



**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
May 2, 2019**

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Park City, Utah will hold its regular City Council meeting at the Marsac Municipal Building, City Council Chambers, 445 Marsac Ave, Park City, Utah 84060 for the purposes and at the times as described below on Thursday, May 2, 2019.

CLOSED SESSION - 2:00 p.m.

To Discuss Property, Personnel, and Litigation

WORK SESSION

3:40 p.m. - 2019-20 City Manager's Recommended Budget: Presentation and Review

[FY20 Budget Staff Report](#)

[Exhibit A: Budget Summaries](#)

[Exhibit B: Tentative Budget Ordinance](#)

[Exhibit C: Special Service Contract Amended Policy](#)

4:40 p.m. - Carbon Footprint Update: Water Treatment & Distribution

[Carbon Footprint Staff Report - Water](#)

[Attachment A: Carbon Footprint - Water](#)

5:25 p.m. - Discuss the Treasure Hill Trail Plan

[Treasure Hill Open Space Trails Staff Report](#)

5:45 p.m. - Break

REGULAR MEETING - 6:00 p.m.

I. ROLL CALL

II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments

Staff Communications Reports

1. Park City Receives Smart Cities Connect and US Ignite Award
[Smart Cities Connect and US Ignite Award Staff Report](#)

2. 2019 Spring Runoff Update
[Spring Runoff Staff Report](#)
3. Coffee with Council Recap - April 16, 2019
[Coffee With Council Staff Report](#)
[Coffee with Council Recap](#)
4. Summer Special Event Outreach and Paid Parking Plans
[Summer Event Outreach and Parking 2019 Staff Report](#)
[Exhibit A: 2019 Major Summer Event Parking Rates and Communications Plans](#)
5. Summit Bike Share 2019 Program Update
[Summit Bike Share Phase II Staff Report](#)

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

1. Request to Approve Resolution 09-2019, a Resolution Recognizing May 2019 as Mental Health Awareness Month in Park City
[Mental Health Awareness Month Staff Report](#)
[Mental Health Awareness Month Resolution](#)
2. Park City Youth City Council Update
[Youth City Council Staff Report](#)
[Exhibit A: 2017 Survey Results](#)
[Exhibit B: 2018 Survey Results](#)
[Exhibit C: YCC Budget 2018-19](#)

IV. CONSIDERATION OF MINUTES

Consideration to Approve the City Council Meeting Minutes from April 18, 2019
[April 18, 2019 Minutes](#)

V. CONSENT AGENDA

1. Request to Approve Resolution 06-2019, a Resolution Proclaiming May as Bike and Bicycle Safety Month in Park City
[Bicycle Safety Month Staff Report and Resolution](#)
2. Request to Authorize the City Manager to Enter into Agreements in a Form Approved by the City Attorney's Office with Staker Parson Companies, for Rotomilling, Pavement Overlays, and Utility Adjustments in the Amount of \$622,623.50; Morgan Pavement Maintenance, for Type II Slurry Seals in the Amount \$127,059.45; CKC Asphalt, for Crack Seal, in the Amount \$113,850.00; and Advanced Paving and Construction, for Tuffcoat Seal, in the Amount of \$22,327.87
[2019 Pavement Management Staff Report](#)
[Exhibit A: 2019 Pavement Map](#)

[Exhibit B: 2019 Detail List of Streets](#)

3. Request to Authorize the City Manager to Enter into a Design Professional Services Agreement in a Form Approved by the City Attorney's Office with Utah New Vision Contracting, LLC in an Amount Not to Exceed \$39,000.00
[Public Utilities and Public Works Building Renovation Staff Report](#)
[Exhibit A: UNVC Rate Structure, Scope and Fee Proposal](#)
4. Request to Approve a Lease of Miners Hospital for the Egyptian Theatre (YouTheatre) to Hold Summer Theatre Camps in a Form Approved by the City Attorney
[2019 YouTheatre Miners Hospital Lease Staff Report](#)
[Exhibit A: 2019 YouTheatre Background](#)
[Exhibit B: Egyptian Theatre Co - YouTheatre Lease 2019](#)
5. Request to Authorize the City Manager to Enter into a Professional Services Agreement between Park City Municipal Corporation and Park Silly Sunday Market for Event Planner Services as Related to the Park City Fourth of July Celebration, for 2019, 2020, and 2021 in a Form Approved by the City Attorney that Shall Not Exceed \$20,000.00 Annually
[Fourth of July Service Provider Contract Staff Report](#)
[Exhibit A: Scope of Services and Draft Agreement](#)
[Exhibit B: Background For Fourth of July Service Agreement](#)
[Exhibit C: Park Silly Sunday Market RFP Submission](#)
6. Request to Approve Resolution 07-2019, a Resolution Proclaiming May 11, 2019, as Arbor Day and Celebrating Park City's 26th Anniversary as a Tree City USA Community
[Arbor Day Staff Report](#)
[Arbor Day 2019 Resolution](#)
[Arbor Day Flier](#)
7. Request to Authorize the City Manager to Execute an Emergency Design Professional Services Agreement with T-O Engineers, Inc. to Provide City Engineer Professional Services through April 2020 or Until a City Engineer is Hired in an Amount Not to Exceed \$200,000
[City Engineer Contract Services Staff Report](#)
[T-O Engineers Service Agreement](#)

VI. NEW BUSINESS

1. Discuss the Potential Use of Space at 1685 Bonanza Drive
(A) Public Input
[City Space Use Staff Report](#)
[Exhibit A: MuSE PC Proposal](#)
[Exhibit B: Library Room Use and Rental Policy](#)
2. Consideration to Approve Resolution 08-2019, a Resolution Expressing Official Intent Regarding Certain Capital Expenditures to be Reimbursed from Proceeds of the City's Water Revenue Bonds

(A) Public Hearing (B) Action
[Water Revenue Bond Reimbursement Staff Report](#)
[Water Bond Reimbursement Resolution 2019](#)

3. Consideration to Approve Ordinance No. 2019-26, an Ordinance Adopting a Tentative Revised Budget for Fiscal Year 2019 and a Tentative Budget for Fiscal Year 2020 for Park City Municipal Corporation and its Related Agencies and Authorizing the Computation of the Property Tax Rate at a No Tax Increase Rate, and Set Public Hearings to Consider Adoption of the Final Budget on May 16 and 30, 2019, and June 6 and 20, 2019, at the Regular City Council Meetings
(A) Public Hearing (B) Action
[Tentative Budget Ordinance](#)
[Budget Summaries](#)
4. Consideration to Extend the Street Dining on Main Program for Another Term and Authorize the Mayor to Sign Updated Leases of City Property/Rights-of-Way with Seven Main Street Restaurants, in a Form Approved by the City Attorney
(A) Public Input (B) Action
[2019 Street Dining on Main Staff Report](#)
[Exhibit A: 2019 Lease Agreement](#)
[Exhibit B: Street Dining Operational Restrictions](#)
[Exhibit C: Street Dining on Main Map](#)
5. Consideration to Approve the Supplemental Plan for the 2019 Park Silly Sunday Market
(A) Public Hearing (B) Action
[PSSM Supplemental Plan Staff Report 2019](#)
[Exhibit A: 2019 PSSM Supplemental Plan Summary, and Additional Materials](#)
[Exhibit B: Background - City Council Reports and Agenda Items](#)
[Exhibit C: PSSM Level Five Special Event Permit Findings 2019](#)
6. Consideration to Approve an Amendment to the Kimball Arts Festival Supplemental Plan and Level 5 Event Permit Including the Use of the Kimball Terrace at 675 Main Street as a Venue for the Gala and Arts Festival
(A) Public Hearing (B) Action
[Kimball Art Festival Staff Report](#)
[Exhibit A: 2019 Kimball Art Festival Event Application](#)
[Exhibit B: Kimball Art Festival Background](#)
[Exhibit C: Kimball Art Center and City Outreach and Communications Plan for Use of Kimball Terrace](#)
[Exhibit D: Analysis for Use of Kimball Terrace for Kimball Arts Festival and Gala](#)
[Exhibit E: Kimball Art Festival Level Five Permit DRAFT](#)

VII. OLD BUSINESS

1. Consideration to Approve Ordinance 2019-06, an Ordinance Approving Land Management Code Amendments regarding Section 15-13 Design Guidelines for Historic Districts and Historic Sites and 15-15 Definitions

VIII. ADJOURNMENT

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

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

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Jed Briggs

Submitting Department: Budget, Debt & Grants

Item Type: Work Session

Agenda Section:

Subject:

3:40 p.m. - 2019-20 City Manager's Recommended Budget: Presentation and Review

Suggested Action:

Over the next several weeks staff will present various aspects of the budget to Council. This week staff will give an introductory overview of the budget and the budget process. Council should provide direction to staff on any recommended changes to the Final Budget over the next several weeks. On June 20, the City will hold a public hearing and City Council will adopt the Final Budget. Staff intends to provide additional information on specific items as requested by City Council. Staff anticipates returning to City Council throughout the budget hearings to discuss specific projects as needed and to make Council aware of project cost estimates and updated revenue figures from the recent winter season.

Attachments:

[FY20 Budget Staff Report](#)

[Exhibit A: Budget Summaries](#)

[Exhibit B: Tentative Budget Ordinance](#)

[Exhibit C: Special Service Contract Amended Policy](#)



City Council Work Session Report

Subject: City Manager's Recommended Budget
Author: Jed Briggs and Nate Rockwood
Department: Budget, Debt, & Grants
Resources Date: May 2, 2019
Type of Item: Legislative

Executive Summary Recommendation

City Council should approve the attached ordinance adopting a Tentative Revised Budget for FY 2019 and a Tentative Budget for FY 2020 for Park City Municipal Corporation and its related agencies and authorize the computation of the property tax rate at a no tax increase rate. Over the next several weeks staff will present various aspects of the budget to Council. This week staff will give an introductory overview of the budget and the budget process.

Council should provide direction to staff on any recommended changes to the Final Budget over the next several weeks. On June 20, the City will hold a public hearing and City Council will adopt the Final Budget. Staff anticipates returning to City Council throughout the budget hearings to discuss specific projects as needed and to make Council aware of project cost estimates and updated revenue figures from the recent winter season.

Background

This budget season is the second year of the budget biennium. Between now and June 20 we will be working on adjusting the FY 2019 Budget (July 2018 – June 2019) as well as developing the FY 2020 Budget (July 2019 – June 2020) for adoption.

The City Manager's Recommended Budget draws upon Council input and direction received during the Council Retreat in March and during work sessions and study sessions throughout the year. The expenditure budget is determined by looking at revenues, which the Budget Dept assesses in the Financial Impact Assessment Report (FIAR), a projection of the City's expenditures and revenues over the next ten years. In essence, the FY20 budget fits within the confines of the FIAR's projected expenditure increases (based off of a 10-year historical analysis of an average annual increase of Park City's expenditures). The funding level recommendation accounts for "inflationary" increases like Pay Plan, health insurance, and retirement as well as more discretionary increases such as departmental requests and CIP enhancements.

Below are the City's Long-Term Budget Strategies for crafting the City Manager's Recommended Budget:

1. Budget draws upon Council input from Council Retreat and FIAR projections as a guide
 - a. Priority-driven operating budget based upon Council's Critical and Top Priorities, goals,

- objectives, and desired outcomes
- 2. Two-year budget process with fewer budget requests coming in the “off-year”
- 3. The budget proposal is initially developed by several budget committees made up of cross-departmental staff:
 - a. Committees include Results Team as well as CIP, Pay Plan, Benefit, and Fleet committees and any other ad hoc committees needed for unique circumstances
 - b. Results Team will make recommendations by considering BFO score, department manager’s request, established need, available resources, and performance measures
- 4. All operating and capital budget requests should be considered during the budget process
- 5. Any General Fund budget surplus should be used for capital projects

Utah State law requires that the City Manager present to Council a balanced budget at the first regularly scheduled Council meeting in May. A balanced budget is defined by Utah Code: *The total of the anticipated revenues shall equal the total of appropriated expenditures*. The proposed budget must be available for public inspection during normal business hours after it has been filed with the City Council. The council then adopts the tentative budget and begins to make it its own through direction. Between the first City Council meeting in May and the presentation of the Final Budget on June 20, the Council reviews the proposed budget, considers public comment, and finally, adopts a balanced budget. Before June 30 the Council must adopt either a tentative budget if the certified tax rate is to be exceeded (tax increase) or a final budget and proposed tax rate (no tax increase). If there is a property tax increase, the Council holds an additional public hearing before adopting the budget in August.

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

April 29 - Staff delivered the City Manager’s Recommended Budget (Tentative or Proposed Budget) to City Council. Discussion/action is slated for these dates as follows, barring changes as needed:

May 2 – Presentation and adoption of the Tentative Budget, Budget Overview & Timeline, Update of Financial Impact Assessment Report (FIAR), Benefits (pay plan & health insurance) as well as CIP & RDA budgets. Council will set the time and place of a public hearing for the final budget adoption.

May 16 – Capital Expenditures - CIP & RDA budgets

May 30 – Operating Expenditures and Fee Changes

June 6 – Special Service Contracts, City Fee Resolution, Council Compensation, Budget Policies, and Outstanding Budget Issues

June 20 – Presentation & Adoption of Final Budget (if no property tax increase – staff is not recommending a property tax increase), Adoption of Provisional Budget (if property tax will be increased)

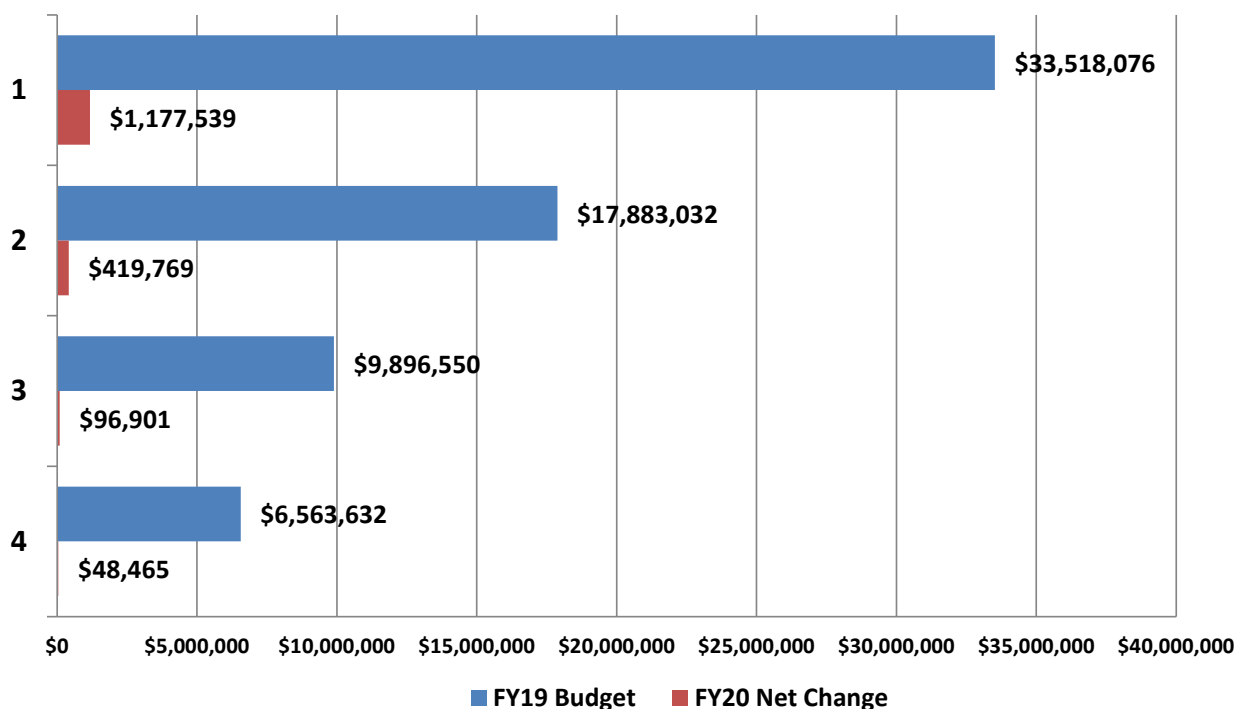
Analysis

The Results Team (staff-led budget committee) receives service proposals (bids) for programs and activities in each Council goal, which are costed out by Budgeting for

Outcomes programs or services. These BFO programs are scored by departmental managers based off of scoring criteria that reflects the Community Critical Priorities and essential services. The Results Team reviews these scores and changes them to arrive at a composite score agreed on by the group. This provides the ranking of proposals within each Council goal with a quartile ranking as well, numbered from 1 to 4, with 1 being the highest ranking and 4 the lowest.

The criteria weighted the most heavily for scoring a BFO program is how well it aligns with Council's Priorities and Desired Outcomes. The scoring and prioritization of the BFO programs is the start of the discussion on where to fund programs—not the end. Decisions on budget enhancements or decreases are based on the scoring of each BFO program, as well as the department manager's rationale, established need, and availability of resources. The team discusses their overall rankings and rationale for budget enhancements or decreases and prepares a final recommendation to the City Manager, who examines and refines this recommendation and may include it in the overall budget recommendation.

BFO Budget Allocation by Quartile (All Funds)



Allocation of Budgeted Resources by Quartile

Each BFO program is scored by the results team in accordance with the aforementioned process. Quartile 1 is made up of the top 25% of programs that received the highest scoring. This graphic demonstrates that the items most important to Council and the community (Quartile 1) are receiving the most funding.

The City Manager's Recommended Budget is presented through the lens of the Priorities, Desired Outcomes, and Council goals. We are confident BFO provides the

tools we need to build a budget that reflects our city's values and needs. This budget process helps us focus on outcomes that matter to our residents and others who have a stake in this community.

FINANCIAL IMPACT ASSESSMENT REPORT (FIAR)

The Financial Impact Assessment Report (FIAR) report forecasts revenues and operating, capital, and debt service expenses for the General Fund. The report is intended to inform decision makers in the budget process by illustrating the potential impacts of current financial decisions on the financial health of the City in both the near and distant future. The figures presented in the FIAR help set the funding limits for both the operating and capital budget process as related to the general fund and general fund capital transfer.

The figures below incorporate expenses and revenues from the General Fund as well as the general fund transfer to the CIP.

Operating expense projections are shown using the service level associated with the 2019 Budget as the base year. The table below shows the FY 2019 service level projected over ten years using the 4.5% growth rate identified in the 2010 Service Level Assessment Committee (SLAC) update. The projected surpluses (or deficits) for each year are shown in the following graph.

Ten-year Financial Impact Forecast

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Revenue	\$37,711	\$38,279	\$38,876	\$40,188	\$41,155	\$42,136	\$43,108	\$44,097	\$45,101	\$46,101
Op. Expenses (Base)	\$32,659	\$34,159	\$34,159	\$34,159	\$34,159	\$34,159	\$34,159	\$34,159	\$34,159	\$34,159
Inflationary Growth	\$0	\$0	\$1,111	\$2,260	\$3,446	\$4,673	\$5,905	\$7,142	\$8,382	\$9,624
Operating LOS Growth	\$0	\$0	\$458	\$924	\$1,396	\$1,876	\$2,363	\$2,858	\$3,361	\$3,872
CIP Expenses	\$4,108	\$3,639	\$2,763	\$2,873	\$2,883	\$3,453	\$3,503	\$3,553	\$3,603	\$3,653
Debt Service	\$178	\$178	\$181	\$182	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$36,945	\$37,976	\$38,672	\$40,397	\$41,884	\$44,161	\$45,931	\$47,712	\$49,505	\$51,308
Rev/Exp	\$765	\$303	\$204	-\$208	-\$730	-\$2,025	-\$2,822	-\$3,615	-\$4,404	-\$5,207

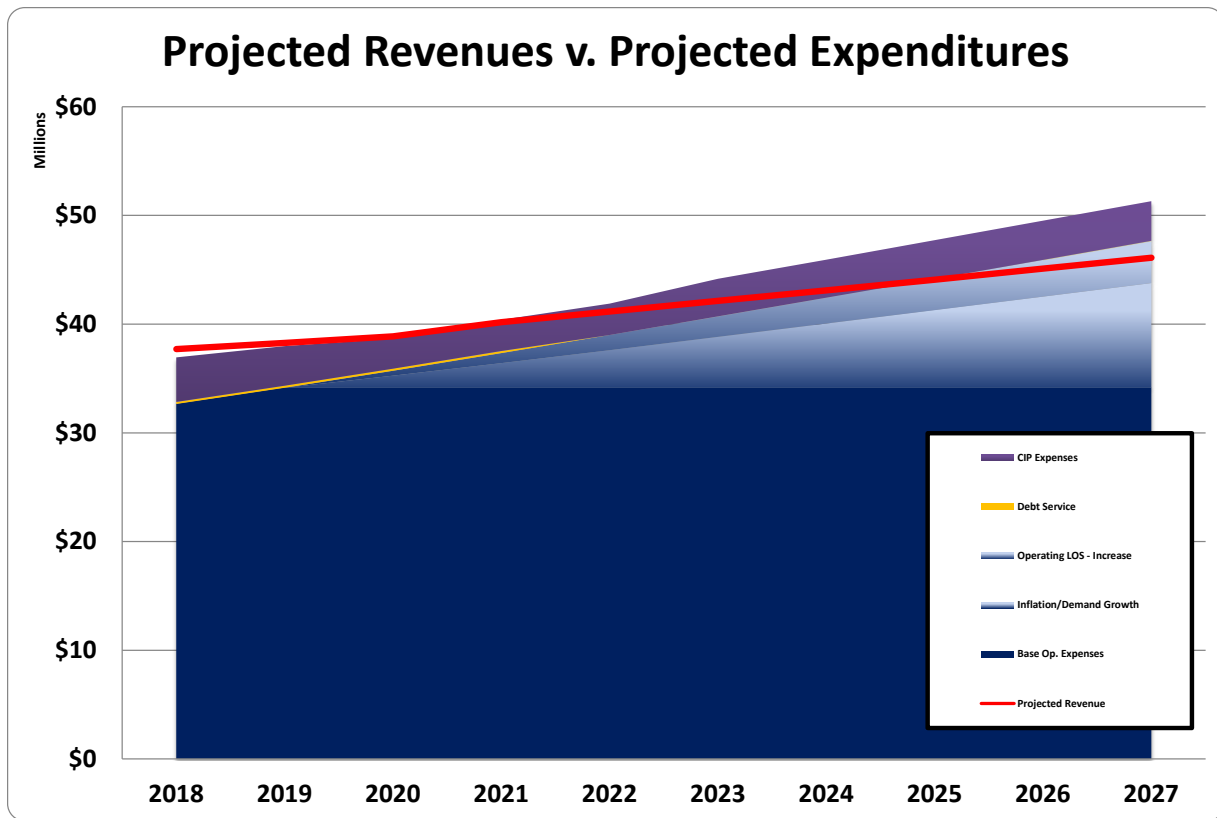
*In Thousands (x1,000)

Aggregate Surplus/(Shortfall) Over Ten-Years (2018 to 2027)

-\$17,739,002

Ten-year Financial Impact Forecast

The FIAR projections are based on long-range historical trends. As the economic environment of a resort economy ebbs and flows, the FIAR is intended to act as a long-range measure and reference for future financial decisions. As the City moves forward, revenue growth will be added and evaluated in the contexts of the historical trends and will help form an updated FIAR projection in 2020 which will guide the City in the subsequent biennium budget process.



Financial Impact Assessment Trends

Budget Summary

The FY 2019 Adjusted Budget reflects a .32% increase from the FY 2019 Original Budget (with capital excluded). The Adjusted Budget is the current fiscal year's budget ending June 30. Much of the increase surrounding this adjustment is due to battery leases in the Transit Fund that were adopted in the Dec budget and vacancy factor (adjustments based off of personnel actuals). As the end of the fiscal year approaches, we tightly monitor the adjusted budget to ensure the changes are captured for Final Budget adoption on June 20. Currently, the proposed FY 2019 budget (excluding capital) increased by \$246k over the FY 2019 original budget.

Expenditure Summary by Major Object - All Funds

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019 Budget	FY 2019 Adj. Budget	FY 2020 Budget
Personnel	27,516,623	30,515,422	33,455,040	36,532,263	39,661,060	39,552,286	42,256,867
Materials, Supplies & Services	14,848,667	14,821,754	15,412,531	17,825,325	20,168,570	20,523,545	21,006,469
Capital Outlay	35,598,211	20,160,212	77,088,715	61,004,378	93,896,890	187,302,477	60,103,679
Debt Service	22,065,899	11,337,373	11,130,107	16,216,948	15,628,056	15,628,056	14,901,881
Contingency	85,647	27,881	116,958	75,437	440,000	440,000	440,000
Actual Budget	\$100,115,047	\$76,862,641	\$137,203,351	\$131,654,351	\$169,794,576	\$263,446,364	\$138,708,896
Budget Excluding Capital	\$64,516,836	\$56,702,429	\$60,114,636	\$70,649,973	\$75,897,686	\$76,143,887	\$78,605,217
Interfund Transfers	22,945,672	15,431,059	39,521,611	47,750,191	17,149,729	17,052,311	17,360,653
Ending Balance	83,622,487	81,763,532	74,767,615	83,191,254	152,956,881	42,235,719	72,318,432
Subtotal	\$106,568,159	\$97,194,591	\$114,289,226	\$130,941,445	\$170,106,610	\$59,288,030	\$89,679,085
Grand Total	\$206,683,206	\$174,057,232	\$251,492,577	\$262,595,796	\$339,901,186	\$322,734,394	\$228,387,981

Expenditure Summary by Major Object

The FY 2020 Budget is increasing to \$78.6 million, which is a 3.2% increase from the FY 2019 Adjusted Budget. The increase is due to Pay Plan adjustments and operating expenses to keep up with demand for services, especially in the Transit Fund. These changes will be more fully discussed on May 30 with details on departmental requests, committee recommendations, operating budget changes, and major capital requests. For more information on budget requests and recommendations please review the [budget documents posted online](#). FY 2020 shows a 3.1% increase in personnel from the FY 2019 Original Budget.

Operating Budget

The Operating Budget consists of personnel, materials, supplies, and services, departmental capital outlay, and contingencies for each department.

Health Insurance Costs

The City maintains a health and dental insurance plan through Regence Blue Cross Blue Shield of Utah. Each year, Regence examines the City's "use" of the plan and its total costs to Regence, and then determines the price for the following year. Amazingly, this year there will be no increase in the City's health insurance. While it is impossible to show causality, the City's enhanced Safety Program and Healthy Living Program – including last year a smoker surcharge – have undoubtedly contributed.

Dental Insurance

After recommendations from the City's insurance broker, the City will be increasing its dental benefit maximum from \$1,000 to \$1,500. With this change, there is a recommended premium increase of 20.20% to current premiums. This is a budget increase of \$56k for the entire City.

Pay Plan

Park City has a market-based pay philosophy, albeit the "market" is limited to other municipal governments, excluding the typically higher private-sector compensation. The Pay Plan attempts to ensure the uniform and equitable application of pay in comparison to select Utah and Colorado municipal employee markets.

Every two years Park City compares its employee compensation data with approximately 30 communities from the Wasatch Front (the Wasatch Compensation Group) and an assortment of Colorado Ski towns. The Technical Committee looks at job descriptions and compares with similar positions or “benchmarks” to determine market pay for any given position. The City Manager chooses the metrics that determine how salaries should be set and defines a threshold at which positions should be reclassified. The Pay Plan Committee is formed to review the benchmark data and make recommendations on positions that are not able to be benchmarked for reclassification to the City Manager.

Every other year during the “off year,” all grades in the pay plan are set to increase by 2%. This budgeting practice, in place for more than two decades, is part of the City’s efforts to keep salaries close to the market in budget years when a formal pay plan process is not performed. However, this is not a large amount, and does not keep up with the rising costs of inflation. The 2% grade increase for FY20 is shown below:

Pay Plan Changes by Fund	
	FY 2020 Budget
Fund 11 General Fund	\$305,181
Fund 12 Quinn's Recreation Complex	\$25,681
Fund 51 Water Fund	\$42,838
Fund 52 Storm Water Fund	\$9,279
Fund 55 Golf Fund	\$15,725
Fund 57 Transportation Fund	\$151,968
Fund 62 Fleet Services Fund	\$13,593
Total	\$564,265

Pay Plan Increase by Fund

Non-Discretionary Items (Technical Adjustments)

In addition, there is about \$520K in technical adjustments in the General Fund that are recommended to be added to the FY20 budget. These include adjustments for personnel benefits like housing allowance, workers’ compensation, disability benefits, etc. Budget Department always tries to budget for actuals and because these benefits are tied to individual employees, they need to be adjusted at times. There are also miscoding errors from the last budget cycle that need to be cleaned up. Other technical adjustments include Inter-fund Transfers for administrative costs, Fleet costs, the City’s Self-Insurance fund, and contingency. Some of these items are still being calculated and a placeholder has been put into the budget until we have a clear recommendation for the final budget.

Personnel Changes

A number of departments submitted personnel requests for the FY 2020 Budget. The impacts of all recommended personnel budget request increases are shown for each fund in the table below. The total increase in personnel of FY 2020 over the FY 2019 Original budget is \$512k. This increase is made up of changes to Police, Building Maintenance, Building, Economic Development Human Resources, Street Maintenance, Ice, Parks & Cemetery, Budget and Public Services. Details on departmental requests, committee recommendations, operating budget changes, and major capital requests will

be discussed on May 30. For more information on budget requests and recommendations please review the [budget documents posted online](#).

Total Personnel Options by Fund	
	FY 2020 Budget
Fund 11 General Fund	\$454,899
Fund 12 Quinn's Recreation Complex	\$14,927
Fund 23 Lower Park RDA	-\$25,072
Fund 51 Water Fund	\$34,700
Fund 52 Storm Water Fund	\$5,232
Fund 55 Golf Fund	\$15,517
Fund 57 Transportation Fund	\$66,782
Fund 62 Fleet Fund	-\$55,311
Total	\$511,674

Recommended Personnel Requests by Fund

Highlights of Budget Requests

Police Increase

Police is increasing by 1.25 FTEs, due to the addition of a full-time Evidence Technician, the addition of a Community Technical Specialist (part-time Police and part-time social equity) and a re-class of one Police Officer to Senior Police Officer. The addition of a full-time evidence technician is needed to be in compliance with industry standards and best practices. This year, the Utah State Auditor performed an audit on the evidence room and found issues stemming from the inconsistency of not having a single person tending to it.

Building Dept Increase

A Fire Inspector/Plans Examiner is being added to the Building Dept for FY20. This is needed to keep up with the increased workload of the Building Dept. The increased demand results from the Park City Fire District no longer assisting with annual inspections of commercial structures within the Park City Municipal boundaries.

Street Maintenance Increase

Street Maintenance is increasing its FTEs by 3.0 FTEs. Four Streets & Stormwater Operator IIIs (0.5 FTE each) are needed as additional plow operators for each of the four street maintenance crews. They will have increased service levels due to the growth of PC Heights. Also, an Analyst II will be added due to the Public Works/Transit re-organization.

Building Maintenance Increase

Building Maintenance is adding a Building Maintenance III full-time position for succession planning. Building Maintenance anticipates the retirement of two Building Maintenance III's staff over the next couple of years. This new person can be trained before existing staff retires. A Building Assessments Study, conducted by Robert C Huff, consulting in December, 2017, recommended more resources to keep up with department duties.

Public Services Personnel Changes

One of the biggest recommended changes to personnel is in the Public Services Team, which includes the Water, Storm Water, Golf, Transportation, and Fleet Funds. These changes will be explained in a separate staff report.

Materials, Supplies, and Services

The table below displays the increases to materials, supplies, and services by fund over the FY19 adopted budget. In FY20 the main increases are for IT software costs; the City Attorney contract services; Ice Facility contract services and bank fees; and Special Events application software. The Water Fund increase is mainly due to Mountain Regional operations & maintenance, water assessments, and contract services/consulting. Transit is increasing by \$941K, \$665K of which is for electric battery service lease/agreement.

Total Materials, Supplies & Services Options by Fund

	FY 2020 Budget
Fund 11 General Fund	\$329,804
Fund 12 Quinn's Recreation Complex	\$37,000
Fund 51 Water Fund	\$38,000
Fund 52 Storm Water Fund	\$0
Fund 55 Golf Fund	\$0
Fund 57 Transportation Fund	\$941,000
Fund 62 Fleet Fund	\$0
Fund 64 Self Insurance Fund	\$0
Total	\$1,345,804

Materials, Supplies & Services Options by Fund

Special Service Contracts

Council discussed on March 7, 14, and April 4 the possibility of revamping the Special Service Contract process. Staff presented a proposal where the details were worked out over the course of the three work sessions. Staff has updated the current policy based upon Council direction. Staff is asking Council to adopt the policy as part of the Tentative Budget Adoption (see Attachment C). Below is the proposed timeline for the Special Service Contract process:

1. April 29 - Issue RFP
2. May 3 - Hold information session to go over timeline with current and potential recipients
3. May 17 – Submission Deadline
4. May 20-24 - SSC subcommittee (staff and Council liaisons - Nann & Steve) review social equity proposals and submit scores.
5. May 20-24 - Results Team reviews regular service proposals and scores them through BFO process and then presents recommendations to SSC subcommittee.
6. May 31 - SSC subcommittee (staff and Council liaisons - Nann & Steve) determines who gets funding and for how much as well as overall funding

approach to figure out whether to reserve money for future social equity and innovation grants.

7. June 6 - SSC subcommittee makes recommendation to Council.
8. Fall – Social Equity and Innovation Grants

Department Review

This report has been reviewed by the City Attorney's Office and the City Manager's Office.

Attachments:

- A – Budget Summaries
- B – Tentative Budget Ordinance
- C – Special Service Contract Amended Policy

Change in Fund Balance

Fund	Actuals FY 2017	Actuals FY 2018	Actuals FY 2019	Adjusted FY 2019	Increase (red) FY 2019	% Inc (red) FY 2019	Budget FY 2020	Increase (red) FY 2020	% Inc (red) FY 2020
Park City Municipal Corporation									
011 GENERAL FUND	\$11,558,783	\$12,266,079	\$0	\$13,255,941	\$989,862	8%	\$13,512,236	\$256,295	2%
012 QUINNS RECREATION COMPLEX	\$-4,129,592	\$-4,450,108	\$0	\$-4,864,889	\$-414,781	9%	\$-5,342,981	\$-478,092	10%
021 POLICE SPECIAL REVENUE FUND	\$33,604	\$34,404	\$0	\$34,404			\$34,404		
022 CRIMINAL FORFEITURE RESTRICTED ACCOUNT	\$26,071	\$23,168	\$0	\$23,168			\$23,168		
031 CAPITAL IMPROVEMENT FUND	\$31,142,544	\$40,859,511	\$0	\$9,485,283	\$-31,374,228	-77%	\$27,015,904	\$17,530,621	185%
038 EQUIPMENT REPLACEMENT CIP	\$1,352,711	\$1,990,746	\$0	\$59,075	\$-1,931,671	-97%	\$-152,825	\$-211,900	-359%
051 WATER FUND	\$5,905,357	\$2,415,273	\$0	\$4,809,008	\$2,393,735	99%	\$14,469,098	\$9,660,090	201%
052 STORM WATER FUND	\$8,426,046	\$598,027	\$0	\$696,452	\$98,425	16%	\$308,600	\$-387,852	-56%
055 GOLF COURSE FUND	\$1,246,003	\$1,210,441	\$0	\$1,100,648	\$-109,793	-9%	\$929,634	\$-171,014	-16%
057 TRANSPORTATION & PARKING FUND	\$19,262,807	\$13,647,186	\$0	\$2,900,914	\$-10,746,272	-79%	\$6,201,041	\$3,300,127	114%
062 FLEET SERVICES FUND	\$1,196,395	\$1,207,403	\$0	\$1,177,130	\$-30,273	-3%	\$1,175,945	\$-1,185	0%
064 SELF INSURANCE FUND	\$793,923	\$1,163,647	\$0	\$895,821	\$-267,826	-23%	\$579,494	\$-316,327	-35%
070 SALES TAX REV BOND - DEBT SVS FUND	\$2,403,929	\$7,396,945	\$0	\$7,382,946	\$-13,999	0%	\$7,368,947	\$-13,999	0%
071 DEBT SERVICE FUND	\$643,716	\$710,461	\$0	\$755,397	\$44,936	6%	\$796,243	\$40,846	5%
Total Park City Municipal Corporation	\$79,862,297	\$79,073,183	\$0	\$37,711,298	\$-41,361,885	-148%	\$66,918,908	\$29,207,610	51%
Park City Redevelopment Agency									
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	\$322,354	\$857,555	\$0	\$913,182	\$55,627	6%	\$976,881	\$63,699	7%
024 MAIN STREET RDA SPECIAL REVENUE FUND	\$460,052	\$730,611	\$0	\$735,611	\$5,000	1%	\$770,611	\$35,000	5%
033 REDEVELOPMENT AGENCY-LOWER PRK	\$738,741	\$1,026,025	\$0	\$2,001,276	\$975,251	95%	\$2,830,686	\$829,410	41%
034 REDEVELOPMENT AGENCY-MAIN ST	\$1,209,001	\$1,073,963	\$0	\$444,435	\$-629,528	-59%	\$391,429	\$-53,006	-12%
Total Park City Redevelopment Agency	\$2,730,148	\$3,688,154	\$0	\$4,094,504	\$406,350	44%	\$4,969,607	\$875,103	41%
Municipal Building Authority									
035 BUILDING AUTHORITY	\$424,783	\$429,917	\$0	\$429,917			\$429,917		
Total Municipal Building Authority	\$424,783	\$429,917	\$0	\$429,917			\$429,917		



Ordinance No. 2019-26

ORDINANCE ADOPTING A TENTATIVE REVISED BUDGET FOR FISCAL YEAR 2019 AND A TENTATIVE BUDGET FOR FISCAL YEAR 2020 FOR PARK CITY MUNICIPAL CORPORATION AND ITS RELATED AGENCIES AND AUTHORIZING THE COMPUTATION OF THE PROPERTY TAX RATE AT A NO TAX INCREASE RATE

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

WHEREAS, a public hearing was held on May 2, 2019 at the City Council's regularly scheduled meetings, complying with State law;

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

SECTION 1. TENTATIVE REVISED BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended budget presented on May 2, 2019 and with changes as summarized in the Attachments to this ordinance is hereby adopted as the tentative revised Fiscal Year 2019 budget for Park City Municipal Corporation and its related agencies.

SECTION 2. TENTATIVE BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended budget presented on May 2, 2019 and with changes as summarized in the Attachments to this ordinance is hereby adopted as the tentative budget for Fiscal Year 2020 for Park City Municipal Corporation and its related agencies.

SECTION 3. CERTIFIED PROPERTY TAX RATE. The City's Budget Officer is authorized, after the County has provided the Certified Property Tax data, to compute the City's Certified Property Tax Rate for 2019 at a "No Tax Increase Rate" and file said rate with the County.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective on the day of publication.

PASSED AND ADOPTED this 2nd day of May, 2019

PARK CITY MUNICIPAL CORPORATION

Mayor Andy Beerman

Attest:

Michelle Kellogg, City Recorder

APPROVED AS TO FORM:

Mark Harrington, City Attorney

CHAPTER 5 - CONTRACTS & PURCHASING POLICY

PART I - PUBLIC SERVICE CONTRACTS (AMENDED ~~JUNE 2004~~MAY 2019)

Field Code Changed

As part of the budget process, the City Council appropriates funds to contract with organizations offering services consistent with the needs and goals of the City. Depending upon the type of service category, payment terms of the contracts may take the form of cash payment and/or offset fees or rent relating to City property in exchange for value-in-kind services. The use of the public service contracts will typically be for specific services rendered in an amount consistent with the current fair market value of said services.

A. Public Service Fund Distribution Criteria

In order to be eligible for a public service contract in Fund Categories 1-3, organizations must meet the following criteria:

1. **Criterion 1: Accountability and Sustainability of Organization** - The organization must have the following:
 - a. Quantifiable goals and objectives.
 - b. Non-discrimination in providing programs or services.
 - c. Cooperation with existing related programs and community service.
 - d. Compliance with the City contract.
 - e. Federally recognized not-for-profit status.
2. **Criterion 2: Program Need and Specific City Benefit** - The organization must have the following:
 - a. A clear demonstration of public benefit and provision of direct services to City residents.
 - b. A demonstrated need for the program or activity. Special Service Funds may not be used for one-time events, scholarship-type activities or the purchase of equipment.
3. **Criterion 3: Fiscal Stability and Other Financial Support** - The organization must have the following:
 - a. A clear description of how public funds will be used and accounted for
 - b. Other funding sources that can be used to leverage resources.
 - c. A sound financial plan that demonstrates managerial and fiscal competence.
 - d. A history of performing in a financially competent manner.
1. **Criterion 4: Fair Market Value of the Services** - The fair market value of services included in the public service contract should equal or exceed the total amount of compensation from the City unless outweighed by demonstrated intangible benefits.

B. Total Public Service Fund Appropriations

The City may appropriate up to 1 percent of the City's total budget for public service contracts for the Special Service Contract and Rent Contribution Categories described below. In addition, the City appropriates specific dollar amounts from other funds specifically related to Historic Preservation as described below.

C. Fund Categories and Percentage Allocations

For the purpose of distributing Public Service Funds, public service contracts are placed into the following categories:

1. Special Service Contracts

- ~~a. Youth Programming~~
- ~~b. Victim Advocacy/Legal Services~~
- ~~c. Arts~~
- ~~d. Health~~
- ~~e. Affordable Housing/Community Services~~
- ~~f. Recycling~~
- ~~g. History/Heritage~~
- ~~h. Information and Tourist Services~~
- a. Regular Services
 - o Community Art & Culture
 - o Park City History and Visitor Services
 - o Sister City Administration
 - o Trails Management
 - o Waste/Recycling Management
- b. Social Equity
 - o Childhood Care & Development
 - o Medical Treatment
 - o Emergency Assistance
 - o Food Pantry
 - o Legal Mediation Services
 - o Housing Outreach & Education
 - o Safe Haven
 - o Additional services related to Social Equity Strategic Plan
- c. Innovation Grants

2. Rent Contribution

3. Historic Preservation

A percentage of the total budget (which shall not exceed 1 percent) is allocated for contracts in the Special Service Contract and Rent Contribution categories by the City Council. A specific dollar amount is allocated to Historic Preservation based on funds available from the various Redevelopment Agencies.

The category percentage allocation ~~does not~~ could vary from year-to-year, depending on Council discretion. ~~However~~ In addition, as the City's budget fluctuates (up or down) due to economic conditions, the dollar amounts applied to each category may fluctuate

Formatted

Formatted

proportionally. Unspent fund balances at the end of a year will not be carried forward to future years. It is the intent of the City Council to appropriate funds for specific ongoing community services and not fund one-time projects or programs.

D. Special Service Contracts

A portion of the budget will be designated for service contracts relating to services that would otherwise be provided by the City. Special services that fall into this category would include, but not be limited to the following: ~~youth programming, victim advocacy/legal services, arts, health, affordable housing/community services, recycling, history/heritage, information and tourist services, and minority affairs.~~ community art & culture, Park City history and visitor services, sister city administration, trails management, waste/recycling management, childhood care & development, medical treatment, emergency assistance, food pantry, legal mediation services, housing outreach & education, and safe haven. More categories will be added to social equity services based off of the Social Equity Strategic Plan. To the extent possible, individual special services will be delineated in the budget.

Service providers are eligible to apply for a special service contract every biennial budget process, with the exception of innovation grants which could run from one to three years. The City will award special service contracts through a competitive bid process administered by the Service Contract Subcommittee and City Staff. The City reserves the right to accept, reject, or rebid any service contracts that are not deemed to meet the needs of the community or the contractual goals of the service contract.

Each special service provider will have a special service contract with a term of two years. Half of the total contract amount will be available each year. Eighty percent of each annual appropriation will be available at the beginning of the fiscal year, with the remaining 20 percent to be distributed upon demonstration through measures (quality and quantity) that the program has provided public services meeting its goals as delineated in the public service contract. The disbursement of all appropriations will be contingent upon council approval. Special service providers will be required to submit current budgets and evidence of contract compliance (as determined by the contract) by March 31 of the first contract year.

The City reserves the right to appoint a citizen's task force to assist in the competitive selection process. The task force will be selected on an ad hoc basis by the Service Contract Subcommittee.

All special service contract proposals must be consistent with the criteria listed in this policy, in particular criterion 1-4.

~~**Youth Contracts:** In addition to the above listed criteria, proposals for Youth Programming must meet the following requirements: (1) Provide a service to or enhancement of youth programs in the Park City community; and (2) Constitute a benefit to Park City area youth, community interests, and needs. Youth Programming funds must~~

~~be used to benefit Park City area youth Citywide; this may be accomplished through one service contract or by dividing the funds between several contracts.~~

Innovation Grants: City council intends to provide the community with a meaningful venue to deliver unique and innovative ideas focused on tackling the City's challenges. These solutions may focus on the Community Critical Priorities of energy, housing, transportation, and social equity, but may be related to any initiative the City deems worthwhile. Grants would provide an organization with seed money to create programs or start initiatives, but would not serve as a long-term funding solution for non-profits. Innovation grants will typically have distributions ranging from 1-3 years.

Deadlines: All proposals for Special Service Contracts must be received no later than March 31. A competitive bidding process conducted according to the bidding guidelines of the City may set forth additional application requirements. If there are unallocated funds, extraordinary requests may be considered every six months during the two-year budget cycle, unless otherwise directed by Council.

Extraordinary requests received after this deadline must meet all of the following criteria to be considered:

1. The request must meet all of the normal Public Service Fund Distribution Criteria and qualify under one of the existing Special Service Contract categories;
2. The applicant must show that the requested funds represent an unexpected fiscal need that could not have been anticipated before the deadline; and
3. The applicant must demonstrate that other possible funding sources have been exhausted.

E. Rent Contribution

A portion of the Special Service Contract funds will be used as a rent contribution for organizations occupying City-owned property and providing services consistent with criterion 1-4 pursuant to the needs and goals of the City. To the extent possible, individual rent contributions will be delineated in the budget. Rent contributions will usually be memorialized by a lease agreement with a term of five years or less, unless otherwise approved by City Council.

The City is required to make rent contributions to the Park City Building Authority for buildings that it occupies. Qualified Organizations may enter into a lease with the City to occupy City space at a reduced rental rate pursuant to criterion 1-4. The difference between the reduced rental rate and the rate paid to the Park City Building Authority will be funded by the rent contribution amount. Rent Contribution lease agreements will not exceed five years in length unless otherwise directed by the City Council. Please note that

this policy only applies when a reduced rental rate is being offered. This policy does not apply to lease arrangements at "market" rates.

F. Historic Preservation

Each year, the City Council may appropriate a specific dollar amount relating to historic preservation. The City Council will appropriate the funding for these expenditures during the annual budget process. The funding source for this category is the Lower Park Avenue and Main Street RDA. The disbursement of the funds shall be administered pursuant to applications and criteria established by the Planning Department, and awarded by the City Council consistent with UCA § 17A-3-1303, as amended. In instances where another organization is involved, a contract delineating the services will be required.

G. Exceptions

Rent Contribution and Historic Preservation funds will be appropriated through processes separate from the biennial Special Service Contract process and when deemed necessary by City Council or its designee.

The Service Contract Sub-Committee has the discretion as to which categories individual organizations or endeavors are placed. Any percentage changes to the General Fund categories described above must be approved by the City Council. All final decisions relating to public service funding are at the discretion of the City Council.

Nothing in this policy shall create a binding contract or obligation of the City. Individual Service Contracts may vary from contract to contract at the discretion of the City Council. Any award of a service contract is valid only for the term specified therein and shall not constitute a promise of future award. The City Council reserves the right to reject any and all proposals, and to waive any technical deficiency at its sole discretion. Members of the City Council, the Service Contract Sub-Committee, and any Advisory Board, Commission or special committee with the power to make recommendations regarding Public Service Contracts are ineligible to apply for such Public Service Contracts, including historic preservation funds. City Departments are also ineligible to apply for Public Service Contracts. The ineligibility of Advisory Board, Commission and special committee members shall only apply to the category of Public Service Contracts that such advisory Board, Commission and special committee provides recommendations to the City Council. All submittals shall be public records in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to UCA Section 63-2-308, as amended.

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Darcy Glenn

Submitting Department: Sustainability

Item Type: Work Session

Agenda Section:

Subject:

4:40 p.m. - Carbon Footprint Update: Water Treatment & Distribution

Suggested Action:

Attachments:

[Carbon Footprint Staff Report - Water](#)

[Attachment A: Carbon Footprint - Water](#)



City Council Staff Report

Subject: Carbon Footprint Update- Water Treatment & Distribution
Author: Darcy Glenn
Department: Sustainability
Date: May 2nd, 2019
Type of Item: Informative

Executive Summary

The Park City Municipal Corporation (PCMC) carbon footprint can be divided into three components: (1) Water Treatment & Distribution (38%), (2) Buildings & Lights (36%), and (3) Transportation (26%) (Table 1, Figure 1). This report provides the 2016-2018 analysis of the Water Treatment & Distribution carbon footprint (Figure 2). Changes in electricity use, resulting changes in emissions, and critical Water Department will be explored. Subsequent reports will provide similar specifics on the Buildings & Lights and the Transportation components.

Abbreviations

CO₂e- Carbon dioxide equivalent
JSSD- Jordanelle Special Service District
MT- metric tonne = 1,000kg = 2,205lbs
PCMC- Park City Municipal Corporation
PS- Pump station
PRV- Pressure reducing valve
WTP- Water treatment plant

Background

- On March 24, 2016, City Council elevated Energy to a Critical Priority. The date for net-zero carbon emissions was set for municipal (2022) and city (2032) operations. ([link](#))
- On November 29, 2018, City Council voted to accelerate this goal to 2030 and invite other local governments to set similar ambitious goals. ([link](#))
- On June 21, 2018, 3Kings staff report detailed sustainable aspects of the water treatment plant's design. ([link](#))

Discussion

Methodology

The municipal carbon footprint was broken into three scopes for the sake of interjurisdictional comparisons. ClearPath, an industry-standard tool, calculated CO₂e emissions from usage data. Not all Water Department emissions are covered in this report. For example, administrative uses (office, billing) will be covered in the Building and Facilities update.

Scope 1: Reflects emissions from fuels burned by sources owned or controlled by PCMC. It covers all natural gas used in city facilities. There are no Scope 1 emissions in this report.

Scope 2: Reflects emissions due to electricity use within municipal boundaries. The electricity use information came from Rocky Mountain Power bills. In this report, Scope 2 emissions apply only to the electricity used for the treatment, transportation, and storage of water.

Scope 3: Reflects emissions attributed to PCMC that occur outside of its jurisdictional boundary. Scope 3 emissions consider the electricity used by JSSD and the pump station near Rockport Reservoir to pump millions of gallons of water to Park City.

Water Treatment & Distribution Overview

The Water Treatment & Distribution system's carbon footprint includes the treatment of drinking water, water tank storage, and the pumping of water between wells, treatment plants, tanks, and end users. Park City's water system consist of three water treatment plants, three wells, 17 water tanks, 14 pump stations, as well as pressure valves and communication devices. All of these components under Park City's direct control are considered Scope 2. In 2018, Park City's water system handled over 1.85 billion gallons of potable water (Table 2).

Park City also imports water from two different sources: Rockport Reservoir via Weber Basin and Mountain Regional systems; and the Ontario Drain Tunnel via JSSD's treatment and distribution system (Scope 3). The amount of water imported from Rockport decreased in 2017 and sharply increased in 2018 (Table 2). In 2018, Park City imported over 1.19 billion gallons of water. Currently, Rockport Reservoir water must be treated at Quinn's Junction WTP for it to be of use to Park City. JSSD treats water at their Keetley WTP before it enters Park City's water system near the St Regis Hotel.

Different sources of water have different efficiencies and energy requirements (Figure 3). For example, Spiro is at a higher elevation than Quinn's Junction WTP. So, treated water from Spiro WTP requires less energy to be pumped into town. Water imported from JSSD requires more Scope 3 electricity than water from Rockport Reservoir. However, Rockport water requires additional energy to be treated and pumped by the Quinn's Junction WTP.

Water Treatment & Distribution- Electricity

Total electricity use has tracked water production (Table 2). Both have increased annually since 2016. There are fees on bills for energy efficiency and renewable energy. Watersmart is helping community members reduce their water needs.

Scope 2 electricity use increased in 2017 and decreased in 2018 (Figure 4). The cost of electricity has similar trends to electricity use (Figure 5, 6). The largest energy use in the water system is the pumping stations (Figure 5), which transport water to upper service elevations. The decrease in their energy use accounts for the decrease in municipal water system (Scope 2) from 2017 to 2018 (Figure 4, 5). Scope 3 electricity use tracked the amount of water imported from Rockport Reservoir and JSSD (Figure 5, Table 2). Both Scope 3 electricity and the amount of imported water decreased in 2017 and sharply increased above 2016 levels in 2018. The increase is due to stress testing Quinn's Junction WTP before the existing Spiro WTP is demolished and the reconstruction of the Park Meadows Well.

Water Treatment & Distribution - Emissions

Water Treatment & Distribution's carbon footprint decreased in 2017 and increased in 2018 as more water was imported (Figure 2). Both Scope 2 and Scope 3 emissions contribute to Water Treatment & Distribution's total CO₂e emissions.

Scope 2 CO₂e emissions for municipal water system have decreased annually since 2016 (Figure 2). This is, in part, a result of participating in Rocky Mountain Power's Subscriber Solar program. The ratio of solar to regular grid energy has increased yearly (Figure 4). The change in electricity production's emissions profile has allowed water's footprint to decrease despite an increase in electricity usage. Scope 3 CO₂e emissions tracked the amount of water imported

(Figure 2, Table 2). If Summit County signs onto the Community Renewable Energy Act, Rockport Reservoir's county-level electrical emissions will go to zero by 2022 and the Weber Basin Water Conservancy District's electrical emissions will go to zero by 2030.

The Water Department is working on reducing electricity needs. Here are some examples:

Project: Leak Detection

The Water Department's leak reduction efforts, headed by Jason Christensen, reduced the electricity needs of the Last Chance pump and the municipal water system. The program prevented 300 gallons per minute from leaking. Total water loss was decreased by 40%. Energy savings are estimated to be around 9% of 2017's municipal water's electricity usage. This is about a 781,000 kWh savings, more than the Ice Arena's 2018 electricity usage. Leak detection and prevention has resulted in annual savings of around \$157,000.

Project: Deer Crest Water Pump and Transmission Line

Imported water from JSSD is treated and pumped from a lower elevation. It must travel through a series of JSSD's pump stations, each at a progressively higher elevation. Currently, to get from the JSSD Tank, water must travel downhill several hundred feet only to be pumped back up to the Bald Eagle tank. The Deer Crest Water Pump will be placed at the same elevation as the highest JSSD tank and will pump water into a higher location in Park City's water system. This will save about 955,000 kWh and \$143,000 annually across Park City's water network. This is more than the 2018 electricity usage of the Library, City Hall, and Miner's Hospital combined.

Project: 3Kings Water Treatment Plant

In 2019, Spiro will be taken offline (Figure 7). During reconstruction of this facility, more water will need to be imported from Rockport Reservoir and treated by the Quinn's Junction WTP. Quinn's Junction WTP pumps water into town from a lower elevation, so electricity usage will increase during the construction of 3Kings. In 2023, electricity use will decrease as 3Kings comes online, because sustainability has been a key design principle of the 3Kings WTP design project. Energy from Judge Tunnel water traveling downhill will be recaptured through micro-hydropower. Solar power will be produced onsite. Passive water treatment through the Golf Course Pond will further reduce energy requirements. Additionally, all building systems will be Net-Zero.

Project: Raw Rockport Water Line Extension

The existing raw Rockport water line currently terminates at Wyatt Earp Way. In 2019 and 2020, staff will extend the water line to the proposed 3Kings WTP. Once 3Kings WTP is started up in 2023, more Spiro and Judge Tunnel water can be treated and Rockport water can be used for stream flow and golf course irrigation. This will result in less water being treated at Quinn's Junction WTP and more water being treated at 3Kings.

Department Review

Sustainability, Public Utilities

Funding Source

No funding is required at this time.

Attachments

Attachment A: Figures and Tables

Metric Tonnes CO ₂ e	2016	2017	2018	% of 2018 Total
Transportation	6,010	4,872	5,273	26%
Buildings & Lights	6,731	5,932	7,281	36%
Water	9,096	7,291	7,760	38%
City Electricity (Scope 2)	5868	4461	3999	20%
Imported Water (Scope 3)	3228	2830	3760	18%
Total (MT CO₂e)	21,837	18,094	20,314	100%

Table 1: A comparison of the 2016, 2017, and 2018 carbon footprints.

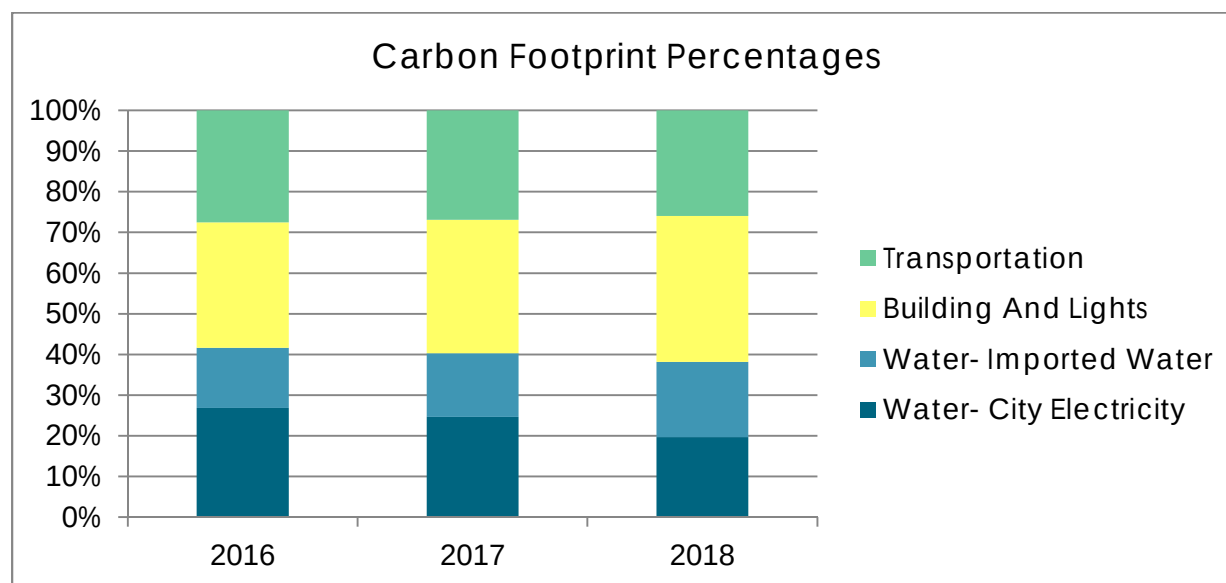


Figure 1: Changing percentages of the total carbon footprint over time.

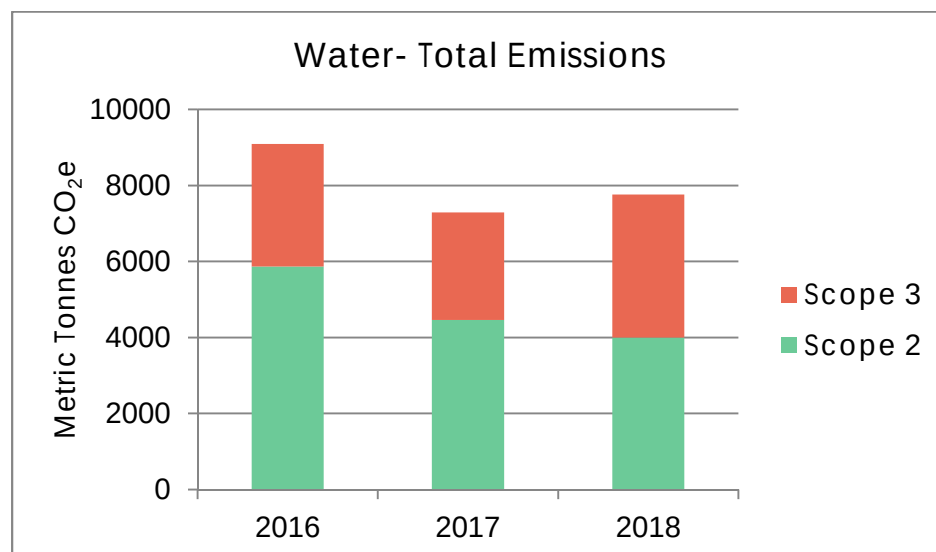


Figure 2: Scope 2 (electricity) emissions from PCMC's water operations have decreased annually. Scope 3 (outside boundaries) emissions from imported water from JSSD and Rockport decreased in 2016

(Gallons)	2016	2017	2018	2017-2018 % Change
Spiro WTP*	299,210,000	370,960,000	408,810,000	10%
Quinn's WTP (Treats Water From Rockport)	422,030,000	377,800,000	603,240,000	60%
JSSD Importation	338,200,000	318,720,000	326,410,000	2.4%
Wells*	511,330,000	704,850,000	511,330,000	-27%
Drinking Water Subtotal	1,570,770,000	1,772,330,000	1,849,790,000	4%

Rockport Imported Untreated (For Irrigation)	93,772,400	22,266,000	79,171,398	256%
---	------------	------------	------------	------

Grand Total	1,664,542,400	1,794,596,000	1,928,961,398	7%
--------------------	----------------------	----------------------	----------------------	-----------

Table 2: Gallons of water produced/ imported. *Water originates in Park City.

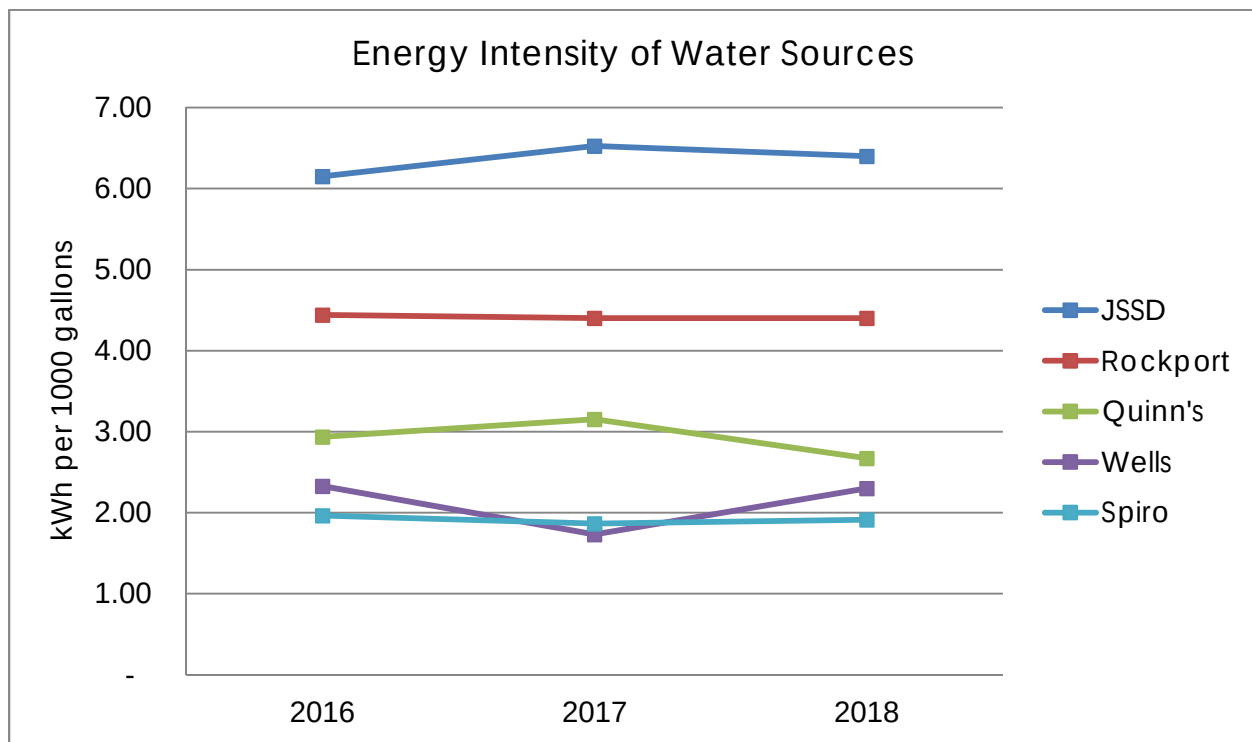


Figure 3: Low energy intensities are better. Spiro is PCMC's most efficient water treatment plant. JSSD is more energy intensive than Rockport because it treats its water. Rockport sends untreated water that must be treated at Quinn's Junction WTP.

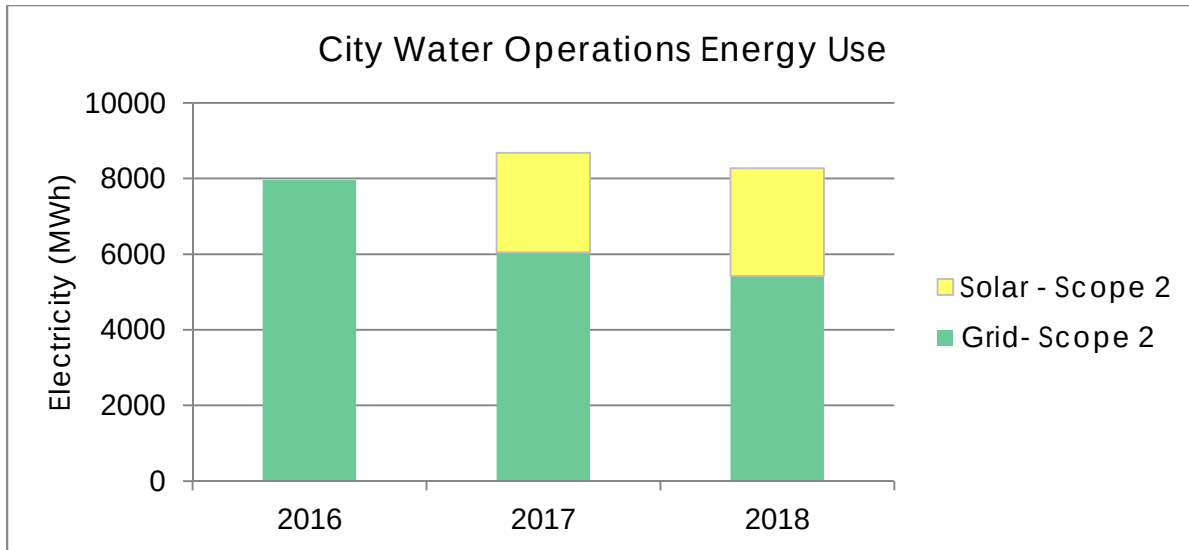


Figure 4: Electricity use by PCMC's water operations has increase since 2016. Grid energy has decreased annually and subscriber solar has increased annually since 2016.

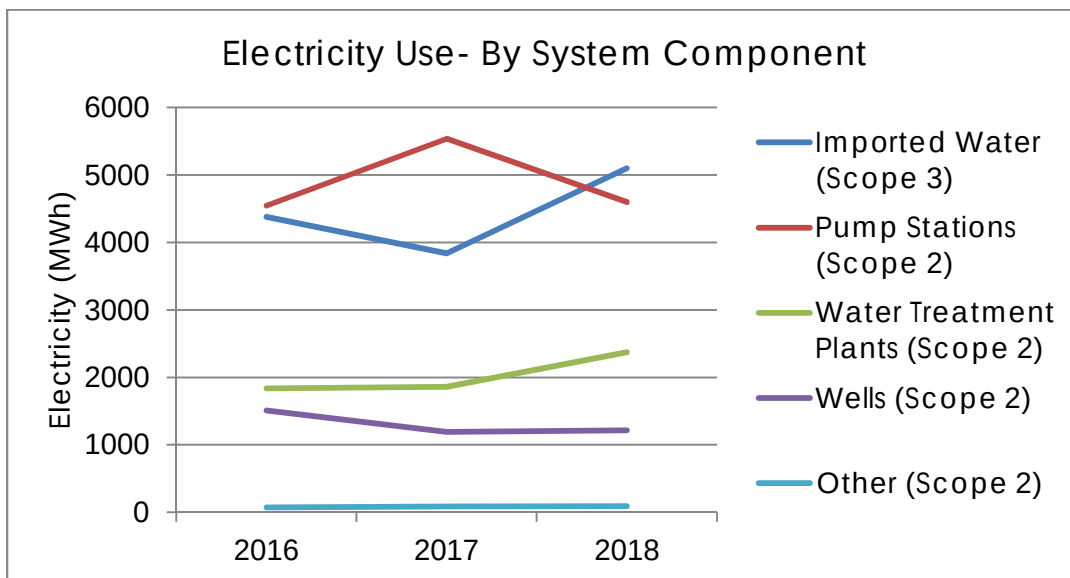


Figure 5: Pump stations move water between elevations and require the most energy. Energy increased in 2018 because more potable water was produced at these at the plants. Other includes communications equipment, valves, etc.

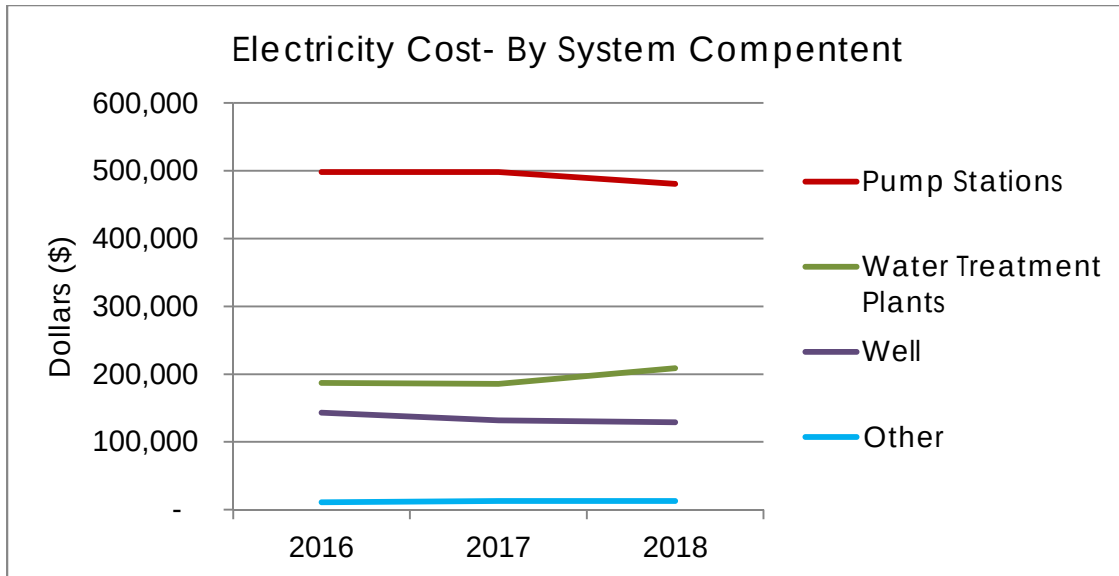


Figure 6: Pump stations move water between elevations. Water treatment plants include Quinn's Junction and Spiro. Other includes communications equipment, valves, etc. Starting in 2017, both Pump Stations and Other had subscriber solar.

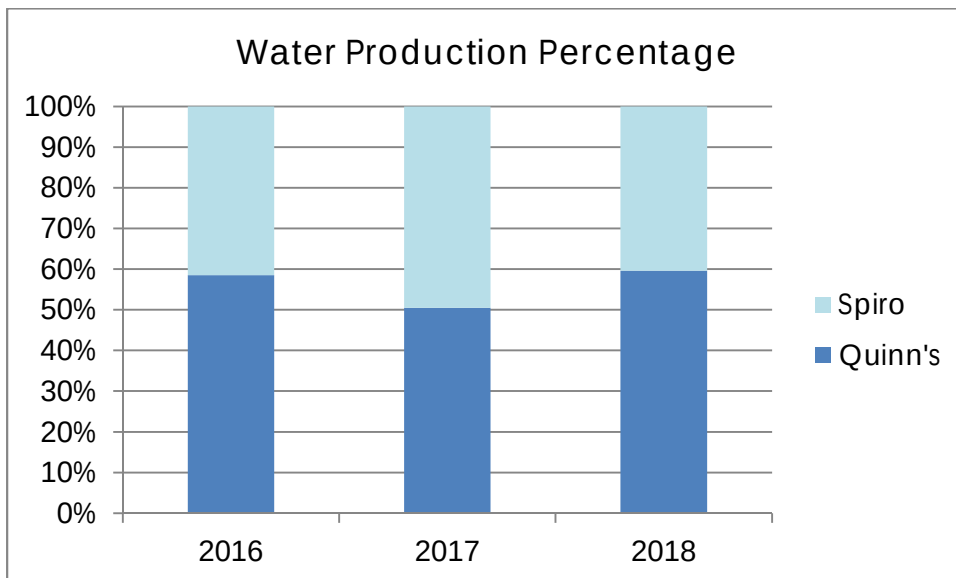


Figure 7: The amount of water produced in Spiro vs Quinn's Junction water treatment plants.

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Heinrich Deters

Submitting Department: Sustainability

Item Type: Work Session

Agenda Section:

Subject:

5:25 p.m. - Discuss the Treasure Hill Trail Plan

Suggested Action:

Attachments:

[Treasure Hill Open Space Trails Staff Report](#)

City Council Staff Report



Subject: Treasure Hill Open Space- Trail Plan
Author: Logan Jones & Heinrich Deters
Department: Sustainability Department
Date: May 2, 2019
Type of Item: Administrative- Work Session

Summary Recommendations:

City Council should review and provide input regarding initial trail improvements recommended by staff on the Treasure Hill Open Space.

Background:

Park City Municipal Corporation closed on the Treasure Hill Open Space property last month.

The property has several issues that staff has identified and would like to address in the coming months. Those include:

- o Poor/lack of signage;
- o Eroded and damaged areas from 'informal trails';
- o No official parking/access area with facilities (trash, mutt-mitt, information kiosk, maps);
- o Potentially unsafe (hard to see) chain gate along ski run access route;
- o Rouge trails have been created;
- o Poor access to trail system from Town Lift Plaza;
- o Historic tram towers need safety inspection.

Opportunity:

Trails and Open Space staff have identified several different opportunities/goals in which incremental improvements can provide a more sustainable, safer and quality public recreational network from the Old Town area.

Goals include:

- o Improving hiking access from the Main Street/Historic Core via Town Lift and Main Street, so as Main Street provides primary 'Trailhead Access' for the property, which will minimize neighborhood impacts.
- o Providing hiking only and/or directional bike trail options to minimize user conflicts.
- o Highlighting Treasure Hill mining history into a dedicated hiking trail.
- o Incorporating Kings Crown trail plan into the overall Treasure area plan.
- o Incorporating and highlighting the existing Crescent Tram trail into planning efforts.
- o Reclaim/revegetating eroded and/or 'bandit trails' within the area.

- o Incorporating planning efforts with Park City Mountain lift serve program to minimize conflicts

Improvements associated with those goals have been broken into a phased approach, which is highlighted below:

Phase I:

- o Improve Old Town access to the property from the Town Lift Plaza rerouting the existing trail for hiking.
- o Revegetate eroded areas from informal/bandit trail use.
- o Establish a trail from the proposed trailhead leading to Sweeny's Switchbacks (providing direct trail access from trailhead)

Phase II:

- o Establish a trailhead with associated infrastructure (Limited Parking, direct trail access, Mutt Mitt station, refuse container, trail information)
- o Provide a dedication (TBD) to honor the conservation effort and history of Treasure Hill. Council retains final authority on details.
- o Install new gate at dirt road access point (coordination with Park City Mountain)

Phase III:

- o Coordinate trail connections between Treasure and approved Kings Crown trail Plan.
- o Explore development of old town stairs to the property via 6th street and 8th street.
Provide a hiking specific and/or directional use trails in conjunction with Kings Crown and Park City Mountain developments.

Analysis:

While numerous planning aspects of the property need to be addressed in the near future, Trails and Open Space staff recommend some initial public recreational improvements (Phase I and II). These minor improvements will aid in guiding recreationalists to appropriate public trails and access points, as well as, provide appropriate facilities such as trash receptacles, mutt-mitt stations, maps, information and trail signage. Should Council approve of these steps, staff will move forward with the appropriate planning requirements.

All improvements identified shall be seasonal in nature and coordinated with Park City Mountain operations as needed.

National Trails Day- June 1st, 2019

Each year, City staff coordinates with the Mountain Trails Foundation (MTF) on a National Trails Day project. The day allows for community volunteers to participate in the construction of a trail. For 2019, staff is recommending making a small trail

connection from the Town Lift area, to the existing Sweeney's Switchbacks. (Map below in red) The connection will allow for a clearly signed and sustainable option for users to access the property, as well as, a future trailhead located on Lowell Avenue.

National Trails Day Phase I-Conceptual Trail projects



Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Michelle Kellogg

Submitting Department: Executive

Item Type: Staff Report

Agenda Section:

Subject:

5:45 p.m. - Break

Suggested Action:

Attachments:

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Jason Christensen

Submitting Department: Public Utilities

Item Type: Staff Report

Agenda Section:

Subject:

Park City Receives Smart Cities Connect and US Ignite Award

Suggested Action:

Attachments:

[Smart Cities Connect and US Ignite Award Staff Report](#)

City Council Staff Report



Subject: Park City Smart Cities Connect and US Ignite Award
Author: Jason Christensen, Water Resources Manager
Department: Public Utilities
Date: May 2, 2019
Type of Item: Informational

Overview

- Park City was honored by [Smart Cities Connect and US Ignite](#) for our work to reduce water loss and better understand and track water pressure.
- Specifically we were given a Smart 50 Award, honoring 50 of the most transformative smart projects each year.

Background

- Park City maintains a complex network of pressure reducing valves to provide water at the right pressure to our residents.
- The majority of these pressure zones are not actively monitored by instrumentation. Instead we rely on monthly in person checks at approximately 50 pressure reducing station to ensure that those pressure reducing valves are operating correctly.
- Over pressure events have both direct and indirect impacts on our customers. Over pressure can cause customer side infrastructure to [weaken and fail](#), leading to direct customer costs. These events also can weaken City infrastructure, shortening its life and requiring earlier replacement, indirectly increasing the cost of water service.
- Traditional pressure sensors required installing 120 volt power connection, SCADA panels(e.g. computer infrastructure), sensors and network connectivity to each pressure reducing and was estimated at \$40,000 - \$50,000 a site plus meaningful ongoing operational costs. This was determined to be cost prohibitive.
- Park City was able to leverage the community's investment in our remote meter reading system [a \$~2 million investment in 2009], the same system we use to bill our customers and provides data to the watersmart portal, to provide pressure data at around \$1,000 a site in parts. This made this active online monitoring attainable.
- Park City has tested this setup at two pressure reducing sites, with positive results and received this award based of that effort.
- Based on those positive results we have identified 24 sites that will receive this pressure monitoring in 2019.
- This deployment will help reduce over pressure events, reduce costs over the long term, and also help the City reduce water loss.

- This effort was recognized by Smart Cities Connection, co-located with the National Science Foundation and US Ignite.
- A short video interview on the project is available [here](#).

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Mike McComb

Submitting Department: Executive

Item Type: Staff Report

Agenda Section:

Subject:

2019 Spring Runoff Update

Suggested Action:

Information Only

Attachments:

[Spring Runoff Staff Report](#)



City Council Staff Communications Report

Subject: 2019 Spring Runoff
Authors: Mike McComb & Troy Dayley
Department: Emergency Management & Stormwater
Date: April 22, 2019
Type of Item: Informational

Background: The 2018-19 winter produced a significant amount of snowpack which may impact our spring runoff. With this year's area snowpack reaching 142-162% of the 1981-2010 average, staff wanted to take this opportunity to share with Council and the community information on current conditions and the availability of sandbags for use by the community. With recent warm/cold cycling, runoff has the potential to increase quickly. The higher than normal snow pack doesn't necessarily mean flooding is imminent, however. **Our current snowpack is very similar to 2016-17 which saw an orderly runoff, with no flooding and we expect a similar runoff this year.**

A look at forecasts and current measurements may help provide a more complete picture of the current situation:

As of April 22, the National Weather Service forecasts below-normal temps between April 29 and May 5, with both lower than average precipitation and temperatures, although temperatures will begin accelerated warming consistent with the season.

The U.S. Department of Agriculture's snow telemetry (SNOTEL) site at Thaynes Canyon (located at 9230 feet altitude) shows a Snow-Water Equivalent (SWE) of 31.6 inches as of April 22, a drop from 32.9 inches as of April 17. The Brighton SNOTEL site (located at 8750 feet) shows a SWE of 34.4 inches, a drop from 36.9 inches on April 17. Chart measurements from these sites, and a comparison to average precipitation accumulation and past-year SWE values from 1981-2010 are included as Attachment A.

Streamflow conditions from local gages operated by the U.S. Geological Service indicate:

- McLeod Creek, just north of the western point of Quarry Mountain, along Highway 248, gage height fluctuating between 6.5 to 7 feet the week of April 15-22 (flood stage is 8.9 feet).
- East Canyon Creek just north of I-80 and west of the Highway 40 overpass, gage height fluctuating between 5.9 and 6.4 feet the week of April 15-22 (flood stage is 9.3 feet).
- Silver Creek near Silver Springs Junction, gage height fluctuating between 5.5 and 7 feet with week of April 15-22, currently averaging 6.25 feet (flood stage is 7.7 feet).

Sandbags are available at Public Works to help respond to what could be a high water runoff year. In preparation of a faster than expected melt rate the Streets and Stormwater staff are inspecting 27 key locations twice per day throughout the spring runoff and have sandbags ready for residents to pick up.

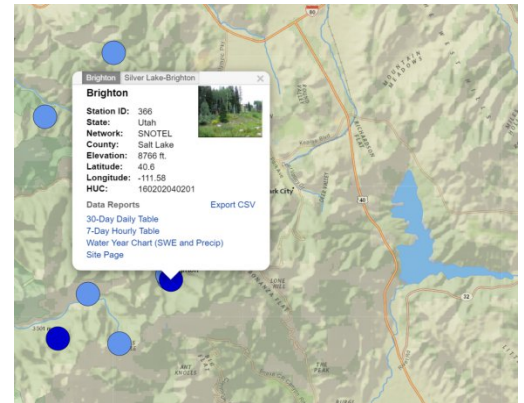
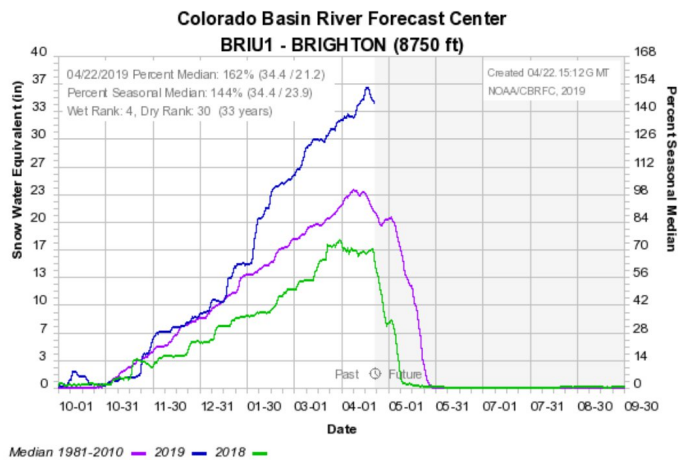
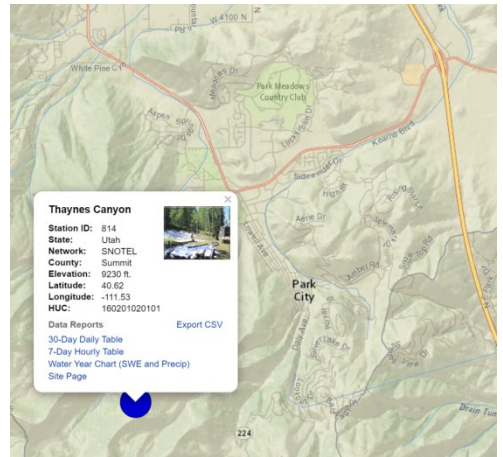
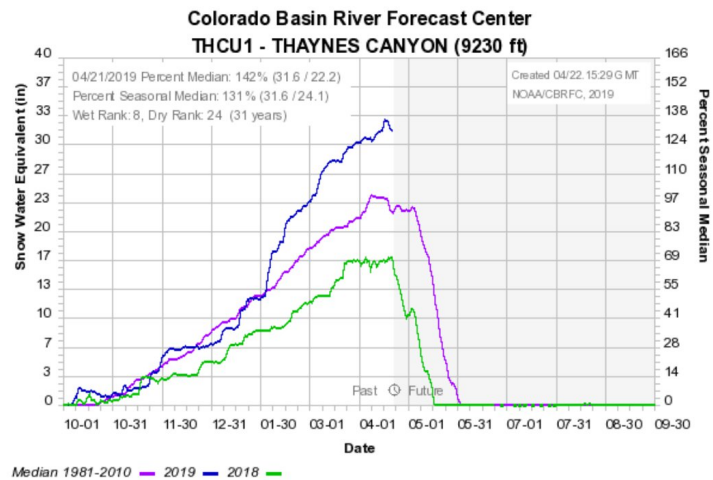
Who: Park City residents and business.

What: Park City residents and businesses may pick up a limit of 25 prefilled bags (per address) with the option to fill additional bags themselves, free of charge, if needed.

When: Starting immediately and continuing through the duration of spring runoff.

Where: Public Works, 1053 Iron Horse Drive, 615-5320. Please check in at the front desk. A log will be kept to track quantity of bags provided to specific addresses and to assist the Stormwater team in investigating areas of possible flood in an attempt to resolve the issue(s).

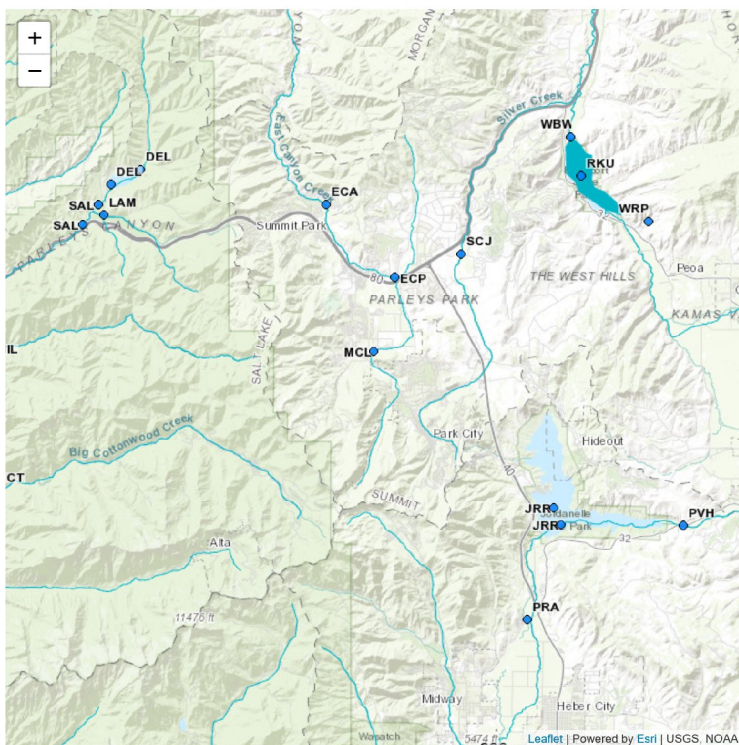
Recommendation: This is informational and no recommendation is proposed at this time.



Current Regional River Conditions as of 4/22

Conditions Map

[Help](#)



Lat: 40.67 Lng: -111.53, Zoom: 11

River Conditions

Data Updated: 04/22/16Z

[Help](#)

- ☒ Show [Hide Other Types](#)
- ☒ Data
 - ☒ Forecast
 - ☒ Reservoir Inflow
 - ☒ Reservoir Outflow
 - ☒ Official Flood
 - ☒ Active

- Not Available
- Normal
- Significant Rise
- Near Action
- Above Action
- Above Flood Stage
- Outlook (> 3 days)

☐ Popup Alerts

[Snow Conditions](#)

[Water Supply Forecasts](#)

[Peak Flood Probability](#)

[Reservoir Conditions](#)

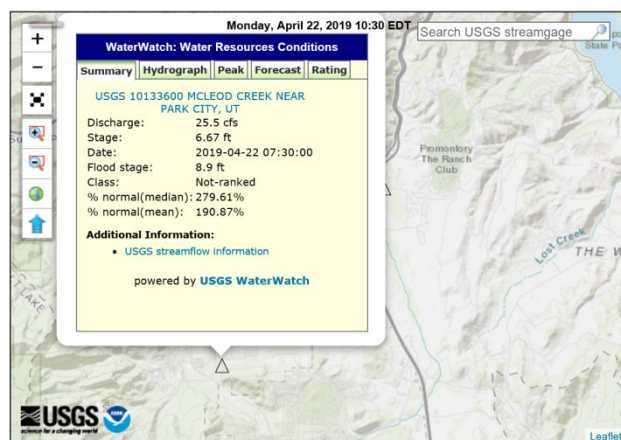
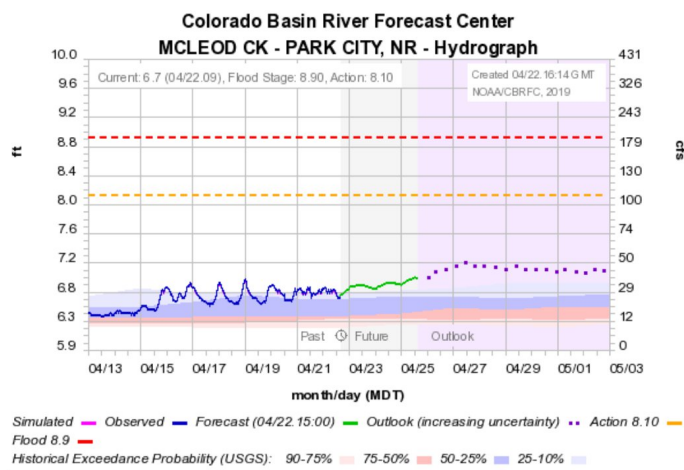
[Daily Precipitation](#)

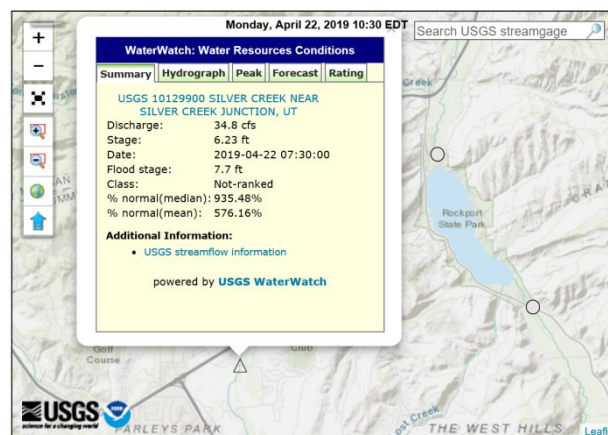
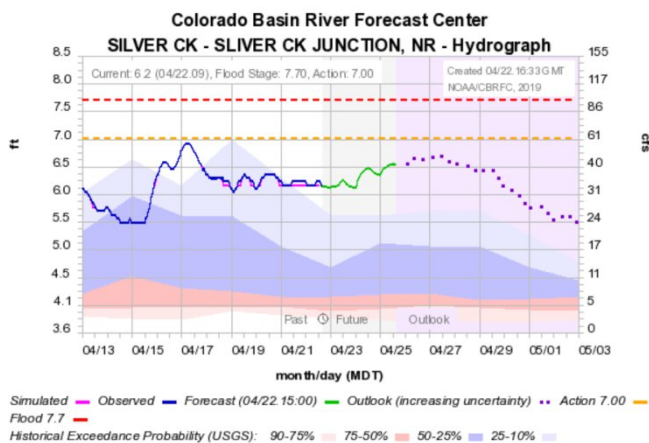
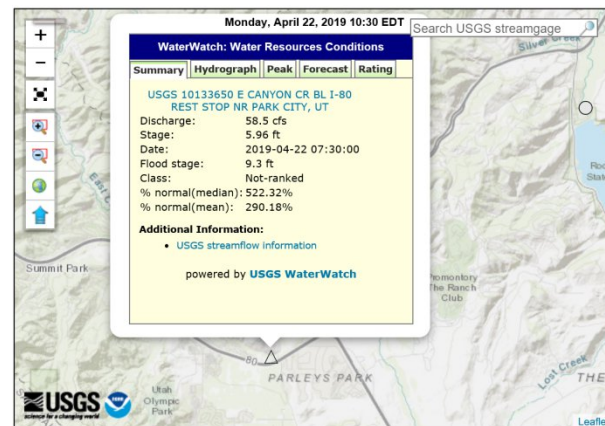
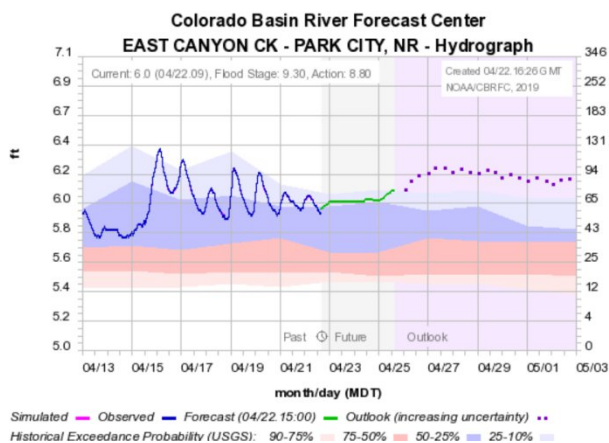
[Monthly Precipitation](#)

[Soil Moisture](#)

[Map Options](#)

[Search Points](#)





Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Michelle Kellogg

Submitting Department: Community & Public Affairs

Item Type: Staff Report

Agenda Section:

Subject:

Coffee with Council Recap - April 16, 2019

Suggested Action:

Attachments:

[Coffee With Council Staff Report](#)

[Coffee with Council Recap](#)



City Council Staff Communications Report

Subject: April 16, 2019 Coffee with Council Recap
Authors: Linda Jager, Community Engagement Manager
Emma Prysunka, Communications Specialist
Department: Community Engagement
Date: May 2, 2019
Type of Item: Informational

Summary

On April 16, 2019, Park City Municipal's Community Engagement Department held Coffee with Council, part of an ongoing series of Council community outreach events. Councilmembers Steve Joyce and Nann Worel hosted the event, which was held from 8:30 – 9:30 a.m. at Lucky Ones Coffee, located at the Park City Library. Approximately 25 residents and business owners attended the event for informal conversation about city projects and initiatives. Attached, please find a recap of the conversation.

Department Review

Community Engagement, Executive, and Legal.



Coffee with Council Recap April 16, 2019

Council Members: Steve Joyce & Nann Worel

The following is a recap of the 4/16 Coffee with Council event, part of the Love Where You Live Council Community Outreach Series. Approximately 30 residents and City staff attended the event. Council members Steve Joyce and Nann Worel hosted the event and answered questions from attendees.

What are some projects Council is currently excited about?

Steve:

- Focusing in on social equity in town – concerned with the fact that our community is becoming less of a community – in the fourteen years Steve has been here it's changed dramatically

Nann:

- Arts and Culture District – three key players – the City, Sundance Institute, and Kimball Art Center. Collectively, the group should have information to share soon.

How are the housing projects going?

Nann:

- They're under construction – Woodside, Phase 1 is under construction and Woodside, Phase 2 is in review with Planning Commission. Ivory Homes at Quinn's Junction has quite a few units that will be going online this year
- Bonanza Park – the City owns and will be adding affordable units there within the Arts and Culture District, and on the city-owned parcel adjacent to the Arts & Culture District.
- Resident inquired about developing housing on Sandridge.

Steve:

- King's Crown will have sixteen affordable units.

- Winter employers need to step up and do more
- 1,100 beds planned at the base of Canyons (County) – dormitory style housing

Has affordable housing ever be considered on the hillside south of China Bridge?

Steve:

- It's in the flood zone – it would all be in the flood zone. We have the Wasatch Brew Pub Lot that, for a while we thought we'd build that as a park, but that became very complicated. We've entertained one or two proposals to build affordable housing on that lot.
- Additional parking piece – if you look at long term goals – to reduce traffic and we want to make it less easy to drive into town. We want to make the town less dependent on car travel.

Kilby Road/New Park and Ride – has started to be used, but hardly used – the bus system is not designed to set up or help/designed to serve the park and ride.

Steve:

- We flipped the routes so Lime and Pink so that there is a bus coming back into town – Park and Rides are never full off the bat. They'll take a while to fill.
- There are rules about interstates
- Pinebrook side trying to be responsive to the bus routes
- The white line is the backbone
- I hear you, we've made a set of changes for this season
- If you have issues with the transit system, the more specific you are, the more we can dial in the system

Nann:

- Park and Ride is a partnership between the City, County, and UDOT.

Next winter when the roundabouts are completed will there be signage on I-80 to push people to the Park and Rides?

Steve:

- Yes, you would not believe how hard it is to get a sign put up on the interstate permanently

Can you speak to any of the development or repaving along Park Avenue?

Steve:

- There is an effort within the City that we refer to as complete streets. Some streets need to be upgraded – the infrastructure under the road – if you look at Prospector avenue, that's what we're looking to do – upgrade the street/infrastructure to make it more compatible with bikes and walking.

Holiday Ranch Loop Road/Holiday Ranch Loop Road – there's a giant tree that's hiding the stop sign – you have to pull way out – it's complicated maybe a four-way stop? The tree just needs to be trimmed.

- City staffer Michelle Downard has followed up with the residents and with Code Enforcement and Engineering. Reps from both departments will inspect the sign area this week and make a recommendation to rectify the situation.

Sunnyside Homeowners association: the BLM land along Deer Valley Drive and Rossi Hill – Sunnyside Drive – going to be put up for sale for development – it's always been designated as Open Space?

Steve:

- That is incorrect. There are small parcels of BLM land everywhere. There are a collection of little chunks of land near the three mining cottages. None of those are open space.

What about the Gambel Oaks parcel? Is that BLM land?

Steve:

- April Mountain/Gambel Oaks has been deeded over to the City. That is protected Open Space with a conservation easement.

Traffic happens from two places at really one time of the year. Any work to fix that?

Nann:

- That's an ongoing conversation between the City and the resorts. The issues have brought everyone together to discuss positive options and outcomes

Steve:

- I'd caution you to blame the resorts – if you go on to 248 there is still traffic when school's out and the resorts are closed.
- CVMA has controlled access to two hundred spaces at the Park and Ride
- Richardson Flat is tough to get to.
- UDOT owns a strip of land between the on ramp of 40 and the frontage road. It's right off of 248 and right off of the highway.

Nann:

- When we had a traffic study, 80% of the cars coming in at those times have one occupant. How do we get people out of single-occupancy cars?

The last few weeks people have been lamenting and complaining about the resorts closing – some people have taken to saying there isn't any staff – we talk about lack of affordable housing and lack of living wage, all gets lost in the bigger conversation.

Nann:

- It was strictly a business decision

Rick Anderson (former owner of Eating Establishment, owns restaurant at PCMR):

- Patrons wouldn't be frequent enough to extend it much beyond the closing date. Breckenridge gets tremendous traffic from Denver

Pete Stoughton from the Christian Center (works with a lot of seasonal workers):

- Lots of people looking for assistance and handouts during the off-seasons increases. Their conversation with the Chamber/Bureau is about how to make those time periods longer

Steve:

- Shoulder seasons are getting shorter. If you look at hotel occupancy rates, September is the same as August. September and October are getting busier. April and May are still struggles. Year-round worries. Climate change. One idea discussed is how we move away from being a resort town. We really are a resort community –what can we do to make us a town that's not so dependent on seasons?

Angela Moschetta:

- The tech boom is a forgone conversation – supporting people like Taylor and Katie (Lucky Ones) rather than the silicon slopes is a good idea

Does the need for affordable housing override zoning laws?

Steve:

- The City is not asking for any zoning exceptions for affordable housing and is following its own zoning rules.

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Jenny Diersen

Submitting Department: Sustainability

Item Type: Staff Report

Agenda Section:

Subject:

Summer Special Event Outreach and Paid Parking Plans

Suggested Action:

This report serves as an update on outreach and paid parking rates plans the major 2019 summer events, which is status quo from 2018.

Attachments:

[Summer Event Outreach and Parking 2019 Staff Report](#)

[Exhibit A: 2019 Major Summer Event Parking Rates and Communications Plans](#)



City Council Staff Communications Report

Subject: Summer Special Event Outreach and Parking Plans
Author: Jenny Diersen, Special Event Manager
Department: Economic Development
Date: May 2, 2019
Type of Item: Informational

Summary

This report serves as an update on outreach and paid parking rates plans the major 2019 summer events, which is status quo from 2018. See Exhibit A

Analysis

As the summer event season is approaching, staff shared proposed event parking rates and outreach plans with the Historic Park City Alliance Event Subcommittee. After getting through last year's implementation of the new parking management software, collecting data and feedback, and continuing to provide a high level of engagement and outreach before, during and after major events, staff has coordinated and recommends keeping parking rates the same for summer events in 2019.

While some merchants and community members have requested keeping plans for each event consistent, each event is unique and staff will continue working on a dynamic model, while balancing the overall intent work towards the community's critical priority of Transportation including:

- Reducing single occupant car trips;
- Reducing traffic on roads and in residential areas;
- Encouraging visitors and the community to bus, bike and walk; and
- Balancing the needs of businesses, merchants and the community.

Please note, this specific report is only regarding parking rates and outreach, it doesn't address transportation mitigation that is implemented during events. At the core of event mitigation, staff among departments including Special Events, Parking, Police, Streets, Transit, Transportation Planning and Community Engagement are committed to ensuring informed and efficient operations. As each of the major events approaches, additional information and outreach regarding alternative modes of transportation and mitigation will be included in outreach information.

The current Fee Resolution and Parking Code designates the City Manager as able to make modifications and implement parking pricing for Special Events.

[Park City Fee Schedule](#), Section 7.7 Special Event Parking states the following:
The City Manager may implement Special Event Parking Permit Fees, Special Event Meter Rates and/or Special Event Parking Fines for events held under a

Master Festival License. The fee for these Special Event Parking Permits and Special Event Meter Rates will not exceed \$60.00 per day.

The Municipal code also states the following in section [9-1-5 Regulation Not Exclusive](#)

The parking regulations established by this Title are not all encompassing, and additional regulations may be established by posting permanent or seasonal signs stating the additional regulation imposed, or by police officers directing traffic during periods of heavy traffic volume or during periods of emergencies, or during special events as designated by the City Manager.

Hourly Rates v Flat Rates

Hourly rate is likely to encourage some additional parking as compared to flat rates (and therefore some increased vehicular traffic).

- The hourly rate model (Silly Market, Savor the Summit, Kimball Arts Festival) allows full utilization of gates and meters, which offers opportunity for collection of more data and trends. Hourly flat rates tend to deter traffic from entering Old Town, while incentivizing transit. Hourly rates tend to operate best, when the timeframe for entrance and exit is spread-out, not all at once.
- The flat fee model (4th of July, Tour of Utah, Halloween, Miners Day) allows a higher volume of vehicles to enter or depart the China Bridge garage more quickly. Payment is collected upon entry, so drivers can simply exit without finding their wallets. Events that create quick exit queuing, have demonstrated queuing that justifies an efficient plan that includes a flat fee. To utilize an hourly rate during these events would result in line of frustrated drivers waiting to pay and egress.

[Exhibit A](#) outlines parking rates and outreach plans for the major summer events of 2019 including Park Silly Sunday Market, Savor the Summit, Fourth of July, Triple Crown, Kimball Arts Festival, Tour of Utah, Miners Day, Autumn Aloft, Shot Ski and Halloween on Main.

Staff intends to continue to carefully monitor and modify, if necessary, all event mitigations, and will continue to address feedback and data collection.

[Attachments](#)

Exhibit A – Summer 2019 Major Summer Event Parking & Outreach Plans

Exhibit A – Proposed Parking Rates & Outreach Plans for Major Summer 2019 Events

Event	Parking Rate	Hours	Outreach Plan
Park Silly Sunday Market - Sundays, June 2 to September 27 – no PSSM August 4, 11 or 18	\$5/p hour, first hour free with max of \$18 per day. At 5 p.m. rates return to \$3 per hour (normal rates)	10:00 to 5:00 p.m.	Staff will conduct outreach including social media and eblasts through HPCA and City outlets as well as door to door to merchants and residents in Old Town in middle to late May before the event begins.
Savor the Summit – Saturday, June 22	Normal rates, \$3/p hour, first hour free with max of \$18.	Normal Paid parking rates begin at 5:00 p.m. daily with first hour free	Outreach will include HPCA event, local taxi stakeholder and lodging association outreach and reminders for street operations and closures and information on where to park for employees and merchants. Door to door outreach is not anticipated at this time.
Fourth of July – Thursday, July 4	\$20 flat rate fee from 7 a.m. to 1 p.m.	After the event, normal paid parking rates begin at 5:00 p.m. daily with first hour free.	Major outreach will include door to door residential and merchant outreach, outreach to lodging and taxi partners, impact map on City website and social media, eblast, local media partners etc..
Triple Crown Parade – Monday, July 22	Normal rates, \$3/ hour, first hour free with max of \$18	Normal paid parking rates will begin in China Bridge at 5:00 p.m. daily with first hour free.	Lower Main Street outreach door to door with merchants for parking removal & HPCA eblasts and social media posting.
Park City Kimball Arts Festival – Friday, August 2 to Sunday, August 4	\$5/hour from 8 a.m. to 5 p.m. daily.	7 a.m. to 9 p.m., after 5 p.m. rates change to \$3/hr max \$18	Major outreach will include door to door residential and merchant outreach, outreach to lodging and taxi partners, impact map on City website and social media, eblast, local media partners etc..
Tour of Utah – Sunday, August 17	\$20 flat rate from 7 a.m. to 4 p.m. This is due to a 2 hour time period where those parked in China Bridge will not be able	After the event parking rates return to normal which is \$3/hr, max \$18.	Major outreach will include door to door residential and merchant outreach, outreach to lodging and taxi partners, impact map on City website and social media, eblast, local media partners etc..

	to exit because of the course and because of the large egress post event.		
Miners Day – Monday, September 2	\$10 flat rate fee from 7 a.m. to 1 p.m. Parking is free after 1 p.m.	Normal Paid parking rates begin at 5:00 p.m. daily with first hour free	Major outreach will include door to door residential and merchant outreach, outreach to lodging and taxi partners, impact map on City website and social media, eblast, local media partners etc..
Autumn Aloft - Friday, September 13 to Sunday, September 15	Normal rates, which include free parking until 5 p.m. *Sunday PSSM rates will be in effect.	Normal Paid parking rates begin at 5:00 p.m. daily with first hour free	Outreach will include HPCA event reminders for street operations and closures and information on where to park for employees and merchants, as well as, outreach to lodging and taxi partners, Door to door outreach is not anticipated at this time.
Shot Ski – Saturday, October 12	Normal rates, which include free parking until 5 p.m.	Normal Paid parking rates begin at 5:00 p.m. daily with first hour free, \$3/p hour max \$18	Outreach will include HPCA event reminders for street operations and closures and information on where to park for employees and merchants, as well as outreach to lodging and taxi partners,. Door to door outreach is not anticipated at this time.
Halloween – Thursday, October 31	\$10 flat rate fee from 7 a.m. to 1 p.m.	Normal Paid Parking rates will begin after 6 p.m.	Major outreach will include door to door residential and merchant outreach, outreach to lodging and taxi partners, impact map on City website and social media, eblast, local media partners etc..

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Julia Collins

Submitting Department: Transportation Planning

Item Type: Staff Report

Agenda Section:

Subject:

Summit Bike Share 2019 Program Update

Suggested Action:

In 2017, Park City and Summit County contracted with Bewegen Technologies, Inc. (Bewegen) to provide and operate the Nation's first 100% electric pedal-assist bike share system. Since launch of the Summit Bike Share Program it has been received positively and well-utilized by providing visitors and residents with over 55,000 total miles traveled. During the winter months due to weather seasonality the program is closed. The program will reopen for its third season on May 1, 2019. The Summit Bike Share program, in partnership with Summit County, is adding eleven more bike share stations throughout Park City and Summit County this summer.

Attachments:

[Summit Bike Share Phase II Staff Report](#)

City Council Staff Report



Subject: E-Bike Share Program Update and Approval of City/County
Author: Alfred Knotts, Transportation Planning Manager
Julia Collins, Senior Transportation Planner
Alexis Verson, Associate Transportation Planner
Department: Transportation Planning
Date: May 2, 2019
Type of Item: Staff Communication

Executive Summary

In 2017, Park City and Summit County contracted with Bewegen Technologies, Inc. (Bewegen) to provide and operate the Nation's first 100% electric pedal-assist bike share system. Since launch of the Summit Bike Share Program it has been received positively and well-utilized by providing visitors and residents with over 55,000 total miles traveled. During the winter months due to weather seasonality the program is closed. The program will reopen for its third season on May 1, 2019.

The Summit Bike Share program, in partnership with Summit County, is adding eleven more bike share stations throughout Park City and Summit County this summer. In 2016, the Utah Transit Authority (UTA) was awarded a \$20 million federal Transportation Investment Generating Economic Recovery (TIGER) grant administered by UTA. Funding in the amount of \$688,000 has been allocated to the Summit Bike Share Program to expand the bike share stations throughout Kimball Junction and Park City. The grant matching funds in the amount of \$172,000 came from the Summit County-wide transportation sales tax revenue.

The eleven new bike share station sites were selected based on the 2016 Bike Share Feasibility Study and were all included in the initial 2016 TIGER grant application. UTA, as the grant administrator, has contracted with Granite Construction to build the new bike share stations this spring and summer. The stations located in Park City are in the following areas: Deer Valley Transit Circle, North City Park, Park City Municipal Athletic and Recreation Center (PC MARC), Summit County Health Department and Upper Main Street. Additional locations in Summit County include: Synderville Basin Recreation, Willow Creek Park Silver Springs Drive, Summit County Justice Center, Ecker Hill Park and Ride and Jeremy Ranch Park and Ride.

The project is scheduled to begin construction mid-May 2019. As per discussions with Granite, work will generally take place Mondays through Saturdays from 6 AM to 6PM. Additionally, the construction will be a phased approach with concrete, electrical and grading occurring May through June, and the installation of the bike share stations occurring at one time, in mid-July when Bewegen is able to coordinate with their specialty team.

Additional program advancements have been made as a result of the consistent use and high demand of the bikes. A common issue, due to high usage, is that bicycles were not available for rides when needed. Responding to this, Park City and Summit County have added an additional 40 bikes to the system.

The Summit Bike share program provides recreational opportunities, transportation connections and “first/last mile” solutions for residents and visitors as the nine existing bike share stations are in close proximity to transit, major destinations, and are readily accessible from the multiuse pathway network. Bewegen, Summit County, and Park City, continue to jointly promote and provide communication around the safe operations of the bike share system. Upcoming staff efforts include spring road safety service announcements, an improved website, and communication materials for safe and proper handling of ebikes and other forms of active transportation.

Background

- June 2016, [Ebike policy](#) was adopted to develop Park City Municipal Code Section 10-1-4.5 Non-Motorized Trails Use, governing motorized and electric assisted bicycle use on multi-use pathways.
- In April 2016, Bewegen was contracted to complete a feasibility study for an e-bike share program in Park City and the Snyderville Basin.
- On January 26, 2017, the Summit County Council recommended that County Council authorize the County Manager to enter a contract for service with Bewegen. This County staff report can be found here: [Electric Bike Program and Contract Execution](#).
- On March 9th, 2017 the Park City Council authorized the Mayor to enter into an interlocal agreement between Park City and Summit County for cost sharing of the electric bike share program. The [Park City Municipal Staff report can be found here](#).
- On April 28th, 2018 the Bike share program launched for a second season.

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Michelle Kellogg

Submitting Department: Executive

Item Type: Resolution

Agenda Section:

Subject:

Request to Approve Resolution 09-2019, a Resolution Recognizing May 2019 as Mental Health Awareness Month
in Park City

Suggested Action:

Attachments:

[Mental Health Awareness Month Staff Report](#)

[Mental Health Awareness Month Resolution](#)



City Council Staff Report

Subject: Mental Health Awareness Month

Author: Michelle Kellogg

Department: Executive

Date: May 2, 2019

Type of Item: Administrative

Summary Recommendation

Approve the proposed resolution proclaiming May 2019 as Mental Health Awareness Month in Park City.

Executive Summary

CONNECT is a nonprofit organization that was formed to bring together Summit County residents who are concerned about mental health issues facing our community. Mental health is a challenge nationwide and this group wants to see improved mental health services that are accessible to Summit County residents.

The Opportunity

Supporting Mental Health Awareness Month could help de-stigmatize mental illness, increase awareness and transparency of existing behavioral health services, provide relevant community programming, and build public support for increased spending on behavioral health in Summit County.

Alternatives for City Council to Consider

Recommended Alternative: Staff recommends Council approve the proposed resolution in support of Mental Health Awareness Month.

Pros

- a. The resolution demonstrates the City's support of mental health.
- b. Supporting this resolution could result in increased awareness in the community.

Cons

- a. No increase in community awareness.

Consequences of Selecting This Alternative

Supporting this resolution will demonstrate that the City values residents of all needs within the community.

2. Null Alternative: No material impact.

Department Review

Legal and Executive Departments

Funding Source

There are no commitments associated with this resolution.

Resolution 09-2019

A Resolution Recognizing May 2019 as Mental Health Awareness Month in Park City

WHEREAS, one out of every five American adults experiences a mental health disorder during their lifetime;

WHEREAS, one out of every ten American children has a mental illness serious enough to impair how they function at home, at school and with peers;

WHEREAS, the impact of mental illness reaches families, neighborhoods, schools and the workplace;

WHEREAS, the Summit County Mental Wellness Alliance was created through the leadership of the Summit County Health Department and the Park City Community Foundation in 2017 to bring together for effective, cooperative action, the many organizations in Summit County addressing mental health and substance abuse challenges;

WHEREAS, Communities That Care has been implemented as the youth prevention initiative for the Mental Wellness Alliance of Summit County;

WHEREAS, the City Council has approved the Summit County Mental Wellness Strategic Plan;

WHEREAS, May has been recognized as national Mental Health Awareness Month since 1949; and

WHEREAS, CONNECT Summit County, with the support of the Summit County Mental Wellness Alliance and many other community organizations, has planned a wide range of events for the Park City community for Mental Health Awareness Month, including talks, films, and panel discussions;

NOW THEREFORE, be it resolved by the Park City Council that:

- (1) May 2019 is recognized as Mental Health Awareness Month in Park City; and
- (2) the people of Park City are encouraged to take the opportunity to learn more about building mental health and preventing substance abuse.

PASSED AND ADOPTED this 2nd day of May, 2019.

PARK CITY MUNICIPAL CORPORATION

Mayor Andy Beerman

ATTEST:

Michelle Kellogg, City Recorder

APPROVED TO FORM:

Mark D. Harrington, City Attorney

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Minda Stockdale

Submitting Department: Executive

Item Type: Staff Report

Agenda Section:

Subject:

Park City Youth City Council Update

Suggested Action:

Staff recommends City Council review and provide feedback to the Youth City Council

Attachments:

[Youth City Council Staff Report](#)

[Exhibit A: 2017 Survey Results](#)

[Exhibit B: 2018 Survey Results](#)

[Exhibit C: YCC Budget 2018-19](#)



City Council Staff Report

Subject: Park City Youth City Council Project Proposal Update
Author: Meg Ryan, Advisor and Minda Stockdale, Staff Support
Department: Executive
Date: May 2, 2019
Type of Item: Update on PCYCC

Summary Recommendation

The Park City Youth City Council (YCC) is presenting an overview of their year and progress on a project proposal to develop an app of existing activities, programs (including scholarships) and events for teens in Park City to be implemented by YCC and community partners during the 2019 – 2020 school year.

Executive Summary

Over time, the Youth City Council has honed their project concept from the initial proposal of a brick and mortar 'teen center.' Based on their work, they have identified the need to facilitate access – including information and cost – to existing activities, programs (including scholarships) and events for teens in Park City School District. This would be best delivered and consumed in the form of a Smartphone application. YCC conducted surveys in 2017 and 2018 respectively; responses are the basis of their data and informed their project direction (see 'Background').

In addition to learning about the nuts and bolts of local government, including collaboration between Park City and Summit County, students thought critically about project management and implementation. Their research included discussions with Park City Community Foundation, Councilmembers Henney and Ware Peek, and City Manager Diane Foster. Students presented their data to the Communities that Care (CTC) coalition, whose adult constituents also expressed the need for a brick and mortar 'teen center.' It presented an opportunity for the students to present data from their peers suggesting an alternative solution to teen gathering spaces, participation, and accessibility through an app. Additionally, it highlighted parallel efforts by CTC to provide opportunities for teens to participate in positive activities in the community and identify gaps in after school activities and find ways in which to fill those gaps.

As a result, viable project solutions came into focus. This year's group hopes to pass the baton to next year's YCC to explore a partnership with Communities that Care and technology-focused student groups – possibly PC Caps – to support app development under the guidance of a professional app developer. Next steps include meeting with the Park City Chamber Bureau regarding teen discounts from local businesses, identifying possible partners including the School District and researching the costs of an app and potential grants or other funding sources.

The Opportunity

YCC is making steady progress on their project and learning a lot along the way. An app will be an effective tool for communicating teen-friendly spaces and events, and presents an opportunity to work toward a solution to teen access to existing programs, activities and events

in Park City and greater Summit County with a local non-profit, Communities that Care. Through the process, YCC is gaining experience in gathering data and developing solutions, outreach and developing community partnerships with like-missioned organizations, and going forward, project implementation. This is in addition to the annual curriculum, which includes an overview of local government, Local Officials Day at the Capitol and the opportunity to attend Leadership 101.

Background

2016-2019

In 2016 Park City Youth Council convened. Students attended the City Council retreat and got direction that the City Council wanted to have their input on the concept of a 'Teen Center' and had follow up discussion at the February 16, 2017 council meeting where the Library and PCMARC staff presented some ideas on the subject.

In fall 2017 the students followed up with the project and sent a survey out to the students at PCHS and the Winter School. In 2017 the YCC resoundingly reported to Council that based on their survey they wanted: **not a place but activities** (discount bowling, movies etc.). The data suggested (1) students didn't know about broader offerings in town and the County (2) space should never be called a "Teen Center" and (3) programs need to be affordable. YCC recommended a collated teen activity calendar as a solution for communicating teen activities offered by local organizations and businesses. However, an appropriate entity to manage and maintain a platform was not identified. The City Council suggested the YCC develop a strategic plan with input from students, the LGBT and Latinos in Action (LIA) groups to present to the Council.

YCC has made strides in the 2018-2019 school year on research, data collection and project development. The YCC conducted a follow-up survey that asked where students "hung out" and how they communicated about events. Main Street was not a popular destination but the MARC, Library, ski resorts and Redstone were high on the list. They found that the majority of students who responded to the YCC survey were in favor of the use of a mobile app to deliver push notifications regarding community events and student discount promotions.

PCYCC members 2018-2019

Mayor: Alex Sletta

Mayor Pro-temp: Alec Paden

Recorder: Olivia Downes

Treasurer: Brittney Mellin

Social Media Liaison: Naomi Smith

Outreach: Steven Mitchell

General Members: Gabriela Hutchings, Grace Moore, Gwenyth Holloway, Louisa Keating, Martina Nedakovic, Mary Hurner, Shaun Roberts, Siclali Garcia, Siri Ahern, Andrea Vazquez

Advisors: Meg Ryan

Staff Support: Minda Stockdale

Date

January 11, 2018

January 11, 2018

Item

[Old Business YCC Update \(page 95\)](#)

[Meeting Minutes \(page 6\)](#)

Department Review

Executive, Special Events, Community Engagement

Funding Source

Funding for YCC comes from the General Fund. No additional funding or resources are requested at this time.

Attachments

- A 2017 Survey Results – PCHS & Winter School
- B 2018 Survey Results – PCHS
- C 2019-2020 YCC Budget

Would you consider Park City to be "teen friendly"?	Would you rather change existing resources to better meet teens' needs or create an entirely new place for teenagers to spend time (a "teen center")?	Which (if any) of the listed resources do you regularly frequent?	With regard to teenage entertainment, what do you feel Park City is lacking?	What resources would make Park City more appealing to teenagers ("teen-friendly")?	Would you spend time at a central place designed specifically for teens (a "teen center")?	Other comments regarding a "teen center"?	
Yes	Alter current resources to better fit teens' needs	Library, Basin Rec	information	Winter time- non-sport related activities	Yes		
No	Create one location that is specifically designed for teenagers	The MARC, Basin Rec, Redstone, Ice Skating Rink, Movie Theater	Everything	Nothing	No	Make it individual pods so we don't have to talk to each other	
No	Create one location that is specifically designed for teenagers	Redstone	N/A	LGBTQ+ programs open to people outside PCHS	Yes	LGBTQ+ support would make many teens so much more supported and safe in PC, overall, the teen center is a really great idea that I would really enjoy!	
Yes	Alter current resources to better fit teens' needs	The MARC, Library, Skate Park/City Park, Basin Rec, Redstone, Ice Skating Rink, Movie Theater	PC does a great job in this area.	More areas like Redstone (walkable distances, food, and entertainment in one place) perhaps?	Yes	Great idea, but please don't call it the Teen Center	
Yes	Alter current resources to better fit teens' needs	The MARC, Skate Park/City Park, Basin Rec, Redstone, Ice Skating Rink, Bowling Alley, The police station	Gangs	If the cops and bloods established themselves here	No	Paintball	
No	Alter current resources to better fit teens' needs	The MARC, Library, Basin Rec, Redstone, Ice Skating Rink	a creative space for music & art	reducing the number of conflicting officers who instigate problems	No	sounds like a cheesy trap	
Yes	Alter current resources to better fit teens' needs	Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	Safe zone / monitoring of above areas	Not sure	No	I think keepin it safe would be the big issue. It could just be a magnet for unwanted transactions.	
No	Alter current resources to better fit teens' needs	The MARC, Skate Park/City Park, Redstone, Movie Theater, Starbucks	Activities for teens where they can hang out with friends and have fun	Dances, a rec center, organized activities (brought up that way!)	Yes	Yes - if it was "cool" and had things to do that I liked. Hard to say really...	
No	Create one location that is specifically designed for teenagers	Library, Redstone, Movie Theater	Indoor recreational activities	Indoor recreational activities. (Arcade, paintball, etc)	Yes	Sounds cool, never going to happen	
No	Alter current resources to better fit teens' needs	Library	Good cops	Normal police	No		
No	Create one location that is specifically designed for teenagers	Redstone, Movie Theater	A place where kids can hang out (like a kids cafe/arcade)	A place where kids can just talk and hang out comfortably	Yes		
Yes	Create one location that is specifically designed for teenagers	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	N/A	Mental Health/ Teen Support group center	Yes		
Yes	Create one location that is specifically designed for teenagers	The MARC, Library, Redstone, Outlet Mall, Ice Skating Rink, NAC, Movie Theater, Bowling Alley	Just an open space for teenagers to feel welcome and have places to study. Also somewhere alcohol free to go out and dance would be super fun	More teenager centered places with newer and better updated technology.	Yes		
No	Create one location that is specifically designed for teenagers	Skate Park/City Park, Redstone, Movie Theater, Bowling Alley	Arcade Center	More stuff inside designed for teens	Yes		
Yes	Alter current resources to better fit teens' needs	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	More hangout places	More stores	Yes		
Yes	Alter current resources to better fit teens' needs	The MARC, Library, Redstone, Movie Theater	Somewhere to go when there's nothing to do.	Something to do that's fun and cheap and open late.	Yes		
Yes	Create one location that is specifically designed for teenagers	The MARC, Library, Skate Park/City Park, Redstone, Outlet Mall, Movie Theater	More activities for teens to do	More things for teens to do	Yes		
No	Create one location that is specifically designed for teenagers	Redstone, Movie Theater	Nothing much I think there should be awareness for it	Teen help centers	Yes		
Yes	Alter current resources to better fit teens' needs	Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater	I don't know	I don't know	Yes		
Yes	Alter current resources to better fit teens' needs	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	Student discounts	Student discounts	No	I would hang out at an actual center but only if there wasn't intense supervision and we didn't have to do kid things like arts in crafts or something	
Yes	Alter current resources to better fit teens' needs	The MARC, Library, Basin Rec	nothing	nothing	No		
Yes	Alter current resources to better fit teens' needs	Library, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater	A coffee shop that is comfortable, affordable and easy to go to.	More parking spots.	No		
No	Alter current resources to better fit teens' needs	Library, Redstone, Outlet Mall, Movie Theater	A record store, a better teen section in the library, a roller rink	mental health services for teens and a thrift store and record store	No	They're usually exceptionally cheesy. It'd be better to create resources teens like than a random center.	
Yes	Create one location that is specifically designed for teenagers	Basin Rec, Outlet Mall, Movie Theater	A place to hang out that isn't a restaurant or gym.	A bigger space.	Yes		
Yes	Alter current resources to better fit teens' needs	Library, Redstone, Movie Theater, Not the PC Library, Kimball	Personally, I think that Park City is good as it is. If you want to add something or somewhere for teens, actually have a school library. It's a great place to study, get books, meet with people, etc. The fact that WE DON'T have one anymore is freaking annoying.	High School library.	No	Why?	

No	Create one location that is specifically designed for teenagers	Redstone, Outlet Mall, Movie Theater, Bowling Alley	idk	idk	Yes		
Yes	Create one location that is specifically designed for teenagers	Redstone, Outlet Mall, Movie Theater, Bowling Alley	Rolling blading	Phone chargers	Yes		
Yes	Alter current reasources to better fit teens' needs	Redstone	Idk	Idk	No		
No	Create one location that is specifically designed for teenagers	Redstone, Movie Theater, Bowling Alley	Kindness	I don't know.	No		
Yes	Create one location that is specifically designed for teenagers	Library, Outlet Mall, Movie Theater	activity area...skating/other activities	less expensive activities	Yes		
No	Alter current reasources to better fit teens' needs	The MARC, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	roller skating rink!	more fun indoor activities to do in the winter	No		
Yes	Create one location that is specifically designed for teenagers	The MARC, Library, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	A fun activity for teens open after 9	Fun things to do, free ski passes, hiking, stuff to do in the winter	Yes		
Yes	Create one location that is specifically designed for teenagers	Redstone	more teen friendly places	more places to go like malls, or anything like that	Yes		
Yes	Create one location that is specifically designed for teenagers	Basin Rec, Redstone, Movie Theater, Main street and ski resorts	A cool place geared towards teens for homework and other projects	a building like the park city library in town but more geared towards teen passion projects and schoolwork	Yes		
Yes	Create one location that is specifically designed for teenagers	Redstone, Outlet Mall, Movie Theater	A building with a lot of places for teens to hang out and talk and order food. (no adults or younger kids)	More places to do teen friendly things	Yes		
No	Alter current reasources to better fit teens' needs	Basin Rec, Redstone, Outlet Mall, Movie Theater, Main Street	Inexpensive activities that stay open later.	More inexpensive activities that stay open later.	Yes		Surround it with places that food can be purchased.
No	Alter current reasources to better fit teens' needs	The MARC, Basin Rec	A good spot to drive your car up to and look out over town	Allowing us to have hats a school	No		I don't think people would use a dedicated space
Yes	Alter current reasources to better fit teens' needs	The MARC, Library, Skate Park/City Park, Redstone	I feel like Park City is lacking that university style environment where there are multiple easy going activities to go to that aren't directly sponsored by the school.	Have locations near the high school that appeal to college students instead of tourists. A lot of high school students are drawn in by the same appeals as college students.	Yes		
Yes	Create one location that is specifically designed for teenagers	Library, Redstone, Movie Theater	A safe place for teenagers to be out after dark.	More options for doing things after school and in our free time.	Yes		
Yes	Create one location that is specifically designed for teenagers	Redstone, Outlet Mall, Movie Theater	not sure	not sure	Yes		
No	Create one location that is specifically designed for teenagers	Movie Theater	A place that is fun for teenage age kids, that is AFFORDABLE. For example, jupiter bowl is anything but affordable.	Making a new public 'fun' place more affordable, not having as strict of rules on teens (regarding legal things of course)	Yes		Places like Classic Fun Center are super fun because they don't have super strict rules (like many nice 'fun' places in PC), it isn't expensive, etc.
Yes	Create one location that is specifically designed for teenagers	The MARC, Ice Skating Rink, Movie Theater	Nothing	Fun stuff	Yes		
Yes	Alter current reasources to better fit teens' needs	none	Nothing I just don't go out	Nothing	Yes		
No	Create one location that is specifically designed for teenagers	Library, NAC, Movie Theater, Bowling Alley	A specific area just for teens	Easy access, good environment, lower prices	Yes		If a specific location was made, putting it near the schools would make it more accessible
Yes	Create one location that is specifically designed for teenagers	N/A	More Jazz concerts	Increase number of public music events	No		
No	Create one location that is specifically designed for teenagers	The MARC, Basin Rec, Redstone, Movie Theater, Bowling Alley, Park City Aquatic Center	Hang out areas.	Affordable recreation activities.	Yes		
No	Alter current reasources to better fit teens' needs	The MARC, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	none	none	Yes		none
Yes	Alter current reasources to better fit teens' needs	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	-	-	Yes		
Yes	Alter current reasources to better fit teens' needs	Redstone, Movie Theater, Java Cow, Denny's	everything,	meh	No		no one would go
Yes	Create one location that is specifically designed for teenagers	Basin Rec, Redstone	More hangout places that have restaurants and one seating	More coffee shops and stores	Yes		
Yes	Alter current reasources to better fit teens' needs	Library	I love salt lake vibes; pc needs those	no idea	No		
Yes	Alter current reasources to better fit teens' needs	Redstone, Movie Theater	That's the million dollar question now isn't it?	Idk	Yes		
No	Alter current reasources to better fit teens' needs	The MARC, Library, Basin Rec, Redstone, Outlet Mall, NAC, Movie Theater, Bowling Alley	I am not sure. Just many things in town are expensive	Cheaper entertainment	No		No one would go because it would be cheesy
Yes	Alter current reasources to better fit teens' needs	The MARC, Basin Rec, Redstone	We need laser tag desperately.	Laser Tag. This is the only solution.	No		The only way I would participate in a teen center is if it involved laser tag. Otherwise that is just complete cringe.
Yes	Alter current reasources to better fit teens' needs	Library, Redstone, Movie Theater	something	im not sure	Yes		

No	Alter current reasources to better fit teens' needs	Basin Rec, Redstone, Outlet Mall	cheap places that are fun	diner/arcade? like pops from riverdale	No		
Yes	Alter current reasources to better fit teens' needs	Basin Rec, Redstone, NAC, Movie Theater, Bowling Alley	a trampoline park	idk	No		
Yes	Alter current reasources to better fit teens' needs	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater	Target, Chick-fil-a, In-N-Out	Target, Chick-fil-a, In-N-Out, teen friendly shopping	Yes	charging ports?	
Yes	Alter current reasources to better fit teens' needs	Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	It would be really cool to have a drive-in-movie somewhere in PC. I don't feel like Park City is lacking teenage entertainment, but I do feel that it is lacking children's entertainment.	I think Park City is teen friendly, with the mall, UOP, and recreational places like the Marc or Basin.	No		
Yes	Alter current reasources to better fit teens' needs	Library, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	More shopping areas	More shopping areas and restaurants in the places in Kimball Junction that aren't being used for anything.	No		
Yes	Create one location that is specifically designed for teenagers	Library, Redstone, Movie Theater, UOP	rollerblading	I don't know	Yes		
Yes	Alter current reasources to better fit teens' needs	Redstone, Outlet Mall, Movie Theater, Bowling Alley, The trail system, Main Street, and Walmart	Cheaper places on main street to hang out with friends	???	No	Not all teenagers fit into the same category. I would just like it if there were some places on Main Street to get a cheap coffee.	
Yes	Alter current reasources to better fit teens' needs	Library, Skate Park/City Park, ski, pinebrook park, glenwild park, church	costco	costco	No	pc needs costco asap	
No	Alter current reasources to better fit teens' needs	Library, Redstone, Movie Theater	Most of the places are made for tourists.	Have more things for teens to do rather than see a movie or bowling	Yes	The above question would be a maybe depending on what was in the center	
No	Create one location that is specifically designed for teenagers	Basin Rec, Movie Theater, Bowling Alley	Things to do on Friday/Saturday nights or during summer that aren't skiing, biking, or hiking and don't cost a lot of money.	More things to do that aren't expensive	Yes	None	
No	Alter current reasources to better fit teens' needs	Library, Basin Rec, Main Street	You have to pay for everything so it'd be nice to have more free things during the winter and summer	Idk	Yes	depends on what the teen center is like and the ages if I personally would go	
Yes	Alter current reasources to better fit teens' needs	Library	WE NEED VOLLEYBALL COURTS AROUND THE AREA (INDOOR). I call the Marc all the time to see if I could come in and set up the courts and play volleyball and they never let me. WHAT ELSE IS THERE TO DO ON A FRIDAY OR A DAY OFF THAT IS TOO COLD? They should be able to have a court on hand. It isn't too hard to set up.	more events that can be attended by students	No	good idea	
Yes	Create one location that is specifically designed for teenagers	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	Teen camps (especially summer camps)	More camps for teens	No	I don't interact with other teens very much but I'm sure everyone else would love it.	
Yes	Alter current reasources to better fit teens' needs	The MARC, Basin Rec, Redstone, Movie Theater, Bowling Alley	Nothing	Thats not ultimately my decision	Yes	None	
Yes	Alter current reasources to better fit teens' needs	Redstone, Movie Theater	Idk what pc is lacking.	I really enjoy being fit but it is sometimes awkward trying to workout in front of adults.	Yes	no	
No	Alter current reasources to better fit teens' needs	The MARC, Library, Basin Rec, Outlet Mall, Movie Theater	A place where tourists aren't	The police not focusing so much on teens.	No	If you call it a teen center kids will absolutely not go to it.	
Yes	Create one location that is specifically designed for teenagers	Library, Redstone, Outlet Mall, Movie Theater	An inexpensive cafe, that teens can afford, that caters to the specific needs of students. Mainly a place that teens can study and complete schoolwork that isn't as boring as a library.	Easily accessible study area	Yes	No other comments	
Yes	Create one location that is specifically designed for teenagers	Redstone, Movie Theater	more fun activities for teens. We need laser tag or go karts	more fun activities for teens. We need laser tag or go karts	Yes	nope	
Yes	Create one location that is specifically designed for teenagers	Redstone, Outlet Mall	a simple place to let us chill and hang out with resources	I am not sure	Yes	no	
No	Create one location that is specifically designed for teenagers	Library, Skate Park/City Park, Redstone, Outlet Mall, Bowling Alley, Hotel pools	Park City lacks something to do for teenagers during the winter. It is extremely hard to find something to do at night during winter if it is cold outside.	If there was a place to go or activities to do that are local. This would reduce the amount of underage drinking and partying every weekend.	Yes	PLEASE MAKE ONE. :)	
Yes	Alter current reasources to better fit teens' needs	Basin Rec, Redstone, Outlet Mall, Movie Theater	Cheap/Free places that teens can hangout and just have fun. Everywhere costs something it seems.	Make common attractions cheaper or free.	Yes	Make multiple teen centers because there would be too many people at just one.	

Yes	Alter current reasources to better fit teens' needs	Library, Redstone, Movie Theater, Bowling Alley	Before I was able to drive I took the bus everywhere, and as a 13-15 year old, Having a bus driver's cigarette smoke come blowing into the bus isn't the most pleasant experience. This happened on multiple routes with multiple drivers over multiple years and it's very gross. I know this isn't entertainment related but come on have some standards. Also I'd like to say the PC library and every librarian in it is a blessing.	I just want the Kimble Arts Center back, I loved that place. I've been awake for 28 hrs so this doesn't make sense I'm sorry.	Yes	If there's free wifi and got comfortable seats I'd go.	
Yes	Alter current reasources to better fit teens' needs	Library, Basin Rec, Redstone, Movie Theater	More hangout places	More places to hang out and do fun stuff at any time of the day	Yes	Make it affordable	
No	Alter current reasources to better fit teens' needs	Redstone, Outlet Mall, Movie Theater	things to do	activities	No	n/a	
Yes	Alter current reasources to better fit teens' needs	Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	activities that are inexpensive and accessible to everyone	?	No	no	
Yes	Alter current reasources to better fit teens' needs	The MARC, Library, Basin Rec, Redstone, Movie Theater	N/A	N/A	No	N/A	
Yes	Create one location that is specifically designed for teenagers	The MARC, Library, Basin Rec	n	m,	No	non	
Yes	Create one location that is specifically designed for teenagers	Library, Outlet Mall	An indoor place for teenagers to hang out	Cheaper cafes	No	It is a good idea	
No	Alter current reasources to better fit teens' needs	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater	Somewhere to drive go-karts.	Go-karts	Yes	no	
Yes	Create one location that is specifically designed for teenagers	The MARC, Library, Basin Rec, Redstone, Movie Theater	idk drive in movies, diners?	more things to do	Yes	yes	
Yes	Alter current reasources to better fit teens' needs	Redstone	nothing	nothing	No	In my opinion this idea would be a waste of resources	
No	Alter current reasources to better fit teens' needs	Library, Redstone, Outlet Mall, Movie Theater, Bowling Alley	teen activities	more fun places like the bowling alley	Yes	no	
Yes	Alter current reasources to better fit teens' needs	Redstone, Movie Theater, The Mine	A real mall	No idea	Yes	none	
No	Alter current reasources to better fit teens' needs	Library, Basin Rec	More indoor activities	More fun stuff	No	NA	
Yes	Alter current reasources to better fit teens' needs	The MARC, Library, Redstone, Ice Skating Rink, NAC, Movie Theater	I feel happy	More nice people	Yes	What do teens do to help?	
Yes	Alter current reasources to better fit teens' needs	Library, Outlet Mall	A cheap place to be loud and be ourselves	charging station, a group place to just get together	Yes	safe space	
Yes	Alter current reasources to better fit teens' needs	The MARC, Redstone, Outlet Mall, Movie Theater, Promontory	rollerblading/laser tag	trendy food places, original and not chains/franchises	No		
Yes	Create one location that is specifically designed for teenagers	Redstone	idk	idk	Yes		
Yes	Alter current reasources to better fit teens' needs	Redstone, Ice Skating Rink, Movie Theater	student input	dances	Yes	n/a	
Yes	Alter current reasources to better fit teens' needs	Library, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater	creativity	more "teen" activities or more exciting sports.	Yes		
Yes	Create one location that is specifically designed for teenagers	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	creativity and fun	renovate the school and make it more appealing to the eyes. The school building is too boring.	Yes		
No	Alter current reasources to better fit teens' needs	Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	A place everyone can hang out at.	?	Yes		
No	Alter current reasources to better fit teens' needs	Library, Redstone	Entertainment that doesn't cost an arm and a leg.	Cheaper entertainment.	Yes		
Yes	Alter current reasources to better fit teens' needs	Library, Basin Rec, Redstone, Movie Theater, Main Street/Atticus	Affordability	cheap	No		
Yes	Alter current reasources to better fit teens' needs	Basin Rec, Redstone, Movie Theater, Bowling Alley	Amusement Park	Food places	No		
No	Create one location that is specifically designed for teenagers	The MARC, Library, Skate Park/City Park, Basin Rec, Redstone, Movie Theater, trail system	a good place to hangout and get decent food	a woodward	Yes		
No	Create one location that is specifically designed for teenagers	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	Cheap	Cheap	Yes		
No	Alter current reasources to better fit teens' needs	The MARC, Library, Skate Park/City Park, Movie Theater	Nice people	Nice people	No	Teenagers don't get along with each other	
No	Create one location that is specifically designed for teenagers	Redstone, Movie Theater	Everything	A place to hanf	Yes	make it good	
Yes	Create one location that is specifically designed for teenagers	Library, Skate Park/City Park, Redstone	Thrift stores	Trader Joe's, in-n-out burger, chick-fil-a	Yes		
No	Create one location that is specifically designed for teenagers	Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	Appealing restaurants, stress free areas, noise free areas, and recreational places.	an arcade, teen stores, summer recreations, more access to the olympic center, and less expensive ice cream	Yes	Make sure there is bean bags and a soda bar.	
Yes	Create one location that is specifically designed for teenagers	The MARC, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	A place where teenagers can go on a Friday/ Saturday night.	More Activites ex. roller blading	Yes	Great idea	
Yes	Alter current reasources to better fit teens' needs	The MARC, Library, Skate Park/City Park, Redstone, Movie Theater	I think places for teen entertainment need to be advertised better	Not too much	Yes		

No	Create one location that is specifically designed for teenagers	Redstone, Outlet Mall, Movie Theater, Bowling Alley	Possibly more appealing fast-foods or restaurants.	Possibly more teen stores in the area such as Forever21, H&M, ect... An arcade, Laser tag, Bands, stunt shows, celebrity appearances.	Yes		
No	Create one location that is specifically designed for teenagers	Basin Rec, Redstone, Outlet Mall, Movie Theater	a fun hangout place, a place for teens to go and hang out & eat food like at a restraunt	more restaurants within high school student's budgets	Yes		
Yes	Create one location that is specifically designed for teenagers	Library, Redstone, Outlet Mall, Movie Theater, Bowling Alley	Interactive stuff	Games	Yes	I like the Lassonde Entrepreneur Studio at the University of Utah.	
Yes	Alter current reasources to better fit teens' needs	Library, Skate Park/City Park	WOODWARD	WOODWARD	No	Woodward Park City.	
Yes	Alter current reasources to better fit teens' needs	Skate Park/City Park, Basin Rec, Outlet Mall	Under 21 clubs	idk	Yes		
Yes	Create one location that is specifically designed for teenagers	Houses and Mountains	Nothing. Teenagers are not entitled to some sort of special entertainment that doesn't apply to other people.	I don't know... I love the place I live and find that it has a plentiful amount of opportunities for me.	No	I don't think that we need such a thing in our town. This place is such a friendly environment already that we can go have fun around town and contact other teens if we need to socialize or do some sort of activity. I don't see the benefit of having a center for teens when a lot of the tweens and teens in this town are free to go do their own thing with their peers. Then again that could just be me... Maybe other teenagers see a great benefit of this center and their views should be weighted greater than mine because I don't put a huge emphasis on socializing in my life.	
No	Alter current reasources to better fit teens' needs	Redstone, Outlet Mall, Ice Skating Rink, Movie Theater	Fun center	Cheaper, however still good resurants	No		
Yes	Create one location that is specifically designed for teenagers	Library, Basin Rec	laser tag	I don't know	Yes		
Yes	Alter current reasources to better fit teens' needs	Library, Basin Rec	A place where teens go to hangout and meet up with people.	Places for teens to hangout when there is nothing to do outside because it is maybe too cold or too dark.	Yes	It would have to not be rule oriented because people would think it was not "cool" enough to hangout there.	
Yes	Create one location that is specifically designed for teenagers	The MARC, Library, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	laser tag/ Hangout place	no cops	Yes		
Yes	Alter current reasources to better fit teens' needs	Library, Redstone, Movie Theater, Bowling Alley	Honestly nothing really. I can't think of anything, and I like everything we have!	Buses, Redstone, Recreation places such as the UOP	No		
Yes	Create one location that is specifically designed for teenagers	Skate Park/City Park, Basin Rec, Redstone	A place where teens can meet out.	Video games and wifi.	Yes		
No	Alter current reasources to better fit teens' needs	Library, Basin Rec, Redstone	Park City's art and music scene exist mostly for adults. There are no venues where young people can play their music or go to shows, and art here is only shown if it advances Park City's rustic aesthetic and can be sold for a lot of money. As a young person, SLC's UMOCA, and all of that city's small music venues, record shops, and coffee shops feel much more welcoming and affordable for a teenager.	Music and art that we can participate in! Coffee shops where we can do homework! An 18+ night club that plays 80s music! (I know that one is specific. But it would make me so happy.)	Yes	I think a teen center could be hit or miss. If it featured an interdisciplinary environment where people could drink coffee and talk, play music, decide how the space was decorated, read, and attend events for dancing/shows/art exhibits, I think that would be great. Still, a lot of kids have too much on their plates already, so I think that the teen center shouldn't put too much pressure on kids to participate in planning and decisions unless they really had the time and wanted to. We are already avoiding lots of the places that want extra commitments from us.	
Yes	Create one location that is specifically designed for teenagers	Basin Rec	N/A	N/A	Yes		
Yes	Alter current reasources to better fit teens' needs	The MARC, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	Spencer McLaughlin	no homework	No	its stupid	
Yes	Alter current reasources to better fit teens' needs	Library, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Movie Theater	Roller rink? IDK things get boring fast, just maybe more town events	cheaper prices	No	Lower prices on bowling	

Yes	Alter current reasources to better fit teens' needs	Redstone, Movie Theater, Bowling Alley	They don't have a fun place to have kids hangout after school	Cheap food that is very good and also entertainment like movies or just a place to gouff off	No	Just make the current places better its a waste of resources just like the tillamook library in oregon they have 5 master librarians but no people ever go it it.	
Yes	Alter current reasources to better fit teens' needs	Library, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	Places to go at night.	Student tickets at the places above.	Yes	Your target audience would probably have to be younger teens, like from 13-16 or so. I don't know if older kids would be as interested.	
No	Alter current reasources to better fit teens' needs	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	Always an underlying theme of "Oh, you're not supposed to do that" of it's more of an adult place. Like the library I have been told multiple times to "Be quiet!" despite just talking to my friend about an assignment. We're never the priority.	Somewhere where teenagers are the priority instead of adults or younger children	Yes	don't call it a "teen center" because that will make me never want to go there	
Yes	Alter current reasources to better fit teens' needs	Library, Outlet Mall, Movie Theater, Bowling Alley	more indoor activities, stuff to do	more teen friendly hours at restaurants and stores (open later).	Yes		
Yes	Create one location that is specifically designed for teenagers	Library, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	more indoor things to do	creative food places	Yes		
No	Create one location that is specifically designed for teenagers	Skate Park/City Park, Redstone, Outlet Mall, Trailside bike park	A quality skate park in which all forms of riding are accepted (BMX, Scooters, Inline skaters)	Permitting people with all sorts of transportation to the skate park, and higher security on skate parks in terms of substance abuse and the general attitude amongst riders.	Yes		
No	Create one location that is specifically designed for teenagers	Library, Skate Park/City Park, Redstone, Outlet Mall, Movie Theater, Bowling Alley	Alot	More fun things to do	Yes		
No	Alter current reasources to better fit teens' needs	Redstone, Main Street and Whole Foods	Park City is lacking inexpensive things to do	Cheap, accessible, and fun places/activities	No		
Yes	Alter current reasources to better fit teens' needs	Skate Park/City Park, Redstone, Movie Theater	being in california	get a beach	No		
Yes	Alter current reasources to better fit teens' needs	Library, Redstone, Movie Theater, Bowling Alley	A dedicated arcade/comic store/game shop would be amazing.	Not making certain restaurants restrictive to teens just because alcohol is served at the establishment. I want to be able to eat a burger at a brew pub, and the restaurant can check my ID if they see me ordering/consuming alcohol.	No		
Yes	Alter current reasources to better fit teens' needs	Skate Park/City Park, Redstone, Outlet Mall, Movie Theater	Places where teenagers can do stuff.	More hangout spots.	Yes	Put in a skate park.	
Yes	Alter current reasources to better fit teens' needs	The MARC, Redstone, Movie Theater	Idk	a chick-fil-a	No		
Yes	Alter current reasources to better fit teens' needs	NAC, the market at park city	cant think of anything the city is laking	I duo	No	I don't particularly care if there is a	
Yes	Create one location that is specifically designed for teenagers	Ice Skating Rink	stuff	stuff	Yes		
Yes	Alter current reasources to better fit teens' needs	The MARC, Skate Park/City Park, Redstone, Outlet Mall, Movie Theater, Ski Resort	i don't know	more buses becasue the buses get too crowded	No		
Yes	Create one location that is specifically designed for teenagers	The MARC, Redstone, Ice Skating Rink	transportation	more bus stops	Yes		
Yes	Alter current reasources to better fit teens' needs	Library	Book reading	None. Friendliness is a mindset, not an arrangement of resources.	Yes		
Yes	Create one location that is specifically designed for teenagers	Library, Basin Rec, Redstone, Bowling Alley, pcmr	classic fun zone in pc bc some people cant drive down the canyon	more stuff to do	Yes		
No	Alter current reasources to better fit teens' needs	The MARC, Library	school unity and pride for school	something to unite school	No	its sounds a little generic	
Yes	Alter current reasources to better fit teens' needs	Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	Easy public places that cater to all different teens needs.	Not sure	Yes		

Would you consider Park City to be "teen friendly"?	Would you support the designing of an app to deliver "push notifications" to Park City teens to better inform them of events, recreational opportunities, and student-discount promotions at local businesses?	Which (if any) of the listed resources do you regularly visit?	With regard to teenage entertainment, what do you feel Park City is lacking?	In your opinion, if communication was improved via an app, would Park City teens attend more community recreational events?	Do you think the app would be more useful if it provided updates on details such as traffic, weather/snow reports, and city council updates?	Do you have any other comments regarding a Park City Community Updates App?	What facilities are missing in Park City to foster teenage engagement in the community?	Would you prefer an increase in events for teenagers or an increase in discounts specifically for teenagers?	
Yes	Alter current reasources to better fit teens' needs	Library, Basin Rec	information	Winter time- non-sport related activities	Yes				
No	Create one location that is specifically designed for teenagers	The MARC, Basin Rec, Redstone, Ice Skating Rink, Movie Theater	Everything	Nothing	No	Make it individual pods so we don't have to talk to each other			
No	Create one location that is specifically designed for teenagers	Redstone	N/A	LGBTQ+ programs open to people outside PCHS	Yes	LGBTQ+ support would make many teens so much more supported and safe in PC, overall, the teen center is a really great idea that I would really enjoy!			
Yes	Alter current reasources to better fit teens' needs	The MARC, Library, Skate Park/City Park, Basin Rec, Redstone, Ice Skating Rink, Movie Theater	PC does a great job in this area.	More areas like Redstone (walkable distances, food, and entertainment in one place) perhaps?	Yes	Great idea, but please don't call it the Teen Center			
Yes	Alter current reasources to better fit teens' needs	The MARC, Skate Park/City Park, Basin Rec, Redstone, Ice Skating Rink, Bowling Alley, The police station	Gangs	If the crips and bloods established themselves here	No	Paintball			
No	Alter current reasources to better fit teens' needs	The MARC, Library, Basin Rec, Redstone, Ice Skating Rink	a creative space for music & art	reducing the number of conflicting officers who instigate problems	No	sounds like a cheesy trap			
Yes	Alter current reasources to better fit teens' needs	Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	Safe zone / monitoring of above areas	Not sure	No	I think keepinit safe would be the big issue. It could just be a magnet for unwanted transactions.			
No	Alter current reasources to better fit teens' needs	The MARC, Skate Park/City Park, Redstone, Movie Theater, Starbucks	Activities for teens where they can hang out with friends and have fun	Dances, a rec center, organized activities (brought up that way!)	Yes	Yes - if it was "cool" and had things to do that I liked. Hard to say really...			
No	Create one location that is specifically designed for teenagers	Library, Redstone, Movie Theater	Indoor recreational activities	Indoor recreational activities. (Arcade, paintball, etc)	Yes	Sounds cool, never going to happen			
No	Alter current reasources to better fit teens' needs	Library	Good cops	Normal police	No				
No	Create one location that is specifically designed for teenagers	Redstone, Movie Theater	A place where kids can hang out (like a kids cafe/arcade)	A place where kids can just talk and hang out comfortably	Yes				
Yes	Create one location that is specifically designed for teenagers	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	N/A	Mental Health/ Teen Support group center	Yes				
Yes	Create one location that is specifically designed for teenagers	The MARC, Library, Redstone, Outlet Mall, Ice Skating Rink, NAC, Movie Theater, Bowling Alley	Just an open space for teenagers to feel welcome and have places to study. Also somewhere alcohol free to go out and dance would be super	More teenager centered places with newer and better updated technology.	Yes				
No	Create one location that is specifically designed for teenagers	Skate Park/City Park, Redstone, Movie Theater, Bowling Alley	Arcade Center	More stuff inside designed for teens	Yes				
Yes	Alter current reasources to better fit teens' needs	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	More hangout places	More stores	Yes				
Yes	Alter current reasources to better fit teens' needs	The MARC, Library, Redstone, Movie Theater	Somewhere to go when there's nothing to do.	Something to do that's fun and cheap and open late.	Yes				
Yes	Create one location that is specifically designed for teenagers	The MARC, Library, Skate Park/City Park, Redstone, Outlet Mall, Movie Theater	More activities for teens to do	More things for teens to do	Yes				
No	Create one location that is specifically designed for teenagers	Redstone, Movie Theater	Nothing much I think there should be awareness for it	Teen help centers	Yes				
Yes	Alter current reasources to better fit teens' needs	Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink,	I don't know	I don't know	Yes				
Yes	Alter current reasources to better fit teens' needs	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	Student discounts	Student discounts	No	I would hang out at an actual center but only if there wasn't intense supervision and we didn't have to do kid things like arts in crafts or something			
Yes	Alter current reasources to better fit teens' needs	The MARC, Library, Basin Rec	nothing	nothing	No				
Yes	Alter current reasources to better fit teens' needs	Library, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater	A coffee shop that is comfortable, affordable and	More parking spots.	No				
No	Alter current reasources to better fit teens' needs	Library, Redstone, Outlet Mall, Movie Theater	A record store, a better teen section in the library, a roller rink	mental health services for teens and a thrift store and record store	No	They're usually exceptionally cheesy. It'd be better to create resources teens like than a random center.			
Yes	Create one location that is specifically designed for teenagers	Basin Rec, Outlet Mall, Movie Theater	A place to hang out that isn't a restaurant or gym.	A bigger space.	Yes				

Yes	Alter current reasources to better fit teens' needs	Library, Redstone, Movie Theater, Not the PC Library, Kimball	Personally, I think that Park City is good as it is. If you want to add something or somewhere for teens, actually have a school library. It's a great place to study, get books, meet with people, etc. The fact that WE DONT have	High School library.	No	Why?			
No	Create one location that is specifically designed for teenagers	Redstone, Outlet Mall, Movie Theater, Bowling Alley	Idk	Idk	Yes				
Yes	Create one location that is specifically designed for teenagers	Redstone, Outlet Mall, Movie Theater, Bowling Alley	Rolling blading	Phone chargers	Yes				
Yes	Alter current reasources to better fit teens' needs	Redstone	Idk	Idk	No				
No	Create one location that is specifically designed for teenagers	Redstone, Movie Theater, Bowling Alley	Kindness	I don't know.	No				
Yes	Create one location that is specifically designed for teenagers	Library, Outlet Mall, Movie Theater	activity area...skating/other activities	less expensive activities	Yes				
No	Alter current reasources to better fit teens' needs	The MARC, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater,	roller skating rink!	more fun indoor activities to do in the winter	No				
Yes	Create one location that is specifically designed for teenagers	The MARC, Library, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	A fun activity for teens open after 9	Fun things to do, free ski passes, hiking, stuff to do in the winter	Yes				
Yes	Create one location that is specifically designed for teenagers	Redstone	more teen friendly places	more places to go like malls, or anything like that	Yes				
Yes	Create one location that is specifically designed for teenagers	Basin Rec, Redstone, Movie Theater, Main street and ski resorts	A cool place geared towards teens for homework and other projects	a building like the park city library in town but more geared towards teen passion projects and schoolwork	Yes				
Yes	Create one location that is specifically designed for teenagers	Redstone, Outlet Mall, Movie Theater	A building with a lot of places for teens to hang out and talk and order food. (no adults or younger kids)	More places to do teen friendly things	Yes				
No	Alter current reasources to better fit teens' needs	Basin Rec, Redstone, Outlet Mall, Movie Theater, Main Street	Inexpensive activities that stay open later.	More inexpensive activities that stay open later.	Yes	Surround it with places that food can be purchased.			
No	Alter current reasources to better fit teens' needs	The MARC, Basin Rec	A good spot to drive your car up to and look out over town	Allowing us to have hats a school	No	I don't think people would use a dedicated space			
Yes	Alter current reasources to better fit teens' needs	The MARC, Library, Skate Park/City Park, Redstone	I feel like Park City is lacking that university style environment where there are multiple easy going activities to go to that aren't directly	Have locations near the high school that appeal to college students instead of tourists. A lot of high school students are drawn in by the same appeals as college students.	Yes				
Yes	Create one location that is specifically designed for teenagers	Library, Redstone, Movie Theater	A safe place for teenagers to be out after dark.	More options for doing things after school and in our free time.	Yes				
Yes	Create one location that is specifically designed for teenagers	Redstone, Outlet Mall, Movie Theater	not sure	not sure	Yes				
No	Create one location that is specifically designed for teenagers	Movie Theater	A place that is fun for teenage age kids, that is AFFORDABLE. For example, jupiter bowl is anything but affordable.	Making a new public 'fun' place more affordable, not having as strict of rules on teens (regarding legal things of course)	Yes	Places like Classic Fun Center are super fun because they don't have super strict rules (like many nice 'fun' places in PC), it isn't expensive, etc.			
Yes	Create one location that is specifically designed for teenagers	The MARC, Ice Skating Rink, Movie Theater	Nothing	Fun stuff	Yes				
Yes	Alter current reasources to better fit teens' needs	none	Nothing I just don't go out	Nothing	Yes				
No	Create one location that is specifically designed for teenagers	Library, NAC, Movie Theater, Bowling Alley	A specific area just for teens	Easy access, good environment, lower prices	Yes	If a specific location was made, putting it near the schools would make it more accessible			
Yes	Create one location that is specifically designed for teenagers	N/A	More Jazz concerts	Increase number of public music events	No				
No	Create one location that is specifically designed for teenagers	The MARC, Basin Rec, Redstone, Movie Theater, Bowling Alley, Park City Aquatic	Hang out areas.	Affordable recreation activites.	Yes				
No	Alter current reasources to better fit teens' needs	The MARC, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater,	none	none	Yes	none			
Yes	Alter current reasources to better fit teens' needs	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	-	-	Yes				
Yes	Alter current reasources to better fit teens' needs	Redstone, Movie Theater, Java Cow, Denny's	everything.	meh	No	no one would go			
Yes	Create one location that is specifically designed for teenagers	Basin Rec, Redstone	More hangout places that have restaurants and one	More coffee shops and stores	Yes				
Yes	Alter current reasources to better fit teens' needs	Library	i love salt lake vibes; pc needs those	no idea	No				
Yes	Alter current reasources to better fit teens' needs	Redstone, Movie Theater	That's the million dollar question now isn't it?	Idk	Yes				
No	Alter current reasources to better fit teens' needs	The MARC, Library, Basin Rec, Redstone, Outlet Mall, NAC, Movie Theater, Bowling Alley	I am not sure. Just many things in town are expensive	Cheaper entertainment	No	No one would go because it would be cheeisy			

Yes	Alter current reasources to better fit teens' needs	The MARC, Basin Rec, Redstone	We need laser tag desperately.	Laser Tag. This is the only solution.	No	The only way I would participate in a teen center is if it involved laser tag. Otherwise that is just complete cringe.			
Yes	Alter current reasources to better fit teens' needs	Library, Redstone, Movie Theater	something	im not sure	Yes				
No	Alter current reasources to better fit teens' needs	Basin Rec, Redstone, Outlet Mall	cheap places that are fun	diner/arcade? like pops from riverdale	No				
Yes	Alter current reasources to better fit teens' needs	Basin Rec, Redstone, NAC, Movie Theater, Bowling Alley	a trampoline park	idk	No				
Yes	Alter current reasources to better fit teens' needs	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater	Target, Chick-fil-a, In-N-Out	Target, Chick-fil-a, In-N-Out, teen friendly shopping	Yes	charging ports?			
Yes	Alter current reasources to better fit teens' needs	Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	It would be really cool to have a drive-in-movie somewhere in PC. I don't feel like Park City is lacking teenage entertainment, but I do feel that it is lacking children's	I think Park City is teen friendly, with the mall, UOP, and recreational places like the Marc or Basin.	No				
Yes	Alter current reasources to better fit teens' needs	Library, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	More shopping areas	More shopping areas and restaurants in the places in Kimball Junction that aren't being used for anything.	No				
Yes	Create one location that is specifically designed for teenagers	Library, Redstone, Movie Theater, UOP	rollerblading	I don't know	Yes				
Yes	Alter current reasources to better fit teens' needs	Redstone, Outlet Mall, Movie Theater, Bowling Alley, The trail system, Main Street, and Walmart	Cheaper places on main street to hang out with friends	???	No	Not all teenagers fit into the same category. I would just like it if there were some places on Main Street to get a cheap coffee.			
Yes	Alter current reasources to better fit teens' needs	Library, Skate Park/City Park, ski, pinebrook park, glenwild park, church	costco	costco	No	pc needs costco asap			
No	Alter current reasources to better fit teens' needs	Library, Redstone, Movie Theater	Most of the places are made for tourists.	Have more things for teens to do rather than see a movie or bowling	Yes	The above question would be a maybe depending on what was in the center			
No	Create one location that is specifically designed for teenagers	Basin Rec, Movie Theater, Bowling Alley	Things to do on Friday/Saturday nights or during summer that aren't skiing, biking, or hiking and	More things to do that aren't expensive	Yes	None			
No	Alter current reasources to better fit teens' needs	Library, Basin Rec, Main Street	You have to pay for everything so it'd be nice to have more free things during the winter and summer	Idk	Yes	depends on what the teen center is like and the ages if I personally would go			
Yes	Alter current reasources to better fit teens' needs	Library	WE NEED VOLLEYBALL COURTS AROUND THE AREA (INDOOR). I call the Marc all the time to see if I could come in and set up the courts and play volleyball and they never let me. WHAT ELSE IS THERE TO DO ON A FRIDAY OR A DAY OFF THAT IS TOO COLD? They	more events that can be attended by students	No	good idea			
Yes	Create one location that is specifically designed for teenagers	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	Teen camps (especially summer camps)	More camps for teens	No	I don't interact with other teens very much but I'm sure everyone else would love it.			
Yes	Alter current reasources to better fit teens' needs	The MARC, Basin Rec, Redstone, Movie Theater, Bowling Alley	Nothing	Thats not ultimately my decision	Yes	None			
Yes	Alter current reasources to better fit teens' needs	Redstone, Movie Theater	Idk what pc is lacking.	I really enjoy being fit but it is sometimes awkward trying to workout	Yes	no			
No	Alter current reasources to better fit teens' needs	The MARC, Library, Basin Rec, Outlet Mall, Movie Theater	A place where tourists aren't teens.	The police not focusing so much on teens.	No	If you call it a teen center kids will absolutely not go to it.			
Yes	Create one location that is specifically designed for teenagers	Library, Redstone, Outlet Mall, Movie Theater	An inexpensive cafe, that teens can afford, that caters to the specific needs of students. Mainly a place that teens can study and complete schoolwork that isn't as boring	Easily accessible study area	Yes	No other comments			
Yes	Create one location that is specifically designed for teenagers	Redstone, Movie Theater	more fun activities for teens. We need laser tag or go karts	more fun activities for teens. We need laser tag or go karts	Yes	nope			
Yes	Create one location that is specifically designed for teenagers	Redstone, Outlet Mall	a simple place to let us chill and hang out with resources	I am not sure	Yes	no			
No	Create one location that is specifically designed for teenagers	Library, Skate Park/City Park, Redstone, Outlet Mall, Bowling Alley, Hotel pools	Park City lacks something to do for teenagers during the winter. It is extremely hard to find something to do at night during winter if it is cold	If there was a place to go or activities to do that are local. This would reduce the amount of underage drinking and partying every weekend.	Yes	PLEASE MAKE ONE. :)			

Yes	Alter current reasources to better fit teens' needs	Basin Rec, Redstone, Outlet Mall, Movie Theater	Cheap/Free places that teens can hangout and just have fun. Everywhere costs something it seems.	Make common attractions cheaper or free.	Yes	Make multiple teen centers because there would be too many people at just one.		
Yes	Alter current reasources to better fit teens' needs	Library, Redstone, Movie Theater, Bowling Alley	Before I was able to drive I took the bus everywhere, and as a 13-15 year old, Having a bus driver's cigarette smoke come blowing into the bus isn't the most pleasant experience. This happened on multiple routes with multiple drivers over multiple years and it's very gross. I know this isn't entertainment related but come on have some standards. Also I'd like to say	I just want the Kimble Arts Center back, I loved that place. I've been awake for 28 hrs so this doesn't make sense I'm sorry.	Yes	If there's free wifi and got comfortable seats I'd go.		
Yes	Alter current reasources to better fit teens' needs	Library, Basin Rec, Redstone, Movie Theater	More hangout places	More places to hang out and do fun stuff at any time of the day	Yes	Make it affordable		
No	Alter current reasources to better fit teens' needs	Redstone, Outlet Mall, Movie Theater	things to do	activities	No	n/a		
Yes	Alter current reasources to better fit teens' needs	Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	activities that are inexpensive and accessible to everyone	?	No	no		
Yes	Alter current reasources to better fit teens' needs	The MARC, Library, Basin Rec, Redstone, Movie Theater	N/A	N/A	No	N/A		
Yes	Create one location that is specifically designed for teenagers	The MARC, Library, Basin Rec	n	m,	No	non		
Yes	Create one location that is specifically designed for teenagers	Library, Outlet Mall	An indoor place for teenagers to hang out	Cheaper cafes	No	It is a good idea		
No	Alter current reasources to better fit teens' needs	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater	Somewhere to drive go-karts.	Go-karts	Yes	no		
Yes	Create one location that is specifically designed for teenagers	The MARC, Library, Basin Rec, Redstone, Movie Theater	idk drive in movies, diners?	more things to do	Yes	yes		
Yes	Alter current reasources to better fit teens' needs	Redstone	nothing	nothing	No	In my opinion this idea would be a waste of resources		
No	Alter current reasources to better fit teens' needs	Library, Redstone, Outlet Mall, Movie Theater, Bowling Alley	teen activities	more fun places like the bowling alley	Yes	no		
Yes	Alter current reasources to better fit teens' needs	Redstone, Movie Theater, The Mine	A real mall	No idea	Yes	none		
No	Alter current reasources to better fit teens' needs	Library, Basin Rec	More indoor activitys	More fun stuff	No	NA		
Yes	Alter current reasources to better fit teens' needs	The MARC, Library, Redstone, Ice Skating Rink, NAC, Movie Theater	I feel happy	More nice people	Yes	What do teens do to help?		
Yes	Alter current reasources to better fit teens' needs	Library, Outlet Mall	A cheap place to be loud and be ourselves	charging station, a group place to just get together	Yes	safe space		
Yes	Alter current reasources to better fit teens' needs	The MARC, Redstone, Outlet Mall, Movie Theater, Promontory	rollerblading/laser tag	trendy food places, original and not chains/franchises	No			
Yes	Create one location that is specifically designed for teenagers	Redstone	idk	idk	Yes			
Yes	Alter current reasources to better fit teens' needs	Redstone, Ice Skating Rink, Movie Theater	student input	dances	Yes	n/a		
Yes	Alter current reasources to better fit teens' needs	Library, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater	creativity	more "teen" activites or more exciting sports.	Yes			
Yes	Create one location that is specifically designed for teenagers	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	creativity and fun	renovate the school and make it more appealing to the eyes. The school building is too boring.	Yes			
No	Alter current reasources to better fit teens' needs	Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	A place everyone can hang out at.	?	Yes			
No	Alter current reasources to better fit teens' needs	Library, Redstone	Entertainment that doesn't cost an arm and a leg.	Cheaper entertainment.	Yes			
Yes	Alter current reasources to better fit teens' needs	Library, Basin Rec, Redstone, Movie Theater, Main Street/Atticus	Affordability	cheap	No			
Yes	Alter current reasources to better fit teens' needs	Basin Rec, Redstone, Movie Theater, Bowling Alley	Amusement Park	Food places	No			
No	Create one location that is specifically designed for teenagers	The MARC, Library, Skate Park/City Park, Basin Rec, Redstone, Movie Theater, trail	a good place to hangout and get decent food	a woodward	Yes			
No	Create one location that is specifically designed for teenagers	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	Cheap	Cheap	Yes			
No	Alter current reasources to better fit teens' needs	The MARC, Library, Skate Park/City Park, Movie Theater	Nice people	Nice people	No	Teenagers don't get along with each other		
No	Create one location that is specifically designed for teenagers	Redstone, Movie Theater	Everything	A place to hanf	Yes	make it good		
Yes	Create one location that is specifically designed for teenagers	Library, Skate Park/City Park, Redstone	Thrift stores	Trader Joe's, in-n-out burger, chick-fil-a	Yes			
No	Create one location that is specifically designed for teenagers	Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	Appealing restaurants, stress free areas, noise free areas, and recreational places.	an arcade, teen stores, summer recreations, more access to the olympic center, and less expensive ice	Yes	Make sure there is bean bags and a soda bar.		
Yes	Create one location that is specifically designed for teenagers	The MARC, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater,	A place where teenagers can go on a Friday/ Saturday night.	More Activit��s ex. roller blading	Yes	Great idea		

Yes	Alter current reasources to better fit teens' needs	The MARC, Library, Skate Park/City Park, Redstone, Movie Theater	I think places for teen entertainment need to be advertised better	Not too much	Yes				
No	Create one location that is specifically designed for teenagers	Redstone, Outlet Mall, Movie Theater, Bowling Alley	Possibly more appealing fast-foods or resuturants.	Possibly more teen stores in the area such as Forever21, H&M, ect... An arcade, Laser tag, Bands, stunt shows, celebrity apperances.	Yes				
No	Create one location that is specifically designed for teenagers	Basin Rec, Redstone, Outlet Mall, Movie Theater	a fun hangout place, a place for teens to go and hang out & eat food like at a restraunt	more restaurants within high school student's budgets	Yes				
Yes	Create one location that is specifically designed for teenagers	Library, Redstone, Outlet Mall, Movie Theater, Bowling Alley	Interactive stuff	Games	Yes	I like the Lassonde Entrepreneur Studio at the University of Utah.			
Yes	Alter current reasources to better fit teens' needs	Library, Skate Park/City Park	WOODWARD	WOODWARD	No	Woodward Park City.			
Yes	Alter current reasources to better fit teens' needs	Skate Park/City Park, Basin Rec, Outlet Mall	Under 21 clubs	idk	Yes				
Yes	Create one location that is specifically designed for teenagers	Houses and Mountains	Nothing. Teenagers are not entitled to some sort of special entertainment that doesn't apply to other people.	I don't know... I love the place I live and find that it has a plentiful amount of opportunities for me.	No	I don't think that we need such a thing in our town. This place is such a friendly environment already that we can go have fun around town and contact other teens if we need to socialize or do some sort of activity. I don't see the benefit of having a center for teens when a lot of the tweens and teens in this town are free to go do their own thing with their peers. Then again that could just be me... Maybe other teenagers see a great benefit of this center and their views should be weighted greater than mine because I don't put a huge emphasis on socializing in my life.			
No	Alter current reasources to better fit teens' needs	Redstone, Outlet Mall, Ice Skating Rink, Movie Theater	Fun center	Cheaper, however still good resurants	No				
Yes	Create one location that is specifically designed for teenagers	Library, Basin Rec	laser tag	I don't know	Yes				
Yes	Alter current reasources to better fit teens' needs	Library, Basin Rec	A place where teens go to hangout and meet up with people.	Places for teens to hangout when there is nothing to do outside because it is maybe too cold or too dark.	Yes	It would have to not be rule oriented because people would think it was not "cool" enough to hangout there.			
Yes	Create one location that is specifically designed for teenagers	The MARC, Library, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	laser tag/ Hangout place	no cops	Yes				
Yes	Alter current reasources to better fit teens' needs	Library, Redstone, Movie Theater, Bowling Alley	Honestly nothing really. I can't think of anything, and I like everything we have!	Buses, Redstone, Recreation places such as the UOP	No				
Yes	Create one location that is specifically designed for teenagers	Skate Park/City Park, Basin Rec, Redstone	A place where teens can meet out.	Video games and wifi.	Yes				

No	Alter current reasources to better fit teens' needs	Library, Basin Rec, Redstone	Park City's art and music scene exist mostly for adults. There are no venues where young people can play their music or go to shows, and art here is only shown if it advances Park City's rustic aesthetic and can be sold for a lot of money. As a young person, SLC's UMOCA, and all of that city's small music venues, record shops, and coffee shops feel much more welcoming and affordable for a teenager.	Music and art that we can participate in! Coffee shops where we can do homework! An 18+ night club that plays 80s music! (I know that one is specific. But it would make me so happy.)	Yes	I think a teen center could be hit or miss. If it featured an interdisciplinary environment where people could drink coffee and talk, play music, decide how the space was decorated, read, and attend events for dancing/shows/art exhibits, I think that would be great. Still, a lot of kids have too much on their plates already, so I think that the teen center shouldn't put too much pressure on kids to participate in planning and decisions unless they really had the time and wanted to. We are already avoiding lots of the places that want extra commitments from us.			
Yes	Create one location that is specifically designed for teenagers	Basin Rec	N/A	N/A	Yes				
Yes	Alter current reasources to better fit teens' needs	The MARC, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	Spencer McLaughlin	no homework	No	its stupid			
Yes	Alter current reasources to better fit teens' needs	Library, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Movie Theater	Roller rink? IDK things get boring fast, just maybe more	cheaper prices	No	Lower prices on bowling			
Yes	Alter current reasources to better fit teens' needs	Redstone, Movie Theater, Bowling Alley	They don't have a fun place to have kids hangout after school	Cheap food that is very good and also entertainment like movies or just a place to goof off	No	Just make the current places better its a waste of resources just like the tillamook library in oregon they have 5 master librarians but no people ever go it it.			
Yes	Alter current reasources to better fit teens' needs	Library, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	Places to go at night.	Student tickets at the places above.	Yes	Your target audience would probably have to be younger teens, like from 13-16 or so. I don't know if older kids would be as interested.			
No	Alter current reasources to better fit teens' needs	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	Always an underlying theme of "Oh, you're not supposed to do that" of it's more of an adult place. Like the library I have been told multiple times to "Be quiet!" despite just talking to my friend about an assignment. We're never the	Somewhere where teenagers are the priority instead of adults or younger children	Yes	don't call it a "teen center" because that will make me never want to go there			
Yes	Alter current reasources to better fit teens' needs	Library, Outlet Mall, Movie Theater, Bowling Alley	more indoor activities, stuff to do	more teen friendly hours at restaurants and stores (open later).	Yes				
Yes	Create one location that is specifically designed for teenagers	Library, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley	more indoor things to do	creative food places	Yes				
No	Create one location that is specifically designed for teenagers	Skate Park/City Park, Redstone, Outlet Mall, Trailside bike park	A quality skate park in which all forms of riding are accepted (BMX, Scooters, Inline skaters)	Permitting people with all sorts of transportation to the skate park, and higher security on skate parks in terms of substance abuse and the general attitude amongst riders.	Yes				
No	Create one location that is specifically designed for teenagers	Library, Skate Park/City Park, Redstone, Outlet Mall, Movie Theater, Bowling Alley	Alot	More fun things to do	Yes				
No	Alter current reasources to better fit teens' needs	Redstone, Main Street and Whole Foods	Park City is lacking inexpensive things to do	Cheap, accessible, and fun places/activities	No				
Yes	Alter current reasources to better fit teens' needs	Skate Park/City Park, Redstone, Movie Theater	being in california	get a beach	No				
Yes	Alter current reasources to better fit teens' needs	Library, Redstone, Movie Theater, Bowling Alley	A dedicated arcade/comic store/game shop would be amazing.	Not making certain restaurants restrictive to teens just because alcohol is served at the establishment. I want to be able to eat a burger at a brew pub, and the restaurant can check my ID if they see me ordering/consuming	No				
Yes	Alter current reasources to better fit teens' needs	Skate Park/City Park, Redstone, Outlet Mall, Movie Theater	Places where teenagers can do stuff.	More hangout spots.	Yes	Put in a skate park.			
Yes	Alter current reasources to better fit teens' needs	The MARC, Redstone, Movie Theater	idk	a chick-fil-a	No				
Yes	Alter current reasources to better fit teens' needs	NAC, the market at park city	cant think of anything the city is laking	I duo	No	I don't particularly care if there is a			

Yes	Create one location that is specifically designed for teenagers	Ice Skating Rink	stuff	stuff	Yes				
Yes	Alter current resources to better fit teens' needs	The MARC, Skate Park/City Park, Redstone, Outlet Mall, Movie Theater, Ski	i don't know	more buses because the buses get too crowded	No				
Yes	Create one location that is specifically designed for teenagers	The MARC, Redstone, Ice Skating Rink	transportation	more bus stops	Yes				
Yes	Alter current resources to better fit teens' needs	Library	Book reading	None. Friendliness is a mindset, not an arrangement of resources.	Yes				
Yes	Create one location that is specifically designed for teenagers	Library, Basin Rec, Redstone, Bowling Alley, pcmr	classic fun zone in pc bc some people can't drive down the	more stuff to do	Yes				
No	Alter current resources to better fit teens' needs	The MARC, Library	school unity and pride for school	something to unite school	No	its sounds a little generic			
Yes	Alter current resources to better fit teens' needs	Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley	Easy public places that cater to all different teens needs.	Not sure	Yes				
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Library, Movie Theater, Ski Resort		Yes				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Ski Resort		Yes				Student Discounts	
No	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Library, Movie Theater		No				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec		Yes				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Skate Park/City Park, Redstone, Ice Skating Rink, Movie Theater, Ski Resort		Yes				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Redstone, Ice Skating Rink, Movie Theater, Ski Resort		No		It will not be used enough to warrant the cost of creating and maintaining the app.	None	Student Discounts	
Teen friendly for those who know each other	Yes - teens in Park City don't get enough information about what happens in their community	Library, Park City High School		Yes		It will only work if everyone gets involved	Engaging activities	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Redstone, Movie Theater, Bowling Alley, Ski Resort, Transit System		Yes		Just don't spam everyone too often.	24hr Breakfast Place (Denny's is the only one)	Student Discounts	
Depends	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Park City High School		Depends		Depends	Depends on what engaging means	Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Library, Skate Park/City Park, Redstone, Movie Theater, Bowling Alley, Ski Resort		No				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Ahogarse		No				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Redstone, Outlet Mall, NAC, Ski Resort		No clue				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		Yes				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec, Redstone		Yes			Adults sometimes seem annoyed with park city teens because they are often viewed as rich snobs	Student Discounts	
Sometimes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Theaters		Yes				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Skate Park/City Park, Redstone, Outlet Mall, Ice Skating Rink, Ski Resort		No			a snowboarding program to help with less income	Student Discounts	
No	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	The MARC, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Movie Theater		No		HELL NAH	Park City Bars	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Movie Theater, Ski Resort		Yes				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Library		No				Student Discounts	

Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Basin Rec, Redstone		No				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Ski Resort		Yes		No	Not sure	Events	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Redstone, NAC, Ballet West Academy PC		Yes			Not sure	Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Movie Theater, Bowling Alley, Ski Resort		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		Yes				Events	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	The MARC, Library, Basin Rec, Redstone, Ski Resort		No				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Outlet Mall, Movie Theater, Ski Resort		Yes				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Movie Theater		No			arcade	Events	
No	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort		No				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley, Ski Resort		Yes			theme park	Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Library, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley		No				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Skate Park/City Park		Yes				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	The MARC, Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		No				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes		Not really	We need more stress relieving spaces were people can hang out, make friends, and read as much as they want.	Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, NAC, Movie Theater, Bowling Alley, Ski Resort		Yes				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Outlet Mall, Movie Theater		Yes				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	The MARC, Skate Park/City Park, Redstone, Ice Skating Rink, Movie Theater, Bowling Alley, Ski Resort		No				Student Discounts	
No	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Redstone, Outlet Mall, Movie Theater		No				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Redstone, Movie Theater, Ski Resort		Yes			It seems like there is very little do to other than movies. Just want some other activity or option.	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Movie Theater		Yes				Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		Yes			Service opportunities	Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Ski Resort		Yes				Events	

Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Movie Theater		Yes		Nope I Don't	Umm Yes I Think So	Student Discounts	
No	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	The MARC, Skate Park/City Park, Basin Rec, Redstone, Movie Theater, Bowling Alley, Ski Resort		No			laser tag	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Skate Park/City Park, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley, Kimball Arts Center		maybe		no	not sure	Student Discounts	
What does that mean?	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Redstone, Outlet Mall, Ski Resort		No			trampoline park	Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley		Yes			A fun center: roller skating, mini golf, laser tag	Student Discounts	
Yeah Kinda	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Redstone, Outlet Mall, Movie Theater, Bowling Alley		Some would, some wouldn't				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		Yes		no	knowledge	Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Skate Park/City Park, Redstone, Movie Theater		No				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Library, Redstone, Outlet Mall, Ski Resort		No				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Redstone, Ice Skating Rink, Movie Theater, Ski Resort		Yes				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Redstone, Movie Theater, Ski Resort		Maybe, depends on the person		This is a good idea. Hopefully it catches on with people.	There are a lot of facilities for people to get engaged, we just don't.	Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Library, Basin Rec, Redstone, Movie Theater, Ski Resort		No				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes				Events	
No	Yes - teens in Park City don't get enough information about what happens in their community	Ice Skating Rink, Movie Theater		No		Dont make the color scheme red make it green or beige	A Dart Throwing/ Communism Center for prodigal students	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Movie Theater, Ski Resort		No				Student Discounts	
yeah i believe so for the most part	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Movie Theater, its not so much of location but more of different types of activities and rewards for example, like a \$20 gift card to alberto's. But a location that would be best would be redstone because everyone goes there		Yes			its not so much as facilities but when people come to events some want to win something or so, so like activities that involve prizes, not so much as locations because locations make it difficult. so basically bigger range of activities.	Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Ski Resort		I don't know or care			We already have a robotics room. Thats all I need.	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Redstone, Movie Theater, Ski Resort		No		discounts baby	Rehab centers	Student Discounts	
ish	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley, Ski Resort, Kimball Arts Center		Yes				Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Basin Rec, Redstone, Ski Resort		Yes				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater		Yes		would be nice to have more events organized that weren't organized by the school		Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes				Student Discounts	

No	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Movie Theater, Kimball Arts Center		No				Student Discounts	
No	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	I have no life.		I don't care.		No	Communsim	Student Discounts	
Everything is expensive	Yes - teens in Park City don't get enough information about what happens in their community	Library, Redstone, Outlet Mall, Movie Theater, Bowling Alley		No				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC		Yes				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Movie Theater		Yes			Something engaging for teens that doesn't mimic school	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		Maybe, I cant speak for all teens, they are confusing		NOPE	KARTING	Events	
It's teen friendly, but there just isn't much to do that is cheap. Kinda the problem with a	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Movie Theater		Yes			disco skating	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Redstone, Outlet Mall, Movie Theater, Bowling Alley		Maybe, depends on interest				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC		Yes		No	Ways to connect other teens to play sports together.	Student Discounts	
I hate teens.	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	My house		We just don't care		No.	A sense of hope	Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley		No				Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Movie Theater		Yes			An indoor hangout specifically for teens	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Basin Rec, Redstone, Outlet Mall		Yes				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	The MARC, Library, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater		No				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Skate Park/City Park, Ski Resort		No		no	Motivation and normal social people.	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley, Kimball Arts Center		I have no clue				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Ski Resort		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		maybe				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Basin Rec, Redstone, Outlet Mall, Ski Resort		Yes		I would prefer both on above question BUT if I had to choose	PCMR, Redstone, outlets	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec, Redstone, Movie Theater, Ski Resort		Yes				Events	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Basin Rec, Redstone, NAC, Ski Resort		Yes			I don't think we need activities we should just be able to afford things and food easier	Student Discounts	

No	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Movie Theater, Bowling Alley, Ski Resort		Yes			Teens feel out of place here, this town is designed for the rich and elderly while accommodating for little kids. but not for teens. There aren't any activities that teenagers just regularly do. That's why I believe people party so much, there's literally nothing else to do.	Student Discounts	
Some locations more than others	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Basin Rec		No			Places for teens to hang out Friday and Saturday nights	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Redstone, Movie Theater		Yes				Student Discounts	
Friendly ish	Yes - teens in Park City don't get enough information about what happens in their community	Library, Redstone, Movie Theater, Ski Resort		Yes			There aren't a lot of places for teens to hang out in public	Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Outlet Mall, Movie Theater		No				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Ski Resort		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Outlet Mall		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, NAC, Movie Theater, Bowling Alley, Ski Resort, Kimball Arts Center		No		no	PC bike park	Events	
No	Yes - teens in Park City don't get enough information about what happens in their community	Library, Redstone, Movie Theater, Ski Resort		Yes			All ages concert venues (park City live is 21+ for example)	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	I don't go out much.		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley, Ski Resort		No		High schoolers don't want to be around younger kids it would have to be for people at the high school not even treasure	Cheap Roller skating whiteout little kids	Student Discounts	
Its safe, and there's some stuff you can do, but you'll run out of things to	Yes - teens in Park City don't get enough information about what happens in their community	Library, Skate Park/City Park, Movie Theater		Yes				Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes				Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater		Yes		None	Not sure	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Outlet Mall, Movie Theater		Yes				Events	
No	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Ice Skating Rink, Ski Resort		Yes			Idk	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Skate Park/City Park, Movie Theater, Ski Resort, Climbing gym		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Redstone, Outlet Mall, Movie Theater, Bowling Alley		Yes			a diner/hang out place	Events	
No	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Redstone, Bowling Alley, Ski Resort		No				Student Discounts	

yes and no	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Library, Basin Rec, Redstone, Movie Theater		Yes				Student Discounts	
Sometimes	Yes - teens in Park City don't get enough information about what happens in their community	Skate Park/City Park, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort, My house		Yes		Me like rice	Woodward	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		Yes			woodward	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Movie Theater, Ski Resort		Yes				Events	
Maybe	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Basin Rec		probably			Time during school to make students go around park city and clean up	Events	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater		Yes			There aren't many places for concerts,	Student Discounts	
it's not completely teen friendly, but also not completely	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes			more teen food places (ex. chick-fil-la or chipotle)	Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		maybe				Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Outlet Mall, Movie Theater, Ski Resort		some may and some may not			Areas where adults won't kick teenagers out	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Ice Skating Rink, Ski Resort		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		Yes			An amusement park	Events	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Basin Rec, Redstone, Movie Theater, Ski Resort		Yes				Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Ski Resort		Yes		No	Indoor turf fields	Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Skate Park/City Park, Ski Resort		Yes		The Park City community Updates App would only be beneficial if there were in fact events that appealed to teens.	Somewhere to dance baby. A classic fun center would be baller.	Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Basin Rec, Redstone, Movie Theater, Bowling Alley, Ski Resort		Yes			Chick fil A	Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes			More indoor things to do when you can't ski	Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Outlet Mall, Movie Theater, Bowling Alley		Probably				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Redstone, Movie Theater, Ski Resort		Probably not (there might be a slight increase)				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes		none	none	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Redstone, Bowling Alley, Ski Resort		Yes			Different restaurants	Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec, Redstone, Ski Resort		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes				Events	

No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley, Ski Resort, Kimball Arts Center		Yes				Events	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	The MARC, Redstone, Outlet Mall, Movie Theater		No				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Redstone, Outlet Mall, Ski Resort		No				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Ski Resort		Yes				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	The MARC, Basin Rec, Redstone, Movie Theater, Ski Resort		No				Student Discounts	
Kind of	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Outlet Mall, NAC, Movie Theater, Ski Resort		Yes			A fun place where we can all hangout just for teena	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Ski Resort		Yes			Being clear that a place is teen friendly!	Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		Yes		no	don't know	Events	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Basin Rec, Redstone, Ski Resort		Yes				Events	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		No				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, NAC, Movie Theater, Bowling Alley, Ski Resort, Kimball Arts Center		Yes		no	i don't know	Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Ski Resort		Yes				Events	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley, Ski Resort		No				Student Discounts	
Depends on the situation	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		Yes			Chick-fil-a/In and Out/More fun, cheap things to do	Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	The MARC, Redstone, Movie Theater		No				Student Discounts	
On the fence	Yes - teens in Park City don't get enough information about what happens in their community	None		No		No		Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort, Kimball Arts Center		Yes				Student Discounts	
No	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Basin Rec, Ski Resort		No				Student Discounts	
ehh	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	none		No				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library		Yes				Student Discounts	
Somewhat	Yes - teens in Park City don't get enough information about what happens in their community	Outlet Mall		Yes				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Basin Rec, Redstone, Movie Theater, Bowling Alley		Yes				Student Discounts	
Sometimes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Movie Theater, Ski Resort		No		no		Student Discounts	

Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort		No		Nope		Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley, Ski Resort		Yes				Events	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Redstone, Ice Skating Rink, Movie Theater, Ski Resort		maybe				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		Yes				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Library, Basin Rec, Redstone, Outlet Mall, Ski Resort		No		You can't ensure students will download and/or use this app in the first place.	None	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec, Redstone, Outlet Mall, Ski Resort		Yes		I think it could be an interesting idea to get more teens involved with fun inexpensive		Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Basin Rec, Redstone, Movie Theater, Bowling Alley, Ski Resort		Yes				Student Discounts	
No	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Redstone, Movie Theater		No		No	Missing a lot of good restaurants	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Redstone, Outlet Mall, Movie Theater, Ski Resort		Maybe				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Skate Park/City Park, Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes			Something interesting	Student Discounts	
Kinda. We're super distrusted by the community and police especially so it definitely doesn't feel friendly. Also the suburban white moms love judging us for everything.	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Townshend's Tea		We would assume they'd be under supervision from cops or otherwise.		Ditch the app and start fostering a respectful relationship between teens and this community.	It's not about facilities it's about trust and respect. Kids are not respect in this town whatsoever and no one addresses it bc they all fall prey to it. This town is total bullshit but noooooo it's just so amazing and wonderful but it's really really toxic in reality. Your app will not change that.	Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Movie Theater		Yes				Student Discounts	
No	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Basin Rec, Redstone, Bowling Alley, Ski Resort		No				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Movie Theater		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Basin Rec, Outlet Mall, Movie Theater, Ski Resort		Yes				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Library, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Movie Theater		No			A bowling alley thats actually affordable for teens, an arcade	Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Library, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes			in door activities	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Redstone, Outlet Mall, Movie Theater, Ski Resort, Kimball Arts Center		Yes			Game room	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Bowling Alley, Ski Resort		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Skate Park/City Park, Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes			A typical teen hangout place to meet at anytime	Events	
No	Yes - teens in Park City don't get enough information about what happens in their community	Skate Park/City Park, Basin Rec, Redstone, Ski Resort		it depends on the event and the way it is advertised				Student Discounts	

Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	The MARC, Basin Rec, Redstone, Movie Theater	No				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Library, Outlet Mall, Ice Skating Rink, Movie Theater, Ski Resort	Yes				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Library, Skate Park/City Park, Redstone, Outlet Mall, Movie Theater, Bowling Alley	Yes		Nah just make sure the events are close to somewhere discreet	A place that's not mad expensive for teenagers who are not rich to just chill	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, NAC, Movie Theater, Bowling	Yes				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Ski Resort	if it was optional still no one would come			no idea	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Outlet Mall	some teen have jobs and they work after school		no	We need to talk about gay and Bisexuality ect...	Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Skate Park/City Park, Basin Rec, Redstone, Ski Resort	Yes			We need more people idk how to fix thay	Events	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Basin Rec, Redstone, NAC, Movie Theater, Ski Resort	No				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Outlet Mall, Ski Resort	Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Bowling Alley, Ski Resort	Yes				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	The MARC, Library, Skate Park/City Park, Redstone, Ski Resort	Yes		Having activities of interest to teens would be nice =)	The Library	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater	Yes			A chickfila	Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	The MARC, Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort	No		mmm	mmm	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Redstone	Yes				Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort	Yes				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	The MARC, Basin Rec, Ski Resort	No				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Outlet Mall, Movie Theater	No				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Skate Park/City Park, Redstone, Movie Theater, Ski Resort	Yes			Discounts	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort	Yes				Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Outlet Mall, Bowling Alley, Kimball Arts Center	maybe				Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Movie Theater	Yes				Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, NAC, Movie Theater, Bowling Alley, Ski Resort	Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort	Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort	Yes				Student Discounts	

Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec, Redstone, Outlet Mall, Ski Resort		Yes			fun stuff to do on the weekends	Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Redstone, Outlet Mall, Ski Resort		Yes				Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Redstone, Outlet Mall, Movie Theater, Bowling Alley		Yes		Nope	We don't really have anything interesting to do other than Jupiter Bowl so I feel like most people just go to houses to hang out, rather than go into the community.	Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Ski Resort		No				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Outlet Mall, Ski Resort		Only certain teens who have free time.				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley		Yes		no	A teen club	Events	
Sometimes they can be nice and than other times people are very judgemental	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Redstone		Yes				Student Discounts	
maybe sometimes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Library, Redstone		No		noo	arcade	Student Discounts	
No	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Redstone		No		no	arcade	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Redstone, Outlet Mall, Movie Theater, Ski Resort		maybe		discounts.	idk	Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Basin Rec, Redstone, Movie Theater, Bowling Alley, Ski Resort		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec, Redstone, Ski Resort		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Ice Skating Rink, Ski Resort		Yes		nah	idk lol	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Redstone, Outlet Mall		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Ice Skating Rink, Movie Theater, Bowling Alley, Ski Resort		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Redstone, Ski Resort		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Skate Park/City Park, Redstone, Outlet Mall, Movie Theater		Yes		No	I'm not sure	Events	
No	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Basin Rec, Redstone, Movie Theater, Ski Resort		No			More people	Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Redstone, Movie Theater, Bowling Alley, Ski Resort		Yes				Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Skate Park/City Park, Redstone, Ice Skating Rink, Ski Resort, Music Venues		Yes			all ages night music venue	Events	

Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley, Ski Resort, Kimball		Yes				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	The MARC, Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort		No				Student Discounts	
sometimes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort		maybe				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Library, Redstone, Outlet Mall, NAC, Movie Theater, Kimball Arts Center		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Ski Resort, Kimball Arts Center		Yes				Events	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Outlet Mall, Ski Resort		I don't think it would have a huge effect, but it could		no	a teen-oriented hang out spot like a cafe/coffee place	Student Discounts	
for the most part	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Library, Basin Rec, Redstone, Bowling Alley, Ski Resort		No				Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	The MARC, Skate Park/City Park, Basin Rec, Ski Resort		No		Not a good idea	teenagers dont want to be engaged	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Library, Basin Rec, Redstone, Outlet Mall, Movie Theater, Bowling Alley, Ski Resort		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Skate Park/City Park, Redstone, Outlet Mall, Movie Theater, Bowling Alley		maybe				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Redstone, Movie Theater		I don't believe it would but I believe it would, it only works if it attracts interest		None	None	Student Discounts	
Yes	No - teens are involved enough in this aspect of the Park City community and a specific app wouldn't be a useful resource	Redstone, Outlet Mall, Movie Theater, Ski Resort, Kimball Arts Center		No		Don't do that. it will just turn into a dealing site or a meme	Teenagers just don't care, honestly, community events are just boring you aren't going to fix that.	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley, Ski Resort, Kimball Arts Center		Yes				Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	The MARC, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Movie Theater, Ski Resort		Yes				Student Discounts	
No	Yes - teens in Park City don't get enough information about what happens in their community	Redstone, Movie Theater, Main Street		No		Make sure it's just one way	Friendly places to just hangout and have some fun	Student Discounts	
Yes	Yes - teens in Park City don't get enough information about what happens in their community	Library, Skate Park/City Park, Basin Rec, Redstone, Outlet Mall, Ice Skating Rink, Movie Theater, Bowling Alley, Ski Resort		Yes		they have to by short	more places to hang	Student Discounts	

Expenditures

Date	Description	Amount
1/11/2019	Local Officials Day Registration	\$ 410.00
2/5/2019	Youth City Council T-shirts	\$ 164.60
3/25/2019	2019 Youth Council Association Dues	\$ 25.00
3/28/2019	Pizza for March meeting	\$ 21.65
		\$ 621.25

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Michelle Kellogg

Submitting Department: Executive

Item Type: Minutes

Agenda Section:

Subject:

Consideration to Approve the City Council Meeting Minutes from April 18, 2019

Suggested Action:

Attachments:

[April 18, 2019 Minutes](#)



PARK CITY COUNCIL MEETING MINUTES - DRAFT
445 MARSAC AVENUE
PARK CITY, SUMMIT COUNTY, UTAH 84060

April 18, 2019

The Council of Park City, Summit County, Utah, met in open meeting on April 18, 2019, at 3:00 p.m. in the City Council Chambers.

Council Member Gerber moved to close the meeting to discuss property at 3:00 p.m. Council Member Joyce seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, Ware Peek, and Worel

CLOSED SESSION *

*Council Member Ware Peek was recused from the first property item on the Closed Agenda.

Council Member Gerber moved to adjourn from Closed Meeting at 3:50 p.m. Council Member Henney seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, Ware Peek, and Worel

STUDY SESSION

Public Art Advisory Board (PAAB) Annual Update:

Jenny Diersen, staff liaison to the PAAB, reviewed the goals of the board and indicated many projects that would be talked about today would connect with the City's goals of social equity, housing, transportation, and all of the other critical goals and priorities that the community had. She noted art connected people with the past, present and future of the City. She explained the board's strategic plan and project prioritization, including inventory/signage and art map, neighborhood art focusing on Woodside Park II, art on crosswalks, manhole covers, bus shelters etc., Main Street projects, temporary art at the arts district, art on utility boxes – phase II, and more art on China Bridge. Long term, the board members would like art going from Dan's to Jan's.

Council Member Henney stated he had noticed the board was gaining momentum to which the board members agreed. Council Member Ware Peek enjoyed attending the Art Summit and hoped the board could work on artistic wayfinding in the City. Mayor Beerman indicated the interactive art at the MARC was one thing that brought the community together. There was further discussion of art projects around town. Council Member Joyce suggested displaying the story behind the pieces of art that were exhibited around town, whether on a sign or online. Council Member Ware Peek requested more vibrancy on Upper Main Street and thought public art might be key in accomplishing that. Ideas were shared for temporary art projects, such as snowman building or chalk art.

WORK SESSION

Council Questions and Comments:

The Council members reviewed the meetings, events and activities they attended since the last meeting. The Council agreed to have Council Member Joyce write a response to a Letter to the Editor regarding Woodside Park Phase II in order to correct some inaccuracies shared about the development.

Discuss Request by Black Bear Development, LLC to Remove the Existing Deed Restriction for Property Owned on Monitor Drive, to Allow for a Residential Multi-Unit Development:

Heinrich Deters stated the developer requested that this item be removed from the agenda to allow time to work with staff in coming up with a proposal for this property.

2019 Legislative Recap with State Representative Tim Quinn:

Matt Dias, Assistant City Manager, and State Representative Tim Quinn discussed the past legislative session. Quinn stated his only bill was tax reform and it was pulled and not voted on. With regard to the plastic bag ban bill, he credited the work of the mayor and staff in defeating the ban on plastic bag bans.

Council Member Henney asked for Quinn's thoughts on local control. Quinn stated it was easy to advocate for Park City because the City was so unique. He thought there were some reasons for state control, such as taxes, but most subjects should be controlled locally.

Council Member Worel thanked Quinn for advocating for Park City. She asked for details on his tax bill. Quinn reviewed that all income tax went to education. He discussed that his bill lowered the income tax and spread the sales tax base to include many services. He felt this spread would lower taxes for residents overall. Council Member Ware Peek asked how that bill would change and come back next year. Quinn stated the legislature was in favor of implementing a full sales tax on food, so he felt a tax restructure was necessary.

Council Member Gerber stated snow helped Park City's economy and she thanked him for supporting the energy and climate bill. She asked what his views on energy and climate conservation were. Quinn admitted that was not his area of expertise, but he had seen a shift with electric vehicles and tax incentives. He felt there were many win-win solutions with these types of policies in the future.

Mayor Beerman asked what was in store for the future. Quinn stated the budget and tax reform would be a major project. Mayor Beerman thanked Quinn and indicated he thought the bills of interest passed because of Representative Quinn's efforts on behalf of Park City. He appreciated that Representative Quinn got to know those in Park City. Quinn stated he was surprised that even though there were disagreements, relationships remained civil and cordial.

Council Questions and Comments (Continued):

Mayor Beerman gave a presentation on his trip to an arts and culture district in Florida. There was a couple who bought property next to the Park City Arts and Culture District who invited Mayor Beerman and his wife to see their arts and culture district in Florida. Ten years ago there were a lot of rundown buildings. They hired artists to paint all the walls and they changed out the art every two to three years. They paved vacant lots and put out food trucks. It was indicated students would come to eat and listen to bands. Mayor Beerman indicated the district was about 10 blocks wide by 10 blocks long. The couple owned a dozen lots, but there were other owners that had factories, gas stations, and other individual shops. Mayor Beerman stated all the shops were unique and no chain stores had penetrated the area to this point.

REGULAR MEETING - 6:00 p.m.

I) ROLL CALL

Attendee Name	Status
Mayor Andy Beerman Council Member Becca Gerber Council Member Tim Henney Council Member Steve Joyce Council Member Lynn Ware Peek Council Member Nann Worel Diane Foster, City Manager Matt Dias, Assistant City Manager Margaret Plane, Special Counsel Michelle Kellogg, City Recorder	Present
None	Excused

II) COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Member Henney disclosed that he was an employee of KPCW, but that would not cloud his judgment when considering New Business Items Five and Six. He also indicated he was friends with the applicant for New Business Item Two.

Council Member Gerber disclosed she knew the applicant for New Business Item One.

Council Member Ware Peek stated that although not required, she wanted to recuse herself from New Business Items Five and Six because her employment role at KPCW was more robust.

Staff Communications Reports:

1. Carbon Footprint Update 2016-2018

2. International Chiefs of Police Association "One Mind Campaign Pledge"

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

Mayor Beerman opened the meeting for public input on matters not being addressed on the agenda. No comments were given. Mayor Beerman closed the public input portion of the meeting.

IV) CONSIDERATION OF MINUTES

Consideration to Approve the City Council Meeting Minutes from April 4, 2019:

Council Member Gerber stated on Page 10, Lines Four through Seven, that the intent of her comments was that childcare belonged in social equity because of affordability, not because it would free up service contracts for other organizations, and by having it under social equity, more funding for special service contracts would be available for other organizations.

Council Member Worel noted she recused herself from the item on Pages 13 and 16 and therefore did not vote.

Council Member Joyce indicated that "mote" was spelled incorrectly on Page Three, Line Nine, and "moat" was the correct spelling in that instance.

Council Member Worel moved to approve the City Council Meeting minutes from April 4, 2019 as amended. Council Member Joyce seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, Ware Peek, and Worel

V) CONSENT AGENDA

1. Request to Approve a Professional Services Agreement with MGB+A to Provide Landscape and Irrigation Design Services for the Prospector Avenue Reconstruction Project in an Amount Not to Exceed \$16,685.00:

Council Member Gerber moved to approve the Consent Agenda. Council Member Ware Peek seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, Ware Peek, and Worel

VI) OLD BUSINESS

1. Consideration to Approve Ordinance 2019-17, an Ordinance Amending Municipal Code Title 4, Licensing AND Consideration to Approve Ordinance 2019-25, an Ordinance Amending Municipal Code Title 4B, Franchised Utilities and Taxes:

Beth Bynan, Business License Specialist, reviewed that updating the Business License code had been going on for four years. She reviewed the amendments for liquor licenses, renewal payments, CSL trash deposits, and taxes.

Council Member Ware Peek asked if there was a plan for the ever-changing state legislation. Bynan stated it would be easier to keep the code updated in the future because of these proposed amendments.

Council Member Joyce pointed out different parts of the code that he thought should be corrected, including references to "fare" vs. "Fare" and the removal of gifting in the definition of Gifting. He asked about the mobile vendor requirement in the definition in Section 4-1-1. Bynan stated that in order to distinguish between a mobile vendor and a food truck vendor the requirement was included in the definition, and she indicated she would look at the language to see where in the ordinance it could be added. Council Member Joyce referred to shuttle and asked about the free shuttles around town. Bynan stated the shuttles used at resorts had a fee that was included in the guest's lodging bill, and the definition was to distinguish shuttle from taxicab. He also asked if skier day was relevant to the code, to which Bynan noted she would check on that. Foster stated skier day statistics were required by the State. Council Member Joyce read from the code

referring to Outdoor Speakers and noted the reference should indicate a Level 5 event rather than the Level 3 event that was written.

Council Member Worel referred to Section 4-1-1 and asked if carts were allowed on Main Street. Bynan stated they were not allowed on Main Street, but were allowed in buildings. The food trucks and ice cream truck were allowed to operate in the right-of-way.

Council Member Gerber referred to Section 4-8-2(C), the for-hire code, and asked if the City enforced that. Wade Carpenter, Police Chief, stated during Sundance a portion of the officers were assigned to traffic and they looked for the stickers and enforced that code. Bynan clarified that drivers only needed the sticker in order to pick up someone in Park City.

Mayor Beerman referred to the language in Section 4-8-2 where it talked about the City withholding a license from drivers with three moving or parking violations within the last year, and requested that idling violations be added as well since cabs were some of the most defiant in that regard. Council Member Gerber felt three violations per year was a lot. Bynan stated she would research if that reflected State code or if it was just Park City's code.

Mayor Beerman opened the public hearing.

Mike Sweeney stated the Historic Park City Alliance (HPCA) looked for ways to eliminate the trash. He felt each individual should take responsibility for their own trash and not just the one holding the umbrella. He indicated HPCA supported the proposed code.

Mayor Beerman closed the public hearing.

Council Member Gerber moved to approve Ordinance 2019-17, an ordinance amending Municipal Code Title 4, Licensing, as amended, AND to approve Ordinance 2019-25, an ordinance amending Municipal Code Title 4B, Franchised Utilities and Taxes. Council Member Ware Peek seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, Ware Peek, and Worel

2. Consideration to Approve Ordinance 2019-18, an Ordinance Approving the 269 Daly Avenue Plat Amendment First Amended, Located at 269 Daly Avenue:

Laura Newberry, Planning, stated the request was to move the maximum development line back so there would be more room for an addition and retaining walls on the house.

Mayor Beerman opened the public hearing. No comments were given. Mayor Beerman closed the public hearing.

Council Member Joyce reviewed the history of the property and stated the owners thought the original line could not be moved. After he discussed this further with staff, he came to the conclusion that the movement of the line would not have any material effect.

Council Member Worel moved to approve Ordinance 2019-18, an ordinance approving the 269 Daly Avenue Plat Amendment First Amended, located at 269 Daly Avenue. Council Member Joyce seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, Ware Peek, and Worel

VII) NEW BUSINESS

1. Consideration to Approve Ordinance 2019-19, an Ordinance Approving the Claim Jumper Court Subdivision, Located at 4, 6, and 8 Claim Jumper Court:

Laura Newberry, Planning, reviewed the history of the property and stated the subdivision would combine lots and would form three separate lots.

Mayor Beerman opened the public hearing. No comments were given. Mayor Beerman closed the public hearing.

Council Member Joyce moved to approve Ordinance 2019-19, an ordinance approving the Claim Jumper Court Subdivision, located at 4, 6, and 8 Claim Jumper Court. Council Member Ware Peek seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, Ware Peek, and Worel

2. Consideration to Approve Ordinance 2019-20, an Ordinance Approving an Extension of the April 5, 2018 Approval of the Prospect Place Plat Amendment Located at 86 Prospect Street, Park City, Utah:

Tippe Morlan, Planner II, stated the applicant requested a one year extension on the plat amendment so they could comply with the conditions of approval.

Mayor Beerman opened the public hearing. No comments were given. Mayor Beerman closed the public hearing.

Council Member Joyce moved to approve Ordinance 2019-20, an ordinance approving an extension of the April 5, 2018 approval of the Prospect Place Plat Amendment located at 86 Prospect Street, Park City, Utah. Council Member Worel seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, Ware Peek, and Worel

3. Consideration to Approve Ordinance 2019-21, an Ordinance Approving the 84 Daly Plat Amendment Located at 84 Daly Avenue, Park City, Utah:

Tippe Morlan, Planner II, stated the applicant requested to combine lots and indicated there was an existing historic home that had a lot line running through it. She noted in Findings of Fact 15 and 16 the setbacks should be 12 feet and not 10 feet as written, and requested that Council approve the ordinance with the amendments.

Mayor Beerman opened the public hearing. No comments were given. Mayor Beerman closed the public hearing.

Council Member Joyce moved to approve Ordinance 2019-21, an ordinance approving the 84 Daly Plat Amendment located at 84 Daly Avenue, Park City, Utah, as amended. Council Member Gerber seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, Ware Peek, and Worel

4. Consideration to Approve Ordinance 2019-22, an Ordinance Approving the Woodside Park Subdivision - Phase I Condominiums Located at 1333 Park Avenue, 1343 Park Avenue, 1353 Park Avenue, 1330 Woodside Avenue, and 1350 Woodside Avenue, Park City, Utah:

Hannah Tyler, Senior Planner, presented this item and stated this was an affordable housing project and was approved in 2017. This plat would memorialize the 12 units so that each could be sold separately. She indicated only 11 units were deed restricted and one unit would be sold at market rate.

Council Member Worel referred to the Notice of Planning Commission Action Condition of Approval Seven that stated an e-bike station would be on the property, but she noted it was not written on the plat. Tyler stated that would be added.

Council Member Gerber stated Council had not yet decided whether or not to leave the 12th unit as a market rate unit. Foster stated research was being done and staff would be coming back to Council to discuss how other mountain towns were handling housing

1 for executive staff members. It was clarified that nothing would be done with the 12th
2 unit until Council made a determination of its status.

3
4 Council Member Joyce asked how the HOA would work with some units being
5 affordable and some market rate. Tyler stated a fee structure would be drafted to
6 determine a monthly rate for each unit. There would be CCRs that would outline the
7 intentions of the City. Tyler stated the 12th unit could be classified as Council desires in
8 the future, and it would not have an impact on the plat.

9
10 Anne Laurent stated staff would come back with three alternatives for that unit. Council
11 Member Joyce asked about condo assessments for special projects such as new roofs.
12 Laurent stated she would look at the state code and then customize it depending on the
13 project.

14
15 Margaret Plane, Special Counsel, stated Council might want to modify Findings of Fact
16 21. Laurent indicated that Finding of Fact 21 contributed to the “good cause” and the
17 benefit of having affordable housing as it went through the Planning Commission.
18 Council Member Gerber suggested adding “at least 11” to Finding of Fact 21. Council
19 Member Joyce pointed out inconsistencies because some places in the ordinance said
20 “may keep the 12th unit” and others said “will keep the 12th unit,” and he preferred
21 Council Member’s Gerber amendment so the inconsistencies could be eliminated. Tyler
22 stated the language would be cleaned up.

23
24 Council Member Worel asked if this item could be delayed until the next meeting when
25 the affordable housing report was given. Laurent stated purchase agreements couldn't
26 be drafted until the plat was recorded.

27
28 Council Member Ware Peek referred to Finding of Fact 12 regarding the storage spaces
29 for the units. It was indicated there should be 10 storage units and that would be
30 reflected in that Finding of Fact.

31
32 Mayor Beerman opened the public hearing. No comments were given. Mayor Beerman
33 closed the public hearing.

34
35 Council Member Worel moved to approve Ordinance 2019-22, an ordinance approving
36 the Woodside Park Subdivision - Phase I Condominiums located at 1333 Park Avenue,
37 1343 Park Avenue, 1353 Park Avenue, 1330 Woodside Avenue, and 1350 Woodside
38 Avenue, Park City, Utah, as amended. Council Member Ware Peek seconded the
39 motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, Ware Peek, and Worel

5. Consideration to Approve Ordinance 2019-23, an Ordinance Approving the Marsac Parking Structure Subdivision Plat - Second Amended, Located at 460 Swede Alley, Park City Utah:

Council Member Ware Peek recused herself from this item. Hannah Tyler, Senior Planner, presented this item and indicated this was the land designation to allow for the expansion. The next item approving the condo plat would memorialize the expansion of the building.

Council Member Worel stated there was a 915 square foot unbuilt shop area and asked if it belonged to KPCW. Tyler indicated it did not belong to KPCW, but was intended for the City. KPCW wanted to expand and went through the Conditional Use Permit (CUP) process in order to expand using that space.

Mayor Beerman opened the public hearing. No comments were given. Mayor Beerman closed the public hearing.

Council Member Gerber moved to approve Ordinance 2019-23, an ordinance approving the Marsac Parking Structure Subdivision Plat - Second Amended, located at 460 Swede Alley, Park City Utah. Council Member Joyce seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, and Worel

RECUSED: Council Member Ware Peek

6. Consideration to Approve Ordinance 2019-24, an Ordinance Approving the Marsac-Swede Condominiums First Amended, Located at 460 Swede Alley, Park City, Utah:

Council Member Ware Peek recused herself from this item.

Mayor Beerman opened the public hearing. No comments were given. Mayor Beerman closed the public hearing.

Bob Richer, Chair of the Board of Trustees, stated the radio needed to raise the bar to provide journalism excellence. This expansion would greatly benefit KPCW. He thanked Council and staff for their help.

Council Member Joyce moved to approve Ordinance 2019-24, an ordinance approving the Marsac-Swede Condominiums First Amended, located at 460 Swede Alley, Park City, Utah. Council Member Gerber seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, and Worel

RECUSED: Council Member Ware Peek

7. 424 Woodside Avenue Appeal of the Historic Preservation Board (HPB)

Determination:

Hannah Tyler, Senior Planner, Jonathan DeGray, architect representing the owner, and Douglas Stephens, representing the HPB, were present for this item. Tyler reviewed the two previous appeals and that the HPB overturned staff's recommendation to approve it because of the concern that the removal of the material would prohibit the public from being able to read the structure, and the addition would hurt the historical integrity of the structure. The HPB was able to tie those findings of fact to the material check list, so staff now recommended upholding the HPB denial.

Mayor Beerman asked if Council had any disclosures prior to hearing the appeal. The Council members offered no disclosures. Mayor Beerman asked if Council was willing to expand the scope of the appeal. The Council chose to hear the appeal as set forth in the packet.

DeGray indicated the HPB kept going back to the design of the building, which had already been approved. He referred to his staff report in the packet. He also indicated that the removal of 12.8% of material to achieve a benefit to the user was well worth it. He felt the deconstruction checklist could be twisted to serve different purposes.

Council Members Henney and Gerber asked how much disturbance was normal on the back of a building. Tyler stated that depended on what type of house it was. Council Member Worel noted the addition needed to be subordinate to the original structure. Tyler stated this was not out of the norm. Stephens stated one home faced east and the other faced west and the design impacted the decision to deny the deconstruction. The consensus of the board was that the design impacted the roofscape which was visible from the street.

Council Member Gerber thought this was a unique situation because it was a sizeable addition to the house, and even though it was on the rear it would be facing the street. She also discussed the existing addition to the home that connected the duplex.

1 Council Member Ware Peek asked if the structure was not usable as one space.
2 DeGray confirmed it was a duplex. Council Member Ware Peek concluded the addition
3 would make it one space and Council had to decide about the material deconstruction.
4

5 Mayor Beerman opened the public hearing.
6

7 Ruth Meintsma supported the appeal of the denial. She had concern with the
8 transitional element to the addition on the side, and stated it could not exceed the height
9 of the historic structure. She asserted the roof form and the primary facade would stay
10 the same. She stated this structure was such an anomaly there would not be a
11 precedent. She also thought no historic material would be removed.
12

13 Mayor Beerman closed the public hearing.
14

15 Council Member Gerber asked how often the City allowed a home with multiple
16 additions. Tyler stated more would start coming in because many historic homes were
17 remodeled in the 1990s and now the owners were starting to remodel again. Council
18 Member Gerber thought a little more of the historic character could be lost with each
19 remodel. Tyler stated there was a maximum footprint allowed so there wouldn't be too
20 much of a change. Stephens indicated that the guidelines created by the HPB would not
21 allow that change.
22

23 Council Member Henney asked if the structure was an addition or was it abutted to
24 create the duplex. Tyler classified it as an addition. Council Member Henney noted the
25 primary facade was not facing the right-of-way, thus the integrity was maintained, and it
26 didn't impact the transitional element.
27

28 Council Member Ware Peek stated the design was an improvement and it was a nice
29 breakup. She supported the transitional element. Council Member Joyce clarified the
30 issue was that a portion of the historic roof was being removed. Council Member Worel
31 wanted the building to remain historic and she felt the original roof made the building
32 historic.
33

34 Council Member Gerber stated funky buildings told the story of the town. She was
35 concerned that the buildings around town were being replaced chunk by chunk and felt
36 caution should be used with multiple additions because it would take away from the
37 historic character.
38

39 Mayor Beerman was pleased with the way the two structures were situated and thought
40 the front of the house was now noticeable. Council Member Joyce stated it was a
41 historical house and the appearance was not relevant. Mayor Beerman asked if the
42 removal of the material would impact the historical significance of the house. Tyler

1 stated the house would remain significant whether or not the material was removed.
2 There was discussion on the history of preserving historical houses.
3

4 Mayor Beerman stated the options were to grant the appeal, deny the appeal and
5 uphold the prior decision, request more information and continue this to a date certain,
6 or to grant a part and deny a part.
7

8 Council Member Henney stated there was a tremendous benefit to having the front
9 facade being restored in exchange for the deconstruction of a portion of the roof off the
10 back.
11

12 Council Member Henney moved to grant the 424 Woodside Avenue appeal of the
13 Historic Preservation Board determination. Council Member Ware Peek seconded the
14 motion.

15 **RESULT: APPEAL GRANTED**

16 **AYES:** Council Members Henney, Joyce, and Ware Peek

17 **NAYS:** Council Members Gerber and Worel

18
19 **VIII) ADJOURNMENT**

20
21 **IX) PARK CITY HOUSING AUTHORITY MEETING**

22
23 **I) ROLL CALL**

Attendee Name	Status
Chair Andy Beerman Board Member Becca Gerber Board Member Tim Henney Board Member Steve Joyce Board Member Lynn Ware Peek Board Member Nann Worel Diane Foster, City Manager Matt Dias, Assistant City Manager Margaret Plane, Special Counsel Michelle Kellogg, Secretary	Present
None	Excused

24
25 **II) PUBLIC INPUT (ANY MATTER OF CITY BUSINESS NOT SCHEDULED ON**
26 **THE AGENDA)**
27

Chair Beerman opened the meeting for public input on matters not being addressed on the agenda. No comments were given. Chair Beerman closed the public input portion of the meeting.

III) NEW BUSINESS

1. Consideration of Intermountain Healthcare (IHC) and Physician Holdings Request to Fulfill Its Affordable Housing Obligations:

Anne Laurent, Community Development Director, Morgan Bush, IHC, Craig Elliott, Elliott Workgroup and Bill Pidwell, Physician Holdings, were present for this item. Laurent reviewed that IHC and Physician Holdings needed to fulfill 11.8 Average Unit Equivalents (AUE) to meet their affordable housing obligation. Deed restrictions would be placed on units that were currently affordable rentals, and the deed restrictions would apply if they were sold and changed from rental to ownership units. The 12 units on 1440 Empire were currently not approved as affordable units, but there was a condition that would allow them to be deed restricted and made affordable. If this request was approved these units would count towards the City's goal and would fulfill IHC's obligation. She pointed out the Rail Central units had limited value and were much smaller than the Prospector units and Transit units. Staff recommended accepting the units but not accepting the Rail Central building. Staff also did not recommend banking all the units against future IHC affordable housing obligations.

Board Member Worel asked about the Rail Central units' kitchens. It was indicated they had a built-in two burner hotplate, a sink, a fridge, and a microwave. Board Member Gerber asked if the units were currently used as affordable units. Laurent stated for the most part the rents were compliant with affordable rents. It was indicated that the market rate value for the units was double what was being charged now, which was \$1200 per month.

Board Member Ware Peek asked if the units were close to being fully occupied, to which Jill Packham, property manager of Rail Central - 24 studio apartments complex, stated there was a waiting list. Board Member Ware Peek asked about the type of renters in the units, i.e. seasonal, year-round, service industry, etc. Packham noted these were furnished efficiency apartments for a single occupant and the rent included all utilities. Occupants were there long-term, and were mature service workers. There had been no vacancies in all the years since they were completed. Many tenants didn't need parking because they were located on the bus route and those with a car received a parking pass. She was currently working with Peace House, churches, and nonprofits because they supplemented the tenants. Laurent stated the City's evaluation of the units didn't reflect the usefulness in the community, but rather if it satisfied the housing resolution requirements.

1 Board Member Gerber asked if this proposal would actually add housing stock within
2 the City. Laurent stated it was a matter of protection to have the deed restriction for the
3 future in the event the property was sold. She felt they were great rentals, but not good
4 for sale units.

5
6 Elliott gave the history of the Rail Central project. He addressed the parking spaces and
7 noted in looking at other resort towns, .5 parking spaces were required per unit for units
8 of this size. He also indicated the property was valuable and a future developer could
9 buy the property and build condos.

10
11 Board Member Ware Peek stated there were 24 units and the goal would be to protect
12 all the units, but to comply with the City, they could deed restrict only 40%. Board
13 Member Gerber indicated her goal was to create additional affordable housing and this
14 transaction would be status quo. She suggested having IHC pay the City the fee-in-lieu
15 instead of paying Fisher to deed restrict the property.

16
17 In response to Board Member Worel's question on verification of income, occupants,
18 etc., Laurent stated they would have to modify how many occupants were in each room
19 and make sure they qualified as affordable housing renters. The City would require an
20 annual report from renters to ensure their eligibility.

21
22 Board Member Joyce stated surrounding the Arts and Culture District were older
23 buildings. Things were being turned over as second homeowner condos. He didn't think
24 the units would survive 10 years out into the future. He valued locking it in as affordable
25 units.

26
27 Chair Beerman opened the meeting for public input.

28
29 Mark Fisher indicated this was a good idea and he encouraged Council to approve it.

30
31 Chair Beerman closed the public input portion of the meeting.

32
33 Board Member Henney stated this didn't add to the housing stock, but there was value
34 in locking down the units by deed restricting them. Board Member Worel stated this was
35 a partnership with a private developer to deed restrict the units and she was in favor of
36 protecting them.

37
38 Board Member Ware Peek asked if two occupants could be allowed per unit. Laurent
39 stated in 1999, limiting the occupancy and rents built a product where tenants would
40 stay in for a long time. The current deed restriction required a six month lease contract.
41 Board Member Ware Peek was in favor of deed restricting the units.

Board Member Gerber indicated there were many businesses looking for employee housing and they might be interested if the units were put on the market. IHC owed specific affordable housing units for their employees, and she didn't want to lose the housing stock or fees-in- lieu.

Board Member Henney had concern with the six month lease, and preferred that the lease was a year in length. Laurent stated that would not be a problem.

Mark Fisher stated he would deed restrict all 24 units and then sell those restrictions to IHC when they built another addition.

Board Member Henney moved to approve the Intermountain Healthcare (IHC) and Physician Holdings request to fulfill its affordable housing obligation and if Mark Fisher is willing to deed restrict the other Rail Central units that we take him up on that offer and allow him to then meet the obligations, and future obligations of this, when this obligation comes due. Board Member Worel seconded the motion.

Laurent stated there was not a functional mechanism to understand how that pre-approval would apply to a future housing obligation. She didn't want to create a precedent or belief that because Council was approving the housing obligation, that it would approve the future requests from IHC. Also, if the deed restricted units didn't get approved later then Fisher would be frustrated, and staff would then have to come back to Council and a decision would need to be made to remove those restrictions.

Board Member Henney amended his motion to approve the Intermountain Healthcare (IHC) and Physician Holdings request to fulfill its existing affordable housing obligation. Board Member Worel seconded the amended motion.

RESULT: APPROVED

AYES: Board Members Henney, Joyce, Ware Peek, and Worel

NAY: Board Member Gerber

IV) ADJOURNMENT

X) PARK CITY REDEVELOPMENT AGENCY MEETING

I) ROLL CALL

Attendee Name	Status
Chair Andy Beerman	Present
Board Member Becca Gerber	
Board Member Tim Henney	
Board Member Steve Joyce	

Board Member Lynn Ware Peek Board Member Nann Worel Diane Foster, City Manager Matt Dias, Assistant City Manager Margaret Plane, Special Counsel Michelle Kellogg, Secretary	
None	Excused

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

Chair Beerman opened the meeting for public input on matters not being addressed on the agenda. No comments were given. Chair Beerman closed the public input portion of the meeting.

III) NEW BUSINESS

1. Consideration to Authorize the City Manager to Enter into a Construction Manager at Risk (CMAR) Agreement in a Form Approved by the City Attorney's Office with Ascent Construction, Inc., in the Amount Not to Exceed \$12,000:

Jason Glidden, Affordable Housing Manager, indicated this was the same contract approved two weeks ago on the City Council Consent Agenda.

Chair Beerman opened the public hearing. No comments were given. Chair Beerman closed the public hearing.

Board Member Worel moved to approve the Construction Manager at Risk (CMAR) Agreement with Ascent Construction in a form approved by the City Attorney's Office. Board Member Joyce seconded the motion.

RESULT: APPROVED

AYES: Board Members Gerber, Henney, Joyce, Ware Peek, and Worel

IV) ADJOURNMENT

With no further business, the meeting was adjourned.

Michelle Kellogg, City Recorder

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Alexis Verson

Submitting Department: Transportation Planning

Item Type: Staff Report

Agenda Section:

Subject:

Request to Approve Resolution 06-2019, a Resolution Proclaiming May as Bike and Bicycle Safety Month in Park City

Suggested Action:

Staff recommends City Council adopt a resolution that proclaims the month of May as Bike and Bicycle Safety Month in Park City.

Attachments:

[Bicycle Safety Month Staff Report and Resolution](#)

City Council Staff Report



Subject: Adoption of Resolution proclaiming May as Bike and Bicycle Safety Month in Park City
Author: Alexis Verson, Transportation Planner
Department: Transportation Planning
Date: May 2, 2019
Type of Item: Legislative

Summary Recommendation

Staff recommends City Council adopt a resolution proclaiming the month of May as Bike and Bicycle Safety Month in Park City. This resolution will recognize that by elevating bicycles in our community, Park City will help promote a healthy, economical, convenient, and environmentally-friendly form of transportation for residents and visitors. Bike Month supports the City's critical priorities for Transportation and Sustainability, and offers a way to showcase the transportation and recreation options available in our scenic area.

Executive Summary

Bike Month in May is nationally recognized and offers a chance to showcase the many benefits of bicycling and also promote safety awareness. Bike Month events will take place throughout May around the State, as Governor Herbert designates May as the official Bike Month for Utah. Park City will continue as it has in previous years by participating and sponsoring events that include community rides and safety education programs to support Bike Month and Bike to Work Week. Park City's adopted General Plan, Traffic and Transportation Master Plan, Trails Master Plan, and current updates with Park City Forward support advancing the bicycle as a viable and environmentally-friendly form of transportation and recreation. Staff recommends Council adopt the resolution proclaiming the month of May as Bike and Bicycle Safety Month in Park City.

Background & Analysis

In 1956, the League of American Bicyclists established May as National Bike Month. Bike Month continues across the Nation sixty years later with hundreds of other U.S. cities hosting community awareness campaigns, community rides and safety education programs

During the month of May, a variety of bicycle-focused events for varying levels of riders are organized throughout the state of Utah. This year, as in previous years, Park City Municipal will be partnering with the Park City School District, Snyderville Basin Recreation, Mountain Trails Foundation and other community organizations and businesses to hold events promoting bicycling and bicycle safety to users of all skill levels. The events promote safe bicycling for all ages as an environmentally-friendly

alternative to the automobile as well as a leisure and recreational activity for community residents and visitors.

With increased interest in expanding transportation choices to include healthy, sustainable and economic transportation options, it's not surprising that, from 2000 to 2013, the number of bicycle commuters nationwide grew by more than 62 percent. According to the 2012 Utah Statewide Household Travel Survey, 73 percent of all Utah households own bicycles and over 60 percent of all trips statewide are less than two miles. The mechanism for translating enthusiasm and trips into bicycle riders can take many formats. The data suggests that biking is increasing in popularity and the majority of trips are doable by bike for most folks. Given those trends, promoting May as Bike and Bicycle Safety Month is one way to capitalize through a promotional and educational format to highlight bicycling as a fun, sustainable and economical way to get to destinations.

Over the years, Park City has experienced numerous accolades for being a bike friendly City. The International Mountain Biking Association has awarded Park City Gold-Level Ride Center designation, its highest honor for a mountain biking community. The League of American Bicyclists named Park City and Snyderderville Basin as a 'Gold Level' Bicycle Friendly Community in 2017. Since that time, staff has worked to maintain our "Gold Level" status by advancing transportation choices and promoting bicycle use throughout Park City and the Snyderderville Basin.



Alternatives for City Council to Consider

- 1. Recommended Alternative:** Staff recommends that Council adopt the attached resolution proclaiming the month of May as 'National Bike Month and Bicycle Safety Month' in Park City and further promoting Park City's status as a 'Bicycle Friendly Community'.

Pros

This resolution promotes alternative transportation modes, increases safety awareness for all residents and visitors, aligns with Council's Transportation Critical Priority, advances the objectives of adopted master plans, and has a positive impact on our thriving mountain community.

Cons

Staff has not identified any cons associated with the recommended action.

- 2. Null Alternative:** Should Council not approve the staff recommendation recognizing May as Bike and Bicycle Safety Month, a communitywide opportunity is missed to celebrate and promote an alternative transportation as a viable and sustainable transportation mode and promote safety awareness to all demographics.

Funding Source

Funding for Bike Month events will be provided by the Transportation and Sustainability Departments.

Attachment A - Resolution proclaiming the month of May as 'Bike Month and Bicycle Safety Month' in Park City.

Attachment A



Resolution No. 06-2019

Resolution proclaiming the month of May as 'National Bike and Bicycle Safety Month'

WHEREAS, the bicycle is a viable and sustainable form of transportation and a form of recreation supported by Park City's adopted General Plan, Traffic and Transportation Master Plan, Trails Master Plan, and current efforts with Park City Forward; and

WHEREAS, alternative modes of transportation such as bicycling advance Park City toward addressing critical priorities associated with transportation and energy related community goals; and

WHEREAS, many Park City residents and visitors will experience the joys of bicycling during the month of May through the participation in educational programs, commuting events, helmet and education promotion activities, and leisurely rides facilitated by PCMC and its partners; and

WHEREAS, creating bicycle-friendly communities has been shown to improve citizens' health, well-being, and quality of life, growing the economy of Park City, improving traffic safety, and reducing pollution and congestion; and

WHEREAS, in 1956 the League of American Bicyclists began declaring May as "Bike Month", PCMC, schools, parks and recreation departments, police departments, companies and civic groups will be promoting bicycling as an environmentally-friendly alternative to the automobile as well as a leisure and recreational activity, during the month of May 2019; and

WHEREAS, Park City and the Snyderville Basin were awarded Gold Status as a "Bicycle Friendly Community" by the League of American Bicyclists in 2017; and

WHEREAS, Park City supports the education of bicyclists and motorists as to the proper and safe operation of bicycles and safety education in an effort to reduce collisions, injuries, and fatalities and improve health and safety of all users.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and members of the City Council of Park City, Utah, do hereby proclaim the month of May as 'National Bike and Bicycle Safety Month' in Park City.

PASSED AND ADOPTED this 2nd day of May, 2019

PARK CITY MUNICIPAL CORPORATION

Mayor Andy Beerman

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Mark Harrington, City Attorney

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Troy Dayley

Submitting Department: Streets

Item Type: Staff Report

Agenda Section:

Subject:

Request to Authorize the City Manager to Enter into Agreements in a Form Approved by the City Attorney's Office with Staker Parson Companies, for Rotomilling, Pavement Overlays, and Utility Adjustments in the Amount of \$622,623.50; Morgan Pavement Maintenance, for Type II Slurry Seals in the Amount \$127,059.45; CKC Asphalt, for Crack Seal, in the Amount \$113,850.00; and Advanced Paving and Construction, for Tuffcoat Seal, in the Amount of \$22,327.87

Suggested Action:

Accept the 2019 Pavement Management bids and authorize the City Manager to enter into agreements in a form approved by the City Attorney's Office with:

1. Staker Parson Companies, for Rotomilling, Pavement Overlays, and Utility Adjustments in the amount of \$622,623.50
2. Morgan Pavement Maintenance, for Type II slurry seals in the amount \$127,059.45
3. CKC Asphalt, for Crack Seal, in the amount \$113,850.00
4. Advanced Paving and Construction, for Tuffcoat Seal, in the amount of \$22,327.87

Attachments:

[2019 Pavement Management Staff Report](#)

[Exhibit A: 2019 Pavement Map](#)

[Exhibit B: 2019 Detail List of Streets](#)



City Council Staff Report

Subject: 2019 Pavement Management
Author: Troy Dayley
Department: Public Works
Date: May 2, 2019
Type of Item: Administrative

Recommendation

Accept the 2019 Pavement Management bids and authorize the City Manager to enter into agreements in a form approved by the City Attorney's Office with:

1. Staker Parson Companies, for Rotomilling, Pavement Overlays, and Utility Adjustments in the amount of \$622,623.50
2. Morgan Pavement Maintenance, for Type II slurry seals in the amount \$127,059.45
3. CKC Asphalt, for Crack Seal, in the amount \$113,850.00
4. Advanced Paving and Construction, for Tuffcoat Seal, in the amount of \$22,327.87

Pavement Management is a critical part of maintaining our transportation network including infrastructure integrity and quality of street surfaces. The primary performance measure for the pavement management program is to maintain an average Remaining Service Life (RSL) of 10 years or higher. Our current RSL is 8.96 contracting with these service providers to complete the necessary pavement treatments will help us achieve our goal.

Abbreviations

- RSL Remaining Service Life
- HMA Hot Mix Asphalt
- RAP Recycle Asphalt Pavement
- CDS Cul-de-sac

Background

- Last winter we experienced above average moisture coupled with significant temperature swings allowing water to seep into the roadway then freezing. As a result we experienced a considerable amount of potholing throughout town. Staff's recommendation will address many of the problem areas caused last winter. Staff will concentrate on the remaining potholes with its in-house staff.
- As our street network ages, routine maintenance is required to protect the City's investment.
- Identifying the correct time frame for carrying out appropriate street maintenance or rehabilitation is critical to cost-effectively prolong the overall life of the street.
- Without proper maintenance, pavements will fail causing damage to the road base and potentially buried utilities resulting in the need for costly and highly disruptive road reconstruction.

The pavement management program maximizes pavement life and minimizes road maintenance and reconstruction costs. The benefit of this practice is to extend

pavement life and reduce the overall life cycle cost. Pavements typically deteriorate in a non-linear fashion with twenty-five percent of the deterioration occurring during the first seventy-five percent of pavement life. In other words, pavement deterioration accelerates after a certain amount of time. To increase cost-effectiveness, maintenance should occur when the pavement is still in fair condition. Repairs can be done inexpensively using sealing and overlay techniques. Proper pavement management will minimize the need for costly road reconstruction.

Pavement condition reports have identified the overall condition of Park City's pavement system. Pavement is rated using a Remaining Service Life (RSL) scale ranging from 20 years of remaining life being the best possible condition, to 0 years of remaining service life being the worst.

Remaining Service Life (RSL) Scale

Years of RSL	Maintenance Category	Recommended Maintenance
10-20	Minimal	Crack sealing
12-15	Some	Minor patching, fog seals, slurry seals and crack sealing
8-11	Routine	Thin overlays or slurry seals and micro seals
4-7	Increasing	Thicker overlays or possible reconstruction
0-4	High	Surface or base reconstruction, possibly subgrade stabilization or total reconstruction

The average RSL of all Park City pavements is 8.96 years. A value of 8.96 indicates we have slightly dropped from last year. This is attributed to the higher than normal precipitation and extensive freeze thaw pattern last winter. This summer an independent street condition assessment is scheduled. This assessment will inspect our street network and adjust condition ratings of each street. Our goal of an average RSL of 10 will be accomplished through routine maintenance including thin to medium thickness overlays, slurry sealing and crack sealing extending the service life of the pavements. The higher we can keep the pavement score the less expensive they will be to repair and maintain.

This recommended pavement treatment will help us achieve the goal.

Slurry Seal

Applied to existing asphalt, once the street is cleaned slurry and aggregate material are mixed together and then applied from the back of a large truck using a screed to create a thin layer of material. Slurry is made from emulsified asphalt (a mixture made from oil and fine sand aggregate). The program identifies a need for 86,435 square yards of slurry seal as part of the overall pavement management strategy.

Crack Seal

Crack seal is an excellent way to prolong pavement life by sealing the surface cracks to prevent water penetration on pavements which are in relatively good condition. However, all pavements in various stages and condition will benefit from crack sealing. This program will apply 30 tons of crack seal to various city streets and 3 tons of crack seal to bike paths.

Pavement Overlays, Rotomilling and Utility Adjustments

The pavement management program identified a total of 5,227 tons of asphalt to be applied to our streets as part of the overall strategy. Utility adjustments are required after an overlay to raise manholes, water valves, gas valves, and monument markers to the same grade as the new pavement surface. Most require lowering prior to an overlay due to the rotomilling process. 60 water valves/survey monuments and 82 manholes have been identified as needing to be adjusted prior to and after overlay application.

Sealcoat Trails

Bike Paths have been identified within the pavement management program to receive a total of 17,581 square yards of Tuffcoat Seal as part of the overall pavement management strategy.

Bid Results

There were 3 bids received for street overlays, 1 bid for slurry seals, 4 bids for crack sealing, and 4 bids for seal coat tails.

Asphalt Overlays

Staker & Parsons Companies	\$622,623.50 (Recommended)
Advanced Paving & Construction	\$626,354.90
Kilgore Companies	\$697,282.75

Slurry Seals

Morgan Pavement Maintenance	\$127,059.45 (Recommended)
------------------------------------	-----------------------------------

Crack Sealing

CKC Asphalt	\$113,850.00 (Recommended)
Morgan Pavement	\$115,500.00
Bonneville Asphalt	\$115,500.00
Kilgore Companies	\$133,353.00

Seal Coat Trails

Advanced Paving & Construction	\$22,327.87 (Recommended)
Kilgore Companies	\$26,723.12
Morgan Pavement	\$32,524.85`
Bonneville Asphalt	\$47,468.70

Department Review

Bids were reviewed by the Public Utilities, Legal, and Engineering Departments.

Funding

\$360,000 - Utah Class B&C Road Fund
\$590,000 - General Fund
\$ 58,196 - Walkability Maintenance

Attachments

Map of recommended pavement treatments: [Pavement Map 2019](#)
Detailed list of recommended pavement treatments [Detail List of Streets 2019](#)

PARK CITY
1884

LEGEND

- TYPE II SLURRY SEAL (Green line)
- ROTO-MILL & PAVEMENT (Red line)
- CRACK SEAL (Yellow line)
- HIGH DENSITY MINERAL BOND (Blue line)
- BIKE PATHS (Grey line)

Neighborhoods and Landmarks shown on the map include: Ridgeview, Aspen Springs, Thayne's Canyon, Park Meadows, Park City High School, Prospector Square, The Aerie, Historic Old Town, Snow Park, Silver Lake, The Oaks, Solamere, Round Valley, Saint Mary's Catholic Church, McPolin Farm Barn, Treasure Mountain Middle School, and various streets like 224, 248, Kearns Blvd, and others.

List of Pavement Treatments

Asphalt overlay- Asphalt pavement overlay refers to any paved road surfaced with asphalt. Hot Mix Asphalt (HMA) is a combination of approximately 95% stone, sand, or gravel bound together by asphalt cement, a product of crude oil. Asphalt cement is heated aggregate, combined, and mixed with the aggregate at an HMA facility. The asphalt is placed, and then compacted.

Section/ Street Name	Length	Width	Mill SF	Type of mill	Mill/pave depth	Water/ Survey	Manholes	Tons
Holiday Ranch Loop Rd. SR 224 to Little Kate	3050	34	103700	Profile mill	2	1	1	1276
Brew Pub Parking lot Swede and Main Street	187	87	5775	Edge Mill	2	0	0	200
Park Ave: Heber to King Road	2503	17	42551	Profile mill	2	24	30	523
Heber Ave: Main Street to Swede Alley	320	32	10240	Profile mill	2	3	9	126
Heber Ave: Park Ave to Main Street	200	38	7600	Profile mill	2	5	4	93
Library Parking lot	181	142	8750	Edge Mill	2	0	0	316
Cooke Drive: SR 248 to SR 248	1115	26	15974	Edge Mill	2	8	11	357
Stryker Ave: Cooke Dr to Cooke Dr.	360	26	9360	Edge Mill	2	1	2	115
Quinn's Ice Rink: parking lot	278	218	18900	Edge Mill	2	0	6	745
Eagle Way: Mellow Mt Rd to End	700	25	10150	Edge Mill	2	3	1	215
Deer Valley North: Queen Ester to Solamere (mill&fill)	700	14	9800	Mill and Fill	3	3	0	181
Mellow Mt Road: Deer Valley Dr to Seasons Drive	3510	25	87750	Profile Mill	2	12	18	1079
TOTAL			330,550.00			60	82	5,227

Slurry Seal- is applied to existing asphalt, once the street is cleaned slurry and aggregate material are mixed together and then applied from the back of a large truck using a screed to create a thin layer of material. Slurry is made from emulsified asphalt (a mixture made from oil and fine sand aggregate).

Section/ Street Name	Length	Width	CDS Sq. ft.	Street Radius	square feet ea.	Square Yards
Gilmore Way: Round Valley Drive to Ability Way						7,361.11
Street Area	2,650	25			66250	
CDS Square Feet Area					0	
Street Radius					0	
Sidewinder Drive : SR 248 to Comstock Drive						10,853.33
Street Area	2,380	41			97580	
CDS Square Feet Area					0	
Street Radius				100	100	
Sidewinder Dr: Comstock to Buffalo Bill and Intersection						3,346.22
Street Area	971	26			25246	
CDS Square Feet Area					0	
Street Radius				4870	4870	
Comstock Drive : Sidewinder to SR 248						4,000.00
Street Area	1,200	30			36000	
CDS Square Feet Area					0	
Street Radius					0	
Belle Star Court: Sidewinder Drive to End CDS						1,369.92
Street Area	215	25			5375	
CDS Square Feet Area			92		6644.24	
Street Radius			310	310	310	
Buffalo Bill Drive: Sidewinder to SR 248						1,588.89
Street Area	541	25			13525	
CDS Square Feet Area						
Street Radius				775	775	
Mellow Mountain Rd: April Mountain Drive to Aerie Drive						8,008.00
Street Area	2772	26			72072	
CDS Square Feet Area					0	

Street Radius					0	
4 lakes Drive: Estates Drive to Estates Drive						5,377.11
Street Area	1,350	26			35100	
CDS Diameter		84		5539		
Street Radius				7755	7755	
Evening Star Drive: Little Kate to Lucky John Drive						5,748.56
Street Area	1,973	26			51298	
CDS Square Feet Area					0	
Street Radius				439	439	
Meadows Drive: Evening Star Drive to Sunny Slopes Drive						12,973.33
Street Area	2,780	42			116760	
CDS Square Feet Area					0	
Street Radius					0	
Queen Ester Drive: Deer Valley Dr. to Telemark Drive						7,892.11
Street Area	2,827	25			70675	
CDS Square Feet Area					0	
Street Radius				354	354	
Park Ave: Heber Ave to Deer Valley Drive						17,916.00
Street Area	4,479	36			161,244.00	
CDS Square Feet Area					0	
Street Radius					0	
					TOTAL	86,435

Tuffcoat Seal- is a high-performance emulsion-based asphalt seal coat, consisting of an aggregate blend, minerology, surface active agents and catalysts.

Tuffcoat Seal coat Trails 2019	Length	Width	Square Yards
SR 248, North Side, Snow Creek Drive Comstock Drive	3,375.00	10	3,750
Silver Quinn's Trail: Hospital to Highland Drive Trail Head	12,448.00	10	13,831
		Total	17,581

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Matt Twombly

Submitting Department: Sustainability

Item Type: Staff Report

Agenda Section:

Subject:

Request to Authorize the City Manager to Enter into a Design Professional Services Agreement in a Form Approved by the City Attorney's Office with Utah New Vision Contracting, LLC in an Amount Not to Exceed \$39,000.00

Suggested Action:

Attachments:

[Public Utilities and Public Works Building Renovation Staff Report](#)

[Exhibit A: UNVC Rate Structure, Scope and Fee Proposal](#)

City Council Staff Report



Subject: Public Utilities and Public Works Building Renovation
- Building Envelope and Mechanical Engineer/Commissioning Agent
Author: Matthew A. Twombly
Department: Sustainability
Date: May 2, 2019
Type of Item: Administrative – Award of Contract

Recommendation

Staff requests that the City Council authorize the City Manager to enter into a Design Professional Service agreement in a form approved by the City Attorney's Office with Utah New Vision Construction, LLC, in the amount not to exceed Dollars Thirty Nine Thousand Dollars (\$39,000.00) for Building Envelope and Mechanical Engineer Commissioning.

Background

Pursuant to the City's net-zero resolution ([link](#)), all new City buildings and facilities are required to achieve net-zero energy through a collaborative design approach between the City, project architect, energy modeling engineering (EME), Building Envelope Commissioning Agent (BECxA) and Mechanical Engineer/Commissioning Agent (CxA). The design team for the Public Utilities and Public Works Building "Bus Barn" Renovations project, led by the Archiplex Group, will be providing the energy modeling for the project. Because Archiplex Group's team does not building envelop or mechanical engineer commissioning staff solicited commissioning agents through a Request for Proposals (RFP).

The (RFP) for the commissioning was advertised on March 30th and April 3rd, 2019 in the Park Record and March 29th and 30th in the Salt Lake Tribune. Additionally, the RFQ/RFP was posted on the City's website, e-notify and Utah Legal website. Three firms, eCube, Utah New Vision Contracting (UNVC), and Van Boerum and Frank submitted qualifications and proposals for the project. A selection committee of City staff and the architect/engineer reviewed the proposals.

The selection committee is recommending the City Council award the Design Professional Service agreement to UNVC, based upon their qualifications and that their proposal best addressed the services requested. The selection committee weighed the following criteria for selection: Team Qualifications, Project Specific Experience and References, General Qualifications, Proposal Price, Insurance and PSA Requirements, and Rate Structure for additional work.

Funding

There is approximately \$1.5 Million in General Funds budgeted for the Public Utilities Facility (originally planned near Quinn's Junction).

Attachments

Exhibit A – UNVC Rate Structure, Scope and Fee Proposal

RATE STRUCTURE

FEE STRUCTURE		
Staff	Title/Role	Rate
Matt Marshall, P.E.	Cx Lead	\$145
Daniel Hansen	Cx Controls	\$125
Garrett Dodge	Cx Testing	\$115
Robert Lundeen	BECx Lean	\$145
Robert Wilcox	BECx Roofing	\$115
John Burningham	Principal	\$155
Technicians (if needed)	Cx Technicians	\$105

FEE SUMMARY		
Activity	Fee	Note
System Cx Per RFQ – Design, Construction, Post Construction Services	\$21,000	Estimate per SD set
Enclosure Cx Per RFQ – Design, Construction, Post Construction Services	\$18,000	Estimate per SD set
Total	\$39,000	
Additional Services		
BECx Site Testing per day	\$2,500	
BECx Site Visit per day	\$1,500	

- Fees are estimates per SD set (lacking significant detail on possible systems)
- All fees include travel time, materials, costs, and reporting.
- UNVC does not have any subcontractors for this project scope.
- Commissioning activities schedule will align with the master construction schedule to meet the required milestones as set by the owner.

PRELIMINARY WORK SCOPE

Systems Cx - DESIGN

- OPR Assistance & Operator Coordination
- Design Meeting Attendance
- Cx Plan
- Energy Engineering Coordination
- DD Review
- CD Review
- Cx Specifications
- Value Engineering Assistance
- Design Controls Meeting

Systems Cx - CONSTRUCTION

- Submittal Review, ASI, PR, CO's, Substitutions
- Schedule Integration
- Cx Kickoff
- Controls Meeting
- Site Inspections, Early – 1x month
- Site Inspections, HVAC – 2x month

- PFAT & FAT Testing – On Site
- OAC Cx Meetings – When on site
- Reports and Issue Logs
- Closeout, Flush, Clean

Systems Cx - WARRANTY

- O&MS
- Training Review & Evaluation
- Maintenance Review
- Monitoring Cx and Quarterly Reporting
- Cx Report

PRELIMINARY WORK SCOPE**Enclosure Cx - DESIGN**

- OPR Assistance
- Design Meeting Attendance
- BECx Plan
- Energy Engineering Coordination
- DD Review
- CD Review
- BECx Specifications
- Value Engineering Assistance
- Design Assistance
- BECx Cost Assistance

Enclosure Cx - CONSTRUCTION

- Submittal Review, ASI, PR, CO's, Substitutions
- Schedule Integration
- BECx Kickoff
- Mock Up Testing
- Building Testing
- Site Inspections (anticipate 3 visits)
- BECx Functional Testing (anticipate 2 days)
- OAC BECx Meetings – When on site
- Reports and Issue Logs
- Issue Resolution

Enclosure Cx - WARRANTY

- Cx Report
- Lessons Learned

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Christopher Phinney

Submitting Department: Sustainability

Item Type: Staff Report

Agenda Section:

Subject:

Request to Approve a Lease of Miners Hospital for the Egyptian Theatre (YouTheatre) to Hold Summer Theatre Camps in a Form Approved by the City Attorney

Suggested Action:

Staff recommends that City Council approve a lease of Miners Hospital for the Egyptian Theatre (YouTheatre) to hold summer theatre camps in a form approved by the City Attorney.

Attachments:

[2019 YouTheatre Miners Hospital Lease Staff Report](#)

[Exhibit A: 2019 YouTheatre Background](#)

[Exhibit B: Egyptian Theatre Co - YouTheatre Lease 2019](#)



City Council Staff Report

Subject: Egyptian Theatre (YouTheatre) Lease
Author: Chris Phinney, Special Event and Facility Coordinator
Department: Special Events
Date: May 2, 2019
Type of Item: Administrative

Recommendation

Staff recommends that City Council approve a lease of Miners Hospital for the Egyptian Theatre (YouTheatre) to hold summer theatre camps in a form approved by the City Attorney.

The Egyptian Theatre has held a lease for their summer camps for 4 years. Staff has received a request from the Egyptian Theatre (YouTheatre) to lease Miners Hospital for the 2019 summer camp program.

The proposed lease allows a local non-profit the opportunity to offer a youth theatre summer camp to the community. The camp offers tuition scholarships; this also supports City Council's Critical Priority of Social Equity. The recommended lease will cause:

- The Miner's Hospital will not be available for rental to the public during the times and dates of the lease;
- Minimal increased cleaning costs; and
- Parking mitigation for drop off and pick up of camp attendees.

Background

Background regarding the lease of the Miners Hospital for the Egyptian Theatre (Youtheatre) can be found [here](#).

Analysis

The Egyptian Theatre has been leasing the Miners Hospital for their Youtheatre Summer Camp for the last 4 years. On average, 400 students participate in the summer camp each year. The Egyptian Theatre is grateful for the lease of the space and would like to continue such lease for one more year, while the Black Box Theatre space is being finalized. Staff recommends approval of a lease with the Egyptian Theatre which is status quo to what has been done in the past. The Lease of Miners Hospital will have no adverse impacts to the City. The use of the building will help keep the mechanical systems running as well as give a local non-profit a home for their summer camps. Lease terms and information are below.

Lease:

- Term – Three month Lease
 - June 6, 2019 to August 14, 2019, no camp 4th of July week
 - Classes are held Monday through Friday, 8:00 a.m. to 5:00 p.m.

- Lease to include all 3 floors of the Miners Hospital excluding the basement level which will be used by the Park City Summer Day Camp
- Rent
 - \$2,500 per month. Rent will be prorated for June and August.

Rental Schedule		
Month	Days	Rent
June	16	\$1,916.67
July	22	\$2,500.00
August	12	\$1,290.32
Total	50	\$5,706.99

- The rent amounts were determined by using the \$18.00 per hour rate schedule for the first and second floor and \$15.00 per hour rate schedule for the third floor and providing a 50% discount for being a community non-profit and a long term renter.
- Miners Hospital Year Round Use Summary
 - September through March the space is occupied by Sundance Institute.
 - April through August, open for rentals. There were twelve summer rentals of Miners Hospital in 2018.
- Operating Costs
 - The anticipated mechanical costs to Park City to operate the Miners Hospital is \$500/month.
 - Increased use will incur minimal additional costs.
 - Regular use of the building is good for the facility. It keeps the operating and mechanical systems running efficiently and provides a higher level of awareness for any potential maintenance issues.
- Parking Plan
 - Youtheatre has worked with staff to develop a parking plan that will utilize the north end parking of Miners Hospital for parents to drop off children attending the camp.
- Scholarship Program
 - Scholarships are offered as full and partial scholarships based on financial need of the family, which the family itself determines and is organized through the Egyptian Theatre
 - Full scholarship: Family pays either \$25 (for a one-week camp, where regular tuition varies from \$175-\$250) or \$50 (for a two-week camp, where regular tuition is \$475).
 - Partial scholarship: Family informs the Egyptian Theater Youth Theater how much they can pay toward the regular priced tuition.
 - 2017 total summer camp scholarships awarded: 28 totaling \$6,385.

Alternatives for City Council to Consider

1. Recommended Alternative:

Staff recommends

Staff recommends that City Council approve a lease of Miners Hospital for the Egyptian Theatre (YouTheatre) to hold summer theatre camps in a form approved by the City Attorney.

Pros

- a. Allow a Community Non-Profit the opportunity to hold a summer camp for local youth.
- b. Support the participation of an arts program as an important aspect of a child's growth.
- c. Egyptian Theatre provides social equity opportunities by offering scholarship opportunities.
- d. Regular use of the building is beneficial for the operating and mechanical system as well as brings a higher level of awareness for any potential maintenance issues and potential renters.

Cons

- a. The building will not be available for rental during the leased dates and hours.
- b. Minimal increase in janitorial services.

2. Continue Alternative

The City Council may continue the item for more information or discussion, thus postponing the approval of the lease as requested in this report.

Cons:

- a. This will further postpone the approval of the lease for the Egyptian Theatre and delay staff's ability to implement such lease for the upcoming summer.
- b. Any impacts on Youtheatre? Uncertainty? Need to find different space?

3. Modify the Item Alternative:

The City Council may modify any of the items discussed in this report.

Cons:

- a. Modifications may impact staffing, costs and/or create additional coordination requirements.

4. Deny Alternative:

Deny the approval of the requested lease in this report.

Cons:

- a. The Lease Agreement with the Egyptian Theatre would not be approved and would cause the Egyptian Theatre to need to find a new space to accommodate its summer camp.

Funding Source

No funding source is required. Rental income collected from the lease will be credited to the General Fund, Rental Income line item.

Attachments & Links

Exhibit A – [Background for Egyptian Theatre Youtheatre Summer Camp](#)

Exhibit B– [2019 Miner's Hospital Lease Draft](#)

Exhibit A – Background of Egyptian Theatre Youtheatre Lease at Miners Hospital

April 19, 2018 – Miners Hospital Lease for Youtheatre on [Consent Agenda](#)

The Egyptian Theatre (Youtheatre) has leased the Miner's Hospital since the summer of 2015 to hold its camps. If approved, 2019 will be the 5th year that these camps are held in the Miner's Hospital.

Since that time, the Youtheatre has worked with City staff to ensure that all conditions of the lease were met, and has been very accommodating with staff when other rentals or events arise.

Since 1995 the Egyptian Theatre has enriched children's lives through their YouTheatre programs. YouTheatre has taught over a thousand aspiring actors who have gone on to study acting in college or pursue careers in the theatrical arts. Some former YouTheatre students have performed on Broadway-- their dream come true.

The Egyptian Theatre YouTheatre program is based on the premise that participating in an arts program is an important aspect in the growth of every child. Through the creativity, discipline, and teamwork of being part of a production, our students are instilled with confidence, an appreciation for the performing arts, and life skills for navigating obstacles to achieve their ambitions.

**Park City Performances d/b/a Egyptian Theatre Company – YouTheatre Program
Park City Municipal Corporation
2019 Property Lease – Miners Hospital**

THIS LEASE AGREEMENT, (hereinafter referred to as “Lease Agreement”) is made by and between Park City Municipal Corporation, a Utah municipal corporation, (hereinafter referred to as “Landlord” or “City”) and Park City Performances, a Utah corporation, d/b/a Egyptian Theatre Company, (hereinafter referred to as “Tenant”) on this ____ day of _____, 2019, to set forth the terms and conditions under which Landlord will lease space in the Miners Hospital located at 1354 Park Avenue, Park City, Utah, (hereinafter referred to as “Miners”) to Tenant. The parties agree as follows:

1. Property. The property leased is within Miners Hospital and described as the exclusive use Monday through Friday from 8:00 a.m. to 5:00 p.m. of all interior space within the building (1st, 2nd, & Attic {3rd floor}), excluding the basement level, and exclusive use at all times as shown in Exhibit “A” attached hereto and made a part hereof, (hereafter referred to as “Premises”). The Park City Recreation Department will be using the basement of the Premises for Summer Day Camp. All times and property outside of those specified above will be open for public use.

In addition, the Tenant will have the option to rent the space outside of the times outlined. Any additional rental of space must be booked through the normal rental process with the City’s Special Events Department and will be subject to normal rental conditions.

2. Term. The Lease term shall commence on June 6, 2019, and terminate at 5:00 p.m. on August 16, 2019. In months with partial occupancy, the monthly rent amount shall be calculated on a pro rata basis for each day that Tenant occupies the space.

3. Rent. The rent for the leased space within the Miners Hospital shall be as follows:

- (a) Rate: Rent shall be Two Thousand Five Hundred Dollars (\$2,500.00) per month and will be prorated in June and August based on move in date (June 6, 2019) and move out date (August 16, 2019).

RENT SCHEDULE		
Month	Days	Rent
June	23	\$ 1,916.67
July	31	\$ 2,500.00
August	16	\$ 1,290.32
TOTAL	70	\$ 5,706.99

- (b) Payments: Rent shall be paid monthly and should be mailed or directly delivered to the Park City Finance Department, located at 445 Marsac Avenue, Park City, UT 84060. Rent shall be due on the first of each month, with the exception of the June rent which shall be paid at lease signing, and past due if not paid by the tenth (10th) of the

Egyptian Theatre Lease Agreement

month. A late fee of Twenty Five Dollars (\$25.00) will be charged every five (5) days that payment is past due.

(c) **Security Deposit:** A refundable deposit of Two Thousand Five Hundred Dollars (\$2,500.00) is required to cover any damage and cleaning/removal of items. A refund of the deposit will be payable upon expiration of the Lease Agreement upon final inspection from the Landlord.

4. **YouTheatre Obligation.** The Egyptian Theatre's YouTheatre ((hereinafter referred to as "YouTheatre")) shall conduct the programmed children's (ages 5- 18) theatrical production focused camps. YouTheatre shall not exceed posted occupancy of the building (listed in capacity chart below) at any time. YouTheatre shall be responsible for creating and managing a parking/drop off plan for all camp participants.

ROOM	CAPACITY
ATTIC	25
2ND FLOOR	49
1ST FLOOR	49

5. **Tax-Exempt Status.** In the event Tenant loses its tax-exempt status, the City shall have the option of terminating the Lease Agreement, or increasing the rental to the fair market value of the space occupied by the YouTheatre on the date that the tax exemption was revoked.

6. **Storage of Equipment and Supplies.** The Tenant has exclusive use of all interior space within the building (1st, 2nd, & Attic {3rd floor}) which the Tenant is permitted to use for storage of equipment and supplies related to the summer YouTheatre operations. No hazardous material shall be stored in this area. Equipment and supplies stored in this area shall be in compliance with applicable building codes and stored such that they do not cause risk of injury to individuals inside or outside of the area. YouTheatre will be responsible for securing this area and the City is not responsible for any lost or damaged items stored in this area.

7. **Accounting.** The Tenant and YouTheatre agree to keep and maintain their financial books and records in accordance with generally accepted accounting principles. The City or its independent auditor reserves the right to conduct its own annual audit of the financial books and records at reasonable times and places during ordinary business hours provided that thirty (30) days written notice of the audit is provided to Tenant, and such notice contains a reasonable explanation for the audit. Any audit performed by Landlord pursuant to this Lease Agreement shall be performed at Landlord's sole expense.

8. **Scale of Event.** Tenant hereby acknowledges that no event shall exceed the occupancy limit on any space inside the building as determined by the Park City Building Department and Planning approvals. Tenant shall arrange to mitigate parking, traffic, and noise impacts associated with any camp operations not limited to marketing efforts and directional signage. A written plan will need to be approved by City officials annually prior to occupancy. Security and emergency lighting/exits/evacuation for all camps are solely the responsibility of Tenant.

Egyptian Theatre Lease Agreement

9. Assignment/Sublease. Tenant has no right to assign or sublet any or all portions of the leased space for any purpose whatsoever, including subleases or assignments to other non-profit organizations, or assignments for the benefit of creditors. Any attempt to sublet or assign shall cause this Lease Agreement to immediately terminate.

10. Utility Service. Landlord shall be responsible for natural gas, electricity, sewer, security systems, refuse collection, garbage collection, and water for the leased space. Tenant will be responsible for any other utilities such as telephone and cable television, and shall establish an account with each of these utilities in its own name.

11. Use of the Premises. The Premises shall be used by the Tenant only for youth theatrical programs sponsored and organized by YouTheatre. Any keys given to the Tenant must be returned to the Landlord.

12. Telephone, Cable and Internet. Landlord is not responsible for telephone, cable or internet service. The Tenant is responsible for installing its own telephone, television, computer, and other communication equipment in the leased space.

13. Insurance. Tenant will carry a primary and non-contributory policy of commercial general liability insurance, in an amount of at least Two Million Dollars (\$2,000,000.00) per incident or occurrence and Four Million Dollars (\$4,000,000.00) policy aggregate limits, to cover Tenant's patrons and employees during the course of its business. Tenant shall carry a primary and non-contributory policy of workers compensation insurance, in an amount of at least Five Hundred Thousand (\$500,000.00) per accident. Tenant shall carry a primary and non-contributory property insurance policy covering Premises and contents located in Tenant's space, which are owned or leased by the Tenant.

Tenant's policies shall include an endorsement naming Landlord as an additional insured on the commercial general liability policy, and an endorsement Waiver of Transfer of Rights of Recovery Against Others To Us (form CG 24 04 10 93), as part of the policy. A certificate of insurance with a thirty (30) day cancellation notice provision shall be provided to Landlord on or before the lease commencement date, and maintained continuously during the term of the Lease Agreement.

The Tenant will not store or keep any product or equipment within the space that will, because of its nature, increase the risk of casualty losses to the overall building, or that will require additional premiums or specialty coverage.

14. Payment of Taxes and Other Assessments. As a tax exempt entity, the Landlord does not expect to be assessed real estate and personal property taxes and other related assessments or taxes on the Premises. However, should Tenant change the tax status or should other circumstances cause taxes or assessments to be imposed on the Premises, then Tenant shall pay a pro-rata share of real estate and personal property taxes and other related assessments or taxes for the Tenant's Premises during the term of this Lease Agreement.

Egyptian Theatre Lease Agreement

15. Liens. Tenant shall not permit any liens to attach to the Premises for work done at Tenant's request or for Tenant's benefit. If Landlord receives notice of any such liens against the Premises, Tenant shall promptly discharge the lien at Landlord's request, or post funds sufficient to satisfy the lien during any period of good faith contest of the lien by Tenant. In the event Landlord reasonably feels its title to the Premises is in jeopardy because of any lien Tenant has elected to attach to the Premises, Landlord may discharge the lien and collect the amount paid from the Tenant. The Tenant agrees to pay all reasonable costs incurred by the Landlord in the defense or discharge of any liens on the Premises.

16. Tenant Improvements. The Premises are being leased to Tenant in AS-IS condition. Any additional interior finish or furnishings desired by the Tenant must be approved in advance by the Landlord in writing and are the responsibility of the Tenant, with no allowance made for the costs of the Tenant improvements unless agreed to by Landlord in writing. At the expiration or termination of the Lease Agreement, all Tenant improvements that could be deemed fixtures under the law become property of the Landlord unless specifically exempted in writing prior to installation.

17. Signs. Landlord reserves the right to specifically review and approve or reject proposed signs on or in the building. Landlord's approval for signs will not be unreasonably withheld, so long as the sign is directional rather than promotional, meets the requirements of the Park City Sign Code, and conforms with the historic nature and architectural detailing of the building. Signs shall be removed and any damage resulting from removal shall be repaired when Tenant vacates the Premises.

18. Remedies. In the event the Tenant fails to pay monthly installment payments when due, or violates or breaches any other term or condition of the Lease Agreement, Landlord shall have the right to exercise the following remedies, and any other remedies available at law or equity:

- (1) Landlord may, by written notice to Tenant, demand that Tenant either pay rental installments due within ten (10) days, or quit the Premises within fifteen (15) days;
- (2) Landlord may permit Tenant to remain in possession and sue for the installments that are past due;
- (3) Landlord may re-let the Premises for Tenant's account at the rate and on such terms as are commercially reasonable at the time and under the circumstances, and charge Tenant for any difference in the rental received and the rental agreed to herein, provided that any re-letting shall be done in good faith under the circumstances;
- (4) Landlord may agree to a payment of damages in such amount as the parties then agree, and release the Tenant from obligations under this Lease Agreement entirely. Unless Landlord has released Tenant's continued performance under this Lease Agreement, Tenant is deemed to be in possession of the Premises and any re-letting by Landlord is on Tenant's account. Tenant is responsible for all payments and obligations under the Lease Agreement until Landlord releases Tenant.

Egyptian Theatre Lease Agreement

19. Covenant of Quiet Possession. Landlord covenants with Tenant that Landlord owns or controls the Premises and that Tenant's possession will not be disturbed by acts or omissions of the Landlord so long as Tenant faithfully performs the obligations of this Lease Agreement. However, Tenant acknowledges the Premises are part of a larger public building; therefore, Tenant may experience temporary impacts to operations, noise, and parking access customarily found with public buildings.

20. Maintenance. Landlord shall be responsible for all structural maintenance of the Premises, including the roof, foundation, structural members, and exterior wall surfaces. The Landlord will be responsible for janitorial service in areas used in common with the Miners and other tenants and for cleaning the outside of the glass and replacement in the event of damage from an outside source. Landlord shall be responsible for the mechanical systems which serve the space as reasonably necessary to maintain the structure, and to service common utility facilities. Exterior maintenance of Miners and snow removal shall be Landlord's responsibility.

21. Access to Other Spaces. Tenant shall not interfere with the access to other spaces within Miners or obstruct the entrances to those other spaces in any way. Landlord shall have such access through Tenant's space as reasonably necessary to maintain the structure, service common utility facilities, and maintenance program use. With reasonable notice, Landlord shall have the right to inspect the leased space during the Tenant's normal business hours.

22. Force Majeure. This Lease Agreement shall automatically terminate upon any holding, interpretation, or determination by a court, legislative body, or administrative body that Landlord may not lease to a private educational entity or similar establishment, or that the Landlord may not lease to a private entity either under existing State and federal law regulation or future State and federal law regulation.

23. Increased Insurance Risk. Tenant will not permit the Premises to be used for any purpose which would render the fire insurance on the building or the Premises void, cause cancellation thereof, increase the insurance risk, or increase the insurance premium in effect at the time of the term of this Lease Agreement. Tenant will not keep, use, or sell, or allow to be kept, used, or sold in or about the Premises any article or materials which are prohibited by law or by standard fire insurance policies of the kind customarily in force with respect to premises of the same general type as those covered by this Lease Agreement.

24. Care and Repair of Premises by Tenant. Tenant will inspect and accept the Premises for the purposes of this Lease Agreement prior to taking occupancy. Tenant will not commit any waste on Premises, nor shall it use or permit the use of the Premises in violation of any State, County, or municipal law, ordinance, or regulation applicable thereto. Tenant may, with the prior written consent of the Landlord and at its own cost and expense in a good workmanlike manner, make such alterations and repairs to the leased space as Tenant may require for the conduct of its business without, however, materially altering the basic character of the building or improvements or weakening the structure on the Premises. Any permanent alterations or improvements to the Premises shall become the property of the Landlord upon expiration or termination of this Lease Agreement unless specifically exempted in writing prior to commencing work.

25. Damage or Destruction. If the Premises or any part thereof shall be damaged or destroyed by fire or other casualty, Landlord shall promptly repair all such damage and restore the Premises without expense to the Tenant, subject to delays due to adjustment in insurance claims, strikes, and other causes beyond the Landlord's control. If such damage or destruction shall render the Premises uninhabitable in whole or in part, the rent shall be abated wholly or proportionately until the damage shall be repaired and the Premises restored. If the damage or destruction shall require removal of Tenant's operations from the Premises, either Landlord or Tenant may elect to terminate this Lease Agreement by written notice to the other within thirty (30) days after the occurrence of such damage or destruction. Tenant shall not use space heaters and/or any other electrical equipment which may overload the system without written permission from Landlord.

26. Surrender of Premises. Tenant agrees to surrender the Premises at the expiration or sooner termination of this Lease Agreement or any extension thereof in the same condition or as altered pursuant to the provisions of this Lease Agreement, ordinary wear, tear, and damage by the elements or from other acts of God excepted.

27. Hold Over. Should Tenant hold over the Premises or any part thereof after the expiration of the term of this Lease Agreement unless otherwise agreed in writing, Tenant shall pay the same monthly rental provided for herein, plus a ten percent (10%) increase, and any and all damages as available to Landlord, including attorney fees for eviction and statutory penalties/treble damages.

28. Indemnity.

- (1) Tenant shall indemnify and hold Landlord and its agents, employees, and officers, harmless from, and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs of whatsoever kind or nature brought against Landlord arising out of, in connection with, or incident to the execution of this Lease Agreement and/or the Tenant's defective performance or failure to perform any aspect of this Lease Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the Landlord, its agents, employees, and officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Tenant; and provided further, that nothing herein shall require the Tenant to hold harmless or defend Landlord, its agents, employees and/or officers from any claims arising from the sole negligence of Landlord, its agents, employees, and/or officers. The Tenant expressly agrees that the indemnification provided herein constitutes the Tenant's limited waiver of immunity as an employer under Utah Code Section 34A-2-105; provided, however, this waiver shall apply only to the extent an employee of Tenant claims or recovers compensation from the Landlord for a loss or injury that Tenant would be obligated to indemnify the Landlord for under this Lease Agreement. This limited waiver has been mutually negotiated by the parties, and

Egyptian Theatre Lease Agreement

is expressly made effective only for the purposes of this Lease Agreement. The provisions of this section shall survive the expiration or termination of this Lease Agreement.

- (2) No liability shall attach to Landlord by reason of entering into this Lease Agreement except as expressly provided herein.

29. Landlord Liable only for Negligence. Except where caused by Landlord's negligence, Landlord shall not be liable for any failure of water supply, natural gas supply, or electrical supply; any injury or damage to persons or property caused by gasoline, oil, steam, gas, or electricity; hurricane, tornado, flood, earthquake, wind or similar storms or disturbances; water, rain or snow which may leak or flow from the street, sewer, gas mains, or any subsurface area or from any part of the building or buildings; or an interference with light.

30. Nondiscrimination. Tenant agrees not to discriminate against anyone on the basis of race, color, national origin, age, sex or handicap in its hiring practices, services, or operation of its business hereunder.

31. Waiver of Covenants. It is agreed that the waiver of any of the covenants of this Lease Agreement by either party shall be in writing and signed by both parties, limited to the particular instance, and shall not be deemed to waive any other breaches of such covenant or any provisions herein.

32. Rights of Successors and Assigns. The covenants and agreements contained within the Lease Agreement shall apply to the benefit of successors in interest and legal representatives, except as expressly otherwise hereinbefore provided.

33. Building Security. Landlord will install doors with locking hardware. Tenant is entitled to put locks on the doors to its space that they have exclusive use of, provided the Landlord is given keys for reasonable access and building maintenance. Both parties will lock the exterior doors after their use of the building is completed for the day. Tenant shall check all exterior doors to make sure that they are locked, check that all windows in the Premises are secured, and set the alarm at the conclusion of each day. Lights should be turned off at the conclusion of Tenant's use each day.

34. Notice Provision. Any and all notices required by this Lease Agreement shall be in writing and delivered personally to the party to whom the notice is to be given, or mailed by certified mail, postage prepaid, and addressed as follows:

If to Landlord:
Jonathan Weidenhamer, Economic Development Manager
Park City Municipal Corporation
P.O. Box 1480
Park City, Utah 84060

Egyptian Theatre Lease Agreement

If to Tenant:
Jamie Wilcox, YouTheatre, Executive Director
Egyptian Theatre
328 Park Main Street
Park City, UT 84060

35. Severability Clause. If any provision of this Lease Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Lease Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

36. Entire Agreement. This Lease Agreement constitutes the entire and only agreement between the parties and it cannot be altered or amended except by written instrument, signed by both parties.

DATED this _____ day of _____, 2019.

LANDLORD:
PARK CITY MUNICIPAL CORPORATION, a
Utah municipal corporation

Diane Foster, City Manager

Attest:

City Recorder

Approved as to form:

City Attorney's Office

Egyptian Theatre Lease Agreement

TENANT

PARK CITY PERFORMANCES, a Utah
corporation d/b/a EGYPTIAN THEATRE
COMPANY

SIGNATURE

PRINT NAME AND TITLE

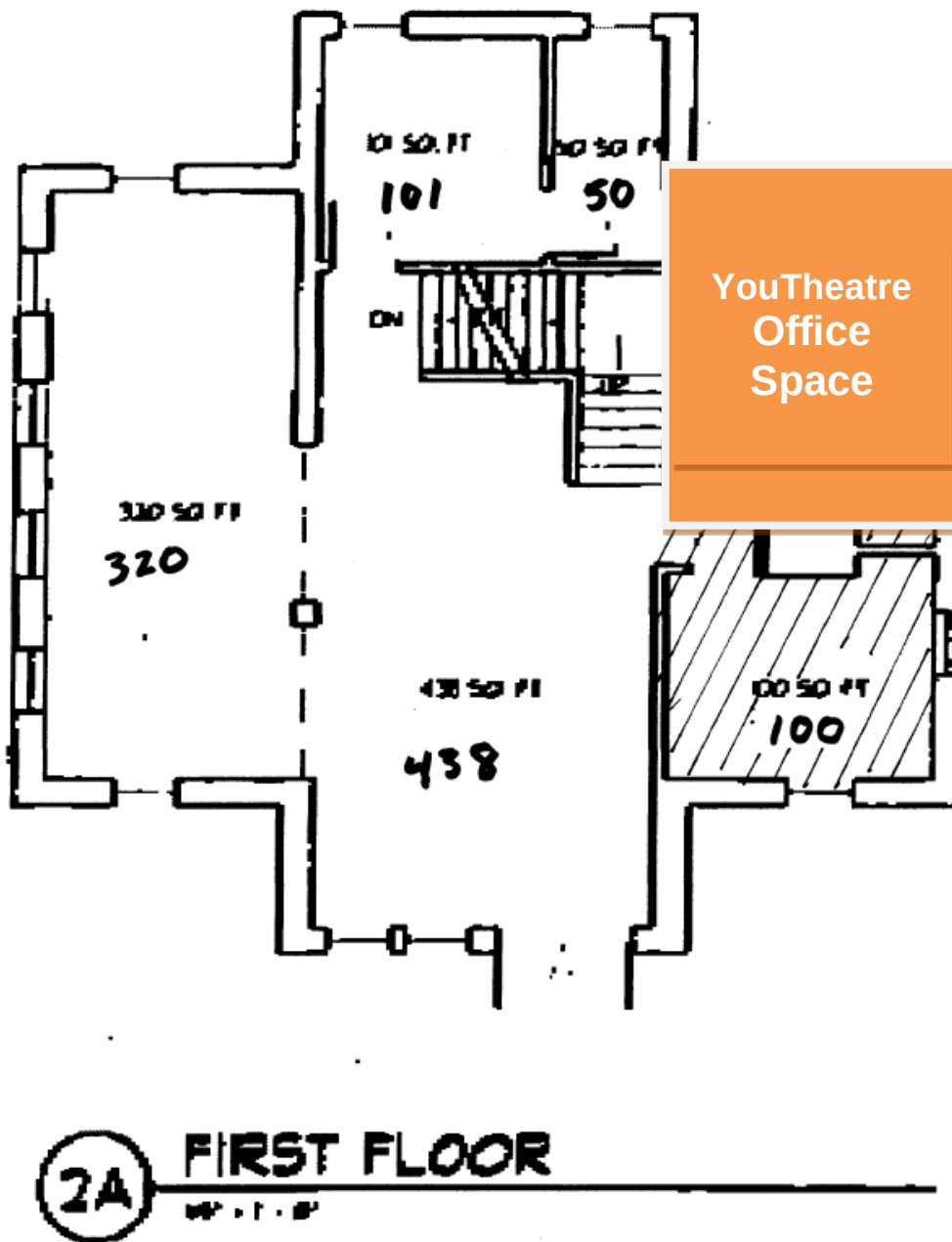
ACKNOWLEDGMENT

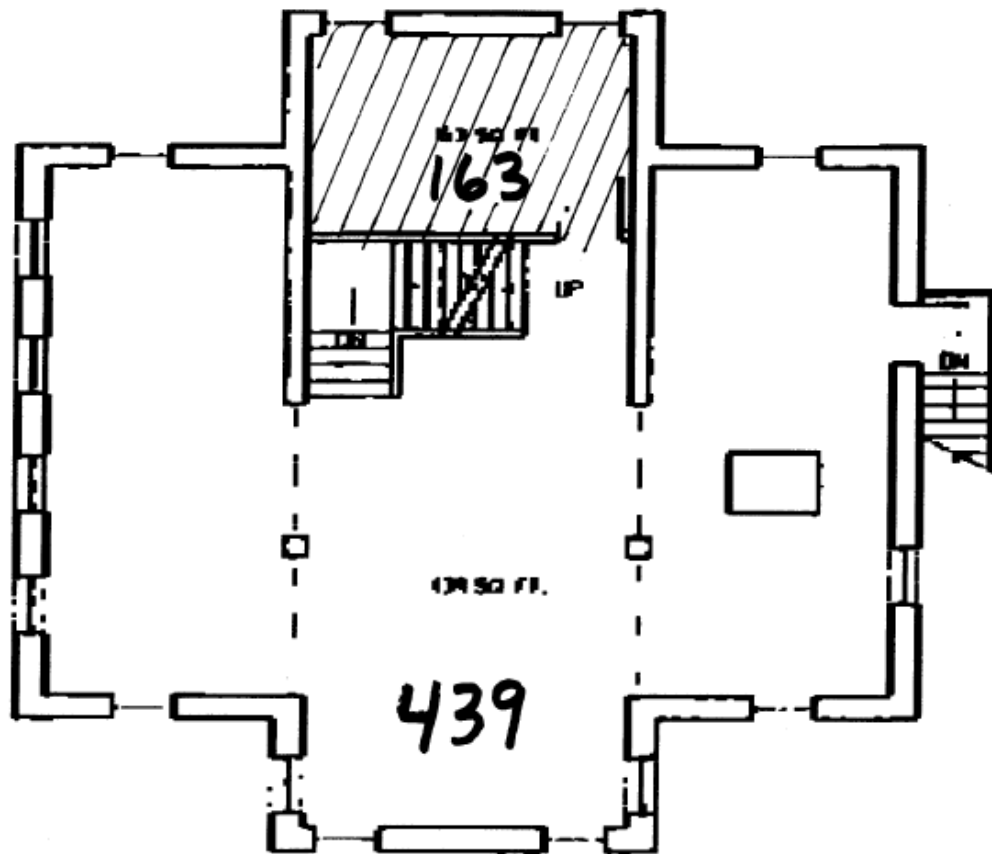
STATE OF UTAH)
) ss.
COUNTY OF SUMMIT)

On this _____ day of _____, 2019 before me, the undersigned notary,
personally appeared _____, personally known to me/proved
to me through identification documents allowed by law, to be the person who executed the
within instrument as _____ of the corporation therein named, and
acknowledged to me that he/she executed the same on behalf of the corporation for the purposes
therein stated.

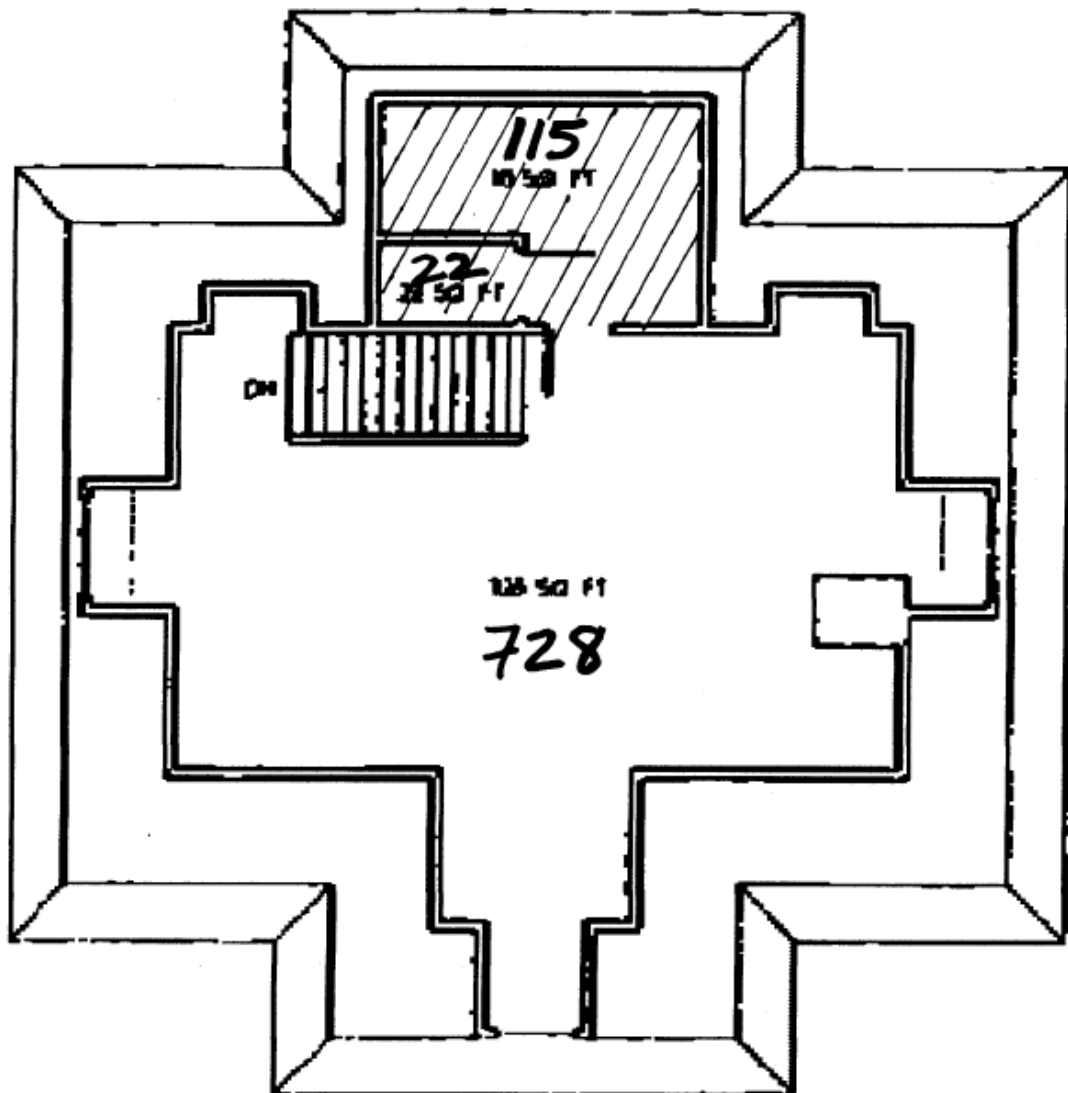
Notary Public

EXHIBIT "A"





3A **SECOND FLOOR**
439' x 17' 8"



4A

ATTIC FLOOR

11' - 1' - 0"

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Christopher Phinney

Submitting Department: Sustainability

Item Type: Staff Report

Agenda Section:

Subject:

Request to Authorize the City Manager to Enter into a Professional Services Agreement between Park City Municipal Corporation and Park Silly Sunday Market for Event Planner Services as Related to the Park City Fourth of July Celebration, for 2019, 2020, and 2021 in a Form Approved by the City Attorney that Shall Not Exceed \$20,000.00 Annually

Suggested Action:

Staff recommends that the City Council hold a public hearing, review and approve authorize the City Manager to enter into a Professional Services Agreement between Park City Municipal Corporation and Park Silly Sunday Market for Event Planner services as related to the Park City Fourth of July Celebration, for 2019, 2020, and 2021. This is a one (1) year agreement, which may be renewed for an additional two (2) years for 2020 and 2021 in a form approved by the City Attorney that shall not exceed twenty- thousand dollars (\$20,000.00) annually.

Attachments:

[Fourth of July Service Provider Contract Staff Report](#)

[Exhibit A: Scope of Services and Draft Agreement](#)

[Exhibit B: Background For Fourth of July Service Agreement](#)

[Exhibit C: Park Silly Sunday Market RFP Submission](#)

City Council Staff Report

Subject: Professional Services Agreement to Provide Event Planning Services for the City during the 2019, 2021 and 2020 Fourth of July Celebration

Author: Christopher Phinney, Special Event Coordinator

Department: Special Events

Date: May 2, 2019

Type of Item: Administrative - Consent

Summary Recommendation

Staff recommends that the City Council hold a public hearing, review and approve, authorizing the City Manager to enter into a Professional Services Agreement between Park City Municipal Corporation and Park Silly Sunday Market for Event Planner services as related to the Park City Fourth of July Celebration. This is a one (1) year agreement, which may be renewed for an additional two (2) years for 2020 and 2021 in a form approved by the City Attorney that shall not exceed twenty- thousand dollars (\$20,000.00) annually.

Analysis

The Fourth of July Celebration is one of the key events on the Park City event calendar. The event is important to our community culture and provides ancillary economic benefits for our local business community. It is the community spirit, uniqueness and diversity of the event's offerings that drive community members and visitors to the event. Over the last five years, significant changes have been made to the event, in particular the City taking on the role of producing the event, changing the location of park activities to North End City Park and continuing to refine mitigation for the event, in particular regarding transportation. A background of the event can be found [here](#).

While the City has taken on the role of the event applicant for the Fourth of July Celebration, staff is faced with an increased workload for this event in particular as they take on a larger role in both planning and mitigating the impacts of this event. In order to successfully pull off this event, an Event Planner is essential in ensuring that the many activity providers and parade participants are coordinated.

- The scope of services as outlined in the RFP and DRAFT Service Provider Contract is attached as [Exhibit A](#).
- The Event Planner will work directly with staff, as well as the many activity providers and parade participants to accomplish the following goals:
 - Organize the many activity providers and events during the day.
 - Streamline coordination and implementation of mitigations for transportation, residential impacts and community outreach and communications plans for the event.
 - Strengthen community feel, fun and funk of this event.

Staff advertised an [RFP](#) beginning on April 23, 2019 for services of an Event Planner for the Fourth of July Celebration.

- 2 responses were received by the deadline.
- A committee of individuals from Special Events, Building and Community Engagement and Transportation Planning Departments evaluated the responses.

- Proposers were asked to provide a summary of proposed labor and total cost for services which were outlined in the RFP.

Staff recommends entering into a Professional Services Agreement between Park City Municipal Corporation and Park Silly Sunday Market for Event Planner services as related to the Park City Fourth of July Celebration. This is a one (1) year agreement, which may be renewed for an additional two (2) years for 2020 and 2021 that shall not exceed twenty- thousand dollars (\$20,000.00) annually, based on the following reasons:

- Park Silly Sunday Market qualifications, experience, professionalism and willingness to adapt to the needs of Park City;
- Park Silly Sunday Market is willing to meet the City's contract, indemnity and insurance requirements; and
- Park Silly Sunday Market is a local vendor, they understand the complexity of the event, as well as the value of the many community members and activity providers that come together to make this day unique.

Alternatives for City Council to Consider

Recommended Alternative: This is staff's recommendation. Staff recommends that the City Council hold a public hearing, review and approve, authorizing the City Manager to enter into a Professional Services Agreement between Park City Municipal Corporation and Park Silly Sunday Market for Event Planner services as related to the Park City Fourth of July Celebration. This is a one (1) year agreement, which may be renewed for an additional two (2) years for 2020 and 2021 in a form approved by the City Attorney that shall not exceed twenty- thousand dollars (\$20,000.00) annually.

Pros

- a. Services provided by Park Silly Sunday Market will work in coordination with City Departments and our community activity providers to streamline the event and ensure that it continues to have a community focus

Continue Alternative

The City Council may continue the item for more information or discussion, thus postponing the approval of the lease as requested in this report.

Cons:

- a. This will further postpone the approval of hiring the 2019 Fourth of July Celebration event planner and delay staff's ability to implement such agreement for the upcoming summer.

Modify the Item Alternative:

The City Council may modify any of the items discussed in this report.

Cons:

- a. Modifications may impact staffing, costs and/or create additional coordination requirements.

Deny Alternative:

City Council could deny the Professional Services Agreement between Park City Municipal Corporation and Park Silly Sunday Market for Event Planning.

Cons:

- a. 2019 Fourth of July Celebration would not be performed. This would likely cause negative impacts to the coordination of the event.

Funding

Funds for this project will come from a Restaurant Tax Grant that has been applied for the 2019 event. In the case that the grant does not get funded this year, the project can be funded from existing funds within the current Economic Development budget.

Attachments

- [Exhibit A](#) Park Silly Sunday Market Scope of Services & DRAFT City Services Agreement for the Event Planner for the Fourth of July Celebration
- [Exhibit B](#) Fourth of July Celebration Background
- [Exhibit C](#) Park Silly Sunday Market RFP Submission 2019

Park City Municipal Corporation

REQUEST FOR PROPOSALS (RFP) FOR *Fourth of July Event Planner* *For the 2019, 2020 and 2021 Park City Fourth of July Celebration*



The Park City Fourth of July Celebration is an elevated celebration of our nation's birthday and our unique community. The daylong event is an important cultural event for Park City. Throughout the day, a variety of local family oriented activities are offered including a parade, entertainment, games, and fireworks. The event appeals to broader, regional audiences and engages the local community.

Contact:

Chris Phinney, Special Events Coordinator
chris.phinney@parkcity.org

NOTICE
REQUEST FOR PROPOSALS
Park City Municipal Corporation
Fourth of July Event Planner for the
2019, 2020 and 2021 Park City Fourth of July Celebration

PROPOSALS DUE: By 10:00 a.m. MST, Monday 29, 2019

PROJECT NAME: Fourth of July Event Planner for the 2019, 2020 and 2021 Park City Fourth of July Celebration

RFP AVAILABLE: Wednesday, April 24, 2019, at 5:00 p.m. MST

PROJECT LOCATION: Various locations – Park City Main Street, City Park, and others as required by the nature of the event.

PROJECT DESCRIPTION:

Park City Municipal Corporation seeks proposals from event planners to assist with the planning, logistics, and operations of the Park City Fourth of July Celebration, for 2019, 2020, and 2021. Experience in organizing large scale public events is desired. This is a one (1) year agreement, which may be renewed for an additional two (2) years for 2020 and 2021,

PROJECT DEADLINES:

Complete Proposals Due: By 10:00 a.m. MST, Monday, April 29, 2019

Project completion: Wednesday, July 31, 2019

Questions: All questions shall be submitted in writing via email to chris.phinney@parkcity.org by 10:00 a.m. MST, Friday, April 26, 2019. Responses will be returned and posted by 5:00 p.m. MST, Friday, April 26, 2019.

OWNER: Park City Municipal Corporation
P.O. Box 1480
Park City, UT 84060

CONTACT: Chris Phinney, Special Events Coordinator
Park City Municipal Corporation
chris.phinney@parkcity.org

Park City reserves the right to reject any or all proposals received. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City. Proposals lacking required information will not be considered.

In the absence of the project manager, proposals should be dropped off to the City Recorder, located at 445 Marsac Avenue, Third Floor – Executive Department, Park City, UT 84060.

I. INTRODUCTION

Park City Municipal Corporation (“PCMC”) seeks proposals from event planners to assist with the planning, logistics, and operations of the Park City Fourth of July Celebration, for the years 2019, 2020 and 2021. PCMC seeks proposals from event planners who will manage various aspects of this event, including organization of the parade, volunteer management, securing vendors, entertainment, planning, logistics, and execution of this event in coordination with PCMC staff. Experience in coordinating and managing large scale public events is desired. The total project maximum funds available are Twenty Thousand Dollars (\$20,000.00) annually.

II. PROJECT SCOPE



Park City Fourth of July Celebration Information:

The Fourth of July Event Planner Project Scope is reflected on [Exhibit “A”](#) attached hereto and made a part hereof.

The Event Planner that is selected shall work with City staff on all matters of the project including budgetary considerations, project timelines, accessibility, obtaining required City, County, and State permits, and other items that pertain to the coordination of the project, including coordinating with local businesses and organizations.

The Event Planner will manage the event's volunteers, parade participants and logistics, and City Park vendors (including public facilities such as restrooms, trash and recycling, entertainment, children's activities, food and beverage, and rugby tournament activities) in coordination with City staff.

The Event Planner will also coordinate with other events and activities going on in conjunction with the City's sponsored events such as concerts, the Fourth of July 5K, volleyball tournament, and the fireworks display at Park City Mountain Resort Base.

III. FUNDING

The total project maximum funds available are Twenty Thousand Dollars (\$20,000.00) annually. Funding for this project comes from the Summit County Restaurant Tax Grant which was awarded to Park City Municipal Corporation. All submissions must include a proposed budget or fee schedule. The budgets or proposed fee schedule must include all costs, including performance of the services specified.

IV. CONTENT OF PROPOSAL

Proposals will be evaluated on the Selection Criteria as well as the Project Goals and Event Planner Requirements listed below.

Project Goals:

Event Planner Requirements:

- The Event Planner will demonstrate strong organizational skills and be responsible for coordination of event planning, logistics, and execution. Experience managing and coordinating large-scale public events is required.
- Experience in obtaining Utah Department of Alcoholic Beverage Control permits, interactions, enforcement and compliance is required.
- The Special Event will take place on July 4th. The project will require working late and early hours for event preparations and breakdown, in addition to planning and meeting requirements between May 1 and July 31. It is the responsibility of the Event Planner to coordinate and manage vendors, entertainment, labor, and equipment required for event execution as part of the stipend. The City has a separate budget for the cost of event operations, which is not included in the Event Planner scope. The Event Planner will coordinate all aspects of the scope of the project with Park City Municipal Corporation's Special Events Department.
- Physical demands are required for this project. While performing the duties of this job, the Event Planner is frequently required to sit, stand, walk, run, talk and hear. Additionally, they are required to use hands to handle or operate objects, controls, or tools. The Event Planner must occasionally be able to lift and or move more than forty (40) pounds.
- The physical demands and work environments described here are representative of those that must be met by the Event Planner to successfully perform the essential functions of the project. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Accommodations will be examined on a case-by-case basis.
- Work is performed both in a climate controlled office setting, as well as performed in vehicles and outdoor settings, in all weather and temperature conditions. The work performed will require small amounts of travel to and from meetings, trainings, or public engagements. The tasks may involve periodic stressful situations.
- The Event Planner must act professionally. They are responsible for answering emails and phone calls in a timely manner. The Event Planner will use their own personal cell phone, computer, and email for tasks as outlined in the scope.

- The Event Planner will coordinate directly with the Special Events staff for the project. The selected Event Planner should be prepared to demonstrate a willingness to work collaboratively with a large team comprised of both City staff and community partners. This should include the ability to establish and maintain effective working relationships with employees, other divisions, and the public with effective communications (both orally and written).
- The ability to work independently and handle multiple tasks simultaneously, as well as the ability to organize projects, manage vendors, meet deadlines, and coordinate between various individuals is required.

The following listed criteria are used as guidelines during the review of proposals. The list is not in order of priority; some criteria will receive more weight than others.

Selection Criteria:

Proposals will be judged on practical terms such as:

- Clarity of proposal and thoroughness of response (completeness of package)
- Adherence to the annual maximum budget of Twenty Thousand Dollars (\$20,000.00).
- Experience needed to undertake the coordination and execution of the project within the aggressive timeline. This includes the ability to work with a team of individuals including various City staff, and community-related public relation opportunities that may arise during the project.
- Professional References – Applicants should list and provide contact information for at least three (3) references.
- If utilizing third parties for completing the project, list what portion of the project will be completed by third parties and the name, if known, of the third parties.
- **The nature and extent of requested changes to our standard contract (i.e., unwillingness to comply with insurance/indemnity provisions) counts against the bidder.**
- Price may not be the sole deciding factor.

The finalist(s) will be evaluated in part for their potential ability to work with the project stakeholders and their capacity to evolve significant and well integrated solutions. **Any changes to the nature of or regarding the extent of requested changes to the standard contract should be submitted in writing prior to submitting a proposal.**

Park City Municipal Corporation reserves the right to reject any and all proposals for any reason. Proposals lacking required information will not be considered. All submittals shall be public records in accordance with government records regulations (“GRAMA”) unless otherwise designated by the applicant pursuant to UCA §63G-2-309, as amended. The award of contract is subject to approval by City Council.

Park City Municipal Corporation reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding contract award and reserves the right to accept or reject any or all proposals submitted pursuant to this request for proposals. Park City will provide respondents written notice of any cancellation and/or modification. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City

ANY INQUIRIES RELATED TO INDEMNIFICATION OR INSURANCE PROVISIONS CONTAINED IN PARK CITY MUNICIPAL CORPORATION'S STANDARD AGREEMENT MUST BE SUBMITTED TO PARK CITY MUNICIPAL CORPORATION NO LATER THAN THE PROPOSAL/SUBMITTAL DEADLINE. PARK CITY MAY, IN ITS SOLE DISCRETION, CONSIDER SUCH INQUIRIES. ANY CHANGES TO PARK'S CITY'S STANDARD INSURANCE AND INDEMNIFICATION PROVISIONS SHALL BE APPROVED IN PARK CITY'S SOLE DISCRETION.

V. SELECTION PROCESS

The Selection Committee includes the following representatives:

Selection Committee Members: City Staff

- **Department Staff:** Staff members from the following departments will be represented on the Selection Committee: Special Events, Economic Development, Community Engagement, Building, Public Safety, and Transportation Planning.

Finalists may be invited to interview with members of the Selection Committee. The Selection Committee will recommend one finalist for the project. Proposals will be evaluated on the factors listed in Section IV, Content of Proposal. The Selection Committee's recommendations and award of contracts pursuant to this RFP are conditioned upon and subject to approval by the City Council.

Timeline

The schedule is contingent upon the City's project schedule and may be changed at any time.

The selection process will proceed on the following schedule:

- A. An optional pre-submission meeting will be held at 12:00 p.m. on Friday, April 26, 2019, at City Hall, 445 Marsac Avenue, Park City. Those who are interested in attending or participating must RSVP to Chris Phinney, no later than Thursday, April 24, 2019, at 5:00 p.m. MST. The pre-submission meeting is optional and not mandatory. The pre-submission meeting is subject to change

based on the coordination of the Project Manager and City Staff that need to be present.

- B. Proposals will be received by Park City **by 10:00 a.m. MST, Monday, April 29, 2019**, at the Special Events Office located at 445 Marsac Avenue, 3rd Floor, Park City, UT 84060. An electronic copy **must also** be submitted to chris.phinney@parkcity.org as a single PDF by 10:00 a.m. MST, Monday, April 29, 2019. Electronic submission cannot exceed eight (8) megabytes to the email address. If files are larger than the maximum size allowed, they may be submitted through a private Dropbox™ account directly to chris.phinney@parkcity.org and cannot be submitted to any other parties. It is the sole responsibility of the applicant to ensure the success of the electronic submission is completed prior to the deadline as stated above. Proposals lacking required information will not be considered.
- C. A Selection Committee comprised of City Staff, as described in Section V, will review all submitted RFPs. The Selection Committee will meet during the week of April 29, 2019.
- D. The Selection Committee may find it necessary to conduct interviews. All interviews for selection process will be conducted no later than April 29, 2019.
- E. Award of the contract is subject to approval by City Council. It is anticipated that City Council will vote on the contract award by Thursday, May 2, 2019.
- F. The Event Planner that is awarded the contract will be required to work within an aggressive timeline. The Event Planner will complete the entirety of the project no later than Wednesday, July 31, annually.

VI. PARK CITY MUNICIPAL STANDARD SERVICE PROVIDER AGREEMENT

The selected Event Planner will be required to enter into the City's standard Service Provider/Professional Service Agreement in a form to be approved by the City Attorney's Office (attached hereto as [Exhibit "B"](#)). Event Planners are advised to thoroughly read the attached sample agreement, as the selected Event Planner will be required to comply with its requirements.

ANY INQUIRIES RELATED TO INDEMNIFICATION OR INSURANCE PROVISIONS CONTAINED IN PARK CITY MUNICIPAL CORPORATION'S STANDARD AGREEMENT MUST BE SUBMITTED TO PARK CITY MUNICIPAL CORPORATION NO LATER THAN THE PROPOSAL/SUBMITTAL DEADLINE. PARK CITY MAY, IN ITS SOLE DISCRETION, CONSIDER SUCH INQUIRIES. ANY CHANGES TO PARK'S CITY'S STANDARD INSURANCE AND INDEMNIFICATION PROVISIONS SHALL BE APPROVED IN PARK CITY'S SOLE DISCRETION.

Any Service Provider who contracts with Park City is required to have a valid Park City business license.

VII. INSURANCE REQUIREMENTS

The selected service provider will bear the risk of loss or damage. All insurance shall be reviewed and approved by the Park City Attorney's Office.

The coverage will provide protection for all operations by the Event Planner or any subcontractor or by anyone directly or indirectly employed by either of them.

Event Planners are advised to thoroughly read the sample Park City Municipal Corporation Service Provider/Professional Service Agreement attached hereto as [Exhibit "B"](#), as the selected Event Planner will be required to comply with its requirements.

VIII. SUBMISSION OF PROPOSALS

All Event Planners responding to the RFP must submit complete responses to the information requested in this section and must note any exceptions to any information contained in the RFP. Applicants shall present information in a clear and concise manner following the format listed below. Proposals lacking required information will not be considered.

A. Proposal

1. Cover Page: List the Event Planner name(s), project name, contact information including, but not limited to, email, phone number, and mailing address. Additional information may also include web address, social media links, or other contact information.

2. Proposal: Describe your proposal for the project. Explain the proposed budget, schedule, process, and method. Explain how your background relates to the scope of the project as outlined in this proposal. The description must state the length of time the proposal is valid.

3. Budget: Project costs will be considered during selection. The maximum amount allocated is Twenty Thousand Dollars (\$20,000.00) annually. Include a proposed fee schedule for the project. Budget refers to all costs anticipated to be incurred by the Event Planner for the scope of the project including, but not limited to, performance of the services specified, labor, insurance, and materials costs.

B. Statement of Qualifications

1. Bio. Information and brief resume(s) on the Event Planner.

2. References. Three (3) professional references (particularly if you have completed any large scale event planning). Please provide names and contact information, including phone number and email.

Interested individuals and/or firms must submit their Proposal and Statement of Qualifications by 10:00 a.m. MST, Monday, April 29, 2019.

Please submit one (1) set of the Proposal and Statement of Qualifications. Provide your projected budget as an attachment to your Proposal and Statement of Qualifications. To be considered, one (1) proposal must be received at the Park City Special Events Office, 445 Marsac Avenue, 3rd Floor, P.O. Box 1480, Park City, UT 84060 by 4:00 p.m. MST, Friday, April 26, 2019.

AND

One (1) electronic copy must be submitted. In this instance, all electronic proposals should be saved as a single PDF and may not include any additional attachments. Electronic submission cannot exceed eight (8) megabytes to the email address. If files are larger than the maximum size allowed, they may be submitted through a private Dropbox™ account directly to chris.phinney@parkcity.org and cannot be submitted to any other parties. It is the sole responsibility of the applicant to ensure the success of the electronic submission is completed prior to the deadline as stated above. Electronic proposals with additional support documents or materials will not be accepted. The electronic submissions must be received via email to chris.phinney@parkcity.org by 10:00 a.m. MST, Monday, April 29, 2019.

Limit the response to fifteen (15) pages of written material including any visual material and budget. Please be concise. The page count does not include index, dividers, or separation sheets that contain no information. Please do not place proposals in binders or binding products - you may staple or paperclip. Submit all proposals in one envelope or package.

Proposals must be mailed or hand-delivered and submitted electronically to:

Park City Municipal Corporation
Attn: Chris Phinney, Special Events Coordinator
Request for Proposal- Event Planner 4th of July Event
(hand delivery) 445 Marsac Avenue, Special Events Office- 3rd Floor
(mailed) P.O. Box 1480, Park City, UT 84060

AND

chris.phinney@parkcity.org

The envelope/package must indicate the Event Planner making the submittal and be addressed as stated above. When submitting electronically, please include the project name as stated for this RFP in the subject line.

Faxed proposals will not be accepted.

All costs related to the preparation of the proposals and any related activities are the sole responsibility of the Event Planner. The City assumes no liability for any costs incurred by offerors throughout the entire selection process.

Requests for Additional Information

Any questions concerning the submittal or the project shall be sent in written form via email inquiry to the attention of Chris Phinney, at Park City Municipal Corporation, at chris.phinney@parkcity.org by 10:00 a.m. MST, Friday, April 26, 2019 Responses will be returned and posted by 5:00 p.m. MST, , Friday, April 26, 2019.

IX. PREPARATION OF PROPOSALS

A. Failure to Read. Failure to Read the Request for Proposal and these instructions will be at the offeror's own risk.

B. Cost of Developing Proposals. All costs related to the preparation of the proposals and any related activities are the sole responsibility of the offerors. The City assumes no liability for any costs incurred by offerors throughout the entire selection process.

X. PROPOSAL INFORMATION

A. Equal Opportunity. The City will make every effort to ensure that all offerors are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

B. Proposal Ownership. All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of the City and will not be returned to the offerors.

C. Rejection of Proposals. The City reserves the right to reject any or all proposals received. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

D. No proposal shall be accepted from, or contract awarded to, any person, firm, or corporation that is in arrears to the City, upon debt or contract or that is a defaulter, as surety or otherwise, upon any obligation to the City, or that may be deemed irresponsible or unreliable by the City. Offerors may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFP.

E. Park City Municipal Corporation's policy is, subject to Federal, State, and local procurement laws, to make reasonable attempts to support Park City businesses by purchasing goods and services through local vendors and service providers.

F. If bidder utilizes third parties for completing RFP requirements, list what portion of RFP will be completed by third parties and the name, if known, of the third party.

EXHIBIT “A”

SCOPE OF SERVICES

The Fourth of July Event Planner Scope of Service includes providing the following tasks:

Vendor Coordination – Under the supervision of the Special Events Department, the Event Planner is responsible for coordinating vendors for City Park activities, including, but not limited to:

- Soliciting Event Sponsors;
- Vendor Coordination Meetings;
- Mandatory Vendor Final Pre-Event Meeting;
- Coordination of all Activity Providers – Rugby, 5K Run, Parade, Volleyball, Breakfast, BBQ, Kids & Family Games, Fireworks etc.
- Securing Entertainment for Park and Parade;
- First Aid/Lost and Found, Park Access/Security;
- Public Services such as temporary trash, recycling, and restrooms, in coordination with environmental sustainability standards, as well as other utility, power and stage/temporary material or structure set up;
- Residential and Parking Mitigation in coordination with Transportation Planning; and
- Park Activity Volunteer Coordination.

Parade & Participant Coordination – Under the supervision of the Special Events Department, the Event Planner is responsible for coordinating the 4th of July Parade, including, but not limited to:

- Mandatory Parade Participant Pre-Event Meeting;
- Managing parade application entries;
- Securing parade entertainment (including musical entertainment & flyover);
- Participating in the parade selection/coordination committee;
- Organizing parade entrant line up (order of parade applicants);
- Coordination of Parade volunteers;
- Coordinating with other activities or events that may be political in nature (first amendment activities);
- Coordinating with other activities or events that may be permitted within City or County jurisdictions to ensure the best possible outcome for transportation planning;
- Managing parade course including coordination of emcee/public relations, street closures, drop off, pick up, and parking, in coordination with transportation planning and community engagement; and
- Participating in parade safety and security planning.

Fireworks & Evening Event Coordination – Under the supervision of the Special Events Department, the Event Planner is responsible for coordinating the 4th of July fireworks and evening events, including but not limited to:

- Coordinating with other activities or events that may be permitted within City or County jurisdictions to ensure the best possible outcome for transportation planning;
- Coordinating the event with transportation planning – both for traffic ingress and egress, bus, bike, and walk promotions, transit and taxi/rideshare coordination; and
- Afternoon/ evening activities and firework coordination at Park City Mountain Resort Base.

Volunteer Coordination - Under the supervision of the Special Events Department, the Event Planner is responsible for coordinating the 4th of July volunteers, including, but not limited to:

- PR and outreach for volunteers;
- Mandatory Volunteer Pre-Event/Appreciation Meeting;
- City Park Vendor Activities;
- Parade Course and Participants;
- Post Event Clean Up; and
- PR and outreach.

An anticipated schedule of work requirements for the Event Planner is outlined below.

Weekly Schedule	Hours of Work Expected	Days of the week Work Expected	Expected Work Requirements
Week of May 5	10	Regular Work Week and Business Hours	Review of parade, volunteer and vendor applications
Week of May 12	10	Regular Work Week and Business Hours	Coordination Meetings, Release Parade Float & Volunteer Application
Week of May 19	10	Regular Work Week and Business Hours	Final Fee Reduction Announced, Coordination Meetings, Draft site plans, Draft 4th of July Transportation & Communications Plans Due
Week of May 26	10	Regular Work Week and Business Hours	Finalize all City Park Vendors
Week of June 2	10	Regular Work Week and Business Hours	Final DRAFT Site Plans, Parade Applications Due, Final DRAFT Transportation and Communication Plans Due
Week of June 8	20	Regular Work Week and Business Hours	Late Parade Applications Due, Finalize Volunteer Positions, FINAL Transportation and Communications Plans Due
Week of June 16	20	Regular Work Week as well as possible work on weekend and outside of normal business hours	Finalize parade line up, vendor and volunteer logistics, coordination meetings, ongoing city park and volunteer and event coordination, Transportation & Communications DRAFT Docx
Week of June 23	25	Regular Work Week as well as possible work on weekend and outside of normal business hours	Finalize all parade, and city park operations and logistics. This includes separate volunteer, parade and vendor information meetings. Full execution of Communications and Transportation
Week of June 30	40	Regular Work Week as well as possible work on weekend and outside of normal business hours	Event execution Sunday through Wednesday, Fourth of July requires up to 15 hours of work; this week includes event set up, execution and clean up. A Majority of the work is done outside of meetings and requires physical labor.
Week of July 7	20	Regular Work Week and Business Hours	Summary and debrief meetings
Week of July 14	10	Regular Work Week and Business Hours	Summary and debrief meetings
Week of July 21	5	Regular Work Week and Business Hours	Final debrief meetings
Week of July 28	5	Regular Work Week and Business Hours	Final wrap of event
Total Hours for the Project	195		

Additionally:

- Applicants must meet all Park City Municipal insurance requirements.
- Application must meet all Federal and State employer requirements.
- Applicants must include all expected equipment costs to perform the work in bid.
- Applicants must include what type of training hired employees receive, as well as a summary of training given to applicant's employees.
- Applicants must include all costs for personnel hourly rates.
- Applicants must include overtime rates and miscellaneous costs in bid.
- Applicants must include all costs and explanations of costs of any management or administrative fees.
- Applicant must include a statement of experience providing these services including the size of other events.

- A 2-hour mandatory pre-event meeting and training is required for volunteers, parade participants, and vendors and is required as part of the scope with PCMC staff, as included in scope above.

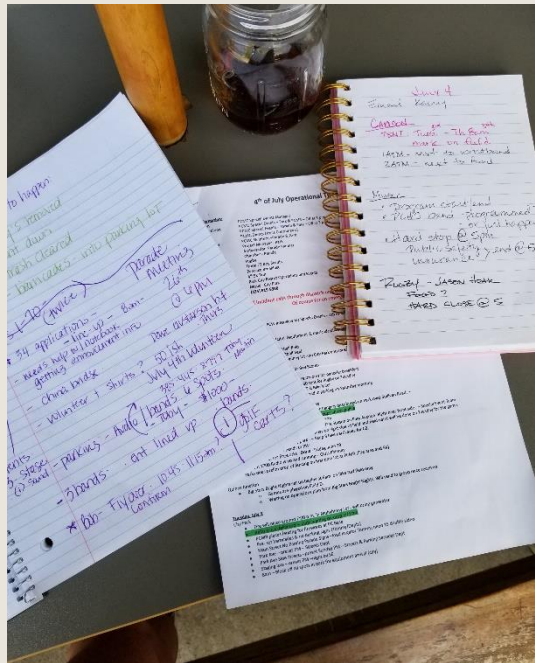
EXHIBIT “B”
PARK CITY MUNICIPAL CORPORATION
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Background

March 26, 2015	Special Events Update (page 8 – 29) / Minutes (page 1 & 2)
August 6, 2015	Fourth of July Managers Report (page 106 & 107)
October 6, 2016	Work Session 2016 Fourth of July Celebration Debrief / Minutes (page 4).
April 27, 2017	Professional Services Agreement to Provide Event Planning Services for the City during the 2017 Fourth of July Celebration

- In July of 2016, the City received a two year Restaurant Tax Grant allocation, during which the second year of the allocation stipulates that an Event Planner be hired to further streamline and organize the Fourth of July Celebration.

Park City July 4th Summer 2019 Proposal



Introduction – Team Park Silly



The Park Silly Sunday Market doesn't just throw a great street festival - we also help with other events in the area. Miners Day, Extreme Cup (soccer), Summit County Fair and in 2018, the programming of the Park City 4th of July.

Why Us? We have been in the event business for over 13 years. We have a team of highly skilled and trained individuals that know the ins and out of the city and the Park City community.

Event Coordinator: Kate McChesney (435) 714.4036
kate@parksillysundaymarket.com

4th of July – Programming & Coordinating



Park Silly will work directly with individual event coordinators to ensure a seamless day of fun for all attending!

- Volleyball Tournament
- 5k
- Rugby Tournament
- Party in the Park
- Kids Activities
- Food Vendors
- Music
- Beer Garden
- Parade
- Bike Valet
- Fireworks



Zero Waste & Sustainability Initiatives

- Recycle
- Free Water
- Plastic Bags
- Vendors doing their part



Bike Valet



- Hiring and maintaining Bike Valet



Volunteers



- Acquisition
- Management



Budget



Budget \$'s include pre-event, during event and post event timelines. Planning will start when contract is signed and will conclude once debrief is done post event.

Expense	Description	May 1 - July 15
Event Planner	Kate McChesney	\$ 5,000.00
Project Coodinator	Travis English	\$ 5,000.00
Production Manager	Michelle McDonald	\$ 5,000.00
Parade Coordinator	Joel Fine	\$ 5,000.00
Total Budget		\$ 20,000.00 ¹⁷⁵

Thank you!



We appreciate your consideration for the 4th of July event planning proposal. We look forward to helping make the 4th of July another success.

The Park Silly Market team.

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Michelle Kellogg

Submitting Department: Executive

Item Type: Resolution

Agenda Section:

Subject:

Request to Approve Resolution 07-2019, a Resolution Proclaiming May 11, 2019, as Arbor Day and Celebrating Park City's 26th Anniversary as a Tree City USA Community

Suggested Action:

Attachments:

[Arbor Day Staff Report](#)

[Arbor Day 2019 Resolution](#)

[Arbor Day Flier](#)



City Council Staff Report

Subject: Arbor Day Proclamation
Author: Michelle Kellogg
Department: Executive
Date: May 2, 2019
Type of Item: Administrative

Summary Recommendation

Approve the proposed resolution proclaiming May 11, 2019, as Arbor Day and celebrating Park City's 26th anniversary as a "Tree City USA Community."

Executive Summary

In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees. This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska. Arbor Day is now observed throughout the nation and the world.

The Opportunity

In consideration of requests received from the community to celebrate Arbor Day and in the spirit of our 26th anniversary as a Tree City USA, trees will be planted at Prospector Park and tree seedlings distributed to volunteers, beginning at 10:00 a.m.

Alternatives for City Council to Consider

Recommended Alternative: Staff recommends Council approve the proposed resolution in support of Arbor Day and being a Tree City USA community.

Pros

- a. The resolution demonstrates the City's support of planting trees in the City.
- b. The resolution promotes participation of cleaning up the community
- c. Supporting this resolution could result in increased awareness in the community.

Cons

- a. No increase in community awareness.

Consequences of Selecting This Alternative

Supporting this resolution will demonstrate that the City values the beauty of nature within the community.

2. Null Alternative: No material impact.

Department Review

Legal and Executive Departments

Funding Source

There are no commitments associated with this resolution.



Resolution No. 07-2019

RESOLUTION PROCLAIMING May 11, 2019, AS ARBOR DAY AND CELEBRATING PARK CITY'S 26th ANNIVERSARY AS A TREE CITY USA COMMUNITY

WHEREAS, Park City is committed to maintaining its natural trees and resources, demonstrated by the City Council's constant support of beautification projects and the enactment of codes specifically created to protect vegetation: and

WHEREAS, participation in the Tree City USA Program fosters community pride and creates a great environment to live and work and annual recognition demonstrates to residents and visitors that trees, conversation and the environment are an important part of life in our town; and

WHEREAS, the City Council, acting in the best interests of its citizenry, regard these enhancements as high priorities to enjoy and to ensure for future generations, and

WHEREAS, the National Arbor Day Foundation, in cooperation with the National Association of State Foresters and the USDA Forest Service, has named Park City as a Tree City USA for the 26th year, and

WHEREAS, in consideration of requests received from the community to celebrate Arbor Day and in the spirit of our 26th anniversary as a Tree City USA, trees will be planted at Prospector Park on May 11th and tree seedlings will be handed out to attendees.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council hereby proclaim May 11, 2019 as: ARBOR DAY IN PARK CITY, UTAH

The Mayor and City Council extend their appreciation of the exceptional service provided by Parks Department employees, who do an outstanding job every day of the year to ensure that Park City is a beautiful place to live, play and visit.

PASSED AND ADOPTED this 2nd day of May, 2019.

PARK CITY MUNICIPAL CORPORATION

Mayor Andy Beerman

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Mark D. Harrington, City Attorney

Come Celebrate Arbor Day

Saturday, May 11, 2019

10:00 a.m. - 1:00 p.m.

Prospector Park
2500 Wyatt Earp Way

Help us Plant Trees!

There's no better way to celebrate your city and Mother's Day, than by planting a tree in your mother's honor.

We will distribute tree seedlings to everyone who volunteers.



PARK CITY IS PROUD TO BE A TREE CITY FOR 26 YEARS!



Please wear protective clothing and bring gloves. We will be planting trees. Call Maria 435-615-5638

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Anne Laurent

Submitting Department: Community Development

Item Type: Staff Report

Agenda Section:

Subject:

Request to Authorize the City Manager to Execute an Emergency Design Professional Services Agreement with T-O Engineers, Inc. to Provide City Engineer Professional Services through April 2020 or Until a City Engineer is Hired in an Amount Not to Exceed \$200,000

Suggested Action:

Attachments:

[City Engineer Contract Services Staff Report](#)

[T-O Engineers Service Agreement](#)

City Council Staff Report



Subject: Design Professional Services Agreement to Provide City Engineer Services
Author: Anne Laurent, Director
Department: Community Development
Date: May 2, 2019
Type of Item: Administrative

Summary Recommendations:

Staff recommends City Council approve and ratify the City Manager's execution of an emergency Design Professional Services Agreement with T-O Engineers, Inc. to provide City Engineer professional services through April 2020 or until a City Engineer is hired in an amount not to exceed \$200,000.

Executive Summary:

The City Engineer is one of a handful of staff positions having specifically defined authority and responsibilities to fulfill within the Park City Municipal Code. Without a City Engineer, or a staff member who can fully meet the job description technical requirements, many customers seeking certain types of land use or building permit related approvals are on-hold until an appropriate candidate to fulfill these duties is selected and approved.

A professional recruitment firm conducted a recruitment effort in December 2018 but unsuccessful in filling the position. The recruitment will be re-activated this summer rather than during the height of our building permit activity. Therefore, staff issued a Request For Proposals (RFP) last month for Contract City Engineer Services and received three proposals. T-O Engineers scored the highest by the staff review committee due to their understanding of the scope of work and available staff to deliver the requested services.

The Problem:

The Engineering department is experiencing a transitional period as Community Development proceeds with recruitment for a City Engineer. The rate at which various developments are designing and constructing projects exceeds the Engineering Department's available resources, experience, and technical capabilities while absent a City Engineer. The City Engineer is specifically responsible for: reviewing, redlining, and signing plats; reviewing and accepting submitted technical documents related to development proposals and use of City property and public right-of ways; estimating and accepting guarantees and reimbursement of guarantees for public improvements; and making determinations for code exception/reasonable accommodations for unique circumstances and when the code allows.

Alternatives:

A. Approve the Request:

This alternative provides City Engineer services to be contracted for one year or until a City Engineer is hired and oversee engineering staff technical decisions. This is staffs recommendation.

Pros

- Customer development request and permit applications will be processed and not placed on hold.

Cons – None noted.

B. Deny the Request:

Pros – None noted.

Cons – Certain reviews, approvals, and determinations that are the responsibility of the City Engineer position cannot be made until the position is permanently filled.

Analysis:

Park City's Policies and Objectives (Part II – Contracting and Purchasing Policy), Section C, Paragraph D states, "Emergency contracts which require prompt execution of the contract because of an imminent threat to the safety or welfare of the public, of public property, or of private property; circumstances which place the City or its officers and agents in a position of serious legal liability; or circumstances which are likely to cause the City to suffer financial harm or loss, the gravity of which clearly outweighs the benefits of competitive bidding in the usual manner. The City Council shall be notified of any emergency contract which would have normally required their approval as soon as reasonably possible." Staff determined the circumstances abided by the outlined criteria and warranted immediate contracting with T-O Engineers. While the proposals of three engineering firms were reviewed to ensure adequate technical competency and availability to fulfill the City Engineer's role, the City Manager executed the agreement and authorized commencement of the work by the highest scoring proposer, T-O Engineers, prior to City Council approval. Should the City Council deny staff's recommendation, the existing contract with T-O Engineers will be terminated and T-O will be paid out for their work to date.

Department Review:

This report has been reviewed by Executive and the City Attorney's Office.

Funding Source:

The PSA with T-O Engineering will be paid from the Engineering Department's operating budget.

Recommendation:

Staff recommends City Council approve and ratify the City Manager's execution of an emergency Professional Services Agreement with T-O Engineers to provide City Engineer professional services through April 2020 or a City Engineer is hired in an amount not to exceed \$200,000.

Attachments:

Attachment 1: Signed Professional Services Agreement

PARK CITY MUNICIPAL CORPORATION DESIGN PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into as of this _____ day of _____, 2019, by and between **PARK CITY MUNICIPAL CORPORATION**, a Utah municipal corporation, ("City"), and **T-O ENGINEERS, INC.**, an Idaho S-corporation, ("Service Provider"), collectively, the City and the Service Provider are referred to as (the "Parties").

WITNESSETH:

WHEREAS, the City desires to have certain services and tasks performed as set forth below requiring specialized skills and other supportive capabilities;

WHEREAS, sufficient City resources are not available to provide such services and services are needed while recruitment for a City Engineer is continues;

WHEREAS, the City requires prompt execution of the contract because of an imminent threat to the safety or welfare of the public, of public property, or of private property. The contract requires City Council approval per the City's Contracts & Purchasing Policy. The item is scheduled to be presented to City Council on May 2, 2019.; and

WHEREAS, the Parties acknowledge that this contract will terminate: i) if City Council fails to approve it on May 2, 2019; or ii) as soon as a full-time City Engineer is appointed, unless otherwise agreed by the Parties; and

WHEREAS, the Service Provider represents that the Service Provider is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise, where required, to perform the services and/or tasks set forth in this Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the Parties hereto agree as follows:

1. SCOPE OF SERVICES.

The Service Provider shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as Service Provider responsibilities throughout this Agreement and as set forth in the "Scope of Services" attached hereto as "Exhibit A" and incorporated herein (the "Project"). The total fee for the Project shall not exceed **TWO HUNDRED THOUSAND**

DOLLARS (\$200,000.00).

The City has designated Anne Laurent, or his/her designee as City's Representative, who shall have authority to act in the City's behalf with respect to this Agreement consistent with the budget contract policy.

2. TERM.

No work shall occur prior to the issuance of a Notice to Proceed which cannot occur until execution of this Agreement, which execution date shall be commencement of the term and the term shall continue on a month-to-month basis until notice is provided pursuant to Paragraph 16 herein, regarding the appointment of a full-time City Engineer. The term shall not to exceed April 28, 2020, unless extended by mutual written agreement of the Parties. If for any reason the City Council does not approve the contract on May 2, 2019, the Parties acknowledge this Design Professional Services Agreement shall be null and void as of May 3, 2019.

3. COMPENSATION AND METHOD OF PAYMENT.

- A. Payments for services provided hereunder shall be made monthly following the performance of such services.
- B. No payment shall be made for any service rendered by the Design Professional except for services identified and set forth in this Agreement.
- C. For all "extra" work the City requires, the City shall pay the Design Professional for work performed under this Agreement according to the schedule attached hereto as "Exhibit B," or if none is attached, as subsequently agreed to by both Parties in writing.
- D. The Design Professional shall submit to the City Manager or her designee on forms approved by the City Manager, an invoice for services rendered during the pay period. The City shall make payment to the Design Professional within thirty (30) days thereafter. Requests for more rapid payment will be considered if a discount is offered for early payment. Interest shall accrue at a rate of six percent (6%) per annum for services remaining unpaid for sixty (60) days or more.
- E. The Design Professional reserves the right to suspend or terminate work and this Agreement if any unpaid account exceeds sixty (60) days.
- F. Design Professional acknowledges that the continuation of this Agreement after the end of the City's fiscal year is specifically subject to the City Council's approval of the annual budget.

PARK CITY MUNICIPAL CORPORATION DESIGN PROFESSIONAL SERVICES AGREEMENT

4. RECORDS AND INSPECTIONS.

- A. The Design Professional shall maintain books, records, documents, statements, reports, data, information, and other material with respect to matters covered, directly or indirectly, by this Agreement, including (but not limited to) that which is necessary to sufficiently and properly reflect all direct and indirect costs related to the performance of this Agreement, and shall maintain such accounting procedures and practices as may be necessary to assure proper accounting of all funds paid pursuant to this Agreement.
- B. The Design Professional shall retain all such books, records, documents, statements, reports, data, information, and other material with respect to matters covered, directly or indirectly, by this Agreement for six (6) years after expiration of the Agreement.
- C. The Design Professional shall, at such times and in such form as the City may require, make available for examination by the City, its authorized representatives, the State Auditor, or other governmental officials authorized by law to monitor this Agreement all such books, records, documents, statements, reports, data, information, and other material with respect to matters covered, directly or indirectly, by this Agreement. The Design Professional shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City may, at its discretion, conduct an audit at its expense, using its own or outside auditors, of the Design Professional's activities, which relate directly or indirectly to this Agreement.
- D. The City is subject to the requirements of the Government Records Access and Management Act, Chapter 2, Title 63G, Utah Code Annotated, 1953, as amended and Park City Municipal Code Title 5 ("GRAMA"). All materials submitted by Design Professional pursuant to this Agreement are subject to disclosure unless such materials are exempt from disclosure pursuant to GRAMA. The burden of claiming and exemption from disclosure rests solely with Design Professional. Any materials for which Design Professional claims a privilege from disclosure based on business confidentiality shall be submitted marked as "confidential - business confidentiality" and accompanied by a concise statement from Design Professional of reasons supporting its claim of business confidentiality. Generally, GRAMA only protects against the disclosure of trade secrets or commercial information that could reasonably be expected to result in unfair competitive injury. The City will make reasonable efforts to notify Design Professional of any requests

PARK CITY MUNICIPAL CORPORATION DESIGN PROFESSIONAL SERVICES AGREEMENT

made for disclosure of documents submitted under a claim of confidentiality. Design Professional specifically waives any claims against the City related to any disclosure of materials pursuant to GRAMA.

5. INDEPENDENT CONTRACTOR RELATIONSHIP.

- A. The Parties intend that an independent Design Professional/City relationship will be created by this Agreement. No agent, employee, or representative of the Design Professional shall be deemed to be an employee, agent, or representative of the City for any purpose, and the employees of the Design Professional are not entitled to any of the benefits the City provides for its employees. The Design Professional will be solely and entirely responsible for its acts and for the acts of its agents, employees, subcontractors or representatives during the performance of this Agreement.
- B. In the performance of the services herein contemplated the Design Professional is an independent contractor with the authority to control and direct the performance of the details of the work, however, the results of the work contemplated herein must meet the approval of the City and shall be subject to the City's general rights of inspection and review to secure the satisfactory completion thereof.

6. DESIGN PROFESSIONAL EMPLOYEE/AGENTS.

The City may at its sole discretion require the Design Professional to remove an employee(s), agent(s), or representative(s) from employment on this Project. The Design Professional may, however, employ that (those) individuals(s) on other non-City related projects.

7. HOLD HARMLESS INDEMNIFICATION AND ATTORNEY FEES. For services directly arising from the conceptual design and cost estimates for any extra work as agreed to in the attached Exhibit B, Paragraphs A and B below shall apply. For all other services performed in the attached Scope of Work as Exhibit A, Paragraph C shall apply.

- A. The Service Provider shall indemnify and hold the City and its agents, employees, and officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the City arising out of, in connection with, or incident to the execution of this Agreement and/or the Service Provider's negligent performance or failure to perform any aspect of this Agreement ; provided, however, that if such claims are caused by or result from the concurrent negligence of the City, its agents ,

PARK CITY MUNICIPAL CORPORATION DESIGN PROFESSIONAL SERVICES AGREEMENT

employees , and officers , this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Service Provider ; and provided further ,that nothing herein shall require the Service Provider to hold harmless or defend the City, its agents, employees and/or officers from any claims arising from the sole negligence of the City, its agents , employees, and/or officers. The Service Provider expressly agrees that the indemnification provided herein constitutes the Service Provider's limited waiver of immunity as an employer under Utah Code Section 34A-2- 105; provided, however, this waiver shall apply only to the extent an employee of Service Provider claims or recovers compensation from the City for a loss or injury that Service Provider would be obligated to indemnify the City for under this Agreement. This limited waiver has been mutually negotiated by the Parties, and is expressly made effective only for the purposes of this Agreement. The provisions of this section shall survive the expiration or termination of this Agreement.

- B. No liability shall attach to the City by reason of entering into this Agreement except as expressly provided herein.
- C. IMMUNITY AND INDEMNIFICATION. City, as a governmental entity, falls under the protections of the Utah Governmental Immunity Act. When the Service Provider is providing services to Client under this Agreement in the capacity of City Engineer, it is the express intent of the parties that the Service Provider, as Client's representative, will also be entitled to the protections of the Utah Governmental Immunity Act to the maximum permitted by law regarding claims by third parties. Also , each party agrees to indemnify, defend, and save harmless the other party from and against all claims, suits, expenses, and attorney fees for any injury or damage of any kind arising solely out of its own negligent acts and/or the errors or omissions of its officers, agents, contractors, or employees in the performance of this Agreement. The indemnification and liability provisions in this paragraph shall survive the expiration or termination of this Agreement.

8. INSURANCE.

The Design Professional shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Design Professional, their agents, representatives, employees,

PARK CITY MUNICIPAL CORPORATION DESIGN PROFESSIONAL SERVICES AGREEMENT

or subcontractors. The Design Professional shall provide a Certificate of Insurance evidencing:

- A. General Liability insurance written on an occurrence basis with limits no less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) aggregate for personal injury, bodily injury and property damage.

The Design Professional shall increase the limits of such insurance to at least the amount of the Limitation of Judgments described in Section 63G-7-604 of the Governmental Immunity Act of Utah, as calculated by the state risk manager every two years and stated in Utah Admin. Code R37-4-3.

- B. Automobile Liability insurance with limits no less than Two Million Dollars (\$2,000,000.00) combined single limit per accident for bodily injury and property damage.
- C. Professional Liability (Errors and Omissions) insurance with annual limits no less than One Million Dollars (\$1,000,000.00) per occurrence. If written on a claims-made basis, the Design Professional warrants that the retroactive date applicable to coverage precedes the effective date of this agreement; and that continuous coverage will be maintained for an extended reporting period and tail coverage will be purchased for a period of at least three (3) years beginning from the time that work under this agreement is complete.
- D. Workers Compensation insurance limits written as follows:
Bodily Injury by Accident Five Hundred Thousand Dollars (\$500,000.00) each accident; Bodily Injury by Disease Five Hundred Thousand Dollars (\$500,000.00) each employee, Five Hundred Thousand Dollar (\$500,000.00) policy limit.
- E. The City shall be named as an additional insured on general liability and auto liability insurance policies, with respect to work performed by or on behalf of the Design Professional and a copy of the endorsement naming the City as an additional insured shall be attached to the Certificate of Insurance. Should any of the above described policies be cancelled before the expiration date thereof, Design Professional shall deliver notice to the City within thirty (30) days of cancellation. The City reserves the right to request certified copies of any required policies.
- F. The Design Professional's insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is

PARK CITY MUNICIPAL CORPORATION DESIGN PROFESSIONAL SERVICES AGREEMENT

made or suit is brought, except with respect to the limits of the insurer's liability.

9. TREATMENT OF ASSETS.

Title to all property furnished by the City shall remain in the name of the City and the City shall become the owner of the work product and other documents, if any, prepared by the Design Professional pursuant to this Agreement (contingent on City's performance hereunder).

10. COMPLIANCE WITH LAWS AND WARRANTIES.

- A. The Design Professional, in the performance of this Agreement, shall comply with all applicable federal, state, and local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services.
- B. Unless otherwise exempt, the Design Professional is required to have a valid Park City business license.
- C. The Design Professional specifically agrees to pay any applicable fees or charges which may be due on account of this Agreement.
- D. If this Agreement is entered into for the physical performance of services within Utah the Design Professional shall register and participate in E-Verify, or equivalent program. The Design Professional agrees to verify employment eligibility through E-Verify, or equivalent program, for each new employee that is employed within Utah, unless exempted by Utah Code Ann. § 63G-12-302.
- E. Design Professional shall be solely responsible to the City for the quality of all services performed by its employees or sub-contractors under this Agreement. Design Professional hereby warrants that the services performed by its employees or sub-contractors will be performed substantially in conformance with the standard of care observed by similarly situated companies providing services under similar conditions.

11. NONDISCRIMINATION.

- A. The City is an equal opportunity employer.
- B. In the performance of this Agreement, Design Professional will not discriminate against any qualified person in matters of

PARK CITY MUNICIPAL CORPORATION DESIGN PROFESSIONAL SERVICES AGREEMENT

compensation and other terms, privileges, and conditions of employment because of: race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age (40 or older), disability, genetic information, sexual orientation, gender identity, or protected expressions. Design Professional shall take such action with respect to this Agreement as may be required to ensure full compliance with local, State and federal laws prohibiting discrimination in employment.

- C. Design Professional will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age (40 or older), disability, genetic information, sexual orientation, gender identity, or protected expressions.
- D. If any assignment or subcontracting has been authorized by the City, said assignment or subcontract shall include appropriate safeguards against discrimination. The Design Professional shall take such action as may be required to ensure full compliance with the provisions in the immediately preceding paragraphs herein.

12. ASSIGNMENTS/SUBCONTRACTING.

- A. The Design Professional shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of the City, and it is further agreed that said consent must be sought in writing by the Design Professional not less than thirty (30) days prior to the date of any proposed assignment. The City reserves the right to reject without cause any such assignment. Any assignment made without the prior express consent of the City, as required by this part, shall be deemed null and void.
- B. Any work or services assigned hereunder shall be subject to each provision of this Agreement and property bidding procedures where applicable as set forth in local, state or federal statutes, ordinance and guidelines.
- C. Any technical/professional service subcontract not listed in this Agreement, must have express advance approval by the City.

PARK CITY MUNICIPAL CORPORATION DESIGN PROFESSIONAL SERVICES AGREEMENT

- D. Each subcontractor that physically performs services within Utah shall submit an affidavit to the Design Professional stating that the subcontractor has used E-Verify, or equivalent program, to verify the employment status of each new employee, unless exempted by Utah Code Ann. § 63G-12-302.

13. CHANGES.

Either party may request changes to the scope of services and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and signed by both Parties. Such amendments shall be attached to and made part of this Agreement.

14. PROHIBITED INTEREST, NO THIRD PARTY RIGHTS AND NO GRATUITY TO CITY EMPLOYEES.

- A. No member, officer, or employee of the City shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.
- B. Nothing herein is intended to confer rights of any kind in any third party.
- C. No City employee who has procurement decision making authority and is engaged in the procurement process, or the process of administering a contract may knowingly receive anything of value including but not limited to gifts, meals, lodging or travel from anyone that is seeking or has a contract with the City.

15. MODIFICATIONS TO TASKS AND MISCELLANEOUS PROVISIONS.

- A. All work proposed by the Design Professional is based on current government ordinances and fees in effect as of the date of this Agreement.
- B. Any changes to current government ordinances and fees which affect the scope or cost of the services proposed may be billed as an “extra” pursuant to Paragraph 3(C), or deleted from the scope, at the option of the City.
- C. The City shall make provision for access to the property and/or project and adjacent properties, if necessary for performing the services herein.

PARK CITY MUNICIPAL CORPORATION DESIGN PROFESSIONAL SERVICES AGREEMENT

16. TERMINATION.

- A. Either party may terminate this Agreement, in whole or in part, at any time, by at least thirty (30) days' written notice to the other party. Additionally, upon the appointment of a full-time City Engineer, the City may terminate this Agreement by giving fourteen (14) days' written notice to the Design Professional. If the Design Professional has any property in its possession belonging to the City, the Design Professional will account for the same, and dispose of it in a manner directed by the City.
- B. If the Design Professional fails to perform in the manner called for in this Agreement, or if the Design Professional fails to comply with any other provisions of the Agreement and fails to correct such noncompliance within three (3) days' written notice thereof, the City may immediately terminate this Agreement for cause. Termination shall be effected by serving a notice of termination on the Design Professional setting forth the manner in which the Design Professional is in default. The Design Professional will only be paid for services performed in accordance with the manner of performance set forth in this Agreement.

17. NOTICE.

Notice provided for in this Agreement shall be sent by certified mail to the addresses designated for the Parties on the last page of this Agreement. Notice is effective upon the date it was sent, except that a notice of termination pursuant to paragraph 16 is effective upon receipt. All reference to "days" in this Agreement shall mean calendar days.

18. ATTORNEYS FEES AND COSTS.

If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in connection with that action or proceeding.

19. JURISDICTION AND VENUE.

- A. This Agreement has been and shall be construed as having been made and delivered within the State of Utah, and it is agreed by each party hereto that this Agreement shall be governed by laws of the State of Utah, both as to interpretation and performance.

PARK CITY MUNICIPAL CORPORATION DESIGN PROFESSIONAL SERVICES AGREEMENT

- B. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement, or any provisions thereof, shall be instituted and maintained only in any of the courts of competent jurisdiction in Summit County, Utah.

20. SEVERABILITY AND NON-WAIVER.

- A. If, for any reason, any part, term, or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- B. If it should appear that any provision hereof is in conflict with any statutory provision of the State of Utah, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform in such statutory provisions.
- C. It is agreed by the Parties that the forgiveness of the non-performance of any provision of this Agreement does not constitute a subsequent waiver of the provisions of this Agreement. No waiver shall be effective unless it is in writing and signed by an authorized representative of the waiving party.

21. ENTIRE AGREEMENT.

The Parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both Parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both Parties recognize time is of the essence in the performance of the provisions of this Agreement.

**PARK CITY MUNICIPAL CORPORATION
DESIGN PROFESSIONAL SERVICES AGREEMENT**

IN WITNESS WHEREOF the Parties hereto have caused this Agreement to be executed the day and year first hereinabove written.

PARK CITY MUNICIPAL CORPORATION, a
Utah municipal corporation
445 Marsac Avenue
Post Office Box 1480
Park City, UT 84060-1480

Diane Foster, City Manager

Attest:

City Recorder's Office

Approved as to form:

City Attorney's Office

T-O ENGINEERS, INC., an Idaho S-
corporation
2471 S. Titanium Place
Meridian, ID 83642

Tax 10#: 82-0391201
PC Business License# B-015833

Signature

Printed name

Title

STATE OF UTAH)

Professional Service Agreement (Design Professional)

Revised 05.08.2018

**PARK CITY MUNICIPAL CORPORATION
DESIGN PROFESSIONAL SERVICES AGREEMENT**

COUNTY OF SUMMIT) ss.
)

On this _____ day of _____, 2019, personally appeared before me _____, whose identity is personally known to me/or proved to me on the basis of satisfactory evidence and who by me duly sworn/affirmed, did say that he/she is the _____ (*title or office*) of **T-O ENGINEERS, INC.**, an Idaho S-corporation, by authority of its Bylaws/Resolution of the Board of Directors, and acknowledged that he/she signed it voluntarily for its stated purpose as _____ (title) for **T-O Engineers, Inc.**, an Idaho S-corporation.

Notary Public

PARK CITY MUNICIPAL CORPORATION DESIGN PROFESSIONAL SERVICES AGREEMENT

EXHIBIT “A” SCOPE OF SERVICES

I. Introduction

Park City Municipal Corporation (“City”) has had a vacancy in the City Engineer position since September, 2018. Contract City Engineer services were contracted on a short term basis while a national recruitment was underway. To date, the recruitment has not resulted in filling the position. The purpose of this Request for Proposal is to continue providing City Engineer services as a contracted service for up to twelve (12) months with the potential of two one-year extensions.

II. Scope of Project

The contracted City Engineer will provide services for the City consistent with the City Engineer’s duties and responsibilities described within the job description (available upon request), with the exception of daily staff management and supervision, the Park City Municipal Code ([link](#)), and as follows:

General

The contracted City Engineer service provider will provide detailed review of all submitted development land use, building and engineering department issued permit applications for compliance with the applicable federal, state and Park City codes and standards, including review of submitted geotechnical and traffic reports, site grading, storm water calculations, FEMA flood plain, SWPPP, utility (surface and sub-surface) placement, and any other applicable environmental and/or physical constraints. Review comments shall be written and provided to the applicant in a timely manner that meets the State of Utah requirements for plan review.

Coordination

The contracted City Engineer service provider will provide coordinated designs and review comments with the City’s internal departments, UDOT, adjacent municipalities, Park City Fire District, Snyderville Basin Water Reclamation District (SBWRD), Rocky Mountain Power, Dominion Energy, Comcast, Century Link, Allwest, and any future franchised utilities or partner regulating agency as necessary to resolve potential conflicts as necessary.

Meetings

Attendance at Park City Planning Commission, City Council, Development Review Committee (DRC), and project coordination meetings is expected when requested. One-on-one meetings with development applicants and land owners will be by appointment when present at City Hall.

EXHIBIT “A”

PARK CITY MUNICIPAL CORPORATION DESIGN PROFESSIONAL SERVICES AGREEMENT

SCOPE OF SERVICES (CONTINUED)

Inspections

Provide on-site inspections and reporting of active construction sites as requested.

Provide applicable material or soil compaction testing when needed for conformance with Park City codes and standards.

Additional services:

- Coordination with other departments on projects or emergency needs
- Design and construction oversight of City improvement projects
- Code review/construction standards revisions
- MS4 support
- Floodplain management oversight
- Preliminary or final design of City projects
- Inspections of City facilities

Approach

T-O has been serving as the City Engineer since October 2018. In that time, we have developed a familiarity with city staff, as well as developed a work flow for the building permit and subdivision/plat processes. In addition, we have participated in many City meetings, including FEMA mapping updates, low income housing alternatives, code revisions, and standard updates. If selected for this longer term agreement, we hope to continue the things that are working well and expand our involvement in some of the longer term goals of the City.

In addition to keeping up with the building permits and platting requirements we plan to:

- a. Work with staff to develop a comprehensive capital improvement plan based on the master plans from the individual utilities. This will help the City better plan future capital projects to maximize value and minimize the inconvenience of construction to the community by combining water, storm drain, transportation and even sewer projects into one construction area at a time.
- b. Work with the City to develop ordinances to support the stormwater program and assist with other components of the stormwater development to ensure compliance with the state permit.
- c. Continue to work with water and transportation departments to improve the relationship between the departments and the City Engineer's office for many reasons, including streamlining the review process and looking for opportunities for

the Engineer's office to help with design of small projects.

- d. Develop updated design and construction standards for the City, including developing one location/resource for design professionals to find all the necessary City requirements and standards.
- e. Provide preliminary engineering for various City projects, update construction estimates, and provide recommendations on project prioritization.
- f. Work with developers throughout the City to find projects that improve the City's transportation limitations and further other City goals through cooperative funding where possible.
- g. Provide an increased presence on construction projects and site inspections.
- h. Continue to develop City staff's capabilities in design and act as a reference for Corey's future PE requirements.
- i. Other City projects as directed by the City.

To meet the City's needs, we anticipate Ryan will be in the office for the majority of two days a week with Jeremy serving as backup if Ryan is out of the office for an extended time. Reid will plan to be in the office most of the day once a week to provide building reviews, plat coordination, update of specifications (initially), and provide additional staffing for specific engineering projects. Gary and Anne will provide review of plats and will be available in the office, as needed, to meet with the public and planning regarding the plat reviews. Anne and Edison will be available for additional engineering resources and for construction inspections when needed. Additional staff will be provided for specific tasks as needed.

EXHIBIT "A"

PARK CITY MUNICIPAL CORPORATION DESIGN PROFESSIONAL SERVICES AGREEMENT

SCOPE OF SERVICES (CONTINUED)

Contracted City Engineer provider services will have a physical presence at City Hall of the assigned staff Tuesday through Thursday each week except for recognized holidays when the City offices are closed. Anticipate an average spending rate of Fifteen Thousand Dollars (\$15,000.00) per month that will vary depending on the building permit work volume (busy months are mid-April through mid-October) and Twenty Thousand Dollars (\$20,000.00) miscellaneous City project engineering design support services for a not-to-exceed one (1) year contract amount of Two Hundred Thousand Dollars (\$200,000.00). Hourly rates will be invoiced at the rates as follows:

T-O ENGINEERS FUNCTIONAL FEE SCHEDULE PROFESSIONAL SERVICES Effective February 1, 2019

I.	PERSONNEL	
	Principal/Project Manager	\$200.00/hour
	Project Manager	\$180.00/hour
	Construction Manager	\$150.00/hour
	Project Engineer	\$115.00/hour
	Staff Engineer	\$100.00/hour
	Inspector/Technician	\$80.00/hour
	Information Technology	\$110.00/hour
	Administrative	\$70.00/hour
II.	LANDSCAPE ARCHITECT	
	Landscape Architect	\$120.00/hour
III.	SURVEYING	
	Survey Manager	\$160.00/hour
	Staff Surveyor	\$90.00/hour
	Survey Technician	\$75.00/hour
IV.	COMPUTER HARDWARE & SOFTWARE	
	Total Station	\$10.00/hour
	Drill and Generator	\$80.00/day
	GPS, Robotics	\$55.00/hour
	Property Database Research	\$50.00/hour
	CADD and Other Technical Uses	\$5.00/hour
V.	REPRODUCTION	
	In-House Reproduction	Hourly Labor Rates Apply
	Outside Reproduction	Actual Cost

PARK CITY MUNICIPAL CORPORATION DESIGN PROFESSIONAL SERVICES AGREEMENT

VI.	MILEAGE	
	Vehicle	\$0.55-0.65/mile
	ATV Vehicle	\$5.00/hour
VII.	OTHER DIRECT CHARGES	
	Direct costs for material or services incurred for project	Actual Cost

Notes: 1. When employees perform work that requires overtime, the billing rate for that overtime work will be increased to 130% of the rate established above. Overtime shall be defined as any work required of an employee in excess of 40 hours per week.

**PARK CITY MUNICIPAL CORPORATION
DESIGN PROFESSIONAL SERVICES AGREEMENT**

EXHIBIT “B”

PAYMENT SCHEDULE FOR “EXTRA” WORK

Any “extra” work shall be approved in advance in writing by the City and shall not exceed the fee reflected in Paragraph 1, Scope of Services.

The fees associated with any “extra” work will be in accordance with the Functional Fee Schedule reflected in Exhibit “A” herein.

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Nate Rockwood

Submitting Department: Budget, Debt & Grants

Item Type: Staff Report

Agenda Section:

Subject:

Discuss the Potential Use of Space at 1685 Bonanza Drive
(A) Public Input

Suggested Action:

Review building space use proposal and make recommendation

Attachments:

[City Space Use Staff Report](#)

[Exhibit A: MuSE PC Proposal](#)

[Exhibit B: Library Room Use and Rental Policy](#)



City Council Staff Report

Subject: Use of City Space – MuSE PC Proposal
Author: Nate Rockwood
Department: Budget, Debt and Grants Department
Date: May 2, 2019
Type of Item: Administrative

Summary Recommendation

City Council should review the proposal from MuSE PC for the temporary use of space at 1685 Bonanza Drive on Wednesday, Thursday and Friday evenings from 6 – 10 PM as a creative community music space for facilitated gatherings of local and regional songwriters. These gatherings would be hosted by MuSE PC and staffed by volunteers. The gatherings anticipate groups or participants between 10 to 30 people.

Analysis

The City is currently in the process of designing a new Arts and Culture district in Bonanza Park. The City purchased the Bonanza Park East property in 2018. The development will include a complete demolition and redevelopment of the entire property acquired by the City. The majority of the buildings on site are currently occupied and leases have been extended to March 31, 2020. The first floor of the building at 1685 Bonanza Dr. is currently unoccupied. While the majority of the space on the first floor would require significant improvement for occupancy, the north room, referred to as Suite 101, is in decent shape and could be used for temporary occupancy until demolition occurs.

City staff has been working with different arts groups and organizations on potential uses of City spaces in the newly created arts and culture district. The Muse PC proposal would act as a good test of a potential arts and culture use in the community. Participation in the proposed programming would be helpful in understanding how music could play a role in the new district. The programming that is proposed is a kind of music incubator and songwriter development program. The use of City space would provide a consistent time and location for the proposed uses, which would increase more consistent participation. All activities would be free and open to the public as outlined in the proposal.

The City has also been working with the PCSC Arts Council on potential uses and activation activities for the public spaces in the new district. City staff will work with the Arts Council on any potential additional temporary arts and culture uses of the building space or the surrounding site until redevelopment begins. These activities could potentially benefit and be coordinated with Kimball Art Center events.

The use of the space would be treated similar to the community room use and rental agreement used at the library (the policy is attached as a reference, the use and rental

policy for the 1685 Bonanza space will be adjusted to match the needs of the proposal and the function of the Bonanza Dr. facility). The proposed use would fall into the Group 1 activity type. The final agreement will be in a form approved by the City Attorney's Office.

Funding Source

The proposed programming would be staffed by volunteer. There would be minimal city staff time required. The costs associated with the space would be minimal. The only improvement cost would be to install a lockable door in the framed doorway between 1685 Bonanza Suite 101 and Suite 100.

Attachments

Exhibit A: MuSE PC – Proposal

Exhibit B: PC Library Room Use and Rental Policy

MuSE PC

1685 Bonanza Drive Space Proposal

Proposed uses of the space:

Song Circles:

A gathering of song writers to present recently completed work or works in progress, for the purpose of receiving feedback from other participating song writers and attendees.

Anticipated Day and Time: Wednesday Evenings 6 - 10 p.m.

Anticipated Attendance: 10 to 20 people

Anticipated Volunteers: Jody Whitesides, Bill McGinnis, Shannon Runyon

Open Mics:

A curated event for performers to present their works in a safe friendly environment. Open to all. Sets are two to three songs or ten to fifteen minutes depending on attendance. An open mic is not an open jam. May include electric guitar, minimal percussion, bass, or other instruments.

Anticipated Day and Time: Thursday Evenings 6 - 10 p.m.

Anticipated Attendance: 15 to 30 people

Anticipated Volunteers: Jody Whitesides, Casey Morgan

Special Events:

From time to time the opportunity will arise to bring to our community the talents of touring or local artists in a more spotlighted event in the form of workshops* or as a featured artist*.

Anticipated Day and Time: Friday Evenings [as scheduled] 6 - 10 p.m.

Anticipated Attendance: 20 to 40 people

Anticipated Volunteers: Bill McGinnis, Shannon Runyon

***Workshop:** A facilitated gathering that can cover a wide range of subjects from song writing to alternate tuning to recording technique to social networking for artist promotion. There is no end to workshop possibilities.

***Featured artist:** A performance featuring local, regional and touring artists of a high enough caliber to warrant a solo or ensemble performance. Any performance by a featured artist should also have a local artist who is up and coming and deserving of an opening slot.

Additional Volunteers:

These are folks who have offered to help facilitate these functions. Some are one night a month some offer more than one night a month.

Kate Vogle, Kristine Kinslow, Alicia Stockman, Doug Morgan, Sharon Novatrank, Franco Remar, Teresa Eggerton Cook

NEEDS & LOGISTICS: PA for Open Mic & Special Events (we'll provide), Folding chairs, and possible couch or two, Electricity, HVAC, parking, and use of the bathroom(s). Oh, and the ability to get in and out.

MuSE PC

Code of Conduct

Any organization is judged, in the eyes of others, by the actions of individuals. Your actions reflect on MuSE PC. ALWAYS conduct yourself in such ways that bring only CREDIT to yourself and to MuSE PC. ALWAYS conduct yourself with pride. We expect all participants to know and follow the Code. Failure to do so will result in us asking you to leave. The purpose of the venue is to facilitate, appreciate and listen to artists and their creative process. Please be quiet during any and all performances and refrain from the use of electronic devices during any and all performances except in cases of recording or videoing. Recording of any kind requires the permission of the artist and the venue. The venue is open to all ages however those under the age of 15 must be accompanied by a parent or adult guardian. Parking is limited. We encourage the use of Park City Transportation when possible.

No Retaliation: MuSE PC prohibits retaliation against any other member here.

Integrity: Our reputation as an organization to foster musical talent is a our most valuable asset, and it is up to all of us to make sure we continually earn that.

Usefulness: Our features and gatherings should make MuSE PC more useful for all our participants. We have many different participants from professionals to beginners, to audience members. The guiding principle "Is what we're offering useful to others?"

Freedom of Expression: MuSE PC is committed to advancing the freedom of expression for our participants.

Responsiveness: Part of being useful and honest is being responsive. We should take pride in responding to communications from others, whether questions, problems, or compliments.

Support Each Other: MuSE PC is committed to a supportive creative environment where participants have th opportunity to reach their fullest potential. Participants are expected to do their utmost to create a culture that is free of harassment, intimidation and bias.

Harassment, Discrimination, and Bullying: MuSE PC prohibits discrimination, harassment, and bullying in any form - verbal, physical, or visual. If you believe you are being bullied or harassed by anyone participating please report the incident to Bill, Jody or the volunteer leading the program.

Drugs and Alcohol: MuSE PC's position on substance abuse is simple - it is incompatible with the heart and safety of our participants, and we don't permit it. Consumption of alcohol is banned on the premises, never drink in a way that leads to impaired performance or inappropriate behavior, endangers others or violates the law. Illegal drugs on the premises are strictly prohibited.

Song Circle Conduct - Self-discipline is critical to the success of the song circle. Participants are expected to follow these guidelines:

- Be on time
- Come prepared with lyric sheets for others
- Express the type of feedback desired
- Cell phones and other devices on silent/vibrate mode
- Event participants and volunteers are responsible for set up, take down and clean up of all events.

Open Mic Conduct - Self-discipline is critical to the success of the open mic. Participants are expected to follow these guidelines:

- Be on time
- Have instrument(s) tuned and ready to go
- Respect your allotted time
- Bands cannot sign up multiple members as individuals to have multiple slots
- Volume levels of any performance may not exceed 110db.
- Event participants and volunteers are responsible for set up, take down and clean up of all events.

List of things we cannot allow:

- **No Smoking or Vaping**
- **No Alcohol on premises**
- **Do not disparage others on social media or websites**

ROOM USE & RENTAL POLICY

Park City Municipal Corporation (the City) offers “Rooms” in the Park City Library 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 following policies and procedures govern room rentals only. Long term tenant leases are reviewed and administered by the Special Events Department.

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 (“Users”). No advertisement or announcement implying such endorsement shall be permitted, nor shall any group using the Rooms use the Building as its official address, unless approved by Library Director or pursuant to a long term tenant lease.

1. ELIGIBILITY FOR ROOM USE & RENTAL RESERVATIONS

1.1 Reservations & Deposits

Reservations shall be accepted on a first-come, first-served basis, except as pertains to long term tenant leases. Reservations will be taken no more than six months and no less than three days in advance, or as approved by the Library Director or his/her designee.

Reservations shall be requested online. Library staff will assist patrons who request aid in completing online requests. Once a request is submitted, the Library Director or designee will review the request and if approved, shall issue an approval with any conditions deemed necessary.

Payment of all necessary fees and deposits shall be required for any room reservation to be complete.

1.2 Cancellations & Refunds

Request for cancellation must be made in writing to the Library Director or his/her designee. If the cancellation is made three days or more prior to the event, the User will receive a deposit refund. Cancellations made less than three days in advance will receive a 50% refund of fees and deposit refund. Cancellation made the day of the reservation will not receive a refund. In each case, the User may be charged a cancellation fee.

1.3 Hours and Use

During times when the Library is closed, the Rooms shall only 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 Room to an applicant if the use, purpose or activity:

1.3.1 is illegal; or

1.3.2 presents health or security risks or is potentially hazardous; or

1.3.3 would interfere with Library operations; or

1.3.4 is commercial activity without proper licensing; or

1.3.5 does not comport with the Park City Municipal Corporation Land Management Code.

Minors under the age of 18 must have Rooms reserved by an adult who is willing to take responsibility for any liability. Study Rooms are available to minors without adult permission.

The Library Director or his/her designee may enter the Facilities at any time to ensure there are no violations of this Policy.

1.4 Library Rooms Fee Schedule

Fees will be assessed based on the following groupings:

Group 1: Activities which are free and open to the public during Library hours. Groups such as book clubs, support groups, government institutions, Library/City partners, HOAs, and other affiliated community organizations, as approved by the Library Director.

Group 2: Activities during Library hours which are open for public participation but charge a fee for entry or activities which are closed to the public.

Group 3: Activities which are outside of Library operating hours or promote or solicit business. This includes businesses that offer initial free services/consultations/presentations, and then later charge a fee or contact attendees.

Non-profits: Receive one free contiguous rental of up to four hours, per month, which may be split between multiple Rooms within the Library's operational hours.

Room & Location	Occupancy	Group 1	Group 2	Group 3	Non-Cleaning Fine
101 (1 st Floor)	34	Free	\$25/hour	\$50/hour	\$20/hour, \$40 minimum
201 (2 nd Floor)	34	Free	\$25/hour	\$50/hour	\$20/hour, \$40 minimum
301 (3 rd Floor)	34	Free	\$25/hour	\$50/hour	\$20/hour, \$40 minimum
North Conference (2 nd Floor)	12	Free	\$20/hour	\$40/hour	\$20/hour, \$40 minimum
South Conference (2 nd Floor)	12	Free	\$20/hour	\$40/hour (unavailable outside library hours)	\$20/hour, \$40 minimum
Study Rooms 1-8 (2 nd Floor)	3-6	Free	Free	Free (unavailable outside library hours)	\$20/hour, \$40 minimum
Community Room (3 rd Floor)	85	Free	\$75/hour	\$150/hour	\$20/hour, \$40 minimum
Santy Auditorium (3 rd Floor)	516	Free	\$95/hour	\$200/hour	\$20/hour, \$40 minimum

Kitchen (3 rd Floor)	10	Free	\$20/event	\$40/event	\$20/hour, \$40 minimum
Entry Hall (1 st Floor)	43	Unavailable	Unavailable	\$300/hour (unavailable during library hours)	\$20/hour, \$40 minimum
Entry Hall Patio(1 st Floor)	90	Unavailable	Unavailable	\$400/hour (unavailable during library hours)	\$20/hour, \$40 minimum

1.5 Santy Technology Fees

1.5.1 Projection Fees: Users have two options for projection.

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

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

1.5.2 Lighting Fees

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

2. FOOD, BEVERAGE, & SMOKING

2.1 Alcoholic Beverages

The use of alcoholic beverages is allowed in Rooms except Study Rooms 1-8, the North Conference Room, and the South Conference Room. The User shall make any request for permission to serve alcoholic beverages in Room(s) in writing only. The Library Director or his/her designee reserves the right to approve or deny the request. Furthermore, 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.

2.2 Food & Beverage

All food and beverage, including any 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.

2.2.1 Rules for Food Providers

2.2.1.1 Providers are responsible for following proper permitting as required by City, County, and State laws.

2.2.1.2 Provider staff and supplies must enter and exit through locations designated by the Library staff.

2.2.1.3 Parking or loading areas for Providers must be approved by Library staff. Providers cannot block any entrance to the building.

2.2.1.4 Gas, charcoal grills, sternos, and open flames for cooking or other decorative elements are strictly prohibited inside the building. Providers are responsible for bringing their own electrical cords as needed.

2.3 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 (including e-cigarettes) is not permitted in public buildings, including libraries, or within 25 feet of any entrance.

3. DECORATIONS, EQUIPMENT, & SET UP

Users shall have 15 minutes prior to the reserved event 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.

3.1 Upon arrival, it is the responsibility of the User to inspect the Rooms and report any problems immediately to the Library staff. Failure to do so may result in cleaning or damage fees.

3.2 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.

3.3 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.

3.4 Food Trucks and selling items in the parking lot or lawn is prohibited. (Park City Municipal Code 4-3-8).

3.5 The use of painter's tape and removable self-stick wall pads are pre-approved for adhering items to wall surfaces. All other adhering materials (such as nails, tacks, tape, etc.) are prohibited.

3.6 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 Library.

3.7 The Library Director or his/her designee may require additional insurance for the use or rental of a Room or Rooms(s) if the use will increase risk to the City.

3.8 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 in advance.

3.9 Tables and chairs shall not be moved between Rooms unless approved by Library staff.

3.10 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, Library staff must be notified at the time a reservation is confirmed.

4. BREAKDOWN & CLEANING

All Users are responsible for completing breakdown and clean-up of their reservation with the time allotted. The Library Director or his/her designee has the discretion to charge a cleaning fine if these policies are not followed.

4.1 All Rooms must be cleared, cleaned and vacated 15 minutes prior to Library closing unless Users have prearranged their event to go past closing time. 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.

4.1.1 Removal of plaques, art, tables, chairs, podiums or other items or equipment from the Rooms is strictly prohibited. Rooms, tables, chairs and other equipment should be placed back in their original state at the end of a reservation.

4.1.2 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.

4.1.3 Any damage caused to the Room(s) or equipment, including beverage or food accidents, must be immediately reported to Library staff. Cleaning or damage fees may apply.

4.1.4 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 trash. Users must clean the whiteboard before vacating the Room.

4.1.5 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.

4.1.6 Users are responsible for notifying Library staff if cleaning supplies are needed.

4.1.7 Users must return the key issued to them. Failure to do so will result in paying for the replacement costs.

4.1.8 The User must inform Library staff when vacating the Room.

5. FILMING & PHOTOGRAPHY

Users must review Library Policy and [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.

6. CAPACITY & PERMITS

In order to ensure the health, safety and welfare of Users, visitors and Library patrons, and City Staff, capacity shall not exceed the posted requirements in each Room.

6.1 It is the responsibility of the User to obtain any additional City, County or State permits or approvals that may be necessary.

6.2 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.

7. PARKING

The Park City Library is located in a residential area. Limited, non-exclusive parking is available next to the Library and surrounding area for those who utilize the Rooms. 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.

7.1 Users shall 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 do choose to use drive to the Library.

7.2 The Library Director or his/her designee may require a User to have a parking and transportation plan.

7.3 All deliveries for Room reservations must be prearranged. It is the responsibility of the User to inform Library staff at the time that the reservation is confirmed if deliveries will be required.

8. SUPPLEMENTAL POLICIES & SPECIAL CONDITIONS

The following spaces within the Park City Library are unique. Special conditions of spaces are as follows:

8.1. Entry Hall

8.1.1 Separate groups may make reservations for the Entry Hall and Entry Hall Patio at the same time. If the Entry Hall Patio is rented by a separate group, the Library Director or his/her designee will determine entry access to the Library.

8.2 Entry Hall Patio

8.2.1 Separate groups may make reservations for the Entry Hall and Entry Hall Patio at the same time. If the Entry Hall is rented by a separate group, the Library Director or his/her designee will determine entry access to the Library.

8.2.2 Any outdoor use, music or noise must end by 10:00 p.m. as pertains to the Park City Noise Ordinance (Park City Municipal Code 6-7) unless approved by the Library Director or his/her designee.

8.2.3 Rental of this space does not include the field.

8.2.4 The Library Director and his/her designee shall do their best to help the User plan for alternatives regarding inclement weather situations, however they are not required to provide alternative space (the User rents their space at their own risk of inclement weather).

8.3 Study Rooms

8.3.1 The Study Rooms are available in two-hour increments per day. Users may continue occupying longer if no one is waiting.

8.3.2 Cannot be reserved in advance.

8.3.3 A phone number is required for use.

8.4 North & South Conference Rooms

8.4.1 The North & South Conference Rooms may be used as a backup Study Room if vacant and all Study Rooms are occupied, or at the discretion of Library Staff. At that time, the Rooms will follow all Study Room policies.

8.5 Jim Santy Auditorium

8.5.1 Users are responsible for obtaining licensing as may be required for showing films, movies, music or other recorded items.

8.5.2 Use may require additional staff at the discretion of the Library Director or his/her designee at a fee to be incurred by the User.

8.5.3 Renters are responsible for obtaining licensing as may be required for showing films, movies, music or other recorded items.

8.6.4 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.

8.6 Community Room

8.6.1 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.

9. DAMAGES & 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 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 being instituted.

10. APPEALS PROCESS

An applicant aggrieved by an administrative decision about the use of the Rooms may appeal the decision in writing to (1) the Library Director, if rental occurred on the second floor, or (2) the Economic Development Manager, if rental occurred on the first or third floors. Appeals must be filed within five business days of the action that gave rise to the grievance. The Library Director or Economic Development Manager will render a determination based on findings within five business days. Appeal of the Library Director or Economic Development Manager's determination may be made in writing to the City Manager. The City Manager's determination is final.

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Nate Rockwood

Submitting Department: Budget, Debt & Grants

Item Type: Resolution

Agenda Section:

Subject:

Consideration to Approve Resolution 08-2019, a Resolution Expressing Official Intent Regarding Certain Capital Expenditures to be Reimbursed from Proceeds of the City's Water Revenue Bonds

(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[Water Revenue Bond Reimbursement Staff Report](#)

[Water Bond Reimbursement Resolution 2019](#)



City Council Staff Report

Subject: Park City Water Revenue Bond Reimbursement Resolution
Author: Nate Rockwood
Department: Budget, Debt and Grants Department
Date: May 2, 2019
Type of Item: Administrative

Summary Recommendation

City Council should adopt a resolution authorizing the reimbursement of certain capital expenditures including acquisition, construction and completion of improvements to the water system of the City through future anticipated Water Revenue Bonds to be issued by the City in fiscal year 2020, 2021 and 2022.

Background and Analysis

The City's Water Fund currently anticipates capital improvement projects, as adopted in the 2019 Capital Improvement Plan and proposed 2020 Capital Improvement Plan, over the next five years in the amount of \$160 million. Water improvement projects and design work for several projects are currently underway. These include significant design work related to the construction of the MIW project (Three Kings Water Treatment Facility) and related capital improvements.

Construction of these projects will continue over the next 5 years, with water revenue bonds being issued as needed to fund the projects. The first of these bonds is planned and budgeted in FY 2020 as construction of the MIW project begins. The bond is currently anticipated to be approximately \$38 million with similarly sized bonds following in FY 2021 and 2022.

The Water Fund has sufficient funding available in FY 2019 to cover the cost of project design and construction without the need to issue water revenue bonds. The attached Water Revenue Bond Reimbursement Resolution allows the City to reimburse qualifying capital expenditures which occur in FY 2019 within sixty days prior to the passage of the Resolution or will be paid from the Fund on or after the passage of the Resolution. This will allow FY 2019 expenditures to be included in the future 2020 Water Revenue Bonds, if necessary, which will allow the City to maintain sufficient water fund balance in the fund during the next 5 years of water improvements.

Funding Source

Debt service for water revenue bonds will be funded through water service fees and water impact fees and is included in the rate structure which has been adopted as part of the Budget, 5-Year CIP and included in the 30-Year Water Fund Model.

Attachments

May 2, 2019 Park City Water Revenue Bond Reimbursement Resolution

RESOLUTION NO. 08-2019

RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of the City's water revenue bonds.

WHEREAS, Park City, Utah (the “City”) desires to undertake the acquisition, construction and completion of improvements to the water system of the City (collectively, the “Project”); and

WHEREAS the expenditures relating to the Project (the “Expenditures”) (i) have been paid from the City's Water Fund (the “Fund”) within sixty days prior to the passage of this Resolution or (ii) will be paid from the Fund on or after the passage of this Resolution; and

WHEREAS the City reasonably expects to reimburse the Expenditures from the proceeds of the City's bonds (collectively, the “Bonds”);

NOW THEREFORE Be It and It Is Hereby Resolved by the City Council of Park City, Utah, as follows:

Section 1. For the purpose of satisfying certain requirements under the Internal Revenue Code of 1986, the City reasonably expects to reimburse the Expenditures with the proceeds of the Bonds.

Section 2. The principal amount of the Bonds expected to be issued is not more than \$120,000,000. The maximum principal amount of the Bonds is subject to change, depending upon the amount of grants and other funds that are available for the Projects.

Section 3. All actions of the officers, agents and employees of the City that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified, confirmed and approved.

Section 4. This Resolution shall be effective immediately upon its approval and adoption.

PASSED and APPROVED by the City Council and the Mayor of Park City, Utah, May 2, 2019.

PARK CITY, UTAH

By _____
Mayor Andy Beerman

[SEAL]

ATTEST AND COUNTERSIGN:

By _____
City Recorder

APPROVED AS TO FORM:

By _____
City Attorney

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Jed Briggs

Submitting Department: Budget, Debt & Grants

Item Type: Ordinance

Agenda Section:

Subject:

Consideration to Approve Ordinance No. 2019-26, an Ordinance Adopting a Tentative Revised Budget for Fiscal Year 2019 and a Tentative Budget for Fiscal Year 2020 for Park City Municipal Corporation and its Related Agencies and Authorizing the Computation of the Property Tax Rate at a No Tax Increase Rate, and Set Public Hearings to Consider Adoption of the Final Budget on May 16 and 30, 2019, and June 6 and 20, 2019, at the Regular City Council Meetings
(A) Public Hearing (B) Action

Suggested Action:

City Council should approve the attached ordinance adopting a Tentative Revised Budget for FY 2019 and a Tentative Budget for FY 2020 for Park City Municipal Corporation and its related agencies and authorize the computation of the property tax rate at a no tax increase rate. Over the next several weeks staff will present various aspects of the budget to Council. This week staff will give an introductory overview of the budget and the budget process.

Council should provide direction to staff on any recommended changes to the Final Budget over the next several weeks. On June 20, the City will hold a public hearing and City Council will adopt the Final Budget. Staff intends to provide additional information on specific items as requested by City Council. Staff anticipates returning to City Council throughout the budget hearings to discuss specific projects as needed and to make Council aware of project cost estimates and updated revenue figures from the recent winter season.

Attachments:

[Tentative Budget Ordinance](#)

[Budget Summaries](#)



Ordinance No. 2019-26

ORDINANCE ADOPTING A TENTATIVE REVISED BUDGET FOR FISCAL YEAR 2019 AND A TENTATIVE BUDGET FOR FISCAL YEAR 2020 FOR PARK CITY MUNICIPAL CORPORATION AND ITS RELATED AGENCIES AND AUTHORIZING THE COMPUTATION OF THE PROPERTY TAX RATE AT A NO TAX INCREASE RATE

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

WHEREAS, a public hearing was held on May 2, 2019 at the City Council's regularly scheduled meetings, complying with State law;

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

SECTION 1. TENTATIVE REVISED BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended budget presented on May 2, 2019 and with changes as summarized in the Attachments to this ordinance is hereby adopted as the tentative revised Fiscal Year 2019 budget for Park City Municipal Corporation and its related agencies.

SECTION 2. TENTATIVE BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended budget presented on May 2, 2019 and with changes as summarized in the Attachments to this ordinance is hereby adopted as the tentative budget for Fiscal Year 2020 for Park City Municipal Corporation and its related agencies.

SECTION 3. CERTIFIED PROPERTY TAX RATE. The City's Budget Officer is authorized, after the County has provided the Certified Property Tax data, to compute the City's Certified Property Tax Rate for 2019 at a "No Tax Increase Rate" and file said rate with the County.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective on the day of publication.

PASSED AND ADOPTED this 2nd day of May, 2019

PARK CITY MUNICIPAL CORPORATION

Mayor Andy Beerman

Attest:

Michelle Kellogg, City Recorder

APPROVED AS TO FORM:

Mark Harrington, City Attorney

Expenditure Summary by Fund and Major Object (FY 2019 Adjusted Budget)

Description	Personnel FY 2019	Mat, Supplies, Services FY 2019	Capital FY 2019	Debt Service FY 2019	Contingency FY 2019	Sub - Total FY 2019	Interfund Transfer FY 2019	Ending Balance FY 2019	Total FY 2019
Park City Municipal Corporation									
011 GENERAL FUND	\$22,719,058	\$8,325,683	\$407,978	\$0	\$340,000	\$31,792,719	\$4,901,128	\$13,255,941	\$49,949,788
012 QUINNS RECREATION COMPLEX	\$906,966	\$355,815	\$6,000	\$0	\$0	\$1,268,781	\$0	\$-4,864,889	\$-3,596,108
021 POLICE SPECIAL REVENUE FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,404	\$34,404
022 CRIMINAL FORFEITURE RESTRICTED ACCOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,168	\$23,168
031 CAPITAL IMPROVEMENT FUND	\$0	\$0	\$104,840,198	\$0	\$0	\$126,885,585	\$3,345,387	\$9,485,283	\$136,370,868
038 EQUIPMENT REPLACEMENT CIP	\$0	\$0	\$3,005,371	\$0	\$0	\$3,005,371	\$0	\$59,075	\$3,064,446
051 WATER FUND	\$2,921,770	\$3,729,138	\$27,363,622	\$4,517,579	\$100,000	\$38,632,109	\$1,724,163	\$4,809,008	\$45,165,280
052 STORM WATER FUND	\$691,725	\$308,000	\$47,850	\$0	\$0	\$1,047,575	\$104,000	\$696,452	\$1,848,027
055 GOLF COURSE FUND	\$826,886	\$447,810	\$263,815	\$32,377	\$0	\$1,570,888	\$134,852	\$1,100,648	\$2,806,387
057 TRANSPORTATION & PARKING FUND	\$10,397,398	\$2,987,769	\$26,217,619	\$0	\$0	\$39,602,786	\$3,030,280	\$2,900,914	\$45,533,980
062 FLEET SERVICES FUND	\$1,033,743	\$1,551,530	\$10,000	\$0	\$0	\$2,595,273	\$0	\$1,177,130	\$3,772,403
064 SELF INSURANCE FUND	\$0	\$1,576,500	\$0	\$0	\$0	\$1,576,500	\$0	\$895,821	\$2,472,321
070 SALES TAX REV BOND - DEBT SVS FUND	\$0	\$0	\$0	\$5,034,465	\$0	\$5,034,465	\$0	\$7,382,946	\$12,417,411
071 DEBT SERVICE FUND	\$0	\$0	\$0	\$6,043,635	\$0	\$6,043,635	\$0	\$755,397	\$6,799,032
Total Park City Municipal Corporation	\$39,497,546	\$19,282,245	\$162,162,452	\$15,628,056	\$440,000	\$259,055,687	\$13,239,810	\$37,711,298	\$306,661,408
Park City Redevelopment Agency									
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	\$54,740	\$756,300	\$0	\$0	\$0	\$811,040	\$1,547,125	\$913,182	\$3,271,347
024 MAIN STREET RDA SPECIAL REVENUE FUND	\$0	\$485,000	\$0	\$0	\$0	\$485,000	\$752,000	\$735,611	\$1,972,611
033 REDEVELOPMENT AGENCY-LOWER PRK	\$0	\$0	\$5,863,659	\$0	\$0	\$5,863,659	\$708,215	\$2,001,276	\$8,573,150
034 REDEVELOPMENT AGENCY-MAIN ST	\$0	\$0	\$576,367	\$0	\$0	\$576,367	\$805,161	\$444,435	\$1,825,963
Total Park City Redevelopment Agency	\$54,740	\$1,241,300	\$6,440,025	\$0	\$0	\$7,736,065	\$3,812,501	\$4,094,504	\$15,643,070
Municipal Building Authority									
035 BUILDING AUTHORITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$429,917	\$429,917
Total Municipal Building Authority	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$429,917	\$429,917
Park City Housing Authority									
Total Park City Housing Authority									
TOTAL	\$39,552,286	\$20,523,545	\$168,602,477	\$15,628,056	\$440,000	\$266,791,752	\$17,052,311	\$42,235,719	\$322,734,395

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

Description	Personnel FY 2020	Mat, Supplies, Services FY 2020	Capital FY 2020	Debt Service FY 2020	Contingency FY 2020	Sub - Total FY 2020	Interfund Transfer FY 2020	Ending Balance FY 2020	Total FY 2020
Park City Municipal Corporation									
011 GENERAL FUND	\$24,084,699	\$8,484,722	\$440,978	\$0	\$340,000	\$33,353,399	\$5,110,042	\$13,512,236	\$51,975,677
012 QUINNS RECREATION COMPLEX	\$951,277	\$392,815	\$6,000	\$0	\$0	\$1,350,092	\$0	\$-5,342,981	\$-3,992,889
021 POLICE SPECIAL REVENUE FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,404	\$34,404
022 CRIMINAL FORFEITURE RESTRICTED ACCOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,168	\$23,168
031 CAPITAL IMPROVEMENT FUND	\$0	\$0	\$17,230,583	\$0	\$0	\$17,230,583	\$3,349,368	\$27,015,904	\$47,595,855
038 EQUIPMENT REPLACEMENT CIP	\$0	\$0	\$1,285,600	\$0	\$0	\$1,285,600	\$0	\$-152,825	\$1,132,775
051 WATER FUND	\$3,438,529	\$3,767,138	\$36,026,046	\$4,524,604	\$100,000	\$47,856,317	\$1,720,745	\$14,469,098	\$64,046,160
052 STORM WATER FUND	\$754,352	\$308,000	\$471,500	\$0	\$0	\$1,533,852	\$104,000	\$308,600	\$1,946,452
055 GOLF COURSE FUND	\$1,017,297	\$447,810	\$126,565	\$32,377	\$0	\$1,624,049	\$142,911	\$929,634	\$2,696,595
057 TRANSPORTATION & PARKING FUND	\$10,973,389	\$3,290,094	\$4,398,407	\$0	\$0	\$18,661,890	\$3,028,741	\$6,201,041	\$27,891,672
062 FLEET SERVICES FUND	\$1,004,655	\$1,551,530	\$10,000	\$0	\$0	\$2,566,185	\$0	\$1,175,945	\$3,742,130
064 SELF INSURANCE FUND	\$0	\$1,633,060	\$0	\$0	\$0	\$1,633,060	\$0	\$579,494	\$2,212,554
070 SALES TAX REV BOND - DEBT SVS FUND	\$0	\$0	\$0	\$5,037,565	\$0	\$5,037,565	\$0	\$7,368,947	\$12,406,512
071 DEBT SERVICE FUND	\$0	\$0	\$0	\$5,307,335	\$0	\$5,307,335	\$0	\$796,243	\$6,103,578
Total Park City Municipal Corporation	\$42,224,199	\$19,875,169	\$59,995,679	\$14,901,881	\$440,000	\$137,439,929	\$13,455,807	\$66,918,908	\$217,814,644
Park City Redevelopment Agency									
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	\$32,668	\$676,300	\$0	\$0	\$0	\$708,968	\$1,641,125	\$976,881	\$3,326,974
024 MAIN STREET RDA SPECIAL REVENUE FUND	\$0	\$455,000	\$0	\$0	\$0	\$455,000	\$752,000	\$770,611	\$1,977,611
033 REDEVELOPMENT AGENCY-LOWER PRK	\$0	\$0	\$105,000	\$0	\$0	\$105,000	\$706,715	\$2,830,686	\$3,642,401
034 REDEVELOPMENT AGENCY-MAIN ST	\$0	\$0	\$0	\$0	\$0	\$0	\$805,006	\$391,429	\$1,196,435
Total Park City Redevelopment Agency	\$32,668	\$1,131,300	\$105,000	\$0	\$0	\$1,268,968	\$3,904,846	\$4,969,607	\$10,143,421
Municipal Building Authority									
035 BUILDING AUTHORITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$429,917	\$429,917
Total Municipal Building Authority	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$429,917	\$429,917
Park City Housing Authority									
Total Park City Housing Authority									
TOTAL	\$42,256,867	\$21,006,469	\$60,100,679	\$14,901,881	\$440,000	\$138,708,897	\$17,360,653	\$72,318,432	\$228,387,982

All Funds Combined

Revenue	Actual FY 2017	Actual FY 2018	Actual FY 2019	Adjusted FY 2019	Collection % FY 2019	Original FY 2020
RESOURCES						
Property Taxes	\$18,467,398	\$21,149,343	\$20,827,191	\$20,606,331	101%	\$20,154,664
Sales Tax	\$23,107,148	\$26,024,963	\$16,095,301	\$29,737,100	54%	\$30,699,780
Franchise Tax	\$3,194,392	\$3,147,847	\$2,411,496	\$3,205,000	75%	\$3,262,000
Licenses	\$1,105,797	\$1,387,755	\$1,364,830	\$1,093,959	125%	\$1,147,288
Planning Building & Engineering Fees	\$3,549,703	\$4,606,175	\$4,948,979	\$3,910,000	127%	\$3,502,000
Special Event Fees	\$103,168	\$60,697	\$108,931	\$381,000	29%	\$264,000
Federal Revenue	\$16,021,442	\$2,733,886	\$6,250	\$13,897,000	0%	\$6,329,051
State Revenue	\$612,935	\$520,528	\$455,841	\$425,000	107%	\$428,000
County/SP District Revenue	\$687,316	\$2,537,580	\$171,252	\$1,701,000	10%	\$1,602,000
Water Charges for Services	\$18,173,294	\$19,159,083	\$15,667,264	\$19,821,984	79%	\$20,559,129
Transit Charges for Services	\$3,206,611	\$6,247,276	\$5,574,318	\$7,286,031	77%	\$8,088,612
Cemetery Charges for Services	\$31,018	\$29,186	\$12,873	\$382,000	3%	\$138,000
Recreation	\$3,372,897	\$3,557,947	\$2,327,456	\$3,636,596	64%	\$3,669,596
Ice	\$818,339	\$833,126	\$657,575	\$838,000	78%	\$865,000
Other Service Revenue	\$69,426	\$57,470	\$35,142	\$88,881	40%	\$120,292
Library Fines & Fees	\$32,249	\$27,946	\$15,265	\$18,000	85%	\$18,000
Fines & Forfeitures	\$1,077,415	\$2,240,548	\$2,172,534	\$2,893,282	75%	\$3,055,080
Misc. Revenues	\$4,552,033	\$8,809,064	\$1,905,021	\$8,880,213	21%	\$21,887,289
Interfund Transactions (Admin)	\$5,816,802	\$6,187,564	\$4,769,787	\$6,434,040	74%	\$6,442,873
Interfund Transactions (CIP/Debt)	\$33,704,809	\$41,562,627	\$8,751,363	\$10,613,630	82%	\$10,917,779
Special Revenues & Resources	\$12,410,768	\$1,719,697	\$729,085	\$1,493,486	49%	\$1,001,828
Bond Proceeds	\$27,863,698	\$35,227,871	\$85,387,786	\$102,200,608	84%	\$42,000,000
Beginning Balance	\$81,763,532	\$74,767,615	\$83,191,254	\$83,191,254	100%	\$42,235,719
TOTAL	\$259,742,190	\$262,595,797	\$257,586,794	\$322,734,395	1,539	\$228,387,980

Change in Fund Balance

Fund	Actuals FY 2017	Actuals FY 2018	Actuals FY 2019	Adjusted FY 2019	Increase (red) FY 2019	% Inc (red) FY 2019	Budget FY 2020	Increase (red) FY 2020	% Inc (red) FY 2020
Park City Municipal Corporation									
011 GENERAL FUND	\$11,558,783	\$12,266,079	\$0	\$13,255,941	\$989,862	8%	\$13,512,236	\$256,295	2%
012 QUINNS RECREATION COMPLEX	\$-4,129,592	\$-4,450,108	\$0	\$-4,864,889	\$-414,781	9%	\$-5,342,981	\$-478,092	10%
021 POLICE SPECIAL REVENUE FUND	\$33,604	\$34,404	\$0	\$34,404			\$34,404		
022 CRIMINAL FORFEITURE RESTRICTED ACCOUNT	\$26,071	\$23,168	\$0	\$23,168			\$23,168		
031 CAPITAL IMPROVEMENT FUND	\$31,142,544	\$40,859,511	\$0	\$9,485,283	\$-31,374,228	-77%	\$27,015,904	\$17,530,621	185%
038 EQUIPMENT REPLACEMENT CIP	\$1,352,711	\$1,990,746	\$0	\$59,075	\$-1,931,671	-97%	\$-152,825	\$-211,900	-359%
051 WATER FUND	\$5,905,357	\$2,415,273	\$0	\$4,809,008	\$2,393,735	99%	\$14,469,098	\$9,660,090	201%
052 STORM WATER FUND	\$8,426,046	\$598,027	\$0	\$696,452	\$98,425	16%	\$308,600	\$-387,852	-56%
055 GOLF COURSE FUND	\$1,246,003	\$1,210,441	\$0	\$1,100,648	\$-109,793	-9%	\$929,634	\$-171,014	-16%
057 TRANSPORTATION & PARKING FUND	\$19,262,807	\$13,647,186	\$0	\$2,900,914	\$-10,746,272	-79%	\$6,201,041	\$3,300,127	114%
062 FLEET SERVICES FUND	\$1,196,395	\$1,207,403	\$0	\$1,177,130	\$-30,273	-3%	\$1,175,945	\$-1,185	0%
064 SELF INSURANCE FUND	\$793,923	\$1,163,647	\$0	\$895,821	\$-267,826	-23%	\$579,494	\$-316,327	-35%
070 SALES TAX REV BOND - DEBT SVS FUND	\$2,403,929	\$7,396,945	\$0	\$7,382,946	\$-13,999	0%	\$7,368,947	\$-13,999	0%
071 DEBT SERVICE FUND	\$643,716	\$710,461	\$0	\$755,397	\$44,936	6%	\$796,243	\$40,846	5%
Total Park City Municipal Corporation	\$79,862,297	\$79,073,183	\$0	\$37,711,298	\$-41,361,885	-148%	\$66,918,908	\$29,207,610	51%
Park City Redevelopment Agency									
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	\$322,354	\$857,555	\$0	\$913,182	\$55,627	6%	\$976,881	\$63,699	7%
024 MAIN STREET RDA SPECIAL REVENUE FUND	\$460,052	\$730,611	\$0	\$735,611	\$5,000	1%	\$770,611	\$35,000	5%
033 REDEVELOPMENT AGENCY-LOWER PRK	\$738,741	\$1,026,025	\$0	\$2,001,276	\$975,251	95%	\$2,830,686	\$829,410	41%
034 REDEVELOPMENT AGENCY-MAIN ST	\$1,209,001	\$1,073,963	\$0	\$444,435	\$-629,528	-59%	\$391,429	\$-53,006	-12%
Total Park City Redevelopment Agency	\$2,730,148	\$3,688,154	\$0	\$4,094,504	\$406,350	44%	\$4,969,607	\$875,103	41%
Municipal Building Authority									
035 BUILDING AUTHORITY	\$424,783	\$429,917	\$0	\$429,917			\$429,917		
Total Municipal Building Authority	\$424,783	\$429,917	\$0	\$429,917			\$429,917		

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Francisco Astorga

Submitting Department: Planning

Item Type: Staff Report

Agenda Section:

Subject:

Consideration to Extend the Street Dining on Main Program for Another Term and Authorize the Mayor to Sign Updated Leases of City Property/Rights-of-Way with Seven Main Street Restaurants, in a Form Approved by the City Attorney

(A) Public Input (B) Action

Suggested Action:

Attachments:

[2019 Street Dining on Main Staff Report](#)

[Exhibit A: 2019 Lease Agreement](#)

[Exhibit B: Street Dining Operational Restrictions](#)

[Exhibit C: Street Dining on Main Map](#)

City Council Staff Report



Subject: 2019 Street Dining on Main
Author: Francisco Astorga, AICP, Senior Planner
Department: Planning
Date: 2 May 2019
Type of Item: Administrative

Summary Recommendation / Executive Summary

Staff recommends that the City Council consider extending the Street Dining on Main program for another term and authorize the Mayor to sign updated leases of City property / Right-of-Way with seven (7) Main Street restaurants, in a form approved by the City Attorney. Staff also recommends that Council consider the parking fee rate shown in Option B, based on a collaborative recommendation from Parking Services and Planning Department. The extension includes the renewal of deck leases of City property / Right-of-Way for six (6) restaurants located on Main Street, and one (1) outdoor dining area located on Swede Alley, so that they can have outdoor dining on City property from May 3rd - October 30th, 2019.

The Opportunity

The following restaurants would like to continue placing the temporary street dining decks on Main Street:

- 501 on Main St
- Crystal Park Cantina (formerly Bistro 412)
- The Eating Establishment
- Flanagan's on Main
- Main Street Pizza & Noodle
- Shabu
- Fletcher's (on Swede Alley at the rear entrance instead)

Background

Land Management Code § 15-2.6-12(B) allows outdoor dining on leased public property as an administrative Conditional Use Permit. Street Dining was first explored and used in 2010 when three (3) restaurants on Main Street participated. Seven (7) restaurants received approval in 2018, all of which are requesting to participate this year, and all have approved administrative Conditional Use Permits. A term of the lease notes that *"an annual review by the City Council, with input from the Planning Department will be conducted each year. City Council may terminate or change the terms of this lease at that time."*

Parking Fee Alternatives

- A. Approve Option A (\$7,200 per parking space).** Based on the total maximum (potential) revenue per parking space. The City Council may approve the 2019

Street Dining on Main program, with the updated pricing structure utilizing the maximum (potential) revenue per parking space; or

- B. Approve Option B (\$2,160 per parking space).** Based on 30% of the total maximum (potential) revenue per parking space (\$7,200 x 30%). The City Council may approve the 2019 Street Dining on Main program, with the updated pricing structure utilizing 30% of the maximum (potential) revenue per parking space; or
- C. Approve Option C (\$1,809 per parking space).** Based on the 2017 Parking data this option charges the entire 2017 lost revenue. The City Council may approve the 2019 Street Dining on Main program, with the updated pricing structure utilizing 100% of the 2017 analysis; or
- D. Approve Option D (\$3,329 per parking space).** Based on the 2018 Parking data this option charges the entire 2018 lost revenue. The City Council may approve the 2019 Street Dining on Main program, with the updated pricing structure utilizing 100% of the 2018 analysis; or
- E. Deny / Discontinue.** The City Council may discontinue / deny the 2018 Street Dining on Main program by choosing not to renew the leases. This alternative would end the program; or
- F. Modify.** The City Council may provide direction to City Staff regarding the 2018 Street Dining on Main program by modifying the program; or
- G. Continue the item.** The City Council may continue the item to another date to allow City Staff to return with additional information and discussion; or
- H. Do Nothing.** The City Council may do nothing which would be the same as alternative E.

Analysis

Rental Rate

Since its commencement parking rental fees have varied:

Table 1 – Street Dining Rental Rates over Time

Year	Number of Decks:	Fee per Parking Space	Note
2010	3	\$0	Free
2011	9	\$300	Approx. 10% of estimated lost revenue.
2012 - 2014	9	\$550	Approx. 20% of estimated lost revenue.
2015	7	\$915	60% of \$1,525 (2014 estimated lost revenue).
2016	8	\$1,067.50	70% of \$1,525 (2014 estimated lost revenue).
2017	7	\$1,220	80% of \$1,525 (2014 estimated lost revenue).

2018	6	\$1,678	90% of \$1,809 (2017 estimated lost revenue).
------	---	---------	---

In 2018 Council charged \$1,678 per parking space, which utilized parking data of lost revenue per parking space from the 2017 season, which also included the scheduled percentage plan of 90% which started in 2015. This option would be the equivalent to current Option D, without any reductions; however, **staff recommends Option B, which serves as a proportion of 30% of the maximum (potential) revenue per parking spaces.** Staff's recommendation is based on the various community benefits related to Main Street vibrancy, uniqueness, etc., having a set percentage of the maximum (potential) revenue per parking space allows a well-informed expectation from program participants tied to adopted parking rates.

Table 2: Proposed Fee Options

2019 Restaurant / Linear Parking Space (20')	Option A	Option B	Option C	Option D
	Maximum (potential) revenue	30% of maximum revenue	100% of 2017 lost revenue	100% of 2018 lost revenue
	\$7,200	\$2,160	\$1,809	\$3,329
501 on Main / 1.0	\$7,200	\$2,160	\$1,809	\$3,329
Crystal Park Cantina / 1.0	\$7,200	\$2,160	\$1,809	\$3,329
Eating Establishment / 1.09	\$7,848	\$2,354.40	\$1,971.81	\$3,628.61
Flanagan's on Main / 1.13	\$8,136	\$2,440.80	\$2,044.17	\$3,761.77
Fletcher's* / 1.35	\$9,720	\$2,916	\$2,442.15	\$4,494.15
Main St. Pizza & Noodle / 1.56	\$11,232	\$3,369.60	\$2,822.04	\$5,193.24
Shabu / 1.15	\$8,280	\$2,484	\$2,080.35	\$3,828.35
Totals	\$59,616	\$17,884.80	\$14,978.52	\$27,564.12

The calculated fees are assuming that each deck would be placed from May 3 – October 30, 2019. Amounts would be prorated based on when each restaurant starts using their deck after a building permit is secured.

*Fletcher's

The approved outdoor dining area for Fletcher's is 231 sf. area of City property. While that specific area behind Fletcher's is not typically used for parking purposes, Council has directed in the past to apply the same rental fee calculation used for participating restaurants of the program that utilize usable parking spaces with their on-street dining decks. Hypothetically, if Fletcher's placed a standard dining deck on Main Street, its maximum length would equal to the width of the front façade of the building at 27 feet which equates to 1.35 parking spaces.

Kimball Art Center – Arts Fest

The City has a commitment with the Kimball Art Center during the annual Arts Festival and includes language in the leases that requires all of the decks to be removed each year **unless Kimball Art Center indicates that they may stay during the festival.**

Department Review

The Planning, Parking Services, Legal, and Executive Departments have reviewed this staff report.

Funding Source

Not applicable.

Exhibits

Exhibit A – Updated 2019 Lease Agreements

Exhibit B – Street Dining Operational Restrictions

Exhibit C – Proposed 2019 Street Dining on Main Map

Exhibit A – Updated 2019 Lease Agreements

STREET DINING ON MAIN OUTDOOR DINING LEASE 2019

This LEASE AGREEMENT is made and executed this ____ day of _____, 2019, by and between Park City Municipal Corporation, a municipal corporation and political subdivision of the state of Utah ("Park City") and _____, located at _____, Park City, Utah.

RECITALS

WHEREAS, the City wishes to enable opportunities for restaurants on Main Street to be able to provide additional outdoor dining opportunities; and

WHEREAS, the City's goals include the establishment of new and creative opportunities to facilitate the Main Street experience for residents and visitors alike during the shoulder and summer seasons; and

WHEREAS, the City's goals include the preservation and enhancement of Park City's character regarding Old Town and the desire to strengthen the pedestrian experience along Main Street; and

WHEREAS, the City recognizes the desire of many visitors and residents to dine outdoors along historic Main Street; and

WHEREAS, the City's General Plan recommends utilizing street design techniques to encourage slower traffic speeds and a more intimate pedestrian-oriented scale; and

WHEREAS, the City's goals include maintaining and furthering the resort community's economic opportunities, as well as enhancing the economic viability of Park City's Main Street Business District;

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

TERMS & CONDITIONS OF LEASE

Based upon good and valuable mutual consideration, the Parties agree as follows:

1. **PROPERTY.** The property affected by this lease is generally described as the street area directly fronting Tenant's building located at _____ which has a length of _____ feet, and more specifically described in site plan Exhibit A, attached hereto and incorporated herein by this reference

(hereinafter referred to as the "Premises"). The length of the outdoor dining deck per restaurant may not exceed forty (40) feet.

2. RENT. Annual rent is for the use of the street for the deck is _____ dollars (\$_____) per parking space of a linear length of _____ feet. This rent may be prorated based upon initial installation and final removal dates; however the rent reduction shall not exceed one (1) month. If deck must be removed for construction related to Main Street Improvements, the period of time the deck is removed shall also be prorated. Payment is due prior to installation and any prorated amount due upon removal shall be refunded by the City. If a deck covers a fraction of a parking space (20') the rent will be calculated by the percentage of the deck on the parking space. Tenant shall be solely responsible for payment of any and all costs associated with Tenant's performance under this lease, including but not limited to City rent, additional business licensing fees, insurance, sales taxes and other expenses.
3. TERM. The term of this Agreement shall commence on May 3, 2019 and shall terminate on October 30, 2019 unless terminated earlier as provided herein. The Premises may only be utilized for a six (6) month period commencing on May 3, 2019 and terminating on October 30, 2019 except the Premises may not be used during the 2019 Kimball Arts Festival (August 2 - 4, 2019) unless Kimball Art Center consents in writing to allow Tenant to use the Premises. Additional term restrictions are attached hereto and incorporated herein by this reference in Exhibit B (Street Dining Operational Restrictions). This Agreement may be terminated by Park City upon a finding of non-compliance of this lease or the attached operational restrictions.

The use of the Premises shall not conflict with any previously existing Master Festival License (MFL) recipients on Main Street, specifically the Arts Fest (Kimball Art Center). The Kimball Art Center has been leased exclusive use of Main Street in August. The Premises must be vacated (i.e. removal of decks) no later than 10 a.m. MT on Thursday August 1, 2019 for the duration of Arts Fest (including set-up and breakdown) unless the Kimball Art Center consents in writing to allow Tenant's use of the Premises. If the outdoor dining structure is not removed as required, the Landlord will remove the structure at Tenant's cost.
4. MAIN STREET IMPROVEMENTS. If at any time the street dining deck needs to be removed due to construction related to Main Street improvements the City will give each affected street dining business owner a minimum of 72 hours to have their decks removed. The City will not be responsible for any associated costs involving deck removal/placement or potential lost revenue.
5. USE OF PREMISES. Tenant may use the Premises only for outdoor dining services in a manner consistent with Section 15-2.6-12(B)(1) of the Park City Land Management Code and the terms of this Agreement. From installation until removed, the street dining decks shall be utilized for street dining that will serve

lunch and dinner seven (7) days a week. Additional operational restrictions which must be complied with as part of the conditions of this lease are attached hereto and incorporated herein in Exhibit B. Park City makes no representations regarding the premises and Tenant accepts the premises "as is."

6. **IMPROVEMENTS TO THE PREMISES.** Tenant shall not make any improvements to the Premises without first obtaining Park City's written consent. Any improvements approved by Park City shall be completed at Tenant's sole expense and removed at Tenant's sole expense upon expiration of this Agreement. No permanent alterations to the City's property are permitted.
7. **SIGNS.** No signs shall be permitted on the Premises except as specifically approved by the Park City Municipal Corporation Planning Department pursuant to the Park City Sign Code and/or Tenant's Master Sign Plan.
8. **INSURANCE.** Tenant shall, at Tenant's sole expense, carry a policy of general liability insurance in an amount of at least Two Million Dollars (\$2,000,000) per combined single limit per occurrence and Three Million Dollars (\$3,000,000) per aggregate for personal injury, bodily injury and property damage. Park City shall be named as an additional insured by endorsement on each policy. Tenant's insurance is to be primary to Park City's and Park City's insurance shall be noncontributory. A certificate of insurance with a thirty (30) day cancellation notice provision shall be provided to Park City on or before the lease commencement date, and maintained continuously during the term of the lease. Tenant may carry whatever other insurance Tenant deems appropriate. The parties agree that Tenant's sole remedy in the event of business interruptions, fire, windstorm, or other loss from hazard shall be its own insurance and Tenant will have no action against Park City. Park City is protected by the Utah Governmental Immunity Act, and nothing herein is intended to waive or limit the protection of the Act in behalf of either entity, but to the extent it is consistent with this intent, it is the purpose of this provision to protect Park City for liability or allegations arising out of the Tenant's use of the Premises.
9. **HOLD HARMLESS.** Tenant covenants and agrees to defend, indemnify, hold Park City harmless from all claims, loss damage, injury or liability (hereafter "Liability") resulting from Tenant's use and occupancy of the Premises to the full extent permitted by law and/or the Utah Governmental Immunity Act, including reasonable attorney's fees, but excluding any Liability resulting from acts or omissions of Park City, its officers, employees or agents. Nothing herein shall be construed as a waiver of any of the rights or defenses under the Utah Governmental Immunity Act (Utah Code Ann. Sections 63-30-1, et seq.), as amended. The obligations hereunder shall be determined under principles of tort law including, but not limited to, the Governmental Immunity Act. In case of an emergency including but not limited to a flood, storm drain, utility, the structure may be removed or damaged by response teams at the cost of the owner.

Tenant shall indemnify, protect and hold the Landlord harmless from and defend (by counsel reasonably acceptable to Landlord) the Landlord against any and all claims, causes of action, liability, damage, loss or expense (including reasonable attorneys' fees and costs and court costs), statutory or otherwise arising out of or incurred in connection with (i) the use, operation, occupancy or existence of the Premises or the presence of visitors, or any other person, at the Premises during the Term or the Renewal Term, (ii) any activity, work or thing done or permitted or suffered by Tenant in or about the Premises, (iii) any acts, omissions or negligence of Tenant, any person claiming through Tenant, or the contractors, agents, employees, members of the public, invitees, or visitors of Tenant or any other such person ("Tenant Party" or "Tenant Parties"), (iv) any breach, violation or nonperformance by any Tenant Party of any provision of this Lease or of any law of any kind, or (v) except to the extent resulting from any negligence or intentional torts of Landlord.

10. ASSIGNABILITY. Tenant shall not assign or transfer any interest in this Agreement without the prior written consent of Park City. Any assignment or transfer without written approval is void.
11. PROFESSIONAL PERFORMANCE. Tenant agrees to perform services under this contract at the highest professional standards, and to the satisfaction of Park City.
12. APPLICABLE LAW. This Agreement shall be governed by the laws of the state of Utah.
13. ENTIRE AGREEMENT. This Agreement constitutes the entire and only agreement between parties and it cannot be altered or amended except by written instrument, signed by both parties.

Executed the day and year first above written.

Tenant:

By:

Its:

ACKNOWLEDGMENT

STATE OF UTAH)

COUNTY OF SUMMIT) ss.
)

On this _____ day of _____, 20____, personally appeared before me
_____, who being duly sworn, did say that he is the Owner of
_____, and acknowledged to me that the preceding
Agreement was signed on behalf of _____, and he
acknowledged that the company did execute the same for its stated purpose.

Notary Public

PARK CITY MUNICIPAL CORPORATION

Andy Beerman, Mayor

Attest:

Approved as to form:

Michelle Kellogg, City Recorder

City Attorney's Office

Exhibit B – Street Dining Operational Restrictions

Street dining may be allowed by the Planning Department upon issuance of an Outdoor Dining Administrative Conditional Use Permit. Street dining is permitted beginning in May and shall terminate on October 30th of each year. A total of twelve (12) street dining decks may be accommodated on Main Street based on the layout of the proposed decks. The Applicant must submit an application, pay an application fee, and provide all required materials and plans. Ongoing monitoring will be provided to ensure compliance with these parameters. The Administrative Conditional Use Permit or the Lease may be revoked for failure to comply with these restrictions.

Required Submittals:

- Dining Site Plan – This plan shall be to scale and indicate: the Applicant's building as it relates to the exact proximity of the street dining deck. The plan shall include accurate locations of proposed chairs, tables, umbrellas, planters, and any other existing public improvements (light fixtures, fire department connections, parking meters, etc.).
- Details/specifications sheets – Shall be submitted for each piece of equipment proposed with the street dining is application. This will include all tables, chairs, umbrellas, etc.

Design Standards:

1. Size. Street dining area shall be limited to the linear frontage a building has on Main Street and shall not exceed nine feet (9') in width. The encroachment of the proposed decks into street will not exceed seven feet, nine inches (7'-9") in width from the curb, as the encroachment of the proposed decks into the sidewalk will not exceed one foot three inches (1'-3"), unless approved by City Council. With the written permission of the adjacent property owner submitted to the City, they may extend into the neighbor's street frontage. Forty-four inches (44") of clear sidewalk width shall be available at all times where the street dining deck is being constructed. Each outdoor dining deck shall not exceed forty (40') feet in length.
2. Location/Proximity/Spacing. The City reserves the right to reject an application for an outdoor dining deck:
 - If the proposed deck is too close to a previously existing deck and would eliminate needed parallel parking along Main Street thus creating a concentrated parking issue.
 - If the proposed deck is for a restaurant that does not have direct access at street level.
 - If the proposed deck is for a business with existing outdoor dining space and the expansion of such is deemed excessive.

- If the proposed deck creates too much private use of the public right-of-way that may be deemed detrimental to the health, safety, welfare of the area.
 - The Building, Planning, and Engineering Departments will review the location, proximity, and spacing of each street dining deck as well as impacts of traffic and public safety concerns. A recommendation will be given to the City Council for final review and approval.
3. Hours of Operation. The street dining decks shall be utilized for street dining and shall serve lunch and dinner seven (7) days a week for the duration that the decks are in the Right of Way. Lunch service shall start no later than 12 p.m. (noon).
 4. Material. Street dining decks may be built of wood platforms and shall have a solid base. The design of the base shall complement the style of the building. The railing shall be painted solid to also complement the building. While outdoor dining deck is not subject to a complete Historic District Design Review (HDDR), the guidelines are applicable to the project.
 5. Height. The maximum height of the deck shall not exceed thirty-six inches (36") measured from existing grade to the base/floor of the deck at any given point. The layout of the deck may include a step to meet the maximum height allowed.
 6. Advertising. Additional signing or advertising beyond what is allowed by the Park City Sign Code is prohibited.
 7. Furniture. All tables and chairs shall be metal, wood, or other comparable material. Plastic furniture shall not be allowed. All furniture must be approved by the Planning Department per the historic district design review.
 8. Umbrellas. Umbrellas must be free standing and are prohibited from extending beyond the dining area. Any umbrellas shall be affixed permanently to the deck as required by the International Building Code requirements (including fire standards) and shall not create any public hazard.
 9. Lighting. No additional electric lighting is permitted, including exterior building lighting.
 10. Planters. Any proposed landscaping or atmosphere pieces shall be reviewed at the time of initial application, and shall not create any public hazard or unnecessary clutter. All plant material must be maintained in a manner that ensures their viability throughout the summer outdoor dining season.
 11. Use. The terms and scheduling of the use of the outdoor dining decks must not conflict with any previously existing Master Festival License (MFL) recipients on Main Street, specifically the Arts Fest (Kimball Arts Center), held in 2018 the

second Friday, Saturday and Sunday of August. Existing MFL recipients must be consulted with if the outdoor dining decks are to remain during their event. If no agreement is reached, the outdoor dining structure must be removed in full for the duration (including set-up and breakdown) of the MFL event. If the outdoor dining structure is not removed as required, PCMC will remove the structure at cost to compensate for the employees and equipment needed to complete the task.

12. Licensing. The additional square footage of the dining area must be added to the existing licensed area for the restaurant. The Applicant shall also adhere to other applicable City and State licensing ordinances, including the Department of Alcoholic Beverage Control. It is the responsibility of the Applicant to ensure that all licenses are properly obtained and adhered to.
13. Duration. Street dining is permitted beginning in May and shall terminate on October 30th, each year.
14. Health & Safety. The Use shall not violate the Summit County Health Code, the Fire Code, or International Building Code.
15. Music. The use of outdoor speakers and music is prohibited.
16. Maintenance. The dining area shall be clean and maintained in a neat and orderly fashion.
17. Storage. All equipment and other associated materials must be removed and stored on private property during prohibited times (off season). No material associated with the outdoor dining decks may be stored outdoors on-site during the off-season.
18. Removal. Decks must be completely removed from the Right-of-Way prior to the end of business day October 30. If the outdoor dining structure is not removed as required, the City will remove the structure at cost to compensate for the employees and equipment needed to complete the task.
19. Drainage. Design of the deck and its skirting shall not interfere with the existing street drainage. Deck plans shall be reviewed by the City for drainage and may be modified so as to not interfere with the existing drainage patterns of the street.
20. Utilities. Access to utilities shall not be hindered by the structures. No outdoor dining decks will be approved if located in an area that blocks access to fire hydrants, etc. No new utility lines shall be installed as a result of the proposed outdoor dining.
21. Insurance Requirement. The tenant shall carry a policy of liability insurance in an amount of at least \$2 million per combined single limit per occurrence and \$3

million per aggregate for personal injury, bodily injury and property damage. Park City Municipal Corporation shall be named as additional insured by endorsement of each policy.

22. Main Street Improvements. Due to the possible conflicts with scheduled Main Street improvements the City may postpone approving leases until the construction schedule is finalized to be able to determine appropriate dates.

If at any time the street dining deck needs to be removed the City will give each affected street dining business owner a minimum of 72 hours to have their decks removed. The City will not be responsible for any associated costs involving deck removal/placement or potential lost revenue.

23. Aesthetics. Due to the Park City environment and storage of the decks over the years, the decks shall be maintained in a safe and high quality manner. Prior to final installation and occupancy of each deck, the applicant shall make sure that the structural members can adequately meet their original design and each deck shall look aesthetically pleasing.

24. Violations. The decks shall be in compliance with Municipal Code § 11-19-3(H) regarding Prohibition Against Issuance of Municipal Permits. From the time that any Notice of Violation is given, the City may withhold permits for any alteration, repair or construction, which pertains to any existing or new structures or signs on the property or any permits pertaining to the use and development of the real property or the structure where a violation is located. The City may withhold permits until a Notice of Compliance has been issued by the enforcement official. The City may not withhold permits that are necessary to obtain a Notice of Compliance or that are necessary to correct serious health and safety violations.



Proposed 2019 Street Dining on Main Decks



562 Main Street
Fletcher's
Swede Alley Side

530 Main Street
Main Street Pizza & Noodle
31'-2" long
1.56 parking spaces

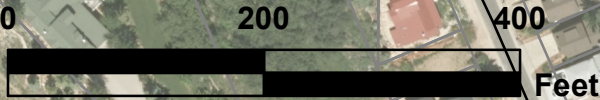
442 Main Street
Shabu
23' long
1.15 parking spaces

438 on Main
Flanagan's on Main
25' long
1.25 parking spaces

412 Main Street
Crystal Park Cantina
24' long
1 parking space

317 Main Street
The Eating Establishment
21'-10.5" long
1.09 parking spaces

501 Main Street
501 on Main
17' long
1 parking space



Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Christopher Phinney

Submitting Department: Sustainability

Item Type: Staff Report

Agenda Section:

Subject:

Consideration to Approve the Supplemental Plan for the 2019 Park Silly Sunday Market

(A) Public Hearing (B) Action

Suggested Action:

Staff recommends that City Council hold a public hearing, review and approve the Supplemental Plan for the 2019 Park Silly Sunday Market (PSSM) based on findings that they are operating consistently with the City Services Agreement as entered into on September 14, 2017, and Level Five Special Event Permit and requests that Council confirm two (2) City Council Liaisons to the Working Group for the 2019 Season.

Attachments:

[PSSM Supplemental Plan Staff Report 2019](#)

[Exhibit A: 2019 PSSM Supplemental Plan Summary, and Additional Materials](#)

[Exhibit B: Background - City Council Reports and Agenda Items](#)

[Exhibit C: PSSM Level Five Special Event Permit Findings 2019](#)

City Council Staff Report

Subject: 2019 Park Silly Sunday Market Supplemental Plan Approval

Author: Chris Phinney

Department: Special Events

Date: May 2, 2019

Type of Item: Administrative

Recommendation

Staff recommends that City Council hold a public hearing, review and approve the Supplemental Plan for the 2019 Park Silly Sunday Market (PSSM) based on findings that they are operating consistently with the [City Services Agreement](#) as entered into on September 14, 2017 and Level Five Special Event Permit and requests that Council confirm two (2) City Council Liaisons to the Working Group for the 2019 Season.

Analysis

This is the second of a three year City Services Agreement of the PSSM three year City Services Agreement. As part of the requirements in the City Services Agreement, staff is returning to update City Council with the Park Silly Sunday Market Supplemental Plan.

Staff finds that PSSM is operating in compliance with the Council approved 'Measures of Success' metrics, City Services Agreement and Level 5 Special Event Permit for their operations in 2019. Changes to 2019 PSSM and Status Quo details are detailed in the supplemental plan [Exhibit A](#).

Changes to the 2019 Park Silly Supplemental Plan Includes:

- PSSM will 14 markets on Sundays from June 3 through September 23 excluding the following dates:
 - August 4, 2019, in accordance with section B.2.1.A in order to accommodate the Annual Park City Kimball Arts Festival.
 - August 11, 2019. In accordance with section B.2.1.C. No Event Day. No city approved events are currently scheduled for this day
 - August 18, 2019 in accordance with section B.2.1.B in the Park Silly Sunday Market Service Agreement in order to accommodate the Tour of Utah.
- The Park Silly Sunday Market is requesting to extend the close of market by one hour on September 22, 2019 for Silly Fest. The Park Silly Sunday Market is requesting to have the stage with a band until 6:00 p.m. and for the beer garden to remain open until this time as well. Clearing and reopening of the street will happen no later than 8:00 p.m. Park Silly Sunday Market is asking for this extension of hours which is consistent with allowances in Section B.2.2, in which Park City shall consider expanded hours and special holiday late closures (Opening Day, Holiday Weekends and Silly Fest). As reported in the [2018 Park Silly Sunday Market End of Season Review](#), feedback was gathered and there were very few complaints from residents, staff or businesses regarding the event. Any time a grievance was received by staff or PSSM, the complaint was brought to the attention of PSSM immediately and the challenge was addressed.

- Increased level of engagement prior to the start of the PSSM season for residential and merchant outreach
- PSSM will not be receiving a \$15,000 cash payout for their event this year. Total City Service Fees for 2019 are estimated at \$79,782 (costs include full payment of City Services for three (3) markets, and a fee reduction waiver of City Services for eleven (11) markets). As per section C.6.2-(a) of the City Services Agreement, the City will waive \$60,500 plus an additional \$15,000 if PSSM participates in green efforts. The City has also entered into a clear agreement with PSSM regarding bollard installation which provides that the City shall reimburse \$550 per market for perimeter safety bollard installation. The City anticipates paying PSSM \$3,418 at the end of the season.

Background

There is a long background regarding the Park Silly Sunday Market which can be found here in [Exhibit B](#).

Alternatives for City Council to Consider

1. Recommended Alternative:

Staff recommends that City Council hold a public hearing, review and approve the Supplemental Plan as reflected in this report for the 2019 Park Silly Sunday Market (PSSM) based on findings that they are operating consistently with the [City Services Agreement](#) as entered into on September 14, 2017, and Level Five Special Event Permit and requests that Council confirm two (2) City Council Liaisons to the Working Groups for the 2019 Season.

Pros:

- a. The event's programs align with [City Council's goals](#) of providing a complete community that values economic diversity and arts and culture, creating engaged and effective government, and a thriving mountain community.
- b. PSSM continues to be a leader in promoting sustainable efforts for events and the overall community.

Cons:

- a. The market creates transportation challenges and requires diversion of transit by the closure of lower Main Street.
- b. The market increases the need for transportation and parking mitigation in surface parking lots as well as adjacent residential areas.

2. Continue the Item Alternative: The City Council may continue the item for more information or discussion, thus postponing the findings and approval of the 2019 Supplemental Plan, Measures of Success and Supplemental Plan.

Cons:

- a. This will further postpone the approval of Supplemental Plan for the 2019 PSSM season with regards to the compliance of the Measures of Success and City Service Agreement.

3. Modify the Item Alternative:

The City Council may modify any of the items discussed in this report.

Cons:

- a. Modifications may impact staffing, costs and/or create additional coordination requirements.

4. Deny Alternative: Deny that the Park Silly Sunday Market is operating consistently with their City Services Agreement and satisfactorily meeting the requirements of the 2019 Measures of Success and Supplemental Plan.

Cons

- a. The Level Three Special Event Permit for the 2019 Park Silly Sunday Market would not be approved.

Funding

PSSM will not be receiving a \$15,000 cash payout for their event this year. Total City Service Fees for 2019 are estimated at \$79,782 (costs include full payment of City Services for three (3) markets, and a fee reduction waiver of City Services for eleven (11) markets). As per section C.6.2-(a) of the City Services Agreement, the City will waive \$60,500 plus an additional \$15,000 if PSSM participates in green efforts. The City has also entered into a clear agreement with PSSM regarding bollard installation which provides that the City shall reimburse \$550 per market for perimeter safety bollard installation. The City anticipates paying PSSM \$3,418 at the end of the season, which has been budgeted for in Department Budgets. We will continue to monitor costs throughout midseason and end of season reports.

Attachments & Links

Exhibit A	Analysis 2019 PSSM Supplemental Plan & Measures of Success
Exhibit B	PSSM Background
Exhibit C	2019 DRAFT PSSM Special Event Permit

Exhibit C -
2019 PSSM Supplemental Plan Summary, PSSM Use Area, Sign Plan Preseason
Summary Measures of Success, Vendor Definition & Mix & Health Dept. Approval &
Application

2019 Park Silly Sunday Market Supplemental Summary

Changes to the 2019 Park Silly Supplemental Plan Includes:

- PSSM will 14 markets on Sundays from June 3 through September 23 excluding the following dates:
 - August 4, 2019, in accordance with section B.2.1.A in order to accommodate the Annual Park City Kimball Arts Festival.
 - August 11, 2019. In accordance with section B.2.1.C. No Event Day. No city approved events are currently scheduled for this day
 - August 18, 2019 in accordance with section B.2.1.B in the Park Silly Sunday Market Service Agreement in order to accommodate the Tour of Utah.
- The Park Silly Sunday Market is requesting to extend the close of market by one hour on September 22, 2018 for Silly Fest. The Park Silly Sunday Market is requesting to have the stage with a band until 6:00 p.m. and for the beer garden to remain open until this time as well. Clearing and reopening of the street will happen no later than 8:00 p.m. Park Silly Sunday Market is asking for this extension of hours which is consistent with allowances in Section B.2.2, in which Park City shall consider expanded hours and special holiday late closures (Opening Day, Holiday Weekends and Silly Fest).
- Increased level of engagement prior to the start of the PSSM season for residential and merchant outreach.
- Total City Service Fees for 2019 are estimated at \$79,782. The City will waive \$60,500 plus an additional \$15,000 if PSSM participates in green efforts. The City has also due to bollard installation, entered into a clear agreement with PSSM including that the City shall reimburse \$550 per market for perimeter safety bollard installation. The City anticipates paying PSSM \$3,418 at the end of the season,

2019 Park Silly Supplemental Plan Satus Quo Details:

- Parking Impacts
 - As per the transportation plan, Staff recommends the establishment of parking rates and continued promotion of the Park City High School Park and ride, which PSSM has secured for the 2019 season. The suggested parking rate for surface lots and Main Street meters is \$5.00 per hour from 10:00am to 5:00 pm. Standard 4 hour meter time limits will apply. The suggested China Bridge garage rate is \$5 per hour, with a daily maximum of \$18, first hour free.
- Sustainable Efforts as per section D.9.5.d of contract:
 - Enforce no idling policy for vendors, staff, and attendees.
 - Create a plan to increase the use of reusable or recyclable event materials:
 - PSSM reuses banners yearly (new sponsors are stickers); signage is such that it can be moved around and used year after year and across events; PSSM does not generate any print material other than a rack card for hotel distribution (hotels are provided a minimal amount and encouraged to use internet or sign up for our "What's Happening" weekly email); similarly patrons/hotels/local businesses are encouraged to sign up for weekly email blast (12,000 subscribers); vendors are encouraged

Exhibit C -

2019 PSSM Supplemental Plan Summary, PSSM Use Area, Sign Plan Preseason Summary Measures of Success, Vendor Definition & Mix & Health Dept. Approval & Application

- Reducing the use of plastic bags, single use plastic bottles, and Styrofoam throughout the event (PSSM requires use of reusable or compostable serving utensils/bags/packaging for all event vendors, participants and attendees).
 - This requirement of all vendors and is addressed in the PSSM Vendor Handbook and Vendor University.
- As requested by Park City, PSSM will serve as a partner in creating Green Event initiatives to help other events become more sustainable
 - PSSM participates in the Event Sustainability Round Table and provides guidance as well as staff/equipment resources to other events as available.
- Proactive Noise Monitoring
 - Staff will be monitoring the stage sound levels during the Market to ensure compliance with the Park City Municipal Code. PSSM has requested a relief from noise restrictions from the Park City Police Department as allowed under [6-3-11 Relief from Restrictions](#) and required in section 2.5.d of the City Services Agreement.
- Working Group
 - After the 2017 season, Staff discussed reworking the makeup of the working group and the criteria that is evaluated to better inform and articulate the group's mission. This discussion is ongoing and staff will report back to Council when the specifics have been finalized.
 - In accordance with section D.9.7, to the City Services Contract, Park Silly Sunday Market is required to conduct a Working Group three times during the Market season, which will include (a) two (2) HPCA Representatives, (b) two (2) Park Silly Market Representatives, and (c) two (2) members of the Park City Council.
 - Staff believes the working group meetings are important and work well, as they allow Market staff, City Staff, Council Representatives and HPCA time to experience the market, increase communications and transparency, and address challenges and solutions. PSSM is working with HPCA to identify two (2) HPCA representatives.
 - Staff asks Council to appoint two (2) Park City Council Representatives for the Working Group for the 2018 Season, as part of the Supplemental Plan approval.

Dates are proposed as follows, times to be varied as to experience the start, mid-day and end of the market:

▪ Sunday, June 23;	11:00 a.m.	Walk-through, Main Street
▪ Sunday, July 14;	1:00 p.m.	Meet at Transit Center
▪ Sunday, August 25;	11:00 a.m.	Walk-through, Main Street
▪ Wednesday, September 18;	10:00 a.m.	Sustainable Efforts – Trip
▪ Wednesday, September 25;	10:30 a.m.	End of Season Debrief, Location TBD

City Service Fees & Municipal Funds.

Final City Service Fees for 2018 Season are \$79,302. As according to section E of the City Services Agreement:

(a) Annual payment of \$15,000 for zero waste program and mentor as part of the Green Event program in the City annually. No cash will be provided after 2020.

(b) Annual fee waivers of \$60,500. The City shall waive services for 11 of the 14 market dates. PSSM shall pay for services of 3 market dates. 246

Due to bollard installation the City entered into a clear agreement with PSSM including that the City shall reimburse \$550 per market for perimeter safety bollard installation.

Exhibit C -
2019 PSSM Supplemental Plan Summary, PSSM Use Area, Sign Plan Preseason
Summary Measures of Success, Vendor Definition & Mix & Health Dept. Approval &
Application

A summary of City Service Fees is listed in the chart below.

Departments	Items	End of Season Actual 2018	Estimate of Fees 2019
Parking Department	Parking spaces for 14 days	\$ 22,050	\$ 22,050
Police Department	532 Hours	\$ 39,900	\$ 39,900
Transit Department (rerouting transit and moving two stops on Park Ave)	15 Hours	\$ 2,250	\$ 2,250
Parks Department	Banner installation	\$ 648	\$ 648
Building Department	Inspections and permits	\$ 8,694	\$ 8,694
Special Event Application Fee	Annual Permit Fee	\$ 160	\$ 640
VMS Signs & Barricades	2 VMS/ Electronic Signs (PCMC owned and UDOT signs)	\$ 5,600	\$ 5,600
Total Fees		\$ 79,302	\$ 79,782

Hours

The Park Silly Sunday Market will continue to operate from 10:00 a.m. to 5:00 p.m. Set up is to begin no earlier than 6:00 a.m. and the street will be cleared and available for parking no later than 8:00 p.m. on each market day.

Exception:

- a. The Park Silly Sunday Market is requesting to extend the close of market by one hour on September 22, 2018 for Silly Fest. The Park Silly Sunday Market is requesting to have the stage with a band until 6:00 p.m. and for the beer garden to remain open until

Exhibit C -

2019 PSSM Supplemental Plan Summary, PSSM Use Area, Sign Plan Preseason Summary Measures of Success, Vendor Definition & Mix & Health Dept. Approval & Application

this time as well. Clearing and reopening of the street will happen no later than 8:00 p.m. Park Silly Sunday Market is asking for this extension of hours which is consistent with allowances in Section B.2.2, in which Park City shall consider expanded hours and special holiday late closures (Opening Day, Holiday Weekends and Silly Fest).

Transportation Impacts:

- Work with Park City to review and create an incentive program for attendees that take alternative modes of transportation. This will include a bike valet located in close proximity to the event, as well as supplemental parking outside of the Old Town core with free transportation to the event. PSSM and Park City will work to track alternative forms for transportation to and from the event as an absolute number and a percentage of event attendees. PSSM and Park City will determine a traffic baseline, and provide plan to lessen vehicle impacts annually.

HPCA Vendor Cancellation & Date Requests

As in 2018, HPCA members who are scheduled and fail to notify PSSM staff prior to 5:00 p.m. on the Thursday before the scheduled Sunday will receive a bill for a \$150.00 cancellation/no show fee. The next scheduled HPCA member will not be permitted to participate or load-in if the cancellation/no-show fee has not been paid. This change was made to encourage those HPCA vendors that sign up to show up and prevent holes or last minute changes to the vendors the day of the market.

The deadlines for HPCA vendor date requests will remain the same as last year. The deadline of for all HPCA requests is May 1, 2018. Any unfilled dates for June that are not reserved by the HPCA May 1 deadline, will be opened to be filled by other at-large vendors as pertains to the Vendor Mix requirements, and subsequently on the first of each month through August 1.

Vendor Mix

PSSM regulates their vendor mix to mitigate for potential of adverse impacts to brick and mortar Main Street Businesses. As outlined in the requirements of the City Services Agreement, the 2019 vendor mix is the same as in 2018.

- No more than twelve (12) on site food vendors; twelve (12) jewelers or six (6) importers at each market

Parking & Residential Mitigation

Staff will place 'residential parking only' signs in the Old Town Area in an effort to reduce traffic in Old Town. This will continue to be required at each Market.

In an effort to increase coordination, Park Silly Sunday Market continues to require their vendors to submit license plate numbers to the Parking Services staff to help identify vendors who are parked outside of the designated vendor parking areas located at the Upper and Lower Sandridge parking lots and top level of China Bridge. Oversized vehicles cannot be parked in the China Bridge. PSSM will submit an updated vendor plate numbers to the Parking Services Department each Sunday no later than 10 a.m.

Event Coordination

A summary of events that occur on the same day as Park Silly Sunday Market 2018 Season is below. According to section [4A-2-5](#) of the municipal code, staff finds that these events will not duly interfere with each other. Staff will continue to work with organizers of both PSSM and the events as outlined below to ensure traffic and transportation plans run smoothly, as well as, that

Exhibit C -
2019 PSSM Supplemental Plan Summary, PSSM Use Area, Sign Plan Preseason
Summary Measures of Success, Vendor Definition & Mix & Health Dept. Approval &
Application

the organizer of each event is mitigating impacts they cause.

DATE	EVENT	A – Geographic Separation	B - Proposed Time & Duration	C – Anticipated Attendance
June 16	Park City Red Wolves Game	Dosier Field	8am – 8pm	400-500
July 21	Triple Crown	Quinn’s Sports Complex, Park City School District Fields, City Park	8am – 8pm	
August 25	Walk A Mile In Her Shoes	City Park	8 a.m. to noon	250
September 15	Autumn Aloft	Main Street, N40	7 a.m. to noon	2,500
September 15	Tour De Suds	City Park	9 a.m. to noon	400

Staff will report any other events that are not currently known during the mid-season and end of season reviews.

Department Coordination

Park Silly Sunday Market has worked with Staff to set meetings with Public Safety as well as Parks and Building Maintenance, and Transportation to ensure that operations with regards to both aspects remain well coordinated. At this time, Staff does not anticipate any changes to the Public Safety or Parks & Maintenance logistics. As staff continues to coordinate and implement City wide transportation standards and increased mitigations, PSSM has agreed to help implement these changes. Staff will report on this at the mid-season review.

Community Engagement Outreach

Staff and PSSM will work in conjunction to notify Old town residents and the general public of the market activities as well as parking and transportation changes. This could involve use of the PCMC event text alert system.

Exhibit C -
2019 PSSM Supplemental Plan Summary, PSSM Use Area, Sign Plan Preseason
Summary Measures of Success, Vendor Definition & Mix & Health Dept. Approval &
Application

Park Silly Sunday Market – 2018 Season Preview Measures of Success		Legend S – Succeeding in meeting Contracted I - In progress / Meeting Requirements U – Unsatisfactory - Not meeting
Requirements		
Vendor Mix		
Importers (allowed per week maximum) i. 2019- 6	Notes: Requirements are currently being met	I
Jewelers (allowed per week maximum) i. 2019- 12	Notes: Requirements are currently being met	I
On-site Food Vendors & Snack food Vendors (per week maximum) i. 2019 - 12	Notes: Requirements are currently being met	I
PSSM will invite two (2) HPCA representatives in the jurying of jewelry vendors.	Notes: Requirement was met by PSSM. HPCA was only able to send one representative.	S
PSSM will coordinate three (3) market walkthroughs with the HPCA and PCMC to identify possible conflicts and/or issues with vendor mix.	Notes: June 10, July 15, August 26 and September 16 have been suggested. HPCA and City are identifying representatives.	I
PSSM will provide to the City a list of vendor classification definitions along with preference criteria for vendor mix.	Notes: Requirements have been provided and met.	S
Parking / Traffic / Pedestrian Management		
Create event parking plan i. Identify vendor vehicle with license plate identification. ii. Identify public parking locations both in Old Town/Main Street along with alternative parking areas. iii. Identify locations where parking will be removed to provide space for event and mitigate impacts of event iv. Continue increased communication between departments and PSSM to encourage parking of vendors in suggested vendor locations.	Notes: PSSM continues to work with Staff & private parking garages to park vendors in appropriate areas. A resident parking area has been established and is being enforced along the west side of Park Ave. from 9 th to 13 th Street. Parking Enforcement continues to communicate with the residents to resolve parking concerns during the Park Silly Sunday Market. This increase in fees for parking in China Bridge and other areas will be monitored. An update will be given to council at the Mid-Season review.	I
Work with Special Events and Transit to get out alternate transportation messaging out with: i. Co- messaging with PC Transit Dept. ii. PSSM will create and implement different methods of informing the public (PSA's, print ads) iii. Create and implement a program encouraging non-motorized forms of transportation to the market. ix. Addition of Shuttle Service on expected heavy attendance day – June 30 and Sept 1	Notes: Meeting requirements; PSSMs print, online and radio advertising includes directions for participants to take alternate transportation to the event. Including City transit, bikes or walking to attend.	I
Submit sign Plan to Staff at the time of Supplemental Plan containing the following: i. Locations ii. Size & Type	Notes: Requirements are currently being met	I

Exhibit C -
2019 PSSM Supplemental Plan Summary, PSSM Use Area, Sign Plan Preseason
Summary Measures of Success, Vendor Definition & Mix & Health Dept. Approval &
Application

iii. Message iv. Placement and removal times		
Work with City to create a pedestrian management plan that addresses the crossings of Heber/Main and Swede Alley	Notes: Requirements are currently being met - Intersection is currently manageable and requires no additional resources.	I
Market Set-Up and Inspections		
a. Weekly notification to staff of footprint or operational changes	Notes: Staff is working with PSSM to ensure that requirements are met.	S
b. Location of interior sponsor signs	Notes: Requirements are currently being met	I
Street Cleaning and Trash Removal		
a. Pre-Meet with City's Street Department to create a street cleaning and trash removal plan	Notes: Requirements are currently being met	I
b. Meet with Street Department two (2) additional times throughout summer to address any issues with plan.	Notes: Will meet during the 2018 Market Season – dates TBD	I
Coordination with PCMC and HPCA		
a. PSSM will schedule monthly 'Working Group' meetings from June through September	Notes: June 10, July 15, August 26 and September 16 have been scheduled and Staff will request attendance of representatives from HPCA, City Staff and City Council.	I
b. PSSM will schedule four (4) market walkthroughs with the "Working Group" within the season.	Notes: PSSM has set dates for the 2018 Working Group.	I
c. PSSM will schedule a weekly market walk through with City representatives	Notes: PSSM and the City have scheduled the weekly meetings.	I
d. PSSM will supply the City Representatives with weekly report containing the following i. Estimated attendance ii. Zero Waste statistics iii. Breakdown of number of vendors and types iv. Provide a list of other sustainable efforts throughout the event. v. PSSM to participate in and provide a list of City functions related to Green Event management that they participate in, as well as, a list of non- profits who they provide sustainable mitigation efforts for. vi. PSSM to present a year over year a comparison for sustainable effort comparison in coordination with the City during annual end of season review.	Notes: Requirements are currently being met	I
e. PSSM will supply the City Representatives with an ongoing list of vendor and staff license plates: i. Prior to the start of the June 3 Market. ii. At any time they add license plates to the market throughout the 2018 season. iii. License plate lists should be provided to the City Representative no later than 10:00 a.m. each Sunday.	Notes: Requirements are currently being discussed to work on best coordination between PSSM and the City.	I
Marketing and PR		
a. HPCA logo on all advertisements & promotions	Notes: Requirements currently being met.	I
b. Engage in cross promotions with Chamber, HPCA, Park City Restaurant association	Notes: Requirements currently being met.	I
c. Media – The HPCA logo and sponsorship credits will be provided in all media placement that the PSSM currently employs, including but not limited to: I. Print ads	Notes: Requirements currently being met.	I

Exhibit C -
2019 PSSM Supplemental Plan Summary, PSSM Use Area, Sign Plan Preseason
Summary Measures of Success, Vendor Definition & Mix & Health Dept. Approval &
Application

II. Ads, links or info listings on Utah tourism, business and special internet websites; III. Periodic television coverage; IV. Radio PSAs and promotions; V. Website spots, summer guides, fairs, non-profit organization calendar listings; VI. Email blasts; and VII. Social media, 'if applicable'		
Other Items:		
Quantify Marketing & PR Value	Notes: In progress.	I
PSSM shall present an annual preceding market season. This report will contain the following: i. Estimated attendance ii. Zero Waste statistics iii. Breakdown of number of vendors and types iv. List of non-profit groups attending the market v. Advertising information etc. vi. Transportation and parking counts – to be coordinated with PCMC Transportation Services Department	Notes: This was reported to Council in the 2017 End of Season Report. PSSM is aware of the requirement and will gather the required information for the 2018 report.	I

There
two
that

are
items
have

occurred that staff would like to inform Council on outside of the measures as written:

1. PSSM staff has been reminded that all amplified music and announcements are to be halted prior to 5:00 p.m. in accordance with their contract.
2. Staff has monitored the PSSM stages and found that all noise ordinance requirements are being met and properly coordinated.

PSSM Vendor Types Definition & Vendor Mix

All categories are juried by the PSSM staff by way of required online application details including, but not limited to: product descriptions, photo samples of products, photo of booth display, history/business description including their 'story', list of sources and co-packing use.

PRIORITY 1: Artisan- A vendor that sells unique, art and handmade crafts (excluding food and jewelry). Starting materials must be significantly altered and enhanced by the artist. Preferential consideration given to local artists based in the state of Utah.

PRIORITY 2: Farmer - A vendor that sells fresh produce from his or her farm and/or a vendor that sells food products made of produce from his or her farm.

PRIORITY 3: Jeweler - A vendor that sells unique, handmade jewelry of their own making and design. limited space available in this category (12 per market date).

PRIORITY 4: Gourmet Food - A vendor that sells foods or baked goods, made in Utah, which are intended/packaged for off-site consumption. Preferential consideration given to members of Utah's Own.

PRIORITY 5: Designer - A vendor that plans the precise form, look or working of an item, excluding jewelry, in writing before such item(s) is manufactured pursuant to that vendor's specific request. To qualify as a designer, the vendor shall be required to submit specific design plans of all item(s) to be sold at the market. Preferential consideration given to local designers based in the state of Utah.

PRIORITY 6: Young Vendor - A vendor, 17 years of age or younger, that sells their own unique, handmade goods.

PRIORITY 7: Food - A vendor that prepares and sells food for consumption at the Market. First right of refusal is offered through the HPCA membership. Limited space available in this category (12 per market date, 10 of which are propane approved space)

252

PRIORITY 8: Service Vendor -A vendor that provides on-site services to market attendees (ex. - henna, face-painting).

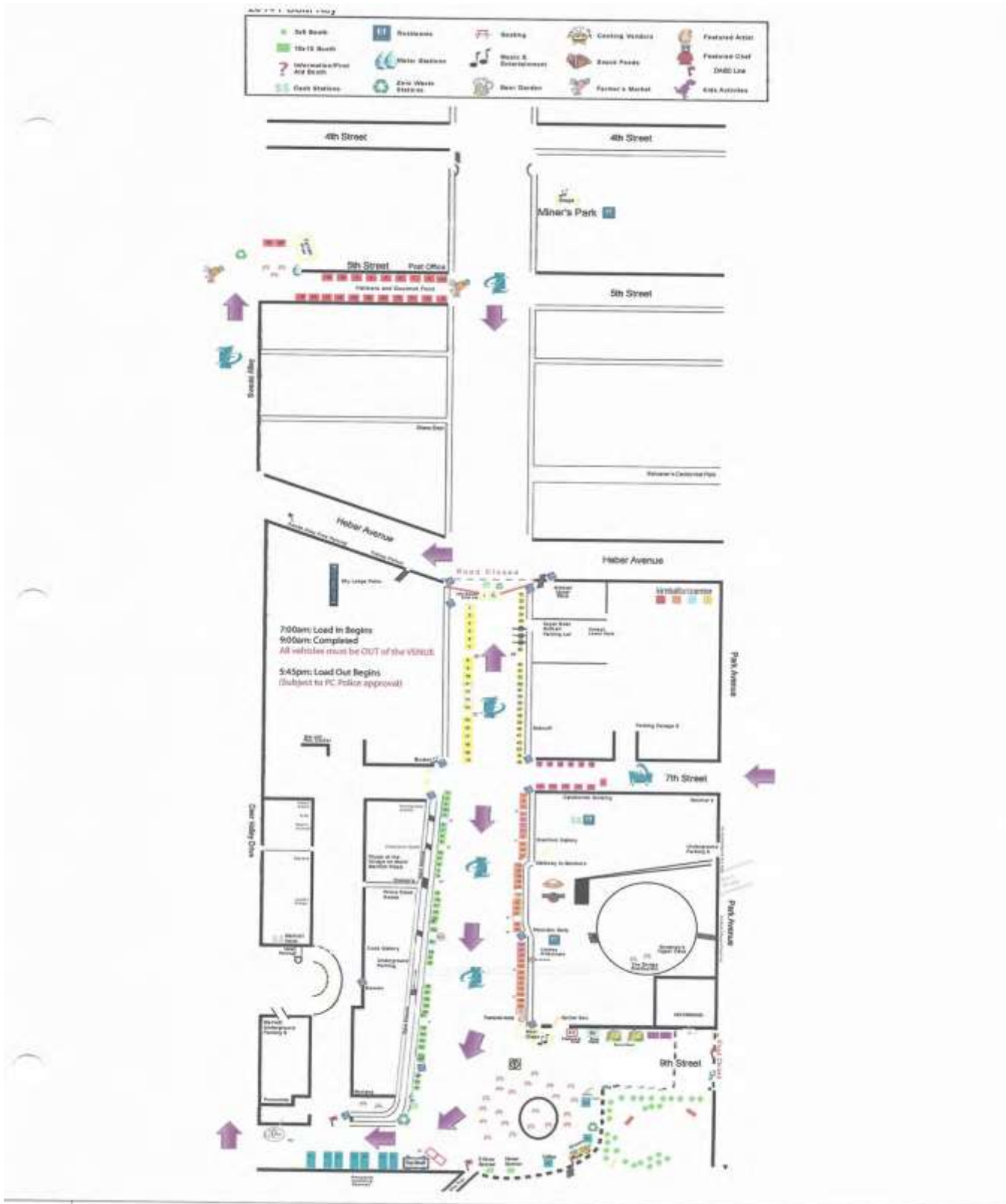
LAST PRIORITY: Importer - A vendor that purchases goods manufactured and/or procured outside the U.S. (jewelry not permitted in this category). This category is considered a 'last sell' vendor type. Vendors in this category are invited in April, based

Exhibit C -
2019 PSSM Supplemental Plan Summary, PSSM Use Area, Sign Plan Preseason
Summary Measures of Success, Vendor Definition & Mix & Health Dept. Approval &
Application

on remaining space available, in an effort to maximize opportunity to other vendor types. Limited space available in this category
(6 per market date)

PSSM Use Area

Exhibit C -
2019 PSSM Supplemental Plan Summary, PSSM Use Area, Sign Plan Preseason
Summary Measures of Success, Vendor Definition & Mix & Health Dept. Approval &
Application



2019 PSSM Supplemental Plan Summary, PSSM Use Area, Sign Plan Preseason Summary Measures of Success, Vendor Definition & Mix & Health Dept. Approval & Application

Exhibit C -
2019 PSSM Supplemental Plan Summary, PSSM Use Area, Sign Plan Preseason
Summary Measures of Success, Vendor Definition & Mix & Health Dept. Approval &
Application

2019- Signage

Drop	Location	Sign
1	High School	Market Parking
2	Opp Side of 224	Park Silly Today
3	Opp Side of 224	Park Silly Today
4	Welcome to PC Sign	Park Silly Today
5	DV Drive & Main St	(3) Red Barriers VIP Potty No Main St Access
6	Farmers Market	(2) Green Barriers (1 on each side) Zero Waste Information
7	Transit Station	Farmers Market
8	Heber & Main	(2) Red Barriers (2) Farmers Market Information Booth
9	Park Ave & 7th	Road Closed Restroom Restroom / First Aid No Left/Right Turn Zero Waste
10	Park Ave & Flying Sumo DABC Line	Zero Waste No Alcohol
11	Park Ave & 9th & Stage	(4) Red Barriers (10) Silver Barriers - Bar No Left/Right Turn (2) Bike Valet (2) Zero Waste (4) No Alcohol Road Closed Wristband Restroom

Exhibit C -
2019 PSSM Supplemental Plan Summary, PSSM Use Area, Sign Plan Preseason
Summary Measures of Success, Vendor Definition & Mix & Health Dept. Approval &
Application



Exhibit C -
2019 PSSM Supplemental Plan Summary, PSSM Use Area, Sign Plan Preseason
Summary Measures of Success, Vendor Definition & Mix & Health Dept. Approval &
Application

STATE OF UTAH
DEPARTMENT OF COMMERCE
DIVISION OF CONSUMER PROTECTION
REGISTRATION



EFFECTIVE DATE: 03/23/2018

EXPIRATION DATE: 04/01/2018

ISSUED TO: PARK SILLY SUNDAY MARKET
2052 Prospector, Suite 200
Park City UT 84060

REFERENCE NUMBER(S), CLASSIFICATION(S) & DETAILS(S)
7204245-CHAR Charitable Organization

25% of contributions REPORTED to be used in charitable purpose

Daniel L. O'Bannon

Director, Division of Consumer Protection

STATEMENT: THE STATE OF UTAH MAKES NO CERTIFICATION AS TO THE CHARITABLE WORTHINESS
OF ANY ORGANIZATION ON WHOSE BEHALF A SOLICITATION IS MADE NOR AS TO THE MORAL
CHARACTER OF THE HOLDER OF THE PERMIT

Exhibit C -
2019 PSSM Supplemental Plan Summary, PSSM Use Area, Sign Plan Preseason
Summary Measures of Success, Vendor Definition & Mix & Health Dept. Approval &
Application

Exhibit D – 2019 PSSM Parking Map



Exhibit B – Background - City Council Reports and Agenda Items

<u>Date</u>	<u>Item</u>
November 3, 2016	PSSM 2016 End of Season Review / Minutes – pages 14-15
November 10, 2016	PSSM Contract Extension / Minutes pages 7 -8
April 27, 2017	PSSM 2017 Supplemental Plan Approval / Minutes pages10 - 11
June 15, 2017	PSSM 2017 Addendum to Supplemental Plan Transportation Alternatives / Minutes – pages 5 -6
August 3, 2017	PSSM Mid-Season Review – Staff Communication
August 31, 2017	PSSM 2017 Addendum to Supplemental Plan – Parking & Transportation Plans
September 14, 2017	PSSM – City Service Agreement Extension / Minutes – Page 12
November 9, 2017	PSSM 2017 End of the Season Review /Minutes – Page 4 & 5
May 3, 2018	PSSM 2018 Supplemental Plan Approval/Minutes – Page 18 & 19
August 2, 2018	PSSM 2018 Mid-Season Review/Staff Report
November 15, 2018	PSSM 2018 End of Season Review/ Staff Report

On September 14, 2017 City Council approved City Service agreement with PSSM beginning with the 2018 season expiring in 2020 subject to annual non- automatic renewals. The agreement shall renew for an additional two (2) years for the 2021 and 2022 Markets, provided both parties execute written notice of consent to renew by March 1, 2020. The contracted terms included the following:

- Number of Market Dates - 14 Market Dates, Sundays June 3 through September 23, except for the dates August 2, 12, and 19.
- Financial Contributions - \$15,000 to help offset the cost of PSSMs zero waste efforts which greatly exceed the City's proposed standards. PSSM to be required to participate in City activities and events to help increase other event's sustainable efforts.
- City Service Fees – City to waive \$60,687.55 (or the equivalent of 11 markets), and PSSM to pay for \$16,551.15 (or the equivalent of 3 markets).
- Contract Length – Three year contract, with a possibility to renew the contract for two years after the three year contract ends. This is not an automatic renewal.
- Use Area – Use Areas remain the same as previous and will be reviewed annually with each supplemental plan.
- Performance Measures – Removal of marketing and attendance requirements from 2017, while keeping vendor mix, sustainable and transportation measures for the length of the contract.

As part of the City Service Contract section 2.1, the Supplemental Plan should have Council approval by the second week in April for the Market to begin in June of each contracted year. Staff is late in returning for the approval of the Supplemental Plan due to both staff and PSSMs continued coordination for event operations and impacts.



Exhibit A – PSSM Level Three Special Event Permit

SPECIAL EVENT PERMIT

Type of License:	Level One	Level Two	Level Three	Level Four	<u>X Level 5</u>
Event Name:	2019 Park Silly Sunday Market				
Event Date(s):	Sundays, June 2 nd through September 22 nd , 2019 No Market on August 4, August 11, & August 18 10:00 a.m. to 5:00 p.m.				
Event Location:	Lower Main Street, & 5 th Street				
Licensee:	Park Silly Sunday Market				
Contact Person:	Kate McChesney, Executive Director Park Silly Sunday Market				
Approved By:	Special Events Coordinator		X City Council of Park City		
Approval Date:	May 2, 2019				

The Park City Council has approved the Level Five Special Event Permit for the Park Silly Sunday Market as part of the current City Services Agreement that was executed on September 14, 2017. The Park Silly Sunday Market is to be held on Lower Main Street (from Heber Avenue to 9th Street) and on 5th Street, on Sundays June 2nd through September 22nd from 10:00 a.m. to 5:00 p.m. The market will not be held on August 4th to accommodate the Park City Kimball Arts Festival, August 11th as a No Event Day and August 18th to accommodate Tour of Utah. This Level Five Special Event Permit has been issued under the authority described within the [Park City Municipal Code Section 4A-2-3H2](#) based on the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. Park Silly Sunday Market will operate during the following 2019 dates: Sundays, June 2nd through September 22nd from 10:00 a.m. to 5:00 p.m. The market will not be held on August 4th to accommodate the Park City Kimball Arts Festival, August 11th as a No Event Day and August 18th to accommodate Tour of Utah.
2. The events will end by 5 p.m. each Sunday, and Main Street shall be reopened to traffic and parking by 8:00 p.m. or sooner when possible. The permittee will organize load-in and load-out for each vendor, as well as, ensure that traffic in the area continues to move during this high traffic time. The permittee is responsible for working to establish and follow parking plans. The applicant will have volunteers as well as the help of Park City Police Department to ensure that efficiency of traffic, transportation and public safety.
3. The permittee has secured permission from the school district to allow the use of their parking areas at the Schools on Kearns Blvd. (Hwy. 248). The permittee will use the City's current transit schedule for attendees that use this lot.
4. The permitted has secured addition private shuttle transit to augment the city's transit service on the expected heavy attendance days on June 30th and September 1.
5. The applicant is working with Park City Parking Services Department on nonexclusive use of City parking lots for vendors and market attendees. The permittee will be responsible for providing the Parking Services Department with a list of vendors' license plates no later than 10 a.m. at each market.
6. The applicant has established a weather and emergency plan and will train staff and volunteers



to the procedures of the plans. The applicant has established these plans to maximize the safety of event attendees, volunteers, staff and the general public. There are no weather dates for the event, but the applicant is aware that weather could interfere with the possibility of the event's proposed activities. In the case that the event were to be cancelled due to dangerous weather conditions, they would notify the general public as well as participants in the event. The applicant understands that Park City Special Events, Police, Fire, Building Official/Fire Marshal and Emergency Management have the right to cancel or postpone the event at any time due weather or emergency conditions.

7. The events associated with the Park Silly Sunday Market will not require the diversion of so great a number of police, fire, or other essential public employees from their normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.
8. The concentration of persons, vehicles, or animals will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health or safety services.
9. There are other Special Event Permits that have been granted for Sundays, June 2nd through September 22nd.

The table below will show in column (A) - Geographic separation of events; column (B) - Proposed time and duration of the events; column (C) - Anticipated attendance. Park Silly Sunday Market will not substantially interfere with the logistics and venue for any event for which a license has already been granted and with the provision of City services in support of other such events or governmental functions based on the following:

DATE	EVENT	A – Geographic Separation	B - Proposed Time & Duration	C – Anticipated Attendance
June 16	Park City Red Wolves Game	Park City High School Dosier Field	8 a.m. – 8 p.m.	400-500
July 21	Triple Crown	Quinn's Sports Complex, Park City School District Fields, City Park	8 a.m. – 8 p.m.	
August 25	Walk A Mile In Her Shoes	City Park	8 a.m. to noon	250
September 15	Autumn Aloft	Main Street, N40	7 a.m. to noon	2,500
September 15	Tour De Suds	City Park	9 a.m. to noon	400

10. The size of the crowd and nature of the event will not create an imminent possibility of violent disorderly conduct likely to endanger public safety or cause significant property damage.
11. The applicant has been working with City Staff and applicable departments to address all event concerns. The Applicant demonstrates an ability and willingness to conduct the event pursuant to the terms and conditions of this Chapter and has not failed to conduct a previously authorized event in accordance with the law or the terms of a license, or both.
12. Park Silly Sunday Market is under contract to install and remove bollards every week of the Market and coordinate with Public Safety.
13. Staff finds Park Silly Sunday Market is meeting the Measures of Success, is consistent with the measures as outlined in the City Services Agreement as entered into on September 14, 2017 and supports Council's goal of creating a complete community that values economic diversity, arts and culture, and a thriving mountain community. This event creates a community gathering place, encourages and supports the Historic Main Street Alliance, Park City Businesses and encourages local and regional tourism and supports continued Main Street vibrancy.

Conclusions of Law:

1. The application is consistent with the requirements of the [Park City Municipal Code 4A-2-4](#).

Conditions of Approval:

1. The applicant, at its' cost, shall incorporate such measures as directed by Staff in order to ensure that any safety, health, or sanitation equipment, and services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety are provided and paid for by the applicant.
2. The permittee's use of barricade and signage will be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) for the duration of the event.
3. The permittee is required to provide supplemental documents including a Transportation and traffic control plan, Contingency plans, Site Identification and detailed map showing specifics of event operations as described in section 4A-2-11. Such documents shall be reviewed and approved with conditions administratively by the Special Events Manager in coordination with from the Chief of Police, Transportation Manager, Chief Building Official and Economic Development Manager.
4. As according to [section 6-3-11](#) of the Municipal Code, a permit for relief from the noise restrictions on the basis of undue hardship has been made to the Chief of Police. The permittee has been granted a permit for relief from the noise restrictions by the Chief of Police not to exceed 90 dbls for the following dates and times:

- Sundays June 2nd through September 15th, 10:00 a.m. to 5:00 p.m. Sunday September 22, Market hours will be 10:00 a.m. to 6:00 p.m. for Sill Fest.

The permittee shall work to orient noise activities to minimize sound impacts to the neighboring residents, businesses and public facilities. If a complaint is received by Park City Police Department, they will investigate the complaint. If asked by the Park City Special Events or Police Department, the permittee shall turn noise down to mitigate concerns of noise from surrounding residents, businesses or public facilities.

5. The permittee has agreed to return to City Council and give a mid-season and end-of-season review for the 2019 market season.
6. The permittee is required to submit minimum insurance as required by state law as approved by the City Attorney's office in the amounts as indicated below.

The permittee must name Park City Municipal Corporation as hereby an additional insure with respect to liability arising out of or in connection with Park City Silly Sunday Market activities under the Service Agreement and further indemnify the City from liability occurring at the event, except for any claim arising out of the sole negligence or intentional torts of the City or its employees as described in Park City Municipal Code section 4A-2-10 and 4A-2-4.F. It is

suggested that the insurer have AM Best Financial Strength rating of at least A: VII.

- General Liability of \$2,000,000 per occurrence / \$4,000,000 aggregate
- Auto Liability of \$2,000,000 combined single limit for bodily injury and property damage per accident.
- Liquor Liability of \$1,000,000 per occurrence/ \$2,000,000 aggregate
- Proof of Workers Compensation with regard to statutory limits of \$500,000 per accident. (Please note that the City does not have to be additionally insured on this specific policy).
- Park City Municipal Corporation shall be named as additional insureds on the policy limits set forth above.

7. All plans for tents, stages and other temporary structures as well as flammable materials shall be submitted to the Building Department for review and permitting no later than the Thursday previous to each market week.
8. The permittee is required to provide supplemental documents including a Transportation and traffic control plan, Contingency plans, Site Identification and detailed map showing specifics of event operations as described in section 4A-2-11. Such documents shall be reviewed and approved with conditions administratively by the Special Events Manager in coordination with from the Chief of Police, Transportation Manager, Chief Building Official and Economic Development Manager.
9. The permittee is responsible for providing volunteers during event with a volunteer plan during both events.
10. The permittee is required to provide a sufficient number of traffic controllers, signs and other equipment as required by City, not limited to barriers, fencing, traffic devices, monitors for crowd control and safety, and such measures as directed by City, County or State Staff in order to ensure that any safety, health, or sanitation equipment, services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety and the environment, adequate offsite parking and traffic circulation in the vicinity of the event and other services or facilities as necessary to ensure compliance with City ordinances in a plan approved by the Transportation Director, Chief of Police and Chief Building Official in accordance with the Transportation Demand Management Plan, Park City Risk Assessment and International Building and Fire Code.
11. All third party approvals including the Park City School District, Summit County and State permit approvals required for this event shall be secured by the Thursday previous to each market week and submitted to Park City Municipal Corporation.
12. The permittee is required to submit an Emergency Operations plan to be approved by the Chief of Police and the City's Emergency Manager. The Park City Special Events, Police, Fire, Building Official/Fire Marshal and Emergency Management have the right to cancel event upon any condition, violation or weather that jeopardizes the life, safety or property of the residents or visitors of Park City.
13. The Permittee will provide a vendor list and sign plan for the event. All handouts, flyers, banners and other signage, shall comply with Park City Municipal Code 12-12.
14. PSSM will operate for fourteen (14) Sundays, June 2nd through September 22nd 2019. PSSM will not be held on August 4, August 11, and August 18 due to other events that are scheduled.
15. PSSM will extend its operational time by one hour on September 22, 2019 for Silly Fest. PSSM is requesting to have a stage with a band and beer garden that will remain open until 6:00 p.m. on this date. Clearing and reopening of Main Street will happen no later than 8:00 p.m.
16. Estimated fee waivers for City Services in 2019 are \$60,500 and contracted municipal funds for the 2019 season are \$15,000. Changes in City Service fees shall be reported at the mid-season and end-of-season review.
17. PSSM will provide vendor license plate numbers to the Parking Services Department no later than 10:00 a.m. during each Sunday. This is to help ensure that vendors are parking in vendor parking areas.
18. PSSM shall report zero waste statistics in pounds for the 2019 season as to allow for

comparison to the previous year.

19. PSSM shall maintain the following vendor types at no more than: Six (6) Import Vendors, Twelve (12) Jewelers and Twelve (12) On-site Food and Snack Food Vendors per market.
20. PSSM shall have non-exclusive use of the upper and lower Sand Ridge Parking Lots, as well as the Top of China Bridge for Vendor and Staff Parking.
21. PSSM estimates overall attendance in 2019 will be 200,000. PSSM shall work with Staff to address the challenges and opportunities created by the growth in attendance to the event with regards to maintaining public safety, traffic and transportation impacts to the City.
22. PSSM has coordinated with the Fire Marshall, and Public Safety Personnel regarding placement of emergency staff and equipment, and anticipates that Fire and EMS will be staged on 7th Street. PSSM has also submitted an Emergency Operations Plan which is being coordinated with Park City Police, Emergency Management and Park City Fire.
23. PSSM shall have a deadline of the first of the month of each month of the Market for all HPCA vendor requests as pertains to the Vendor Mix requirements. Any unfilled dates for the month that are not fulfilled by the 1st deadline, will be filled by other vendors as pertains to the Vendor Mix requirements, and subsequently on the first of each month through September 1, 2019. Any vendors who are scheduled and fail to notify PSSM staff prior to 5:00 p.m. on the Thursday before the scheduled Sunday will receive a bill for a \$150.00 cancellation/no show fee. For HPCA - the next scheduled HPCA member will not be permitted to participate or load-in if the cancellation/no-show fee has not been paid. PSSM vendors, who do not pay the fee, will not be permitted to return until the fee has been paid.

PASSED AND APPROVED this Thursday, the 2nd day of May, 2019.

PARK CITY MUNICIPAL CORPORATION

City Manager, Diane Foster

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Mark D. Harrington, City Attorney

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Jenny Diersen

Submitting Department: Sustainability

Item Type: Staff Report

Agenda Section:

Subject:

Consideration to Approve an Amendment to the Kimball Arts Festival Supplemental Plan and Level 5 Event Permit Including the Use of the Kimball Terrace at 675 Main Street as a Venue for the Gala and Arts Festival (A) Public Hearing (B) Action

Suggested Action:

Staff recommends City Council hold a public hearing, review and approve an amendment to the Kimball Arts Festival Supplemental Plan and Level 5 Event Permit including the use of the Kimball Terrace at 675 Main Street for 2019 only as a venue for the Gala and Arts Festival, subject to a post event debrief prior to considering any use of the Kimball Terrace in future years, based on findings that the event meets the requirements of a Level 5 Special Event Permit according to section 4A of the Park City Municipal Code and City Services Agreement in a form approved by the City Attorney (Exhibit E). Additional supplemental items for consideration for this year's event will come before Council at a future meeting.

Attachments:

[Kimball Art Festival Staff Report](#)

[Exhibit A: 2019 Kimball Art Festival Event Application](#)

[Exhibit B: Kimball Art Festival Background](#)

[Exhibit C: Kimball Art Center and City Outreach and Communications Plan for Use of Kimball Terrace](#)

[Exhibit D: Analysis for Use of Kimball Terrace for Kimball Arts Festival and Gala](#)

[Exhibit E: Kimball Art Festival Level Five Permit DRAFT](#)



City Council Staff Report

Subject: Kimball Arts Festival Supplemental Plan & Level 5 Event Permit– Request to use Kimball Terrace at 675 Main Street
Author: Jenny Diersen, Special Events & Economic Development Program Manager
Department: Special Events and Economic Development
Date: May 2, 2019
Type of Item: Administrative

Summary Recommendation

Staff recommends City Council hold a public hearing, review and approve an amendment to the Kimball Arts Festival Supplemental Plan and Level 5 Event Permit including the use of the Kimball Terrace at 675 Main Street for 2019 only as a venue for the Gala and Arts Festival, subject to a post event debrief prior to considering any use of the Kimball Terrace in future years, based on findings that the event meets the requirements of a Level 5 Special Event Permit according to section 4A of the Park City Municipal Code and City Services Agreement in a form approved by the City Attorney (Exhibit E). Additional supplemental items for consideration for this year's event will come before Council at a future meeting.

Analysis

The background of the PCKAF can be found [here and in Exhibit B](#). On March 27, staff received a request from the KAC to use the Kimball Terrace and Patio (675 Main Street) for the Gala (Thursday, August 1, 2019) and PCKAF (August 2 to 4, 2019). The approval of such use is under Council's authority according to section [4A-2-3.H\(2\)](#) of the municipal code and per the [Kimball Arts Festival City Services agreement](#) (section 1.2 page 2 and section 2.3 on page 3). A separate Administrative Conditional Use Permit is pending in the Planning Department, but this permit is not a test or affiliated with that process other than obviously any lessons learned may be considered by the owner or City in long term analysis of use of the property.

The KAC would like to market the additional location for the Gala and PCKAF as soon as possible, and therefore, this item is coming to Council for consideration before the rest of the Supplemental Plan. KAC has provided an overview of both the Gala and Arts Festival use at the Kimball Terrace which are included in Exhibit A. The KAC does have an alternate location for the Gala on hold, however, the use of the Kimball Terrace (675 Main Street) Kimball Art Center's first choice for the Gala & PCKAF for several reasons including:

- The Kimball Terrace has donated the use of the space in its entirety allowing for the Kimball Art Center to maximize their fundraising efforts.
- Kimball Terrace (675 Main Street) is in a central location on Main Street, where the Festival is held annually, and was the Kimball Art Center's home for many years. The Kimball Art Center historically used the space in 2005 to 2012 during

the Arts Festival for the Gala, Kids Area, Volunteer Lounge and VIP space totaling 4 days annually.

- The location is on existing transit line, near existing parking and central to the community and town.

In coordination, City and KAC staff worked to coordinate a robust mitigation to address concerns about traffic, transit, deliveries, parking and pedestrians, and noise specifically associated with this space. An Analysis of the requested use for the Kimball Terrace for the PCKAF and Gala is included in Exhibit D, and in summary below includes the following:

- Noise - The Kimball Art Center has not requested amplified noise on the Kimball Terrace roof top patio space. A variance from noise restriction has been approved for non-amplified noise at the space during the events as it is likely that noise from conversation and non-amplified music at the events will exceed the 65 decibel limit. Any variance for non-amplified noise will be as according to section [6-3-11](#) of the code, which Council has delegated to the Chief of Police as pertains to Special Events, and community functions or events. Separately as part of their events and as has been approved for many years, the PCKAF will also receive a variance for amplified noise during the Festival for their stages and music performances. At no time shall amplified music or noise be permitted from the roof top patio at the Kimball Terrace. These details regarding the conditions of approval and enforcement can be found in Exhibit D and Exhibit E.
- Parking, Deliveries & Transportation – Kimball Art Center has coordinated with Town Lift and received permission to allow guests to park and walk to the venue. No attendee valet or drop off will be permitted on site for the Gala or Festival. Special consideration may be made for those with various abilities or media requests. All deliveries are required to be scheduled and submitted to the Special Events Coordinator, no less than a week before the events. Furthermore, during the PCKAF, KAC will also encourage guests to carpool, take transit, and bike as part of their overall transportation plan for the Festival. There are no additional road closures associated with this use.
- Transit – Transit has reviewed the request, and will divert transit to 9th street this day to ensure ease of traffic. Transit already operates its route this way throughout the Festival, and will simply implement such change a day earlier to ensure smooth transit and traffic operations on Heber Avenue during the Gala.
- Public Safety – Public Safety will require an additional 4 officers on site for problem solving on Thursday, August 1. Officers will assist with traffic operations, deliveries, pedestrians etc. to mitigate impacts.
- Financial Impacts – There will be an incremental increase to City Services for Public Safety for the Gala as mentioned above. Costs are estimated at \$3,600 and covered within the existing City Services Contract.
- Outreach & Notification – In collaboration, Kimball Art Center, staff worked to gain perspective from numerous stakeholders regarding this request in order to come up with the best possible solutions for the event, which has been positive and constructive and is included in Exhibit C.

Alternatives for City Council to Consider

1. Recommended Alternative:

Staff recommends City Council hold a public hearing, review and approve an amendment to the Kimball Arts Festival Supplemental Plan and Level 5 Event Permit including the use of the Kimball Terrace at 675 Main Street for 2019 only as a venue for the Gala and Arts Festival, subject to a post event debrief prior to considering any use of the Kimball Terrace in future years, based on findings that the event meets the requirements of a Level 5 Special Event Permit according to section 4A of the PCMC and City Services Agreement in a form approved by the City Attorney (Exhibit E).

Pros: a. The event's programs align with City Council's goals of providing a complete community that values economic diversity and arts and culture, creating engaged and effective government, and a thriving mountain community.

b. Allowing for systematic support of transportation, and which have the infrastructure in place to handle the uses.

Cons: a. While the City continues to work with the community to drive positive change in event mitigation, some community members may not see the mitigation plans as enough to address concerns.

2. Continue the Item Alternative: The City Council may continue the item for more information or discussion, thus postponing the approval of the requested changes in this report. If the item is continued, Council should clearly outline items to address in a future discussion.

Cons: a. This will further postpone the approval of the Kimball Art Festival Supplemental Plan and delay staff's ability to implement changes for the upcoming Festival.

3. Modify the Item Alternative: The City Council may modify any of the items discussed in this report.

Cons: a. Modifications will need to be reviewed in conjunction with the existing Master Agreement and my impact staffing, costs and/or create additional coordination requirements.

4. Deny Alternative: Deny the approval of the requested changes in this report.

Cons: a. The Supplemental Plan for the PCKAF and City Services Agreement would not be approved and would delay staff and KAC from implementing changes for the upcoming Festival.

Funding Source

Funding for the Park City Kimball Arts Festival comes from the General Fund. The Kimball Art Center has been invoiced for \$10,000 in City Services as according to requirements in their contract. This specific request has incremental changes to City Services that are covered under the current City Services Agreement and within existing department budgets.

Attachments

Exhibit A	2019 Park City Kimball Arts Festival Special Event Application
Exhibit B	Kimball Art Festival Background
Exhibit C	Kimball Art Center and City Outreach & Engagement
Exhibit D	Analysis for the Use of Kimball Terrace for the PCKAF & Gala
Exhibit E	DRAFT Kimball Arts Festival & Gala Level Five Special Event Permit

[Submit](#)[Print](#)

Park City Municipal Corporation

Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060
specialevents@parkcity.org

APPLICATIONS DO NOT CONSTITUTE AS A PERMIT.

PERMITS ARE APPROVED BY THE SPECIAL EVENTS DEPARTMENT OR CITY COUNCIL IN WRITING AFTER COMPLETE APPLICATIONS ARE REVIEWED UNDER PARK CITY MUNICIPAL CODE 4-8.

Applications for Special Event Permits are due no later than 90 days (Level 3), 60 days (Level 2), or 30 days (Level 1) prior to an event. Incomplete applications cannot be reviewed. Applications submitted after the deadlines as described above may be denied. More information can be found at www.parkcity.org or by contacting specialevents@parkcity.org.

IF YOU HAVE QUESTIONS, OR WOULD LIKE TO SCHEDULE A MEETING BEFORE SUBMITTING YOUR APPLICATION, PLEASE CONTACT:

Tommy Youngblood
tommy.youngblood@parkcity.org

435.615.5187

Jenny Diersen jenny.diersen@parkcity.org

435.615.5188

APPLICATION FEES & EXPENSES

Level Three Special Event Permit \$160.00
Level Two Special Event Permit \$80.00
Level One Special Event Permit \$40.00

- Application Levels are determined by the Special Events Department after reviewing complete applications.
- Additional fees for other City Services will be estimated and provided to the applicant upon receipt of a complete application.
- Applicants may incur additional expenses from other City, County or State jurisdictions.
- Fee Reductions for some City Services are considered bi-annually. Fee Reduction Applications are due on:
April 1, for events July 1 – December 31; and **October 1**, for events January 1 – June 30.

AS THE APPLICANT YOU UNDERSTAND & AGREE TO THE FOLLOWING: (Check all that you understand and agree to)

To insure prompt and accurate processing of your application, ensure that ALL support materials and documentation accompany your application. Failure to do so will constitute an incomplete application and may delay review and approval processes. I understand a complete application shall include this application completed, with traffic and transportation plan, contingency plan – including operations plan, emergency plan, weather conditions and residential and notification outreach plan; site plan and permission of use for properties.

Park City Municipal Corporation requires a certificate of insurance in an amount to be determined by the City Attorney's Office. Submitting incomplete application information may delay the ability to determine the amount required. The amount of insurance required by the City Attorney's office is final and the applicant shall be required to submit proof of coverage including naming Park City Municipal Corporation, 445 Marsac, P.O. Box 1480, Park City, Utah 84060 as additionally insured prior to the start of any event activity.

After the application is evaluated, the applicant will be responsible for providing proof that I have obtained other permits as necessary from City, County or State agencies, as well as the application fee amount based on the Level of event.

I understand that as the applicant, I will assume and reimburse the City for any and all costs and expenses determined by Park City Municipal Corporation. Park City Municipal Corporation may require a deposit to cover such expenses. I may incur costs from other departments or other jurisdictional agencies. I understand I can request an estimate of City Services for the event upon submitting a complete application, and that should I choose to, I can request a reduction of fees for some services as pertains to Park City Municipal code 4-8-9 through the bi-annual fee reduction application and process.

I understand I am able to request a meeting with the Special Events Department prior to submitting an application and that this application does not constitute as a valid permit. I understand that permits are approved by the Special Events Department or City Council in writing after complete applications are reviewed under Park City Municipal Code 4-8.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

NAME OF EVENT: Park City Kimball Arts Festival

FIRST TIME EVENT:	Yes	☒ No	ANNUAL EVENT:	☒ Yes	No	IF ANNUAL, HOW MANY YEARS:	50	
ANNUAL EVENT THAT WILL BE THE SAME AS LAST YEAR:						☒	Yes	No
ANNUAL EVENT THAT WILL HAVE CHANGES FROM LAST YEAR:							Yes	☒ No

NAME OF APPLICANT (FIRST & LAST): Canice Harte

TITLE / POSITION: Event Manager

BUSINESS / ORGANIZATION NAME: Kimball Art Center

IS BUSINESS / ORGANIZATION A REGISTERED NON-PROFIT ☒ Yes, a copy of IRS paperwork is attached ☐ No

MAILING ADDRESS OR BUSINESS / ORGANIZATION: 1401 Kearns Blvd

CITY, STATE, ZIP: Park City, UT 84060



Park City Municipal Corporation

Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060
speialevents@parkcity.org

PHYSICAL ADDRESS OF BUSINESS / ORGANIZATION: 1401 Kearns Blvd	
CITY, STATE, ZIP: Park City, UT 84060	
PHONE (PRIMARY): 435-649-8882	PHONE (SECONDARY):
EMAIL: canice.harte@kimballartcenter.org	
BUSINESS / ORGANIZATION WEBSITE: www.kimballartcenter.org	
SOCIAL MEDIA LINKS: facebook, twitter and instagram	
DAY OF EVENT PRIMARY CONTACT	
ON-SITE DAY OF PRIMARY CONTACT NAME (FIRST & LAST): Canice Harte	
ON-SITE DAY OF PRIMARY CONTACT CELL PHONE: 435-647-6151	
ON-SITE DAY OF PRIMARY CONTACT EMAIL: canice.harte@kimballartcenter.org	
PUBLIC EVENT INFORMATION	
WEB SITE FOR PUBLIC EVENT INFORMATION: www.parkcityartsfestival.org	
PHONE NUMBER FOR PUBLIC EVENT INFORMATION: 435-649-8882	
EMAIL ADDRESS FOR PUBLIC EVENT INFORMATION: info@kimballartcenter.org	
Overall event description is attached as a separate document, with the contingency plan and is submitted with the application.	
EVENT LEVEL DETERMINATION	
THE EVENT WILL INCLUDE THE FOLLOWING ACTIVITIES: (Check all that apply)	
☒ FESTIVAL / FAIR	☐ PARADE
☐ SKI / SNOW BOARD	☐ RUN
☐ BIKE	☐ WALK
☐ TRAIL USE	☐ CONCERT
☐ CULINARY	☐ FILMING
☒ ARTS & CULTURE EVENT	☐ HOLIDAY CELEBRATION
☐ RECREATION / SPORTING EVENT	☐ OTHER:
THE EVENT WILL INVOLVE THE USE OF: (Check all that apply)	
☒ MAIN STREET	☒ RESORT PROPERTY
☒ SCHOOL DISTRICT PROPERTY	☒ PRIVATE PROPERTY
☒ CITY PARKS	☐ CITY FIELDS
☐ CITY FACILITY RENTAL	☐ RESIDENTIAL AREAS
☐ PARK CITY LIMITS	☐ MULTI-JURISDICTION
☒ AMPLIFIED SOUND	
THE TARGET MARKET FOR THIS EVENT IS: (Check all that apply)	
☒ YOUTH / FAMILIES	☒ ADULTS
☒ LOCAL	☒ STATE-WIDE
☒ REGIONAL	☒ NATIONAL
☒ INTER NATIONAL	☒ SPECTATORS
☒ PARTICIPANTS	☐ OTHER:
THIS EVENT WILL: (Check all that apply)	
☒ LIMIT # OF PARTICIPANTS	☒ BE FREE FOR SPECTATORS
☐ BE FREE FOR PARTICIPANTS	☒ INCLUDE VENDORS OR SPONSOR
☐ BE FREE AND OPEN TO THE PUBLIC	
☐ LIMIT # OF SPECTATORS	☒ CHARGE ADMISSION FOR SPECTATORS
☒ CHARGE PARTICIPANTS	☐ NOT INCLUDE VENDORS OR SPONSOR
☐ BE A PRIVATE EVENT	
THIS EVENT WILL BE HELD: (Check all that apply)	
EVENT DATE(S):	
☐ MONDAY	☐ TUESDAY
☐ WEDNESDAY	☒ THURSDAY
☒ FRIDAY	☒ SATURDAY
☒ SUNDAY	
☐ WEEKLY	☐ MONTHLY
☐ SERIES	☐ ONE DAY
NUMBER OF EVENT(S): 1	# OF CONSECUTIVE DAYS: 4



Park City Municipal Corporation

Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060
specialevents@parkcity.org

ONE DAY EVENT HOUR(S)			
EVENT HOUR(S): sdfsd		OPENING TIME:	EVENT ENDS:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
MULTIPLE DAY EVENT HOUR(S) – If different for each date			
DAY: Tuesday - Thursday	DATE:	OPENING TIME:	EVENT ENDS:
EVENT SET-UP DATE: 7-30-19 to 8-1-19		BREAK-DOWN DATE:	
SET-UP TIME(S): 07:00 to 18:00		BREAK-DOWN TIME(S):	
DAY: Thursday	DATE: 8-1-19	OPENING TIME:	EVENT ENDS:
EVENT SET-UP DATE: 8-1-19		BREAK-DOWN DATE:	
SET-UP TIME(S): 07:00 to 24:00		BREAK-DOWN TIME(S):	
DAY: Friday	DATE: 8-2-19	OPENING TIME: 17:00	EVENT ENDS: 21:00
EVENT SET-UP DATE: 8-2-19		BREAK-DOWN DATE:	
SET-UP TIME(S): 24:00 to 23:59		BREAK-DOWN TIME(S):	
DAY: Saturday	DATE: 8-3-19	OPENING TIME: 10:00	EVENT ENDS: 20:00
EVENT SET-UP DATE: 8-3-19		BREAK-DOWN DATE:	
SET-UP TIME(S): 24:00 to 23:59		BREAK-DOWN TIME(S):	
DAY: Sunday	DATE: 8-4-19	OPENING TIME: 10:00	EVENT ENDS: 18:00
EVENT SET-UP DATE: 8-4-19		BREAK-DOWN DATE: 8-5-19	
SET-UP TIME(S): 24:00 to 23:59		BREAK-DOWN TIME(S): 08:00 to 12:00	
INCLIMATE WEATHER INFORMATION:			
DAY:	DATE:	OPENING TIME:	EVENT ENDS:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
☒	No inclement weather date is required, and the event will be held rain or shine. I understand the event may be cancelled or postponed by the city due to hazardous or damaging conditions		
EVENT ATTENDANCE (Complete all that apply)			
IF ANNUAL EVENT: 60,000			
TOTAL EVENT ATTENDANCE OF PREVIOUS YEAR: 50,000		TOTAL DAILY EVENT ATTENDANCE OF PREVIOUS YEAR: 17,000	
ALL APPLICANTS MUST COMPLETE THE FOLLOWING SECTION (NEW OR ANNUAL EVENTS)			
ESTIMATED # OF PARTICIPANTS: 230		ESTIMATED # OF VENDORS: 20	
ESTIMATED # OF SPECTATORS: 60,000		ESTIMATED # OF VOLUNTEERS: 400	
ESTIMATED # OF STAFF: 75		ESTIMATED DAILY ATTENDANCE: 17,000	
ESTIMATED HIGHEST TOTAL ATTENDANCE AT ONE TIME: 9,000		ESTIMATED TOTAL ATTENDANCE OF ENTIRE EVENT: 60,000	
☐ I anticipate the event to have an attendance of 500 or more people and understand, as the applicant, I may be required to obtain a mass gathering permit from summit county: http://www.summitcountyhealth.org/			



Park City Municipal Corporation

Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060
specialevents@parkcity.org

SIDEWALK & STREET USE (circle and complete all that apply)			
THE EVENT WILL HAVE:			
STREETS			
☒	STREET CLOSURE MAP IS ATTACHED		☒ CLOSURE SIGN / MARKING
	ROLLING CLOSURE	☒ PARTIAL CLOSURE	☒ FULL CLOSURE NO CLOSURE
NAMES OF STREETS TO BE CLOSED:		TIMES: (START / END OF CLOSURE)	
Main St. (Swede to 9th), 4th, 5th Heber, 7th		START: 8-2-19 03:00	END: 8-5-19 23:00
Swede Alley partial		START: 8-2-19 07:00	END: 21:00
Swede Alley partial		START: 8-3-19 08:00	END: 20:00
Swede Alley partial		START: 8-4-19 08:00	END: 20:00
REASON FOR CLOSURE:			
SIDEWALKS			
SIDEWALK CLOSURE MAP IS ATTACHED		CLOSURE SIGN / MARKING	
PARTIAL CLOSURE		FULL CLOSURE	☒ NO CLOSURE CROWD CONTROL PLAN
ADDRESS:			
ADDRESS OF CLOSURE: (FROM / TO)		TIMES: (START / END OF CLOSURE)	
FROM:	TO:	START:	END:
FROM:	TO:	START:	END:
FROM:	TO:	START:	END:
FROM:	TO:	START:	END:
REASON FOR CLOSURE:			
TRAILS			
☐ TRAIL COURSE MAP IS ATTACHED		☐ COURSE / SIGN MARKING INFORMATION IS ATTACHED	
NAMES OF TRAILS TO BE USED:			
PARADE			
ASSEMBLY AREA:		DISBANDING AREA:	# OF PARADE ATTENDEES:
PARADE IS:			
☐	☐	☐	☐
WALKING ONLY	VEHICLES & WALKING	VEHICLES ONLY	WILL HAVE ANIMALS
OTHER PARADE INFO:			



Park City Municipal Corporation

Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060
specialevents@parkcity.org

CITY PARKING FACILITIES REQUEST			
GENERAL PARKING (Where will you be directing event attendees to park cars?)			
HOW MANY PARKING SPACES DOES THE EVENT NEED?		AT HIGHEST POINT?	
☒ MAIN STREET	☒ CHINA BRIDGE	☒ FLAGPOLE LOT	☒ BREW PUB LOT
☒ SANDRIDGE PARKING LOTS	☐ PARK AVENUE	☐ CITY PARK	☐ MAWHINNEY LOT
☐ QUINNS LOT	☐ RICHARDSON FLATS	OTHER:	
WILL THE EVENT PROVIDE TRANSPORTATION SERVICES TO THE EVENT FROM PARKING AREAS?:		☒ YES	☐ NO
ADA PARKING AVAILABLE?:		☒ YES	☐ NO
THE EVENT WILL REQUIRE PARKING REMOVAL?:		☒ YES	☐ NO
The event will require parking removal as indicated below, and I will complete a special use of public parking application as required with the Park City Parking Services Department			
NAME OF AREA OR STREETS: Main Street		BETWEEN: see supplemental plan	
TIME - START / END: see supplemental plan		REASON (what/who): see supplemental plan	
NAME OF AREA OR STREETS: Heber		BETWEEN: see supplemental plan	
TIME - START / END: 8/2 to 8/4 07:00		REASON (what/who): see supplemental plan	
NAME OF AREA OR STREETS: Swede Alley		BETWEEN: see supplemental plan	
TIME - START / END: 7/31 to 8/5		REASON (what/who): see supplemental plan	
NAME OF AREA OR STREETS: Parking areas / lots		BETWEEN: see supplemental plan	
TIME - START / END: 7/30 - 07:00 to 8/5 12:00		REASON (what/who):	
TRANSPORTATION			
WILL THE EVENT PROVIDE ALTERNATIVE TRANSPORTATION OPTIONS?			
☒ BUS	☒ BIKE	☒ WALK	
☐ THE APPLICANT IS PROVIDING SHUTTLE OR BUS TRANSPORTATION OUTSIDE OF THE CITY'S SCHEDULE. THE APPLICANT HAS PROVIDED BUS DROP OFF AREA ON THE SITE MAP ATTACHED WITH THIS APPLICATION.			
NAME OF TRANSPORTATION PROVIDER / COMPANY:			
PHONE:		EMAIL:	
☒ THE APPLICANT IS PROVIDING BIKE TRANSPORTATION AT THE EVENT. WE HAVE PROVIDED BIKE PARKING AREAS ON THE SITE MAP WITH THIS APPLICATION.			
☒ WE ARE PROVIDING WALKING AS AN OPTION TO ATTEND THE EVENT. WE HAVE PROVIDED WALKING PATH IDEAS ON THE SITE MAP WITH THIS APPLICATION.			
ADDITIONAL TRANSPORTATION INFORMATION:			
PUBLIC FACILITY USE			
CHECK ALL THAT APPLY:	MINERS HOSPITAL AT CITY PARK	PARK CITY LIBRARY MEETING ROOMS	JIM SANTY AUDITORIUM
	SOUTH CITY PARK	CITY PARK COVERED BBQ AREA	CITY PARK GAZEBO / STAND
	CITY PARK SOFTBALLFIELD	CITY PARK RUGBY FIELD	SKATE PARK AT CITY PARK
	QUINN'S SPORTEX FIELDS	ROTARY PARK	SCHOOL DISTRICT FIELDS
	DIRT JUMP PARK	PARK CITY ICE ARENA	OTHER:



Park City Municipal Corporation
Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060
specialevents@parkcity.org

TEMPORARY STRUCTURES & FLAMMABLE MATERIALS													
I UNDERSTAND ALL TEMPORARY STRUCTURES AND FLAMMABLE MATERIALS MUST BE APPROVED BY THE PARK CITY BUILDING DEPARTMENT. SUCH INSPECTIONS WILL REQUIRE A FIRE/BUILDING PERMIT TO BE SUBMITTED 10 DAYS BEFORE THE EVENT, AS WELL AS AN INSPECTION THE DAY OF THE EVENT.													
☐		☐		☒		☐		☐					
TEMPORARY BLEACHERS		INFLATABLES		CANOPIES		TEMPORARY BADGES		TEMPORARY LIGHTING					
☒	TENTS 10X10 OR UNDER			HOW MANY: 240									
☒	TRAILER			HOW MANY: 10									
☐	STRUCTURES OVER 6 FEET TALL			PURPOSE:				HOW MANY:					
DOES EVENT HAVE ELECTRICAL NEEDS?:				☒	YES	NO	DOES EVENT REQUIRE USE OF GENERATORS			☒	YES	NO	
WILL YOU BE REQUESTING PERMITS FOR FIREWORKS?:										☐	YES	☒	NO
WILL THE EVENT REQUIRE THE USE OF FLAMMABLE MATERIALS, FUELS OR GASSES?:										☒	YES	☐	NO
NAME SUCH MATERIALS: Propane for food trucks and cooking in Brew Pub parking lot													
WASTE MANAGEMENT AND RECYCLING													
☐	THE EVENT WILL PROVIDE ITS OWN GARBAGE CANS AND WASTE MANAGEMENT.												
☐	THE EVENT WILL PROVIDE ITS OWN DUMPSTERS, WHICH IS INDICATED ON THE SITE MAP.												
☒	THE EVENT WILL USE THE CITY'S GARBAGE CANS AND WASTE MANAGEMENT, REQUIRING ADDITIONAL FEES.												
☒	THE EVENT WILL USE THE CITY'S DUMPSTERS, REQUIRING ADDITIONAL FEES.												
☒	THE EVENT WILL HIRE A COMPANY AND PROVIDE RECYCLING SERVICES FOR THE FOLLOWING MATERIALS:												
☒	PLASTIC	☒	PAPER	☒	ALUMINUM	☒	GLASS	☒	CARDBOARD	☒	COMPOST	☐	OTHER
☒	THE EVENT WILL UTILIZE CITY RESTROOM FACILITIES (List areas of city restroom facilities below:												
☒	THE EVENT WILL BRING ITS OWN RESTROOMS AND SANATARY STATIONS. (May be required by Summit County Health Department or Park City Building Department)												
WILL ANIMALS BE AT THE EVENT?:				YES	☒	NO	IF YES, PLEASE DESCRIBE TYPE OF ANIMALS AND WASTE PLANS						
TYPES OF ANIMALS:													
☐	I HAVE INCLUDED THE PLACEMENT OF THE ANIMALS IN THE SITE MAP OR LINE UP IN THE CONTINGENCY PLAN												
WILL DOGS BE ALLOWED AT THE EVENT?:				YES	☒	NO	LEASHED		UNLEASHED				
☒	WASTE MANAGEMENT PLAN HAS BEEN DESCRIBED IN THE CONTINGENCY PLAN ATTACHED TO THIS APPLICATION.												
FOOD & MERCHANDISE SALES													
☒	I UNDERSTAND THAT ALL VENDORS MUST OBTAIN A PARK CITY BUSINESS LICENSE. ALL VENDORS SERVING FOOD OR DRINKS MAY BE REQUIRED TO OBTAIN A FOOD SERVICE OR FOOD HANDLERS PERMIT FROM SUMMIT COUNTY.												
WILL THERE BE SALE OF MERCHANDISE?:										☒	YES	NO	
WILL THERE BE COMPLIMENTARY FOOD?:										☒	YES	NO	
WILL THERE BE SALE OF FOOD?:										☒	YES	NO	
WILL THERE BE ALCOHOL FOR SALE?:										☒	YES	NO	
☒	BEER			☒	WINE			☒	LIQUOR				
☒	I HAVE CONTACTED THE PARK CITY FINANCE DEPARTMENT REGARDING REQUIREMENTS FOR BEER & LIQUOR LICENSES.												



Park City Municipal Corporation

Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060
specialevents@parkcity.org

☒	I UNDERSTAND THAT THE UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL (UDABC) MAY REQUIRE OTHER PERMITS.		
WILL FOOD ITEMS BE PRE-PACKAGED?:		☒ YES	☐ NO
WILL FOOD ITEMS BE COOKED ON SITE?:		☒ YES	☐ NO
☒	I UNDERSTAND THAT IF COOKING IS ONSITE, A PARK CITY BUILDING/FIRE PERMIT MAY BE REQUIRED.		
WILL FOOD ITEMS BE PREPARED OFFSITE?:		☒ YES	☐ NO
DESCRIBE ITEMS: Food trucks, Local food providers, caterers			
TEMPORARY SIGNS			
WILL THERE BE TEMPORARY SIGNS AT THE EVENT?:		☒ YES	☐ NO
☒	I HAVE ATTACHED A SIGN PLAN DESCRIBING THE CONTENT, SIZES AND LOCATIONS IN THE CONTINGENCY PLAN.		
SAFETY - SECURITY			
☒	THE EMERGENCY AND SECURITY PLAN HAS BEEN ATTACHED IN THE OPERATIONS PLAN, INCLUDING CROWD CONTROL, ACCESS, FIRST AID. AFTER REVIEW OF THIS APPLICATION, REQUIREMENTS FOR EMTS, FIRE AND POLICE SERVICES WILL BE DETERMINED AS PART OF THE CONDITIONS OF APPROVAL OF THIS EVENT. THE SPECIAL EVENTS DEPARTMENT WILL BE ABLE TO GIVE THE APPLICANT AN ESTIMATE OF SUCH CITY SERVICE REQUIREMENTS.		
☒	THE EVENT WILL REQUIRE LAW ENFORCEMENT SERVICES BEYOND ROUTINE PERIODIC PATROL.		
☐	THE EVENT WILL NOT REQUIRE LAW ENFORCEMENT SERVICES BEYOND ROUTINE PERIODIC PATROL.		
COMMUNICATION NEEDS			
WILL THERE BE INSTALLATION OF AN ANTENNA FOR COMMUNICATION NEEDS?:		☒ YES	☐ NO
☒	INSTALLATION OF AN ANTENNA FOR COMMUNICATION IS INDICATED IN THE SITE PLAN WITH SPECIFICATIONS.		
MARKETING OF EVENT			
PROPER MARKETING OF YOUR EVENT IS VITAL TO ITS SUCCESS. PLEASE CONTACT THE PARK CITY CHAMBER FOR ADDITIONAL INFORMATION AND ASSISTANCE: www.visitparkcity.com			
☒	I HAVE CHOSEN TO LIST INFORMATION REGARDING MY EVENT ON THE PARK CITY CHAMBER'S WEBSITE.		
☐	I HAVE CHOSEN NOT TO LIST INFORMATION REGARDING MY EVENT ON THE PARK CITY CHAMBER'S WEBSITE.		
WHO IS THE TARGET MARKET FOR THIS EVENT?:			
WHERE IS THE TARGET MARKET FOR THIS EVENT?: (choose all that apply)			
☒ LOCAL	☒ REGIONAL	☒ NATIONAL	☒ INTERNATIONAL
WILL THIS EVENT BE FILMED AND TELEVISED?: (choose all that apply)		☒ YES	☐ NO
☒ LOCAL	☒ REGIONAL	☒ NATIONAL	☒ INTERNATIONAL
PLEASE LIST ALL ADVERTISEMENT INCLUDING MEDIA COVERAGE, NEWSPAPER AND MAGAZINES:			
MEDIA (RADIO/TV): See media plan			
NEWSPAPER: See media plan			
MAGAZINES: See media plan			
OTHER:			
PLEASE SELECT RANGE OF MARKETING BUDGET:			
☐ \$100 OR UNDER	☐ \$100 - \$500	☐ \$500 - \$1,000	☒ \$1,000 - \$2,500
☐ ABOVE \$2,500			



Park City Municipal Corporation

Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060
specialevents@parkcity.org

APPLICANT AGREEMENT & SIGNATURE

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein, including supporting documentation is complete and accurate.

Name (Printed):

Canice Harte

Signature:

Date: 3-26-19

2019 Gala Draft Plan

April 15, 2019

Kimball Art Center has contracted with Culinary Crafts and Columbus Pacific to use the Kimball Terrace, 675 Main Street, Park City, UT 84060 for the 2019 Art Starts Here Gala on August 1, 2019. Columbus Pacific has generously agreed to donate the space at no cost, which allows Kimball Art Center to maximize its fundraising ability and community impact.

The Art Starts Here Gala represents 1/3 of Kimball Art Center's annual budget and is critical to the overall financial health and stability of Kimball Art Center.

The Kimball Terrace is a relatively small venue and thus seating capacity for the Art Starts Here gala is limited to 300 people, which includes 240 + staff/volunteers attendees. See below site plans for details.

Kimball Art Center intends to use the outdoor terrace space for a limited time during the Gala. Activities include a reception with cocktails and silent auction on the terrace to begin the evening. The primary activities of the evening are dinner and a live auction, which take place indoors. In the event of rain or undesirable weather, all events will take place indoors. See below plan for inclement weather.

All food is prepared offsite and staged indoors at the Kimball Terrace. Smoking is prohibited at the event.

Event Management:

Kimball Art Center

Jaimie Mitchell

Culinary Crafts

Jonathan Lakomyj

Gala Operations Contact

Event Space Manager

Attendees:

Guests	240
Staff	11
Event Space Manager	1
On-site Chef	2
Front of House	30
Back of House	6
Bartenders	5
Traffic Control	2
Volunteers	15
Total	312

Activities:

Check in
Reception
Dinner
Live Auction

Inside Fourier
Outside Terrace
Inside Main Space
Inside Main Space

The Art Starts Here Gala schedule is:

10:00 am to 4:00 pm
2:00 pm to 6:00 pm
4:00 pm to 4:20 pm
4:30 pm to 10:00 pm
5:00 pm to 6:00 pm
6:00 pm to 7:00 pm
7:15 pm to 7:30 pm
7:00 pm to 10:00 pm
8:00 pm to 9:00 pm
9:00 pm to 9:15 pm
9:00 pm to 10:00 pm
Following Morning

Deliveries and Staging
Caterers Staging
Volunteers Arrive
Doors Open
VIP Reception (80 attendees)
Cocktail Reception and Silent Auction
Introductions and Welcome Message
Dinner Served
Live Auction
Event Ends
Guests Leave
Break Event Down

Parking Plan

We have contracted with Mike Sweeney to allow Gala attendees to park at no charge in nearby covered parking garage.

Traffic Control

Kimball Art Center will staff 2 traffic control personnel to direct traffic at event site.

Rain or Inclement Weather Plan

In the event of rain or inclement weather the cocktail reception will be moved indoors. Culinary Craft has provided a backup space downstairs. Though this space will work if needed it is not as aesthetically pleasing as the patio and presents challenges for the flow of guests from the reception to the main space for dinner and the live auction. But should it be needed, it's a viable option.

Loading and Unloading

All deliveries will be made off street in the dedicated loading and unloading zone in back of the building. Kimball Art Center staff will provide a delivery schedule to the City no later than 1 week prior to the Festival that will be managed by Kimball staff and Kimball Terrace staff.



Noise Mitigation

Kimball Art Center plans to host a reception on the deck of the Kimball Terrace from 6:00pm to 7:30pm, August 1st. During this time Kimball Art Center commits to:

- No amplified music or sound outside
- Playing only acoustic music
- Music will end at 7:30pm.
- By 7:30pm participants will move indoors.
- Amplified noise will occur inside the space, but doors will remain shut at all times, except to allow guests to the patio during use hours.

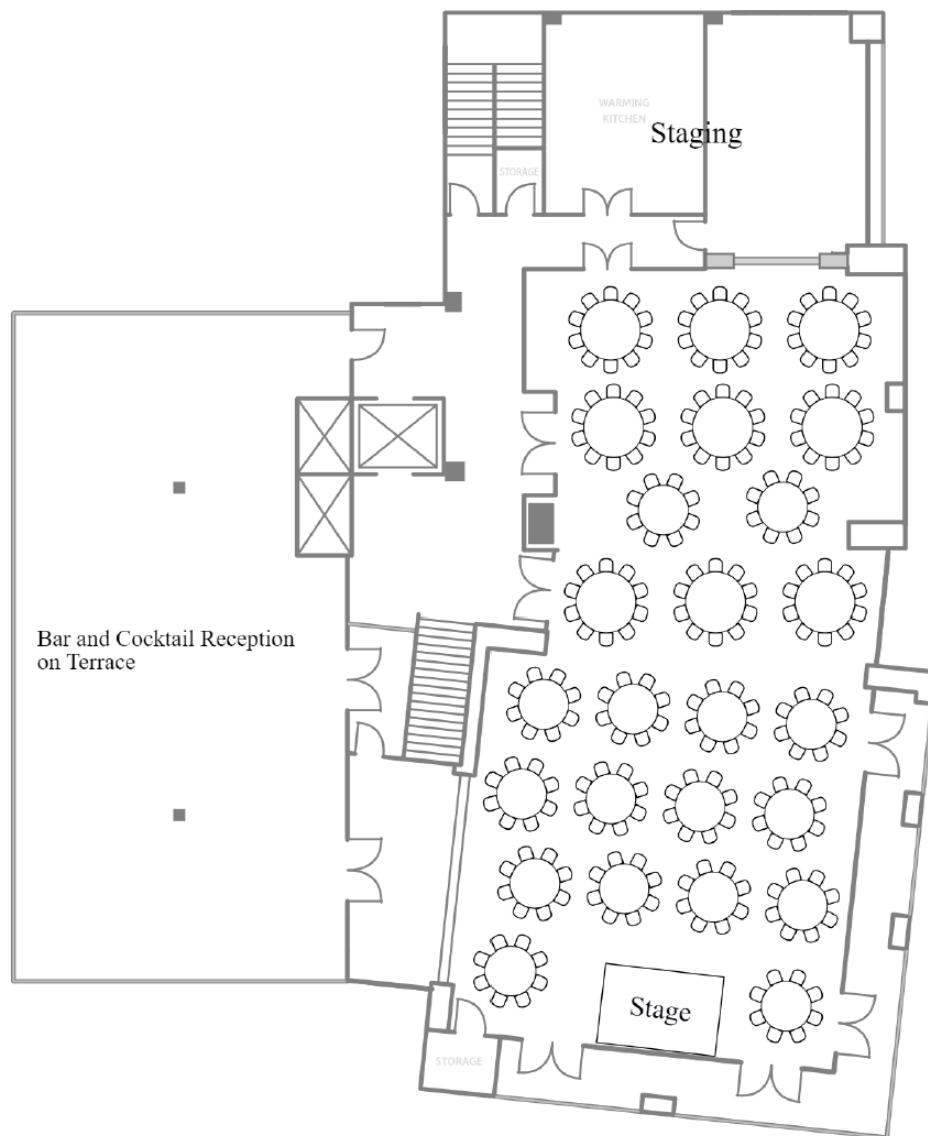
Community Outreach

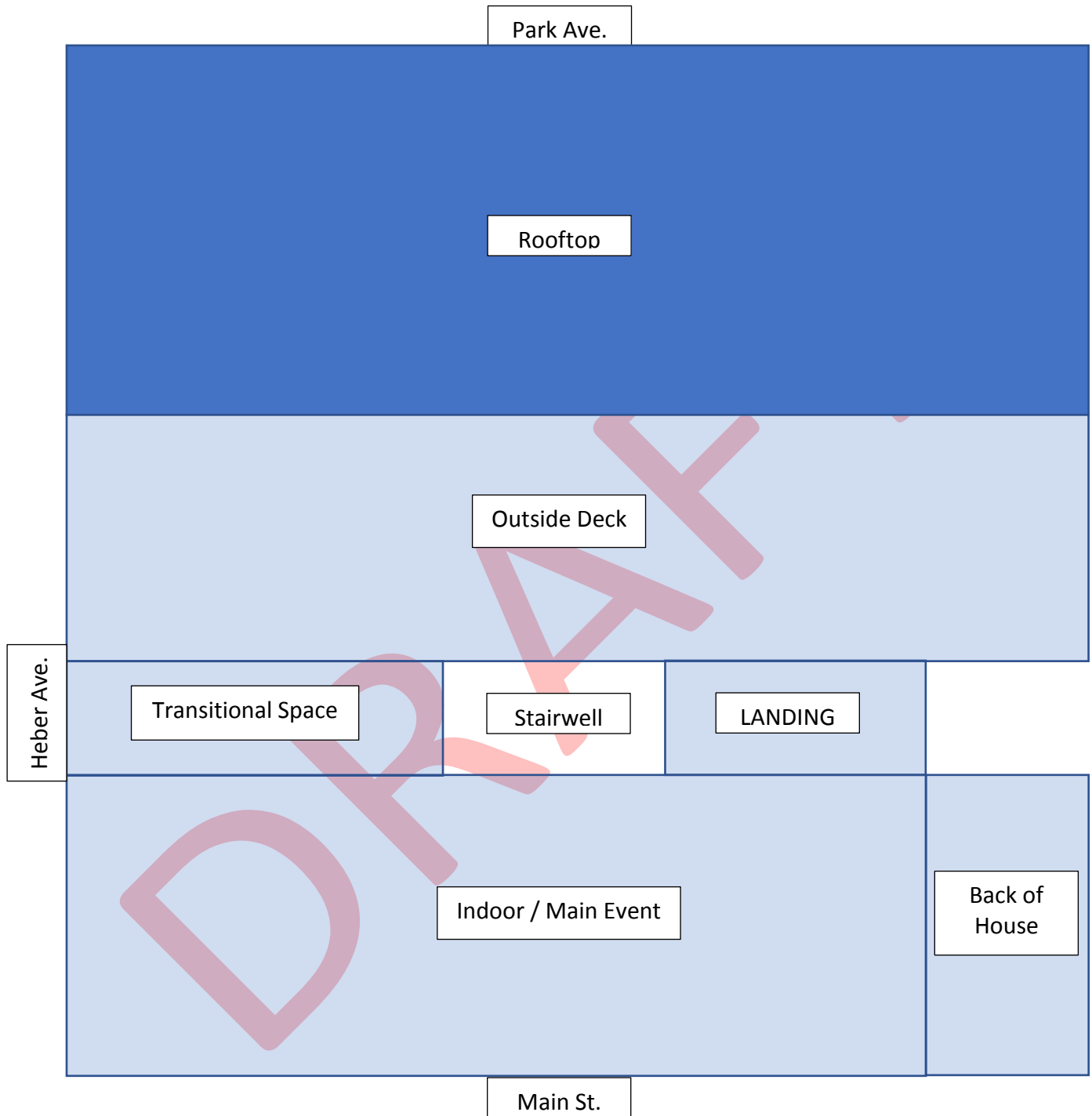
Both City and Kimball Art Center staff will implement the following outreach plan:

- Develop a flier citing tentative plans, impacts, information, Council date for decision and a direct contact for both Kimball Art Center and the City.
 - Flier will be distributed in person to Main Street businesses, and nearby residents.
 - Flier will be sent out on City and Kimball Art Center social media platforms with a goal of reaching residents and businesses that may be directly impacted by the activities.
 - Information will be posted on Kimball Art Center websites.

After gathering feedback from the outreach and understanding concerns, a final plan will be presented to Council for final approval under the Supplemental Plan.

If the plan/use is approved, Kimball Art Center and the City will work to provide notice and reminders of such activities the week of the Park City Kimball Arts Festival. Additionally, after the Festival, the City and Kimball Art Center will conduct debrief of the event with businesses and residents to make the best possible plans in the future.





2019 VIP Lounge Draft Plan

April 15, 2019

Kimball Art Center has contracted with Culinary Crafts and Columbus Pacific to use the Kimball Terrace, 675 Main Street, Park City, UT 84060 for the 2019 Park City Kimball Arts Festival August 2, 2019 to August 4, 2019. Columbus Pacific has generously agreed to donate the space at no cost, which allows Kimball Art Center to maximize its fundraising ability and community impact.

The Park City Kimball Art Festival represents 40% of Kimball Art Center's annual budget and is critical to the overall financial health and stability of Kimball Art Center.

Kimball Art Center intends to host donors, sponsors, media, and other VIP guests in this space during the Festival. Food and drink will be provided, as well as a casual environment. While the VIP lounge will be indoors, use of the Terrace will be available for media live shots and guests seeking a bird's-eye view of the Festival.

Kimball Art Center will exhibit images from its past, present, and future in this space; highlighting 50 years of Festival history, Kimball Art Center's current offerings, and our new space in the planned Arts and Culture District.

In the event of rain or undesirable weather, all activities will take place indoors. See below plan for inclement weather.

All food is prepared offsite and staged indoors at the Kimball Terrace. Smoking is prohibited at the event.

Event Management:

Kimball Art Center
 Amy Roberts
 Culinary Crafts
 Jonathan Lakomyj

VIP Lounge Operations Contact
 Event Space Manager

Attendees:

Guests	50 (forecasted in space at one time)
Staff	3
Event Space Manager	1
On-site Chef	1
Front of House	3
Back of House	2
Bartenders	2

Volunteers	5
Total	67

VIP/Media Activities:

Check In	Inside Fourier
Lounge	Inside Main Space
Beverage Service	Terrace
Food Service	Inside Main Space
Media interviews	Terrace

VIP schedule is:

Friday August 2, 2019	10:00 am to 4:00 pm	Set VIP Lounge
Friday August 2, 2019	5:00 pm to 9:00 pm	VIP Lounge Open
Saturday August 3, 2019	10:00 am to 8:00 pm	VIP Lounge Open
Sunday August 4, 2019	10:00 am to 6:00 pm	VIP Lounge Open
Monday August 5, 2019	10:00 am to 3:00 pm	Breakdown VIP Lounge

Parking Plan

VIP Lounge attendees will have pedestrian access to the lounge as the streets surrounding the area are closed to vehicular traffic. During the Festival, VIPs will follow the transportation plan for the overall Festival.

Traffic Control

The street is closed to vehicular traffic during the event because of the Festival.

Rain or Inclement Weather Plan

In the event of rain or inclement weather the VIP Lounge will be indoors and the Terrace will not be used.

Loading and Unloading

All deliveries will be made off street in the dedicated loading and unloading zone in back of the building. A schedule of deliveries will be provided to the City and managed by Kimball Art Center and Kimball Terrace staff.



Noise Mitigation

Kimball Art Center commits to:

- No amplified sound on the Kimball Terrace during the Festival, as there is a stage with live music programmed throughout the Festival on Heber Avenue.
- VIP Lounge will close before and after festival hours – see hours above.

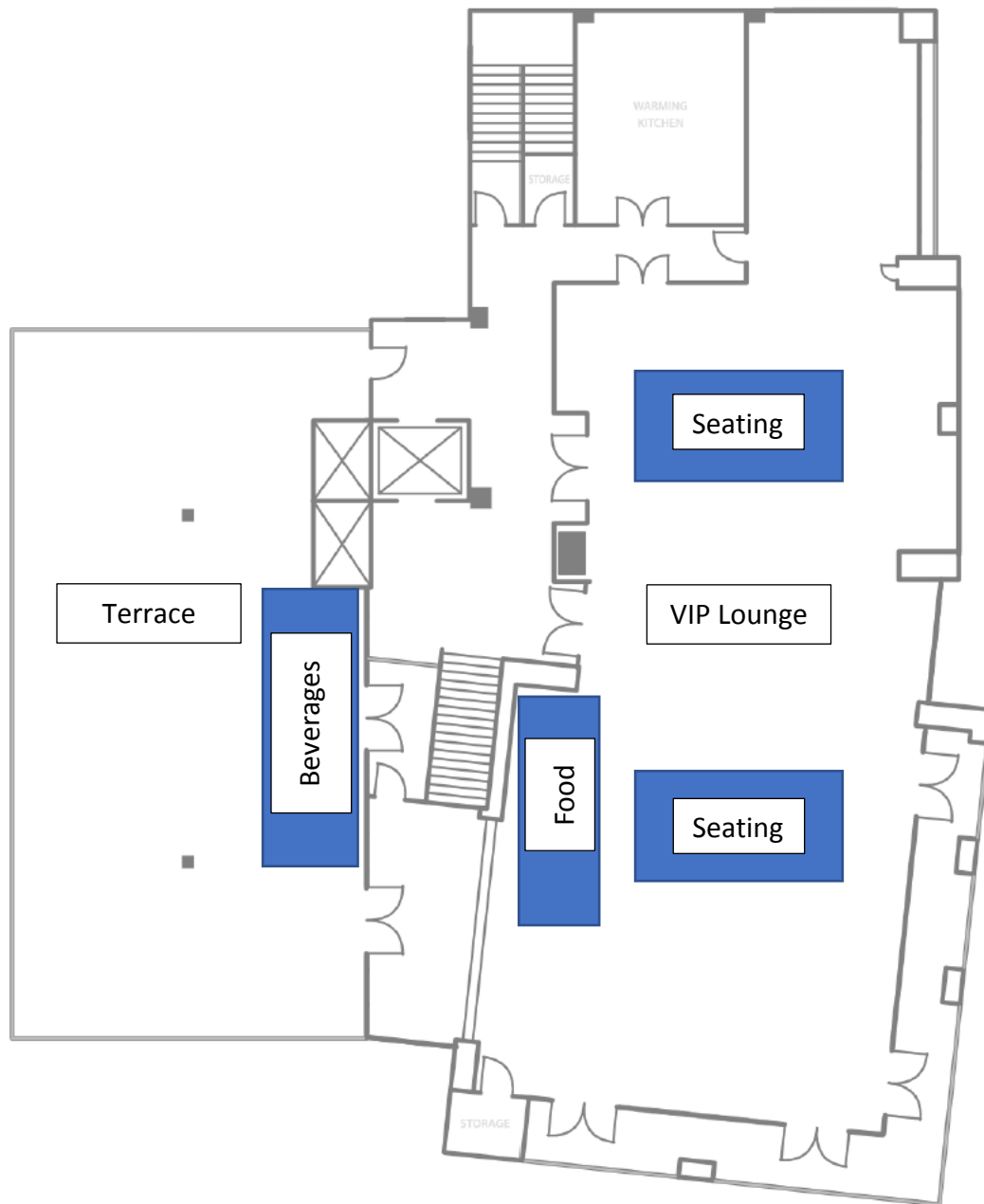
Community Outreach

Both City and Kimball Art Center staff will implement the following outreach plan:

- Develop a flier citing tentative plans, impacts, information, Council date for decision and a direct contact for both Kimball Art Center and the City.
 - Flier will be distributed in person to Main Street businesses, and nearby residents.
 - Flier will be sent out on City and Kimball Art Center social media platforms with a goal of reaching residents and businesses that may be directly impacted by the activities.
 - Information will be posted on Kimball Art Center websites.

After gathering feedback from the outreach and understanding concerns, a final plan will be presented to Council for final approval under the Supplemental Plan.

If the plan/use is approved, Kimball Art Center and the City will work to provide notice and reminders of such activities the week of the Park City Kimball Arts Festival. Additionally, after the Festival, the City and Kimball Art Center will conduct debrief of the event with businesses and residents to make the best possible plans in the future.



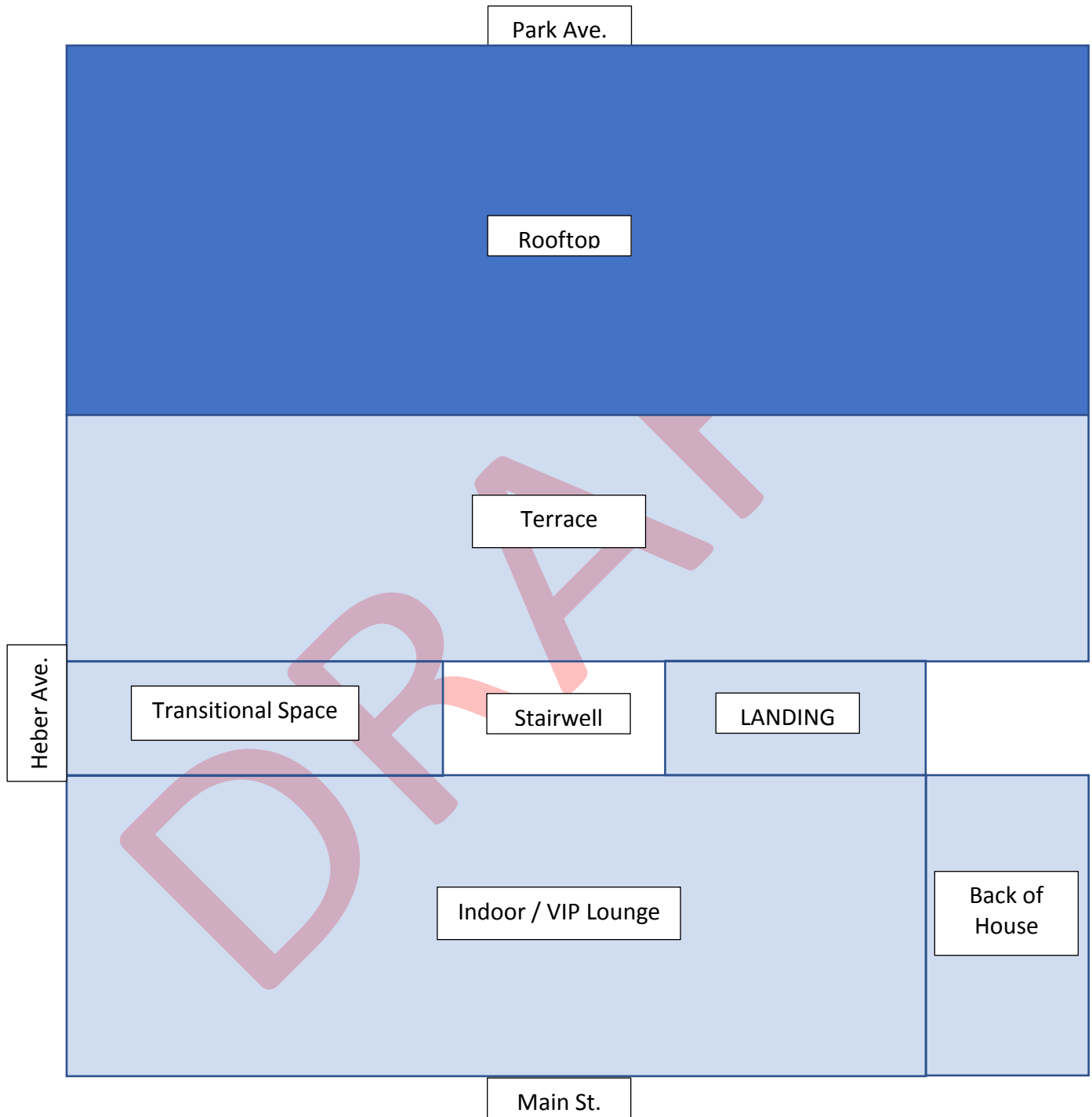
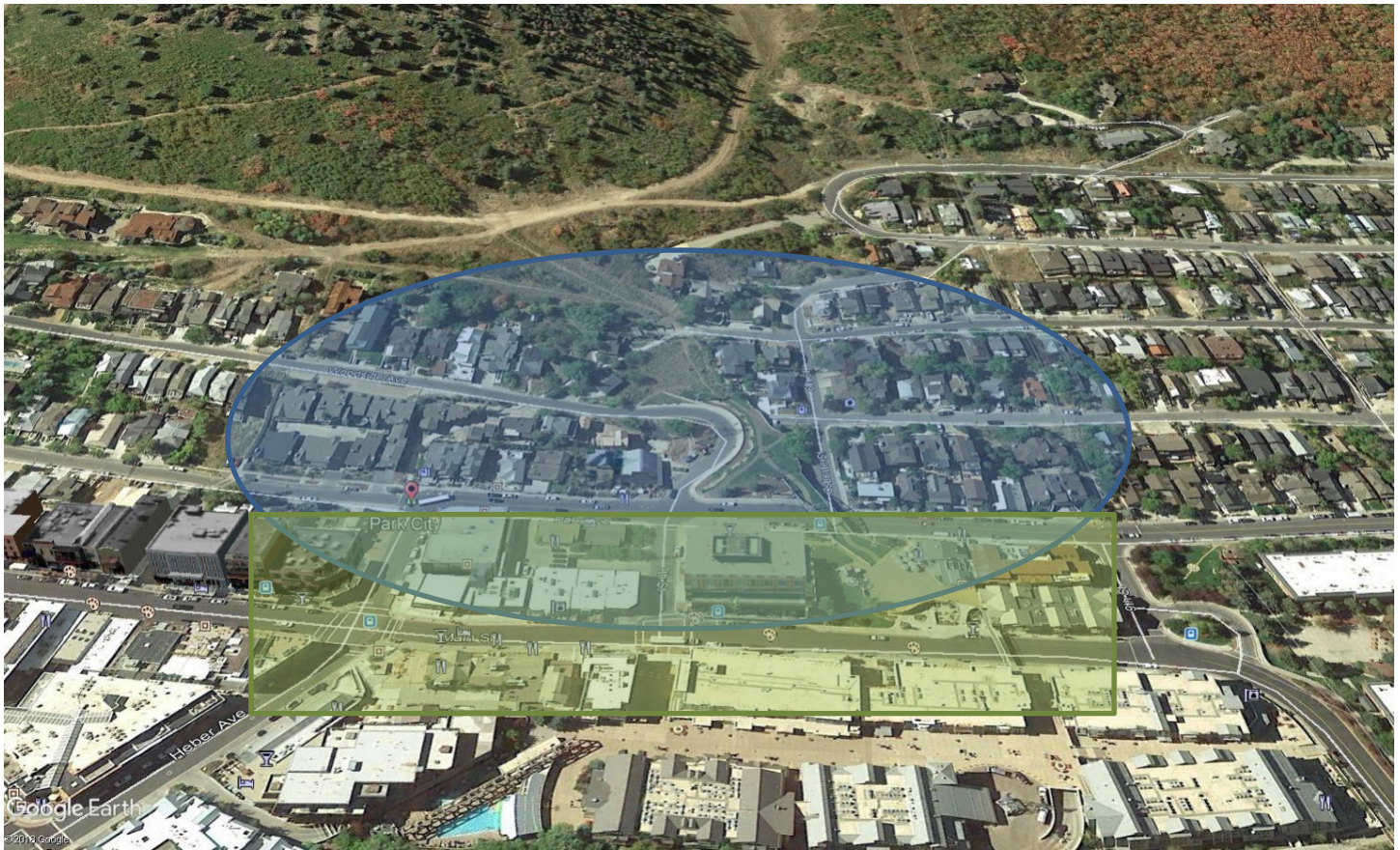


Exhibit B – Kimball Art Festival Background

The Park City Kimball Arts Festival (PCKAF) is an important cultural and community event and provides economic benefit to our local and business community. The PCKAF is celebrating its 50th Anniversary this year, and serves as the primary fundraiser for the Kimball Art Center each year that helps maintain Park City's reputation throughout the western states as a destination for arts and culture. Proceeds from the Festival enable the Kimball Art Center (KAC) to provide numerous exhibitions and programs for the community and visitors.

Past Council Meetings

<u>Date</u>	<u>Item</u>
November 3, 2016	Kimball Arts Festival Contract Approval / Minutes (pg.14)
June 29, 2017	Kimball Arts Festival Supplemental Plan Approval (pg 159 - 183) / Minutes (pg. 12)
October 24, 2017	Kimball Arts Festival Debrief (pg. 31 – 49) / Minutes (pg 2 to 3)
July 19, 2018	2018 Park City Kimball Arts Festival Supplemental Plan Approval / Minutes (pg 13)
November 8, 2018	2018 Kimball Arts Festival Debrief (pg. 6 – 7) / minutes (pg 1 to 2)



Direct Door to Door Residential Outreach Area – more than 300 feet



Direct Door to Door Merchant Outreach Area

In collaboration, led by the Kimball Art Center, a robust communication and mitigation plan was developed regarding the request for Kimball Art Center to use the Kimball Terrace for the 50th Gala and Arts Festival. Goal in coordinating the outreach plan in advance was to gain perspective from merchants and residents about any concerns for the requested use of Kimball Terrace.

Engagement plan includes the following:

1. Contact information for both Kimball and City Staff for community members or merchants to address questions.
2. Outreach began on April 23, 9 days before the item came to Council.
3. City Staff lead direct outreach to HPCA, and door to door merchant outreach in the area highlighted in green above.
4. Kimball Staff lead direct outreach to residents who have made comments on Kimball Terrace at past meetings. Contact list was provided by City Hall staff. Special Event staff supported the Kimball staff in these conversations.
5. Kimball staff led door to door outreach to residents in the highlighted blue area. This is beyond the 300 ft minimum requirements.
6. At the time this report was published, Kimball and City staff summarized concerns, addressed through mitigation and operational coordination. Staff has included any written comments from merchants or residents as part of this report. Any concerns that came after the report was published will be brought to Council's attention at the May 2 meeting, and through Public Comment for this particular agenda item. Communications are key to success of events, additional noticing/event reminders are required as part of KAC supplemental plan, and a debrief of use of space will be required post event for the use of the space to be approved for Kimball Art Festival in the future.



NOTICE: Kimball Art Center Special Event Request to use Kimball Terrace (675 Main Street) for the 50th Annual Arts Festival and Gala, August 1-4, 2019



**This item is tentatively scheduled on Council's agenda for review on May 2, 2019. The agenda and report will be posted by 5:00 p.m. on Monday, April 29, and can be found under the City Council tab at parkcity.org.*

BACKGROUND

Under the City Services Agreement and Special Event Permit for the Park City Kimball Arts Festival, City Council will consider approval for the use of the Kimball Terrace & Patio during the Kimball Art Center Gala and Arts Fest. Celebrating its 50th Anniversary, the PCKAF serves as the primary fundraiser for Kimball Art Center. Proceeds from the event enable Kimball Art Center to provide free, year-round exhibitions and educational programs for the community and visitors.

QUESTIONS OR COMMENTS?

Kimball Art Center:

Amy Roberts, Communications Director, 435.649.8882 x107, amy.roberts@kimballartcenter.org

Park City Municipal:

Jenny Diersen, Special Events Manager, 435.640.5063, jenny.diersen@parkcity.org

PROPOSED DETAILS AND PLANS

Kimball Art Center Gala

Date: Thursday, August 1

Set-up: 9:00 a.m.-6:00 p.m.

Event: 6:00-10:00 p.m. patio portion of the event ends at 7:30 p.m., patrons will not be allowed on the patio past 9:00 p.m.

Breakdown: Friday, August 2

Attendance: ~300 people (at no time should more than 90 people be permitted on the patio)

Noise: Kimball Art Center will not have any amplified noise on the patio. They have requested a noise variance for up to 85 decibels for acoustic music and conversation. All amplified noise will be kept inside the building. Doors are to remain closed to ensure noise does not carry outside.

Parking: Town Lift Garage, from there guests will walk to the venue.

Additional Transportation Mitigation: Park City Police will be in the Main Street area for traffic and enforcement.

Festival VIP and Media at Kimball Terrace

Dates: Friday, August 2-Sunday, August 4

Set-up: 7:00 a.m.-5:00 p.m. daily

Attendance: ~75 people for VIP and Media Area

Noise: Kimball Art Center will not have any amplified noise on the patio, during the Festival, however they will have amplified music at the stages throughout the Festival per past years. Such music is not specific to the Kimball Terrace.

Parking and Transportation: Parking and transportation will follow the Festival's Transportation Plan, including bus, bike, walk, and carpool to venue with paid parking in China Bridge and free parking at supplemental areas including school district and resorts. No drop-off or parking will be provided specifically for this area, unless needed by specific media request.

Festival Hours for Terrace Space

- Friday: 5:00-9:00 p.m.
- Saturday: 10:00 a.m.-8:00 p.m.
- Sunday: 10:00 a.m.- 4:00 p.m.
- Sunday Evening: Breakdown for VIP and Media at Kimball Terrace by 9:00 p.m.

From: Jenny Diersen
To: ["Sanford Melville"; Amy Roberts](#)
Cc: [Christopher Phinney](#)
Subject: RE: Kimball Arts Festival & gala plans
Date: Saturday, April 27, 2019 10:22:52 AM

Hi Sanford, Thank you for reaching out. We appreciate your comments and feedback. Please review my responses below.

1. My understanding is that the building itself is called the Kimball Terrace. The Kimball Art Center has requested to use various areas of the building including the patio or as you refer to it as the roof-top terrace, and they will also be using the inside event space and may use a few other interior spaces.
2. We will ensure the proposed plan includes direct contract numbers for the City, Kimball Art Center staff and Kimball Terrace staff. We will require a primary contact from each organization and a secondary contact. For the City, I will be the main contact, and will be reachable throughout the event (again directly, to my cell phone which is also listed below). We will also have a City representative on Main Street/able to get to the venue quickly throughout the event. If the item is approved, when we complete outreach again leading up to the Festival, we will include these details on the notice. I appreciate you bringing this to my attention as it is a detail we are planning on but left out of the notice.
3. As for the broader questions,
 - a. Because the Kimball Art Center holds a Master Festival Agreement and is a Level 5 event requesting a substantial change incorporating the facility into festival venue operations, the City Council has authority on the matter. Not every event or activity is a Special Event.
 - b. Frequency of events or other activities on the patio at the Kimball Terrace have not been determined at this time. As for the Planning Department- my understanding is an Administrative Conditional Use Permit application is pending. Please contact Bruce Erickson for more information.
 - c. Any other applications will be evaluated on a case by case basis consistent with the [Special Event chapter of the Municipal Code- 4A](#). However, no other Special Event applications requesting the use of Kimball Terrace have been received at this time.

Again, thank you for reaching out. Please let me know if you have any additional questions.

Best,
Jenny Diersen
Special Event & Economic Development Program Manager
435.640.5063 – mobile

From: Sanford Melville [<mailto:smelville@outlook.com>]
Sent: Friday, April 26, 2019 12:01 PM
To: Amy Roberts; Jenny Diersen
Subject: Re: Kimball Arts Festival & gala plans

Hi Amy & Jenny,

Thank you for reaching out to the public for comment regarding the Kimball Art Center Special Event Request to use the Kimball Terrace for the 50th Annual Arts Festival and Gala, August 1-4, 2019.

The proposed details and plans provided in the event Notice appear to address the many concerns and issues regarding large private events at this site that have been highlighted by the public since the initial CUP application in September, 2016. As someone who lives full time in the vicinity of the Kimball Terrace, I sincerely appreciate your efforts to mitigate the impacts on the neighbors of a large event at this sensitive location.

The Notice refers to the “Kimball Terrace” and the “patio”, which I assume are one and the same and are the Kimball roof-top terrace?

One request that I have regarding the proposed plan is that it should include contact phone numbers for both City and Event staff responsible for responding to public complaints in real time, in case there are any unanticipated problems with the event on the Kimball Terrace.

I also have several broader process questions concerning the future use of the Kimball Terrace for Jenny. Although this is a special event associated with the Kimball Arts Festival, it seems likely that this is also a trial event for future large events at the Kimball Terrace. So, my questions are as follows:

- Are all large events at the Kimball Terrace considered “special events”, subject to approval and control by the City?
- What type of event is this, what type of permit is required, how is it obtained and how is it monitored and enforced?
- Are there any limits on the frequency of large events that can be held at the Kimball Terrace?
- Will smaller events utilizing the Kimball Terrace also be subject to public notice, monitoring and control by the City?

Thank you again for soliciting public comment on the proposed details and plans. I am looking forward to a hugely successful 50th Annual Kimball Arts Festival.

Sanford Melville

435-659-0573

From: Amy Roberts <amy.roberts@kimballartcenter.org>

Sent: Thursday, April 25, 2019 9:23 AM

To: Amy Roberts

Cc: Jenny Diersen

Subject: Kimball Arts Festival & gala plans

Greetings fellow Parkites. Kimball Art Center staff is busy planning the 50th annual Park City Kimball Arts Festival and gala, happening August 1st – 4th. In an effort to keep you informed and involved, I am reaching out to let you know Kimball Art Center has requested to use the Kimball Terrace for both our gala and VIP space during the Festival. Attached you will find more information and a

schedule for the weekend.

We would like to work with you to understand if you have any questions about the proposed plan before it is presented to City Council for decision. Please reach out directly if you would like to set up a call to discuss.

We look forward to celebrating our golden anniversary this August!

Amy Roberts
Kimball Art Center
435-659-1164

Exhibit D - Analysis for the Use of Kimball Terrace for the Kimball Arts Festival & Gala

On March 27, staff received a request from the KAC to use the Kimball Terrace and Patio (675 Main Street) for the Gala (Thursday, August 1, 2019) and PCKAF (August 2 to 4, 2019). The approval of such use is under Council's authority according to section [4A-2-3.H\(2\)](#) of the municipal code and per the [Kimball Arts Festival City Services agreement](#) (section 1.2 page 2 and section 2.3 on page 3).

Staff has made findings that impacts regarding the requested use are significantly mitigated. An analysis of the requested use, included coordinating a robust mitigation plan to address concerns about traffic, transit, deliveries, parking and pedestrians, noise, community outreach and financial impacts specifically associated with this request is below:

- Noise - The Kimball Art Center has not requested amplified noise on the patio space. A variance from noise restriction has been approved for non-amplified noise during the events as it is likely that noise from conversation and non-amplified music at the events will exceed the 65 decibel limit. Any variance for non-amplified noise will be as according to section [6-3-11](#) of the code, which Council has delegated to the Chief of Police as pertains to Special Events, and community functions or events.

An exemption to the noise ordinance 6-3-11, As according to section 6-3-11 of the Municipal Code, relief from noise restrictions in chapter 6 of the municipal code on basis of section 6-3-11(B)(3) in which the permittee is performing an activity that there is no reasonable alternative and a relief from restriction has been granted by the Chief of Police including that the noise from the stationary source of sound shall not exceed a ninetieth percentile sound pressure level (L90) of:

- Thursday, August 1 from 4 p.m. to 9 p.m. for the Gala on the Kimball Terrace roof top patio at a level of 80 dBA from non-amplified noise and music. No amplified noise is permitted from the Kimball Terrace roof top patio.
- Friday to Sunday, August 2 to 4 90 dBA during the daily operations of the Festival. No amplified noise is permitted from the Kimball Roof Top Patio during this time.

Any sound outside of these timeframes as listed above shall be kept to the noise levels as outlined in section 6-3-9 of the Municipal Code. The permittee shall work to orient noise activities to minimize sound impacts to the neighboring residents, businesses and public facilities. If a complaint is received by Park City Police Department, the police department will investigate the complaint from the source of the complaint. If asked by the Park City Special Event staff or Police Department, the permittee shall turn noise down to mitigate concerns of noise from surrounding residents, businesses or public facilities. The permittee shall provide on-site management for each aspect of the event and shall be responsible to ensure that the sound system maintains level adjustments not to exceed provisions of the Park City Noise exemption as outlined above.

The Police Department has worked very hard to make sure that all officers are properly educated with regard to the noise ordinance and properly trained on the use of the sound meter. Sergeant Randall, who has been working with the Building Department and the Legal Department on the noise ordinance since inception will be assigned to oversee the officers assigned to the Kimball Terrace and to proactively address any noise levels throughout the event.

- Parking, Deliveries & Transportation – Kimball Art Center has coordinated with Town Lift and received permission to allow guests to park and walk to the venue. Attendee valet or drop off will not be permitted on site for the Gala or Festival, as it will add traffic impacts to the roads. Special consideration may be made for those with various abilities or media requests. All deliveries are required to be scheduled and submitted to the Special Events Coordinator, no less than a week before the events. Furthermore, during the PCKAF, KAC will also encourage guests to carpool, take transit, and bike as part of their overall transportation plan for the Festival.

Exhibit D - Analysis for the Use of Kimball Terrace for the Kimball Arts Festival & Gala

- Transit – Transit has reviewed the request, and will divert transit to 9th street on Thursday, August 1 to ensure transit. Transit already operates its route this way throughout the Festival, and will simply implement such change a day earlier to ensure smooth transit and traffic operations on Heber Avenue during the Gala. The transit stop on 9th Street under Town Lift Bridge will be suspended during this time for operations. For both the Gala and Kimball Arts Festival, the Kimball Art Center will continue to promote the City's transit system as the preferred way to get to all events.
- Public Safety – Public Safety will require an additional 4 officers on site for problem solving on Thursday, August 1. Officers will assist with traffic operations, deliveries, pedestrians etc. to mitigate impacts. Please note above in noise section regarding Police coordination for addressing noise complaints.
- Financial Impacts – There will be an incremental increase to City Services for Public Safety for the Gala as mentioned above. Costs are estimated at \$3,600 and covered within the existing City Services Contract and Budget.

City Service Required		
Police Services	4 officers for 12 hours as problem solvers in the Main Street/Kimball Terrace area – Total 48 hours	*Hours will be from 10 a.m. to 10 p.m. for Gala. No increased hours required for rest of the Festival weekend.
	48 hours x \$75 per hour	Total Cost of Increased Services = \$3,600

- Outreach & Notification – In collaboration, Kimball Art Center, staff worked to gain perspective from numerous stakeholders regarding this request in order to come up with the best possible solutions for the event. All comments received at the time this report was published of this report have been incorporated into [Exhibit C](#). This included
 - Direct outreach to merchants on Lower Main Street and Park Avenue as well as the corner businesses on Heber and Main. Additionally, staff worked with HPCA to send an e-blast notice to all merchants in the association.
 - During merchant outreach there were no concerns about the use. While outreach was completed, staff had the opportunity to speak with the new businesses at the Kimball Terrace building and will be following up with them individually later in May about all summer events as they have not been through a summer event season as of yet.
 - Direct outreach to residents on areas of Park Avenue, Woodside, and other adjacent roads. See map for details on areas of outreach. Staff also reached out to community members who had submitted public feedback during the consideration of the CUP of the Kimball Terrace building and received supportive and constructive feedback regarding the request for this specific event. Specifically, that there will be a direct and primary contact for City, Kimball and Kimball Terrace staff in the final round of outreach leading up to the event.

If approved, additional notification will be required leading up to the event, with direct primary and secondary contacts for City, Kimball Art Center and Kimball Terrace staff reminding residents and business of expected impacts, and a debrief showing compliance with operations as included in the Special Event Permit [\(Exhibit E\)](#) will be required for the Kimball Art Center use the space in future years.

296

All comments received at the time this report was published of this report have been incorporated into [Exhibit C](#). Any additional comments received after publish will be brought to the attention of

Exhibit D - Analysis for the Use of Kimball Terrace for the Kimball Arts Festival & Gala

Council during the meeting. Outreach received at the time this report was published has been positive and included a request to ensure a direct contact is provided for City, Kimball and Kimball Terrace staff during the use.

Event Coordination

A summary of events that occur on the same day as Park Silly Sunday Market 2018 Season is below. According to section [4A-2-5](#) of the municipal code, staff finds that these events will not duly interfere with each other.

DATE	EVENT	A – Geographic Separation	B - Proposed Time & Duration	C – Anticipated Attendance
August 1	No other permitted events	NA	NA	NA
August 2	Deer Valley Music Festival	Deer Valley Snow Park Amphitheatre	6:00 p.m. to 10:00 p.m.	4,500
August 2	Sundance Summer Series	City Park	6:00 p.m. to 11:00 p.m.	300
August 3	Summer in the City Volleyball Tournament	City Park	7 a.m. to 9 p.m.	600 all day
August 4	No other permitted events	NA	NA	NA



SPECIAL EVENT PERMIT DRAFT

Type of License: Level 5 Special Event Permit
Event Name: 2019 Park City Kimball Arts Festival
Event Date(s): Thursday through Sunday, August 1 through 4 – Park City Kimball Gala and Arts Festival
Event Time(s): Set up to begin at 6 a.m. (July 29, 2019)
Breakdown complete by midnight (August 4, 2019)
Event Location: Kimball Terrace, Main Street – various locations, Heber Avenue and Swede Alley
Permitee: Kimball Art Center
Contact Person: Canice Harte canice.harte@parkcity.org
Approved By: Special Events Coordinator X City Council of Park City
Approval Date: May 2, 2019

The Park City Council has approved the Level Five Special Event Permit for the Park City Kimball Arts Gala and Festival as part of the current City Services Agreement that was executed on November 3, 2016. The Park City Kimball Arts Festival is to be held on at the Kimball Terrace (675 Main Street), on Main Street, Town Lift Deck, Heber Avenue and Swede Alley on August 1 through 4, 2019. This Level Five Special Event Permit has been issued under the authority described within the Park City Municipal Code Section 4A based on the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. Park City Kimball Arts Festival & Gala will operate during the following 2019 dates:
Thursday, August 1 – Kimball Art Center Gala 4:00 to 10:00 p.m.
Friday, August 2 – 5:00 to 9:00 p.m.
Saturday, August 3 – 10:00 a.m. to 8:00 p.m.
Sunday, August 4 – 10:00 a.m. to 6:00 p.m.
Set up to begin on Tuesday, July 29 for all areas of the Festival. Breakdown to be complete by Sunday, August 4 at 11:59 p.m. Use Area, Operations Plan, Transportation and Parking Plans, Insurance and Hold Harmless Waiver as required of this permit shall be attached to this permit as an exhibit to this permit.
2. The Kimball Arts Festival and Gala provides positive economic, cultural and community value and aligns with the goals as outlined in the Park City General Plan. The cultural event creates a complete community through its core values and partnerships in Park City with both businesses and the community as a whole and provides diversity, uniqueness and is one of the defining events Park City Event Calendar. The event does not unreasonably restrict existing public access or adversely impact shared space or the public due to the number of events, the nature of the event, or locations. The event is not primarily retail in nature and provides economic benefit to the City through sales tax, overnight visitation, marketing and branding as compared to community impacts and costs of services.
3. The conduct of the Special Event will not substantially interrupt or prevent the safe and orderly movement of public transportation or other vehicular and pedestrian traffic in the area of its venues as attached to this permit.
4. The conduct of the Special Event will not require the diversion of so great a number of police, fire, or other essential public employees from their normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.

5. The concentration of persons, vehicles, or animals will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health or safety services.
6. The Special Event will not substantially interfere with any other Special Event during the timeframe, or with the provision of City services in support of other events or governmental functions. There are other Special Events during the Sundance Film Festival timeframe including the Deer Valley Music Festival, summer in the City Volleyball Tournament and Sundance Summer Series. Staff and Sundance Institute are coordinating with the other event applicant regarding event operations to substantially mitigate impacts of all events.

DATE	EVENT	A – Geographic Separation	B - Proposed Time & Duration	C – Anticipated Attendance
August 1	No other permitted events	NA	NA	NA
August 2	Deer Valley Music Festival	Deer Valley Snow Park Amphitheatre	6:00 p.m. to 10:00 p.m.	4,500
August 2	Sundance Summer Series	City Park	6:00 p.m. to 11:00 p.m.	300
August 3	Summer in the City Volleyball Tournament	City Park	7 a.m. to 9 p.m.	600 all day
August 4	No other permitted events	NA	NA	NA

7. The event provides sufficient traffic controllers, signs and other City required barriers and traffic devices, monitors for crowd and safety, safety, health, sanitation and facilities to reasonably ensure that the event will be conducted without creating unreasonable negative impacts to the area with due regard for safety and the environment. Additionally, the event provides adequate transportation, off-site parking, and traffic circulation. The event has provided required insurance and cash deposit to the City, as well as any other services or facilities necessary to ensure compliance with City ordinances.
8. The event does not create the imminent possibility of violent disorderly conduct likely to endanger public safety or cause significant property damage.



9. The permittee has obtained approval of other public agencies as required, within whose jurisdiction the event or a portion thereof will occur, and the applicant has obtained approval of private properties of which the event or a portion thereof will occur.
10. The Permittee has been working with City Staff and applicable departments to address operations of the event. The Permittee demonstrates an ability and willingness to conduct the event pursuant to the terms and conditions of this Chapter and has not failed to conduct a previously authorized event in accordance with the law or the terms of a license, or both.
11. Staff finds the Park City Kimball Arts Festival and Gala is consistent with the measures as outlined in the City Services Agreement as entered into on December 19, 2016 and promotes the City Council's Goals of creating a sense of place. The international event furthers Park City's role as a world-class, multi-seasonal destination resort while maintaining a balance with our sense of community. Sundance helps to support the continued success of the multi-seasonal tourism economy while preserving the community character that adds to the visitor experience. Furthermore, Sundance allows Park City to grow as an arts and culture hub encouraging creative expression.

Conclusions of Law:

1. The application is consistent with the requirements of the Park City Municipal Code, Title 4A-2-1.

Conditions of Approval:

1. The permittee, unless otherwise affirmatively agreed in writing, at its' cost, shall incorporate such measures as directed by Staff in order to ensure that any safety, health, or sanitation equipment, and services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety are provided and paid for by the Permittee.
2. The permittee, is required to provide supplemental documents including a Transportation and traffic control plan, Contingency plans, Site Identification and Private Property Use Permission, detailed map showing specifics of event operations as described in section 4A-2-11. Such documents shall be reviewed and approved with conditions administratively by the Special Events Manager in coordination with from the Chief of Police, Transportation Manager, Chief Building Official and Economic Development Manager.
3. The permittee is required to provide a sufficient number of traffic controllers, signs and other equipment as required by City, not limited to barriers, fencing, traffic devices, monitors for crowd control and safety, overnight security and such measures as directed by City, County or State Staff in order to ensure that any safety, health, or sanitation equipment, services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety and the environment, adequate offsite parking and traffic circulation in the vicinity of the event and other services or facilities as necessary to ensure compliance with City ordinances in a plan approved by the Transportation Director, Chief of Police and Chief Building Official in accordance with the Transportation Demand Management Plan, Park City Risk Assessment and International Building and Fire Code.
4. The permittee will organize load-in and load-out for each vendor, as well as, ensure that traffic in the area continues to move during this high traffic time. The permittee is responsible for working to establish and follow parking plans. The permittee will have volunteers as well as the help of Park City Police Department to ensure that efficiency of traffic, transportation and public safety.
5. The permittee is required to submit a waste and recycling plan which will be reviewed and



approved in accordance with the PCMC Event Sustainability Standards. Kimball Art Center shall report sustainability statistics in the debrief of the event.

6. In accordance with the Transportation Demand Management Plan, the permittee is required to distinguish a transportation and parking plan, including obtaining private property permission or executing lease agreements for such public property use, that utilizes available public parking and can accommodate the anticipated attendance numbers. Parking for shall be identified, managed and secured for ADA, VIP, Staff and Volunteers, and Drop and Go/Taxi/For-Hire Lot, as well as Transit Services provided and managed by the permittee. Offsite parking areas for spectators are required with Transit Service secured by the permittee at the Park City School District and/or Resort properties and the permittee must provide such proof of permission to the City. Such plans shall be reviewed and approved by the Chief of Police and Transportation Planning Manager. Access to area businesses, public facilities and residential homes must be maintained at all times.
7. The permittee has requested an exemption to the noise ordinance 6-3-11, As according to section 6-3-11 of the Municipal Code, relief from noise restrictions in chapter 6 of the municipal code on basis of section 6-3-11(B)(3) in which the permittee is performing an activity that there is no reasonable alternative and a relief from restriction has been granted by the Chief of Police including that the noise from the stationary source of sound shall not exceed a ninetieth percentile sound pressure level (L90) of:
 - a. Thursday, August 1 from 4 p.m. to 9 p.m. for the Gala on the Kimball Terrace roof top patio at a level of 80 dBA from non-amplified noise and music. No amplified noise is permitted from the Kimball Terrace roof top patio.
 - b. Friday to Sunday, August 2 to 4 90 dBA during the daily operations of the Festival as listed in the beginning of this permit. No amplified noise is permitted from the Kimball Roof Top Patio during this time.

Any sound outside of these timeframes as listed above shall be kept to the noise levels as outlined in section 6-3-9 of the Municipal Code. The permittee shall work to orient noise activities to minimize sound impacts to the neighboring residents, businesses and public facilities. If a complaint is received by Park City Police Department, the police department will investigate the complaint from the source of the complaint. If asked by the Park City Special Event staff or Police Department, the permittee shall turn noise down to mitigate concerns of noise from surrounding residents, businesses or public facilities. The permittee shall provide on-site management for each aspect of the event and shall be responsible to ensure that the sound system maintains level adjustments not to exceed provisions of the Park City Noise exemption as outlined above.
8. The permittee is responsible for assisting the City in an outreach and communication plan, including event engagement and outreach plan before the plans are considered by Council, an event notice and outreach plan with direct primary and secondary contacts for City, Kimball Art Center and Kimball Terrace staff leading up to the Festival for final reminder of impacts and review of debrief for Gala and Festival operations in a form to be approved by the Special Events Manager to surrounding businesses and residents. Debrief specifically addressing the operations and successful mitigation of the Kimball Terrace is required to for the permittee to be allowed consideration of use of the space for future Gala or Festivals.
9. The permittee shall provide with a final plan for the Park City Kimball Arts Festival and Gala, which includes final site plans, transportation, security/public safety and parking management plans including details of the operations for venues as required by the Economic Development 301 Manager, Chief of Police and Transportation Planning Manager no later than 10 days before



the event.

10. The permittee, is required to provide waiver and release of damages and indemnification insurance coverage in an amount as required by the Special Events Manager or the City Attorney's Office, and shall further name Park City Municipal Corporation as additional insured. The permittee shall further indemnify the City from liability occurring at the event except for any claim arising out of the sole negligence or intentional torts of the City or its employees as described in section 4A-2-10 and 4A-2-4(F).
11. All plans for tents, stages and other temporary structures as well as flammable materials shall be submitted and approved by the Building Department no later than June 15, or no less than one week prior to the first day of set up for each venue. Tents, stages or other temporary structures are not permitted on the Kimball Terrace for either the Kimball Arts Festival or Gala.
12. The permittee is responsible for securing all City, County and State permit approvals required for this event shall be secured by no later than 10 days in advance of the start of the event.
13. The permittee is responsible for maintaining a staff and volunteers plan. Such plan shall be provided to the Special Events Manager and Economic Development Manager.
14. The permittee's use of barricade and signage will be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) for the duration of the event.
15. All third party approvals including the Park City School District, Summit County and State of Utah, permit approvals required for this event shall be secured by 30 days in advance of the event and submitted to Park City Municipal Corporation.
16. The Permittee will provide an official Kimball Art Center Venue and Sponsor list and sign plan for the event. Kimball Art Center shall have use of the areas as outlined in the site plans.
17. All handouts, flyers, banners and other signage, shall comply with the Park City Municipal sign code and be approved by the Planning Department.
18. The 2019 Sundance Film Festival will operate for ten (10) days, Sundance Institute reserves the right to review and make recommendations regarding the approval of any other Special Event Permit during this time.
19. Kimball Art Center estimates overall attendance of the Kimball Arts Festival and Gala in 2019 in Park City will be 50,000. Sundance shall modify operations as directed by Staff to address any substantive change in conditions created by the growth in attendance to the event with regards to maintaining public safety, traffic and transportation impacts to the City.
20. Estimated City Service fees for the Park City Kimball Arts Festival & Gala in 2019 are \$156,869.60. As per section 10.3 of the City Services Agreement, the Kimball Art Center is responsible for paying \$10,000.00 towards the cost of City Services. Final financial reporting in City Service fees shall be reported in the debrief.
21. Kimball Art Center will address any requirements from the Chief Building Official, and Public Safety Personnel regarding placement of emergency staff and equipment. Kimball Art Center will submit an Emergency Operations Plan to be coordinated with Park City Police, Emergency Management and Park City Fire District.
22. The Park City Special Events, Police, Fire, Building Official/Fire Marshal and Emergency Management Departments have the right to cancel the event upon any condition, violation or weather that jeopardizes the life, safety or property of the residents or visitors of Park City.
23. The approval identification provided with the approval of this permit must be in possession of the permittee at all times while on location and must be made available for inspection when requested by City authorities or the public. The permittee is responsible for providing a schedule of events, and access to any site for purposes of Code Enforcement or Public Safety 302 as outlined by Park City Municipal Code 4A-2-4.



PASSED AND APPROVED this Thursday, the 2nd Day of May, 2019.

PARK CITY MUNICIPAL CORPORATION

City Manager, Diane Foster

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Mark D. Harrington, City Attorney

Attachments:

- A Venue Use and Site Plan for the Gala and Arts Festival
- B Kimball Art Center Official Venues, Sponsors and Events
- C Transportation and Parking Plans
- D Certificate of Insurance and Hold Harmless Agreement

Council Agenda Item Report

Meeting Date: May 2, 2019

Submitted by: Hannah Tyler

Submitting Department: Planning

Item Type: Staff Report

Agenda Section:

Subject:

Consideration to Approve Ordinance 2019-06, an Ordinance Approving Land Management Code Amendments regarding Section 15-13 Design Guidelines for Historic Districts and Historic Sites and 15-15 Definitions
(A) Public Hearing (B) Action

Suggested Action:

Consideration to Approve Ordinance 2019-06, an Ordinance Approving Land Management Code Amendments regarding Section 15-13 Design Guidelines for Historic Districts and Historic Sites and 15-15 Definitions
(A) Public Hearing (B) Action

Attachments:

[Design Guidelines Amendments Staff Report](#)

[Exhibit 3: Mailing Notice](#)



City Council Staff Report

Subject: Revisions to the Design Guidelines for Historic Districts and Historic Sites
Author: Hannah Tyler, AICP, Senior Planner
Department: Planning Department
Date: May 2, 2019
Type of Item: Legislative—Land Management Code Amendment

Summary Recommendation

Staff recommends City Council hold a public hearing and consider approving the proposed administrative and substantive amendments to the Land Management Code (LMC) regarding LMC Section 15-13 Design Guidelines for Historic Districts and Historic Sites and Title 15 Chapter 15 Definitions.

Description

Project Name: Design Guideline revisions
Location: Historic Zoning Districts: Historic Residential-Low Density (HRL), Historic Residential (HR-1), Historic Residential (HR-2), Historic Residential Medium District (HRM), Historic Recreation Commercial (HRC), Historic Commercial Business (HCB) Districts; as well as sites located outside the H-Districts that are designated as historic on the City's Historic Sites Inventory (HSI).
Proposal: Revisions to the Land Management Code clarifying and revising the Design Guidelines to better preserve the historic character, mass and scale, and historic integrity of Old Town and historic sites.
Reason for Review: LMC Amendments require Planning Commission review and City Council review and action.

Executive Summary

The existing [Design Guidelines for Historic Districts and Historic Sites](#) were adopted in 2009. In 2015 and 2016, the City Council and Historic Preservation Board (HPB) gave staff direction to begin the process of amending the existing Design Guidelines. Staff has made two major changes to the Design Guidelines through these amendments: (1) staff has reorganized the Guidelines into four sections dedicated to Historic Residential, Historic Commercial, New Infill Residential, and New Infill Commercial; and (2) staff also sought to increase clarity and consistency within the Design Guidelines. **The intent of the Design Guidelines has not been substantially changed.**

City Council reviewed the proposed amendments to the Design Guidelines on January 15, 2019 and gave staff direction to address the following items which are included in this staff report:

- The proposed Design Guidelines redlines are difficult to read and the layout is not ideal for the user.

- Collaborate with the Sustainability Team to review the proposed Design Guidelines for consistency with the City's Critical Priority of Energy and sustainability-related ongoing efforts and goals.
- Clarify the flexibility/applicability for users of the Design Guidelines (architects, designers, homeowners, contractors, staff, etc.).
- Provide additional noticing to property owners within the Historic Districts and members of the design community.

In addition, staff has provided additional background on the Design Guideline methodology, information sources for the revisions, update on Supplemental Guideline placement, and overview of the amendment process since 2015.

Acronyms

DOE	Department of Energy
HPB	Historic Preservation Board
HSI	Historic Sites Inventory
LMC	Land Management Code
NPS	National Park Service

Background

More background information was provided in the December 12, 2018 Planning Commission [staff report](#) (starting page 102). The Park City Planning Commission reviewed the LMC revisions on December 12, 2018. They made minor suggestions and amendments that are reflected in the attached redlines. The Planning Commission unanimously forwarded a positive recommendation to City Council for the LMC changes with a five-to-zero vote; the Planning Commission Chair does not vote. [See [Planning Commission Report](#) (starting page 395) and [Minutes](#) (starting page 10).]

City Council reviewed the proposed changes on January 15, 2019 ([Staff Report](#) and [Minutes](#), page 9) and gave staff direction as indicated in the Executive Summary above.

Analysis

Staff has addressed each of City Council's comments received on January 15, 2019 as outlined in the Executive Summary section above. Staff has also included additional information or comments where necessary. Both City Council's and staff's comments are acknowledged using a "➤" symbol. A full analysis of the Design Guideline amendment process was provided in the December 12th Planning Commission [staff report](#) (starting page 102).

➤ ***CITY COUNCIL COMMENT: The proposed Design Guidelines redlines are difficult to read and the layout is not ideal for the user.***

Staff would like to direct the City Council to review the existing [Design Guidelines](#) document in terms of its layout and overall page design – please start on **page 28** as the previous pages are not applicable to the proposed changes. Because these changes are Legislative, the "redlines" appear in an Ordinance form which is not visually

appealing and can be difficult to read. The updated Design Guideline document will be formatted similarly to the existing Design Guidelines by a professional graphic designer. Any outdated information in the existing Design Guidelines will either be removed or updated as needed.

The proposed Design Guideline document will be broken up into four (4) different sections: Historic Residential, Historic Commercial, New Infill Residential, and New Infill Commercial. Depending on the type of site (Historic or non-Historic and Residential or Commercial), the user will skip to the applicable section.

This four section system of organization has resulted in some repeated individual design guidelines in Exhibit 1 because the individual design guideline may appear in more than one section. The catalysts for the shift to the four section system are that this is the industry standard and a common issue we have with the current Design Guidelines is that the document is only broken up into two (2) sections: Historic and non-Historic – meaning the commercial and residential design guidelines were combined within those two sections. It has proven difficult to apply those two (2) sections to commercial and residential so staff determined that the best approach was to create four (4) sections.

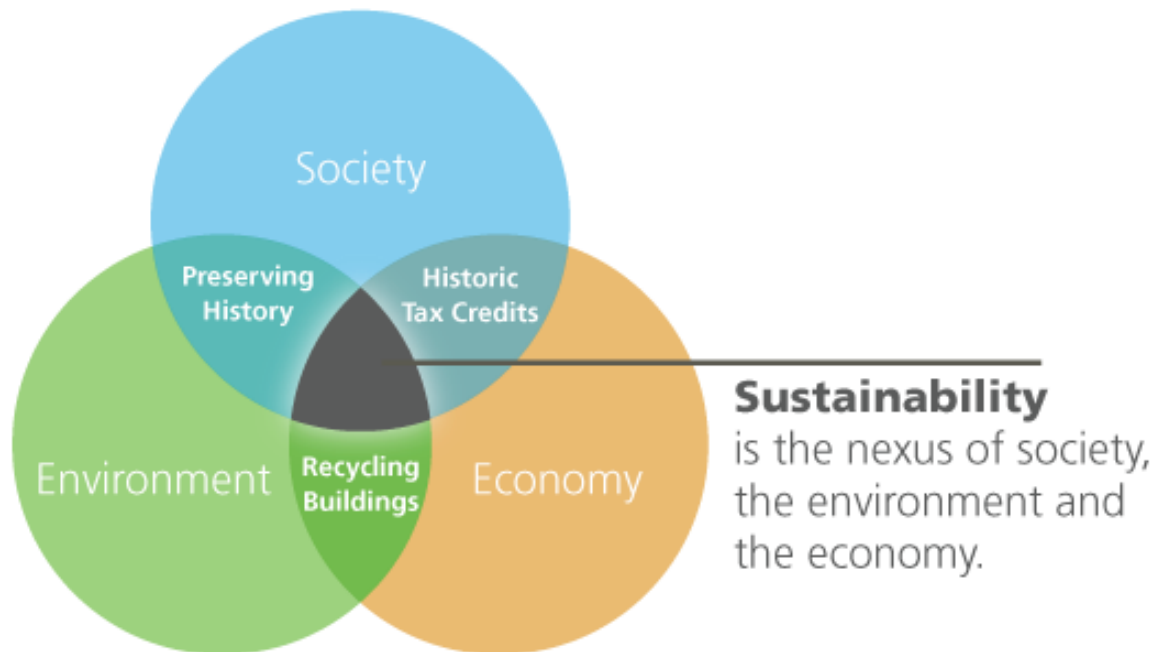
In addition, staff has removed the Supplemental Design Guidelines from the main Design Guidelines for Historic Districts and Historic Sites document. The Supplemental Design Guidelines presented in Exhibit 2 will be included as an accompanying document to the main Design Guideline document. The Supplemental Design Guidelines in Exhibit 2 will not be codified.

➤ ***CITY COUNCIL COMMENT: Collaborate with the Sustainability Team to review the proposed Design Guidelines for consistency with the City's Critical Priority of Energy and the Sustainability Team's ongoing efforts and goals.***

Community Development Department staff met with the Sustainability and Executive Teams to address City Council's comments regarding consistency and compatibility with the City's sustainability goals. This ultimately resulted in further amendments to the Design Guidelines as directed by the Sustainability Team as well as recognition of the accuracy of national Historic Preservation organizations' philosophies with regard to their research and recommendations for treatment of historic materials and appropriate improved energy efficiency options.

As was stated at the January 15, 2019 City Council meeting, much of the information regarding the synergy between Historic Preservation and Sustainability is derived from the Department of Energy (DOE) and National Park Service (NPS). The overarching academic research supports a combination of the preservation of historic materials and replacement of historic materials with historically accurate, but energy efficient/sustainable materials when necessary.

It is not the intent of the Community Development Department to spark a debate between the values of Historic Preservation and the values of Sustainability. The Community Development Department feels confident that through our collaboration with the Sustainability Team we have come to a common ground that will allow for success in Historic Preservation while still marching forward on the City's goals for Energy and sustainability. The following diagram from the National Park Service illustrates the intersection between the pillars of our culture and their correlation to Sustainability and Historic Preservation.



Source: National Park Service, Technical Preservation Services:
<https://www.nps.gov/tps/sustainability.htm>

Staff recommends that the City Council explore the National Park Service Sustainability website listed above for information regarding the Secretary of the Interior's approach to Historic Preservation and Sustainability.

Main outcomes of the Planning Department-Sustainability Team Collaboration:

Supplemental Design Guidelines for Sustainability: The Supplemental Design Guidelines presented in Exhibit 2 will be included as an accompanying document to the main Design Guideline document. The Planning and Sustainability Departments will be returning to the Historic Preservation Board for a Work Session on Sustainability as staff works together to create a pamphlet/informational document that is specific to Sustainability. This will be in addition to what is already proposed in Exhibit 2 as Supplemental Design Guidelines. Our goal is to work together to educate the community on options for Sustainability within the Historic Districts.

Solar Energy System Clarification: Staff would like to clarify that the Sustainability Team and the Planning Department worked collaboratively in 2018 to revise the LMC to allow Solar Energy Systems within the Historic Districts. The proposed Design

Guidelines will not negatively impact the work already accomplished in 2018 through the LMC Amendments. Solar Energy Systems will still be allowed within the Historic Districts using the LMC and applicable Design Guidelines as proposed.

Windows and Doors: The Sustainability and Planning Departments reviewed and made revisions to the recommended insulation and retro-fitting Design Guidelines for Historic Windows and Doors. Together, staff expanded this section to include Doors to ensure that the same flexibility was applied to Doors as was applied to Windows. In addition, staff revised the proposed Design Guidelines to address Storm Doors in order to be consistent with Storm Windows.

Cool Roofs: The Planning and Sustainability Departments will come back to City Council with a Work Session on “Cool Roof” systems on a city-wide scale. At this time, the Planning and Sustainability Departments would like to move forward with the current Design Guidelines as proposed and return for more in-depth discussion.

Design Guideline Revisions from the Planning Department and Sustainability Team: The following revisions reflect some of the more substantial changes that the Sustainability Team and Planning Department drafted (in green). As a reminder, the original Design Guideline text is in black and the redlines that were positively recommended by the Historic Preservation Board and the Planning Commission is included in red. The entire Design Guideline Amendments are included as Exhibit 1.

Staff has provided intermittent comments or requested discussion in *blue Arial italics or bold italics*. These comments are not to be included in the Design Guideline revisions.

15-13-2 Design Guidelines For ~~Historic Districts And Historic Sites~~ Historic Residential Sites

A. Universal Design Guidelines

(...)

5. Deteriorated or damaged historic features and elements should be repaired rather than replaced. Where the severity of deterioration or existence of structural or material defects requires replacement, the feature or element should match the original in design, dimension, texture, material, and finish. The applicant must demonstrate the severity of deterioration or existence of defects by showing that the historic materials are no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition. *If deteriorated or damaged beyond repair and significant operational energy savings can be demonstrated through a professionally calculated energy model, historic features may be replaced with energy efficient features that are similar in design, dimension, texture, material and finish.*

(...)

B. Specific Design Guidelines

1. Site Design

c. Landscaping and Vegetation

(...)

- (7) The use of Water Wise Landscaping or permaculture strategies for landscape design shall be considered in order to maximize water efficiency. Where watering systems are necessary, systems that minimize water loss, such as drip irrigation, shall be used. These systems shall be designed to minimize their appearance from areas viewable from the primary public right-of-way.

- (8) Along public rights of way, landscaped areas, street trees, and seasonal plantings shall be designed to enhance the pedestrian experience, complement architectural features, mitigate against Urban Heat Island effect, and/or screen utility areas.

(...)

- (11) A.5.6 Provide a detailed landscape plan that respects, particularly for areas visible from the public right-of-way the front yard, that respects the manner and materials historically used traditionally in the Historic Districts. When planning for the long-term sustainability of a landscape system, consider all landscape relationships on the site, the relationship between the site and its structure(s), as well as the relationship between plants and other plants on site. See LMC§ 15-5-5(N) for Water Wise Landscaping review criteria.

- (12) A.5.4 Landscape plans should balance water efficient irrigation methods and Water Wise Landscaping with existing plant materials and site features that contribute to the historic significance of the site.

- (13) Use to advantage storm water management features, such as gutters and downspouts as well as site topography and vegetation, that contribute to water retention and permeability of the historic site.

- (14) Where watering systems are necessary, use systems that minimize water loss, such as drip irrigation. Consider the use of Water Wise Landscaping or permaculture strategies for landscape design to maximize water efficiency and soil productivity; these systems should be designed to maintain the historic character of areas viewable from the public right-of-way.

(...)

2. Primary Structures

a. Exterior Walls

(...)

- 6) ~~B.2.6~~ Substitute materials ~~should~~ shall not be used on a primary or secondary façade unless the applicant can show that historic materials cannot be used, or if new materials that are similar in design, dimension, texture, material and finish can be shown to result in significant (>30 percent) energy efficiency gains, and the applicant demonstrates that the substitute material will not cause damage to adjacent historic materials or detract from the historic integrity of the structure (as stated in B.2.4 and B.2.5).

(...)

- 8) ~~B.2.7~~ Avoid interior changes that affect the exterior appearance of primary and secondary facades, including changing ~~original historic~~ floor levels, changing ~~upper-story~~ windows to doors or doors to widows, and changing porch roofs to balconies or decks. Insulation may be added to increase the energy efficiency of the structure; however, this should be accommodated within the wall system and shall not impact the exterior dimensions of the structure.

(...)

d. Windows

- 5) ~~B.5.2. When historic windows are present,~~ replacement windows ~~should~~ shall be allowed only if when it can be shown that the historic windows are no longer safe, energy efficient and serviceable and the historic windows cannot be made safe, energy efficient and serviceable through repair. Replacement windows ~~should~~ shall exactly-match the historic window in size, dimensions, glazing pattern, depth, profile, and material.

(...)

STAFF COMMENT: After discussion with the Community Development Department, Executive Team, and Sustainability Team, Planning staff has determined that the Supplemental Guidelines will serve as an accompanying document to the Design Guidelines for Historic Districts and Historic Sites document. The Supplemental Guidelines will be referenced in the main Design Guideline document, but will be maintained and updated as new technologies or research is published – Planning staff finds this to be another positive outcome of our collaboration with the entire Community Development Department, Executive Team, and Sustainability Team. Though the Supplemental Guidelines will serve as a “supplement” to the Design Guidelines, staff finds it important that the City Council to review the proposed changes. See Exhibit 2 for all Supplemental Guidelines.

The following section’s sources are listed below.

- <https://www.nps.gov/tps/standards/rehabilitation/sustainability-guidelines.pdf>
- <https://www.nps.gov/tps/sustainability/energy-efficiency/weatherization/windows-doors.htm>

- <https://www.nps.gov/tps/standards/rehabilitation/guidelines/index.htm>
- <https://www.energy.gov/energysaver/design/windows-doors-and-skylights/update-or-replace-windows>

These include the Department of Energy (DOE) and National Park Service. The Planning Department and the Sustainability Team worked together on reviewing this section, specifically its accuracy. There were minor additions listed in green below; however, you will note that this section retains most of its content.

Supplemental Guidelines for Historic Structures

(...)

5. Why Preserving Original Windows is Recommended

The Park City Planning Department requires the preservation and retention of historic wood and steel windows unless the windows are clearly proven to be deteriorated beyond repair. The reasons for preserving original windows include:

- Rebuilding historic wood windows and adding storm windows and indoor treatments such as insulating cellular shades makes them as energy efficient as new vinyl windows.
- In most cases, windows account for only about one-fourth of a home's heat loss. Insulating the attic, walls and basement, and applying weatherstrip or caulking around windows is a much more economical approach to reducing energy costs.
- The old-growth lumber used in historic window frames can last indefinitely, unlike new-growth wood or vinyl. Old growth windows have a tighter grain and better quality than most new growth wood windows.
- All windows expand and contract with temperature changes. However, vinyl expands more than twice as much as wood and seven times more than glass. This often results in failed seals between the frame and glass and a significant performance reduction.
- Vinyl windows have a high failure rate – more than one-third of all vinyl windows being replaced today are less than ten years old.
- Any energy savings from replacing wood windows with aluminum or vinyl seldom justifies the costs of installation. For most houses, it would take decades to recover the initial cost of installation and with a life expectancy of 25 years or less, installing new vinyl or aluminum windows does not make good economic sense.
- Most vinyl windows do not look like historic wood windows; their texture, shallow profile, as well as lack of depth and articulation are inappropriate for Park City's historic structures. A more acceptable alternative when the original windows are beyond reasonable repair are new wood windows.

- h. Historic wood and metal windows are sustainable. They represent embodied energy, are made of materials natural to the environment and are renewable.
- i. Adding storm windows over historic wood windows is a cost-effective approach that preserves the original window and provides energy savings equal to new replacement windows.

(...)

STAFF COMMENT: *The following section's sources are listed below.*

- <https://www.nps.gov/tps/standards/rehabilitation/sustainability-guidelines.pdf>
- <https://www.nps.gov/tps/sustainability/energy-efficiency/weatherization/windows-doors.htm>
- <https://www.nps.gov/tps/standards/rehabilitation/guidelines/index.htm>
- <https://www.energy.gov/energysaver/design/energy-efficient-home-design>
- <https://www.energy.gov/energysaver/design/windows-doors-and-skylights/update-or-replace-windows>

15-13-5 Sustainability in Historic Buildings

A. Planning for Sustainability

1. An integrated sustainability team that includes a preservation professional should be assembled to ensure that the character and integrity of a historic building is maintained during any upgrades.
2. The condition of inherently-sustainable features of a historic building, such as shutters, storm windows, awnings, porches, vents, roof monitors, skylights, light wells, transoms and naturally-lit corridors, should be analyzed and included in energy audits and energy modeling before planning upgrades.
3. Methods to reduce energy use, such as installing fixtures and appliances that conserve resources, including energy-efficient lighting or energy-efficient lamps in existing light fixtures, low-flow plumbing fixtures, and sensors and timers that control water flow, lighting and temperature, should be identified before undertaking more invasive treatments that may negatively impact a historic building.
4. Sustainable improvements, beginning with minimally invasive treatments that are least likely to damage historic building material, should be prioritized.
5. ~~L.1 Owners are encouraged to~~ Maintaining a substantial percentage of original interior floors, walls and non-structural elements is encouraged.
6. ~~L.2~~ Construction and renovation waste should be diverted from landfill, prioritizing reuse or resell of materials, or delivery to recycling facilities.
7. ~~L.3 Retain~~ The inherent energy-conserving features of historic buildings and their sites, including shade trees, porches, operable windows, and transoms shall be retained.

8. ~~L.4 Increase~~ The thermal envelope of historic buildings should be improved by observing traditional practices such as weather-stripping and insulating.

STAFF COMMENT: Overall, the Window and Door section remained largely unchanged. The Sustainability and Planning Departments worked together to expand the recommended sustainability techniques to include doors.

C. Windows and Doors

1. Windows and doors should be maintained on a regular basis to ensure they function properly and are completely operable.
2. Historic windows and doors should be retained and repaired when deteriorated.
3. Historic windows and doors should be weather-stripped and caulked, when appropriate, to make them weather tight.
4. Interior or exterior storm windows or panels and doors that are compatible with existing historic windows should be installed.
5. Compatible and energy-efficient replacement windows and doors that match the appearance, size, design, proportion, and profile of the existing historic windows or doors and that are durable, repairable and recyclable, should be installed when existing windows are too deteriorated to repair.
6. Missing windows and doors should be replaced with new, energy-efficient windows or doors that are appropriate to the style of the historic building and that are durable, repairable and recyclable.
7. Historic steel windows, curtain-wall systems, and doors should be retrofitted to improve thermal performance without compromising the historic character.
8. Existing historic shutters and awnings should be retained, preserved and maintained. Newly installed shutters and awnings should be historically appropriate.
9. Historically-operable interior transoms should be repaired or reopened, when possible, to improve air flow and cross ventilation.

G. Cool Roofs and Green Roofs

(...)

9. When installing a green roof, a cistern and pump system should be considered to capture rainwater and minimize additional need for irrigation.

(...)

- **CITY COUNCIL COMMENT: Clarify the flexibility/applicability for users of the Design Guidelines (architects, designers, homeowners, contractors, staff, City Board and Commission members, etc.).**

Staff worked closely with the Historic Preservation Board throughout the review process to ensure that the Design Guidelines as proposed would allow for flexibility and opportunity for creativity from the design community. The Design Guidelines, while codified in the LMC, have been written to allow applicants the ability to propose appropriate alternative materials, sustainable technologies, and many of the other aspects that make Park City progressive, especially as new technologies emerge.

The purpose of the Design Guidelines is to provide direction in developing proposals that maintain the historic character of Park City's Old Town. Design Guidelines are a foundation for making decisions and a framework for ensuring consistent procedures and fair deliberations. The Design Guidelines were envisioned to be a living document and the intent of the Design Guidelines has not been substantially changed through the proposed revisions.

Design Guidelines are used as a typical method for cities to establish standards and maintain integrity of locally designated Historic Districts. The NPS has published several technical reports about the use of Design Guidelines in protecting not only local Historic Districts, but also the designation of National Historic Districts – like Park City's Main Street National Register Historic District and Mining Era Residences Thematic Historic District. Below is a link to the National Park Services website providing an overview of their Design Guidelines – staff recommends that City Council explore this website for information about the Secretary of the Interior's direction for Historic Preservation.

- <https://www.nps.gov/tps/standards.htm>

Please note that Park City Municipal Corporation does not enforce the National Park Service's Standards for Historic Preservation; rather, the City uses these standards for technical reference and for developing Design Guidelines that are consistent with professional Historic Preservation theories and new technologies.

- **CITY COUNCIL COMMENT: Provide additional noticing to property owners within the Historic Districts and members of the design community.**

Though staff has conducted outreach throughout the process, City Council gave staff direction to deploy more outreach. Since the January City Council meeting, staff has reached out to the architecture, design, and construction communities. In addition, staff sent a mailing to all property owners within the Historic Districts. The Public Engagement Team also helped to include content on the City's main webpage.

- **ADDITIONAL INFORMATION PROVIDED BY STAFF:**

The Planning and Legal Department staff has spent over two years with the Historic Preservation Board (HPB) studying Park City's historic fabric, comprised of its original

development patterns, historic and vernacular architecture, past and current preservation efforts, as well as new construction. From these studies and discussions and our supplemental meetings with the Sustainability Team, we have proposed the attached Design Guideline revisions (Exhibit A).

The goal of the revisions is to create greater transparency within the Design Guidelines, promote compatible additions and infill construction, and provide additional guidance to preserving historic materials. Several overall themes emerged as staff, the HPB , and the Sustainability Team worked through these revisions including, but not limited to:

- Greater consistency between the Design Guidelines for Historic Sites and New Construction.
- Greater transparency in developing compatible design.
- More guidance on designing infill construction and additions to stress the visual unity and cohesiveness of blocks; modules to break up the mass, scale, and bulk; and standards specific to the type of building (commercial or residential).
- Consistency with the Sustainability goals and ongoing efforts of the City.

Process

LMC amendments are processed according to LMC § 15-1-7. Amendments to the LMC require Planning Commission review and recommendation and City Council review and adoption. City Council final action may be appealed to a court of competent jurisdiction per LMC § 15-1-18. A public hearing is required by both the Planning Commission and City Council, with proper notice.

Notice

On Saturday, December 1, 2018 a legal notice was published in the Park Record and placed on the City's website as well as on the Utah Public Notice website. On April 18, 2019, a mailing notice was sent to all property owners within all Historic District Zones.

Public Input

Public input has been provided during past Historic Preservation Board meetings. It is included as Exhibit 2.

Alternatives

- The City Council may approve Amendments related to LMC Section 15-13 Design Guidelines for Historic Districts and Historic Sites and Title 15 Chapter 15 Definitions; or
- The City Council may deny these Amendments; or
- The City Council may continue the public hearing and discussion to a date certain.

Significant Impacts

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

Consequences of Not Taking Recommended Action

The Land Management Code would not reflect the changes made by the Historic Preservation Board and Planning Commission.

Summary Recommendation

Staff recommends City Council hold a public hearing and consider approving the proposed administrative and substantive amendments to the Land Management Code (LMC) regarding LMC Section 15-13 Design Guidelines for Historic Districts and Historic Sites and Title 15 Chapter 15 Definitions.

Exhibits

Exhibit 1 – Draft Ordinance and Design Guideline Revisions (green and red fonts represent revisions)

Exhibit 2 – Supplemental Design Guidelines (green and red fonts represent revisions)

Exhibit 3 – April 18, 2019 Mailing Notice

Exhibit 1 – Draft Ordinance and Design Guideline Revisions

Ordinance 2019-06

AN ORDINANCE AMENDING THE LAND MANAGEMENT CODE OF PARK CITY, UTAH, AMENDING CHAPTERS 15-13 TO AMEND THE DESIGN GUIDELINES FOR HISTORIC DISTRICTS AND HISTORIC SITES and 15-15 DEFINITIONS

WHEREAS, the Land Management Code was adopted by the City Council of Park City, Utah to promote the health, safety and welfare of the residents, visitors, and property owners of Park City; and

WHEREAS, the Land Management Code implements the goals, objectives and policies of the Park City General Plan to maintain the quality of life and experiences for its residents and visitors and to preserve the community's unique character and values; and

WHEREAS, the proposed Land Management Code (LMC) amendments enhance the design standards to maintain aesthetic experience of Park City; and

WHEREAS, these proposed Land Management Code (LMC) amendments were reviewed for consistency with the Park City General Plan; and

WHEREAS, the City Council finds that the proposed changes to the Land Management Code are necessary to supplement existing zoning regulations to protect Historic structures and the economic investment by owners of similarly situated property (currently Historic);

WHEREAS, Park City was originally developed as a mining community and much of the City's unique cultural identity is based on the historic character of its mining era buildings; and

WHEREAS, these buildings are among the City's most important cultural, educational, and economic assets;

WHEREAS, the demolition and significant alteration of historic buildings would permanently alter the character of a neighborhood, community and City;

WHEREAS, the Planning Commission duly noticed and conducted public hearings at the regularly scheduled meetings on December 12, 2018 and forwarded a positive recommendation to City Council; and

WHEREAS, the City Council duly noticed and conducted a public hearing at its regularly scheduled meeting on January 15, 2019 and May 2, 2019; and

WHEREAS, it is in the best interest of the residents of Park City, Utah to amend the Land Management Code to be consistent with the values and goals of the Park City General Plan and the Park City Council; to protect health and safety and maintain the quality of life for its residents and visitors; to preserve and protect the vitality, activity and success of the ski resort base area; to ensure compatible development; and to preserve the community's unique character.

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

SECTION 1. APPROVAL OF AMENDMENTS TO TITLE 15 - Land Management Code Chapter 15-13 Design Guidelines for Historic Districts and Historic Sites. The recitals above are incorporated herein as findings of fact. Chapters 15-13 of the Land Management Code of Park City are hereby amended as redlined in Exhibit A.

SECTION 2. APPROVAL OF AMENDMENTS TO TITLE 15 - Land Management Code Chapter 15-15 Definitions. The recitals above are incorporated herein as findings of fact. Chapters 15-15 of the Land Management Code of Park City are hereby amended as redlined in Exhibit B.

SECTION 3. EFFECTIVE DATE. This Ordinance shall be effective upon publication.

PASSED AND ADOPTED this 2nd day of May, 2019

PARK CITY MUNICIPAL CORPORATION

Andy Beerman, Mayor

Attest:

City Recorder

Approved as to form:

Mark Harrington, City Attorney

Exhibits

Exhibit A – LMC § 15-13 Design Guidelines for Historic Districts and Historic Sites

Exhibit B – LMC § 15-15 Definitions

Exhibit A- Redlined Design Guidelines

15-13-1 Purpose And Policy

The Design Guidelines for Park City's Historic Districts and Historic Sites (referred to throughout the document as the "Design Guidelines") is intended to fulfill the policy directives provided in the General Plan and the Land Management Code.

The goal of the Design Guidelines is to meet the needs of various interests in the community by providing guidance in determining the suitability and architectural compatibility of proposed projects, while at the same time allowing for reasonable changes to individual buildings to meet current needs. For property owners, design professionals, and contractors, it provides guidance in planning projects sympathetic to the unique architectural and cultural qualities of Park City. For the Planning Department staff and the Historic Preservation Board, it offers a framework for evaluating proposed projects to ensure that decisions are not arbitrary or based on personal taste. Finally, it affords residents the benefit of knowing what to expect when a project is proposed in their neighborhood.

The Design Guidelines are not intended to be used as a technical manual for rehabilitating or building a structure, nor are they an instruction booklet for completing the Historic District/Site Design Review Application. Instead, they provide applicants, staff, and the Historic Preservation Board with a foundation for making decisions and a framework for ensuring consistent procedures and fair deliberations.

HISTORY

Adopted by Ord. 2017-42 on 8/3/2017

15-13-2 Design Guidelines For ~~Historic Districts And Historic Sites~~ Historic Residential Sites

~~*The Design Guidelines for Historic Districts and Historic Sites are hereby adopted and incorporated herein.*~~

A. Universal Design Guidelines

C. A site should be used as it was historically or be given a new use that requires minimal change to the distinctive materials and features.

D. Changes to a site or building that have acquired historic significance in their own right should be retained and preserved.

E. The historic exterior features of a building should be retained and preserved.

F. Distinctive materials, components, finishes, and examples of craftsmanship should be retained and preserved. Owners are encouraged to reproduce missing historic elements that were original to the building, but have been removed. Physical or photographic evidence should be used to substantiate the reproduction of missing features. In some cases, where there is insufficient evidence to allow for an accurate reconstruction of the lost historic elements, it may be appropriate to reproduce missing

historic elements that are consistent with properties of similar design, age, and detailing.

- G. Deteriorated or damaged historic features and elements should be repaired rather than replaced. Where the severity of deterioration or existence of structural or material defects requires replacement, the feature or element should match the original in design, dimension, texture, material, and finish. The applicant must demonstrate the severity of deterioration or existence of defects by showing that the historic materials are no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition. If deteriorated or damaged beyond repair and significant operational energy savings can be demonstrated through a professionally calculated energy model, historic features may be replaced with energy efficient features that are similar in design, dimension, texture, material and finish.
- H. Features that do not contribute to the significance of the site or building and exist prior to the adoption of these guidelines, such as incompatible windows, aluminum soffits, or iron porch supports or railings, may be maintained; however, if it is proposed they be changed, those features must be brought into compliance with these guidelines.
- I. Each site should be recognized as a physical record of its time, place and use. Owners are discouraged from introducing architectural elements or details that visually modify or alter the original building design when no evidence of such elements or details exists.
- J. Chemical or physical treatments, if appropriate, should be undertaken using recognized preservation methods. Treatments that cause damage to historic materials should not be used. Treatments that sustain and protect, but do not alter appearance, are encouraged.
- K. New construction—such as new additions, exterior alterations, ~~or related new construction~~ repairs, upgrades, etc.—should not destroy historic materials, features, and spatial relationships that characterize the historic site or historic building. New construction should be differentiated from the historic structure while also maintaining compatibility with the historic structure in materials, features, size, scale and proportion, and massing to protect the integrity of the historic structure, the historic site, and its environment.
- L. New additions and related new construction should be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment could be restored.

B. Specific Design Guidelines

1. Site Design

a. Building Setbacks & Orientation

- (1) ~~A.1.1~~ Maintain the existing front and side yard setbacks of Historic Sites.
- (2) ~~A.1.2~~ Preserve the original location of the main entry of the historic structure, if extant.
- (3) ~~A.1.3 Maintain the original path or steps leading to the main entry, if extant.~~

b. Topography & Grading

- (1) ~~A.5.8~~ Maintain the natural topography and original grading of the site when and where feasible.
- (2) ~~A.5.3~~ The historic character of the site should not be significantly altered by substantially changing the proportion of built and/or paved area to open space, and vice versa.
- (3) ~~A.5.1~~ Respect and maintain existing landscape features that contribute to the historic character of the site and existing landscape features that provide sustainability benefits.
- (4) Maintain established on-site native plantings. During construction, protect established vegetation to avoid damage. Replace damaged, aged, or diseased trees as necessary. Vegetation that may encroach upon or damage the historic structure may be removed, but should be replaced with native vegetation away from the historic building or structure.

~~A.5.2 Incorporate landscape treatments for driveways, walkways, paths, building and accessory structures in a comprehensive, complimentary and integrated design.~~

~~A.5.5 Landscape plans should allow for snow storage from driveways.~~

~~A.5.7 Provide landscaped separations between parking areas, drives, service areas, and public use areas including walkways, plazas, and vehicular access points.~~

c. Landscaping and Vegetation

- (1) ~~A.5.3~~ The historic character of ~~the~~ a historic site ~~should~~ shall not be significantly altered by substantially changing the proportion of built and/or paved area to open space.
- (2) ~~A.5.1~~ Maintain Existing landscape features that contribute to the character of ~~the~~ a historic site and/or existing landscape features that provide environmental sustainability benefits shall be preserved and maintained.
- (3) Established on-site native plantings shall be maintained. During construction, established vegetation shall be protected to avoid damage. Damaged, aged, or diseased trees shall be replaced as necessary. Vegetation that may encroach upon or damage a new building may be removed, but shall be replaced with similar vegetation near the original location.

- (4) A detailed landscape plan, particularly for areas viewable from the primary public right-of-way, which respects the manner and materials traditionally used in the Historic Districts, shall be provided. When planning for the long-term sustainability of a landscape system, all landscape relationships on the site, including those between plantings and between the site and its structure(s) shall be considered.

~~A.5.4~~ Landscape plans ~~should~~ shall balance water-efficient irrigation methods, ~~and~~ drought-tolerant plants, and native plants ~~materials~~ with existing plant materials and site features that contribute to the historic character significance of the site. Where irrigation is necessary, systems that minimize water loss, such as drip irrigation, shall be used.

- (6) Use to advantage storm water management features such as gutters, downspouts, site topography, and vegetation that can improve the environmental sustainability of a site.
- (7) The use of **Water Wise Landscaping** or permaculture strategies for landscape design shall be considered in order to maximize water efficiency. Where watering systems are necessary, systems that minimize water loss, such as drip irrigation, shall be used. These systems shall be designed to minimize their appearance from areas viewable from the primary public right-of-way.
- (8) Along public rights of way, landscaped areas, street trees, and seasonal plantings shall be designed to enhance the pedestrian experience, complement architectural features, **mitigate against Urban Heat Island effect**, and/or screen utility areas.
- (9) Installing plantings in areas like medians, divider strips, and traffic islands shall be considered.
- (10) Commercial properties typically have no setbacks along the principal façade. However, when front yard setbacks exist, landscaped areas (including patios) shall be of a small scale and design such that they do not disrupt the normal volume and flow of pedestrian traffic along the street.
- (11) ~~A.5.6~~ Provide a detailed landscape plan that respects, particularly for areas visible from the public right-of-way the front yard, that respects the manner and materials historically used ~~traditionally~~ in the Historic Districts. When planning for the long-term sustainability of a landscape system, consider all landscape relationships on the site, the relationship between the site and its structure(s), as well as the relationship between plants and other plants on site. See **LMC§ 15-5-5(N) for Water Wise Landscaping review criteria.**
- (12) ~~A.5.4~~ Landscape plans should balance water efficient irrigation methods and **Water Wise Landscaping** with existing plant materials and site features that contribute to the historic significance of the site.

- (13) Use to advantage storm water management features, such as gutters and downspouts as well as site topography and vegetation, that contribute to water retention and permeability of the historic site.
- (14) Where watering systems are necessary, use systems that minimize water loss, such as drip irrigation. Consider the use of Water Wise Landscaping or permaculture strategies for landscape design to maximize water efficiency and soil productivity; these systems should be designed to maintain the historic character of areas viewable from the public right-of-way.

d. Retaining Walls

- (1) Historic retaining walls shall be preserved to the greatest extent possible.
- (2) ~~A.2.1~~ Maintain the historic height and setback of retaining walls along the street historic stone retaining walls in their original locations. Retaining walls of stone, concrete, or rock-faced concrete block that are original to the historic site should be preserved and maintained in their original dimensions.

~~A.2.2 Maintain the original dimensions of historic retaining walls.~~

- (3) Removing portions of historic retaining walls for new driveways and pathways should be avoided to the greatest extent possible, but where it must occur, visual impact should be minimized.
- (4) Historic retaining walls should be repaired with materials that closely approximate the original. Replace only those portions of historic retaining walls that have deteriorated beyond repair. When repair of deteriorated retaining walls is not feasible, the replacement must reuse the existing stone to the greatest extent possible, and otherwise match the original in color, shape, size, material, and design.
- (5) To abate retaining wall failure, improve drainage behind retaining walls so water drains away from the walls. Repair and preserve historic stone and mortar.
- (6) New retaining walls should be consistent with historic retaining walls in design, material, scale of materials, as well as size and mass of the wall. Simple board-formed concrete, stone, and other historic materials are recommended over concrete block, asphalt, or other modern concrete treatments.
- (7) Non-extant historic retaining walls of concrete or stone specific to the Historic Site may be reconstructed based on physical or pictorial evidence. Historically appropriate concrete or stone walls, if consistent with the historic character of the district, may be added to the area of a historic site viewable from the public right-of-way.

- (8) Maintain stone in its natural finish. It is not appropriate to paint, stain, or plaster over stone or concrete.

e. Fencing

- (1) ~~A.3.1 Maintain~~ Historic fences and handrails fencing should be preserved and maintained.
- (2) ~~A.3.2~~ Historic ~~fences and handrails~~ fencing may be reconstructed based on photographic evidence. The reconstruction should match the original in design, color, texture and material.
- (3) ~~A.3.3~~ New ~~fences and handrails~~ fencing should reflect the building's style and period. New wood and metal fencing located where viewable from the public right-of-way should feature traditional design and pattern. Split or horizontal rail, railroad tie, or timber fencing may be located where not viewable from the public right-of-way, but should be avoided where visible from the public right-of-way. Vinyl or plastic-coated fencing is not appropriate.
- (4) New fencing should be designed to minimize its environmental impacts. New fencing should use green material and should take into account site impacts such as shading, natural topography, and drainage.
- (5) Drought tolerant shrubs should be considered in place of fencing or walls.
- (6) Arbors emphasizing a fence gate or entry shall be subordinate to the associated historic building or structure and shall complement the design of the historic structure and fencing in materials, features, size, scale, and proportion, as well as massing to protect the integrity of the historic site.

f. Gazebos, Pergolas, and Other Shade Structures

- (1) Gazebos, pergolas, and other shade structures should be visually subordinate to the associated historic building(s) and should complement the design of the historic structure(s) in materials, features, size, scale and proportion, and massing to protect the integrity of the historic structure and site.
- (2) The installation of gazebos, pergolas, and other shade structures shall be limited to rear or side yards and have limited visibility when viewed from the public right-of-way.
- (3) A.5.2. Gazebos, pergolas, and other shade structures shall not be attached to the associated historic structure(s), or damage historic features of associated or neighboring historic structure(s).

g. Parking Areas & Driveways

- (1) ~~A.5.2~~ Minimize the visual impacts of on-site parking by incorporating landscape treatments for driveways, walkways, paths, building(s) and accessory structures in a comprehensive, complimentary and integrated design.

- (2) ~~A.5.7~~ Provide landscaped separations between parking areas, drives, service areas, and public use areas including walkways, plazas, and vehicular access points.
- (3) ~~C.1.3~~ When locating new off-street parking areas, the existing topography of the ~~building~~ site and ~~significant integral~~ site features should be minimally impacted.
- (4) ~~C.1.1~~ Off-street parking areas should be located within the rear yard and beyond the rear wall plane of the primary structure. ~~C.1.2~~ If locating a parking area in the rear yard is not physically possible, the off-street parking area and associated vehicles should be visually buffered from adjacent properties and the primary public right-of-way. Consider providing a driveway along the side yard of the property where feasible.
- (5) ~~C.2.1~~ When locating driveways, the existing topography of the building site and significant site features should be minimally impacted.
- (6) ~~C.2.2~~ Ten-foot (10') wide driveways are encouraged; however, new driveways should not exceed twelve (12) feet in width.
- (7) ~~C.2.3~~ Shared driveways should be used when feasible.
- (8) Consider using textured and pour paving materials other than smooth concrete for driveways viewable from the public right-of-way. Permeable paving should be used on a historic site, where appropriate, to manage storm water. Permeable paving may not be appropriate for all driveways and parking areas.
- (9) Consider avoiding paving up to the building foundation to reduce heat island effect, building temperature, damage to the foundation, and storm-water runoff problems.
- (10) ~~A.5.5 Landscape plans should allow for~~ Snow storage from driveways should be provided on site.

h. Paths, Steps, Handrails, & Railings (Not Associated with Porches)

- (1) ~~A.1.3 Maintain~~ The original path or steps leading to the main entry, if extant, should be preserved and maintained.
- (2) ~~A.4.1 Maintain~~ Historic hillside steps that ~~may be~~ are an integral part of the landscape should be preserved and maintained.
- (3) New hillside steps should be visually subordinate to the associated historic building or structure in materials, size, scale and proportion, as well as massing and shall complement the historic structure in materials, size, scale, and proportion, and massing to protect the integrity of the historic site. For longer-run stairs, consider changes in material to break up the mass of the stairs.

- (4) Historic handrails should be preserved and maintained. Historic handrails may be reconstructed based on photographic evidence; the reconstruction should match the original in size, design, color, texture, and material.
- (5) New handrails and railings shall complement the historic structure in materials, size, scale and proportions, massing and design to protect the integrity of the historic structure and site.

2. Primary Structures

a. Exterior Walls

- (1.) ~~B.2.1~~ Primary and secondary facade components, such as window/door configuration, wall planes, recesses, bays, balconies, steps, porches, and entryways ~~should~~ shall be maintained in their original location on the façade.
- (2.) ~~B.2.2~~ Preserve and maintain historic exterior materials including wood siding (drop siding, clapboard, board and batten), frieze boards, cornices, moldings, shingles, etc., as well as stone and masonry. Repair deteriorated or damaged ~~facade~~ historic exterior materials using recognized preservation methods appropriate to the specific material.
- (3.) ~~B.2.3~~ If When disassembly of a historic element—window, molding, bracket, etc.--is necessary for its restoration, recognized preservation procedures and methods for removal, documentation, repair, and reassembly ~~should~~ shall be used.
- (4.) ~~B.2.4~~ If When historic exterior materials cannot be repaired, they ~~should~~ shall be replaced with materials that match the ~~original historic~~ in all respects: scale, dimension, texture, profile, material, texture, and finish. The replacement of existing historic material ~~should be~~ is allowed only after the applicant can show when it can be shown that the historic materials ~~are~~ is no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition.
- (5.) ~~B.2.5~~ Substitute materials such as fiber cement or plastic-wood composite siding, shingles, and trim boards ~~should~~ shall not be used unless they are made of a minimum of 50% recycled and/or reclaimed materials. In addition, the applicant must show that the physical properties of the substitute material— expansion/contraction rates, chemical composition, stability of color and texture, ~~and the~~ compressive or tensile strength— have been proven to not ~~to~~ damage or cause the deterioration of adjacent historic materials.
- (6.) ~~B.2.6~~ Substitute materials ~~should~~ shall not be used on a primary or secondary façade unless the applicant can show that historic materials cannot be used, or if new materials that are similar in design, dimension, texture, material and finish can be shown to result in significant (>30 percent) energy efficiency gains, and the applicant demonstrates that the substitute material will not cause damage to adjacent historic materials or

detract from the historic integrity of the structure (as stated in B.2.4 and B.2.5).

- (7.) Vinyl and aluminum siding are not appropriate in the Historic Districts. The application of synthetic or substitute materials, such as vinyl or aluminum, over original wood siding may cause, conceal, or accelerate structural damage and is not appropriate. Removal of synthetic siding (aluminum, asbestos, Brick-TeX, and vinyl) that has been added to a structure, followed by restoration of historic wood siding (or other underlying historic material) is highly encouraged.
- (8.) ~~B.2.7~~ Avoid interior changes that affect the exterior appearance of primary and secondary facades, including changing original historic floor levels, changing upper story windows to doors or doors to widows, and changing porch roofs to balconies or decks. Insulation may be added to increase the energy efficiency of the structure; however, this should be accommodated within the wall system and shall not impact the exterior dimensions of the structure.

b. Foundation

- (1.) ~~B.3.2~~ The original historic placement, orientation, and grade of the a historic building ~~should~~ shall be retained, as shall the original grade of the property where feasible.
- (2.) ~~B.3.1~~ A new foundation ~~should~~ shall not raise or lower the a historic structure generally more than two (2) feet from its original floor elevation. See D.4 for exceptions.
- (3.) ~~B.3.3~~ A historic site shall be returned to original grade following construction of a foundation. # When the original grade cannot be achieved, generally no more than two (2) feet six inches (6") of the new foundation should shall be visible above finished final grade on the primary and secondary facades.
- (4.) Re-grade the site so that all water drains away from the structure and does not enter the foundation.
- (5.) A plinth, or trim board at the base of the historic structure, shall be added to visually anchor the historic structure to the new foundation.
- (6.) Any re-grading of the site shall blend with grade of adjacent sites and shall not create the need for incompatible retaining walls.
- (7.) The form, material, and detailing of a new foundation shall be similar to the historic foundation (when extant) or similar to foundations of nearby historic structures.
- (8.) Historic foundations shall not be concealed with masonry block, plywood panels, corrugated metal, or wood shingles. Masonry foundations shall be cleaned, repaired, or re-pointed according to masonry guidelines. The replacement of existing historic material is allowed only when it can be

shown that the historic material is no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition.

c. Doors

- (1.)~~B.4.1~~ Maintain and preserve historic door openings, doors, ~~and~~ door surrounds, and decorative door features.
- (2.)Restore historic door openings that are significant to the period of restoration. On primary facades, in particular, consider reconstructing, based on physical or documentary evidence, historic doorways that no longer exist.
- (3.)Avoid changing the position, proportions, or dimensions of historic door openings. It is not appropriate to create additional openings or remove historic openings on primary or secondary facades that are visible from the primary public right-of-way.
- (4.)~~B.4.2 New doors should~~ Replacement doors shall be allowed only ~~if~~ when ~~the historic door cannot be repaired~~ it can be shown that the historic doors are no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition. Replacement doors ~~should~~ shall exactly match the historic door in size, material, profile, and style.
- (5.)When no physical or documentary evidence of original doors exists, replacement doors typically shall be of wood, with or without glazing, and shall complement the style of the historic structure. When replacing non-historic doors, use designs similar to those that were found historically in Park City. Paneled doors were typical and many had a vertical pane of glass. Scalloped, Dutch, and colonial doors, as well as door sidelights are not appropriate on most primary and secondary façades.
- (6.)~~B.4.3~~ Storm doors and/or screen doors typical of the Mining Era ~~should~~ may not be used on primary or secondary facades ~~unless~~ when the applicant can show that they will not diminish ~~the integrity or significance~~ historic character of the building.
- (7.)New door openings may be considered on secondary facades. A new opening shall be similar in location, size, and type to those seen on the historic structure.
- (8.)When a historic door opening is no longer functional on a primary façade, the door shall be retained and, if necessary, blocked on the interior side only. The door shall appear to be functional from the exterior.

d. Windows

- (1.)~~B.5.1~~ Maintain and preserve historic window openings, windows, ~~and~~ window surrounds, and decorative window features.
- (2.)Restore historic window openings that have been altered or lost over time. On primary facades, in particular, consider reconstructing, based on

- physical or documentary evidence, historic window openings that no longer exist.
- (3.)Avoid changing the position, proportions, or dimensions of historic window openings. It is not appropriate to create additional openings or remove existing historic openings on primary or secondary facades that are visible from the primary right-of-way.
- (4.)Maintain the historic ratio of window openings to solid wall.
- (5.)B.5.2. When historic windows are present, replacement windows should shall be allowed only if when it can be shown that the historic windows are no longer safe, energy efficient and serviceable and the historic windows cannot be made safe, energy efficient and serviceable through repair. Replacement windows should shall exactly-match the historic window in size, dimensions, glazing pattern, depth, profile, and material.
- (6.)Maintain the original number of glass panes in a historic window. Replacing multiple panes with a single pane is not appropriate. Snap-in muntins or muntins between two sheets of glass are inappropriate as these simulated dividers lack depth and fail to show the effect of true divided glass panes.
- (7.)Replacing an operable window with a fixed window is inappropriate.
- (8.)New window openings may be considered on secondary facades but only when placed beyond the midpoint. New window openings shall be similar in location, size, scale, type, and glazing pattern to those seen on the historic structure.
- (9.)When no physical or documentary evidence of original windows exists, replacement windows typically shall be of wood and shall complement the style of the historic structure. When replacing non-historic windows, use designs similar to those that were found historically in Park City. Aluminum-clad wood windows are appropriate on non-historic additions or foundation level windows. Vinyl and aluminum windows are inappropriate.
- (10.) New glazing shall match the visual appearance of historic glazing and/or be clear. Metallic, frosted, tinted, stained, textured and reflective finishes are generally inappropriate for glazing on the primary façade of the historic structure.
- (11.) It is generally inappropriate to modify windows on the primary façade to accommodate interior changes. When a window opening is no longer functional on a primary or secondary façade visible from the right-of-way, the glazing shall be retained and the window opening shall be screened or shuttered on the interior side. The window shall appear to be functional from the exterior.
- (12.) B.5.3 Storm windows should shall be installed on the interior- of the window; if interior installation is not infeasible, the materials, style, and

~~dimensions of~~ exterior wood storm windows ~~dimensions should shall~~ match ~~the way storm windows would have been constructed at the time of the building's construction or complement~~ the historic window dimensions in order to ~~conceal their presence minimize their visual impact~~. Exterior storm windows should shall be set within the window opening and attach to the exterior sash stop.

e. Gutters and Downspouts

- (1.) ~~B.1.3~~ Avoid removing or obstructing a historic building's elements and materials when installing gutters and downspouts
- (2.) When new gutters are needed, the most appropriate design for hanging gutters is half round. Downspouts shall be located away from architectural features and shall be visually minimized when viewed from the right-of-way.
- (3.) Water from gutters and downspouts shall drain away from the historic structure.

f. Chimneys and Stovepipes

- (4.) Maintain and preserve historic chimneys and their decorative features as they are important character-defining features of historic structures.
- (5.) Historic stovepipes shall be maintained and repaired when possible. When partial or full replacement is required, and new materials shall have a matte, non-metallic finish.
- (6.) Repairs to chimneys shall be made so as to retain historic materials and design. The replacement of existing historic material is allowed only when it can be shown that the historic material is no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition. Ornamental features such as corbelling and brick patterning shall be repaired and preserved.
- (7.) Chimneys shall not be covered with non-historic materials.
- (8.) New chimneys and stove pipes shall be of a size, scale, and design that are appropriate to the character and style of the historic structure. New chimneys and stovepipes shall be visually minimized when viewed from public right-of-way and shall be appropriate to the character and style of the historic structure.

g. Porches

- (1.) Preserve and maintain a historic porch by preserving the existing location, form, proportion, details, posts, railing, and stairs.
- (2.) Repair deteriorated historic elements of the porch. Replacement porch elements are allowed only when it can be shown that the historic elements are no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition. Replacement elements shall exactly match the historic elements in size, dimensions, form, profile, and material.

- (3.) Substitute decking materials such as fiber cement or plastic-wood composite floor boards shall not be used unless they are made of a minimum of 50% recycled and/or reclaimed materials. In addition, the applicant must show that the physical properties of the substitute material—expansion/contraction rates, chemical composition, stability of color and texture, compressive or tensile strength—have been proven to not damage or cause the deterioration of adjacent historic material.
- (4.) It may be appropriate, in some cases, to reconstruct historic porches. Replacement porches shall be constructed of materials and in styles that are compatible with the structure to which they are attached. When possible the reconstructed porch shall be based on physical or documentary evidence; when no such evidence exists, the design shall be based on historic porches found on comparable historic structures.
- (5.) While modifications to porch posts and balustrades may be necessary to meet current code requirements, these elements shall not be substantially different in size and proportion than those seen historically.
- (6.) It is not appropriate to add decorative porch elements that are not known to have been used on a particular historic structure or on similar historic structures.

h. Architectural Features

- (1.) Preserve and maintain architectural features such as eaves, brackets, cornices, moldings, trim work, and decorative shingles.
- (2.) Repair rather than replace historic architectural features. Replacement architectural features are allowed only when it can be shown that the historic features are no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition.
- (3.) Replacement features shall exactly match the historic features in design, size, dimension, form, profile, texture, material and finish.
- (4.) Architectural features may be added to a building when accurately based on physical or photographic evidence (i.e. “ghost” lines).

3. Mechanical Systems, Utility Systems, & Service Equipment

- a. ~~B.6.1~~ Mechanical equipment and utilities, including heating and air conditioning units, meters, and exposed pipes, ~~should~~ shall be located on the rear façade or another inconspicuous location ~~(except as noted in B.1.2)~~ or . If located on a secondary façade, it shall be screened from view by incorporating it into the appearance as an element of the design.
- b. ~~B.6.2~~ Ground-level equipment ~~should~~ shall be screened from view using landscape elements such as fences, low stone walls, or perennial plant materials.
- c. ~~MSNC8: Rooftop mechanical equipment is generally discouraged.~~ Roof-mounted mechanical and/or utility equipment ~~should-shall~~ be screened and minimally visualized from all views.

- d. ~~B.6.3 Avoid removing or obstructing~~ Historic building elements shall not be removed or obstructed when installing mechanical systems and equipment.
- e. ~~B.6.4 Contemporary New~~ communication equipment such as satellite dishes or antennae ~~should~~ shall be visually minimized when viewed from the primary public right-of-way.

4. Additions to Primary Structures

a. Protection for Historic Structures & Sites

- (1.)~~D.1.1~~ Additions to historic buildings should be considered only ~~after it has been when it is~~ demonstrated ~~by the owner/applicant~~ that the new use of the building cannot be accommodated by solely altering interior spaces.
- (2.)Additions to historic structures shall be considered with caution and shall be considered only on non-character defining facades, usually rear and occasionally side facades. Additions shall not compromise the architectural character of historic structures. Additions to the primary facades of historic structures are inappropriate.
- (3.)~~D.1.2~~ Additions should be visually subordinate to historic buildings when viewed from the primary public right-of-way.
- (4.)~~D.1.3 Additions should not obscure or contribute significantly to the loss of historic materials. Additions to historic structures shall not be placed so as to obscure, detract from, or modify historic roof forms.~~
- (5.)Additions to historic structures shall not contribute significantly to the removal or loss of historic material.
- (6.)~~D.1.4~~ Where the new addition abuts the historic building, a clear transitional element between the old and the new should be designed and constructed. Minor additions, such as bay windows or dormers do not require a transitional element.
- (7.)~~D.1.5 Retain Maintain and preserve~~ additions to structures that ~~have achieved historic significance in their own right.~~ are significant to the era/period of restoration.
- (8.)~~D.2.5~~ In-line additions ~~should~~ shall be avoided.

b. Transitional Elements

- (1.)~~D.2.5~~ In-line additions ~~should be avoided generally are not appropriate.~~
- (2.)A transitional element shall be required for any addition to a historic structure where the footprint of the addition is 50% or greater than the footprint of the historic structure. The historic structure's footprint may include additions to the historic structure made within the historic period that have gained historic significance in their own right.
- (3.)When an addition to a historic structure is less than 50% of the historic structure's footprint but exceeds the height of the historic structure due to

either the greater height of the addition, site topography (e.g., an uphill addition), or both, a transitional element shall be required.

- (4.)On a rear addition, the width of the transitional element shall not exceed two-thirds (2/3) the width of the elevation to which the transitional element is connected. The transitional element shall be set in from the corners of the affected historic elevation by a minimum of two feet (2').
- (5.)In the case of additions to the secondary façade, visible from the primary public right-of-way, the transitional element shall be setback a minimum of five feet (5') from the primary façade. All other previous guidelines apply.
- (6.)The depth of the transitional element (i.e., the distance between the affected historic elevation and the addition) shall be a minimum of one-third (1/3) the length of the least wide historic elevation adjacent to the impacted historic elevation.
- (7.)The highest point of the transitional element shall be a minimum of two feet (2') lower than the highest ridgeline of the historic structure.
- (8.)Balconies and decks may be attached to the secondary facades of a transitional element; however, no roof deck is permitted on the transitional element.
- (9.)When an existing non-historic or non-contributory addition is used as a transitional element, the preceding guidelines for transitional elements shall not apply.

c. General Compatibility

- (1.)~~D.2.1~~ Additions ~~should~~ shall complement the visual and physical qualities of the historic building. An addition shall not be designed to be an exact copy of the existing style or imply an earlier period or more ornate style than that of the historic building.
- (2.)The addition shall be a contemporary interpretation of the historic structure's architecture style. The addition shall not be designed to contrast starkly with the historic structure; an acceptable design shall be compatible in mass, scale, fenestration patterns, and design details. It shall not detract from the Historic District's or structure's historic character.
- (3.)Additions shall be subordinate in scale to the primary historic structure. The footprint of an addition shall not exceed 50% of the footprint of the historic structure, including any additions that have achieved historic significance in their own right. If the footprint of the addition approaches or exceeds 50% of the footprint of the historic structure, the mass shall be broken into modules to reflect the mass and scale of those modules seen on the historic structure.
- (4.)Additions shall be visually subordinate to historic structures. Where the combined effects of the addition's footprint, height, mass and scale are such that the overall size of an addition is larger than a historic structure, the volume of the addition shall be broken into modules that reflect the scale of

- those components seen on the historic structure. Multiple modules are encouraged to add articulation and architectural interest.
- (5.) ~~D.2.4~~ Large additions ~~should~~ shall be visually separated from historic buildings when viewed from the public right of way. Where the height of a new addition, site topography (e.g., an uphill addition), or both, the addition shall be set away from the historic structure by a minimum of one-half (1/2) the length of the least-wide historic elevation adjacent to the historic elevation to which the transitional element is attached.
 - (6.) ~~D.2.2 Building~~ Components and materials used on additions ~~should~~ shall be similar in scale and size to those found on the ~~original~~ historic building.
 - (7.) ~~D.2.3~~ Window shapes, patterns and proportions found on the historic building should be reflected in the new addition.
 - (8.) Windows, doors and other features on a new addition shall be designed to be compatible with the historic structure and surrounding historic sites. Windows, doors and other openings shall be of sizes and proportions similar to those found on nearby historic structures. When using new window patterns and designs, those elements shall respect the typical historic character and proportions of windows on the primary historic structure and adjacent historic structures. The solid-to-void relationship and detailing of an addition shall be compatible with the historic structure.

5. Garages

a. Scenario 1: Basement Addition without a Garage

- (1.) ~~D.3.1 The~~ A basement addition ~~should~~ shall not raise the historic structure generally more than two feet (2') from its original floor elevation above grade prior to construction.
- (2.) ~~B.3.3 A historic site shall be returned to original grade following construction of a foundation. If~~ When the original grade cannot be achieved, no more than two feet (2') of the new foundation ~~should~~ shall be visible above ~~finished~~ final grade on the primary and secondary facades.
- (3.) ~~D.3.2 In plan, the~~ The exterior walls on an inline basement addition ~~should~~ shall not extend beyond the exterior wall planes of the historic structure's primary or secondary facades.
- (4.) ~~D.3.3~~ Window or egress wells, if needed, ~~should~~ shall not be located on the primary façade. Window or egress wells ~~should~~ shall be located behind the midpoint of the secondary façades, on the rear elevation, or in a location ~~that is~~ not visible from the primary public right-of-way. Landscape elements ~~should~~ shall be used to aid in screening window/egress wells from the primary right-of-way.
- (5.) ~~D.3.4~~ After construction of the basement, the site ~~should~~ shall be re-graded to approximate the grading prior to construction of the addition.

b. Scenario 2: Basement Addition with a Garage

- (1.) ~~D.4.1~~ The A new foundation or basement addition ~~should~~ shall not raise ~~the a~~ historic structure more than two feet (2') from its original floor elevation. Historic buildings on downhill lots may be raised to accommodate a basement garage addition provided 1) access to the garage is from ~~the a~~ side or rear yard, 2) the ground floor of the historic building structure is not raised above finished road grade adjacent to the primary facade, and 3) the integrity and significance character of the structure will not be destroyed by ~~the action~~ raising the historic structure more than two feet (2') above its original height above grade.
- (2.) ~~D.4.2~~ In plan, the A basement garage addition ~~should~~ shall not extend beyond the exterior wall planes of the historic structure's primary or secondary facades. In limited situations, site setbacks and topography may allow for a projecting garage without adversely affecting the historic character of the structure. In these cases, a stepped design with an associated site grading and landscaping plan may be considered.
- (3.) ~~D.4.3~~ The vertical wall area of ~~the a~~ basement garage addition that is visible from the primary public right-of-way ~~should~~ shall be visually minimized. It is preferential for the garage opening to be setback from the wall plane of the historic structure in order to diminish the presence of the garage.
- (4.) ~~D.4.4~~ Window or egress wells, if needed, ~~should~~ shall not be located on the primary façade. Window or egress wells ~~may~~ shall be located behind the midpoint of the secondary façades, on the rear elevation, or in a location that is not visible from the primary public right-of-way.
- (5.) ~~D.4.5~~ After construction of ~~the a~~ basement garage addition, ~~the a historic~~ site ~~should~~ shall be re-graded to approximate the grading prior to construction of the addition.
- (6.) ~~D.4.6~~ A single vehicle garage doors not greater than nine feet (9') wide and nine feet (9') high ~~should~~ shall be used to access a basement garage addition. Glazing on garage doors shall be limited to no more than 30% of garage door.
- (7.) ~~D.2.3~~ Single-width car wide tandem garages are ~~encouraged~~ recommended. Side-by-side parking configurations are strongly discouraged; if used, they ~~should~~ shall be visually minimized when viewed from the public right-of-way.
- (8.) Garages featuring a side-by-side parking configuration, at a minimum, shall maintain a two foot (2') offset in the wall plane.

c. Scenario 3: Attached Garages

- (1.) ~~D.2.3~~ Single-width car wide tandem garages are ~~encouraged~~ recommended. Side-by-side parking configurations are strongly discouraged; if used, they ~~should~~ shall be visually minimized when viewed from the public right-of-way.

- (2.) ~~D.4.6~~ A single vehicle garage doors not greater than nine feet (9') wide and nine feet (9') high should shall be used to access a basement garage addition. Glazing on garage doors shall be limited to no more than 30% of garage door.
- (3.) Garages featuring a side-by-side parking configuration, at a minimum, shall maintain a two foot (2') offset in the wall plane.

6. Decks

- a. Decks should be constructed in inconspicuous areas where visually minimized from the primary right-of-way, usually on the rear elevation. If built on a side elevation of the historic structure, a deck should be screened from the right-of-way with fencing and/or appropriate native landscaping. Decks should be located such that they will not damage or conceal significant historic features or details of the historic structure.
- b. In order to prevent damage to a historic structure, decks shall be constructed to be self-supporting. If the deck cannot be constructed to be self-supporting, decks shall be attached to a historic structure with care so loss of historic fabric is minimized.
- c. Introducing a deck that will result in the loss of a character-defining feature of the historic structure or site, such as a historic porch or mature tree, should be avoided.
- d. The visual impact of a deck should be minimized by limiting its size and scale. Introducing a deck that visually detracts from a historic structure or historic site, or substantially alters a historic site's proportion of built area to open space is not appropriate.
- e. Decks and related steps and railings should be constructed of materials and in styles that are compatible with the structure to which they are attached.
- f. Decking materials such as fiber cement or plastic-wood composite floor boards shall not be used unless they are made of a minimum of 50% recycled and/or reclaimed materials.
- g. Significant site features, such as mature trees, should be protected from damage during the construction of a deck by minimizing ground disturbance and by limiting use of heavy construction equipment.

7. Balconies & Roof Decks

- a. New balconies and roof decks on a historic structure shall be visually subordinate to the historic structure from the primary right-of-way. Installing a balcony on a historic structure's primary façade is not allowed, however, a balcony may be considered on a secondary or tertiary façade.
- b. A new balcony shall be simple in design and compatible with the character of the historic structure. Simple wood and metal designs are appropriate for residential structures. Heavy timber and plastics are inappropriate materials.

- c. A roof deck on a new addition shall be visually minimized when viewed from the right-of-way.

See Porches for preserving and maintaining historic balconies.

8. Historic Accessory Buildings

- a. ~~H.1~~ Historic accessory buildings that contribute to the significance of the property ~~should~~ shall be ~~retained~~ maintained and preserved.
- b. ~~H.4~~ Guidelines for the treatment of Primary Structures ~~(Section B) should~~ shall be applied to all historic accessory buildings ~~and structures~~ that contribute to the significance of the property.
- c. Please see guidelines regarding transitional elements for those cases where the historic accessory structure may be linked to the historic primary structure.

9. New Accessory Buildings

- a. ~~H.2~~ New accessory buildings on flat or downhill sites with ~~an existing~~ historic building ~~should~~ shall generally be located at to the rear of the ~~lot site, unless dictated by the neighborhood to be located in the front yard~~.
- b. ~~H.3~~ New accessory structures on ~~properties a site~~ with ~~an existing~~ historic building may be located at the street front if 1) ~~the a~~ a pattern of front yard historic accessory structures ~~along the street~~ has been established along the street by existing historic accessory buildings, and 2) the proposed placement does not ~~cause~~ create any danger or hazard to traffic by obstructing the view of the street.
- c. ~~C.3.1~~ New detached garages built on sites with existing historic structures should have ~~an~~ maximum interior dimension ~~that does not exceed of~~ twelve (12) feet in width.
- d. ~~D.2.3~~ Single-~~width~~ car wide tandem garages are ~~encouraged recommended~~. Side-by-side parking configurations are strongly discouraged; if used, they ~~should~~ shall be visually minimized when viewed from the public right-of-way.
- e. ~~C.3.2~~ Garage doors ~~should~~ shall not exceed ~~the dimension of~~ nine (9) feet wide in width by nine (9) feet high in height. Glazing on garage doors shall be limited to no more than 30% of garage door.
- f. ~~C.3.3~~ Roof form, exterior materials, and architectural detailing of a detached ~~garage~~ Accessory Building ~~should~~ shall complement the primary structure.
- g. Accessory structures (such as sheds and garages) shall be subordinate in scale to the primary historic structure. The footprint of the new accessory structure shall not exceed 50% of the footprint of the historic structure. If the footprint exceeds 50% of the footprint of the historic structure, the scale of the individual modules shall be broken up to reflect the mass and scale of those seen on the historic structure. New accessory structures shall follow the

design guidelines for compatibility of additions as outlined in Additions to Primary Structures.

15-13-3 Design Guidelines For Historic Commercial Sites

A. Universal Design Guidelines

1. A site ~~should~~ shall be used as it was historically or shall be given a new use that requires minimal change to the distinctive materials, ~~and~~ features, spaces, and spatial relationships.
2. Changes to a site or building that have acquired historic significance in their own right ~~should~~ shall be retained and preserved.
3. ~~The~~ Historic exterior features of a building ~~should~~ shall be retained and preserved.
4. Distinctive materials, components, finishes, construction techniques, and examples of craftsmanship ~~should~~ shall be retained and preserved. Owners Applicants are encouraged to reproduce missing historic elements that were original to the building, but have been removed. Physical~~-or,~~ photographic, or documented evidence ~~should~~ shall be used to substantiate the reproduction of missing features. In some cases, where there is insufficient evidence to allow for accurate reconstruction of lost historic elements, it may be appropriate to reproduce missing historic elements that are consistent with historic structures of similar design, age, and detailing.
5. Deteriorated or damaged historic features and elements ~~should~~ shall be repaired rather than replaced. ~~Where~~ When the severity of deterioration or existence of structural or material defects requires replacement, the replacement feature or element ~~should~~ shall match the original in design, dimension, texture, material, and finish. ~~The Applicants~~ must ~~demonstrate the~~ show severity of deterioration or existence of defects by ~~showing~~ demonstrating that the historic materials ~~are~~ is no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition.
6. ~~Features that do not contribute to the significance of the site or building and exist prior to the adoption of these guidelines, such as incompatible windows, aluminum soffits, or iron porch supports or railings, Non-historic alterations that have been made to elements of a property, such as window replacements, eave enclosures, or porch element substitutions, that are in place prior to the adoption of these Design Guidelines~~ may be maintained; However, if it is additional alterations to these elements are proposed ~~they be changed, those features the elements~~ must be brought into compliance with these Design Guidelines.
7. Each site ~~should~~ shall be recognized as a physical record of its time, place and use. ~~Owners Applicants are discouraged from~~ shall not ~~introduce~~ ing architectural elements or details that visually modify or alter the original building design when no evidence of such elements or details exists.

8. Chemical or physical treatments, if appropriate, ~~should~~shall be undertaken using recognized preservation methods. Treatments that cause damage to historic materials ~~should~~shall not be used. Treatments that sustain and protect the historic building and its occupants, but do not alter appearance, are encouraged.
9. New construction, such as additions, exterior alterations, repairs, upgrades, etc. ~~or related new construction should~~shall not destroy historic materials, features, and spatial relationships that characterize the historic site or historic building. New construction shall differentiate from the historic structure and, at the same time, be compatible with the historic structure in materials, features, size, scale and proportion, and massing to protect the integrity of the historic structure, the historic site, and the Historic District.
10. New additions and related new construction ~~should~~shall be undertaken in such a manner that, if removed in the future, the essential form of the historic building and integrity of the historic building and site ~~property and its environment~~ could be restored.
11. The proposed project must not cause the building, site or Historic District to be removed from the National Register of Historic Places.

B. Specific Design Guidelines

1. Site Design

a. Building Setback and Orientation

- (1.) A.1.1 Maintain The existing front and side yard setbacks of buildings shall be maintained ~~Historic Sites. MSHS2. The alignment and setbacks along Main Street are often different from residential, and~~ are character-defining features of the district and ~~should~~shall be preserved.
- (2.) A.1.2 Preserve The original location of the a main entry, if extant, shall be preserved. ~~MSHS3. Traditional The historic orientation with the of a~~ primary entrance on Main Street ~~should~~shall be maintained.
- (3.) The visual divisions of commercial buildings into storefront and upper stories, when present, shall be maintained.
- (4.) Residential buildings converted to non-residential use often have deeper setbacks and landscaped front yards; these shall be retained.

b. Topography and Grading

- (5.) A.5.8 Maintain the The natural topography and original grading of the a historic site shall be maintained when ~~and where~~ feasible.

c. Landscaping and Vegetation

- (6.) A.5.3 The historic character of the a historic site ~~should~~shall not be significantly altered by substantially changing the proportion of built and/or paved area to open space.

- (7.) A.5.1 Maintain Existing landscape features that contribute to the character of the a historic site and/or existing landscape features that provide environmental sustainability benefits shall be preserved and maintained.
- (8.) Established on-site native plantings shall be maintained. During construction, established vegetation shall be protected to avoid damage. Damaged, aged, or diseased trees shall be replaced as necessary. Vegetation that may encroach upon or damage a new building may be removed, but shall be replaced with similar vegetation near the original location.
- (9.) A detailed landscape plan, particularly for areas viewable from the primary public right-of-way, which respects the manner and materials traditionally used in the Historic Districts, shall be provided. When planning for the long-term sustainability of a landscape system, all landscape relationships on the site, including those between plantings and between the site and its structure(s) shall be considered.
- (10.) A.5.4 Landscape plans ~~should~~ shall balance water-efficient irrigation methods, ~~and~~ drought-tolerant plants, and native plants ~~materials~~ with existing plant materials and site features that contribute to the historic character significance of the site. Where irrigation is necessary, systems that minimize water loss, such as drip irrigation, shall be used.
- (11.) Use to advantage storm water management features such as gutters, downspouts, site topography, and vegetation that can improve the environmental sustainability of a site.
- (12.) The use of **Water Wise Landscaping** or permaculture strategies for landscape design shall be considered in order to maximize water efficiency. Where watering systems are necessary, systems that minimize water loss, such as drip irrigation, shall be used. These systems shall be designed to minimize their appearance from areas viewable from the primary public right-of-way.
- (13.) Along public rights of way, landscaped areas, street trees, and seasonal plantings shall be designed to enhance the pedestrian experience, complement architectural features, and/or screen utility areas.
- (14.) Installing plantings in areas like medians, divider strips, and traffic islands shall be considered.
- (15.) Commercial properties typically have no setbacks along the principal façade. However, when front yard setbacks exist, landscaped areas (including patios) shall be of a small scale and design such that they do not disrupt the normal volume and flow of pedestrian traffic along the street.

d. Sidewalks, Plazas, and Other Street Improvements

- (1.) All streetscape elements should work together to create a coherent visual identity and public space. The visual cohesiveness and historic character of the area shall be maintained through the use of complementary materials.
- (2.) Sidewalk bump outs reduce the distance required for pedestrians to cross streets. On long blocks, midblock crosswalks are recommended. Brick pavers, concrete pavers (sometimes brick-colored), and textured concrete or asphalt shall be used for crosswalks.
- (3.) Using distinctive materials, such as bricks or pavers, to identify crosswalks at key intersections or crossings shall be considered. Crosswalk markings shall be clearly delineated without being obtrusive.
- (4.) Street furniture, trash receptacles, bike racks, planters and other elements shall be simple in design and compatible with the appearance and scale of adjacent buildings and public spaces.
- (5.) Existing plazas shall be maintained and well managed for daytime use, including landscaping, benches, trash receptacles and lighting.
- (6.) Where new plazas are being considered, ensure that they are near pedestrian traffic, are well planned for intended uses, such as concerts or other events, and well designed for maintenance and durability.
- (7.) Existing, alleys, staircases, and pedestrian tunnels shall be maintained where feasible.

e. Parking and Driveways

- (1.) A.5.2 The visual impacts of on-site parking (both surface lots and parking structures) shall be minimized by incorporate~~ing~~ landscape treatments for driveways, walkways, paths, building and accessory structures in a comprehensive, complimentary and integrated design.
- (2.) A.5.7 Provide Landscaped separations, screening, and/or site walls shall be placed between parking areas, drives, service areas, and other public-use areas ~~including such as~~ walkways, plazas, and vehicular access points.
- (3.) C.1.3 When ~~locating~~ creating new off-street parking areas, the existing topography of the ~~building~~ site and ~~significant~~ integral site features, such as mature landscaping and historic retaining walls, ~~should~~ shall be minimally impacted.
- (4.) C.1.1 Off-street parking areas ~~should~~ shall be located within the rear yard and beyond the rear wall plane of ~~the a~~ primary structure building, where feasible. C.1.2 If locating a parking area in ~~the a~~ rear yard is not physically possible, the off-street parking area and associated vehicles ~~should~~ shall be visually buffered from adjacent properties and the primary public right-of-way. Providing a driveway along the side yard of a property, if feasible,

shall be considered. ~~C.2.1~~ When locating driveways, historic site features and the existing topography of the building site property and significant site features should shall be minimally impacted.

(5.) ~~C.2.2~~ Ten foot (10') wide driveways are encouraged; however, new driveways should not exceed twelve (12) feet in width.

(6.) ~~C.2.3~~ Shared driveways should be used when feasible.

(7.) Textured and poured paving materials other than smooth concrete should be considered for driveways that are visible from the primary right-of-way. Permeable paving shall be used on a historic property, where appropriate, to manage storm water. Permeable paving may not be appropriate for all driveways and parking areas.

(8.) Consider avoiding paving up to a building's foundation in order to reduce heat-island effect, building temperature, damage to the foundation, and drainage problems.

(9.) ~~A.5.5~~ Landscape plans ~~should-shall~~ allow for snow storage ~~from for~~ driveways. Snow storage for driveways shall be provided on site.

(10.) Parking structures and parking areas shall be located at the rear of the building to allow commercial use on the principal façade.

2. Primary Structures

a. Foundation

(1.) ~~B.3.2~~ The ~~original~~ historic placement, orientation, and grade of ~~the a~~ historic building ~~should-shall~~ be retained, as shall the original grade of the site.

(2.) Historic foundations shall not be covered with new materials (e.g. concrete block, plywood panels, corrugated metal, or wood shingles). Masonry foundations shall be cleaned, repaired, or re-pointed according to masonry guidelines. Replacement of historic material is allowed only when it can be demonstrated that the historic material is no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition.

(3.) ~~B.3.1~~ A new foundation ~~should-shall generally not~~ raise or lower ~~the a~~ historic structure ~~generally~~ more than two (2) feet from its original floor elevation. ~~See D.4 for exceptions.~~

(4.) The form, material, and detailing of a new foundation shall be similar to the historic foundation (when extant) or similar to foundations of nearby historic structures.

(5.) The construction of a foundation at a height that is not proportional to neighboring historic structures is not appropriate. The height of a new foundation shall not be significantly taller or shorter than neighboring structures. A historic storefront shall not be significantly altered by lifting the historic structure for the construction of a new foundation.

- (6.) A historic site shall be returned to original grade following construction of a foundation. When original grade cannot be achieved, generally no more than six (6) inches of the new foundation shall be visible above final grade on the primary and secondary facades.
- (7.) The re-grading of a site shall blend the grade of the site with the grade of adjacent sites and shall not create the need for retaining walls.
- (8.) A site shall be re-graded so that water drains away from the structure and does not enter the foundation.
- (9.) Consider adding a plinth, or trim board, at the base of a historic structure to visually anchor the historic structure to the new foundation.

b. Exterior Walls

- (1.) B.2.1 Primary and secondary facade ~~components~~ elements, such as window/door configuration, wall planes, recesses, bays, balconies, steps, porches, and entryways ~~should~~ shall be preserved and maintained in their original location on the façade.
- (2.) B.2.2 Exterior historic elements including wood siding (drop siding, clapboard, board and batten), frieze boards, cornices, moldings, shingles, etc., as well as stone and masonry shall be preserved and maintained. ~~Repair~~ Deteriorated or damaged ~~facade materials~~ historic elements shall be repaired using recognized preservation methods appropriate to the specific material.
- (3.) B.2.3 ~~If~~ When disassembly of a historic element—window, molding, bracket, etc.—is necessary for ~~its~~ restoration, recognized preservation procedures and methods for removal, documentation, repair, and reassembly ~~should~~ shall be used.
- (4.) B.2.4 ~~If~~ When an exterior historic ~~exterior materials element~~ cannot be repaired, ~~they should~~ it shall be replaced with materials that matches the original in all respects: scale, dimension, ~~texture~~, profile, material, texture, and finish. The replacement of an existing historic ~~material element should be~~ is allowed only ~~after the applicant can show when it can be demonstrated~~ that the historic ~~materials element are~~ is no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition.
- (5.) B.2.5 Substitute materials ~~s~~ such as fiber cement or plastic-wood composite siding, shingles, and trim boards ~~should~~ shall not be used unless ~~they are~~ it is made of a minimum of 50% recycled and/or reclaimed materials. ~~In~~ Additionally, the applicant must show that the physical properties ~~of the substitute material~~— expansion/contraction rates, chemical composition, stability of color and texture, ~~and the~~ compressive or tensile strength—of the substitute material have been proven to not ~~to~~ damage or cause ~~the~~ deterioration of adjacent historic materials.
- (6.) B.2.6 Substitute materials ~~s~~ ~~should~~ shall not be used on a primary or secondary façade unless the applicant can ~~show~~ demonstrate that historic materials

cannot be used ~~(as stated in B.2.4 and B.2.5)~~ and that the substitute material will not cause damage to adjacent historic material or detract from the historic integrity of the structure.

- (7.)The application of synthetic or substitute materials, such as vinyl or aluminum siding, over original wood siding may cause, conceal, or accelerate physical deterioration and is not appropriate. Removal of synthetic siding (aluminum, asbestos, Brick-Tex, and vinyl) that has been added to a building, followed by restoration of the historic wood siding (or other underlying historic material), is highly encouraged.
- (8.)~~B.2.7 Avoid~~ Interior changes that affect the exterior appearance of primary and secondary facades, including changing original historic floor levels, ~~changing upper story~~ windows to doors or doors to windows, and ~~changing~~ porch roofs to balconies or decks, shall be avoided.

c. Roofs

- (1.)~~B.1.1 Maintain the original Historic~~ roof forms, ~~as well as any functional and decorative elements shall be preserved and maintained. Most commercial roof forms are flat, sloping, hipped, or gable.~~
- (2.)The line, pitch, and overhang of the historic roof form, as well as any functional and decorative elements, shall be preserved and maintained. Roof-related features such as parapet walls and cornices shall be maintained and preserved.
- (3.)~~B.1.2~~ New roof features, such as photovoltaic panels (solar panels), ~~and/or skylights, ventilators, and mechanical and communication equipment should~~ shall be visually minimized when viewed from the primary public right-of-way so as not to compromise the architectural character of the building. ~~These Photovoltaic panels and skylights roof features should~~ shall be flush-mounted to the roof.
- (4.)~~B.1.4~~ Roof colors ~~should~~ shall be neutral ~~colored and earth-toned. and muted and materials should not~~
- (5.)Crickets, saddles, or other snow-guard devices shall be placed so they do not significantly alter the form of the roof as seen from the primary public right-of-way.
- (6.)Dormers that did not exist historically shall not be added on a primary façade.
- (7.)New dormers may be added on rear or secondary facades and shall be visually minimized from the primary public right-of-way. Gabled, hipped, or shed dormers are appropriate for most buildings and shall be in keeping with the character and scale of the building.

d. Storefronts

- (1.)~~B.2.1~~ Primary and secondary facade ~~components~~ elements, such as window/door configuration, wall planes, recesses, bays, balconies, steps,

porches, and entryways ~~should~~ shall be maintained in their original location on the façade.

- (2.) Historic storefront elements such as doors, windows, kick plates, bulkheads, transoms, ornamentation, cornices, pillars, pilasters, and other character-defining features shall be preserved and maintained.
- (3.) Historic storefronts and their character-defining features and elements shall not be covered with modern materials. Deteriorated or damaged storefronts or elements shall be repaired so that the storefront retains its historic appearance. Repairs shall be made with in-kind materials, based on physical or documentary evidence, whenever possible.
- (4.) Missing elements shall be replaced in keeping with size, scale, style, and materials of the historic structure, and then only if there is little or no evidence of the original construction. In such cases, an alternative design that is compatible with the remaining character-defining features of the historic building may be considered.
- (5.) Historic recessed entries, if in their original historic configuration, shall be preserved and maintained. If a historic recessed entry has been lost during a previous renovation, consider reconstructing, based on physical or documentary evidence, the historic entry. The replacement shall match the original in terms of design, materials, and configuration.
- (6.) Primary entrances to commercial buildings should be accessible to meet American Disabilities Act (ADA) requirements. If this is not possible, alternative entrances shall be available, clearly marked, and maintained to the same standards as the primary entrance.
- (7.) Original doors shall be preserved and maintained. Replacement of non-historic doors shall be substantiated by documentary, physical, or pictorial evidence.
- (8.) If no evidence of the historic door appearance is available, new doors should be similar in materials and configuration to historic doors on commercial buildings of similar period. Typically, painted wood doors with single or multiple lights of clear glass are appropriate replacements for primary facades. Replacement doors for secondary entrances may be smaller or may be solid wood. Dark or bronze-anodized metal, though less appropriate, may be substituted for wood in cases where the original door has been lost and no evidence of the original door exists.
- (9.) The original storefront windows and window configuration shall be preserved and maintained if possible. If the storefront windows have been reduced in size over the years, re-establishing their original dimensions and configuration is encouraged.
- (10.) Opaque, reflective, and mirror types of glass are not appropriate.

- (11.) Transoms above display windows shall be preserved and maintained. When transoms are covered and original moldings and window frame proportions are concealed, or when transoms have been entirely removed, restoring the transom to its original appearance is encouraged.

e. Doors (Not Included in Storefronts)

- (1.) ~~B.4.1 Maintain~~ Historic door openings, doors, ~~and~~ door surrounds, and decorative door features shall be preserved and maintained.
- (2.) Historic door openings that are significant shall be restored to the historic period of restoration. On primary facades, in particular, consider reconstructed, based on physical or documentary evidence, historic doorways that no longer exist.
- (3.) Changing the position, proportions, or dimensions of historic door openings shall be avoided. It is not appropriate to create additional openings or remove existing historic openings on primary or secondary facades that are visible from the primary public right-of-way.
- (4.) ~~B.4.2 New Replacement~~ doors ~~should~~ shall be allowed only ~~if the historic door cannot be repaired when it can be shown that the historic doors are no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition.~~ Replacement doors ~~should~~ shall exactly match the historic door in size, material, profile, and style.
- (5.) ~~B.4.3~~ Storm doors and/or screen doors typical of the Mining Era ~~should not~~ may be used on primary or secondary facades ~~unless when~~ the applicant can show that they will not diminish the ~~integrity or significance~~ historic character of the building.
- (6.) When no physical or documentary evidence of original doors exists, replacement doors typically shall be of wood, with or without glazing, and shall complement the style of the historic structure. When replacing non-historic doors, designs similar to those that were found historically in Park City shall be used. Paneled doors were typical and many had vertical panes of glass. Scalloped, Dutch, and colonial doors, as well as door sidelights are not appropriate on most primary and secondary façades.
- (7.) New door openings may be considered on secondary façades. A new opening shall be similar in location, size, and type to those seen on the historic structure.
- (8.) When a historic door opening on a primary façade is no longer functional, the door shall be retained and, if necessary, blocked on the interior side only. The door shall appear to be functional from the exterior.

f. Windows (not included in Storefronts)

- (1.) ~~B.5.1 Maintain~~ Historic window openings, windows, ~~and~~ window surrounds and decorative window features shall be maintained and preserved.

- (2.) Historic window openings that have been altered or lost over time shall be restored. On primary façades, in particular, consider reconstructing, based on physical or documentary evidence, historic window openings that no longer exist.
- (3.) Changing the position, proportions, or dimensions of historic window openings shall be avoided. It is not appropriate to create additional openings or remove existing historic openings on primary or secondary façades that are visible from the primary public right-of-way.
- (4.) The historic ratio of window openings to solid wall shall be maintained.
- (5.) ~~B.5.2. When historic windows are present, replacement windows should~~ shall be allowed only ~~if~~ when it can be shown that the historic windows are no longer safe and serviceable and ~~that~~ the historic windows cannot be made safe and serviceable through repair. Replacement windows ~~should~~ shall exactly match the historic window in size, dimensions, glazing pattern, depth, profile, and material.
- (6.) The original number of glass panes in a historic window shall be maintained. Replacing multiple panes with a single pane is not appropriate. Snap-in muntins, or muntins between two sheets of glass are inappropriate as these simulated dividers lack depth and fail to show the effect of true divided glass panes.
- (7.) Replacing an operable window with a fixed window is inappropriate.
- (8.) New window openings may be considered on secondary façades but only when placed beyond the midpoint. New window openings shall be similar in location, size, scale, type, and glazing pattern to those seen on the historic structure.
- (9.) When no physical or documentary evidence of original windows exists, replacement windows typically shall be of wood and shall complement the style of the historic structure.
- (10.) When replacing non-historic windows, designs similar to those found historically in Park City shall be used.
- (11.) Aluminum-clad wood windows are appropriate on non-historic additions or foundation-level windows. Vinyl and aluminum windows are inappropriate.
- (12.) New glazing shall match the visual appearance of historic glazing and/or be clear. Metallic, frosted, tinted, stained, textured and reflective finishes are generally inappropriate for glazing on the primary façade of the historic structure.
- (13.) It is generally inappropriate to modify windows on the primary façade to accommodate interior changes. When a window opening is no longer functional on a primary or secondary façade visible from the primary public right-of-way, the glazing shall be retained and the window opening shall be

screened or shuttered on the interior side. The window shall appear to be functional from the exterior.

- (14.) ~~B.5.3~~ Storm windows ~~should~~ shall be installed on the interior ~~of the window~~; if interior installation is not ~~in~~feasible, the materials, style, and dimensions of exterior wood storm windows ~~s dimensions should shall~~ match the way storm windows would have been constructed at the time of the building's construction or complement the historic window dimensions in order to ~~conceal their presence minimize their visual impact~~. Exterior storm windows should shall be set within the window opening and attach to the exterior sash stop.

g. Gutters and Downspouts

- (1.) ~~B.1.3 Avoid R~~ Removing or obstructing a historic building's elements and materials when installing gutters and downspouts shall be avoided.
- (2.) When new gutters are needed, the most appropriate design for hanging gutters is half round. Downspouts shall be located away from architectural features and shall be visually minimized when viewed from the primary public right-of-way.
- (3.) Water from gutters and downspouts shall drain away from the historic structure.

h. Historic Balconies/Porticos

- (1.) Historic balconies, porticos, and their railings and decorative architectural features shall be maintained and preserved.
- (2.) Restoring historic balconies and porticos that have been altered or lost over time is encouraged. On primary façades, in particular, consider reconstructing, based on physical or documentary evidence, historic balconies and porticos that no longer exist.
- (3.) Changing the position, proportions, or dimensions of historic balconies or porticos shall be avoided.
- (4.) Substitute decking materials such as fiber cement or plastic-wood composite floor boards shall not be used unless they are made of 50% recycled and/or reclaimed material. Additionally, the applicant must show that the physical properties—expansion/contraction rates, chemical composition, stability of color and texture, compressive or tensile strength—of the substitute material have been proven to not damage or cause the deterioration of adjacent historic material.
- (5.) Any alteration to drainage on an existing balcony shall be reviewed by the City Engineer.

i. Decks, Fire Escapes, and Exterior Staircases

- (1.) New decks, fire escapes, and exterior staircases shall be constructed in inconspicuous areas where visually minimized from the primary public right-

of-way, usually on the rear facade. These features shall be located such that they will not damage or conceal significant historic features or details of the historic structure.

- (2.)The visual impact of a deck, fire escape, or exterior staircase shall be minimized by limiting its size and scale. Introducing a deck, fire escape, or exterior staircase that visually detracts from a historic structure or historic site, or substantially alters a historic site's proportion of built area to open space is not appropriate.
- (3.)Introducing a deck, fire escape, or staircase that will result in the loss of a character-defining feature of the historic structure or site, such as a historic porch, shall be avoided.
- (4.)In order to prevent damage to a historic structure, decks, fire escapes, and exterior staircases shall be constructed to be self-supporting. If a deck cannot be constructed to be self-supporting, the deck shall be attached to a historic building with care such that loss of historic material is minimized.
- (5.)Decks, fire escapes, and related exterior steps and railings should be constructed of materials and in styles that are compatible with the historic building.
- (6.)Decking materials such as fiber cement or plastic-wood composite floor boards shall not be used unless they are made of a minimum of 50% recycled and/or reclaimed material.

j. Chimneys and Stovepipes

- (1.)Historic chimneys and their decorative features are important character-defining features of historic buildings and shall be preserved and maintained.
- (2.)Historic stovepipes shall be maintained and repaired when possible. When partial or full replacement of a historic stovepipe is required, new materials shall have a matte, nonmetallic finish.
- (3.)Repairs to chimneys shall be made so as to retain historic materials and design. The replacement of existing historic material is allowed only when it can be shown that the historic material is no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition. Ornamental features such as corbelling and brick patterning shall be preserved and maintained.
- (4.)Chimneys shall not be covered with non-historic materials.
- (5.)New chimneys and stovepipes shall be of a size, scale, and design that are appropriate to the character and style of the historic building. New chimneys and stovepipes shall be visually minimized when viewed from primary public right-of-way and shall be appropriate to the character and style of the historic building.

k. Architectural Features

- (1.) Architectural features such as eaves, brackets, cornices, moldings, trim work, and decorative shingles shall be preserved and maintained.
- (2.) Historic architectural features shall be repaired rather than replaced. Replacement architectural features are allowed only when it can be shown that the historic features are no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition. Replacement features shall exactly match the historic features in design, size, dimension, form, profile, texture, material and finish.
- (3.) Architectural features may be added to a historic structure when accurately based on physical or photographic evidence (e.g. 'ghost' lines).

4. Mechanical Equipment, Communications, and Service Areas

- a. ~~B.6.1~~ Mechanical ~~equipment~~ and/or ~~utilities~~ utility equipment, including heating and air conditioning units, meters, and exposed pipes, ~~should~~ shall be located on the rear façade or another inconspicuous location. ~~(except as noted in B.1.2)~~ If located on a secondary façade, the visual impact of the mechanical and/or utility equipment shall be minimized by or incorporated into the appearance as an element of the building or landscape design.
- b. ~~B.6.2~~ Ground-level equipment ~~should~~ shall be screened from view using landscape elements such as fences, low stone walls, or perennial plant materials.
- c. Roof-mounted mechanical and/or utility equipment shall be screened and visually minimized from all views.
- d. Low-profile rooftop mechanical units and elevator penthouses that are not visible from the primary public right-of-way shall be used. If this is not possible, rooftop equipment shall be set back or screened from all views. Placement of rooftop equipment shall be sensitive to views from upper floors of neighboring buildings.
- e. ~~B.6.3~~ Avoid removing or obstructing historic building elements when installing systems and equipment. Historic elements shall not be removed or obstructed when installing mechanical systems and equipment.
- f. ~~B.6.4~~ Contemporary New communications equipment such as satellite dishes or antennae ~~should~~ shall be visually minimized when viewed from the primary public right-of-way.
- g. ~~B.2.17~~ Loading docks ~~should~~ shall be located and designed in order to minimize their visual impact.
- h. Service equipment and trash containers shall be screened. Solid wood or masonry partitions or hedges shall be used to enclose trash areas.

5. Additions to Primary Structures

a. Protection of Historic Sites and Structures

- (1.) ~~D.1.1~~ Additions to historic buildings should be considered only after it has been demonstrated ~~by the owner/applicant~~ that the proposed new use cannot be accommodated solely by altering interior spaces.
- (2.) Additions to historic buildings shall be considered with caution and shall be considered only on non-character-defining façades, usually rear and occasionally side façades. Additions shall not compromise the architectural integrity of historic structures. Additions to the primary façades of historic structures are not appropriate.
- (3.) ~~D.1.2~~ Additions should be visually subordinate to historic buildings when viewed from the primary public right-of-way.
- (4.) ~~D.1.3~~ Additions should not obscure or contribute significantly to the loss of historic materials. Additions to historic structures shall not be placed so as to significantly affect the integrity of historic roof forms.
- (5.) Additions to historic structures shall not contribute significantly to the removal or loss of historic material.
- (6.) ~~D.1.5 Retain~~ Additions to historic structures that have achieved historic significance in their own right are significant to the era/period to which the building is being restored shall be preserved and maintained.

b. General Compatibility

- (1.) ~~D.2.1~~ Additions ~~should~~ shall complement the visual and physical qualities of the historic building. An addition shall not be designed to be a copy of the existing style or imply an earlier or more ornate style than that of the historic structure.
- (2.) An addition shall be a contemporary interpretation of the historic structure's architecture style. The addition shall not be designed to contrast starkly with the historic structure; an acceptable design shall be compatible in mass, scale, fenestration pattern and size, storefront design, and design details. The addition shall not detract from the streetscape and/or structure's historic character.
- (3.) Primary façades of an addition shall not be greater in height than the primary historic façade in order to decrease the bulk and mass of the new addition and to preserve the established mass and scale of the streetscape.
- (4.) The rhythm established by the repetition of the traditional 25-foot façade widths shall be maintained; these dimensions, when repeated along the street, create a strong pattern that contributes to the visual continuity of the streetscape.
- (5.) When new additions are to be wider than the traditional twenty-five (25) feet, the façade shall be divided into portions that reflect this pattern. The rhythm of façade widths shall be maintained in additions, especially for

projects that extend over several lots, by changing materials, patterns, reveals, building setbacks, façade portions, or by using design elements such as columns or pilasters.

(6.) No more than fifty (50) feet in width of street front may have the same façade height. On large projects (more than two lots) building heights shall be varied by creating setbacks in the façade, by stepping back upper stories, and by building decks and balconies when it is appropriate to the design.

(7.) New additions shall incorporate character-defining features of historic commercial buildings such as the division of the façade into zones (storefront and upper stories), cornice treatment, pronounced entry, and other articulation.

~~D.2.2 Building components and materials used on additions should be similar in scale and size to those found on the original building.~~

~~D.2.3 Window shapes, patterns and proportions found on the historic building should be reflected in the new addition.~~

(8.) Proportions and established patterns of historic upper story windows shall be maintained. On additions, upper floors shall incorporate traditional, vertically proportioned window openings within a more solid wall than lower floors. Windows similar in size and shape to those used historically shall be used in order to maintain the façade pattern of the streetscape. It is generally appropriate for the solid-to-void ratio of structures to be two-thirds (2/3), except for storefronts that feature more glass.

(9.) The solid-to-void relationship of an addition shall be compatible with the historic structure. The proportions of window and door openings shall be similar to historic structures. Large expanses of glass, either vertical or horizontal, are generally inappropriate on commercial structures. Oversized doors that would create a 'grand entry' are also inappropriate. Smaller windows with simple window frames are recommended for additions.

(10.) Windows, doors and other features on a new addition shall be designed to be compatible with the historic structure and surrounding historic sites. Windows, doors and other openings shall be of sizes and proportions similar to those found on nearby historic structures. When using new window patterns and designs, those elements shall respect the typical historic character and proportions of windows on the primary historic structure.

(11.) Generally, the height of the window opening shall be two (2) times the dimension of the width. In some cases, it may be appropriate to use square windows. Additional glazing can be accommodated using transoms.

- (12.) Roofs shall be designed to be in character with those seen historically. Simple roof forms—flat, gable, shed—are appropriate. On large projects the use of a variety of these simple roof forms is encouraged.
- (13.) Roofs shall appear similar in scale to those seen historically. On larger additions, the use of parapet walls, changes in roof height, and changes in material shall be used to express modules.
- (14.) Original exterior walls shall be kept intact and existing openings shall be used for connecting an addition to the original structure when feasible.

c. Transitional Elements

- (1.) ~~D.1.4~~ Where ~~the a~~ new addition abuts ~~the a~~ historic building, a ~~clear well-defined~~ transitional element shall be designed and constructed between the ~~old historic structure~~ and the new addition ~~should be designed and constructed~~. Minor additions, such as bay windows or dormers, do not require a transitional element.
- (2.) In some cases, a transitional element may not be necessary if the new addition is visually differentiated from the historic structure, as viewed from the primary public right-of-way, through a shift in wall plane, a change in material or pattern, , or by using other design elements.
- (3.) ~~D.2.5~~ In-line additions ~~should be avoided~~ may be appropriate when the joint between the historic structure and the new addition is not visible from the primary public right-of-way. A transitional element is required if the joint between the historic structure and the new addition is visible from the primary public right-of-way and the addition is similar in design to the historic structure.
- (4.) If the new addition is in the same wall plane as the historic structure and also abuts a primary public right-of-way, a transitional element is required.
- (5.) At a minimum, the transitional element shall be two (2) feet in width.
- (6.) The highest point of the transitional element shall be a minimum of two (2) feet lower than the highest roof plate of the historic structure.

d. Scenario 1: Rooftop Additions

- (1.) ~~MSHS6.~~ Rooftop additions may be allowed; however, they shall generally not exceed one story in height above the existing wall plate of the historic building, and should be set back from the primary façade so that they are not visible from the primary public right-of-way. See the section titled Additions to Historic Buildings for further guidance.
- (2.) Rooftop additions shall not be visible from the primary public right-of-way. The addition shall be recessed from the primary, character-defining façade to preserve the perception of the historic scale, height, and façade of the historic structure.

(3.)The rooftop addition shall be recessed from the façade to a distance that is at least equal to the height of the historic façade or beyond the midpoint of the structure to ensure that the rooftop addition is minimally visible from the primary public right-of-way.

e. Scenario 2: Rear Additions

(1.)Rear Additions fronting Swede Alley

- i. ~~MSHS7.~~ Additions ~~to on~~ the rear of Main Street buildings that will front Swede Alley ~~should shall~~ be reduced in scale as they reach Swede Alley in order to to maintain the pedestrian character along the street. ~~See Additions to Historic Buildings as well as the Swede Alley section of the Guidelines for New Construction that follow.~~
- ii. ~~SANC1.~~ Swede Alley additions shall be ~~should remain~~ subordinate ~~but and~~ complementary to Main Street with regard to public access and streetscape amenities. ~~SANC 2.~~ Rear entrances, if developed, ~~should shall~~ accommodate both service activities and secondary access.
- iii. ~~SANC 3.~~ Swede Alley facades ~~should shall~~ be simple in detail and shall complement the character of the building's primary entrance on Main Street. Materials and colors used on the Swede Alley entrance shall be coordinated with the Main Street façade so customers can recognize that both entrances belong to the same business.
- iv. ~~SANC 4.~~ Swede Alley facades ~~should shall~~ utilize materials, colors, signs, and lighting that reinforces a cohesive design of the building.
- v. ~~SANC 5.~~ Window display areas on Swede Alley facades may be appropriate, but ~~should shall~~ be subordinate to and proportionally smaller than those seen on Main Street.

(2.)Rear Additions fronting Park Avenue

- i. Additions to historic commercial structures that will face Park Avenue shall be consistent to the size and scale of residential development to maintain the character of the Park Avenue streetscape. This includes the overall scale and massing of facades, window and door sizes and configurations, lighting, and landscaping. See Design Guidelines for New Additions to Historic Residential Structures.

(3.)Basement Additions

- i. ~~D.3.1 The~~ A basement addition ~~should shall generally not~~ raise the historic structure ~~generally not~~ more than 2' two (2) feet from its original floor elevation above original grade. Lifting of the structure shall not disrupt its relationship with the streetscape or sidewalk elevation.

- ii. ~~D.3.2 In-plan,~~ The exterior wall planes of an in-line basement addition ~~should~~ shall not extend beyond the exterior wall planes of the historic structure's primary or secondary facades.
- iii. ~~D.3.3~~ Window or egress wells, if needed, ~~should~~ shall not be located on the primary façade. Window or egress wells ~~should~~ shall be located ~~behind-beyond~~ the midpoint of the secondary façades, on the rear façade, or in a location that is not visible from the primary public right-of-way. Landscape elements ~~should~~ shall be used ~~in screening to-screen~~ window/egress wells from the primary public right-of-way.
- iv. ~~B.3.3~~ A historic site shall be returned to original grade following the construction of a foundation. ~~If the~~ When original grade cannot be achieved, no more than ~~two (2) feet~~ six (6) inches of the new foundation ~~should~~ shall be visible above ~~finished~~ final grade on ~~the~~ primary and secondary facades.

f. New Storefronts

- (1.) Street-facing primary façades of new additions shall be distinguished by well-defined storefront elements, including storefront entryway, ample-size windows, and appropriate decorative elements. Storefronts on new additions shall have rhythm and pattern similar to that of the historic streetscape.
- (2.) Storefronts were built using standard dimensions for kick plates or bulkheads and display windows so the first levels have a similar height. When storefronts are situated on the steep-sloped of Main Street, the result is a stair-step effect. This stair-step effect is an important visual pattern of the Historic District and shall be repeated on additions.
- (3.) Recessed entries on additions fronting on Main Street are encouraged.
- (4.) Windows on new storefront additions shall be used extensively and in keeping with the architectural style of the historic structure. Design and scale shall be maintained in the tradition of historic storefronts with extensive street-level window area.
- (5.) Generally, two-thirds (2/3) or more of storefront areas may be glass. The solid-to-void ratio of an addition's storefront shall be similar to that of the historic structure.

g. New Decks (Not Street Dining Decks)

- (1.) Decks on new additions shall be constructed in inconspicuous areas, usually on a rear elevation, where the deck is visually minimized from the primary public right-of-way. If a deck is built on a side elevation of a historic structure, the deck shall be screened from the primary public right-of-way with fencing and/or appropriate native landscaping. Decks shall be

located where and in a way that will not damage or conceal significant historic features or details of the historic structure.

- ~~(2.)~~In order to prevent damage to a historic structure, decks shall be constructed to be self-supporting. If a deck cannot be constructed to be self-supporting, the deck shall be attached to a historic structure with care so that loss of historic fabric is minimized.
- ~~(3.)~~Introducing a deck that will result in the loss of a character-defining feature of a historic structure or site, such as a historic porch or mature tree, shall be avoided.
- ~~(4.)~~The visual impact of a deck shall be minimized by limiting its size and scale. Introducing a deck that visually detracts from a historic structure or historic site, or substantially alters a historic site's proportion of built area to open space, is not appropriate.
- ~~(5.)~~Decks and related steps and railings shall be constructed of material and in styles that are compatible with the structure to which they are attached.
- ~~(6.)~~Decking materials such as fiber cement or plastic-wood composite floor boards shall not be used unless they are made of a minimum of 50% recycled and/or reclaimed material.
- ~~(7.)~~A roof deck on a historic structure or new addition shall be visually minimized when viewed from the primary public right-of-way.

h. Handrails

- ~~(1.)~~New handrails and railings shall complement the historic structure in material and design.

i. Awnings

- ~~(1.)~~~~K.1~~ Awnings may be appropriate for use on ~~the~~ a street level façade if placed in locations historically used for awnings. Storefronts and upper façade windows are both appropriate locations for new awnings.
- ~~(2.)~~~~K.2~~ Place Awnings shall be placed so that the historic and architectural features are not obstructed. Transom lights of prism glass or stained glass shall not be covered by permanent, fixed awnings.
- ~~(3.)~~Installation of awning hardware shall not damage historic materials and features of the historic building.
- ~~(4.)~~~~K.3~~ The shed form is Shed-type awnings are the most appropriate ~~form of awning~~ for use on both street-level facades and upper facades. Other Alternative awning forms may be considered if physical or photographic evidence ~~exists~~ of their use on the historic building exists or the awning complements the design of the building.
- ~~(5.)~~~~K.4~~ Awnings ~~should~~ shall be compatible with the style and period of the historic building in size, color and material. Plastic, vinyl or metal awnings ~~should~~ shall be avoided.

- (6.)~~K-5~~ Awnings may contain graphics or signs, but ~~should~~ shall not be backlit. Spotlighting awnings from above ~~should~~ shall also be avoided.
- (7.)~~K-6~~ Awnings ~~should~~ shall not shed an excessive amount of rain or snow onto ~~the~~ a sidewalk or other pedestrian paths.

j. Reusing Historic Houses as Commercial Structures

- (1.)When a historic residential structure is adapted to a commercial use, its residential design and character shall be preserved.

Please see Design Guidelines for Historic Residential Structures.

15-13-4 Guidelines for Relocation and/or Reorientation of Intact Buildings or Structures

Whenever possible, a historic structure should be rehabilitated in its original location for the following reasons:

- The historic integrity of the site or neighborhood will be altered by the relocation and/or reorientation of the structure.
- The relocation and/or reorientation may threaten the historical significance of the structure or site.
- The structure may be damaged or weakened in the process of relocation and/or reorientation.
- Relocation and/or reorientation adds costs not associated with on-site rehabilitation; such as utility line removal, moving expenses, additional International Building Code requirements, tree removal/trimming, and possibly traffic control.

Relocation of any structure designated as historic on the City's Historic Sites Inventory may endanger its historic designation as defined by LMC 15-11-10(A), therefore, all applications for the relocation and/or reorientation of historic structures must be reviewed and approved by the Historic Preservation Board. No historic structure shall be relocated and/or reoriented when its preservation will be adversely affected.

When a structure is permitted to be relocated and/or reoriented, every effort shall be made to reestablish its historic orientation, setting, and relationship to the environment.

A. Protection for the Historic Building and Site

- ~~E.1.1~~ Relocation and/or reorientation of a historic buildings ~~should~~ shall be considered only after it has been determined by the ~~Design Review Team~~ Historic Preservation Board that the integrity and significance of the historic building will not be diminished by such action ~~and the application meets one of the criterion listed in the sidebar to the left.~~
- ~~E.1.2~~ Relocation and/or reorientation of a historic buildings ~~should~~ shall be considered only after it has been determined that the structural soundness of the building will not be negatively impacted. A professional structural analysis shall

be conducted in order to minimize any damage that may occur during the relocation/reorientation of a historic structure.

3. Hire licensed professional building movers to relocate a historic building.
4. ~~E.1.3~~ The A historic structure ~~should~~ shall be secured and protected from adverse weather conditions, water infiltration, and vandalism before, during, and after the relocation/ reorientation process.
5. ~~E.1.4~~ If When rehabilitation of the historic structure ~~will be~~ is delayed, temporary improvements, such as roof repairs, secured and/or covered windows and doors, and adequate ventilation ~~should~~ shall be made—~~roof repairs, windows/doors secured and/ or covered, adequate ventilation~~—to the structure to protect the historic fabric until rehabilitation can ~~commence~~ be accomplished.
6. ~~E.1.5~~ A written plan detailing the steps and procedures for relocation or reorientation of a historic building ~~should~~ shall be completed and approved by the Planning and Building Departments. This plan shall outline, step by step, the proposed work to relocate and/or reorient the building to ensure that the least destructive method of moving the building will be employed.
7. Relocating and/or reorienting a historic building of which the location contributes to the character of the Historic District shall be avoided.
8. A historic building shall be moved in one piece whenever possible. When problematic structural or relocation route conditions preclude moving a building as a single unit, then partial disassembly into large sections may be acceptable. Total disassembly of building components shall be avoided except under extreme situations.
9. Buildings and their components shall be protected from damage during the moving process by adding bracing, strapping, and by temporarily infilling door and window openings for structural rigidity.
10. The setting for a relocated historic building shall be selected for compatibility with the character of the structure and with the character of the original site.
11. A relocated/reoriented historic building shall be sited in a position similar to its historic orientation. The relocated/reoriented historic building shall maintain its relationship with the street and shall have a relatively similar setback. Relocating a historic structure to the rear of a parcel to accommodate a new building in front of it is not appropriate.
12. When a historic building is relocated to a new site, the building shall be placed on the new lot with the same orientation and (if consistent to the District) with the same setbacks to the street as the placement on the original site.

B. Panelization

1. Disassembly & Reassembly of All or Part of a Historic Structure

- a. ~~F.1.1~~ Disassembly of a historic building ~~should~~ shall be considered only after it has been determined by the ~~Design Review Team that the application~~

- ~~meets one of the criteria listed in the sidebar~~ Historic Preservation Board that the panelization is necessary as outlined by Land Management Code 15-11-14.
- b. ~~F.1.2 Though~~ Disassembly/reassembly of a historic building is not ~~a~~ common practice in the preservation field; ~~if it~~ When disassembly/reassembly must be undertaken, it ~~should~~ shall be done using recognized preservation methods.
 - c. ~~F.2.1~~ Measured drawings of the structure or element to be disassembled/reassembled ~~should~~ shall be completed.
 - d. ~~F.2.2~~ A thorough photographic survey of the ~~element or~~ interior and exterior elevations as well as architectural details of the structure ~~should~~ shall be ~~made~~ completed, including site and location views from all compass points, exterior elevations, interior elevations of each room, and elevations of each basement and attic wall. Standards for photographic documentation are provided in the Design Review Process section of these Design Guidelines.
 - e. ~~F.2.3~~ Written plans detailing the disassembly and reassembly steps and procedures ~~should~~ shall be completed and approved by the Planning and Building Departments.
 - f. ~~F.3.1~~ In order to minimize loss of historic fabric, structures ~~should~~ shall be disassembled in the largest workable pieces possible.
 - g. ~~F.3.2~~ To ensure accurate reassembly, all parts of the building, structure, or element ~~should~~ shall be marked as they are systematically separated from the structure. Contrasting colors of paint or carpenter wax crayons ~~should~~ shall be used to establish a marking code for each component. The markings ~~should~~ shall be removable or ~~should~~ shall be made on surfaces that will be hidden from view when the structure is reassembled.
 - h. ~~F.3.3~~ Important architectural features of a historic building or structure ~~should~~ shall be removed, marked, and stored before the structure or element of the structure is disassembled.
 - i. ~~F.3.4~~ The process of disassembly of a historic building or structure ~~should~~ shall be recorded through photographic, still or video, means; ~~still photograph or video~~.
 - j. ~~F.3.5~~ As each component of a historic building is disassembled, ~~its the~~ physical condition ~~should~~ shall be noted, particularly if it differs from the condition stated in ~~the~~ pre-disassembly documentation. ~~If~~ When a ~~part~~ component is too deteriorated to remove, it ~~should~~ shall be carefully documented— with photographs, and written notes on its dimensions, finish, texture, color, etc. ~~---~~to facilitate accurate reproduction.
 - k. ~~F.4.1 The~~ Wall panels and roof surfaces ~~should~~ shall be protected with rigid materials, such as sheets of plywood, if when there is ~~any~~ risk of damage ~~to these elements~~ during the disassembly-~~/storage-/~~reassembly process.

- l. ~~F.4.2 The~~ Disassembled components—trim, windows, doors, wall panels, roof elements, etc.--~~should~~ shall be securely stored on-site in a storage trailer ~~on-site~~ or off-site in a garage/warehouse/trailer ~~off-site~~ until needed for reassembly.

2. Reassembly

- a. ~~F.5.1~~ When reassembling ~~the a historic~~ structure, ~~its the~~ original orientation and siting ~~should~~ shall be ~~approximated~~ replicated as closely as possible.
- b. ~~F.5.2~~ New foundations and ~~any~~ additions ~~should~~ shall follow the Design Guidelines established in earlier sections of these Design Guidelines—~~Additions and Relocation and/or Reorientation of Intact Building.~~

3. Reconstruction

- a. ~~G.1~~ Reconstruction of a historic building ~~or structure that exists in Park City~~ is allowed ~~if~~ when the Chief Building Official determines the structure to be ~~a~~ hazardous or dangerous building, pursuant to Section ~~115.1~~ 116.5 of the International Building Code, ~~AND~~ and when the building cannot be made safe and/serviceable through repair.
- b. ~~G.2~~ Reconstruction ~~must~~ shall be guided by documentation and physical evidence in order to facilitate ~~an~~ accurate re-creation.
- c. ~~G.3~~ Reconstruction ~~should~~ shall not be based on conjectural designs or on ~~a~~ combinations of different features from other historic buildings.
- d. ~~G.4~~ Reconstruction ~~should~~ shall include recreating the documented design of exterior features such as ~~the~~ roof shape, architectural detailing, windows, entrances and porches, steps and doors, and the ~~if~~ historic spatial relationships.
- e. ~~G.5 A~~ Reconstruction ~~should~~ shall include measures to preserve and reuse ~~any~~ remaining historic materials found to be safe and/or serviceable.
- f. ~~G.6~~ A reconstructed building ~~should~~ shall accurately duplicate the appearance of the historic building in materials, design, color, and texture.
- g. ~~G.7~~ A reconstructed building ~~should~~ shall duplicate the historic building, ~~but also and shall reconstruct~~ the setting, placement, and orientation of the original structure.
- h. ~~G.8~~ A reconstruction ~~should~~ shall re-establish the historic relationship between the building or buildings and historic site features.
- i. ~~G.9~~ A building may not be reconstructed on a location other than ~~its the~~ original site, unless approved by the Historic Preservation Board pursuant to LMC 15-11-13.

15-13-5 Sustainability in Historic Buildings

A. Planning for Sustainability

1. An integrated sustainability team that includes a preservation professional should be assembled to ensure that the character and integrity of a historic building is maintained during any upgrades.
2. The condition of inherently-sustainable features of a historic building, such as shutters, storm windows, awnings, porches, vents, roof monitors, skylights, light wells, transoms and naturally-lit corridors, should be analyzed and included in energy audits and energy modeling before planning upgrades.
3. Methods to reduce energy use, such as installing fixtures and appliances that conserve resources, including energy-efficient lighting or energy-efficient lamps in existing light fixtures, low-flow plumbing fixtures, and sensors and timers that control water flow, lighting and temperature, should be identified before undertaking more invasive treatments that may negatively impact a historic building.
4. Sustainable improvements, beginning with minimally invasive treatments that are least likely to damage historic building material, should be prioritized.
5. ~~L.1 Owners are encouraged to~~ Maintaining a substantial percentage of original interior floors, walls and non-structural elements is encouraged.
6. ~~L.2~~ Construction and renovation waste should be diverted from landfill, prioritizing reuse or resell of materials, or delivery to recycling facilities.
7. ~~L.3 Retain~~ The inherent energy-conserving features of historic buildings and their sites, including shade trees, porches, operable windows, and transoms shall be retained.
8. ~~L.4 Increase~~ The thermal envelope of historic buildings should be improved by observing traditional practices such as weather-stripping and insulating.

B. Maintenance

1. Historic buildings and structures should be maintained on a regular basis in order to preserve historic fabric and maximize operational efficiency.
2. Durable historic building materials should be retained, preserved and maintained.
3. Environmentally-friendly cleaning products that are compatible with historic finishes should be used.
4. Sustainable products and treatments, such as low-VOC paints and adhesives and lead-safe paint removal methods, should be used as much as possible when rehabilitating a historic building or structure.

C. Windows and Doors

1. Windows and doors should be maintained on a regular basis to ensure they function properly and are completely operable.
2. Historic windows and doors should be retained and repaired when deteriorated.
3. Historic windows and doors should be weather-stripped and caulked, when appropriate, to make them weather tight.

4. Interior or exterior storm windows or panels and doors that are compatible with existing historic windows should be installed.
5. Compatible and energy-efficient replacement windows and doors that match the appearance, size, design, proportion, and profile of the existing historic windows or doors and that are durable, repairable and recyclable, should be installed when existing windows are too deteriorated to repair.
6. Missing windows and doors should be replaced with new, energy-efficient windows or doors that are appropriate to the style of the historic building and that are durable, repairable and recyclable.
7. Historic steel windows, curtain-wall systems, and doors should be retrofitted to improve thermal performance without compromising the historic character.
8. Existing historic shutters and awnings should be retained, preserved and maintained. Newly installed shutters and awnings should be historically appropriate.
9. Historically-operable interior transoms should be repaired or reopened, when possible, to improve air flow and cross ventilation.

D. Weatherization & Installation

1. A variety of analytical tools, such as a comprehensive energy audit, blower door tests, infrared thermography, and energy modeling or daylight modeling should be used to gain an understanding of the building's performance and potential before implementing any weatherization or retrofit treatments.
2. A weatherization plan should be developed based on the results of an energy analysis of a building's performance and potential.
3. Infiltration should be eliminated, beginning with the least invasive and most cost-effective weatherization measures, such as caulking and weather-stripping, before undertaking more invasive weatherization measures.
4. The inherent thermal properties of a historic building's materials and the insulating needs for the specific climate and building type should be understood before adding or changing insulation.
5. Unfinished spaces, such as attics, basements and crawl spaces, should be insulated before adding wall insulation.
6. The appropriate type of insulation and adequate ventilation should be used in unfinished spaces. Wet-spray or other spray-in insulation that is not reversible or may damage historic materials should not be used. Adding insulation in cavities that are susceptible to water infiltration is not appropriate.
7. Air infiltration should be reduced before adding wall insulation.
8. Appropriate wall insulation should be installed when necessary only after lower impact treatments have been carried out.

9. Wall insulation that is not reversible and that may cause damage to historic building material is not recommended. Insulation installed on the exterior of a historic building which results in the loss of historic materials and may alter the proportion and relationship of the wall to the historic windows and trim is not appropriate.
10. Historic trim that was removed to install insulation should be reinstalled.

E. Heating, Ventilating, Air Conditioning (HVAC), and Air Circulation

1. Functional and efficient HVAC systems should be retained and maintained.
2. Existing HVAC systems should be upgraded within normal replacement cycles to increase efficiency and performance HVAC systems replaced prematurely when existing systems are operating efficiently is not recommended.
3. When a new HVAC system is necessary, an energy-efficient system that takes into account whole building performance and retains the historic character of a building and site should be installed.
4. The efficiency of HVAC systems should be augmented, where appropriate, with less intensive energy measures, such as programmable thermostats, attic and ceiling fans, and louvers and vents.
5. High efficiency, ductless air conditioners, which may be a more sensitive approach than installing a new, ducted, central air-conditioning system that may damage historic building material, should be retained or installed when appropriate.
6. New mechanical ductwork should be installed sensitively or using a mini-duct system so ducts are not visible from the exterior and do not adversely impacts the historic character of the interior space.
7. HVAC equipment should be placed where it will operate effectively and efficiently and will be minimally visible and will not negatively impact the historic character of a building or its site.
8. The performance of a HVAC system should be examined regularly to ensure that the system is operating efficiently.
9. Whether a geothermal heat pump will enhance the heating and cooling efficiency of a building should be investigated before considering installation.

F. Solar Energy Systems

1. On-site solar energy systems should be considered only after implementing all standard energy-efficiency treatments, which often have greater life-cycle cost benefit than on-site renewable energy, to improve the energy efficiency of a building.
2. Before considering solar energy systems for a historic structure, it should be analyzed whether the technology can be used successfully and will benefit the historic building without compromising its character or the character of the site or the surrounding Historic District.

3. A solar energy system should be installed in a compatible location on a site or on a non-historic building or addition where it will have minimal impact on the historic building and site.
4. A solar energy system should be installed on a historic building only after other locations have been investigated and determined infeasible.
5. A low-profile solar energy system should be installed on a historic building so the device is not visible or is minimally visible from the primary public right of way; for example, installation should be on a flat roof and set back to take advantage of a parapet or other roof feature to screen solar panels from view, or on a secondary slope of a roof out of view from the primary public right of way.
6. A solar energy system on a historic building should be installed in a manner that does not damage historic roofing material, does not negatively impact the building's historic character, and is reversible.
7. Solar energy systems should be installed horizontally – flat or parallel to the roof slope—to reduce visibility.

G. Cool Roofs and Green Roofs

1. Whether or not a cool roof or green roof is appropriate for a historic structure should be analyzed before being considered.
2. A cool roof or green roof should be installed on a flat-roofed historic building where it will not be visible from the primary public right of way and will not negatively impact the building's historic character.
3. Appropriate roofing materials and colors should be selected when putting a cool roof on a historic building. Installing a cool roof that is incompatible in material or color with the historic building is not appropriate.
4. A historic building must be able to structurally accommodate the added weight of a green roof. When increasing the weight-bearing capacity of a historic structure is necessary to accommodate a green roof, it should be done in a manner sensitive to the historic character of the structure.
5. Before installation of a green roof system, a structure's roof should be water-tight, should drain properly and gutters and downspouts should function effectively.
6. When installing a green roof, a moisture-monitoring system should be included to protect the historic building from added moisture and accidental leakage.
7. A green roof should be vegetated with sustainable native plantings that are drought resistant and will not require excessive watering.
8. Vegetation for a green roof should be appropriately-scaled so not to grow so tall that the vegetation will be visible from the primary right-of-way and detract from the building's historic character.
9. When installing a green roof, a cistern and pump system should be considered to capture rainwater and minimize additional need for irrigation.

H. Site Features and Water Efficiency

1. Historic character-defining site features should be respected when considering adding new sustainable features to the site.
2. Existing storm-water management features, such as gutters and downspouts, as well as site topography and vegetation that contribute to the sustainability of the historic site, should be used to advantage.
3. Natural, sustainable features such as shade trees should be added to the site, when appropriate, to reduce cooling loads for the historic building. Existing natural features, such as shade trees or planting trees that may grow to encroach upon or damage the historic building should be removed.
4. Permeable paving should be used where appropriate on a historic site to manage storm water. Permeable paving may not be appropriate for all driveways and parking areas.
5. Consider avoiding paving up to a building foundation in order to reduce heat island effect, building temperature, and damage to the foundation and to facilitate storm-water runoff.
6. A historic site should be landscaped with native plants, when appropriate, to enhance the sustainability of the site consistent with the [Water Wise Landscaping review criteria set forth in 15-5-5\(N\)](#).

I. Daylighting

1. Features, such as glazed doors and transoms common in historic structures, that provide natural light to corridors shall be retained.
2. Historic windows that have been blocked in should be reopened to add natural light and ventilation.
3. Skylights and dormers should be added on secondary roof elevations where they are not visible or are minimally visible so there is no impact negative to the building's historic character.
4. Automated daylighting controls that ensure adequate indoor lighting and allow for energy-saving use of daylighting should be installed on interior lighting systems.
5. New window openings should be added, where appropriate, on secondary and less visible façades to allow more natural light into a historic building.

15-13-6 Treatment of Historic Building Materials

A. Paint

1. Paint color is not regulated by the Design Guidelines.
2. When painting a historic structure, colors that are in keeping with the structure's style and period should be considered. Along with material and physical

differentiation, painting an addition to a historic structure a color different than the historic structure to visually differentiate the addition should be considered.

3. ~~B.7.1~~ Original materials such as brick and stone that ~~are~~ were traditionally left unpainted ~~should~~ shall not be painted. Materials, such as wood, that ~~are~~ were traditionally painted ~~should~~ shall have an opaque rather than transparent finish.
4. ~~B.7.2~~ A rustic, bare-wood look is generally not appropriate on historic residential and commercial structures, but may be appropriate on accessory structures. A transparent or translucent ~~Provide a~~ weather-protective finish shall be applied to wood surfaces that were not historically painted.
5. ~~B.7.3~~ ~~When possible,~~ Low-VOC (volatile organic compound) paints and finishes should be used when possible.

B. Wood

Historically, wood was a popular material choice for siding, cornices, brackets, columns, balustrades, and other architectural features. These wood features, important in defining the historic character of the building or structure, are therefore important to retain, repair, and protect.

See the Supplemental Design Guidelines for Historic Residential and Commercial Sites & Structures Specific Material Treatment recommendations.

C. Masonry

Historic masonry materials generally include stone, brick, terra cotta, and adobe. Mortar was used to bond masonry units together. Historic mortar was quite soft, consisting primarily of lime and sand; however, after 1880, Portland cement was added to create a more rigid bond. While masonry is among the most durable of historic building materials, it is also very susceptible to damage by improper maintenance and repair techniques and harsh or abrasive cleaning methods.

See the Supplemental Design Guidelines for Historic Residential and Commercial Sites & Structures Specific Material Treatment recommendations.

D. Architectural Metals

Architectural metal features may include cast iron facades, siding, porches, and steps. Sheet metal cornices, siding, roofs, roof cresting, and storefronts are often found on historic buildings and structures. These features may be important in defining the overall historic character of a building or structure. Metals commonly used in historic buildings and structures include lead, tin, zinc, copper, bronze, brass, iron, steel, nickel alloys, stainless steel, and aluminum.

See the Supplemental Design Guidelines for Historic Residential and Commercial Sites & Structures Specific Material Treatment recommendations.

15-13-6 Additional Guidelines

A. ADA in New Residential and Commercial Infill Buildings

The Americans with Disabilities Act requires places of public accommodation to provide access to their services and programs. In the case of historic buildings, the goal is to achieve the highest level of accessibility with the lowest impact on the historic structure.

1. ~~N.1~~ Barrier-free access ~~should~~ shall be provided that promotes independence for the disabled to the highest degree practicable, while preserving the character-defining features of historic buildings.
2. ~~N.2~~ Whenever possible, the appearance of accessibility ramps or elevators ~~should~~ shall not significantly detract from the historic character of the building. New or additional means of access shall be compatible with the historic building and its setting.
3. Ramps or other accessibility-related installations shall be single in design and as unobtrusive as possible. They shall be constructed of concrete or wood and painted in colors similar to that of the Historic Building.
4. ~~N.3~~ Historic doors that do not conform to building and/or accessibility codes should be rehabilitated to conform.

B. Seismic Upgrades

1. ~~M.1~~ The visual impact of exterior treatments associated with seismic upgrades ~~should~~ shall be minimized so that it has the least impact on the historic building's historic integrity. Significant architectural features on the exterior of the building shall remain unchanged on facades and secondary elevations visible from the primary public right-of-way.
2. Building materials used in seismic retrofitting shall be located on the interior and/or placed where they do not obscure significant architectural features.

15-13-7 Design Guidelines for New Residential Infill Construction in Historic Districts

A. Universal Guidelines

1. New infill residential buildings ~~should~~ shall reflect the historic character—simple building forms, unadorned materials, restrained ornamentation—of Park City's Historic Sites.
2. New infill residential buildings ~~should~~ shall not directly imitate existing historic structures in Park City. Roof pitch, shape and configuration, as well as scale of building elements found on Historic Sites may be duplicated, but building elements such as moldings, cornice details, brackets, and porch supports ~~should~~ shall not be directly imitated. Reconstructions of ~~non-surviving~~ non-surviving historic buildings ~~are~~ is allowed.
3. A style of architecture ~~should~~ shall be selected and all elevations of the new infill residential building ~~should~~ shall be designed in a manner consistent with a

contemporary interpretation of the ~~chosen~~ selected style. Stylistic elements ~~should~~ shall not simply be applied to ~~the~~ exterior~~s~~. Styles that never appeared in Park City ~~should~~ shall be avoided. Styles that radically conflict with the character of Park City's Historic Sites ~~should~~ shall also be avoided. Styles that never appeared in Park City should shall be avoided.

4. New infill residential buildings shall differentiate from historic structures but be compatible with historic structures in materials, features, size, scale and proportion, and massing to protect the integrity of the Historic District as a whole. The massing of the new infill residential buildings shall be further broken up into volumes that reflect the original massing of historic buildings; larger masses shall be located at the rear of the lot.
5. Building and site design ~~should~~ shall respect the existing topography, ~~the~~ character-defining site features, including existing trees and vegetation, and ~~should~~ shall minimize cut, fill, and the use of retaining walls.
6. Exterior elements ~~of the new development~~—roofs, entrances, eaves, chimneys, porches, windows, doors, steps, ~~retaining walls~~, garages, etc.—of the new infill residential building should shall be of human scale and ~~should~~ shall be compatible with neighboring Historic ~~Sites~~ Structures.
7. Scale and height of new infill residential buildings structures should shall follow the predominant pattern of the neighborhood with special consideration given to Historic Sites and respect the architecture of the neighborhood.
8. ~~The s~~ Size and mass of ~~the a~~ structure ~~should~~ shall be compatible with the size of the ~~property site~~ so that lot coverage, building bulk, and mass are compatible with Historic Sites in the neighborhood.
9. New construction activity ~~should~~ shall not physically damage nearby Historic Sites.
10. New infill residential buildings shall reinforce visual unity within the context of the Historic District but also within the context of the block. The specific context of each block is an important feature of the Historic District. The context of each block shall be considered in its entirety, as one would see it when standing on the street viewing both sides of the street for the entire length of the block. Special consideration should be given to adjacent and neighboring Historic Sites in order to reinforce existing rhythms and patterns.

B. Specific Guidelines

1. Site Design

a. Building Setback and Orientation

- (1.) ~~A.2.1~~ Lot coverage of new buildings ~~should~~ shall be compatible with the surrounding Historic Sites.
- (2.) ~~A.1.1 Locate~~ Structures shall be located on ~~the a~~ site in a way that follows the predominant pattern of historic buildings along the street, maintaining

traditional setbacks, orientation of entrances, ~~and~~ alignment along the street, and open space.

- (3.) The historic town grid shall be preserved by retaining the formal street pattern, maintaining historic lot sizes rather than aggregating the historic-sized lots into larger lots, and preserving the regular rhythm and pattern of lot sizes in a way that reinforces the perception of the grid.
- (4.) A new building shall be oriented parallel to the site's lot lines, similar to that of historic building orientations. When similar front yard setbacks are characteristic of the neighborhood, a new building's façade shall be aligned with neighboring buildings' façades. When a variety of building setbacks is part of the historic context, a new building shall be located within the range of setbacks seen historically.
- (5.) New buildings shall have a clearly defined primary entrance oriented toward the street consistent with historic buildings in the Historic District. Entrances on the rear or side of a building shall be clearly subordinate to the entrance on the primary façade.
- (6.) Side yard setbacks similar to those seen historically in the neighborhood shall be established in order to reinforce the pattern of built and open space. The historic rhythm of building spacing in the immediate block shall be especially considered.

b. Topography and Grading

- (1.) The natural topography and original grading of a site shall be maintained when feasible.
- (2.) ~~A.4.1~~ Building and site design ~~should~~ shall respond to natural features. New infill residential buildings ~~should~~ shall step down/ or up to follow the existing contours of steep slopes.
- (3.) ~~A.4.2~~ The A new site's natural slope ~~should~~ shall be respected in a new building design in order to minimize cuts into hillsides, minimize fill, and minimize retaining walls. ~~excavation should generally not exceed one-story in depth.~~

c. Landscaping and Vegetation

- (1.) Existing landscape features that contribute to the character of the Historic District and existing landscape features that provide environmental sustainability benefits shall be respected and maintained.
- (2.) Established on-site native plantings shall be maintained. During construction, established vegetation shall be protected to avoid damage. Damaged, aged, or diseased trees shall be replaced as necessary. Vegetation that may encroach upon or damage a new building may be removed, but shall be replaced with similar vegetation near the original location.

- (3.) A detailed landscape plan, particularly for areas viewable from the primary public right-of-way, which respects the manner and materials traditionally used in the Historic Districts, shall be provided. When planning for the long-term sustainability of a landscape system, all landscape relationships on the site, including those between plantings and between the site and its structure(s) shall be considered.
- (4.) A.5.1 Landscape plans ~~should~~ shall balance water efficient irrigation methods and drought tolerant and native plant materials with existing plant materials and site features that contribute to the character of the Historic District.
- (5.) Use to advantage storm water management features such as gutters, downspouts, site topography, and vegetation that can improve the soil water retention and permeability of a site.
- (6.) The use of Water Wise Landscaping or permaculture strategies for landscape design shall be considered in order to maximize water conservation. Where watering systems are necessary, systems that minimize water loss, such as drip irrigation, shall be used. These systems shall be designed to minimize their appearance from areas viewable from the primary public right-of-way.

d. Retaining walls

- (1.) When feasible, a site shall be contoured in a way that reduces the need for retaining walls. When retaining walls are necessary, the visual impact shall be minimized by creating gradual steps or tiers and by using perennial plant material. When a fence is to be placed on the top of a retaining wall, the combined height shall be similar in scale to retaining walls and fences seen historically.
- (2.) New retaining walls shall be consistent with historic retaining walls in terms of mass, scale, design, materials, and scale of materials. Simple board-formed concrete, stacked stone and other traditional materials are recommended over concrete block, asphalt, or other modern concrete treatments. Alternative materials may be considered but they shall convey the general scale, texture, and character of historic masonry walls.
- (3.) Masonry shall be maintained in its natural finish. Applying paint, stain, or stucco over stone or concrete retaining walls is not appropriate.
- (4.) Traditional height and setback of retaining walls along the street shall be maintained.
- (5.) To abate retaining-wall failure, drainage behind retaining walls shall be maintained so water drains away from the walls.

e. Fences

- (1.) New fencing should reflect the style of the building to which fencing is associated when viewable from the primary public right-of-way. New wood

and metal fencing should reflect traditional designs and patterns. Split or horizontal rail, railroad tie, or timber fencing may be located where not visible from the primary public right-of-way but should be avoided where visible from the primary public right-of-way. Vinyl or plastic-coated fencing is not appropriate in the Historic District.

- (2.)New fencing should be designed to minimize its environmental impacts. New fencing should use sustainable material and should take into account site characteristics such as natural topography and drainage.
- (3.)Drought-tolerant shrubs should be considered in place of a fence or wall.
- (4.)Arbors emphasizing a fence, gate, or entry should be subordinate to the associated building(s) or structure(s) and should complement the design of the primary structure and fencing material, features, size, scale, and proportion.

f. Paths, Steps, Handrails, & Railings (Not associated with porches)

- (1.)New paths and walkways should have a modest, unobtrusive appearance in order to support the sense of a natural setting.
- (2.)New hillside stairs and any associated railings or handrails shall be visually subordinate to the associated building(s) or structure(s) in size, scale, and proportion, and shall complement the Historic District in material, size, scale, and proportion, and massing. To break up the mass of longer-run stairs, changes in the materials of the stairs shall be considered.

g. Gazebos, Pergolas, and other Shade Structures

- (1.)The installation of gazebos, pergolas, and other shade structures shall be limited to rear or side yards and shall have limited visibility when viewed from the primary public right-of-way.
- (2.)Gazebos, pergolas, and other shade structures shall be visually subordinate to the associated building(s) or structure(s) and shall complement the design of the primary structure in material, features, size, scale, and proportion.

h. Parking Areas & Driveways

- (1.)~~D.1.1~~ Off-street parking areas ~~should~~ **shall** be located within the rear yard, and beyond the rear wall plane of the primary structure when feasible. ~~D.1.2~~ If **When** locating a parking area in ~~the a~~ rear yard is ~~infeasible~~ **not physically possible**, the off street parking area and associated vehicles should be visually buffered from adjacent properties and the primary public right-of-way. Providing a driveway along the side yard of a site shall be considered when feasible.
- (2.)~~D.1.2~~ If locating a parking area in the rear yard is infeasible, the off street parking area and associated vehicles should be visually buffered from adjacent properties.

- (3.) ~~D.1.3~~ Parking areas and vehicular access ~~should~~ shall be visually subordinate to ~~the~~ character-defining streetscape elements of the neighborhood.
- (4.) The visual impact of on-site parking shall be minimized by incorporating landscape treatments for driveways, walkways, paths, and structures in comprehensive, complimentary and integrated design.
- (5.) Landscape separations shall be provided between parking areas, drives, service areas, and public use areas, like walkways, plazas, and vehicular access points. When plant materials are used for screening, they shall be designed to function year-round.
- (6.) When locating new off-street parking areas and driveways, the existing topography of a site and integral site features shall be minimally impacted.
- (7.) When locating new off-street parking areas and driveways, the existing topography of a building site and significant site features shall be minimally impacted.
- (8.) ~~D.3.1~~ Ten (10) foot wide driveways are encouraged; however, new driveways ~~should~~ shall not exceed twelve (12) feet in width. D.3.2 Shared vehicular approaches—curb cuts and driveways—~~should~~ driveways shall be used when feasible.
- (9.) Textured and poured paving materials other than smooth concrete shall be considered for driveways that are visible from the primary public right-of-way. Permeable paving may not be appropriate for all driveways and parking areas.
- (10.) Consider avoiding paving up to the building foundation in order to reduce heat-island effect, building temperature, damage to the foundation, and storm-water runoff problems.
- (11.) Snow storage from driveways shall be provided on site.

2. Primary Structures

a. Mass, Scale & Height

- (1.) ~~B.1.1 The size of a new building,~~ The size and mass of a new residential infill building its mass in relation to open spaces, ~~should~~ shall be visually compatible with the surrounding adjacent historic buildings and historic structures in the surrounding Historic Sites District.
- (2.) Buildings that utilize traditional building forms – rectangular, cross-wing, pyramid-roof – are encouraged.
- (3.) Historic height, width, and depth proportions that are important in creating compatible infill and maintaining the historic mass and scale of the Historic District shall be maintained.

- (4.) Building features such as upper story windows, porches, and first floor bays shall be aligned with similar historic building features in the neighborhood. Generally, these elements should align in relation to the topography allowing these elements to “step up” or “step down” the block.
- (5.) The perceived scale of new buildings shall respect the scale established by historic buildings in the character zone. Abrupt change of scale in the character zone is inappropriate, especially when a new, larger building would directly abut smaller historic buildings.
- (6.) A larger building shall be divided into ‘modules’ that reflect the mass, scale, proportions, and size of historic buildings in the Historic District. Modules shall be clearly expressed throughout the entire building and a single form shall remain the dominant element so the overall mass does not become too fragmented. To minimize the scale perceived from the primary public right-of-way, stepping down the mass of a larger building shall be considered.
- (7.) ~~B.1.3~~ Larger-scaled projects ~~should~~ shall also include variations in roof height in order to break up the form, mass and scale of the overall structure.
- (8.) ~~B.1.8~~ Buildings constructed on lots greater than 25 feet wide ~~should~~ shall be designed so that the facades visible from the primary public right-of-way reinforce the rhythm along the street in terms of traditional building width, ~~building~~ depth, and patterns within the façade.
- (9.) ~~B.1.7~~ Regardless of lot frontage, the primary façade ~~should~~ shall be compatible with the width of surrounding historic buildings. The greater width of ~~the structure should~~ a building shall be set back significantly from the plane of the primary façade. The width of a new building shall not appear to be appreciably greater than historic buildings in the neighborhood. Modules on a primary façade should generally not exceed eleven (11) feet to twenty-five (25) feet in width.
- (10.) ~~B.1.2~~ When the overall length of a new structure is greater than ~~those that~~ seen historically, ~~it should~~ the design shall employ methods—changes in wall plane, roof heights, use of modules, etc.—~~to~~ to diminish the visual impact of the overall building mass, form and scale.
- (11.) ~~B.1.5~~ New buildings ~~should~~ shall not be significantly taller or shorter than ~~surrounding historic buildings. adjacent building with special consideration given to surrounding historic buildings.~~
- (12.) Primary facades shall be limited to one to two stories in height. (Generally, historic residential facades are about 15 to 20 feet in height from top of the foundation to the top of the gable.)
- (13.) Variation in building height may be considered regarding topography. Hillside for a backdrop for taller buildings, minimizing their perceived height, therefore it may be appropriate for taller building masses to be

located on steeper slopes. The facades of taller buildings shall still express a human scale.

- (14.) Beyond the primary façade, the average perceived scale of one-story to two-story buildings shall be maintained. As a means of minimizing the perceived mass of a project, breaking up the height of the building into a set of modules or components that relate to the height of the buildings along the street front shall be considered.
- (15.) Secondary and tertiary elevations may be taller than the established norm when the change in scale cannot be perceived from designated vantage points including the cross-canyon view. This may be appropriate when taller portions will not be seen from a primary public right-of-way.
- (16.) ~~B.1.4~~ Taller portions of buildings ~~should~~ shall be constructed so as to minimize obstruction of sunlight to adjacent yards and ~~rooms~~ windows.

b. Foundation

- (1.) ~~B.2.1 Generally, no more than two (2) feet of the new foundation should be visible above finished grade when viewed from the primary public right-of-way. (Exception in the event the garage must be located under primary living space, as is often the case with standard 25'x75' lots).~~
- (2.) Foundation materials shall be simple in form and minimally visible above grade when viewed from the primary public right-of-way. Acceptable foundation materials may include stone and concrete, wood lattice and vertical boards. Distinction between foundation and wall material shall be clearly defined. Clapboard siding shall not extend to the ground.
- (3.) ~~B.2.1 A site shall be returned to original grade following construction of a foundation. When original grade cannot be achieved, Generally, no more than two (2) feet eight inches (8") of the new foundation should shall be visible above finished Final grade on the primary façade when viewed from the primary public right-of-way. (Exception in the event the garage must be located under primary living space, as is often the case with standard 25'x75' lots). No more than two (2) feet of the new foundation shall be visible above final grade on secondary and tertiary facades.~~
- (4.) A site shall be re-graded so as to blend with the grade of adjacent sites and not create the need for incompatible retaining walls.
- (5.) A site shall be re-graded so all water drains away from the structure and does not enter the foundation.

c. Doors

- (1.) ~~B.2.8 Ratios of openings to solid that are compatible with surrounding historic buildings should be used. The historic pattern of principal doorways along the street shall be maintained. All buildings that face the street shall have a well-defined front entrance.~~

- (2.) ~~B.2.9 Windows and New~~ doors shall be similar in location, size, and material to those seen traditionally in the Historic District. ~~Doors should~~ shall be ~~proportional to the scale and style compatible with the style of both the new building and be compatible with the~~ historically buildings in the ~~neighborhood~~ Historic District.
- (3.) Doors shall be designed and finished with trim elements similar to those used historically.

d. Windows

- (1.) ~~B.2.8~~ Ratios of ~~openings-to-solid~~ solid-to-void that are compatible with surrounding historic buildings ~~should~~ shall be used. Large expanses of glazing are inappropriate on residential structures. Large glass surfaces shall be divided into smaller windows that are in scale with those seen historically. To maximize views, non-historic window patterns may be considered on tertiary facades; however, the overall ratio of solid-to-glass shall still be respected.
- (2.) ~~B.2.9~~ Windows shall be historic size and shall relate to the human scale of the Historic District. ~~Windows and doors should~~ shall be proportional to the scale and style of the building and shall be compatible with the historically buildings in the ~~neighborhood~~ Historic District.
- (3.) The placement and grouping of windows shall be similar to those seen historically.
- (4.) Windows with vertical emphasis are encouraged. The general rule is the height shall be twice the dimension of the width (commonly referred to as 2:1 ratio). Double-hung, vertically proportioned windows similar to those used historically are particularly encouraged. Windows with traditional depth and trim are preferred.
- (5.) The number of different window sizes and styles on a building or structure shall be limited.
- (6.) Wood or metal windows similar to those used historically are preferred but aluminum-clad wood windows are also appropriate. Vinyl and aluminum windows are inappropriate.
- (7.) New glazing shall match the appearance of historic glazing and/or shall be clear. Metallic, frosted, tinted, stained, textured, and reflective finishes are generally inappropriate for glazing on the primary façade.
- (8.) Window muntins shall be true divided lights or simulated divided lights on both sides of the glass. Snap-in muntins are inappropriate.

e. Roofs

- (6.) ~~B.2.2~~ Roofs of new residential infill-buildings ~~should~~ shall be visually compatible with ~~the~~ roof shapes and orientation of surrounding Historic Sites and adjacent buildings that contribute to the character of the Historic District. Sloping of roof forms, such as gable, hip, and shed, should be

the dominant roof shapes. Roofs composed of a combination of roof planes, but simple in form, are also encouraged. Roofs shall be in scale with those on historic structures.

- (7.) ~~B.2.3~~ Roof pitch ~~should~~ shall be consistent with the style of architecture chosen for the structure and with ~~the surrounding Historic Sites adjacent buildings that contribute to the character of the Historic District, with~~ special consideration given to Historic Sites.
- (8.) The alignment that is created by similar heights of primary roofs and porches among historic buildings shall be maintained. This similarity of heights in building features contributes to the visual continuity along the streetscape.
- (9.) ~~B.2.4~~ Roofs ~~should~~ shall be designed to minimize snow shedding onto adjacent properties and/or pedestrian paths. Cricketts, saddles, or other snow-guard devices shall be placed so they do not significantly alter the form of the roof as seen from the primary public right-of-way.
- (10.) New roof features, such as photovoltaic panels (solar panels), skylights, ventilators, and mechanical or communication equipment shall be visually minimized from the primary public right-of-way so as not to compromise the architectural character of the structure. Roof-mounted features like photovoltaic panels (solar panels) and skylights should be installed parallel to the roof plane when feasible.
- (11.) Roof materials should appear similar to those seen historically. Asphalt shingles may be considered. Metal sheeting or standing seam metal roofs with a baked-on paint finish and galvanized or rusted steel sheeting are generally appropriate. Roofs shall have matte finishes to minimize glare. ~~B.1.4~~ Roof colors ~~should~~ shall be neutral and muted and materials ~~should~~ shall not be reflective.
- (12.) Overhanging eaves, use of bargeboards, soffits, fascia boards, brackets, and boxed eave returns that are consistent with the style of the architecture of the new building and that are compatible with surrounding buildings shall be incorporated.

f. Dormers

- (1.) If used, dormers shall be modest in size and fit the scale of the house and the roof form. The number and size of dormers shall be limited on a roof, such that the primary roof form remains prominent. Dormers shall be used with restraint, in keeping with the simple character of buildings in Park City.
- (2.) Dormers shall be visually minimized from primary public right-of-way. Gabled, hipped, or shed dormers are appropriate for most structures and shall be in keeping with the character and scale of the structure.
- (3.) Dormers shall be setback from the main wall of the building.

- (4.) A new dormer shall be lower than the primary ridge line of the associated roof form and set in from the eave of the building.

g. Gutters and Downspouts

- (1.) Downspouts shall be located away from architectural features and shall be visually minimized when viewed from the primary public right-of-way.

h. Chimneys & Stovepipes

- (1.) Chimneys shall not be covered with non-traditional materials.
- (2.) Chimneys and stove pipes shall be of a size, scale, and design that are appropriate to the character and style similar to those found historically. Chimneys and stovepipes shall be visually minimized when viewed from primary public right-of-way.

i. Porches

- (1.) ~~B.2.10 Porches should be incorporated into new construction when the Historic Sites in the neighborhood establish the pattern for this entry type~~ Porches shall be used to define front entrances. Porches typically cover the entrance, and usually extend partially or fully across the main façade. Over-scaled, monumental and under-scaled entries shall be avoided.
- (2.) ~~B.2.11 Porches~~ on primary and secondary facades shall be compatible with ~~the a building's building's~~ style and ~~should shall~~ respect the scale and proportions found on historic buildings in the neighborhood. ~~Over-scaled, monumental and under-scaled entries should be avoided.~~
- (3.) The height of porch decks shall be similar to those found on historic building(s) in the Historic District.
- (4.) Locate porches on new infill construction in a way that follows the predominant pattern of historic porches along the street, maintaining traditional setbacks, orientation of entrances, and alignment along the street to reinforce the visual rhythm of the buildings and site elements in the neighborhood.
- (5.) The height of porch decks shall be similar to those found on historic building(s) in the Historic District.
- (6.) Porch columns and railings shall be simple in design and utilize square or rectangular shapes. If balusters are used, they should be no more than two inches square. Columns should be a minimum of size inches and a maximum of eight inches square.

j. Architectural Features

- (1.) Simple ornamental trim and decoration is in character with historic architectural ornamentation and is encouraged. Traditional locations for architectural ornamentation are porches and eaves. Other details, like eave depth, mullions, corner boards, and brackets, that lend character to historic buildings shall be considered.

3. Mechanical and Utility Systems and Service Equipment

- a. Mechanical and/or utility equipment, including heating and air conditioning units, meters, and exposed pipes, shall be located on the back of the building or in another inconspicuous location. When located on a secondary façade, the mechanical and/or utility equipment shall be located beyond the midpoint of the structure if feasible and visual impact of the equipment shall be minimized by incorporating it as an element of the building or landscape design.
- b. Ground-level equipment shall be screened from view using landscape elements such as fences, low stone walls, or perennial plant materials.
- c. Low-profile rooftop mechanical units and elevator penthouses that are not visible from the primary public right-of-way shall be used. When this is not possible, rooftop equipment shall be set back or screen from all views. Placement of rooftop equipment shall be sensitive to views from upper floors or neighboring buildings.
- d. New communications equipment such as satellite dishes or antennae shall be visually minimized when viewed from the primary public right-of-way.
- e. Service equipment and trash containers shall be screened. Solid wood or masonry partitions or hedges shall be used to enclose trash areas.

4. Materials

- a. ~~B.2.5 Materials~~ Building materials should shall be compatible in scale, proportion, texture, finish and color to ~~those materials used on Historic Sites in the neighborhood~~ on Historic Structures in the Historic District. The dimensions of masonry units, wood siding, and other building materials shall be similar to those used historically.
- b. The primary siding material for new structures shall appear similar to those on historic structures in the neighborhood. Historically, the most common material on primary structures was painted horizontal lap siding with a reveal between 6 to 8 inches. Secondary structures such as barns and sheds typically had siding of unpainted wood (horizontal lap or vertical board and batten) or corrugated metal panels.
- c. ~~B.2.6-M~~ Building materials, especially stone and masonry, should be used shall be applied in the manner similar to that they were used historically. Typically, a 'hierarchy' of building materials should be used, with heavier, more durable materials for foundations and more refined materials above foundations. Building materials, especially masonry, shall be used in the manner they were used historically.
- d. ~~B.2.7~~ Synthetic building materials such as fiber cement or plastic-wood composite siding, shingles, and trim ~~should shall~~ not be used unless ~~1)~~ the materials are made of a minimum of 50% recycled and/or reclaimed materials and ~~2)~~ the applicant can demonstrate that use of the materials will not

diminish the historic character of the neighborhood by providing a sample of the material to the Planning Department for approval. Vinyl and aluminum siding are not appropriate in the Historic District.

- e. If synthetic materials are proposed, the synthetic material shall have a similar appearance and profile to historic siding and trim materials. Synthetic materials shall be applied as traditional materials were historically; it is not appropriate to introduce artificial patterns.

5. Paint and Color

- a. Paint color is not regulated by the Design Guidelines.
- b. ~~B.7.1~~ Original materials such as brick and stone that ~~are traditionally was~~ historically left unpainted ~~should~~ shall not be painted. Materials, such as wood, that are traditionally painted ~~should~~ shall have an opaque rather than transparent finish.
- c. ~~B.2.12~~ Original material such as brick and stone that was historically left unpainted shall not be painted. Exterior surfaces Materials, such as wood, that are traditionally painted ~~should~~ shall have an opaque rather than transparent finish.
- d. ~~B.2.13~~ Rustic, unfinished wood siding is generally not appropriate on houses, but may be appropriate on accessory structures or additions to non-historic buildings. Provide a A transparent or translucent weather-protective finish shall be applied to wood surfaces that were not historically painted.
- e. ~~B.2.14~~ When possible, low-VOC (volatile organic compound) paints and finishes should be used when possible.

6. Garages

a. Garages: General Compatibility

- (1.)~~D.2.2~~ If the lot size dictates that the garage must be located above, below, or adjacent to the primary living space, its visual impact should be minimized.
- (2.)~~D.2.3~~ Single-~~width~~ car wide tandem garages are ~~encouraged~~ recommended. Side-by-side parking configurations are strongly discouraged; if used, they ~~should~~ shall be visually minimized when viewed from the public right-of-way.
- (3.)Garages featuring a side-by-side parking configuration shall maintain a 2 foot horizontal offset in the front wall plane.
- (4.)~~D.2.4~~ Single vehicle garage doors ~~that do not exceed 9'x9'~~ are recommended not greater than 9 feet wide by 9 feet high shall be used to access the garage. Glazing on garage doors shall be limited to no more than 30% of garage door.
- (5.)~~D.2.5~~ Carports ~~should~~ shall be avoided.

b. Scenario 1: Detached Garages

- (1.) ~~D.2.1~~ Garages ~~should~~ shall be constructed as detached or semi-detached structures and located beyond the side-yard midpoint of the building ~~in the side-yard~~ or within the rear yard when feasible.
- (2.) ~~D.2.3~~ Single-~~width~~ car wide tandem garages are ~~encouraged~~ recommended. Side-by-side parking configurations are strongly discouraged; ~~if~~ when used, they ~~should~~ shall be visually minimized when viewed from the public right-of-way.
- (3.) Garages featuring a side-by-side parking configuration shall maintain a 2 foot horizontal offset in the front wall plane.
- (4.) ~~D.2.4~~ Single vehicle garage doors ~~that do not exceed 9'x9' are recommended~~ not greater than 9 feet wide by 9 feet high shall be used to access the garage. Glazing on garage doors shall be limited to no more than 30% of garage door.
- (5.) ~~D.2.5~~ Carports should be avoided.
- (6.) Detached garages shall be subordinate to the pedestrian entrance of the house. Where excavation is required for access to the garage, the pedestrian entrance should still be clearly articulated.

c. Scenario 2: Basement Level Attached Or Detached Garages

- (1.) When construction of a detached garage is not feasible, a basement level garage may be considered, particularly on uphill lots.
- (2.) A basement garage shall not extend beyond the exterior wall planes of a structure's primary or secondary facades.
- (3.) In limited situations, site setbacks and topography may allow for a projecting garage without adversely affecting the historic character of the streetscape. In these cases, a stepped design with associated site grading and a landscaping plan may be considered.
- (4.) The vertical façade of a basement garage that is visible from the primary public right-of-way shall be visually minimized. It is preferred that the garage opening be set back from the wall plane of the primary structure in order to diminish the presence of the garage.
- (5.) Window or egress wells, when needed, shall not be located on the primary façade. Window or egress wells shall be located beyond the midpoint of the secondary facades, on the rear elevation, or in a location that is not visible from the primary public right-of-way.
- (6.) After construction of a basement garage, a site shall be re-graded to approximate the grading prior to the new construction.
- (7.) A single-vehicle garage door not greater than 9 feet wide by 9 feet high shall be used to access a basement garage addition.

- (8.) Single-width car wide tandem garages are recommended. Side-by-side parking configurations are strongly discouraged; if used, they shall be visually minimized when viewed from the primary public right-of-way.
- (9.) Garages featuring a side-by-side parking configuration, at a minimum, shall maintain a two (2) foot horizontal offset in the wall plane between the two garage doors.

d. Scenario 3: Attached Garages

- (1.) When construction of a detached garage is not feasible, an attached garage may be considered.
- (2.) A single-vehicle garage door not greater than 9 feet wide by 9 feet high shall be used to access a garage addition.
- (3.) Single car wide tandem garages are recommended. Side-by-side parking configurations are strongly discouraged; if used, they shall be visually minimized when viewed from the primary public right-of-way.
- (4.) Garages featuring a side-by-side parking configuration shall maintain a 2 foot horizontal offset in the front wall plane.
- (5.) Garages shall be subordinate to the pedestrian entrance of the house. Where excavation is required for access to the garage, the pedestrian entrance should still be clearly articulated. When excavation is not required, the pedestrian entrance shall be proud of the garage wall plane.

7. Decks

- a. Decks shall be constructed in inconspicuous areas where visually minimized from the primary public right-of-way, usually on the rear elevation. When built on a side elevation of a new structure, a deck should be screened from the primary public right-of-way with fencing and/or appropriate native landscaping.
- b. The visual impact of a deck should be minimized by limiting its size and scale. Introducing a deck that visually detracts from a new structure, or substantially alters a site's proportion of built area to open space is not appropriate.
- c. Decks and related steps and railings shall be constructed of materials and in styles that are compatible with the structure to which they are attached as well as with the character of the Historic District as a whole.
- d. Decking materials such as fiber cement or plastic-wood composite floor boards shall not be used unless they are made of a minimum of 50% recycled and/or reclaimed materials.
- e. Significant site features, such as mature trees, shall be protected from damage during the construction of a deck by minimizing ground disturbance and by limiting use of heavy construction equipment.

8. Balcony & Roof Decks

- a. New balconies and roof decks shall be visually subordinate to the new building and shall be minimally visible from the primary public right-of-way.
- b. A new balcony shall be simple in design and compatible with the character of the Historic District. Simple wood and metal designs are appropriate for residential structures. Heavy timber and plastics are inappropriate materials.
- c. A roof deck shall be visually minimized when viewed from the primary public right-of-way.

9. New Accessory Structures

- a. ~~H.1 New accessory structures should generally be located at the rear of the lot.~~ New accessory structures on flat or downhill sites shall generally be located in the rear yard, unless located in a character zone with similar development patterns.
- b. New accessory structures may be located at the street front when a pattern of front yard historic accessory structures has been established along the street, and when the proposed placement of the accessory structure does not create a danger or hazard to traffic by obstructing the view on the street.
- c. Accessory structures (such as sheds and detached garages) shall be subordinate in scale to the primary structure.

10. Additions to Existing Non-Historic Structures

- a. An addition shall complement the visual and physical qualities of the existing structure.
- b. An addition shall be visually subordinate to the existing structure and shall be compatible with the scale of the historic buildings and structures in the neighborhood. When the combined effects of the addition's footprint, height, mass, and scale are such that the overall size of the addition is larger than the existing structure, the volume of the addition shall be broken into modules that reflect the scale of those components seen on the existing structure. Multiple modules are encouraged to add articulation and architectural interest.
- c. Components and materials used on additions shall be similar in scale and size to those found on the existing structure.
- d. Windows, doors, and other features on a new addition shall be designed to be compatible with the existing structure and surrounding historic sites. Windows, doors, and other openings shall be of sizes and proportions similar to those found on the building as well as those found on historic structures in the Historic District. When using new window patterns and designs, those elements shall respect the typical historic character and proportions of windows on adjacent historic structures. Also, the solid-to-void relationships and detailing of an addition shall be compatible with the existing structure and with buildings in the Historic District.

11. Reconstruction of Non-Surviving Structures

- a. ~~C.1~~ Reconstruction of a documented but non-surviving historic structure that ~~once~~ existed in Park City is allowed when no existing building in Park City with the same historical significance has survived.
- b. ~~C.2~~ Reconstruction may be allowed when documentary and physical evidence is available to facilitate an accurate ~~re-creation~~ reconstruction.
- c. ~~C.3~~ Reconstruction ~~should~~ shall not be based on conjectural designs or on a combination of different features from other historic buildings.
- d. ~~C.4~~ Reconstruction ~~should~~ shall include recreating the documented design of exterior features such as the roof shape, architectural detailing, windows, entrances and porches, steps and doors, and their historic spatial relationships.
- e. ~~C.5~~ A reconstructed building ~~should~~ shall accurately duplicate the appearance of the non-surviving historic property in materials, design, color, and texture.
- f. ~~C.6~~ A reconstructed building ~~should~~ shall duplicate the building, but also the setting, placement, and orientation of the non-surviving structure.
- g. ~~C.7~~ A reconstruction ~~should~~ shall re-establish the historic relationship between the building(s) ~~or buildings~~ and historic site features.
- h. ~~C.8~~ A building may not be reconstructed on a location other than its original site.
- i. A building may not be reconstructed on a location other than its original site.

15-13-8 Design Guidelines for Historic Commercial Infill Construction

C. Universal Design Guidelines

1. New infill commercial buildings ~~should~~ shall reflect the historic character—simple building forms, unadorned materials, restrained ornamentation—of Park City’s Historic Sites.
2. New infill commercial buildings ~~should~~ shall not directly imitate existing historic structures in Park City. Roof pitch, shape and configuration, as well as scale of building elements found on Historic Sites may be duplicated, but building elements such as moldings, cornice details, brackets, and porch supports ~~should~~ shall not be directly imitated. Reconstructions of non-~~surviving~~ surviving historic buildings are allowed.
3. A style of architecture ~~should~~ shall be selected and all elevations of the infill commercial building ~~should~~ shall be designed in a manner consistent with a contemporary interpretation of the ~~chosen~~ selected style. Stylistic elements ~~should~~ shall not simply be applied to the exterior. ~~Styles that never appeared in Park City should be avoided.~~ Styles that radically conflict with the character of Park City’s Historic Sites ~~should~~ shall ~~also~~ be avoided. Styles that never appeared in Park City shall be avoided.
4. New infill commercial buildings shall differentiate from historic structures but shall be compatible with historic structures in materials, features, size, scale, and

proportion, and massing to protect the integrity of the Main Street Historic District as a whole. The massing of new infill commercial buildings shall be further broken up into volumes that reflect the original massing of historic buildings; larger masses shall be located at the rear of the site.

5. Building and site design ~~should~~ shall respect the existing topography; and character-defining site features; (including existing trees and vegetation~~)~~ and ~~should~~ shall minimize cut, fill, and the use of retaining walls.
6. Exterior elements ~~of the new development~~—roofs, entrances, eaves, chimneys, porches, windows, doors, steps, retaining walls, garages, etc.— ~~should~~ shall be of human scale and ~~should~~ shall be compatible with neighboring Historic Sites.
7. Scale and height of new infill commercial structures ~~should~~ shall follow the predominant pattern of the neighborhood with special consideration given to Historic Sites and respect the architecture of the neighborhood.
8. ~~The~~ Size and mass of ~~the a~~ a structure ~~should~~ shall be compatible with the size of the property site so that ~~lot site~~ coverage, and building bulk; and mass are compatible with Historic Sites in the neighborhood.
9. New construction activity ~~should~~ shall not physically damage nearby Historic Sites.
10. New infill commercial buildings shall reinforce visual unity within the context of the Historic District but also within the context of the block. The specific context of each block is an important feature of the Historic District. The context of each block shall be considered in its entirety, as one would see it when standing on the street viewing both sides of the street for the entire length of the block. Special consideration should be given to adjacent and neighboring Historic Sites in order to reinforce existing rhythms and patterns.

D. Specific Design Guidelines

1. Site Design

a. Setback and Orientation

- (1.) ~~A.2.1 Lot~~ Site coverage of new infill commercial buildings ~~should~~ shall be compatible with the ~~surrounding adjacent and neighboring~~ Historic Sites.
- (2.) ~~A.1.1 Locate~~ Structures shall be located on ~~the a~~ a site in a way that follows the predominant pattern of historic buildings along the street, maintaining traditional setbacks, orientation of entrances, and alignment along the street.
- (3.) The historic town grid shall be preserved by retaining the formal street pattern, maintaining historic lot sizes rather than aggregating historic-sized lots into larger lots, and preserving the regular rhythm and pattern of lot sizes in a way that reinforces the perception of the grid.
- (4.) A new building shall be oriented parallel to the site's lot lines similar to that of historic building orientations. ~~—MSNC6.~~ New buildings, in general,

~~should~~ shall be constructed in line with adjacent historic structures and ~~should~~ shall avoid large setbacks that disrupt the continuity of the historic street wall.

- (5.) Side yard setbacks similar to those seen historically in the neighborhood shall be established in order to reinforce the pattern of built and open space. The historic rhythm of the building spacing of the adjacent and neighboring historic buildings as well as the immediate block shall be especially considered.
- (6.) New commercial infill buildings shall have a clearly defined primary entrance oriented toward the street consistent with historic buildings in the Historic District. Entrances on the rear or side of a building shall be clearly subordinate to the entrance on the primary façade.

b. Topography and Grading

- (1.) The natural topography and original grading of a site shall be maintained when feasible.
- (2.) A.4.1 Building and site design ~~should~~ shall respond to natural features. New buildings ~~should~~ shall step down/ or up to follow the existing contours of steep slopes.
- (3.) A.4.2 The A new site's natural slope ~~should~~ shall be respected in a new building design in order to minimize cuts into hillsides, minimize fill, and minimize retaining walls; ~~excavation should generally not exceed one-story in depth.~~

c. Landscaping and Vegetation

Historically, commercial buildings were built to setbacks and did not include open space areas for landscaping. Please see Design Guidelines for Infill Residential Buildings for specific guidelines regarding Retaining Walls; Fences; Paths, Steps, Handrails & Railings (Not associated with Porches); and Gazebos, Pergolas, and other Shade Structures.

While many new commercial infill projects may not require landscaping, if built to setbacks, those that have space for landscaping shall comply with the following Design Guidelines:

- (1.) Existing landscape features that contribute to the character of the Historic District and existing landscape features that provide environmental sustainability benefits shall be respected and maintained.
- (2.) Established on-site native plantings shall be maintained. During construction, established vegetation shall be protected to avoid damage. Damaged, aged, or diseased trees shall be replaced as necessary. Vegetation that may encroach upon or damage a new building may be removed, but shall be replaced with similar vegetation near the original location.

- (3.) A detailed landscape plan, particularly for areas viewable from the primary public right-of-way, that respects the manner and materials traditionally used in the Historic District shall be provided. When planning for the long-term sustainability of a landscape system, all landscape relationships on the site, including those between plantings and between the site and its structure(s) shall be considered.
- (4.) ~~A.5.1~~ Landscape plans ~~should~~ shall balance water efficient irrigation methods and drought tolerant and native plant materials with existing plant materials and site features that contribute to the character of the Historic District.
- (5.) Storm water management features such as gutters and downspouts as well as site topography and vegetation that can improve the environmental sustainability of a site shall be used to advantage.
- (6.) The use of Water Wise Landscaping or permaculture strategies for landscape design shall be considered in order to maximize water efficiency. Where watering systems are necessary, systems that minimize water loss such as drip irrigation shall be used. These systems shall be designed to minimize their appearance from areas viewable from the primary public right-of-way.

d. Sidewalks, Plazas, and Other Street Improvements

- (1.) All streetscape elements should work together to create a coherent visual identity and public space. The visual cohesiveness and historic character of a site shall be maintained through the use of complementary materials.
- (2.) Street furniture, trash receptacles, bike racks, planters and other elements shall be simple in design and compatible with the appearance and scale of adjacent buildings and public spaces.
- (3.) New plazas that are being considered shall be well planned for intended uses, such as concerts or other events, and shall be well designed for maintenance and durability.
- (4.) Existing, alleys, staircases, and pedestrian tunnels shall be maintained where feasible.

e. Parking Areas and Driveways

- (1.) ~~D.1.1~~ Off-street parking areas ~~should~~ shall be located within the rear yard, and beyond the rear wall plane of the primary structure. Providing a driveway along the side yard of a site shall be considered when feasible. ~~D.1.2~~ If ~~When~~ locating a parking area in the rear yard is ~~infeasible~~ not physically possible, the off street parking area and associated vehicles ~~should~~ shall be visually buffered from adjacent properties and the primary public right-of-way.

- (2.) ~~D.1.3~~ Parking areas and vehicular access ~~should~~ shall be visually subordinate to the character-defining streetscape elements of the neighborhood.
- (3.) The visual impact of on-site parking shall be minimized by incorporating landscape treatments for driveways, walkways, paths, and structures in a comprehensive, complimentary and integrated design.
- (4.) Landscaped separations shall be provided between parking areas, drives, service areas, and public use areas like walkways, plazas, and vehicular access points. When plant materials are used for screening, they shall be designed to function year-round.
- (5.) When locating new off-street parking areas and driveways, the existing topography of a building site and significant site features shall be minimally impacted.
- (6.) Ten foot (10') wide driveways are encouraged; however, new driveways shall not exceed 12 feet in width. Shared driveways shall be used when feasible.
- (7.) Textured and poured paving materials other than smooth concrete shall be considered for driveways that are visible from the primary public right-of-way. To manage storm water permeable paving shall be used when appropriate; permeable paving may not be appropriate for all driveways and parking areas.
- (8.) Consider avoiding paving up to a building foundation in order to reduce heat-island effect, building temperature increase, damage to the foundation, and storm-water runoff problems.
- (9.) On-site storage for snow from driveways shall be provided.

2. Primary Structures

a. Mass, Scale, and Height

- (1.) Historic height, width, and depth proportions are important in creating compatible infill and new design shall reflect the historic mass and scale of commercial buildings in the Historic District.
- (2.) ~~B.1.1~~ The size and mass of a new infill commercial building, ~~its mass~~ in relation to open spaces, ~~should~~ shall be visually compatible ~~with the surrounding Historic Sites~~ with adjacent historic buildings and historic structures in the surrounding Historic District.
- (3.) Buildings that utilize traditional commercial building forms—false-front, one-part or two-part block, or central block with wings—are encouraged.
- (4.) Building features such as storefronts, upper story windows, cornices, and balconies shall be aligned with similar historic building features in the Historic District. Generally, these elements should align in relation to the topography to allow these elements to —step up or —step down the

~~streetscape. MSNC5. New buildings should maintain the stair-step effect of storefronts on Main Street.~~ The step effect is reinforced by a standard first floor height—which ~~should shall~~ be maintained—made evident with the use of cornices, moldings and other façade treatments.

- (5.) Buildings constructed on sites greater than 25 feet wide shall be designed so the facades visible from the primary public right-of-way reinforce the rhythm along the street in terms of historic building width, depth, and patterns within the façade.
- (6.) Regardless of lot frontage, the primary façade shall be compatible with the width of adjacent and neighboring historic buildings. The width of a new building shall not appear to be appreciably greater than historic buildings in the neighborhood. Modules on a primary façade shall generally not exceed 25 to 50 feet in width, reflective of historic commercial buildings in the Historic District.
- (7.) A larger building shall be divided into modules that reflect the mass, scale, proportions, and size of historic buildings in the Historic District. Modules shall be clearly expressed throughout the entire building and a single form shall remain the dominant element so the overall mass does not become too fragmented. To minimize the scale perceived from the primary public right-of-way, stepping down the mass of a larger building shall be considered.
- (8.) Larger-scaled projects shall also include variations in roof height in order to break up the form, mass and scale of the overall structure.
- (9.) ~~B.1.2~~ When the overall length of a new structure along the streetfront is greater than ~~those that~~ seen historically, ~~it should~~ the design shall employ methods—changes in wall plane, roof heights, use of modules, etc.—to diminish the visual impact of the overall building mass, form and scale.
- (10.) ~~B.1.5~~ New buildings ~~should shall~~ not be significantly taller or shorter than ~~surrounding adjacent~~ historic buildings. The Primary façade of the new building shall be limited to one to two stories in height. Special consideration shall be given to the wall heights of adjacent historic structures.
- (11.) Primary facades shall be limited to one to two stories in height. Special consideration shall be given to the wall heights of neighboring and adjacent historic structures to reinforce the pattern of wall heights of the Historic District.
- (12.) Variation in building height may be considered regarding topography. The facades of taller buildings shall still express a human scale.
- (13.) ~~MSNC7.~~ New construction on corner lots ~~should shall~~ reinforce the street wall, but where appropriate, may be designed to define public plazas and public gathering places.

b. Foundation

- (1.) Foundation materials shall be simple in form and minimally visible above grade when viewed from the primary public right-of-way. Acceptable foundation materials may include stone and concrete, wood lattice and vertical boards. A clear distinction between foundation and wall material shall be made. Clapboard siding shall not extend to the ground.
- (2.) ~~B.2.1~~ A site shall be returned to exiting grade following construction of a foundation. When existing grade cannot be achieved, no more than eight inches (8") of the new foundation shall be visible above final grade on the primary façade. Generally, No more than two (2) feet of the new foundation should shall be visible above finished final grade when viewed from the primary public right-of-way on secondary and tertiary facades. (Exception in the event the garage must be located under primary living space, as is often the case with standard 25'x75' lots).

c. Storefronts

- (1.) Street-facing primary façades of new commercial infill shall be distinguished by well-defined storefront elements, including storefront entryway, ample-sized windows, and appropriate decorative elements. Storefronts on new infill shall have rhythm and pattern similar to that of the historic streetscape.
- (2.) Historic storefronts were built using standard dimensions for kick plates or bulkheads and display windows so the first story of historic commercial buildings have similar heights. When storefronts are situated on steep-sloped Main Street, the result is a stair-step effect.
- (3.) This stair-step effect is an important visual pattern of the Historic District and shall be repeated on new commercial infill construction.
- (4.) Recessed entries on new commercial facades fronting on Main Street and in adjoining commercial areas are encouraged.
- (5.) Windows on new storefronts shall be used extensively and in keeping with the architectural style of the historic structure. Design and scale shall be maintained in the tradition of historic storefronts with extensive street-level window area.
- (6.) Generally, two-thirds (2/3) or more of storefront areas may be glass. The solid-to-void ratio of a new storefront shall be similar to that of the historic structure.

d. Awnings

- (1.) ~~F.1~~ Awnings may be appropriate for use on the street level façade. If used, they should be placed in locations historically used for awnings. ~~be compatible with the building's style and materials and not detract from surrounding Historic Site. Storefronts and upper façade windows are both appropriate locations for new awnings.~~

- (2.)Shed-type awnings are the most appropriate for use on both street-level facades and upper facades. Alternative awning forms may be considered if their use complements the design of the building.
- (3.)Awnings may contain graphics or signs, but shall not be backlit. Spotlighting awnings from above shall be avoided.
- (4.)Awnings shall not shed an excessive amount of rain or snow onto a sidewalk or other pedestrian paths.

e. Doors

- (1.)The historic pattern of principal doorways along the street shall be maintained. All buildings that face the street shall have a well-defined front entrance.
- (2.)New doors shall be similar in location, size, and material to those seen traditionally in the Historic District. Doors shall be compatible with the style of both the new building and historic buildings in the Main Street Historic District.
- (3.)Doors shall be designed and finished with trim elements similar to those used historically. Paneled doors, used singly or in pairs, were typical and many had vertical panes of glass as well as transom lights over the doors. Scalloped, Dutch, and Colonial doors are not appropriate on most primary and secondary facades.

f. Windows

- (1.)~~B.2.8~~ Ratios of ~~openings-to-solid~~ solid-to-void that are compatible with ~~surrounding adjacent and neighboring~~ historic buildings ~~should~~ shall be used. Window openings shall be similar in location, size, and scale to those found on historic commercial buildings. Except for storefronts, large expanses of glazing are inappropriate.
- (2.)~~B.2.9~~ Windows ~~and doors should~~ shall be proportional to the scale and style of the building and shall be compatible with the ~~historically~~ commercial buildings in the ~~neighborhood~~ Historic Districts. Window types and glazing patterns shall also be compatible with those seen on historic commercial structures.
- (3.)Upper story windows with vertical emphasis are encouraged. The general rule is the window height shall be twice the dimension of the width (commonly referred to as 2:1 ratio). Double-hung, vertically proportioned windows similar to those used historically are particularly encouraged. Windows with traditional depth and trim are preferred.
- (4.)The number of different window sizes and styles on a building shall be limited.
- (5.)Wood or metal windows similar to those used historically are preferred, but aluminum-clad wood windows are also appropriate. Vinyl and aluminum windows are inappropriate.

- (6.)New glazing shall match the appearance of historic glazing and/or shall be clear. Metallic, frosted, tinted, stained, textured and reflective finishes are generally inappropriate for glazing on the primary façade.
- (7.)Window muntins shall be true divided lights or simulated divided lights on both sides of the glass. Snap-in muntins are inappropriate.

g. Roofs

- (1.)~~B.2.2~~ Roofs of new commercial infill buildings ~~should~~ shall be visually compatible with ~~the~~ roof shapes and orientation of ~~surrounding Historic Sites~~ neighboring and adjacent historic commercial buildings that contribute to the character of the Historic Districts. Simple roof forms—flat, gable, shed—are appropriate. Roofs composed of a combination of roof planes, but simple in form, are also encouraged.
- (2.)~~B.2.3~~ Roof pitch ~~should~~ shall be consistent with the style of architecture chosen for the structure and with ~~the surrounding Historic Sites~~ the adjacent and neighboring commercial buildings that contribute to the character of the Historic Districts, with special consideration given to Historic Sites.
- (3.)The alignment that is created by similar heights of primary roofs among historic buildings shall be maintained. The similarity of heights in building features contributes to the visual continuity along the streetscape.
- (4.)Overhanging eaves, use of bargeboards, soffits, fascia boards, and brackets that are consistent with the style of architecture of the new building and that are compatible with adjacent and neighboring commercial buildings shall be incorporated.
- (5.)~~B.2.4~~ Roofs ~~should~~ shall be designed to minimize snow shedding onto adjacent ~~properties sites~~ and/or pedestrian paths. Crickets, saddles, or other snow-guard devices shall be placed so they do not significantly alter the form of the roof as seen from the primary public right-of-way.
- (6.)New roof features, such as photovoltaic panels (solar panels), skylights, ventilators, and mechanical or communication equipment shall be visually minimized from the primary public right-of-way so as not to compromise the architectural character of the structure. Roof-mounted features like photovoltaic panels (solar panels) and skylights should be installed parallel to the roof plane when feasible.
- (7.)Roof materials shall appear similar to those seen historically. Asphalt shingles may be considered. Metal sheeting or standing seam metal roofs with a baked-on paint finish and galvanized or rusted steel sheeting are generally appropriate. Roof membranes shall generally not be white. Roofs shall have matte finishes to minimize glare. Roof colors shall be neutral and muted and materials shall not be reflective.

h. Dormers

- (1.)If used, dormers shall be modest in size and fit the scale of the commercial building and the roof form. The number and size of dormers shall be limited on a roof, such that the primary roof form remains prominent. Dormers shall be used with restraint, in keeping with the simple character of buildings in Park City.
- (2.)Dormers shall be visually minimized from primary public right-of-way. Gabled, hipped, or shed dormers are appropriate for most structures and shall be in keeping with the character and scale of the structure.
- (3.)Dormers shall be setback from the main wall of the building.
- (4.)A new dormer shall be lower than the primary ridge line of the associated roof form and set in from the eave of the building.

i. Balconies and Roof Decks

- (1.)New balconies and roof decks shall be visually subordinate to the new building and shall be minimally visible from the primary public right-of-way.
- (2.)A new balcony shall be simple in design and compatible with the character of the Historic Districts. Simple wood and metal designs are appropriate for commercial structures. Heavy timber and plastics are inappropriate materials.
- (3.)A roof deck shall be visually minimized when viewed from the primary public right-of-way. Consider minimalizing its visual appearance by hiding rooftop decks behind parapets and/or setting rooftop decks back from the primary façade.

j. Decks, Fire Escapes, and Exterior Staircases

- (1.)Decks, fire escapes, and exterior staircases shall be constructed in inconspicuous areas where visually minimized from the primary public right-of-way, usually on the rear facade.
- (2.)The visual impact of a deck, fire escape, or exterior staircase shall be minimized by limiting its size and scale. Introducing a deck, fire escape, or exterior staircase that visually detracts from the architectural character of the building, or substantially alters a site's proportion of built area to open space is not appropriate.
- (3.)Decks, fire escapes, and related exterior steps and railings shall be constructed of materials and in styles that are compatible with the existing building.
- (4.)Decking materials such as fiber cement or plastic-wood composite floor boards shall not be used unless they are made of a minimum of 50% recycled and/or reclaimed material.

k. Gutters and Downspouts

(1.)Downspouts shall be located away from architectural features and shall be visually minimized when viewed from the primary public right-of-way.

l. Architectural Features

(1.)Simple ornamental trim and decoration is in character with historic architectural ornamentation and is encouraged. Traditional locations for architectural ornamentation are porches and eaves. Other details like eave depth, mullions, corner boards, and brackets that lend character to historic commercial buildings shall be considered.

3. Mechanical Systems, Utility Systems, and Service Equipment

- a. B.2.15 Mechanical and/or utility equipment, including heating and air conditioning units, meters, and exposed pipes, should shall not be located on the back of the building, the roof, or another inconspicuous location primary façade (except as noted in Supplemental Guidelines main Street National Register Historic District). If equipment is located on a secondary façade it should be placed behind the midpoint or in a location that is not visible from the primary public right-of-way.
- b. B.2.16 Ground-level equipment ~~should~~ shall be screened from view using landscape elements such as fences, low stone walls, or perennial plant materials.
- c. Low-profile rooftop mechanical units and elevator penthouses that are not visible from the primary public right-of-way shall be used. When this is not possible, rooftop equipment shall be set back or screened from all views. Placement of rooftop equipment shall be sensitive to views from upper floors of neighboring buildings.
- d. New communications equipment such as satellite dishes or antennae shall be visually minimized when viewed from the primary public right-of-way.
- e. Service equipment and trash containers shall be screened. Solid wood or masonry partitions or hedges shall be used to enclose trash areas.
- f. B.2.17 Loading docks ~~should~~ shall be located and designed in order to minimize their visual impact.

4. Materials

- a. B.2.5 Building materials should shall be compatible in scale, proportion, texture, finish and color to these materials used on Historic Sites-Structures in the neighborhood Main Street Historic District. The dimensions of masonry units, wood siding, and other building materials shall be similar to those used historically.
- b. The primary siding material for new buildings shall appear similar to those on historic commercial structures in the Historic Districts. Historically, the most common material on primary structures was painted horizontal lap siding with

a reveal between 6 to 8 inches. Secondary structures such as barns and sheds typically had siding of unpainted wood (horizontal lap or vertical board and batten) or corrugated metal panels.

- c. B.2.6 Building materials shall be applied in the manner to that used historically. Typically, a hierarchy of building materials should be used, with heavier, more durable materials for foundations and more refined materials above foundations. Building materials, especially ~~stone and~~ masonry, should shall be used in the manner they were used historically.
- d. B.2.7 Synthetic materials such as fiber cement or plastic-wood composite siding, shingles, and trim ~~should shall~~ not be used unless 1) the materials are made of a minimum of 50% recycled and/or reclaimed materials and 2) the applicant can demonstrate that use of the materials will not diminish the historic character of the neighborhood by providing a sample of the material to the Planning Department for approval. Vinyl and aluminum siding are not appropriate in the Historic District.
- e. If synthetic materials are proposed, the synthetic material shall have a similar appearance and profile to historic siding and trim materials. Synthetic materials shall be applied as traditional materials were historically; introducing artificial patterns is not appropriate.

5. Paint and Color

- a. Paint color is not regulated by the Design Guidelines.
- b. Original material such as brick and stone that are was historically left unpainted shall not be painted. Materials, such as wood, that are traditionally painted shall have an opaque rather than transparent finish.
- c. B.2.12 Rustic unfinished wood siding is generally not appropriate on commercial buildings, but may be appropriate on accessory structures or additions to non-historic buildings. ~~Exterior surfaces that are painted should have an opaque rather than~~ A transparent or translucent weather-protective finish shall be applied to wood surfaces that were not historically painted.
- d. B.2.14 ~~When possible,~~ Low-VOC (volatile organic compound) paints and finishes should be used when possible.

6. Additions to Existing Non-Historic Structures

- a. An addition shall complement the visual and physical qualities of the existing structure.
- b. An addition shall be visually subordinate to the existing building and shall be compatible with the scale of the historic buildings in the neighborhood. When the combined effects of the addition's footprint, height, mass, and scale are such that the overall size of the addition is larger than the existing structure, the volume of the addition shall be broken into modules that reflect the scale of those components seen on the existing structure. Multiple modules are encouraged to add articulation and architectural interest.

- c. Components and materials used on additions shall be similar in scale and size to those found on the existing structure.
- d. Windows, doors, and other features on a new addition shall be designed to be compatible with the existing building as well as adjacent and neighboring historic sites. Windows, doors, and other openings shall be of sizes and proportions similar to those found on the building as well as those found on historic structures in the Historic District. When using new window patterns and designs, those elements shall respect the typical historic character and proportions of windows on adjacent and neighboring historic structures. Also, the solid-to-void relationships and detailing of an addition shall be compatible with the existing structure and with historic buildings in the Historic District.

7. Reconstruction of Non-Surviving Structures

- a. ~~C.1~~ Reconstruction of a documented but non-surviving historic structure that ~~once~~ existed in Park City is allowed when no existing building in Park City with the same historical significance has survived.
- b. ~~C.2~~ Reconstruction may be allowed when documentary and physical evidence is available to facilitate an accurate ~~re-creation~~ reconstruction.
- c. ~~C.3~~ Reconstruction ~~should~~ shall not be based on conjectural designs or on a combination of different features from other historic buildings.
- d. ~~C.4~~ Reconstruction ~~should~~ shall include recreating the documented design of exterior features such as the roof shape, architectural detailing, windows, entrances and porches, steps and doors, and their historic spatial relationships.
- e. ~~C.5~~ A reconstructed building ~~should~~ shall accurately duplicate the appearance of the non-surviving historic property in materials, design, color, and texture.
- f. ~~C.6~~ A reconstructed building ~~should~~ shall duplicate ~~not only~~ the building, but also the setting, placement, and orientation of the non-surviving structure.
- g. ~~C.7~~ A reconstruction ~~should~~ shall re-establish the historic relationship between the building or buildings and historic site features.
- h. ~~C.8~~ A building may not be reconstructed on a location other than its original site.

8. ADA in New Residential and Commercial Infill Buildings

The Americans with Disabilities Act requires places of public accommodation to provide access to their services and programs. In the case of historic buildings, the goal is to achieve the highest level of accessibility with the lowest impact on the historic structure.

- (1.) Whenever possible, the appearance of accessibility ramps or elevators shall not significantly detract from the historic character of the Historic District. New or additional means of access shall be compatible with the new building and its setting.
- (2.) Ramps or other accessibility-related installations shall be simple in design and as unobtrusive as possible. They shall be constructed of

concrete or wood and painted in colors similar to that of the new building.

9. Exterior Lighting

- (1.) ~~J.1~~ Exterior light fixtures ~~should~~ shall be compatible with the building's style, period and materials, but ~~should~~ shall also be down-directed and shielded.
- (2.) ~~G.1 Exterior, building-mounted light fixtures should be compatible with the building's style and materials.~~
- (3.) ~~G.2~~ Exterior lighting schemes ~~should~~ shall compliment the overall building and site design.
- (4.) ~~G.3~~ Indirect lighting ~~should~~ shall be used to identify entrances and to illuminate signs.
- (5.) Warm tones in energy efficient lighting shall be used as a proliferation of cool tones could alter the neighborhood character.
- (6.) Security lighting shall be shielded from adjacent uses so as to prevent off-site glare.

Exhibit B-- Definitions

Cool Roof: a type of roof that reflects and emits the sun's solar energy back to the sky instead of absorbing and transferring heat to the building below. The "coolness" is measured by two properties, solar reflectance and thermal emittance.

Exhibit 2 – Supplemental Design Guidelines

A. Supplemental Guidelines for Historic Residential and Commercial Sites & Structures

1. Compatibility & Complementary

Compatibility and Complementary are terms often used in historic preservation to describe the relationship between two structures or a historic structure and its new addition. Many characteristics and features contribute to compatible and complementary design. These include:

- Form
- Mass and scale
- Roof shapes
- Building height
- Height of floor elevations
- Setbacks
- Materials
- Repetition or rhythm of openings-to-solids
- Rhythm of entrances and/or porches
- Window and door sizes, proportions, and patterns
- Orientation of entrances
- Landscaping

2. Masonry Retaining Walls

Retaining walls contribute to the context and rhythm of streetscapes in Old Town. Historically, retaining walls were a simple method for property owners to manage the relentless and complex topography. In addition, retaining walls helped to define property boundaries and create yards spaces where space was otherwise limited.

Historic retaining walls were stacked by hand using stones found at local quarries or on site. The stones were carried by hand, making them rather uniform in size. Retaining walls were either dry stacked or used mortar joints.

As repairs are made to historic retaining walls or new retaining walls are introduced to Old Town, the following should be considered:

- a. Existing stone retaining walls should be repaired using recognized historic preservation methods.
- b. Replacement materials should be similar in materials, color, texture, scale, and proportion. Repairs to mortar joints should match the existing mortar in composition, color, texture, and finish – mortar analysis may be necessary.
- c. Materials of new retaining walls visible from the right-of-way should reflect the period of significance of the historic primary structure.

- d. Stones in new retaining walls shall be no larger than stones that a miner would be capable of carrying. New stones shall be similar in materials, color, texture, scale, and proportion to those used historically in the District. Large boulders are discouraged and are not in keeping with the character of the District.
- e. It is preferred that new retaining walls over five feet (5') be terraced to prevent large vertical planes of retaining walls on the streetscape. Historically, retaining walls were approximately three to five feet (3' – 5') in height. Staff recognizes the need to retain more earth as development occurs in Old Town; however, staff encourages retaining walls that are in keeping with the scale of those found throughout the District historically. Terracing multiple walls of three to five feet (3' – 5') in height is encouraged with vegetation in between each terrace.
- f. Board-formed concrete may be appropriate. New concrete retaining walls shall be textured. A smooth or polished concrete finish is inappropriate and not in keeping with the character of the District.
- g. New retaining walls shall be screened with vegetation where appropriate.
- h. Retaining walls of alternative designs and materials will be reviewed on a case-by-case basis.

3. Fencing

Historically, fences and masonry retaining walls were typical site features found throughout Old Town. The repetition of these site features created a sense of continuity and rhythm along the street front. Wood and woven wire fences as were common front yard enclosures that followed the site perimeter, specifically along the street front. Fence and materials visible from the right-of-way should reflect the period of significance of the historic primary structure.

- a. Several styles of fencing that were common during the historic period and are appropriate for use in the Historic District:
- b. Picket fences. Historically, picket fences may have been the most common fence type used in front yards. Wood picket fences with flat, dog-eared, or pointed tops were typical in front yards; the heights of these fences was generally less than three feet (3'), the boards were 3-1/2" wide with spacing of 1-3/4" between boards.
- c. Wire fences. Various types of wire, including woven wire, are were stretched between wood or metal posts. This fence type was very common in Park City; however, many of these original wire fences have been lost.
- d. Simple wrought and cast iron fences.

Fences of alternative designs and materials will be reviewed on a case-by-case basis. Substitute materials such as fiber cement or plastic-wood composite siding, shingles, and trim boards should not be used unless they are made of a minimum of 50% recycled and/or reclaimed materials. Further, it must be

demonstrated that the use of these materials will not diminish the historic character of the neighborhood. Vinyl and Trex fencing is generally not appropriate in the Historic District and will be reviewed on a case-by-case basis.

4. How to Case a Window

Historically, the casing and trim surrounding windows was substantial; the sliding sash was typically about 1.5 inches wide, casing or trim boards were typically about 2 inches wide and 7/8 inch thick. Using window casing and trim replacements of smaller or larger dimensions is inappropriate as it seriously alters the historic character of the structure. New window openings shall generally reflect the proportion of historic window openings by maintaining a 1:1 or 2:1 ratio.

5. Why Preserving Original Windows is Recommended

The Park City Planning Department requires the preservation and retention of historic wood and steel windows unless the windows are clearly proven to be deteriorated beyond repair. The reasons for preserving original windows include:

- j. Rebuilding historic wood windows and adding storm windows and indoor treatments such as insulating cellular shades makes them as energy efficient as new vinyl windows.
- k. In most cases, windows account for only about one-fourth of a home's heat loss. Insulating the attic, walls and basement, and applying weatherstrip or caulking around windows is a much more economical approach to reducing energy costs.
- l. The old-growth lumber used in historic window frames can last indefinitely, unlike new-growth wood or vinyl. Old growth windows have a tighter grain and better quality than most new growth wood windows.
- m. All windows expand and contract with temperature changes. However, vinyl expands more than twice as much as wood and seven times more than glass. This often results in failed seals between the frame and glass and a significant performance reduction.
- n. Vinyl windows have a high failure rate – more than one-third of all vinyl windows being replaced today are less than ten years old.
- o. Any energy savings from replacing wood windows with aluminum or vinyl seldom justifies the costs of installation. For most houses, it would take decades to recover the initial cost of installation and with a life expectancy of 25 years or less, installing new vinyl or aluminum windows does not make good economic sense.
- p. Most vinyl windows do not look like historic wood windows; their texture, shallow profile, as well as lack of depth and articulation are inappropriate for Park City's historic structures. A more acceptable alternative when the original windows are beyond reasonable repair are new wood windows.

- q. Historic wood and metal windows are sustainable. They represent embodied energy, are made of materials natural to the environment and are renewable.
- r. Adding storm windows over historic wood windows is a cost-effective approach that preserves the original window and provides energy savings equal to new replacement windows.

6. Why Preserving Original Siding is Recommended

The Park City Planning Department requires the preservation and retention of historic wood siding unless the siding has clearly proven to be deteriorated beyond repair. The reasons for preserving wood siding and not replacing it or concealing it beneath synthetic siding include:

- a. Synthetic sidings do not successfully replicate the appearance of historic wood siding materials. In particular, vinyl siding's plastic appearance is at odds with the rich and varied surfaces of wood siding.
- b. Unventilated synthetic sidings such as aluminum and vinyl can trap moisture and condensation between the siding and the wood underneath, leading to rotted wood and structural problems.
- c. Installing synthetic sidings such as vinyl and aluminum may be less economical than preserving and maintaining wood siding. The costs of applying synthetic siding materials often exceeds or equals the cost of regular painting of wood siding. In terms of property value, real estate appraisers across the country have also recorded increased resale prices when historic building owners retain original wood siding and avoid vinyl siding.
- d. Wood and synthetic materials perform fairly equally in terms of energy conservation since most heat leaves houses through roofs, basements, windows, and doors.
- e. Claims that synthetic siding is "maintenance-free" are untrue. Owners of 15 to 20 year old aluminum siding often find that it, like wood, requires painting due to fading of the original color.
- f. In particular vinyl siding gets brittle with age and tends to crack and break after ten years.
- g. Vinyl siding is made from polyvinyl chloride and the manufacture, use and disposal of this material results in toxic byproducts such as dioxin. Vinyl siding is not a "green" product and cannot be recycled.

7. Determining Era of Restoration

Historic buildings are not static, and many embody the accumulation of changes, large and small, that have been made throughout their history. By contrast, restoration, as defined by the Secretary of the Interior's Standards for Historic Preservation, depicts a property at a particular period of time in its history while removing evidence of other periods. When applying this approach to preservation, it is not appropriate, for instance, to restore a property to its 1920 appearance but retain non-historic additions from 1960. Instead, restoration

means accurately depicting the form, materials, features, and character of a property as it appeared at a particular period in time. Restoration retains as much of the historic period's fabric as possible, while removing inconsistent features and reproducing missing features in accordance with the restoration period.

Consider the following when determining what era to restore the building to:

- a. **Relative Importance in history.** What era of significance, based on the City's Historic Sites Inventory, does the property contribute to? The era of significance is generally the length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for designation on the City's Historic Sites Inventory. Is the building associated with a person important in history? If so, during what period did they occupy the building?
- b. **Physical Condition.** What materials or characteristics of the building exist that contribute to our understanding of the building's era of significance? What is the existing condition or degree of integrity of the building's historic materials? What alterations contribute to our understanding of the building's historic significance?
- c. **Evidence of Earlier Appearance.** Is sufficient evidence available to document the building's appearance during the proposed period of restoration and reproduce missing features? This may take the form of historic photographs, written records, maps, and/or physical evidence in the building itself.
- d. **Existing Alterations.** Consider the quality, design, materials, and craftsmanship of the building and the changes that have occurred over time. Did the house have an early addition, creating a cross-wing from a hall-parlor form? Or, was the house remodeled during the historic period in order to reflect the Craftsman bungalow style?
- e. **Uses.** What will the building be used for? How will use affect the property and how does this impact the different historic materials or characteristics that may be present?

8. Treatment of Historic Materials

- a. **Wood:** The following table outlines the recommended preservation techniques.

DO:

Identify, retain, and preserve wood features, such as siding, cornices, brackets, window architraves, and doorway pediments and their paints and finishes that are important in defining the overall historic character of the building or structure.

DO NOT:

Remove or radically change wood features important in defining the overall historic character of a building or structure where that removal or change diminishes that overall character.

Remove a major portion of a historic wood feature from a façade instead of repairing

Protect and maintain wood features by providing proper drainage so water is not allowed to stand on flat, horizontal surfaces or accumulate on decorative features.

Apply chemical preservatives to traditionally unpainted wood features, such as beam ends or outriggers that are exposed to decay hazards.

Retain coatings, such as paint, that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint-surface deterioration and as part of an overall maintenance program that involves repainting or applying other appropriate protective coatings.

Inspect painted wood surfaces to determine whether repainting is necessary or if cleaning is all that is required.

Remove damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand-scraping and hand-sanding), before repainting.

If paint on decorative wood features and flat wood surfaces is so deteriorated that total removal prior to repainting is necessary, use electric hot-air guns and electric heat plates with care.

Apply compatible paint-coating systems following proper surface preparation.

Evaluate the overall condition of the wood to determine whether more than protection and maintenance are required, that is, if repairs to wood features are necessary.

Repair wood features by patching, piecing, consolidating, or otherwise reinforcing the wood using recognized preservation

or replacing only the deteriorated portion of the wood feature.

Reconstruct a façade with new material in order to achieve a uniform or 'improved' appearance.

Radically change the type of finish or color accent scheme so the historic character of the exterior is diminished.

Strip historically painted surfaces to bare wood then apply clear finishes or stains in order to create a 'improved natural look'.

Strip paint or varnish to bare wood rather than repair or reapply a special finish, i.e., retain the grain finish on an exterior wood feature such as a front door.

Fail to identify, evaluate, and treat the causes of wood deterioration, including faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces and insect or fungus infestation.

Use chemical preservatives, such as creosote, which that can change the appearance of wood features unless they the preservatives were used historically.

Strip paint or other coatings to reveal bare wood, therefore exposing historically coated surfaces to the effects of accelerated weathering.

Remove paint that is firmly adhered to and, thus therefore, protects wood surfaces.

Use destructive paint-removal methods such as propane and butane torches, sandblasting, and water blasting. These methods can irreversibly damage historic

methods.

Repair may also include limited replacement in kind--or with compatible substitute material—of those extensively deteriorated or missing parts of features where there are surviving prototypes such as brackets, molding, or sections of siding.

Replace in kind an entire wood feature that is too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence as a model to reproduce the feature. Examples of wood features include cornices, entablature, and balustrades.

If using in-kind material is not technically or economically feasible, then a compatible substitute material shall be considered.

Design and install a new wood feature, such as a cornice or doorway, when the historic feature is missing completely. The wood feature may be an accurate restoration using historical, pictorial, or physical documentation; or may be a new design that is compatible with the size, scale, material, and finish of the historic building or structure.

woodwork.

Use thermal devices improperly where historic woodwork becomes scorched.

Fail to thoroughly neutralize wood after using chemicals, causing new paint to not adhere.

Allow detached wood features to soak too long in a caustic solution where the wood grain becomes raised and the surface roughened.

Fail to follow manufacturers' product and application instructions when repainting exterior woodwork.

Use new colors that are inappropriate to the historic structure or District.

Fail to undertake adequate measures to assure the protection of wood features.

Replace an entire wood feature, such as a cornice or wall, when repair of the feature or limited replacement of deteriorated wood or missing parts is appropriate.

Use, for a replacement part, substitute material that does not convey the visual appearance of, or that is not physically or chemically compatible with the surviving parts of a wood feature.

Remove, and not replace a feature that is unrepairable, or replace the unrepairable feature with a new feature that does not convey the same visual appearance.

Create a false historic appearance by replacing a wood feature based on insufficient historic, pictorial, or physical documentation.

Introduce a new wood feature that is

incompatible in size, scale, material and color.

b. Masonry: The following table outlines the recommended preservation techniques.

DO:

Identify, retain, and preserve masonry features, such as walls, brackets, railings, cornices, window architraves, door pediments, steps, and columns as well as details such as tooling and bonding patterns, coatings, and finish, that are important in defining the overall historic character of the structure.

Repair masonry walls and other masonry features where there is evidence of deterioration, such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork, by repointing mortar joints.

Protect and maintain masonry by providing proper drainage so water does not stand on flat, horizontal surfaces or accumulate on curved decorative features.

Clean masonry to remove heavy soiling or to halt deterioration only when necessary.

Carry out masonry surface cleaning tests after it has been determined that such cleaning is appropriate. Tests should be observed over a sufficient period of time so both the immediate and long-range effects demonstrate the gentlest method possible.

Clean masonry surfaces with the gentlest method possible, such as low-pressure water and detergents, using natural bristle brushes.

Inspect painted masonry surfaces to determine whether repainting is

DO NOT:

Remove or radically change masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Replace or rebuild a major portion of exterior masonry walls that could be repaired so that, as a result, the building is no longer historic and is essentially new construction.

Apply paint or other coatings such as stucco to masonry that has been historically unpainted or uncoated to create a new appearance.

Remove paint from historically painted masonry.

Radically change the type of paint or coating or its color.

Fail to evaluate and treat the various causes of mortar joint deterioration such as leaking roofs or gutters, differential settlement of the building, capillary action, or extreme weather exposure.

Clean masonry surfaces when they are not heavily soiled to create a new appearance, thus needlessly introducing chemicals or moisture into historic materials.

Clean masonry surfaces without testing or without sufficient time for the testing results to be of value.

Sandblast brick or stone surfaces using

necessary.

Remove damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., hand-scraping) prior to repainting.

Apply compatible paint coating systems following proper surface preparation.

Repaint with colors that are historically appropriate to the building or structure and Historic District.

Evaluate the overall condition of the masonry to determine if what is required is more than just protection and maintenance, that is, if repairs to the masonry features will be necessary.

Remove deteriorated mortar by carefully hand-raking the joints to avoid damaging the masonry.

Duplicate old mortar in strength, composition, color, and texture.

Duplicate old mortar joints in width and in joint profile.

Repair stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.

Use mud plaster as a surface coating over unfired, un-stabilized adobe; mud plaster bonds to the adobe.

Cut damaged concrete back to remove the source of deterioration (often corroded metal reinforcement bars). The new patch must be applied carefully so it will match, and bond satisfactorily with the historic concrete.

dry or wet grit or other abrasives. These methods of cleaning permanently erode the surface of the material and accelerate deterioration.

Use a cleaning method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures.

Clean with chemical products that will damage masonry, such as using acid on limestone or marble, or leaving chemicals on masonry surfaces.

Apply high-pressure water cleaning methods that will damage historic masonry and the mortar joints.

Remove paint that is firmly adhered to and, therefore, protects masonry surfaces.

Use methods of removing paint that are destructive to masonry such as sandblasting, application of caustic solutions, or high-pressure water blasting.

Fail to follow manufacturers' product and application instructions when repainting masonry.

Fail to undertake adequate measures to assure the protection of masonry features.

Remove non-deteriorated mortar from sound joints, and then repoint an entire building or structure to achieve a uniform appearance.

Use electric saws and electric hammers rather than hand tools to remove deteriorated mortar from joints prior to repointing.

Repoint with mortar of high Portland-cement content (unless Portland cement is the content of the historic mortar). Portland

Repair masonry features by patching, piecing, or consolidating the masonry using recognized preservation methods. Repair may also include the limited replacement in kind--or with compatible substitute material--of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes such as terra-cotta brackets or stone balusters.

Apply new or non-historic surface treatments, such as water-repellent coatings, to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problems.

Design and install new masonry features such as steps or door pediments when the historic feature is missing completely. The new masonry feature shall be an accurate restoration using historical, pictorial, or physical documentation; or shall be a new design that is compatible with size, scale, material, and color of the historic structure.

cement can often create a bond that is stronger than historic material and can cause damage as a result of a different coefficient of expansion and a different porosity of the material and mortar.

Repoint with a synthetic caulking compound.

Use a 'scrub' coating technique to repoint instead of traditional repointing methods. Change joint width or joint profile when repointing.

Remove sound stucco or repair with a new stucco that is stronger than the historic material or does not convey the same visual appearance.

Apply cement stucco to unfired, un-stabilized adobe. Cement stucco does not bond properly to un-stabilized adobe and can cause moisture to become trapped between materials, resulting in accelerated deterioration of the adobe.

Patch concrete without removing the source of deterioration.

Replace an entire masonry feature, such as a cornice or balustrade, when repair of the masonry and limited replacement of deteriorated missing parts is appropriate.

Use a substitute material that is not physically or chemically compatible for a replacement part, or that does not convey the visual appearance of surviving parts of a masonry feature.

Apply waterproof, water repellent, or non-historic coatings, such as stucco, as a substitute for repointing masonry, or masonry repairs. Coatings are frequently unnecessary, expensive, and may change the appearance of historic masonry as well

as accelerate its deterioration.

Replace in kind an entire masonry feature that is too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence as a model to reproduce the feature.

Examples include entire walls, cornices, balustrades, columns, or stairways. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Remove and not replace, or replace with a new feature that does not convey the same visual appearance, a masonry feature that is not repairable.

Create a false historical appearance by replacing a masonry feature based on insufficient historical, pictorial, or physical documentation.

Introduce a new masonry feature that is incompatible with the historic structure in size, scale, material and color.

c. Architectural Metal: The following table outlines the recommended preservation techniques.

DO:

Identify, retain, and preserve architectural metal features such as columns, capitals, window hoods, stairways, and their finishes and colors that are important in defining the overall historic character of buildings or structures. Identification, prior to work, is also critical to differentiate between metals. Each metal has different properties and requires treatments unique to those properties.

Protect and maintain architectural metals from corrosion by providing proper drainage so water does not stand on flat,

DO NOT:

Remove or radically change architectural metal features important in defining the overall historic character of a building or structure where that removal or change diminishes that overall historic character.

Remove a major portion of a historic architectural metal feature from a façade, and then reconstruct the façade with new material, instead of repairing or replacing only the deteriorated metal in order to create a uniform or 'improved' appearance.

horizontal surfaces or accumulate on curved, decorative features.

Clean architectural metals, when appropriate, to remove corrosion prior to repainting or applying other appropriate protective coatings.

Identify the type of metal prior to any cleaning procedure to determine if cleaning is appropriate, and then test the metal to assure the gentlest cleaning method possible is selected for the particular metal.

Clean soft metals such as lead, tin, copper, terneplate, and zinc with appropriate chemical methods; these metal finishes can be easily abraded by blasting methods.

Use the gentlest cleaning methods for cast iron, wrought iron, and steel--hard metals--in order to remove paint buildup and corrosion. If hand-scraping and wire-brushing have proven ineffective, low-pressure grit blasting may be used as long as it does not abrade or damage the surface.

Apply appropriate paint or other coating systems after cleaning in order to decrease the corrosion rate of metals or alloys.

Apply an appropriate protective coating, such as lacquer, to an architectural metal feature such as a bronze door that is subject to heavy pedestrian use.

Evaluate the overall condition of architectural metal to determine whether more than protection and maintenance are required, that is, if repair is necessary.

Repair architectural metal features by

Radically change the type of finish or historic color or accent scheme of the finish.

Fail to identify, evaluate, and treat causes of corrosion, such as moisture from leaking roofs or gutters.

Place incompatible metals together without providing reliable separation material. Such incompatibility can result in galvanic corrosion of the less noble metal, e.g., copper will corrode cast iron, steel, tin, and aluminum.

Expose metals that are intended to be protected from the environment.

Apply paint or other coatings to metals, such as copper, bronze, or stainless steel, that are meant to be exposed.

Use cleaning methods that alter or damage the historic color, texture, or finish of a metal; or clean a metal when it is inappropriate.

Remove the patina of historic metal. The patina may be a protective coating on some metals, such as bronze or copper, as well as a significant historic finish.

Clean soft metals such as lead, tin, copper, terneplate, and zinc with grit blasting that abrades the surface of those metals.

Fail to employ gentler methods prior to abrasively cleaning cast iron, wrought iron or steel, or prior to using high-pressure grit blasting.

Fail to re-apply, after cleaning, protective coating systems to metals or alloys that require them cleaning so to avoid accelerated corrosion.

patching, splicing, or otherwise reinforcing the metal following recognized preservation methods.

Repair of metal features may include limited replacement in kind--or with a compatible substitute material--of those extensively deteriorated or missing parts of features, such as porch balusters, column capitals or bases, and porch cresting, when there are surviving prototypes.

Replace in kind an entire architectural metal feature too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence as the model to reproduce the feature. Examples include cast iron porch steps or steel sash windows.

If using the same in kind material is not technically or economically feasible, a compatible substitute material shall be considered.

Design and install a new architectural metal feature, such as a metal cornice or cast iron capital, when the historic feature is missing completely. The new feature shall be an accurate restoration using historical, pictorial, or physical documentation, or shall be a new design that is compatible with the size, scale, material, and color of the historic building or structure.

Fail to assess pedestrian use or new access patterns so architectural metal features are not subject to damage by use or by inappropriate maintenance such as salting adjacent sidewalks.

Fail to undertake adequate measures to assure the protection of architectural metal features.

Replace an entire architectural metal feature, such as a column or balustrade, when repair of the metal or limited replacement of deteriorated or missing parts is appropriate.

Use a substitute material for a replacement part that does not convey the visual appearance of the surviving parts of an architectural metal feature or that is not physically or chemically compatible.

Remove and not replace an architectural metal feature that is not repairable, or replace it with a new architectural metal feature that does not convey the same visual appearance.

Create a false historical appearance by replacing an architectural metal feature based on insufficient historical, pictorial, or physical documentation.

Introduce a new architectural metal feature that is not compatible in size, scale, material and color.

B. Supplemental Guidelines for New Residential and Commercial Sites & Structures

1. Compatibility & Complementary

“Compatible” and “Complementary” are terms often used in historic preservation to describe the relationship between historic structures and new infill construction. Many characteristics and features contribute to compatible and

complementary design, which helps to ensure the preservation of Park City's Historic Sites and Districts. These characteristics include:

- Form
- Mass and scale
- Roof shapes
- Building height
- Floor height
- Setbacks
- Materials
- Repetition or rhythm of solid-to-voids
- Rhythm of entrances and/or porches
- Window and door sizes, proportions, and patterns
- Orientation of entrances
- Landscaping

2. Masonry & Retaining Walls

Retaining walls contribute to the context and rhythm of streetscapes in Old Town. Historically, retaining walls were a simple method for property owners to manage the steep and complex topography. In addition, retaining walls helped define property boundaries and create yard space where space was otherwise limited.

Historic retaining walls were stacked by hand using stones found at local quarries or on site. The stones were carried by hand, making them rather uniform and small in size. Retaining walls were either dry stacked or used mortar. After 1900, concrete retaining walls began to appear.

As new retaining walls are introduced to Old Town, the following should be considered:

- a. Materials for new retaining walls visible from the right-of-way should reflect the building's era and style.
- b. Stones in new retaining walls shall be no larger than stones that a miner would be capable of carrying. New stones shall be similar in type, color, texture, scale, and proportion to those used historically in the District. Large boulders are discouraged and are not in keeping with the character of the Historic District.
- c. Historically, retaining walls were no more than 3 to 5 feet in height. It is generally preferred that new retaining walls over 5 feet be terraced to prevent large vertical planes of retaining walls on the streetscape. The Design Review Team recognizes the need to retain more earth as development occurs in Old Town; however, the Design Review Team encourages retaining walls that are in keeping with the scale of those found historically throughout the Historic District. Terracing multiple walls of 3 to 5 feet in height is encouraged with vegetation in between each terrace.

- d. Board-formed concrete may be appropriate. New concrete retaining walls shall be textured. A smooth or polished concrete finish is inappropriate and not in keeping with the character of the District.
- e. New retaining walls shall be screened with vegetation where appropriate.
- f. Retaining walls of alternative designs and materials shall be reviewed on a case-by-case basis.

3. Fences

As with retaining walls, fences were typically historic site features found throughout Old Town. The repetition of these site features created a sense of continuity and rhythm along the street front. Wood and woven wire fences were common front yard enclosures that followed the site perimeter, most commonly along the street front. New fences visible from the public right-of-way should reflect the period of significance of the historic primary structure.

Several styles of fencing that were common during the historic period and are appropriate for use in the Historic District:

- a. Picket fences. Historically, wood picket fences may have been the most common fence type used in front yards. These fences had flat, dog-eared, or pointed tops and were generally less than 3 feet high. Pickets were typically 3-1/2 inches wide with spacing of 1-3/4 inches between boards.
- b. Wire fences. Various types of wire, including woven wire, were stretched between wood or metal posts. This fence type was very common in Park City; however, many of these original wire fences have been lost.
- c. Simple wrought and cast iron fences.

Fences of alternative designs and materials will be reviewed on a case-by-case basis. Substitute materials such as fiber cement or plastic-wood composite materials should not be used unless they are made of a minimum of 50% recycled and/or reclaimed materials. Further, it must be demonstrated that the use of these materials will not diminish the historic character of the neighborhood. Vinyl and Trex-type fencing is generally not appropriate in the Historic District and will be reviewed on a case-by-case basis.

4. Sustainability in New Residential and Commercial Infill Buildings

- (1.) ~~1.2~~ Construction waste shall be diverted from landfill in favor of reuse or resell, or recycled, when feasible.
- (2.) Owners are encouraged to use eco-friendly materials that appear similar in scale, texture, and finish to those employed on Historic Structures. Eco-friendly materials include, but are not limited to, those that are locally manufactured, easy to maintain, durable, have a long life span, recyclable, and comprised of recycled or repurposed materials.
- (3.) The arrangement of windows that are compatible with the historic context shall be arranged to maximize strategies for passive solar and day-lighting.

Window patterns shall be consistent with the solid-to-void ratio seen on Historic buildings. The use of true divided light windows is preferred.

- (4.) Green roofs may be used to provide thermal mass to help regulate interior temperatures and reduce the urban heat island effect. The visual impact of a green roof shall be limited to preserve the character of the Historic District. Green roofs shall be designed to not be visible from the primary public right-of-way and where a flat or low-pitched roof form is compatible with neighboring Historic structures. The height of the vegetation shall be limited so as not to overwhelm the character of the new infill building.
- (5.) ~~1.3~~ Owners are encouraged to use sources of renewable energy—on- or offsite. ~~Photovoltaic cells be located on roofs such that they will be visually minimized when viewed from the primary public right-of-way and should be mounted flush with the roof.~~ The following shall be met:
- Solar energy systems may be located on the primary structure's roof only when located so as not to be visible from the public right-of-way, including side streets for corner lots.
 - Solar energy systems shall be sized to remain subordinate to the structure. Solar energy systems shall be mounted below the ridgeline on a sloping roof or behind a parapet of a flat roof to reduce visibility from the public right-of-way.
 - Solar energy systems on Accessory Structures shall be positioned to the side or rear of the main building to limit their visibility from the primary public right-of-way.
 - Solar energy systems may also be located on a free-standing structure in a rear or side yard, so long as it meets the required setbacks and heights for an Accessory Structure.
 - Building-integrated solar energy systems are appropriate when the materials used are compatible with the new infill building, have proven durability, and their application does not detract from the historic character of the district.
 - Wind turbines may be located on the primary structure's roof only when located so as not to be visible from the public right-of-way, including side streets for corner lots.
 - Wind turbines shall be sized to remain subordinate to the structure.
 - Wind turbines on Accessory Structures shall be positioned to the side or rear of the main building to limit their visibility from the primary public right-of-way.
 - Wind turbines may also be located on a free-standing structure in a rear or side yard, so long as it meets the required setbacks and heights for an Accessory Structure.

C. Landscaping in Old Town

The following plant varieties are recommended for use in the Historic Districts and Historic Sites in addition to those found in Municipal Code 14:

<u>Fruit Trees</u>	<u>Common Trees</u>	<u>Shrubs and bushes</u>	<u>Vines</u>	<u>Perennials</u>	<u>Plants</u>
<u>Plum,</u> <u>flowering and</u> <u>fruiting</u> <u>Pear Walnut</u> <u>Crabapple</u> <u>Service berry</u> <u>Elderberry</u> <u>Jonathan Gold</u> <u>Apple tree</u> <u>(and other cold</u> <u>varieties)</u> <u>Choke Cherry</u> <u>trees</u>	<u>Aspens¹</u> <u>White Fir</u> <u>Bolleana</u> <u>Popular ¹</u> <u>Mountain</u> <u>Ash</u> <u>Maple</u> <u>Gambel</u> <u>Oak</u> <u>Scrub Oak</u> <u>Pinyon pine</u>	<u>Lilacs</u> <u>Harrison</u> <u>Yellow Rose</u> <u>Austrian</u> <u>Copper Rose</u> <u>Golden</u> <u>Current</u> <u>Alpine</u> <u>Currant</u> <u>Serviceberry</u> <u>Mountain</u> <u>Lover</u> <u>Dogwood</u> <u>Willow</u> <u>Junipers</u> <u>Cinnamon</u> <u>Fern</u>	<u>Hops</u> <u>Palmatis</u> <u>Virginia</u> <u>Creeper</u> <u>Trumpet vine</u> <u>Clematises</u> <u>Climbing</u> <u>Roses</u> <u>Rogosa</u> <u>Roses</u> <u>Silver Lace</u> <u>Sages</u> <u>Potentilla</u>	<u>White</u> <u>columbine</u> <u>Bluebells</u> <u>Dogtooth</u> <u>Violets</u> <u>Daffodils</u> <u>Daylily</u> <u>Squills</u>	<u>Sweet</u> <u>woodruff</u> <u>Bishop's</u> <u>weed</u> <u>Hostas</u>

¹ Use with discretion near building foundations, sidewalks and drives.



April 18, 2019

NOTICE OF PUBLIC HEARING

Dear Property Owner:

The Park City Planning Department is proposing amendments to the Land Management Code (LMC) regarding LMC 15-13 Design Guidelines for Historic Districts and Historic Sites and LMC 15-15 Definitions. The Historic Preservation Board (HPB) and Planning Commission have both reviewed the proposed Design Guideline amendments and made positive recommendations to City Council.

The overall goals of the Design Guideline amendments include, but are not limited to:

- Create greater consistency between the Design Guidelines for Historic Sites and New Construction.
- Create greater transparency and clarity in developing compatible design.
- Provide more guidance on designing infill construction and additions.
- Maintain consistency with the Sustainability goals and ongoing efforts of the City.

City Council reviewed the proposed amendments to the Design Guidelines for Historic Districts and Historic Sites on January 15, 2019. Staff will be returning to City Council on May 2, 2019 for a Public Hearing and possible Action. The City Council meeting packet will be available sometime on or after April 29, 2019 - please check the Park City Municipal Corporation website at www.parkcity.org for the published packet.

Staff has included information about the public hearing below:

Meeting Body: City Council
Date: May 2, 2019
Location: City Council Chambers at 445 Marsac Avenue Park City, Utah 84060
Time: 6:00 PM
Action Scheduled: Public Hearing and Possible Action

If you have any questions or would like more information, please contact the project Planner, Hannah Tyler, at (435) 615-5059 or hannah.tyler@parkcity.org

Respectfully,

A handwritten signature in black ink, appearing to read "Hannah Tyler", written over a horizontal line.

Hannah M. Tyler
Senior Planner