

**PARK CITY COUNCIL WORK SESSION NOTES
SUMMIT COUNTY, UTAH
JANUARY 8, 2004**

Present: Mayor Dana Williams; Council members Kay Calvert, Marianne Cone, Candace Erickson, Jim Hier, and Joe Kernan

Tom Bakaly, City Manager; Jan Scott, City Recorder; Kim Leier, Human Resources Manager; Ray Milliner, Planner; Alison Butz, Special Facilities and Events Manager; Jessica Moran, Recreation Coordinator; Ken Fisher, Recreation Manager; and Aziz Kurdi, Technical Information and Customer Services Director

1. **Council questions and comments.** Mayor Dana Williams welcomed new Council members Marianne Cone and Joe Kernan. Jim Hier commended the snow removal crew and noted that he has not heard any complaints. Ms. Cone interjected that she received three complaints. Kay Calvert agreed that snow removal efforts have been outstanding, and reported that she attended a steering committee meeting for the expanded Museum. There have been financial and in-kind contributions and the project is moving along well. The Mayor acknowledged the success of the Moose on the Loose fund-raiser.

2. **Review of regular meeting:**

Statutory appointments. The City Recorder explained that setting meeting dates and appointing officers for the City Council and related agencies are housekeeping matters typically scheduled the first meeting of the year. Using the criteria set forth in the staff report, she advised that Jim Hier would be appointed Mayor Pro Tem and Kay Calvert Alternate Mayor Tem. Ms. Calvert would then be named Mayor Pro Tem in 2005. Kim Leier clarified that Jim Hier and Kay Calvert were appointed to the EDTAB last year. The Board convenes if and when an employee files a grievance. Council members Calvert and Hier agreed to serve again; Joe Kernan volunteered as the alternate.

Sign Code amendments. Ray Milliner explained that these amendments reflect the recent debate on allowable signs for special events. As a result, the staff is recommending modifications to the Sign Code, the first being to define private plaza;

In response to a question from Kay Calvert about signs approved before March 1998, Mr. Milliner explained that if they were approved but don't meet current criteria, the signs are considered non-compliant. These would be allowed to remain until they are replaced with conforming signs. Discussion ensued regarding the design of the marquee installed at the Egyptian Theater, and specifically the rotating obelisk, which was an historic feature of the original. Patrick Putt detailed the review process for the Egyptian remodel and amendments to the Sign Code at that time. Kay Calvert voiced her support of allowing the marquee to revolve because it's unique and historical. The Planning and Zoning Administrator indicated that this consideration could be added to a punch list of new amendments to the Code. In response to a question from Candace Erickson about special events being held on public property, Alison Butz emphasized that all events occurring on City property are described as master festival licenses. Mark Harrington clarified that block parties can be held on public right-of-way and they are considered as special events. Ms. Butz added that administrative approvals are rendered for unchanged master festival licenses, previously approved by Council and there is a special section for runs, which do not require City Council approval.

Jim Hier asked the purpose of the wording, "*usually written*" in the definition of sign. Mark Harrington explained that staff used a model definition, which has recently been tested in court to distinguish between other types of display like t-shirts, insignias, etc. The intent is to capture written signs; there are certain displays that are also described which have commercial messaging. In response to a question from the Mayor, Mr. Milliner stated that the Planning Commission reached consensus on the amendments. Alison Butz added that there was little public input. Both Deer Valley Resort and Park City Mountain Resort testified about vehicle wraps. The Sweeneys also commented, mainly asking for clarification on interpretation of the language.

Software contract. Jessica Moran explained that she is the Recreation Department's liaison with the City's Technical Department with regard to software systems for fitness and program registrations. The proposal is for on-line registrations, which has been researched by staff for some time. Although requests for registration can be taken over the Internet, actual on-line registration is not available and it is hoped that within a few years, there will be one e-commerce system for all City transactions. Ms. Moran explained that staff's request tonight is for authorization to use the Capital Improvement Fund to purchase on-line registration software through our current provider. This is an interim step before a comprehensive system is in place. Ken Fisher added that this feature is a customer service enhancement and significantly streamlines the process for the public and staff. Making reservations to enroll in a class on our website can be misleading to patrons. Jim Hier asked if on-line registration will cut personnel costs. Mr. Fisher didn't think it would cut staffing costs, but it will alleviate requests at the front desk where staff is busy with checking people into the facility. Mr.

Hier asked for clarification on potential annual costs, like maintenance. Aziz Kurdi responded that at this point, the City doesn't know what the final product will be. Ms. Moran stated that the \$33,750 includes the maintenance fees for the first year and recalled the annual maintenance fee to be minimal, less than \$1,000 for instance, which could be budgeted for upcoming years. There was discussion about other cities using this same software and Marianne Cone inquired about the cost of integrating a system with the Snyderville Basin Special Recreation District. Ken Fisher described the product used by SBSRD, which imposes a \$3.95 fee per transaction and an annual fee, which could be cost-prohibitive for the City. It is estimated that \$25,000 in fees could be accrued in one year and that the Basin's system would not interface with our hardware. Special training for staff is not anticipated and the process is user-friendly for the public. Ms. Cone asked what other areas in the City the software can be applied. Mr. Kurdi answered that e-commerce systems can accommodate a variety of financial transactions by the public like utility billing, licensing, parking tickets, etc. However, this specific software is not designed for water billing and would not interface with the database. Candace Erickson believed this is a good test for other applications and testified that on-line registration is a significant improvement. Mr. Fisher agreed that it is much more convenient for the public.

Prepared by Janet M. Scott

**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
JANUARY 8, 2004**

I ROLL CALL

Mayor Dana Williams called the regular meeting of the City Council to order at approximately 6 p.m. at the Marsac Municipal Building on Thursday, January 8, 2004. Members in attendance were Dana Williams, Kay Calvert, Marianne Cone, Candace Erickson, Jim Hier, and Joe Kernan. Staff present were Tom Bakaly, City Manager; Mark Harrington, City Attorney; Ray Milliner, Planner; and Alison Butz, Special Facilities and Events Manager.

II COMMUNICATIONS FROM COUNCIL AND STAFF

The Mayor reported that the Moab Mayor and City Council members will visit the City on January 22.

Resolution extending the Mayor's and City Council's appreciation of the patriotic commitment of Shayne Bell, honored to serve our country – The Mayor introduced Shayne Bell's mother, Shauna Crittendon, who is currently working in the Finance Department. He stated that Shayne Bell was deployed January 5 and is an Apache helicopter pilot. The Mayor relayed that seven reservists have been recognized over the year and five have returned to date. Ms. Crittendon introduced members of her family and thanked the City for honoring her son. The Mayor read the resolution into the record and presented it to the family.

II PUBLIC INPUT (any matter of City business not scheduled on agenda)

The Mayor invited the public to comment on any matter of City business not scheduled on the agenda. Hearing none, the public input session was closed.

V WORK SESSION NOTES AND MINUTES OF MEETINGS OF DECEMBER 11, AND DECEMBER 18, 2003

Council members Kernan and Cone disclosed that they will be abstaining on the vote as they were not in attendance. Candace Erickson, "I move we approve the work session notes and minutes of the meetings of December 11 and December 18". Jim Hier seconded. Motion carried.

Kay Calvert	Aye
Marianne Cone	Abstention
Candace Erickson	Aye
Jim Hier	Aye
Joe Kernan	Abstention

VI CONSENT AGENDA PUBLIC HEARINGS

Ordinance amending Chapters 1, 8, 10, 12 and adopting Chapter 14 of Title 12 of the Municipal Code of Park City regarding plaza, special event and master festival sign plans, outdoor vehicle displays, and other miscellaneous Sign Code clarifications – Ray Milliner explained that these amendments memorialize conclusions as they relate to special events and master festivals. He suggested two additional minor changes. In Chapter 10, under business name of tenant change signs (7) illumination, to read *"Illumination of temporary business signs is prohibited unless lighting or other sources of illumination have been previously approved through an electrical permit"*. In Chapter 14, under outdoor vehicle displays, 12-14-2(1) to change the wording to *"The display is within (a) a master festival venue; or (b) a ski base facility in the RC, RC-MPD, or RD-MPD zones"*. Joe Kernan disclosed that he is a part-time employee of Deer Valley Resort, but will be discussing and voting on this matter. The Mayor invited the public to comment.

Bob Wells, Deer Valley Resort, expressed support of the Sign Code amendments, specifically Chapter 14, which now formally recognizes the resorts' fleet program as a business need rather than an advertising method. The new language with regard to vehicle wraps responds to PCMR's concerns and resolves conflicts with regard to size of logos.

Kate Doordan, Crosby Collection, alleged that a City employee informed her that a new Sign Code is in effect, which is misleading since amendments have not been adopted yet. She explained that the Crosby Collection is located in the Summit Watch plaza where there is little visibility from Main Street. Placing a-frame signs in front of businesses is helpful, but are prohibited. She asked what is more offensive. . .her small a-frame sign or the sign on Main Street that reads *Park City Tourist Center – free lift tickets*, where timeshares are marketed. Ms. Doordan felt the Code should be more liberal with lighting, reflective surfaces, and number of banners.

Pat Sweeney, Town Lift Cafe, relayed on behalf of Harry Reed that Summit Watch has displayed vehicles on the interior court, which in his view, has not bothered anybody and shouldn't be prohibited. Mr. Sweeney described the Town Lift Plaza as an ancillary ski base. He urged Council to consider providing the same opportunity under special event licensing to display a vehicle or other similar products, if not visible from adjacent public right-of-way. This allowance is also important to his business.

Mike Sweeney, Town Lift Cafe, referred to Chapter 1, definitions *"(k) enlarged reproduction. An object that has been designed and built to resemble a product or service that is larger than the actual product or service"*, and suggested language to read *"... either the same size, smaller or larger than the actual product or service"*. He

believed the intent to be that the display be the "real thing". Under Chapter 7, prohibited signs, (e) enlarged reproductions, he suggested similar language, *"like a product or service, either the same size, smaller. . . ."* Under Chapter 8 (F), private plazas, he pointed out the reference to Section 12-3-3(C) and felt that the size of signs should be repeated here so that readers don't have to refer to the actual section. Under Chapter 8(A)(6), business name of tenant change signs, Mr. Sweeney suggested the addition of *"Temporary business identification signs, building materials shall be consistent with the requirements of Chapter 4-7 of this Title"*. He concurred with staff's recommendation on wording for (7), illumination, and emphasized that much of the activity for special events occur at night and the banners should be lighted. In Section 12-12-6, Mr. Sweeney felt that *"resort atmosphere"* should be changed to *"festival atmosphere"* and again suggested that the reference to Section 12-3-3(A) should be clarified that it is the sign design section. Additionally, with regard to the provision of allowing one banner per venue, there should be clarification that there may be more than one venue for a master festival. Mr. Sweeney added that allowing reflective surfaces and fluorescent colors should be reconsidered for festivals and approval is somewhat subjective. He reiterated that banners should be allowed to be illuminated for both master festivals and special events. There may be other products, besides vehicles, that corporate sponsors would like to display. Mr. Sweeney again emphasized that the Town Lift Plaza should be afforded the same opportunities as the ski areas, and would appreciate consideration. He commended staff on the draft and as a member of the HMBA appreciated staff's participation at meetings to share information.

Hearing no further comments from the audience, the Mayor closed the public hearing and invited comments from Council members. Kay Calvert expressed concern about narrowly defining displays to vehicles and the City Attorney explained that outdoor display of products is addressed in another section. He acknowledged that Mike Sweeney brings up a good point with regard to the scope or size of the display. Staff feels strongly that these proposed amendments move forward so that the Code is clear with regard to enforcement and permits during Sundance. He felt the technical changes outlined by Mike Sweeney are helpful and those can be incorporated into the ordinance, if Council concurs. Ms. Calvert pointed out that most banners are installed on light standards. Ms. Butz agreed and clarified that no additional lighting is provided for banners, either on Main Street or the venues. Ray Milliner added that there isn't necessarily a problem having the banner illuminated, but staff is concerned about rigging temporary spotlights in areas where there are no lights. Candace Erickson commented that up-lighting is prohibited and Jim Hier felt that adding lighting would have to comply with the building code and would be expensive to install. Perhaps language could be crafted in the future to allow the installation of lighting.

There was discussion about removing the word "enlarged" from the section, "enlarged reproduction". Mark Harrington recommended that the Ordinance be removed

from the Consent Agenda so that all modifications can be discussed and clarified. With regard to colors and surface treatments, Mr. Hier recalled that Council spent a good amount of time on this last year, and is not inclined to change those provisions tonight. Ray Milliner advised that banner colors and treatments are consistent with the criteria for other signs. Ms. Erickson concurred with the analysis of the Sign Code previously conducted by Council. Joe Kernan questioned whether the requirements for master festival signs should be broader so that we're "not tying our hands" in the future. Mr. Milliner responded that this direction is at the purview of the Council. Mark Harrington explained that this amendment accomplishes this to a degree and expands what signage can be approved for special events and master festival licenses. However, standards must be delineated, and as proposed, are consistent with existing Sign Code provisions. Council has the authority to be more permissive, but these amendments attempt to memorialize staff practices. Alison Butz explained that although staff must follow code and procedures, when there is a new request, there is usually enough time to bring the request to the Council. She referred to the proposal from Sundance last year to identify its sponsors on the bottom of the Main Street banners, which was discussed and approved by Council. Typically with larger festivals, there is adequate time to consider "out of the box" ideas. Concerning code effectiveness, Council member Kernan asked if there is a prohibition of displaying a large wall of regular sized cans, for instance, outside. Mark Harrington responded that this would be prohibited. There is some ability to circumvent this in the master festival section, but there still has to be findings of compatibility. There are also limitations for sidewalk sales.

Mayor Williams stated that with regard to Ms. Doordan's testimony, that allowing a directional sign for the plaza may be helpful and appropriate, and Ms. Cone pointed out that there is an existing directory. Ray Milliner believed Ms. Doordan's comments referred to a-frame signs. These are specifically prohibited under the code, but staff has discussed allowing this type of sign with criteria. The master sign plan for Summit Watch could be amended or the Sign Code could be amended to allow them. He explained that a-frames have been problematic blocking sidewalks on Main Street but they may be appropriate in other areas. Kate Doordan interjected that the HMBA has initiated discussions with staff on amending the Sign Code. Jim Hier believed this is a topic that should be dealt with at another time so that the entire Main Street core can be considered. The City Attorney again advised to close the public hearing, move the Ordinance to New Business where modifications can be detailed at that point.

VII CONSENT AGENDA

Jim Hier, "I move to accept the Consent Agenda, with the exception of Item 1, which will be removed from the Consent Agenda". He disclosed that he is abstaining from voting on Item 4 because of a potential business relationship with the applicant. Kay Calvert seconded. Motion carried.

Kay Calvert	Aye
Marianne Cone	Aye
Candace Erickson	Aye
Jim Hier	Aye, Abstention on Item 4 only
Joe Kernan	Aye

1. Ordinance amending Chapters 1, 8, 10, 12 and adopting Chapter 14 of Title 12 of the Municipal Code of Park City regarding plaza, special event and master festival sign plans, outdoor vehicle displays, and other miscellaneous Sign Code clarifications – See staff report, work session notes, public hearing, and New Business.

2. Resolution establishing a regular meeting date, time, and location for meetings of the City Council of Park City, Utah for 2004 – See staff report and work session notes.

3. Authorization to staff to proceed with the purchase of e-commerce software for the Racquet Club and Recreation Department with CIP funds in the amount of \$33,750 – See staff report and work session notes.

4. Acceptance of Spiro Tunnel Annexation petition – See staff report and motion.

VIII NEW BUSINESS

Ordinance amending Chapters 1, 8, 10, 12 and adopting Chapter 14 of Title 12 of the Municipal Code of Park City regarding plaza, special event and master festival sign plans, outdoor vehicle displays, and other miscellaneous Sign Code clarifications – See staff report. Alison Butz detailed modifications and referred to Page 42 under (E), enlarged reproduction, adding the word “or service” after the word “product”. Under (K), enlarged reproduction, strike the word “enlarged”, and strike the rest of the sentence after the words, “product or service”. On Page 43, under (A)(6), business name of tenant change signs - design, add the word “materials” after the words “temporary business signs”. On Page 45, under 12-12-6, temporary signs, change the word “resort” to “festival”.

She continued that another discussed amendment is after any section reference, that the section title be added. Jim Hier emphasized that when the Land Management Code was revamped, that section references were intentionally removed to streamline the document and he didn't feel including the title would be very informative to the reader. Mark Harrington explained that the Code on the City's website hyperlinks sections for ease of reference. Mike Sweeney reiterated his argument. Discussion ensued on this issue and the City Attorney recommended leaving the Code as is so it is consistent with the rest of the document. When the Code is examined again, this point

can be reconsidered. With regard to illumination of temporary business signs (Page 43), Ray Miller specified the amendment to read, "Illumination of temporary business signs is prohibited, unless lighting or other sources of illumination have been previously approved through an electrical permit, or already exists". There was discussion among Council members to include this language for banners as well, but the resulting consensus was to consider this at a later date. Mr. Milliner added that Section 12-14-2(1) should be amended to add the RC zone (Page 46).

Kay Calvert, "I move to approve the Ordinance amending Chapters 1, 8, 10, 12 and adopting Chapter 14 of Title 12 of the Municipal Code of Park City regarding plaza, special event and master festival sign plans, outdoor vehicle displays, and other miscellaneous Sign Code clarifications with the changes that have been referenced". Jim Hier seconded. Motion carried unanimously.

IX RESIGNATIONS AND APPOINTMENTS

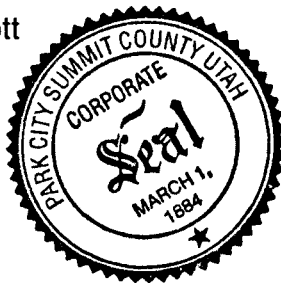
1. Appointment of Mayor Pro Tem and Alternate Mayor Pro Tem – See staff report and work session notes. The Mayor requested a motion to appoint Jim Hier as Mayor Pro Tem and Kay Calvert as Alternate Mayor Pro Tem for 2004. Candace Erickson, "I so move". Marianne Cone seconded. Motion carried unanimously.

2. Appointments of two members and an alternate to the Employee Transfer and Discharge Appeals Board – Mayor Williams recommended that Jim Hier and Kay Calvert be reappointed with Joe Kernan and Marianne Cone as alternates. Kay Calvert, "I so move". Jim Hier seconded. Motion unanimously carried.

X ADJOURNMENT

With no further business, the regular meeting of the City Council was adjourned and Redevelopment Agency, Municipal Building Authority, and Water Service District meetings convened. The meeting for which these minutes were prepared was noticed by posting at least 24 hours in advance and by delivery to the news media two days prior to the meeting.

Prepared by Janet M. Scott




Janet M. Scott, City Recorder

**RESOLUTION EXTENDING THE MAYOR'S AND CITY COUNCIL'S APPRECIATION
OF THE PATRIOTIC COMMITMENT OF
SHAYNE BELL
HONORED TO SERVE OUR COUNTRY**

WHEREAS, it is appropriate to acknowledge residents of the past and present who proudly and willingly volunteer for military reserve service to ensure a sound national defense, to provide a strong deterrent to attacks from hostile sources, and to maintain the security of our country and free people everywhere; and

WHEREAS, we gratefully acknowledge that we live in freedom today because of the many sacrifices that have been made and are being made today, by the valiant servicemen and women in the Armed Forces and their families; and

WHEREAS, we extend continuing support of these men and women and their families in this time of uncertainty and devote our thoughts and best wishes to all military service members and their families; and

WHEREAS, the Park City community extends its hope for a prompt end to the military actions facing our nation, and a safe and speedy return of our citizens serving in the military and all U S Armed Forces members.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council urge citizens to also pay tribute to our military reservists and families, and to extend our heartfelt appreciation for their courageous service in the preservation of the heritage of freedom of our great nation.

PASSED AND ADOPTED this 30th day of January, 2003.

PRESENTED to the Family of Shayne Bell this 8th day of January, 2004.

City Council Staff Report



Subject: SIGN CODE REVISIONS
Date: January 8, 2004
Type of Item: Legislative

PLANNING DEPARTMENT

Summary: The Planning Department requests that the City Council review the proposed changes to Title 12 of the Municipal Code, conduct a public hearing, and approve the ordinance.

TOPIC

Amendments to Title 12 of the Municipal Code.

BACKGROUND

The Planning Commission reviewed proposed changes to the Sign Code at its November 12, 2003 meeting. At that meeting and pursuant to Council direction, the Commission focused primarily on outdoor vehicle displays and how they relate to Master Festivals and Special Events license holders. Commissioners requested that staff clarify the following:

- Difference between Master Festivals and Special Events
- Clarification and regulations on additional sponsor displays

On December 4, 2003, due to timing concerns, the City Council went forward with and denied the appeal by Brothers III for the Village at the Lift special event regarding a condition of approval that prohibited the display of vehicles on the plaza. The Council affirmed the staff finding that such display is an outdoor display of merchandise/goods prohibited by LMC section 15-2.6-12. At the hearing, additional new argument was made regarding whether the display was a "sign" under MCPC section 12-2-1(Z) and therefore exempt pursuant to 12-8-1(F) which provides:

(F) **PRIVATE PLAZAS.** Private pedestrian walkways may have signs on privately owned walls or plazas that are so located as to be oriented to the plaza and not to public streets are not regulated, however building permits shall be required for mounting and wiring. Private plazas as part of a Master Planned Development must have an approved Master Sign Plan. Private plazas approved prior to March 19, 1998, do not need to come into conformance with the Sign Code and Master Sign Plan requirements.

The Brothers III argued this section allowed them to have any sign they wanted, **without any limitation of size, number or design**, because their plaza was approved prior to 1998. However, the Council agreed with staff that the last sentence simply meant this section, adopted in 1998, did not require existing plaza signage to come into compliance with concurrent amendments to the Sign Code. The Council further agreed that the point was moot because the vehicles were not "signs" and further agreed with the Legal Department conclusion that this section only exempted signs within an approved MPD if the signs were approved in a Master Sign Plan for the plaza. The Master Sign Plan freed such signs from individual permit application but still subjected them to the requirements in 12-3-3 that states signs "shall be designed to establish a common theme or design for the entire building, using similar construction methods, compatible colors, scale, and identical backgrounds." The Council simply did not buy that a Hummer could meet these standards. Additionally, the vehicles were part of third party rental arrangement and not related to a plaza tenant.

As a result of the in-depth discussion, the Council directed staff to clarify the definition of "sign" as it applies to "displays" and better reconcile the status of "unregulated" plaza signs in light of the still very applicable requirements of master sign plans under 12-8-1(F).

At its December 10, 2003 meeting, the Planning Commission reviewed and held a public hearing on the final draft, which incorporated the clarifications requested by the Council. The Planning Commission unanimously forwarded a positive recommendation to the Council, and requested that the staff attend the December 16th Main Street Merchants meeting to review the changes. No additional comment on the Ordinance was given on the December 16th meeting, but one or more merchants may return with unrelated, general Sign Code amendments in the future. Two minor changes were made as a result of the public hearing: 1) Section 12-14-2(3) was amended to clarify wrapping vehicles with design and athlete images is OK within certain limitations; and 2) standards for look and feel were added to 12-12-2(2).

ANALYSIS

Special Events

A Special Event is any event, public or private, on private property, which creates significant public impacts through the use of public property or employees, or could reasonably be interpreted to cause significant public impacts via disturbance, crowd, traffic/parking, disruption of the normal routine of the community or affected neighborhood, or necessitates temporary business or liquor licensing in conjunction with the public impacts. The City currently permits approximately 20-25 Special Events a year, almost all of which are one day.

Master Festivals

A Master Festival is any event held on public or private property in which the general public is invited with or without charge and which creates significant public impacts through any of the following: (a) the attraction of large crowds, (b) necessity for street closures, (c) use of public property, (d) use of City transportation services, (e) use of off-site parking facility, (f) use of amplified music in or adjacent to a residential neighborhood. The City currently permits approximately 30-35 MFLs a year, most of which are two days with Sundance and the softball tournament at ten days or more.

The Special Events and Facilities Department process applications for both Master Festivals and Special Events. When there is an instance of events occurring simultaneously the following criteria are applied:

- Geographic separation of the events;
- Proposed time and duration of the events;
- Anticipated attendance volumes;
- Necessity for public personnel, equipment, and/or transportation services at the events; and
- Anticipated traffic and parking impacts

If a finding is made that two simultaneously occurring events will negatively impact each other, the event with the greatest seniority, or if neither event has seniority, priority is determined on a first come first served basis.

Over the course of a calendar year the Special Events and Facilities Department processes a number of Master Festival and Special Event Licenses. Out of those applications very few occur at the same time as another event.

Sponsor Activities

Most Master Festivals are very expensive due to operational costs, including mitigating public impacts. Organizers often offset these costs by getting sponsors. In return for the money, sponsors request visibility at the event either through the display of their product or logo placement on festival signs or banners.

Recently, the City Council amended Chapter 11 of the Sign Code, Banners on City Light Standards to provide sponsors with a venue to feature their names and logos on the banners. The placement of the logos was restricted in size, design and location. Similarly, staff wants to clarify and establish limits on the staff approval of sign plans and commercial displays for MFLs and Special Events.

Code Revisions

In order to, clarify and better define the private plaza exemption from the Sign Code, and coordinate the placement of signs in public or private plazas, staff is proposing the following language:

Proposed Language Chapter 1 – Definitions

(V) **PRIVATE PLAZA:** Private property in excess of 1,000 square feet that generally serves as common area to adjoining commercial development and is free of structures, is hard surfaced and/or landscaped. Private plazas generally provide an area for pedestrian circulation, common amenities, and act as a gathering space for private or public purposes.

Staff has proposed an addition to the Prohibited Sign section of the code prohibiting the use of enlarged products for displays or to be used as signs. With that modification sponsors could still use enlarged products within an enclosed building or structure.

Proposed Language Chapter 7 – Prohibited Signs

(E) **ENLARGED REPRODUCTION.** The use of an inanimate object that has been constructed to look like a smaller product for the purpose of advertisement or display is prohibited.

Proposed Language Chapter 1 – Definitions

(K) **ENLARGED REPRODUCTION.** An object that has been designed and built to resemble a product or service, that is larger than the actual product or service.

(W) **SIGN.** Sign shall mean and include a display of an advertising message, usually written, including an announcement, declaration, demonstration, product reproduction, display, illustration, insignia, surface or space erected or maintained in view of the observer thereof primarily for identification, advertisement, or promotion of the interest of any person, entity, product, or service, and visible from outdoors. The definition of a Sign shall also include the Sign structure, supports, lighting system, and any attachments, Flags, ornaments or other features used to draw the attention of observers.

Proposed Language Chapter 8 – Signs Exempt From Permit Requirement

(F) **PRIVATE PLAZAS.** Signs may be installed in Private Plazas ~~pedestrian~~ without obtaining individual Sign Permits provided that such Signs conform to an approved Master Sign Plan, however building permits shall be required for installation and any necessary electrical service and lighting. ~~mounting and wiring~~ Existing Signs in Private Plazas approved prior to March 19, 1998 do not need to come into conformance with the Sign Code and Master Sign Plan requirements, but all new Signs must be either individually approved or approved as an amendment to the Master Sign Plan. Signs oriented internally to the plaza and not to the public street or right of way shall not be subject to the limitations in Section 12-3-3(C).

Proposed Language Chapter 10 – Types of Temporary Signs

(A) **BUSINESS NAME OF TENANT CHANGE SIGNS.** Due to a change in business name or tenant, including temporary occupancy of an existing business by a convention sales license holder (pursuant to Section 4-3-9 of this Code) a temporary Sign is permitted as per the following regulations.

(1) **Size.** Business Name or Tenant Change Signs may occupy the same amount of area previously approved on a building or façade provided said area is consistent with this Title and the master sign plan for the property. ~~shall not exceed twenty-four square feet (24 sq. ft.) of area on the exposed Sign face~~ In no case shall Business Name or Tenant Change signs exceed the Sign area per Building Face when included within the Sign area calculation for all permanent Signs.

(2) **Height Limit.** All requirements as stated in this Title shall apply.

(3) **Number of Signs.** Persons seeking approval for Business Name or Temporary Change Signs are allowed the same number of signs previously approved on a building façade or through the Master Sign Plan. Additional Window Sign area may be used, but may not exceed the total Sign area allowed per Building Face.

(4) **Setback and Orientation.** Temporary Business Name or Tenant Change Signs are permitted in any district, provided that they comply with all size and setback requirements for the permanent Signs of similar nature.

(5) **Zoning Restrictions.** Temporary business Identification Signs are allowed in all Zoning Districts.

(6) **Design.** Temporary business Identification Signs shall be consistent with the requirements of Chapter 4-7 of this Title. ~~constructed of wood, metal, mounted on hardware of wood, painted metal or other similar material.~~ Sign mounting shall comply with the Uniform Sign Code's standards for installation.

(7) **Illumination.** Illumination of temporary business Signs is prohibited.

Proposed Language Chapter 12 – Master Festival Sign Plan

CHAPTER 12. MASTER FESTIVAL AND SPECIAL EVENT SIGN PLAN. ~~Any person desiring permission to display temporary Banners and Signs related to an event on various dates at one location shall submit plans along with the application for a Master Festival License, which is issued by the City. Parameters and requirements are~~

~~stated within the Master Festival License Application and shall be reviewed by the Planning Department prior to the issuance of a permit.~~

12-12-1. Sign Plan Required. All Master Festival and Special Event Licensees desiring permission to display temporary Signs related to an approved Master Festival shall submit a Master Festival Sign Plan as part of the application for a Master Festival License. The Planning and Special Events and Facilities Departments shall review Master Festival Sign Plans for compliance with the standards below prior to permit issuance.

12-12-2. Master Festival Banners. The use of Banners identifying an event and/or Sponsor is allowed within the boundaries of the approved Master Festival Venue, subject to the following criteria:

- (1) **Size:** No individual Master Festival Banner may exceed 36 square feet in size.
- (2) **Number of Signs.** One Banner is allowed per Venue. Additionally, one Banner is allowed on the external façade of any building or structure within a Venue, including temporary structures. Staff may approve additional Banners within a Venue upon finding that the Banners contribute to the overall resort atmosphere or theme of the event consistent with the purpose and scope of Section 12-1-1, the design is consistent with Section 12-3-3(A) as applied to the event, and that any commercial advertising message is secondary to such look and feel design elements for the event. There is no limit on Banners within a fully enclosed structure.
- (3) **Setback and Orientation.** Master Festival Banners are allowed only on or within approved Venues.
- (4) **Zoning Restrictions.** Master Festival Banners are allowed within all zoning districts.
- (5) **Design.** Fluorescent colors and reflective surfaces are prohibited on Banners. Reflective colored materials that give the appearance of changing color are also prohibited. A matte or flat finish is required for all surfaces.
- (6) **Period of Display.** Master Festival Banners may be displayed only during the approved time of the Master Festival.
- (7) **Illumination.** Illumination of Master Festival Banners is prohibited.

12-12-3. Special Event Banners. The use of Banners is allowed within the boundaries of the approved Special Event Venue, subject to the following criteria:

- (1) **Size:** No individual Special Event Banner may exceed 36 square feet in size.
- (2) **Number of Signs.** One Banner is allowed per Venue. Additionally, one Banner is allowed on the external façade of any building or structure within a Venue, including temporary structures. Each Banner shall be consistent with Section 12-3-3(A) as applied to the event, and any commercial advertising message must be secondary to such look and feel design elements for the event.
- (3) **Setback and Orientation.** Special Event Banners are allowed to be oriented only within approved Venues.
- (4) **Zoning Restrictions.** Special Event Banners are allowed within all zoning districts.
- (5) **Design.** Fluorescent colors and reflective surfaces are prohibited on Banners. Reflective colored materials that give the appearance of changing color are also prohibited. A matte or flat finish is required for all surfaces.
- (6) **Period of Display.** Special Event Banners may be displayed only during the approved time of the Special Event.
- (7) **Illumination.** Illumination of Special Event Banners is prohibited.

12-12-4. Master Festival Directional Signs. Municipal and/or event owned Directional signs in the form of Electronic Message Signs and Portable Signs, are allowed for the purpose of identifying and/or directing vehicular or pedestrian traffic to parking areas, transportation centers and venues.

12-12-5. Master Festival Projection Signs. Temporary Projection Signs that are part of an approved Master Festival License may be allowed for the duration of the Master Festival permit, provided they are directed downward and the light source is shielded from any view but the intended mark of the Sign.

12-12-6. Temporary Signs. Staff may approve Temporary Signs within a Master Festival or Special Event Venue upon finding that the Signs contribute to the overall resort atmosphere or theme of the event consistent with the purpose and scope of Section 12-1-1, the design is consistent with Section 12-3-3(A) as applied to the event, and that any commercial advertising message is secondary to such look and feel design elements for the event. There is no limit on Signs within a fully enclosed structure.

Specific to the discussion at the November 12 and December 4, 2003 meetings was the relation of vehicle displays versus signs, and how such displays relate to Master Festivals, Special Events, and other entities in Park City. Staff recommends that the Planning Commission distinguish the display of vehicles from signs generally, and allow vehicle displays only in approved Master Festivals and ski resort areas. Therefore, the following Sign Code amendments are recommended as a new Chapter 14 with subsequent chapters re-numbered:

Proposed Language Chapter 14 – Outdoor Vehicle Displays

CHAPTER 14- OUTDOOR VEHICLE DISPLAYS

12-14-1. PURPOSE AND SCOPE. The City Council of Park City, Utah hereby finds that there is a substantial and compelling need to allow limited outdoor display of vehicles due to the unique relationship between vehicle sponsors of Master Festivals and the City's ski resorts. Such a need must be balanced with the City's aesthetic concerns as stated in section 12-1-1. Accordingly, the City shall only permit outdoor vehicle displays pursuant to the regulations stated herein. Such displays are not Signs and shall not count towards Sign square footage limitations, nor receive the benefit of Sign exemptions.

12-14-2. DISPLAY. Sponsor vehicles may be displayed subject to the following criteria:

- (1) The display is within: a) a Master Festival Venue; or 2) a Ski Base Facility in the RC-MPD or RD-MPD zones;
- (2) The display is consistent with the purpose and scope of Section 12-1-1, the design is consistent with Section 12-3-3(A) as applied to the orientation of the display which shall be generally to the interior of the Venue or Ski Base Facility, and that any commercial advertising message is secondary to such look and feel design elements for the event;
- (3) The display is only for the display of the vehicle; no additional solicitation or advertising is allowed as a consequence of the vehicle other than a Sign identifying the Sponsor not to exceed three square feet. The vehicle may be wrapped with additional design elements, ski team or athlete images so long as the wrap contributes to the overall resort atmosphere or theme of the ski area or event consistent with the purpose and scope of Section 12-1-1, the design is consistent with Section 12-3-3(A) as applied to the area or event, and that any commercial advertising message is secondary to such look and feel design elements;

(4) The proposed vehicle display does not impede vehicular or pedestrian circulation;

(5) The proposed vehicle display does not impede emergency Access or services.

DEPARTMENT REVIEW

The Executive Department, Planning Department and Legal Department have reviewed the proposed amendments.

RECOMMENDATION

The Planning Department requests that the City Council review the proposed changes to Title 12 of the Municipal Code, conduct a public hearing, and approve the ordinance.

ALTERNATIVES

1. Revise the ordinance and adopt with changes.
2. Continue discussion and direct staff as to additional information.

EXHIBITS

Proposed Ordinance

AN ORDINANCE AMENDING TITLE 12, SIGN CODE, CHAPTERS 1, 7, 8, 10, AND 12, AND ADDING A NEW CHAPTER 14, OF THE MUNICIPAL CODE OF PARK CITY CLARIFYING STANDARDS FOR PLAZA, MASTER FESTIVAL, AND SPECIAL EVENT MASTER SIGN PLANS, AND ADOPTING REGULATIONS FOR OUTDOOR DISPLAY OF VEHICLES.

WHEREAS, the City Council recognizes the significant need for temporary signs during Master Festivals and Special Events to ensure the success of such events, facilitate unusual pedestrian and vehicular traffic patterns, and secure necessary corporate sponsors; and

WHEREAS, such events are critical to the economic and cultural goals of the City as defined in the General Plan, the City Council's annual Vision Statement to be a World Class, Multi-Seasonal Destination Resort Community, and Principles 1, 3, 6 and 7; and

WHEREAS, the City has successfully and aggressively balanced the need for commercial signs and marks with the aesthetic beauty and charm of its historic districts and the mountain community generally, both of which are vital to the economic development and quality of life of the City; and

WHEREAS, the ski resorts and Master Festivals have special and unique needs to have sponsor vehicle displays and so long as such displays are conducted according to the standards and location criteria herein, the displays will not be contrary to the intent statement of Title 12, Sign Code, of the Municipal Code of Park City; and

WHEREAS, the City Council is adopting special, more-permissive regulations for Master Festivals and Special Events, but the City Council hereby finds that such signs must still be regulated to prevent visual clutter, ensure efficient pedestrian and vehicle traffic movements, and promote the resort character of the community.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PARK CITY, UTAH THAT:

Section I. Findings. The recitals above and the staff report are incorporated herein as findings in support of this ordinance.

Section II. Amendment. Title 12 Sign Code, of the Municipal Code of Park City is hereby amended as follows:

Chapter 1 – Definitions

(K) ENLARGED REPRODUCTION. An object that has been designed and built to resemble a product or service, that is larger than the actual product or service.

(V) PRIVATE PLAZA: Private property in excess of 1,000 square feet that generally serves as common area to adjoining commercial development and is free of structures, is hard surfaced and/or landscaped. Private plazas generally provide an area for pedestrian circulation, common amenities, and act as a gathering space for private or public purposes.

(W) SIGN. Sign shall mean and include a display of an advertising message, usually written, including an announcement, declaration, demonstration, product reproduction~~display~~, illustration, insignia, surface or space erected or maintained in view of the observer thereof primarily for identification, advertisement, or promotion of the interest of any person, entity, product, or service, and visible from outdoors. The definition of a Sign shall also include the Sign structure, supports, lighting system, and any attachments, Flags, ornaments or other features used to draw the attention of observers.

Chapter 7 – Prohibited Signs

(E) ENLARGED REPRODUCTION. The use of an inanimate object that has been constructed to look like a smaller product for the purpose of advertisement or display is prohibited.

Chapter 8 – Signs Exempt From Permit Requirement.

(F) PRIVATE PLAZAS. Signs may be installed in Private Plazas ~~pedestrian~~ without obtaining individual Sign Permits provided that such Signs conform to an approved Master Sign Plan, however building permits shall be required for installation and any necessary electrical service and lighting. ~~mounting and wiring~~ Existing Signs in Private Plazas approved prior to March 19, 1998 do not need to come into conformance with the Sign Code and Master Sign Plan requirements, but all new Signs must be either individually approved or approved as an amendment to the Master Sign Plan. Signs oriented internally to the plaza and not to the public street or right of way shall not be subject to the limitations in Section 12-3-3(C).

Chapter 10 – Types of Temporary Signs

(A) BUSINESS NAME OF TENANT CHANGE SIGNS. Due to a change in business name or tenant, including temporary occupancy of an existing business by a convention sales license holder (pursuant to Section 4-3-9 of this Code) a temporary Sign is permitted as per the following regulations.

(1) **Size.** Business Name or Tenant Change Signs may occupy the same amount of area previously approved on a building or façade provided said area is consistent with this Title and the master sign plan for the property. ~~shall not exceed twenty-four square feet (24 sq. ft.) of area on the exposed Sign face~~ In no case shall Business Name or Tenant Change signs exceed the Sign area per Building Face when included within the Sign area calculation for all permanent Signs.

(2) **Height Limit.** All requirements as stated in this Title shall apply.

(3) **Number of Signs.** Persons seeking approval for Business Name or Temporary Change Signs are allowed the same number of signs previously approved on a building façade or through the Master Sign Plan. Additional Window Sign area may be used, but may not exceed the total Sign area allowed per Building Face.

(4) **Setback and Orientation.** Temporary Business Name or Tenant Change Signs are permitted in any district, provided that they comply with all size and setback requirements for the permanent Signs of similar nature.

(5) **Zoning Restrictions.** Temporary business Identification Signs are allowed in all Zoning Districts.

(6) **Design.** Temporary business Identification Signs shall be consistent with the requirements of Chapter 4-7 of this Title. ~~constructed of wood, metal, mounted on hardware of wood, painted metal or other similar material.~~ Sign mounting shall comply with the Uniform Sign Code's standards for installation.

(7) **Illumination.** Illumination of temporary business Signs is prohibited.

Chapter 12 – Master Festival Sign Plan

CHAPTER 12. MASTER FESTIVAL AND SPECIAL EVENT SIGN PLAN.

12-12-1. SIGN PLAN REQUIRED. ~~Any person desiring permission to display temporary Banners and Signs related to an event on various dates at one location shall submit plans along with the application for a Master Festival License, which is issued by the City. Parameters and requirements are stated within the Master Festival License Application and shall be reviewed by the Planning Department prior to the issuance of a permit.~~

All Master Festival and Special Event Licensees desiring permission to display temporary Signs related to an approved Master Festival shall submit a Master Festival Sign Plan as part of the application for a Master Festival License. The Planning and

Special Events and Facilities Departments shall review Master Festival Sign Plans for compliance with the standards below prior to permit issuance.

12-12-2. MASTER FESTIVAL BANNERS. The use of Banners identifying an event and/or Sponsor is allowed within the boundaries of the approved Master Festival Venue, subject to the following criteria:

- (8) **Size:** No individual Master Festival Banner may exceed 36 square feet in size.
- (9) **Number of Signs.** One Banner is allowed per Venue. Additionally, one Banner is allowed on the external façade of any building or structure within a Venue, including temporary structures. Staff may approve additional Banners within a Venue upon finding that the Banners contribute to the overall resort atmosphere or theme of the event consistent with the purpose and scope of Section 12-1-1, the design is consistent with Section 12-3-3(A) as applied to the event, and that any commercial advertising message is secondary to such look and feel design elements for the event. There is no limit on Banners within a fully enclosed structure.
- (10) **Setback and Orientation.** Master Festival Banners are allowed only on or within approved Venues.
- (11) **Zoning Restrictions.** Master Festival Banners are allowed within all zoning districts.
- (12) **Design.** Fluorescent colors and reflective surfaces are prohibited on Banners. Reflective colored materials that give the appearance of changing color are also prohibited. A matte or flat finish is required for all surfaces.
- (13) **Period of Display.** Master Festival Banners may be displayed only during the approved time of the Master Festival.
- (14) **Illumination.** Illumination of Master Festival Banners is prohibited.

12-12-3. SPECIAL EVENT BANNERS. The use of Banners is allowed within the boundaries of the approved Special Event Venue, subject to the following criteria:

- (8) **Size:** No individual Special Event Banner may exceed 36 square feet in size.
- (9) **Number of Signs.** One Banner is allowed per Venue. Additionally, one Banner is allowed on the external façade of any building or structure within a Venue, including temporary structures. Each Banner shall be consistent with Section 12-3-3(A) as applied to the event, and any commercial advertising

message must be secondary to such look and feel design elements for the event.

- (10) **Setback and Orientation.** Special Event Banners are allowed to be oriented only within approved Venues.
- (11) **Zoning Restrictions.** Special Event Banners are allowed within all zoning districts.
- (12) **Design.** Fluorescent colors and reflective surfaces are prohibited on Banners. Reflective colored materials that give the appearance of changing color are also prohibited. A matte or flat finish is required for all surfaces.
- (13) **Period of Display.** Special Event Banners may be displayed only during the approved time of the Special Event.
- (14) **Illumination.** Illumination of Special Event Banners is prohibited.

12-12-4. MASTER FESTIVAL DIRECTIONAL SIGNS. Municipal and/or event owned Directional signs in the form of Electronic Message Signs and Portable Signs, are allowed for the purpose of identifying and/or directing vehicular or pedestrian traffic to parking areas, transportation centers and venues.

12-12-5. MASTER FESTIVAL PROJECTION SIGNS. Temporary Projection Signs that are part of an approved Master Festival License may be allowed for the duration of the Master Festival permit, provided they are directed downward and the light source is shielded from any view but the intended mark of the Sign.

12-12-6. TEMPORARY SIGNS. Staff may approve Temporary Signs within a Master Festival or Special Event Venue upon finding that the Signs contribute to the overall resort atmosphere or theme of the event consistent with the purpose and scope of Section 12-1-1, the design is consistent with Section 12-3-3(A) as applied to the event, and that any commercial advertising message is secondary to such look and feel design elements for the event. There is no limit on Signs within a fully enclosed structure.

Chapter 14 – Outdoor Vehicle Displays

CHAPTER 14- OUTDOOR VEHICLE DISPLAYS

12-14-1. PURPOSE AND SCOPE. The City Council of Park City, Utah hereby finds that there is a substantial and compelling need to allow limited outdoor display of

vehicles due to the unique relationship between vehicle sponsors of Master Festivals and the City's ski resorts. Such a need must be balanced with the City's aesthetic concerns as stated in section 12-1-1. Accordingly, the City shall only permit outdoor vehicle displays pursuant to the regulations stated herein. Such displays are not Signs and shall not count towards Sign square footage limitations, nor receive the benefit of Sign exemptions.

12-14-2. DISPLAY. Sponsor vehicles may be displayed subject to the following criteria:

- (6) The display is within: a) a Master Festival Venue; or 2) a Ski Base Facility in the RC-MPD or RD-MPD zones;
- (7) The display is consistent with the purpose and scope of Section 12-1-1, the design is consistent with Section 12-3-3(A) as applied to the orientation of the display which shall be generally to the interior of the Venue or Ski Base Facility, and that any commercial advertising message is secondary to such look and feel design elements for the event;
- (8) The display is only for the display of the vehicle; no additional solicitation or advertising is allowed as a consequence of the vehicle other than a Sign identifying the Sponsor not to exceed three square feet. The vehicle may be wrapped with additional design elements, ski team or athlete images so long as the wrap contributes to the overall resort atmosphere or theme of the ski area or event consistent with the purpose and scope of Section 12-1-1, the design is consistent with Section 12-3-3(A) as applied to the area or event, and that any commercial advertising message is secondary to such look and feel design elements;
- (9) The proposed vehicle display does not impede vehicular or pedestrian circulation;
- (10) The proposed vehicle display does not impede emergency Access or services.

Section III. Renumbering. Chapter 14 Appeals, of Title 12 of the Municipal Code of Park City is renumbered as Chapter 15 Appeals. All section headings for Definitions and any other section affected by the amendments herein shall be re-numbered accordingly.

Section IV Effective Date. This Ordinance shall become effective upon publication.

PASSED AND ADOPTED this 8th day of January, 2004.

DATE: January 8, 2004
DEPARTMENT: City Manager
AUTHOR: Jan Scott, City Recorder
TITLE: Mayor Pro-Tem Appointments; and Meeting Dates
TYPE OF ITEM: Administrative/Legislative

SUMMARY RECOMMENDATIONS: Appointing a Mayor Pro Tem and Alternate Mayor Pro Tem at the regular meeting, and adopting resolutions setting forth meeting dates for the City Council and its related agencies are recommended actions.

DESCRIPTION:

A. Topic: Appointments and setting meeting dates are both housekeeping matters, which occur at the first meeting of the year. Setting regular meeting times, place and dates is a requirement of the state code.

B. Background: Historically, City Council members with the most years of service then the highest number of votes have been appointed as Mayor Pro Tem and Alternate Mayor Pro Tem. Last year, Candace Erickson served as Mayor Pro Tem and Peg Bodell Alternate Mayor Pro Tem, but Peg will not be moving into the Mayor Pro Tem position. If Council agrees with this criteria and since Candy served last year, Jim Hier is recommended for the appointment of Mayor Pro Tem, and Kay Calvert, Alternate Mayor Pro Tem. The regular meeting time of 6 p.m. has been in place since January 1986; prior to that, it was 5 p.m. It should be emphasized that the manner of appointments is at the sole discretion of the Mayor, with the advice and consent of the City Council.

C. Analysis: N/A.

D. Department Review: N/A.

ALTERNATIVES:

A. Approve the request.

B. Deny the Request: The Council has the discretion to change the manner of appointing the Mayor Pro Tem or to change the meeting time, place, or date. However, it is required to adopt meeting dates by resolution and recommended to do so at the first meeting of the year..

C. Continue the Item: These items could be continued, but it is recommended that these actions take place at the beginning of the year.

RECOMMENDATION: See summary recommendation.

Resolution No. 1-04

**A RESOLUTION ESTABLISHING A REGULAR MEETING DATE,
TIME, AND LOCATION FOR MEETINGS OF THE
CITY COUNCIL OF PARK CITY, UTAH FOR 2004**

BE IT RESOLVED by the City Council of Park City:

SECTION 1. REGULAR MEETING DATE. The regular meetings of the Park City Council shall be held on Thursdays at 6 p.m. at the Marsac Municipal Building, 445 Marsac Avenue, Park City, Utah. Regular meetings are open meetings, where agenda items are scheduled for public hearing and/or action. The time may change if it is felt appropriate to schedule issues of general interest at a time that may better accommodate the public. Meetings may be canceled when there is no pending business, no quorum, or the regular meeting date falls on a holiday.

The schedule for City Council meetings in 2004 are as follows:

January 8, 15, 22, 29	July 1, 8, 15, 22, 29
February 5, 12, 19, 26	August 5, 12, 19, 26
March 4, 11, 18, 25	September 2, 9, 16, 23, 30
April 1, 8, 15, 22, 29	October 7, 14, 21, 28
May 6, 13, 20, 27	November 4, 11, 18
June 3, 10, 17, 24	December 2, 9, 16, 23, 30

SECTION 2. NOTICE OF PUBLIC MEETINGS. Notice shall be given, indicating the specific date, time, and location of the meeting. The agenda will be posted at the Marsac Municipal Building at least twenty-four (24) hours prior to each regular meeting, and same delivered to the local news media. The agenda for special or emergency meetings shall be noticed in the best manner practicable.

SECTION 3. WORK SESSIONS. Work sessions are open informational meetings, where new items are introduced or regular meeting agenda items are discussed for clarification prior to action. Typically, no formal action is scheduled or taken during a work session, but formal actions may be made to conduct the City's business, if it is deemed to be in the best interest of the public.

SECTION 4. CLOSED MEETINGS. Every meeting and work session is open to the public, unless closed pursuant to Sections 52-4-4 and 52-4-5 of the Utah Code. A closed meeting may be held upon the affirmative vote of two-thirds of the members of the public body present at an open meeting for which notice is given pursuant to Section 52-4-6, provided a quorum is present. No closed meeting is allowed except as to matters exempted under Section 52-4-5; provided no ordinance, resolution, rule, regulation, contract, or appointment shall be approved at a closed

meeting. The reason or reasons for holding a closed meeting, the roll call, and any dissenting vote to close the meeting, shall be entered in the memorandum of closed session and made a part of the minutes.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect immediately.

PASSED AND ADOPTED this 8th day of January, 2004.

Resolution No. RDA 1-04

**A RESOLUTION ESTABLISHING A REGULAR MEETING DATE,
TIME, AND LOCATION FOR 2004 MEETINGS
AND APPOINTING OFFICERS OF THE BOARD OF DIRECTORS
OF THE REDEVELOPMENT AGENCY OF PARK CITY, UTAH**

BE IT RESOLVED by the Redevelopment Agency of Park City:

SECTION 1. REGULAR MEETING DATE. The regular meetings of the Redevelopment Agency shall be held on Thursdays at 6 p.m. or immediately following the adjournment or preceding the convening of other meetings that may be scheduled at 6 p.m. Meetings shall be held at the Marsac Municipal Building, 445 Marsac Avenue, Park City, Utah, except when there is no pending business or the regular meeting date falls on a holiday.

SECTION 2. NOTICE OF PUBLIC MEETINGS. Notice shall be given, indicating the specific location of the meeting. The agenda will be posted at the Marsac Municipal Building at least twenty-four (24) hours prior to each regular meeting, and same delivered to the local news media. The agenda for special or emergency meetings shall be noticed in the best manner practicable.

SECTION 3. WORK SESSIONS. Work sessions are open informational meetings, where new items are introduced or regular meeting agenda items are discussed for clarification prior to action. Typically, no formal action is scheduled or taken during a work session, but formal actions may be made to conduct the Agency's business, if it is deemed to be in the best interest of the public.

SECTION 4. CLOSED MEETINGS. Every meeting and work session is open to the public, unless closed pursuant to Sections 52-4-4 and 52-4-5 of the Utah Code. A closed meeting may be held upon the affirmative vote of two-thirds of the members of the public body present at an open meeting for which notice is given pursuant to Section 52-4-6, provided a quorum is present. No closed meeting is allowed except as to matters exempted under Section 52-4-5; provided no ordinance, resolution, rule, regulation, contract, or appointment shall be approved at a closed meeting. The reason or reasons for holding a closed meeting, the roll call, and any dissenting vote to close the meeting, shall be entered in the memorandum of closed session and made a part of the minutes.

SECTION 5. SPECIFIC MEETING DATES. The schedule for Redevelopment Agency meetings in 2004 are as follows:

January 8, 15, 22, 29
February 5, 12, 19, 26
March 4, 11, 18, 25
April 1, 8, 15, 22, 29
May 6, 13, 20, 27
June 3, 10, 17, 24

July 1, 8, 15, 22, 29
August 5, 12, 19, 26
September 2, 9, 16, 23, 30
October 7, 14, 21, 28
November 4, 11, 18
December 2, 9, 16, 23, 30

SECTION 6. APPOINTMENT OF OFFICERS. The officers of the Board of Directors of the Redevelopment Agency of Park City, Utah shall be as follows: The elected Mayor shall be the Chairman; the Mayor Pro Tempore shall be the Vice-Chairman; the Alternate Mayor Pro Tempore shall be the Alternate Vice-Chairman; the City Manager shall be the Executive Director; the City Recorder shall be the Secretary; and the Deputy City Recorder shall be the Deputy Secretary.

PASSED AND ADOPTED this 8th day of January, 2004.

Resolution No. MBA 1-04

**A RESOLUTION ESTABLISHING A REGULAR MEETING DATE,
TIME, AND LOCATION FOR 2004 MEETINGS
AND APPOINTING OFFICERS OF THE BOARD OF DIRECTORS
OF THE MUNICIPAL BUILDING AUTHORITY OF PARK CITY, UTAH**

BE IT RESOLVED by the Municipal Building Authority of Park City:

SECTION 1. REGULAR MEETING DATE. The regular meetings of the Municipal Building Authority shall be held on Thursdays at 6 p.m. or immediately following the adjournment or preceding the convening of other meetings that may be scheduled at 6 p.m. Meetings shall be held at the Marsac Municipal Building, 445 Marsac Avenue, Park City, Utah, except when there is no pending business or the regular meeting date falls on a holiday.

SECTION 2. NOTICE OF PUBLIC MEETINGS. Notice shall be given indicating the specific location of the meeting. The agenda will be posted at the Marsac Municipal Building at least twenty-four (24) hours prior to each regular meeting, and same delivered to the local news media. The agenda for special or emergency meetings shall be noticed in the best manner practicable.

SECTION 3. WORK SESSIONS. Work sessions are open informational meetings, where new items are introduced or regular meeting agenda items are discussed for clarification prior to action. Typically, no formal action is scheduled or taken during a work session, but formal actions may be made to conduct the Authority's business, if it is deemed to be in the best interest of the public.

SECTION 4. CLOSED MEETINGS. Every meeting and work session is open to the public, unless closed pursuant to Sections 52-4-4 and 52-4-5 of the Utah Code. A closed meeting may be held upon the affirmative vote of two-thirds of the members of the public body present at an open meeting for which notice is given pursuant to Section 52-4-6, provided a quorum is present. No closed meeting is allowed except as to matters exempted under Section 52-4-5; provided no ordinance, resolution, rule, regulation, contract, or appointment shall be approved at a closed meeting. The reason or reasons for holding a closed meeting, the roll call, and any dissenting vote to close the meeting, shall be entered in the memorandum of closed session and made a part of the minutes.

SECTION 5. SPECIFIC MEETING DATES. The schedule for Municipal Building Authority meetings in 2004 are as follows:

January 8, 15, 22, 29
February 5, 12, 19, 26

July 1, 8, 15, 22, 29
August 5, 12, 19, 26

March 4, 11, 18, 25
April 1, 8, 15, 22, 29
May 6, 13, 20, 27
June 3, 10, 17, 24

September 2, 9, 16, 23, 30
October 7, 14, 21, 28
November 4, 11, 18
December 2, 9, 16, 23, 30

SECTION 6. APPOINTMENT OF OFFICERS. The officers of the Board of Directors of the Municipal Building Authority of Park City, Utah shall be as follows: The elected Mayor shall be the Chairman; the Mayor Pro Tempore shall be the Vice-Chairman; the Alternate Mayor Pro Tempore shall be the Alternate Vice-Chairman; the City Manager shall be the Executive Director; the City Recorder shall be the Secretary; and the Deputy City Recorder shall be the Deputy Secretary.

PASSED AND ADOPTED this 8th of January, 2004.

Resolution No. WSD 1-04

**A RESOLUTION ESTABLISHING A REGULAR MEETING DATE,
TIME, AND LOCATION FOR 2004 MEETINGS
AND APPOINTING OFFICERS OF THE ADMINISTRATIVE CONTROL BOARD
OF THE PARK CITY WATER SERVICE DISTRICT**

BE IT RESOLVED by the Water Service District of Park City:

SECTION 1. REGULAR MEETING DATE. The regular meetings of the Water Service District shall be held on Thursdays at 6 p.m. or immediately following the adjournment or preceding the convening of other meetings that may be scheduled at 6 p.m. Meetings shall be held at the Marsac Municipal Building, 445 Marsac Avenue, Park City, Utah, except when there is no pending business or the regular meeting date falls on a holiday.

SECTION 2. NOTICE OF PUBLIC MEETINGS. Notice shall be given, indicating the specific location of the meeting. The agenda will be posted at the Marsac Municipal Building at least twenty-four (24) hours prior to each regular meeting, and same delivered to the local news media. The agenda for special or emergency meetings shall be noticed in the best manner practicable.

SECTION 3. WORK SESSIONS. Work sessions are open informational meetings, where new items are introduced or regular meeting agenda items are discussed for clarification prior to action. Typically, no formal action is scheduled or taken during a work session, but formal actions may be made to conduct the Water Service District's business, if it is deemed to be in the best interest of the public.

SECTION 4. CLOSED MEETINGS. Every meeting and work session is open to the public, unless closed pursuant to Sections 52-4-4 and 52-4-5 of the Utah Code. A closed meeting may be held upon the affirmative vote of two-thirds of the members of the public body present at an open meeting for which notice is given pursuant to Section 52-4-6, provided a quorum is present. No closed meeting is allowed except as to matters exempted under Section 52-4-5; provided no ordinance, resolution, rule, regulation, contract, or appointment shall be approved at a closed meeting. The reason or reasons for holding a closed meeting, the roll call, and any dissenting vote to close the meeting, shall be entered in the memorandum of closed session and made a part of the minutes.

SECTION 5. SPECIFIC MEETING DATES. The schedule for the Water Service District meetings in 2004 are as follows:

January 8, 15, 22, 29
February 5, 12, 19, 26

July 1, 8, 15, 22, 29
August 5, 12, 19, 26

March 4, 11, 18, 25
April 1, 8, 15, 22, 29
May 6, 13, 20, 27
June 3, 10, 17, 24

September 2, 9, 16, 23, 30
October 7, 14, 21, 28
November 4, 11, 18
December 2, 9, 16, 23, 30

SECTION 6. APPOINTMENT OF OFFICERS. The officers of the Administrative Control Board of the Park City Water Service District shall be as follows: The elected Mayor shall be the Chairman; the Mayor Pro Tempore shall be the Vice-Chairman; the Alternate Mayor Pro Tempore shall be the Alternate Vice-Chairman; the City Manager shall be the Executive Director; the City Recorder shall be the Secretary; and the Deputy City Recorder shall be the Deputy Secretary.

PASSED AND ADOPTED this 8th day of January, 2004.

City Council Staff Report



Author: Jessica Moran, Recreation Coordinator
Subject: Online Registration - Recreation
Date: January 8, 2004
Type of Item: Administrative

Recreation & Library Department

Summary Recommendations:

Authorize the use of 5-year CIP funds to purchase online registration for the Park City Racquet Club and Recreation Department, totaling \$33,750.

Description:

Topic:

E-Commerce for the Park City Racquet Club and Recreation Department.

Background:

Class Software Systems has provided the Park City Racquet Club and Recreation Departments with the current registration software since 1999. Staff has been very pleased with the technical support and services of Class Software, and has upgraded to the newest version of this registration system, version 5.0, in January 2004. Recreation and Technical Services staffs have researched online registration with Class to ensure it meets the needs of our customers, as well as those of the city Technical Services and Finance Departments.

Analysis:

The new Park City Recreation website has been up and running since October 2003, and offers state-of-the-art website design and function for our customers to find information easily and conveniently. However, when a customer finds a program they would like to register for, the process becomes very awkward. A patron must fill out a form with the program information and send it in an email that is received in the Recreation Department. Since no payments may be taken online to date, a staff person must then call the patron to confirm that the program is available and take a credit card payment over the phone. This is time consuming for staff and does not provide optimal service to customers, as it often results in messages left and several phone calls before the transaction is complete. The current system allows patrons to register for programs that are already full, which means a staff person has to call and let them know the program is unavailable. It is difficult to maintain high levels of customer service with the current system.

The Park City Racquet Club front desk staff takes approximately 6200 registrations for facility passes each year, including monthly, yearly and ten-punch passes. Another 4500 registrations for recreation programs come through the front desk, as well as walk-in customers, phone inquiries, and patron check-in. The E-Commerce goal for the Racquet Club and Recreation would be to take 50% of our registrations online. With a more manageable number of patrons and registrations coming through the front desk, it will allow more time to concentrate on customer service levels. In addition, we anticipate that the overall number of registrations received may increase, due to the convenience of registering for programs from home.

Snyderville Basin Recreation currently contracts with a 3rd party to take their online registrations, which account for 80% of their total registrations. Although convenient for patrons, the method is costly and does not interface with registration software.

Of the almost 11,000 registrations taken at the Racquet Club front desk, the majority are taken in late spring/early summer, as we prepare for the busiest time of year for the pools and recreation department programs. In order to implement the system prior to the rush on registrations, and have the opportunity to advertise online registration in our annual publication due mid-March, we are asking to be granted CIP funds outside of the budget cycle.

Recreation and Technical Services' staff recently met with the city Finance department to determine the effects online registration would have on financial reports and practices. Once the software is installed and running, the reports currently issued to the finance department would not change. It does seem reasonable that the number of credit card transactions versus cash/check transactions would increase, and this may result in a more time consuming reconciliation for the Finance department. In addition, the software would provide the Racquet Club front desk with a means to complete credit card transactions with one less step than the current system, and provide more accessible information on these transactions. Technical Services has also worked closely with Recreation staff to determine that Class Software's E-Connect system would install seamlessly with current software, is cost-effective since it will be in addition to a system already used, and is the only software system available to interact with current software.

With Class Software's E-Connect system, patrons will enjoy an easy to use, convenient method of maintaining their accounts online. Twenty-four hours a day, from the convenience of home, a customer may monitor their account history, update account information, check on available registration in programs, and register for those programs on a secure server and in "real time". Implementing the online registration system now may conflict with the long-term strategy of the city's Technical Services department to offer e-commerce in every available area. However, it will likely be two to three years before a city-wide online payment system

is implemented. Recreation staff believes that the need for immediate customer service improvements outweigh the risk of purchasing an online payment system that may be incompatible in a few years with the city's system. As the first city department to offer online registration, Technical Services will have a valuable test-case from which to determine strategies for other city departments.

Department Review:

The City Manager, Recreation, Budget & Grants, Finance, and Technical Services Departments.

Alternatives:

Approve the Request:

Grant the request for 5-year CIP funds to pay for installation of Class Software Systems' E-Connect, at a cost of \$33,750 for the Racquet Club and Recreation.

Deny the Request:

Deny the request for 5-year CIP funds to pay for installation of Class Software Systems' E-Connect, at a cost of \$33,750 for the Racquet Club and Recreation.

Continue the Item:

Deny the request for CIP funds, recommend that E-Connect be included as a budget item in June 2004.

Do Nothing:

The current registration system at the Park City Racquet Club will remain as is.

Significant Impacts:

Online registration will improve the level of customer service patrons of the Park City Racquet Club and Recreation programs receive by providing a convenient alternative for program registrations. City council adopted budget policies suggest that all new requests be considered during the budget process which occurs in May or June. Recreation staff is recommending approval outside of the budget process so that customer service can be enhanced during the busy spring reservation process. Since this software upgrade is greater than \$10,000 and the item is not in the budget, council action is required in order to purchase the enhanced software now.

Consequences of not taking the recommended action:

Online registration will not be offered for Racquet Club and Recreation programs. Levels of customer service will not improve, in regards to program registration. Patrons will continue to be inconvenienced by having to visit the Racquet Club to register for programs or by using the current email/phone call system.

Recommendation:

Grant the request for installation of Class Software Systems' E-Connect for the Racquet Club and Recreation. The project is currently unbudgeted, however, Council has the flexibility to authorize this expenditure of \$33,750 from the 5-year CIP account.

City Council Staff Report



Author: Kirsten Whetstone
Subject: Spiro Tunnel Annexation Petition
Date: January 8, 2004
Type of Item: Legislative

Planning Department

Summary Recommendations:

Review the submitted annexation petition and take action to either accept or reject the petition for annexation.

Description

Topic

Project Name: Spiro Tunnel Annexation
Applicant: Rory Murphy, Registered Agent, Paladin, LLC (owner)
Location: West of the Spiro Tunnel Water Treatment Facility on Three Kings Drive
Zoning: Summit County- DL (Developable Lands @ 1 unit per 20 acres- base density)
Proposed Zoning: RDM-MPD (Residential Development Medium Density subject to the Master Planned Development)
Adjacent Land Uses: single family residential, condominiums, Park City Golf Course, Park City water treatment plant, PCMR undeveloped land, open land.
Proposed Use: Master Planned Development – mixed use residential, office, and resort commercial

Background

On October 29, 2003 the property owner submitted to the Planning Department an annexation petition application for one metes and bounds described parcel of land, currently within Summit County's jurisdiction. The parcel is located directly west of the City's Spiro Tunnel water treatment facility and the Park City Golf Course (see vicinity map). This parcel is approximately 12.32 acres in area. The applicant also submitted a master planned development application for the subject parcel and an adjacent parcel. Together the parcels include 17.58 acres of land. Proposed as part of the master planned development is a mixed use residential, office, and resort commercial project.

Staff has worked with the applicant to ensure that all materials required to form a complete annexation petition according to provisions of the City's Annexation Policy Plan have been filed. A signed annexation plat, prepared by a licensed

surveyor, has been filed. The applicant also has provided necessary notification of the intent to file the petition to the required affected entities.

Several historic buildings and mining related structures exist on the site, which is currently used as a construction staging area and for mine maintenance. Access to the proposed annexation parcel is from Three Kings Road, a public street. The proposed annexation parcel has approximately 588 linear feet of frontage on Three Kings Road.

Information regarding ownership, slopes, geology, vegetation, soils, sensitive lands, historic structures, roads, utilities, water rights, fiscal impact information, traffic and parking, skiing, trails, and proposed uses/site planning has also been submitted as part of the annexation and MPD, and is on file at the Planning Department.

Analysis

The property consists of a metes and bounds parcel that is contiguous to the Park City Municipal boundary. The parcel is within the Annexation Expansion Area, as described by the adopted Annexation Policy Plan. After determining that the annexation petition application is complete pursuant to the City's Annexation Policy Plan, staff scheduled the petition for City Council acceptance or rejection at its first regularly scheduled meeting that is at least 14 days after the date the petition was filed, as required by state law.

Municipal annexation is a legislative act governed procedurally by Utah state law. Once the annexation petition is filed with the City Recorder, the petition is presented to the municipal legislative body for acceptance or rejection. Because annexation is a legislative act, the Council's decision to accept or reject the petition is not governed by statutory criteria: subject to constitutional restraints, acceptance or rejection is at the Council's discretion. It is important to note that a decision to reject the petition ends the annexation process, while a decision to accept the petition is not final, but only allows the process to continue for further consideration via the certification and subsequent public hearing process.

If the Council accepts the petition, then a 30-day certification review process will commence wherein Staff will determine whether the petition meets all requirements of Utah State Code Sections 10-2-403(2), (3), and (4). If staff determines that the petition meets these requirements, then the City Recorder will certify the petition and commence the public notification and hearing process. If staff determines that the petition fails to meet any of the statutory requirements, then the City Recorder will reject the petition and deliver written notification of rejection to the applicant and other parties required by state law. The applicant then will have the opportunity to modify the petition to correct the deficiencies for which it was rejected and re-file the petition with the City Recorder.

Alternatives: It is important to note that pursuant to Utah State Code Section 10-2-405(1)(a)(i)(B), if the Council does not take action on this annexation petition at its first regularly scheduled meeting that is at least 14 days after the date the petition was filed (this meeting, January 8, 2004), then the annexation petition shall be considered accepted for further consideration. Accordingly, taking no action and/or continuing this item are not options available to the Council; either action represents acceptance of the petition.

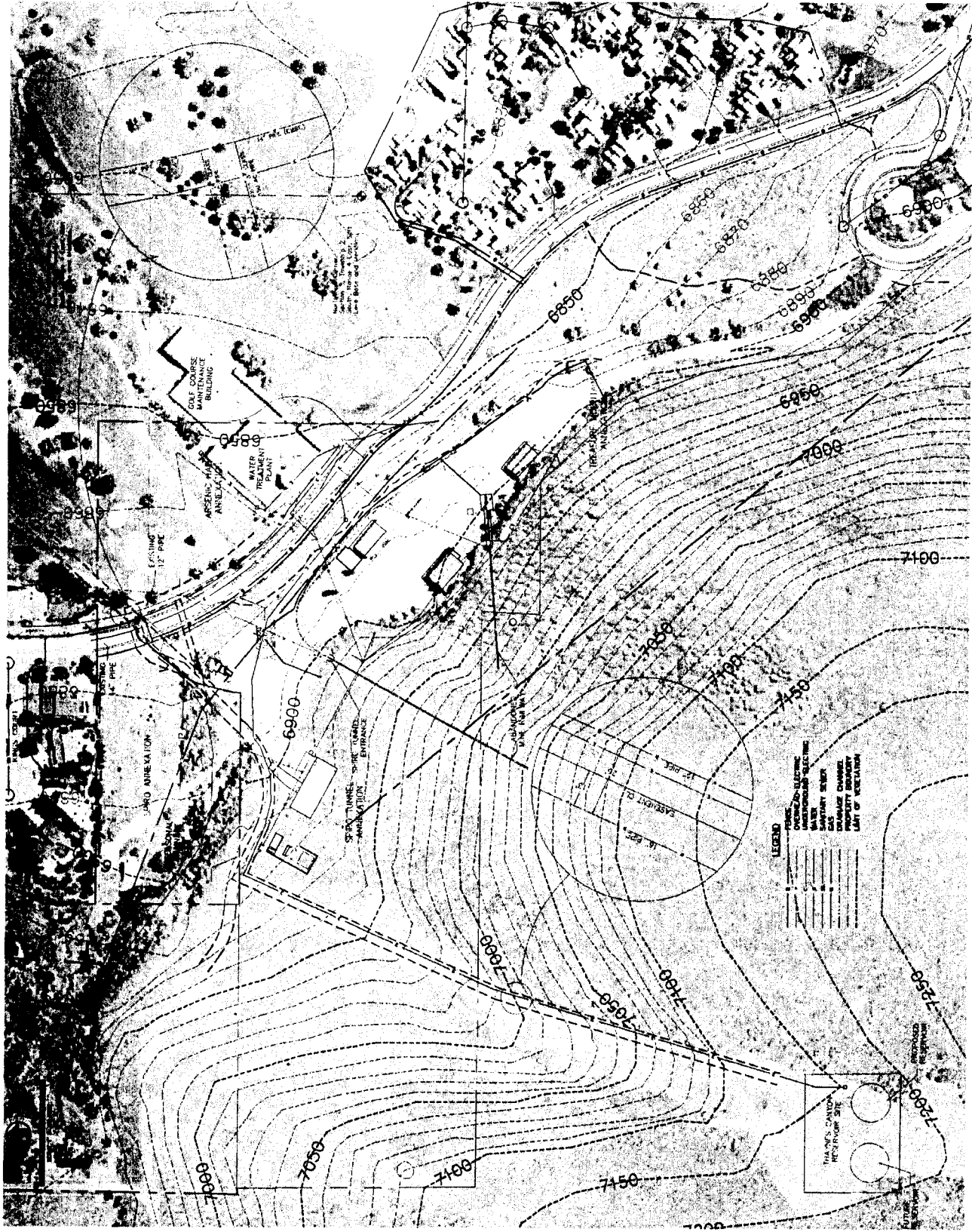
- A. Accept the annexation petition for further consideration, thereby triggering the 30-day certification review process;
- B. Reject the annexation petition, thereby ending the annexation process; or
- C. Do nothing or continue the item. Pursuant to state law, the annexation petition is considered accepted for further consideration, thereby triggering the 30-day certification review process.

Recommendation

Staff recommends the Council review the petition for annexation of the 12.32 acre parcel and take action to either accept for further review, or reject, the petition.

Exhibits

Exhibit A – Annexation plat (see pdf file)



Spiro Tunnel Annexation

Park City, Utah

City Council Staff Report

PARK CITY

1881

Author: Kim Leier
Human Resources
Subject: Council Appointments to Employee
Transfer & Discharge Appeal Board
Date: January 8, 2004
Type of Item: Administrative

Summary Recommendations:

Description:

At the first council meeting of each year Council will appoint two members and an alternate to serve

Topic:

The Employee Transfer Discharge and Appeal Board (ETDAB) consists of two appointed council members, an alternate to serve in their absence, three elected employees and an alternate from all employees represented. This appointment is in accordance with Utah State Code.

Background:

In November of 1999 council approved the establishment of ETDAB according to Section 2-6-2 within Title 2, Chapter 6 of the Municipal Code in conjunction with Park City Municipal Policies and Procedures and as set forth in Utah Code Annotated 10-3-1106, as amended. This statute prohibits the discharge or transfer of employees to a position with less remuneration because of the employee's politics or religious belief, or incident to, or through changes, either in the elective officers, governing body, or heads of departments. The statute also provides that any employee or officer who is discharged or transferred from one position to another, for any reason, shall have the right to appeal the discharge or transfer to the ETDAB. A formal appeal has not been heard by the ETDAB in more than fifteen years

Analysis:

The ordinance approving the establishment of the ETDAB was passed by Council in November of 1999. The appointment of council members must be made during the first regular council meeting of each year. The ETDAB consists of two Council members and three full-time, regular City employees. Staff elected to serve for 2004 include Karen Maxwell, Executive, Kevin LoPiccolo, Executive, Rod Ludlow, Public Safety, and alternate Nick Kingery, Public Safety. The ETDAB meets only if and when a formal

appeal challenging a transfer or discharge is filed by a City employee. A formal appeal has not been filed in more than fifteen years.

Department Review:

Legal Department
Human Resources

Alternatives:

Approve the Request:

Council is being asked to appoint two members and an alternate based on prior approval of ETDAB.

Deny the Request:

Denying the request should not be an option as prior approval has already been made.

Continue the Item:

This action should take place during the first regularly scheduled council meeting of the New Year.

Significant Impacts:

There are no significant impacts. This action coincides with the council liaison appointments to other boards and committees regularly occurring in January of each year.

Consequences of not taking the recommended action:

Failure to make the required appointments would leave the City out of compliance with policies and procedures.

Recommendation:

The City Council should appoint two members and an alternate to serve on the Employee Transfer and Discharge Appeal Board for one year to stay in compliance with Park City and Utah State Code.

