PARK CITY 1884

PARK CITY COUNCIL MEETING MINUTES
445 MARSAC AVENUE
PARK CITY, UTAH 84060

April 4, 2024

The Council of Park City, Summit County, Utah, met in open meeting on April 4, 2024, at 3:00 p.m. in the City Council Chambers.

Council Member Toly moved to close the meeting to discuss property and litigation at 3:00 p.m. Council Member Rubell seconded the motion.

RESULT: APPROVED
AYES: Council Members Parigian, Rubell, and Toly
EXCUSED: Council Members Ciraco and Dickey

CLOSED SESSION

Council Member Ciraco arrived at 3:04 p.m.

Council Member Toly moved to adjourn from Closed Meeting at 4:30 p.m. Council Member Ciraco seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Parigian, Rubell, and Toly
EXCUSED: Council Member Dickey

WORK SESSION

Discuss Potential City Hall Remodel:
Jen McGrath, Deputy City Manager, and Dave Gustafson, Projects Manager, presented this item. McGrath indicated FFKR had experience working with this historic building and their expertise was sought for a potential remodel. The last remodel was in 2009. There was a new Council since the direction to remodel the facility was given last year and she wanted to discuss the need and wanted to know how the Council felt about a remodel.

Council Member Ciraco wanted to be fiscally responsible and wanted to look at currently owned City property that could house a City hall with sufficient space for the employees. Council Member Rubell agreed and asked if there were other places staff could recommend. Once options were provided, the Council could determine the best path forward, whether it be constructing a new building or remodeling the current building. Council Member Toly asked if staff could consider retaining some departments in this building and moving some departments to other locations. Council Member Parigian asked to incorporate the cost of temporary work spaces for staff along with the cost of the remodel. With regard to moving City hall, he wanted to know the value of the current City hall building and what a new City hall would cost. He thought the Gordo property was being considered for Public Works and now was the time to make some big decisions. Mayor Worel didn't think staff could determine the cost of a new building. Council Member Toly suggested this could be part of the Old Town Main Street area plan. Council Member Rubell stated there was a staff need, so he thought the options were to remodel, not to remodel and to move staff, or not to remodel and get rid of the building. He thought strategic alignment would be beneficial, but he didn't want to slow this down. Council Member Ciraco wanted to see the options and then consider the decision. He favored moving ahead with the analysis and then seeing how it could be cohesive with the Main Street Area Plan.

McGrath summarized she would look at all City-owned properties, contemplate both an expansion or continued use at the Marsac with other uses elsewhere, or a separate use somewhere else. She would come back with order of magnitude costs for a potential new building, and add to the renovation costs the estimated costs for temporary staffing sites.

Mayor Worel stated there were passionate comments about the City not having gender-neutral restrooms in this building and asked if Council supported adding gender neutral restroom(s). The majority of Council agreed to adding a restroom on the third floor.

In response to a question on the proposed Council Chambers remodel, McGrath explained the purpose of the remodel was to improve the technology. The façade of the dais would hide the new technology. Scott Robertson, IT Manager, stated improvements were needed because there was no more capacity for cables. There also needed to be space for seven Planning Commissioners on the dais. It was indicated an ADA ramp up to the dais was also a necessity. McGrath stated decisions didn't need to be made today, but it could be discussed further when she came back with the requested information.

Council Members Rubell and Ciraco wanted to wait to decide on the remodel until the options were presented. Council Member Toly favored the remodel in any capacity. Council Member Parigian asked what technology upgrades were being contemplated. Robertson explained the video needed to be supported, the microphone systems were very old and the amplifier was patched into a concentrator which was not the right way to do it. He wanted multilanguage support from the video. Daniel Patton, AV Technician, stated there were ADA requirements and currently the City did not have headsets for the hearing impaired. Robertson added the back of the room would also receive upgrades to provide better meeting space. Council Member Parigian asked if the improvements were required by law or if it was just a wish list. Patton stated ADA for the hard of hearing was a legal requirement. Council Member Parigian asked if the new technology could be moved to a new facility. Patton stated some of it could be moved. If the Council was considering a facility that would take four years, then he recommended doing the upgrades now. Council Member Parigian requested a prioritization list for the potential Chambers remodel. Council Members Rubell and Ciraco agreed.

McGrath summarized Council direction was to add a gender-neutral restroom on the third floor, add an ADA ramp in the Chambers, IT will bring a prioritized list of technological improvement needs to Council, hold off on all other remodel plans for now, come back to Council with additional pricing information on temporary staffing locations if a remodel was prioritized, and bring options on current City-owned property for potential future City hall sites with order of magnitude costs for a new building. Matt Dias, City Manager, clarified staff would give the Council a full list of City-owned properties but the focus would only be on the top three or four most viable sites.

Mayor Worel opened public input.

Virginia Solomon thanked the Council for the gender-neutral restroom in the remodel plan and stated there were many folks who would use that space, not just the LGBTQ community.

Mayor Worel closed public input.

REGULAR MEETING

I. ROLL CALL

Attendee Name	Status
Mayor Nann Worel Council Member Bill Ciraco Council Member Ed Parigian Council Member Jeremy Rubell Council Member Tana Toly Matt Dias, City Manager Margaret Plane, City Attorney Michelle Kellogg, City Recorder	**Present**
Council Member Ryan Dickey	**Excused**

II. RESOLUTION

1. Consideration to Approve Resolution No. 01-2024, A Resolution Recognizing International Dark Sky Week:

Daly Edmunds, Audubon Rockies, and Rebecca Ward, Planning Director, presented this item. Edmunds asked that the Council pass this resolution and encourage community members to protect the night sky. She indicated a large percentage of bird migration occurred at night and the dark skies would help them in their flight. She displayed a radiant image showing the light in Park City at night. She reviewed wasted light and showed the benefits of targeted lighting in outdoor places.

Council Member Parigian moved to approve Resolution No. 01-2024, a resolution recognizing International Dark Sky Week. Council Member Toly seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Parigian, Rubell, and Toly
EXCUSED: Council Member Dickey

Mayor Worel opened public input. No comments were given. Mayor Worel closed public input.

2. Consideration to Approve Resolution 03-2024, A Resolution Recognizing the Zero Food Waste 2030 Compact:
Luke Cartin, Environmental Sustainability Manager, stated the City and County Councils discussed this item in detail two weeks ago.

Mayor Worel opened public input. No comments were given. Mayor Worel closed public input.

Council Member Ciraco moved to approve Resolution 03-2024, a resolution recognizing the Zero Food Waste 2030 Compact. Council Member Rubell seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Parigian, Rubell, and Toly
EXCUSED: Council Member Dickey

III. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments:
Council Member Rubell indicated the Fire District Administrative Control Board received a clear audit. Council Member Ciraco referred to the trailhead parking item on the Consent Agenda and disclosed prior to being elected, he negotiated between the homeowner of the lot in question and the City to facilitate the easement. It would not affect his vote.

Mayor Worel indicated she went out with those delivering Meals on Wheels and she commended them for the amazing service they provide to the elderly and frail residents in the community.

Staff Communications Reports:

1. Water Fee Study Update:
Council Member Rubell asked for clarification on the scope for the consultant's study on water rates, and asked that the consultant look at the City's conservation goals and how the penalty rates were applied for the over-usage of water. He hoped it could be more equitable in the residential rate classes. Clint McAffee reviewed that last year the City implemented a choice for non-residential customers to select their meter size to meet their specific needs. That choice was not offered for single family residences. The consultant was directed to provide options on that. He noted the consultant would present to Council on May 23.

2. Trails & Open Space Capital Projects and Programs Update Summer 2024:
Council Member Rubell stated there was a Bonanza Flat trail that was completed last year and he wanted to know the plan for discussing other trails in Bonanza Flat such as the crossing and the parking mitigation. Deters stated this would come to Council on May 23 and they would discuss parking management and access as well as safety and the trail crossing. Council Member Toly thanked the Trails team for all the grants they received to help with the trails projects. Deters indicated the parking areas would be improved for the Meadows Drive trailhead and noted the contract was on tonight's Consent Agenda. They would also repair the observation deck at Bonanza Flat and they would make it accessible. There were also plans to regrade the double track on the trail to better serve the disabled community.

3. 5-Acre Site Feasibility Study and Small Area Plan Timeline Update:
Council Member Rubell asked why the timeline delays didn't come to Council so they could know the impact. The timeline went from 10 months to 19 months, and he asked what needed to be done to get back on track. Jen McGrath, Deputy City Manager, stated some delays were due to additional requests. The biggest shift occurred when there was a discussion regarding moving from a conceptual plan to an RFP. They talked with the Council liaisons and internal team and decided to get through the work of the small area plan before proceeding with the RFP. There was also Council direction to have discussions with the Kimball Art Center (KAC) and Sundance on their commitment to the site. Moving the RFP to the time when the small area plan would be done allowed staff time to have those discussions with the partners. She felt good that this plan would give the team a solid body of information to draft a successful RFP and bring the best responses. As far as accelerating the process, the Council and community felt this was a critically important project and staff could accelerate where they could. There were many things happening concurrently, including the undergrounding of powerlines, soils testing, conversations had begun with KAC, and the last community meeting for the small area plan was scheduled for next Tuesday. The momentum was still going and they wanted development on that site as quickly as possible.

Council Member Rubell stated he was not consulted about a delay in the process. The Council's interest in accelerating the process became clear at the end of last year. He proposed that the Council set an upper limit on this process. As presented, there would not be construction for two years and he wanted to cut it down to next spring. Mayor

Worel stated this item would come back to Council with options on how to streamline the process. Council Member Rubell asked that the Council get a list of information on what was needed to begin construction next spring. Matt Dias stated staff was working hard on this, but the project would need to go through the entitlement process with the Planning Commission. He didn't want to set an expectation that could not be delivered because of circumstances beyond staff's control. He noted there were many things that could be accomplished in that timeframe that would accelerate the project, such as soil remediation and the installation of infrastructure.

Council Member Rubell stated the expectations were missed, going from a 10-month timeline to a 19-month timeline, and he wanted it figured out so construction could begin next spring. As leaders, it was our job to figure this out and be aggressive. Dias stated he would take the support of Council, including financial support, and accelerate it, though it might be at a higher cost. He could schedule comprehensive and strategic work sessions to get this done. Council Member Rubell asked for a new report with a new timeline to show the aggressive action needed. Council Member Parigian asked what entitlements were needed, to which Dias stated the planning process needed to occur. McGrath noted the Homestake Affordable Housing Project took two and a half years from the release of the RFP to shovel in the ground. That project was a single use project and affordable master planned development (AMPD) that met code. She stated the more information and decisions that could be made upfront, the more certainty and clarity would be provided in the RFP process and the faster the next piece of the process could be implemented. Council Member Parigian stated they knew what they wanted for the 5-acre site and they hadn't even seen conceptual drawings. He wanted to get going on this.

Mayor Worel stated they were in conversations with KAC and there were things in the letter of intent (LOI) that probably didn't apply anymore. Questions needed to be answered with regard to who would pay for soil remediation, parking, and housing. These were basic questions the Council needed to address. McGrath would come back with a list of questions for Council to discuss. Council Member Parigian wanted action now.

Council Member Ciraco indicated the Council wanted to accelerate the process but decisions needed to be made. Otherwise, the timeline would continue to get extended. He supported doing anything to help consolidate the timeline. Regarding funding, the Council talked about using the transient room tax (TRT) funding on this project. Council Member Toly stated it was not clear whether KAC would own the land, so there needed to be a discussion on that. She didn't know what the budget would be or what would be placed on the property. She asked if more people would need to be hired to accelerate the process. She asked what resources McGrath needed to feel supported. McGrath stated she would come back with things that needed to be resolved. When answers to critical pieces were resolved, an RFP would be issued. There was a process the City needed to follow, including the Planning Commission process. A good RFP would produce quality proposals and would result in moving forward faster with a public/private partnership. Then that firm could move forward with the MPD application. Once that went to the Planning Commission, staff could not accelerate it. She wanted to set reasonable expectations. She was invested in the success of this project and she was doing everything within her power to make this project a reality.

Matt Dias asked if the Council was amenable to having additional meetings, to which the Council agreed. Council Member Rubell didn't want to wait a few weeks for a new list. He wanted to move now. He asked to see guideposts on moving ahead. McGrath stated she would get the list together by the end of next week, but she wanted to make sure the list was accurate. She didn't want to set the City up for an outcome that was less than desirable. Council Member Parigian asked to discuss this further and make decisions. Council Member Ciraco knew McGrath was doing everything she could, and he asked her to bring questions to the Council that they could give direction on. McGrath asked if the RSOQ should be skipped and that the City go straight to a RFP. Council Member Rubell stated Council would give direction on the timeline and McGrath could decide how to make that happen. McGrath indicated skipping the RSOQ and going straight to the RFP would save time. There was discussion on how to accelerate the process. McGrath indicated she would email Council an updated staff report with accelerated timelines.

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

Mayor Worel opened the meeting for any who wished to speak or submit comments on items not on the agenda.

Kris Campbell, 84098, LGBTQ Taskforce, thanked the Council for putting in gender-neutral restrooms in the City Hall and noted it would help many people.

Mayor Worel closed the public input portion of the meeting.

V. CONSIDERATION OF MINUTES

1. Consideration to Approve the City Council Meeting Minutes from March 7, 2024:

Council Member Toly moved to approve the City Council meeting minutes from March 7, 2024. Council Member Ciraco seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Parigian, Rubell, and Toly
EXCUSED: Council Member Dickey

VI. CONSENT AGENDA

1. Request to Authorize the City Manager to Execute a Construction Agreement with Empire Excavation & Development, LLC, as Approved by the City Attorney, to Improve and Enhance the Meadows Drive and McLeod Creek Trailheads, in the Amount of $295,209.61:

Council Member Ciraco moved to approve the Consent Agenda. Council Member Rubell seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Parigian, Rubell, and Toly
EXCUSED: Council Member Dickey

VII. NEW BUSINESS

1. Historic Park City Alliance (HPCA) Annual Update:
Jenny Diersen, Special Events Manager, Ginger Wicks, HPCA Executive Director, and Monty Coates, Board Chair, were present for this item. Diersen indicated HPCA oversaw the Main Street merchants. Last year the City entered into a five-year agreement with HPCA for centralized communication and waste management. The agreement required an annual update and for the Council to extend the agreement to the following year. They asked Council to extend the current agreement with HPCA until June 2025.

Coates reviewed that after the business improvement district (BID) expired last fall, HPCA offered to sell memberships to the businesses in the district. This generated one third of the revenue the BID generated. The service contract with the City was essential to the organization. They hired a director who provided services to the businesses and City staff. The director also performed marketing campaigns for the district which enhanced sales tax revenues. He felt it was important the City and HPCA work together to ensure the district remained vibrant.

Wicks highlighted the report found in the packet, and noted communication was essential between HPCA and the Main Street businesses. Half of the communications came from City staff. She supported City staff regarding waste management. She worked with every business on Main Street to see if they had contracts for trash pickup. They also worked with the Parking Department on issues and discussed mitigation efforts. She noted the Main Street Water Line Improvement Project was communicated to all the businesses. She asserted staff was great to work with and she felt the relationship between HPCA and the City had improved.

Coates suggested having a requirement in the business licensing renewal process to show proof of trash service. He also requested that HPCA be a partner in the Main Street Area Plan. He requested that the Parking Department send parking usage, revenue, and sales tax quarterly reports to HPCA.

Diersen stated HPCA discussed stabilizing the five-year contract so they wouldn't need to return annually to Council to renew it. She asked if Council favored having the annual report in person or if it should be in a staff communication form. She also asked if the contract should be amended to be a four-year contract or a two-year contract with a two-year renewal. Mayor Worel indicated overflowing dumpsters that City staff had to clean up was not the best use of their time and asked if a fine could be implemented. Luke Cartin, Environmental Sustainability Manager, stated he was requesting that a fine be implemented for trash overflow and a cleanup fee assessed, if applicable. He thought closing the loopholes regarding trash would benefit the City and felt business licensing was a good means of accomplishing that.

Council Member Toly asked what businesses should do if the trash bins were overflowing. Wicks stated there were bins in other locations that weren't overflowing, but business employees didn't want to walk the extra steps to dump the trash. Cartin noted the trash pickups were increased, but folks weren't breaking down boxes, so the containers were full of air. He noted HPCA had been great at educating businesses and now the implementation of fines was the next step.

Council Member Parigian didn't want to fine anyone and asked if there was a cardboard compactor. Diersen stated there were two compactors, extra bins, and daily pickups in the winter. She felt the possibilities had been maximized, so they were looking to change behavior. Council Member Rubell stated the contract was not in the packet and he didn't know the funding amount. Diersen indicated the contract was for $80,000 per year and the report indicated they sought a one-year extension. Council Member Rubell asked if the HPCA membership was improving. Wicks stated they went to a member-based association last fall. It was challenging educating the businesses on the memberships but recently the memberships had been increasing. It was indicated surveys were sent to all businesses, whether they were members or not. Council Member Rubell asked how HPCA would continue without City funding. Coates stated the service would be limited to marketing. Council Member Rubell referred to the quarterly parking report request and asked if that was public information. Diersen indicated staff could send them links to the reports. They mainly wanted the information to pass along to the board and members. The parking use data was not generated on a regular basis but staff had tools to give that information to them on a long-term basis.

Council Member Ciraco asked if a business had to provide information on their security system within the business licensing process, to which Diersen stated there were reviews by the Planning Department and Public Safety in the licensing process. Council Member Ciraco supported fines for waste negligence on Main Street. Regarding the HPCA contract for $80,000, he asked how much went to communication and waste management. Wicks stated she relayed City communications weekly, and it usually revolved around trash.

Council Member Toly stated the City just approved a resolution for zero waste and Wicks was doing a lot to help the trash problem. There was also a new waterline project on Main Street, and the City needed help communicating that to the businesses. She supported renewing the contract. Council Member Parigian supported extending the contract and wanted the annual report in a Council meeting. Wicks stated she liked presenting to Council, but they were asking for a multi-year contract. Council Member Ciraco thought communication and waste management on Main Street was important. He wanted to consider this contract with the other requests for special service contracts. He favored the annual check-ins. Council Member Rubell had concerns with how this fit in with the special service contracts. He didn't want to discuss the multi-year contract until next year. He supported extending this for a year. He stated if quarterly parking reports only consisted of sending some links, then he supported that. Wicks confirmed that was all they were requesting. Mayor Worel summarized Council supported a one-year contract renewal and noted it should be discussed with the other service contracts. Council Member Rubell asked for a Council discussion about having a similar type situation with the Prospector Business Association.

Mayor Worel opened public input. No comments were given. Mayor Worel closed public input.

2. Consideration to Approve Resolution 02-2024, a Resolution Adopting the American Public Works Association (APWA) Manual of Standard Specifications, the APWA Manual of Standard Plans, and the Park City 2024 Supplemental Standard Plans and Specifications to be Used for the Design and Construction of Projects:
Becky Gutknecht and John Robertson, Engineering Department, presented this item. Gutknecht reviewed the standards guided construction practices to ensure better quality infrastructure. There were unique challenges in the City, so amendments were made to the specifications to address the challenges. She hoped these standards could be adopted tonight before the summer capital projects began.

Gutknecht stated the amendments included the addition of telecommunication standards and a road cut moratorium for newly constructed or repaved roads for a certain number of years. There was also an addition of snowmelt system requirements and a two-inch waterline lateral minimum requirement.

Council Member Rubell asked if these standards applied to the Manual of Uniform Traffic Controlled Devices (MUTCD). Gutknecht stated this was more specific to the infrastructure. The MUTCD was specific to signage and signalization. The APWA was focused on the materials to construct the infrastructure. Robertson noted the MUTCD was already adopted in City code. They would not conflict with these standards because these were focused on water and storm drains that tie into roadways.

Mayor Worel opened public input. No comments were given. Mayor Worel closed public input.

Council Member Ciraco referred to the section on information technology systems (ITS) and noted the proposal was to adopt UDOT standards. He asked if that was for roadway technology or technology in general. Gutknecht indicated this came up because of the conduit being put around town. They felt the most useful practices were already adopted by UDOT and they aligned with the goals of that program. Council Member Parigian asked if the standards would be retroactive to which Gutknecht stated no.

Council Member Toly moved to approve Resolution 02-2024, a resolution adopting the American Public Works Association (APWA) Manual of Standard Specifications, the APWA Manual of Standard Plans, and the Park City 2024 Supplemental Standard Plans and Specifications to be used for the design and construction of projects. Council Member Ciraco seconded the motion.

RESULT: APPROVED
AYES: Council Members Ciraco, Parigian, Rubell, and Toly
EXCUSED: Council Member Dickey

3. Microtransit Discussion:
Tim Sanderson, Transportation Manager, and Kim Fjeldsted, Transit Manager, presented this item. Sanderson reviewed the analytics from ridership this winter. He presented four options for microtransit: Option One was to maintain the current microtransit service level with a budget of $1.5 million. The challenge was the wait time for vehicle pickup. He noted 70% of ride requests came within 30 minutes. Option Two was to continue microtransit and formally adopt service standards that would include customer pickup within 15 minutes, target 95% of trips, and require at least four customers per hour. This would increase the budget to $2.5 million to $3 million. Option Three was to discontinue microtransit and replace it with fixed-route service. Potential new routes would be Quinn's Junction, Park Meadows, and Royal Street. These routes would be serviced by smaller vehicles. The cost for up to nine hours per day would be $664,000. Option Four was to discontinue microtransit with no alternate modes of transportation.

Mayor Worel asked if staff had data on areas that didn't offer transit, to which Sanderson affirmed. Council Member Parigian asked if the data meant 4.5 customers per van per hour, to which Sanderson affirmed. Council Member Parigian asked how many vans were in the City daily in the winter, to which Fjeldsted stated five vans. Council Member Toly asked if there was a concept where the bus would stop in Park Meadows to which Sanderson stated the challenge in Park Meadows was finding appropriate stops. Council Member Toly asked if the Quinn's Junction route would go to the ice rink. Sanderson stated the bigger generator was going to the hospital. Council Member Toly asked if the wait time for the buses would lessen during certain seasons. Sanderson stated the wait times could lessen depending on the demand.

Council Member Rubell confirmed this service did not affect the seniors or accessibility, to which Sanderson affirmed. Council Member Ciraco asked if senior rides had a requirement to which Fjeldsted stated riders had to be over 65 years old. Council Member Ciraco asked about the cost of rides and the average number of rides per regular passengers.

Mayor Worel opened public input.

Luci Sosnowski, Grab a Cab owner, stated microtransit, Uber, and COVID greatly reduced her business. She noted several instances of seeing skiers being picked up by microtransit. She indicated it was her tax dollars that were putting her out of business. So many businesses were being hurt by microtransit. She suggested using local drivers to do the microtransit.

Katherine Fagin 84060 spent a lot of time talking with Park City Transit Management about the transit problems in Park Meadows. There were 900 full-time households in Park Meadows and that should be considered when planning Transit. She urged the City to provide fixed-route service to this neighborhood.

Sean Parker, 84060, stated the microtransit pilot program was silly because it was free Uber rides. The goal of transit should be extended to deserving communities such as low-income riders or youth. The vast majority of residents and visitors were privileged, and they could afford to pay. The only way to subsidize the Montage guests would be to reduce traffic.

Mayor Worel closed public input.

Council Member Rubell indicated there were some restrictions with microtransit, such as no car seats, which made it prohibitive to families. The outcome was that the residents should be served. He would steer away from the financial cost and focus on what worked and had the most success. He favored Option Three and liked the idea of partnering with local operators. He suggested giving families transportation gift cards to use with local companies. Council Member Toly agreed with Council Member Rubell and suggested looking at other areas that weren't currently serviced such as Aspen Springs. She thought focus should be given to Park Meadows. She supported Option Three and partnering with local businesses. Council Member Rubell asked about the extended coverage. Sanderson indicated those areas weren't necessarily good for fixed-route service, but the service could be modified with smaller vehicles. Regarding funding, there needed to be a framework for where the visioning went. The mindset of keeping the funding lower than microtransit was to provide more services.

Council Member Parigian agreed with Council Member Rubell's comments and favored Option Three with a hybrid. He asked if there was a possibility of a circulator bus that took riders to the closest bus stop. Sanderson stated it was possible, but he had to look at the feasibility and the likelihood of customers using that option. He noted people were more likely to use transit if they only had one seat (no transfers). It worked well for high-demand areas, but these areas didn't warrant that. Council Member Parigian asked to see a concept of a circulator. Council Member Ciraco thought there was low hanging fruit around the fixed-route, and he wanted to put some of the microtransit money to fixed-routes. He asked to hear ideas on other services that could be provided in place of microtransit. Mayor Worel stated Council failed to lay out what the expected outcomes for the microtransit pilot were. She stated there was consensus to move more to the fixed-route options and she hoped to see measurables to see the success of those efforts. She also wanted to look at ways to include local transportation companies in the City's transit goals.

Sanderson summarized Council leaned towards Options Three and Four and asked that staff flush those options out more, as well as work with local transportation companies. Council Member Rubell asked if there would be messaging that microtransit was ending. Sanderson stated the contract was over April 14. He looked to Council for direction. Council agreed to end microtransit in its current form. Council Member Parigian asked if microtransit should continue until a new system was put in place. Council Member Rubell noted microtransit usage decreased significantly after the ski season ended.

VIII. ADJOURNMENT

IX. PARK CITY HOUSING AUTHORITY MEETING

X. ROLL CALL

Attendee Name	Status
Chair Nann Worel Board Member Bill Ciraco Board Member Ed Parigian Board Member Jeremy Rubell Board Member Tana Toly Matt Dias, Executive Director Margaret Plane, City Attorney Michelle Kellogg, Secretary	**Present**
Board Member Ryan Dickey	**Excused**

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

Chair Worel opened the meeting for any who wished to speak or submit comments on items not on the agenda. No comments were given. Chair Worel closed the public input portion of the meeting.

XII. NEW BUSINESS

1. Consideration to Waive the Park Meadows Country Club Affordable Housing Requirement Generated by a Proposed Maintenance Building Expansion Project:
Mayor Worel disclosed she was a member of the Park Meadows Country Club. Council Member Ciraco disclosed he was a social member of the Park Meadows Country Club. Jason Glidden, Housing Manager, and Mike Councilman, Park Meadows Country Club General Manager, were present for this item. Glidden reviewed the purpose of the housing mitigation plan was to ensure new development did not adversely affect affordable housing. He displayed the proposed expansion and indicated it would include a maintenance building, a lean-to shed to cover vehicles, and a new employee parking area. The waiver request was based on the fact that this would not increase the number of employees working at the country club. He noted the facility was located in the Recreation Open Space zone which did not allow housing.

Mayor Worel asked how many employee parking spaces would be added. Councilman stated there currently was not employee parking, and 12 stalls would be added. Council Member Ciraco asked if the club was increasing its membership, to which Councilman stated no. Council Member Ciraco asked why this had to come to Council if the conditions weren't met. Glidden stated this was an amendment to the master planned development, so it had to be reviewed. They couldn't do affordable housing onsite if Council deemed this was required and a fee in lieu would be $1.4 million. He didn't think this was proportionate to the improvements being made.

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

Board Member Rubell moved to waive the Park Meadows Country Club affordable housing requirement generated by a proposed maintenance building expansion project. Board Member Ciraco seconded the motion.

RESULT: APPROVED
AYES: Board Members Ciraco, Parigian, Rubell, and Toly
EXCUSED: Board Member Dickey

2. Consideration of the Affordable Housing Mitigation Plan Proposed by Yarrow Hotel Owners, LLC:
Jason Glidden, Housing Manager, presented this item. Craig Elliott and Peter Tomai, representing the developer, were present as well. Glidden reviewed the background of the hotel and indicated the proposal was a redevelopment to include 218 market rate units, 52 deed restricted units, and 27,000 square feet of mixed-commercial. They proposed to develop more than the required number of affordable units. Glidden stated this was coming to Council before it went to the Planning Commission for consideration because if Council had changes to the plan, it would affect the design and they could

make the changes before they took it to the Planning Commission. Council Member Rubell asked to continue this until there was more information.

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

Council Member Parigian stated the goal was to match the impact on the community with the housing. He stated the proposed housing was 80% AMI and none of the jobs in that development would pay 80% AMI. He didn't think that fit the City's goals and he wanted to discuss it further. He wanted it to be more of an income-based scenario. Glidden stated the developer was compliant with the 80% AMI requirement as set forth in the current housing resolution. Council Member Parigian asserted even though it wasn't required, they could voluntarily lower the AMI for the housing. Council Member Ciraco agreed the Council should not get ahead of the Planning Commission. In general, he liked the concept and he thought it was important to keep a hotel in that area. He liked the affordable housing location as well.

Glidden asked for any comments on the affordable housing part of the development. Council Member Ciraco stated the affordable housing units didn't need to be occupied by the employees of the development and noted there were developments with lower AMIs, so he didn't have an issue with affordability. Council Member Rubell hoped there was a way the development could establish an average AMI so some units were higher and some lower.

Board Member Rubell moved to continue the affordable housing mitigation plan proposed by Yarrow Hotel Owners, LLC to a date uncertain. Board Member Parigian seconded the motion.

RESULT: CONTINUED TO A DATE UNCERTAIN
AYES: Board Members Ciraco, Parigian, Rubell, and Toly
EXCUSED: Board Member Dickey

XIII. ADJOURNMENT

With no further business, the meeting was adjourned.

Michelle Kellogg, City Recorder

Potential Marsac Remodel

Next Steps

Discussion Background

- In 2023, with the goal of enhancing customer service and accommodating a growing staff, the Council approved an initial budget allocation for the interior remodel of the 445 Marsac building, fondly known as City Hall.

- This building is part of Park City's Historic Sites Inventory and is significant in our history as the former Marsac Elementary School. As such, any contemplated updates must respect that significance.

- Since the budget allocation, FFKR Architects, who have significant experience with this historic structure, collaborated with staff to draft a plan that enhances the customer experience, upgrades the Council Chambers' technology, and respects the building's history.

- It's worth noting that a significant renovation was undertaken in 2009. This renovation, costing approximately $7.3 million, addressed seismic and accessibility issues and consolidated the more public-facing activities to the 2nd floor, bringing the building to its current state.

PARK CITY 1884

Project Status

- After the Council approved an initial budget allocation in FY24, staff sought professional services assistance to create options focused on improving customer service, technology upgrades, and accommodating existing staff.

- In March 2024, we received the latest plan options and cost estimates for the proposed remodel.

- Before proceeding, Staff would like to take this opportunity to check in with the Council to see if they want to pursue a remodel, share the proposed plans, and discuss the budget needs associated with moving forward.

- If the Council wants to proceed with the remodel, staff will work with FFRK Architects to develop a phasing plan and to identify temporary space needs during construction that prioritize public access and continuity of service.

- One additional item of note:
    - In the 2024 Legislative Session, following the approval of HB257 Sex-Based Designations for Privacy, Anti-Bullying, and Women's Opportunities during the 2024 Legislative Session, the Mayor and City Council requested an audit of city facilities. While government-owned restroom facilities are not addressed within HB257, they were included in the audit to assess the potential for other actions. The plans below offer options for the Council to consider if the Council wants to create gender-neutral bathrooms as part of the Marsac remodel.

Proposed Level 3 Changes

LEVEL 3: PROPOSED

Sustainability + Comms + Trails
3/3 Offices
5/5 Cubes
4/4 Hoteling Desks

Special Events + Comms/Liaison
2/2 Offices
5/5 Cubes

Budget
2/2 Offices
3/3 Cubes

MARSAC RENOVATION
DESIGN MEETING 8 UPDATE (2024-01-17)
FFKR ARCHITECTS

Proposed Level 2 Changes

LEVEL 2: PROPOSED

Engineering
1/1 Offices
8/8 Cubes

Housing
1/1 Offices
3/3 Cubes

Planning
1/1 Offices
13/13 Cubes

Building
1/1 Offices
11/11 Cubes
10/10 Hoteling Desks

MARSAC RENOVATION
DESIGN MEETING 8 UPDATE (2024-01-17)
FFKR ARCHITECTS

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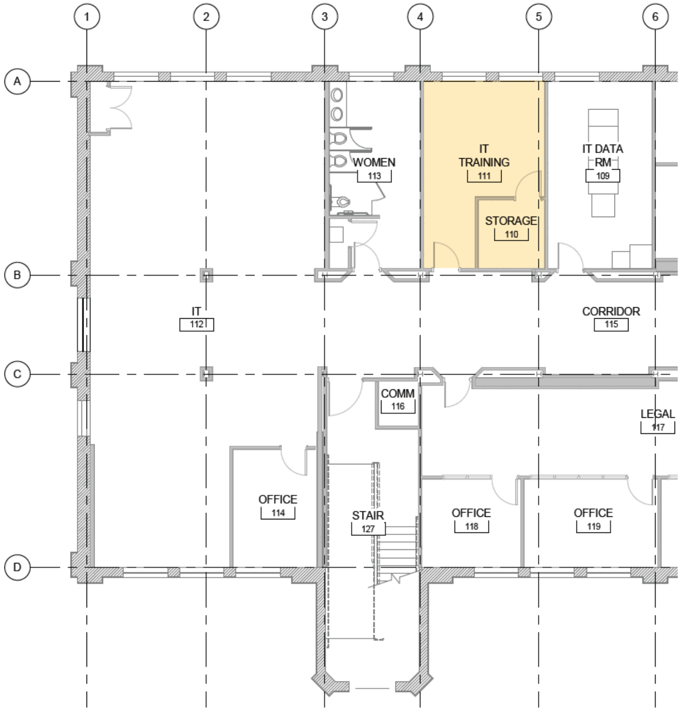
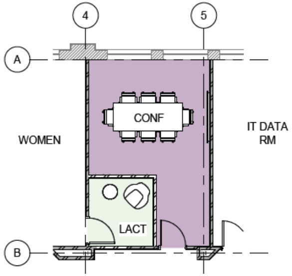
Proposed Level 1 Changes

LEVEL 1

Existing



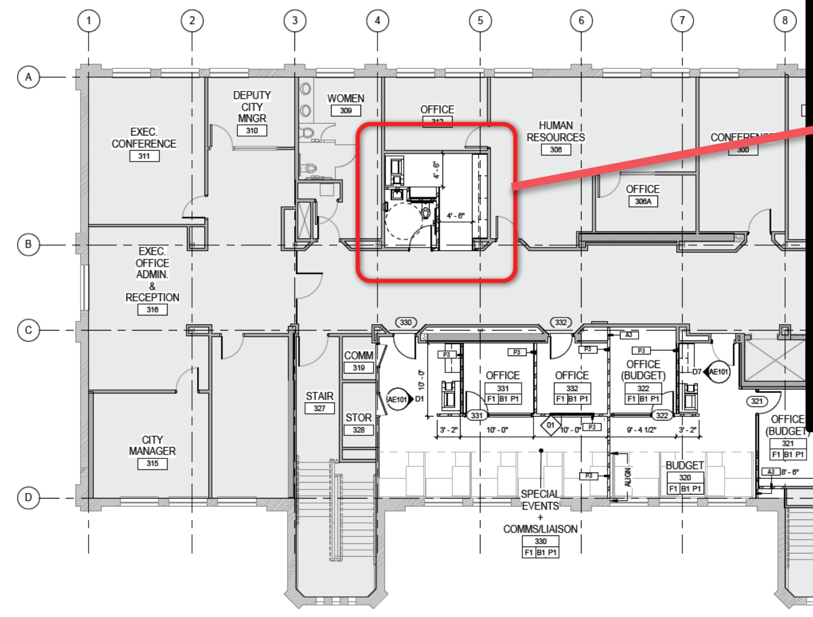
Proposed



MARSAC RENOVATION
DESIGN MEETING 8 UPDATE (2024-01-17)
FFKR ARCHITECTS

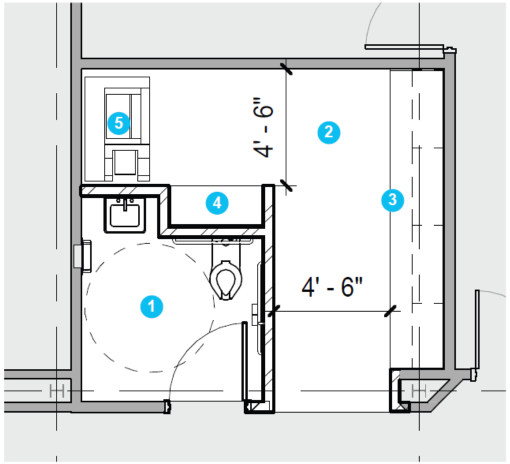
Proposed Bathroom Option 1

LEVEL 3: FLOOR PLAN



MARSAC RENOVATION
DESIGN UPDATE (2024-02-23)
FFKR ARCHITECTS

LEVEL 3: PROPOSED FLOOR PLAN



1. Restroom
2. Copy Room
3. New Millwork
   - Upper Cabinets With Mail Slots
   - Base Cabinets - Lateral File Style
4. Open Shelving
5. Copy/ Printer Station

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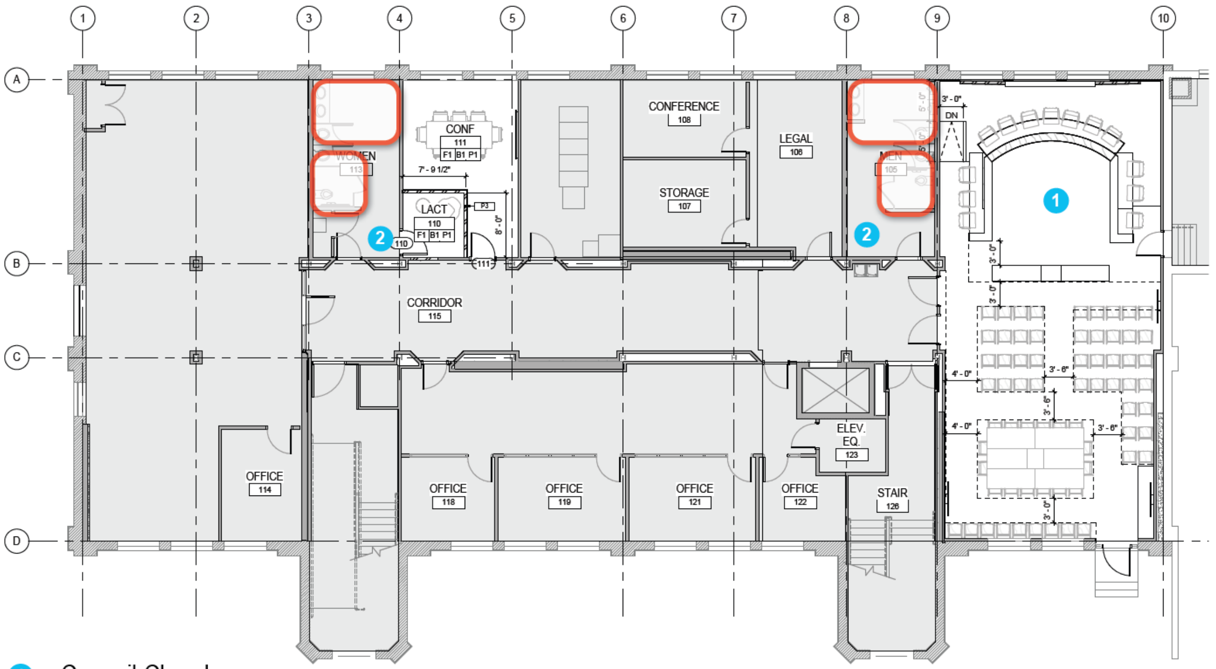
Proposed Bathroom Option 2

LEVEL 1 FLOOR PLAN



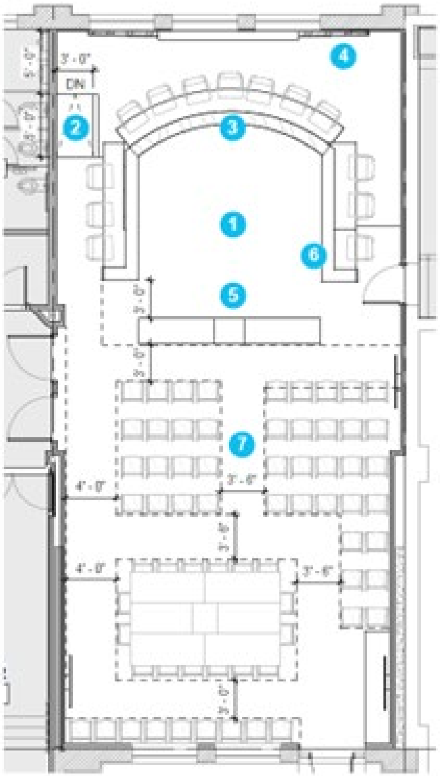
1 Council Chambers

2 Restroom Alternate: 4 Individual Restrooms Total, Remove Corridor Doors

MARSAC RENOVATION
DESIGN UPDATE (2024-02-23)
FFKR ARCHITECTS

Proposed Council Chambers

LEVEL 1 FLOOR PLAN: COUNCIL CHAMBERS



1. Council Chambers
2. New Ramp (1:10, 6" Rise) And Curb
3. New Dais Millwork Front And Modified Knee Space Dividers
4. New Decorative Back Drop
5. Existing Speaker Podium
6. AV Station
7. Additional Power Locations Along Existing Walls As Needed

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Proposed Approximate Budget

MARSAC REMODEL COST ESTIMATES AS OF MARCH 2024	
Base Project Scope	
Level 1	$80,000
*New lactation room	
*Modified IT conference room	
Level 2	$880,000
*2nd Floor office area renovations, including heat pump replacement	
*2nd floor - new conference rooms and reception area	
Level 3	$175,000
*3rd floor office area renovations	
Furniture	$300,000
Total Base Cost Estimates	**$1,435,000**
Additional Scope Items	
Council Chambers	$350,000
*Architectural changes (ADA ramp, new dais front, knee space mod, feature wall, new presenter table/podium)	
*AV upgrades	
Level 3 Bathroom Option	$60,000
*New restroom and associated copy room modifications	
Level 1 Bathroom Option	$100,000
*Renovated existing restrooms to create 4 individual restrooms	
Existing Allocated Budgets	
*Marsac Remodel Budget allocated in FY24	$800,000
*Council Chambers Technology Budget allocated in FY24	$230,000
Total allocated budget	**$1,030,000**
Budgeted amount spent to date	$60,000
Remaining allocated budget	**$970,000**
Additional Anticipated Budget Needed (assuming all options above are included but not including any costs associated with temporary space needs) ***Please note that budget requests have been made for an additional $845,000 in the FY25 budget.	**$975,000**

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HISTORIC
PARK CITY
• UTAH •

Since the signing of our new service contract in October 2023, the HPCA Executive Director and Board have been working cohesively with the City to ensure the Historic District continues to be a vibrant community asset.

Highlights:

- Communication
- New Businesses Outreach
- Waste Management

Highlights Continued:

- Merchant Feedback / Surveys
- Transit / Parking
- Main Street Water Line Improvement Project

Looking Ahead…

HPCA respectfully asks:

- Proof of trash service during business license renewal
- Participation/representation in Main Street Area Plan
- Quarterly Reports (Parking Use, Revenue & Sales Tax)

Thank You for your valued partnership!

2024 Update to the Park City Supplemental Standard Plans and Specifications

BACKGROUND

- The American Public Works Association (APWA) produces a set of standards which are commonly adopted across Utah. These guide construction practices, aim to set quality standards, and help to ensure uniformity in materials, system designs, and installation practices.

APWA
AMERICAN PUBLIC WORKS ASSOCIATION

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BACKGROUND

- Park City has unique challenges and conditions, so we have the necessity for providing supplemental standards to the APWA standards to regulate our unique conditions.

- January 2021, the City Council adopted the APWA Utah Chapter standard plans and specifications and the 2021 Park City Supplemental Standard Plans and Specifications.

CHANGES OF NOTE

- Division 900: Telecommunication, ITS, and Smart Cities
  - APWA does not reference ITS, so to promote standardization as we expand our ITS, we added this division.
  - This division adopts the Utah Department of Transportation Standard Specifications and Standard Drawings sections related to Telecommunication, ITS, and Smart Cities (Sections 13431 through 13595) with a few specific modifications.

CHANGES OF NOTE

- Road-Cut Moratorium
  - This provision limits contractors from making non-essential cuts into our newly constructed or improved roadways. It restricts cuts within:
    - 3 years – newly built, reconstructed, repaved, or overlaid roads
    - 1 year – slurry sealed roads
  - The intent is to get the most life out of our roadways and our improvements
  - This does not disallow road-cuts for essential work (e.g. emergency utility repairs)
  - There is an allowance for contractors to seek an exception given suitable conditions and a more robust patch.

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CHANGES OF NOTE

- <u>Snowmelt System Requirements</u>
  - Snowmelt systems installed in driveways which are graded towards the right-of-way cause water to freeze in the unheated right-of-way. This can cause drainage issues and safety hazards.
  - The proposed snowmelt system requirements state, “All snowmelt systems within or adjacent to the City Right-of-Way shall not drain to an unheated portion of sidewalk, hardscape, or roadway.”
  - This also formalizes the requirement for an applicant to record an Encroachment Agreement with the City for snowmelt improvements installed in the right-of-way.

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CHANGES OF NOTE

- Water Lateral Standardization of 2" Minimum
  - A 2" water lateral is typically sufficient to provide adequate water to a new residential building with fire sprinklers. We had previously allowed smaller lines if an engineer showed they were sufficient. This could lead to the need for replacement in the event of future remodels or additions.
  - Given the minor cost difference between the sizes of water lines, this provision helps prevent future redundant road cuts and connections to the water mains without undue burden on contractors.

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Microtransit Discussion

Kim Fjeldsted/Tim Sanderson

Background

- July 28, 2022
  - Pilot Project Supported by Council.
- October 6, 2022
  - Contract approved with HVT.
  - November 13, 2022, to April 15, 2023.
  - Citywide expansion March 2023.
- May 25, 2023
  - Presentation regarding performance.
- June 15, 2023
  - Re-establish microtransit from July 2, 2023, to April 15, 2024.
  - RFP for a permanent microtransit service.
- June 22, 2023
  - HVT contract through April 15, 2024.

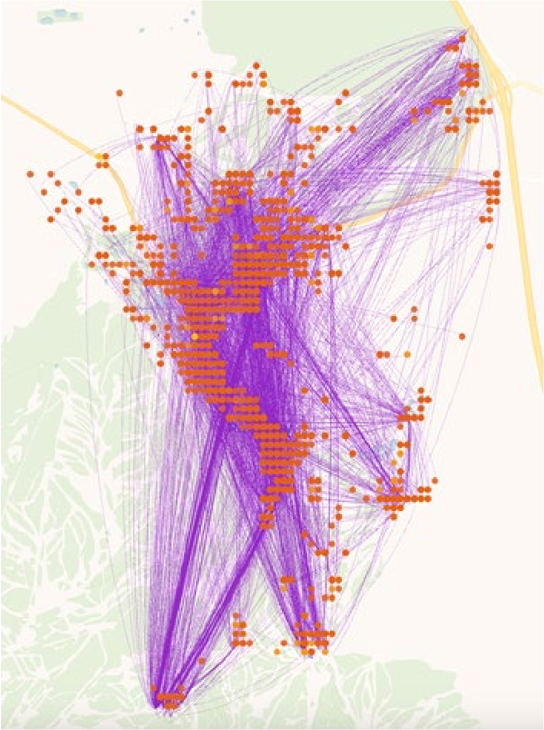
Analysis

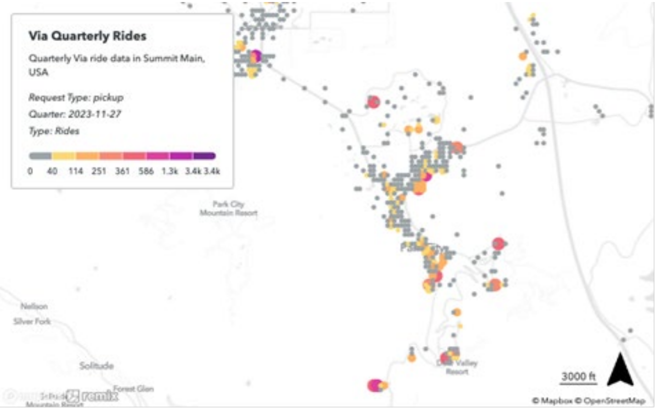
Ridership

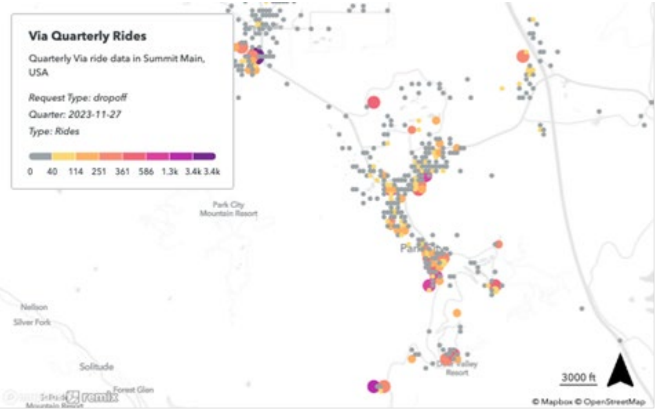
Category	Metric	Measure
Total Rides	# of boardings	29,681
Regular Customers	# of customers using service more than 50 times	180
Effectiveness Factor	Customers per Revenue Hour	4.5
% Ridership in Target Areas	Ridership % outside of fixed route walkshed	9%

Data from 1 November 2023 to 9 March 2024

Analysis







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Options

Maintain Microtransit

1. Maintain current service level.
2. Establish service standards and applicable service level.

Remove Microtransit

3. Replace microtransit with fixed route.
4. Remove microtransit and reinvest in other services.

Option 1

- Maintain current microtransit service level:
  - Performance metrics will remain at current trend.
  - Annual budget $1.5 Million.

Wait Time Frequency Table

Response Time	Frequency	Cumulative Frequency
Less than 15 mins	43%	43%
15-30 mins	27%	70%
30-45 mins	18%	88%
45 –60 mins	10%	98%

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Option 2

- Continue Microtransit and formally adopt service standards:
  - Possible service standards include:
    1. % of arrivals less than 15 minutes.
       - Potential target – 90%
    2. Trip denial rate:
       - Potential Target – 95%
    3. Customers per Revenue Hour.
       - 4 CPRH
- Estimated annual cost:
  - $2.5M to $3M

Option 3

- Discontinue microtransit and replace with Fixed Route service:
  - 3 Potential Routes:
    - **Quinn's Junction** to and from the Fresh Market.
      - Frequency at 30 minutes.
    - **Park Meadows** with access to the Resorts and OTTC.
      - Frequency at 90 minutes.
    - **Royal Street** with access to the Resorts and OTTC.
      - Frequency at 90 minutes.
- To be operated by smaller transit vehicles (cutaways).
  - May also be operated through a vendor.
- Estimated Annual Cost at <9 Service hours per day – $664,000.
  - Service Span: 8:30 AM to 5:30 PM.

Option 4

- Discontinue microtransit
    - May alienate customers in areas that are not in close proximity to existing fixed routes.

Question

Maintain Microtransit

1. Maintain current service level.
2. Establish service standards and applicable service level.

Remove Microtransit

3. Replace microtransit with fixed route.
4. Remove microtransit and reinvest in other services.

Question:

- *Which option or combination of options is most appropriate for Park City?*

PARK CITY 1884

Park Meadows Country Club

Housing Mitigation Waiver Request

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Background

- The purpose of Housing Mitigation Plans are to ensure that new development does not adversely affect the supply of affordable housing in the City and to maintain the social, economic, and cultural fabric of Park City's community character. It is intended that the requirements imposed herein are roughly proportionate and reasonably related to the impacts of the Development.

- Housing Obligations are calculated by:
  - Developer shall provide affordable housing units in an amount equal to twenty percent (20%) of the total RUEs in the project.
  - The Developer shall be required to mitigate 20 percent of the employees generated.

Background

- On March 15, 1973, the Park City Council approved the Holiday Ranch Annexation, the boundaries within which the Park Meadows Golf Course primarily exists.
- On August 28, 1975, a Declaration of Restrictive Covenants was recorded with Summit County (Exhibit E), which placed the following conditions on any development:
    1. A maximum of 1,600 Residential Units would be allowed within the property; and
    2. A portion of the property was restricted for “construction, maintenance, and operation of a golf course, golf clubhouse, and related improvements and facilities.”

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Proposed Expansion

- **Proposed Maintenance Building**: The new building is proposed to contain office space, lockers, showers, changing rooms, and a lunchroom for employees. Additionally, a three-bay attached garage for vehicle maintenance is proposed as a workspace for repairing and maintaining golf course equipment.
- **Proposed lean-to shed:** The shed is proposed across the maintenance yard to the west of the proposed maintenance building. The shed is proposed as an open-air structure for the sole purpose of parking maintenance vehicles.
- **New Parking Area:** To accommodate the additions, the Applicant proposes to remove 1,427 square feet of pavement to accommodate the new accessory structures and add 10,744 square feet of pavement for a new employee parking area.

Rendering of Proposal

Waiver Request

- The Park Meadows Country Club is requesting a housing waiver for the following reasons:
  - Expansion to maintenance facility is to upgrade employee area and provide additional storage. No new employees will be generated from the expansion
  - The Maintenance Facility is located in the Recreation Open Space (ROS) zone which does not allow for residential uses.

Recommendation

- Review the Affordable Housing Waiver request, hold a public hearing, and consider approving the waiver proposed by the Park Meadow Country Club.

Park & Kearns

Housing Mitigation Plan

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Background

- The purpose of Housing Mitigation Plans are to ensure that new development does not adversely affect the supply of affordable housing in the City and to maintain the social, economic, and cultural fabric of Park City's community character. It is intended that the requirements imposed herein are roughly proportionate and reasonably related to the impacts of the Development.

- Housing Obligations are calculated by:
  - Developer shall provide affordable housing units in an amount equal to twenty percent (20%) of the total RUEs in the project.
  - The Developer shall be required to mitigate 20 percent of the employees generated.

Background

- Constructed in 1977, the DoubleTree by Hilton Hotel (formerly “The Yarrow”) at 1800 Park Avenue has 182 hotel rooms with restaurant and meeting room facilities on a prominent Park City entry corridor or at the corner of S.R. 224 (Park Avenue) and S.R. 248 (Kearns Boulevard)

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Proposal

Park & Kearns is a mixed-use project containing residential and commercial units, including the following:

- 52 Deed Restricted Affordable Rental Units;
- 218 Market Rate Hotel/Condo Units; and
- Approximately 27,000 Square Feet of Mixed-Commercial Space.

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Calculations

Park & Kearns Employee Generation & Unit Equivalent Calculations (Hotel) v2 — 2/14/2024

Proposed Redevelopment		quantities	employee rate	employees	mitigation rate	workers per household
Hotel/Condo		room/suite	per room		20%	1.5
studio		54	0.6	32.4	6.48	4.32
ADA studio (exempt)		1		0	0	0.00
studio corner		2	0.6	1.2	0.24	0.16
1 bedroom		70	0.6	42	8.4	5.60
ADA 1 bedroom (exempt)		1		0	0	0.00
1 bedroom corner		11	0.6	6.6	1.32	0.88
1 bedroom suite		1	0.6	0.6	0.12	0.08
2 bedroom		40	0.6	24	4.8	3.20
2 bedroom lockout		28	0.6	16.8	3.36	2.24
ADA 2 bedroom (exempt)		1		0	0	0.00
ADA 2 bedroom lockout (exempt)		1		0	0	0.00
3 bedroom		7	0.6	4.2	0.84	0.56
ADA 3 bedroom (exempt)		1		0	0	0.00
		218		127.8	25.56	17.04
	total area	unit equivalent	employee rate	employees	mitigation rate	workers per household
Commercial		1,000.0			20%	1.5
Hotel Restaurant/Lounge**	6,832	6.8	6.5	44.41	8.88	5.92
Retail	14,232	14.2	3.3	46.97	9.39	6.26
Office (Prof. Services)	6,106	6.1	3.7	22.59	4.52	3.01
Spa & Fitness (exempt)	4,443	0.0	0.0	0.00	0.00	0.00
Breakout Rooms (exempt)	1,821	0.0	0.0	0.00	0.00	0.00
Meeting Hall (exempt)	4,439	0.0	0.0	0.00	0.00	0.00
Pool Locker(exempt)	324	0.0	0.0	0.00	0.00	0.00
Ski/Bike Locker (Storage)	0	0.0	0.0	0.00	0.00	0.00
Total Exempt	$\boxed{11,027}$					
10% of Residential UE	13,429 ***					
		27.2		113.97	22.79	15.20
Total Proposed Redevelopment Affordable Unit Equivalents						32.24

Phasing

Proposed Affordable	quantities	area	total area	affordable unit equivalent
Residential (Affordable)	52			900
studio A	16	407.0	6,512	7.24
studio B	4	332.0	1,328	1.48
1 bedroom A	8	672.0	5,376	5.97
1 bedroom B	4	624.0	2,496	2.77
1 bedroom C	4	607.0	2,428	2.70
1 bedroom D	4	602.0	2,408	2.68
2 bedroom	12	917.0	11,004	12.23
Total Proposed Affordable			31,552	35.06

Unit Type	Occupants	*AMI -80%	Income Percentage	Yearly Rent	Monthly Gross Rent	No. of Units
Studio	1	$83,200	30%	$24,960.00	$2,080.00	20
1-Bedroom	2	$95,120	30%	$28,536.00	$2,378.00	20
2-Bedroom	3	$106,960	30%	$32,088.00	$2,674.00	12
					Total	52

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Analysis

- The proposed project exceeds the housing requirement
  - Number of units – proposing 52 affordable units totaling 31,552 sq ft or 35.06 AUEs (required is 32.24 AUEs)
  - Affordability levels – Meet the Housing resolution requirement of 80% AMI or below
- Creates affordable units in the heart of the city.
  - Going from no affordable units on-site to 52 affordable rental units

Recommendation

- Review the Affordable Housing Mitigation Plan proposed by Yarrow Owners, hold a public hearing, and consider approving the plan to fulfill the affordable housing obligation generated by the proposed Park & Kearns project.

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