 feet
Rear (West)	10 feet	10 feet	10 feet	14.5 feet
Side (North)	5 feet	7 feet (recommended)	3 feet	3 feet
Side (South)	5 feet	3 feet	3 feet	3 feet

Staff finds that this discrepancy should not hold the requested Plat Amendment as specific codes are written and adopted in the Land Management Code (LMC) to address these types of situations. See Exhibit G – LMC § 15-9-6 Non-Complying Structures.

Table 15-2.2 in the LMC indicates that the side yard setbacks of a lot fifty feet (50') in width are five feet (5') minimum, and ten feet (10') total. The combined side yards are to be ten feet (10'). As currently built, a small portion of the house was designed three feet (3') from the south property line and most of the house is approximately four-and-a-half feet (4.5') from the same south property line. Staff recommends adding a note on the plat that recognizes the discrepancy from the minimum standard and that the combined side yard setbacks of ten feet (10') shall still be complied with as the setback on the north side can be increased to seven feet (7') minimum.

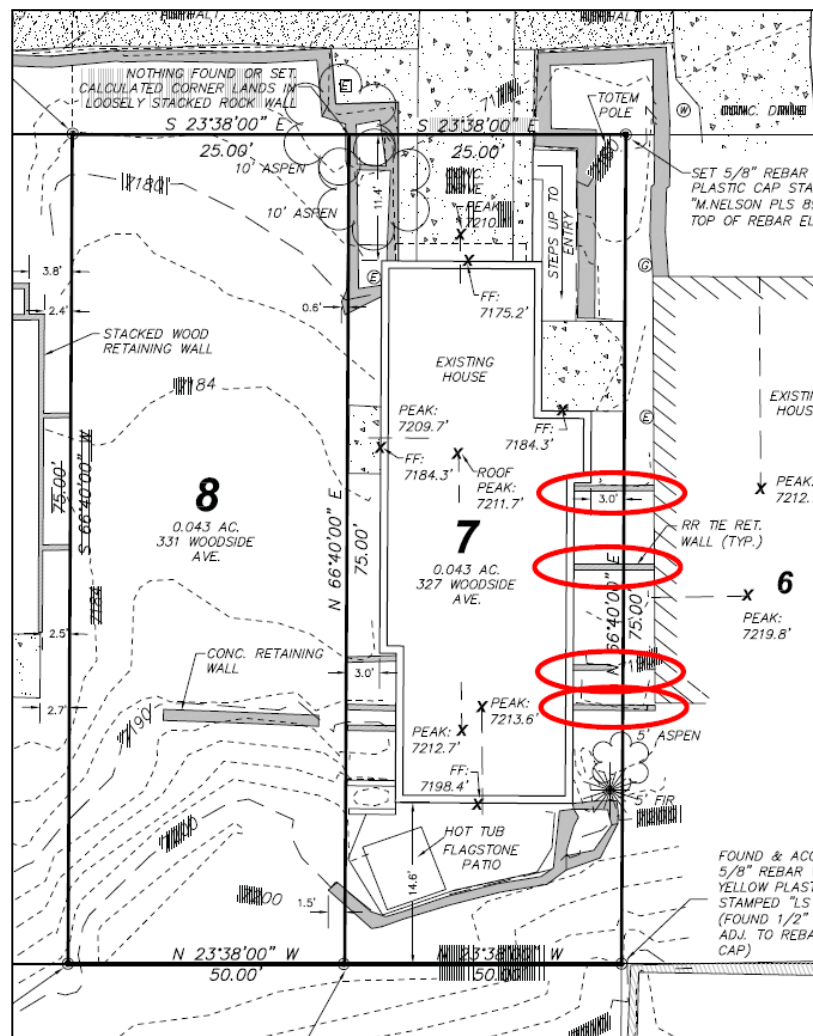
In terms of the existing structure, this is the only discrepancy found as other standards have been reviewed, and staff has not found any other issues with the built structure, including other minimum setbacks, building footprint, building height, etc.

Good Cause

Planning Staff finds that there is good cause for this Plat Amendment as staff finds that the Plat Amendment will not cause undo harm to adjacent property owners and all requirements of the LMC for any future development can be met. The proposed lot area of 3,750 square feet is a compatible lot combination as the entire HR-1 District has abundant sites with the same dimensions.

Encroachments

The submitted certified as-built survey shows four (4) minor railroad tie retaining walls on the south property line. See diagram below. These retaining walls seem to be shared with the neighboring south property as they were placed on the side yard setback area. Staff was not able to identify these walls on the original 2000/2001 approved building permit. Staff recommends adding a condition of approval that indicates that these railroad tie retaining walls and any encroachments across property lines shall be resolved prior to plat recordation. The applicant bears the burden of proper approvals for the walls, which may include an encroachment agreement with the neighbor, or relocation and/or removal.



Process

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

Department Review

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

Notice

The property was posted and notice was mailed to property owners within 300 feet. Legal notice was also published in the Park Record according to requirements of the Land Management Code.

Public Input

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

Alternatives

- The City Council may approve 327 Woodside Amended Subdivision; or
- The City Council may deny 327 Woodside Amended Subdivision and direct staff to make Findings for this decision; or
- The City Council may continue the discussion on 327 Woodside Amended Subdivision; or
- The City Council may remand the item back to the Planning Commission for specific discussion on topics and/or findings.

Significant Impacts

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

Consequences of not taking the Planning Department's Recommendation

The site would remain as is. The site would contain one (1) single-family dwelling on Lot 7. The property owner would be able to build another single-family dwelling on Lot 8.

Summary Recommendation

Staffs recommends the City Council hold a public hearing and consider approving 327 Woodside Amended Subdivision located at 327 Woodside Avenue based on the Findings of Fact, Conclusions of Law, and Conditions of Approval as found in the draft ordinance.

Exhibits

Exhibit A – Draft Ordinance with Proposed Plat
Exhibit B – Applicant's Project Description
Exhibit C – Aerial Photograph
Exhibit D – Record of Survey & As-Built Map
Exhibit E – County Tax Map

Exhibit F – Site Photographs

Exhibit G – LMC § 15-9-6 Non-Complying Structures

Exhibit H – May 27, 2015 Draft Planning Commission Minutes

Ordinance No. 15-XX

**AN ORDINANCE APPROVING THE 327 WOODSIDE AMENDED SUBDIVISION
LOCATED AT 327 WOODSIDE AVENUE, PARK CITY, UTAH.**

WHEREAS, the owner of the property located at 327 Woodside Avenue has petitioned the City Council for approval of the Plat Amendment; and

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

WHEREAS, proper legal notice was sent to all affected property owners; and

WHEREAS, the Planning Commission held a public hearing on May 13, 2015 and May 27, 2015, to receive input on Plat Amendment; and

WHEREAS, the Planning Commission, on May 27, 2015, forwarded a recommendation to the City Council; and,

WHEREAS, on June 11, 2015, the City Council held a public hearing to receive input on the plat amendment; and

WHEREAS, there is good cause and it is in the best interest of Park City, Utah to approve the 327 Woodside Avenue Subdivision Plat Amendment.

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

SECTION 1. APPROVAL. 327 Woodside Amended Subdivision as shown in Attachment 1 is approved subject to the following Findings of Facts, Conclusions of Law, and Conditions of Approval:

Findings of Fact: need findings and analysis above about the compatibility of the size of the new lot

1. The property is located at 327 Woodside Avenue.
2. The property is in the Historic Residential-1 District.
3. The subject property consists of Lot 7 and Lot 8, Block 30, Park City Survey.
4. Lot 7 contains a single-family dwelling, built in 2001.
5. Lot 8 is currently vacant.
6. The proposed Plat Amendment creates one (1) lot of record from the existing two (2) lots consisting of a total of 3,750 square feet.
7. The maximum building footprint for a lot this size, 3,750 square feet, is 1,519 square feet.

8. A single-family dwelling is an allowed use in the Historic Residential-1 District.
9. The minimum lot area for a single-family dwelling is 1,875 square feet.
10. The proposed lot meets the minimum lot area for a single-family dwelling.
11. A duplex dwelling is a conditional use in the Historic Residential-1 District.
12. The minimum lot area for a duplex dwelling is 3,750 square feet.
13. The proposed lot meets the minimum lot area for a duplex dwelling. Conditional uses are reviewed and approved by the Planning Commission.
14. The minimum lot width allowed in the Historic Residential-1 District is twenty-five feet (25').
15. The proposed lot is fifty feet (50') wide.
16. The proposed lot meets the minimum lot width requirement.
17. The minimum side yard setbacks for a twenty-five foot (25') wide lot are three feet (3').
18. The minimum side yard setbacks for a fifty foot (50') wide lot are five feet (5').
19. When the single-family dwelling was built in 2001, it was built with the minimum side yard setbacks of three feet (3') as the lot width qualified as such.
20. Once the two (2) lots are combined, it would make the existing single-family dwelling legal non-complying as the structure would not meet the increased side yard setbacks from three feet (3') to five feet (5') based on lot width.
21. The combined side yards setbacks are to be ten feet (10') per Table 15-2.2 in the Land Management Code.
22. As currently built a small portion of the house was designed three feet (3') from the south property line and most of the house is approximately four-and-a-half feet (4.5') from the same south property line.
23. The submitted certified as-built survey shows four (4) minor railroad tie retaining walls on the south property line.
24. The minor retaining walls on the south property line on the 2000 approved original building permit were not identified.
25. The minor railroad tie retaining walls and any encroachments across property lines need to be resolved prior to plat recordation.
26. The applicant bears the burden of proper approvals for the retaining walls, which may include an encroachment agreement with the neighbor, or the relocation and/or removal prior to plat recordation.
27. The retaining wall along the east property line encroaches into the City Right-of-Way. This encroachment must be addressed prior plat recordation.
28. Plat Notes need to be added on the proposed Plat Amendment indicating the following:
 - a. The existing single-family dwelling was built with a three foot (3') side yard setback in 2001.
 - b. The north south side yard setback shall be seven feet (7'), minimum, to meet the minimum combined setback requirement of ten feet (10').
 - c. The combined side yard setbacks shall be ten feet (10'), minimum.
29. The proposed plat amendment will not cause undo harm to adjacent property owners.
30. The proposed lot area of 3,750 square feet is a compatible lot combination as the entire Historic Residential-1 District has abundant sites with the same

dimensions.

31. 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 Plat Amendment.
2. The Plat Amendment is consistent with the Park City Land Management Code and applicable State law regarding Subdivisions.
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:

2. The City Attorney and City Engineer will review and approve the final form and content of the plat for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat.
3. 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.
4. A ten feet (10') wide public snow storage easement will be required along the front of the property.
5. Fire sprinklers shall be required for all new construction or substantial renovations, as determined by the Park City Building Department during building permit review.
6. The minor railroad tie retaining walls built over the south property line shall be resolved prior plat recordation.
7. The retaining wall along the east property line encroaches into the City Right-of-Way. This encroachment must be addressed prior plat recordation.
8. A note shall be added on the Plat that states the following:
 - a. The existing single-family dwelling was built with a three foot (3') side yard setback in 2001.
 - b. The north south side yard setback shall be seven feet (7'), minimum, to meet the minimum combined setback requirement of ten feet (10').
 - c. The combined side yard setbacks shall be ten feet (10'), minimum.

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

PASSED AND ADOPTED this 11th day of June, 2015.

PARK CITY MUNICIPAL CORPORATION

Jack Thomas, MAYOR

ATTEST:

Marci Heil, City Recorder

APPROVED AS TO FORM:

Mark Harrington, City Attorney

Attachment 1 – Proposed Plat

327 WOODSIDE AMENDED SUBDIVISION

**LOT 7 & LOT 8, BLOCK 30
OF THE AMENDED PARK CITY SURVEY
LYING WITHIN THE SOUTHEAST QUARTER OF
SECTION 16, TOWNSHIP 2 SOUTH, RANGE 4 EAST
SALT LAKE BASE & MERIDIAN
PARK CITY, SUMMIT COUNTY, UTAH**

PLAT NOTES:

1. THE PURPOSE OF THIS PLAT AMENDMENT IS TO COMBINE LOTS 7 AND 8, BLOCK 30 OF PARK CITY SURVEY, INTO ONE LOT.
2. ALL CONDITIONS OF APPROVALS OF THE PARK CITY SURVEY STILL APPLY.
3. PER TITLE COMMITMENT NUMBER 25700, DATED JANUARY 23, 2015 AT 8:00 AM, PROVIDED BY COALITION TITLE COMPANY, PARK CITY, UTAH, THE FOLLOWING ITEMS AFFECT THIS PLAT AMENDMENT:
--EXCEPTION 11: SANITARY SEWER LATER DEPTH. ENTRY NO. 645470 (AFFECTS LOT 7)

--EXCEPTION 12: ENTRY 113448. REFERENCES ENTRY 109342, A 30' RIGHT-OF-WAY EASEMENT GRANTED FROM UNITED PARK CITY MINES TO PARK CITY MUNICIPAL CORPORATION.

LEGAL DESCRIPTION:

ALL OF LOT 7 & 8 OF AMENDED PLAT OF THE PARK CITY SURVEY, ON FILE AND OF RECORD IN THE OFFICE OF THE SUMMIT COUNTY RECORDER.

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS THAT, THE UNDERSIGNED OWNERS OF THE HEREIN DESCRIBED TRACT OF LAND, TO BE KNOWN
HEREAFTER AS THE 2383 LAKE VIEW COURT PLAT AMENDMENT, DO HEREBY CERTIFY THAT I HAVE CAUSED THIS PLAT TO BE PREPARED.
AND WE, RICHARD LESH & JILL LESH, HUSBAND AND WIFE, HEREBY CONSENT TO THE RECORDATION OF THIS PLAT.

ALSO, THE OWNERS, OR THEIR REPRESENTATIVES, HEREBY IRREVOCABLY OFFERS FOR DEDICATION TO THE CITY OF PARK CITY ALL THE STREETS, LAND FOR LOCAL GOVERNMENT USES, EASEMENTS, PARKS, AND REQUIRED UTILITIES AND EASEMENTS SHOWN ON THE PLAT AND CONSTRUCTION DRAWINGS IN ACCORDANCE WITH AN IRREVOCABLE OFFER OF DEDICATION.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND THIS _____ DAY OF _____, 2015.

RICHARD LESH, HUSBAND

JILL LESH, WIFE

ACKNOWLEDGEMENT

STATE OF UTAH:
COUNTY OF SUMMIT

ON THIS _____ DAY OF _____, 2015, PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, IN AND FOR SAID COUNTY OF SUMMIT, IN SAID STATE OF UTAH, RICHARD LESH & JILL LESH, HUSBAND AND WIFE, THE PERSONS THAT EXECUTED THE WITHIN INSTRUMENT AND KNOWN TO ME TO BE FOR PROVED THE ME ON THE BASIS OF SAID ACTORS EVIDENCE THE PERSON THAT WHO EXECUTED THE WITHIN INSTRUMENT ON BEHALF OF SAID PERSON, BEING DULY SWORN ACKNOWLEDGED TO ME THAT THEY ARE THE OWNER OF THE HEREIN DESCRIBED TRACT OF LAND AND THEY SIGNED THE ABOVE OWNER'S DEDICATION AND CONSENT TO RECORD FREELY AND VOLUNTARILY.

NOTARY PUBLIC

MY COMMISSION EXPIRES _____

LIEN HOLDER'S CONSENT TO RECORD

State of Utah
County of Summit

The undersigned lien holder hereby consents to the recordation of this plat.

The foregoing consent to record was acknowledged before me this _____ day of _____, 2015.

By: _____

Notary Public

My Commission Expires:

SURVEYOR'S CERTIFICATE

I, MARTINA NELSON, CERTIFY THAT I AM A REGISTERED LAND SURVEYOR AND THAT I HOLD CERTIFICATE NO. 8910903, AS PRESCRIBED BY THE LAWS OF THE STATE OF UTAH, AND THIS PLAN WAS PREPARED UNDER MY DIRECTION IN ACCORDANCE WITH THE REQUIREMENTS OF PARK CITY MUNICIPAL CORPORATION. I FURTHER CERTIFY THAT THE PROPERTY BOUNDARIES AS SHOWN ARE CORRECT.

MARTINA NELSON
PLS 8910903

DATE _____



SHEET 1 OF 1

PARK CITY PLANNING COMMISSION APPROVED AND ACCEPTED BY THE PARK CITY PLANNING COMMISSION ON THIS _____ DAY OF _____, 2015 A.D. _____ CHAIRMAN	CERTIFICATE OF ATTEST I CERTIFY THIS RECORD OF SURVEY MAP WAS APPROVED BY PARK CITY COUNCIL ON THIS _____ DAY OF _____, 2015 A.D. BY _____ PARK CITY RECORDER	SNYDERVILLE BASIN WATER RECLAMATION DISTRICT REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS _____ DAY OF _____, 2015 A.D. BY _____ S.B.W.R.D.	ENGINEERS CERTIFICATE I FIND THIS PLAT TO BE IN ACCORDANCE WITH THE INFORMATION ON FILE IN MY OFFICE ON THIS _____ DAY OF _____, 2015 A.D. BY _____ PARK CITY ENGINEER	APPROVAL AS TO FORM APPROVED AS TO FORM ON THIS _____ DAY OF _____, 2015 A.D. BY _____ PARK CITY ATTORNEY	COUNCIL APPROVAL AND ACCEPTANCE APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL ON THIS _____ DAY OF _____, 2015 A.D. BY _____ MAYOR	RECORDED STATE OF UTAH, COUNTY OF SUMMIT AND FILED AT THE REQUEST OF _____ DATE: _____ TIME: _____ BOOK: _____ PAGE: _____ ENTRY NO.: _____ FF: _____ RECORDER: _____
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March 9, 2015

Park City Municipal Corporation
Planning Department
443 Marsac Avenue
Park City, Utah

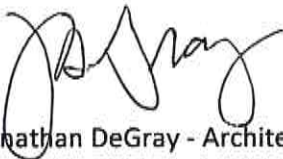
Re: Plat Amendment Application
Lesh Residence
327 Woodside Avenue

Dear Staff,

The owners of 327 Woodside would like to remodel and add on to their existing home. Their current home sits on lot 7 and they also own the adjacent lot to the north, lot 8. The plan is to combine the two lots together and build an addition to the existing home. In order to do this a plat amendment will be needed to combine lots 7 and 8 into one legal description.

Please let me know if you have any questions regarding the attached application.

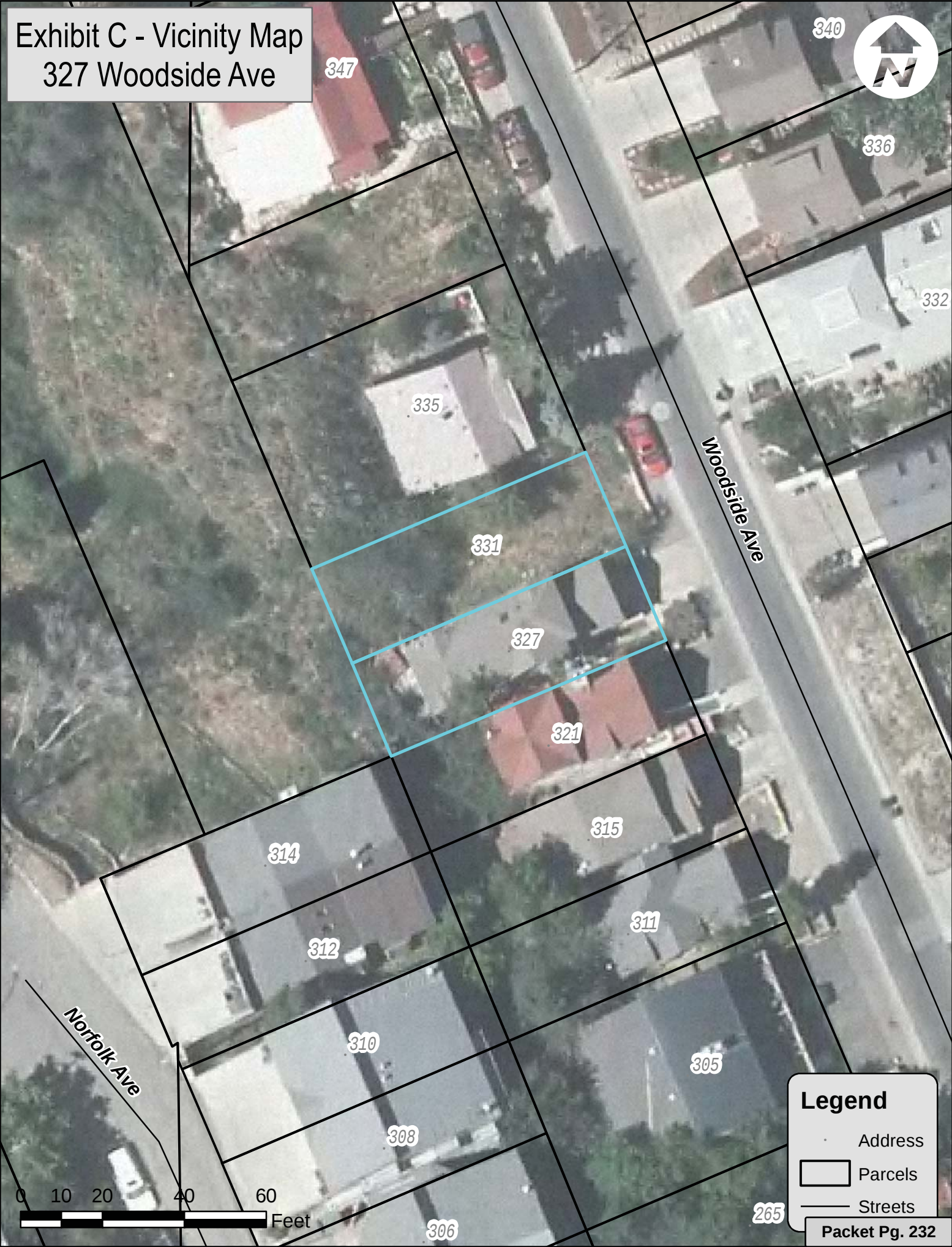
Sincerely,



Jonathan DeGray - Architect



Exhibit C - Vicinity Map
327 Woodside Ave

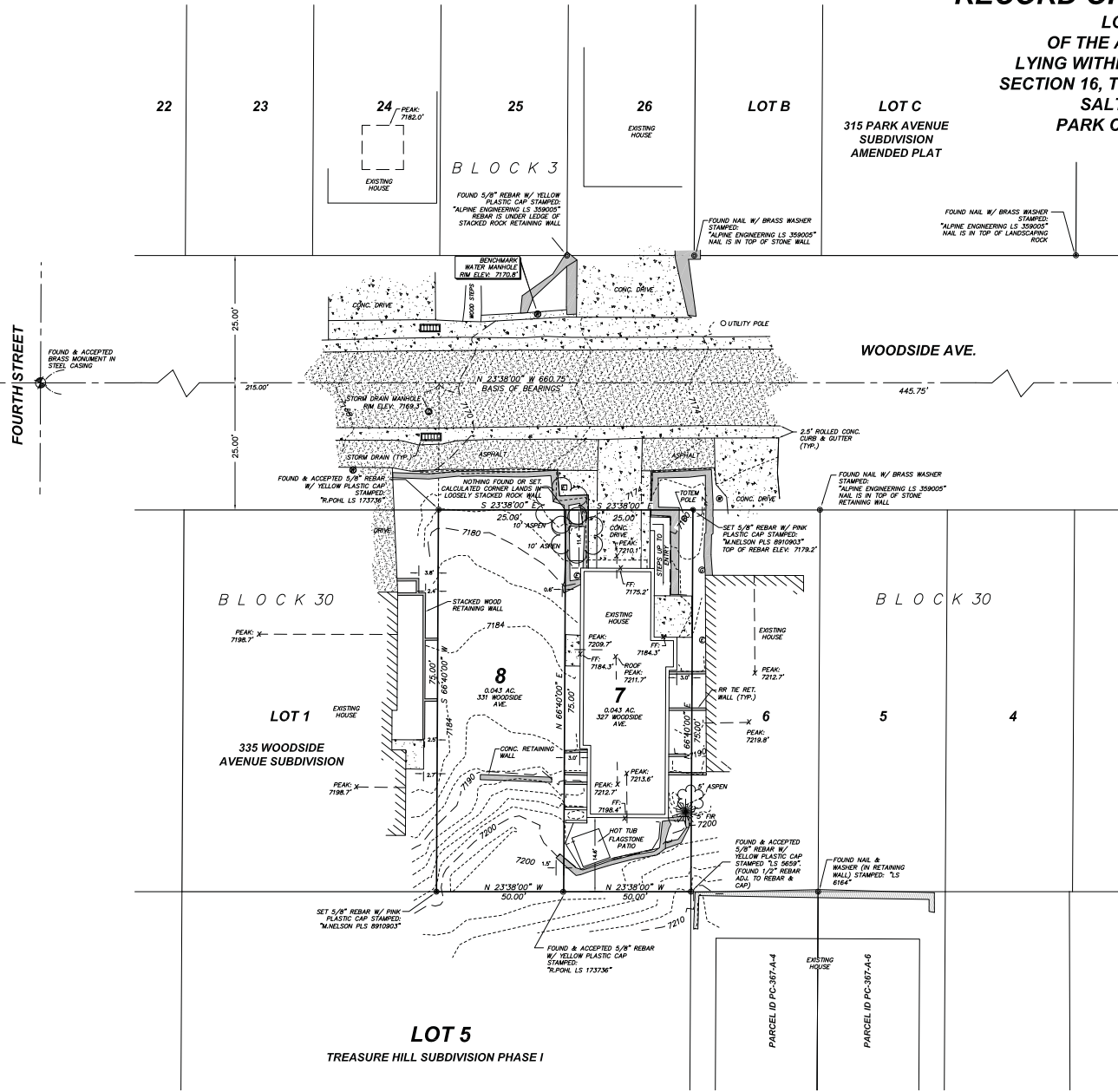


Legend

- Address
- Parcels
- Streets

RECORD OF SURVEY & AS-BUILT MAP

LOT 7 & LOT 8, BLOCK 30
OF THE AMENDED PARK CITY SURVEY
LYING WITHIN THE SOUTHEAST QUARTER OF
SECTION 16, TOWNSHIP 2 SOUTH, RANGE 4 EAST
SALT LAKE BASE & MERIDIAN
PARK CITY, SUMMIT COUNTY, UTAH



LEGEND

- FOUND STREET MONUMENT
- SET 5/8" REBAR W/ PINK PLASTIC CAP STAMPED: "NELSON PLS 8910903"
- FOUND REBAR W/ CAP (AS DESCRIBED)
- WATER MANHOLE
- STORM DRAIN MANHOLE
- CATCH BASIN
- WATER METER
- ELECTRIC METER
- ELECTRIC BOX
- GAS METER
- THREE DIAMETER ANNOTATED TO EDGE OF DRIVELINE
- DECIDUOUS TREE
- EVERGREEN TREE
- RAILROAD TIE RETAINING WALL
- STACKED STONE RETAINING WALL
- CONCRETE
- ASPHALT

NARRATIVE:

THE PURPOSE OF THIS SURVEY IS TO LOCATE THE BOUNDARY LINES OF THE SUBJECT PROPERTY & TO OBTAIN EXISTING CONDITION AND GROUND ELEVATIONS FOR A CONTOUR MAP PRIOR TO DEVELOPMENT BY THE OWNER.

EXISTING SURVEY MONUMENTS IN ADJACENT ROADWAYS AND LOTS WERE DISTANCES TO REESTABLISH THE PROPERTY CORNERS.

THE BASIS OF BEARING IS SHOWN HEREIN. ALL BEARING AND DISTANCES SHOWN HEREON ARE THE EQUIVALENT OF RECORD, UNLESS NOTED.

BUILDING ENVELOPES SHOWN HEREON WERE PROVIDED BY DEVELOPER.

EXISTING BUILDING LOCATION IS TO FASCO. ACTUAL FOUNDATION LOCATION MAY DIFFER.

SURVEY COMPLETED: 02-15-2015. ADDITIONAL FIELD WORK: 03-31-2015.

SEE SAID OFFICIAL "PARK CITY SURVEY" PLAT FOR ANY EASEMENTS, SETBACK REQUIREMENTS, BUILDING ENVELOPES AND BUILDING LOT RESTRICTIONS. NOTE: OTHERS MAY APPLY.

THE OWNER OF THE PROPERTY SHOULD BE AWARE OF ANY ITEMS AFFECTING THE PROPERTY THAT MAY APPEAR IN A TITLE INSURANCE REPORT. THE SURVEYOR HAS FOUND NO OBVIOUS EVIDENCE OF EASEMENTS, ENCROACHMENTS, OR ENCUMBRANCES ON THE PROPERTY SURVEYED, EXCEPT AS SHOWN HEREON.

EVIDENCE FOR THIS SURVEY WAS TAKEN FROM RECORDED DEEDS, RECORDS OF SURVEYS, PLATS AND PHYSICAL EVIDENCE OBTAINED IN THE FIELD. ALL FOUND EVIDENCE HAS BEEN CONSIDERED IN THE ESTABLISHMENT OF THE BOUNDARY AS SHOWN HEREON.

SEE RECORD OF SURVEY S-7249 FOR REFERENCE TO BASIS OF BEARINGS USED FOR THIS SURVEY.

NOTE:

SURVEY WAS PERFORMED WITH APPROXIMATELY TWO FEET OF SNOW ON THE GROUND COVERING THE ENTIRE PROPERTY. ANY VISIBLE UTILITIES OR IMPROVEMENTS ARE SHOWN HEREON, HOWEVER IT IS POSSIBLE THAT SOME NATURAL FEATURES, UTILITIES AND IMPROVEMENTS MAY HAVE BEEN OBTAINED.

LEGAL DESCRIPTION:

ALL OF LOT 7 & 8 OF AMENDED PLAT OF THE PARK CITY SURVEY, ON FILE AND OF RECORD IN THE OFFICE OF THE SUMMIT COUNTY RECORDER.

SURVEYOR'S CERTIFICATE:

I, MARTINA NELSON, OF SANDY UTAH, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR AS PRESCRIBED BY THE LAWS OF THE STATE OF UTAH, HOLDING LICENSE NO. 8910903. I FURTHER CERTIFY I HAVE PERFORMED A SURVEY ON THE HEREON DESCRIBED PROPERTY AND THAT TO THE BEST OF MY KNOWLEDGE IT IS A CORRECT REPRESENTATION OF THE LAND SURVEYED.

MARTINA NELSON DATE:

Park City Surveying
P.O. Box 662915
Park City, UT 84306
(435) 249-1111
(435) 249-1112

DATE	BY	REVISIONS
APRIL 2015	JILL LESH	

RECORD OF SURVEY & AS-BUILT MAP
LOTS 7 & 8, BLOCK 30
AMENDED PLAT OF THE PARK CITY SURVEY
PARCEL ID PC-327-WOODSIDE ROS-ASB

SHEET 1 OF 1

Exhibit E – County Tax Map

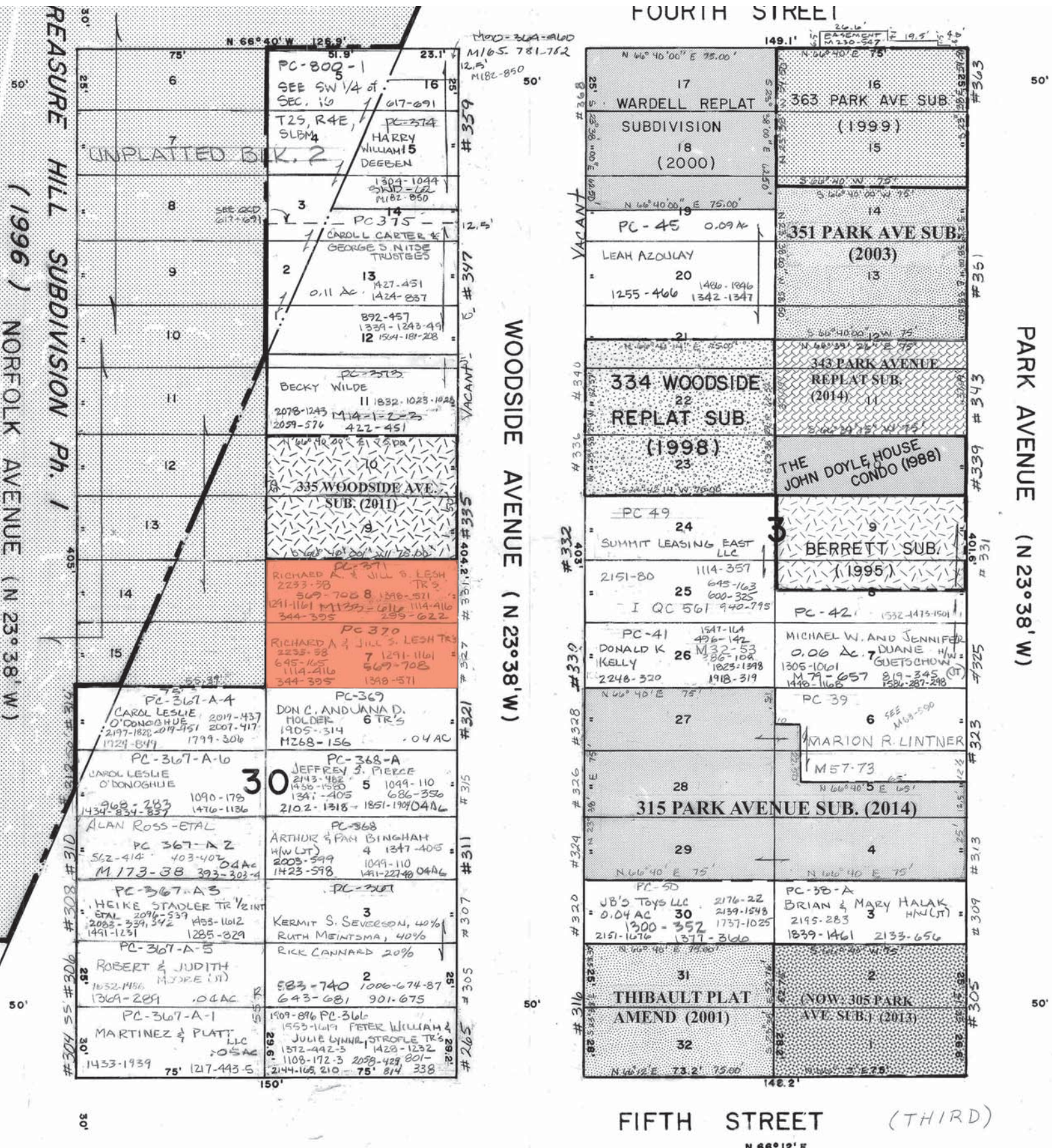
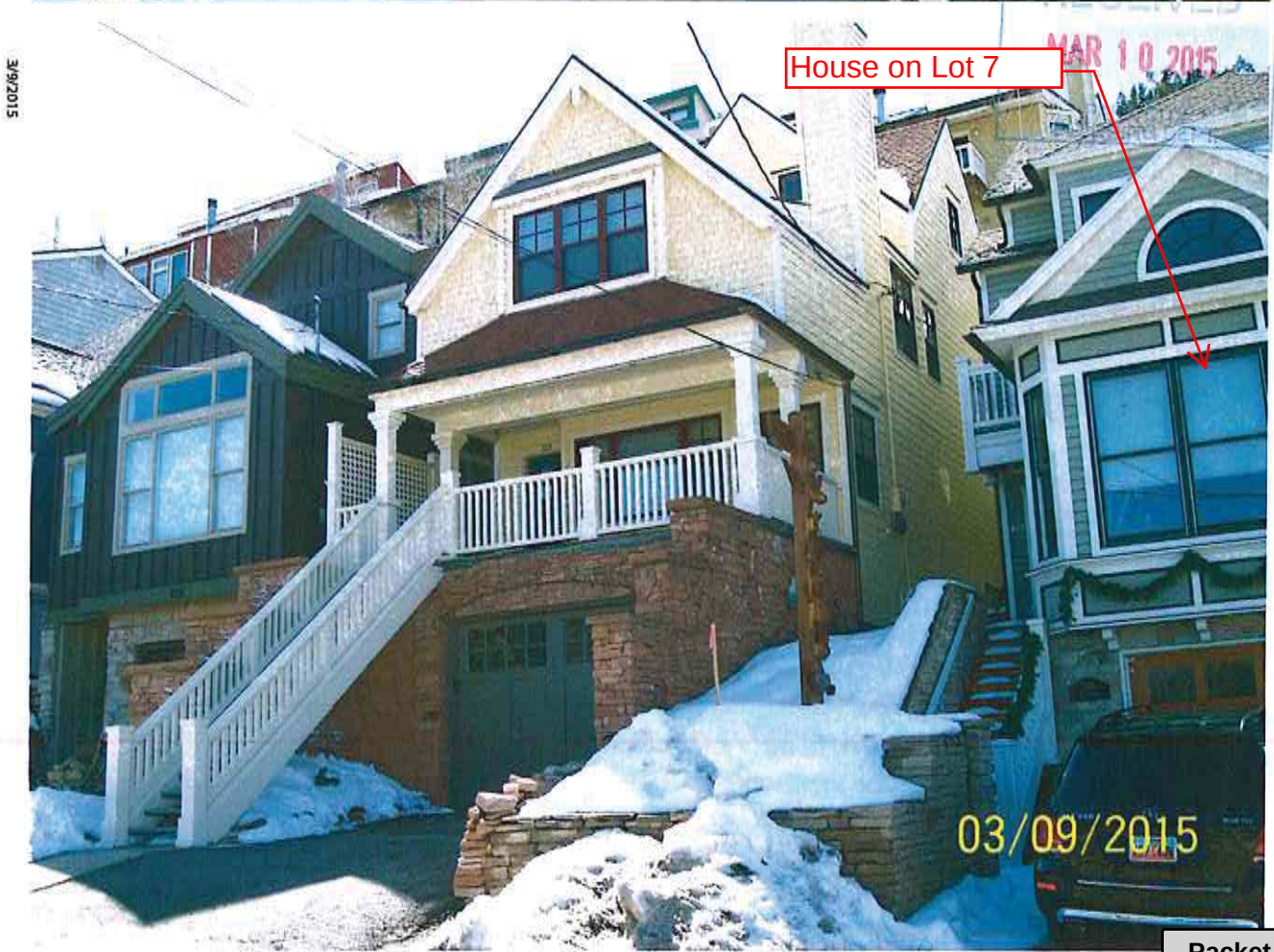


Exhibit F – Site Photographs



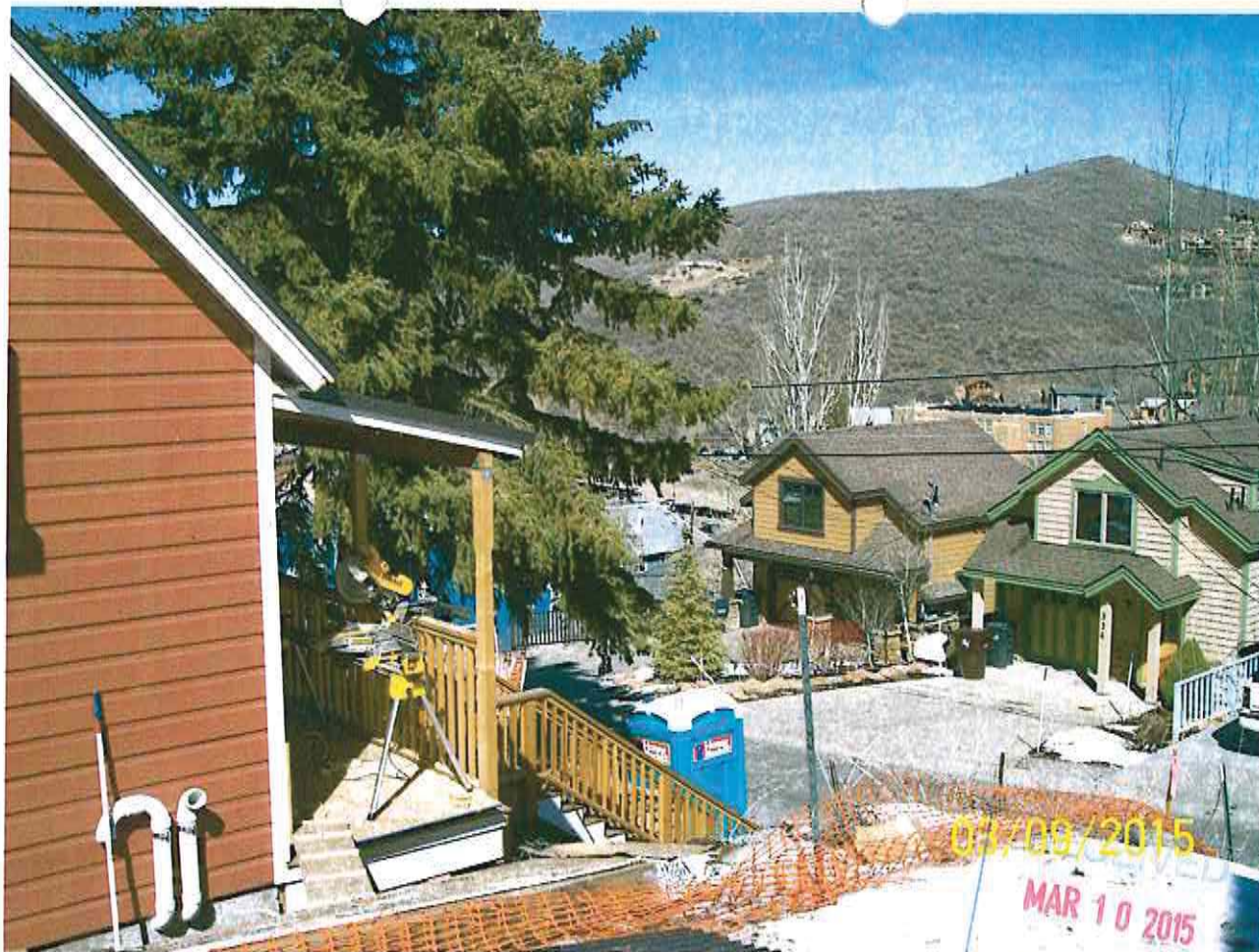
3/9/2015



3/9/2015



3/9/2015



3/9/2015



5/02/2015



3/9/2015



**PARK CITY MUNICIPAL CODE - TITLE 15 LMC, Chapter 9 - Non-Conforming Uses
and Non-Conforming Structures**

15-9-5

**15-9-6. NON-COMPLYING
STRUCTURES.**

No Non-Complying Structure may be moved, enlarged, or altered, except in the manner provided in this Section or unless required by law.

**(A) REPAIR, MAINTENANCE,
ALTERATION, AND ENLARGEMENT.**

Any Non-Complying Structure may be repaired, maintained, altered, or enlarged, provided that such repair, maintenance, alteration, or enlargement shall neither create any new non-compliance nor shall increase the degree of the existing non-compliance of all or any part of such Structure.

(B) MOVING. A Non-Complying Structure shall not be moved in whole or in part, for any distance whatsoever, to any other location on the same or any other lot unless the entire Structure shall thereafter conform to the regulations of the zone in which it will be located.

**(C) DAMAGE OR DESTRUCTION
OF NON-COMPLYING STRUCTURE.**

If a Non-Complying Structure is allowed to deteriorate to a condition that the Structure is rendered uninhabitable and is not repaired or restored within six (6) months after written notice to the Property Owner that the Structure is uninhabitable and that the Non-Complying Structure or the Building that houses a Non-Complying Structure, is voluntarily razed or is required by law to be razed, the Structure shall not be restored unless it is restored to comply with the regulations of the zone in which it is located. If a Non-Complying Structure is

involuntarily destroyed in whole or in part due to fire or other calamity and the Structure or Use has not been abandoned, the Structure may be restored to its original condition, provided such work is started within six months of such calamity, completed within eighteen (18) months of work commencement, and the intensity of Use is not increased.

(Amended by Ord. No. 06-35)

**15-9-7. ORDINARY REPAIR AND
MAINTENANCE AND STRUCTURAL
SAFETY.**

The Owner may complete normal maintenance and incidental repair on a complying Structure that contains a Non-Conforming Use or on a Non-Complying Structure. This Section shall not be construed to authorize any violations of law nor to prevent the strengthening or restoration to a safe condition of a Structure in accordance with an order of the Building Official who declares a Structure to be unsafe and orders its restoration to a safe condition.

15-9-8. APPEALS.

Appeal from a Board of Adjustment decision made pursuant to this Chapter shall be made to the district court and not to City Council. Any Person applying to the district court for review of any decision made under the terms of this Chapter shall apply for review within thirty (30) days after the date the decision is filed with the City Recorder as prescribed by state statute.

Planning Commission Meeting
May 27, 2015
Page 8

Woodside Avenue frontage of the property and shall be shown on the plat prior to recordation.

4. The property owner must enter into an encroachment agreement with the owner(s) of 133 Woodside Avenue for the existing historic rock wall located on the east property line of Lot 7.
5. 13-D sprinklers are required for any new construction or significant renovation of existing.
6. A note shall be added on the Plat that recognizes the discrepancy from the minimum standard from three feet (3') to five feet (5') on the south side yard area. It shall also be noted on the plat that the combined side yard setbacks of ten feet (10') shall complied with as the setback on the north side can be increased to seven feet (7') minimum.

REGULAR AGENDA - DISCUSSION/PUBLIC HEARINGS/ POSSIBLE ACTION

1. 327 Woodside Avenue – Plat Amendment to combine two lots into a single lot of record (Application PL-15-02714)

Commissioner Worel referred to the Conditions of Approval on page 62 of the Staff report. She read Conditions 5 “The minor railroad tie retaining walls built over the south property line shall be addressed prior plat to recordation; and Condition 6, “The encroachments into the Woodside Avenue must be addressed prior to plat recordation.” She could not recall ever seeing that language in the past and thought it was vague.

Planner Astorga explained that when the plat amendment was reviewed the Staff found that the retaining walls were built over the property lines; however, it was not how they were approved. Therefore, this applicant would have the responsibility of either removing the minor railroad retaining walls to meet what was approved, or to work with the neighboring property owner to get the retaining walls properly approved. One of those solutions would have to occur before the plat is recorded.

Commissioner Worel stated that she would be more comfortable if the language was changed to simply spell out what Planner Astorga had explained.

Planning Manager Sintz drafted language to say that, “The encroachment would be removed or an easement obtained with the adjacent property owner property owner prior to plat recordation.” Commissioner Worel requested the same for Condition #6.

Assistant City Attorney McLean recommended replacing the word “addressed” with “resolved” to indicate that the retaining walls must be resolved with either an easement or removal prior to recordation.

Commissioner Campbell had an issue with Condition 7 and requested that it be re-written for clarification. He noted that the reference of 3’ to 5’ did not call out what was being changed. It was also noted that the word “complied with” in the second sentence should be replaced with the word “comply”.

Commissioner Campbell asked if the first sentence of Condition 7 was implying that the front yard setback was being increased from 3’ to 5’. Planner Astorga replied that it was the side yard setback. Commissioner Campbell pointed out that the condition did not specify that it was a side yard setback. Planner Astorga noted that the last part of the sentence states that it is the north side yard area. Commissioner Campbell remarked that if the side yard setback was being changed then the condition should specifically say “the side yard setback”. He thought the condition as written was unclear. Commissioner Thimm agreed.

Assistant City Attorney McLean recommended revising Condition #7 to read, “A note shall be added on the plat that states the LMC requirement of a 5’ setback for this size lot on the north side yard area is not complied with, and it is currently 3 feet”. She explained that the intent is to put people on notice that the side yard setback is an existing non-complying situation. For example, if someone wants to put an addition behind the structure, they would have to abide by the 5’ setback requirement.

Vice-Chair Joyce thought the same language needed to be replicated for the second sentence of Condition #7 regarding the 10’ and 7’ setbacks.

Assistant City Attorney McLean clarified that the intent of the second sentence was to indicate that the overall setback needs to add up to 10’. Planner Astorga explained that the LMC is written such that there are two standards for setbacks; the minimum setback which is 5’; and then adding both sides for a total of 10’. If they leave the existing setbacks it would be 3’ on one side and 5’ on the other side for a total of 8’, which would not comply with the 10’ combined total setback.

Assistant City Attorney McLean drafted language for the second sentence to read, “The note shall state on the plat that the combined yard setbacks shall be 10’. The south side yard setback side shall be a minimum of 7 feet.”

Commissioner Thimm pointed out that Condition 7 as revised also applied to 119 Woodside Avenue; however, he recognized that it had already been approved and it was too late to make any changes. Ms. McLean remarked that 119 Woodside would be going to the City Council for final approval and the Staff could revise the language prior to the City Council meeting.

Planner Astorga stated that he had inadvertently mixed up the north and south. He changed the reference to the north side yard to correctly read the south side yard.

MOTION: Commissioner Phillips moved to forward a POSITIVE recommendation to the City Council for the 327 Woodside Avenue plat amendment based on the Findings of Fact, Conclusions of Law and Conditions of Approval as amended. Commissioner Thimm seconded the motion.

VOTE: The motion passed unanimously.

Findings of Fact – 327 Woodside Avenue

1. The property is located at 327 Woodside Avenue.
2. The property is in the Historic Residential-1 District.
3. The subject property consists of Lot 7 and Lot 8, Block 30, Park City Survey.
4. Lot 7 contains a single-family dwelling, built in 2001.
5. Lot 8 is currently vacant.
6. The proposed Plat Amendment creates one (1) lot of record from the existing two (2) lots consisting of a total of 3,750 square feet.
7. The maximum building footprint for a lot this size, 3,750 square feet, is 1,519 square feet.
8. A single-family dwelling is an allowed use in the Historic Residential-1 District.
9. The minimum lot area for a single-family dwelling is 1,875 square feet.
10. The proposed lot meets the minimum lot area for a single-family dwelling.
11. A duplex dwelling is a conditional use in the Historic Residential-1 District.

12. The minimum lot area for a duplex dwelling is 3,750 square feet.
13. The proposed lot meets the minimum lot area for a duplex dwelling. Conditional uses are reviewed and approved by the Planning Commission.
14. The minimum lot width allowed in the Historic Residential-1 District is twenty-five feet (25').
15. The proposed lot is fifty feet (50') wide.
16. The proposed lot meets the minimum lot width requirement.
17. The minimum side yard setbacks for a twenty-five foot (25') wide lot are three feet (3').
18. The minimum side yard setbacks for a fifty foot (50') wide lot are five feet (5').
19. When the single-family dwelling was built in 2001, it was built with the minimum side yard setbacks of three feet (3') as the lot width qualified as such.
20. Once the two (2) lots are combined, it would make the existing single-family dwelling legal non-complying as the structure would not meet the increased side yard setbacks from three feet (3') to five feet (5').
21. The combined side yards setbacks are to be ten feet (10') per Table 15-2.2 in the Land Management Code.
22. As currently built a small portion of the house was designed three feet (3') from the north property line and most of the house is approximately four-and-a-half feet (4.5') from the same property line.
23. The submitted certified as-built survey shows four (4) minor railroad tie retaining walls on the south property line.
24. Staff was not able to identify the retaining wall on the south property line on the original building permit in 2000.
25. The railroad tie retaining walls and any encroachments across property lines need to be resolved prior to plat recordation.

26. The applicant bears the burden of proper approvals for the retaining walls, which may include an encroachment agreement with the neighbor, or the railroad tie retaining walls may be relocated or removed.

27. The proposed plat amendment will not cause undo harm to adjacent property owners.

28. The proposed lot area of 3,750 square feet is a compatible lot combination as the entire Historic Residential-1 District has abundant sites with the same dimensions.

29. All findings within the Analysis section and the recitals above are incorporated herein as findings of fact.

Conclusions of Law – 327 Woodside Avenue

1. There is Good Cause for this Plat Amendment.
2. The Plat Amendment is consistent with the Park City Land Management Code and applicable State law regarding Subdivisions.
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 – 327 Woodside Avenue

1. The City Attorney and City Engineer will review and approve the final form and content of the plat for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat.
2. The applicant will record the plat at the County within one year from the date of City Council approval. If recordation has not occurred within one (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. A ten feet (10') wide public snow storage easement will be required along the front of the property.

4. Fire sprinklers shall be required for all new construction or substantial renovations, as determined by the Park City Building Department during building permit review.

5. The minor railroad tie retaining walls built over the south property line shall be resolved prior plat recordation. The encroachment would be removed or an easement obtained with the adjacent property owner prior to plat recordation.

6. The encroachments into the Woodside Avenue must be resolved prior to plat recordation. The encroachment would be removed or an easement obtained with the City prior to plat recordation.

7. A note shall be added on the Plat that states the LMC requirement of a five foot (5') setback for this size lot on the north side yard area is not complied with and is currently three feet (3'). The note shall state on the plat that the combined side yard setbacks shall be ten feet (10'). The side yard setback of the north side yard setback shall be a minimum of seven feet (7').

**2. 429 Woodside Avenue – Steep Slope Conditional Use Permit for a new accessory structure on a lot with an existing historic home
(Application PL-15-02733)**

Planner Kirsten Whetstone reviewed the application for construction on a steep slope for a detached accessory building behind the historic house on 429 Woodside. The home has a large addition that was previously approved and constructed.

Planner Whetstone noted that this item was not put on the Consent Agenda due to the amount of public input received during the plat amendment process, as well as conversations she had with the Quittin' Time Condominium project during the HDDR review. The Staff felt it was best to put this item on the regular agenda for a public hearing.

Planner Whetstone reported that in September of 2012 there was a plat amendment at 429 Woodside Avenue. The owner purchased a large parcel behind the lot and received an approval for a plat amendment to combine the lots. Several conditions of approval were attached to the plat amendment. Planner Whetstone noted that the property was landlocked and only this owner or the condominiums could purchase the land and actually use it. She stated that the parcel was purchased with the intention of using it for additional living area.