



**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
April 5, 2018**

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Park City, Utah will hold its regularly scheduled meeting at the Marsac Municipal Building, City Council Chambers, 445 Marsac Avenue, Park City, Utah for the purposes and at the times as described below on Thursday, April 5, 2018.

CLOSED SESSION

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

STUDY SESSION

3:15 p.m. Nightly Rental Study - Potential Phase 2 Update

[Nightly_Rental_Update #2 - Staff Report.](#)

[Memo to Council - Nightly Rental Study](#)

[Attachment 2 - Inntopia Short Term Rental Market Assessment - April Presentations](#)

[Attachment 3 - Nightly Rental Update Presentation #1](#)

4:15 p.m. Social Equity Community Critical Priority Next Steps

[Social Equity Staff Report](#)

WORK SESSION

5:15 p.m. Discuss Potential Land Management Code Amendments for Title 15 Chapter 6
Section 7, Master Planned Affordable Housing Development

[Affordable Master Planned Developments - Land Management Code Amendments Staff
Report](#)

REGULAR MEETING - 6:00 p.m.

I. ROLL CALL

II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments

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

IV. CONSIDERATION OF MINUTES

Consideration to Approve the City Council Meeting Minutes from March 15, 2018
[3.15.18 Minutes](#)

V. CONSENT AGENDA

1. Request to Authorize the City Manager to Execute the First Amendment to the Professional Services Agreement, in a Form Approved by the City Attorney, with CH2M, Inc., for the 3Kings Water Treatment Facility (3KWTF) Phase III Design Services in an Amount Not to Exceed \$1,600,000.00

[Staff Report - 3Kings Water Treatment Plant Phase III and First Addendum to Service Contract](#)

2. Request to Authorize the City Manager to execute a Construction Agreement, in a Form Approved by the City Attorney, with Daley Excavators for the 2018 Water Improvements Project for an Amount Not to Exceed \$678,000.00

[Water Improvement Project Staff Report](#)

VI. NEW BUSINESS

1. Consideration to Approve Ordinance No. 2018-13, an Ordinance Approving the 89 King Road Plat Amendment Located at 89 King Road, Park City, Utah
(A) Public Hearing (B) Action
[89 King Rd Plat Staff Report and Ordinance](#)
[PL-18-03773 89 King Rd Plat Exhibits](#)
2. Consideration to Approve Ordinance No. 2018-14, an Ordinance Approving the Prospect Place Plat Amendment Located at 86 Prospect Street, Park City, Utah
(A) Public Hearing (B) Action
[Prospect Place Plat Amendment Staff Report and Ordinance](#)
[PL-18-03792 86 Prospect St Plat Exhibits](#)
3. Critical Priority Environmental Sustainability Update
[Environmental Sustainability Staff Report](#)

VII. ADJOURNMENT

VIII. PARK CITY REDEVELOPMENT AGENCY MEETING

IX. ROLL CALL

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

XI. NEW BUSINESS

1. Consideration to Approve an Economic Development Grant Contract in the amount of \$15,000 for Red Flower LLC in a Form Approved by the City Attorney
(A) Public Hearing (B) Action
[Red Flower Grant Staff Report](#)
[Exhibit A - Red Flower Contract](#)
[Exhibit B - Application and Grant Criteria Analysis](#)
[Exhibit C - ED Grant Updated Criteria FY 18](#)
[Exhibit D - Red Flower Application](#)

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.**

City Council Agenda Item Report

Meeting Date: April 5, 2018

Submitted by: Joe Drafter

Submitting Department: Executive

Item Type: Staff Report

Agenda Section: CLOSED SESSION

Subject:

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

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: April 5, 2018

Submitted by: Matt Dias

Submitting Department: Executive

Item Type: Staff Report

Agenda Section: STUDY SESSION

Subject:

3:15 p.m. Nightly Rental Study - Potential Phase 2 Update

Suggested Action:

Attachments:

[Nightly_Rental_Update #2 - Staff Report.](#)

[Memo to Council - Nightly Rental Study](#)

[Attachment 2 - Inntopia Short Term Rental Market Assessment - April Presentations](#)

[Attachment 3 - Nightly Rental Update Presentation #1](#)



City Council Staff Report

Subject: Short Term Rental Update #2
Author: Brumby McLeod & Matthew Dias
Department: Executive
Date: April 5, 2018
Type of Item: Informational

Summary Recommendation

Review the short term rental market assessment, conducted by Brumby McLeod, and procured for, and funded by, the Park City Chamber & Visitors Bureau, Summit County, and Park City Municipal Corporation.

Executive Summary

- The expansion and proliferation of the short term online rental market has continued to increase its market share and impacts on local housing market around the world and around U.S.
- In particular, the online short term rental market has had pervasive impacts on resort communities, both positive and negative.
- Other mountain resort communities around the country, as well as large cities, have been trying to better understand the impacts and mitigate when possible.
- Several U.S. States have chosen to altogether prohibit local jurisdictions from regulating short term rentals; very similar to our inability to regulate Transportation Network Companies (TNCs) (Uber, Lyft, etc.).
- PCMC has, in collaboration with other Utah cities and towns and the Utah League of Cities and Towns (ULCT), thus far been successful in convincing the Utah State Legislature to maintain local control and authority over the regulations that govern short term rentals (under the general premise that each community is different).
- PCMC currently allows short term rentals (inspected by the Building Department for safety and licensed by the Finance Department by a business license) in the vast majority of the City.
- Despite the allowance for short term rentals in most of PCMC, a cursory online search indicates that many properties are likely unlicensed, and even more so if you look outside of the PCMC boundaries (greater Summit Co.).
- Despite searching online and identifying a short term rental within PCMC that is not licensed, the State Legislature recently enacted a law that prohibits any city or town in Utah from citing the property owner for the act of advertising an online rental (in other words, a city/town would have to identify AND catch a property in the act of renting, etc.) in order to site the property. Nothing prevents PCMC from sending advisory notices
- For years, staff and Council have sought additional information to better assess the growing industry and its trends, ensure safety and conformance with local licensing, and what might be done to mitigate their impacts.

- Utah Code 10-8-85.4 prohibits Park City from issuing citations for the mere act of advertising online – the property would need to be found in violation for a violation to be issued.

Acronyms

- Park City Municipal Corporation (PCMC)
- Transportation Network Company (TNC)

The Problem

- For several years, PCMC and resort communities across the U.S. have been dealing with the impacts of the growth of the short term rental market.
- Brumby McLeod will provide a market assessment of PCMC and greater Park City.

Background

- Brumby McLeod is an expert on tourism and lodging industries from the College of Charleston, South Carolina.
- Brumby has studied both mountain and beach resort communities in regard to the growth of short term rental markets, including a year sabbatical in Park City working with the Chamber.
- The short term rental market assessment, conducted by Brumby McLeod, has been procured for, and funded by, the Park City Chamber & Visitors Bureau, Summit County, and PCMC.

Summary Recommendation

Review the short term rental market assessment, conducted by Brumby McLeod, and procured for, and funded by, the Park City Chamber & Visitors Bureau, Summit County, and Park City Municipal Corporation.

Department Review

Executive and Legal Departments

Attachments

- Attachment 1 = Memo outlining potential future phases of project
- Attachment 2 = Presentation #2 (Powerpoint (PDF))
- Attachment 3 = Presentation #1 from January 2018 (Powerpoint (PDF))
- Attachment D = 2017 Utah Legislation
<https://le.utah.gov/~2017/bills/static/HB0253.html>



To: Park City Municipal Corporation City Council

From: Brumby McLeod, Project Manager

Date: Monday, April 2, 2018

Topic: Phase I Deliverable of Short-term Rental Study

Dear Council,

We are pleased to share our findings from Phase I of the nightly rental study for Summit County, Park City Municipal Corporation and the Chamber. Provided below is a brief summary of the findings from Phase I. A full presentation of the Phase I study is forthcoming at the April 4th Summit County Council meeting and April 5th Park City Municipal Corporation City Council meeting.

In summary, there are three major areas that need attention from the Phase I study: (1) nightly rental business processes, (2) an understanding of existing lodging inventory, and (3) technology to monitor, measure and manage the ever-changing listings of the nightly rentals operating in the market. Addressing these areas is important toward developing and managing the housing fact-base we seek to produce and maintain for Summit County, Park City Municipal Corporation and the Chamber in Phase II.

The first area of improvement relates to business processes around the nightly rental process. We discovered inconsistency in the application of which operators need a license. We discovered licensed units that could not be matched to actual properties. And we discovered procedures that lead to poor and inconsistent data collections when requesting a license. The nightly rental ordinance should be consistently applied, identify the operator of the nightly rental, and confirm its location to the actual unit across the entire jurisdictional area to ensure stable and consistent measurement and monitoring of the inventory. To address and correct these findings from Phase I, there is a proposed consulting component to Phase II.

The second area of improvement relates to a fact-base of the commercial accommodation operating in the market. There needs to be a census of the existing inventory of multi-unit nightly rentals that represent the traditional hotels, resorts and condominiums as well as single-family homes in the nightly rental pool. The nightly rental process is particularly fair and straight forward for the market, but it does not readily categorize property types such as timeshares, condotels, condominiums, fractionals and single-family homes. A Transient Inventory Study (TIS) that counts and categorizes the professionally-managed units across all lodging types is strongly needed, particularly as we work to reconcile rent-by-owner inventory



in the nightly rental market. Many of the residential nightly rentals are part of these multi-unit complexes located throughout the market. The TIS could then be updated every year to provide a census footprint of the commercial accommodation sector in Summit County.

The third area of improvement relates to the discrepancy between licensing and listings. There are many more units operating than licensed. A technology solution for identifying and validating listings to actual nightly rental units would provide a real-time ongoing mechanism for creating a fair and level playing field that assures compliance and appropriate licensing for the frequently changing nightly rental market.

The supporting details of these findings will be provided in the forthcoming presentation to Council. Addressing these three areas will allow us to create and maintain a housing fact-base in Summit County as it relates to nightly rentals. Resolving the shortcomings from Phase I will improve licensing and the tourism operating environment. More importantly, these solutions will provide knowledge for informing municipal and county leadership about the pressures on housing from tourism.

As we move to consider Phase II, some important discussions about County, City, and Chamber collaboration need to be addressed. These preliminary discussions began several days ago so that a formal proposal of services and costs could be established in the very near future. Thank you for your consideration.

Prepared by Brumby McLeod

Project Manager, Phase I Study, Principal Investigator
Sabbatical Research Fellow with Inntopia

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APRIL 2018

Inntopia Short Term Rental Market Assessment

INNTOPIA

DELIVERABLE 1

An assessment of the various jurisdictions and unincorporated areas within Summit County and their requirements for operating short-term rentals. The assessment addresses key categories identified by the project team for evaluation.

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Residential Short-term Rental Requirements by Jurisdiction

Jurisdiction	Zoning	Life Safety	Public Notice	HOA	Tax	Business License	Permit	Education	Fees
Coalville City	X	X				X			\$30+
Francis City	X								
Town of Henefer						X			\$25
Kamas City						X			\$60+
Oakley City						X			\$25+
Park City	X	X			X	X		X	\$177.74+
Unincorporated County areas	X	X			X	X		X	\$200+

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Summit County Jurisdictions

- Ordinance: Summit County, Utah County Code [Title 3 Chapter 1 Article D](#)
- Processes: [Summit County Nightly Rental Process](#)
 - Recommended to check HOA compliance
 - Multi-unit operators must register nightly rental with state of Utah
 - Summit County Business License Application
 - Fire & Safety Inspection in Synderville Basin

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Park City Jurisdiction

- Ordinance: [Park City Municipal Code, Title 4, Chapter 5, Article 3](#)
- Processes:
 - Comply with Zoning Requirements
 - Fire & Safety Inspection
 - Pay Finance Department \$149 Admin fee + \$28.74 per bedroom

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Nightly Rental License Applications

- Park City: [Nightly Rental License Application](#)
- Unincorporated Summit County: [Nightly Rental License Application](#)
- Business License Only
 - [Oakley City](#)
 - [Kamas City](#)
- No information online
 - Coalville City
 - Town of Henefer
 - Francis City *

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DELIVERABLE 2

Quantitative snapshot of the current housing mix in a static state. This provides a benchmark of the current situation, but recognizes the seasonal fluctuations and dynamics in amenity-rich resort communities.

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Data Received

- Shapefile for a mapping program, consisting of 4 datasets:
 1. Address Entrance Points
 2. Street Centerlines
 3. New Stacked Parcels - Parcel, Ownership, Property Address Info
 4. Site Address Points - Property address parsed out into separate columns
- Building Info Data
- Assessor Table
- Nightly Rental License Data
- Property Management Company List

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Data Processes

- Unique account code identified for joining data sets
- Address standardization between the joined data sets and license data
- Applied unique account code to license data
- Geocoded addresses with missing map plotting coordinates

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Data Findings

- Assessor Table - 73,843
- Address Entrance Points/Street Centerlines/New Stacked Parcels/Ownership/Site Address Points - 40,359
- Building Info Data - 28,345
- Residential Dwellings plus 17 NonResidential Properties (from license data) - 25,483
 - Commercial Buildings (from license data) - 14
 - Residential Land (from license data) - 3
- Residential Only Dwellings - 25,466
 - Primary Residences (13,387) account for 53% of Residential Dwellings
 - Non-Primary Residences (11,930) account for 47% of Residential Dwellings
 - Primary & Non-Primary Residences - 149

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License Data Findings

- Nightly Rental Licenses (2,535) account for 10% of Residential Dwellings
- Nightly Rental Licenses not matched to parcel data (497) account for 20% of total licenses
 - Licenses from the County that did not match to parcel data (56) account for 13% of total licenses from the County (436)
 - Licenses from Park City Municipal Corporation that did not match to parcel data (441) account for 21% of total licenses from the City (2,099)

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Licensed Nightly Rentals

City Licenses

		% of City Licenses
Owner Managed	167	8%
Professionally Managed	202	10%
Unspecified	1,730	82%
Total	2,099	

County Licenses

		% of County Licenses
Owner Managed	56	13%
Professionally Managed	235	54%
Unspecified	145	33%
Total	436	

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Licensed Nightly Rentals

All Licenses

Owner Managed	223	9%
Professionally Managed	437	17%
Unspecified	1,875	74%
Total	2,535	

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Licensed Nightly Rentals Location

All Licenses

Park City	2,526
Kamas*	4
Coalville*	3
Oakley*	1
Blank	1
Total	2,535

*each of these jurisdictions has their own business license process; their respective nightly rental records were not requested

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Licensed Nightly Rentals

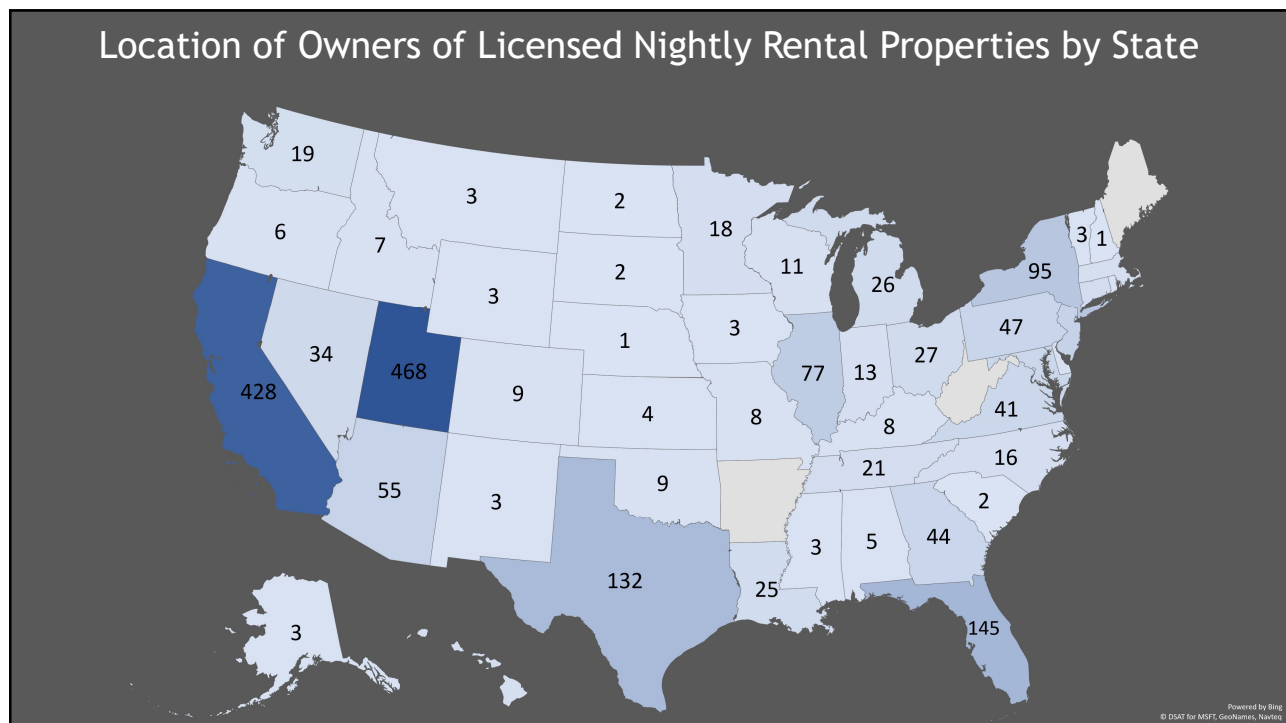
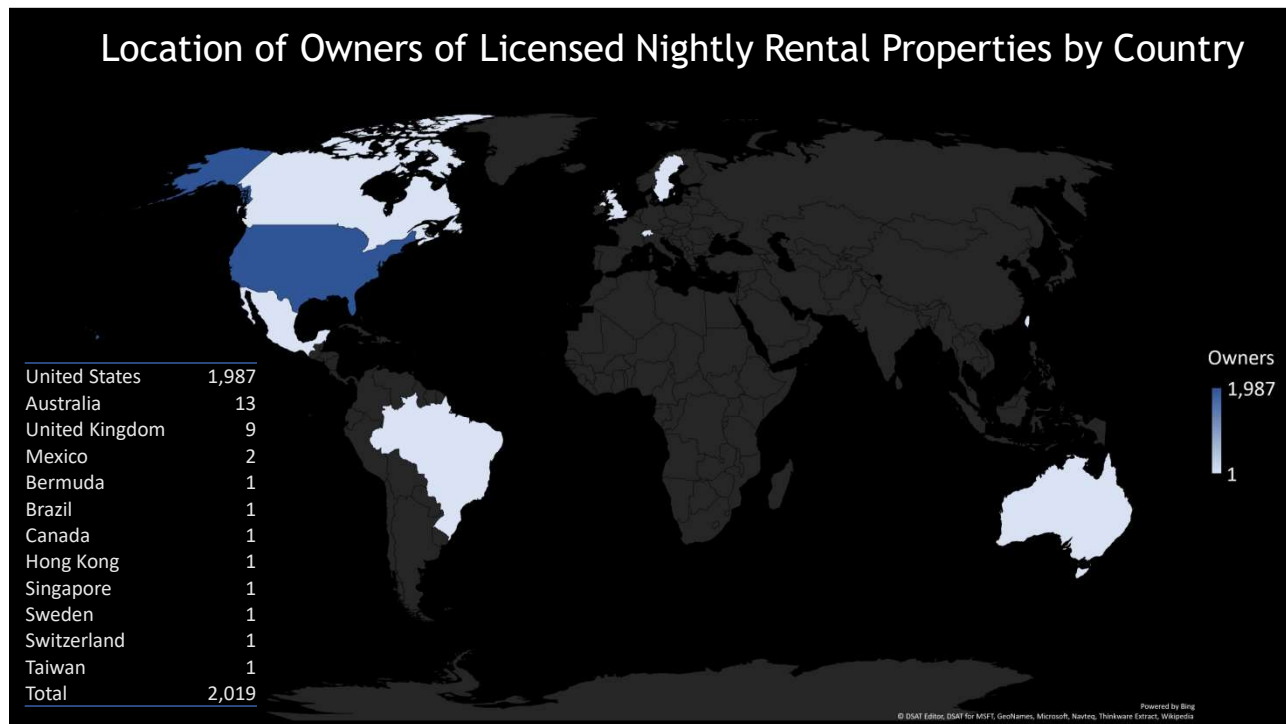
- 97% are non-primary dwellings
- 2% are primary dwellings.

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Professionally Managed Properties Nightly Rental Licensing

County		City	
Professionally Managed	235	Professionally Managed	202
Turnkey Vacation Rentals	52	Park City Rental Properties	34
Newpark Hotel	45	Utah Resort Lodging	43
Park City Vacation Properties	44	Park City Lodging	30
Vacasa	39	Park Regency	10

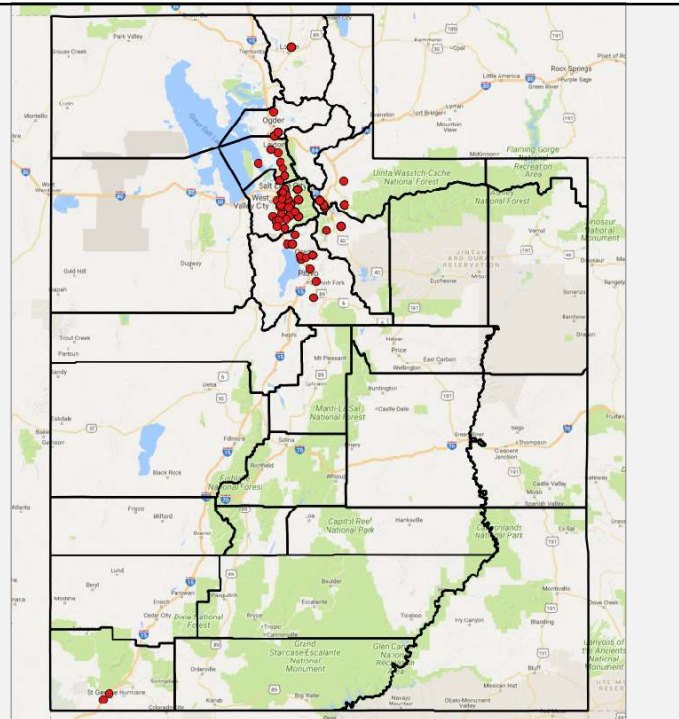
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Location of Owners of Licensed Nightly Rental Properties within Utah:

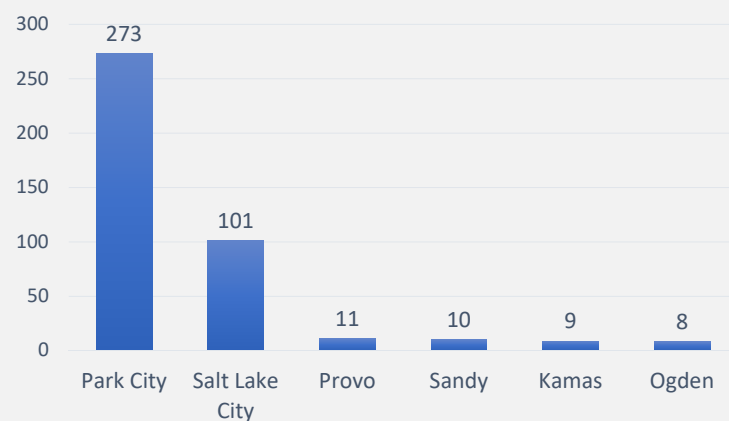
by County

Summit County	283	60%
Salt Lake County	123	26%
Utah County	27	6%
Davis County	14	3%
Weber County	8	2%
Wasatch County	8	2%
Cache County	3	<1%
Washington County	2	<1%
TOTAL	468	



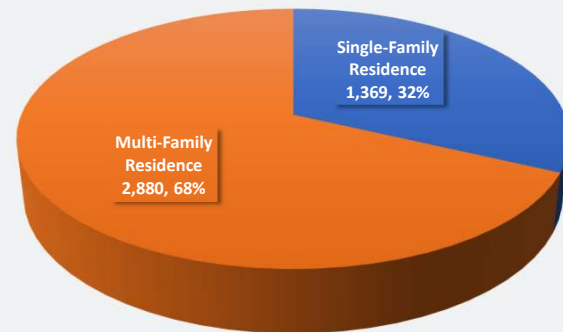
Location of Owners of Licensed Nightly Rental Properties within Utah:

by City



Internet Listings

Single-Family Residence	1,369	32%
Multi-Family Residence	2,880	68%
Total	4,249	

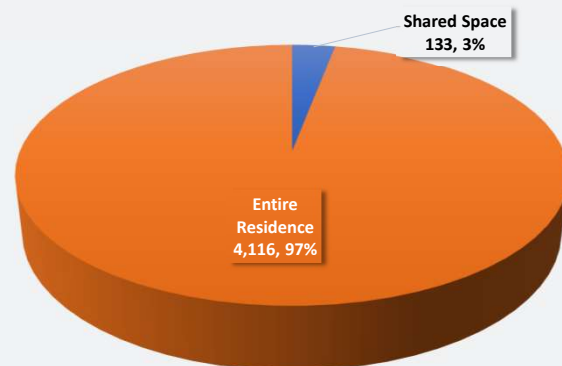


■ Single-Family Residence 1,369
 ■ Multi-Family Residence 2,880
 ■ Total 4,249

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Internet Listings

Shared Space	133	3%
Entire Residence	4,116	97%
Total	4,249	



■ Shared Space 133
 ■ Entire Residence 4,116
 ■ Total 4,249

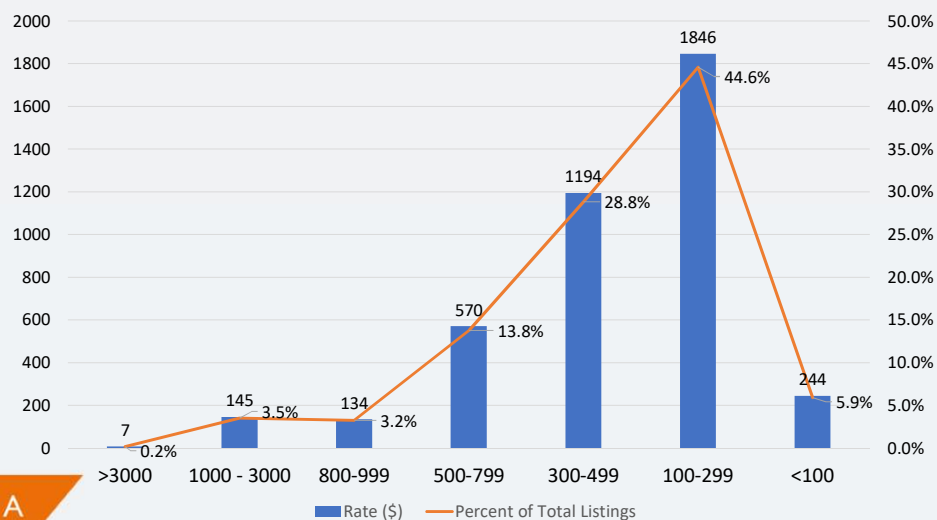
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Internet Listings

Total	4,254	
Owner Managed	1,967	46%
Professionally Managed	1,293	30%
Unspecified	994	23%

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Internet Listings Advertised Rate



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DELIVERABLE 3

Visual representations of the housing mix using existing data points such as county GIS data, County Assessor data, US Census data, online scanning technology, and licensing data.

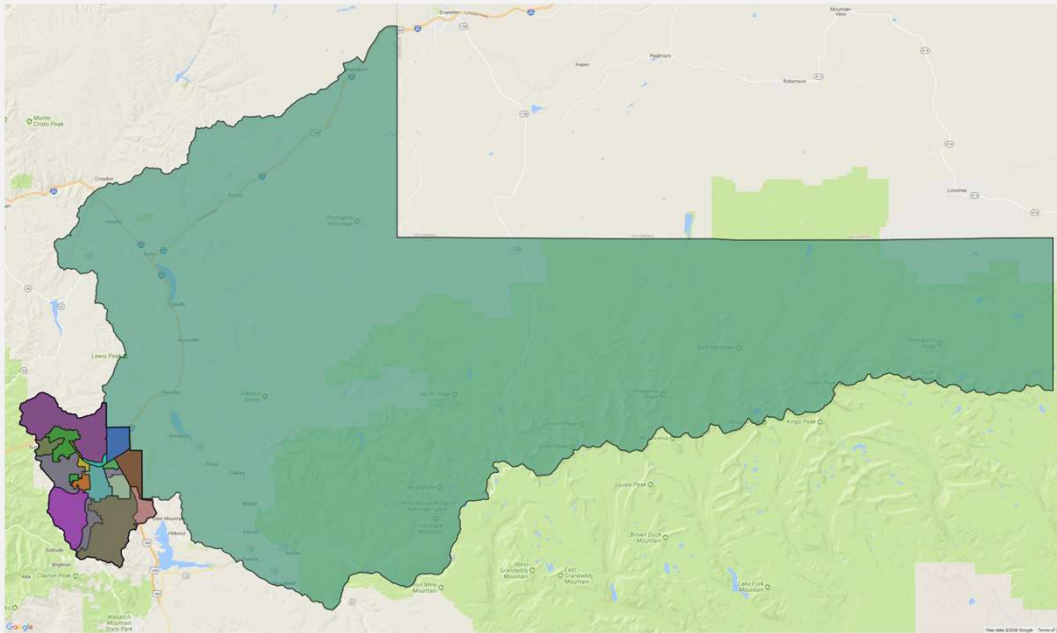
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Neighborhood District Zones of Summit County

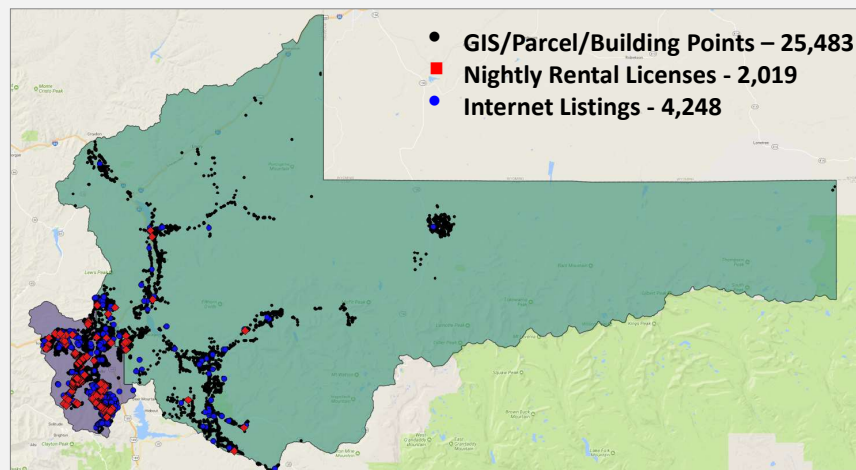
Bitner
 Canyons
 Eastern Planning District
 Eastside Basin
 Highland
 Jeremy Pine Brook
 Kimball Junction
 North Mountain
 Old Ranch Road
 Quinns Junction
 Rasmussen
 Round Valley
 Silver Creek
 Silver Springs
 Snyderville Planning District
 Summit
 Trailside
 Utah Olympic Park
 West Mountain

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Neighborhood District Zones of Summit County



Snyderville Planning District vs Eastern Planning District



Snyderville Planning District vs Eastern Planning District

BOTH DISTRICTS

- GIS - Residential Dwellings – 25,466
- Licenses - Nightly Rentals – 2,019, 8%
- Internet Listings – 4,248, 17%

SNYDERVILLE DISTRICT

- GIS - Residential Dwellings – 19,331
- Licenses - Nightly Rentals – 1,972, 10%
- Internet Listings – 4,154, 21%

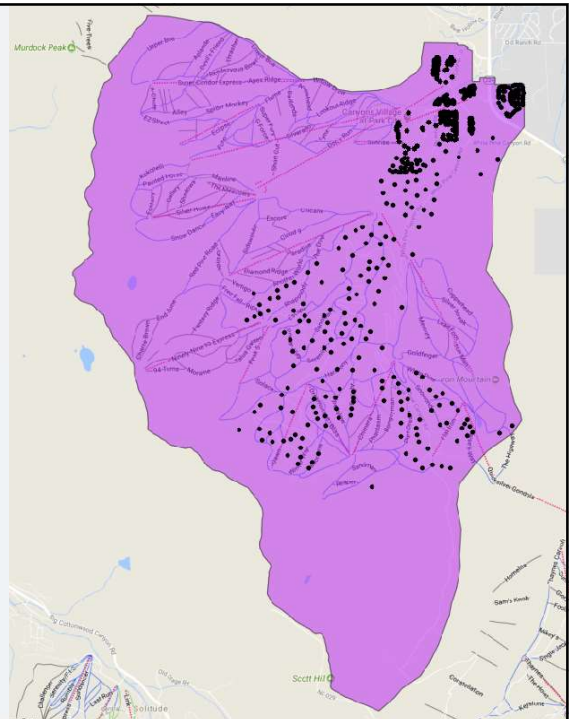
EASTERN DISTRICT

- GIS - Residential Dwellings – 6,135
- Licenses - Nightly Rentals – 47, <1%
- Internet Listings – 94, <2%

Canyons Zone

- GIS/Parcel/Building Points
 - Residential Dwellings – 1,862

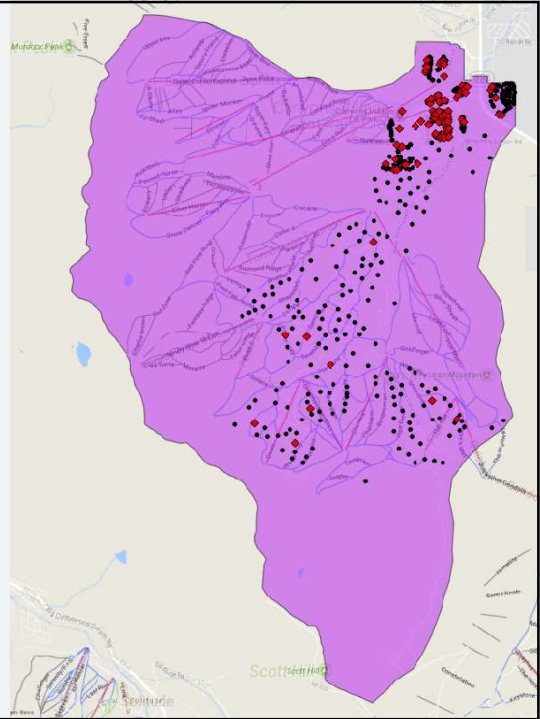
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Canyons Zone

- GIS/Parcel/Building Points
 - Residential Dwellings – 1,862
- Nightly Rental Licenses – 173, 9%

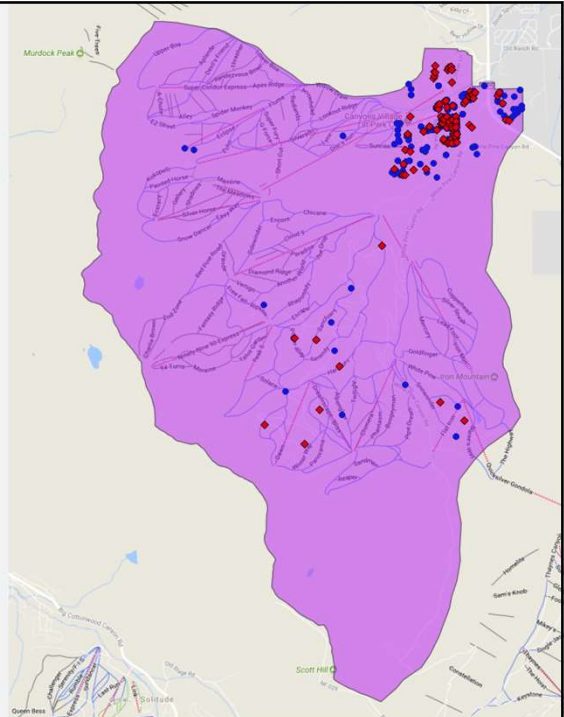
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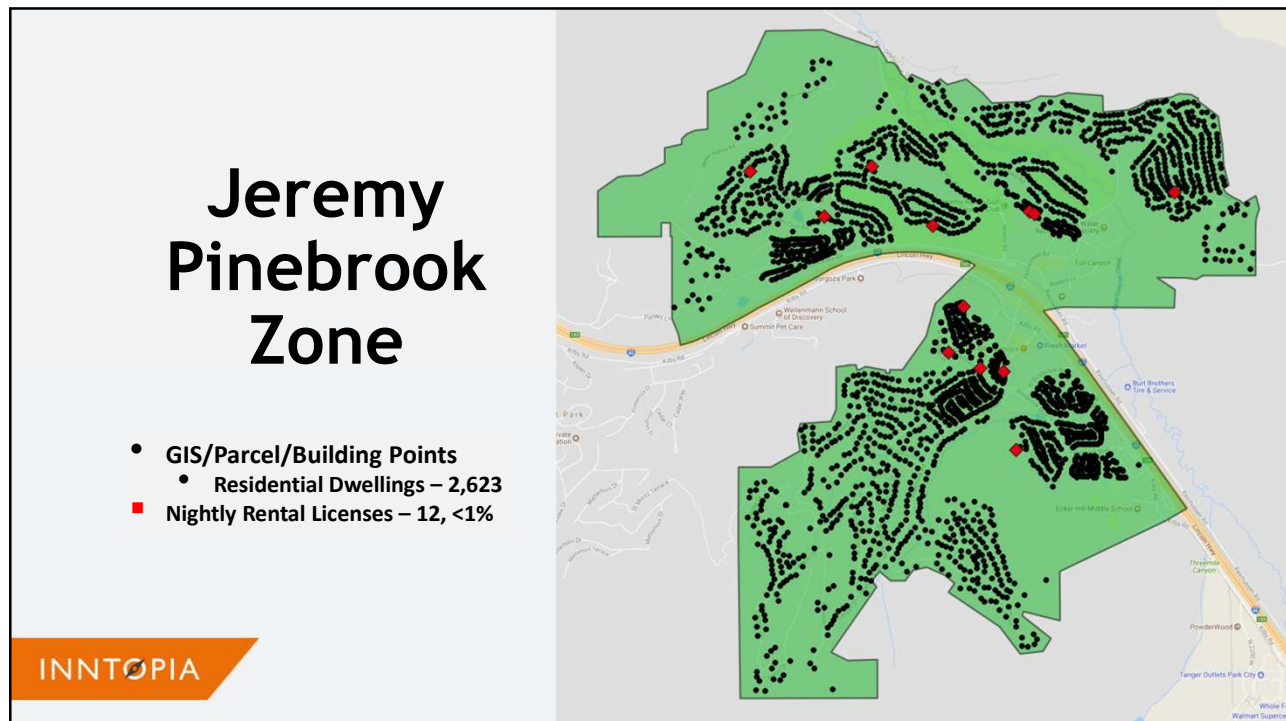
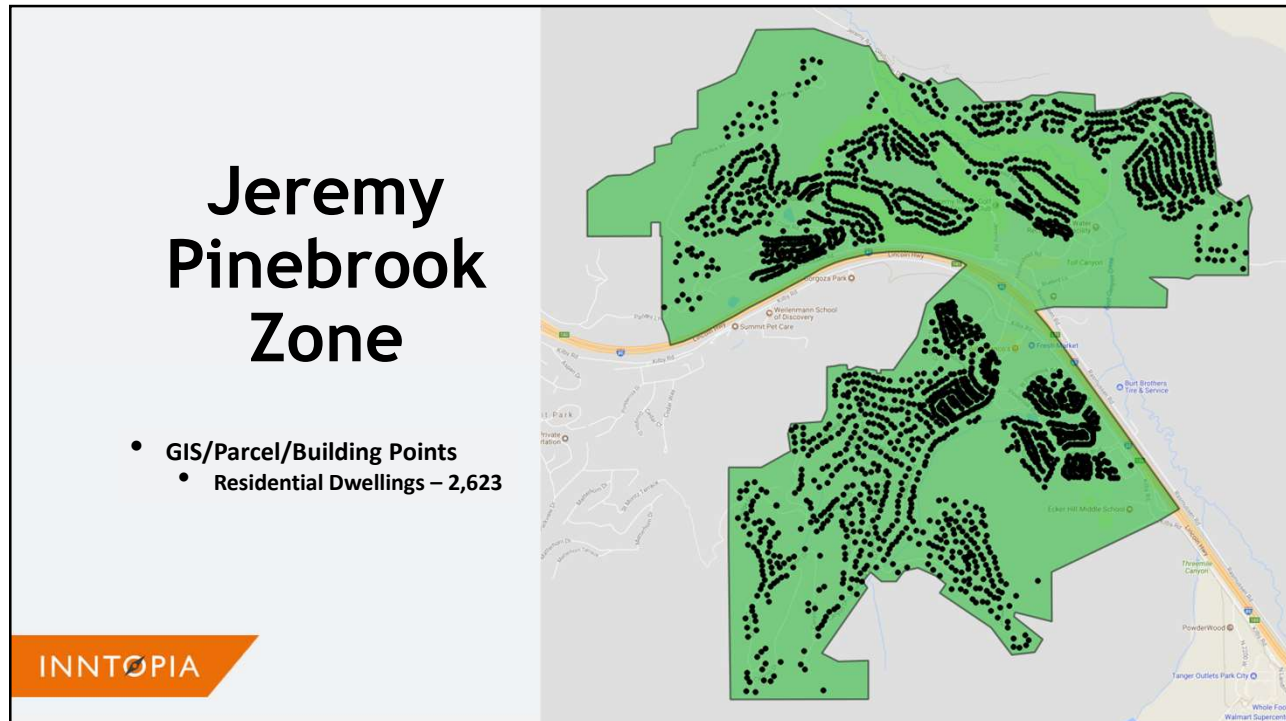


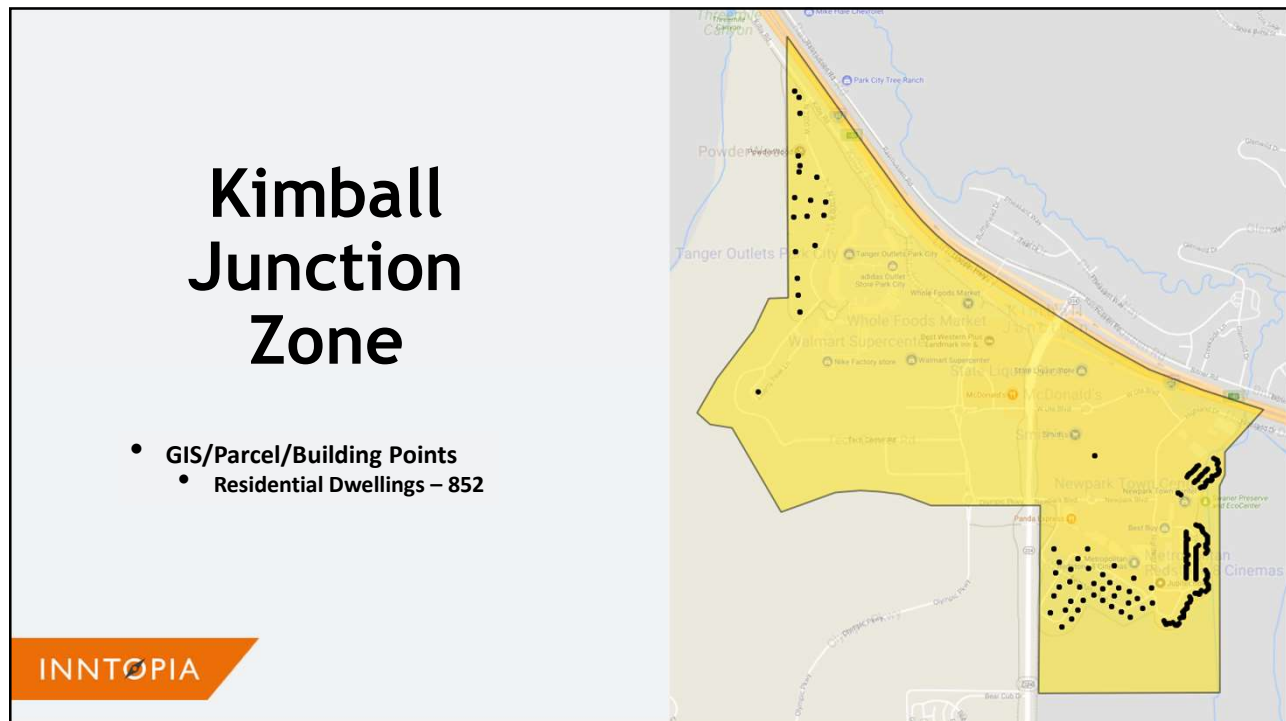
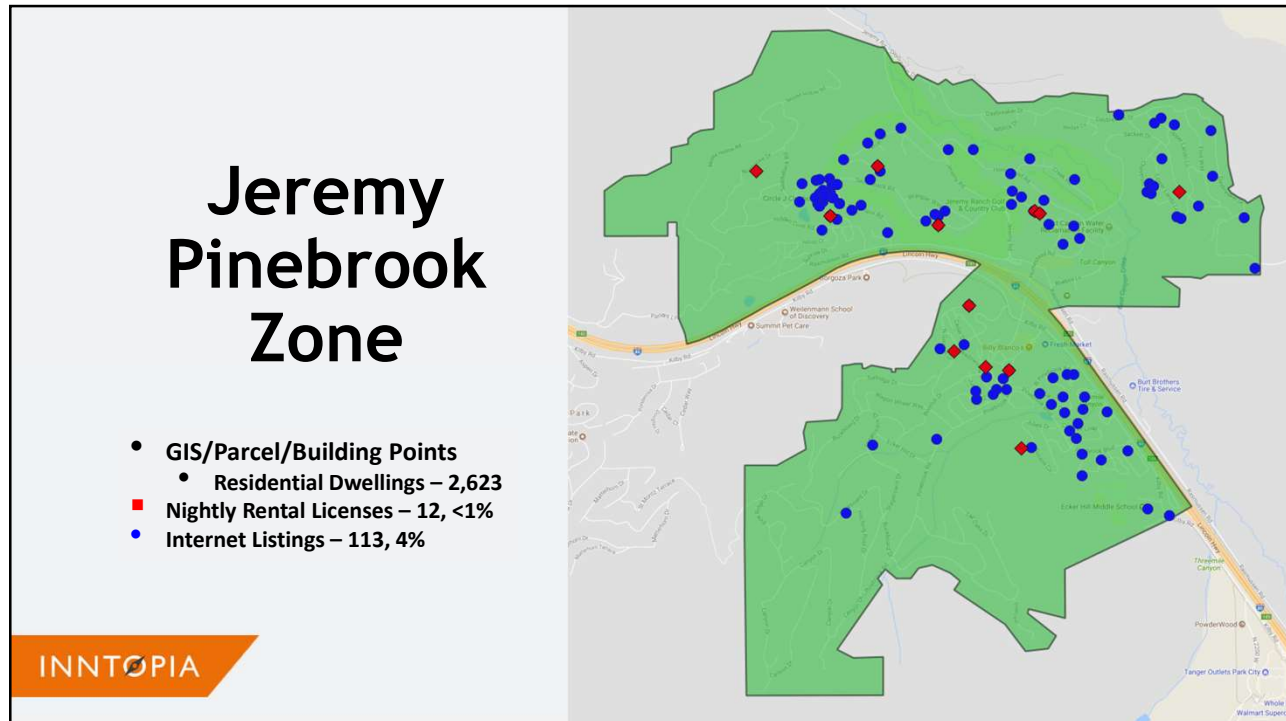
Canyons Zone

- GIS/Parcel/Building Points
 - Residential Dwellings – 1,862
- Nightly Rental Licenses – 173, 9%
- Internet Listings – 607, 33%

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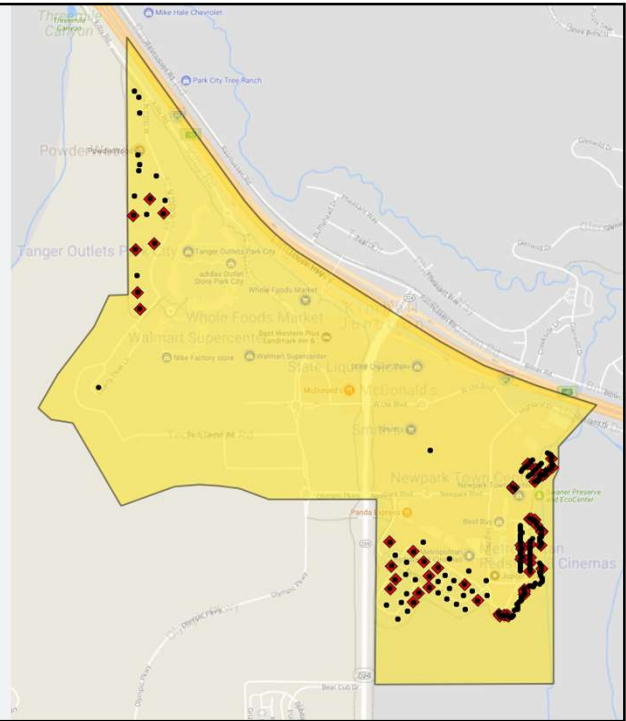




Kimball Junction Zone

- GIS/Parcel/Building Points
 - Residential Dwellings – 852
- Nightly Rental Licenses – 71, 8%

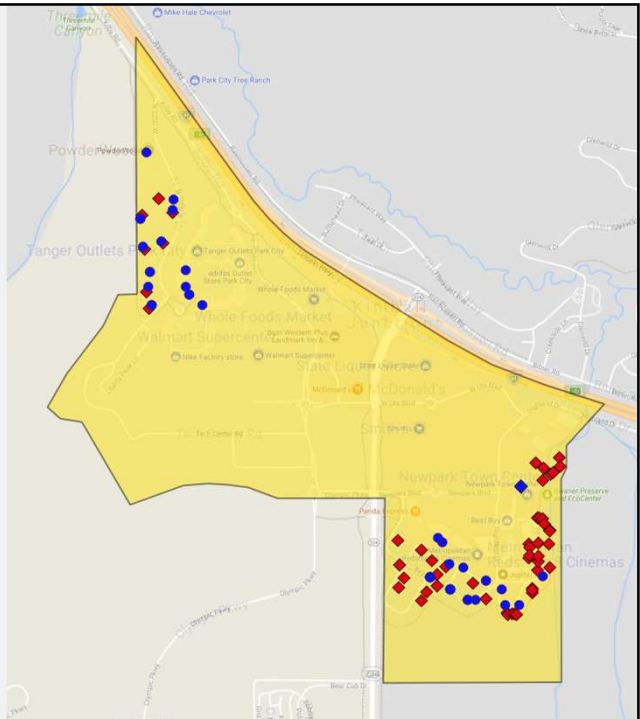
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Kimball Junction Zone

- GIS/Parcel/Building Points
 - Residential Dwellings – 852
- Nightly Rental Licenses – 71, 8%
- Internet Listings – 72, 8%

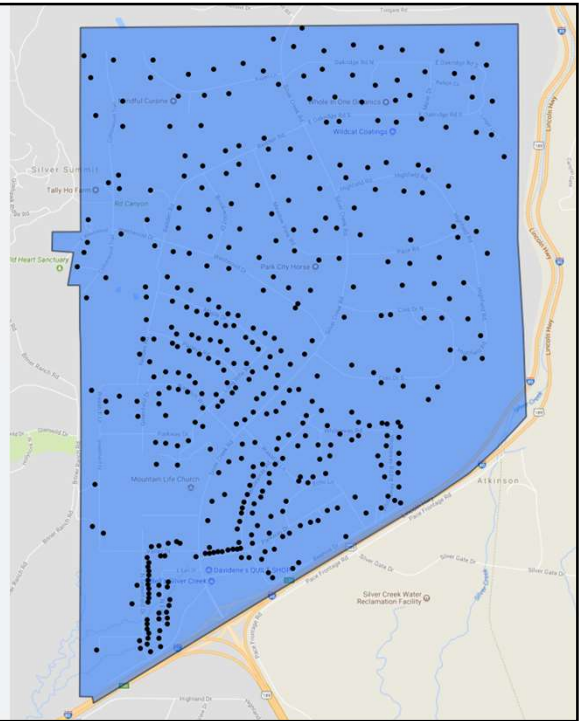
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Silver Creek Zone

- GIS/Parcel/Building Points
 - Residential Dwellings – 403

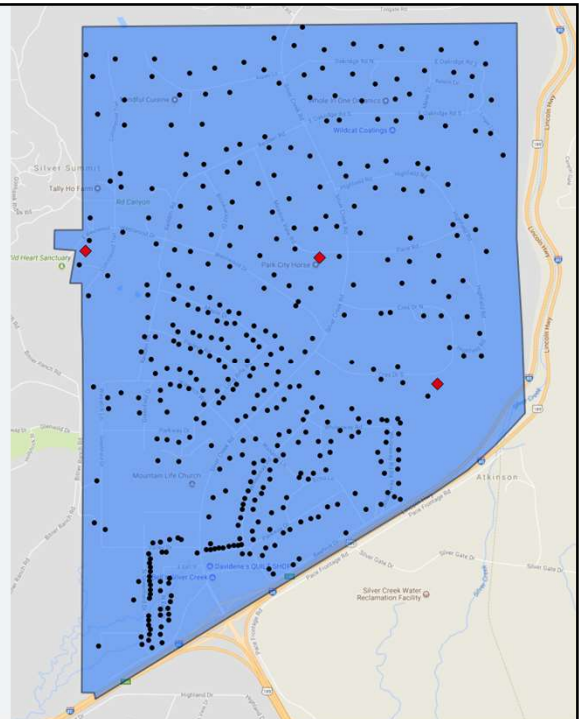
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Silver Creek Zone

- GIS/Parcel/Building Points
 - Residential Dwellings – 403
 - Nightly Rental Licenses – 3, <1%

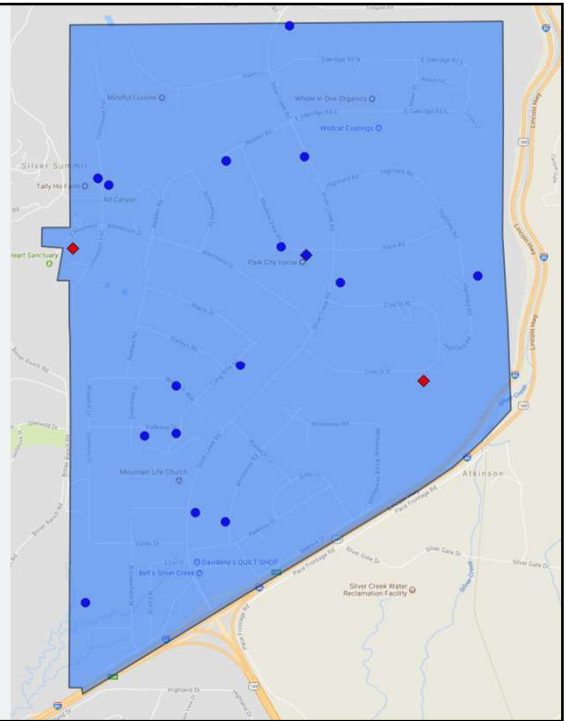
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Silver Creek Zone

- GIS/Parcel/Building Points
 - Residential Dwellings – 403
- Nightly Rental Licenses – 3, <1%
- Internet Listings – 18, 5%

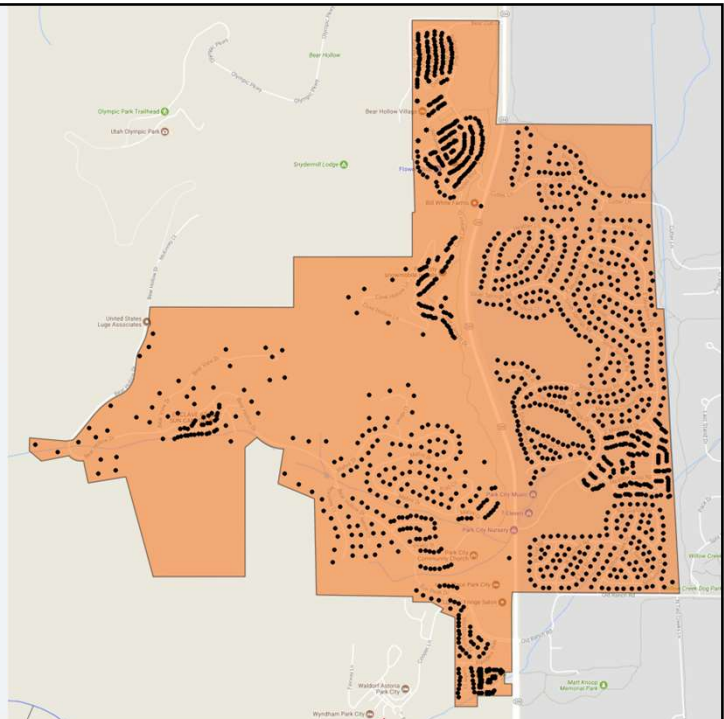
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Silver Springs Zone

- GIS/Parcel/Building Points
 - Residential Dwellings – 1,521

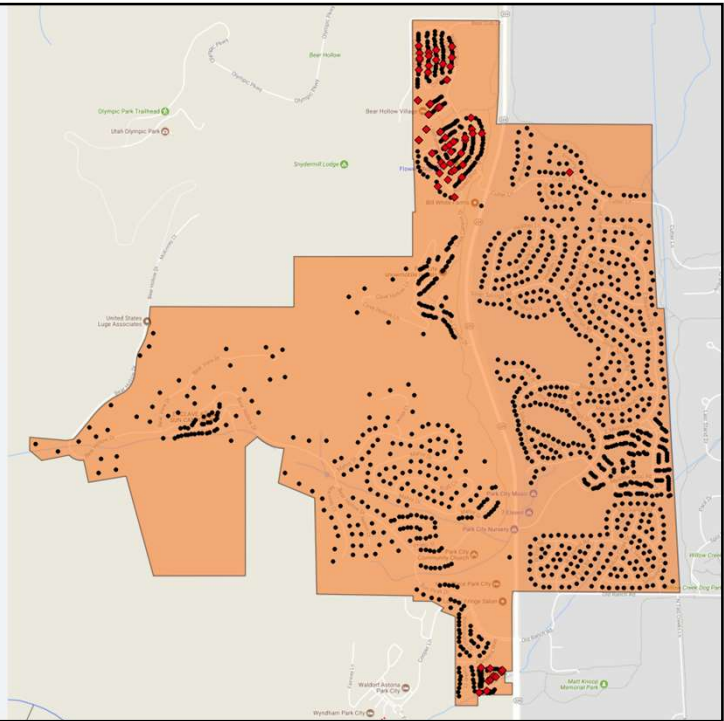
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Silver Springs Zone

- GIS/Parcel/Building Points
 - Residential Dwellings – 1,521
- Nightly Rental Licenses – 74, 5%

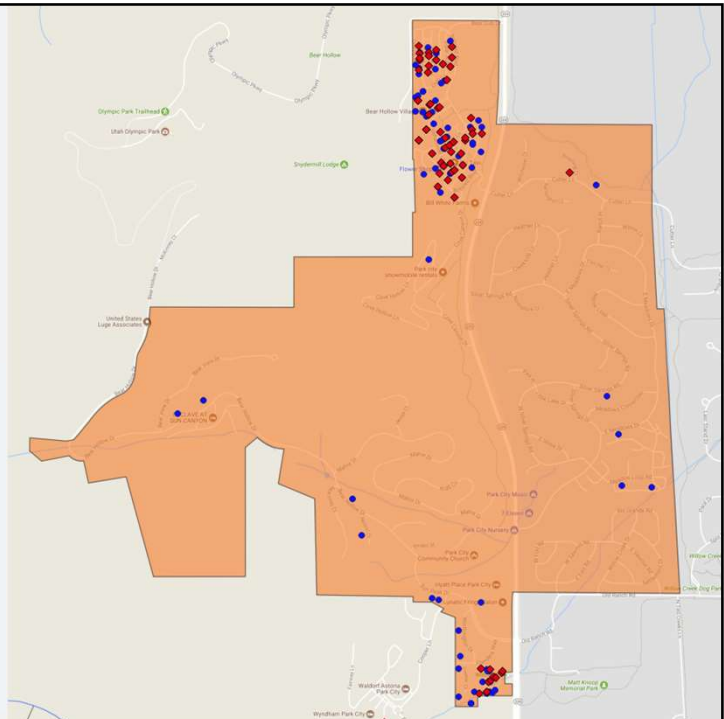
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Silver Springs Zone

- GIS/Parcel/Building Points
 - Residential Dwellings – 1,521
- Nightly Rental Licenses – 74, 5%
- Internet Listings – 127, 8%

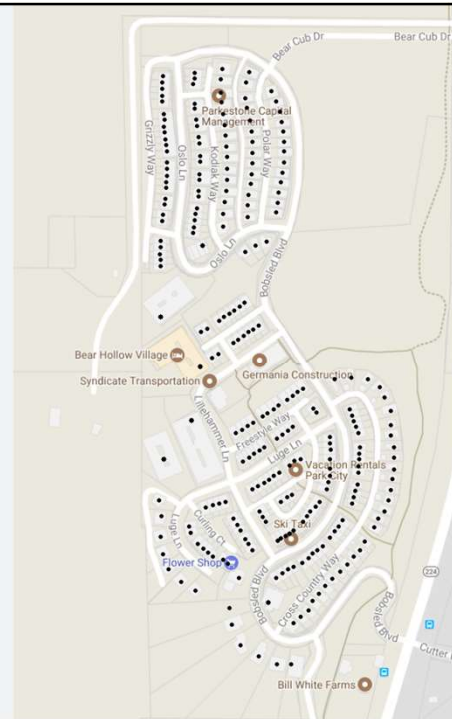
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Bear Hollow Area

- GIS/Parcel/Building Points - 394
 - Primary Residential Homes – 166
 - Non-Primary Residential Homes – 228

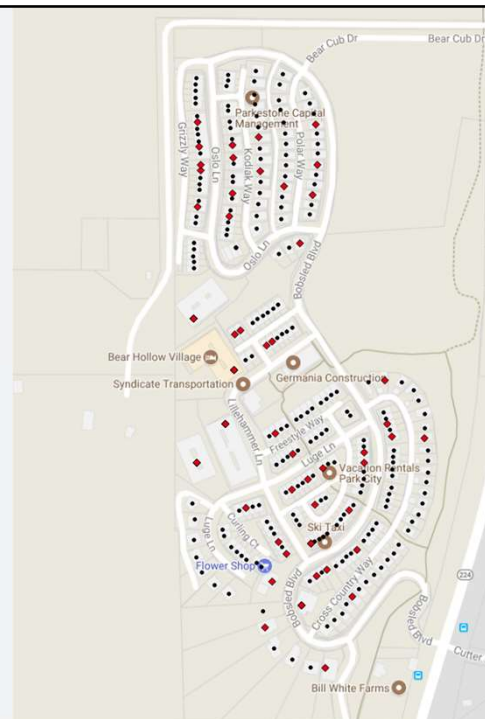
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Bear Hollow Area

- GIS/Parcel/Building Points - 394
 - Primary Residential Homes – 166
 - Non-Primary Residential Homes – 228
- Nightly Rental Licenses – 63
 - Primary Residential Homes – 2
 - Non-Primary Residential Homes – 61

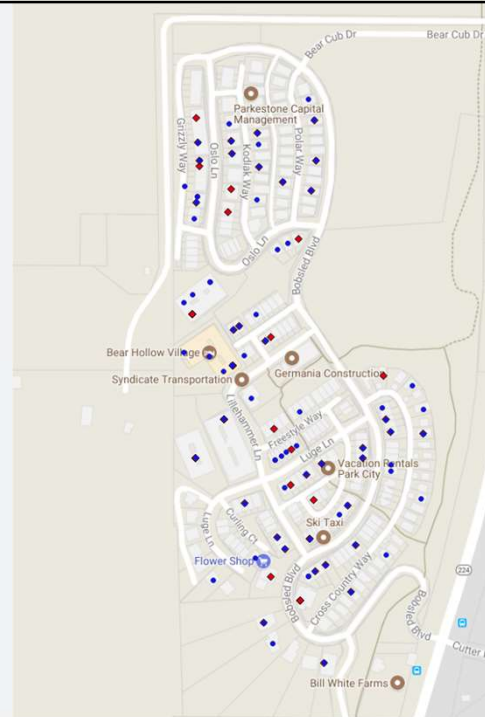
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Bear Hollow Area

- GIS/Parcel/Building Points - 394
 - Primary Residential Homes – 166
 - Non-Primary Residential Homes – 228
- Nightly Rental Licenses – 63
 - Primary Residential Homes – 2
 - Non-Primary Residential Homes – 61
- Internet Listings - 82

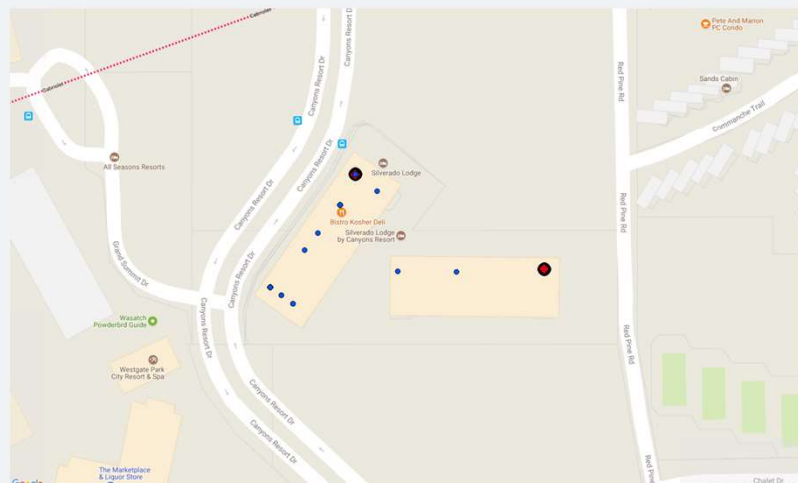
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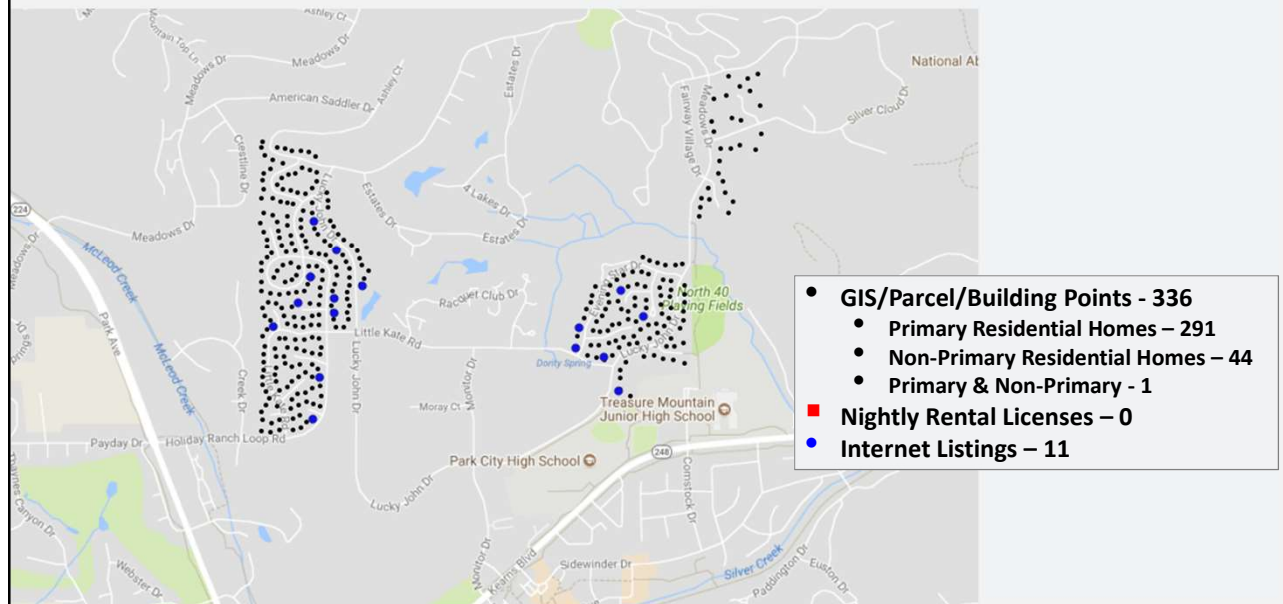
Silverado Lodge Condos

- GIS/Parcel/Building Points
 - Residential Dwellings – 103
 - Primary Dwellings – 4
 - Non-Primary Dwellings - 99
- Nightly Rental Licenses – 4, 4%
- Internet Listings – 132

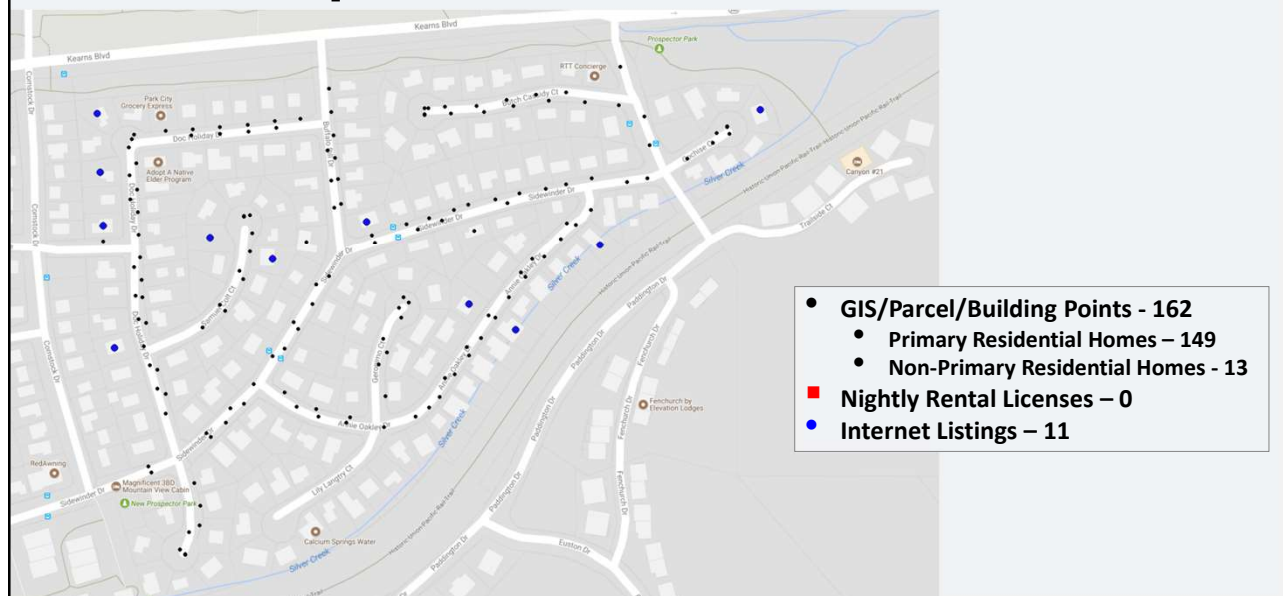
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Park Meadows Community



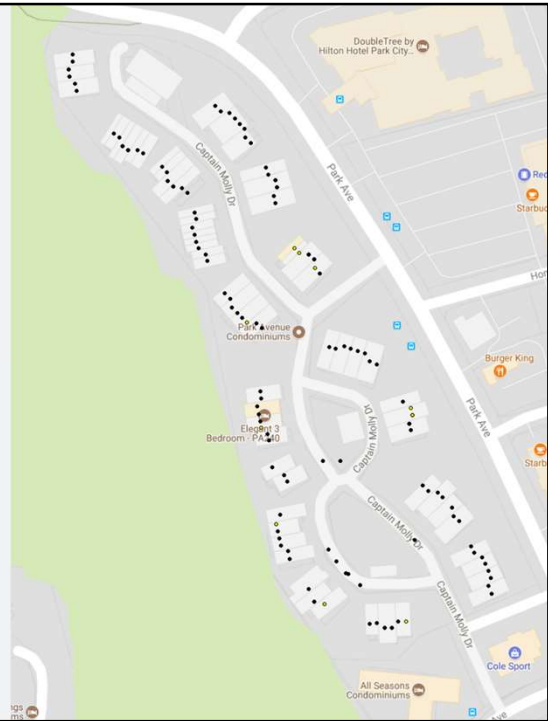
Prospector Park Subdivisions



Park Avenue Condominium

- GIS/Parcel/Building Points - 194
 - Primary Residential Homes – 35
 - Non-Primary Residential Homes – 158
 - Primary & Non-Primary Homes - 1

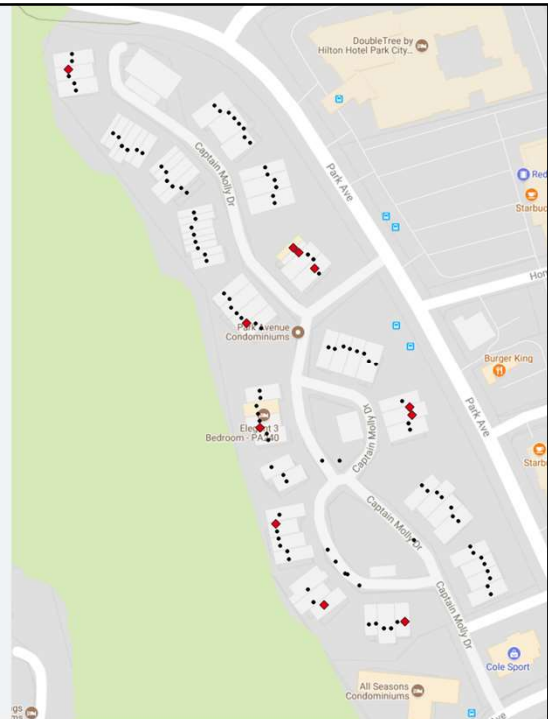
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Park Avenue Condominium

- GIS/Parcel/Building Points - 194
 - Primary Residential Homes – 35
 - Non-Primary Residential Homes – 158
 - Primary & Non-Primary Homes - 1
- Nightly Rental Licenses – 25, 13%

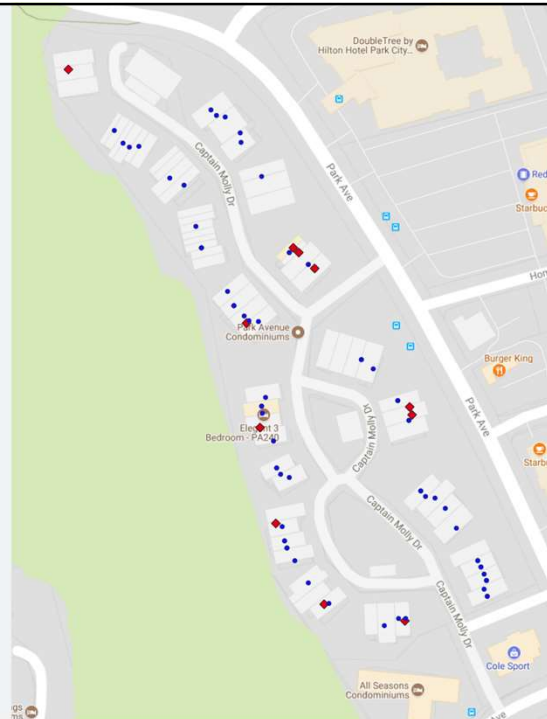
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Park Avenue Condominium

- GIS/Parcel/Building Points - 194
 - Primary Residential Homes – 35
 - Non-Primary Residential Homes – 158
 - Primary & Non-Primary Homes - 1
- Nightly Rental Licenses – 25, 13%
- Internet Listings – 73, 38%

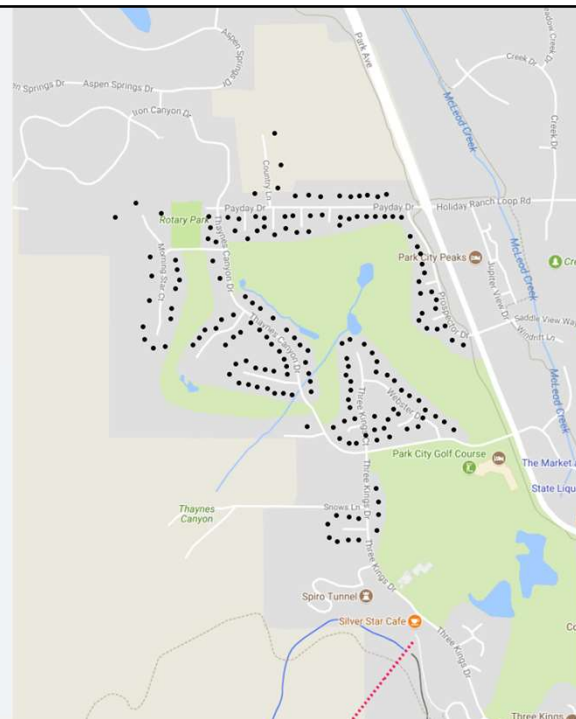
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Thaynes Subdivision

- GIS/Parcel/Building Points - 173
 - Primary Residential Homes – 119
 - Non-Primary Residential Homes – 53
 - Primary & Non-Primary Homes - 1

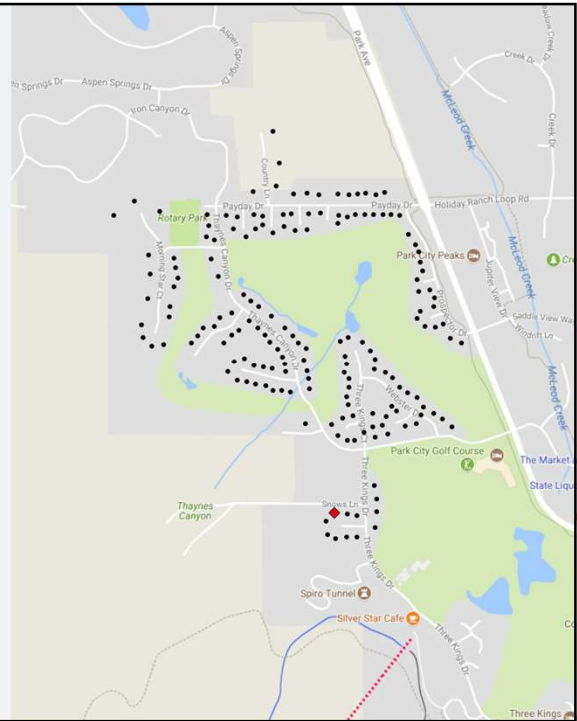
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Thaynes Subdivision

- GIS/Parcel/Building Points - 173
 - Primary Residential Homes – 119
 - Non-Primary Residential Homes – 53
 - Primary & Non-Primary Homes – 1
- Nightly Rental License - 1

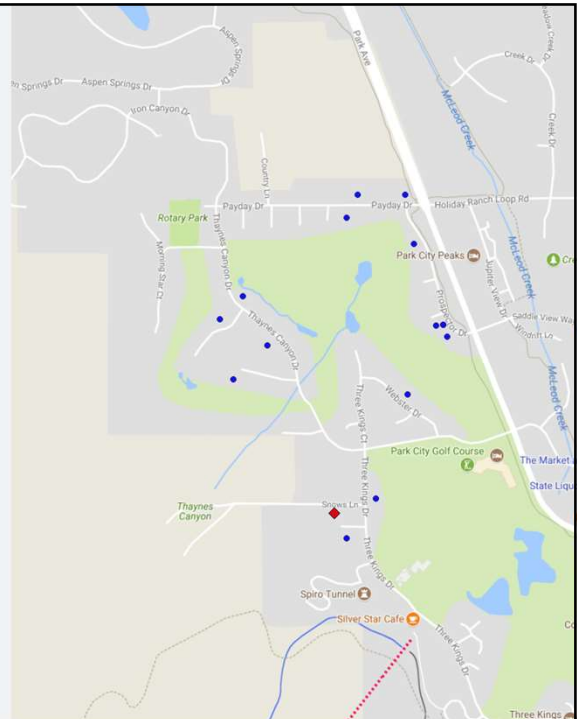
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Thaynes Subdivision

- GIS/Parcel/Building Points - 173
 - Primary Residential Homes – 119
 - Non-Primary Residential Homes – 53
 - Primary & Non-Primary Homes – 1
- Nightly Rental License – 1
- Internet Listings – 15, 9%

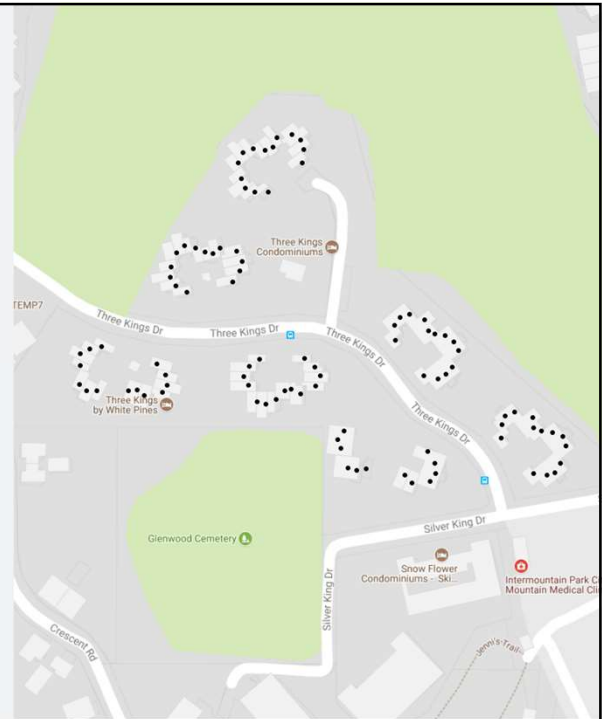
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Three Kings Condominiums

- GIS/Parcel/Building Points - 96
 - Primary Residential Homes – 25
 - Non-Primary Residential Homes – 71

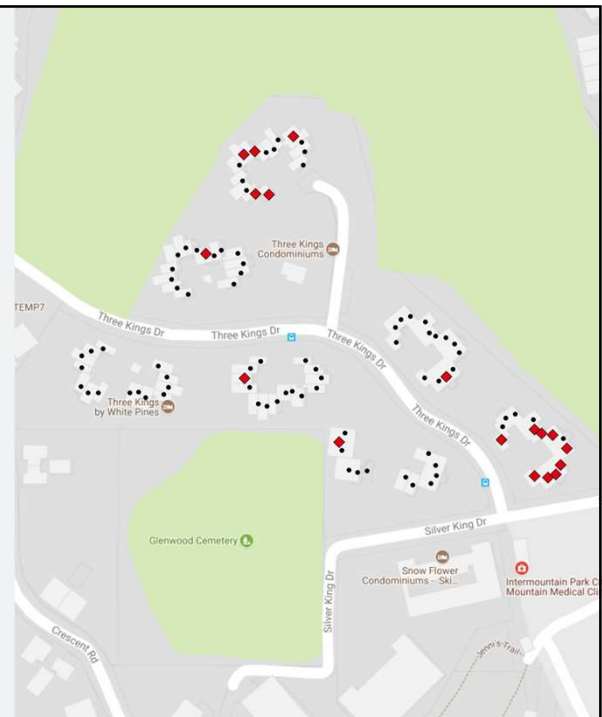
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Three Kings Condominiums

- GIS/Parcel/Building Points - 96
 - Primary Residential Homes – 25
 - Non-Primary Residential Homes – 71
- Nightly Rental License – 18, 19%

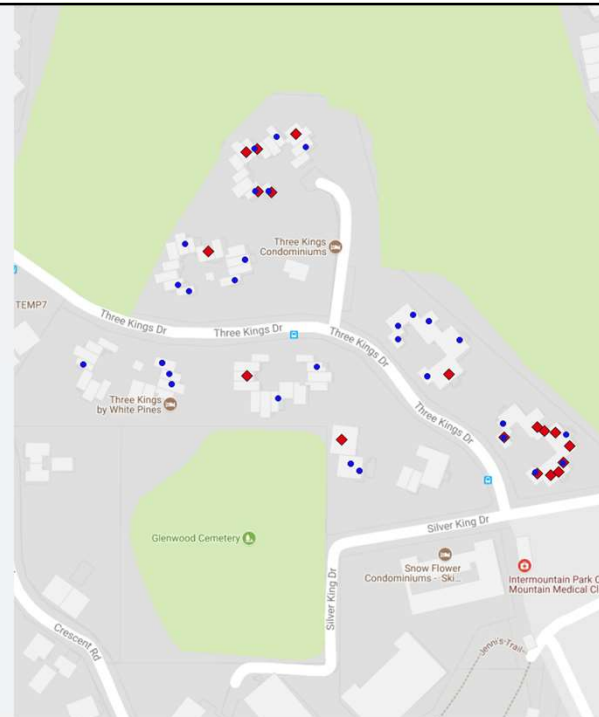
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Three Kings Condominiums

- GIS/Parcel/Building Points - 96
 - Primary Residential Homes – 25
 - Non-Primary Residential Homes – 71
- Nightly Rental License – 18, 19%
- Internet Listings – 47, 49%

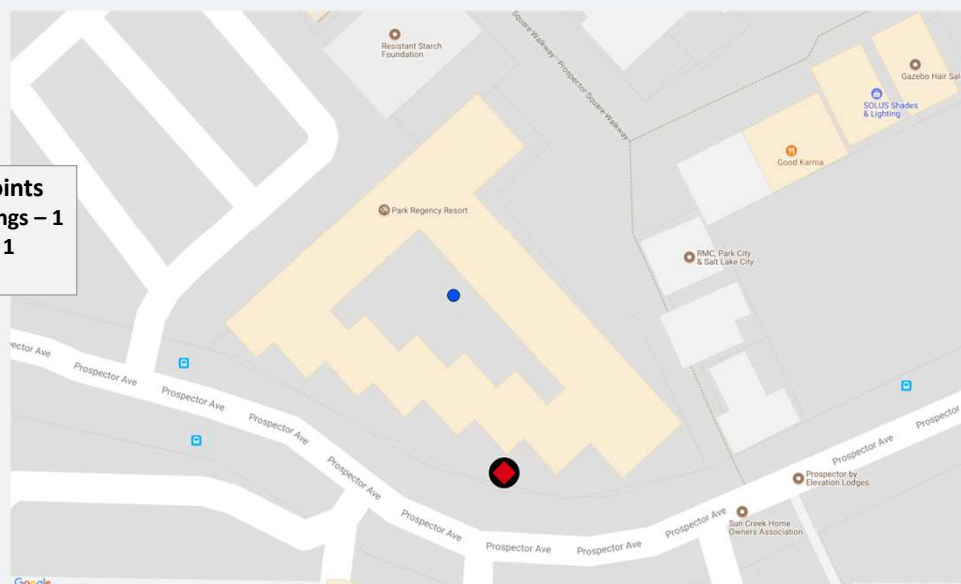
INNTOPIA



Park Regency Hotel

- GIS/Parcel/Building Points
 - Non-Primary Dwellings – 1
- Nightly Rental Licenses – 1
- Internet Listings - 2

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Park City Peaks Hotel

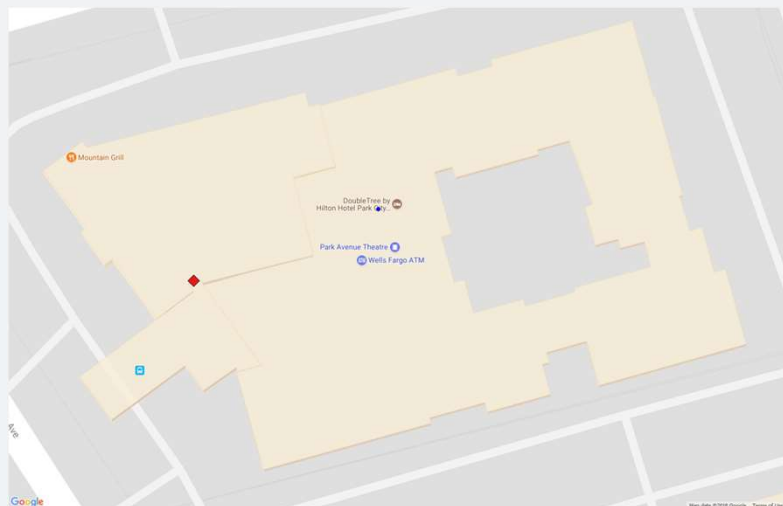
- GIS/Parcel/Building Points
 - Commercial Building – 1
- Nightly Rental Licenses – 1
- Internet Listings - 2



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Double Tree Hotel

- GIS/Parcel/Building Points
 - Commercial Building – 1
- Nightly Rental Licenses – 1
- Internet Listings - 1



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	COMMERCIAL LICENSES DBA	Business Name	Ownership Name (if Needed)	Operator	Rms
1	Chateau Apres Lodge			Unspecified	
2	Chateau at Silver Lake			Unspecified	
3	Clarence Puyear		Deer Valley Resort Co	Unspecified	
4	Double Tree Hotel	DTPC, LLC	Yarrow Hotel Owner LLC	Professionally Mgd	181
5	Famiglia Trappola, LLC		Deer Valley Resort Co	Unspecified	
6	Grand Love Shack		Grand Love Shack LLC	Unspecified	
7	Gregory Stewart	Club Lespri LLC		Unspecified	4
8	Imperial House			Unspecified	
9	Marriott Summit Watch	Marriott Summit Watch		Professionally Mgd	135
10	Park City Marriott			Professionally Mgd	
11	Park City Peaks Hotel	Peaks Park City LLC	Peaks Park City LLC	Professionally Mgd	127
12	Park Plaza Timeshare Owners Association	Park Plaza Timeshare Owners Association	Park Plaza VIP Club ETAL	Unspecified	102
13	Sunset Room	Sunset Room LLC		Professionally Mgd	14
14	Washington School House	P C E LLC	Washington School House LLC	Professionally Mgd	12

DELIVERABLE 4

Gap analysis of the assimilated data findings and series of recommendations to inform the implementation of the fact-based housing program.

Gaps for Discussion

- Poor match between nightly rental licenses and actual unit parcel
- Clear identification of nightly rental operator
 - Property Management Company
 - Rent by Owner
 - Lodging Complex Operator
- Inconsistency in nightly rental requirements for operators
 - Clarity around residential nightly rentals condotels and timeshares
- Large gap between licenses and listings

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PHASE II

Recommendations

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Nightly Rental Business Processes

- Resolve unmatched licenses to parcel data (County and City)
 - Consider life-safety inspection for those licenses that did not match parcel data
- Enhance requested licensing information with changes to business license applications (owner, operator details)
- Address Standardization (between all data sets)
- Determine Unique Identifier Account Code (between licensing and parcel data)
- Verify professional management business license and assign nightly rental units to management company
- Review inconsistencies in nightly rental licensing between operators, accommodation types, and housing types and create guidelines to assist in minimizing these gaps
- Ordinance Enhancements

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Ordinance Enhancements

- Create or allocate fee to measuring and monitoring residential nightly rentals and housing
- Require Life Safety Inspections (all short-term rentals)
- Unify nightly rental process within jurisdiction
- Consider annual audit of nightly rentals
- Consider incorporation of HOA requirements into application process
- Increase fines & enforcement of non-compliance for operating without a license and tax fraud
- Support Workforce Housing Initiative with Nightly Rental Licensing
- Consider licensing of long-term rentals

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Quantifying & Identifying Lodging Inventory

- Create a base starting point for commercial accommodation and the existing inventory
 - Quantify, Categorize, and Locate Units
- Resolve any licensing differences around these properties

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Monitoring & Tracking System

- Implement Compliance and Monitoring software tool
 - Identify and validate internet listings to parcel data
 - Integrate the nightly rental licenses

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Development of Housing Fact-base

- Determine & focus on specified geographic areas to monitor on-going changes
 - Districts Zones / Neighborhoods
- Use nightly rental data to create a real-time database to inform county and municipal leadership on a quarterly basis
- Incorporate community and neighborhood metrics around housing

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THANK YOU

Discussion & Questions

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DestiMetrics

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RESORT INTELLIGENCE

Short Term Rental Market Assessment

Summit County | Park City Municipal Corporation |
Park City Chamber Convention & Visitors Bureau

Prepared and Presented by:
Brumby McLeod, Ph. D

1. Introduction
2. Sabbatical Research Study
3. A Housing Mix Approach
4. Summit County | Park City | Chamber Study
5. Preliminary Findings

College of Charleston (Charleston, SC)

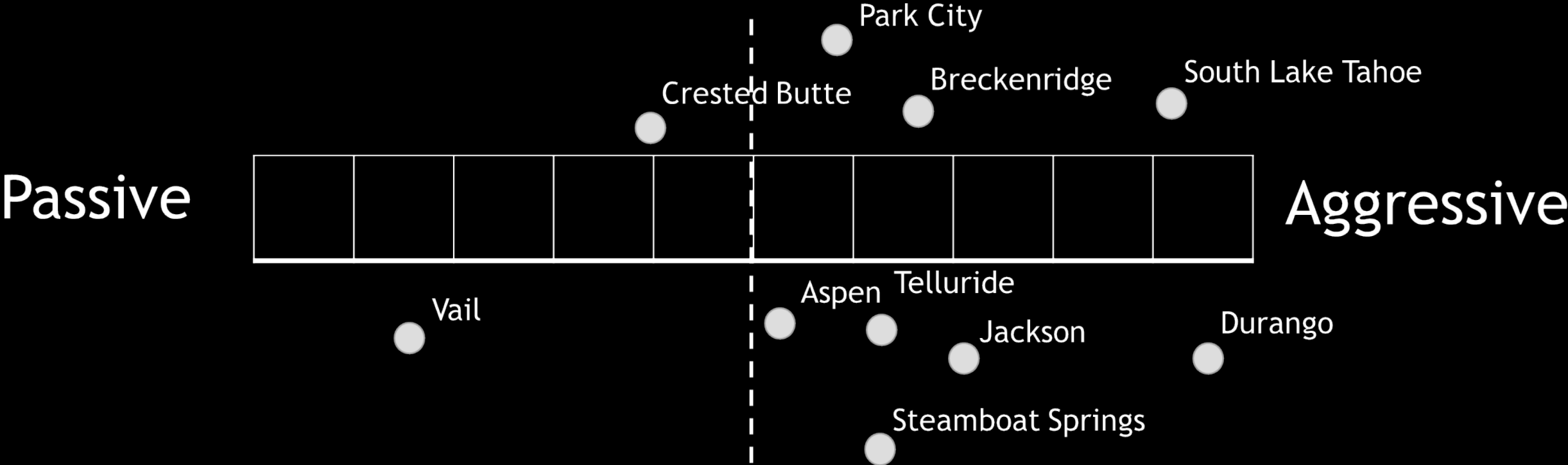
- Associate Professor
- School of Business
- Department of Hospitality & Tourism Management
- Research focuses on Lodging
- Research Fellow with two research centers within the College
 - Office of Tourism Analysis
 - Riley Center for Livable Communities

Sabbatical Research Study

- Awarded a sabbatical for research purposes in mid-2016
- Moved to Summit County, UT for 9-months to conduct my sabbatical research study (November 2016 thru July 2017)
- A benchmark study on operating requirements for residential short-term rentals in mountain ski towns of the western U.S.
- Hosted by
 - DestiMetrics Business Intelligence, Inntopia
 - Park City Chamber | Convention & Visitors Bureau

Municipality	Zoning	Life Safety	Public Notice	HOA	Tax	Business License	Permit	Education	Fees
City of Aspen				X	X	X	X	X	\$150 +
Town of Breckenridge	X				X	X	X		\$75 +
Town of Crested Butte	X				X	X			\$10 +
City of Durango	X	X	X		X	X	X	X	\$750 +
Town of Jackson	X	X	X	X	X	X		X	\$37 +
Park City Municipal Corporation	X	X			X	X		X	\$149 +
City of South Lake Tahoe	X	X	X		X	X	X	X	\$545 +
City of Steamboat Springs	X			X	X	X	X		\$500 +
Town of Telluride	X				X	X			\$187 ⁵⁰
Town of Vail					X	X			\$162 +

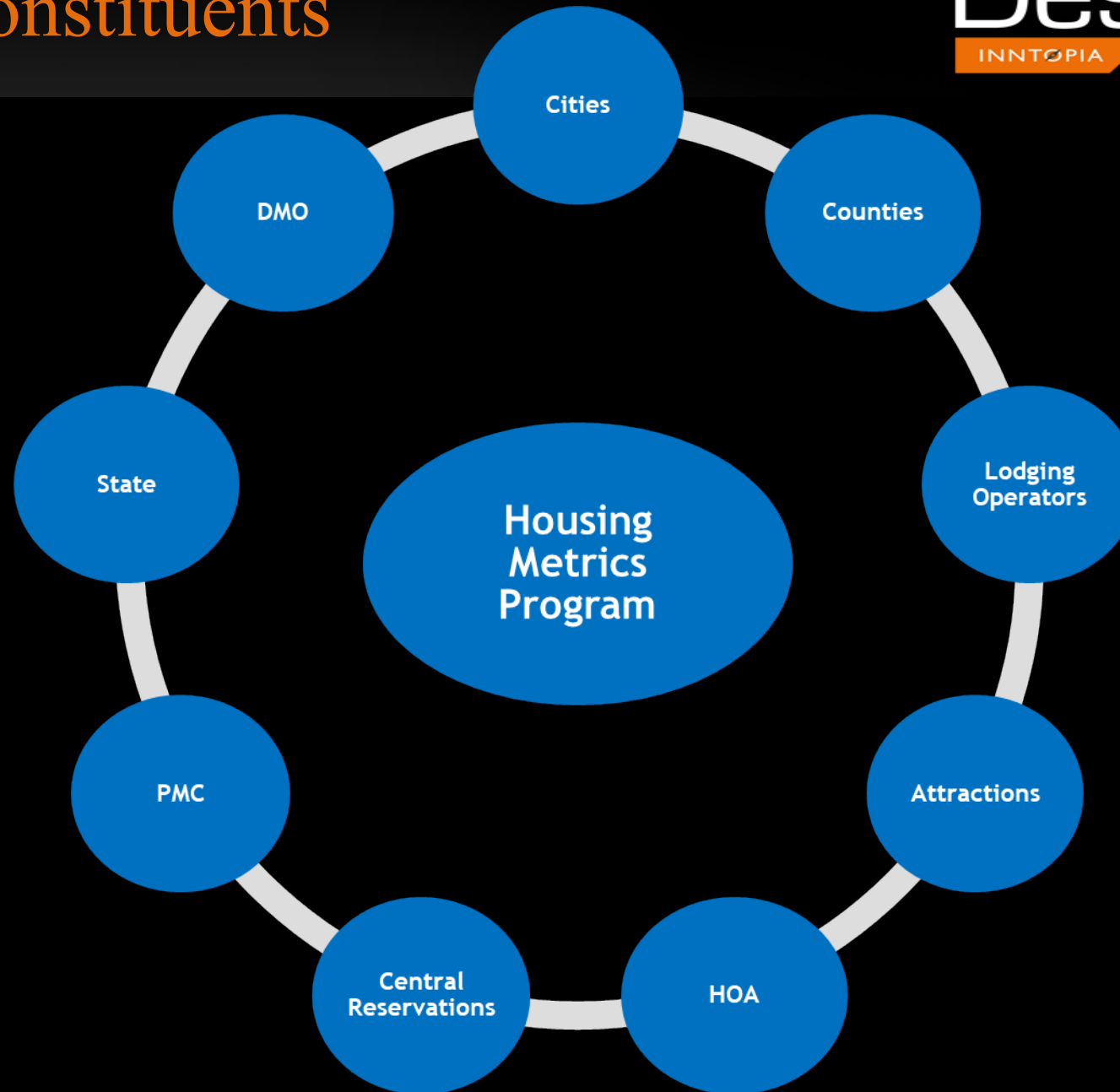
Municipal Residential Short-term Rental Requirements Spectrum



Municipality	Total Housing Units	Owner Occupied Units	Renter Occupied Units	Vacant Housing Units	Percentage of Vacant Units
Town of Breckenridge	7,146	1,017	937	5,128	71.7%
Park City Municipal Corporation	10,715	1,835	1,274	7,607	71.0%
Town of Vail	7,366	1,223	1,493	4,649	63.1%
Town of Telluride	2,145	464	616	1,065	49.6%
City of Steamboat Springs	10,308	3,386	2,036	4,886	47.4%
City of Aspen	6,364	1,899	1,816	2,649	41.6%
City of South Lake Tahoe	16,602	3,722	6,091	6,789	40.9%
Town of Crested Butte	1,090	372	353	344	31.6%
Town of Jackson	4,758	1,526	2,370	862	⁵² 18.1%
City of Durango	8,482	3,560	4,046	876	10.3%

1. There is a need to create a fact-based understanding of the housing mix in a market.
2. This fact-based could then be used to inform policy and the desired use of housing while protecting and enforcing zoning, ordinances, and the unique vision of the communities that make up a market.

Concerned Constituents

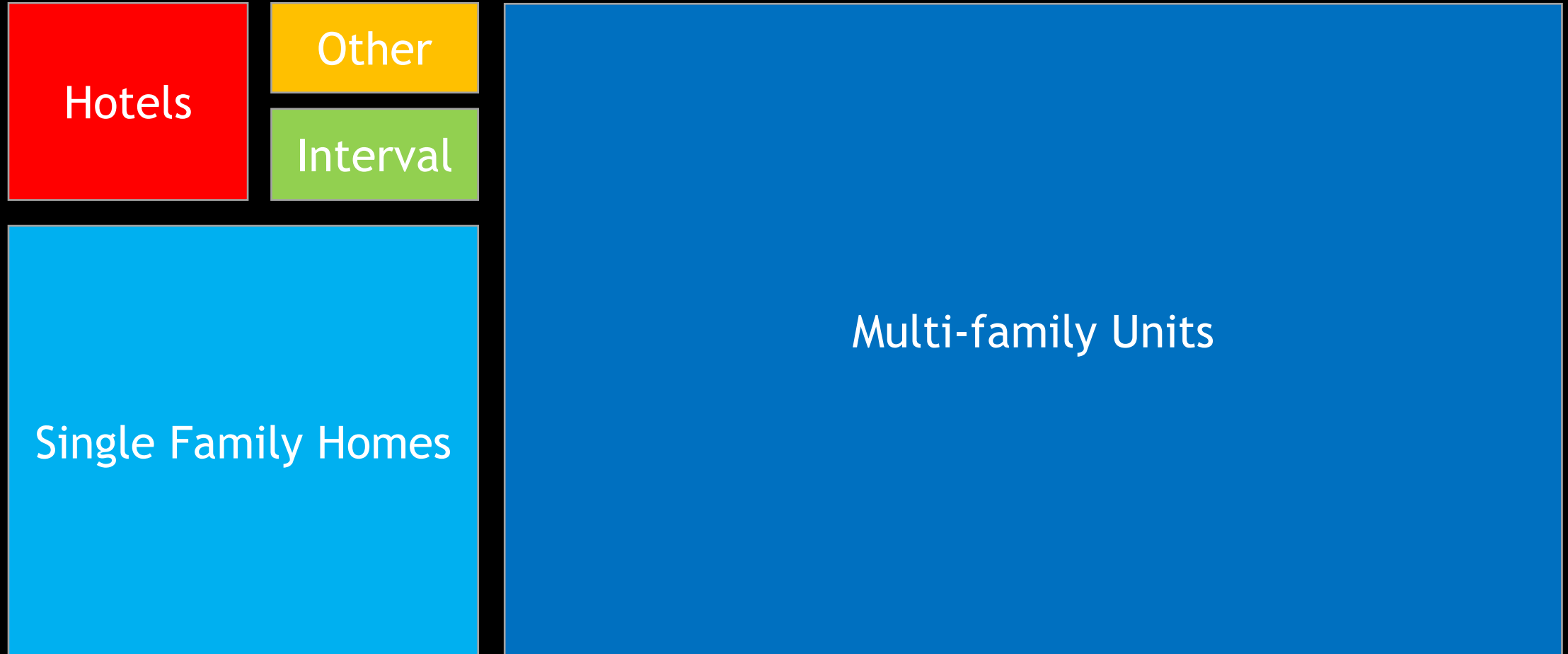


Sources of Transient Inventory

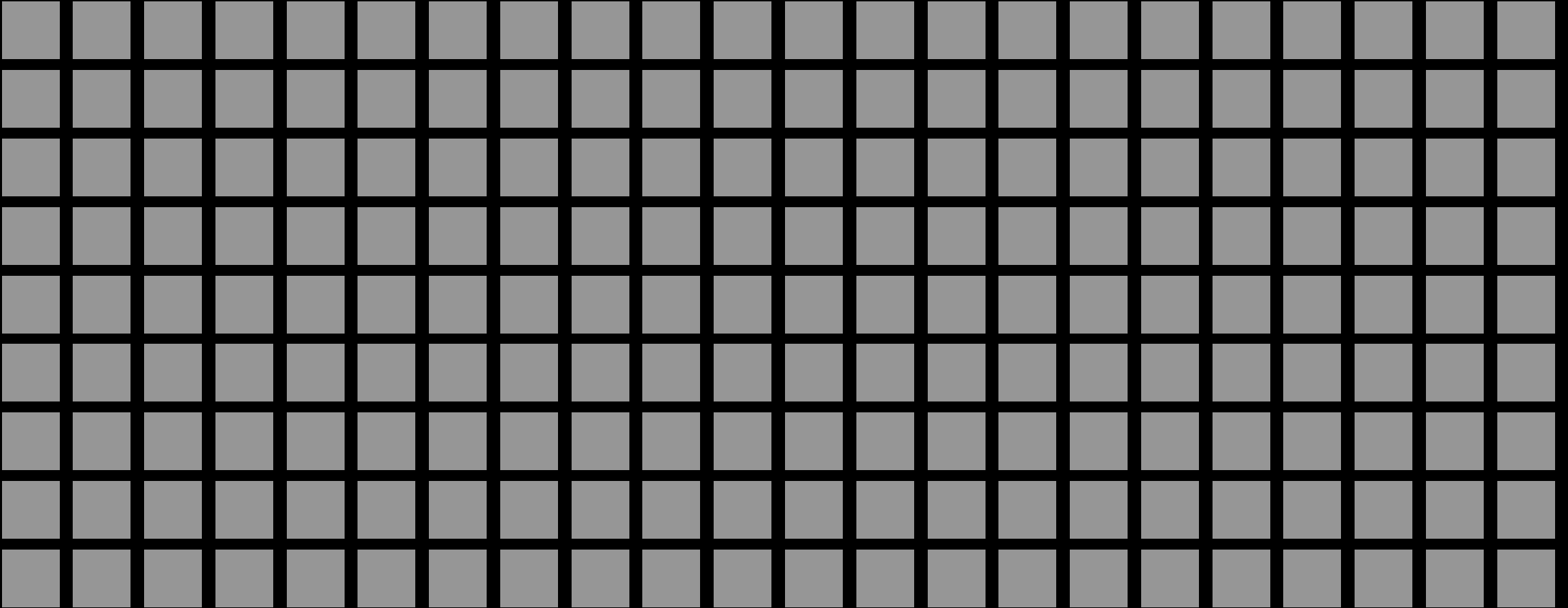


Sources of Transient Inventory

Residential housing (single family homes, condominiums and apartments) represent the largest and most dynamic source of transient inventory in a destination.

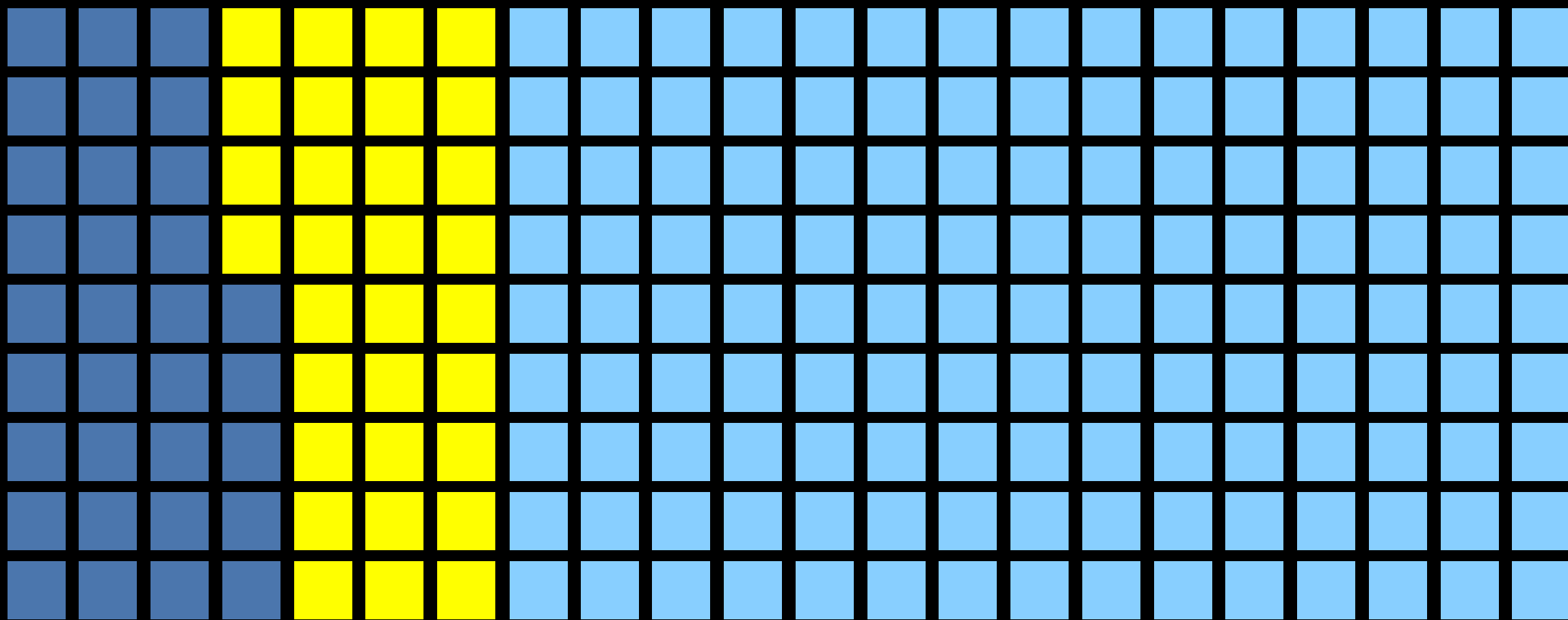


Total Housing Inventory



Blocks represent the total housing inventory in a destination, jurisdiction, neighborhood, or zone.

What is the housing mix for our community?



Owner Occupied

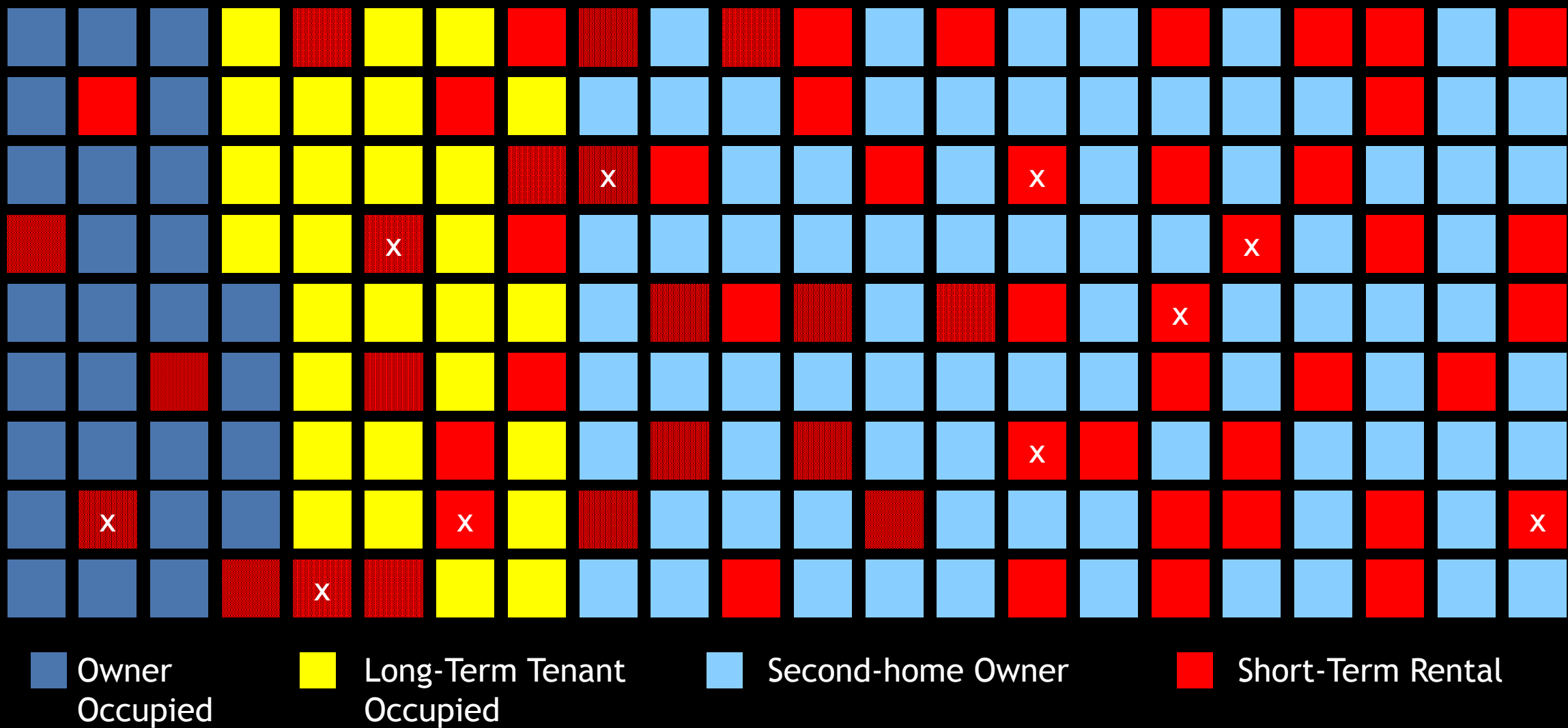


Long-Term Tenant Occupied



Second-home owner

Where do short-term rentals come from in the housing mix?



Residential Short-term Rental Housing Assessment of Summit County:

- An assessment of the requirements for operating short-term rentals in the various jurisdictions and unincorporated areas within Summit County;
- Quantitative snapshot of the current housing mix in a static state;
- Visual representations of the housing mix by merging existing data from county GIS data, Assessor data, Building data, Licensing data, and distribution scanning technology;
- Gap analysis of the assimilated data findings and series of recommendations to inform the implementation of the fact-based housing program (Phase 2).

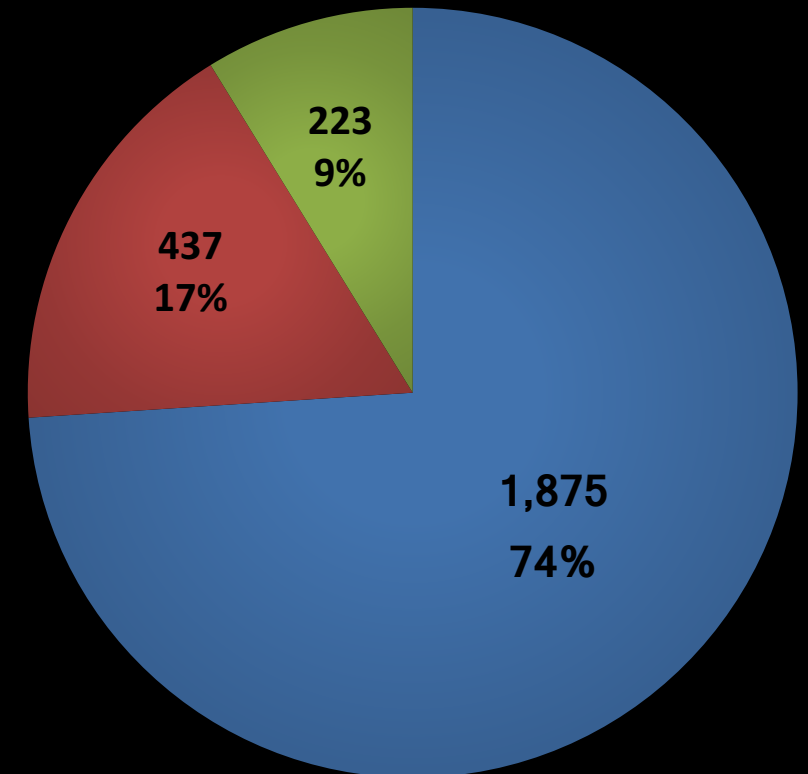
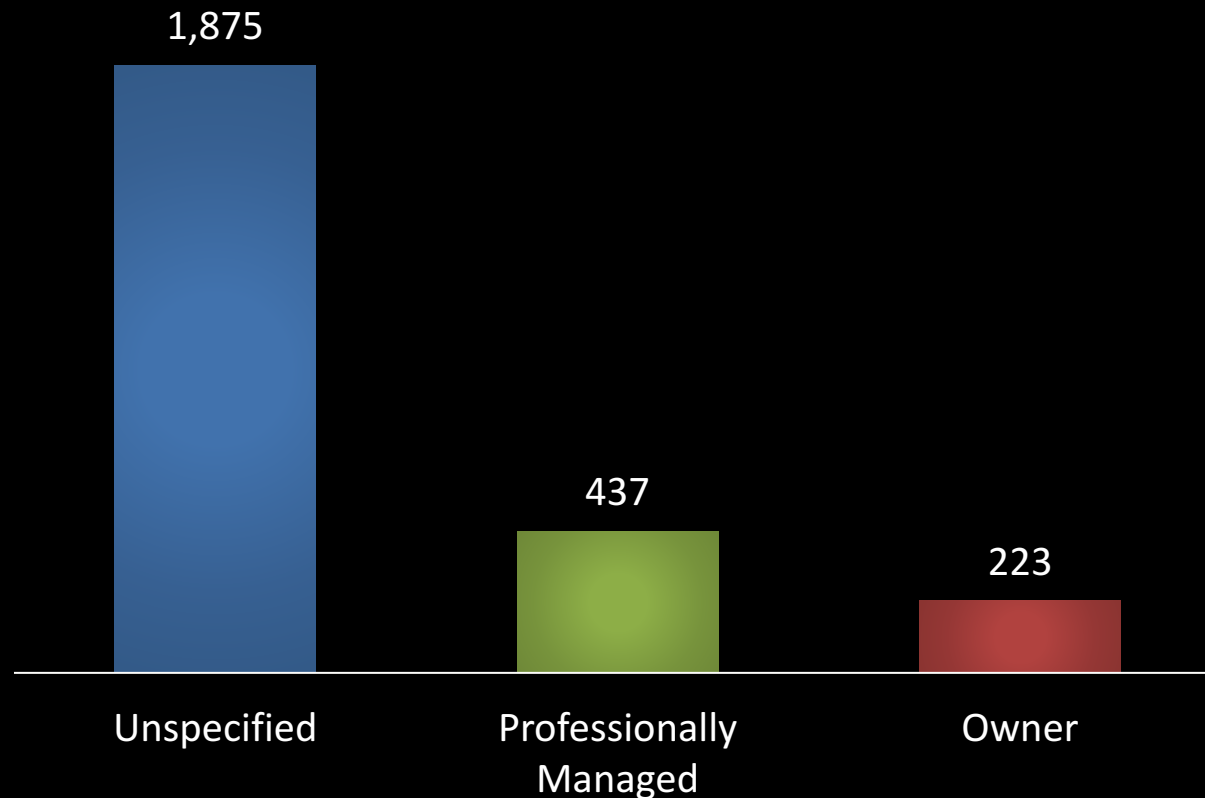
- Property Management Companies List obtained from:
 - Summit County
 - Park City Municipal Corporation
- Nightly Rental License Data obtained from:
 - Summit County
 - Park City Municipal Corporation
- GIS Data, Building Data, and Assessors Data obtained from:
 - Summit County
- Environmental Scan of Online Short-term Rental Listings:
 - Summit County by zip code

Nightly Rental Licenses

Total Nightly Rental Licenses – 2,535

Summit County – 436

Park City Municipal Corporation – 2,099



Environmental Scan of Listings

- On Dec. 8, 2017, there were 4,249 listings on AirBnb and HomeAway, for Summit County, Utah.

	Single-Family Home	Multi-Family Units
Listings Count	1,369	2,880

	Shared Space	Entire Residence
Listings Count	133	4,116

Listings by Zip Code

AirBnb and HomeAway Listings - 4,249

Zip Code	Area	Count
84060	Park City	3209
84098	Unincorporated	947
84017	Coalville	43
84036	Kamas	29
84061	Peoa, Rockport	12
84055	Oakley	7
84033	Henefer	1

Discussion & Questions

City Council Agenda Item Report

Meeting Date: April 5, 2018

Submitted by: Jed Briggs

Submitting Department: Budget, Debt & Grants

Item Type: Staff Report

Agenda Section: STUDY SESSION

Subject:

4:15 p.m. Social Equity Community Critical Priority Next Steps

Suggested Action:

Attachments:

[Social Equity Staff Report](#)



City Council Staff Report

Subject: Social Equity Community Critical Priority Next Steps
Author: Jed Briggs, Budget Operations & Strategic Planning Manager
Department: Budget, Debt, and Grants
Date: April 5, 2017
Type of Item: Study Session

Summary Recommendation

Staff is recommending that Council discuss the topic of social equity in facilitated discussion with Kilo Zamora. Study Sessions are designed to allow City Council the opportunity take a deep dive on a topic without the need to vote or take action.

Executive Summary

With the creation of Social Equity as a Community Critical Priority staff has refocused efforts in this area and more fully realize the community's vision that City Council has reflected on their discussions of the topic. Kilo Zamora is a Social Change Facilitator and University of Utah instructor. His experience as an advisor to three Salt Lake City Mayors, as Chair of the Salt Lake City Human Rights Commission and as the former Executive Director of Inclusion Center for Community and Justice, makes Kilo uniquely qualified to facilitate this Study Session.

Park City Municipal's Study Sessions are designed to function in a manner similar to those held by the Boulder City Council: *"Study sessions give City Council the chance to work on a particular issue or set of issues. While council may give direction to city staff during a study session, no votes are cast during these meetings. Both City Council meetings and study sessions are open to the public, but only City Council meetings have open comment and public hearings."* <https://bouldercolorado.gov/city-council/city-council-study-session-26>

Staff believes Council will welcome the opportunity to take this deep dive to further explore the topic of social equity, as we work collectively to define the City's role and most appropriate next steps. Naming Social Equity as a community Critical Priority is a strong statement that represents Park City Municipal desire to increase its internal and external efforts on this front as well as to collaborate more with the numerous organizations in our community who have been addressing these challenges for many, many years.

The Challenge and the Opportunity

Equity and inclusion in municipalities is imperative. When not promptly addressed, these issues grow and become more difficult to resolve. Our community is experiencing a growing concern with regards to inequities, resources, and access. Across the world, women, people of various races and religions, people with different abilities, people living in poverty, youth, seniors, and members of the LGBTQ community face barriers when accessing health, employment, and housing. By applying an equity and inclusion

lens that addresses social inequities like gender differences, income disparities, racism, ableism, homophobia, ageism, etc., municipalities can better respond to the aspirations of ALL people. Municipalities play a huge role in shaping and perpetuating the quality of life of their residents. Addressing social inequities to ensure the inclusion of all residents strengthens our town. Equity and inclusion create more sustainable cities where people from all walks of life have the right to, and can participate fully in social, economic, political, and cultural life. Park City Municipal can be a leader in this work, by engaging in many promising practices or programs that make a difference.

Kilo Zamora will be facilitating this Study Session, as he is known for his skills to increase people's capacity for social change. He creates learning environments for groups to develop themselves and transform their communities. Kilo teaches an array of social change classes at the University of Utah, including the Westside Leadership Institute; has served as Chair of the Salt Lake City Human Rights Commission and is the former Executive Director of [Inclusion Center for Community and Justice](#). Kilo is at his best when developing dialogues to foster self-awareness, organizing communities and creating solutions to divisive issues. His awards including the University of Utah's School of Social Work's Teacher of the Year, Pete Suazo Social Justice Award, Equality Utah Award, Utah Education Association Award, Utah Martin Luther King Award, Southern Utah University Humanitarian Award and University of Utah's Outstanding Young Alumni Award. Some of his recent successes are facilitating President Obama's Dialogue for Immigration Reform in Salt Lake City, assisting the passage of both Salt Lake City Anti-Discrimination Ordinance and Salt Lake City School Districts Anti-Discrimination Policy and assists in rewriting the Westside Leadership Institute's manual.

Social Equity Goals and Strategic Objectives:

We aspire to be an inclusive, diverse, and equitable community. We define diversity broadly, including but not limited to all races, ages, sexual orientations, gender identification, socio-economic backgrounds, and cultural beliefs. We strive to be a fair and balanced society where everyone can participate and has the opportunity to fulfill their potential because they have access to healthy, affordable food, transportation, quality education, and living wage jobs. We create unique ways to connect through community gatherings and a variety of communication channels. We strive to understand the needs of those who are underserved or the most vulnerable of our community. We recognize that it is our diversity that is the source of our strength and community foundation as we try to reflect that in all that we do.

Below are the City's goals and objectives with regards to this priority.

Value statement: Recognize our diverse populations within our complete community and strive for equitable public administration of services, justice and social well-being for all. Value and appreciate our differences and embrace our common humanity and contributions as the source of our town's strength.

- 1. Affordability – Identify areas where the City can positively impact the cost of living**
 - a. Facilitate a range of affordable, quality housing opportunities that meet the life-cycle needs of persons at all economic levels
 - b. Support efforts for affordable, quality, and adequate childcare for all who need it
 - c. Strive for accessibility to quality healthcare (vision, mental, dental)
 - d. Continually assess fees and taxes for all socio-economic classes
- 2. Connection – Engage and empower diverse experiences to foster an inclusive, multi-cultural and -generational community**
 - a. Establish comprehensive goals and performance measures that span all of the City's departments that provide services to our diverse populations (internal)
 - b. Provide gathering spaces that connect the services of the community
 - c. Provide services that meet the diverse needs of these populations
- 3. Enhance Communication – Determine the best channels of communication and use them to engage our community members.**
 - a. Reach audience where they are at, whether it be through digital and/or interpersonal communication
 - b. Use diverse platforms and methods to deliver and receive messaging
 - c. Enhance communication between service providers
- 4. Issue Awareness - Identify and address the multi-cultural and generational groups' concerns and interests**
 - a. Identify underserved and/or most vulnerable populations
 - b. Partner with a full range of community groups and stakeholders
 - c. Educate the entire community on issues that matter to underserved populations
- 5. Reflect Community Diversity - Encourage participation and remove barriers in process of local government and community groups**
 - a. Invite all to contribute their voice in the process
 - b. Focus on integration with varying populations
 - c. Serve all demographics

Department Review

The following departments have reviewed this staff report: Legal and Executive.

City Council Agenda Item Report

Meeting Date: April 5, 2018

Submitted by: Hannah Tyler

Submitting Department: Planning

Item Type: Staff Report

Agenda Section: WORK SESSION

Subject:

5:15 p.m. Discuss Potential Land Management Code Amendments for Title 15 Chapter 6 Section 7, Master Planned Affordable Housing Development

Suggested Action:

Attachments:

[Affordable Master Planned Developments - Land Management Code Amendments Staff Report](#)



City Council Staff Report

Subject: Land Management Code Amendment § 15-6-7 Master Planned Affordable Housing Development
Author: Hannah M. Tyler, Community Planner
Bruce E. Erickson, AICP, Planning Director
Jason Glidden, Housing Development Manager
Anne Laurent, Community Development Director
Department: Planning and Community Development
Date: April 5, 2018
Type of Item: Work Session

Summary Recommendation

Direct staff to submit amendments to Land Management Code (LMC) § 15-6-7 Master Planned Affordable Housing Development. Staff is requesting feedback from Council regarding direction to move forward with these LMC amendments.

Executive Summary

At the Council Retreat in March 2018, City Council reaffirmed that Affordable Housing was a critical priority for Park City. Since 2017, Planning staff has been working closely with the Affordable Housing team to implement the goals and strategies outlined in the General Plan for Affordable Housing through amendments to [LMC § 15-6-7 Master Planned Affordable Housing Development](#).

No Affordable Housing project has ever used [LMC § 15-6-7 Master Planned Affordable Housing Development](#). Staff finds that this is because this section of the LMC is too strict and restrictive, rendering it extremely difficult to use for development. As stated in the General Plan, an effective way to encourage the development of affordable and workforce housing is through government incentives using Land Use controls. At the highest level, Planning staff and the Affordable Housing team are proposing the following changes to LMC § 15-6-7 Master Planned Affordable Housing Development:

- **Minimum Percentage Affordable:** Allow for projects that are a minimum of 50% Affordable to utilize LMC § 15-6-7. The only projects that can use this section now have to be 100% Affordable.
- **Density Bonuses: (Percentage Affordable)** Create a sliding scale for Density Bonuses based on the total percentage of Affordable units in the total project. The more Affordable Units proposed, the greater Density Bonus can be granted by Planning Commission. **(AMI)** Create a sliding scale for Density Bonuses based on target Average Median Income (AMI). The lower the AMI served, the greater the Density Bonus can be granted by Planning Commission.
- **Off-Street Parking:** Match the Affordable Off-Street Parking requirements to the [standard MPD Requirements \(see "E"\)](#). Current requirement is 1 parking space per bedroom which typically equates to more parking than a normal project would be required to provide.
- **Parking Exemption:** Create parking exemption for micro-units (500 square feet [SF] or less). Staff will require criteria for a parking management program within each

development to off-set any impacts of the parking reduction (ex: proximity to transit and public amenities, support commercial, walkability, etc.)

Acronyms

AMI	Average Median Income	LMC	Land Management Code
MPD	Master Planned Development	SF	Square Feet

The Problem

[LMC § 15-6-7 Master Planned Affordable Housing Development](#) is a section of the LMC intended to be used by Affordable Housing projects that qualify for Master Planned Development applications. The issue with the current language in LMC § 15-6-7 is that it is too strict and restrictive. No Affordable Housing project has ever used the section of the LMC. In addition, land values in Park City make Affordable Housing development very difficult. The intent of the section of the LMC is to incentivize and “encourage the private sector to develop Affordable Housing”, but the current language does not achieve this.

Background

In response to the 2018 Council Retreat critical priorities and implementation of the General Plan, Planning staff and the Affordable Housing team began to create high level concepts for amendments to LMC § 15-6-7 Master Planned Affordable Housing Development. Planning staff has already brought in the expertise of the City’s Engineering, Transportation, and Parking Services Departments. The purpose of these internal collaborations was to ensure that the proposed concepts would work in coordination with the future goals and projects of those departments (ex: future neighborhood parking programs, complete streets, connectivity projects, etc.).

In March 2018, staff met with a group of individuals that have extensive experience in the development industry and gave them a high level conceptual overview of changes to the LMC. The group felt that any incentives for Affordable Housing would help encourage developers to, at a minimum, consider incorporating more Affordable Units into projects. The Planning Commission has not yet reviewed these proposed amendments.

Alternatives for City Council to Consider

1. **Recommended Alternative:** Amend LMC § 15-6-7 Master Planned Affordable Housing Development to:

- Lower the threshold for percentage Affordable
- Create Density Bonuses based on percentage Affordable and AMI served.
- Match the Parking Requirements to the standard MPD section.
- Create Parking Exemption for micro-units (500 SF or less)

Pros

- a. Incentivizes private sector development of Affordable Housing within City limits.
- b. Benefits private sector *and* City-funded Affordable Housing developments.
- c. Fosters the Goals and Strategies of the General Plan.

Cons

- a. There may be unforeseen consequences for micro-unit parking exemptions.

Consequences of Selecting This Alternative

Staff finds that more development will be able to utilize LMC § 15-6-7. This will enable both City-funded and private sector developments to provide additional Affordable Housing stock within City Limits. In addition, the proposed parking exemptions will serve as a beta-test for future parking management strategies.

2. **Null Alternative:** If no changes are made to LMC § 15-6-7 Master Planned Affordable Housing Development, it is likely that Affordable Housing projects will continue to be unable to utilize this section of the LMC for development.

Pros

- a. None.

Cons

- a. City-funded Affordable Housing projects will likely not use LMC § 15-6-7.
b. There will be few incentives for the private sector to develop Affordable Housing within City limits.

Analysis

Planning staff and the Affordable Housing team have collaborated to create high level concepts for Land Use controls to incentivize Affordable Housing Development which aligns directly with the General Plan and City Council's critical priorities. Below, staff has provided additional analysis for the list outlined in the Executive Summary:

- **Minimum Percentage Affordable:** The current threshold to utilize the Affordable Housing MPD Section requires 100% of a project to be Affordable. Given the current market trends, staff does not find that this will promote Affordable Housing development by private sector developers. Also, these same market trends are impacting City-funded Affordable Housing projects. There are some City-funded Affordable Housing developments (ex: Woodside Park Phase I) that would not have met this threshold as not all units are always designated Affordable.
- **Density Bonuses (Percentage Affordable and AMI):** By creating additional Density Bonuses based on the percentage of Affordable Units and AMI served, staff finds that this increase in neighborhood density will encourage sustainability by allowing more efficient construction, fostering multi-modal transportation options for residents, conserving open space, and creating a diversified mix of housing. In addition, having a higher density decreases the cost per unit, which may increase the total unit count.
- **Off-Street Parking:** Staff is simply proposing to create a level playing field between standard MPDs and Affordable Housing MPDs. The current Off-Street Parking Requirement for Affordable Housing MPDs (1 per bedroom) typically turns out far greater than that of a standard MPD which is one of the greatest deterrents to using the current section of Code. Staff will match the standard MPD Off-Street Parking Requirements which are based on the uses defined in [LMC § 15-3-6 Parking Ratio Requirements for specific Land Use Categories](#). Staff does not foresee any negative consequences to regulating Parking Requirements in this manner as this is typical of all developments.
- **Parking Exemption:** As stated in the General Plan, reduction in parking requirements assists in making development proposals more affordable due to the cost associated with dedicating land to parking. At the time of application, the analysis for supporting a micro-unit (500 SF or less) parking exemption will include a thorough transportation analysis (density, transit, shared parking, connectivity, pedestrian accessibility to good and services, etc.). Staff will also encourage community car share programs and charging stations for electric vehicles as potential off-sets. This will also contribute to net-zero goals and will serve as a beta-test for future parking exemptions.

Department Review

This staff report was reviewed by the Planning Department, Community Development, Housing, Executive and Legal Department.

City Council Agenda Item Report

Meeting Date: April 5, 2018

Submitted by: Michelle Kellogg

Submitting Department: Executive

Item Type: Staff Report

Agenda Section: COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Subject:

Council Questions and Comments

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: April 5, 2018

Submitted by: Michelle Kellogg

Submitting Department: Executive

Item Type: Minutes

Agenda Section: CONSIDERATION OF MINUTES

Subject:

Consideration to Approve the City Council Meeting Minutes from March 15, 2018

Suggested Action:

Attachments:

[3.15.18 Minutes](#)



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

March 15, 2018

The Council of Park City, Summit County, Utah, met in open meeting on March 15, 2018, at 2:00 p.m. in the City Council Chambers.

Council Member Gerber moved to close the meeting to discuss property and litigation at 2:00 p.m. Council Member Worel seconded the motion.

RESULT: APPROVED

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

CLOSED SESSION

Council Member Worel moved to adjourn from Closed Meeting at 4:00 p.m. Council Member Ware Peek seconded the motion.

RESULT: APPROVED

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

I. STUDY SESSION

Discuss Cemetery Space Needs:

Ken Fisher, Karen Yocum and Heather Todd, Recreation Department, presented this item. Yocum explained that she was the Cemetery Sexton and reported that there were only 43 plots left in the cemetery. Plots on the west end of the cemetery could not be sold because of unknown burials in that area. She discussed the requirements for being able to buy a plot, and noted there were other options at the cemetery such as the memorial wall, where a plaque could be placed to memorialize the deceased person, and space for cremation burials, which could hold up to four urns in each plot. Yocum indicated there were currently 55 cremation plots with room to grow and 338 wall spaces for memorials.

Fisher recommended limiting the sale of the full burial plots to only those in need, thus preserving the lots for a few years. Council Member Ware Peek asked if a cremation

1 garden could be put in the southwest quadrant where the unknown burials were located.
2 Foster suggested working with the museum to create a small monument that would
3 describe what used to be in that section. Yocum stated that idea had been discussed
4 and it was something she wanted to pursue. Mayor Beerman felt the memorial wall was
5 not selling too well and suggested having a cremation garden near the wall so the
6 ashes could be close by the deceased person's plaque.

7
8 Council Member Gerber asked if the burial plot prices could be increased so the
9 memorial wall would be incentivized. Council Member Worel asked where people would
10 be buried when the cemetery filled up. Yocum stated Heber and Midway allowed non-
11 resident burials, or somewhere in Salt Lake City. Council Member Ware Peek stated
12 people were slow to turn from a traditional burial to a cremation, and asked if there were
13 other places where a cremation garden could be built. Yocum indicated the upper fence
14 line might be a good location, but a pathway would need to be excavated.

15
16 Yocum reviewed some alternatives that might slow down the sale of the traditional
17 burial plots, including limiting the sales of traditional plots, developing a second
18 cemetery in the City limits, communicating with Summit County regarding a co-
19 development of a City/County cemetery, developing cremation niches, and developing a
20 cremation garden.

21
22 Mayor Beerman indicated there was space in the Clark Ranch property that didn't have
23 the same restrictions as other open space parcels that the City owned. Council Member
24 Worel asked how much space was needed for a cemetery. Yocum stated the current
25 cemetery was nine acres, but other cities had smaller sites. Council Member Gerber
26 was in favor of limiting the sales, and asked if there had been discussion on raising the
27 fee. Yocum did research on pricing, and found that Park City and Roosevelt had the
28 lowest plot fees of \$300, and other cities charged up to \$1,200 per plot. Fisher stated
29 the plot fees were in the City Fee Schedule and those could be adjusted and approved
30 at a future meeting.

31
32 Council Member Henney felt decisions on burials were not based on price but he knew
33 the City was running out of space. Council Member Joyce asked if municipalities had to
34 have cemeteries or could someone open a private cemetery when the need opened up.
35 Yocum stated there were many municipal cemeteries in Utah. Foster stated an
36 ordinance would need to be passed if Council decided to limit sales. Mayor Beerman
37 stated the City had acquired open space and an internal analysis could determine if
38 there was a location for a second cemetery. Council agreed to the analysis and also to
39 creating a cremation garden in southwest quadrant and along the upper fence. The
40 Council members did not want to increase the burial price. Council Member Gerber
41 stated the memorial wall was \$250 and the burial plat was \$300 so it would make sense
42 to have a range of options from cheapest to more expensive.

1 Fisher asked if Council would like to engage in a discussion on a co-run cemetery.
2 Mayor Beerman asked for more information about the County Cemetery board. Council
3 Member Joyce asked if the immediate need requirement would be for one or two burial
4 plots. Council agreed to limiting sales to two plots.

5 **WORK SESSION**

6

7 **Taxi Stakeholder Update:**

8 Matt Dias, Assistant City Manager, Rebecca Gillis and Beth Bynan, Finance, Polly
9 Samuels McLean, Legal, and representatives from the Transportation and Transit
10 Departments, presented this item. Dias indicated the State preempted the ability for the
11 City to regulate transportation network companies which created confusion and inequity
12 with the taxi industry. In order to create a more level playing field, the City deregulated
13 certain aspects of the licensing process for taxis. He thanked Council Member Worel for
14 helping with the stakeholder group that was created to address concerns. The
15 stakeholders included Jon Burnz, Michael Falk, Michael Barille, Sam Rubin, Ryan Cray,
16 Rob O'Brien, Anthony Bartholomew, Katie Brackeen, Council Member Worel, Lucianne
17 Sosnowski and Clive Bush. It was noted that every application submitted to be in this
18 group was accepted.

19

20 Dias stated the meetings consisted of presentations from the Parking, Licensing, and
21 Transportation teams. The group reviewed the process of how the City opposed the
22 State law that was passed. Council Member Worel thanked Dias for his work and how
23 he organized the meetings and kept the group on track. She indicated she was
24 impressed with the stakeholder group.

25

26 Dias explained the group came up with eight recommendations: having a City-licensed
27 taxi staging area at the post office, amending the business license fee methodology by
28 increasing the license using a seasonal and enhanced level of service methodology,
29 increasing operating fines for operating without a for-hire/taxi license, increasing parking
30 fines in taxi/for hire staging zones, working with the lodging industry to improve the Old
31 Town operations of the lodging industry shuttles (efficiency, parking, decreased idling
32 and better guest services), enhancing coordination/organization over taxi/for-hire and
33 lodging shuttle pick up and drop off during special events, increasing police
34 enforcement, and improving communication by holding annual meetings with for-
35 hire/taxi/lodging representatives to solicit feedback and input.

36

37 Dias noted there was not consensus on all the recommendations. There was a lot of
38 discussion about public safety, quality of the ride and quality of the vehicles. Some
39 items discussed that were not recommended were deregulating and/or increasing
40 regulation, commercial vehicles using transit lanes, commercial vehicles using the
41 Transit Center, having additional staging areas, doing nothing, and amending some of
42 the recommendations.

43

1 Mayor Beerman opened the meeting for public input.

2
3 Michael Falk thanked Dias for being involved in the meetings. He said one of the non-
4 recommended points was deregulation, and he asserted deregulation didn't mean
5 chaos. Tahoe deregulated the for-hire industry because of Uber, and those vehicles still
6 had to register and get a license like any other business license. The increased
7 regulation option did not exist in any other city that he found in his research. He said taxi
8 service had dropped off and now his business was Uber/Lyft. The taxi group was
9 shrinking and he felt adding more regulations would make it tougher to be successful.
10 He also liked the staging area recommendation, but thought there should be more than
11 one staging area.

12
13 Council Member Henney asked if the increased regulation was for other groups, such
14 as increased fines, or would it be for taxis and for-hire locals as well. Falk stated
15 enforcement might be an unnecessary burden on Police on the weekends. He
16 supported deregulation.

17
18 Rob O'Brien thanked everyone on the stakeholder group. He stated the staging area at
19 the Brew Pub Lot during Sundance was not effective, but the group liked the area by the
20 post office and the lower area. He noted 12 companies operated here without a sticker
21 in their windows. He wrote many complaints but nothing worked. He requested a
22 different approach to make sure 100% of vehicles were registered.

23
24 Mayor Beerman closed the public input portion of the meeting.

25
26 Council Member Ware Peek asked how many parking spots were in front of the post
27 office. Dias stated the spots would be a staging area after 8:00 p.m. when the post
28 office was closed. Council Member Ware Peek asked what percentage of for-hire
29 drivers were also with Uber/Lyft. Dias stated several in the stakeholder group did both.
30 Falk stated the vast majority of drivers did both. Council Member Ware Peek asked
31 about lodging industry shuttle staging since they were offenders of stopping in the
32 middle of the street. Dias indicated Anthony Bartholomew represented the lodging
33 industry and he knew the shuttle drivers needed to improve.

34
35 Council Member Worel felt the taxi drivers were great ambassadors for the City. She
36 requested recommendations from staff on how to incentivize business owners to get
37 their licenses.

38
39 Council Member Joyce felt the City was fighting an uphill battle. To make this work
40 would require an incredible police presence and he wouldn't want to staff up the Police
41 Department to deal with the increased enforcement proposal. He agreed leveling the
42 playing field with the proposed staging area and working with lodging was good, but
43 proceeding with all the recommendations would be impossible. He favored deregulation.

Council Member Henney stated the City needed to add value to the sticker, but it was a huge undertaking. He liked the recommendations, but was concerned about working with the lodging industry. He stated these shuttles could not be regulated because they were not for-hire. Dias suggested discussing the lodging shuttles more when the group came back to Council.

Council Member Gerber felt the staging area would be too complicated since most taxis also worked as Uber and Lyft. She noted the lodging shuttle offenders were the worst. She suggested creating "No Drop Off/Pick Up in Intersections or Double Parking" policies. Mayor Beerman felt there were good ideas presented tonight and agreed the shuttles were the worst offenders.

REGULAR MEETING

I. ROLL CALL

Attendee Name	Title	Status
Andy Beerman	Mayor	Present
Becca Gerber	Council Member	Present
Tim Henney	Council Member	Present
Steve Joyce	Council Member	Present
Lynn Ware Peek	Council Member	Present
Nann Worel	Council Member	Present
Diane Foster	City Manager	Present
Matt Dias	Asst. City Manager	Present
Mark Harrington	City Attorney	Present
Michelle Kellogg	City Recorder	Present

II. SWEARING IN CEREMONY

Police Swearing-In Ceremony - Park City Police: Officer Danielle Snelson and Officer Jacqueline Bittner:

Chief Carpenter introduced Danielle Snelson and Jackie Bittner. Mayor Beerman swore in these officers and congratulated them on their new roles with the City.

III. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Staff Communications Report:

- **3Kings Water Treatment Facility & Golf Facility Public Outreach Plan**

6. 2018 Legislative Update (Moved from New Business):

State Representative Tim Quinn discussed his work at the Legislature and how it helped the City. Mayor Beerman thanked Representative Quinn for standing up for local authority. Representative Quinn stated he reviewed the language with staff before taking the floor on arguing for plastic bag bans. He indicated the session was frustrating

1 to him, but he knew there was a process for issues. He thought HB136 was necessary
2 with the ongoing transportation problems faced by the State.

3
4 Representative Quinn noted the State had a financial windfall yet there was a property
5 tax increase and he fought against that because he felt it was not good for the districts.
6 The State was the most equalized in the country. Education was funded well to handle
7 growth and teacher salaries. One good thing about the property tax hike was that
8 Wasatch and Summit Counties would receive a 6.9 WPU increase for the next six
9 years. He also indicated 509 bills passed during the session.

10
11 Council Member Ware Peek stated she stayed up to watch the last hour of the
12 Legislative session and saw Representative Quinn's speech and fight for the local
13 authority. She thanked him for his work to help Park City.

14
15 Council Member Joyce asked Representative Quinn to keep fighting for the removal of
16 the food tax. Representative Quinn indicated 18 members of the House were not
17 running for re-election so the makeup next year would be different with a large freshman
18 class. Mayor Beerman thanked Representative Quinn again for his great work.

19
20 **Council Questions and Comments:**

21 Council Member Gerber acknowledged the High School, Ecker Hill and Treasure
22 Mountain student walk-out this week, and noted it went smoothly and was very
23 respectful.

24
25 Council Member Henney stated there was an improved relationship between
26 Mountainlands Community Housing Trust and the County.

27
28 Council Members Joyce and Worel ate lunch at the Senior Center and discovered 45%
29 of seniors lived in the City limits.

30
31 Council Member Ware Peek attended a Pandolabs course for Spanish speaking people
32 in the community who were entrepreneurs. It was a wonderful experience and there was
33 great information. She agreed that the walkout went well and asserted it was moving to
34 watch.

35
36 Mayor Beerman indicated he met with some small groups. The United States Olympic
37 Committee (USOC) announced they were going into a dialogue phase and they would
38 be considering Salt Lake City, Denver, and South Lake Tahoe as hosts for the 2030
39 Olympic games. He wished Council Member Gerber luck as there would be a new
40 addition before the next Council meeting.

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

Mayor Beerman opened the meeting for those who wished to address the Council on items not listed on the agenda.

Mike Worel disclosed he was married to Council Member Worel. He spoke about the criticism expressed over the appointment of Council Member Ware Peek. He was disappointed that the attorney Okayed the closed meeting and then delayed the release of the audio. To the Council's credit, it owned it and moved on. But he was disappointed that Council had been accused that they had acted with injustice and discrimination in the decision making process of appointing Council Member Ware Peek. He listened to the deliberation and wrote it down and found this was a group of good minded people wrestling with the time commitment needed, and asked if the candidates had the time to devote to the job. He reviewed the Council's discussion of the candidates. Lynn Ware Peek was chosen because she was the best candidate for the job and didn't need months to get up to speed. He rebuked the criticism from KPCW. He asserted that this job took a lot of time and it was important to choose the person who could dedicate his/her time to the job. He thanked Council for asking the hard questions.

Mayor Beerman closed the public input portion of the meeting.

V. CONSIDERATION OF MINUTES

Consideration to Approve the City Council Meeting Minutes from February 15 and March 1, 2018:

Council Member Worel noted on Page 4, Line 19 of the February 15th minutes, Glidden and Stauffer responded to a question that was asked by Council Member Worel. She also referred to the Treasure Hill motion on Page 11 and indicated she had amended the motion to direct staff to remove the TDR section for this property from the Land Management Code. Another correction was a typo for Dixon, found on Page 5.

Council Member Ware Peek noted that the header for the retreat minutes should read March 1st. She also indicated the March 1st minutes, Page 3, Line 28 should read that she spoke to a few employees in Old Town.

Council Member Henney moved to approve the City Council Meeting minutes from February 15 and March 1, 2018 as amended. Council Member Gerber seconded the motion.

RESULT: APPROVED

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

VI. CONSENT AGENDA

1. Request to Authorize the City Manager to Enter into Agreements in a Form Approved by the City Attorney's Office for the 2018 Pavement Management Project with Staker Parson Companies in the Amount of \$550,297.96; Morgan Pavement in the Amount of \$104,454.72; Advanced Paving in the Amount \$82,500.00; Holbrook Asphalt in the Amount of \$32,549.85; and Intermountain Slurry Seal in the Amount of \$51,022.44:

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

RESULT: APPROVED

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

VII. NEW BUSINESS

1. Consideration to Approve the Level Three First Amendment Event, March for Our Lives, to be Held on Lower Main Street, Poison Creek Trail and South City Park on Saturday, March 24, 2018, from 10:00 a.m. to 12:00 p.m. Including Fee Reduction in the Amount of \$8,145, Based on Findings of the Fact, Conditions of Approval and Conclusions of the Law in a Form Approved by the City Attorney's Office:

Jenny Diersen, Special Events Manager, and Mia Levine, Applicant, presented this item. Levine stated there were quite a few students here supporting this event. They wanted to stand in solidarity across the world and in Florida and oppose gun violence. She reviewed the proposed route and noted the surrounding areas would have sister marches so they expected this to be a local event. She contacted the *Park Record* and KPCW to keep them informed of the event. Residents would have a pass to drive in and out of the area. Diersen stated there would be additional merchant and area outreach next week. They were requesting a fee reduction. A Go Fund Me account had been set up to pay for the stage and restrooms.

Council Member Worel thanked Levine for organizing this event. She was confused about the route. She thought the event should be on a street rather than a trail. Diersen stated that as the City continued to have these events they looked for ways to mitigate the impact, and expressed concern about rerouting transit.

Council Member Henney asked if the street closure would have to last four hours. Diersen stated the street could be closed from 10:00 a.m.-10:30 a.m. Council Member Ware Peek stated the original route went up to Heber then across and down to Poison Creek. Diersen stated if there was a large crowd they would march down 9th Street. Council Member Ware Peek was o.k. with marching down Poison Creek Trail and she felt there was solidarity in this event. It was indicated the stage would be by the skate park. Council Member Ware Peek asked about the fee waiver and stated the City had

1 used the \$200,000 fee waiver allowance through July. Diersen explained the fee
2 reduction process, where events could submit waiver requests twice per year. After the
3 threshold was reached, events needed to bring requests for fee waivers to Council. She
4 indicated the limit had been exceeded, but the funds were in the budget.

5
6 Mayor Beerman opened the public hearing.

7
8 Angela Moschetta read a prepared statement. She met and communicated with the
9 group who was planning the event and the students were amazing. She hoped
10 everyone in the community would do whatever it took to support them in their efforts to
11 make their platform heard. She advocated for their preferred march route, and stated
12 this was an investment in the youth and for Park City.

13
14 Sarah Berry stated the kids deserved to be seen and there needed to be a disruption,
15 which was the point of a march.

16
17 Park City High School students read a prepared statement: In 2015, there were 17,000
18 homicides, 13,000 of which were firearm related. In 2016, there were 38,000 gun
19 related deaths. In 2014, Australia banned guns and there were 35 deaths from gun
20 violence in one year. They spoke against the right to bear arms and asked all to stand
21 with them and be politically active.

22
23 Terri Orr stated Park City Institute covered the insurance for these students so they
24 could organize the march. She advocated for the students to be seen.

25
26 Mayor Beerman closed the public hearing.

27
28 Council Member Henney asked if there was a preferred route. Levine stated the
29 students preferred to march on Main Street or Park Avenue. Council Member Gerber
30 asked if they could compromise and start at Lower Main to Poison Creek. Levine stated
31 the top of Main to the bandstand was almost one mile. She indicated the first proposal
32 was to start at Lower Main and go to Park Avenue then cut across to the bandstand at
33 Miners Hospital. Council Member Gerber asked that the students march on a main
34 street for at least part of the time. Diersen stated there was an alternate route in the
35 packet. If Park Avenue was used the cost would increase.

36
37 Council Member Gerber asked if they could go on Lower Main from Heber to the trolley
38 roundabout. Diersen stated the march could begin at Zoom to Poison Creek and 9th
39 Street would be closed. Council Member Gerber clarified the event was organized by
40 students, but the community was invited to march with the students.

41
42 Council Member Ware Peek asked about the latest route alternative to which Diersen
43 explained the group would gather on Main Street and staff would remove the parking on
44 Main between 7th and 9th Streets, but 7th and 9th Streets would remain open. The group

1 would meet under Town Lift Bridge then walk up Main Street to 7th Street by Atticus and
2 go through the plaza to Poison Creek Trail. Levine stated she would prefer to gather on
3 Lower Main and move to Park Avenue for the march.

4
5 Council Member Gerber felt the route was long. Council Member Henney stated the
6 students wanted to go down Park Avenue and asked Council if they supported the
7 preferred alternative. Harrington stated supporting the event was different than
8 approving the route because of the associated consequences for Transit. Council
9 Member Henney stated all these things had to be taken into consideration. Levine
10 stated they wanted to finish at the bandstand, but wanted a more public setting, either
11 on Main Street or Park Avenue.

12
13 Council Member Joyce cautioned that Council had to look at the event objectively
14 because this discussion would need to take place no matter what the First Amendment
15 event topic encompassed. He favored starting and ending in a good place, but not
16 shutting down Main Street. Council Member Henney indicated Main Street was shut
17 down for the Women's March and March for Science and now Council was telling this
18 event that they could not do it.

19
20 Council Member Worel thought this event deserved the same visibility as the other First
21 Amendment events and supported Alternative Route #2. She suggested that if the
22 preferred route cost more, the Council could approve up to \$10,000. Diersen suggested
23 \$12,000 would be needed for public safety.

24
25 Council Member Ware Peek felt there could be too many people for Poison Creek. She
26 asked if the merchants were in favor of this event. Diersen stated the sentiment was
27 extremely supportive. Council Member Ware Peek also thought events did not need to
28 all be treated the same, and gave the example that Council would act differently if they
29 felt the event would incite violence.

30
31 Council Member Gerber wanted to support great events without shutting down the City.
32 She said a combination of Main Street to Park Avenue would be bigger than done
33 before, but supported Park Avenue or Main Street. Foster stated staff felt these events
34 needed to be treated the same way. Mayor Beerman stated no matter where the event
35 was held, the community would come out in support. He asked Diersen what route
36 would be least disruptive to traffic, to which she responded that down Main Street to
37 Poison Creek would be the least disruptive alternative.

38
39 Captain Leatham preferred a hard closure of traffic rather than having a rolling closure,
40 especially with vehicle attacks in the news of late. He also thought having the march on
41 Main Street would be preferable as far as safety was concerned. Levine stated
42 marching on Main Street would be great. The Council agreed to the Main Street route
43 and the additional fees. Mayor Beerman stated the community was proud of the youth in
44 the City.

Harrington suggested amending the motion as follows: amend Finding of Fact One to amend the route to Main Street, adding Condition of Approval 13 for a new Main Street closure plan to minimize road closures and transportation, and amend the fee waiver up to \$12,000.

Council Member Henney moved to approve the Level Three First Amendment Event, March for Our Lives, with the modified route on Main Street and a new Main Street closure plan, on Saturday, March 24, 2018, from 10:00 a.m. to 12:00 p.m., including a fee reduction in an amount up to \$12,000, based on findings of fact, conditions of approval and conclusions of the law in a form approved by the City Attorney's Office. Council Member Ware Peek seconded the motion.

RESULT: APPROVED

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

2. Consideration to Approve a Level Three Event, Thin Air Innovation Festival, to be Held April 5-7, 2018, Including Changes for One Year, Based on Findings of Fact, Conditions of Approval and Conclusions of the Law in a Form Approved by the City Attorney's Office:

Jenny Diersen and Chris Phinney, Special Events, presented this item. Phinney stated this event partnered with the Youth Sports Alliance (YSA) to bring an additional parade to the festival, which was proposed for Friday, April 6th from 5:00 p.m.-6:00p.m. The YSA athletes would march with the Olympic and Para Olympic athletes down Main Street. The impacts would be closing Main Street, and walking down Main Street to 7th Street. There would be increased public security and parking would be removed from some parts of Main Street and Park Avenue. Fees would be \$9,100 and the organizers had applied for a fee reduction waiver. This fee request would normally go through the City Manager, but the \$200,000 threshold had been reached so it had to go to Council.

Diersen stressed that the partnership the Chamber had with YSA and SIA created vibrancy within the community. This event would also celebrate the end of the ski season.

Council Member Worel asked if there would be a concert after the parade. Phinney stated after the parade there would be autographs, then the concert and interviews. It was indicated the concert would be 7:30 p.m.-9:00 p.m.

Council Member Gerber asked if the \$9,100 would cover City services to which Diersen responded in the affirmative. Council Member Ware Peek liked the concept of the Thin Air Festival.

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

Council Member Worel moved to approve a Level Three Event, Thin Air Innovation Festival, to be held April 5-7, 2018, including changes for one year, based on findings of fact, conditions of approval and conclusions of the law in a form approved by the City Attorney's Office. Council Member Henney seconded the motion.

RESULT: APPROVED

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

3. Consideration to Approve Ordinance No. 2018-10, an Ordinance Approving the Queen Esther Village No. 1, Unit 6, Amended Plat, Located at 2346 Good Trump Court:

Bruce Erickson stated this amendment would enclose a space in Queen Esther Village. Council Member Ware Peek asked if other condo owners had requested the same amendment. Erickson stated a couple others had this amendment and it was not uncommon.

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

Council Member Henney moved to approve Ordinance No. 2018-10, an ordinance approving the Queen Esther Village No. 1, Unit 6, Amended Plat, located at 2346 Good Trump Court. Council Member Gerber seconded the motion.

RESULT: APPROVED

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

4. Consideration to Approve Ordinance No. 2018-11, an Ordinance Approving the 925 Woodside Re-Plat Located at 925 Woodside Avenue:

Bruce Erickson stated the lot line went through the kitchen and the amendment would move that line.

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

Council Member Gerber moved to approve Ordinance No. 2018-11, an ordinance approving the 925 Woodside Re-Plat located at 925 Woodside Avenue. Council Member Joyce seconded the motion.

RESULT: APPROVED

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

5. Bonanza Flat Planning Update:

1 Heinrich Deters, Trails and Open Space Manager, and Wendy Fisher and Mike Ojie,
2 Utah Open Lands (UOL), presented this item. Deters reviewed that the property was
3 acquired in June and in July Council implemented a planning process. A resource
4 inventory had been ongoing throughout the winter. UOL recently closed the inventory
5 and created a report with recommendations for the use of the property. Tonight the
6 report would be reviewed and he hoped the report would be passed on May 3rd, after a
7 series of open houses in April.

8
9 Fisher stated this report focused on the care and capacity for humans and wildlife. She
10 recommended no net increase of use on the land and the prioritization of the watershed.
11 She emphasized that although the land had been used for certain things in the past, the
12 Council would determine uses from here forward.

13
14 The jurisdictional and technical stakeholders recommended that the area be divided into
15 different zones. They felt the areas at the top of the watershed should be kept more
16 pristine. Other zones could have different uses. UOL also recommended prohibiting
17 motorized use on the property year round not including the right-of-ways, as well as
18 prohibiting hunting and overhead transportation infrastructure such as trams, ski lifts,
19 gondolas, etc. UOL recommended monitoring dog waste removal and backcountry
20 camping because of waste concerns.

21
22 She discussed snowmobile use and clarified they were not saying snowmobiles had
23 more or less of an impact than other recreational uses. UOL supported keeping the
24 access open so snowmobiles could access approved snowmobile areas, but the uses
25 would come into conflict so there would need to be further discussions. She also
26 commented that Guardsman's Pass was not safe. The parking clogged access and
27 emergency vehicles could not get through. They were not asking for a decision tonight,
28 but wanted to present and listen to feedback.

29
30 Council Member Ware Peek disclosed that her spouse owned property in Brighton
31 Estates, but it would not cloud her objectivity.

32
33 Council Member Henney asked for clarification on allowed snowmobile use areas and
34 where the access points would be. Fisher indicated snowmobiles could use Snake
35 Creek Canyon. They would go through Pine Canyon Road to access that area. Council
36 Member Henney asked why we would allow that. Deters stated those were County
37 roads and the City had no control over restricting those roads.

38
39 Council Member Henney felt parking and storing on the roads to use the access roads
40 was problematic. Fisher stated she would like some direction on looking at that further.
41 It was her understanding that the area was a parking area for Brighton Estates
42 residents.

Mayor Beerman asserted tonight's discussion would focus on the property the City owned and other issues would be discussed at a future date. Council Member Ware Peek asked if the roads would be used by Girl Scouts getting to their camp. Fisher affirmed they would use the road, and UOL would study and understand the information and what the scope was. They recommended no impervious surfaces.

Mayor Beerman opened the public hearing

Alisha Niswander owned a commercial guiding service in town and indicated she would love to use the area. She hoped there was a commercial licensing program for guiding. The risk of not permitting would be that everyone would come up in the summer and use the land. She didn't want it to be overused.

Roger Hoole congratulated the City for acquiring Bonanza Flat. He lived in Brighton Estates and stated the parking area in the Y zone was for the vehicles of the Brighton Estates owners. Some people went through Brighton Estates to access their cabins. He suggested a permitting system. He also noted not all properties could be accessed from Pine Canyon Road. He requested a meeting with UOL so the owners would know the rules. There needed to be a place to park the vehicles and a stage to get on the snowmobiles. There also needed to be a balance for transportation and recreation for cabin owners.

Carl Fisher, Executive Director of Save Our Canyons, and Technical Committee member, stated he was disappointed with the accusations against his group. He heard a comment on the radio that Park City was considering Interconnect and he reacted to that statement. He was concerned about the intensity of the use at Bonanza Flat and the potential displacement of wildlife in the area.

Robbie Powell, resident of Brighton Estates, was highly supportive of the elimination of motorized access, but was concerned about parking and access.

John Olson, competitive Nordic skier, stated he had a hard time finding training places that had sufficient snow. Bonanza Flat was a good alternative because of the higher elevation and more snow.

Bridgette Meinhold, resident of Brighton Estates, was grateful for the work done on Bonanza Flat. She felt it was a great opportunity to guide the process. She requested special snowmobile corridors to access the residences in the winter and access in the summer, especially because of fire danger.

Tina Smith felt strongly that the City should be progressive on how the land was handled. She requested that the property be a no dog zone, since it already had a 1,400 acre dog park.

1 Bob Merrill used snowmobiles to access homes in Brighton Estates and Tollgate
2 Canyon. He felt recreational snowmobiling in open space was not appropriate. The
3 noise pollution alone was a nuisance. He asked how that would be enforced.

4
5 Russ Mangone, Utah Snowmobile Association, stated he had a meeting with UOL and
6 they planned on working together. He referred to a packet he sent the Council with an
7 impact study, and stated snowmobiling brought in \$9 million per year to Summit County.
8 He asserted that wildlife moved to lower elevations in the winter and he had never seen
9 any wildlife in 12-15 feet of snow.

10
11 Rick Johnson, HOA president of Pine Canyon, stated he had met with UOL and
12 requested to be a stakeholder on the Technical Committee. He came to the meetings
13 and wanted to have a voice. He stated non-motorized regulations would be easier in the
14 summer than the winter.

15
16 Ann Bransford dittoed Rick Johnson. She represented the private homeowners on
17 Bonanza Flat. She wanted to be part of the process and part of the solution as well.

18
19 Andrew Napier owned property in Brighton Estates. His only objection with the uses
20 was the snowmobile restriction. He spent 10 years up there and never saw snowshoers
21 and tourers in the back part of the parcel. Allowing people to only use one road would
22 not work, because you'll hit an avalanche area, or Pine Canyon Road would be flooded
23 out in the spring. He thought it was important to get people up there who would be
24 environmentalists. He used the snowmobile to transport his skis and camera and then
25 he skied up there.

26
27 Brooke Hontz indicated she was the COSAC liaison to one of the committees. As
28 stakeholders, they had to think of the words in the bond. She didn't think those
29 approved uses included pumping out the waste station every other day, dog waste, and
30 other problems. Observations on the property revealed the lack of respect for the
31 property. Because of these observations she would support the conservation.

32
33 Charlie Sturgis stated he was part of the Technical Committee. He heard concerns from
34 the Brighton Estates residents. He knew it was important to preserve the watershed. He
35 asked that people wait to see the plans and they would be impressed with what was
36 trying to be done.

37
38 JJ Crendran stated what was being managed had previously been unmanaged. He
39 hoped that there would be an inclusive mentality. He hoped to involve the snowmobile
40 and environmental protection communities.

41 Sara Jo Dickens, Ecology Bridge, stated the wetlands were an important carbon sync
42 and they needed to be preserved. She indicated snowmobiling was harmful to wetlands
43 and could compact soils, cause erosion, and change the snowmelt process.

1 Katie Eldrides, Brighton Estates, echoed what the neighbors had said. She wanted to
2 share her lifestyle with those making the decisions so they could see how much it was
3 enjoyed by all who lived there.

4
5 Mayor Beerman closed the public hearing.

6
7 Council Member Henney was impressed by what could be created here and the
8 opportunity to collaborate. He thought the watershed was first and foremost to be
9 preserved, the wildlife conservation was important as well. He thought there would be
10 discussion on active use and passive use, and what level of passive use was
11 acceptable. He thought UOL was doing a great job.

12
13 Council Member Gerber was impressed with the report and the feedback from those in
14 attendance tonight. It was important to make sure residents had access to their homes
15 and suggested a corridor for that access. She also suggested having enforcement for
16 abusers of the restrictions. She thought the public open house was a good idea as well.

17
18 Council Member Worel loved the report and liked the maps. She asked that the map
19 include the recreation areas discussed tonight. She heard the snowmobiles while up
20 there taking a tour and felt it was noise pollution.

21
22 Council Member Joyce stated the map showed that Pine Canyon was access to almost
23 all the private roads that led to the homes so he hoped for clarity on the access. He also
24 noted that Blood Lake was the Girl Scouts' water supply.

25
26 Council Member Ware Peek indicated she loved recreating on Bonanza Flat. It made
27 her realize that if any of the uses was not congruent to the bond language, she would
28 have to let it go. She also requested that the neighbors be able to collaborate and guide
29 the direction of the property.

30
31 Mayor Beerman stated the plan was spot on and noted it still needed some refinements,
32 but it was outstanding. He liked the concept of the zones. He agreed that we should be
33 grateful that we were able to acquire the land and preserve it as open space. He hoped
34 people would be patient and trust that the end product would be great.

35
36 Fisher clarified that groomed or non-groomed Nordic tracks had not been discussed.
37 She asked if Council would like UOL to ask that question in their talks. Mayor Beerman
38 didn't want to go all out to make the land accessible, and was not in favor of plows up
39 there, but he thought it was fine if skiers wanted to ski up there.

40
41 Council Member Ware Peek stated Bob Merrill brought up noise pollution, and in the
42 summer the motorcycles were noisy. She asked if noise could be measured.

43
44 **VIII. ADJOURNMENT**

1 IX. PARK CITY REDEVELOPMENT AGENCY

2 I. I. ROLL CALL

3

Attendee Name	Title	Status
Andy Beerman	Chairman	Present
Becca Gerber	Committee Member	Present
Tim Henney	Committee Member	Present
Steve Joyce	Committee Member	Present
Lynn Ware Peek	Committee Member	Present
Nann Worel	Committee Member	Present
Diane Foster	City Manager	Present
Mark Harrington	City Attorney	Present
Matt Dias	Assistant City Manager	Present
Michelle Kellogg	Secretary	Present

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

6 Chairman Beerman opened the meeting for public input. No comments were given.
7 Chairman Beerman closed the public input portion of the meeting.

8 III. NEW BUSINESS

1. Consideration to Approve the Purchase of 1835 Three Kings Drive, #25-10, Amend the Deed Restrictions to Align with Current Program Guidelines and Goals and Then Sell the Units to a Qualified Household:

9 Jason Glidden stated this Silver Star unit had become available and the City would like
10 to purchase it in order to update the deed restrictions. He updated the Council that there
11 would be another couple of units for sale in the near future.

12

13 Council Member Joyce stated the transactional costs would be \$1,000-\$2,000. Glidden
14 affirmed that was a cost to the City because the unit would be sold for the same price as
15 it was bought. Council Member Joyce asked if repairs would be needed. Glidden
16 explained that the unit would be inspected and a list given to the owner so that the
17 owner could make the repairs. If the City made the repairs, the cost would be deducted
18 from the sales price.

19

20 Council Member Gerber requested to know the market rate value of a comparable unit.

21

22 Chairman Beerman opened the public hearing. No comments were given. Chairman
23 Beerman closed the public hearing.

24

Council Member Joyce asked if staff could go through this process without coming to Council. Harrington indicated because of the transactional component, the purchase would have to go to Council. Glidden stated staff was working on a policy that would allow the deed restrictions to be updated without going through this process.

Council Member Peek moved to approve the Purchase of 1835 Three Kings Drive, #25-10, Amend the Deed Restrictions to Align with Current Program Guidelines and Goals and Then Sell the Units to a Qualified Household. Council Member Gerber seconded the motion.

RESULT: APPROVED

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

IV. ADJOURNMENT

With no further business, the meeting was adjourned.

Michelle Kellogg, City Recorder

City Council Agenda Item Report

Meeting Date: April 5, 2018

Submitted by: Roger McClain

Submitting Department: Public Utilities

Item Type: Staff Report

Agenda Section: CONSENT AGENDA

Subject:

Request to Authorize the City Manager to Execute the First Amendment to the Professional Services Agreement, in a Form Approved by the City Attorney, with CH2M, Inc., for the 3Kings Water Treatment Facility (3KWTF) Phase III Design Services in an Amount Not to Exceed \$1,600,000.00

Suggested Action:

Attachments:

[Staff Report - 3Kings Water Treatment Plant Phase III and First Addendum to Service Contract](#)



City Council Staff Report

Subject: 3Kings Water Treatment Facility Phase III - Design Services
Professional Services Agreement, First Addendum –
CH2M, Inc.

Author: Roger McClain, Public Utilities Engineering Manager

Department: Public Utilities

Date: April 5, 2018

Type of Item: Administrative

Summary Recommendation

Staff recommends Council authorize the City Manager to execute the First Amendment to the Professional Services Agreement, in a form approved by the City Attorney, with CH2M, Inc., for the 3Kings Water Treatment Facility (3KWTF) Phase III Design Services in an amount not to exceed \$1,600,000.00.

Executive Summary

The concept design for the planned 3Kings Water Treatment Facility (3KWTF) has been presented to City Council in the November 16, 2017 Work Session. Staff and the design engineer have since been working on treatment process related issues and are now prepared to proceed with the schematic design of the facility. This staff report recommends authorization of the First Amendment to the Professional Services Agreement (PSA) with CH2M, Inc. for the schematic design services.

The Issue

Staff needs to reconstruct the existing Spiro Water Treatment Facility. The Concept Design phase of the 3KWTF project has progressed to a stage where a Schematic Design can begin. To meet regulatory deadlines, the next phase of the design services must now be authorized.

Background

- In 2014 the Utah Division of Water Quality and Park City entered into an agreement which outlines the terms for Park City brining the Judge and Spiro Tunnel discharges into compliance with the Clean Water Act. Park City determined the reconstruction of the existing Spiro Water Treatment Plant is the best alternative to achieve compliance.
- A scope of services and fee for the Concept Design phase were developed, negotiated, presented to and authorized by Council on May 25, 2017, and a PSA with CH2M was subsequently executed in an amount not-to-exceed \$1,497,909.
- Staff presented a concept plan for the proposed treatment facility to City Council at the November 16, 2017, Work Session, Council agenda Staff Report link <http://parkcityut.igm2.com/Citizens/FileOpen.aspx?Type=1&ID=2306&Inline=True>, and Council subsequently provided direction to Staff to progress with the schematic design process.

- The project continues to remain on schedule. **Attachment A** presents the overall project schedule.

Analysis

- The 3KWTF design and construction engineering services contract has been phased to meet the Schematic Design, Design Development, Construction Drawings, and Construction Support to align with the City's project management approach.
- Staff's recommendation to Council for authorization of the original PSA contained an estimated total contract amount, including anticipated amendments associated with future phases. It was noted that the total contract amount would significantly exceed the initial PSA amount. Fees associated with future phases of the Project were projected as follows:

Phase III – Design Phase	Estimated Design Services Fee	Percentage of Estimated Construction Cost	Authorized Contract Amount
Concept Design (10%):	\$1.50M	2.6%	\$1.49M
Schematic Design (30%):	\$1.47M	2.6%	
Design Development (60%):	\$1.68M	3.0%	
Construction Drawings (100%):	\$2.85M	5.0%	
Commissioning:	\$0.13M	0.2%	
Other Design Services:	\$0.56M	1.0%	

These fee projections are conservative estimates only, based on consultants experience and rule-of-thumb projections. Actual design fees will be further refined as the design approach and criteria are more clearly defined.

- Subsequent to Council direction to progress with the Schematic Design phase of the project, staff has, in conjunction with the CH2M, developed and negotiated the Schematic Design phase scope of services and associated fees, as included in Attachment B to the Staff Report. The scope of services and fee summary are to be included in the Professional Services Agreement in an amount not-to-exceed \$1,600,000.
- To establish the overall facility layout, the specialized building footprints, and the associated massing required for a schematic design submittal, the project design requires a level of treatment process design development beyond what is typical to a typical commercial building schematic design effort. The proposed scope and fee reflects this additional effort and staff feels that the proposed fee is usual and customary for the services of the nature, scope, and expertise associated with the complex treatment facility design that is required to address the SCO.

Proposed Consultant Services

Services. The Schematic Design serves as the basis for the submittal to Park City Planning for the MPD/CUP process. CH2M will provide pertinent services required to

prepare the MPD/CUP submittal package. The scope of work and associated fee summary is provided in **Attachment B**. The scope of work generally includes engineering and building architectural services in the following discipline areas: treatment process design; architectural design; structural, mechanical, electrical, and plumbing engineering; heating and ventilation engineering; net-zero energy and sustainability; site civil; landscape architecture; and costing.

Off-site civil, survey and platting, geotechnical, energy modeling, building envelope commissioning, and building commissioning consulting services will be provided by other parties under separate contracts with the City.

Schedule. It is anticipated that, to meet the proposed construction completion schedule of spring/summer 2022, the schematic design services will begin immediately upon addendum authorization and execution and will extend through the City's planning approval process period.

Next Steps

- Staff will return to Council in a Work Session to present the proposed MPD/CUP package and request authorization to submit to Park City Planning; and
- Staff will continue to request Council direction to proceed with each design phase, beyond Schematic Design, prior to progressing. Associated addendums to the original PSA will be processed and CH2M will be issued pertinent notices to proceed.

Alternatives for City Council to Consider

This section provides pros and cons associated with the recommended architectural services and fees.

Pros

Enables the 3KWTF project to progress without scheduling impacts

Cons

Allocates capital improvement costs that could be utilized for other purposes

Consequences of not authorizing services

Could delay start of construction of the 3KWTF which could delay the 3KWTF project and expose the City to not meeting regulatory deadlines

Department Review

This report has been reviewed by representatives of Public Utilities, Budget, City Attorney's Office, and the City Manager's Office. Comments have been integrated into this report.

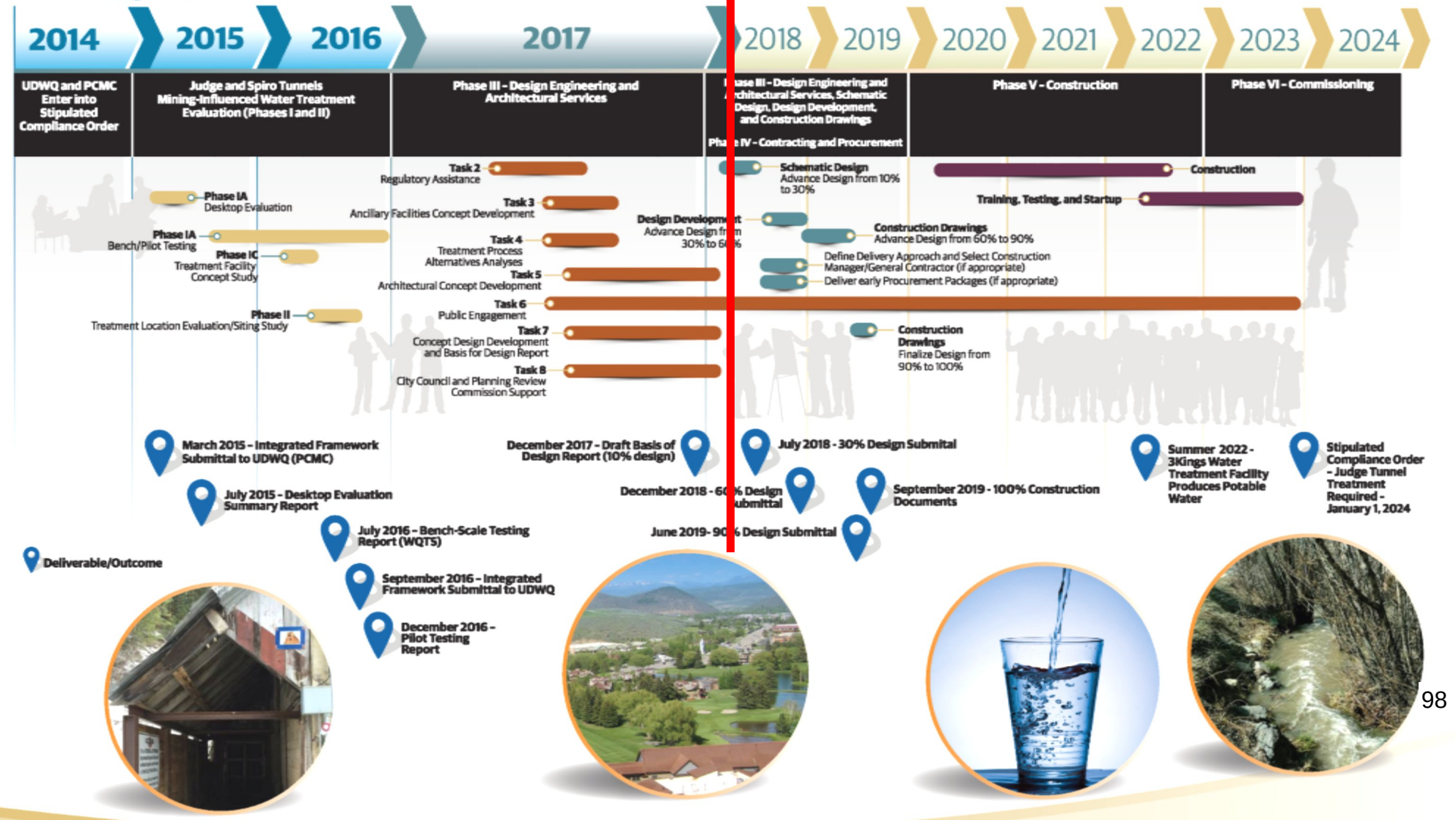
Funding Source

The funding for this contract is from water service fees. Partial funding has been approved as part the 5 year CIP. Once cost estimates have been completed, additional funding for design and construction will be requested as part of future FY budget processes.

Attachment A

3 Kings Water Treatment Facility

Road Map Schedule



Attachment B

3Kings Water Treatment Plant Phase III – Design Services CH2M HILL Engineers, Inc., Scope of Services for Schematic Design

3Kings Water Treatment Plant – Phase III Design Services

This Scope of Services is to the SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT (AGREEMENT) between Park City Municipal Corporation (PCMC or OWNER) and CH2M HILL ENGINEERS, Inc. (ENGINEER). This Scope of Services is for Design Engineering and Architectural Services for the 3Kings Water Treatment Plant Project (3KWTP). This Scope of Services includes Phase 2 (Schematic Design) of the PCMC Project Development Process.

Scope of Services

PCMC requires design engineering services for the 3KWTP, which will provide treatment at a single facility of Judge and Spiro Tunnel water flows for municipal drinking water use and for discharge to local streams in accordance with a Stipulated Compliance Order (SCO).

Following the completion and approval of the conceptual design (approximate 10 percent level of design), the ENGINEER team will begin the Schematic Design (SD) phase. The SD phase is intended to define the various components of the project as required to facilitate submittal to the Park City Planning Department for the Master Planned Development (MPD) and Conditional Use Permit (CUP) approval. It is assumed that the MPD and CUP will be processed concurrently.

It is anticipated that in completing the SD phase, the ENGINEER team will advance the overall 3KWTP design to the approximate 30 percent level of completion, but the focus will be primarily on developing the drawing package submittal to the Park City Planning Department. Some elements of the design may be more than 30 percent complete at the time of submittal, whereas other areas may be less than 30 percent complete.

The services to be provided are categorized into the following tasks and subtasks:

- Task 1 – Project Management
- Task 2 – Schematic Design Development
- Task 3 – City Council and Stakeholder Meetings: Presentation/Support
- Task 4 – Allowance Items

Task 1 – Project Management

The purpose of this task is to provide for the continuation of the overall management of project activities. An overall schedule and work plan will be prepared for the Schematic Design phase and implemented so that work activities are completed in a properly integrated and timely manner. This task also includes those elements necessary to manage, lead, and control the project execution.

Subtask 1.1 – Project Planning

Develop the project management plan (PMP) describing level-of-effort, schedule, deliverables, and quality reviewers for each activity and the project as a whole. Execute the PMP, proactively identify potential deviations, and implement corrective actions as needed. Included in this subtask are the following activities to be completed by the ENGINEER:

- **Staff Management:** Identify and utilize the appropriate staff for each project activity. Supervise the project team and identify actions needed to maintain the project schedule.
- **Subcontractor Management:** Oversee the work efforts of subcontractors.
- **Change Management:** Plan for project changes as the work is executed. Changes in scope will be communicated to OWNER. ENGINEER will provide monthly progress reports to OWNER's project manager.
- **Monitor progress, identify changes, and provide OWNER with proactive communications regarding changes.**
- **Continue updating the decision log for documenting decisions made during the project and maintain an action item log with deadlines.**
- **Maintain a SharePoint site for use by ENGINEER's project team.**
- **Schedule:** Prepare and provide periodic updates to the Project Schedule (in a bulleted Milestone list format) showing dates for deliverables and workshops, quality control (QC) reviews, meetings, and submittals related to the design services performed by ENGINEER.

Subtask 1.2 - Overall Project Coordination

Monitor and direct the work and track progress against project goals and requirements. Adjudicate approaches, goals, or constraints identified or faced by ENGINEER's team. Coordinate with OWNER to assess overall satisfaction in meeting project goals.

Level of Effort Basis: Conduct a 1-hour telephone meeting with OWNER weekly to provide project status updates and discuss project coordination items.

Subtask 1.3 - Progress Reports and Invoicing

Prepare monthly progress reports and invoices identifying work completed versus planned schedule and budget milestones.

Subtask 1.4 - Quality Control Review, Coordination, and Response

Implement and carry out a quality assurance/quality control (QA/QC) program. ENGINEER will coordinate the participation of senior reviewers and perform internal QC review of work products at appropriate points in the project, including a QA/QC review of the Schematic Design Submittal and Schematic Design Report.

Typically, formal internal QC review of work products will be performed prior to sending deliverables to OWNER for review. For the Schematic Design phase, however, PCMC has requested a compressed schedule. In order to compress the schedule, during Schematic Design, for the Schematic Design Submittal and the Schematic Design Report, the ENGINEER's quality control review, PCMC review, and ENGINEER's corresponding cost estimate will all be developed in parallel.

Subtask 1.5 – Project Coordination Meetings

ENGINEER will convene a remote internal project kickoff meeting for the ENGINEER's extended project team to inform team-members of the project scope, schedule, and planned content of deliverables.

ENGINEER's PM and Deputy PM will attend one of the weekly coordination meetings in person each month. When possible, these meeting dates will be coordinated with additional meetings to discuss key topics that are identified during delivery of the work.

Level of Effort Basis: Convene a one-hour internal kickoff meeting. Conduct one 3-hour workshop in Park City with up to four discipline lead engineers (e.g., building mechanical, electrical, civil) attending in person. ENGINEER's PM to travel to Park City once per month for a weekly coordination meeting.

Subtask 1.6 – Support Early Contractor Involvement Approach

Support OWNER in the planned early contractor involvement process. Provide input to OWNER's contractor selection process. Participate in review of submittals from contractors, review potential scope of work with contractors, participate in a chartering meeting with contractor, and support OWNER as requested.

Task 1 Deliverables

- Monthly or periodic milestone schedule, action item, and decision log updates
- Monthly progress reports and invoices

Task 2 – Schematic Design Submittal Development

The purpose of this task is to develop the submittal to the Park City Planning Department for the Master Planned Development (MPD) and Conditional Use Permit (CUP) approval. It is assumed that the MPD and CUP will be processed concurrently.

It is anticipated that in completing the SD phase, the ENGINEER team will advance the overall 3KWTP design to the approximate 30 percent level of completion, as noted previously, but the focus will be primarily on developing the submittal to the Park City Planning Department.

To address the SD requirements, the ENGINEER team's work effort will include the following services:

- treatment process design
- building and building systems design
- electrical engineering
- mechanical engineering
- HVAC engineering
- structural engineering
- site civil engineering and yard piping
- architecture
- landscape architecture
- lighting design
- communications and networking systems engineering (control block diagram)
- instrumentation and control engineering, including establishing standards and approach
- sustainability design
- renewables engineering
- standby power generation systems engineering
- water laboratory design
- cost estimation
- net-zero goal/energy modeling schematic design evaluation and integration
- massing comparison (volume and footprint) for proposed facility and existing structures
- tunnel flow splitting, bypass, and plant inlet facilities
- other specialty services

The ENGINEER design team will continue to include Zehren and Associates for architecture and landscape architecture support services. ENGINEER will be the prime consultant and will manage all

subconsultants contracted through ENGINEER.

Park City has independently hired a site surveyor (Ward Engineering), a geotechnical engineer (AGEC), and hydrogeologist (Loughlin and Associates). Park City will provide a site surveyor for this project, off-site civil engineering, and may involve independent consultants to provide treatment process and O&M QA/QC reviews. Park City also plans to retain an Energy Modeler Engineer (EME) and Building Envelope Commissioning Agent (BECxA) to complete relevant tasks for the Schematic Design Phase. ENGINEER will be responsible for collaborating and coordinating with members of the OWNER's team in regards to the Schematic Design of the new 3KWTP.

Subtask 2.1 –Develop Drawing Submittal

During this task, the dimensions and elevations of the buildings will be established and the building concepts will be refined to include: size and type of openings, architectural concept, alternative building materials, structural approaches, HVAC approaches, and electrical performance concepts (including lighting and loads).

The landscape plan, exterior areas, and utility and drainage strategies will be developed further to provide Park City an understanding of these areas, systems, and strategies. Water treatment process alternatives will continue to be advanced, with general layouts refined to a level that enables the building dimensions and massing to be developed to meet the requirements of the SD submittal.

Specific drawings developed by the ENGINEER team will include:

For the Entire Facility:

- Up to six (6) Renderings and Illustrative Plans
- Up to six (6) View Perspectives
- Site Massing Plan
- Site Demolition Plan
- Site Tree/Vegetation Preservation Plan
- Site Plan
- Grading and Drainage Plan
- On-Site Utility Plan
- Storm Water Management Plan (meet MS4 requirements)
- Landscape Planting Plan
- Landscape Illustrative Plan
- Electrical One Line Diagram
- Site Lighting Photometric Analysis
- Exterior Luminaire Schedule and Cut Sheets
- Daylighting Analysis
- Roof-over-Grading Site Plan
- Photographic Panoramic Views
- Generator Sizing, Power Source, and Layout

Additional drawings for the entire facility will be developed by the OWNER and the OWNER's contractors working under separate agreements. These additional drawings will be provided by the OWNER for the submittal package, as follows:

- Off-Site Utility Plan (by OWNER-provided Engineer)
- Certified Topographical Boundary Survey of the Existing Site (by OWNER-provided Surveyor)
- Proposed Plat (by OWNER-provided Engineer)

- Aerial Photo (OWNER-provided)
- Current Title Report (OWNER-provided)
- Current Plat (OWNER-provided)
- Adjacent Property Owners within 300 feet (OWNER-provided)

Additional drawings and supporting materials for each individual building that is part of the 3KWTP will be developed by the ENGINEER team. These drawings will be developed for each of the 13 planned buildings that are part of the 3KWTP. At the end of the Conceptual Design phase, the 13 buildings consisted of the following:

- 080 – Operations (possibly including second floor)
- 090 – Electrical Building
- 100 – Micro Hydro
- 150 – Rapid Mix (possibly including second floor)
- 200 – Flocculation/Sedimentation
- 250 – Filters/Adsorbers
- 300 – Disinfection and Pumping
- 350 – Gravity Thickeners
- 450 – Dewatering
- 400 – Solids Blending
- 500 – Backwash Waste Equalization and Pumps/Poly
- 550 – Process/Chemical Storage (including OSHG)
- 600 – Maintenance (possibly including second floor)

As the project progresses, the above building names and numbering are subject to change. The materials to be developed for each individual building are as follows:

For Each Building:

- Level 1 Floor Plan
- Level 2 Floor Plan (if applicable)
- Roof Plan
- Building Elevations
- Building Sections
- Typical Wall Sections
- Room Finish Schedule
- Interior Material Finish Boards (not part of SD submittal but OWNER-requested for Operations, Maintenance, and Administrative areas only)
- Exterior Material Finish Boards
- HVAC Narrative
- HVAC Cut Sheets
- Primary Electrical Equipment Cut Sheets
- Power and Lighting Plan
- Building Process General Piping Plan
- Treatment Equipment Schedule
- Treatment Equipment Layout and General Piping Arrangement

In order to develop the schematic design drawings for the submittal, the ENGINEER will advance the basic design. The Conceptual Design (approximate 10 percent level of completion) effort previously completed by ENGINEER included the preparation of a solids balance, process flow

diagrams, a hydraulic profile, overall electrical one-line diagram, basic process control narratives, building plans and sections, and many other drawings.

To accomplish the advancement of the design for the Schematic Design submittal, ENGINEER will advance these above-listed conceptual design drawings, and the ENGINEER will also complete additional schematic design work, as follows:

Civil and Site Development

- Refine the plant site layout. This will include activities such as: (1) refine structure size, location, and orientation; (2) layout roadways/truck access corridors and define maneuvering requirements (design vehicle); (3) size and locate parking lots for employees and visitors to the facility; (4) determine emergency vehicle access requirements; (5) locate storm water management facilities and determine general sizing; (6) locate utility and piping corridors (horizontal); (7) general layout yard piping and route pipes between facilities (horizontal); (8) develop Thiriot Spring protection plan, temporary facilities for treatment during constructions, and permanent facilities including high flow bypass during high snowpack years; and (9) plant overflow plan including high flow Spiro bypass facilities.
- Set finished floor levels for new structures. Establish preliminary finished grades; overall major surfaces, road profiles, etc. Iterate preliminary surfaces and structures to optimize earthwork, if necessary.
- Coordinate with surveyors subcontracted to the OWNER; define surveyors' scope of work; coordinate with geotechnical engineer on boring and test pit locations; record boring locations on site drawings.

Architectural

- Establish preliminary room sizes. Identify the adjacencies and functional requirements of each space. Establish architectural themes for exterior of buildings. Select interior and exterior construction materials for each building. Select roof type, slope, and roof support system for each building.
- Assign code classification to each building based on applicable IBC. Provide building permit information as part of SD submittal. Discuss with local code officials, as necessary, to review.
- Compile list of chemicals and amounts to be used. Coordinate with other disciplines (mechanical and electrical) to resolve code compliance issues specific to these disciplines (e.g., National Electrical Code and National Fire Protection Association).
- Coordinate with OWNER's Energy Modeler Engineer (EME) and Building Envelope Commissioning Agent (BECxA). Incorporate available input from early contractor involvement (ECI) contractor, based on direction from OWNER.
- Define all window and door locations and sizing (exterior and interior).

Structural

- Coordinate with architectural discipline on the selection of building concepts.
- Develop and evaluate alternatives for building concepts based on net zero energy (NZE) and costs. Coordinate with OWNER's Energy Modeler Engineer (EME) and Building Envelope Commissioning Agent (BECxA). Incorporate available input from ECI contractor, based on direction from OWNER.
- Consult with lead process engineer on building/structure layouts.
- Develop building foundation and structure concepts based on schematic building layouts.

Geotechnical

- Review existing and newly-gathered geotechnical data and results of investigations.

- Develop plan for groundwater management and consider effects on subgrade structure.

Process Mechanical

- Continue updating sizing of major process equipment including pumps.
- Establish level of redundancy required for process equipment.
- Continue to update current plant hydraulic model in Replica™ program and size process piping.
- Continue to update equipment list with sizing for major equipment.
- Develop and evaluate alternatives based on NZE and costs. Coordinate with OWNER's Energy Modeler Engineer (EME) and Building Envelope Commissioning Agent (BECxA). Incorporate available input from ECI contractor, based on direction from OWNER.
- Consistent with SD level of project, develop size of mechanical equipment rooms, based on NZE evaluation, for Operations Building and Process Storage Building.

HVAC/Plumbing/Fire Protection

- Establish alternative type(s) of HVAC system(s) to be used in buildings. Develop and evaluate alternatives based on NZE and costs. Coordinate with OWNER's Energy Modeler Engineer (EME) and Building Envelope Commissioning Agent (BECxA). Incorporate available input from ECI contractor, based on direction from OWNER. OWNER will establish preferred HVAC system(s) consistent with NZE goal.
- Coordinate through the Energy Modeling evaluation process (by others) to establish design R-values for exterior walls.
- Designate fire protection sprinkler system type (wet or dry) for all areas and identify preferred fire stack locations.
- Determine overall potable water requirements for the project. Establish quantity and pressure required from the local potable water supply.

Electrical

- Size electrical rooms to the SD level.
- Determine preferred location of electrical feed to be provided to facility. Coordinate with local power utility to determine existing location and voltage of available feed to meet facility demands, and requirements for transformers, ground sleeves, and reduced voltage starters.
- Determine redundancy requirements for on-site power supplies and power distribution.
- Establish preferred voltages for power distribution and utilization equipment.
- Coordinate with other disciplines (architectural, mechanical) to resolve code compliance issues specific to these disciplines. Develop preliminary schedule of hazardous and corrosive locations.
- Develop site lighting plan with lighting approach and complete light trespass study.
- Develop renewables and related supply and distribution, including integration into power supply.
- Coordinate with OWNER's Energy Modeler Engineer (EME) and Building Envelope Commissioning Agent (BECxA). Incorporate available input from ECI contractor, based on direction from OWNER.
- Establish standby power generation system type and sizing and associated site needs.

Landscape Architecture

- Develop tree preservation plan, identifying existing trees to be preserved, their species, and size.
- Develop tree removal / relocation plan, identifying existing trees to be removed or relocated, their species, and size.
- Develop landscape plan, identifying new trees, shrubs, and vegetation to be installed, their species, and size.
- Irrigation design will not be completed until after the SD submittal is approved.

- Develop conceptual landscaping plan for Thiriot Spring area.
- Identify fencing types and location
- Prepare perimeter transitional plan from plant to golf course

Instrumentation/Control tasks are not specifically listed above. ENGINEER will advance this discipline design area to the level of typical schematic design efforts based on the review comments provided by the OWNER from the Basis of Design Report.

Net-Zero Energy Goal Design Development

As noted in the above descriptions, ENGINEER will coordinate with the OWNER and the OWNER's Energy Consultant (Energy Modeler Engineer (EME) and Building Envelope Commissioning Agent (BECxA) to develop, review, and evaluate alternatives and establish building systems (related to the design effort by all disciplines) to address NZE goal.

Early Contractor Involvement Design Development

As noted in Subtask 1.6 and the above descriptions, ENGINEER will coordinate with the OWNER and the OWNER's Contractor to review Pre-construction Services input by the ECI. ENGINEER will incorporate input based on direction provided directly from the OWNER.

Subtask 2.2 –Develop Schematic Design Report

Create a schematic design report for use by the OWNER team, ECI team, and design team to document the work completed. The report shall be developed for use in understanding the overall design process and assumptions of the project.

The Schematic Design Report will be submitted in advance of the official Master Planned Development (MPD)/ Conditional Use Permit (CUP) submittal (Subtask 4.1) for Schematic Design. Refer to the Schedule section of this document for more details.

Additional work tasks to be completed by the ENGINEER as part of the development of the Schematic Design Report include the following:

Code Analysis and Review of Regulations. As part of the SD effort, ENGINEER will conduct a thorough code analysis and evaluate the project with respect to identified applicable agencies as required. Provide support to the OWNER during interface with agencies having jurisdiction. Work to resolve identified code or compliance issues. Areas requiring special attention will be so noted and documented in the Schematic Design Report. A list of potential considerations for environmental permitting related to the demolition of existing facilities will be included.

Drainage Analysis. Prepare a preliminary drainage study including on-site detention requirements, on and off-site piping and/or stream channel sizing requirements, storm water quality/best management practices (BMP) requirements consistent with MS4 requirements. Prepare preliminary plans for high flow spring and tunnel bypasses.

Subtask 2.3 –MPD Coordination and Reviews

Participate in up to two Work Sessions with City Council, in advance of the Planning MPD/CUP submittal, to present NZE goals evaluation, selected approach, and the proposed MPD/CUP schematic design. Purpose is to confirm compliance with, or request exception to, City Council NZE policy and to request advancement of SD MPD/CUP/Plat to Planning.

Participate in up to three MPD/CUP meetings, which are expected to occur over the course of schematic design.

Presentation Boards. Prepare colored design presentation boards for the coordination meetings and reviews. Presentation boards will include an illustrative site plan, floor plans, elevations, sections, and 3D renderings of the project (size of boards TBD). If requested, the renderings can be printed separately and will be suitable for framing.

Level of Effort Basis: Up to five coordination meetings and reviews will be attended by ENGINEER's PM, Deputy PM, and members of architectural subconsultant's team.

Subtask 2.4 – ENGINEER's Estimate of Construction Cost

ENGINEER will prepare a rough order of magnitude cost estimate for building systems and HVAC system alternatives (up to 5 alternatives each) identified during the Energy Modeling and Building Envelope NZE evaluation.

ENGINEER will prepare a rough order of magnitude cost estimate for the construction of the 3KWTP at the completion of the SD phase, which will include costs for major buildings and equipment, and which reflects selected alternatives for the Design Development Phase.

It is anticipated that the OWNER may obtain independent schematic design cost estimates from the ECI Contractor and/or a third-party cost estimator (e.g., Parametrix, Inc). ENGINEER will provide basis for the development of their cost estimate (e.g., assumptions, quantities such as excavation, material, and building systems; but not details from proprietary software used by ENGINEER for development of their cost model) to serve as a basis for the independent cost estimates.

Subtask 2.5 – Support Sustainability Programming

To address the City's NZE requirements and NZE performance requirements for the facility, one of three certification pathway options must be achieved:

- Living Building Challenge Energy Petal Certification; or
- A zEPI (Zero Energy Performance Index) score of 0; or
- Passive House Certification, with on-site renewables systems to achieve net-zero energy performance.

In conjunction with the Schematic Design (SD) phase, the design team will work with PCMC to select the pathway forward.

To evaluate the alternatives with respect to meeting the selected requirement, the design team will provide the services in support of the OWNER's Energy Modeler Engineer (EME) and Building Envelope Commissioning Agent (BECxA). ENGINEER's services to support the OWNER's EME and BECxA contractor(s) will consist of providing requested and available information to the contractors, establishing and evaluating NZE alternatives as indicated in previous descriptions, and integrating selected NZE elements into the SD based on direction by the OWNER.

Subtask 2.6 – Working Session Meetings

ENGINEER will conduct three half-day working sessions during the development of the SD effort to review work-in-progress and obtain input from the PCMC team. Each working session will be held in Park City. A compiled summary of key decisions will be developed to document each working session.

Level of Effort Basis: Attend three working sessions, each four hours in length. Up to six members of ENGINEER's project team will attend each working session in Park City, including two local team members, the ENGINEER's PM, Design Manager, and two other lead engineers to be determined based on the work-in-progress.

Subtask 2.7 – Post-Submittal Engineering Support

Following the submittal of the SD package to Planning, ENGINEER will continue to advance elements of the design. These efforts will include the following activities.

I&C Programming Standards. Define I&C programming standards and define approach and schedule. Up to 4 engineers from ENGINEER's project team will meet with PCMC in Park City for a four-hour workshop to advance this discussion and make decisions on the path forward.

P&ID Updates. Update process and instrumentation drawings for Owner-review and comment.

Advanced Hydraulics and Controls Modeling. ENGINEER will develop the path forward for advanced hydraulics and controls modeling to address key process facilities including the plant inlet flow and recycle flows to the raw water mix basin and the transition from flocculation to sedimentation. ENGINEER will develop the path forward for modeling using ENGINEER's REPLICA™ dynamic simulation software and computational fluid dynamics (CFD) models.

Scope/Schedule for Detailed Design. ENGINEER will develop scope, schedule, and fee for the completion of detailed design. Two meetings with the OWNER are anticipated, each with 3 members of the ENGINEER's team present to work through the details. Incorporate available input from ECI contractor, based on direction from OWNER.

Task 2 Deliverables

- HVAC Alternatives Analysis Summary
- Building Systems (structural systems and building treatments) Alternatives Analysis Summary
- Schematic Design Drawings
- Schematic Design Report
- Proposed Demolition Plan, Limits of Disturbance Plan, and Thiriot Temporary Water Supply Plan (including relocation of controls and temporary chlorination facilities)
- Renderings
- Material Finish Boards
- Construction Cost Estimate
- Working Session – Summaries of Decisions

Task 3 – City Council and Stakeholder Meetings: Presentation/Support

ENGINEER will attend meetings with the PCMC City Council and neighborhood groups during the SD phase as requested by PCMC. ENGINEER will attend stakeholder meetings during the SD phase as requested by PCMC and as identified by the ENGINEER as necessary for delivery of the work.

Subtask 3.1 – Support at City Council Meetings

ENGINEER will participate in City Council meeting(s) during the SD phase of the 3KWTP project. ENGINEER will develop presentation slide packages as needed.

Level of Effort Basis: ENGINEER will participate in up to two City Council meetings to provide support to OWNER's staff. City Council meetings will be attended by ENGINEER's PM, Deputy PM, and/or ENGINEER's architectural subcontractor as deemed necessary by the City.

Subtask 3.2 – Meetings with Snyderville Basin Water Reclamation District, Rocky Mountain Power, and Other Stakeholders

ENGINEER will support OWNER by participating in meetings with key project stakeholders including Snyderville Basin Water Reclamation District (Snyderville), Rocky Mountain Power (RMP), and other identified stakeholders. ENGINEER will present information developed on other tasks, such as electrical service needs to RMP and wastewater quantity and quality of discharges to Snyderville.

Level of Effort Basis: ENGINEER will participate in up to four stakeholder meetings, each two hours in duration, to provide support to OWNER's staff. Meetings will be attended by ENGINEER's PM, Deputy PM, and up to two other members of ENGINEER's team.

Task 4 – Allowance Items

ENGINEER will complete allowance item tasks upon request by the OWNER. The allowance costs set aside will not be utilized unless OWNER directs the ENGINEER to complete these tasks.

Neighborhood Meetings. ENGINEER will participate in Neighborhood Meeting(s) during the SD phase of the 3KWTP project, on an as needed/as requested basis. ENGINEER will develop presentation slide packages and/or other support materials (e.g., presentation boards) as needed.

Level of Effort Basis: Upon request from the OWNER, ENGINEER will participate in up to three Neighborhood meetings to provide support to OWNER's staff. Neighborhood meetings will be attended by ENGINEER's PM and Deputy PM.

Physical Model. ENGINEER will build a 1" = 30'-0" scale model of the site and proposed design (final scale to be verified prior to preparation) for use at the public and city approval meetings. ENGINEER will ship the model to Park City for use at City Council presentations and Planning meetings.

Assumptions

The following assumptions were used in developing this Scope of Services and fee for ENGINEER's services. These assumptions are in addition to the scope and additional services set forth in the preceding scope of services:

Schematic Design (SD) Phase: OWNER-Provided Services

The OWNER will provide the following support services through separate agreements with separate consultants:

Property Survey. The OWNER will provide the following items for use by the ENGINEER design team:

- Existing site conditions survey
- LiDAR topographical data
- Aerial photography
- Platting

Soils Investigation. The OWNER will provide a geotechnical survey, investigation, and report prior to ENGINEER commencing detailed design work. Preliminary pavement and foundation recommendations will be provided based on ENGINEER provided design loading criteria. The ENGINEER's design team will review the geotechnical survey and integrate its' recommendations/suggestions into the overall design of the affected systems and notify OWNER of any required supplemental design information.

Off-Site Civil Engineering. The OWNER will provide a civil engineer to address off-site utilities schematic design and golf course pond improvements schematic design related work. ENGINEER will provide design criteria associated with the utilities and pond(s).

Additional Assumptions

- OWNER and/or ENGINEER will give prompt notice whenever it is observed or becomes apparent that a development may affect the scope, cost, or timing of the Project. OWNER and ENGINEER must mutually agree on adjustments to ENGINEER's cost and schedule based on changes to the Scope of Services or the provision of additional services.
- ENGINEER will rely upon the accuracy, timeliness, and completeness of the as-built information provided by OWNER and will not be responsible for conducting field surveys to identify conflicts between field conditions and as-built records. It is assumed that as-built information accurately represents field conditions. Any differing site conditions are the responsibility of the OWNER.
- To the extent available, existing tunnel pipeline and conveyance, Spiro WTP, Golf Maintenance Building, Parks Building, and Thiriot Spring drawings in hard-copy format will be provided by PCMC.
- The following ancillary elements of the Project shall be outside of the Scope of Services for this Schematic Design Phase of the Project and completed separately by the OWNER:
 - Surveying
 - Platting
 - Utility Locates
 - Geotechnical
 - Golf course architecture
 - Off-site civil engineering
 - Distribution system improvements
 - Transmission system improvements
 - Environmental permitting for demolition of existing facilities
 - Golf Maintenance Building design services
 - Parks Maintenance Building design services
- The Schematic Design Phase development does not include any project elements related to affordable housing at the 3KWTP site.
- Task 2 will include comparisons of options at a high level, and the cost estimates produced, and any resulting conclusions on project financial requirements, are prepared for guidance in project evaluation and implementation and use of the information available at the time of the estimate. The final costs of a project and resulting feasibility will depend on actual labor and material costs, competitive market conditions, actual site conditions, final project scope, implementation schedule, continuity of personnel and engineering, and other variable factors. Therefore, the final project costs will vary from the estimate developed. Because of these factors, project feasibility, benefit/cost ratios, risks, and funding needs must be carefully reviewed, prior to making specific financial decisions or establishing project budgets, to help ensure proper project evaluation and adequate funding.
- The construction cost estimate developed for SD will be consistent with Class 3 estimates as defined by the Estimate Classification system of the American Association of the Advancement of Cost Engineering International (AACE International). Class 3 estimates are normally expected to be accurate within minus 20 percent to plus 30 percent. This range implies that there is a high probability that the final project cost will fall within the range; however, the cost for the project will depend on actual labor and material costs, competitive market conditions, and other variables. As a result, the final project cost will vary from the estimate.

- PCMC staff to provide other additional design related information as needed.
- Workshops will be conducted with PCMC key personnel at OWNER's office or other facilities in Park City, or at ENGINEER's office in Taylorsville, Utah.
- OWNER will make its facilities accessible to ENGINEER, as required for ENGINEER's performance of its services.
- OWNER acknowledges and agrees that in the performance of the Services, ENGINEER may utilize its proprietary data, concepts, methods, techniques, processes, protocols, ideas, inventions, know-how, trade secrets, algorithm, software, works of authorship, software and hardware architecture, databases, tools, other background technologies and standards of judgment that ENGINEER developed or licensed from third parties prior to the Effective Date (the "Pre-Existing Technology"). Subject to the terms and conditions of the Agreement, ENGINEER hereby grants to OWNER a non-exclusive, non-transferable, royalty-free license under ENGINEER's Intellectual Property Rights to utilize the Pre-Existing Technology for the purpose of the OWNER's Project. OWNER shall not, and shall not allow any third party to: (i) modify or otherwise create derivative works of the Pre-Existing Technology; (ii) use the Pre-Existing Technology for any other purpose, other than the OWNER Project; (iii) make, have made, use, reproduce, license, display, perform, distribute, sell, offer for sale, service, support, or import any product that incorporates, embodies and/or is based upon the Pre-Existing Technology; (iv) sublicense, distribute or otherwise transfer to a third party any of the Pre-Existing Technology by itself or as incorporated into software or hardware; or (v) reverse engineer, disassemble, decompile or attempt to derive the source code or underlying ideas or algorithms of the Pre-Existing Technology. Any additional use of the Pre-Existing Technology shall require a separate written license agreement.

Schedule

The activities and deliverables associated with this Scope of Services will be completed in accordance with the following approximate schedule assuming contract authorization by City Council on April 5, 2018, and this First Addendum is signed and delivered to ENGINEER no later than April 27, 2018:

- Design Concepts and Site Plan Freeze – March 27, 2018
- OWNER-provided drawings (prepared by other consultants) – May 18, 2018
- Task 2 – Draft Planning Department Drawing Submittal
 - Provide Supporting Information for OWNER's energy modeler contractor to develop Energy Models - April 6, 2018
 - Deliver Draft Planning Department Drawing Submittal Package to OWNER – May 23, 2018
 - Analyses/Reporting for Schematic Design Package – May 23, 2018
 - Submit Draft Schematic Design Report – May 23, 2018
 - PCMC return all "high level" comments on Draft Package – June 1, 2018
 - Submit Complete (with comments from draft package addressed) Planning Department Drawing Submittal Package – June 25, 2018
- All other tasks described herein
 - Completed – December 31, 2018

Compensation

All items specifically included in this Scope of Services shall be performed on a Time and Materials basis

**3Kings Water Treatment Plant Phase III – Design Services
CH2M HILL Engineers, Inc., Fee Summary**

Table B-1. Summary of Project Fee

Description	Fee
Time and Materials: Task 1 – Project Management	\$184,175
Time and Materials: Task 2 – Schematic Design Development	\$1,298,515
Time and Materials: Task 3 – City Council and Stakeholder Meetings: Presentation/Support	\$73,200
Time and Materials: Task 4 – Allowance Items	\$50,000
<i>Total Consultant (including sub consultants) Labor, including mark-ups</i>	\$1,543,780
<i>Total Direct Costs, including mark-ups</i>	\$62,110
TOTAL PROJECTED FEE	\$ 1,605,890

City Council Agenda Item Report

Meeting Date: April 5, 2018

Submitted by: Griffin Lloyd

Submitting Department: Public Utilities

Item Type: Staff Report

Agenda Section: CONSENT AGENDA

Subject:

Request to Authorize the City Manager to execute a Construction Agreement, in a Form Approved by the City Attorney, with Daley Excavators for the 2018 Water Improvements Project for an Amount Not to Exceed \$678,000.00

Suggested Action:

Attachments:

[Water Improvement Project Staff Report](#)

City Council Staff Report



Subject: 2018 Water Improvements Project
Construction Agreement
Daley Excavators L.L.C.
Author: Griffin Lloyd, Public Utilities Engineer
Department: Public Utilities
Date: April 5, 2018
Type of Item: Administrative

Summary Recommendation

Staff recommends Council to authorize the City Manager to execute a Construction Agreement, in a form approved by the City Attorney, with Daley Excavators, L.L.C. for the 2018 Water Improvements Project for an amount not to exceed \$678,000.00

Executive Summary

The 2018 Water Improvements Project is an integral part of the City's ongoing asset management of the water distribution system. The specific distribution system improvements includes the replacement of aging water lines as well as faulty meters and valves. The project addresses the City's obligation to provide reliable water delivery and accurate billing to customers. Additionally, this work assists in water conservation efforts by ensuring that our customers are realizing the actual amount of water consumed and are aware of the cost of that water, as well as addressing unaccounted for water (water losses within the distribution system and water use not metered), replacing valves that are non-operational, and replacing service lines that have been found to break often or freeze.

Acronyms

City Park City Municipal Corporation
L.L.C. Limited Liability Company

The Problem

- Aging water meters in the distribution system over time become less accurate.
- Certain water valves in the distribution system have been found to be non-operational.
- Certain water service lines leak or chronically freeze in the winter.

Background

- In the fall of 2013, the Public Utilities Department replaced its highest priority large meters within the City. Staff's review of the prior meter replacement efforts has indicated that old meter inaccuracies were significant enough to result in a project payback period of approximately 18 months. Because of the results of the project, all large meters within the City have been scheduled for replacement.

- This will be the fourth such project of large meter replacements, and will complete all remaining exterior and interior large meters (3 inch and larger) that are older than 10 years. Staff has replaced 68 large meters to date.
- This is also the third such project for service line replacement. Staff has replaced 14 service lines to date. This will be the final project replacing freezing service lines; staff will now begin a new evaluation process for any meter that may freeze in the future.

Links to material presented at City Council meetings for the prior projects which can provide Council members with helpful background are listed below.

<u>Date</u>	<u>Item</u>
October 24, 2013	Staff Report, Dual Meter Vault Repair, 10/24/2013 (page 16)
March 16, 2015	Staff Report, Interior Meter Replacement Project, 3/19/2015 (page 89)
July 30, 2015	Staff Report, 2015 Water Service Replacement, 7/30/2015 (page 108)
April 28, 2016	Staff Report, 2016 Water Service Replacement Project, 4/28/2016 (page 169)
April 13, 2017	Staff Report, 2017 Water Service Improvements Project, 4/13/2017 (page 102)

Alternatives for City Council to Consider

1. Recommended Alternative:

Pros

- Replacement of the aging infrastructure will result in a higher level of service to customers and more accurate water metering, and eliminate unscheduled water outages.

Cons

- Capital cost impacts.

Consequences of Selecting This Alternative

Construction will begin in April of 2018 and will involve sites throughout town. Multiple streets and customers will be affected by the work.

2. Null Alternative:

Pros

- Capital costs could be used on other projects.

Cons

- Loss of revenue of inaccurate meters, emergency repairs resulting in water outages, and customer dissatisfaction.

Department Review

This report has been reviewed by representatives of Public Utilities, the City Attorney's Office, and the City Manager's Office. Comments have been integrated into this.

Funding Source

The funding for the work is from water service fees. This funding is part of the approved FY 2018 capital improvement budget.

Attachments

A 2018 Water Improvements Project Bid Tabulation

Attachment A:



BID TABULATION

PARK CITY MUNICIPAL CORPORATION
2018 Water Improvement Project
Bids Opened at 3:00 p.m. March 21, 2018

Item No.	Description of Work	Engineers Estimate	Daley Excavators	ABC Concrete	Beck Construction
	Service Line Improvements				
		\$439,390.32	\$335,000.00	\$960,100.00	\$497,390.00
	Large Meter Improvements				
		\$98,988.00	\$116,000.00	\$291,500.00	\$209,900.00
	Interior Meter Improvements				
		\$41,034.00	\$51,000.00	\$129,400.00	\$77,425.00
	Distribution Meter Improvements				
		\$28,718.00	\$17,500.00	\$25,400.00	\$28,200.00
	Gate Valve Improvements				
		\$117,354.00	\$112,500.00	\$293,100.00	\$124,100.00
	North Lake Tank Vault Improvements				
		\$44,585.00	\$21,000.00	\$83,500.00	\$59,000.00
	Bid allowance				
		\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
	TOTAL	\$770,069.32	\$678,000.00	\$1,808,000.00	\$1,021,015.00

City Council Agenda Item Report

Meeting Date: April 5, 2018

Submitted by: Tippe Morlan

Submitting Department: Planning

Item Type: Ordinance

Agenda Section: NEW BUSINESS

Subject:

Consideration to Approve Ordinance No. 2018-13, an Ordinance Approving the 89 King Road Plat Amendment Located at 89 King Road, Park City, Utah
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[89 King Rd Plat Staff Report and Ordinance](#)

[PL-18-03773 89 King Rd Plat Exhibits](#)

City Council Staff Report



Subject: 89 King Road Plat Amendment
Author: Tippe Morlan, Planner II
Date: April 5, 2018
Type of Item: Legislative – Plat Amendment

Project Number:	PL-18-03773
Applicant:	Wasatch Peak Properties, LLC
Location:	89 King Road
Zoning:	Historic Residential – Low Density (HRL)
Adjacent Land Uses:	Residential – Single-family dwellings
Reason for Review:	Plat Amendments require Planning Commission review and City Council approval.

Summary Recommendation

Staff recommends that the City Council hold a public hearing and consider **approving** the 89 King Road Plat Amendment located at 89 King Road based on the Findings of Fact, Conclusions of Law, and Conditions of Approval as found in the draft ordinance.

Proposal

The proposed 89 King Road Plat Amendment seeks to combine three existing lots and a portion of a fourth lot addressed at 89 King Road into one lot of record. The site consists of the entirety of Lot 26, Lot 27, Lot 28, and a portion of Lot 25 of Block 76 of the Park City Survey. There is an existing non-historic structure at this address which is bisected by the property lines between the four existing lots. The proposed plat amendment will create one lot 4,915 square feet in size.

Background

1950 – The existing structure was constructed on this site according to Summit County records.

June 7, 1984 – The City Council approved a zone change from HR-1 to HRL for a portion of Sampson Avenue (currently known as King Road) including the subject property.

January 9, 2018 – The City received a Plat Amendment application for the 89 King Road Plat Amendment. The application was deemed complete on January 26, 2018.

March 14, 2018 – The Planning Commission reviewed this Plat Amendment application and issued a **positive** recommendation to the City Council. The motion passed with a unanimous vote.

Purpose

The purpose of the Historic Residential – Low Density (HRL) District can be found in [LMC Section 12-2.1-1](#).

Analysis

The purpose of this plat amendment is to combine three existing lots and a remnant parcel of a fourth lot addressed at 89 King Road into one lot of record. The new proposed lot will be 4,915 square feet in size with a lot width of approximately 75 feet. There is an existing non-historic structure at this address constructed in 1950. The applicant has indicated that they would like to demolish the existing structure and construct a new single-family dwelling in accordance with the Land Management Code and with the Historic District Design Guidelines for new construction.

Lot size in this neighborhood ranges from 1,742 to 11,963 square feet. The proposed lot size of 4,915 square feet for the subject property is consistent with lot sizes in the area; it is less than the average lot size of 5,128 square feet and similar to the median lot size of 4,643 square feet. There is not sufficient lot area to create two HRL lots of 3,750 square feet each.

Address	Lot Size (sf)
55 King Road	11,963
57 King Road	7,305
68 King Road	3,049
74 King Road	4,792
80 King Road	3,920
81 King Road	4,643
83 King Road	6,251
85 King Road	3,950
89 King Road	4,915
90 King Road	7,405
91 King Road	2,178
95 King Road	3,485
97 King Road	3,920
99 King Road	1,742
105 Norfolk	7,405
Average Lot Size	5,128
Median Lot Size	4,643

A Historic District Design Review will be required for any proposed construction on this lot. Additionally, there is a steep grade along the rear of the property, and a Steep Slope Conditional Use Permit may be required for future development at which time a house size analysis would be appropriate. No known encroachments exist on this property. The City has not been made aware of any plans to submit additional applications at this time.

HRL Requirements

All documentation indicates that the existing home is a single-family dwelling which is an allowed use in the HRL district. The minimum lot area in this zone is 3,750 square

feet, and the minimum lot width in this zone is 35 feet. The proposed lot meets the requirements of this zone at 4,915 square feet in size and 75 feet in width. The proposed lot will also be approximately 60 feet deep. These measurements determine the minimum setback requirements which are as follows:

	Required	Existing
Front Yard	10 feet	8 feet
Rear Yard	10 feet	29 feet
Side Yard	5 feet each 18 feet total	North: 8 feet South: 1 foot Total: 9 feet

The existing structure does not meet current LMC front or side yard setback requirements. At the time the residence was constructed, the property was a part of the Historic Residential (HR-1) zoning district. The zoning for King Road was changed to the HRL district in 1984. The applicant would like to demolish the existing non-complying structure to construct a new single-family dwelling within LMC requirements. All new construction is required to meet the LMC in effect at the time of building permit application.

The maximum building footprint for a lot this size is 1,864.4 square feet according to the building footprint formula illustrated in Table 15-2.2 of the Land Management Code (LMC). The existing footprint meets this standard at approximately 1,700 square feet.

Good Cause

Staff finds good cause for this plat amendment in that it will clean up the property lines at this location and resolve any issues created by the extraneous lot line running through the property and through the existing house. This amendment will allow the property owner to make improvements and changes to the existing house, including demolition and new construction, as allowed by the LMC and Historic District Design Guidelines. Public snow storage easements are provided along King Road.

Process

The approval of this plat amendment application by the City Council constitutes Final Action that may be appealed following procedures found in LMC §15-1-18. A Historic District Design Review application will need to be submitted for review by Planning Staff prior to issuance of building permits. A Steep Slope Conditional Use Permit will also be required for development on any slopes exceeding 30 percent in grade as required in the HRL district.

Department Review

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

Notice

On February 28, 2018, the property was posted and notice was mailed to property owners within 300 feet. Legal notice was also published in the Park Record and the Utah Public Notice Website on February 24, 2018, according to requirements of the Land Management Code.

Public Input

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

Alternatives

- The City Council may approve the 89 King Road Plat Amendment as conditioned or amended; or
- The City Council may deny the 89 King Road Plat Amendment and direct staff to make Findings for this decision; or
- The City Council may continue the discussion on the 89 King Road Plat Amendment.

Significant Impacts

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

Consequences of not taking recommended action

The subject property would remain as three separate lots and a remnant parcel, and the existing house would continue to have three lot lines running through it. The property owner would not be able to propose construction over the existing property lines.

Summary Recommendation

Staff recommends that the City Council hold a public hearing and consider approving the 89 King Road Plat Amendment located at 89 King Road based on the Findings of Fact, Conclusions of Law, and Conditions of Approval as found in the draft ordinance.

Exhibits

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

Exhibit B – Survey

Exhibit C – Aerial Photograph

Exhibit D – Existing Plat

Exhibit E – Applicant's Project Description

Exhibit F – Site Photographs

Ordinance No. 2018-13

AN ORDINANCE APPROVING THE 89 KING ROAD PLAT AMENDMENT LOCATED AT 89 KING ROAD, PARK CITY, UTAH.

WHEREAS, the owner of the property located at 89 King Road has petitioned the City Council for approval of the Plat Amendment; and

WHEREAS, on February 28, 2018, the property was properly noticed and posted according to the requirements of the Land Management Code; and

WHEREAS, on February 24, 2018, proper legal notice was published according to requirements of the Land Management Code and courtesy letters were sent to surrounding property owners; and

WHEREAS, the Planning Commission held a public hearing on March 14, 2018, to receive input on plat amendment; and

WHEREAS, the Planning Commission, on March 14, 2018, forwarded a positive recommendation to the City Council; and,

WHEREAS, on April 5, 2018, the City Council held a public hearing to receive input on the plat amendment; and

WHEREAS, it is in the best interest of Park City, Utah to approve the 89 King Road Plat Amendment located at 89 King Road.

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

SECTION 1. APPROVAL. The 89 King Road Plat Amendment, as shown in Attachment 1, is approved subject to the following Findings of Facts, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. The property is located at 89 King Road.
2. The site consists of the entirety of Lot 26, Lot 27, Lot 28, and a remnant parcel of Lot 25 of Block 76 of the Park City Survey.
3. The property is in the Historic Residential – Low Density (HRL) District.
4. There is an existing non-historic structure at this address.
5. On February 28, 2018, the property was posted and notice was mailed to property owners within 300 feet. Legal notice was also published in the Park Record and the

Utah Public Notice Website on February 24, 2018, according to requirements of the Land Management Code.

6. The City received a Plat Amendment application for the 89 King Road Plat Amendment on January 9, 2018. The application was deemed complete on January 26, 2018.
7. The proposed plat amendment will create one lot 4,915 square feet in size.
8. The existing home was constructed in 1950.
9. The property lines between the existing lots bisect the structure.
10. The applicant proposes to combine the subject lots into one lot of record.
11. No known encroachments exist on this property.
12. The existing home is a single-family dwelling which is an allowed use in the HRL district.
13. The minimum lot area in this zone is 3,750 square feet. The proposed lot has an area of 4,915 square feet.
14. Lot size in this neighborhood ranges from 1,742 to 11,963 square feet. Proposed lot size of 4,915 square feet is consistent with lot sizes in the area and less than the average size of 5,128 sf. There is not sufficient lot area to create two HRL lots of 3,750 square feet each.
15. The minimum lot width in the HRL zone is 35 feet. The proposed lot meets the requirements of this zone at 75 feet in width.
16. The proposed lot will also be approximately 60 feet deep.
17. The minimum front yard setback is 10 feet. The existing house has an 8 foot front yard setback.
18. The minimum rear yard setback is 10 feet. The existing house has a 29 foot rear yard setback.
19. The minimum side yard setback is 5 feet on each side and 18 feet total. The existing house has an 8 foot side yard setback on the north side and a 1 foot side yard setback on the south side with a total of 9 feet on both sides.
20. The existing structure does not meet current LMC front or side yard setback requirements.
21. At the time the residence was constructed, the property was a part of the Historic Residential (HR-1) zoning district.
22. The zoning for King Road was changed from HR-1 to HRL as approved by the City Council on June 7, 1984.
23. The maximum building footprint for a lot this size is 1,864.4 square feet. The existing footprint meets this standard at approximately 1,700 square feet.
24. A Historic District Design Review application is required for any new construction proposed at the existing site.
25. A Steep Slope Conditional Use Permit is required for any construction proposed on slopes greater than 30 percent according to the HRL requirements.
26. King Road is a narrow steep street that can at times receive heavy snowfall. Snow storage easements along public streets allow the City to efficiently plow and clear streets.

Conclusions of Law:

1. There is good cause for this Plat Amendment.

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

Conditions of Approval:

1. The City Planner, City Attorney, and City Engineer will review and approve the final form and content of the plat for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat.
2. The applicant will record the plat at the County within one year from the date of City Council approval. If recordation has not occurred within one (1) years' time, this approval for the plat will be void, unless a request for an extension is made in writing prior to the expiration and an extension is granted by the City Council.
3. Residential fire sprinklers will be required for all new construction per requirements of the Chief Building Official.
4. Side lot line snow shedding easements may be required for new construction per requirements of the Chief Building Official.
5. A 10 foot wide public snow storage easement along the King Road frontage shall be shown on the plat.

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

PASSED AND ADOPTED this 5th day of April, 2018.

PARK CITY MUNICIPAL CORPORATION

MAYOR

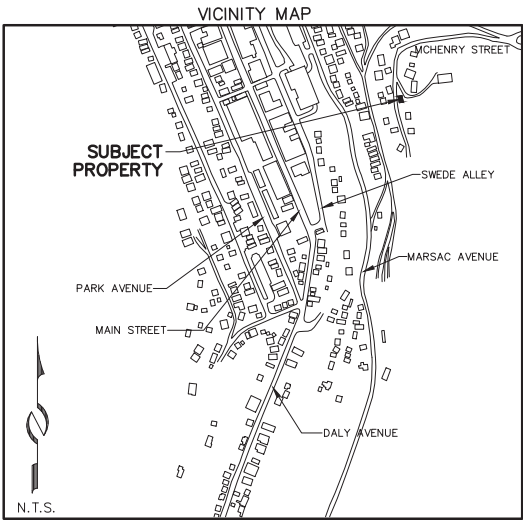
ATTEST:

City Recorder

APPROVED AS TO FORM:

City Attorney

Attachment 1 – Proposed Plat



SURVEYOR'S CERTIFICATE

I, Charles Galati, certify that I am a Registered Land Surveyor and that I hold License No. 7248891, as prescribed by the laws of the State of Utah, and that by authority of the owners, 89 KING ROAD PLAT AMENDMENT has been prepared under my direction and that the same has been monumented on the ground as shown on this plat. I further certify that the information on this plat is accurate.

BOUNDARY DESCRIPTION

Lots 26, 27 and 28, Block 76, Millsite Reservation Subdivision No. 1, Park City Survey, Summit County, Utah, according to the official plat thereof on file and of record in the Summit County Recorder's Office.

Also:

Beginning at a point South 68°27' East 13.62 feet from the northwest corner of Lot 25, Block 76 Millsite Reservation to Park City, and running thence South 68°27' East 16.04 feet; thence South 29°59'20" West 2.35 feet; thence North 60°00'40" West 15.87 feet to the point of beginning.

Also:

Beginning at a point that is North 68°27'00" West 34.53 feet from the northeast property corner of Lot 25, Block 76 of the Millsite Reservation Park City, Utah, to the point of beginning; thence North 68°27'00" West a distance of 6.20 feet more or less to a point at a corner on the north line of a warranty deed 415-23; thence South 29°59'20" West a distance of 1.30 feet; thence South 58°28'52" East a distance of 6.07 feet; thence North 31°31'08" East a distance of 2.37 feet to the point of beginning.

Contains 4,915 SQ. FT.

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS that WASATCH PEAK PROPERTIES, LLC, a Utah limited liability company, the undersigned owner of the herein described tract of land, to be known hereafter as 89 KING ROAD PLAT AMENDMENT, does hereby certify that it has caused this Plat Amendment to be prepared, and does hereby consent to the recordation of this Plat.

ALSO, the owner or its representative, hereby irrevocably offers for dedication to the city of Park City all the easements and required utilities shown on the plat in accordance with an irrevocable offer of dedication.

In witness whereof, the undersigned set her hand this _____ day of _____, 2018.

WASATCH PEAK PROPERTIES, LLC, a Utah limited liability company

By: _____
Julie Ponder, Manager

ACKNOWLEDGMENT

State of: _____

ss:

County of: _____

On this _____ day of _____, 2018, Julie Ponder personally appeared before me, whose identity is personally know to me or proven on the basis of satisfactory evidence, and who by me duly sworn/affirmed, did say that she is a Manager of WASATCH PEAK PROPERTIES, LLC, a Utah limited liability company, and that said document was signed by her on behalf of said limited liability company by authority of its Operating Agreement or Resolution of its Members and she acknowledged to me that she executed the 89 KING ROAD PLAT AMENDMENT.

A Notary Public commissioned in _____

Printed Name _____

Residing in: _____

My commission expires: _____

Commission No. _____

NOTE

This plat amendment is subject to the Conditions of Approval in Ordinance 2018-_____.

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 31°34'40" W	3.35
L2	N 66°10'39" W	22.40
L3	N 68°53'51" W	13.20
(L1)	S 31°31'08" W	3.29
(L2)	N 60°00'40" W	22.08
(L3)	N 68°27'00" W	13.62



BLOCK 76, MILLSITE RESERVATION NO. 1

89 KING ROAD PLAT AMENDMENT

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

SHEET 1 OF 1

 (435) 649-9467 CONSULTING ENGINEERS LAND PLANNERS SURVEYORS 323 Main Street P.O. Box 2664 Park City, Utah 84060-2664	SNYDERVILLE BASIN WATER RECLAMATION DISTRICT REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS _____ DAY OF _____, 2018 BY _____ S.B.W.R.D.	PLANNING COMMISSION APPROVED BY THE PARK CITY PLANNING COMMISSION THIS _____ DAY OF _____, 2018 BY _____ CHAIR	ENGINEER'S CERTIFICATE I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATION ON FILE IN MY OFFICE THIS _____ DAY OF _____, 2018 BY _____ PARK CITY ENGINEER	APPROVAL AS TO FORM APPROVED AS TO FORM THIS _____ DAY OF _____, 2018 BY _____ PARK CITY ATTORNEY	COUNCIL APPROVAL AND ACCEPTANCE APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS _____ DAY OF _____, 2018 BY _____ MAYOR	CERTIFICATE OF ATTEST I CERTIFY THIS PLAT MAP WAS APPROVED BY PARK CITY COUNCIL THIS _____ DAY OF _____, 2018 BY _____ PARK CITY RECORDER	RECORDED STATE OF UTAH, COUNTY OF SUMMIT, AND FILED AT THE REQUEST OF _____ FEE _____ RECORDER TIME _____ DATE _____ ENTRY NO. _____	125

1/9/18 JOB NO.: 12-10-17 FILE: X:\PCS\dwg\sr\plat2017\121017.dwg

89 KING ROAD
LOT 26, 27 & 28
MILLSITE RESERVATION No. 1

LOCATED IN THE NORTHEAST QUARTER OF SECTION 21
TOWNSHIP 2 SOUTH, RANGE 4 EAST,
SALT LAKE BASE AND MERIDIAN
RECORD OF SURVEY
SUMMIT COUNTY, UTAH



SURVEYOR'S CERTIFICATE

I, Charles Galati, certify that I am a Professional Land Surveyor and that I hold Certificate No. 7248891, as prescribed by the laws of the State of Utah. I further certify that under my direct supervision a survey has been performed on the hereon described property and that to the best of my knowledge this plot is a correct representation of said survey.

LEGAL DESCRIPTION

Lots 26, 27 and 28, Block 76, Millsite Reservation Subdivision No. 1, Park City Survey, Summit County, Utah, according to the official plot thereof on file and of record in the Summit County Recorder's Office.

Also:

Beginning at a point south 68°27' East 13.62 feet from the northwest corner of Lot 25, Block 76 Millsite Reservation to Park City, and running thence south 68°27' east 16.04 feet; thence south 29°59'20" west 2.35 feet; thence north 60°00'40" west 15.87 feet to the point of beginning.

Also:

Beginning at a point that is north 68°27'00" west 34.53 feet from the northeast property corner of Lot 25, Block 76 of the Millsite Reservation Park City, Utah, to the point of beginning; thence 68°27'00" west a distance of 6.20 feet more or less to a point at a corner on the north line of a warranty deed 415-23; thence south 29°59'20" west a distance of 1.30 feet; thence south 58°28'52" east a distance of 6.07 feet; thence north 31°31'08" east a distance of 2.37 feet to the point of beginning.

Contains 4,915 SQ. FT.

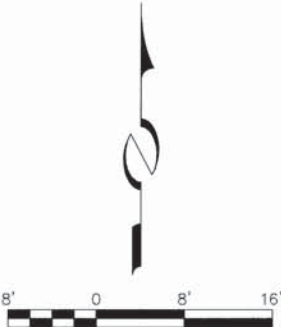
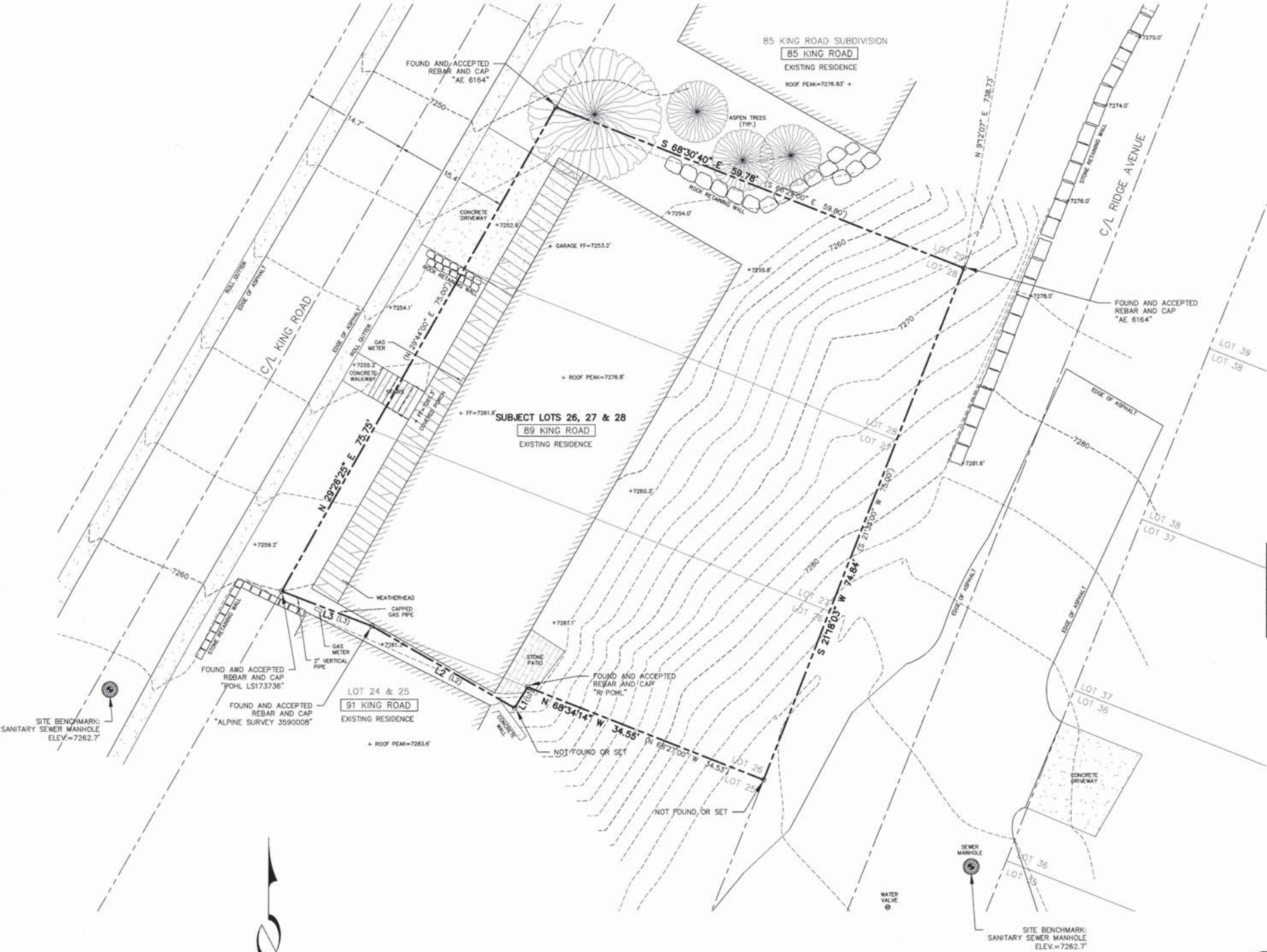
NOTES

1. Basis of Bearing for this survey is between the found street monuments as shown on this plot.
2. Field work for this survey was completed October 30, 2017, and is in compliance with generally accepted industry standards for accuracy.
3. The purpose of this survey was to locate and monument the boundary in addition to performing an Existing Conditions and Topography survey for the possibility of improvements to the property.
4. A Title Report was not provided to the surveyor and only easements and setbacks per subdivision plat were located as part of this survey. This owner of the property should be aware of any items affecting the property that may appear in a title insurance report. The surveyor found no obvious evidence of easements, encroachments or encumbrances on the property surveyed except as shown hereon.
5. Recorded deeds, 85 King Road Subdivision Plat, Amended Park City Survey, Millsite Reservation No. 1 Park City Survey, recorded surveys S-2589, S-6384 all on file and of record in the Summit County Recorder's Office and physical evidence found in the field were all used to determine the boundary as shown on this plat.
6. The architect is responsible for verifying building setbacks, zoning requirements and building heights.
7. Property corners were found as shown.
8. Record bearing and distances when different than measured are in parenthesis (). Record bearing and distances shown are from aforementioned documents.
9. Site Benchmark: Sanitary Sewer Manhole Lid Elevation=7262.7' as shown.

LEGEND

- Found Monument (As-Noted)
- Found Street Monument (As-Noted)

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 31°34'40" W	3.35
L2	N 68°10'39" W	22.40
L3	N 68°53'51" W	13.20
(L1)	S 31°31'08" W	3.29
(L2)	N 60°00'40" W	22.08
(L3)	N 68°27'00" W	13.62



(435) 649-9467
CONSULTING ENGINEERS LAND PLANNERS SURVEYORS
323 Main Street P.O. Box 2664 Park City, Utah 84060-2664

STAFF:
CHARLES GALATI
JUAN CARRASCO
JASON WYNNE

DATE: 10/30/17

EXISTING CONDITIONS & TOPOGRAPHIC MAP
89 KING ROAD
PARK CITY, UTAH

FOR: JULIE PONDER
JOB NO.: 12-10-17
FILE: X:\ParkCitySurvey\dwg\sr\2017\121017\89 King Rd ROS.dwg

SHEET
1
OF
1



Exhibit E - Applicant's Project Description

BLOCK 76,
MILLSITE RESERVATION NO. 1
LOTS 26, 27 & 28 and a portion of Lot 25

(89 King Road)

PROJECT INTENT

Lots 26, 27, 28 and a small portion of Lot 25, Block 76, Park City Survey, (also known as 89 King Road) are owned by Wasatch Peak Properties, LLC. The lot lines within the boundary still exist. The owner desires to unify the property into one lot of record by removing the existing lot lines, with the ultimate goal of demolishing the existing residence and constructing a new single family residence.



89 King Road - looking easterly



89 King Road - looking southerly



89 King Road - looking northwesterly



89 King Road - looking westerly

City Council Agenda Item Report

Meeting Date: April 5, 2018

Submitted by: Tippe Morlan

Submitting Department: Planning

Item Type: Ordinance

Agenda Section: NEW BUSINESS

Subject:

Consideration to Approve Ordinance No. 2018-14, an Ordinance Approving the Prospect Place Plat Amendment Located at 86 Prospect Street, Park City, Utah
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[Prospect Place Plat Amendment Staff Report and Ordinance](#)

[PL-18-03792 86 Prospect St Plat Exhibits](#)

City Council Staff Report



Subject: Prospect Place Plat Amendment
Author: Tippe Morlan, Planner II
Date: April 5, 2018
Type of Item: Legislative – Plat Amendment

Project Number:	PL-18-03792
Applicant:	Gregory Harry Balch and Shirley Ann Acaya
Location:	86 Prospect Street
Zoning:	Historic Residential (HR-1)
Adjacent Land Uses:	Residential – Single-family dwellings
Reason for Review:	Plat Amendments require Planning Commission review and City Council approval.

Summary Recommendations

Staff recommends that the City Council hold a public hearing and consider **approving** the Prospect Place Plat Amendment located at 86 Prospect Street based on the Findings of Fact, Conclusions of Law, and Conditions of Approval as found in the draft ordinance.

Proposal

The proposed Prospect Place Plat Amendment seeks to convert two existing lots addressed at 86 Prospect Street into three separate lots of record. The site consists of Lot 12 of Block 18 of the Park City Survey and a metes and bounds parcel 75 feet wide by 80 feet deep located south of and adjacent to Lot 12. There is an existing non-historic structure with an accessory building approved as an art studio at this address. There is also a small shed that encroaches across the south property line. The proposed plat amendment creates three lots, one at 2,002 square feet and two at 2,908 square feet in size. The proposed lots have sufficient lot area for single family homes, but not duplexes. Each single family house will be required to provide two off-street parking spaces.

Background

1907 – The existing structure was constructed on this site according to Summit County records. The 1982 Historic Property Survey indicated that it had been significantly altered and was “close to being [a] new structure” although the City shows no records of permits or applications for the alterations. It was not included on the 2009 Historic Property Inventory and is not on the current Inventory.

July 11, 1994 – The Historic District Commission approved the construction of a one room studio structure to be used as an art studio.

February 8, 2018 – The City received a Plat Amendment application for the Prospect Place Plat Amendment. The application was deemed complete on February 15, 2018.

March 14, 2018 – The Planning Commission reviewed this Plat Amendment application and issued a **positive** recommendation to the City Council. The motion passed with a unanimous vote.

Purpose

The purpose of the HR-1 District can be found in [LMC Section 12-2.2-1](#).

Analysis

The purpose of this plat amendment is to convert two existing lots addressed at 86 Prospect Street into three new lots of record. One of the proposed lots will be 2,002 square feet in size with a lot width of 25 feet, and two of the proposed lots will be 2,908 square feet with lot widths of 36.33 feet each. Each of the proposed lots is of sufficient area for a single family house and not of sufficient area for a duplex.

The existing Lot 12 is 1994.20 square feet in size and is of sufficient area for a single family house on its own. The metes and bounds parcel is 5,830 square feet and is sufficient area for a duplex, provided a Conditional Use Permit for a duplex is approved.

There is an existing dwelling at this address constructed in 1907 which due to alterations is not on the Historic Site Inventory, in addition to an accessory structure which was approved as an art studio in 1994. There is also a detached shed structure on the property which encroaches over the south property line and onto neighboring property which needs to be removed, or encroachments need to be addressed. The applicant has indicated that they would like to demolish the existing structures and construct three new single-family dwellings in accordance with the Land Management Code and with the Historic District Design Guidelines for new construction.

A Historic District Design Review will be required for any proposed construction on these lots. Additionally, the property has a steep grade in many areas, and a Steep Slope Conditional Use Permit will likely be required for future development.

During storm events getting up Prospect Street is difficult and there is a current parking issue on the street. Each single family house is required to provide 2 off-street parking spaces.

HR-1 Requirements

All documentation indicates that the existing home is a single-family dwelling which is an allowed use in the HR-1 district. The minimum lot area in this zone is 1,875 square feet for a single-family dwelling, and the minimum lot width in this zone is 25 feet. Each of the proposed lots is 80 feet deep. These lot dimensions establish the following lot requirements:

	Required	Existing	Proposed Lot 1	Proposed Lot 2	Proposed Lot 3
Lot Size	1,875 SF	7,824.4 SF	2,002 SF	2,908 SF	2,908 SF
Lot Width	25 feet	100 feet	25 feet	36.3 feet	36.3 feet
Front and Rear Yard	12 feet each 25 feet total	Front: 4 feet* Rear: 26 feet Total: 30 feet	12 feet each 25 feet total	12 feet each 25 feet total	12 feet each 25 feet total
Side Yard	3 feet each	North: 27 feet South: 23 feet Total: 56 feet	3 feet each	3 feet each	3 feet each
Maximum Building Footprint	844 SF	Main: 1,490 SF Studio: 315 SF Total: 1,805 SF	894.49 SF	1,234.8 SF	1,234.8 SF
Parking	2 spaces	1 space	2 spaces	2 spaces	2 spaces

The existing structures will need to be removed before the plat is recorded. The main structure does not meet front yard setback requirements, and the proposed lot lines show one running through the location of the existing house. A new property line cannot be recorded through an existing structure creating a non-complying setback situation.

Good Cause

Staff finds good cause for this plat amendment in that it will resolve the existing encroachment of the shed over the south property line and the existing non-complying front yard setback. Public snow storage easements are provided along Prospect Street. Each house is required to provide 2 off-street parking spaces.

Process

The approval of this plat amendment application by the City Council constitutes Final Action that may be appealed following the procedures found in LMC §15-1-18. A Historic District Design Review application will need to be submitted for review by Planning Staff prior to issuance of building permits. A Steep Slope Conditional Use Permit will also be required for development on any slopes exceeding 30 percent in grade as required in the HR-1 district.

Department Review

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

Notice

On February 28, 2018, the property was posted and notice was mailed to property owners within 300 feet. Legal notice was also published in the Park Record and the Utah Public Notice Website on February 24, 2018, according to requirements of the Land Management Code.

Public Input

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

Alternatives

- The City Council may approve the Prospect Place Plat Amendment as conditioned or amended; or
- The City Council may deny the Prospect Place Plat Amendment and direct staff to make Findings for this decision; or
- The City Council may continue the discussion on the Prospect Place Plat Amendment.

Significant Impacts

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

Consequences of not taking recommended action

The subject property would remain as one individual lot and one metes and bounds parcel, and the existing house would continue to have a non-complying front yard setback and a shed which encroaches over the south property line.

Summary Recommendations

Staff recommends that the City Council hold a public hearing and consider approving the Prospector Place Plat Amendment located at 86 Prospect Street based on the Findings of Fact, Conclusions of Law, and Conditions of Approval as found in the draft ordinance.

Exhibits

Exhibit A – Draft Ordinance with Proposed Plat (Attachment 1)
Exhibit B – Survey
Exhibit C – Aerial Photograph
Exhibit D – Existing Plat
Exhibit E – Applicant's Project Description
Exhibit F – Site Photographs

Exhibit A – Draft Ordinance

Ordinance No. 2018-14

AN ORDINANCE APPROVING THE PROSPECT PLACE PLAT AMENDMENT LOCATED AT 86 PROSPECT STREET, PARK CITY, UTAH.

WHEREAS, the owner of the property located at 86 Prospect Street has petitioned the City Council for approval of the Plat Amendment; and

WHEREAS, on February 28, 2018, the property was properly noticed and posted according to the requirements of the Land Management Code; and

WHEREAS, on February 24, 2018, proper legal notice was published according to requirements of the Land Management Code and courtesy letters were sent to surrounding property owners; and

WHEREAS, the Planning Commission held a public hearing on March 14, 2018, to receive input on plat amendment; and

WHEREAS, the Planning Commission, on March 14, 2018, forwarded a positive recommendation to the City Council; and,

WHEREAS, on April 5, 2018, the City Council held a public hearing to receive input on the plat amendment; and

WHEREAS, it is in the best interest of Park City, Utah to approve the 89 King Road Plat Amendment located at 86 Prospect Street.

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

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

Findings of Fact:

1. The property is located at 86 Prospect Street.
2. The site consists of Lot 12 of Block 18 of the Park City Survey and a metes and bounds parcel 75 feet wide by 80 feet deep located south of and adjacent to Lot 12.
3. The property is in the Historic Residential (HR-1) District.
4. There is an existing non-historic structure with an accessory building approved as an art studio at this address.
5. On February 28, 2018, the property was posted and notice was mailed to property owners within 300 feet. Legal notice was also published in the Park Record and the

Utah Public Notice Website on February 24, 2018, according to requirements of the Land Management Code.

6. The City received a Plat Amendment application for the Prospector Place Plat Amendment on February 8, 2018. The application was deemed complete on February 15, 2018.
7. The proposed plat amendment will create three lots, one at 2,002 square feet and two at 2,908 square feet in size.
8. Each of the proposed lots is of sufficient area for a single family house and not of sufficient area for a duplex.
9. Existing Lot 12 is 1994.20 square feet and has sufficient lot area for a single family house.
10. The metes and bounds parcel is 5,830 square feet and has sufficient area for a duplex. Duplexes require a Conditional Use Permit in the HR1 District.
11. The existing home was constructed in 1907 and has been altered in a manner that it is not on the Historic Sites Inventory.
12. The existing home is a single-family dwelling which is an allowed use in the HR-1 district.
13. There is an accessory structure on the property which was approved as an art studio in 1994.
14. There is a shed on the property which encroaches over the south property line and onto neighboring property.
15. The minimum lot area in this zone is 1,875 square feet. One of the proposed lots is 2,002 square feet in size and two are 2,908 square feet in size.
16. The minimum lot width in the HR-1 zone is 25 feet. The proposed lots meet this requirement with one lot 25 feet wide and two lots 36.3 feet wide.
17. The proposed lots will each be approximately 80 feet deep.
18. The minimum front yard setback is 12 feet. The existing house has a 4 foot front yard setback.
19. The minimum rear yard setback is 12 feet. The existing house has a 26 foot rear yard setback.
20. All three new lots will have a front and rear yard setback of 12 feet each and 25 feet total.
21. The minimum side yard setback is 10 feet on each side and 24 feet total. The existing house has a 27 foot side yard setback on the north side and a 23 foot side yard setback on the south side with a total of 56 feet on both sides.
22. The existing structure does not meet front yard setback requirements.
23. The maximum building footprint for a lot this size is 2,520.4 square feet. The existing footprint meets this standard at approximately 1,805 square feet.
24. The maximum building footprint is 894.49 square feet for the proposed Lot 1 and 1,234.8 square feet for the proposed Lots 2 and 3.
25. The existing structures will need to be removed before the plat is recorded.
26. A Historic District Design Review application is required for any new construction proposed at the existing site.
27. A Steep Slope Conditional Use Permit is required for any construction proposed on slopes greater than 30 percent according to the HR-1 requirements. Construction

mitigation, including parking of construction vehicles, will need to be addressed with each building permit.

28. Prospect Street is a narrow steep street that can at times receive heavy snowfall. Snow storage easements along public streets allow the City to efficiently plow and clear streets.

Conclusions of Law:

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

Conditions of Approval:

1. The City Planner, City Attorney, and City Engineer will review and approve the final form and content of the plat for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat.
2. The applicant will record the plat at the County within one year from the date of City Council approval. If recordation has not occurred within one (1) years' time, this approval for the plat will be void, unless a request for an extension is made in writing prior to the expiration and an extension is granted by the City Council.
3. Residential fire sprinklers will be required for all new construction per requirements of the Chief Building Official.
4. A 10 foot wide public snow storage easement along the frontage of Prospect Street is required and shall be provided on the plat.
5. Removal of existing structures that will create new non-complying setback situations with the new lot lines is a condition precedent to recordation of this plat amendment.
6. The encroaching shed shall be removed or relocated to resolve the encroachment prior to plat recordation.

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

PASSED AND ADOPTED this 5th day of April, 2018.

PARK CITY MUNICIPAL CORPORATION

MAYOR

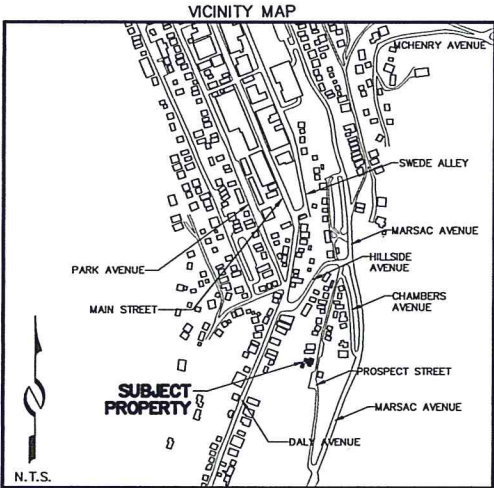
ATTEST:

City Recorder

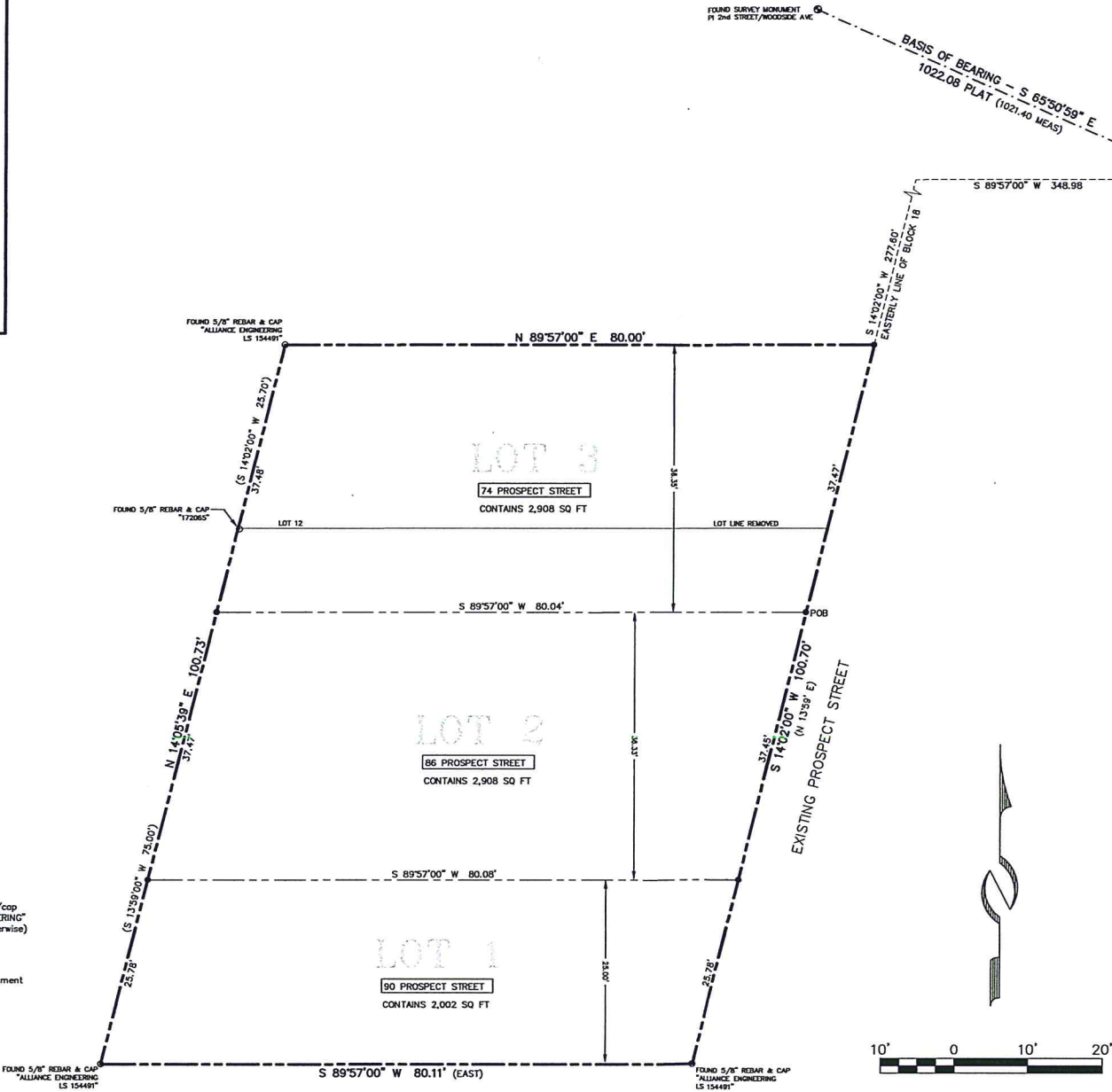
APPROVED AS TO FORM:

City Attorney

Attachment 1 – Proposed Plat



- LEGEND
- Set 5/8" rebar w/cap "ALLIANCE ENGINEERING" (Unless noted otherwise)
 - Found Monument (As-Noted)
 - Found Street Monument (As-Noted)



SURVEYOR'S CERTIFICATE

I, Charles Galati, certify that I am a Professional Land Surveyor and that I hold License No. 7248891, as prescribed by the laws of the State of Utah, and that by authority of the owners, PROSPECT PLACE PLAT AMENDMENT has been prepared under my direction and that the same has been monumented on the ground as shown on this plat. I further certify that the information on this plat is accurate.

LEGAL DESCRIPTION

Lot 12, Block 18, Park City Survey, according to the official plat thereof on file and of record in the Summit County Recorder's Office.

Also, a tract of land beginning at a point West 355.35 feet and South 13°59' West 303.90 feet from the Northeast Corner of Section 21, Township 2 South, Range 4 East, Salt Lake Base and Meridian, said point also being the Southeast corner of Lot 12, Block 18 Park City Survey, and running thence West 80.11 feet, South 13°59' West 75 feet; East 80.11 feet; North 13°59' East 75 feet to beginning.

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS THAT, Gregory Harry Balch and Shirley Ann Acaya, trustees of the Gregory Harry Balch & Shirley Ann Acaya Living Trust, dated September 1998, and any amendments thereto, hereby certify that they have caused a plat to be made and this Plat to be prepared and hereby consent to the recordation of this Plat.

In witness whereof, the undersigned set his hand this ____ day of _____, 2018.
By: Gregory Harry Balch, Trustee

In witness whereof, the undersigned set her hand this ____ day of _____, 2018.
By: Shirley Ann Acaya, Trustee

ACKNOWLEDGMENT

State of _____
County of _____

On this ____ day of _____, 2018, Gregory Harry Balch, trustee, personally appeared before me, the undersigned Notary Public, in and for said state and county. Having been duly sworn, Gregory Harry Balch acknowledged to me that he is the person whose name is subscribed to this instrument, and that he signed the above Owner's Dedication and Consent to Record freely and voluntarily.

Notary Public
Printed Name _____
Residing in: _____
My commission expires: _____

ACKNOWLEDGMENT

State of _____
County of _____

On this ____ day of _____, 2018, Shirley Ann Acaya, trustee, personally appeared before me, the undersigned Notary Public, in and for said state and county. Having been duly sworn, Shirley Ann Acaya acknowledged to me that she is the person whose name is subscribed to this instrument, and that she signed the above Owner's Dedication and Consent to Record freely and voluntarily.

Notary Public
Printed Name _____
Residing in: _____
My commission expires: _____

NOTES

- This plat amendment is subject to the Conditions of Approval in Ordinance 2018-_____.
- Record bearings and distances, when different from measured, are shown in parenthesis ().
- See Record of Survey S-7901.

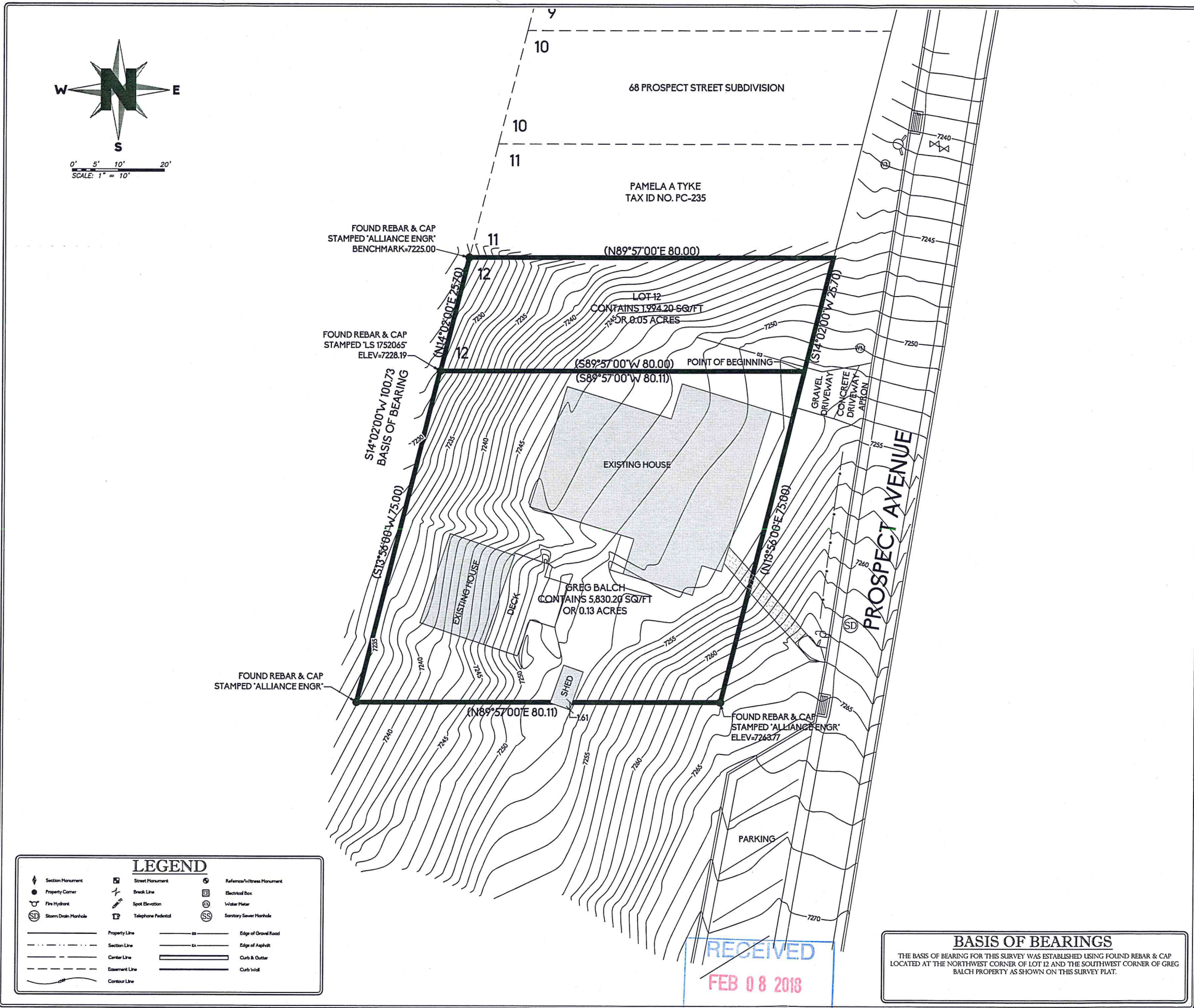


A LOT & PARCEL COMBINATION PLAT
BLOCK 18, PARK CITY SURVEY
PROSPECT PLACE PLAT AMENDMENT
LOCATED IN THE SOUTHEAST QUARTER OF SECTION 16
TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN
PARK CITY, SUMMIT COUNTY, UTAH

SHEET 1 OF 1

2/7/18 JOB NO.: 16-1-18 FILE: X:\PCS\dwg\sr\plat2018\160118.dwg

 (435) 648-9487 CONSULTING ENGINEERS LAND PLANNERS SURVEYORS 323 Main Street P.O. Box 2664 Park City, Utah 84060-2664	SNYDERVILLE BASIN WATER RECLAMATION DISTRICT REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS _____ DAY OF _____, 2018 BY _____ S.B.W.R.D.	PLANNING COMMISSION APPROVED BY THE PARK CITY PLANNING COMMISSION THIS _____ DAY OF _____, 2018 BY _____ CHAIR	ENGINEER'S CERTIFICATE I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATION ON FILE IN MY OFFICE THIS _____ DAY OF _____, 2018 BY _____ PARK CITY ENGINEER	APPROVAL AS TO FORM APPROVED AS TO FORM THIS _____ DAY OF _____, 2018 BY _____ PARK CITY ATTORNEY	COUNCIL APPROVAL AND ACCEPTANCE APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS _____ DAY OF _____, 2018 BY _____ MAYOR	CERTIFICATE OF ATTEST I CERTIFY THIS PLAT MAP WAS APPROVED BY PARK CITY COUNCIL THIS _____ DAY OF _____, 2018 BY _____ PARK CITY RECORDER	RECORDED STATE OF UTAH, COUNTY OF SUMMIT, AND FILED AT THE REQUEST OF _____ FEE _____ RECORDER TIME _____ DATE _____ ENTRY NO. _____
--	---	--	---	---	---	---	--



SURVEYOR'S CERTIFICATE

I, MICHAEL L. WANGEMANN, SYRACUSE, UTAH, DO HEREBY CERTIFY THAT I AM A LICENSED LAND SURVEYOR AND THAT I HOLD LICENSE NO. 6431156 AS PRESCRIBED BY THE LAWS OF THE STATE OF UTAH AND THAT I HAVE MADE A SURVEY OF THE BOUNDARIES OF THE FOLLOWING DESCRIBED PROPERTY:

(SEE BELOW)

I FURTHER CERTIFY THAT THIS PLAT CORRECTLY SHOWS THE TRUE DIMENSIONS OF THE BOUNDARIES SURVEYED AND OF THE VISIBLE IMPROVEMENTS EFFECTING THE BOUNDARIES AND THEIR POSITION IN RELATIONSHIP TO SAID BOUNDARIES; THAT NONE OF THE VISIBLE IMPROVEMENTS ON THE ABOVE DESCRIBED PROPERTY ENCRUSCH UPON ADJOINING PROPERTIES, AND THAT NO VISIBLE IMPROVEMENTS, FENCES OR EAVES OF ADJOINING PROPERTIES ENCRUSCH UPON THE SUBJECT PROPERTY EXCEPT AS SHOWN.

I ALSO FURTHER CERTIFY THAT THIS PLAT DOES NOT PURPORT TO DISCLOSE OVERLAPS, GAPS, OR BOUNDARY LINE DISPUTES OF THE PROPERTY SURVEYED WHICH WOULD BE DISCLOSED BY AN ACCURATE SURVEY OF THE ADJOINING PROPERTIES, NOR DOES IT PURPORT TO DISCLOSE OWNERSHIP OF OR CLAIMS OF EASEMENTS OR ENCUMBRANCES UPON THE PROPERTY SURVEYED.

Michael L. Wangemann
Michael L. Wangemann, PLS
Date of Plat or Map: December 17, 2015
PLS# 6431156-2201



LEGAL DESCRIPTION

LEGAL DESCRIPTION AS CONTAINED IN THAT CERTAIN WARRANTY DEED ENTRY NO. 969111 LOT 12, BLOCK 18, PARK CITY SURVEY, ACCORDING TO THE OFFICIAL PLAT THEREOF ON FILE AND OF RECORD IN THE SUMMIT COUNTY RECORDER'S OFFICE.

ALSO THAT CERTAIN ONE STORY FRAME DWELLING HOUSE SITUATED ON ONTARIO RIDGE IN PARK CITY, COUNTY OF SUMMIT, STATE OF UTAH, AND BEING DESIGNATED AND DESCRIBED AS NO. 86 ONTARIO RIDGE (ALSO KNOWN AS NO. 86 PROSPECT STREET), BEING THE HOUSE JUST SOUTH OF THAT RESIDENCE FORMERLY OWNED BY THOMAS WHITE AND HOUSE NORTH OF PREMISES FORMERLY OWNED BY MRS. DUNCAN CRAWFORD. THE SAID PREMISES HAVING BEEN CONVEYED TO WAYNE EPRATT AND GWEN D. PRATT, HIS WIFE, ON THE 18TH DAY OF OCTOBER, 1960, MURRI HAIR AND PHYLLIS Y. HAIR, HIS WIFE, TO WHOM THE PROPERTY HAD BEEN CONVEYED BY DELLES JENSEN AND JENNIE JENSEN, HIS WIFE, ON THE 16TH DAY OF AUGUST, A.D. 1946.

ALSO DESCRIBED AS BEGINNING WEST 355.35 FEET AND SOUTH 13°59' WEST 303.90 FEET FROM THE NORTHEAST CORNER OF SECTION 21, TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN SAID PART ALSO BEING THE SOUTHEAST CORNER OF LOT 12, BLOCK 18 PARK CITY SURVEY, RUNNING WHENCE WEST 80.11 FEET, SOUTH 13°59' WEST 75 FEET, EAST 80.11 FEET, NORTH 13°59' EAST 75 FEET TO BEGINNING.

ALSO ACCESS FROM THE EASTERLY PROPERTY LINE TO PROSPECT AVENUE.

UTILITY NOTE
THE UTILITY INFORMATION SHOWN ON THIS PLAT IS BASED ON ABOVE GROUND EXISTING STRUCTURES AS OBSERVED AND LOCATED BY THE SURVEYOR IN THE FIELD AS WELL AS INFORMATION PROVIDED TO THE SURVEYOR. NO FURTHER INVESTIGATION OF EXISTING UTILITIES WERE PERFORMED FOR THIS SURVEY, THEREFORE THE SURVEYOR IS NOT RESPONSIBLE FOR THE REPRESENTATION OR OMISSION OF SUCH INFORMATION ON THIS PLAT. CONTACT BLUE STAKES BEFORE ANY DIGGING, EXCAVATION OR CONSTRUCTION IS TO TAKE PLACE.

Know what's below. Call 811 before you dig.
BLUE STAKES OF UTAH
UTILITY NOTIFICATION CENTER, INC.
www.bluestakesofutah.org
1-800-642-4111

GENERAL NOTES

1. ALL COURSES SHOWN IN PARENTHESIS ARE RECORD INFORMATION TAKEN FROM DEED DESCRIPTION OR OFFICIAL MAPS OR PLATS OF RECORD. ALL OTHER COURSES ARE THE RESULT OF ACTUAL FIELD MEASUREMENTS.
2. ALL PROPERTY CORNERS ARE SET WITH 5/8" REBAR AND PLASTIC CAP STAMPED "UTAH LAND SURVEYING" OR OTHER PERMANENT MARKERS OR AS OTHERWISE STATED.

SHEET TITLE
BOUNDARY SURVEY

PREPARED FOR: GREG BALCH
86 PROSPECT AVE
PARK CITY, UT

LOCATION: SLB&M

REV	DATE	DESCRIPTION	DATE	12/17/2015
1			SCALE	1" = 10'
2			DRAWN:	MLW
3			CHECKED:	MLW
4				
5				

LEGEND

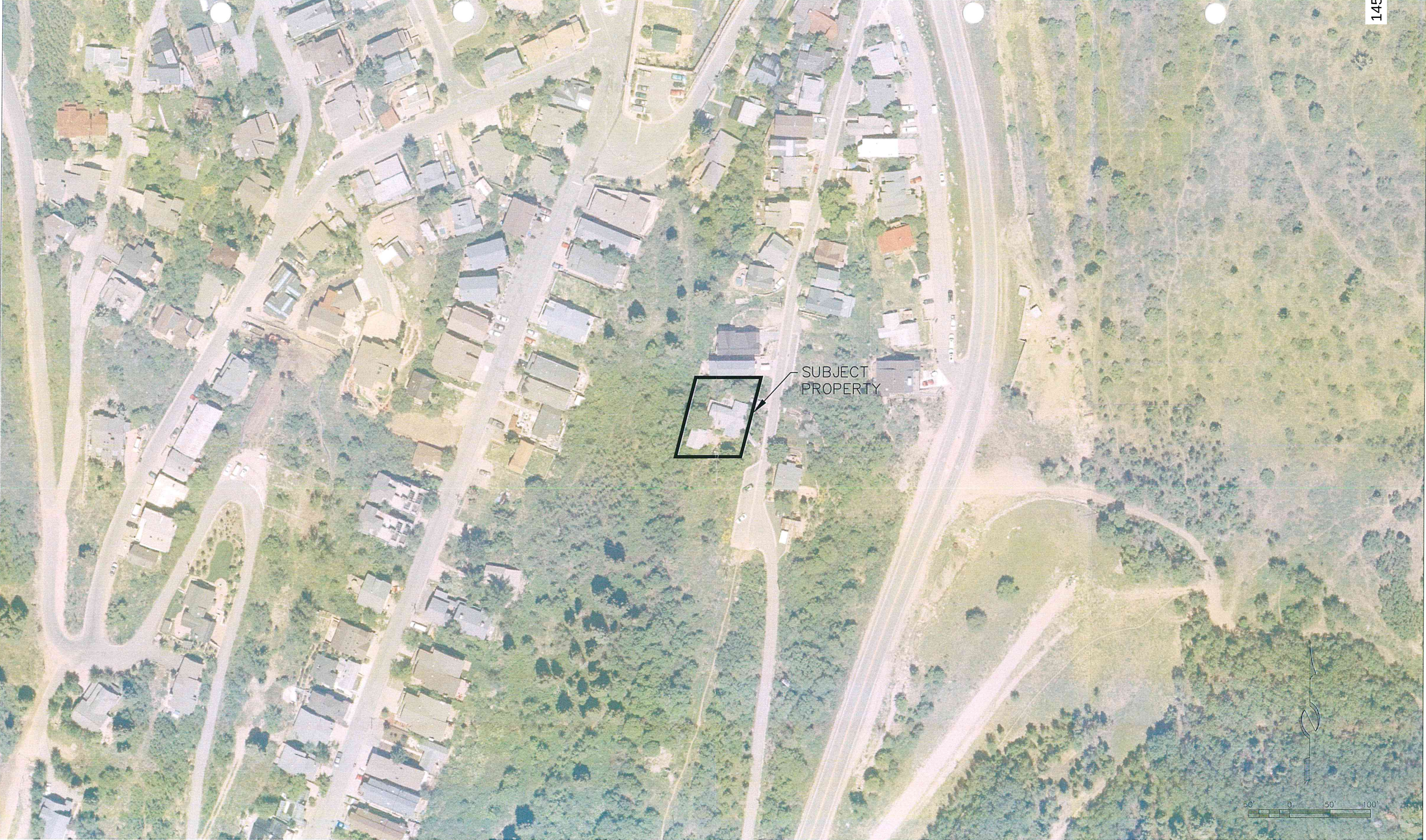
	Section Monument		Street Monument		Reference/Vitness Monument
	Property Corner		Break Line		Electrical Box
	Fire Hydrant		Spot Elevation		Water Meter
	Storm Drain Manhole		Telephone Pedestal		Sanitary Sewer Manhole
	Property Line		Edge of Gravel Road		
	Section Line		Edge of Asphalt		
	Center Line		Curb & Outlet		
	Easement Line		Curb Wall		
	Contour Line				

RECEIVED
FEB 08 2018
PARK CITY PLANNING DEPT.

BASIS OF BEARINGS
THE BASIS OF BEARING FOR THIS SURVEY WAS ESTABLISHED USING FOUND REBAR & CAP LOCATED AT THE NORTHWEST CORNER OF LOT 12 AND THE SOUTHWEST CORNER OF GREG BALCH PROPERTY AS SHOWN ON THIS SURVEY PLAT.

UTAH LAND SURVEYING, LLC
A PROFESSIONAL LICENSED LAND SURVEYING COMPANY
1359 FAIRWAY CIR
FARMINGTON, UT 84025
PHONE 801.725.8395
FAX 801.820.7775
www.utahlandsurveying.com

JOB NUMBER
1003-15
SHEET
1 OF 1



RECEIVED
FEB 08 2018
PARK CITY
PLANNING DEPT.

Alliance Engineering Inc.
(435) 649-9467
CONSULTING ENGINEERS LAND PLANNERS SURVEYORS
323 Main Street P.O. Box 2664 Park City, Utah 84060-2664

STAFF:
RYAN BETZ
MARSHALL KING

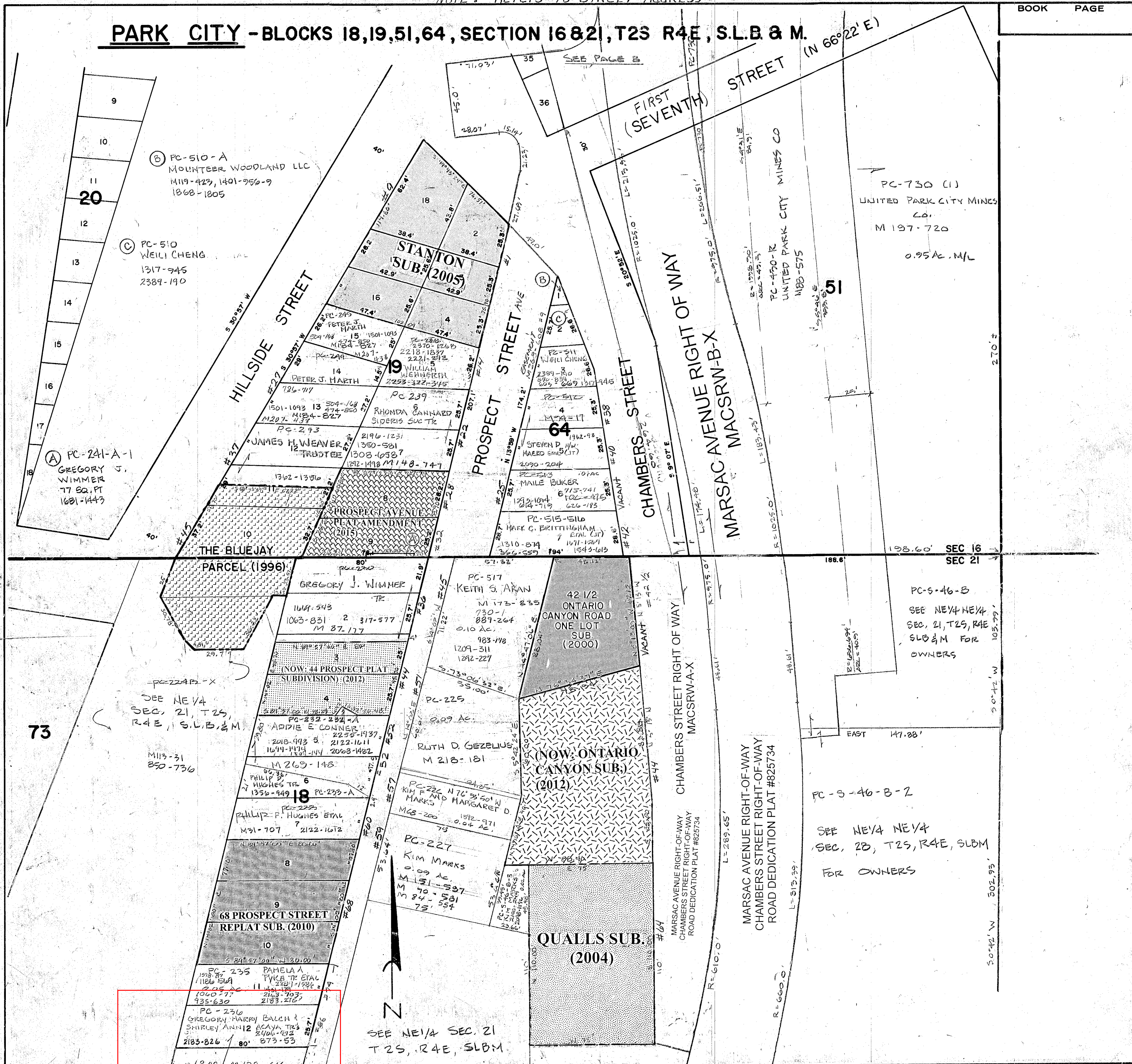
DATE: 2/6/18

AERIAL PHOTOGRAPH
86 PROSPECT STREET
BLOCK 18, PARK CITY SURVEY

FOR: GREG BALCH
JOB NO.: 16-1-18
FILE: X:\ParkCitySurvey\dwg\Exhibits\89 Prospect-ortho.dwg

SHEET
1
OF
1

PARK CITY - BLOCKS 18,19,51,64, SECTION 16 & 21, T2S R4E, S.L.B. & M.



Approved Utah State Tax Comm	REVISIONS - DATE AND INITIAL (In Pencil)				
	5/18/24	5/18/24	5/18/24	5/18/24	5/18/24
	5/18/24	5/18/24	5/18/24	5/18/24	5/18/24
Date	By				
Engineering Associates Inc.					

Exhibit E - Applicant's Project Description

PARK CITY SURVEY, BLOCK 18,
LOT 12 PLUS ADDITIONAL LAND
(86 Prospect Street)
March 12, 2018

PROJECT INTENT

The property at 86 Prospect Street is currently an owner-occupied single family residence with a detached guest house. The property consists of Lot 12, Block 18 and an adjacent metes and bounds parcel. This application proposes to remove the existing southerly line of Lot 12 and join the metes and bounds parcel with Lot 12 and divide the property into three lots of record. The owner also proposes to demolish the existing structures on the property, which have been deemed non historic by the Park City Planning Department, and to construct a single family residence of approximately 1,600 square feet on the southerly lot and a single family residence of approximately 3,000 square feet on each of the two northerly lots.

Application number: PL-18-03792
Application Type: Platt Amendment
Project Location: 86 Prospect Ave (Street)
Applicant: Gregory Harry Balch and Shirley Ann Acaya
Project Description: Plat amendment to create three new lots of record out of two existing lots.

Hi Kirsten,

Unfortunately, both S. Ann Acaya and I will be out of state at a business conference in North Carolina this Wednesday, March 14, so we are unable to attend the Planning Department public hearing on our plat amendment.

We have provided an explanation of what we are hoping to achieve with this plat amendment which you may read at the public hearing.

- 1) Our goal is to build our personal home on a single lot at the top of our property.
- 2) Instead of having a large lot remaining next to us where someone in the future may try to build a large home next to us, we are breaking it up into two separate 1.5 lots so that any potential homes built there in the future, will be of reasonably smaller sizes.
- 3) As far as impact on the neighbors and the neighborhood, we are at the top of the street near the parking lot. Our construction will have little affect on any other residences on Prospect Avenue. There is access on both ends of our street, so our neighbors and visitors can access their homes without having to pass our lots. For construction, we can stage all of the construction materials directly on our lots, and there is a trailhead parking adjacent to our lots so construction workers are not blocking the street.

If there are any concerns that crop up during your hearing, we would like to request that you table any decisions until we have an opportunity to be present to discuss any issues that may arise. Anyone with concerns can contact us directly at 435.714.0784 or gbalch@xmission.com.

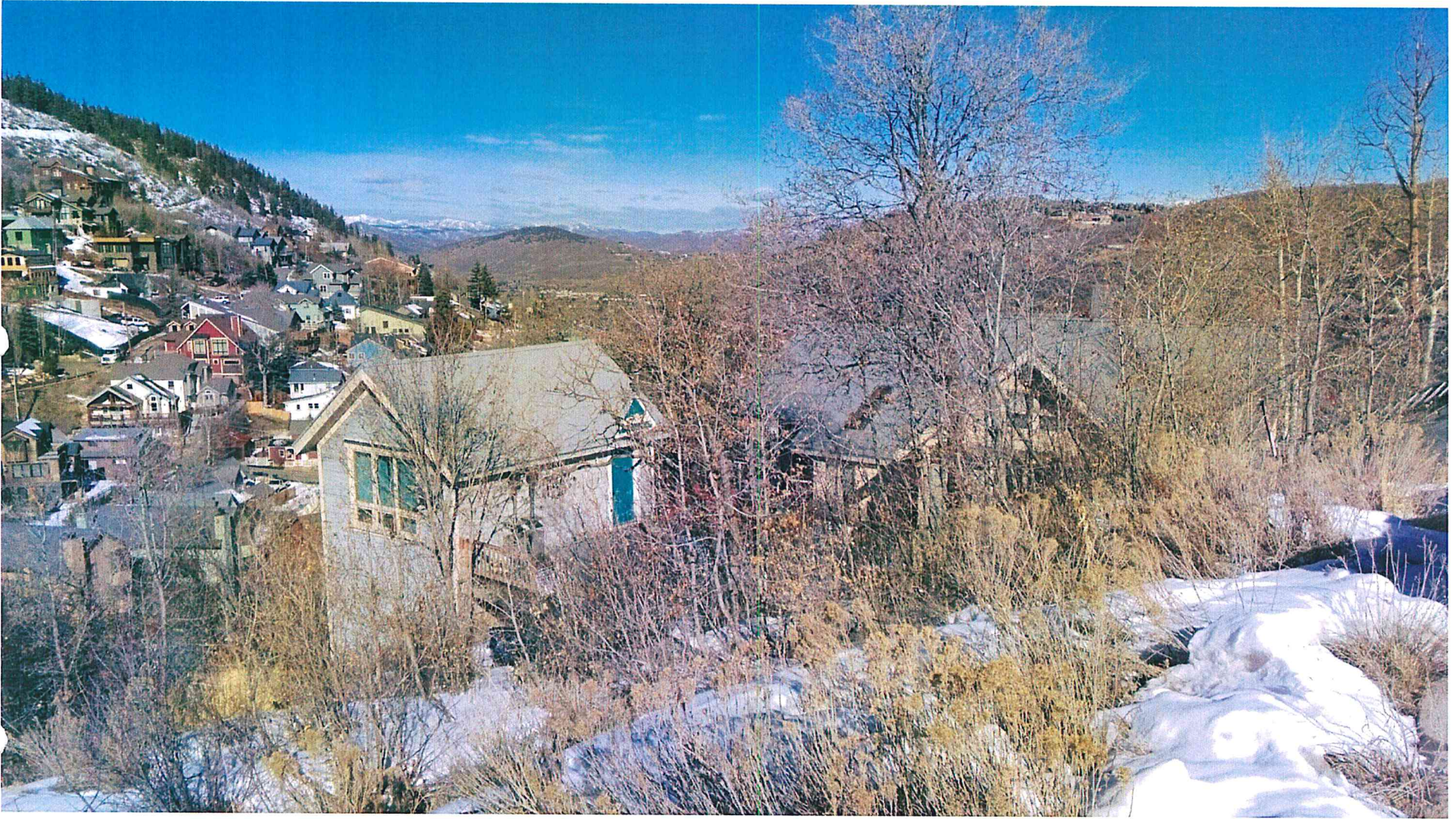
Exhibit F - Site Photographs

649



86 Prospect Street - Looking southwesterly





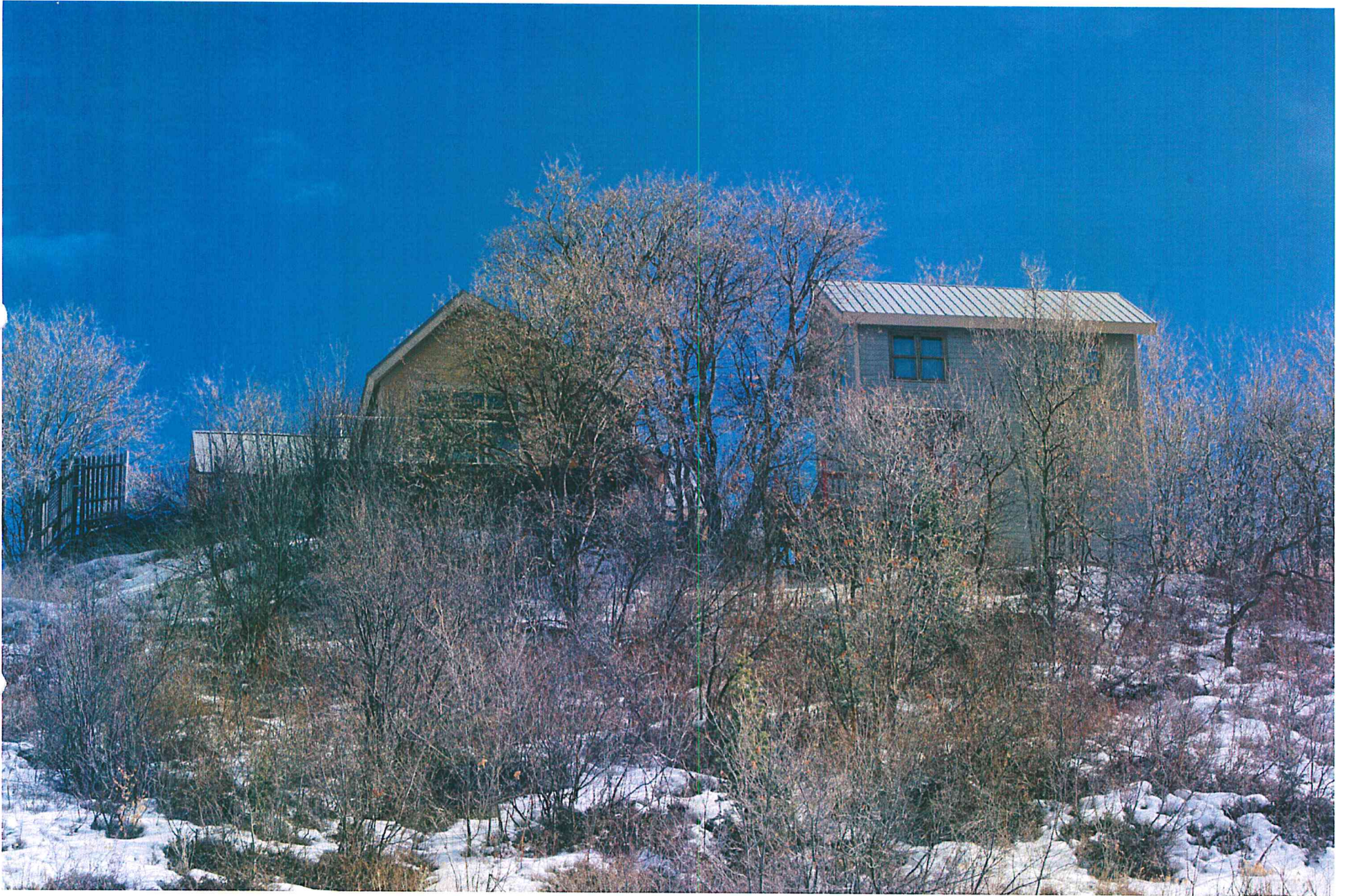
86 Prospect Street - Looking northerly





86 Prospect Street - Looking northwesterly





86 Prospect Street - Looking easterly



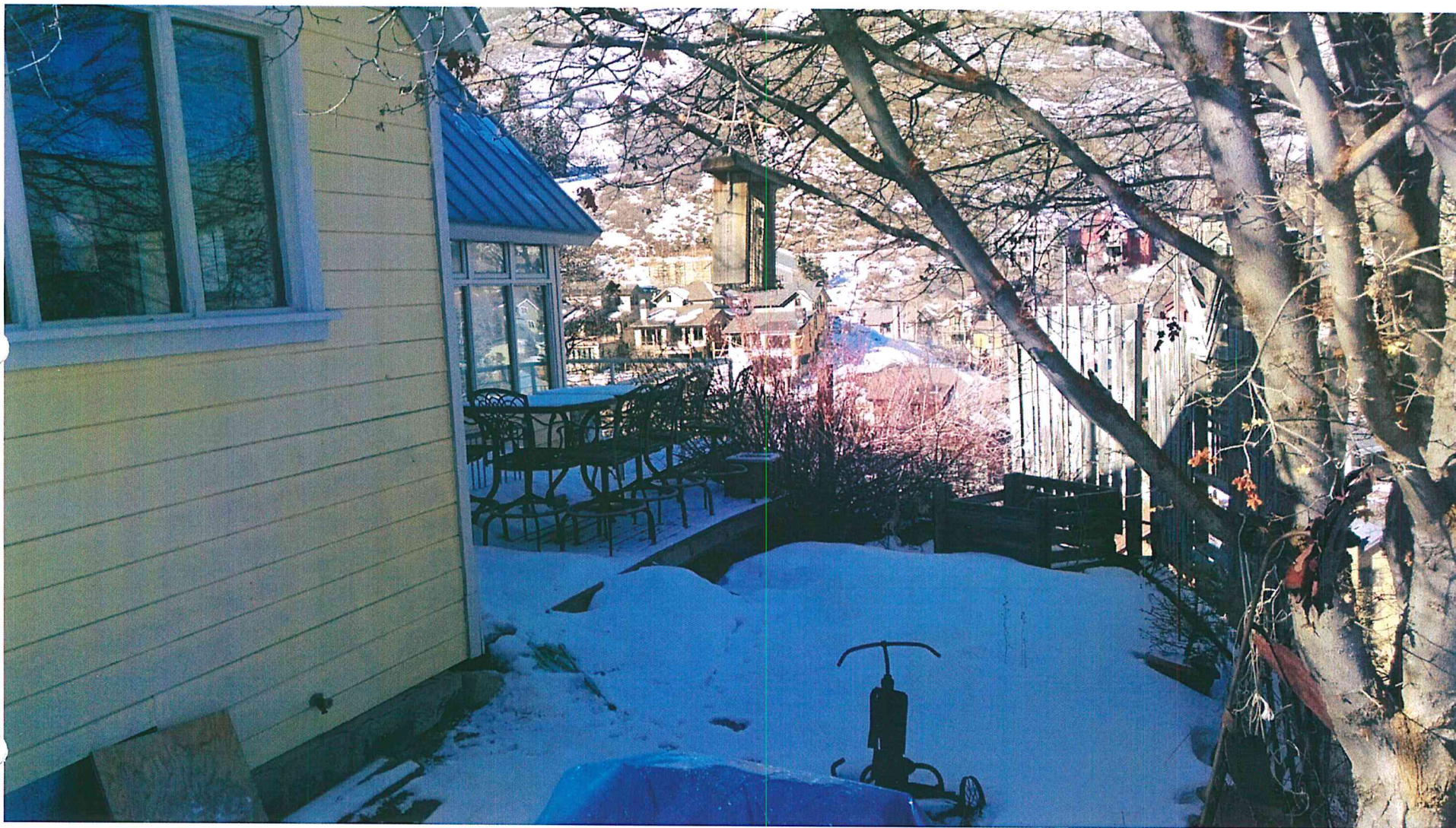


86 Prospect Street - Looking northeasterly

RECEIVED

FEB 08 2013

PARK CITY
PLANNING DEPT.



86 Prospect Street - Looking westerly



City Council Agenda Item Report

Meeting Date: April 5, 2018

Submitted by: Luke Cartin

Submitting Department: Sustainability

Item Type: Staff Report

Agenda Section: NEW BUSINESS

Subject:

Critical Priority Environmental Sustainability Update

Suggested Action:

Attachments:

[Environmental Sustainability Staff Report](#)



City Council Staff Report

Subject: Critical Priority Environmental Sustainability Update
Author: Luke Cartin
Department: Sustainability
Date: April 5, 2018
Type of Item: Update

Executive Summary

This staff report provides updates on electricity-related items:

- Joint Clean Energy Cooperative Statement with Rocky Mountain Power
- Engineering and Professional Services Agreement with Rocky Mountain Power
- Wattsmart Communities Program with Rocky Mountain Power
- Rooftop Solar in Utah
- Electric Vehicle Infrastructure

Background

- On September 24, 2015 City Council elevated Energy to a Critical Priority and set a goal of net zero carbon emissions for municipal operations by 2022 and citywide by 2032.
- On March 24, 2016 City Council passed a resolution inviting other communities to join us in our goal.
- On September 22, 2016 City Council passed Resolution 23-2016 to set 100% renewable electricity goals by 2022 for municipal operations and 2032 community-wide.

Discussion

Park City has set a goal of 100% renewable electricity by 2022 for City operations and 2032 community-wide. Rocky Mountain Power's current portfolio make up is based heavily in carbon emitting energy sources, equating to [1.607 lbs.](#) per kilowatt-hour. Over the past year, steps have been taken to reduce electricity consumption, encourage rooftop solar and electric vehicles, and create pathways for Park City to reach the city operations and community wide goals.

Joint Clean Energy Cooperative Statement

On February 16, 2017 City Council approved the Joint Clean Energy Cooperative Statement with Rocky Mountain Power ([link](#)). The statement sets forth a plan with milestones on getting Park City to its goals. It highlights the need for "measured 100% net renewable electrical energy portfolio for municipal functions by 2022 and for the community as a whole by 2032" as well as to "accelerate adoption of energy efficiency." The statement also directs staff to investigate electric vehicle charging infrastructure. Annual reports will be filed every April 30th to demonstrate progress of energy efficiency, renewable energy, and carbon reduction. This will be submitted to City Council as a staff report.

Update: Many of the steps of the Cooperative Statement are outlined below: 2022 100% renewable project, energy efficiency, and electric vehicle charging infrastructure.

Next Steps: Annual report will be issued on April 30th.

Engineering and Professional Services Agreement:

On November 9, 2017, City Council approved the Engineering and Professional Services Agreement (EPSA) with Rocky Mountain Power ([link](#)). This agreement completes preliminary engineering, design and estimated costs of a renewable project to meet our 2022 100% renewable electricity for city operations goal. This 8-page agreement costs \$31,000 and has a deadline of May 13, 2019. Once the EPSA is complete, Park City will have the option to proceed to a Retail Service Agreement (RSA). The RSA includes the long-term electricity contract and construction of the renewable facility.

Update:

- Park City Government electricity use has been modeled through 2028. Salt Lake City and Summit County have also signed EPSAs, with the intent to issue a joint request for proposals with Rocky Mountain Power.
- [Utah House Bill 261](#) passed in the 2018 Utah Legislative session. This bill allows Rocky Mountain Power and its parent companies (PacifiCorp and Berkshire Hathaway) to bid on renewable electricity generation projects, and monetize the projects to compete with private developers. It also provides safeguards to ensure competition and fairness in evaluating bids for large scale projects.

Next Steps: The agreement is on track to meet deadlines. Request for proposals in final stages, and will be issued jointly with Salt Lake City, Summit County, and Rocky Mountain Power. The issuing of the RFP is tentatively scheduled for May.

Rooftop Solar:

Park City was an intervener in Rocky Mountain Power's proposed changes to rooftop solar ([link](#)). Park City was a signor of the [multi-party agreement](#) that created a pathway forward for rooftop solar customers.

Update:

- [Senate Bill 141 – Electric Energy Amendments](#) passed through the 2018 Utah Legislature. This ensured tax credits for residential rooftop solar installations that sunset in 2024.
- Park City's Land Management Code is being reviewed on how solar is allowed in each zone district. This is tentatively scheduled to be discussed with Planning Commission end of April. Park City's Building Department has also completed Solar PV Inspections training.
- On March 2, 2018, the Internal Revenue Service (IRS) released a letter ([link](#), [article](#)) that clarifies the agency's interpretation of solar tax credit and battery storage. If a battery storage system is 100% charged by the solar array, it could

qualify for the 30% residential solar tax credit. This could accelerate the interest in residential roof top solar with battery storage.

Next Steps: Park City staff will monitor the progress of the next solar settlement phase called the Export Credit Proceeding. This proceeding is a technical analysis of what the solar owner should be compensated by the utility for exported electricity.

Wattsmart Communities Memorandum of Understanding

On December 14, 2017 City Council agreed to participate in Rocky Mountain Power's Wattsmart Communities energy efficiency program ([link](#)). It is a custom community energy efficiency plan with Rocky Mountain Power facilitated by a third-party. This two-year process will focus on creating an energy action plan, identify custom efficiency programs, and drive energy awareness in the community.

Update: The first facilitated meeting took place at the Park City Board of Realtors on March 22, 2018 with major electricity users, non-profits, and city staff. Dominion Energy was also in attendance. Information gathered at this meeting will be used to shape topics at the next meeting.

Next steps: Another facilitated meeting will take place end of April. Once the date is set, staff will invite a larger group of energy users to help shape community priorities for Rocky Mountain Power and their incentive programs.

Electric Vehicle Infrastructure

Rocky Mountain Power has prescriptive and custom rebates for installing electric vehicle charging infrastructure ([link](#)). This program will pay up to 75% of the charger cost for different types of charging infrastructure.

Update: Park City staff applied for, and received, a \$250,000 rebate for the Old Town Transit Center overhead bus charger. Covering 75% of the costs. We are currently assessing the needs for the next purchase of electric buses, and what electric infrastructure will need to be upgraded to meet the new charging needs.

Next steps: Staff will present City Council options for electric vehicle charging infrastructure strategies in Park City.

Department Review

Sustainability, Legal and Executive

Funding Source

No funding requested

City Council Agenda Item Report

Meeting Date: April 5, 2018

Submitted by: Jonathan Weidenhamer

Submitting Department: Sustainability

Item Type: RDA

Agenda Section: NEW BUSINESS

Subject:

Consideration to Approve an Economic Development Grant Contract in the amount of \$15,000 for Red Flower LLC in a Form Approved by the City Attorney
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[Red Flower Grant Staff Report](#)

[Exhibit A - Red Flower Contract](#)

[Exhibit B - Application and Grant Criteria Analysis](#)

[Exhibit C - ED Grant Updated Criteria FY 18](#)

[Exhibit D - Red Flower Application](#)



Lower Park Avenue Redevelopment Authority Staff Report

Subject: Economic Development Grant Application –
RED FLOWER LLC
Authors: Jonathan Weidenhamer, Economic Development Manager
Department: Economic Development
Date: April 5, 2018
Type of Item: Administrative - Award of Economic Development Grant

Summary Recommendations:

Staff recommends City Council hold a public hearing and approve an Economic Development Grant Contract in the amount of \$15,000 for Red Flower LLC in a form approved by the City Attorney.

Executive Summary:

Red Flower Studios is a collection of artists focusing primarily on the medium of glass blowing. One of the main components of their business is public participation. They intend to give the community a unique experience at their studio through hands on instruction allowing patrons to make their own one-of-a-kind piece of glass art. Red Flower has operated a pop up shop the last two fall seasons in Hattiesburg, MS, and are finalizing opening of a brick and mortar business in the Iron Horse District.

Red Flower's stated mission is, "We believe that creativity is a crucial component to a healthy life. At Red Flower Studios we also believe art is meant for everyone, everybody is made to create. We built an environment to nourish the creative process with a one-of-a-kind experience for handmade glass blowing for all ages and skill levels.

Red Flower is seeking a \$20,000 grant. Staff is recommending a grant in the amount of \$15,000 towards equipment, specific tenant improvements to the space, and to make initial marketing and promotional efforts. This recommendation is based on the applicant's ability to meet the City's Economic Development Grant Criteria.

The Opportunity:

City economic development grants can be awarded to applicants deemed aligned with the many goals and initiatives of the City. They are intended to give the financial assistance necessary for businesses to grow themselves in a way aligned with stated City and State criteria.

Background:

In 2006 Park City created an Economic Development Grant program. On June 15, 2017, Council adopted further updates to the Economic Grant policy that further align the criteria with critical Council goals (Exhibit D). There is generic language about alignment with biennial plan and the general plan, but also specific language in criteria 3 that will need to be updated in the budget policy in June to reflect the social equity priority and other changes from the council retreat.

On February 7, 2018 staff received a grant proposal from Micah Goddard of Red Flower LLC ([Red Flower Grant App. info](#)). A panel of staff including the Economic Development department; Planning Director; Capital, Debt and Grants Budget Manager and Council Liaisons Becca Gerber and Steve Joyce reviewed the application.

The summary of the requested distribution of grant funds of \$20,000 can be found on page 4 of their grant application. The summary of the recommended distribution is \$15,000:

What	Ask	Recommended
Studio renovations (gas/electric)	\$2,500	\$1,500
Glass blowing furnace	\$8,000	\$8,000
glass pallett	\$2,500	
Annealers (kiln)	\$5,000	\$5,000
Assorted tools	\$1,000	
Promotional/Advertising	\$600	\$500
Biz cards & Brochures	\$400	
total	\$20,000	\$15,000

Alternatives for City Council to Consider

- Recommended Alternative:** Approve a one-time grant in the amount of \$15,000 for new business startup.

Pros

- Removes barriers to entry/startup costs for two long-time residents to create a small business in Park City;
- Consistent with stated goals of general plan and top priority goal of arts and culture.

Cons

- The recommended award is under the amount requested, and therefore may reduce possible marketing, programming or other retail improvement opportunities.

Consequences of Selecting This Alternative

There is a \$20,000 budget for grants in this neighborhood. Only \$5,000 would be available for the remainder of the fiscal year, with an application deadline of May 11, 2018.

- Null Alternative:** Deny the grant request.

Pros

- Would provide a firm stance on strict adherence to the ED Grant criteria for supplying the award.

Cons

- Would be inconsistent with arts and culture goal.

- Other Alternative:** Award another amount.

Pros & Cons

- Same as Alternative 1 but to a more/less degree.

Analysis

Public notice of the Council's consideration of this contract was published on March 19, 2018. We have received no input on the matter. Staff's analysis according to criteria is included as Exhibit B.

Project Evaluation

If awarded the grant, the success of Red Flower will be measured based on deliverables stated below and in Section II of the attached, draft contract and submitted to Park City Municipal annually by June 30 during the term of the grant, starting in 2019. Adhering to the stated goals and usage of the grant in the application will be the measurement of the success of the grant assisting Red Flower's start up.

These deliverables are:

- Document Sustainable Community initiatives, including waste diverted and kilowatts of power saved through solar power.
- Provide annual documentation regarding the different programs and revenues from each, i.e. date night, local dinners mobile and school events.,
- Quantify number of school fieldtrips to the Red Flower facility or teaching trips to nearby education, non-profit or underserved groups where kids can observe and interact with glassblowing techniques. At least 8 sessions is the minimum requirement/year.
- Document the scope and cost of tenant improvements.

Department Review

Sustainability, Budget, Planning and Executive

Funding Source

Lower Park Avenue Redevelopment Budget

Attachments

Exhibit A	Red Flower LLC Draft Grant Contract
Exhibit B	Analysis – Staff analysis of application & Grant Criteria
Exhibit C	Updated Grant Criteria
Exhibit D	Red Flower LLC Grant Application, Proposed use of Funds & other background information (Red Flower Grant App. info).

ECONOMIC DEVELOPMENT GRANT CONTRACT

ECONOMIC DEVELOPMENT GRANT CONTRACT BETWEEN REDFLOWER LLC AND PARK CITY MUNICIPAL CORPORATION FOR NEW BUSINESS START UP

THIS AGREEMENT is made and entered into this _____ day of April, 2018, by and between REDFLOWER LLC, a Utah limited liability company, (hereinafter "Red Flower") and **PARK CITY MUNICIPAL CORPORATION**, a Utah municipal corporation, (hereinafter "City").

WITNESSETH:

WHEREAS, as part of the budget process, the City Council appropriates Economic Development funds to contract with organizations who meet the economic development grant program requirements outlined by the City's Budget Policy;

WHEREAS, organizations must meet certain criteria in order to be eligible for an Economic Development Grant Contract;

WHEREAS, applicants are eligible to apply for an Economic Development Grant Contract year round and the City will award contracts through an application process administered by the Economic Development Grant Program Committee;

WHEREAS, pursuant to Section 10-8-2 of the Utah Code Annotated, the City Council hereby finds that the provision of City funds herein is consistent with the Park City General Plan, and provides for the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of the inhabitants of the City;

WHEREAS, notwithstanding the recitals above, the City desires to provide grant funds in exchange for positive economic impact benefit at least equal to the current fair market value to the City's contribution; and

WHEREAS, the Economic Development Grant program committee and the City Council evaluated and approved the Economic Development grant request by RED FLOWER for assistance in hiring new employees, advancing marketing and strategic partnerships and initiatives with other surrounding Park City businesses, and to make tenant improvements to their existing store to improve retail sales.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth, the sufficiency of which is hereby acknowledged, that parties agree as follows:

ARTICLE I **TERM AND ALLOCATION**

RED FLOWER shall have an Economic Development Grant contract with a term of three (3) years. The City will allocate the full grant amount upon execution by both parties.

TOTAL amount available for allocation: \$15,000; payable in year one.

ARTICLE II
SERVICES TO THE COMMUNITY

In exchange for the City's contribution, RED FLOWER agrees to by June 30 each year of the term of the contract, starting in 2019:

- Document Sustainable Community initiatives, including waste diverted and kilowatts of power saved through solar power.
- Provide annual documentation regarding the different programs and revenues from each, i.e. date night, local date night dinners, classes, and mobile and school events.
- Quantify number of school fieldtrips to the Red Flower facility or teaching trips to nearby education, non-profit or underserved groups where kids can observe and interact with glassblowing techniques. At least 8 sessions is the minimum requirement/year.
- Document the scope and cost of tenant improvements.

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

ARTICLE III
HOLD HARMLESS/NO AGENCY

RED FLOWER agrees to defend, indemnify, and hold harmless City, its officers, agents, and employees from and against all losses and expenses, including costs and attorney's fees, resulting from any injury, including death, to any person or damages to property of others arising out of the acts or omissions of RED FLOWER in the performance of work under this Agreement. RED FLOWER is an independent entity and nothing herein shall be construed to create any agency, nor employee relationship with the City.

ARTICLE IV
DISSOLUTION

On dissolution of the organization or project prior to three (3) years, any remaining funds attributable to the City shall revert to the City in a prorated amount.

ARTICLE V
RECORD KEEPING/AUDIT

RED FLOWER agrees to keep accurate books and records of expenditures related to its operation. The City or its independent auditor reserves the right to conduct its own audit of books and records at reasonable times and places during ordinary business hours. If the grant money has not been used as agreed herein, the City shall be entitled to a full or partial refund of the grant.

ARTICLE VI
AMENDMENT

This Agreement may not be amended except by approval by City Council and an instrument in writing signed on behalf of each of the parties hereto.

ARTICLE VII
EFFECTIVE DATE

The effective date of this Agreement is the date first written above.

PARK CITY MUNICIPAL CORPORATION

Diane Foster, City Manager

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

City Attorney's Office

Red Flower LLC, a Utah limited liability company

By: _____
Micah Goddard, Co-Founder

STATE OF UTAH)
) ss.
COUNTY OF SUMMIT)

On this ____ day of April, 2018 before me, the undersigned notary, personally appeared Micah Goddard, allowed by law, to be the person whose name is signed on the preceding or attached document, and he acknowledged that he signed it voluntarily for its stated purpose as Co-Founder of RED FLOWER LLC, a Utah limited liability company.

Notary Public

Exhibit B - Appropriation Study to Award \$15,000 to Red Flower LLC.

Prepared by: Jonathan Weidenhamer, Economic Development Manager

Date: March 19, 2018

Pursuant to Sections 10-8-2 of the Utah Code Annotated, the following factors and analysis were considered in award of this contract and are the basis for its consideration:

Criteria #1 – The organization must demonstrate a sound business plan that strongly supports prioritized Goals of the current City Economic Development Plan.

The applicant worked closely with the Summit County Business Resource Center and developed a sound business plan (Exhibit B), which shows them profitable in year one, with year over year growth at 13% through year 3. At year 3, the plan shows doubling in size based on purchase of a second kiln.

Criteria #2 – Organizations must commit to and demonstrate the ability to do business in the City limits no less than three years. Funding cannot be used for one-time events. Red Flower has a 2 year lease for a year round location at 1755 Iron Horse Drive.

Criteria #3 — The organization must produce items or provide services that are consistent with the Economic Development Work Plan and align with the City's General Plan to enhance the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of the inhabitants of the City. The organization must either conditionally agree to participate in or to expand programs or services, or otherwise provide evidence of existing services and initiatives consistent with the goals stated in Park City's Biennial Strategic Plan in the sectors of: Housing, Transportation, and Energy.

Staff finds that Red Flower offers a unique product by combining retail, creative art, community gathering, and educational opportunities. Their proposal is congruent with the City's arts and culture top priority. They have a specific plan to minimize glass waste that recycles chards, and their outreach to schools/field trip program should break down barriers, creating equal access to specialty art programs.

Criteria #4 – The organization must demonstrate substantial contribution to the central goals of the City's General Plan, including specific and significant commitment to the majority of the main sectors of:

- a. Fostering a strong sense of community vitality and vibrancy;
- b. Respecting and conserving the natural environment;
- c. Promoting balanced, managed, and sustainable growth;
- d. Supporting and promoting diversity in people, housing, and affordability;
- e. Supporting a diverse, stable, and sustainable economy;
- f. Preserving a strong sense of place, character, and heritage.

Staff finds Red Flowers Studios' goals align with the future development plan of Park City through their intention to bring the community together through art, education, and collaboration with local business. Specifically they intend to bolster and reinforce the ever-growing and flourishing atmosphere of Park City through: Public participation in local arts; Offering educational classes and school field trips; Renovation and tenant improvements of the Iron Horse District; and through collaborating with local business and lastly by hosting Community Events. Their plan to minimize waste is aligned with the City's environmental goals.

Criteria #5 – Fiscal Stability and Other Financial Support: The organization must have the following: (1) A clear description of how public funds will be used and accounted for; (2) Other funding sources that can be used to leverage resources; (3) A sound financial plan that demonstrates managerial and fiscal competence.

The applicant will use the public funds to offset the cost of purchasing major equipment (furnace and Kiln) and to do necessary improvements to the gas and electrical infrastructure. The applicant will also use monies to do promotion, specifically hosting an event for hotel and lodging concierges.

Criteria #6 –The organization can forecast at the time of application the ability to achieve direct or indirect economic/tax benefits equal to or greater than the City's contribution.

The applicant is forecasting \$333,293 in sales in year one, which even with no year over year increase equates to \$20,000 in direct sales tax to City ($\$333,293 \times 3 \text{ years} \times .02$ (city's percentage)).

Criteria #7- The organization should show a positive contribution to diversifying the local economy by increasing year-round business opportunities, creating new jobs, and increasing the local tax base.

The applicant will provide full-time employment to two full time residents who leave town each fall to conduct a similar business out of state. They hope to double in size by year three, and continue to create more jobs in the creative economy. With the various programs, including date night and school programs, they will very much diversify not only the creative economy, but provide an amenity to supplement the resort economy, creating an attraction that non-outdoor recreation guests can enjoy.

Exhibit C

PART II - ECONOMIC DEVELOPMENT GRANT POLICY (ADOPTED JUNE 15, 2017)

Annually, the City will allocate up to \$50,000 to be used towards retaining and growing existing businesses, and attracting and promoting new organizations that will fulfill key priority goals of the City's Biennial Strategic Plans and General Plan. Funding will be available for relocation and/or expansion of current businesses, and new business start-up costs only.

A. ED Grant Distribution Criteria

Applications will be evaluated on the following criteria in order to be eligible for an ED Grant:

1. **Criteria #1:** The organization must demonstrate a sound business plan that strongly supports the Goals of the City Economic Development Plan.
2. **Criteria # 2:** The organization must commit to and demonstrate the ability to do business in the City limits for a duration of no less than three years. Funding cannot be used for one-time events.
3. **Criteria #3:** The organization must produce items or provide services that are consistent with the Economic Development Work Plan and align with the City's General Plan to enhance the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of the inhabitants of the City. The organization must either conditionally agree to participate in or to expand programs or services, or otherwise provide evidence of existing services and initiatives consistent with the goals stated in Park City's Biennial Strategic Plan in the sectors of: Housing, Transportation, and Energy.
4. **Criteria #4 :** The organization must demonstrate substantial contribution to the central goals of the City's General Plan, including specific and significant commitment to the majority of the main sectors of:
 - a. Fostering a strong sense of community vitality and vibrancy;
 - b. Respecting and conserving the natural environment;
 - c. Promoting balanced, managed, and sustainable growth;
 - d. Supporting and promoting diversity in people, housing, and affordability;
 - e. Supporting a diverse, stable, and sustainable economy;
 - f. Preserving a strong sense of place, character, and heritage.
5. **Criteria #5:** Fiscal Stability and Other Financial Support: The organization must have the following: (1) A clear description of how public funds will be used and accounted for; (2) Other funding sources that can be used to leverage resources; (3) A sound financial plan that demonstrates managerial and fiscal competence.
6. **Criteria #6:** The organization can forecast at the time of application the ability to achieve direct or indirect economic/tax benefits equal to or greater than the City's contribution.
7. **Criteria #7:** The organization should show a positive contribution to diversifying the local economy by increasing year-round business opportunities, creating new jobs, and increasing the local tax base.

The City's Economic Development Program Committee will review all applications and submit a recommendation to City Council, who will have final authority in judging whether an applicant meets these criteria.

B. Economic Development Grant Fund Appropriations

The City currently allocates economic development funds from the Lower Park RDA (\$20,000), the General Fund (\$10,000), and the Main Street RDA (\$20,000). Of these funds, no more than \$50,000 per annum will be available for ED Grants. Unspent fund balances at the end of a year will not be carried forward to future years.

C. ED Grant Categories

ED Grants will be placed in three potential categories:

1. **Business Relocation Assistance:** This category of grants will be available for assisting an organization with relocation and new office set-up costs. Expenses covered through an ED Grant include but are not limited to: moving costs, leased space costs, fixtures/furnishings/ and equipment related to setting up office space within the City limits.
2. **New Business Start-up Assistance:** This category of grants will be available for assisting a new organization or business with new office set-up costs. Expenses covered through an ED Grant include but are not limited to: leased office space costs, fixtures/furnishings/ and equipment related to setting up office space within the City limits.
3. **Business Expansion Assistance:** This category of grants will be available for assisting an organization or business with expansion costs. These expansions should increase square footage, increase year-round jobs in City limits and/or increase tax revenue; and/or demonstrate a venture into an area considered a diversification of our economic base.

D. Application Process

Application forms may be downloaded from the City's www.parkcity.org website, are available via email from the Economic Development Manager, or are available within the Economic Development Office of City Hall. Applications will be evaluated and awarded on a quarterly basis.

E. Deadlines

All applications for Economic Development Grants must be received no later than the following dates each year to be eligible for quarterly consideration;

- 1Q – Second Friday in August for the end of the First Quarter (September 30th)
- 2Q – Second Friday in November for the end of the Second Quarter (Dec. 31st)
- 3Q – Second Friday in February for the end of the Third Quarter (March 31th)
- 4Q – Second Friday in May for the end of the Fourth Quarter (June 30th)

The City Council will consider in a public meeting any application received by each of the quarterly deadlines within 6 weeks. Extraordinary requests outside the scheduled application process may be considered, unless otherwise directed by Council.

Extraordinary requests received 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 the Economic Development Grant criteria;
2. The applicant must show that the requested funds represent an immediate fiscal need that could not have been anticipated before the deadline; and
3. The applicant must demonstrate significant consequences of not being able to wait for the next quarterly review.

Red Flower Studios: Park City Municipality Grant Application

February 7, 2018
Jonathan Weidenhamer
Economic Development Manager
Park City Municipal Corporation

Dear Mr. Weidenhamer,

It is an honor to deliver Red Flowers Studios' proposal for the Park City Economic Development Fund Grant. We look forward to establishing our artistic presence in the city limits of Park City. We are requesting \$20,000 in New Business Start-up Assistance. This grant will alleviate the cost of our major glass blowing equipment, cover renovations to the building to install equipment, market and promote our business, and order some remaining tools and supplies. This will help us reach our goal of opening in early 2018.

Thank you for your consideration of our application. If you have any further questions please feel free to contact Micah Goddard (435) 901-0484 or Daniel Bell (218) 341-4335.

Kind Regards,

Micah Goddard,
Co-Founder
micahgoddard@redflowerstudios.com

Red Flower Studios



To paraphrase Rudyard Kipling when we say Red Flower, we mean “FIRE... Every beast lives in deathly fear of it.” We aim to harness that fear and give the opportunity to conquer it and embrace it through the experience of playing with it.”

Red Flower Studios is a collection of artist focusing primarily on the medium of glass blowing. One of the main components of our business is public participation. We will give the community a unique experience to come into our studio and work hands on with us to make their own one-of-a-kind piece of glass art. Daniel Bell, our lead glassblower, has been working with glass for 10 years. He attended the Appalachian Center for Crafts at Tennessee Tech University, majoring in glassblowing. Daniel has been a resident of Park City for 14 years. Micah Goddard is a steel sculpture artist who was born and raised in Park City. Both Daniel and Micah are lifelong creators with skills in many artistic mediums. Micah has been Daniel’s glass blowing assistant for five years.

#1

Red Flowers Studios' goals align with the future development plan of Park City. We intend to bring the community together through art, education, space renovation, and collaboration with local business. We plan to bolster and reinforce the ever-growing and flourishing atmosphere of Park City through:

- Public Participation in Local Arts
- Weekly Educational Classes and School Field Trips
- Renovation of the Iron Horse District
- Collaborating with Local Business and Community Events

#2

We have signed a two-year lease with Mary Wintzer and open for business in the Iron Horse District. We are committed to being a staple in the Park City community and providing an experience that residents and tourists will not find in any other mountain town.

#3

We plan to have multiple ways of our reaching into the surrounding community, aside from our day-to-day operations. We have been talking with local chefs to collaborate in our large group events where we will combine an interactive experience for dining and glass blowing. In these events, we will provide an all-encompassing experience of locally crafted food and art.

We have a strong drive to give back to the youth in Park City, and to give young Parkites the opportunity to try a new and exciting art form. We believe that cultivating curiosity and creativity is a critical part of developing young people to becoming an interactive part of our culture. We will be able to facilitate class fieldtrips to our facility where students can observe and interact with glassblowing techniques. In accordance with our Phase #2 goals, we will accommodate the nearby schools with our mobile stage set up (slated for operation in Spring/Summer 2018).

#4

- Our unique experience we are providing to the community will add a great deal of vibrancy and vitality to the community, especially during our larger scale events that give members of the community a place to collaborate.
- In many studios, shards of glass end up in the dumpster. In contrast, we have perfected a technique in which we melt the shards down and make mold castings. This will significantly cut down our waste. We also plan on using solar power for our mobile trailer.
- By remaining steadfast to our business plan, we will run a sustainable business model.

- We thrive on the idea that art should be available for all to interact with and enjoy. By holding to this value, we can deliver an unforgettable experience for all budgets.
- We both share a deep love for Park City, and Micah has watched this town grow and change over the years. We are so blessed to be able to add our dream to the collective vision and fire of Park City, Utah!

#5

Allocation of funds	
<u>Building</u>	
Studio renovations (gas/electrical)	\$2,500
<u>Shop Supplies</u>	
Glass Blowing Furnace (offset)	\$8,000
Pallet of glass	\$2,500
Annealers (kiln)	\$5,000
Assorted glassblowing tools	\$1,000
<u>Marketing/ Advertising</u>	
Promotional Advertising	\$ 600
Business cards/ Brochures	\$ 400
Total	\$20,000

- We have private investors that have helped support the purchase of our furnace. This grant money will help offset our large equipment and start up costs of opening our doors in late January 2018.
- Financial plan: Starting small with steady measurable growth, we can grow into our full potential (please refer to The Red Flower Goals sheet below).

#6

Red Flowers Studios' model is at the forefront of interfacing with the public. In doing so, we plan on pulling from the local community but also the surrounding areas (Heber, Kamas, Salt Lake City, and Utah county) in order to give people an exciting reason to choose to come to Park City. This will bring additional business to Park City's merchants. Specifically, the restaurant and hospitality companies will see the most additional revenue subsequently from us being established in the community.

- We are expecting 25%-35% of the business we do for date nights will come from outside of the greater Park City area.

Value Proposition of Date Night Potential

Per Day	Days per Week		Dates	Total People
7	X	5	= 35 couples	= 70 people
People/Week	Weeks Open/ Year		People/ Year	
70	X	45	=	3,150
People/year	Dining@\$15/person		Dining@\$100/person	
3,150	=	\$47,250	=	\$315,000

#7

We are a small business that plans to grow into having additional full-time employees, and part-time guest artists. We will also diversify the local economy with our dinner and glass events. As we work together with local chefs, restaurants, and their catering staff, this endeavor we will create a symbiotic relationship with the other members of our community.





Red Flower Studios Goals

Phase I: 2018 (12 months)

- **Winter:** January open studio, date nights for locals/ visitors, private dinners parties with local chefs, establish event space.
- **Spring:** Build mobile stage trailer
- **Summer:** Mobile presence in Park City; Park Silly, Arts festival, Savor the Summit
- **Fall:** schools; PCHS, TMJH, EHMS, McPolin, Parleys Park, Jeremy, Trailside

Phase II: 2019-2020 (24 month)

- Increase Employee Amount:
 - Additional glass blowers
 - Full-time photographer
- Ramp Up Production of Products

Phase III: 2020-2021 (3-5 years)

- Purchase second furnace for studio in order to double our production for both in-house production and date nights as well as go offsite for events with the mobile trailer.



We believe that creativity is a crucial component to a healthy life. At Red Flower Studios we also believe art is meant for everyone, everybody is made to create. We built an environment to nourish the creative process with a one-of-a-kind experience for handmade glass blowing for all ages and skill levels.

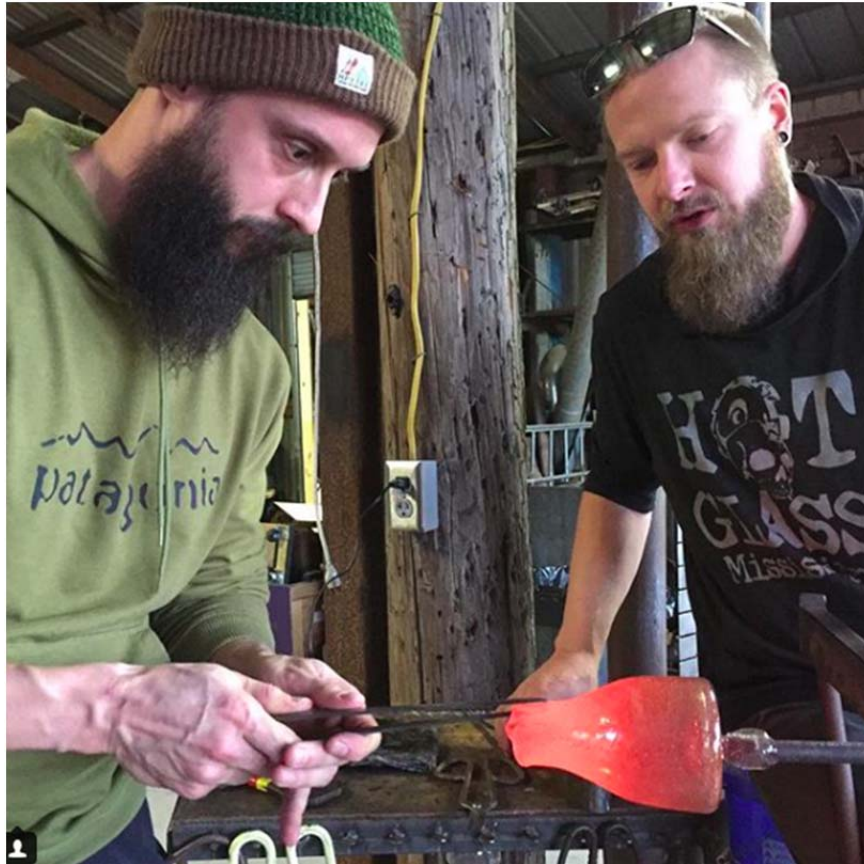


The moment you enter our studio you are transported to a place where there are no mistakes. You are in the moment, and become immersed in the fluid motions of the seductive dance of hot glass and flame. Red Flower Studios is the catalyst for bringing your personal creations to fruition. Through your interaction with our glass blowing process, your piece truly becomes a piece of you. There are many levels of involvement, whether its creating your own ornament, piece of art, or furniture, having an intimate date night with your partner, or even hosting a private event for your next gathering. At Red Flower Studios, we will help nurture your ideas into reality.

We have done this for the last two fall seasons in Hattiesburg Mississippi in 2016 and 2017. It was a wild success down there, and we are excited to further our growth and open our doors in our hometown of Park City, Utah. The unique experience that you get with Red Flower Studios will truly be unmatched and unforgettable.

<u>Hours of Operation</u>		
Monday	Closed To Public	
Tuesday	Closed To Public	
Wednesday 2:00 - 10:00	<u>Production</u> 2:00-6:00	<u>Classes/Appointments</u> 6:00-10:00
Thursday 2:00 - 10:00	<u>Production</u> 2:00-6:00	<u>Classes/Appointments</u> 6:00-10:00
Friday 2:00 - 10:00	Appointments All Day	
Saturday 12:00 - 10:00	Appointments All Day	
Sunday 12:00 - 10:00	Appointments All Day	

Create Your Own



Red Flower Studios is a place to come let your creativity run wild with color, shape, and fire. “Create Your Owns” are your gateway to enter the hot shop and work hands-on with hot glass. Once you have chosen the item(s) you’d like to make, you will then work with our experienced staff to choose color that you will apply to the hot glass. Release your idea of perfection and embrace the uniqueness of your truly one-of-a-kind piece of handmade glass. Stare into the fire, apply and melt in your color, and shape with your breath and hands

Date Night

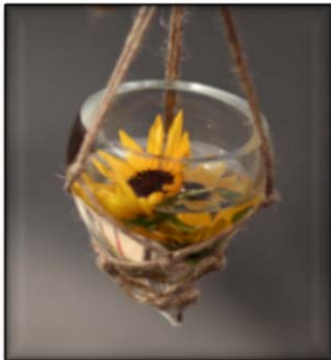
This takes our “Create Your Own” line to another level. Come with your partner, friends, or your kids to work together and craft hot glass with us.

30 min. \$80 (up to two items)

1 Hour \$140 (up to four items)

C.Y.O and Date Night Options

Planter
\$40



Ornament
Sm. \$25 Lrg. \$35



Splash
\$35



Vase
\$75



Breath out/in Bowl
\$45



Pumpkin
\$55-75





Glass Blowing Classes

Learn the beginning basics of glass blowing. Students will have a hands-on lesson with us, where they learn how to gather glass on the pipe and shape the glass at the bench using the proper tool techniques.

Intermediate/Advanced: Students looking to advance their skills can learn how to pick up color and refine their shaping techniques to end with a color filled piece of glass to take home.

1 hour per person/week for 4 weeks (limit 2 students per class)

Beginning	\$600
Intermediate/ Advanced	\$700

High-End Custom Commissions

We are available for larger scale custom work, such as steel furniture, glass chandeliers, custom lighting, and wall pieces. Essentially anything you want to come to life we can work together to create what you are imagining.

Private Parties & Special Events



Basic parties packages could include birthday, corporate event, girls' or guys' night out, and field trips.

\$75 – 125 per person

Mobile Events



Red Flower Studios is fully mobile! We load up our show and come to you. We provide education, entertainment, and a creative outlet for your event. It is our passion to educate and cultivate creativity, at school activities, work parties, arts and crafts festivals, and related gatherings.

Our mobile day rate starts at \$1,200
+ Additional cost may vary

Dinner & Glass Blowing Events



We hold intimate events that pair glass blowing and dining experiences. We collaborate with local chefs from Park City to provide a full-course meal to be served in the studio, where people will be able to eat and blow glass with their friends. By providing a unique dining and entertainment experience, people will leave the event asking, “What kind of piece do I want to make next time?”

\$150 - 200 per person prices

Products for Sale

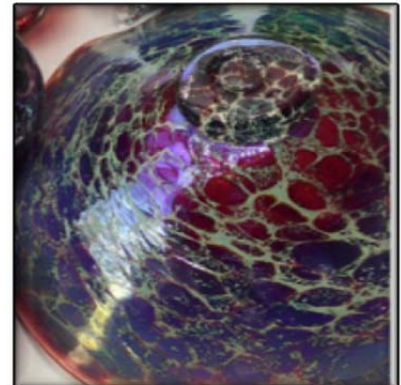
Copper Ring
\$30



Wine Rocker
\$25



Platters
\$75-250



Vases
\$75-300



Bowl
\$75-250



Lighting Fixtures
\$75-300



Operation cost

Fixed Cost

	<u>Per month</u>	<u>Per year</u>
Rent	\$ 3,733.00	\$ 44,796
Insurance	\$ 90.00	\$ 1,080
Internet	\$ 90.00	\$ 1,080
Loan payment	\$ 1,100.00	\$ 13,200 (for 48 months)
	\$ 5,013.00	\$ 60,156

Variable Cost

	<u>Per month</u>	<u>Per year</u>
Gas	\$ 1,000	\$ 12,000
Power	\$ 100	\$ 1,200
Clear Glass	\$ 1,250	\$ 15,000
Color Glass	\$ 250	\$ 3,000
Misc. Supplies	\$ 200	\$ 2,400
	\$ 2,800	\$ 33,600
Total	\$ 7,849	\$ 93,756



Revenue Projections for 1st year

C.Y.O./Date Night/Classes:

Sold	1,635
Sales	\$163,500
COGs	\$ 71,940
Profit	\$ 91,560

Mobile:

Sold	20
Sales	\$ 24,000
COGs	\$ 9,000
Profit	\$ 15,000

Products:

Sold	415
Sales	\$ 52,498
COGs	\$ 9,130
Profit	\$ 43,368

Commissions:

Sold	4
Sales	\$ 40,000
COGs	\$ 16,000
Total	\$ 24,000

Dinner events/Parties:

Sold	238
Sales	\$ 26,775
COGs	\$ 10,472
Profit	\$ 16,303

Year-end Totals

Total sold	2,492
Total Sales	\$ 338,273
Total COGs	\$ 140,561
Total Profit	\$ 197,711

Weekly Sales Potential

	Hours open	Average Cost / Hr.	Revenue potential / day
Wednesday	4	\$150	\$600
Thursday	4	\$150	\$600
Friday	8	\$150	\$1,200
Saturday	10	\$150	\$1,500
Sunday	10	\$150	\$1,500

Weekly Sales Total	\$5,400
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Marketing Strategy

When we opened the hot shop in Mississippi in October of 2016, word of mouth – mainly through social media – was our biggest success. The propagation from the first handful brought us to be fully booked with appointments as soon as early December. We plan to have the same social media strategy in Park City. Given our personal long-term connections and support in town, we will be able create buzz rapidly throughout the community.

- We plan to use Instagram and Facebook as our primary form of advertisement to target potential customers within a 50-mile radius.
- In addition to the social media technique, we will host a night for all concierges of the hotels around town. Giving them the opportunity to come and participate in the creation of hot glass. This will increase our exposure around town as well as encourage them to pass on to their guests.
- Providing fliers for hotels and local businesses. We have Strong connections with community business leaders; they will promote the studio and pass along our fliers.
 - Supporting businesses include Davanzas, Utah Ski and Golf, Park City Lodging, The Handle and Sammy's Bistro.
- Main Street has many art galleries that have blown glass from national artist. We are establishing our presence as local artist making products in the heart of Park City. We will place our work in galleries around town, feeding the demand for hand made glass for sale and to participate in.
- There is only one other glassblowing studio in the state that allows the public in; this is located at Thanksgiving Point in Lehi. The services that they offer to the public are very minimal. We will be the only Hot shop in the state allowing the public this type of unique experience and hands on participation. We will promote this aspect heavily as to distinguish ourselves from our only potential competition.
- Finally, we will also reach out to all streams of local media and publications, e.g., *The Park Record*, PCTV, and KPCW.

Start-Up Expenses Year I (Starting Balance Sheet)

Prepared By:
Micah Goddard

Company Name:
Red Flower Studios

Fixed Assets	Amount	Depreciation (years)	Notes
Real Estate-Land		Not Depreciated	
Real Estate-Buildings		20	
Leasehold Improvements	2,385	7	
Equipment	34,000	7	
Furniture and Fixtures	2,000	5	
Vehicles		5	
Other		5	
Total Fixed Assets	\$ 38,385		
Operating Capital	Amount	Notes	
Pre-Opening Salaries and Wages			
Prepaid Insurance Premiums	731		
Inventory			
Legal and Accounting Fees			
Rent Deposits	7,466		
Utility Deposits	738		
Supplies	6,000	clear, color glass, shipping materials	
Advertising and Promotions	500		
Licenses	180		
Other Initial Start-Up Costs			
Working Capital (Cash On Hand)			
Total Operating Capital	\$ 15,615		
Total Required Funds	\$ 54,000		

Sources of Funding	Percentage	Totals	Loan Rate	Term in Months	Monthly Payments	Notes
Owner's Equity	76.85%	41,500				
Outside Investors	0.00%					
Additional Loans or Debt						
Commercial Loan	0.00%		9.00%	84	-	
Commercial Mortgage	0.00%		9.00%	240	-	
Credit Card Debt	0.00%		7.00%	60	-	
Vehicle Loans	0.00%		6.00%	48	-	
Other Bank Debt	23.15%	12,500	4.00%	36	369	
Total Sources of Funding	100.00%	\$ 54,000	Cell D 42 must equal cell C31		\$ 369	
Total Funding Needed		\$ -	You are fully funded (Balanced)			

Existing Businesses ONLY -- Calculating Cash on Hand	
Cash	-
+ Accounts Receivable	-
+ Prepaid Expenses	-
- Accounts Payable	-
- Accrued Expenses	-
Total Cash on Hand	\$ -

Payroll Year I

Prepared By: Company Name:
Micah Goddard Red Flower Studios

Employee Types	Number of Owners /Employees	Average Hourly Pay (to 2 decimal places, ex. \$15.23)	Estimated Hrs./Week (per person)	Estimated Pay/Month (Total)	January	February	March	April	May	June	July	August	September	October	November	December	Annual Totals
Owner(s)	2	15.00	38	\$ 4,875	4,875	4,875	4,875	4,875	4,875	4,875	4,875	4,875	4,875	4,875	4,875	4,875	\$ 58,500
Full-Time Employees				\$ -	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Part-Time Employees				\$ -	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Independent Contractors				\$ -	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Total Salaries and Wages	2	\$ 15.00	38	\$ 4,875	\$ 4,875	\$ 4,875	\$ 4,875	\$ 4,875	\$ 4,875	\$ 4,875	\$ 4,875	\$ 4,875	\$ 4,875	\$ 4,875	\$ 4,875	\$ 4,875	\$ 58,500
Payroll Taxes and Benefits	Wage Base Limit	Percentage of Salary/Wage		Estimated Taxes & Benefits/Month (Total)	January	February	March	April	May	June	July	August	September	October	November	December	Annual Totals
Social Security		6.20%		\$ 302	302	302	302	302	302	302	302	302	302	302	302	302	\$ 3,627
Medicare	--	1.45%		\$ 71	71	71	71	71	71	71	71	71	71	71	71	71	\$ 848
Federal Unemployment Tax (FUTA)		0.60%		\$ -	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
State Unemployment Tax (SUTA)		3.45%		\$ -	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Employee Pension Programs	--	0.00%		\$ -	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Worker's Compensation	--	0.00%		\$ -	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Employee Health Insurance	--	0.00%		\$ -	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Other Employee Benefit Programs	--	0.00%		\$ -	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Total Payroll Taxes and Benefits		11.70%		\$ 373	\$ 373	\$ 373	\$ 373	\$ 373	\$ 373	\$ 373	\$ 373	\$ 373	\$ 373	\$ 373	\$ 373	\$ 373	\$ 4,475
Total Salaries and Related Expenses				\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 62,975

Payroll Years 1-3

Prepared By:
Micah Goddard

Company Name:
Red Flower Studios

Employee Types	Year 1 Totals	Growth Rate 1 to 2	Second Year	Growth Rate 2 to 3	Third Year
Owner(s)	58,500	20.0%	70,200	30.0%	91,260
Full-Time Employees	-	20.0%	-	30.0%	-
Part-Time Employees	-	10.0%	-	30.0%	-
Independent Contractors	-	3.0%	-	3.0%	-
Total Salaries and Wages	\$ 58,500		\$ 70,200		\$ 91,260
Payroll Taxes and Benefits					
Social Security	3,627	20.0%	4,352	30.0%	5,658
Medicare	848	20.0%	1,018	30.0%	1,323
Federal Unemployment Tax (FUTA)	-	20.0%	-	30.0%	-
State Unemployment Tax (SUTA)	-	20.0%	-	30.0%	-
Employee Pension Programs	-	0.0%	-	0.0%	-
Worker's Compensation	-	3.0%	-	3.0%	-
Employee Health Insurance	-	3.0%	-	3.0%	-
Other Employee Benefit Programs	-	10.0%	-	10.0%	-
Total Payroll Taxes and Benefits	\$ 4,475		\$ 5,370		\$ 6,981
Total Salaries and Related Expenses	\$ 62,975		\$ 75,570		\$ 98,241

Sales Forecast Year I

Prepared By: Company Name:
Micah Goddard Red Flower Studios

Complete This Chart First:

Product Lines	Units	Sales Price Per Unit	COGS Per Unit	Margin Per Unit
gts/ Create Your Own/classes per person	1	\$ 100.00	\$ 44.00	\$ 56.00
Private Party per person	1	\$ 112.50	\$ 44.00	\$ 68.50
Mobile Off Sit Events	1	\$ 1,200.00	\$ 450.00	\$ 750.00
Off Shelf Products	1	\$ 114.50	\$ 22.00	\$ 92.50
Special Dinner Events per person	1	\$ 175.00	\$ 133.44	\$ 41.56
High End Commission	1	\$ 10,000.00	\$ 4,000.00	\$ 6,000.00

Product Lines	January	February	March	April	May	June	July	August	September	October	November	December	Annual Totals	Category Breakdown	Category / Total
Create Your Own/classes per person															
1 Sold	10	75	100	75	75	200	200	200	200	175	150	175	1,635		65.6%
Total Sales	1,000	7,500	10,000	7,500	7,500	20,000	20,000	20,000	20,000	17,500	15,000	17,500	\$ 163,500	100.0%	49.1%
Total COGS	440	3,300	4,400	3,300	3,300	8,800	8,800	8,800	8,800	7,700	6,600	7,700	\$ 71,940	44.0%	51.2%
Total Margin	560	4,200	5,600	4,200	4,200	11,200	11,200	11,200	11,200	9,800	8,400	9,800	\$ 91,560	56.0%	47.5%
Private Party per person															
1 Sold	1	6	6	25	10	25	30	30	30	25	20	30	238		9.6%
Total Sales	113	675	675	2,813	1,125	2,813	3,375	3,375	3,375	2,813	2,250	3,375	\$ 26,775	100.0%	8.0%
Total COGS	44	264	264	1,100	440	1,100	1,320	1,320	1,320	1,100	880	1,320	\$ 10,472	39.1%	7.5%
Margin	69	411	411	1,713	685	1,713	2,055	2,055	2,055	1,713	1,370	2,055	\$ 16,303	60.9%	8.5%
Mobile Off Sit Events															
1 Sold	1	1	1	1	1	3	3	3	3	2	1	1	20		0.8%
Total Sales	-	1,200	1,200	1,200	1,200	3,600	3,600	3,600	3,600	2,400	1,200	1,200	\$ 24,000	100.0%	7.2%
Total COGS	-	450	450	450	450	1,350	1,350	1,350	1,350	900	450	450	\$ 9,000	37.5%	6.4%
Margin	-	750	750	750	750	2,250	2,250	2,250	2,250	1,500	750	750	\$ 15,000	62.5%	7.8%
Off Shelf Products															
1 Sold	5	25	25	25	20	30	40	40	30	50	50	75	415		16.7%
Total Sales	573	2,863	2,863	2,863	2,290	3,435	4,580	4,580	3,435	5,725	5,725	8,598	\$ 47,518	100.0%	14.3%
Total COGS	110	550	550	550	440	660	880	880	660	1,100	1,100	1,650	\$ 9,130	19.2%	6.5%
Margin	463	2,313	2,313	2,313	1,850	2,775	3,700	3,700	2,775	4,625	4,625	6,938	\$ 38,388	80.8%	19.9%
Special Dinner Events per person															
1 Sold	10	20	20	10	20	20	20	20	20	10	10	20	180		7.2%
Total Sales	-	1,750	3,500	3,500	1,750	3,500	3,500	3,500	3,500	1,750	1,750	3,500	\$ 31,500	100.0%	9.5%
Total COGS	-	1,334	2,669	2,669	1,334	2,669	2,669	2,669	2,669	1,334	1,334	2,669	\$ 24,019	76.3%	17.1%
Margin	-	416	831	831	416	831	831	831	831	416	416	831	\$ 7,481	23.7%	3.9%
High End Commission															
1 Sold	1	1	1	1	1	1	1	1	1	1	1	1	4		0.2%
Total Sales	-	-	-	10,000	10,000	-	-	10,000	-	-	10,000	-	\$ 40,000	100.0%	12.0%
Total COGS	-	-	-	4,000	4,000	-	-	4,000	-	-	4,000	-	\$ 16,000	40.0%	11.4%
Margin	-	-	-	6,000	6,000	-	-	6,000	-	-	6,000	-	\$ 24,000	60.0%	12.5%
Total Units Sold	16	117	152	147	117	278	293	294	283	262	232	301	2,492		
Total Sales	\$ 1,685	\$ 13,988	\$ 18,238	\$ 27,875	\$ 23,865	\$ 33,348	\$ 35,055	\$ 45,055	\$ 33,910	\$ 30,188	\$ 35,925	\$ 34,163	\$ 333,293		
Total Cost of Goods Sold	\$ 594	\$ 5,898	\$ 8,333	\$ 12,069	\$ 9,964	\$ 14,579	\$ 15,019	\$ 19,019	\$ 14,799	\$ 12,134	\$ 14,364	\$ 13,789	\$ 140,561		
Total Margin	\$ 1,091	\$ 8,089	\$ 9,905	\$ 15,806	\$ 13,901	\$ 18,769	\$ 20,036	\$ 26,036	\$ 19,111	\$ 18,053	\$ 21,561	\$ 20,374	\$ 192,731		

Sales Forecast Years I-3

Prepared by: **Company Name:**
 Rick Goldard Red River Studios

Growth Rate Year 1 to Year 2: **10.00%**
 Growth Rate Year 1 to Year 3: **10.00%**

		Year 1 Totals												Year 2 Totals												Company Revenue		Category / Total					
Info Year Overviews per person		January	February	March	April	May	June	July	August	September	October	November	December	Year 1 Total	Year 2 Total	Company Revenue	Category / Total	January	February	March	April	May	June	July	August	September	October	November	December	Year 2 Total	Company Revenue	Category / Total	
Private Party per person	1 Unit	136	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
	Total Sales \$	26,775	136	136	136	136	136	136	136	136	136	136	136	1,360	1,360	188.0%	188.0%	136	136	136	136	136	136	136	136	136	136	136	136	1,360	188.0%	8.8%	
	Total COGS \$	18,472	96	96	96	96	96	96	96	96	96	96	96	960	960	48.0%	48.0%	96	96	96	96	96	96	96	96	96	96	96	96	960	48.0%	8.8%	
	Margin \$	8,303	40	40	40	40	40	40	40	40	40	40	40	400	400	140.0%	140.0%	40	40	40	40	40	40	40	40	40	40	40	40	400	140.0%	8.8%	
Mobile QR for Events	1 Unit	10	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1		
	Total Sales \$	24,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	10,000	10,000	188.0%	188.0%	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	10,000	188.0%	8.8%
	Total COGS \$	9,000	400	400	400	400	400	400	400	400	400	400	400	4,000	4,000	48.0%	48.0%	400	400	400	400	400	400	400	400	400	400	400	400	400	4,000	48.0%	8.8%
	Margin \$	15,000	600	600	600	600	600	600	600	600	600	600	600	6,000	6,000	140.0%	140.0%	600	600	600	600	600	600	600	600	600	600	600	600	600	6,000	140.0%	8.8%
QR Booth Products	1 Unit	111	0	18	18	18	18	18	18	18	18	18	18	18	18	18	18	0	18	18	18	18	18	18	18	18	18	18	18	18	18		
	Total Sales \$	47,772	0	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	21,600	21,600	188.0%	188.0%	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	21,600	188.0%	8.8%
	Total COGS \$	9,118	0	400	400	400	400	400	400	400	400	400	400	4,000	4,000	48.0%	48.0%	400	400	400	400	400	400	400	400	400	400	400	400	400	4,000	48.0%	8.8%
	Margin \$	38,654	0	1,760	1,760	1,760	1,760	1,760	1,760	1,760	1,760	1,760	1,760	17,600	17,600	140.0%	140.0%	1,760	1,760	1,760	1,760	1,760	1,760	1,760	1,760	1,760	1,760	1,760	1,760	1,760	17,600	140.0%	8.8%
Special Dinner Events per person	1 Unit	18	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1		
	Total Sales \$	31,500	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	18,000	18,000	188.0%	188.0%	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	18,000	188.0%	8.8%
	Total COGS \$	24,010	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	14,400	14,400	48.0%	48.0%	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	14,400	48.0%	8.8%
	Margin \$	7,490	360	360	360	360	360	360	360	360	360	360	360	3,600	3,600	140.0%	140.0%	360	360	360	360	360	360	360	360	360	360	360	360	360	3,600	140.0%	8.8%
High End Commission	1 Unit	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	Total Sales \$	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	Total COGS \$	16,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	Margin \$	24,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Grand Totals	1 Unit	136	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
	Total Sales \$	26,775	136	136	136	136	136	136	136	136	136	136	136	1,360	1,360	188.0%	188.0%	136	136	136	136	136	136	136	136	136	136	136	136	1,360	188.0%	8.8%	
	Total COGS \$	18,472	96	96	96	96	96	96	96	96	96	96	96	960	960	48.0%	48.0%	96	96	96	96	96	96	96	96	96	96	96	96	960	48.0%	8.8%	
	Margin \$	8,303	40	40	40	40	40	40	40	40	40	40	40	400	400	140.0%	140.0%	40	40	40	40	40	40	40	40	40	40	40	40	400	140.0%	8.8%	

Additional Inputs

Prepared By: Company Name:
Micah Goddard Red Flower Studios

Accounts Receivable (A/R) Days Sales Outstanding			
Percent of Collections	Year 1	Year 2	Year 3
Paid within 30 days	100%	100%	100%
Paid between 30 and 60 days	0%	0%	0%
Paid in more than 60 days	0%	0%	0%
Allowance for bad debt	0%	0%	0%
This should equal 100% ---->	100%	100%	100%

Accounts Payable (A/P)			
Percent of Disbursements	Year 1	Year 2	Year 3
Paid within 30 days	100%	100%	100%
Paid between 30 and 60 days	0%	0%	0%
Paid in more than 60 days	0%	0%	0%
This should equal 100% ---->	100%	100%	100%

Line of Credit Assumptions	
Desired Minimum Cash Balance	0
Line of Credit Interest Rate	8.00%

Additional Fixed Assets Purchases																
Fixed Assets	Depreciation (years)	January	February	March	April	May	June	July	August	September	October	November	December	Year 1 Totals	Year 2 Total	Year 3 Total
Real Estate	20	\$ -												\$ -		
Leasehold Improvements	7	\$ 2,385												\$ 2,385		
Equipment	7	\$ 34,000												\$ 34,000		
Furniture and Fixtures	5	\$ 2,000												\$ 2,000		
Vehicles	5	\$ -												\$ -		
Other Fixed Assets	5	\$ -												\$ -		
Total Additional Fixed Assets		\$ 38,385	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,385	\$ -	\$ -

Income Tax Assumptions	
Effective Income Tax Rate - Year 1	0.0%
Effective Income Tax Rate - Year 2	0.0%
Effective Income Tax Rate - Year 3	0.0%

Amortization of Start-Up Costs	
Amortization Period in Years	3

Operating Expenses Year I

Prepared By:
Micah Goddard

Company Name:
Red Flower Studios

	January	February	March	April	May	June	July	August	September	October	November	December	Annual Totals
Expenses													
Advertising		100	100	100	100	100	100	100	100	100	100	100	\$ 1,100
Car and Truck Expenses													\$ -
Commissions and Fees													\$ -
Contract Labor (Not included in payroll)													\$ -
Insurance (other than health)		88	88	88	88	88	88	88	88	88	88	88	\$ 968
Legal and Professional Services													\$ -
Licenses													\$ -
Office Expense													\$ -
Rent or Lease -- Vehicles, Machinery, Equipment													\$ -
Rent or Lease -- Other Business Property		3,733	3,733	3,733	3,733	3,733	3,733	3,733	3,733	3,733	3,733	3,733	\$ 41,063
Repairs and Maintenance													\$ -
Supplies		1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	\$ 21,450
Travel, Meals and Entertainment													\$ -
Utilities		1,100	1,100	500	500	1,100	1,100	1,100	1,100	1,100	1,100	1,100	\$ 10,900
Miscellaneous													\$ -
Total Expenses	\$ -	\$ 6,971	\$ 6,971	\$ 6,371	\$ 6,371	\$ 6,971	\$ 6,971	\$ 6,971	\$ 6,971	\$ 6,971	\$ 6,971	\$ 6,971	\$ 75,481
Other Expenses													
Depreciation	466	466	466	466	466	466	466	466	466	466	466	466	\$ 5,598
Interest													
Commercial Loan	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Commercial Mortgage	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Credit Card Debt	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Vehicle Loans	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Other Bank Debt	42	41	39	38	37	36	35	34	33	32	31	29	\$ 427
Line of Credit	-	30	60	79	79	79	79	79	79	79	79	79	\$ 798
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Total Other Expenses	\$ 508	\$ 537	\$ 566	\$ 584	\$ 582	\$ 581	\$ 580	\$ 579	\$ 578	\$ 577	\$ 576	\$ 575	\$ 6,823
Total Fixed Operating Expenses	\$ 508	\$ 7,508	\$ 7,537	\$ 6,955	\$ 6,953	\$ 7,552	\$ 7,551	\$ 7,550	\$ 7,549	\$ 7,548	\$ 7,547	\$ 7,546	\$ 82,304

Operating Expenses Years 1-3

Prepared By:

Micah Goddard

Company Name:

Red Flower Studios

Line Item	2018	Growth Rate 1 to 2	2019	Growth Rate 2 to 3	2020
Advertising	1,100	3.0%	1,133	3.0%	1,167
Car and Truck Expenses	-	3.0%	-	3.0%	-
Commissions and Fees	-	5.0%	-	5.0%	-
Contract Labor (Not included in payroll)	-	3.0%	-	3.0%	-
Insurance (other than health)	968	3.0%	997	3.0%	1,027
Legal and Professional Services	-	3.0%	-	3.0%	-
Licenses	-	5.0%	-	5.0%	-
Office Expense	-	3.0%	-	3.0%	-
Rent or Lease -- Vehicles, Machinery, Equipment	-	3.0%	-	3.0%	-
Rent or Lease -- Other Business Property	41,063	3.0%	42,295	3.0%	43,564
Repairs and Maintenance	-	5.0%	-	5.0%	-
Supplies	21,450	3.0%	22,094	3.0%	22,756
Travel, Meals and Entertainment	-	3.0%	-	3.0%	-
Utilities	10,900	3.0%	11,227	3.0%	11,564
Miscellaneous	-	3.0%	-	3.0%	-
Total Expenses	\$ 75,481		\$ 77,745		\$ 80,078
Other Expenses					
Depreciation	5,598		5,598		5,598
Interest					
Commercial Loan	-		-		-
Commercial Mortgage	-		-		-
Credit Card Debt	-		-		-
Vehicle Loans	-		-		-
Other Bank Debt	427		263		94
Line of Credit	798		944		944
Bad Debt Expense	-				
Total Other Expenses	\$ 6,823		\$ 6,805		\$ 6,636
Total Operating Expenses	\$ 82,304		\$ 84,550		\$ 86,714

Cash Flow Forecast Year I

Prepared By:
Micah Goddard

Company Name:
Red Flower Studios

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ 3,740	\$ 5,574	\$ 11,676	\$ 19,045	\$ 32,415	\$ 38,859	\$ 44,246	\$ 53,140	
Cash Inflows													
Cash Sales	1,685	13,988	18,238	27,875	23,865	33,348	35,055	45,055	33,910	30,188	35,925	34,163	\$ 333,293
Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Total Cash Inflows	\$ 1,685	\$ 13,988	\$ 18,238	\$ 27,875	\$ 23,865	\$ 33,348	\$ 35,055	\$ 45,055	\$ 33,910	\$ 30,188	\$ 35,925	\$ 34,163	\$ 333,293
Cash Outflows													
Investing Activities													
New Fixed Asset Purchases	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Additional Inventory													\$ -
Cost of Goods Sold	594	5,898	8,333	12,069	9,964	14,579	15,019	19,019	14,799	12,134	14,364	13,789	\$ 140,561
Operating Activities													
Operating Expenses	-	6,971	6,971	6,371	6,371	6,971	6,971	6,971	6,971	6,971	6,971	6,971	\$ 75,481
Payroll	5,248	5,248	5,248	5,248	5,248	5,248	5,248	5,248	5,248	5,248	5,248	5,248	\$ 62,975
Taxes	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Financing Activities													
Loan Payments	369	369	369	369	369	369	369	369	369	369	369	369	\$ 4,429
Owners Distribution													\$ -
Line of Credit Interest		30	60	79	79	79	79	79	79	79	79	79	\$ 798
Line of Credit Repayments													\$ -
Dividends Paid													\$ -
Total Cash Outflows	\$ 6,211	\$ 18,517	\$ 20,981	\$ 24,135	\$ 22,031	\$ 27,245	\$ 27,685	\$ 31,685	\$ 27,465	\$ 24,801	\$ 27,031	\$ 26,455	\$ 284,245
Net Cash Flows	\$ (4,526)	\$ (4,529)	\$ (2,744)	\$ 3,740	\$ 1,834	\$ 6,102	\$ 7,370	\$ 13,370	\$ 6,445	\$ 5,386	\$ 8,894	\$ 7,707	\$ 49,048
Operating Cash Balance	\$ (4,526)	\$ (4,529)	\$ (2,744)	\$ 3,740	\$ 5,574	\$ 11,676	\$ 19,045	\$ 32,415	\$ 38,859	\$ 44,246	\$ 53,140	\$ 60,847	
Line of Credit Drawdown	\$ 4,526	\$ 4,529	\$ 2,744	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,799
Ending Cash Balance	\$ -	\$ -	\$ -	\$ 3,740	\$ 5,574	\$ 11,676	\$ 19,045	\$ 32,415	\$ 38,859	\$ 44,246	\$ 53,140	\$ 60,847	
Line of Credit Balance	\$ 4,526	\$ 9,055	\$ 11,799	\$ 11,799	\$ 11,799	\$ 11,799	\$ 11,799	\$ 11,799	\$ 11,799	\$ 11,799	\$ 11,799	\$ 11,799	

Cash Flow Forecast Years 1-3

Prepared By: Company Name:
 Mitch Goldford Red Flower Studios

	Year 1 Totals	January	February	March	April	May	June	July	August	September	October	November	December	Year 2 Totals	January	February	March	April	May	June	July	August	September	October	November	December	Year 3 Totals
Beginning Balance	\$ 60,947	\$ 48,812	\$ 44,497	\$ 42,148	\$ 46,331	\$ 48,397	\$ 55,817	\$ 64,635	\$ 80,051	\$ 87,849	\$ 94,483	\$ 104,977	\$ 114,184	\$ 100,236	\$ 95,161	\$ 92,383	\$ 97,020	\$ 99,347	\$ 107,782	\$ 117,820	\$ 125,448	\$ 144,216	\$ 151,846	\$ 163,812			
Cash Inflows																											
Cash Sales	REVENUE	1,804	15,386	20,061	30,640	26,252	36,482	38,581	49,561	37,001	33,206	39,518	37,579	\$ 366,632	2,132	17,696	23,070	35,262	30,109	42,185	44,345	56,995	42,896	38,187	45,445	43,216	
Accounts Receivable	AP													\$													
Total Cash Inflows	REVENUE	\$ 1,804	\$ 15,386	\$ 20,061	\$ 30,640	\$ 26,252	\$ 36,482	\$ 38,581	\$ 49,561	\$ 37,001	\$ 33,206	\$ 39,518	\$ 37,579	\$ 366,632	2,132	17,696	23,070	35,262	30,109	42,185	44,345	56,995	42,896	38,187	45,445	43,216	
Cash Outflows																											
Investing Activities														\$													
	AP	-	-	-	-	-	-	-	-	-	-	-	-	\$	-	-	-	-	-	-	-	-	-	-	-	-	
	AP													\$													
Operating Activities	REVENUE	653	6,488	5,166	13,276	10,561	16,037	16,531	20,921	16,379	13,368	15,850	15,168	\$ 154,617	751	7,461	10,541	15,267	12,405	18,442	18,999	24,009	18,720	15,305	18,771	17,463	
	REVENUE	6,475	6,475	6,475	6,475	6,475	6,475	6,475	6,475	6,475	6,475	6,475	6,475	\$ 72,746	6,673	6,673	6,673	6,673	6,673	6,673	6,673	6,673	6,673	6,673	6,673	6,673	
	REVENUE	6,298	6,298	6,298	6,298	6,298	6,298	6,298	6,298	6,298	6,298	6,298	6,298	\$ 73,570	8,187	8,187	8,187	8,187	8,187	8,187	8,187	8,187	8,187	8,187	8,187	8,187	
Financing Activities	AP	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-	-	-	-	-	-	-	-	-	
Loan	REVENUE	369	369	369	369	369	369	369	369	369	369	369	369	\$ 4,428	369	369	369	369	369	369	369	369	369	369	369	369	
Draw	AP													\$													
Line of Credit	REVENUE	79	79	79	79	79	79	79	79	79	79	79	79	\$ 946	79	79	79	79	79	79	79	79	79	79	79	79	
Draw	AP													\$													
Total Cash Outflows	REVENUE	\$ 13,817	\$ 19,711	\$ 23,490	\$ 26,501	\$ 24,181	\$ 29,261	\$ 29,745	\$ 34,145	\$ 29,101	\$ 26,572	\$ 29,024	\$ 28,921	\$ 313,205	\$ 16,099	\$ 22,728	\$ 25,849	\$ 30,571	\$ 27,813	\$ 33,750	\$ 34,306	\$ 39,366	\$ 24,038	\$ 30,618	\$ 33,479	\$ 32,581	
Net Cash Flows	REVENUE	\$ (12,014)	\$ (14,329)	\$ (13,293)	\$ (4,162)	\$ 1,087	\$ 7,412	\$ 8,811	\$ 15,416	\$ 7,706	\$ 6,834	\$ 10,496	\$ 9,187	\$ 53,417	\$ (13,500)	\$ (10,032)	\$ (2,778)	\$ 4,691	\$ 2,372	\$ 8,435	\$ 10,039	\$ 17,628	\$ 17,438	\$ 8,888	\$ 7,210	\$ 66,110	
Operating Cash Balance	REVENUE	\$ (6,851)	\$ (4,497)	\$ (2,148)	\$ (6,312)	\$ (8,197)	\$ (1,876)	\$ (4,643)	\$ (8,051)	\$ (7,849)	\$ (4,483)	\$ (10,477)	\$ (11,146)	\$ (10,236)	\$ (6,161)	\$ (3,383)	\$ (7,025)	\$ (9,361)	\$ (10,792)	\$ (17,801)	\$ (19,448)	\$ (44,311)	\$ (15,846)	\$ (18,811)	\$ (17,877)		
Line of Credit Drawdown	REVENUE	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
Ending Cash Balance	REVENUE	\$ 48,933	\$ 44,497	\$ 42,148	\$ 46,331	\$ 48,397	\$ 55,817	\$ 64,635	\$ 80,051	\$ 87,849	\$ 94,483	\$ 104,977	\$ 114,184	\$ 100,236	\$ 95,161	\$ 92,383	\$ 97,020	\$ 99,347	\$ 107,782	\$ 117,820	\$ 125,448	\$ 144,216	\$ 151,846	\$ 163,812	\$ 176,277		
Line of Credit Balance	REVENUE	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	

Income Statement Year I

Prepared By:
Micah Goddard

Company Name:
Red Flower Studios

	January	February	March	April	May	June	July	August	September	October	November	December	Annual Totals
Revenue													
Date Nights/ Create Your Own/classes per person	1,000	7,500	10,000	7,500	7,500	20,000	20,000	20,000	20,000	17,500	15,000	17,500	\$ 163,500
Private Party per person	113	675	675	2,813	1,125	2,813	3,375	3,375	3,375	2,813	2,250	3,375	\$ 26,775
Mobile Off Sit Events	-	1,200	1,200	1,200	1,200	3,600	3,600	3,600	3,600	2,400	1,200	1,200	\$ 24,000
Off Shelf Products	573	2,863	2,863	2,863	2,290	3,435	4,580	4,580	3,435	5,725	5,725	8,588	\$ 47,518
Special Dinner Events per person	-	1,750	3,500	3,500	1,750	3,500	3,500	3,500	3,500	1,750	1,750	3,500	\$ 31,500
High End Commission	-	-	-	10,000	10,000	-	-	10,000	-	-	10,000	-	\$ 40,000
Total Revenue	\$ 1,685	\$ 13,988	\$ 18,238	\$ 27,875	\$ 23,865	\$ 33,348	\$ 35,055	\$ 45,055	\$ 33,910	\$ 30,188	\$ 35,925	\$ 34,163	\$ 333,293
Cost of Goods Sold													
Date Nights/ Create Your Own/classes per person	440	3,300	4,400	3,300	3,300	8,800	8,800	8,800	8,800	7,700	6,600	7,700	\$ 71,940
Private Party per person	44	264	264	1,100	440	1,100	1,320	1,320	1,320	1,100	880	1,320	\$ 10,472
Mobile Off Sit Events	-	450	450	450	450	1,350	1,350	1,350	1,350	900	450	450	\$ 9,000
Off Shelf Products	110	550	550	550	440	660	880	880	660	1,100	1,100	1,650	\$ 9,130
Special Dinner Events per person	-	1,334	2,669	2,669	1,334	2,669	2,669	2,669	2,669	1,334	1,334	2,669	\$ 24,019
High End Commission	-	-	-	4,000	4,000	-	-	4,000	-	-	4,000	-	\$ 16,000
Total Cost of Goods Sold	\$ 594	\$ 5,898	\$ 8,333	\$ 12,069	\$ 9,964	\$ 14,579	\$ 15,019	\$ 19,019	\$ 14,799	\$ 12,134	\$ 14,364	\$ 13,789	\$ 140,561
Gross Margin	\$ 1,091	\$ 8,089	\$ 9,905	\$ 15,806	\$ 13,901	\$ 18,769	\$ 20,036	\$ 26,036	\$ 19,111	\$ 18,053	\$ 21,561	\$ 20,374	\$ 192,731
Payroll	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 5,248	\$ 62,975
Operating Expenses													
Advertising	-	100	100	100	100	100	100	100	100	100	100	100	\$ 1,100
Car and Truck Expenses	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Commissions and Fees	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Contract Labor (Not included in payroll)	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Insurance (other than health)	-	88	88	88	88	88	88	88	88	88	88	88	\$ 968
Legal and Professional Services	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Licenses	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Office Expense	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Rent or Lease -- Vehicles, Machinery, Equipment	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Rent or Lease -- Other Business Property	-	3,733	3,733	3,733	3,733	3,733	3,733	3,733	3,733	3,733	3,733	3,733	\$ 41,063
Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Supplies	-	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	\$ 21,450
Travel, Meals and Entertainment	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Utilities	-	1,100	1,100	500	500	1,100	1,100	1,100	1,100	1,100	1,100	1,100	\$ 10,900
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Other Expense 1	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Other Expense 2	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Total Operating Expenses	\$ -	\$ 6,971	\$ 6,971	\$ 6,371	\$ 6,371	\$ 6,971	\$ 6,971	\$ 6,971	\$ 6,971	\$ 6,971	\$ 6,971	\$ 6,971	\$ 75,481
Income (Before Other Expenses)	\$ (4,157)	\$ (4,130)	\$ (2,314)	\$ 4,187	\$ 2,282	\$ 6,550	\$ 7,817	\$ 13,817	\$ 6,892	\$ 5,834	\$ 9,342	\$ 8,155	\$ 54,275
Other Expenses													
Amortized Start-up Expenses	434	434	434	434	434	434	434	434	434	434	434	434	\$ 5,205
Depreciation	466	466	466	466	466	466	466	466	466	466	466	466	\$ 5,598
Interest	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Commercial Loan	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Commercial Mortgage	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Credit Card Debt	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Vehicle Loans	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Other Bank Debt	42	41	39	38	37	36	35	34	33	32	31	29	\$ 427
Line of Credit	-	30	60	79	79	79	79	79	79	79	79	79	\$ 798
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Total Other Expenses	942	971	1,000	1,017	1,016	1,015	1,014	1,013	1,012	1,011	1,009	1,008	\$ 12,028
Net Income Before Income Tax	\$ (5,099)	\$ (5,101)	\$ (3,314)	\$ 3,170	\$ 1,265	\$ 5,535	\$ 6,803	\$ 12,804	\$ 5,881	\$ 4,824	\$ 8,332	\$ 7,146	\$ 42,247
Income Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Profit/Loss	\$ (5,099)	\$ (5,101)	\$ (3,314)	\$ 3,170	\$ 1,265	\$ 5,535	\$ 6,803	\$ 12,804	\$ 5,881	\$ 4,824	\$ 8,332	\$ 7,146	\$ 42,247

Income Statement Years 1-3

Prepared By:

Micah Goddard

Company Name:

Red Flower Studios

Revenue	2018		2019		2020	
Date Nights/ Create Your Own/classes per person	163,500		179,850		206,828	
Private Party per person	26,775		29,453		33,870	
Mobile Off Sit Events	24,000		26,400		30,360	
Off Shelf Products	47,518		52,269		60,110	
Special Dinner Events per person	31,500		34,650		39,848	
High End Commission	40,000		44,000		50,600	
Total Revenue	\$ 333,293	100%	\$ 366,622	100%	\$ 421,615	100%
Cost of Goods Sold						
Date Nights/ Create Your Own/classes per person	71,940		79,134		91,004	
Private Party per person	10,472		11,519		13,247	
Mobile Off Sit Events	9,000		9,900		11,385	
Off Shelf Products	9,130		10,043		11,549	
Special Dinner Events per person	24,019		26,421		30,384	
High End Commission	16,000		17,600		20,240	
Total Cost of Goods Sold	140,561	42%	154,617	42%	177,810	42%
Gross Margin	192,731	58%	212,004	58%	243,805	58%
Payroll	62,975		75,570		98,241	
Operating Expenses						
Advertising	1,100		1,133		1,167	
Car and Truck Expenses	-		-		-	
Commissions and Fees	-		-		-	
Contract Labor (Not included in payroll)	-		-		-	
Insurance (other than health)	968		997		1,027	
Legal and Professional Services	-		-		-	
Licenses	-		-		-	
Office Expense	-		-		-	
Rent or Lease -- Vehicles, Machinery, Equipment	-		-		-	
Rent or Lease -- Other Business Property	41,063		42,295		43,564	
Repairs and Maintenance	-		-		-	
Supplies	21,450		22,094		22,756	
Travel, Meals and Entertainment	-		-		-	
Utilities	10,900		11,227		11,564	
Miscellaneous	-		-		-	
Other Expense 1						
Other Expense 2						
Total Operating Expenses	\$ 75,481	23%	\$ 77,745	21%	\$ 80,078	19%
Income (Before Other Expenses)	\$ 54,275	16%	\$ 58,689	16%	\$ 65,486	16%
Other Expenses						
Amortized Start-up Expenses	5,205		5,205		5,205	
Depreciation	5,598		5,598		5,598	
Interest						
Commercial Loan	-		-		-	
Commercial Mortgage	-		-		-	
Credit Card Debt	-		-		-	
Vehicle Loans	-		-		-	
Other Bank Debt	427		263		94	
Line of Credit	798		944		944	
Bad Debt Expense	-		-		-	
Total Other Expenses	\$ 12,028	4%	\$ 12,010	3%	\$ 11,841	3%
Net Income Before Income Tax	\$ 42,247		\$ 46,679		\$ 53,645	
Income Tax	\$ -		\$ -		\$ -	
Net Income/Loss	\$ 42,247	13%	\$ 46,679	13%	\$ 53,645	13%

Balance Sheet Years 1-3

Prepared By:

Micah Goddard

Company Name:

Red Flower Studios

ASSETS	2018	2019	2020
Current Assets			
Cash	60,847	114,164	174,277
Accounts Receivable	-	-	-
Inventory	-	-	-
Prepaid Expenses	10,410	5,205	-
Other Initial Costs	-	-	-
Total Current Assets	\$ 71,257	\$ 119,369	\$ 174,277
Fixed Assets			
Real Estate -- Land	-	-	-
Real Estate -- Buildings	-	-	-
Leasehold Improvements	2,385	2,385	2,385
Equipment	34,000	34,000	34,000
Furniture and Fixtures	2,000	2,000	2,000
Vehicles	-	-	-
Other	-	-	-
Total Fixed Assets	\$ 38,385	\$ 38,385	\$ 38,385
(Less Accumulated Depreciation)	\$ 5,598	\$ 11,196	\$ 16,794
Total Assets	\$ 104,043	\$ 146,558	\$ 195,868
LIABILITIES & EQUITY			
Liabilities			
Accounts Payable	-	-	-
Commercial Loan Balance	-	-	-
Commercial Mortgage Balance	-	-	-
Credit Card Debt Balance	-	-	-
Vehicle Loans Balance	-	-	-
Other Bank Debt Balance	8,499	4,334	(0)
Line of Credit Balance	11,799	11,799	11,799
Total Liabilities	\$ 20,297	\$ 16,133	\$ 11,799
Equity			
Common Stock	41,500	41,500	41,500
Retained Earnings	42,247	88,925	142,570
Dividends Dispersed/Owners Draw	-	-	-
Total Equity	\$ 83,747	\$ 130,425	\$ 184,070
Total Liabilities and Equity	\$ 104,043	\$ 146,558	\$ 195,868
Balance sheet in or out of balance?	\$ -	\$ -	\$ -
	Balanced!	Balanced!	Balanced!

Breakeven Analysis

Prepared By:
Micah Goddard

Company Name:
Red Flower Studios

Gross Margin % of Sales	
Gross Margin	\$ 192,731
Total Sales	\$ 333,293
Gross Margin/Total Sales	57.8%
Total Fixed Expenses	
Payroll	\$ 62,975.25
Operating Expenses	\$ 82,304.49
Operating + Payroll	\$ 145,280
Breakeven Sales in Dollars (Annual)	
Gross Margin % of Sales	57.8%
Total Fixed Expenses	\$ 145,280
Yearly Breakeven Amount	\$ 251,234
Monthly Breakeven Amount	\$ 20,936

Financial Ratios - Year I

Prepared By:

Micah Goddard

Company Name:

Red Flower Studios

Ratios	Year One	Year Two	Year Three	Industry Norms	Notes
Liquidity					
Current Ratio	3.5	7.4	14.8		
Quick Ratio	3.0	7.1	14.8		
Safety					
Debt to Equity Ratio	0.2	0.1	0.1		
Debt-Service Coverage Ratio - DSCR	2.4	3.2	5.0		
Profitability					
Sales Growth	0.0%	10.0%	15.0%		
COGS to Sales	42.2%	42.2%	42.2%		
Gross Profit Margin	57.8%	57.8%	57.8%		
SG&A to Sales	41.5%	41.8%	42.3%		
Net Profit Margin	12.7%	12.7%	12.7%		
Return on Equity (ROE)	50.4%	35.8%	29.1%		
Return on Assets	40.6%	31.9%	27.4%		
Owner's Compensation to Sales	17.6%	19.1%	21.6%		
Efficiency					
Days in Receivables	0.0	0.0	0.0		
Accounts Receivable Turnover	0.0	0.0	0.0		
Days in Inventory	0.0	0.0	0.0		
Inventory Turnover	0.0	0.0	0.0		
Sales to Total Assets	3.2	2.5	2.2		

Diagnostic Tools - Year I

Prepared By:

Micah Goddard

Company Name:

Red Flower Studios

General Financing Assumptions	Value	Findings
Owner's Cash Injection into the Business	76.9%	Owner's injection is reasonable
Cash Request as percent of Total Required Funds	0.0%	Cash request seems reasonable with respect to total request
Loan Assumptions	Value	Findings
Commercial Loan Interest rate	9.0%	Interest rate seems reasonable
Commercial Loan Term in Months	84	Loan term seems within range for this type of loan
Commercial Mortgage Interest rate	9.0%	Interest rate seems reasonable
Commercial Mortgage Term in Months	240	Loan term seems within range for this type of loan
Debt-Service Coverage	235.7%	Calculated loan payments relative to operating profit may be too high
Income Statement	Value	Findings
Gross Margin as a Percent of Sales	57.8%	Gross margin percentage seems reasonable
Owner's Compensation Lower Limit Check	\$ 58,500	An owner's compensation amount has been established
Owner's Compensation Upper Limit Check	138.5%	Owner's compensation may be too high relative to profitability of business
Advertising Expense Levels as a Percent of Sales	0.3%	Advertising as a percent of sales may be too low
Profitability Levels	\$ 42,247	The business is showing a profit
Profitability as a Percent of Sales	12.7%	The projection does not seem highly unreasonable
Cash Flow Statement	Value	Findings
Desired Operating cash Flow Levels	\$ 11,799	The financial projection provides the desired level of cash flow
Line of Credit Drawdowns	\$ 11,799	The business will need at least this level of a line of credit
Accounts Receivable Ratio to Sales	0.0%	Accounts receivable amount as a percent of sales seems reasonable
Balance Sheet	Value	Findings
Does the Year I Balance Sheet Balance?	\$ -	The balance sheet does balance
Debt to Equity Ratio	24.2%	Very comfortable
Breakeven Analysis	Value	Findings
Do Sales Exceed the Breakeven Level?	\$ 82,059	The sales projection exceeds the projected break-even sales level

COGS Calculator

Prepared By:

Micah Goddard

Company Name:

Red Flower Studios

Variable Costs of Products	
Timeframe:	Month
Product Line:	Widget
Raw materials	1,950
Labor used to produce product	4,000
Costs associated with shipping and storing raw materials	
Production facility expenses (use fraction of total if facility is used for other items)	5,011
Total Product Expenses	\$ 10,961
Number Units Sold in timeframe used	250
Cost of Goods Sold Per Unit	\$ 44

Variable Costs of Services	
Timeframe:	Month
Product Line:	Project
Amount spent on labor during timeframe	
Amount spent on materials during this timeframe	
List any other variable costs associated with the delivery of your service during this timeframe.	
Total Service Expenses	\$ -
Number Units Sold During Timeframe	
Cost of Goods Sold Per Unit	Please enter all information.

Amortization and Depreciation Schedule

Prepared By:
Micah Goddard

Company Name:
Red Flower Studios

Return to Starting Point

Commercial Loan													
Principal Amount	\$ -												
Interest Rate	9.00%												
Loan Term in Months	84.00												
Monthly Payment Amount	\$0.00												
	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Year One													
Interest	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Principal	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Loan Balance	-	-	-	-	-	-	-	-	-	-	-	-	-
Year Two													
Interest	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Principal	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Loan Balance	-	-	-	-	-	-	-	-	-	-	-	-	-
Year Three													
Interest	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Principal	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Loan Balance	-	-	-	-	-	-	-	-	-	-	-	-	-

Commercial Mortgage													
Principal Amount	\$ -												
Interest Rate	9.00%												
Loan Term in Months	240.00												
Monthly Payment Amount	\$0.00												
	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Year One													
Interest	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Principal	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Loan Balance	-	-	-	-	-	-	-	-	-	-	-	-	-
Year Two													
Interest	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Principal	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Loan Balance	-	-	-	-	-	-	-	-	-	-	-	-	-
Year Three													
Interest	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Principal	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Loan Balance	-	-	-	-	-	-	-	-	-	-	-	-	-

Credit Card Debt													
Principal Amount	\$ -												
Interest Rate	7.00%												
Loan Term in Months	60.00												
Monthly Payment Amount	\$0.00												
	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Year One													
Interest	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Principal	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Loan Balance	-	-	-	-	-	-	-	-	-	-	-	-	-
Year Two													
Interest	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Principal	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Loan Balance	-	-	-	-	-	-	-	-	-	-	-	-	-
Year Three													
Interest	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Principal	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Loan Balance	-	-	-	-	-	-	-	-	-	-	-	-	-

Vehicle Loans													
Principal Amount	\$ -												
Interest Rate	6.00%												
Loan Term in Months	48.00												
Monthly Payment Amount	\$0.00												
	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Year One													
Interest	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Principal	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Loan Balance	-	-	-	-	-	-	-	-	-	-	-	-	-
Year Two													
Interest	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Principal	-	-	-	-	-	-	-	-	-	-	-	-	\$ -

Amortization and Depreciation Schedule

Loan Balance	-	-	-	-	-	-	-	-	-	-	-	-	-
Year Three													
Interest	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Principal	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Loan Balance	-	-	-	-	-	-	-	-	-	-	-	-	-

Other Bank Debt	
Principal Amount	\$12,500.00
Interest Rate	4.00%
Loan Term in Months	36.00
Monthly Payment Amount	\$369.05

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Year One													
Interest	42	41	39	38	37	36	35	34	33	32	31	29	\$ 427
Principal	327	328	330	331	332	333	334	335	336	337	338	340	\$ 4,001
Loan Balance	12,173	11,844	11,515	11,184	10,852	10,519	10,185	9,850	9,514	9,177	8,838	8,499	
Year Two													
Interest	28	27	26	25	24	23	21	20	19	18	16	16	\$ 263
Principal	341	342	343	344	345	346	348	349	350	351	352	353	\$ 4,164
Loan Balance	8,158	7,816	7,473	7,129	6,784	6,437	6,090	5,741	5,391	5,040	4,688	4,334	
Year Three													
Interest	14	13	12	11	10	8	7	6	5	4	2	1	\$ 94
Principal	355	356	357	358	359	361	362	363	364	365	367	368	\$ 4,334
Loan Balance	3,980	3,624	3,267	2,909	2,549	2,189	1,827	1,464	1,100	734	368	(0)	

Depreciation	
Real Estate-Buildings	20
Leasehold Improvements	7
Equipment	7
Furniture and Fixtures	5
Vehicles	5
Other	5

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Year One													
Starting Depreciation	466	466	466	466	466	466	466	466	466	466	466	466	\$ 5,598
Additional Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Depreciation	466	466	466	466	466	466	466	466	466	466	466	466	\$ 5,598
Year Two													
Starting Depreciation	466	466	466	466	466	466	466	466	466	466	466	466	\$ 5,598
Additional Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Depreciation	466	466	466	466	466	466	466	466	466	466	466	466	\$ 5,598
Year Three													
Starting Depreciation	466	466	466	466	466	466	466	466	466	466	466	466	\$ 5,598
Additional Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Depreciation	466	466	466	466	466	466	466	466	466	466	466	466	\$ 5,598

Amortization of Start-Up Costs		Monthly
Prepaid Expenses	\$ 15,615	
Total Expensed each Year	\$ 5,205	434
Other Initial Costs	\$ -	
Total Expensed each Year	\$ -	0

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Prepaid Expenses													
Year One													
Amount Amortized	434	434	434	434	434	434	434	434	434	434	434	434	\$ 5,205
Total Amortized	434	868	1,301	1,735	2,169	2,603	3,036	3,470	3,904	4,338	4,771	5,205	
Year Two													
Amount Amortized	434	434	434	434	434	434	434	434	434	434	434	434	\$ 5,205
Total Amortized	5,639	6,073	6,506	6,940	7,374	7,808	8,241	8,675	9,109	9,543	9,976	10,410	
Year Three													
Amount Amortized	434	434	434	434	434	434	434	434	434	434	434	434	\$ 5,205
Total Amortized	10,844	11,278	11,711	12,145	12,579	13,013	13,446	13,880	14,314	14,748	15,181	15,615	

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Other Initial Costs													
Year One													
Amount Amortized	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Total Amortized	-	-	-	-	-	-	-	-	-	-	-	-	-
Year Two													
Starting Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Ending Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-
Year Three													
Starting Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Ending Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-