



**PARK CITY HISTORIC PRESERVATION BOARD MEETING
SUMMIT COUNTY, UTAH
February 2, 2022**

MEETING CALLED TO ORDER AT 5:00 PM.

The Chair issued a written determination that because of the public health emergency, conducting a meeting with an anchor location presents a substantial risk to the health and safety of those who may attend in person. This determination is based on the ongoing risks and infection rates statewide and in Summit County. For these reasons, this meeting will be an electronic meeting without an anchor location.

Historic Preservation Board members will connect electronically. Public comments will be accepted virtually. To comment virtually, use eComment or raise your hand on Zoom. Written comments submitted before or during the meeting will be entered into the public record but will not be read aloud. For more information on attending virtually and to listen live, please go to www.parkcity.org.

1.ROLL CALL

2.MINUTES APPROVAL

- 2.A. Consideration to Approve the Planning Commission Meeting Minutes from January 5, 2022.
[01.05.2022 Minutes - Pending Approval](#)

3.PUBLIC COMMUNICATIONS

4.STAFF AND BOARD COMMUNICATIONS AND DISCLOSURES

5.CONTINUATIONS

6.WORK SESSION

- 6.A. Historic District Grant Program – The Historic Preservation Board Will Review the 2023 Historic District Grant Program's Scope, Mission, and Requirements.
[Staff Report](#)
[Exhibit A: Duval Study](#)
[Exhibit B: Draft Information Guide and Application](#)
[Exhibit C: Draft Final Action Letter](#)

7.REGULAR AGENDA

- 7.A. 2022 Annual Cindy Matsumoto Historic Preservation Awards -- The Historic Preservation Board will award up to five Historic Sites for the 2022 Annual Cindy Matsumoto Historic Preservation Award. GI-21-00481
[Staff Report](#)

8.ADJOURN

Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the Planning Department at 435-615-5060 or planning@parkcity.org at least 24 hours prior to the meeting.

***Parking is available at no charge for Council meeting attendees who park in the China Bridge parking structure.**



**PARK CITY MUNICIPAL CORPORATION
HISTORIC PRESERVATION BOARD
MINUTES OF JANUARY 5, 2022**

BOARD MEMBERS IN ATTENDANCE: Randy Scott-Chair, Lola Beatlebrox, Puggy Holmgren, John Hutchings, Douglas Stephens

EX OFFICIO MEMBERS: Gretchen Milliken, Planning Director; Aiden Lillie, Planner; Mark Harrington, City Attorney; Luke Henry, Assistant City Attorney; Julie Schultz, Executive Office Administrator

1. ROLL CALL

Chair Randy Scott called the meeting to order at approximately 5:13 p.m. Chair Scott confirmed the presence of all Board Members, with the exception of Board Member Jack Hodgkins, who was excused. He also noted that former Board Member Tana Toly was no longer on the Board due to her appointment to City Council.

Chair Scott read the following statement:

The Chair issued a written determination that because of the public health emergency, conducting a meeting with an anchor location presents a substantial risk to the health and safety of those who may attend in person. This determination is based on the ongoing risks and infection rates statewide and in Summit County. For these reasons, this meeting will be an electronic meeting without an anchor location.

Public comments will be accepted virtually. To comment virtually, use eComment or raise your hand on Zoom. Written comments submitted before or during the meeting will be entered into the public record but will not be read aloud. For more information on attending virtually and to listen live, please go to www.parkcity.org.

2. MINUTES APPROVAL

- A. Consideration to Approve the Historic Preservation Board Meeting Minutes from October 10, 2021.**
Consideration to Approve the Historic Preservation Board Meeting Minutes from November 3, 2021.

MOTION: Board Member Puggy Holmgren moved to APPROVE the Minutes of October 10, 2021. Board Member Lola Beatlebrox seconded the motion.

VOTE: The motion passed with the unanimous consent of the Board.

MOTION: Board Member Lola Beatlebrox moved to APPROVE the Minutes of November 3, 2021. Board Member Puggy Holmgren seconded the motion.

VOTE: The motion passed with the unanimous consent of the Board.

3. PUBLIC COMMUNICATIONS

No ecomments were submitted and no hands were raised on Zoom.

4. STAFF/BOARD COMMUNICATIONS AND DISCLOSURES

Planning Director, Gretchen Milliken reported that based on her discussions with Chair Scott, Staff recommended continuing with virtual meetings given the current spike of COVID-19 cases. They want to ensure that people feel safe and comfortable participating in the meetings. Director Milliken also stated that they had planned to include the Grant Program Work Session as part of this meeting, however, it was rescheduled to the February 2, 2022, meeting.

5. CONSENT AGENDA

A. Adoption of 2022 Meeting Dates.

There were no issues raised with the adoption of the 2022 Meeting Dates.

MOTION: Board Member Holmgren moved to ADOPT the 2022 Meeting Dates as published in the Packet. Board Member John Hutchings seconded the motion.

VOTE: The motion passed with the unanimous consent of the Board.

6. WORK SESSION

A. 2022 Annual Cindy Matsumoto Historic Preservation Award Work Session -- Staff recommends that the Historic Preservation Board choose up to five nominees for the 2022 Annual Cindy Matsumoto Historic Preservation Award and select three members to form an Artist Selection Committee. GI-21-00481

City Planner, Aiden Lillie reported that the Award started in 2011, and a few years later named after former City Council Member Cindy Matsumoto who contributed significantly to historic preservation in the City. The intent of the Award is to honor a project or projects that utilize the Design Guidelines adopted in the Land Management Code ("LMC"). She added that properties are selected for this Award based on the following categories:

- Adaptive Re-Use;
- Infill Development;
- Excellence in Restoration;
- Sustainable Preservation;
- The embodiment of Historical Context; or
- Connectivity of Site.

Planner Lillie stated that Staff recommended that the Historic Preservation Board (“HPB”) identify up to five nominees for the 2022 Cindy Matsumoto Award. At the February 2, 2022, meeting, the Board would select one awardee for an art piece to be commissioned and displayed on the second floor of City Hall. Four awardees would be honored with a plaque.

Staff recommended three projects as potential awardees. She reiterated that the Board could choose up to five. Planner Lillie explained that Staff did not include any residential sites in their recommendations because the current Design Guidelines were adopted in 2019, and many of the completed residential projects were completed under the prior 2009 Design Guidelines. The Board could discuss whether they wish to nominate a project completed under the prior Guidelines. She noted that as a result of the pandemic, many projects that were approved prior to 2019 were still under construction.

Planner Lillie stressed that the Board was not limited to the nominees recommended by Staff and if the Board felt that a project approved under the prior Design Guidelines met the criteria for the Award, she encouraged the Board to highlight it so that she could provide further information at next month’s meeting.

Planner Lillie reported that the first recommended project was the Silver King Spiro Tunnel Portal. She noted that this site is listed as a Significant Site on the Historic Sites Inventory as the Silver King Consolidated Spiro Tunnel Complex. The tunnel provides much of the City’s drinking water and has had a significant life beginning with its initial construction as a drainage tunnel. It was subsequently used for the Mine Sites, as a ski lift, and several other significant uses.

The City began a Tunnel Rehabilitation Project in 2019 that involved the creation of a plaza to allow the community to learn about the history and see the tunnel. Staff noted that this site was a great example of Excellence in Restoration. Planner Lillie presented images of the Tunnel’s interior and exterior.

Planner Lillie stated that the second nominee recommended by Staff was the Star Hotel at 227 Main Street. This is also a Significant Site on Park City’s Historic Sites Inventory. She reported that the original structure was a residential cottage that underwent alterations in the 1920s and was converted into a Spanish Mission-style hotel. The hotel was demolished in 2019 and reconstructed in 2021. Staff felt that this project was a great example of Embodiment of Historical Context. Planner Lillie noted that the photograph

of the Hotel did not show the replication of the pinholes across each porch; those elements would be installed before completion of the project.

Planner Lillie reported that the third nominee was the Thaynes Mine Conveyor Gallery, which is also listed as a Significant Site on the Historic Sites Inventory. She noted that in 2013 many of the structural elements were failing and the site was collapsing. In 2020, Friends of Ski Mountain Mining History rehabilitated the Gallery. The City and a Historic District Grant funded the project. Staff believed this project to be a great example of Excellence in Restoration.

Planner Lillie reiterated that the Board was not limited to these three recommendations and could nominate a total of five projects.

She next addressed the Artist Selection Committee and reported that Staff recommended that the HPB select three members to serve on the Artist Selection Committee. The Committee would include City Staff, the HPB, and potentially a member of the Public Art Advisory Board ("PAAB"). The Artist Selection Committee would choose finalists for the commission of the art piece for the winning site. The Committee would meet several times during the month of March to select and interview potential artists. She estimated that the time commitment would be here to five hours.

Chair Scott clarified the reasons for the lack of residential nominees for the Award. He stated that he would like to know of any significant homes that were finished over the past two years. He stated that such homes would be worth considering even if they used old Design Guidelines. If these homes were done right, he imagined that they would match today's Design Guidelines.

Board Member Beatlebrox stated that based on her review of prior packets, none of the completed residential projects stood out as being worthy. Board Member Holmgren echoed this sentiment. Chair Scott agreed that no completed project stood out to him and noted that there would likely be some projects discussed during the past year that ideally would be completed next year and provide fantastic opportunities for this award.

Board Member Stephens also did not recall any residential projects completed over the past two years that he felt would be worthy of a nomination. He noted that this program was initially intended to help encourage residential restoration and stated that it would be nice to find a residential project to be one of the five nominees. He added that considering only commercial and industrial projects would not encourage the restoration of single-family homes in the community. He suggested that prior to the next meeting, they look at some of the residential projects that were completed.

Board Member Hutchings commented that a brick house down the street from him might warrant some consideration. He assumed that the home's address was in the tens on the east side of Park Avenue. In response to a question from Board Member Beatlebrox, Board Member Hutchings felt that the home was located next to the condominiums. He

added that there is one home under construction currently, but one just down the street had been completed. He would provide the address to the Board.

City Attorney, Mark Harrington opined that the Board could consider potential projects incrementally before the next meeting. Planner Lillie confirmed her understanding that the Board could vote on the nominations at the next meeting.

Chair Phillips stated that he would revisit the 2018 Packets, and if he felt there was something worth considering, he would email the other Board Members. Board Member Stephens asked if the Board could consider a project prior to the last year. He stressed that this Award is all about encouraging restoration and the notoriety attached to what owners have done to take care of these homes. He felt that it made sense to look at projects that pre-dated 2018. Board Member Holmgren agreed.

Board Member Hutchings confirmed that the home he referenced earlier is located at 1062 Park Avenue. Planner Lillie presented a Google Maps view of the home. Chair Scott agreed that this home would be a good candidate.

The Board requested that Planner Lillie include this site for analysis for next month's meeting. Planner Lillie added that Staff ran a report that showed Building Permits issued over the last three years to determine other potential nominees and there were a few residential projects that were approved under the prior Design Guidelines. She understood that the Board would be agreeable to considering those projects.

Chair Scott asked Planner Lillie to provide the list of those homes for consideration. Planner Lillie asked if the Board wanted to nominate any of the three projects recommended by Staff during this meeting. Chair Scott and Board Member Hutchings felt that all three were good examples. Chair Scott questioned whether the Star Hotel was sufficiently complete to be considered. Board Member Stephens noted that the Star Hotel opened at the end of last year.

Director Milliken added that the photograph of the Hotel presented during the meeting was taken during the inspection. Planner Lillie reported that the Hotel passed inspection conditioned on incorporating the design element on the porch. She confirmed that the Star Hotel was 99% complete. Board Member Holmgren agreed that all three sites were excellent examples. Board Member Beatlebrox expressed her agreement as well.

Chair Scott asked if the Tunnel Portal site was an example of Excellence in Restoration, considering it was blown out and made larger. Planner Lillie offered that Adaptive Re-use would be an appropriate designation for the project and stated that the Board could make that determination.

Board Member Beatlebrox stated that the Tunnel Site has had a rich history of being adapted repeatedly. Chair Scott reiterated his thought that Adaptive Re-use was the proper designation.

Planner Lillie stated that the Board would need to select three members to serve on the Artist Selection Committee. She reiterated that it would be an estimated three-to-five-hour time commitment during the month of March. She stated that they would discuss how to meet and conduct the interviews, given the ongoing COVID-19 situation.

Board Member Beatlebrox volunteered to sit on the Committee and noted that she had been involved with this Committee in the past. Board Member Holmgren also volunteered and stated that it was interesting to meet the artists and a joy to see their work.

Chair Scott stated that he served on the 2018 Committee with Board Members Beatlebrox and Holmgren. He might be a late entrant if no one else offers to join and noted that he would be traveling quite a bit in March. Board Member Hutchings stated that he would be traveling in March as well, but if the interviews and discussions could be held virtually, he could serve. Board Member Stephens stated that he would take himself out of consideration for the Committee.

Board Member Beatlebrox liked the idea of having a member of the PAAB or the Park City Artists' Association on the Committee. Planner Lillie stated that Jenny Dearson, who oversees the PAAB, felt that one of their members would be a beneficial addition to the Committee. Planner Lillie added that the PAAB was unaware that these pieces were adopted into the City's art collection. Board Member Holmgren agreed that the inclusion of someone from PAAB would be beneficial.

In response to an inquiry from Board Member Hutchings, Planner Lillie explained that many of the members of PAAB are artists, and the PAAB is a local Board that meets to make decisions on the City's art collection or public art that is done within the City. The PAAB gets involved when there are grants for public art or when the City looks to purchase or commission a piece of art.

Board Member Beatlebrox explained that the PAAB members are not all artists. She served as Chair of the Summit County Public Art Board for several years, and Park City's Public Art Board is a sister Board. She explained that the PAAB is comprised of citizens who are not all necessarily artists.

Board Member Holmgren highlighted that some of the projects that the PAAB was involved in include the bus stops and the metal fishes near Poison Creek.

Chair Scott remarked that the Committee would be in good hands with Board Members Beatlebrox and Holmgren, as well as a member of the PAAB.

Planner Lillie asked if the HPB wanted two or three Board Members on the Committee. Board Member Hutchings stated he would enthusiastically volunteer but was also comfortable having two Board Members serve on the Committee.

Chair Scott confirmed that they would appoint three Board Members and that he would be an alternate should Board Member Hutchings become unavailable at any point.

Board Member Beatlebrox asked about the artists' fee and explained that the last time they commissioned an artist they increased the fee. Planner Lillie explained that she had been meeting with the Budget Department to determine the increase that they could implement but had not yet received a final number. She suggested discussion on what minimum fee the Board would like to propose. Currently, the fee is \$1,200.

Board Member Beatlebrox explained that \$1,200 was the fee in 2018. She stressed that the Request for Proposals ("RFP") should not ask for the submission of actual treatment, plan, or sketch; rather it should ask for qualifications. She suggested that the request should be properly titled a Request for Qualifications ("RFQ"). She explained that asking artists to provide sketches ahead of time, as opposed to photographs of their previous work, was using up much of the \$1,200 fee.

Planner Lillie explained that the current RFP does not ask for sketches but rather requested the artists' portfolio to include 10 pieces of work as well as references and a resume. Board Member Beatlebrox felt that this description would be an appropriate request.

Board Member Stephens stated that he looked back at some of the prior awardees and wondered if the call for artists could go out to the Art Colleges at the University of Utah, Brigham Young University, or others. Planner Lillie could not state where the RFP had been posted. She asked Ms. Dearson to assist in posting the RFP in a manner similar to what they have done for Public Art. She added that if the Board wanted the RFP to be posted at the art schools, they could accomplish that.

Board Member Beatlebrox added that they have had several applications from several people outside of the community. She reiterated that the \$1,200 fee would be at the low end, to which Board Member Stephens agreed.

Planner Lillie explained that the HPB has a budget that could cover Board expenses and added that the funds have not been used much since the pandemic.

Planner Lillie requested clarification of the minimum fee. Board Member Holmgren felt the fee should be at least \$2,000. Board Member Beatlebrox commented that they would receive higher-quality applicants with a higher fee. It was agreed that the artist deserved to be compensated at more than \$1,200.

7. REGULAR AGENDA

A. Open and Public Meetings Act Training.

Attorney Harrington introduced Assistant City Attorney, Luke Henry and provided information on his background.

Assistant City Attorney Henry began by stating that the Open and Public Meetings Act ("OPMA") is about public transparency. The purpose of OPMA is to ensure that public bodies conduct the public's business openly and transparently. OPMA provides that meetings of a public body are open to the public unless an exception is available under the Act that allows the meeting to be closed. Meetings are defined as a convening of at least a quorum of a public body to discuss, receive comment, or act on a matter over which the Board has jurisdiction or advisory power. He explained that the HPB has seven members, so a quorum would be four members.

Meetings would also include retreats, workshops, field trips, and electronic meetings. It does not include chance meetings, social gatherings, or when no quorum is present. He explained that a Public Body is any local administrative, advisory, executive, or legislative body consisting of two or more persons that spends, distributes or is supported by tax money and has the authority to make decisions about the public's business.

OPMA requires public notice be posted at the principal office or the location where the meeting will be held, except for electronic meetings without an anchor location. The notice must also be published on the Utah Public Notice website.

Assistant City Attorney Henry explained that once per year, notice must be given of the annual meeting schedule and must include the date, time, and place of regularly scheduled meetings. For every meeting, the date, time, place, and agenda of each meeting must be published at least 24 hours in advance of the meeting. The agenda must be reasonably specific to allow the public to know what will be discussed so that they can make an informed decision about whether to attend. If something is not listed on the agenda, the body cannot take action on that item.

He explained that emergency meetings are allowed with less than 24 hours' notice, however, there are very specific requirements that must be met to conduct an emergency meeting. He stated that the public body would usually have 24 hours or more to provide notice and suggested contacting the City Attorney's Office if a meeting with less than 24 hours is required.

Records must be kept of open meetings, which includes an unedited and labeled recording and written minutes. The written minutes must include the date, time, and place; the members present; the substance of all matters proposed, discussed, or decided; a record of each vote; the name of anyone who provided testimony or comments and a summary of those comments; and any other information that any Board Member asks to be included on the record.

The records must be made available to the public. Recordings should be made available within three business days after the meeting. The written draft minutes clearly marked

“pending approval” should be made available within a reasonable time. Once the written minutes are approved, they should be made available to the public within three business days by posting them to the Utah Public Notice website. A copy of the approved minutes must also be made available at the primary office and posted on the public body’s website.

Assistant City Attorney Henry explained that meetings could only be closed to discuss specific topics. These topics include an individual’s character, professional competence, or physical or mental health; pending or reasonably imminent litigation; certain matters involving the acquisition or sale of real property; deployment of security devices, criminal misconduct investigations; or advice of legal counsel.

He explained that closed meetings must begin with an open meeting with a quorum present. A two-thirds vote of members present is required to close the meeting. The closed meeting must be publicly announced, and the minutes must reflect the reason for closing the meeting, the location of the meeting, and the vote to close the meeting that identifies the names and votes of the Board Members. He stated that generally, the recording device must remain on during a closed meeting, but written minutes are optional. If written minutes of the closed meeting are prepared, they should include the date, time, and place, and the names of all present and absent, unless disclosure of that information would impair confidentiality.

An exception to the recording requirement would exist if the Board discussed character, professional competence, or physical/mental health of an individual, or the deployment of security personnel, devices, or systems. Assistant City Attorney Henry recommended turning off the recording when discussing these topics to avoid inadvertent disclosure of such information. Any record of a closed meeting is protected under the Government Records Access and Management Act (“GRAMA”) and not available to the public.

He explained that the rules for electronic meetings changed significantly during 2021, and OPMA allows two different types of electronic meetings. Before holding electronic meetings, a rule or resolution must be adopted to govern the use of electronic meetings for the public body. There are no real requirements for holding an electronic meeting with an anchor location, which is a meeting where a location is provided for the public to join.

Assistant City Attorney Henry explained that if the Board were to hold an electronic meeting without an anchor location, the Chair must make a determination that conducting a meeting without an anchor location is justified by the health and safety of attendees. The public notice should detail the Chair’s determination, the facts supporting the determination, and clear information on how members of the public can connect to the meeting. The chair must renew this determination every 30 days.

While the public must be allowed to watch any public meeting, there is no requirement to allow public comment unless the meeting is a public hearing where the Board is required to allow public comment. The public has the right to record public meetings as long as

they can do so without interrupting the meeting. He offered the example of a member of the public recording a public meeting with a camera, noting that would be allowed.

If public comment is allowed and someone wishes to comment on an item not on the agenda, the Chair has the discretion to either allow the comment or stop them and redirect them to the topic at hand. If public comment is allowed on a non-agenda item, it is at the discretion of the chair to open that topic up for discussion with the rest of the Board Members. If the topic is not on the agenda, however, no final action may be taken on it. He added that the Chair is not required to allow people to talk about items that are not on the agenda. Disruptions do not have to be tolerated and persons may be removed from a public meeting if they willfully disrupt the meeting, and the orderly conduct of the meeting is seriously compromised. He recommended using this power only when necessary.

Assistant City Attorney Henry reported that private individuals can enforce violations of the Act by way of a lawsuit, and any final actions taken during the meeting can be voidable. A knowing violation of the closed meeting provisions can result in criminal sanctions.

8. ADJOURN

MOTION: Board Member Holmgren moved to adjourn. Board Member Hutchings seconded the motion.

VOTE: The motion passed with the unanimous consent of the Board.

The Historic Preservation Board Meeting adjourned at approximately 6:05 p.m.

Approved by _____
Randy Scott, Chair
Historic Preservation Board

Historic Preservation Board Staff Report

Subject: Historic District Grant Program
Author: Planning Department
Date: February 2, 2022
Type of Item: Work Session



Recommendation

Staff recommends the Historic Preservation Board (HPB) review the Historic District Grant Program's (HDGP) scope, mission, and requirements.

HDGP	Historic District Grant Program
HPB	Historic Preservation Board
HSI	Historic Sites Inventory
FY	Fiscal Year

Background

The Historic District Grant Program began in 1987 with the support of the City Council and HPB. The HDGP has awarded hundreds of thousands of dollars for the preservation of Park City's Historic Sites. The grant program focuses on two categories, repair and competitive and is run as a 50/50 matching reimbursement program. The repair category runs continuously throughout each fiscal year and includes two types of work, Emergency Repair Work and Competitive Repair Work. Land Management Code Section 15-15-1 defines Emergency Repair Work as work requiring prompt approval because of an imminent threat to the safety or welfare of the public or to the structure or site. Competitive Repair Work is defined as "Ordinary Repairs and Maintenance". Land Management Code Section 15-15-1 defines this scope as work done on a Building to correct any deterioration, decay, or damage to a Building or any part thereof in order to restore 'same as' or 'nearly as' practical to its condition prior to such deterioration, decay, or damage.

The second category, Competitive Funds, are awarded for projects defined as "Preservation, Rehabilitation, and/ or Restoration". Land Management Code Section 15-15-1 defines these three terms.

Preservation is the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a Historic Property. Work, including preliminary measures to protect and stabilize the Property, generally focuses upon ongoing maintenance and repair of Historic materials and features rather than extensive replacement and new construction.

Rehabilitation is the act or process of making possible a compatible Use for a Property through repair, alterations, and additions while preserving those portions or features which convey its Historical, cultural, or architectural values.

Restoration is the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of

removal of features from other periods in its history and Reconstruction of missing features from the restoration period.

In November 2021, \$126,970 were awarded to owners of Landmark and Significant Sites on the Historic Sites Inventory as part of FY 2022 HDGP Awards. During the Competitive Grant cycle, Planning Staff and HPB identified opportunities to better achieve the goals of the HDGP in FY 2023. The purpose of this Work Session is to re-evaluate the scope of the program, determine the criteria and evaluation methods, and explore other opportunities for the HDGP.

Analysis

(I) Staff recommends the HPB Determine the Scope of Work for the FY 2023 Competitive Grant Cycle and Emergency Grant Cycle

Should routine maintenance qualify for competitive HDGP funds?

In the FY 2022 HDGP Information Guide, the scope of work included the following (FY 2022 [Information Guide](#)):

- Repairing/Restoring/replacing windows
- Repointing masonry
- Repairing or replacing roofs
- Painting exterior
- Electrical updating*
- Upgrading mechanical systems
- Upgrading insulation
- Reconstructing Historic porches
- Restoring Historic features (siding, windows, etc.)*

Staff recommends the HPB re-evaluate the scope of work from FY 2022 and determine if it should be adjusted. As listed above, routine maintenance such as, painting the exterior, repairing, or replacing roofs, windows, insulation, and mechanical, have been included in the approved scope of work for Competitive Grants. On November 3, 2021, the HPB has stated that the HDGP's Competitive Grants should not be granted for routine maintenance, but should be awarded as an incentive to restore historic features and reconstruct historic elements that have been lost ([Minutes](#), Page 41). As a result, staff recommends that routine maintenance be disqualified from Competitive Grants but rather be issued through a set Repair Grant fund that can be issued throughout the year upon applicant demonstration of financial need. Applicants could be required to submit proof of employment, tax returns for two most recent past years and financial statements establishing net worth.

Should historical studies qualify for HDGP funds?

In FY 2022, an applicant submitted a HDGP application for a study to be done on a historic site. The purpose of this study was to determine the proper work to be done on the site in order for it to be rehabilitated. The application was denied because it was not within the scope of the program, yet potentially discouraged best practice in historic restoration. Should studies qualify for Competitive or Repair HDGP funds?

Should projects in progress qualify for HDGP funds?

The Duval Study recommends ensuring that grant dollars are not subsidizing outcomes that would happen anyway (Recommendation 2.1.1.1). Already-approved projects with additions that are under construction could be disqualified from HDGP funds. Staff recommends the HPB determine if previously approved projects should be included within the HDGP scope. During the FY 2022 HDGP cycle, staff received multiple applications for work that had received previous approval from the Planning Department. These projects included large additions to the Landmark and Significant Historic Sites and would be completed with or without a HDGP award.

Should HDGP awards have a cap?

Staff recommends the HPB determine how funds should be distributed during the 2023 HDGP cycle. The FY 2022 HDGP awards were set at a maximum of \$15,000 per application, regardless of the type of work proposed. The HPB can consider adjusting the 2023 Grant program to award a set amount for each type of application. For example, an application for a window replacement could qualify for \$5,000 and restoring a Significant Historic Site to reach Landmark Historic status could qualify for \$20,000 or more.

(II) Staff recommends the HPB Determine the HDGP's Mission.

In 2018, Duval Development under the direction of the Park City Planning Department, prepared the Historic Grant Study (Exhibit A). This report is intended to aid staff in considering options and priorities to revise and adapt the grant program to changing demands. The report outlines three recommendations regarding criteria for the Historic District Grant Program. Selected recommendations related to grant criteria are summarized below:

1. Adopt a Historic District Grant program mission statement that reflects contemporary conditions, values, and opportunities for impact.

The current mission statement states: "The Park City Historic District Grant Program is designed to financially incentivize the Preservation, Rehabilitation, Restoration, and Reconstruction of Historic Structures and Sites in order to create a community that honors its past and encourages Historic Preservation".

In order to incentivize historic preservation throughout the entire City and not just within Sites currently listed on the Historic Sites Inventory (HSI), Staff recommends the mission statement be amended to the following statement: “The Park City Historic District Grant Program is designed to financially incentivize the Preservation, Rehabilitation, Restoration, and Reconstruction of ~~Historic Structures and Sites~~ Park City’s Historic Resources in order to ~~create~~ support a community that honors its past and encourages Historic Preservation”.

This recommendation establishes primary and enhanced target outcomes for the HDGP. This includes defining primary outcomes that the grant should measurably impact, including preservation of neighborhood character, preservation of historic stock, achieving higher than minimum standard outcomes, and telling Park City’s story through the physical environment. This recommendation also seeks to define supplemental or enhanced outcomes that the grant could incentivize, such as affordability, public realm enhancement, resident retention or assisting residents in need.

2. Create Historic District Grant program guidelines that enable grant administrators to responsibly steward impactful public investment. This recommendation consists of two primary sub-recommendations.

The first sub-recommendation (2.1) is to update grant eligibility requirements according to defined mission and target outcomes. To update grant eligibility requirements, the report recommends that the eligibility of Project types be reviewed and refined according to the updated program mission and goals. This seeks to ensure that grant dollars are not subsidizing outcomes that would happen anyway under existing regulations. This recommendation also seeks to define a target list of investment priorities where the grant can make a difference and review it annually to keep it current. The report recommends considering, “public projects, historic mine structures, distressed properties, roof replacements, large remodels, and incentivizing above-minimum-standard outcomes (form, materials, details)”.

The second sub-recommendation (2.2) is to make the grant competitive by, in part, creating a clear and transparent scoring system. This recommendation seeks to define the program's “core requirements” and craft a scoring system based on it. This will consider the program mission outlined in the goals workshop with leadership, including the desire to preserve historic character, save historic structures from neglect, promote community knowledge and engagement, achieve better restoration outcomes, and invest public dollars in ways that make a difference (“move the needle”). This recommendation also seeks to define desired “enhanced outcomes” and to craft a system of bonus points based on it. This will consider the values that emerged out of the goals workshop with leadership, including the objectives for complete community, equity, and affordability. Exhibit B, Draft Information Guide and Application, includes a draft of recommended criteria for how each application will be scored. Staff recommends the HPB determine new criteria that would allow for bonus points.

3. An annual theme may help achieve community priorities.

The Duval Study recommends defining a target list of investment priorities where the grant can make a difference, including public projects, historic mine structures, distressed properties, roof replacements, large remodels, and incentivizing above-minimum-standard outcomes (2.1.1.2).

Creating an annual mission or theme could allow the grants to achieve results that may not otherwise be completed. For example, one year the grant could be allocated for historic barn preservation, providing funds for stabilization of a structure like the Landmark Historic Spriggs Barn. Another year could incentivize ski-era A-frame preservation for homes that are threatened with demolition and are not yet designated on the Historic Sites Inventory. Other themes could include accessory buildings, retaining walls, and other historic structures that are not yet included on the Historic Sites Inventory.

(III) Staff recommends the HPB Determine the HDGP's Requirements.

Façade Easements and Lien

Façade easements are a perpetual easement that run with the land and provide additional protections for the preservation of historic sites. Façade easements also put future property owners on notice of the historic status of the property and the obligations to preserve the historic site. In the 2019 Historic Preservation Board work session on the grant program, the Board agreed to require a façade easement for grants \$20,000 or greater ([Minutes](#), p. 13 - 15). Staff recommends this façade easement requirement be outlined in the application packet to inform grant applicants that façade easements will be required to be recorded with the Summit County Recorder's Office prior to the release of any awarded grant money.

Additionally, in the same 2019 meeting, the Board discussed the need for a lien. If a grant recipient sells the property within five years of the grant award, the owner must reimburse the City a certain percentage of the grant. Again, staff recommends amending the application packet to include information on the lien requirement to ensure applicants are aware of this requirement.

Application Materials

One consideration for future grants is to balance an application process that is not overly burdensome on the applicant, while ensuring decision makers have adequate information to evaluate the proposal. The Duval Study recommends focusing the grants to incentivize higher levels of quality than are required by minimum compliance with the Historic District Design Guidelines. The grant application is an opportunity to provide applicants with supplemental resources about preservation (Recommendation 3.4). Amendments to the application packet could include resources on recommended materials and restoration that heightens the preservation of a historic structure.

Timing

Recommendation 2.2.1 of the Duval Study was to create a cycle of multiple application deadlines per year. At the time of the study (2018), Staff and technical advisors endorsed the notion of a regular schedule of application deadlines throughout the year that would introduce merits and competition to the selection. Multiple deadlines per year would be necessary considering the fluidity of project starts.

A regular cycle of deadlines and decisions would have multiple benefits. (1) It would be easier for staff to administer; (2) it would lead to applications competing on the merits; (3) applicants in competition would be more incentivized to be responsive to City goals by identifying and delivering enhanced outcomes; and (4) it would be newsworthy and therefore give the City an opportunity to communicate on a regular basis about program goals and successes. This kind of communication can build a sense of community through greater awareness of the town's historic places and assets.

Staff recommends running Category A: Repair on a continuous cycle and Category B: Competitive biannually, with one Cycle beginning in July and the second beginning in January of each fiscal year.

(IV) **Staff recommends the HPB provide input on community outreach.**

Storytelling

The Duval Study found that after 2003, the grant became less visible to the community. The pre-2003 program had, by virtue of the nature of a competitive award, driven a community information and news cycle. Informational meetings would take place leading up to the deadline; detailed human-interest stories would take place about projects and results from the last year's awards; and the newspaper would publicize the list of winning properties (including fun facts like which street had received the most investment that year). All of these touchpoints provided fertile ground for community dialogue and preservation awareness.

1. Build a database of grant supported projects for management and reporting purposes.
 - 1.1. Create a database of projects to track them from the time a grant is awarded to the time the grant is paid out.
 - 1.2. Apply metrics defined in recommendation 1.3 into a program database, so that the performance and contribution of projects supported by the grant program can be measured.
 - 1.3. Use the database to mitigate the management challenges inherent in the current disconnect between the fixed level of non-rollover funding sources (operations, not capital dollars) and the multi-year activities that the grant dollars fund, by incorporating projections over time.

- 1.4. Include data about the funding source for each project.
2. Establish a communications strategy to raise awareness, build community knowledge and engagement, and tell Park City's story.
 - 2.1. Establish a website with program information and resources.
 - 2.2. Create opportunities for news coverage.
 - 2.3. Recognize projects and people who have made significant contributions through use of the grant.

The creation of a webpage that will provide before/after photos to track the impact of the HDGP will help create larger visibility of the program impact. A Geographic Information System map could be created using these photographs and this map would be available to the public on the City's website. Additionally, Staff can collaborate with the City's Communications Department to use social media and the City's website for public communication. Information sessions can be held leading up to each grant cycle.

Exhibits

Exhibit A: Duval Study

Exhibit B: Draft Information Guide and Application

Exhibit C: Draft Final Action Letter

Historic Grant Study

Park City
Planning Department

2018



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Foreword from the Mayor

Park City's historic architecture contributes to our sense of place while paying tribute to our industrial mining history. We have the opportunity to embrace our past through our historic preservation efforts while encouraging new architecture that is both of its time and paying tribute to our historical roots. Since 1987, the Historic District Grant program has incentivized private investment in historic preservation through a matching grant program that invests public funds to offset the often restrictive costs of restoration projects. The success of the Historic District Grant program's early efforts contributed to Old Town's transformation from a dilapidated ghost town into the thriving downtown that exists today.

Historic preservation has not only revitalized our downtown but spurred the local economy. Property values within Park City's two (2) National Register Historic Districts—the 1979 Main Street National Register Historic District and the 1984 Mining Era Residences Thematic National Register District—are some of the highest statewide. Additionally, historic preservation efforts have led to Main Street emerging as the cultural heart of our community. Small-scale commercial buildings such as the Old County Sheriff's Office at 509 Main Street have served as incubator spaces for start-ups while rehabilitation projects such as that at High West Distillery, formerly the National Garage, at 703 Park Avenue are embraced by local businesses that provide vibrancy to our local entertainment district.

Historic preservation has also contributed to City Council's goals for sustainability. For decades, the historic preservation movement has recognized that existing buildings are inherently greener when compared to demolition and new construction, particularly when considering their embodied energy and the carbon impacts generated by new construction. The Historic District Grant program encourages property owners to maintain and restore existing historic materials, reducing the demand for new milled lumber and demolition waste.

The buildings and sites that contribute to our community's historic fabric promote economic vitality, socially equity, and a strong, resilient complete community. Much of the restoration work to bring back the vibrancy of these structures is credited to the Historic District Grant program. This study is key to helping us move forward with restructuring the grant program so that it may continue to incentivize and promote historic preservation efforts in our community.

Sincerely,



Jack Thomas
Mayor
January 2014 - January 2018



Andy Beerman
Mayor
January 2018 - Present

Preface

As early as the 1970s, Park City recognized the need to safeguard its industrial mining history through historic preservation. These early efforts were initiated by local residents utilizing private investment to rehabilitate their historic miner's shacks and commercial buildings; however, by 1987, the City had established the Historic District Grant program to further incentivize preserving historic buildings through a collaborative public-private partnership. The grant program played a significant role in promoting historic preservation while also spurring investment. Park City's commitment to historic preservation has continued to prosper, and today the City has some of the highest property values in the state.

Since its creation in 1987, Park City's Historic District Grant program has been modified to continue to serve the needs of the community. Initially developed as a matching grant program to offset the costs of exterior restorations, grant requests were reviewed on an annual basis and small expenditures provided seed money for small projects. As the grant program matured and costs of construction increased, the grant program was reviewed on a "first-come, first serve" basis with grant distributions increasing to cover the costs of whole-house renovations. As grant awards increased, staff and the Historic Preservation Board began to question the effectiveness of this public-private investment.

Changes to government accounting rules (GASB) in 2014 to the Historic District Grant program led to the Park City Planning Department engaging Kjersti Monson of Duval Development, LLC in 2017. Ms. Monson has provided a detailed history of the grant program in order to aid staff and decision makers in understanding the history of the program. On November 16, 2017, Ms. Monson engaged leadership in an in-depth, robust work session with City Council and the Historic Preservation Board (HPB) to identify current priorities, conditions, and trends. The outcome of that discussion, as well as her community engagement, has served as the basis for her recommendations in this report to restructure the program going forward.

This report is intended to aid staff in considering options and priorities as we continue to revise and adapt the grant program to changing demands. Originally, the Historic District Grant program served as a catalyst to incentivizing historic preservation by helping to offset the costs of expensive exterior restorations; however, as real estate prices have increased and the trend in renovations has shifted from small-scale to larger, more intensive projects, the goals and priorities of the grant program have changed. As we move forward with restructuring the Historic District Grant program, it will be imperative that we find a way to balance these changing demands while still encouraging and promoting historic preservation in throughout the community.

Sincerely,



Bruce Erickson, AICP
Planning Director



Doug Stephens
Historic Preservation Board Chair

Acknowledgments

City Council

Andy Beerman, Mayor (2018-present)

Jack Thomas, Mayor (2014-2017)

Becca Gerber

Tim Henney

Steve Joyce

Lynn Ware Peek

Nann Worel

Cindy Matsumoto, Councilperson (2010-2017); City Council liaison to HPB

Historic Preservation Board

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Introduction

Park City has benefited culturally and economically from the community's longstanding dedication to historic preservation. The initial success in 1979 of achieving national designation for the historic Main Street district, followed by the creation of a dedicated commission in the early 1980s (the Historic District Commission, which in 2003 was restructured as the Historic Preservation Board) focused on preservation matters, led to purposeful and strategic public investments in restoration, enhancement, and interpretation.

It was the Historic District Commission (HDC) that designed and implemented the Historic District Grant (HDG) program.

the goal of incentivizing private investment through an injection of public dollars.

The overwhelming private response to the grant program over many years has resulted in hundreds of properties improved through not only investment of dollars, but through cultivation of knowledge and a culture of preservation.

Applicant property owners entered into purposeful dialogue with the City and the HDC as they explored their options and achieved compliance with guiding preservation policies. Newspaper articles highlighted and interpreted significant renovation stories, and in so doing served to celebrate the town's history.

Historic preservation has contributed to Park City's vibrant Main Street.



The character and charm of historic Main Street has contributed to Park City's appeal as a destination for both tourism and events. Economic activity has risen as a result of the community's policies and investments in preservation.

Because funds for the HDG program originated with the Redevelopment Agency (RDA) – which remained the funder for much of the life of the grant, there was an underlying framework of economic development thinking in the program's formation and administration. It was a dollar-for-dollar matching grant program designed as a public-private initiative, and was fully intentioned about

The Park City Historical Society and Museum recognized achievements in historic preservation with certificates and plaques. As more properties were renovated and became contributing properties, the downtown that was once considered “blighted” became one of the most desirable places to live in the country: a place of great character and a viable second home option for many.

The overwhelming success of Park City's historic-building investments, to which the Historic District Grant program has been a core contributor, has led to a different set of challenges and issues for the community. Policymakers are now wrestling with how to maintain affordability in housing, and how to retain local primary residents in light of the area's desirability as a second home and short term rental option.

The Historic District Grant program has been a major player in the growth and success of Park City as

a tourist destination and a valued community. The program has had a long and illustrious life, with great success over many decades, and it has evolved over time. The grant program of today is not the same as the program that was launched in 1987. Levels of funding, types of grants, and eligible expenditures have all evolved numerous times over the course of the grant program's life, and the City has sensed that the program must evolve again to adapt to new community realities and to reflect current City goals.

The purpose of this study, commissioned and overseen by the Planning Department, has been to document the grant's history, understand and contextualize the grant through the lens of current priorities and conditions as well trends through time, and to make recommendations for how to shape the grant going forward so that it can continue to contribute to both the character and the values of Park City.

History

ABOUT THE PROGRAM

In 1977, the Park City Redevelopment Agency was created with multiple goals in mind, most notably the improvement of Main Street. In 1979, as part of a burgeoning preservation movement, the City succeeded in having Main Street designated as a National Register Historic District, and city leaders envisioned enhancements to downtown that would contribute to Park City becoming a recreational and touristic destination.

Under the same leadership who sought the National Register designation, additional historic residential and historic commercial zoning was put in place by the City over the next couple of years, and historic properties were identified. In 1981, the Historic District Commission was created by ordinance and given broad powers within the historic districts, including authority over the review and approval of building permits, demolition permits, and shaping preservation policy.

Although there was significant interest in preservation and renovation in these early years, demonstrated through formal actions of government in ordinance and policy, there were very limited resources to undertake renovation of historic properties. A headline on December 18, 1986 in the Park Record declared "Renovation is expensive, but it may be the only hope." The article laments historic properties in limbo – homes that are too run down to be rented or inhabited, yet too expensive to fix.

In their first few years, the Historic District Commission explored several ways to incentivize restoration of historic properties by owners, including a revolving loan program, a matching grant program, and a no-strings-attached grant program. In March 1987, the HDC conducted surveys to identify homeowner needs pertinent to historic renovation activities, and a month later they presented their finalized proposal for the preferred incentive program: a matching grant program for historic renovations.

The Historic District Grant program, approved that spring, was part of a proposed 3-year, \$2.5 million initiative of the RDA to improve downtown Park City, including park, street, historic property, and parking enhancements. It was initially conceived as a three-year program, but was so successful and popular that it became institutionalized. In the first year, 33 projects were funded. In the second, 40, and in the third, 47. It was designed to be simple, with a one page application once a year, and the results were immediate and dramatic, leveraging an incredible private response of over 100 projects completed in the first 5 years (by 1991) with approximately half a million public dollars invested.

This pace heated up, with 224 projects reported complete just three years later, in 1994. Over the next two decades, hundreds of projects would be completed, and more than \$2 million would be invested, transforming Park City into a quaint destination with a strong sense of place and touristic appeal.

CHANGES & ADAPTATION

The goals and criteria for the program changed over time. From 1987 to 1991, the grant was for exteriors only – intended to fund “physical improvements to the outside of the building so all residents would benefit.” In 1992, foundation and stabilization work became eligible. Wiring heating and plumbing became eligible expenditure in 1995. By 1997, critical structural and foundation work became the major focus and priority of the grant.

Funding levels and the number of grants also changed over time. The initial \$5,000 residential maximum and \$10,000 commercial maximum became \$10,000/\$15,000 respectively in 1998, and during that same year a \$50,000 grant was offered for the first time. Grant maximums by type were eventually phased out and replaced by a common pool of allocated funds distributed to eligible and approved projects on a first come first served basis. This was one of the changes implemented under new grant governance put in place in 2003.

Changing Authorities & Governance

In July 2003, a sweeping set of actions disbanded the Historic District Commission and replaced it with the Historic Preservation Board, which was given more limited authority. During this time, the City also streamlined and restructured other parts of government leading to the departure or dismissal of three department directors: community development, administrative services, and leisure services.

The HDC had become the subject of ire by many who claimed that the

Commissioners held too much power to make subjective decisions, and that their authority was unchecked. Initial indications by elected officials that the Commission would be eliminated were not well received, however, and a restructuring by ordinance was pursued instead. In the restructuring, a new body was formed with diminished authority. City staff would now take on the authority to review and approve permit applications – a power previously held by the HDC. Demolition permit decisions in historic districts were shifted to an independent hearing board. The newly formed Historic Preservation Board would retain the authority to shape city policy on preservation, and would continue to oversee the grant program.

One of the first changes made to the Historic District Grant program was to end the annual application and award cycle and replace it with year-round applications and awards, a change which remains a popular characteristic of the program today. Although the change was a welcome one for homeowners, it had the potentially unintended consequence of reducing opportunities for annual press coverage of the program.

In past years, reporters covered announcements of the upcoming deadline, informational meetings were organized in the weeks leading up to the deadline, metrics from the previous grant cycle were published (including fun facts like which street had received the most investment that year), and human interest stories were featured about very significant properties or projects renovated that year. The annual cycle also inspired events and awards, for instance the Historical Society honoring the best projects with certificates and plaques at an annual event.

Adapting to New Rules

In 2014, changes to government accounting rules (GASB) resulted in a finding that the City could no longer fund capital improvement projects with Capital Improvement Project (CIP) funds for projects or assets the City does not own. Historic District Grants constituted capital improvement projects of this type.

The Historic District Grant program was originally housed in the CIP and funded with the Main Street and Lower Park Avenue (LoPA) RDA funds as directed by Council and included in the RDA resolutions. The funding questions raised in 2014 spurred broader questions about administering the program including a review of the application process and eligibility criteria, which reflected an interest in aligning the program more closely with other City priorities and objectives.

In 2012, City Council adopted the Park City 2030 Long Range Strategic Plan, and defined a set of priorities that reflected a significant policy focus on housing, transportation, and energy. The top priority identified was affordability. Staff and elected officials observed that Park City was becoming an expensive place to live, and, in particular, the historic districts were becoming popular second home communities where locals and primary residents were at risk of being priced out.

In a conversation with Planning Director Bruce Erickson, it was evident that this trend was perceived as not only a housing challenge, but a vibrancy challenge. In addition to promoting an equitable and complete community, Erickson is focused on keeping a local influence on and around Main Street and elsewhere,

noting that chains and franchises diminish the value of Park City as a place with a unique local flavor that tourists and residents both value.

To keep local influence vibrant, it's important to make it possible for primary residents, who comprise local business owners and the workforce that supports them, to remain in Park City, owning and operating authentic local establishments and not being driven out by rising costs of housing. For many reasons, affordable housing is a major initiative of the City and a value that policymakers and staff seek to embed in public dollars expended.

The HPB was asked to review recommended changes to the program, and to provide direction regarding the application process and policy for administration of the program.

At that time, the HPB approved the following changes, which began to reflect consideration of primary versus secondary homeowners and their eligibility to receive Historic District Grants:

- Houses lived in by primary residents (those houses in which the homeowner or a renter lives in full time) can be awarded up to 50% of

Locally owned and operated businesses contribute to the vibrancy and authenticity of Main Street. It's important to support primary residents in Park City.



Main Street is home to many unique local businesses and establishments. A sense of authenticity and local flavor is generated as a result of local influence and investment.

Recommended Changes Approved

Issues directly and tangentially pertinent to an update of the Historic District Grant program were fleshed out by staff with leadership at a Council working session on October 9, 2014. In a staff report to City Council, a recommendation was made for Council to review and adopt a new policy for the administration of the Historic District Grant program. Staff brought the matter to the Historic Preservation Board on November 5, 2014.

their eligible costs, while homes which are to be used as secondary homes or nightly rentals (i.e. not lived in by the primary residents) can be awarded up to 40% of eligible costs.

- Commercial properties continue to be eligible for up to 50% of construction costs regardless of ownership.
- An additional 10% may be awarded to those property owners committed to renovating a significant structure to elevate its status to *landmark*.

Staff sought and received a positive recommendation from the HPB to City Council on the proposed changes, and on December 4, 2014, staff recommended to City Council that they review recommended changes and adopt a policy for administration of the program.

In January 2015, staff submitted a report to City Council consistent with this recommendation, and Council supported staff recommendations. Throughout 2015-2016, staff considered ways to adjust the program in light of the funding question and adopted City priorities. On January 5, 2017, the following staff report was made to City Council:

"Since 1987, the Historic District Grant program has operated continuously with the support of City Council and the Historic Preservation Board (HPB). The Historic Preservation Grant program was originally housed in the Capital Improvement Project (CIP) and funded with the Main Street and Lower Park

Avenue (LoPA) RDA funds as directed by Council and included in the RDA resolutions.

With changes to the government accounting rules (GASB) in 2014, the City can no longer fund capital improvement projects with CIP funds for projects or assets the City does not own such as properties awarded grants through the Historic District Grant program. In 2015, staff revised the Historic District Grant program in order to reflect changes to the GASB.

Due to the concerns and feedback we received from the Historic Preservation Board (HPB) in early 2015-2016, staff has been analyzing ways in which to restructure the grant program."

The Planning Department engaged Duval to document the grant's history, understand and contextualize the grant through the lens of current priorities and conditions as well trends through time, and to make recommendations for how to shape

the grant going forward so that it can continue to contribute to both the character and the values of Park City. This report is the outcome of that engagement, and is intended to inform staff and policymakers as they consider options and make decisions about the grant program in its next iteration.

Analysis

An analysis of history and trends was necessary to inform the process of defining the next iteration of the Historic District Grant program. Considerations included Park City land value trends, a study of buying power of grant dollars over time based on costs of construction, ownership trends, economic impacts, and City values and priorities.

SOURCES & METHODS

For this study, decades of parcel data from multiple sources was utilized, including Summit County, the City of Park City, and the US Census. Additional non-parcel data sources include the ENR Construction Cost Index, City staff reports, adopted plans and policies, and news archives (Park City Record) spanning 1979-2004. Finally, direct engagement

preservation, and the grant's performance over time. A summary of findings follows.

Based on sample data, Park City property values have risen more and at a faster rate in historic districts than in the city generally. 1990 data was too incomplete to analyze, but the trend of a widening gap is legible in an analysis of data from 2000-16..

The City completed a housing assessment and plan in 2012 aimed at addressing growing challenges of affordability, and these issues have been raised by both City staff and stakeholders as an important consideration in determining how to shape and administer the grant.

Park City's investments in historic preservation, as well as the success

Property values in Park City have risen faster than inflation, especially in historic districts.



A random sample of parcels was analyzed, showing the value of land per acre over a sixteen year period in Park City. Values in historic districts were greater and rose faster than the city-wide average.

was undertaken, including stakeholder interviews, a facilitated workshop with leadership and a technical advisory meeting with staff.

the city has seen as a ski and resort destination, have created lasting value and appeal, which brings both benefits and costs.

FINDINGS & OBSERVATIONS

Our analysis has considered property values, income, ownership trends, economic impact of historic

Because land value in Park City has outpaced the rate of inflation over decades, and land value in historic districts has risen at an even greater rate than Citywide, affordability and

3.0 Analysis

equity concerns have now become a focus of policymaker attention.

Wealthy Households a Large Share of Total

Park City's median household income in 2015 was \$105,102, which is almost twice the US median income of \$53,889. It also exceeds the median income in the state of Utah (\$60,727) and Summit County (\$91,773). The median household income in Park City grew from \$90,567 in 2000 to \$1,050,102 in 2015, outpacing inflation by over 15%, while the US median household income shrank over that same period from \$79,542 in 2000 to \$53,889 in 2015.

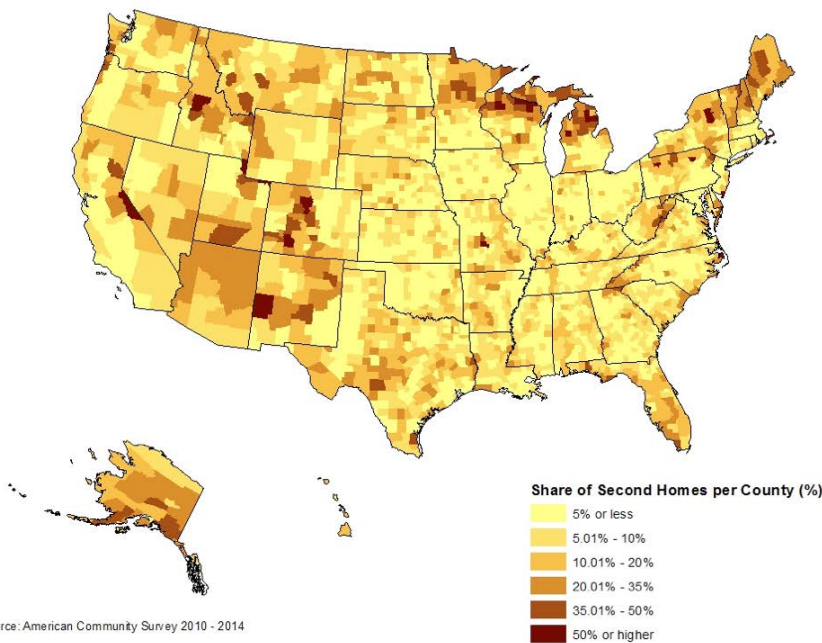
Households with income over \$200,000 per year comprise over 25% of households in Park City; by comparison, households earning over \$200,000 per year make up just over 5% of all households in the U.S.

Affordability of housing is a major concern of Park City leadership, who commissioned a housing study in 2010 and have since taken steps to make the issue a policy priority. Deeper consideration of this issue is beyond the purview of this report, but it is included as an observation due to the interest of some stakeholders in addressing affordability goals in the expenditure of public dollars, including grant dollars.

Secondary Homeownership is a Factor

The National Association of Home Builders (NAHB) estimated from American Community Survey data that in 2014, the share of second homes among the entire U.S. housing stock was 5.6% . For those areas with robust second home markets like Summit County, there are pros and cons to having a much higher rate of non-primary owners. In a 2011 analysis , the Summit County

Percent of Housing Stock Allocated to Second Homes



More than half of residences in Summit County are second homes.

With access to scenic beauty, skiing and recreation, Summit County has become a popular second home market.

Assessor found that more than half the homes in the County were in non-primary ownership. This places Summit County in company with other major second home markets, though still not breaking into the range of the top ten counties which range from 62% (Dukes County, Massachusetts) to nearly 80% (Hamilton County, NY) second homes.

According to the Assessor, the tax benefits garnered by the presence of second home owners are desirable, but are countered for some by a sense of diminishing community cohesion.

Two themes pertinent to second home ownership rates have been specifically identified through outreach and engagement. One is about maintaining housing affordability so that Park City remains a complete community with a strong sense of local identity. The other is about ensuring that the City retains its authenticity and unique character through the viability of locally owned and operated businesses. If the owners of these vibrant establishments can no longer afford to be a resident of Park City, they could be lost and replaced by establishments with less interest in reflecting local identity.

These issues are a consideration of the Historic District Grant program design inasmuch as the City and the Historic Preservation Board have directed that ownership type should inform levels of eligibility for grant support.

Historic Preservation has Economic Impact

PlaceEconomics, with the University of Pennsylvania, prepared a study for the Advisory Council on Historic



Authentic locally owned businesses are an important part of Park City's character and identity.

Preservation (AHCP) in 2011 (updated in 2013) called Measuring Economic Impacts of Historic Preservation. The study proposes a number of metrics for use in placing economic value on historic preservation, including:

- Jobs / Household Income
- Property Values
- History/Culture Tourism
- Environmental Measurements
- Downtown Revitalization

The study outlines the definition and purpose of such metrics, as well as potential methods of analysis. Detailed work on the subject of economic impact is beyond the scope of this study, and yet the economic impact of historic preservation has been a substantial part of Park City's story and is important to observe in this context.

Metrics are a Valuable Tool

Leadership may wish to pursue the development of metrics for Park City to guide future policy and to test several hypotheses that can be made based on a more casual analysis of the facts:

- Jobs have grown along with businesses, events, and resorts in Park City, and the City's investment in historic resources like Main Street has contributed to that.
- Property values have grown in part due to historic investments, with values in historic districts above the City average.
- Tourism has boomed in Park City; natural resources and character-building historic resources are both major contributors to Park City's appeal as a destination.
- Restoration of older properties contributes to sustainability with building efficiency and compact development benefits. Metrics for environmental/historic preservation outcomes could be developed.
- Downtown revitalization was the original purpose that drove the RDA and HDC to pursue public investments in both infrastructure and historic preservation in the 1980s. That trajectory has transformed historic Park City and created economic value.

Buying Power Outpaced the Cost of Construction

The average cost of construction nationally, according to the ENR Construction Cost Index (CCI), has risen by 2.37 times from the time of the grant’s launch in 1987 to the current day, meaning in short that it has become more expensive to build things. In 1987, the CCI was \$4,406 and by 2016 the CCI had risen to \$10,443.

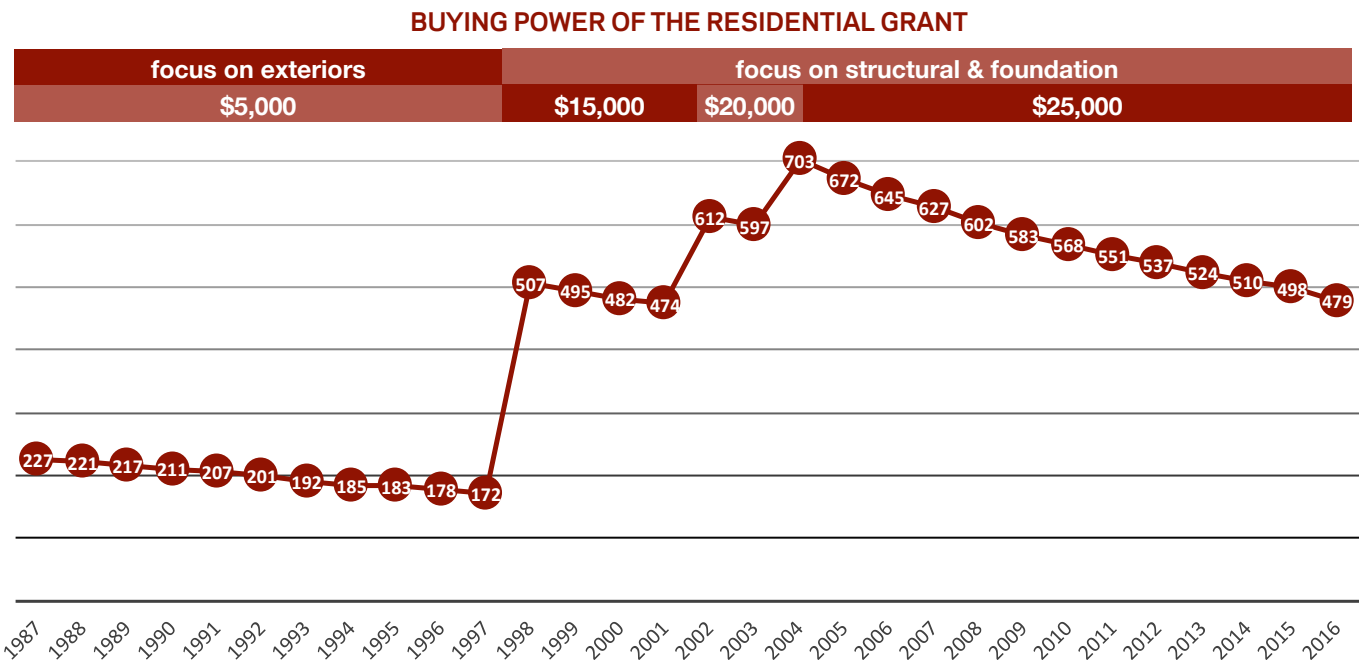
Many stakeholders who were interviewed during the engagement process identified *rising construction costs* as a reason for the diminished perceived relevance of the grant program. However, the rise in construction costs over time was matched and exceeded by a more significant rise in the buying power made possible by the rising value of grant awards over time.

An analysis was conducted of historical data for the grant program and the “buying power” it has provided. Grant awards were logged over time based on City data and newspaper records. The maximum allowable grant value for each year was recorded, and that was converted to “buying power” for that year using the ENR Construction Cost Index data for the same year.

It’s clear that each grant dollar can buy a certain amount of materials and labor in a given year. What was less clear prior to the analysis was whether the grant’s buying power had diminished over time due to construction costs.

The data demonstrates that the buying power of the maximum grant declined over the first decade, but then rose at a higher rate than construction costs due to grant

Rising construction costs were matched and exceeded by the rising value of grant awards.



“Buying power” is a unit of labor hours + materials that the maximum grant in a given year could buy based on the ENR Construction Cost Index for that year. The chart shows, for instance, that from 1987 to 1997, the buying power of a \$5,000 grant steadily decreased, but when the maximum award grew to \$15,000 in 1998, buying power was more than double what it was in the initial year of the grant.

Average grant size has risen slightly over time.

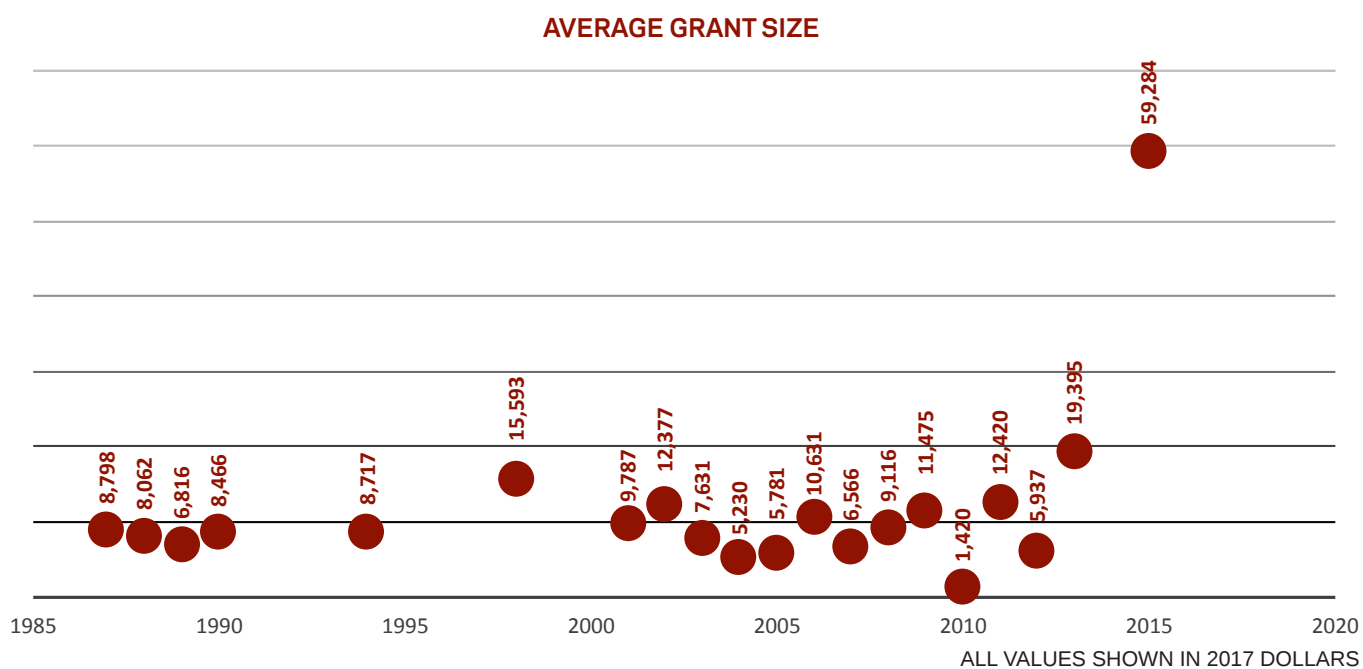
awards becoming larger over time. For approximately the first decade of the grant's life, residential awards were capped at \$5,000 and commercial at \$10,000. Both residential and commercial caps were raised to \$15,000 in 1988, then raised again in the early 2000s to \$20,000. The current maximum award that the HPB can approve is \$25,000, though larger awards can be given with approval of Council. The buying power generated by these "raises" over time have enabled residents to buy more labor hours and materials in the latter life of the grant than they could in the early years - even accounting for the rising cost of construction. These findings are inconsistent with the prevailing assumption that the grant had more buying power in its early years. It would be more accurate to say that there were a larger number of grants

awarded in the early years, and that the impact of the grant to numerous properties was more widely known and publicized.

Average Grant Value Rose Slightly Over Time

The average grant size is the total dollars awarded for a given year divided by the number of grants awarded, adjusted to 2017 dollars. For those years between 1987 and 2016 where data was available about both the *total annual grant dollars awarded* and the *total number of grants awarded*, an average grant size was discernible.

Because early years are characterized by large numbers of grants whereas later years have few total grants, there is more deviation from year to year in later years.



Average grant size was analyzed for all years where the total value of grant money awarded and the total number of grants awarded were both known. It is shown here with all values adjusted to 2017 dollars. There is more deviation in recent years due to far fewer grants being awarded, and there is a significant outlier in 2015 when a single large grant was awarded..

Number of Grants Dropped in 2003

In 2003, significant structural program changes to governance and administration occurred which may have, with other factors such as the 2002 Winter Olympics, dampened the number of applicants to the grant.

First, the governing body was restructured: the Historic District Commission was dissolved due to perceptions of overreaching authority, and replaced by the Historic Preservation Board. Second, the grant ceased to be administered as an annual competitive process and became a year-round application.

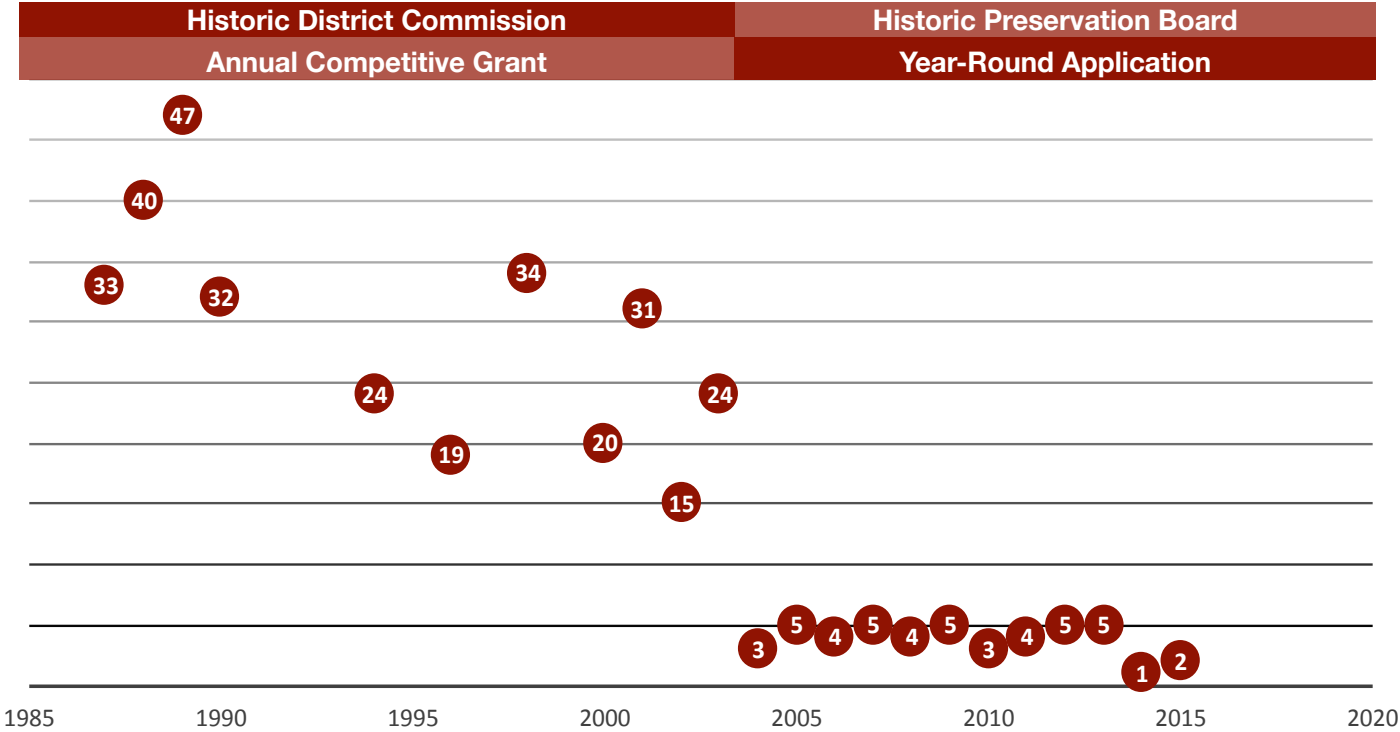
After 2003, it appears the grant became less visible to the community. The pre-2003 program had, by virtue of the nature of a competitive award, driven a community information and news cycle. Informational meetings would take place leading

up to the deadline; detailed human interest stories would take place about projects and results from the last year's awards; and the newspaper would publicize the list of winning properties along with some analysis such as which streets garnered the most investment. All of these touchpoints provided fertile ground for community dialogue and preservation awareness.

Historically, the grant has leveraged significant private investment in hundreds of properties within the historic districts, and through regular coverage in the newspaper, it has raised the public consciousness about the value of the community's history, resulting in a growing sense of common purpose and commitment to invest. The grant has raised the perceived appeal of historic districts and their desirability for additional private investments, including business, tourism, and programming investments.

The Historic District Commission administered an annual competitive grant program until 2003. Thereafter, the Historic Preservation Board and City of Park City have supported year-round applications.

TOTAL NUMBER OF GRANTS AWARDED ANNUALLY



The number of grants awarded annually dropped in 2003 and remained low. Also in 2003, which is also the year that two significant changes in grant administration occurred: the restructuring of the governing board and the shift from an annual competitive cycle to year-round applications.



Engagement

STAKEHOLDER ENGAGEMENT

Interviews with Program Users

Assessment of Grant Program Through User Experience Interviews

A selected group of users were contacted and interviewed about their direct experience with the program.

One of the most useful sources of information for any study is community engagement. For this study, valuable insights were drawn from stakeholder interview subjects, “goals workshop” participants, and technical advisors. A summary of engagement outcomes follows.

STAKEHOLDER INTERVIEWS

Eleven stakeholders were contacted for interviews about the Historic District Grant program, resulting in 7 interviews being conducted over two weeks in March 2017. Interview subjects represented differing expert or firsthand perspectives on the program, and included grant recipients, an architect, representatives of stakeholder organizations such as the Chamber of Commerce, the Park City Historical Society & Museum, and the oversight body, the Historic Preservation Board.

Interview Questions

Interviewees were asked the following seven questions:

1. What is your personal experience with the Historic District Grant program?
2. Do you and your peers have a generally held perspective on the Historic District Grant program? If you were to take the temperature of peers on preservation matters, and specifically grants to properties for restoration, what would the general feeling be? Is it your opinion that the general view of you and your peers is shared by most people?
3. Have you experienced a process with the Historic Preservation Board? What are your thoughts about the role of the HPB?
4. What do you think is necessary for the City to understand in crafting revisions to the Historic District Grant program? What's most important and successful about the program and its goals, and what may need another look?
5. What criteria do you think are most important to include in evaluating the eligibility of an applicant?
6. Are there any difficulties to be aware of? Are there any ways that you feel the program has been mis-used in the past?
7. Can you share a success story about the grant?

SUMMARY OF STAKEHOLDER OBSERVATIONS

In answering each of the questions posed, common themes were touched on among interviewees. Themes included an assessment of the program's value, comments on the process, and ways that the program could be improved. A summary of "interview takeaways" on these broad themes follows.

Perceived Value of the Historic District Grant Program

- The program is valued by those that have used it – however, most people don't really know very much about the program.
- On the commercial side, property owners are one step removed from the issue. Business owners have a stake in the character of Main Street, but they are renting – the property owners are one step removed.
- Preservation is a commonly held value, but issues like affordability and transportation are potentially more pressing topics today.

Success of the Historic District Grant Program

- It was very successful 20 years ago when it supported local people trying to invest in the community and build their own equity as residents. Created a sense of personal pride and investment.
- It is still useful, but due to rising construction costs, it's not as much of a carrot as it used to be.
- It is still useful, but due to rising home values and changing demographics (rising numbers of millionaire second home owners in Old Town), the grant is not serving the purpose it once did.
- It contributes to historic character, which is very important to people. Historic home tours and historic home dinners are very popular.
- Preservation contributes to sustained stable property values and economic value for tourism.
- One inadvertent negative outcome of the improved historic district is that locals get pushed out due to high property values and nightly rentals.

Ease and Value of Participating in the Program

- Homeowner interviewees who had participated directly in the program thought it was worth it, and stated that it was not an unreasonable process to go through for their project.
- It was observed that many property owners of historic properties would view the grant amount as inconsequential, and could take it or leave it.
- Many people either don't know about the program or don't bother to apply because of the sense that it will be a lot of work.
- Professionals who had some history with the program cautioned about avoiding leaving room for subjective decision-making by governing entities.
- It is perceived as a benefit to homeowners that grants are awarded as reimbursement at the end of the process, since there are often unanticipated costs along the way.

SUMMARY OF STAKEHOLDER RECOMMENDED IMPROVEMENTS

Interviewees provided detailed recommendations about program goals, grant award amount, criteria/eligibility, and administration. Their detailed comments follow.

Definition of Goals

- Restate the goals of the program in a way that's relevant to today. There is a perception that the people who own historic properties are well off and don't need grant assistance.
- The original goal was to support Park City residents and to restore homes in need of work that otherwise would not be restored. There is general agreement among interviewees that this dynamic has changed along with the demographics and property values in Old Town.
- Enhance and sustain Old Town in a way that contributes to the city's economy, increasing tourism and economic value.
- Ensure that Old Town retains its character by preserving historic structures, and offering interpretive opportunities.
- Focus the dollars on incentivizing higher levels of quality than are required by minimum compliance, for instance, incentivizing premium wood windows rather than standard, by making windows a grant eligible improvement.
- Using the defined goals, make a clear framework for decision-making by City staff, the HPB, and users.
- Clearly stated goals and criteria should be defined to manage homeowner expectations and avoid the perception of subjective decision-making.
- A point system should be developed.
- Staff and commissioners should be trained.

Size of Grant

- There is a common perception that the grants are small and inconsequential to historic property owners. There was consideration of making grant awards larger, reflecting today's real costs and home values.
- Typical grant amounts currently available will not get any project over the "but for" hurdle. Most people doing these projects today are not going to be swayed by a \$10,000 grant. One respondent suggested that \$40-\$50,000 would be a meaningful grant level.
- The grant is valued by homeowners doing smaller projects like roof work, or those doing the work themselves who are less impacted by rising costs of construction.
- It was suggested that a case could be made for increased public investment by measuring the amount of private investment that has been spurred by public dollars.
- There was consideration of making the grant "smarter" to be more of an incentive to achieving specific "above-minimum requirements outcomes."
- Doing things above minimum requirements costs more for homeowners, and having an incentive to do so would drive higher quality outcomes.

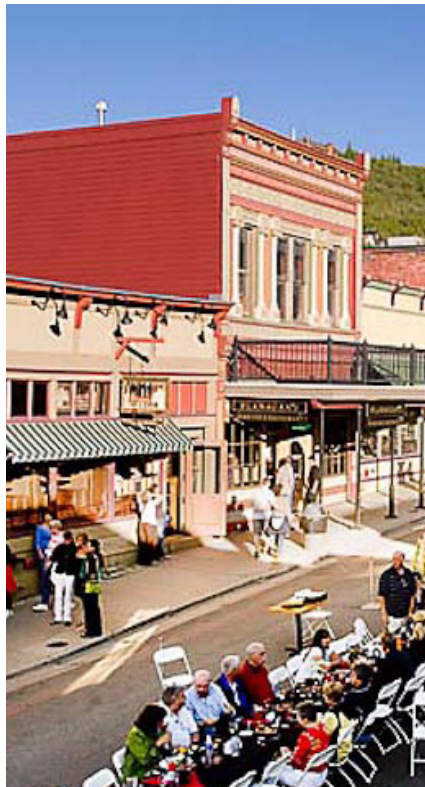
Criteria

- There is a general sense among interviewees that awarding grants to those who do not need public assistance to make their renovation feasible is not ideal, but there is little consensus about how to address the issue.
- Some interviewees felt that although there may be a perception issue, the grant is not a social program and the real goal is to save and improve historic stock – so who owns the property is a secondary issue that should not drive criteria.
- Other interviewees felt differently, and discussed the possibility of means testing as criteria for eligibility. Some observed that the grant is simply a non-issue in the calculus of a second home buyer who is planning a million-dollar renovation, so perhaps trying to “tune” the grant based on this factor isn’t going to be impactful.



Eligibility

- The City could identify homes that remain to be restored, assess the kind of work they need, and seek to understand why owners are choosing not to do the work. This may help to define criteria, and to design the grant to assist.
- Staff seek clear criteria for eligible types of work. Should the focus be on work that contributes to saving a building like foundation, structural, or roofing? Or the opposite: work that incentivizes above-minimum standard details, like windows and trim? Should tear-downs that are reconstructed be eligible?
- Should the grant privilege primary over secondary owners? Or focus on property restoration, with no preference for characteristics of ownership? It was observed that a lot of locals are moving out of Old Town, and that the community has changed in ways that the grant will not reverse.



Administration

- Interviewees encourage the City to make sure resources are available year-round.
- Include as much staff-level decision-making about eligibility and so on as possible to avoid uncertainty going in to the Historic Preservation Board process.
- Establish clear, specific language defining what decisions need to be made by the HPB (and conversely, what is not the purview of the HPB, including design), and establish an objective path to making decisions.
- Provide training to HPB members on their specific authorities, and on the Park City Historic District Guidelines that they are to apply to their decisions; also, ensure that there is common understanding by Board members of the fact that the National Park Service guidelines are different, more stringent, and not required.

Park City residents with direct experience of the grant program were interviewed and provided detailed feedback.

STAFF ENGAGEMENT

Technical Advisory Meetings

Issues Identification with Staff and Technical Experts

Two technical advisory meetings were held with staff, with one focused on funding and one focused on administration. Expert staff were engaged with detailed questions that emerged out of research and stakeholder engagement. Staff contributed their insights and observations about the grant program.

The following issues, which should inform the design of the next iteration of the Historic District Grant Program, were identified.

ISSUE 1: Funding Sources and Dynamics

The grant funding source has shifted from capital to operating dollars, so rollover is no longer an option. Budgets are on a one-year cycle, and unexpended funds cannot be retained for use in the next budget year. This presents a challenge because the time between the grant being awarded and the funds being dispersed is more than one year. The result is uncertainty and risk with regard to how many grants are outstanding at any given time, and when payments will come due.

Because the program allocation is a set amount, which does not change from year to year based on, for instance, projected distributions; and because no rollover is possible; and because funds are not pooled but split into three buckets tied to specific geographies; and because a single grant can be a fairly substantial chunk of allocated funds for an eligible area; it is hypothetically possible that all funds could be expended in one area very early in a given year, with other grants coming due and no resources to pay them. This uncertainty is currently being managed by staff, but additional steps could be considered to mitigate the risk. Factors to consider in administering the grant include:

- The grant funding source is operations, not capital
- There is no rollover
- The period between award and distribution is likely 2 years
- Grant sizes are growing
- The total program allocation is currently split between three buckets

It is additionally relevant to note that the Main Street RDA will expire in four years. Staff is aware of this and will work with policymakers on an extension. They are already anticipating what needs to be done to anticipate and manage grants that will be coming due during a period of potential uncertainty.

ISSUE 2: Alignment with City Goals

The mission and principles guiding the grant should be aligned with city goals and values. For instance: How could the grant encourage consideration of affordability? Could assistance with the cost of renovation help some owners to preserve naturally occurring affordable housing by mitigating the need for debt service on loans that could drive rents up?

Projects with the potential or intention to contribute to city goals through enhanced outcomes could be identified in the following ways:

- at Design Review;
- through a checklist on the application; and,
- with a scoring system that rewards required elements as well as including the opportunity to earn bonus points for “bid enhancement”

ISSUE 3: Competitive Grant Cycle

Staff and technical advisors endorsed the notion of a regular schedule of application deadlines throughout the year that would introduce merits and competition to the selection. Multiple deadlines per year would be necessary considering the fluidity of project starts.

A regular cycle of deadlines and decisions would have multiple benefits. (1) It would be easier for staff to administer; (2) it would lead to applications competing on the merits; (3) applicants in competition would be more incentivized to be responsive to City goals by identifying and delivering enhanced outcomes; (4) it would be newsworthy and therefore give the city an opportunity to communicate on a regular basis about program goals and successes. This kind of communication can build a sense of community through greater awareness of the town's historic places and assets.

ISSUE 4: Grant Administration

Staff expressed concern that current eligibility requirements may not provide sufficiently specific tools to ensure that grant dollars are not inadvertently subsidizing projects that don't need assistance or would happen anyway as a matter of course with existing regulations. Staff and policymakers want to ensure that funds are used wisely, in a targeted fashion, to implement City goals. This will require a more robust framework governing eligibility and requirements.

Options that were suggested to ensure successful administration of funds include the creation of specific criteria that lead to more targeted grants, potential means testing, scoring for enhancements, and even adopting the practice of promoting and implementing an "investment target" for each grant cycle.

Technical advisory meetings informed the study and recommendations. City staff identified issues and provided insight into grant funding and administration.



Park City staff provided technical, budgetary, and administrative insights.

LEADERSHIP ENGAGEMENT

Elected Officials & Historic Preservation Board

Mission, Values and Goals Workshop with Leadership

An engagement workshop was held with the Mayor, City Council, and Historic Preservation Board, which oversees the grant program. Leadership was engaged with questions intended to shape the mission and values for the future of the grant program.

On November 16, 2017, Park City planning staff and their consultant conducted an engagement workshop with the Historic Preservation Board and Mayor at the Council's regular meeting. After a presentation summarizing the grant's history, takeaways from stakeholder outreach, and draft recommendations for the next iteration of the grant program, the Board and Mayor participated in an interactive discussion focused on three topics: Mission and Values; Outcomes; and, Principles and Criteria for the grant. The meeting was noticed, and was open to the public, and the presentation and engagement exercise were recorded.

Participants' comments were noted by scribes on large notepads. Also, participants filled out and submitted worksheets, which were scanned and saved. The following fill-in-the-blank statements were the basis of discussion.

Engagement Statements

Participants discussed Mission, Values, Outcomes, and Principles/Criteria for the grant. They considered these fill-in-the-blank statements:

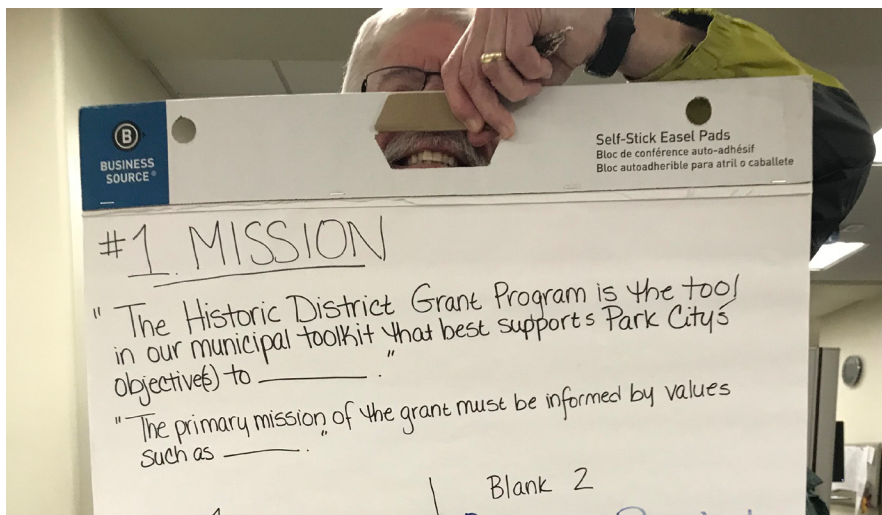
- "The Historic District Grant program is the tool in our municipal toolkit that best supports Park City's objective(s) to ____." (Mission & Values)
- "The primary mission of the grant must be informed by values such as ____." (Mission & Values)
- "The primary outcome of the grant should be ____." (Outcomes)
- "Pursuing enhanced outcomes for the Historic District Grant program does/does not make sense because ____." (Outcomes)
- "This grant could help Park City meet these additional goals: ____." (Outcomes)
- "Determinations for applicant eligibility should include consideration of ____." (Principles & Criteria)
- "The best way to make sure that we are targeting investment in areas consistent with our mission is to apply criteria such as ____." (Principles & Criteria)

Elected and Board leadership participated in an interactive working session focused on the mission, values, and desired outcomes for the grant program.



Engagement of leadership occurred in a regular Historic District Preservation meeting in Council Chambers. It was a noticed public meeting.

Workshop participants were given prompting statements to spur discussion about mission, values, and criteria for the next iteration of the grant program.



Park City Historic Preservation Board members and elected leadership participated in a facilitated discussion focused on mission, values, principles and criteria for the future of the grant program. Participants provided observations rooted in current policy focus areas and adopted City goals and objectives.

High Level Takeaways from Leadership Engagement

- The **mission** of the grant program should be to tell Park City's story, promote community knowledge and engagement, and make a meaningful difference.
- The **values** that should inform the next iteration of this grant program include our commitment to an affordable, complete community, responsible and impactful stewardship of public dollars, and an authentic sense of place.
- The most important **outcomes** of the grant are (1) to make the story of Park City visible and present, through all the town's periods of significance; and (2) to make a proactive and positive difference in the lives of our residents and businesses. Ideally, the grant should be applied to projects or outcomes that may not happen but for the investment.
- In addition to primary outcomes, the grant should seek to reward applications with the potential for achieving **enhanced outcomes**, including those that build community identity by contributing to a greater awareness of history; contribute to affordability and social equity; and support a quality Main Street.
- Applicant **criteria** should include a preference for full-time residents of Park City. The grant should also consider ways to target investment through project criteria supporting authentic mass, form and scale; and above minimum compliance in material selection and details.

Detailed Comments from Leadership Engagement: **MISSION >>****The grant should contribute to telling the story of Park City.**

- Preserve historic character, neighborhood character, and historic building stock.
- Save historic structures from neglect
- Tell the story of buildings, and the people who lived in them.
- Build knowledge in the community about the town and its history.

Promote community knowledge and engagement.

- Get the community involved and engaged through greater awareness.
- Don't just regulate. Encourage qualitative outcomes.
- Instead of focusing on regulation and minimum compliance, focus on encouraging better restoration.

Use public dollars responsibly. Make a difference.

- Define how and where the grant can make a difference.
- The City has changed since the grant was introduced in the 80s. This grant level is not a difference-maker to investor-owners. Residents for whom it is significant are fewer now.
- Where can this grant play a role in today's environment?
 - o Public buildings
 - o Distressed properties
 - o Roof repairs and smaller repairs
 - o Large remodels
 - o Historic Mine structures

Detailed Comments from Leadership Engagement: **VALUES >>****We want a complete community, with permanent residents, locally owned businesses, and affordability.**

- We want residents permanently living in these houses.
- Support local people; they are the ones who own and operate authentic local businesses.
- Support residents who want to preserve their family homes.
- Support residents who want to stay in town.

We want to target the grant dollars where they can make a difference.

- *Impact Investing:* The grant should make a difference in large project feasibility, even if it's just one project per year (impact investing rather than "spreading peanut butter"). Make sure we can respond to those big opportunities.
- *Incentivize Better Outcomes:* Inspire more authentic restoration by incentivizing recipients to exceed minimum standards for windows, corner boards, roof details, scale, and materials.

We want the physical environment of our community to tell our story, and to feel authentic.

- The grant should support telling our story, and should take an interest in mining structures, as well as family and community history.
- The grant should contribute to our community's authenticity.

In the discussion of outcomes, leadership focused on two key objectives:

(1) To make the story of Park City visible and present, through all the town's periods of significance.

(2) To make a proactive and positive difference in the lives of our residents and businesses.

Detailed Comments from Leadership Engagement: **OUTCOMES >>**

We want to make our community's story visible.

- Contribute to the story of Park City with restoration that reflects the town's unique story.
- Reveal the Mining legacy: We can tell a 150-year history, unlike many mountain resort towns. That's a differentiating feature.
- Tell the whole story; ensure we're revealing all of the periods of significance
- Enhance Main Street.

We want our investment to matter.

- Don't throw money at something that doesn't move the needle.
- We can make a difference on mining legacy.
- We can make a difference with targeted big investment.
- We can move the needle on details and quality exceeding minimum standards..

The grant should fully support our values.

- Outcomes should fully support the values identified through discussion and outlined above.

We want to take care of our community and be proactive.

- Owners of distressed homes should be made aware of the opportunity for assistance (homes needing new roofs, structural work, stairs, and so on). Social equity and residents in need should be a consideration.
- Commercial buildings and businesses that contribute to telling Park City's story should be proactively approached. Support businesses and properties (for instance on Main Street) through facade improvement grants to assist with visual narrative.

Build a sense of community by expanding historical awareness and recognizing good people doing good things.

- Create awareness of town, district, neighborhood, and street narrative and history.
- Recognize and acknowledge people doing great things. People take a lot of pride in their homes - make sure we're telling their stories (newspaper, awards and recognition) and celebrating the work they're doing to contribute to the town.

Contribute to affordability and equity, and be inclusive.

- Find ways for the grant to contribute to social equity.
- Ensure that the grant contributes to preservation being understood as an activity that is not just for the wealthy - it should be inclusive.

Leadership seeks to keep the grant true to its core mission of preservation, while making it responsive to new City goals and priorities.

"We need to tell Park City's story."

"We need to take care of our community."

"We shouldn't throw money at something that doesn't move the needle."



Unlike many destination communities, Park City has an engaging history that stretches back hundreds of years. The community's history as a silver mining town is an important part of the town's, and its residents, identity.

PHOTO COURTESY OF PARK CITY MUSEUM & HISTORICAL SOCIETY

Detailed Comments from Leadership Engagement: **PRINCIPLES & CRITERIA>>**

Applicant eligibility criteria should support our goals and values.

- Ownership type. Participants all agreed that preference should be given to full-time residents.
- There was discussion but not affirmation of applying means testing to ensure that grant dollars are awarded to applicants in need of assistance.

We should target our investment.

- Our public investment should contribute to the authenticity of mass, form, and scale.
- We should seek above minimum compliance in material selection, details and form.

We should use the grant for its core purpose.

- Consensus about supporting the core mission of restoration and preservation, and "telling Park City's story," was strong.
- There was not consensus about using the grant program to influence trends having little to do with preservation, such as nightly rentals.



Observations

Summary of Observations from Analysis and Engagement

A number of high level observations were derived from a review of the grant's history (as documented in news archives), trends discernible in an analysis of City and County data, and themes identified through outreach and engagement with staff and stakeholders.

1) The primary objective of the grant is the restoration of historic property.

The grant should focus first and foremost on what it was designed for: restoration of historic properties; but because there is a strong desire for all public dollars spent to contribute to adopted City Council Priorities and Goals, the application process could incorporate other values through the use of "bid enhancement goals.

- a) Preserve the stock
- b) Support permanent residents
- c) Support transient residents
- d) Consider other enhancement goals

2) The grant program is a public investment that should continue.

The grant is perceived as valuable by those who have participated in the program, and should continue to be made available. However:

3) Public awareness of the grant should be expanded.

There is very low awareness of the grant compared to what is evidenced in the early years; note that the grant became much less visible (both as a news item and in terms of the number of awards given) after the restructuring in 2003 when the HDC was disbanded. Strategies such as hosting public information sessions, soliciting news coverage to report on metrics or highlight subject properties and owners, and giving awards, could be re-introduced.

4) Year-round applications & awards are desirable.

The grant shifted from being a once-per-year application and award program to being open to applications year-round in 2003. Consensus is that it should continue to be available year-round.

5) The buying power of grant dollars has not diminished over time.

The buying power of the maximum residential award today exceeds the buying power of the maximum residential award in the first decade of the grant's life, calling into question the prevailing assumption that more funds are needed per grantee to make the grant relevant.

6) The grant can be designed to encourage better-than-minimum compliance outcomes.

The grant is not perceived to meet the "but for" test for most renovations today. It will not be a significant factor for homeowners in deciding whether a renovation happens or doesn't happen, but depending on the design of the program, it could influence the standards by which certain design and construction decisions in the renovation are made (such as choosing details and finishes that are higher quality than minimum standards require).



The community values its visual character, and seeks to tell a story about identity and history through preservation.

7) Applicants desire clarity on fundamentals.

There is a perceived need for more clarity during the process, especially on these matters:

- a)** Available Funding at Any Given Time
- b)** Detailed Criteria for Approval by the HPB

8) Training and education will enhance outcomes.

Education and training could enhance the success of the program and its outcomes; consider the following:

- a)** Train Historic Preservation Board members on the Board's authorities, and on the proper policy standards to apply in making decision to approve or not approve a project.

- b)** Train contractors and building professionals in policies and practices pertinent to historic preservation, and provide certification with regular renewals.
- c)** Educate the public about the value of historic properties, and contextualize historic properties in the story of the City.
- d)** Assuming the City introduces a preferred vendor or vendor training program, inform applicants about the City's trained vendor list.



Recommendations

The Historic District Grant program has contributed substantially to the character and vitality of Park City. With thoughtful refinement, it will continue to do so.

Much has changed since the origin of the grant program in the early 1980s, including residency and tourism dynamics, historic resource conditions, population growth, development, and economic conditions. These changes, along with resulting administrative and implementation challenges identified by staff and stakeholders, led to the review and reconsideration of the grant program. This study, and the recommendations herein, are the outcome of that review.

Policymakers, staff, stakeholders, and the Historic Preservation Board have contributed time, talent, and expertise to this assessment of the current program, and their input has shaped objectives for the future program. Qualitative research and quantitative data analysis laid a foundation of knowledge about existing conditions, and along with engagement outcomes, informed the resulting recommendations.

The recommendations that follow are presented as a roadmap for Park City staff and leadership to refine what has historically been a very successful grant program, and to bring it up to date in accordance with current conditions, values, and opportunities for impact.

1. Adopt a Historic District Grant program mission statement that reflects contemporary conditions, values, and opportunities for impact.

1.1. Adopt a mission statement and identify values to guide grant investments.

1.1.1. Draft a mission statement based on adopted City goals and objectives, and the values and engagement outcomes that emerged from this study.

1.2. Establish primary and enhanced target outcomes.

1.2.1. Define primary outcomes that the grant should measurably impact, including preservation of neighborhood character, preservation of historic stock, achieving higher than minimum standard outcomes, and telling Park City's story through the physical environment.

1.2.2. Define supplemental or enhanced outcomes that the grant could incentivize, such as affordability, public realm enhancement, resident retention, or assisting residents in need.

1.2.3. Review and revise the list of eligible improvements.

1.2.4. Ensure desired outcomes are consistent with eligible uses of funds.

1.3. Establish goals and topics for regular reporting.

1.3.1. Define reporting objectives based on the outcomes from Recommendations 1.1 and 1.2.

1.3.2. Establish metrics for tracking and reporting outcomes, and apply them to Recommendation 5.

1.3.3. Establish a regular annual cycle of reporting. Audiences for regular reporting include the Historic Preservation Board, Mayor and City Council, and the general public.

2. Create Historic District Grant program guidelines that enable grant administrators to responsibly steward impactful public investment.

2.1. Update grant eligibility requirements according to defined mission and target outcomes.

2.1.1. *Projects*. Review existing Project type eligibility, and refine according to the updated program mission and goals.

2.1.1.1. Ensure that grant dollars are not subsidizing outcomes that would happen anyway under existing regulations.

2.1.1.2. Define a target list of investment priorities where the grant can make a difference, and review it annually to keep it current. Consider public projects, historic mine structures, distressed properties, roof replacements, large remodels, and incentivizing above-minimum-standard outcomes (form, materials, details).

2.1.2. *Applicants*. Review existing Applicant eligibility requirements, and refine according to the updated program mission and goals.

2.1.2.1. Ensure that grant dollars are not subsidizing applicants who don't need public assistance.

2.1.2.2. Build in preferred status for permanent residents.

2.1.2.3. Build in preferred status for locally owned and operated commercial properties.

2.2. Make the grant competitive.

2.2.1. Create a cycle of multiple application deadlines per year.

2.2.2. Create a clear and transparent scoring system.

2.2.2.1. Define the program's "core requirements" and craft a scoring system based on it. Consider the program mission outlined in the

goals workshop with leadership, including the desire to preserve historic character, save historic structures from neglect, promote community knowledge and engagement, achieve better restoration outcomes, and invest public dollars in ways that make a difference (“move the needle”).

2.2.2.2. Define desired “enhanced outcomes” and craft a system of bonus points based on it. Consider the values that emerged out of the goals workshop with leadership, including the objectives for complete community, equity, and affordability.

2.3. Use administrative discretion to achieve the greatest program impact in each cycle.

2.3.1. Give grant administrators discretion to select a single large project or many smaller projects in a cycle, depending on their assessment of how the grant will be most impactful.

2.3.2. Give grant administrators discretion to accept applications of all types, or to define themes for each grant cycle according to perceived need or opportunity.

3. Create an application manual to make the process informative and easy for everyone.

3.1. The manual should include a program description and guidelines.

3.2. The manual should provide information about the application process, including an overview of grant awards available, application deadlines, a process map, criteria for decision-making, and required forms and submittals.

3.3. The manual should refer applicants to the City’s list of vendors who have completed the training program.

3.4. The manual should direct applicants to supplemental resources for those who wish to learn more about preservation, including links to guiding regulations, training and education opportunities, and Park City interpretive experiences.

3.5. The manual should provide information about program history and successes.

4. Define program funding sources and levels.

4.1. Work with City and Board leadership to right-size the grant commitment.

4.1.1. Review the current capacity of the grant in total and by source; and make a determination of whether to raise, reduce, or maintain the current level of funds in light of outcomes from Recommendation 1.1 and 1.2.

4.2. Mitigate constraints on funding sources.

4.2.1. Review the sustainability of funding sources (each RDA, General Fund) and take steps to ensure that needed capacity is maintained for out-year commitments.

4.2.2. Identify constraints resulting from the distribution of the total grant dollars by source, and consider how to mitigate for areas of need and opportunity that may be challenged as a result.

4.3. Ensure that there is clear and transparent definition of funding sources and constraints available to the public.

5. Build a database of grant supported projects for management and reporting purposes.

5.1. Create a database of projects to track them from the time a grant is awarded to the time the grant is paid out.

5.2. Apply metrics defined in Recommendation 1.3 into a program database, so that the performance and contribution of projects supported by the grant program can be measured.

5.3. Use the database to mitigate the management challenges inherent in the current disconnect between the fixed level of non-rollover funding sources (operations, not capital dollars) and the multi-year activities that the grant dollars fund, by incorporating projections over time.

5.3.1. Create a rolling 3- year schedule of projected grant payouts, including: project address, grant amount, estimated date of payout projected (year 0, 1, and 2), and project grant funding source (identify which pool dollars will come from).

5.3.2. Keep records of actuals for each project, including the amount and date of actual payout, and contribution to primary outcomes, consistent with Recommendation 1.2.1.

5.3.3. Record project contributions to enhanced outcomes, consistent with Recommendation 1.2.2.

5.4. Include data about the funding source for each project.

5.4.1. Identify the source and amount of funds committed to each project.

5.4.2. Use the database to project future years' available funds for each source based on grant commitments. For each application deadline, issue a report on the current (application) year plus the next two to three years. Because the grant is comprised of multiple pools of funding, each with unique constraints; and because grant commitments from a prior year

may come due and reduce available funds in a given area at a given time depending on how project timelines converge; there has been difficulty in defining “available funds” at any given time.

5.4.3. Ensure that staff consider projected available funds by pool when they define target outcomes for the upcoming grant cycle, in keeping with Recommendation 2.3.

6. Introduce and sustain training and education to enhance preservation outcomes.

6.1. Create and administer a training program on policies and practices in historic construction, through which contractors and building professionals can be granted “preferred vendor” status by the City; assume regular renewals.

6.2. Create a City “preferred vendor” list of historic contractors. Make this list available to applicants, and incentivize them to utilize the services of trained professionals.

6.3. Continue on-boarding training for Historic Preservation Board members on the Board’s authorities.

6.4. Create a publicly available brochure, the HPB Policy & Decision-Making Guide, outlining the Board’s authorities, criteria, and timeline for decision-making.

6.5. Provide, or coordinate, community education about the impacts of historic preservation (cultural, economic, & environmental), policies & standards, and criteria for decision-making. Topics could range from practical learning about regulatory frameworks to local history.

7. Establish a communications strategy to raise awareness, build community knowledge and engagement, and tell Park City’s story.

7.1. Establish a website with program information and resources.

7.1.1. Communicate program information (outcomes of Recommendation 1), and include downloadable program guidelines and application manual (outcomes of Recommendations 2 and 3)

7.1.2. Feature target themes and objectives for the upcoming funding round (as envisioned in Recommendation 2.3)

7.1.3. Feature program highlights: news coverage, photographs, resident or project spotlights (see Recommendation 7.3), goals and opportunities, and interest pieces about town history.

7.1.4. Provide links to supplemental resources including national standards, relevant Park City policies and zoning, community education

opportunities (Recommendation 6.5), preferred vendor information (Recommendation 6.1), and the HPB Policy & Decision-Making Guide (outcome of Recommendation 6.4).

7.1.5. If feasible, create a tool for people to simply type in their address and receive preliminary feedback about their property's eligibility and upcoming deadlines.

7.2. Create opportunities for news coverage.

7.2.1. Issue news releases about upcoming application deadlines and funding round themes, regular reporting, project successes, grant history, and so on.

7.2.2. Alert news and media about upcoming decisions that will be on the agenda for Board and Council meetings.

7.3. Recognize projects and people who have made significant contributions through use of the grant.

7.3.1. Coordinate with preservation organizations on awards or honors for outstanding contributions to historic preservation and interpretation.

7.3.2. Recognize projects that have achieved enhanced outcomes.

HISTORIC DISTRICT GRANT PACKET

2023 FISCAL YEAR

INFORMATION GUIDE AND APPLICATION

**CHANGES FROM THE 2022 FISCAL YEAR INFORMATION GUIDE AND
APPLICATION HAVE BEEN HIGHLIGHTED**

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at Aiden.Lillie@parkcity.org or 435-615-5067 or visit online at www.parkcity.org.

HISTORIC DISTRICT GRANT INFORMATION GUIDE

Mission Statement:

The Park City Historic District Grant Program is designed to financially incentivize the Preservation, Rehabilitation, and Restoration of the City's historic resources in order to create a community that honors its past and encourages Historic Preservation.

Grant Categories:

CATEGORY A. REPAIR:

Repair Projects, defined by either of the two (2) following definitions:

- Emergency Funds, to be awarded for projects as defined by “Emergency Repair Work” in the Land Management Code:
 - **Emergency Repair Work:** *work requiring prompt approval because of an imminent threat to the safety or welfare of the public or to the structure or site. The scope of the approval for emergency repair work shall only be to the extent related to stabilizing or repairing the emergency situation. **
- *The approvals for emergency repair work shall be the limited scope for the emergency situation.
- **Ordinary Repair Funds**, to be awarded for projects as defined by “Ordinary Repairs and Maintenance” in the Land Management Code:
 - **Ordinary Repairs and Maintenance:** *work done on a Building in order to correct any deterioration, decay, or damage to a Building or any part thereof in order to restore same as or nearly as practical to its condition prior to such deterioration, decay, or damage.*

CATEGORY B. COMPETITIVE:

Competitive Grant, to be awarded for projects as defined by “Preservation, Rehabilitation, and/ or Restoration” in the Land Management Code:

- **Preservation:** *The act or process of applying measures necessary to sustain the existing form, integrity, and materials of a Historic Property. Work, including preliminary measures to protect and stabilize the Property, generally focuses upon ongoing maintenance and repair of Historic materials and features rather than extensive replacement and new construction.*
- **Rehabilitation:** *The act or process of making possible a compatible Use for a Property through repair, alterations, and additions while preserving those portions or features which convey its Historical, cultural, or architectural values.*
- **Restoration:** *The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of removal of features from other periods in its history and Reconstruction of missing features from the restoration period.*

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at Aiden.Lillie@parkcity.org or 435-615-5067 or visit online at www.parkcity.org.

Eligibility:

Grants are available for Historic Residential or Commercial Structures listed on the Park City Historic Site Inventory (HSI). The purpose of the Grant Program is to assist in offsetting the costs of Preservation, Rehabilitation, and Restoration work. This is a 50% matching grant that requires the applicant to provide 50% of the proposed cost(s).

Eligible work may include Preservation, Rehabilitation, or Restoration, including Historic Architectural features, and structural elements.

Examples of Eligible Work for Category A:

- Exterior paint
- Repairing or replacing roofs
- Electrical Updating*
- Upgrading mechanical systems
- Upgrading insulation
- Replacing windows
- Repointing Masonry

Examples of Eligible Work for Category B:

- Repairing/ Restoring windows
- Reconstructing Historic Porches
- Restoring Historic features (siding, windows, etc.*)
- Developing a Historic Preservation Plan
- Preservation Study

**Please contact the Planning Department with questions regarding eligibility.*

Application:

Applications may be submitted to the Planning Department starting at 8 am on **May 16, 2022** and will be accepted until **August 15, 2022**. You will be notified of selection within 3 months. Work must be completed before June 1, 2024 to receive the grant reimbursement. Applications shall be submitted in person or by mail – mailing address information below.

The Planning Department is located in City Hall at 445 Marsac Avenue, Park City, Utah 84060.

Mailed applications shall be addressed as follows:

Park City Municipal Corporation

ATTN: Park City Historic Preservation Planner, Planning Department

P.O. Box 1480

Park City, UT 84060

*THIS APPLICATION CYCLE IS NOT A RETROACTIVE AWARDED OF FUNDS FOR WORK ALREADY COMPLETED. WORK MUST BE PROPOSED BETWEEN JULY 1, 2021 AND JUNE 30, 2022 IN ORDER TO BE CONSIDERED. *

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at Aiden.Lillie@parkcity.org or 435-615-5067 or visit online at www.parkcity.org.



PLANNING DEPARTMENT

Historic District Grant Program Scorecard

Criteria Evaluation	Points	Scoring Value
Visible character defining historic elements of the structure and/or site will be preserved and/or restored.		0: No visible historic elements will be preserved or restored 1: Historic elements will be preserved or restored
Proposed improvements to the site will positively impact the vitality of the historic context of the neighborhood.		0: No proposed improvements 1: Proposed improvements
Proposed design and scope of work uses best practices for the treatment of historic materials.		0: Does not use the best practices for the treatment of historic materials. 1: Does use the best practices for the treatment of historic materials.
The historic features and elements of the structure and/or site will be enhanced by the proposed work.		0: Features will not be enhanced 1: Features will be enhanced
Proposed work facilitates reversal of non-historic elements or alterations.		0: No non-historic elements will be reversed 1: Non-historic elements will be reversed
Priority is given to restoration and treatment of historic materials, rather than replacing historic materials and features in-kind.		0: Priority is not given to restoration 1: Priority is given to restoration

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at Aiden.Lillie@parkcity.org or 435-615-5067 or visit online at www.parkcity.org.

HISTORIC DISTRICT GRANT APPLICATION

For Office Use Only

/ ADMINISTRATIVE REVIEW

PROJECT PLANNER

APPLICATION #

APPROVED

DATE RECEIVED

AMOUNT

EXPIRATION

DENIED

BLDG PERMIT

PROJECT INFORMATION

NAME:

ADDRESS:

TAX ID:

OR

SUBDIVISION:

OR

SURVEY:

LOT #:

BLOCK #:

APPLICANT INFORMATION

NAME:

MAILING

ADDRESS:

PHONE #:

() -

FAX #:

() -

EMAIL:

APPLICANT REPRESENTATIVE INFORMATION

NAME:

PHONE #:

() -

EMAIL:

PRIMARY

ADDRESS:

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at Aiden.Lillie@parkcity.org or 435-615-5067 or visit online at www.parkcity.org.

SUBMITTAL REQUIREMENTS

1. **Historic District Design Review** approval letter. Please contact the Planning Department if this has not been completed. The grant application will not be accepted without this approval letter.
2. Completed and signed **Historic District Grant Application**.
3. Written **Project Description** describing the proposed scope of work, detailed specifications, and reason(s) for applying for a Historic District Grant.
4. Submittal of a **Cost Estimate** for the proposed work.
5. **Breakdown of Estimated Costs** of the proposed eligible improvements (page 6).
6. **Proposed Timeline** of the proposed project (page 7).
7. Schematic, conceptual **Drawings** as they apply to the proposed project. This may include but is not limited to: site plans, elevations, and floor plans.
8. **Color Photographs** of existing conditions. Include a general view of the building and setting; the front; perspective view showing front façade and one side, and rear façade and one side; detailed view of affected work area.

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at Aiden.Lillie@parkcity.org or 435-615-5067 or visit online at www.parkcity.org.

BREAKDOWN OF ESTIMATED COSTS

SCOPE OF WORK	OWNER'S PORTION	CITY'S PORTION	ESTIMATED TOTAL COST
Total	\$ _____	\$ _____	\$ _____

Grant Request: \$ _____ (This amount is reimbursable).

Match: \$ _____ (Same amount as Grant Request)

Total Project Budget: \$ _____ (Grant Request + Local Match)

Match Source: _____

Match Type: _____

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at Aiden.Lillie@parkcity.org or 435-615-5067 or visit online at www.parkcity.org.

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ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____
Name of Applicant: _____
Mailing Address: _____
Phone: _____ Fax: _____
Email: _____
Type of Application: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____
Mailing Address: _____
Street Address/ Legal Description of Subject Property: _____

Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
4. If a Home Owner's Association is the applicant then the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at Aiden.Lillie@parkcity.org or 435-615-5067 or visit online at www.parkcity.org.



**CITY COUNCIL
PARK CITY, SUMMIT COUNTY, UTAH**

RE: HISTORIC DISTRICT GRANT AWARD

The Historic Preservation Board met on [DATE] to review Historic District Grant Program Applications and forwarded a _____ recommendation to the City Council for final approval. The City Council of Park City, Utah met [DATE] for a duly noticed meeting. After determining that a quorum was present, the Council conducted its scheduled business.

NOTICE OF CITY COUNCIL ACTION

Project Address: [PROJECT ADDRESS]
Project Number: [PROJECT NUMBER]
Type of Item: Administrative
Hearing Date: [DATE]

Council Action: **APPROVED** – The City Council awarded a Historic District Grant to [PROPERTY ADDRESS] for [PROJECT DESCRIPTION] as outlined in the following Findings of Fact, Conclusions of Law, and Conditions of Approval.

Findings of Fact

1. The Historic Preservation Board forwarded a positive recommendation to City Council on [DATE].
2. The property is located at [PROPERTY ADDRESS] in [ZONING DISTRICT].
3. The Site is designated as [SIGNIFICANT OR LANDMARK] on the Historic Sites Inventory.
4. On [DATE], the Planning Department received a complete Historic District Grant Program application.

Conclusions of Law

1. The proposal complies with the Land Management Code requirements pursuant to [ZONING DISTRICT CODE + CHAPTER 15-11 + CHAPTER 15-13].

Conditions of Approval

1. The grantee must submit a building permit within 120 days of grant approval.
2. All proposed work must be completed by [DATE].

3. The grantee must submit proof of payment to the Planning Department for disbursement of funds within 30 days of final inspection.
4. Improvements shall be completed in compliance with the Secretary of the Interior's Standards for Rehabilitation.
5. The grantee must maintain the architectural significance of the structure, retain and/or restore the historic character of the structure, preserve the structural integrity of the structure, and perform normal maintenance and repairs.
6. The grantee must enter into a five-year lien with the City. Should the property be sold within the five-year period, the applicant is responsible for repaying the City a pro-rated amount of the grant disbursement. If the property is sold within one year, 100% of awarded funds must be paid back to the City.
7. The Applicant shall submit a photograph of completed work to Planning Staff to include on the City's website showing before and after pictures.
8. Any changes, modifications, or deviations from the approved scope of work shall be submitted in writing for review and approval/denial in accordance with the applicable standards by the Planning Director or his/her designee prior to construction.

If you have any questions, concerns, or comments regarding this letter, please do not hesitate to contact the Project Planner, Aiden Lillie, at (435) 615-5067 or aiden.lillie@parkcity.org

Regards,

Nann Worel,
Mayor

CC: Aiden Lillie, Project Planner

Historic Preservation Board Staff Report

Subject: 2022 Cindy Matsumoto Historic Preservation Awards
Application: GI-21-00481
Author: Aiden Lillie
Date: February 2, 2022



Recommendation

Staff recommends the Historic Preservation Board (HPB) review the nominees for the 2022 Cindy Matsumoto Historic Preservation Award, select one Historic Site as the winner, and award up to five Historic Sites to receive a plaque.

Background

The Cindy Matsumoto Historic Preservation Awards are held annually and awarded by the HPB. The purpose of the awards are to honor historic preservation projects that utilized the Design Guidelines for Historic Districts and Historic Sites, Land Management Code (LMC) Chapter [15-13](#). Awardees are chosen for this award based on the following categories:

- Adaptive Re-Use
- Infill Development
- Excellence in Restoration
- Sustainable Preservation
- Embodiment of Historical Context
- Connectivity of Site

The HPB commissions a work of art depicting the project that best illustrates the Design Guidelines and achieves excellence in adaptive reuse, infill development, excellence in restoration, sustainable preservation, embodiment of historic context, or connectivity of site. An artist will be selected by the Artist Selection Committee, which includes three members of the HPB, Planning Staff, and a member of the Public Art Advisory Board. The final painting will be showcased on the second level of City Hall. For the 2022 awards, the chosen artist will be compensated \$1,800.

The HPB can select up to four additional winners of the Historic Preservation Award to be awarded with a plaque, distributed at a City Council ceremony in May in honor of Historic Preservation Month. The plaque will include information on the year the Historic Site was constructed and will state that it is a recipient of this award.

On January 5, 2022, the HPB conducted a work session on the 2022 awards and determined that there shall be no timeframe for eligible projects. The HPB forwarded three nominees for the award, the Spiro Tunnel, the Thaynes Conveyor Belt, and the Star Hotel. In addition to these three nominees, the HPB requested that eligible residential sites be nominated for the 2023 award as well. During the work session, the HPB

designated three board members to the Artist Selection Committee, Lola Beatlebrox, Puggy Holmgren, and John Hutchings. Additionally, the HPB requested that the selected artists' compensation be increased. After reviewing available funds, Staff was able to determine that the compensation can be increased from \$1,200 to \$1,800. (Staff Report, Audio).

Analysis

The HPB and Planning Staff have identified the following projects as recommended nominees for the 2022 Annual Cindy Matsumoto Historic Preservation Award.

- 1. Silver King Spiro Tunnel Portal.** The Silver King Consolidated Spiro Tunnel Complex - Spiro Tunnel Portal is designated a Significant Site on Park City's Historic Sites Inventory ([HSI Form](#)). The tunnel was opened in 1917 to be used as a drain tunnel. In 1965 and 1966, the portal was used to carry skiers up to the slopes of Treasure Mountain Ski Resort. The Spiro Tunnel was in a decrepit condition until the City began the Spiro Mine Tunnel rehabilitation project in 2019. The project was extremely successful because the tunnel was reconstructed, ventilation was improved, and a public plaza was put into place at the entrance of the tunnel to welcome and educate visitors. The project was completed in 2021.



Figure 1. The Spiro Tunnel Entrance, October 2021



Figure 2. Inside the Spiro Tunnel, October 2021

2. **227 Main Street (Star Hotel).** 227 Main Street is a Significant Site on Park City's Historic Sites Inventory ([HSI Form](#)). The original structure of a c. 1885 residential L cottage underwent a major alteration in the 1920s when the home was converted into a Spanish Mission-style hotel. The structure then went through a major alteration in 1976 when the historic façade was covered. The building was demolished in 2019 and reconstructed in 2021 ([Staff Report](#), [Minutes](#), page 4).



Figure 3. The Star Hotel, January 2022

3. **Thaynes Mine Conveyor Gallery.** The Thaynes Mine Conveyor Gallery is listed as a Significant Site on Park City's Historic Sites Inventory ([HSI Form](#)). The Conveyor Gallery is a wood frame structure that runs perpendicular to the shaft

gallows north. The section of the conveyor gallery that runs north-south appears in the 1940 and 1958 Sanborn Insurance maps. In 2013 it was noted that the structural elements of the conveyor gallery were failing, and the entire structure was in various states of collapse. In 2020 the Thaynes Conveyor was rehabilitated and restored by the Friends of Ski Mountain Mining History. A Historic District Grant from the City for \$15,000 contributed to the project restoration.



Figure 4. Thaynes Conveyor Gallery, 2020



Figure 5. Thaynes Conveyor Gallery, 2021



Figure 6. Thaynes Conveyor Gallery, 2021

4. **1063 Empire Avenue.** 1063 Empire Avenue, a Single-Family Dwelling, was constructed in c. 1903 and is a Significant Historic Site on Park City's Historic Site's Inventory ([HSI Form](#)). Prior to 1995, the porch has been enclosed to be used as living space. In 2017, the enclosed porch addition was removed, and the original porch was restored. Also, in 2017, the historic site received structural upgrades and a basement garage was constructed that is compatible with the Design Guidelines for Historic Residential Sites. ([Staff Report](#), [Minutes](#), Page 4)



Figure 7. 1063 Empire, 2021



Figure 8. Summit County Tax Photograph 1941

5. **823 Woodside Avenue.** 823 Woodside Avenue, a Single-Family Dwelling, was constructed in c. 1903 and is a Significant Site on Park City's Historic Site's Inventory ([HSI Form](#)). In 2016, the structure received structural upgrades such as a concrete foundation, as the wood frame was deteriorating. The structure was setback to match the 1941 tax photograph and a basement garage and rear addition were constructed. The project was compatible with the 2009 Design Guidelines for Historic Residential Sites.



Figure 9. 823 Woodside Avenue, 2021



Figure 10. Summit County Tax Photograph 1941

6. **1141 Park Avenue.** 1141 Park Avenue, a Single-Family Dwelling, was constructed in c. 1905 and is a Landmark Site on Park City's Historic Site Inventory ([HSI Form](#)). In 2017, a rear addition was constructed and a low 1960s horizontal stone wall along the porch front and aluminum screen doors were removed. Several structural and material upgrades were completed that were approved by the HPB ([Staff Report](#); [Minutes](#), p. 15).



Figure 11. 1141 Park Avenue, 2021



Figure 12. Summit County Tax Photograph 1941

7. **839 Woodside Avenue.** The James Forsythe House, a Single-Family Dwelling, was constructed in c. 1905. It is a Landmark Site on Park City's Historic Site Inventory ([HSI Form](#)). In 2020, the structure received several structural upgrades and a rear addition that is compatible with the Design Guidelines for Historic Residential Sites.



Figure 13. 839 Woodside Avenue, 2021



Figure 14. Summit County Tax Photograph 1941

8. **803 Norfolk Ave.** 803 Norfolk Avenue, constructed in c.1916, is a Single-Family Dwelling. It is a Significant Site on Park City's Historic Sites Inventory ([HSI Form](#)). In 2017 several historic features, such as the windows on the west and south façade and the second-floor porch were restored ([Staff Report](#), [Minutes](#), Page 24).



Figure 15. 803 Norfolk Avenue, 2021



Figure 16. Summit County Tax Photograph 1941

9. **1062 Park Avenue.** The Joseph S. Willis house is a Landmark Historic Site on Park City's Historic Sites Inventory ([HSI Form](#)) and is listed on the National Register of Historic Places. The one-story bungalow was constructed in c. 1922. In 2019, the Historic Structure was restored, and a rear addition that honors the Design Guidelines for Historic Residential Sites was constructed ([Staff Report](#), [Minutes](#), Page 3).



Figure 17. 1062 Park Avenue, 2021



Figure 18. Summit County Tax Photograph 1941

Public Input

Staff did not receive any public input.

Department Review

The Planning and Legal Departments reviewed this staff report.