



**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
May 16, 2024**

The Council of Park City, Utah, will hold its regular meeting in person at the Marsac Municipal Building, City Council Chambers, at 445 Marsac Avenue, Park City, Utah 84060. Meetings will also be available online and may have options to listen, watch, or participate virtually. [Click here for more information.](#)

Zoom Link: <https://us02web.zoom.us/j/81437359790>

CLOSED SESSION - 3:00 p.m.

The Council may consider a motion to enter into a closed session for specific purposes allowed under the Open and Public Meetings Act (Utah Code § 52-4-205), including to discuss the purchase, exchange, lease, or sale of real property; litigation; the character, competence, or fitness of an individual; for attorney-client communications (Utah Code section 78B-1-137); or any other lawful purpose.

STUDY SESSION

3:50 p.m. - Discuss Pickleball Public-Private Partnership

WORK SESSION

4:40 p.m. - Park City Public Art Advisory Board Annual Update

5:10 p.m. - Break

REGULAR MEETING - 5:30 p.m.

I. ROLL CALL

II. APPOINTMENTS

1. Reappointment of Emma Zevallos to a Three-Year Term on the Police Complaint Review Committee

III. RESOLUTION

1. Consideration to Approve Resolution 06-2024, a Resolution Proclaiming May as Wildfire Awareness Month
(A) Public Input (B) Action

IV. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments

Staff Communications Reports

1. Childcare Needs-Based Scholarship Program
2. March Budget Monitoring & February Sales Tax Report

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

VI. CONSENT AGENDA

1. Request to Approve the 2024 Pavement Management Bids and Authorize the City Manager to Enter into Agreements in a Form Approved by the City Attorney's Office with Morgan Industries, Inc. for Type II Slurry Seals, in the Amount of \$153,065.01; Kilgore Companies LLC for Sealcoat of Trails in the Amount of \$29,651.40; Black Forest Paving for Rotomilling, Pavement Overlays, and Utility Adjustments in the Amount of \$1,232,034.35; and Advanced Paving and Construction for Crack Sealing in the Amount of \$66,690.00
2. Request to Authorize the City Manager to Execute Contracts for Excavation and Water System Repair Services, in Forms Approved by the City Attorney, with Daley Excavators LLC, JWW Excavating Inc., Latham Excavation Services LLC, and Reaper Excavating & Landscaping LLC., in an Amount Not to Exceed \$1,560,000; \$240,000; \$150,000; and \$150,000 Respectively and Totaling \$2,100,000
3. Request to Approve Ordinance 2024-08, an Ordinance Amending Title 4a - Special Events, Chapter 1 Definitions and Chapter 2 Special Event Permitting of the Municipal Code of Park City, Utah

VII. NEW BUSINESS

1. Consideration to Approve Resolution 07-2024, a Resolution Replacing the Existing Trails Master Plan with an Updated 2024 Version
(A) Public Input (B) Action
2. Consideration to Approve a Fee Waiver Request from Mountainlands Community Housing Trust for Phase 1 of the Holiday Village/Park Avenue (HOPA) Affordable Housing Project in an Amount Not to Exceed \$800,000 for all Community Development Fees and Impact Fees
(A) Public Hearing (B) Action
3. Consideration to Approve Resolution 08-2024, A Resolution Setting Per Diem Rates for Park City Public Bodies
(A) Public Input (B) Action
4. Consideration to Approve Ordinance No. 2024-09, an Ordinance Amending Land Management Code Chapters 15-2.4, 15-2.5, 15-2.6, 15-2.18, 15-2.19, 15-2.20, Sections 15-2.20-5, 15-15-1, and Enacting Section 15-4-24 to Allow Public Transit Amenities to be Constructed and Maintained in Setbacks
(A) Public Hearing (B) Action
5. Consideration to Authorize the City Manager to Execute the First Amendment to the Design Professional Service Agreement, in a Form Approved by the City Attorney, with Valentine Crane Brunjes Onyon (VCBO) Architects for the Development of Construction Documents for the Replacement of the PC MARC Pools, Not to Exceed \$426,500
(A) Public Input (B) Action
6. Consideration to Authorize the City Manager to Execute Contracts for the Following: Environmental Remediation Oversight with Terracon Consultants, LLC, in an Amount Not to Exceed \$124,700; and with MC Contractors, Inc, in an Amount Not to Exceed \$564,975, for Soil Excavation and Hauling Services in Forms Approved by the City Attorney
(A) Public Input (B) Action

VIII. ADJOURNMENT

A majority of City Council members may meet socially after the meeting. If so, the location will be announced by the Mayor. City business will not be conducted. Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the City Recorder at 435-615-5007 at least 24 hours prior to the meeting.

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

City Council Study Session Report



Subject: Pickleball Public-Private Partnership
Author: Ken Fisher, Recreation Director
Department: Recreation
Date: May 16, 2024

Summary

Pursuant to previous City Council direction, facilitate a study session to consider a potential 'Public-Private Partnership' to satisfy the increasing demand for indoor pickleball courts within Park City.

While not common, public-private partnerships (P3s) for recreation facilities are collaborative arrangements between governmental entities (typically at the local or municipal level) and private sector or non-profit organizations to develop, maintain, and operate recreational amenities. Overall, P3s can be a win-win proposition for public agencies and private sector/non-profit partners, delivering cost-effective, high-quality amenities that enhance the health, well-being, and quality of life for residents and visitors alike.

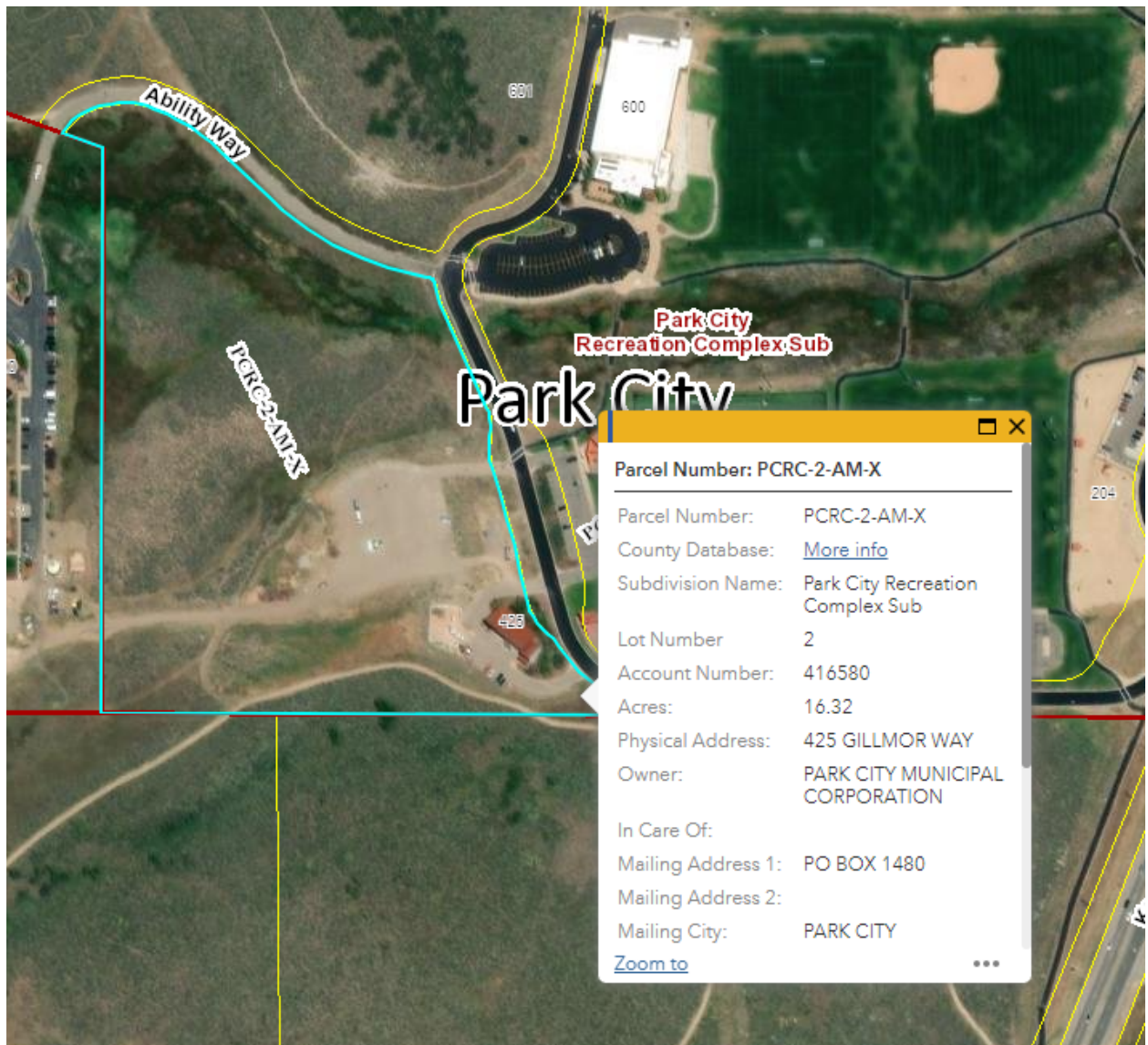
Study Session Goals

1. Define priority order for City-owned property available to consider a potential P3;
2. Develop a common understanding of the pros/cons of a recreation facility P3; and
3. Provide policy direction regarding an RFP consistent with City/State Procurement Rules.

Property and Interlocal Partners Position

Pursuant to the direction of the City Council, we examined various city-owned parcels suitable for establishing a pickleball facility, and specifically, under the auspices of a possible P3, several viable options emerged. Three parcels surfaced as most suitable if confined to the municipal limits, as all three were previously earmarked as potential recreation sites in the 2017 Mountain Recreation Facilities Master Plan. They are listed below:

Park City Sports Complex (16.32 acres): East of the National Ability Center and west of Gilmore Way.



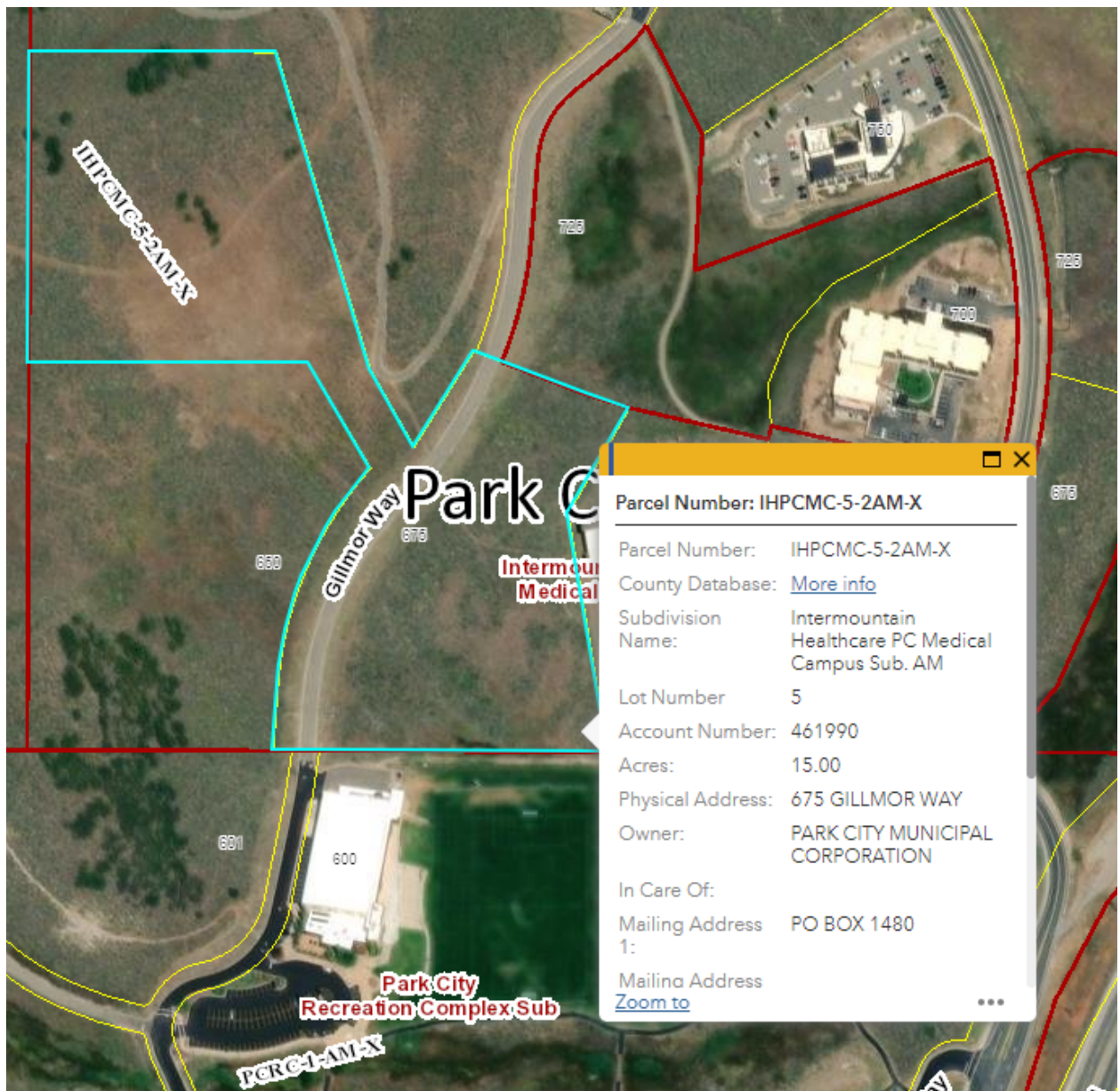
Pros:

- Previously proposed as the site for an indoor pickleball facility and outdoor ice area during the 2023 Recreation GO Bond initiative.
- Currently serves as overflow parking for the facility, and it also comes with utility infrastructure in proximity.
- The area is already an active recreational hub housing amenities like an ice rink, playing fields, and trail networks, and there is potential for labor and operational economies of scale.
- Deed-restricted for recreational/educational purposes, such that competing land uses are likely not viable.

Cons:

- May require approval and approval from the Gilmore Estate, which donated the land to PCMC with deed restrictions.
- Potential noise concerns with the National Ability Center but likely mitigated if only indoor courts.

IHC Lot 5 (15 acres): Between the current ice arena and the USSA Center of Excellence, with Gilmore Way dividing the parcel. This road is currently an access road only.



Pros:

- The parcel was donated to Park City for recreational and open space usage as part of the IHC Master Planned Development (MPD).
- It is surrounded by vertical recreation and private facilities, including an ice arena, USSA Center of Excellence, and a healthcare campus.
- No deed restrictions impeding development.

Cons:

- Previously considered for an additional ice arena expansion, as identified in the 2015 Feasibility Study for Ice Arena Expansion that was not pursued by the City Council after considerable deliberation.
- Undisturbed parcel.
- Per the 2017 Recreation Facilities Master Plan *“No density was assigned to this 15-acre parcel with the IHC MPD approval. The CT zone allows up to 3 units per acre for non-residential development where 1 unit is 1,000 sf of commercial/office uses. Before a project application can be submitted the City Council must complete review of Chapter 6 of the LMC related to Master Planned Developments and make a determination as to whether public recreation uses require the use of unit equivalents (density).”*

PC Heights Parcel (24 acres): West of Studio Crossings and east of Richardson Flats Road.

Park City School District & Basin Recreation P3 Interest

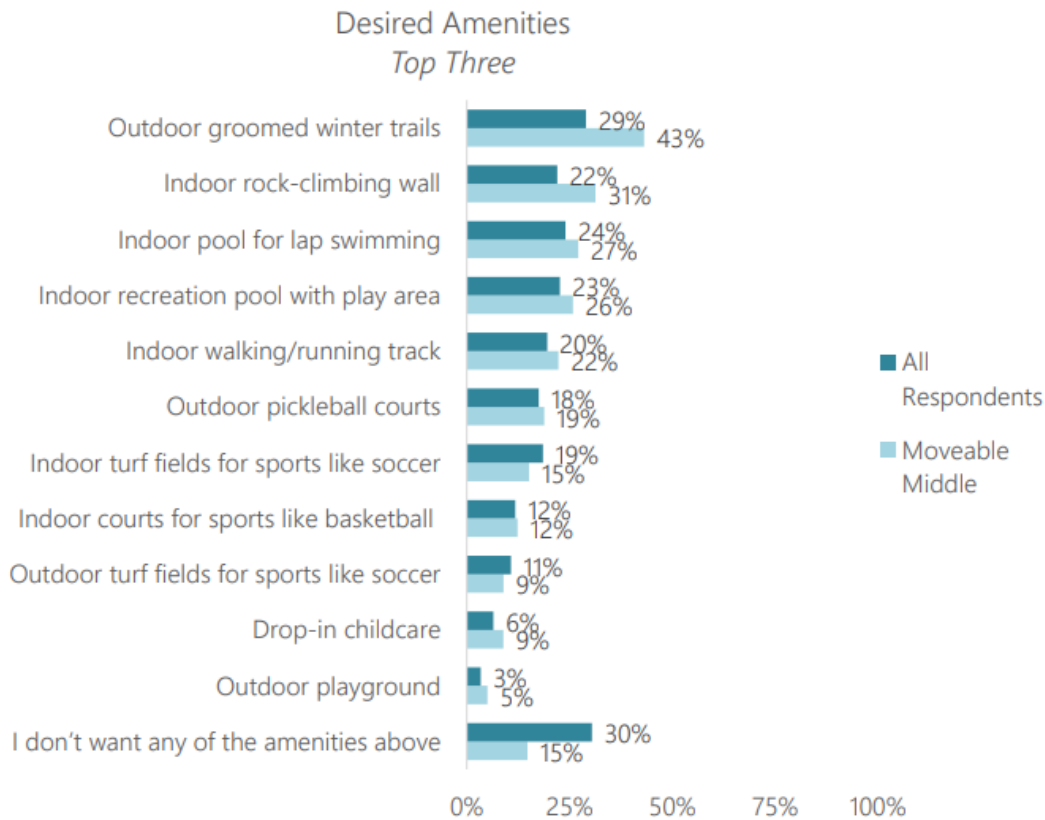
Our initial partnership strategy included engaging the Park City School District (PCSD) and Basin Recreation. Both entities and partners have contrasting interests and priorities regarding the potential development of a Pickleball facility through a P3, and neither entity is planning on satisfying the desire for indoor facilities in their strategic plans or otherwise.

PCSD

- The PCSD is interested in potential City partnerships to implement its athletic facilities master plan.
- The PCSD is considering developing tennis/pickleball courts behind TMJHS, but most likely outdoor courts only.
- Covering their new courts for year-round use would benefit the racquet sports community, but a P3 on school district property is unlikely and difficult due to school safety regulations.
- Private fundraising could potentially be used to make the courts year-round, with public access after PCSD use. This would benefit the PCHS boys' tennis program, which begins its season in February. The current plan for only outdoor courts won't remove the PCHS boys' tennis from the PC MARC. And it does not provide an all-day solution, which is a desire of those seeking access to indoor court time.

Basin Recreation

- Basin Recreation indicated no interest in a P3 for an indoor pickleball facility.
- Basin Rec conducted a statistically valid survey that indicated outdoor pickleball courts were low on constituents' lists of desired improvements and did not include a question on indoor courts.
- Given the survey results, Basin Rec does not foresee an indoor pickleball facility in the near future, and they are also not considering dedicating land to create an indoor facility.



P3 Overview and Analysis

It is essential to carefully structure and manage P3's to maximize their community benefit while safeguarding the public interests and ensuring transparency and accountability in decision-making and resource allocation. After considerable research and working with the City's team that negotiated the recent Engine House P3, there are some key aspects specific to recreation facilities:

- Cost-sharing and Financing:** One of the primary benefits of P3's is sharing the financial burden between the public and private sectors. Private entities may provide upfront capital investment for recreation facility development or renovations, reducing the near-term financial strain on public budgets. This allows for the creation of modern, well-equipped recreational facilities that might otherwise be financially unfeasible for the public sector alone.
- Expertise and Innovation:** Private sector partners often bring specialized expertise in facility design, construction, management, and marketing. This expertise can lead to innovative solutions for public recreational facilities, including cutting-edge designs, sustainable practices, and efficient operational models. Private partners may also introduce new technologies or management strategies to enhance the user experience and optimize facility utilization and revenue collection.

- **Risk Sharing and Performance Incentives:** P3 agreements typically allocate risk between the public and private sectors based on their respective capacities to manage and mitigate specific risks. Performance-based contracts may incentivize private partners to meet or exceed agreed-upon service levels, operational standards, accessibility, and financial targets. This ensures accountability and encourages the efficient use of resources while minimizing the likelihood of project delays or cost overruns.
- **Community Engagement and Stakeholder Input:** Successful P3's prioritize community engagement and stakeholder input throughout the project lifecycle. By involving local residents, user groups, and others in the planning, design, and decision-making processes, P3's can ensure that public recreational facilities meet a community's diverse and unique needs.
- **Flexibility and Adaptability:** P3 agreements can be tailored to each community and project's specific needs and circumstances. They allow for flexibility in terms of financing structures, revenue-sharing arrangements, and operational models, enabling stakeholders to adapt to changing market conditions, demographic trends, or regulatory requirements over time. This flexibility ensures that public recreational facilities remain sustainable and relevant in the long term, meeting the community's evolving needs.

However, there are also potential drawbacks or cons to consider when contemplating a P3 to create a public recreational facility:

- **Loss of Control:** With a P3, the government or public entity often relinquishes its level of control over the management and operations to the private partner. This loss of control can lead to concerns about accountability, responsiveness, and accessibility to public needs and preferences.
- **Profit Motive:** Private partners are typically driven by profit, which leads to decisions that prioritize financial gain over the public interest. This could potentially result in higher user fees and reduced accessibility.
- **Risk of Failure:** If the private partner fails to deliver on their obligations or if the project encounters financial difficulties, there could be disruptions or delays in the provision of public recreation services. In some cases, the government may need to step in to mitigate these risks, leading to additional costs or complications.
- **Long-term Costs:** While P3's can provide upfront funding and expertise for the development of public recreation facilities, they may also entail long-term financial commitments for the government or public entity. This can include

payments to the private partner over the contract's duration and potential costs associated with renegotiations or disputes.

- **Potential for Conflict of Interest:** There may be conflicts of interest between the goals of the private partner (e.g., maximizing profits) and the broader public interest (e.g., providing affordable and accessible recreation opportunities). Balancing these competing interests can be challenging and may require careful oversight and regulation.
- **Complexity of Contracts:** Negotiating and managing P3 contracts is complex and time-consuming to ensure that the terms are fair, transparent, and enforceable. This requires additional resources.
- **Lack of Community Engagement:** In some cases, P3s may lack sufficient community engagement or input, particularly if the private partner drives decisions.

The Recreation Advisory Board (RAB) supported exploring the potential of a P3 for an indoor pickleball facility along with the City Council. If the City Council wishes to continue exploring the potential of a P3 for an indoor pickleball facility, Exhibit A is a draft RFP that could be issued to solicit interest.

Assuming the desire to issue an RFP, is there a preferred parcel that should be identified?

Exhibits

Exhibit A: Draft of RFP For Pickleball Facility

Exhibit B: Overview Map of Potential Pickleball Facility Locations

Park City Municipal Corporation (“PCMC” or “City”)

REQUEST FOR PROPOSALS (RFP) (NON-BID) FOR

Public-Private Partnership – Indoor Pickleball Facility

Respondents or their agents are instructed not to contact City employees, agents or contractors of the City, selection committee members, the Mayor’s office or staff, members of the City Council, or attempt to externally manipulate or influence the procurement process in any way, other than through the instructions contained herein, from the date of release of this RFP to the date of execution of the agreement resulting from this solicitation. City, in its sole discretion, may disqualify a Respondent for violation of this provision.

REQUEST FOR PROPOSALS (NON-BID)

PCMC is inviting proposals from qualified persons or firms (respondents) to *build, maintain, and operate Pickleball facilities on city-owned land.*

PROPOSALS DUE: By May 30th by 3 PM MST.

Submit proposals electronically via Utah Public Procurement Place ("U3P") or via email to Grant.Herdrich@parkcity.org. The proposals will be opened after the submission deadline.

Respondents are encouraged not to wait until the last minute to submit a response. If there is an issue submitting, you should e-mail the Park City employee above at least 1 hour before closing. In person responses will not be accepted.

RFP AVAILABLE: The RFP will be available on *[insert date]* on *U3P and PCMC website*. Any modifications to the RFP or responses to questions submitted will be added as an addendum to the RFP posted on the *U3P and PCMC websites*. It is the responsibility of respondents to regularly check for addenda.

QUESTIONS: All questions regarding this RFP must be submitted in writing on the U3P website by *[insert day, date and time]*. **Please do not submit the same question multiple times.**

PROJECT LOCATION: _____

PROJECT DESCRIPTION (brief): _____

PROJECT DEADLINE (if applicable): _____

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

CONTACT: Grant Herdrich
Grant.Herdrich@parkcity.org

Proposals will remain valid for 90 days after submission. PCMC reserves the right to reject any or all proposals received for any reason. Furthermore, PCMC reserves the right to change dates or deadlines related to this RFP. PCMC also reserves the right to waive any informality or technicality in proposals received when in the best interest of PCMC.

I. Introduction.

In response to the growing demand for year-round Pickleball facilities PCMC is considering entering a public-private partnership (PPP) with a qualified respondent who would build a new pickleball facility on city property.

II. Scope of Project.

PCMC would be the public part of this PPP and would be offering a lease of city-owned land at no cost to the respondent. This land is undeveloped. Respondent may ask PCMC for other work to be done that will be considered and negotiated. Ex. Bus stop or parking. PCMC will not be contributing additional financial resources to the construction of the project.

Respondent would be responsible for building, maintaining, and operating the facility for the length of the lease. Operation should include public access during all operable hours. Respondent will need to keep fees at similar rates to MARC rates.

III. Funding.

PCMC has a budget of \$0.00 for this project. Respondent must agree to this to be eligible to submit a response. PCMC's contribution will be the land lease.

IV. Contents of Proposal and Evaluation Criteria.

A. Contents of Proposal

The proposal should include a point-by-point response to the technical criteria listed below in Section C.

B. Mandatory Minimum Qualifications

1. The city's contribution is the value of the land. Respondent acknowledges that the budget for this project is \$0.00.
2. Respondent acknowledges that they must submit a technical proposal responding to the technical criteria below via U3P or E-mail no longer than 20 pages. Any additional pages will be removed and not be seen by the evaluation committee.
3. Respondent acknowledges that the final design will need to be approved by city council. The designs will need to meet all PCMC building codes and will need to be approved by the planning commission.
4. Respondent acknowledges they must meet minimum and possibly preferred qualifications for the building of the facility.

Proposals will be evaluated on the criteria listed below. Please also see **Exhibit B – Score Sheet**. All conflicts between below and Exhibit B will be resolved in favor of Exhibit B.

If Respondent proposes to use a third party (subcontractor, subconsultant, etc.) for completing all or a portion of the scope of work requirements, state the name and identify the portion of the scope of work to be completed by a third party.

C. Technical Criteria

1. Project meets the overall needs of PCMC. – 100 points
2. Project timeline – 100 points
3. Project plan – Construction – 100 points
4. Business plan – Running the facility – 100 points
5. Experience with construction management and operating a facility – 100 points
6. Description of the benefits that the project will bring to PCMC – 100 Points
7. Value Add – How will this project benefit the PCMC community outside of pickleball ex. Events, concessions, trailhead access, walkability – 100 points
8. Capital Improvement Plan – An asset management plan may be required, please describe what that would look like.

Respondents must score a minimum of 70% of the total technical points to move onto the interview stage. See Exhibit B – Scoresheet.

D. Interview

Interview length will be determined after submissions have been received. Interview will be scored in the same manner as the technical. See Exhibit B – Scoresheet for total points.

Respondents must score above 70% in the interview for the evaluation committee to pass the proposed project to the city council. Only the highest scoring proposal will be recommended.

PCMC reserves the right to add additional steps or proposal requirements after respondents have submitted proposals to gain a greater understanding of respondents proposed solution. This may include additional technical documents and/or an interview and presentation.

The selection committee will consider all documents, the presentation/interview if applicable, the response to the RFP, information gained while evaluating responses, and

any other relevant information to make its determination. The committee will select the respondent which, in the committee's sole judgment, is best able to provide a PPP – Indoor Pickleball Facility.

PCMC reserves the right to reject any and all proposals for any reason. Proposals lacking required information will not be considered. The award of a contract may be subject to approval by City Council.

V. Government Records Access and Management Act.

PCMC will maintain a nonpublic process for the duration of this solicitation in accordance with Government Records Access and Management Act, Title 63G, Chapter 2 of the Utah Code (“GRAMA”). Pursuant to Utah Code § 63G-2-305(6), all records related to this RFP, including but not limited to proposals, evaluation, and selection procedures, and any records created during the evaluation and selection process will remain nonpublic records during the procurement process. After execution of a contract, all submittals will be treated as public records in accordance with the requirements of GRAMA unless otherwise claimed by the Respondent as exempt from disclosure pursuant to Utah Code § 63G-2-309, as amended. The burden of claiming an exemption shall rest solely with each Respondent. Respondent shall submit any materials for which Respondent claims an exemption from disclosure marked as “Confidential” and accompanied by a statement from Respondent supporting the exemption claim. PCMC shall make reasonable efforts to notify Respondent of any GRAMA requests for documents submitted under an exemption claim. Respondent waives any claims against PCMC related to disclosure of any materials pursuant to GRAMA. Please note the following:

- a. Respondent must not stamp all materials confidential. Only those materials for which a claim of confidentiality can be made under GRAMA, such as trade secrets, pricing, non-public financial information, etc., should be stamped.
- b. Respondent must submit a letter stating the reasons for the claim of confidentiality for every type of information that is stamped “Confidential.” Generally, GRAMA only protects against the disclosure of trade secrets or commercial information that could reasonably be expected to result in unfair competitive injury. Failure to timely submit a written basis for a claim of “Confidential” may result in a waiver of an exemption from disclosure under GRAMA.
- c. For convenience, a Business Confidentiality Request Form (“BCR Form”) is attached to this RFP as ***Attachment 1***. Respondent must submit a completed BCR Form at the time of submission of any proposal.

VI. Ethics.

By submission of a proposal, Respondent represents and agrees to the following ethical standards:

REPRESENTATION REGARDING ETHICAL STANDARDS: Respondent represents that it has not: (1) provided an illegal gift or payoff to a city officer or employee or former city officer or employee, or his or her relative or business entity; (2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, or brokerage or contingent fee, other than bona fide employees of bona fide commercial selling agencies for the purpose of securing business; (3) knowingly breached any of the ethical standards set forth in Title 3, Chapter 1 of the Park City Code; or (4) knowingly influenced, and hereby promises that it will not knowingly influence, a city officer or employee or former city officer or employee to breach any of the ethical standards set forth in Title 3, Chapter 1 of the Park City Code.

VII. Selection Process.

Proposals will be evaluated on the criteria listed in Section IV, Contents of Proposal and Evaluation Criteria, above.

- a. A selection committee comprised of qualified persons, which may include City staff or representatives from other public and private stakeholders, will open, review and evaluate all proposals.
- b. The selection committee may conduct interviews with the highest ranked respondents. If applicable, interview requirements will be provided to those respondents selected for further consideration.
- c. Final selection of the top-ranked proposal and preparation of contract.
- d. All contracts with an aggregate cost over the term that exceeds \$100,000 require approval of the City Council.
- e. Contract execution.

Following completion of the evaluation and establishment of the ranking, negotiations for contract purposes may be initiated with the top ranked respondent. In the event that an agreement is not reached, PCMC may enter into negotiations with the next highest-ranked respondent.

VIII. PCMC Standard Agreement Required.

- a. The successful Respondent will be required to enter into PCMC'S standard **Construction Agreement**. A form of the standard agreement is attached to this RFP as **Exhibit "A"** and incorporated herein. Respondent will also be required to enter into an Operating Agreement created by PCMC.
- b. Any request for changes related to indemnification or insurance provisions contained in PCMC's standard agreement must be submitted no later than the proposal/submittal deadline. Any requested changes to PCMC's standard insurance and indemnification provisions may be approved in the sole discretion of PCMC.

A Respondent must be authorized to do business in Utah at the time of contract execution. If Respondent's address is within the 84060 zip code, a valid PCMC business license is required.

IX. General Provisions.

- a. No Representations or Warranty. It is the responsibility of each Respondent to carefully examine this RFP and evaluate all of the instructions, circumstances and conditions which may affect any proposal. Failure to examine and review the RFP and other relevant documents or information will not relieve Respondent from complying fully with the requirements of this RFP. Respondent's use of the information contained in the RFP is at Respondent's own risk and no representation or warranty is made by PCMC regarding the materials in the RFP.
- b. Cost of Developing Proposals. All costs related to the preparation of the proposals and any related activities are the sole responsibility of the Respondent. PCMC assumes no liability for any costs incurred by Respondents throughout the entire selection process.
- c. Equal Opportunity. PCMC is committed to ensuring equitable and uniform treatment of all Respondents throughout the advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same fundamental information.
- d. Proposal Ownership. All proposals, including attachments, supplementary materials, addenda, etc., will be retained as property of PCMC and will not be returned to the Respondent.

- e. Modification of RFP. PCMC reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding the contract execution. PCMC will provide written notice to Respondents of any cancellation and/or modification.
- f. Financial Responsibility. No proposal will be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to PCMC, upon debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the PCMC, or that may be deemed irresponsible or unreliable by PCMC. Respondents may be required to submit satisfactory evidence demonstrating the necessary financial resources to perform and complete the work outlined in this RFP.
- g. Local Businesses. PCMC's policy is to make reasonable attempts to promote local businesses by procuring goods and services from local vendors and service providers, in compliance with Federal, State, and local procurement laws.

X. Exhibits (if applicable)

Attachment 1

REQUEST FOR PROTECTED STATUS

(Business Confidentiality Claims under Utah's Government Records Access and Management Act ("GRAMA"), Utah Code § 63G-2-309)

I request that the described portion of the record provided to Park City Municipal Corporation be considered confidential and given protected status as defined in GRAMA.

Name: _____

Address: _____

Description of the portion of the record provided to Park City Municipal Corporation that you believe qualifies for protected status under GRAMA (identify these portions with as much specificity as possible) (attach additional sheets if necessary): _____

The claim of business confidentiality is supported by (please check the box/boxes that apply):

- () The described portion of the record is a trade secret as defined in Utah Code § 13-24-2.
- () The described portion of the record is commercial or non-individual financial information the disclosure of which could reasonably be expected to result in unfair competitive injury to the provider of the information or would impair the ability of the governmental entity to obtain the necessary information in the future and the interest of the claimant in prohibiting access to the information is greater than the interest of the public in obtaining access.
- () The described portion of the record would cause commercial injury to, or confer a competitive advantage upon a potential or actual competitor of, a commercial project entity as defined in Utah Code § 11-13-103(4).

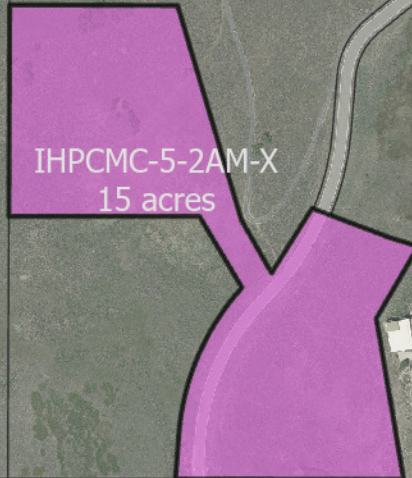
REQUIRED: Written statement of reasons supporting a business confidentiality claim as required by Utah Code § 63G-2-305 (1) –(2) (attach additional sheets if necessary):

NOTE: Claimant shall be notified if the portion of the record claimed to be protected is classified as public or if the determination is made that the portion of the record should be disclosed because the interests favoring access outweigh the interests favoring restriction of access. Records claimed to be protected under this business confidentiality claim may not be disclosed until the period in which to bring the appeal expires or the end of the appeals process, including judicial appeal, **unless the claimant, after notice, has waived the claim by not appealing the classification within thirty (30) calendar days.** Utah Code § 63G-2-309(2).

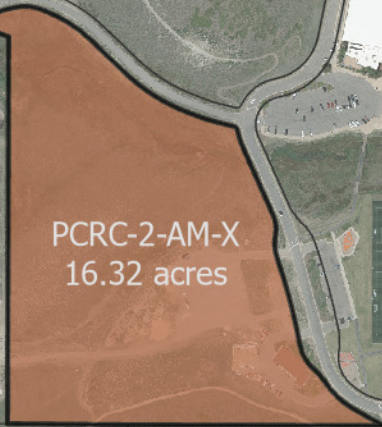
Signature of Claimant: _____

Date: _____

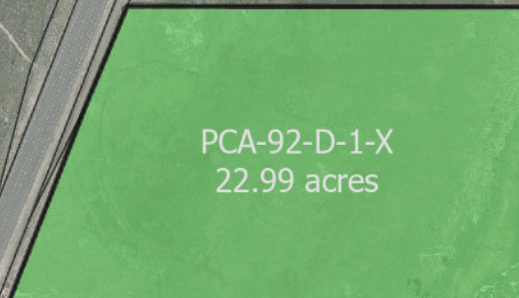
Potential Pickleball Facility Sites



IHPCMC-5-2AM-X
15 acres



PCRC-2-AM-X
16.32 acres



PCA-92-D-1-X
22.99 acres

City Council Staff Report

Subject: Public Art Advisory Board (PAAB) Annual Update
Author: Jenny Diersen
Department: Staff Liaison to PAAB
Date: May 16, 2024

Recommendation

Receive an annual update from the Park City Public Art Advisory Board (PAAB) and provide direction on:

- Draft 2024 Strategic (Project) Plan (**Exhibit A**); and
- Public Art Policy updates, including policy clean-up and Percent for Arts clarifications (**Exhibit B & C**).

If the Council supports the 2024 Strategic Plan as outlined, we will release RFPs for several projects immediately. Separately, after receiving direction on the policy updates, we will return with a resolution to adopt any modifications formally.

Background

Public Art is a visual enhancement and a powerful tool for creating connectivity and a sense of place and community in Park City. Since 1984, when the Park City Art Foundation dedicated Park City's first artwork, *Park City Scape*, by James McBeth, the City has been enriched by [over 100 artworks](#) that reflect our unique history and culture. This Public Art Collection, a defining characteristic of our City, is a testament to the City Council's investment and the Public Art Advisory Board's dedication.

In 1999, the Park City Summit County Arts Council (Arts Council) created the first framework for an Art in Public Places plan. In 2003, the City Council created the [PAAB, a board](#) comprised of Park City residents appointed by the Mayor and City Council.

For years, the Arts Council received a Special Service Contract that included administering PAAB and managing projects. However, in 2016, due to organizational changes, the Arts Council asked that the City take this on. While the Arts Council no longer receives a Special Service Contract to administer the board or manage projects, they continue to support PAAB and actively market RFP/RFQ opportunities to local, regional, and national artists.

The PAAB's policies were amended and adopted by the Council through resolutions [17-2016](#) and [18-2020](#). These amendments:

- Added a seat to the board, making it an eight-member board;
- Staggered terms so that there are no vacancies every three years to create consistency among the board and projects;
- Allowed members to serve up to two consecutive, three-year terms; and
- Clarified that the Arts Council's role includes providing non-voting support and expertise to the PAAB through guidance on various projects and initiatives.

The PAAB makes recommendations to the City Council, which has the final decision-making authority regarding Public Art (regardless of funding amount). Annually, the

PAAB provides an update to the City Council, including a review of Strategic (Project) Plans, funding recommendations, and other policy updates.

The PAAB's existing [mission, vision, and goals](#) were created in 2016/17 and aligned with the Community's critical priorities at that time—housing, transportation, energy, and social equity. The PAAB recently reviewed its mission, vision, and goals and believes they still align with the City Council's objectives. The PAAB's mission, vision, and goals are included in the policy redlines, replacing old terminology (**Exhibit B & C**).

Analysis

In addition to welcoming three new board members (Teri Smith, Kara Beal, and Molly Guinan), a part-time, seasonal project manager was hired to help with RFP development and project management. Additionally, the PAAB focused on implementing its [2023 Strategic Plan](#), as approved by the City Council on April 27, 2023 ([report](#) p. 7 / [minutes](#) p. 1).

The total expenditures for FY24 total \$165,000 and include the following:

1. Utility Box “EmPOWERment” (Phase II) – (\$45,000: CIP Allocations). PAAB's top priority in 2023, in collaboration with Rocky Mountain Power, is to identify 43 utility boxes throughout Park City to wrap with local and youth artwork.
2. Daly West Headframe Artwork on Rail Trail (\$60,000: CIP Allocations)– PAAB's second priority in 2023. On August 29, 2023 ([report](#) p.185), the City Council accepted a metal donation from the Daly West Headframe and the Friends of Ski Mining Mountain History to commission a sculpture near the Rail Trail. Nearing completion, installation is anticipated by August, and a ribbon-cutting ceremony.
3. Outreach and Engagement (\$35,000: Operating Budget and CIP Allocations)– Community Engagement was the PAAB's third priority in 2023.
 - a. Postcard: A [postcard](#) was mailed to all City residents last June to promote the collection to our local community.
 - b. Video: Partnering with local videographers and students from the Egyptian Theatre, we released a [new video](#) to engage the community and visitors. The video is played at the Park City Film Series, Visitor Center, and on Park City Transit.
 - c. Signage: Improving signage (English and Spanish) on artworks by the end of May, including a QR code that links to the [Public Art Map](#).
 - d. Online Inventory: Updated the [Public Art Map](#), and the “Cindy Matsumoto Historic Preservation Collection” will be included soon.
4. Vandalism, Repair, and Maintenance (\$25,000: Operating Budget and CIP Allocations)- Maintaining the City's collection requires ongoing collaboration with the Public Works and Police Departments.
 - a. Surroundings: A leak in the library ceiling caused significant water damage to one panel of this artwork. Luckily, the artist kept a replica panel. Building Maintenance repaired the leak, and the artwork will be restored.
 - b. Bonanza Mural: The Bonanza mural was significantly vandalized. The artist repaired it, and we will apply a graffiti protectant later this month.
 - c. Graffiti Sealant: We are implementing a clear protective seal on all murals in Park City and anticipate work will be completed by the end of May.

- d. *Symphony of Movement*: At Quinn's Junction near the dog park, several poles have been moving out of the ground. We worked on a minor contract with the Colorado-based artist who will be here in June to repair the artwork.
5. Intersection Art: The PAAB did not complete this project because Transportation and Public Works are already working on this effort (stencils in crosswalks and Neighborhoods First Committee). The Manual on Uniform Traffic Control Device (MUTCD) standards have made it challenging to think outside the box on this project. If opportunities arise, the PAAB would be more than willing to collaborate with departments.

Strategic (Project) Plan 2024 (Exhibit A)

CIP Allocation Projects (estimated total cost \$375,000)

1. Utility Box "EmPOWERment" (Phase III) (\$60,000)—We will implement the third and final phase of this project by the end of the year. Before we can continue, some of the Utility Box covers need to be replaced due to extreme rust. We anticipate covering at least 30 Utility Boxes with youth and local artwork.
2. Bus Shelter (\$95,000)— The PAAB coordinated with the Engineering Department on 19 new bus shelter designs.
 - Park Ave Bus Shelters - There were two artworks on the Park Avenue bus shelters. One was relocated to Quinn's Junction Trail Head, and we are still working on relocating the other. The PAAB also reviewed the art design on the new bus shelters.
 - Other shelters – The PAAB recommends additional artwork installations on the back panel of new shelters. We prepared an RFP for artwork on 19 new bus shelters and will collaborate with Engineering moving forward.
3. Connections: Trails, Pathways, Sidewalks: (\$100,000) The PAAB seeks to collaborate with Trails and Open Space and the Summit County Public Art Advisory Board to promote walkability and connectivity on trails and pathways, with implementation of concepts implemented in late 2024 or 2025.
4. Library Study Room Artwork (\$40,000): The PAAB recommends placing Park City Landscapes in each study room. The rooms are bare, and often, people use whiteboard markers on the wrong wall. Artwork will make the spaces more inviting and hopefully help with some of the accidental vandalism.
5. Neighborhood Art Program Research & Development: (Estimated budget \$20,000). We [researched examples from 7 other communities](#) where neighborhoods or HOAs apply to complete projects with community visibility and a small portion of funding and logistical support from their City. We believe this project will help connect our communities and neighborhoods.
6. Shade Structure at Dirt Jump Park: (Estimated Budget \$60,000) The Recreation and Trails team is collaborating on renovations to the area, which requires a shade structure due to user feedback and the prevalence of camps, clinics, and competitions. The PAAB will help procure an artistic shade structure for the space.

Percent for Arts Projects (estimated total cost \$60,000)

Several other percent for arts projects are on the PAAB's horizon for future years; this section focuses on projects for this coming year.

1. MARC Pool Renovation (\$60,000) This project has a current budget of \$6 million (\$60,000 for artwork) with an anticipated start of fall 2024 and completion by summer 2025. PAAB will begin working on an RFP for artwork at this location later this summer.

Long-Term Planning Projects

The PAAB wants to focus on larger capital projects, such as Dans to Jans, the Bonanza Area, Lower Park Avenue, and Main Street. Project of this magnitude can cost well above \$100,000. Thus, the PAAB requests being included early and often in planning discussions to consider public art installations in these central locations.

Policy Refinements & Percent for Arts:

The PAAB reviewed the Public Art Policy and recommends a series of updates. While most are simple clean-up, there are several significant revisions (**Exhibit B & C**)

- Clarifying Qualifying Percent for Arts Allocations:
 - We have not done a Percent for Arts project since the Library remodel in 2015/2016. Pursuant to the City's Policy, qualifying projects must budget for art installations.
 - We included a new definition to help clarify Qualifying Public Art projects based upon [research in more than 10 other cities](#). Percent for Arts allocations will not apply to soil remediation, land purchases, streets, trails, IT, or public infrastructure maintenance.
 - ***Percent for Arts Qualifying Projects:*** Any capital improvement project paid for wholly or in part by the City for new construction, renovations, or remodeling of City Buildings and Properties. This includes city facilities such as libraries, police, recreation, parks, trails, sidewalks, pedestrian and vehicular bridges, water facilities, transit, transportation or parking facilities, staff offices, and housing facilities. This does not include infrastructure maintenance projects such as annual streets, trails, technology, parks, public utility maintenance, or environmental remediation. The cost of land acquisition shall not qualify for percent for arts allocations. If the City considers building capital projects outside of the City's jurisdiction, a percentage for arts allocation should be considered.
- Updating The PAABs Electronic Voting:
 - The PAAB will be allowed to vote electronically during art selections. With many projects estimated at over \$30,000 and modernized meeting technology, the PAAB recommends allowing electronic voting. Previously, a super-majority quorum was required at the meeting, and electronic voting was not allowed.

Park City/ Summit County Arts and Culture Master Plan:

This is a collaborative project led by the Arts Council with key funding partners including the Park City Chamber, Park City Municipal, and Summit County. In 2023, The City Council provided a Special Service Contract for the Arts Council to update the 2017 [Project ABC Cultural Plan](#).

This project is a 12-month Art & Culture Master Planning process to develop a set of collective priorities and action steps for community-wide Arts and Culture. The process

will identify needs and develop solutions to benefit the community, grow investment in the creative sector, and connect Arts & Culture to other City and County priorities. Many other business associations and community members will be involved in this project and asked to provide public input before bringing the final findings are brought to local governments for finalization. The project leaders will utilize recent data already collected through other planning processes - many surveys can be used to gather current information rather than resurvey the community.

Funding

Public Art has been financed primarily through two funding sources in the capital improvement plan (CIP). The first is a direct allocation from the General Fund transfer and the Lower Park Avenue RDA to the Public Art capital project (CP0089). The second is a 1% contribution from qualifying capital improvement projects.

While the projects outlined above are within the current Public Art budget, the PAAB requests a capital budget increase of \$50,000 through the FY25 budget process. Any Percent for Arts Allocations stays within individual capital project budgets and is not included as a separate allocation.

Exhibits

- A 2024 PAAB Strategic Plan (Draft) & Current Budget
- B PAAB Draft Redlined Policy Amendments
- C PAAB Draft Clean Policy Amendments

PUBLIC ART BOARD STRATEGIC PLAN & PROJECT PRIORITIZATION 2024 DRAFT

Project	Project Description	Estimated Funding Amount and Funding Area	Timeline	Tie to City Council Goals
COMPLETED/UNDERWAY PROJECTS				
Utility Boxes- EmPOWERment Project - Phase II	Continue Utility Box Wrap Program.EmPOWERment theme will continue to align with Council's four priorities including Transportation, Housing, Social Equity, and Energy	\$43,000 CIP Funding	Summer 2023	Energy & Social Equity Community Engagement
Community Engagement Project	Postcard and new art video. PAAB may consider volunteering their time for a tour of some of the art collection with the community. More info below in Engagement section.	\$5,000	2023/2024	Community Engagement
The Elks	In collaboration with Save People Save Wildlife, who made a donation to the City, we installed two reflective elks on Hwy 224 near the McPolin Barn.	Donation to City	2023	Transportation & Community Engagement
Daly West Headframe	Council received a donation from Friends of Ski Mining Legacy. The City will commission a sculpture to be placed at Rail Trail entry and futher align the project theme with mining legacy.	\$60,000 - CIP Funding	Summer 2024	Historic Preservation / Walkability

PROJECTS CURRENTLY PRIORITIZED - 2024 DRAFT

Utility Boxes- EmPOWERment Project - Phase III	Continue Utility Box Wrap Program.EmPOWERment theme will continue to align with Council's four priorities including Transportation, Housing, Social Equity, and Energy. This will be third and final phase.	\$60,000 CIP Funding	Summer 2024	Energy & Social Equity Community Engagement
Bus Shelter as Art	Bus Shelter - Continue to collaborate with Engineering on new bus shelter placement, focusing on back panels of bus shelters as a location to potentially install artwork.	\$95,000- CIP Funding	2024	Transportation / Community Engagement
Connections - Trails, Pathways, Sidewalks	Collaborate with Park City Trails and Open Space Department, as well as a potential collaboration with Summit County Public Art Advisory Board to help promote walkability, connectivity on our pathways, sidewalks and trails. This project may take some time due to collaborating with partners and sowe will work towards 2025 installation, while identifying sites and details ahead of time.	\$100,000 + - CIP Funding	2025	Transportation - Connectivity
Library Study Room Art	Library Study Rooms are a little steril. We recommend artwork in each of them. Discussed possible themes with Library could be centered around Park City History or Park City Landscapes. Focus artwork seletion on local and regional artists.	\$40,000 (\$5,000 per room)	2024	Community Engagement - Culture
Neighborhood Art Grant Program	Brainstorm included: allowing neighborhoods to submit mini grants to City to match or grant funding for neighborhoods to create artwork in their own community, instead of having City create artwork in neighborhoods. Thought is to be inclusive of all neighborhoods, not just affordable housing areas (but maybe prioritize affordable housing areas). In some cases city may not be project manager, but a funding agent. City of Boulder has a new program that is simular, but very focused on specifically allowing murals in neighborhoods. Other ideas include helping neighborhoods create art on their bus shelters, creating neighborhood murals at parks, etc. Other ideas include allowing neighborhoods to come up with creative ideas and pitch them to PAAB and Council.	\$20,000 CIP Funding	TBD	Housing, Social Equity, Community Engagement
Shade Structure at Dirt Jump Park	The Recreation and Trails team is collaborating on renovations to the area, which requires a shade structure due to user feedback, camps, clinics and competitions. The PAAB will help procure an artistic shade structure for the space.	\$60,000 CIP Funding	Fall 2024	Recreation

PERCENT FOR ARTS PROJECTS - ANTICIPATED

MARC Pool Renovation	Anticipated start in 2024 and completion by summer 2025. The current estimated budget for the Pool Renovation is \$6M.	\$60,000	2025?	Percent for Arts		
Marsac Remodel / City Hall Reinvention	Timeline and Budget TBD	TBD	?	Percent for Arts		
Rec Center at City Park	Anticipate renovation of the Rec Center at City Park in 2025/2026. The current estimated budget for the building is \$15M.	\$150,000	2025?	Percent for Arts		
LONG TERM PROJECTS - BEYOND 2023						
Dans to Jans	This location continues to be prioritized, but because of future construction staff and PAAB are waiting to coordinate with Transportation Planning and Walkability. Long Term project.	TBD	TBD	Transportation (Walkability)		
Arts & Culture District Planning	PAAB wants to continue to be involved in this discussion and looks forward to long term planning in the district. Rather securing a significant work of art, or starting art programs in the district, PAAB wants to take time to develop programs, funding, partnerships etc in the area.	TBD	TBD	Social Equity, Housing, Transportation, Energy - Citizen Wellbeing & Community Involvement		
ONGOING PROJECTS						
Maintenance Repairs	Maintenance and Repairs are fundamental and ongoing in the collection. We are working on repairs to the artwork (Surroundings) at Park City Library, as well as damage to a mural under Bonanza Tunnel. Anticipated to compelte protective sealant on all murals this spring.	\$25,000 - CIP	Ongoing	PAAB Mission		
OUTREACH, ENGAGEMENT & MEDIA						
Community Engagement & Outreach	PAAB continues to look at various ways to engage the community with the Public Art Collection. We review this at most meetings and always look for new collaborations.	Staff time, in coordination with City Communication	Ongoing	Community Engagement		
Historic Preservation Collection	One member of the PAAB participates in the HPB selection.	Coordination with Planning Department	Annual Review	Community Engagement		
Library Art Rail Exhibit	Library Exhibits are organized through Park City Library. Annually they have invited a member of the PAAB to sit on the exhibit selection committee. PAAB rotates this position each year and they report back to PAAB.	Coordination with Library Team	Annual Review	Community Involvement		
PROJECTS IDEAS - HAVENT BEEN PRIORITIZED IN THE PAST						
Neighborhood & Transportation Related Ideas	Woodside Phase II Art/ Wayfinding - As part of exploring neighborhood art programs, staff approached PAAB and recommened a project associated with Woodside Phase II and Affordable Housing - artwork or wayfinding. PAAB recommends to involve those moving into the housing area in development of such project.	\$10,000 to \$20,000 depending on scope of project. Possible funding from Lower Park RDA allocation.	Estimated complete pilot program complete by Fall 2022	Transportation and Community Engagement		
	Neighborhood Art Treatments to help with traffic calming	NA	This is being done by Transportation Planning	Transportation and Community Engagement		
	Creative Sidewalks	NA	This is being done by Streets - Stencils in crosswalks.	Transportation and Community Engagement		
	Traffic Box Art (similar to Utility Box Wraps)	Estimated \$20,000	TBD	Transportation and Community Engagement		
	Manhole Covers	Estimated \$20,000	TBD	Transportation and Community Engagement		

Main Street Projects	Permanent Olympic Legacy Project - Request to look into creating a permanet Olympic Legacy project to continue to celebrate City's Olympic Legacy and hopeful future bid. May look at 1% Main Street Funding. Connect to families and make interactive.	\$50,000 - source TBD	TBD	
	Glow in the Art - Tie to Energy Critical Priority - Idea is that the artwork comes out after dark and is hidden away or changed during the day. illuminated artwork that would show off at night. Might be a good project to push forward in fall with Halloween, Day Light Savings Time and Electric Parade, Holiday Lights, If temporary project, grant funding needs to be explored. See examples of Breckenridge's WAVE exhibit. http://www.breckcreate.org/festivals/wave-light-water-sound/	\$20,000 - source TBD		
China Bridge Parking Garage Phase II	Board will discuss next steps on China Bridge connection walls and South walls. This could mean bringing Emily Herr back or it could mean looking at other wayfinding in the parking structure.	\$20,000 to 60,000 - depending on scope funding source is CIP	TBD - no date	Transportation & Community Engagement
Temporary Rotating Murals	Location TBD, idea is for Swede Alley. Would need private property permissions potentially. Need to explore funding mechanism, may need grant funds for temporary work. Example includes Stick'em Up in Jackson Hole https://891khol.org/117949-2/ (Link to information on project)	Estimated Costs \$10,000	TBD	Community Engagement
Dog's Town	With a town who loves dogs, idea is to incorporate dogs into an art project. Perhaps 3 dog statues on Main Street at various parts of the street showing a dogs life or different types of dogs. We have lots of miners, skiers, bikers etc in our artwork, but we dont have our four-legged best friend. Could also be around trails or something.	Estimated cost TBD, might be a theme we can pick up.	TBD	Community Engagement/ Culture
Rotating Outdoor Exhibit	There are several art pads available through Park City. Some have power connections. They were installed as requested by the board so that we could have a rotating art exhibit in these locations. Some of the pads do hold permanent works.	TBD	TBD	Community Engagement

PAAB Budget Update May 2024		
Budget Item	Amount	Notes
General Funds (CIP, Unrestricted):	\$9,000.00	3 year allocation (2015, 2016, 2017 Cp0089-031450) Combined with previous 2014 CIP Balance (Cp0089-031450), FY 2020 \$100,000 Allocation, FY 2022 \$40,000 Allocation
Lower Park RDA, Restricted	\$0.00	3 year allocation (FY16, 17, 18) Cp0089-03345, includes remaining Library 1% as those funds are restricted to Lower Park RDA
Total PAAB 'General Funds' Budget Balance	\$9,000.00	
1% Funding		
MARC Pool Replacement	\$60,000.00	
Total 1% Funding	\$60,000.00	
Grant Funding		
No current grants	\$0.00	
Total Grant Funding	\$0.00	
Operational Funding	\$5,000.00	
Total Operational Funding	\$5,000.00	
Total Public Art Budget Balance	\$74,000.00	Total Budget
Expenditures	Cost	Notes
Library Project (July 2015) 1%	\$60,251.50	July 2015 (total 1% amount was \$68,000.00)
Quinn's Public Art (September 2015) CIP	\$85,622.00	September 2015
Maintenance DV Dr. Tunnel Repair (March 2016)	\$409.71	March 2016
PC MARC Project (October 2018)	\$6,468.00	\$6,468 has been released. This was a 1% allocation from PCMARC solar rennovations.
China Bridge Mural Project (October 2018)	\$40,000.00	\$40,000 has been released - removed from General Funds above.
Maintenance Lucy Moosey (July 2018)	\$200.00	July 2018 - removed from Operational Funding. Estimated additional costs that will be removed to place Lucy are estimated at \$1,000.
Window Display - Olympic Legacy	\$17,000.00	Project Completed, funding removed from grant projects
Concrete Pad for Lucy Installation	\$2,000.00	Removed from Capital Funds
Maintenance Marsac Art Poles/Trees (July 2018)	\$426.00	June 2018 - removed from Operational Funding
Utility Box Project	\$22,665.63	\$3,600 has been released to artists and \$19,065.63 to the printing services contractor - removed from General Funds
Creekside Water Plant Public Art	\$26,500.00	\$19,000 from Public Art Capital Budget, \$6,500 from Water Dept
McPolin Tunnel Mural	\$10,000.00	\$10,000 has been released to artist and Removed from CIP funds above
Transit Center Tunnel	\$10,000.00	From Capital Budget
Utility Box Artwork Framing	\$3,000.00	Paid to frame works from Utility Box Artwork to display in City Hall
Maintenance Poision Creek Murals	\$2,800.00	removed from Operational funding above.
Chuck Landvatter, Mural Maintenance	\$500.00	removed vandalism from poison creek mural
Inventory	\$10,000.00	Project began, Minda to update funding released. Removed from General Fund.
Art District Fencing Artwork	\$2,400.00	from Capital Budget
Inventory Retainer	\$5,000.00	Paid \$850 based on current work so far.
Martinez Sculpture Site Prep	\$5,000.00	from Lower Park RDA funds.
Lucy the Moose Repairs	\$500.00	from Capital Budget
Utility Box Artwork and Printing	\$65,000.00	project is completed and paid from General Funds.
Mural Repair	\$4,250.00	Ben & Chucks Murals. Graffiti sealer on Chuck's mural
Project Manager for Public Art	\$20,000.00	estimated capital budget
Mural Repair	\$6,600.00	For mural & martinez sculpture repairs
Postcard Mailing	\$1,609.54	For mailing postcard
ASL Interpreting	\$50.00	For sign language interpretation
Inventory Update	\$3,500.00	Update of Public Art Inventory
FOSMML Daly West Sculpture	\$60,000.00	Estimated cost of art work - capital budget, half payment has been released.
Signage for the Collection	\$10,000.00	estimated \$3,450 from operating and remaining from capital.
Graffiti Sealant	\$10,000.00	estimated out of capital funding.
Neighborhood Art Program	\$20,000.00	estimated capital funding.
Transit Shelter Art Project	\$95,000.00	estimated out of capital funding.
Library Study Room Artwork	\$40,000.00	Lower Park RDA
Shade Structure at Dirt Jump Park	\$60,000.00	estimated out of capital funding.
Connections and Pathways	\$10,000.00	estimated out of capital funding.
Utility Box Phase 3	\$60,000.00	estimated out of capital funding.
Total Expenditures	\$776,752.38	

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Attachments (update page numbers above)

Acknowledgements

~~Exhibit A: Park City Land Management Codes (Signage & Lighting)~~

~~Exhibit B: Original Public Art Policy~~

Exhibit ~~CA~~: Re-Siting and Deaccessioning Policy

Exhibit ~~DB~~: Park City Public Art Donations Policy

Exhibit ~~EC~~: Park City Public Art Board Member Policy

~~Exhibit F: Park City Public Art Inventory List~~

Park City Public Art History

Beginnings

In an effort to enhance Park City as ~~leading~~a leading cultural destination, ~~the~~ Park City Council has taken steps to promote and maintain the vision of the public art collection. The ~~Public-public Art-art~~ collection helps to ensure the aesthetic quality of daily life and ~~provide~~provides a sense of place in the community for its ~~citizens~~residents. Public Art is a fundamental element and defining characteristic of the City.

The Park City Art Foundation dedicated Park City's first piece of public art ~~entitled Park City Scape, by artist James Mcbeth, in October, 1984. This piece currently resides at, Park City Scape, by artist James McBeth, in October 1984. This piece currently resides on~~ the south side of Park City's historic Miner's Hospital Building at City Park.

In February 1999, the Park City Summit County Arts Council established the first Art in Public Places plan to help create the framework for a strong and healthy public art program. The plan was formulated, in part, to help guide the selection process for the art at the Park City Transit Center, funded through a grant from the Federal Transit Authority. Criteria and standards were developed ~~that were~~and applied to ~~this particular project~~the project.

In December ~~of 2002, the~~ the first makings of a public art policy were presented and discussed by City Council~~the the first makings of a public art policy were presented and discussed by City Council~~City Council presented and discussed the first makings of a public art policy.

In May ~~of 2003,~~ the planning department solidified the City's commitment to art by clarifying and codifying a section of the LMC ~~to specifically address the placement of art on public property~~specifically addressing the placement of art on public property. ~~Code section LMC 15-4-15 (Exhibit A) addresses requirements for light, safety, and appropriate outdoor materials as well as~~and an application process for anyone ~~who desires~~wanting to put art on public property.

In July, 2003, ~~the~~ Council allocated \$200,000 ~~in funds~~ as seed money for a new Public Art Program. In December 2003, ~~a Public Art Policy was adopted by Park City Council~~the Park City Council adopted a Public Art Policy, establishing a Public Art Advisory Board to be administered by the Park City Summit County Arts Council. ~~(Attached as Exhibit B).~~

In May ~~of 2004,~~ ~~a seven-member Public Art Advisory Board was appointed by Park City Council to create this strategic art plan, make recommendations to City Council regarding public art placement and expenditures, and establish future funding opportunities for public art. By July of 2004, Park City Council appointed a seven-member Public Art Advisory Board to create this strategic art plan, make recommendations to the City Council regarding public art placement and expenditures, and establish future funding opportunities for public art. By July 2004, the Public Art Advisory Board in association with~~and the Park ~~City Summit county~~City Summit County Arts Council prepared the first Park City Public Art Plan.

Exhibit B: Draft Public Art Policy Redlines

In 2015, the Park City Summit County Arts Council ~~no longer wanted to administer~~stepped back from any administrative duties to the Park City Public Art Board but continued to support and advise the board as a non-voting member and helps market opportunities to local, regional and national artists. At that time, the City Manager appointed a staff liaison who took on board administration, strategic planning, and project implementation. In August 2016, the Public Art Board Policies, Mission, and Vision were updated, allowing members to serve two consecutive, three-year terms. In 2020, the Park City Public Art Advisory Board seats were updated from 7 to 8 members.

Today

The arts ~~are an integral part of the Park City community and have been have been an integral part of the Park City community~~ for many years. Park City is filled with ~~artworks throughout both the City. In addition, many art galleries, private collections, performance venues and non-profit organizations thrive in Park City and are dedicated to elevating arts and culture through artwork throughout. In addition, many art galleries, private collections, performance venues, and non-profit organizations thrive in Park City and are dedicated to elevating arts and culture throughout~~ the City.

The City Council works with the Public Art Advisory Board as well as the Park City Summit County Arts Council and other arts organizations to ensure a cohesive plan for public art is in place now and for the future. These groups continue to work together to enhance the quality of life in Park City and to promote the ~~City's Public Art Collection~~public art collection. ~~In order to~~To accomplish this, continued collaboration among many ~~City, County, and State departments~~departments, as well as and community partners ~~is~~are essential.

Today, Park City's Public Art Collection has grown to more than ~~35-100 artworks~~pieces in the permanent collection. Whether riding the bus, walking on Poison Creek Trail, visiting Main Street or the many City owned buildings, you will find artwork that both inspires the future and celebrates our past. A [Public Art Map](#) is available on the City's website ~~and an inventory list is attached as Exhibit F.~~

Glossary of Terms

Deaccessioning: The removal of an existing permanent work of art from Park City's Public Art collection. The policy for deaccessioning is outlined in the attached re-siting and deaccessioning policy. (Exhibit ~~GA~~)

~~**Long Term** A period lasting of an extended period of time.~~

~~**Percent for Arts Qualifying Projects:** Any capital improvement project, paid for wholly or in part by the City for new construction, renovations, or remodeling of City Buildings and Properties. If the City considers building capital projects outside of the City's jurisdiction, a percentage for arts allocation should be considered. This includes ~~but is not limited to~~ city facilities such as libraries, police, recreation, parks, trails, sidewalks, pedestrian and vehicular bridges, water facilities, transit, transportation or parking facilities, staff offices, and housing facilities. This does not include infrastructure maintenance projects such as annual streets, trails, technology, parks or public utility maintenance, or environmental remediation. The cost of land acquisition shall not qualify for percent for arts allocations. If the City considers building capital projects outside of the City's jurisdiction, a percentage for arts allocation should be considered.~~

Permanent: A period lasting or remaining unchanged indefinitely.

Private Art: Any visual work of art owned privately, which is displayed in or on City Property for any length of time; or any visual work, financed either wholly or in part, with City funds or grants procured by the City, displayed in or on Private Property.

Exhibit B: Draft Public Art Policy Redlines

Public Art: Any visual work of art displayed for any length of time in or on City Property and/ or on non-City property if the work of art is installed or financed, ~~either~~ wholly or in part, with City funds or grants procured by the City.

Request for Proposals (RFP): A solicitation, made through a bidding process, for procurement for submissions for a specific opportunity that requires the development of a proposal. The RFP defines the specific requirements for the proposal, including the project budget, criteria and constraints, description of the project site, and format for submission ~~of the proposal~~.

Requests for Qualifications (RFQ): ~~Generally refers to the~~ A pre-qualification stage of the procurement process. Those who successfully respond to the RFQ may be requested to submit a ~~Request for Proposal~~ specific proposal as part of the process.

Re-Siting: The relocation of an existing work of art in Park City's Public Art collection. The policy for Re-Siting is outlined in the attached re-siting and deaccessioning policy. (Exhibit C)

Site-Specific: A work commissioned, created, purchased, or donated for a particular place.

Sense of Place: Based on the findings of the Community Visioning from 2009, 'Sense of Community' is defined as what unites Parkites – a common ground – despite diverse social, economic, and cultural backgrounds. While our natural setting and recreational opportunities brought many people to Park City, it is the strong sense of Community that keeps people here. It is essential to residents that the Sense of Community they know remains intact and retains its funkiness, diversity and playfulness. For Parkites, the presence of arts and culture adds to our quality of life through the abundance of diverse local opportunities to enjoy and explore the arts through many mediums. The General Plan outlines several Goals and Strategies specific to ensure that arts and culture in Park City will continue to grow as a hub, encouraging creative expression.

Temporary A period lasting ~~of only~~ only a limited time.

Visual Art: ~~Art forms of; sculpture, monument, mural, fresco, relief, fountain, banner, benches, sculpture, monuments, murals, frescos, reliefs, fountains, banners, benches, and architectural furniture. Works of art include, but is not limited to the art mediums of; weaving, carving, painting, assemblage, collage, welding, casting, mixed media, multimedia~~ are not limited to, the art mediums of weaving, carving, painting, assemblage, collage, welding, casting, mixed media, multimedia, and sculpting.

Administration

The commission of public art is an unusually subjective arena for the public sector. Questions of taste, style and content are complex matters to be addressed through a governmental process and the products of the public art program are highly visible to the public.

Park City's Public Art Advisory Board (PAAB) was established by ~~Park City Municipal Corporation, the Mayor and City Council~~ and is supported by the Park City Summit County Arts Council. The Public Art Advisory Board shall have ~~seven-eight~~ (87) members appointed by the Mayor and City Council. ~~Composition~~ The composition of the Board will include representation from the community who live in the City Limits of Park City and are interested in serving on the Public Art Advisory Board. Board members shall serve for no more than two consecutive, three-year terms. Terms are staggered. Members must reapply for a second term. Appointments to fulfill vacant terms do not include term

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limits. Terms begin on July 1, end on June 30, or until vacancies are filled. Board members are not compensated.

The City Manager or his/her/their designee shall appoint a Staff Liaison to the board as ex-officio without vote. A City Council liaison shall also be appointed to the Board as ex-officio without a vote. It is encouraged that students from the community be included on the panel to serve ex-officio without vote.

The eight (8) member PAAB makes recommendations through the Staff Liaison who shall take recommendations to the City Manager or his/her/their designee or City Council regarding strategic planning, acquisition, expenditures, funding and budgetary requests, project identification, donations, proposals or qualifications, maintenance, repair, re-site or deaccession of public art, as well as and policy refinements. All decisions regarding Public Art shall be made final by the City Council.

EXHIBIT E.

The PAAB works to make recommendations to help promote and cultivate the Public Art Plan/Strategic Plan, Public Art Policy and Public Art Collection by expending funds on and facilitating artworks in order to:

- Connect the Park City community through visual art in public places.
- Stimulate vitality, vibrancy -and economy of the City.
- Enhance Park City's standing as a leading cultural destination.
- Advance public understanding of visual art.
- Enhance the aesthetic quality of daily life and provide a sense of place.

Mission

Enrich and connect the Park City community through visual art in public places.

Vision

Inspire a complete community, celebrating Park City's vibrant history, culture and environment.

Public Art Program GoalsGoals and Strategies

1. Maintain and Preserve the Public Art Collection

- a. Preform an annual collection review.
- b. Maintain a current inventory of the collection.
- c. Respond in a timely manner to damage or maintenance needs.

2. Acquire Public Art the aligns with the Mission of PAAB.

- a. Adhere to the selection process criteria and standards.
- b. Select artists who work aligns with the specific project's vision and goals.
- c. Align projects with the City's values and priorities.
- d. Advocate for private and public collaborations.
- e. Be responsible stewards of public art funds.
- f. Establish collaborations with City Departments.
- g. Maintain a current Strategic (Project) Plan document.

3. Select Public Art and Reflect a Sense of Place

- a. Create a cohesive and relevant collection that tells the story of our community.
- b. Connect to Park City's history and landscape.

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c. Reflect Park City's diverse culture and unique neighborhoods.

4. Engage the Community Through Public Art

a. Increase public involvement through educational opportunities, outreach and awareness.

b. Respond to the community's concerns and suggestions.

c. Promote the current Public Art Collection.

~~CREATE a cohesive public art program that is embraced by the Park City Community by selecting projects and works of art, excellent in both conception and execution, which enhance, celebrate, reflect and inspire the community's identity, environment, culture and history for the enjoyment of its citizens and visitors.~~

~~SELECT sites for public art which are significant to the community, the collection as a whole and will maximize interaction with the work.~~

~~MAINTAIN the collection with proper identification and care of the collection through use of appropriate and consistent signage, cataloguing and maintenance of Park City's public art collection. This includes ensuring that public art is safe, accessible, and durable.~~

~~EDUCATE the community by providing up to date educational materials and information about the public art collection. Public art may be used as a way to engage the community and as an element of outreach.~~

~~ADVOCATE for and assist with the facilitation of opportunities for visual art and artists through commissions, exhibitions and funding opportunities and partnerships.~~

Public Art Program Strategies

~~DEVELOP a Strategic Plan to support the selection of works and projects for the Park City Public Art Collection, upon review of a cultural assessment of the Park City community~~

~~ESTABLISH guidelines for implementation of the Public Art Policy, including selection, purchase, donations, commission, placement, and maintenance of works of public art.~~

~~RECOMMEND placement, acquisition, maintenance, repair, re-site, de-accession, budget and funding for works of art and public art projects to the City Manager or his/her designee or City Council. Make annual updates to the City Council on the progress of the Public Art Policy and Collection.~~

~~ENCOURAGE early collaboration among artists with planners, architects, engineers, and appropriate departments and partners in the design of public facilities and spaces.~~

~~INVOLVE the Park City Community in advancing and enhancing public art. Provide opportunities for artists to work throughout the community in creating works which will be meaningful and appropriate to the selected settings. Find ways to incorporate public art as an element of community education~~

~~PROMOTE continued community involvement, partnerships and outreach for the Public Art Collection, including reviewing assessments of the Park City cultural community.~~

~~COLLABORATE with community organizations, entities and individuals including, the Summit County Park City Arts Council (SCPCAC) and Summit County Public Art Advisory Board (SCPAAB), to create unity and ensure uniqueness in Public Art Collections.~~

~~CONTRIBUTE to City revitalization and development efforts both in planning and execution of projects.~~

Overview of Public Art Selection and Approval Process

- ~~1. Public Art Advisory Board identifies a project and presents a recommendation to the City manager including nature of the project, potential site location~~The Public Art Advisory Board identifies the Strategic Project Plans annually and recommends it to the Staff Liaison, including its nature, potential site location, and budget.
- ~~2. Recommendation is reviewed by City Manager and Staff, and recommendation is brought to City Council for direction by the City Staff Liaison~~The Staff Liaison reviews the

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recommendation with the City Manager, and brings to City Council annually to approve before beginning procurement process. -

3. If approved by ~~City Council, the City Council, the~~ Public Art Advisory Board will generate a request for proposals (RFP) to artists in accordance with Park City's ~~purchasing~~ Purchasing Policy.
4. The Public Art Advisory Board shall review artists' proposals, who shall present their ideas with drawings, photographs, machetes ~~or other visual models, technical considerations, or other~~ visual models, technical considerations, and project budget. The board will then ~~make a selection~~ select based on the guidelines and criteria outlined in this document, and requirements of the RFP. -
5. The ~~Public Art Advisory Board will present~~ Staff Liaison will present the Public Art Advisory Board's their recommendation to the City Manager and or his/her designee, recommendation to the ~~or~~ City Council for final approval.
6. When projects are approved, Park City Municipal Corporation will enter into a contract with the artist and work ~~in conjunction~~ with the Public Art Advisory Board for installation through completion and final acceptance of the project.

Acquisition

As the Public Art Advisory Board acquires works of art ~~the Public Art Advisory Board shall make a recommendation to the City Manager or his/her designee with final authority by~~, it shall recommend to the City Manager or their his/her designee, with final authority from the City Council. All purchases of artwork must follow the City's Purchasing Policy.

Donations

Citizens-Residents of Park City and others have offered ~~to contribute to Park City's public art collection with generous gifts of artwork. It is the responsibility of the Public Art Advisory Board to review generous gifts of artwork to contribute to Park City's public art collection. The Public Art Advisory Board reviews~~ such proposed gifts on behalf of Park City.

In the case of a proposed donation of art to the Park City Public Art Program, the donor will present a proposal to the Public Art Advisory Board in accordance with the donation policy (Exhibit ~~DB~~), and the Public Art Advisory Board will vote to accept or reject the donation based on the goals and objectives as set forth in this policy. If accepted, the selection and approval process outlined above will be followed with the exception of the generation of a request for proposal. If rejected, the Board shall inform and make a recommendation to the City Manager or their ~~his/her~~ designee. Final authority for appeals should be brought to the City Council.

Specific Proposal by Artists

An artist or group of individuals may propose a project to the Public Art Advisory Board. If such a proposal meets the intent of the Public Art Policy, the Public Art Advisory Board shall make a recommendation and state rather a call to artists and request for proposals is required. The Park City Public Art Advisory Board's recommendation will be brought to the City Manager or ~~his/her~~ their designee with final authority by City Council. If a call to artist and request for proposals is required, it shall follow the Park City Municipal ~~P~~urchasing policy as well as the selection and approval process outlined above.

Purchase of Art

The Public Art Advisory Board may consider the purchase of a work of art if the piece identified meets the intent of the Public Art Policy. Once a piece is identified, the selection and approval process

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outlined above will be followed with the exception of the generation of a request for proposal. In this case, no more than ten percent (10%) of the cost of the work may go toward a dealer or agent.

Design Criteria

The following are a suggested set of criteria which the Public Art Advisory Board shall use as guidelines in the identification, selection and acceptance of public art.

1. **Quality:** Acquisitions for Park City's Public Art Collection shall be of exceptional quality and enduring value. Consideration shall include artists experience in successful projects, material selection craftsmanship and reflect enduring artistic quality. .
2. **Authenticity:** Successful art projects are authentic to the community and their surroundings. Work shall be original and not identical of something already exists in the collection. Works of art shall be compatible in style, scale, material, form and content with their surroundings, and should form an overall relationship with either the site and/or the collection as a whole.
3. **Engagement:** A vital element of a successful Public Art Program is the connection of the work to the community. The artwork should have the ability to engage the community from conception to completion. A work with such engagement should help the community feel both ownership of the art, as well as, an ongoing appreciation of the work. Work may tell a story of the community's past or present, and may portray a sense of the place, people and spirit that live here. The artwork may speak to a specific community, area or neighborhood or unite our diverse community.
4. **Creativity:** Creativity can be communicated through a wide range of artistic styles. The artist should be able to explain why their work is creative and how their concept solves the problem through vision, process, thoughts, ideas, feelings, use of materials and other areas. Artwork should create excitement, be unique and/or original and have the ability to inspire, create a sense of wonder. Artwork may be innovative or imaginative, and have the ability to transcend traditional ideas or techniques, and create new meaningful interpretations or to inspire the community and our imagination.
5. **Other Considerations:** Ensure that public art is safe, accessible, durable, as pertains to the appropriate time period of display of the work and is compatible with community standards. Artworks shall not require excessive maintenance or repair costs. Lighting and site preparations should be considered. Artworks that require frequent maintenance are discouraged. Artwork shall not create safety problems to the public or liability problems to the City.

Artist Participation

It is strongly recommended to involve artists at the earliest appropriate stage for each public art project. -City ~~planners~~Project Managers and developers are encouraged to include artists and the Public Art Advisory Board Staff Liaison on project design teams as early in the process as possible. There is an immeasurable value to artists' involvement – a new perspective and fresh approach from the artist's viewpoint can often bring a whole new sense to the project and, more practically, can save on expenses.

Site Location

The Park City Public Art Program is designed to celebrate Park City's culture with a strong appreciation for the arts. Appropriate site selection will assure~~ensure~~ that art is safe and accessible ~~to both locals and visitors~~. The Public Art Advisory Board may consider all city-owned property and identify those locations that will maximize the public's interaction with art.

Commissions for art may consider how they relate to the particular site, the collection as a whole or be designed to create a reflective or enriching experience for the public.

Community Involvement

The Public Art Advisory Board holds monthly public meetings, which are open to the public subject to the State-Utah Open Public Meetings Act. ~~Each meeting shall provide time within the agenda for public input.~~ Meeting agendas generally provide time for public input. When possible, RFP or RFQs should prioritize opportunities for artists to be involved with the community.

~~Based on the findings of the Community Visioning from 2009, 'Sense of Community' is defined as what unites Parkites—a common ground—despite diverse social, economic, and cultural backgrounds. While our natural setting and recreational opportunities brought many people to Park City, it is the strong sense of Community that keeps people here. It is essential to residents that the Sense of Community they know remains intact and retains its funkiness, diversity and playfulness. For Parkites, the presence of arts and culture adds to our quality of life through the abundance of diverse local opportunities to enjoy and explore the arts through many mediums. The Community Visioning outlines several Goals and Strategies specific to ensure that arts and culture in Park City will continue to grow as a hub, encouraging creative expression.~~

Installation

The artist shall be responsible for all applicable permits ~~and fees, as pertains to the contract executed by the City and Artists, as pertains to the contract executed by the City and Artists~~ regarding the installation of the artwork. Consideration should be given to the ~~preparation of the site~~ site preparation well ~~in advance of~~ before the installation date. All necessary materials, including mountings, anchorages, containments, pedestals, barriers, drains, power, lighting fixtures, etc., should be specified in the scope of work. The artist should consider installation design that addresses visibility and cohesiveness to the artwork, including, ~~lighting, additional patinas, protective coatings, accessibility, safety, durability~~ lighting, additional patinas, protective coatings, accessibility, safety, durability, and purpose. The installation techniques should not detract from the artwork's function or aesthetics, and shall follow the rules as outlined to appropriate building and planning codes. Required notifications should be considered and coordinated with the proper authorities ~~in advance of~~ before any work.

Maintenance

The City of Park City takes great pride in its collection of owned and displayed works of art and recognizes the importance of this artwork to the cultural and economic wellbeing of the community. The City is committed to the documentation, preservation and maintenance of the collection. The Public Art Advisory Board ~~(PAAB)~~ shall be responsible for recommendations ~~in regards to~~ in regard to this process.

The goal of the Public Art Maintenance Policy is to maintain the City's collection of artwork to ensure long-term enjoyment of the collection and to take action to prevent the deterioration of works before they come to a state of disrepair or deaccession (Exhibit C). A Maintenance Policy recommendation

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shall accompany each piece as it is accepted into the collection, as well as address continued maintenance and cleaning for pieces throughout the collection as a whole. The PAAB shall review the Park City Public Art Collection on an on-going evaluation basis or as directed by City Council ~~or the City Manager or his or her designee.~~

Should the property, building or fixture on which the artwork is situated be damaged or destroyed, the PAAB-Park City Public Art Advisory Board shall make a recommendation with regards to the situation to the City Manager or his or her designee for final approval by the City Council.

Funding

~~The key to sustaining a vibrant and diverse public art program is to establishing an on-going funding mechanism for the public art fund. Establishing a diverse, ongoing funding mechanism for public art is key to sustaining a vibrant and diverse public art program. The Public Art Advisory Board will present a funding recommendation to the Staff Liaison, Budget Department, and City Manager, with final approval fromby the City Council.~~

~~The following are suggested possible~~ Funding methods to accomplish this include:-

1. **1% for ArtPercent for Arts Allocation**: This method stipulates that 1% of the cost of constructing, ~~or renovating~~ or remodeling a public ~~building facility~~ or site shall be set aside for artwork. Construction costs means the total amount appropriated for the capital project with the exception of environmental remediation and land acquisition. The 1% allocation shall ~~be first considered to be used first~~ be considered for art at the specific site where the ~~improvements or construction project have occur~~ occurred. PAAB may recommend using funds as restrictions allow, in conjunction with other sites or projects. One percent funds whichAfter completing a project, the remaining percent for art funds may remain after a project has been completed may be deposited into the general public art fund. Refer to definition for Percent for Arts Qualifying Projects.
2. **Annual budget for public art**: Park City Municipal Corporation may elect to allocate a certain set amount for public art in each capital budget cycle with a recommendation from the PAAB for the general public art fund. These budget appropriations are not tied to a specific site or facility when allocated. -
3. **Public – Private Initiatives**: A project may be funded partially through Public Art Funds and partially through private, business, development, civic~~Public-Private Initiatives: A project may be funded partially through Public Art Funds and partially through private, business, development, civic, and/or other organization contributions. Public art funding may be leveraged through challenge grant opportunities.~~ Such contributions shall be recommended to and approved by the City Manager or City Council ~~as pertains to the City's purchasing policies.~~
4. **Donation of Artwork**: Individuals, businesses, and other organizations may choose to donate artwork to the Park City public art collection.
5. **Local, State, and National Grants**: Park City Municipal Corporation ~~and the Park City Summit County Arts Council~~ may be eligible for grants to support the Public Art Program.
6. **Maintenance Funds**: The Public Art Advisory Board shall review and recommend a Maintenance Fund Budget for public art in accordance with the City's budget cycle. The PAAB shall recommend an annual budget plan ~~with regards Annual Maintenance to the collection as a whole, as well as anticipated maintenance or reserve funds for items such as vandalism, annual documentation and condition reports, contracted preservation effortsfor Annual Maintenance for the collection as a whole, as well as anticipated maintenance or reserve funds for items such as vandalism, annual documentation, condition reports, contracted preservation efforts,~~ and/or re-siting to include temporary storage as necessary. Reserve budget.

7.6.

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~~The Public Art Advisory Board will consider all these options for funding, and present a funding recommendation to the Budget Department with final approval from City Council.~~

DRAFT

Exhibit B: Draft Public Art Policy Redlines

Exhibit A: Re-siting and Deaccessioning Policies

The authors gratefully acknowledge the contributions of Park City citizens who joined in the process to create this Public Art Plan. We also commend the work of the 1999 Art in Public Places committee for their hard work in establishing Park City's first Art in Public Places criteria and guidelines. Their work and resulting documents have served as models for the 2004 Public Art Advisory Committee. A few of the many active participants are listed below. Thank you all for sharing your vision and great ideas!

Public Art Original Project Sponsors

- Park City Municipal Corporation
—— Dana Williams, Mayor
 - Park City Summit County Arts Council
—— Brian Hess, Executive Director
-

2004 Inaugural Public Art Advisory Board

- Ron Butkovich
- Julie Hopkins
- Bianca Mead ——
- Kathleen Metcalf
- Susan Packard
- Carol Potter
- Peter Roberts

2004 Park City Council Members

- Kay Calvert
- Marianne Cone (Liaison to Public Art Advisory Board)
- Candace Erickson
- Jim Hier
- Joe Kernan

2004 Park City Staff

- Tom Bakaly
- Alison Butz (Liaison to Public Art Advisory Board)
- Gary Hill
- Mark Christensen

2004 Consultation

- Nancy Boskoff: Salt Lake City Arts Council
- Jim Glenn: Utah Arts Council Public Art Director
- Peg Bodell: Artist and past Park City Council

~~Exhibit B -- Re-Siting and Deaccessioning Policy~~

While the intent of acquiring public artworks is long-term and permanent display, circumstances may arise that require the Public Art Advisory Board (PAAB) to consider and, upon review, recommend re-site or deaccession of a public artwork. This policy is designed to create a process to ensure that the re-siting of a site-specific artwork and deaccessioning occur thoughtfully and impartially. ~~The re-siting and deaccessioning policy applies to all the works in Park City's Public Art Collection, including those commissioned by or donated to the City.~~

Re-siting Works of Art

The Public Art Advisory Board is charged with reviewing potential re-siting situations and may consider moving a public artwork for one or more of the following reasons:

- The site is being eliminated, is no longer ~~publically~~publicly accessible, or there have been other changes in relevant circumstances that require work to be removed from it.
- The site is being changed so that the artwork is no longer compatible with its setting.
- The artwork's condition and/or security cannot be reasonably guaranteed at its current site.
- The artwork has become a danger to public safety.

If the PAAB decides that one or more of the above conditions exist, it may proceed as follows:

- Public Art Advisory Board members make a good faith effort to discuss re-siting with the artist or donor.
- If the PAAB cannot recommend an alternate site, the artwork may be recommended for deaccession or placed into storage until other options become available.
- PAAB members refer the recommendation to the City Manager or his/her designee or to the City Council, which makes the final decision.

Compromising Conditions

If the structural integrity or condition of an artwork is critically damaged, rather through environmental impacts, vandalism, or other unforeseen conditions, the City Council may authorize its immediate removal without the Public Art Advisory Board's recommended action. The work shall be placed in temporary storage. When the action is made, the Public Art Advisory Board shall be notified of the removal. The Public Art Advisory Board shall recommend repair, re-site, or deaccession ~~within thirty (30) days of the notification~~at its next regularly scheduled meeting.

Deaccessioning Works of Art

Deaccessioning is a procedure for removing an artwork from a public art collection. ~~This applies to all works in Park City's collection, including those purchased by or donated to the City.~~ Deaccessioning shall only be considered after careful and impartial evaluation of the work by the Public Art Advisory Board after efforts have been found for the piece to be in disrepair and unable to be re-site. All contractual documents relating to the work shall be consulted before the beginning of the deaccessioning process.

The Public Art Advisory Board may recommend the dissension or disposal of works of art in the Park City Public Art Collection based on the following criteria.

- A new site for an artwork cannot be found for a piece that needs re-siting.
- The artwork has been damaged or has deteriorated beyond reasonable repair.
- The artwork endangers public safety, and/or the condition or security of the work cannot be assured.
- The artwork requires excessive maintenance or has faults in design, concept, construction, or workmanship.
- After proper and thorough community education and outreach, there is an adverse public reaction to the artwork.
- The Public Art Advisory Board has made recommendations and findings that the work has no cultural value or is fraudulent or not authentic,

If deaccessioning is being considered, PAAB may recommend the following actions.

- Request that the artist or donor purchase or exchange the artwork.
- Sale through auction, gallery dealer resale, or direct bidding in compliance with laws governing surplus property. Proceeds from any such transaction shall be designated to the Public Art Fund for PAAB to apply to other projects.
- Trade through a gallery or other institution for comparable work or works of comparable value.
- Donate artwork to another governmental agency, non-profit organization, or institution. Artwork shall not be given to City employees, City Council, or City Board Members.
- Destruction of unsalable artwork, severely damaged, and/or of negligible value.

Upon finding that a work should be considered for deaccessioning, the following steps shall be followed:

- Findings or suggestions that artwork should be deaccessioned shall be brought to the attention of the Public Art Advisory Board.
- The contract pertaining to the artwork shall be consulted.
- The PAAB shall review findings, and when appropriate, the PAAB may request to consult with other City Departments (Engineering, Building etc), and may request to gather professional opinions with regard to conservators, ~~engineers, safety experts~~, art historians, etc.
- After review, if the PAAB recommends deaccession of the artwork, the City Council shall have final authority on all matters regarding ~~PAAB shall recommend to the City Manager or his or her designee for all works valued at under \$10,000 and/or to the City Council for all works valued over \$10,000. The City Council shall have final authority on all matters regarding the~~ deaccession of artwork.

Exhibit C-B:- Park City Public Art Donations Policy

Guidelines and Criteria for Review Process of ~~Proposed Gifts of Art~~Public Art Donations

From time to time, the citizens of Park City and others have offered to contribute to Park City's public art collection with generous ~~artworks and~~ donations. ~~It is the responsibility of the Public Art Advisory Board to consider and review~~The Public Art Advisory Board is responsible for considering and reviewing such proposed gifts on behalf of the City.

The Public Art Advisory Board shall be responsible for considering all gifts to the City's Public Art Collection as ~~pertains to the definition of Public Art. The Public Art Advisory~~they pertain to the definition of Public Art. The Board shall make donation recommendations based upon the same selection design criteria it uses for acquiring works for the ~~Public Art Collection~~public art collection.

The donor will present a proposal to the PAAB, as ~~for the process below, and the PAAB shall vote~~per the process below, and the PAAB shall vote to accept or deny the donation per the selection and approval process outlined in the Public Art Advisory Board Policies. A request for proposal or qualifications shall not be required.

All decisions to accept or decline art donations shall be recommended by the Park City Public Art Advisory Board and brought to the City Manager or his or her designee. City Council shall have the final authority on all decisions regarding donations in accordance with the value of the donation based on the City's Purchasing Policies.

Those wishing to donate to the Public Art Collection shall follow the following process:

I. Written Proposal or Letter of Intent

Any person, corporation, or private entity desiring to donate to Park City's public art collection shall submit a written proposal or letter of intent to the PAAB for review. The material submitted should include a description and specifications of the proposed gift, including artist, title, dimensions, material, proposed location, value, and a profile of both the artist and the donor. Depending on the proposed gift, other information may be requested, such as a maquette, drawing, or photograph of the work, site drawings, installation details, a professional appraisal of the value of the work, and an estimate for maintenance costs and maintenance instructions and schedule.

II. Design Criteria

In general, the acceptance and placement of donated works of art shall be considered in reviewing the Design Criteria (Quality, Authenticity, Engagement, Creativity, and Other Considerations) of the public art program. Circumstances, such as memorial gifts, may arise that require additional criteria to be considered for donation approval.

III. Site Criteria

The proposed site for the donation should be described in the written proposal. The placement of artwork shall be appropriate to the size, scale, design, and character of the particular site; The work may build a relationship with the space or natural environment. The artwork's relationship to pedestrian traffic patterns, visibility, and public access to the work should also be considered. The Public Art Advisory Board shall have a final recommendation of potential sites for donations.

The Public Art Advisory Board may seek assistance in reviewing proposals from city departments such as Engineering, Building, Planning, and Public Works or consult with design professionals on proposals that require their expertise before making a recommendation for approval or denial of the artwork.

IV. Memorial Gifts

Memorial gifts may raise other issues to be considered. The significance of the event or person being memorialized must be documented in the proposal. The memorial may represent broad community values and should be meaningful or thought provoking to future generations. The location for a memorial is particularly important in the consideration and the proposal should give a justification for the proposed site. The proposed memorial's context and relationship to the site will be considered.

V. Associated Costs

The donor should cover the costs of shipping or delivery, fabrication, and installation of the artwork. The donor may be responsible for engineering requirements, the design and cost of the pedestal or display pad, lighting, structural support and foundation, and landscaping of the site with review and approval from the city's Building, Planning, or Engineering Departments.

Donations of artwork that require public art funds to be used to pay for site preparation, installation, framing, restoration, or repairs shall be considered by the PAAB when voting on acceptance or denial of the work. In addition, the Public Art Advisory Board shall consider the maintenance and repair costs of the work. The Public Art Advisory Board shall evaluate such expenses at the time the work is being considered.

The PAAB shall be responsible for the work's costs of an identification plaque.

VI. Terms of Agreement

In cases when the artwork is to become the property of the City, the terms of the Final Art Acceptance Agreement shall be included in the recommendation to the City Manager or his or her designee or to the City Council in a form approved by the City Attorney's Office.

In cases where the gift is to be temporarily loaned or displayed to the City, the terms of such a loan will be included in a recommendation to the City Manager or his or her designee or to the City Council in a form approved by the City Attorney's Office.

Exhibit CD - PARK CITY PUBLIC ART ADVISORY BOARD MEMBER POLICIES

Park City's Public Art Advisory Board (PAAB) was established by Park City Municipal Corporation, ~~and is supported by the Park City Summit County Arts Council.~~ Meetings are to be held on ~~the same patterned day~~ the second Monday at 5:00 p.m., at City Hall, Marsac Executive Conference Room ~~time and location~~ each month. Special meetings may be called at other times, days or locations.

Makeup of the Board:

The Public Art Advisory Board shall have eight (8) members appointed by the Mayor and City Council. Composition of the Board will include representation from the community who live in the City Limits of Park City and are interested in serving on the Public Art Advisory Board. Board members shall serve for no more than two consecutive, three-year terms. Terms are staggered. Members must reapply for a second term. Appointments to fulfill vacant terms do not include term limits. Terms begin on July 1, end on June 30, or until vacancies are filled. Board members are not compensated.

The City Manager or his/her designee shall appoint a Staff Liaison to the board as ex-officio without vote. A City Council liaison shall also be appointed to the Board as ex-officio without a vote. It is encouraged that students from the community be included on the panel to serve ex-officio without vote.

Expectations of Board Members

Voting Members

PAAB will review and work towards the goals and strategies of the Public Art Program Policies and Plans. The PAAB will:

- Read and review board agendas, meetings packets and minutes as well as any other necessary materials.

- Participate in and adhere to the annual Open Meetings Training provided by the Legal Department, review the Park City Officials Handbook, sign oath of office and disclosure statement.
- Attend City Council meetings or community functions as appropriate discussions or occasions arise.
- Only voting members are allowed to make a motion and to vote on motions brought up by the board.
- Annually appoint a Chair and Vice-Chair position. The Chair of the board is responsible for running meetings, including keeping the board focused on agenda items, keeping time at meetings, and summarizing motions that the board makes for minutes. Additionally the Chair may assist the ~~staff-Staff~~ Liaison in setting meeting agendas and presenting at City Council or community events. The Vice Chair shall assist the Chair with duties as described above, when the Chair is unavailable or at the request of the Chair.
- All voting members shall make efforts to adhere to the attendance policy. Two (2) absences in a total year are allowed. Those members who are absent for more than the allowed limit shall be reviewed by the Public Art Advisory Board. Should the Public Art Advisory Board find reason to recommend removal of a member that does not uphold the attendance policy, City Council shall review the matter and confirm or deny the recommendation.

Voting Procedures

- Super Majority Voting is required for purchase or donation recommendations on projects with budgets exceeding thirty thousand dollars (\$30,000). PAAB participation is required for such purchase recommendations, with a minimum of six (6) voting members ~~at the physical site of the meeting~~. Electronic participation is ~~not~~ permitted during these discussions. To recommend such projects, a majority of no less than five (5) voting Board members is required.
- Purchases or donation recommendations on projects with budgets that are less than thirty thousand dollars (\$30,000) will require a minimum of five (5) voting members ~~at the physical site of the meeting~~. Electronic participation is ~~allowed~~ permitted during these discussions, but those who are participating electronically may not vote on the recommendation of the purchase or donation. To recommend such projects, a majority vote of no less than ~~three~~ five (35) voting Board members is required ~~for such projects, as long as it does not result in a split decision~~.
- Electronic Participation is allowed and shall be counted as attendance, however, there must be a quorum at the meeting site (for PAAB, this is 5 members).
 - ~~Members will adhere to voting per purchasing or donation dollar thresholds listed above.~~
 - Board members are responsible for notifying the City Staff Liaison regarding Electronic Participation no later than three (3) business days in advance of their absence so that electronic connections and necessary documents can be acquired.
 - No more than ~~two~~ one (21) forms of electronic participation shall be permitted at one meeting.

Non-voting Members

- Executive Director of the Park City Summit County Arts Council supports the PAAB. This position does not have a vote. The Arts Council:
 - Provides input and serve as a resource to the Advisory Board.
 - Provides feedback regarding the work of the Arts Council and the Park City Public Art Advisory Board.
 - Serves as a resource for grant opportunities. Grant writing should be preformed by the City Staff Liaison.
 - Promotes the Park City Public Art Collection.

- Helps to form partnerships and collaborations between the Park City Public Art Advisory Board and the Summit County Public Art Advisory Board, as well as, other arts and culture organizations.
- Provides marketing of RFP or RFQ opportunities to local, regional and national artists as they are made available.
- Park City Council Liaison
 - Provides advice, and input – particularly from the City Council’s perspective - serve as a resource to the Advisory Board. This position does not have a vote during Park City Public Art Advisory Board meetings.
 - Provide input to the City Council related to the work of ~~the~~, or at the request of, the Public Art Advisory Board.
- Youth Liaison
 - Provides advice, and input – particularly from the youth perspective – serving as a resource to the Advisory Board. This position does not have a vote during Park City Public Art Advisory Board meetings.
- Staff member(s) from Park City Municipal Corporation will handle the administrative needs of the board. The staff member(s):
 - Advise, provide input, and serve as a resource for the PAAB, and coordinate communications with other City Departments on projects and assist in obtaining department approvals as needed.
 - Create and post agendas and board packets and distribute them to the board prior to meetings.
 - Record meeting minutes and distribute both draft and final meeting minutes to the Board.
 - Give monthly budget updates to PAAB and disperse approved allocations for public art projects. Coordinate budgetary requests on behalf of the PAAB with the Budget department or at the request of the City Manager or City Council.
 - Manage public art projects in process from creation of Request for Proposals/Qualifications through completion and final acceptance of installation. This includes coordination, communication and management of Public Art Projects with other City Departments and the community.
 - Oversee updating the Strategic Plan and implementation of Public Art projects and manage the maintenance, repair and inventory of the Public Art Collection.
 - Provide input to the City related to the work of PAAB, including coordinating with various departments, preparing reports for City Council meetings on items requiring direction from City Council and/or the City Manager.

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Park City Public Art History

Beginnings

In an effort to enhance Park City as a leading cultural destination, the Park City Council has taken steps to promote and maintain the vision of the public art collection. The public art collection helps to ensure the aesthetic quality of daily life and provides a sense of place in the community for its residents. Public Art is a fundamental element and defining characteristic of the City.

The Park City Art Foundation dedicated Park City's first piece of public art, Park City Scape, by artist James McBeth, in October 1984. This piece currently resides on the south side of Park City's historic Miner's Hospital Building at City Park.

In February 1999, the Park City Summit County Arts Council established the first Art in Public Places plan to help create the framework for a strong and healthy public art program. The plan was formulated, in part, to help guide the selection process for the art at the Park City Transit Center, funded through a grant from the Federal Transit Authority. Criteria and standards were developed and applied to the project.

In December 2002, the City Council presented and discussed the first makings of a public art policy.

In May 2003, the planning department solidified the City's commitment to art by clarifying and codifying a section of the LMC specifically addressing the placement of art on public property. Code section LMC 15-4-15 (Exhibit A) addresses requirements for light, safety, and appropriate outdoor materials and an application process for anyone wanting to put art on public property.

In July 2003, the Council allocated \$200,000 as seed money for a new Public Art Program. In December 2003, the Park City Council adopted a Public Art Policy, establishing a Public Art Advisory Board to be administered by the Park City Summit County Arts Council.

In May 2004, Park City Council appointed a seven-member Public Art Advisory Board to create this strategic art plan, make recommendations to the City Council regarding public art placement and expenditures, and establish future funding opportunities for public art. By July 2004, the Public Art Advisory Board and the Park City Summit County Arts Council prepared the first Park City Public Art Plan.

In 2015, the Park City Summit County Arts Council stepped back from any administrative duties to the Park City Public Art Board but continued to support and advise the board as a non-voting member and helps market opportunities to local, regional and national artists. At that time, the City Manager appointed a staff liaison who took on board administration, strategic planning, and project implementation. In August 2016, the Public Art Board Policies, Mission, and Vision were updated, allowing members to serve two consecutive, three-year terms. In 2020, the Park City Public Art Advisory Board seats were updated from 7 to 8 members.

Today

The arts have been an integral part of the Park City community for many years. Park City is filled with artwork throughout. In addition, many art galleries, private collections, performance venues, and non-profit organizations thrive in Park City and are dedicated to elevating arts and culture throughout the City.

The City Council works with the Public Art Advisory Board as well as the Park City Summit County Arts Council and other arts organizations to ensure a cohesive plan for public art is in place now and for the future. These groups continue to work together to enhance the quality of life in Park City and to promote the public art collection. To accomplish this, continued collaboration among many departments and community partners are essential.

Today, Park City's Public Art Collection has grown to more than 100 artworks in the permanent collection. Whether riding the bus, walking on Poison Creek Trail, visiting Main Street or the many City owned buildings, you will find artwork that both inspires the future and celebrates our past. A [Public Art Map](#) is available on the City's website.

Glossary of Terms

Deaccessioning: The removal of an existing permanent work of art from Park City's Public Art collection. The policy for deaccessioning is outlined in the attached re-siting and deaccessioning policy. (Exhibit A)

Percent for Arts Qualifying Projects: Any capital improvement project, paid for wholly or in part by the City for new construction, renovations, or remodeling of City Buildings and Properties. This includes city facilities such as libraries, police, recreation, parks, trails, sidewalks, pedestrian and vehicular bridges, water facilities, transit, transportation or parking facilities, staff offices, and housing facilities. This does not include infrastructure maintenance projects such as annual streets, trails, technology, parks or public utility maintenance, or environmental remediation. The cost of land acquisition shall not qualify for percent for arts allocations. If the City considers building capital projects outside of the City's jurisdiction, a percentage for arts allocation should be considered.

Permanent: A period lasting or remaining unchanged indefinitely.

Private Art: Any visual work of art owned privately, which is displayed in or on City Property for any length of time; or any visual work, financed either wholly or in part, with City funds or grants procured by the City, displayed in or on Private Property.

Public Art: Any visual work of art displayed for any length of time in or on City Property and/ or on non-City property if the work of art is installed or financed, wholly or in part, with City funds or grants procured by the City.

Request for Proposals (RFP): A solicitation, made through a bidding process, for procurement for submissions for a specific opportunity that requires the development of a proposal. The RFP defines the specific requirements for the proposal, including the project budget, criteria and constraints, description of the project site, and format for submission.

Requests for Qualifications (RFQ): A pre-qualification stage of the procurement process. Those who successfully respond to the RFQ may be requested to submit a specific proposal as part of the process.

Re-Siting: The relocation of an existing work of art in Park City's Public Art collection. The policy for Re-Siting is outlined in the attached re-siting and deaccessioning policy. (Exhibit C)

Site-Specific: A work commissioned, created, purchased, or donated for a particular place.

Sense of Place: Based on the findings of the [Community Visioning from 2009](#), 'Sense of Community' is defined as what unites Parkites – a common ground – despite diverse social, economic, and cultural backgrounds. While our natural setting and recreational opportunities brought many people to Park City, it is the strong sense of Community that keeps people here. It is essential to residents that the Sense of Community they know remains intact and retains its funkiness, diversity and playfulness. For Parkites, the presence of arts and culture adds to our quality of life through the abundance of diverse local opportunities to enjoy and explore the arts through many mediums. The General Plan outlines several Goals and Strategies specific to ensure that arts and culture in Park City will continue to grow as a hub, encouraging creative expression.

Temporary A period lasting only a limited time.

Visual Art: Art forms of sculpture, monuments, murals, frescos, reliefs, fountains, banners, benches, and architectural furniture. Works of art include, but are not limited to, the art mediums of weaving, carving, painting, assemblage, collage, welding, casting, mixed media, multimedia, and sculpting.

Administration

The commission of public art is an unusually subjective arena for the public sector. Questions of taste, style and content are complex matters to be addressed through a governmental process and the products of the public art program are highly visible to the public.

Park City's Public Art Advisory Board (PAAB) was established by the Mayor and City Council. The Public Art Advisory Board shall have eight (8) members appointed by the Mayor and City Council. The composition of the Board will include representation from the community who live in the City Limits of Park City and are interested in serving on the Public Art Advisory Board. Board members shall serve for no more than two consecutive, three-year terms. Terms are staggered. Members must reapply for a second term. Appointments to fulfill vacant terms do not include term limits. Terms begin on July 1, end on June 30, or until vacancies are filled. Board members are not compensated.

The City Manager or their designee shall appoint a Staff Liaison to the board as ex-officio without vote. A City Council liaison shall also be appointed to the Board as ex-officio without a vote. It is encouraged that students from the community be included on the panel to serve ex-officio without vote.

The eight (8) member PAAB makes recommendations through the Staff Liaison who shall take recommendations to the City Manager or their designee or City Council regarding strategic planning, acquisition, expenditures, funding and budgetary requests, project identification, donations, proposals or qualifications, maintenance, repair, re-site or deaccession of public art, as well as and policy refinements. All decisions regarding Public Art shall be made final by the City Council.

The PAAB works to make recommendations to help promote and cultivate the Strategic Plan, Public Art Policy and Public Art Collection by expending funds on and facilitating artworks in order to:

- Connect the Park City community through visual art in public places.
- Stimulate vitality, vibrancy and economy of the City.
- Enhance Park City's standing as a leading cultural destination.
- Advance public understanding of visual art.
- Enhance the aesthetic quality of daily life and provide a sense of place.

Mission

Enrich and connect the Park City community through visual art in public places.

Vision

Inspire a complete community, celebrating Park City's vibrant history, culture and environment.

Goals and Strategies

1. Maintain and Preserve the Public Art Collection
 - a. Perform an annual collection review.
 - b. Maintain a current inventory of the collection.
 - c. Respond in a timely manner to damage or maintenance needs.
2. Acquire Public Art that aligns with the Mission of PAAB.
 - a. Adhere to the selection process criteria and standards.
 - b. Select artists who work aligns with the specific project's vision and goals.
 - c. Align projects with the City's values and priorities.
 - d. Advocate for private and public collaborations.
 - e. Be responsible stewards of public art funds.
 - f. Establish collaborations with City Departments.
 - g. Maintain a current Strategic (Project) Plan document.
3. Select Public Art and Reflect a Sense of Place
 - a. Create a cohesive and relevant collection that tells the story of our community.
 - b. Connect to Park City's history and landscape.
 - c. Reflect Park City's diverse culture and unique neighborhoods.
4. Engage the Community Through Public Art
 - a. Increase public involvement through educational opportunities, outreach and awareness.
 - b. Respond to the community's concerns and suggestions.
 - c. Promote the current Public Art Collection.

Overview of Public Art Selection and Approval Process

1. The Public Art Advisory Board identifies the Strategic Project Plans annually and recommends it to the Staff Liaison, including its nature, potential site location, and budget.
2. The Staff Liaison reviews the recommendation with the City Manager, and brings to City Council annually to approve before beginning procurement process.
3. If approved by the City Council, the Public Art Advisory Board will generate a request for proposals (RFP) to artists in accordance with Park City's Purchasing Policy.
4. The Public Art Advisory Board shall review artists' proposals, who shall present their ideas with drawings, photographs, maquettes, or other visual models, technical considerations, and project budget. The board will then select based on the guidelines and criteria outlined in this document, and requirements of the RFP.
5. The Staff Liaison will present the Public Art Advisory Board's recommendation to the City Council for final approval.
6. When projects are approved, Park City Municipal Corporation will enter into a contract with the artist and work with the Public Art Advisory Board for installation through completion and final acceptance of the project.

Acquisition

As the Public Art Advisory Board acquires works of art, it shall recommend to the City Manager or their designee, with final authority from the City Council. All purchases of artwork must follow the City's Purchasing Policy.

Donations

Residents of Park City and others have offered generous gifts of artwork to contribute to Park City's public art collection. The Public Art Advisory Board reviews such proposed gifts on behalf of Park City.

In the case of a proposed donation of art to the Park City Public Art Program, the donor will present a proposal to the Public Art Advisory Board in accordance with the donation policy (Exhibit B), and the Public Art Advisory Board will vote to accept or reject the donation based on the goals and objectives as set forth in this policy. If accepted, the selection and approval process outlined above will be followed with the exception of the generation of a request for proposal. If rejected, the Board shall inform and make a recommendation to the City Manager or their designee. Final authority for appeals should be brought to the City Council.

Specific Proposal by Artists

An artist or group of individuals may propose a project to the Public Art Advisory Board. If such a proposal meets the intent of the Public Art Policy, the Public Art Advisory Board shall make a recommendation and state rather a call to artists and request for proposals is required. The Park City Public Art Advisory Board's recommendation will be brought to the City Manager or their designee with final authority by City Council. If a call to artist and request for proposals is required, it shall follow the Park City Municipal Purchasing policy as well as the selection and approval process outlined above.

Purchase of Art

The Public Art Advisory Board may consider the purchase of a work of art if the piece identified meets the intent of the Public Art Policy. Once a piece is identified, the selection and approval process outlined above will be followed with the exception of the generation of a request for proposal. In this case, no more than ten percent (10%) of the cost of the work may go toward a dealer or agent.

Design Criteria

The following are a suggested set of criteria which the Public Art Advisory Board shall use as guidelines in the identification, selection and acceptance of public art.

1. **Quality:** Acquisitions for Park City's Public Art Collection shall be of exceptional quality and enduring value. Consideration shall include artists experience in successful projects, material selection craftsmanship and reflect enduring artistic quality. .
2. **Authenticity:** Successful art projects are authentic to the community and their surroundings. Work shall be original and not identical of something already exists in the collection. Works of art shall be compatible in style, scale, material, form and content with their surroundings, and should form an overall relationship with either the site and/or the collection as a whole.
3. **Engagement:** A vital element of a successful Public Art Program is the connection of the work to the community. The artwork should have the ability to engage the community from conception to completion. A work with such engagement should help the community feel both ownership of the art, as well as, an ongoing appreciation of the work. Work may tell a story of the community's past or present, and may portray a sense of the place, people and spirit that live here. The

artwork may speak to a specific community, area or neighborhood or unite our diverse community.

- 4. Creativity:** Creativity can be communicated through a wide range of artistic styles. The artist should be able to explain why their work is creative and how their concept solves the problem through vision, process, thoughts, ideas, feelings, use of materials and other areas. Artwork should create excitement, be unique and/or original and have the ability to inspire, create a sense of wonder. Artwork may be innovative or imaginative, and have the ability to transcend traditional ideas or techniques, and create new meaningful interpretations or to inspire the community and our imagination.
- 5. Other Considerations:** Ensure that public art is safe, accessible, durable, as pertains to the appropriate time period of display of the work and is compatible with community standards. Artworks shall not require excessive maintenance or repair costs. Lighting and site preparations should be considered. Artworks that require frequent maintenance are discouraged. Artwork shall not create safety problems to the public or liability problems to the City.

Artist Participation

It is strongly recommended to involve artists at the earliest appropriate stage for each public art project. City Project Managers and developers are encouraged to include artists and the Public Art Advisory Board Staff Liaison on project design teams as early in the process as possible. There is an immeasurable value to artists' involvement – a new perspective and fresh approach from the artist's viewpoint can often bring a whole new sense to the project and, more practically, can save on expenses.

Site Location

The Park City Public Art Program is designed to celebrate Park City's culture with a strong appreciation for the arts. Appropriate site selection will ensure that art is safe and accessible. The Public Art Advisory Board may consider all city-owned property and identify those locations that will maximize the public's interaction with art.

Commissions for art may consider how they relate to the particular site, the collection as a whole or be designed to create a reflective or enriching experience for the public.

Community Involvement

The Public Art Advisory Board holds monthly public meetings, which are open to the public subject to the Utah Open Public Meetings Act. Meeting agendas generally provide time for public input. When possible, RFP or RFQs should prioritize opportunities for artists to be involved with the community.

Installation

The artist shall be responsible for all applicable permits as pertains to the contract executed by the City and Artists regarding the installation of the artwork. Consideration should be given to the site preparation well before the installation date. All necessary materials, including mountings, anchorages, containments, pedestals, barriers, drains, power, lighting fixtures, etc., should be specified in the scope of work. The artist should consider installation design that addresses visibility and cohesiveness to the artwork, including lighting, additional patinas, protective coatings, accessibility, safety, durability, and purpose. The installation techniques should not detract from the artwork's function or aesthetics and shall follow the rules as outlined to appropriate building and

planning codes. Required notifications should be considered and coordinated with the proper authorities before any work.

Maintenance

The City of Park City takes great pride in its collection of owned and displayed works of art and recognizes the importance of this artwork to the cultural and economic wellbeing of the community. The City is committed to the documentation, preservation and maintenance of the collection. The Public Art Advisory Board shall be responsible for recommendations in regard to this process.

The goal of the Public Art Maintenance Policy is to maintain the City's collection of artwork to ensure long-term enjoyment of the collection and to take action to prevent the deterioration of works before they come to a state of disrepair or deaccession (Exhibit C). A Maintenance Policy recommendation shall accompany each piece as it is accepted into the collection, as well as address continued maintenance and cleaning for pieces throughout the collection as a whole. The PAAB shall review the Park City Public Art Collection on an on-going basis or as directed by City Council.

Should the property, building or fixture on which the artwork is situated be damaged or destroyed, the Park City Public Art Advisory Board shall make a recommendation with regards to the situation to the City Manager or his or her designee for final approval by the City Council.

Funding

Establishing a diverse, ongoing funding mechanism for public art is key to sustaining a vibrant and diverse public art program. The Public Art Advisory Board will present a funding recommendation to the Staff Liaison, Budget Department, and City Manager, with final approval by the City Council. Funding methods to accomplish this include:

1. **Percent for Arts Allocation:** This method stipulates that 1% of the cost of constructing, renovating or remodeling a public facility or site shall be set aside for artwork. Construction costs means the total amount appropriated for the capital project with the exception of environmental remediation and land acquisition. The 1% allocation shall first be considered for art at the specific site where the project occurs. PAAB may recommend using funds as restrictions allow in conjunction with other sites or projects. After completing a project, the remaining percent for art funds may be deposited into the general public art fund. Refer to definition for Percent for Arts Qualifying Projects.
2. **Annual budget for public art:** Park City Municipal Corporation may elect to allocate a certain set amount for public art in each capital budget cycle with a recommendation from the PAAB for the general public art fund. These budget appropriations are not tied to a specific site or facility when allocated.
3. **Public-Private Initiatives:** A project may be funded partially through Public Art Funds and partially through private, business, development, civic, and/or other organization contributions. Such contributions shall be recommended to and approved by the City Manager or City Council.
4. **Donation of Artwork:** Individuals, businesses, and other organizations may choose to donate artwork to the Park City public art collection.
5. **Local, State, and National Grants:** Park City Municipal Corporation may be eligible for grants to support the Public Art Program.
6. **Maintenance Funds:** The Public Art Advisory Board shall review and recommend a Maintenance Fund Budget for public art in accordance with the City's budget cycle. The PAAB shall recommend an annual budget plan for Annual Maintenance for the collection as a whole, as well as anticipated maintenance or reserve funds for items such as vandalism, annual

documentation, condition reports, contracted preservation efforts, and/or re-siting to include temporary storage as necessary.

DRAFT

Exhibit C: Draft Public Art Policy Clean Copy

Exhibit A: Re-siting and Deaccessioning Policies

While the intent of acquiring public artworks is long-term and permanent display, circumstances may arise that require the Public Art Advisory Board (PAAB) to consider and, upon review, recommend re-site or deaccession of a public artwork. This policy is designed to create a process to ensure that the re-siting of a site-specific artwork and deaccessioning occur thoughtfully and impartially.

Re-siting Works of Art

The Public Art Advisory Board is charged with reviewing potential re-siting situations and may consider moving a public artwork for one or more of the following reasons:

- The site is being eliminated, is no longer publicly accessible, or there have been other changes in relevant circumstances that require work to be removed from it.
- The site is being changed so that the artwork is no longer compatible with its setting.
- The artwork's condition and/or security cannot be reasonably guaranteed at its current site.
- The artwork has become a danger to public safety.

If the PAAB decides that one or more of the above conditions exist, it may proceed as follows:

- Public Art Advisory Board members make a good faith effort to discuss re-siting with the artist or donor.
- If the PAAB cannot recommend an alternate site, the artwork may be recommended for deaccession or placed into storage until other options become available.
- PAAB members refer the recommendation to the City Manager or his/her designee or to the City Council, which makes the final decision.

Compromising Conditions

If the structural integrity or condition of an artwork is critically damaged, rather through environmental impacts, vandalism, or other unforeseen conditions, the City Council may authorize its immediate removal without the Public Art Advisory Board's recommended action. The work shall be placed in temporary storage. When the action is made, the Public Art Advisory Board shall be notified of the removal. The Public Art Advisory Board shall recommend repair, re-site, or deaccession at its next regularly scheduled meeting.

Deaccessioning Works of Art

Deaccessioning is a procedure for removing an artwork from a public art collection. Deaccessioning shall only be considered after careful and impartial evaluation of the work by the Public Art Advisory Board after efforts have been found for the piece to be in disrepair and unable to be re-site. All contractual documents relating to the work shall be consulted before the beginning of the deaccessioning process.

The Public Art Advisory Board may recommend the dissension or disposal of works of art in the Park City Public Art Collection based on the following criteria.

- A new site for an artwork cannot be found for a piece that needs re-siting.
- The artwork has been damaged or has deteriorated beyond reasonable repair.
- The artwork endangers public safety, and/or the condition or security of the work cannot be assured.
- The artwork requires excessive maintenance or has faults in design, concept, construction, or workmanship.

- After proper and thorough community education and outreach, there is an adverse public reaction to the artwork.
- The Public Art Advisory Board has made recommendations and findings that the work has no cultural value or is fraudulent or not authentic,

If deaccessioning is being considered, PAAB may recommend the following actions.

- Request that the artist or donor purchase or exchange the artwork.
- Sale through auction, gallery dealer resale, or direct bidding in compliance with laws governing surplus property. Proceeds from any such transaction shall be designated to the Public Art Fund for PAAB to apply to other projects.
- Trade through a gallery or other institution for comparable work or works of comparable value.
- Donate artwork to another governmental agency, non-profit organization, or institution. Artwork shall not be given to City employees, City Council, or City Board Members.
- Destruction of unsalable artwork, severely damaged, and/or of negligible value.

Upon finding that a work should be considered for deaccessioning, the following steps shall be followed:

- Findings or suggestions that artwork should be deaccessioned shall be brought to the attention of the Public Art Advisory Board.
- The contract pertaining to the artwork shall be consulted.
- The PAAB shall review findings, and when appropriate, the PAAB may request to consult with other City Departments (Engineering, Building etc), and may request to gather professional opinions with regard to conservators, art historians, etc.
- After review, if the PAAB recommends deaccession of the artwork, the City Council shall have final authority on all matters regarding deaccession of artwork.

Exhibit B: Park City Public Art Donations Policy

Guidelines and Criteria for Review Process of Public Art Donations

From time to time, the citizens of Park City and others have offered to contribute to Park City's public art collection with generous donations. The Public Art Advisory Board is responsible for considering and reviewing such proposed gifts on behalf of the City.

The Public Art Advisory Board shall be responsible for considering all gifts to the City's Public Art Collection as they pertain to the definition of Public Art. The Board shall make donation recommendations based upon the same selection design criteria it uses for acquiring works for the public art collection.

The donor will present a proposal to the PAAB, as per the process below, and the PAAB shall vote to accept or deny the donation per the selection and approval process outlined in the Public Art Advisory Board Policies. A request for proposal or qualifications shall not be required.

All decisions to accept or decline art donations shall be recommended by the Park City Public Art Advisory Board and brought to the City Manager or his or her designee. City Council shall have the final authority on all decisions regarding donations in accordance with the value of the donation based on the City's Purchasing Policies.

Those wishing to donate to the Public Art Collection shall follow the following process:

I. Written Proposal or Letter of Intent

Any person, corporation, or private entity desiring to donate to Park City's public art collection shall submit a written proposal or letter of intent to the PAAB for review. The material submitted should include a description and specifications of the proposed gift, including artist, title, dimensions, material, proposed location, value, and a profile of both the artist and the donor. Depending on the proposed gift, other information may be requested, such as a maquette, drawing, or photograph of the work, site drawings, installation details, a professional appraisal of the value of the work, and an estimate for maintenance costs and maintenance instructions and schedule.

II. Design Criteria

In general, the acceptance and placement of donated works of art shall be considered in reviewing the Design Criteria (Quality, Authenticity, Engagement, Creativity, and Other Considerations) of the public art program. Circumstances, such as memorial gifts, may arise that require additional criteria to be considered for donation approval.

III. Site Criteria

The proposed site for the donation should be described in the written proposal. The placement of artwork shall be appropriate to the size, scale, design, and character of the particular site; The work may build a relationship with the space or natural environment. The artwork's relationship to pedestrian traffic patterns, visibility, and public access to the work should also be considered. The Public Art Advisory Board shall have a final recommendation of potential sites for donations.

The Public Art Advisory Board may seek assistance in reviewing proposals from city departments such as Engineering, Building, Planning, and Public Works or consult with design professionals on

proposals that require their expertise before making a recommendation for approval or denial of the artwork.

IV. Memorial Gifts

Memorial gifts may raise other issues to be considered. The significance of the event or person being memorialized must be documented in the proposal. The memorial may represent broad community values and should be meaningful or thought provoking to future generations. The location for a memorial is particularly important in the consideration and the proposal should give a justification for the proposed site. The proposed memorial's context and relationship to the site will be considered.

V. Associated Costs

The donor should cover the costs of shipping or delivery, fabrication, and installation of the artwork. The donor may be responsible for engineering requirements, the design and cost of the pedestal or display pad, lighting, structural support and foundation, and landscaping of the site with review and approval from the city's Building, Planning, or Engineering Departments.

Donations of artwork that require public art funds to be used to pay for site preparation, installation, framing, restoration, or repairs shall be considered by the PAAB when voting on acceptance or denial of the work. In addition, the Public Art Advisory Board shall consider the maintenance and repair costs of the work. The Public Art Advisory Board shall evaluate such expenses at the time the work is being considered.

The PAAB shall be responsible for the work's costs of an identification plaque.

VI. Terms of Agreement

In cases when the artwork is to become the property of the City, the terms of the Final Art Acceptance Agreement shall be included in the recommendation to the City Manager or his or her designee or to the City Council in a form approved by the City Attorney's Office.

In cases where the gift is to be temporarily loaned or displayed to the City, the terms of such a loan will be included in a recommendation to the City Manager or his or her designee or to the City Council in a form approved by the City Attorney's Office.

Exhibit C - PARK CITY PUBLIC ART ADVISORY BOARD MEMBER POLICIES

Park City's Public Art Advisory Board (PAAB) was established by Park City Municipal Corporation. Meetings are to be held on the second Monday at 5:00 p.m. at City Hall, Marsac Executive Conference Room each month. Special meetings may be called at other times, days or locations.

Makeup of the Board:

The Public Art Advisory Board shall have eight (8) members appointed by the Mayor and City Council. Composition of the Board will include representation from the community who live in the City Limits of Park City and are interested in serving on the Public Art Advisory Board. Board members shall serve for no more than two consecutive, three-year terms. Terms are staggered. Members must reapply for a second term. Appointments to fulfill vacant terms do not include term limits. Terms begin on July 1, end on June 30, or until vacancies are filled. Board members are not compensated.

The City Manager or his/her designee shall appoint a Staff Liaison to the board as ex-officio without vote. A City Council liaison shall also be appointed to the Board as ex-officio without a vote. It is encouraged that students from the community be included on the panel to serve ex-officio without vote.

Expectations of Board Members

Voting Members

PAAB will review and work towards the goals and strategies of the Public Art Program Policies and Plans. The PAAB will:

- Read and review board agendas, meetings packets and minutes as well as any other necessary materials.
- Participate in and adhere to the annual Open Meetings Training provided by the Legal Department, review the Park City Officials Handbook, sign oath of office and disclosure statement.
- Attend City Council meetings or community functions as appropriate discussions or occasions arise.
- Only voting members are allowed to make a motion and to vote on motions brought up by the board.
- Annually appoint a Chair and Vice-Chair position. The Chair of the board is responsible for running meetings, including keeping the board focused on agenda items, keeping time at meetings, and summarizing motions that the board makes for minutes. Additionally the Chair may assist the Staff Liaison in setting meeting agendas and presenting at City Council or community events. The Vice Chair shall assist the Chair with duties as described above, when the Chair is unavailable or at the request of the Chair.
- All voting members shall make efforts to adhere to the attendance policy. Two (2) absences in a total year are allowed. Those members who are absent for more than the allowed limit shall be reviewed by the Public Art Advisory Board. Should the Public Art Advisory Board find reason to recommend removal of a member that does not uphold the attendance policy, City Council shall review the matter and confirm or deny the recommendation.

Voting Procedures

- Super Majority Voting is required for purchase or donation recommendations on projects with budgets exceeding thirty thousand dollars (\$30,000). PAAB participation is required for such purchase recommendations, with a minimum of six (6) voting members. Electronic

participation is permitted during these discussions. To recommend such projects, a majority of no less than five (5) voting Board members is required.

- Purchases or donation recommendations on projects with budgets that are less than thirty thousand dollars (\$30,000) will require a minimum of five (5) voting members. Electronic participation is permitted during these discussions. To recommend such projects, a majority vote of no less than five (5) voting Board members is required.
- Electronic Participation is allowed and shall be counted as attendance, however, there must be a quorum at the meeting site (for PAAB, this is 5 members).
 - Board members are responsible for notifying the City Staff Liaison regarding Electronic Participation no later than three (3) business days in advance of their absence so that electronic connections and necessary documents can be acquired.
 - No more than one (1) form of electronic participation shall be permitted at one meeting.

Non-voting Members

- Executive Director of the Park City Summit County Arts Council supports the PAAB. This position does not have a vote. The Arts Council:
 - Provides input and serve as a resource to the Advisory Board.
 - Provides feedback regarding the work of the Arts Council and the Park City Public Art Advisory Board.
 - Serves as a resource for grant opportunities. Grant writing should be preformed by the City Staff Liaison.
 - Promotes the Park City Public Art Collection.
 - Helps to form partnerships and collaborations between the Park City Public Art Advisory Board and the Summit County Public Art Advisory Board, as well as, other arts and culture organizations.
 - Provides marketing of RFP or RFQ opportunities to local, regional and national artists as they are made available.
- Park City Council Liaison
 - Provides advise, and input – particularly from the City Council’s perspective - serve as a resource to the Advisory Board. This position does not have a vote during Park City Public Art Advisory Board meetings.
 - Provide input to the City Council related to the work of, or at the request of, the Public Art Advisory Board.
- Youth Liaison
 - Provides advice, and input – particularly from the youth perspective – serving as a resource to the Advisory Board. This position does not have a vote during Park City Public Art Advisory Board meetings.
- Staff member(s) from Park City Municipal Corporation will handle the administrative needs of the board. The staff member(s):
 - Advise, provide input, and serve as a resource for the PAAB, and coordinate communications with other City Departments on projects and assist in obtaining department approvals as needed.
 - Create and post agendas and board packets and distribute them to the board prior to meetings.
 - Record meeting minutes and distribute both draft and final meeting minutes to the Board.

- Give monthly budget updates to PAAB and disperse approved allocations for public art projects. Coordinate budgetary requests on behalf of the PAAB with the Budget department or at the request of the City Manager or City Council.
- Manage public art projects in process from creation of Request for Proposals/Qualifications through completion and final acceptance of installation. This includes coordination, communication and management of Public Art Projects with other City Departments and the community.
- Oversee updating the Strategic Plan and implementation of Public Art projects and manage the maintenance, repair and inventory of the Public Art Collection.
- Provide input to the City related to the work of PAAB, including coordinating with various departments, preparing reports for City Council meetings on items requiring direction from City Council and/or the City Manager.

City Council Staff Report



Subject: Police Complaint Review Committee Appointment
Author: Michelle Downard, Resident Advocate &
Chairperson of the Police Complaint Review Committee
Department: Executive Department
Date: May 16, 2024

Summary Recommendation

Consider the Mayor's recommendation to reappoint Emma Zevallos to a three-year term on the Police Complaint Review Committee beginning June 30, 2024.

Background

To increase community involvement and police accountability, the Park City Police Complaint Review Committee (PCRC) was established through [Resolution 35-03](#) in 2003 and updated on September 17, 2020, by [Resolution 19-2020](#). The Committee is an advisory body to review proposed dispositions of complaints filed against police personnel and provides recommendations to the Chief of Police and City Manager. The Committee consists of 5 voting community members, a non-voting staff chairperson (Michelle Downard), a legal advisor (Luke Henry), a city council liaison (Councilmember Rubell), the Chief of Police (Chief Carpenter), and the Chief's Administrative Assistant (Beth Bynan).

Police Complaint Review Committee	Term Expiration
Emma Zevallos	Jun-24
Sharon Serpico Hanson	Jun-25
Lee Gerstein	Jun-25
Austin Lau	Jun-26
Amir Vonsover	Jun-26

Analysis

On [June 22, 2023](#), the City Council approved the appointment of Emma Zevallos to a one-year term and reappointed Austin Lau and Amir Vonsover to three-year terms on the Police Complaint Review Committee, beginning June 30, 2023. Standard terms are 3 years, but Emma's one-year term allowed for more staggered terms.

Emma works at the Peace House, is involved with the Spanish-speaking community, and graduated from the PCPD Latino Citizens Academy. Since her appointment, Emma successfully completed her required background check, oath of office, and ethics pledge. However, due to infrequent police complaints, Emma has not had the opportunity to participate in the review of a complaint.

The Mayor, therefore, recommends the reappointment of Emma Zevallos for a three-year term beginning June 30, 2023.

City Council Staff Communication

Subject: 2023 Wildfire Awareness Month Proclamation
Authors: Mike McComb, Heinrich Deters
Departments: Emergency Management and Trails, Open Space, Real Estate
Date: May 16, 2024

Summary

Staff recommends Council proclaim May 2024 as Wildfire Awareness Month.

Background

Wildfire remains the most likely - and potentially the most dangerous - natural hazard faced by Park City. As a tourist-based economy, a devastating wildfire could not only impact thousands of homes, businesses, and industries but could have long-lasting negative economic consequences regardless of season. These impacts could carry well beyond City limits, with Statewide economic impact.

According to the National Interagency Fire Center, humans caused nearly 90% of wildfires nationwide in 2023, resulting in 56,580 wildfires which burned 2,693,910 acres. See Figure 1, below.

Nationally, there were 56,580 wildfires reported in 2023, a reduction from the previous two years (68,988 wildfires in 2022 and 58,985 wildfires in 2021). Wildfires burned 2,693,910 acres nationally last year, a dramatic reduction in comparison to the 7,577,183 burned acres in 2022, and 7,125,643 acres in 2021. In 2023, both the total number of fires and acres burned were below the five and ten-year averages.

A total of 4,318 structures were destroyed by wildfires in 2023, more than half of which were 2,308 residences destroyed in the Lahaina fires in Maui. Of note, with more than 100 deaths reported in that fire, Lahaina marks the deadliest wildfire in a century.

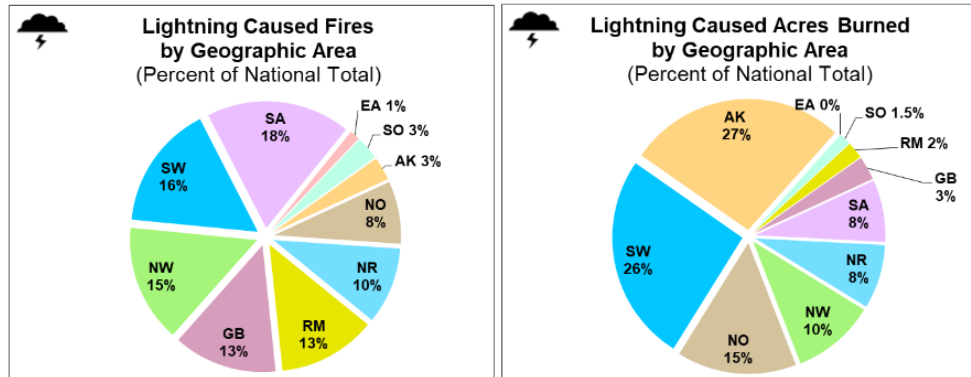
While showing dramatic improvement over the past two years in terms of acreage burned, predominant weather patterns during the summer likely tamped down the number of fires and aided wildfire suppression efforts throughout the Nation.

Given that forested areas impacted by wildfire take on average five years to experience regrowth, wildfire prevention and mitigation efforts remain especially high due to the lasting economic impacts a devastating wildfire could have in our area, in addition to the potential physical devastation and threat to human life and safety. Accordingly, when taken as a whole, these statistics point to a need to continue to focus on reducing human-caused wildfires, not only amongst residents and businesses but visitors to the area as well.

Lightning Fires and Acres by Geographic Area

Fires/ Acres	AK	EA	GB	NO	NR	NW	RM	SA	SO	SW	Total
Fires	176	77	777	470	576	882	734	1,081	174	936	5,883
Acres	313,538	351	34,030	172,438	91,949	119,748	24,039	88,765	17,019	298,788	1,160,665

AK – Alaska
EA – Eastern Area
GB – Great Basin
NO – Northern CA
NR – Northern Rockies
NW – Northwest
RM – Rocky Mountain
SA – Southern Area
SO – Southern CA
SW – Southwest



Human Caused Fires and Acres by Geographic Area

Fires/ Acres	AK	EA	GB	NO	NR	NW	RM	SA	SO	SW	Total
Fires	170	10,240	974	2,779	1,892	2,805	1,174	24,627	4,155	1,881	50,697
Acres	737	113,065	63,626	17,209	45,705	233,619	225,324	594,233	138,115	101,612	1,533,245

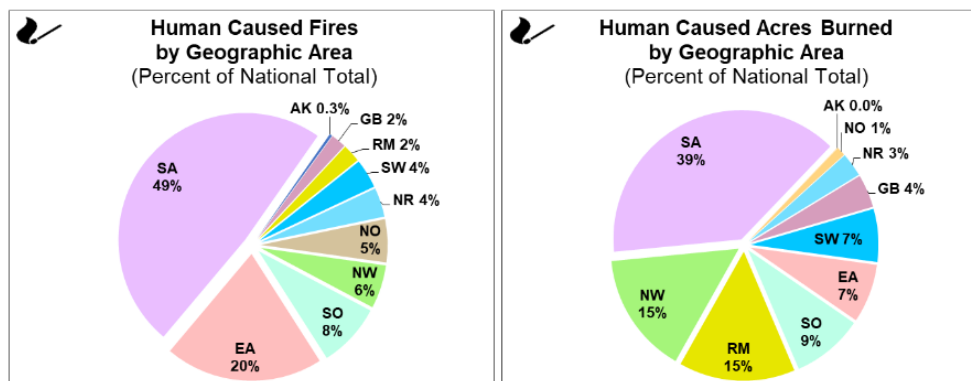


Figure 1

Trails & Open Space Department Projects

In 2024, the Trails & Open Space Team is embarking on a series of targeted projects aimed at enhancing defensible space and forest health within our community. These initiatives, informed by the latest Community Wildfire Risk Assessment mapping, identified areas consisting of critical infrastructure and secondary emergency access routes. Specifically, these include the Morning Star Subdivision emergency access road and water tank facilities situated on Iron Mountain and Woodside Gulch to ensure optimal functionality during emergencies. Further areas slated for improvement encompass defensible space enhancement in the Chatham Hills, Quarry Mountain, Rotary Park, the Aerie, and the Ontario Mine Bench. Through these endeavors, we aim

to fortify our community against potential wildfire threats while preserving the natural beauty of our trails and open spaces

The proposed resolution language is included as **Exhibit A**.

The [National Interagency Fire Center Wildland Fire Summary and Statistics Annual Report for 2023](#) is included as **Exhibit B**.

Some recommended protective and preparatory measures from the U.S. Fire Administration are included as **Exhibit C**.

Exhibits

A –Proposed Resolution Recognizing May as Wildfire Awareness Month

B - National Interagency Fire Center Wildland Fire Summary and Statistics Annual Report for 2023

C – U.S. Fire Administration Wildfire Evacuation Checklist



Resolution No. 06-2024

A RESOLUTION ADOPTING MAY AS WILDFIRE AWARENESS MONTH

WHEREAS, Official months may be set aside to increase awareness of serious issues that affect the lives of citizens of Park City; and

WHEREAS, Attendant to such concern, it is the sense of Council to proclaim May 2024, as Wildfire Awareness Month in Park City, in conjunction with the observance of National Wildfire Awareness Month; and

WHEREAS, National Wildfire Awareness Month dedicates the entire month of May to increasing prevention and preparedness for wildfires throughout the United States; and

WHEREAS, According to the National Interagency Fire Center, humans caused nearly 90% of wildfires nationwide in 2023, which included 56,580 wildfires that burned 2,693,910 acres; and

WHEREAS, A large wildfire in the Park City area could be physically and economically devastating for multiple years; and

WHEREAS, There are steps to take to prevent wildfires; from using fire-resistant building materials and creating defensible space, to following safety protocols for handling fire when camping, the community can take part in reducing the occurrence of wildfires; and

WHEREAS, The responsibility to be aware and alert belongs to everyone – including visitors, businesses, and residents in our tourism-based economy; as mobile as our lifestyles have become, everyone needs to be prepared; and

WHEREAS, It is imperative that there be greater awareness of both the prevention of and preparedness for wildfires, and more must be done to increase these activities at the local, State, and National levels;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Park City, Utah to proclaim May 2024 as Wildfire Awareness Month in Park City.

PASSED AND ADOPTED this ____th day of May, 2024

PARK CITY MUNICIPAL CORPORATION

Nann Worel, Mayor

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

City Attorney

National Interagency Coordination Center

Wildland Fire Summary and Statistics Annual Report 2023



Hayden Fire, Idaho



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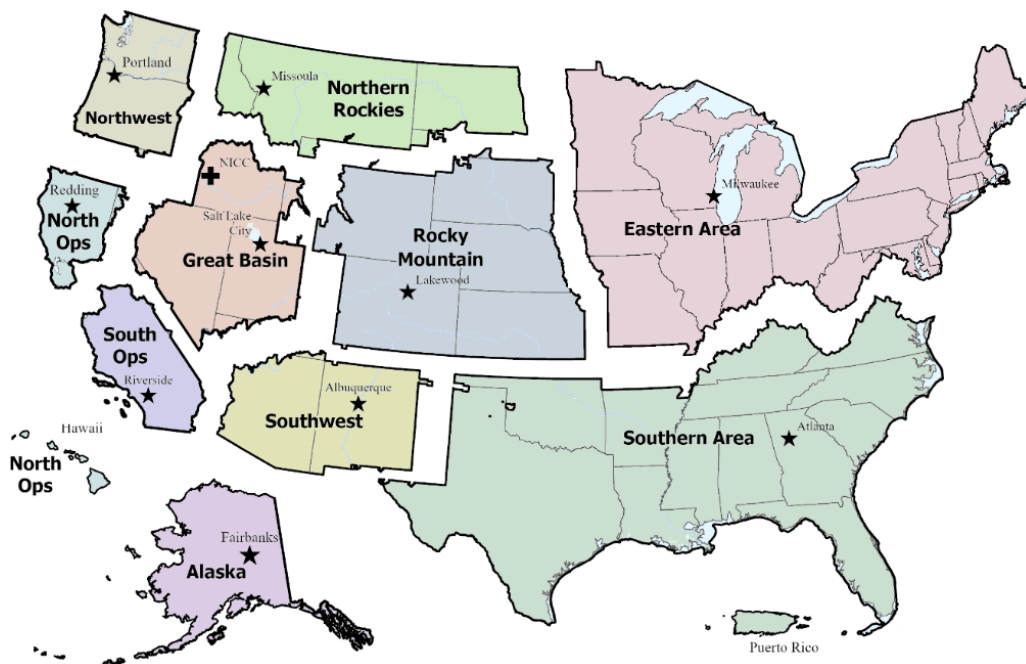
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Preface

Statistics used in this report were gathered from the Situation Report and Incident Status Summary (ICS-209) programs¹. Previous National Interagency Coordination Center (NICC) annual reports and other sources were also used in this document. The statistics presented here are intended to provide a national perspective of annual fire activity, but they may not reflect official figures for a specific agency. The statistics are delineated by agency and Geographic Area. This document and prior year annual reports are available electronically on the [NICC Intelligence web page](#).

Resource mobilization statistics used in this report were gathered from the Interagency Resource Ordering Capability system (IROC), which tracks aircraft, crews, equipment, overhead, and supplies mobilized nationally. Statistics presented in this report are resources requested by any of the ten Geographic Area Coordination Centers (GACCs) and processed through NICC, apart from Incident Management Teams and Temporary Flight Restrictions². Requests by FEMA are placed to NICC through Emergency Support Function (ESF) #4 (Firefighting). The resource ordering process and procedures may be found in the National Mobilization Guide. The National Mobilization Guide can be found on the [NICC Reference Documents web page](#).

Geographic Area Coordination Centers



¹ Situation Report and ICS-209 data are considered situational and provisional, as they are reported while wildfire activity and incidents are occurring; they do not account for all wildland fires and their final outcomes. Some wildfires, including many that are suppressed solely by private citizens or local fire departments (not by wildland fire management agencies), are never reported to any Dispatch Center that submits Situation Report data. Additionally, ICS-209 reports are not required for the small, short duration wildfires that comprise the vast majority of overall fire occurrence annually. For official data and summary statistics, one must contact each of the individual agencies affected and refer to their final fire reports and other authoritative sources of agency-specific information.

² This report only tallies resource requests processed through NICC, with the exceptions of Incident Management Team mobilizations and Temporary Flight Restrictions that are captured nationally. It excludes the substantial number of IROC orders that were placed and filled within the same GACC. It also excludes any resource usage not tracked in IROC, such as local dispatch of initial attack resources.

2023 Fire Environment Summary

January – March

Much of the West was characterized with above normal precipitation and below normal temperatures January through March. Multiple moderate to strong atmospheric rivers brought heavy precipitation to California into the Great Basin and central and southern Rockies through mid-January. While a less active period followed, late February through March had substantial precipitation and below normal temperatures across the West as consistent upper-level trough passages phased with ample Pacific moisture due in part to a historically strong Madden-Julian Oscillation. This led to record setting snowpack and snow water equivalent (SWE) in the Sierra, Nevada, Utah, and Arizona, including multiple stations and ski resorts in California recording more than 700 inches of snow. Snowpack and SWE were mostly well above average through March across the West, but portions of Washington, the northern Rockies, and Alaska were closer to average. Due to the widespread above normal precipitation and near to below normal temperatures, drought improved or was removed across the West except for portions of northern Oregon, eastern Washington, and the Idaho Panhandle into northwest Montana.

Much of the southern and central Plains had below normal precipitation through March, with moderate to exceptional drought occupying most of this territory. Above normal precipitation from eastern Oklahoma into the Upper Mississippi Valley and the Great Lakes in February and March helped alleviate drought in those areas, but drought maintained or worsened across Texas and the southern and central High Plains. The Florida Peninsula received below average precipitation during early 2023 leading to moderate and extreme drought, with drought also developing on portions of the Gulf Coast. Overall, temperatures were above normal for most of the eastern US January through March. Additionally, two late March severe weather events across the Southeast resulted in 26 deaths.

Significant fire activity remained minimal across the US through February, with below average number of fires and only 35% of the 10-year average for acres burned. Fire activity increased in March across the Southern, Southwest, and Rocky Mountain Geographic Areas. Increasingly receptive fuels were noted in the eastern Carolinas into the Mid-Atlantic, on the Florida Peninsula, from Texas onto the southern and central High Plains, and into southern and central New Mexico. Several large wildfires emerged on March 30 in Colorado and New Mexico and on March 31 in Kansas and Oklahoma as strong winds and low relative humidity combined to create critical fire weather conditions. However, the national year-to-date number of fires remained below average while acres burned was far below average at 25% at the end of March.

April – June

Below normal temperatures were widespread across the West, and despite the below average precipitation outside of the Northwest, little snowmelt occurred until the end of April during record setting high temperatures. Record or near record SWE values remained in the Sierra, Nevada, Utah, and Arizona through April. Snowpack and SWE remained above average in May for the southern half to two-thirds of the West, but well above normal temperatures and below normal precipitation caused a precipitous decline in snowpack across Washington, northern Idaho, western Montana, and parts of Wyoming to well below normal by the end of May. Most areas in the West were snow free by the end of June, but basins in the Sierra and portions of the Great Basin held snow much later than normal, especially at higher elevations. By the end of June, most of the drought across the southern half to two-thirds of the West was gone, while drought continued in portions of the northwestern US.

Drought emerged or worsened in Florida during April but record daily rainfall of over 25 inches was recorded in Fort Lauderdale on April 13. Drought was mostly removed in Florida by June after this and other heavy rain events. Widespread above normal precipitation fell on the High Plains, especially the southern and central High Plains in May and June, which improved or removed drought conditions, but areas of extreme to exceptional drought continued in Kansas and Nebraska into the Mid-Mississippi Valley by the end of June. Drought also emerged and worsened in parts of the Midwest and Great Lakes during May and June.

Significant fire activity increased across the Southern, Southwest, Rocky Mountain, and Eastern Geographic Areas in April, but a portion of the Southern Area observed a decrease in significant fire activity at the end of the month due to green-up. Two significant wind events across the central and southern Plains on April 10-13 and April 17-18 resulted in spikes of significant fire activity across New Mexico, Colorado, Nebraska, Iowa, Kansas, and Oklahoma. Very dry and occasionally breezy winds contributed to elevated activity across the Mid-Atlantic into southern New England beginning April 12, with significant fires in Massachusetts, New York, New Jersey, Pennsylvania, and West Virginia. Very dry conditions in eastern North Carolina contributed to the Great Lakes Fire, resulting in the first Complex Incident Management Team deployment of the year. Florida, Arizona, Michigan, and Wisconsin also had short-lived significant fires during the month.

While the steady but modest seasonal increase in fire activity warranted elevating to national Preparedness Level (PL) two (scale one to five) on May 8, significant fire activity remained below normal across the US during May and June. Wildfire activity remained low in much of the Southern Area, with the West observing a gradual increase in activity, but hot and windy conditions at the end of the month saw a marked increase in activity in the Southwest, Colorado, and Texas. By the end of May, fire danger was high in the Lower Mississippi Valley, where the dry conditions and elevated fire potential would persist into fall. However, the nation's first Fuels and Fire Behavior Advisory was issued in mid-June for the western Great Lakes states due to deficient seasonal precipitation. Alaska continued to have a very slow season, one of the slowest on record. At the end of June, national year-to-date acres burned was only 36% of the 10-year average.

In Canada, an unprecedented start to their fire season began in May, with the Canadian Interagency Forest Fire Center (CIFFC) going from PL one to five (i.e., the highest level) in eight days (May 3 to May 11). Numerous large, out of control wildfires were in nearly every province by the end of June, and more than 8 million hectares had burned, eclipsing the annual record for acres burned dating back to 1982. Smoke occasionally drifted into states along the US-Canada border, while abundant smoke poured into the northeast US in early June and significantly deteriorated air quality for multiple days in major cities such as New York and Washington, D.C.

July – September

Significant fire activity increased in July, especially during the latter half, as the national PL increased from two to three on July 21. Much of the significant fire activity was in the Southwest Geographic Area, but the Northern Rockies and Northwest Geographic Areas had multiple long-duration incident management team wildfires on the landscape. Alaska's abnormally slow season finally saw an uptick in activity in the last week of July, when dozens of new wildfires, including several large wildfires, ignited due to prolific lightning and moderately receptive fuels, as noted in a short-lived Fuels and Fire Behavior Advisory issued for the central and eastern Interior and Copper River Basin.

Significant fire activity continued to increase through August, with the national PL increasing from three to four on August 17. Significant fire activity increased across most geographic areas in August, including the Southern Area, but decreased in the Southwest Area, which had escalated to PL four for a short period in early August. A timely significant rainfall event stemming from the remnant of Tropical Storm Hilary over August 20-23 resulted in decreased activity across the Great Basin, Rocky Mountain, and Northern Rockies Geographic Areas for the end of the month. Alaska continued with elevated activity through mid-month before decreasing rapidly at the end of August, while Hawai'i was very active as well.

Significant fire activity generally decreased during September as the national PL dropped from four to three September 7 and from three to two September 26. Rainfall at the end of August and beginning of September across northern California and the northern Intermountain West caused a step down in fire activity, and a season ending rain event along and west of the Cascades from northwest California through western Washington occurred the last week in September. At the end of September, national year-to-date acres burned for the US was well below the 10-year average at just under 40%, with just below average number of fires.

In Hawai'i, Tropical Storm Calvin brought heavy rainfall to the Big Island in July, but overall, a warming and drying trend continued across the islands through July into August as drought expanded across much of the Hawai'ian Islands by the end of August. Driven by winds from the passage of Hurricane Dora to the south and strong upper-level ridging to the north of the islands, respectively, the Lahaina and Upcountry Fires on Maui burned thousands of acres and more than 2,000 structures. With 100 confirmed deaths, the Lahaina fire was the nation's deadliest wildfire in over 100 years. Recent drying and above normal fuel loading coupled with extremely critical fire weather conditions to ignite and spread these wildfires among several others.

Parts of Texas into the Lower Mississippi Valley neared flash drought conditions in July, with accelerating drought in parts of south, west, and central Texas. In August, record breaking temperatures were observed across Texas, the Lower Mississippi Valley, and Gulf Coast as a prolonged heat wave lasted much of August. The conditions were highlighted with a Fuels and Fire Behavior Advisory first issued in mid-August and repeatedly renewed (and shifted eastward) into November as flash drought conditions resulted with much of east Texas and Louisiana in extreme to exceptional drought. While scattered thunderstorms developed over portions of east Texas and the Lower Mississippi Valley at the end of August, any relief was temporary and localized, with lightning-ignited wildfires resulting from thunderstorms as well. Consistent elevated initial attack and large fire occurrence was reported in Texas, Louisiana, Mississippi, and other southeast US states during the summer. Southern Area elevated to PL four on August 24 and then to PL five from August 29 to September 5, due to this significant wildfire activity and Hurricane Idalia, before reverting to PL three on September 17.

Drier than normal conditions were observed across Florida into the Carolinas before Hurricane Idalia moved through Florida, southern Georgia, and the Carolinas at the end August. However, the tropical moisture tracked east of the western Florida Panhandle and central Gulf Coast states, which remained dry. Drought also intensified and expanded in portions of the Ohio Valley and Midwest, but late September rainfall brought some relief. Heavy rain fell on portions of the East Coast due to tropical cyclones or remnants of tropical cyclones, with a developing coastal low producing record setting rainfall in and around New York City September 29.

Warmer and drier than normal conditions developed across the West in July, mostly due to the late arriving and weak North American Monsoon. Record breaking temperatures were observed across the southwestern US into Texas as a prolonged heat wave lasted much of July. Record heat examples included El Paso having more than six consecutive weeks above 100°F, and Phoenix with 30 straight days over 110°F. Phoenix's July average temperature was nearly four degrees above the previous warmest month, and areas in the southwestern US received little to no rainfall marking their driest July on record.

Abnormally dry and drought conditions developed and expanded from the Lower Mississippi Valley through the southwestern US, with intensifying and expanding drought across parts of the Northwest and Northern Rockies July into August. The North American Monsoon arrived in August to the Southwest and Colorado, and it was augmented by tropical cyclones such as Hurricane Hilary as it extended through the Intermountain West. However, two significant dry thunderstorms developed August 14-15 and August 24-25 in northwest California, western Oregon, and western Washington, helping ignite dozens of large wildfires and spurring the elevation to PL four in Northern California and two short periods of PL five in the Northwest. By the third week of August, all ten Geographic Areas had ongoing large fires, as is common at the peak of the summer season, but for the second consecutive year, elevation to national PL five did not occur. The monsoon continued into September with some intrusions farther north across the West, but the Southwest into the Four Corners mostly received near to below normal rainfall for the month. Large fires continued to be active from mid-August to late September in western Washington and northwest California, especially between moisture intrusions, before season ending rains arrived in late September via an atmospheric river.

The unprecedented fire season Canada continued through most of September with CFFC remaining at PL five for 124 days (May 11 – September 7) and not dropping to PL one until October 6. Nearly two-hundred thousand people were evacuated during the summer and nearly 18.5 million hectares burned, more than two and a half times the previous annual record. Additionally, 142 confirmed pyrocumulonimbus (pyroCb) clouds were observed on fires in Canada, setting a record for most pyroCbs in a year.

October – December

Significant fire activity generally decreased through October as the national PL dropped from two to one on October 13. However, very dry and occasionally windy conditions at the end of the month from California into the greater Four Corners area resulted in a brief uptick in activity across California, the Southwest, and southern Colorado. Moderate initial attack and periodic large fires continued in the Southern Area as well, mainly in the Deep South and southern Appalachians. Fire activity increased in Southern Area during November, with the geographic area increasing to PL three in early November before returning to PL two the last week of November. Large fires were reported in every state of the Southern Area during the month, and multiple complex incident management teams were assigned, with fire activity increasing in the Eastern Area near the Southern Area boundary. Central Appalachia was briefly highlighted with a Fuels and Fire Behavior Advisory jointly issued by Southern and Eastern Areas for the latter half of November.

Extreme and exceptional drought expanded and intensified across east Texas through the Lower Mississippi Valley, with continued warmer and drier than normal conditions in October. Extreme to exceptional drought persisted in Louisiana and Mississippi with other areas in Iowa, Nebraska, and New Mexico as most of the CONUS had below normal precipitation and near to above normal temperatures during November. Southern and Eastern Areas' fire activity increased due

to the multiple passages of dry cold fronts followed by periods of post-frontal dry and breezy conditions in November. Drought improved in Texas, but drought developed or worsened in portions of the Four Corners, Mississippi Valley, Midwest, and the southern and central Appalachians into the Mid-Atlantic during November.

In December, several cold fronts moved from the Plains to the East Coast during the month, but these tended to be drier until they reached the Appalachians, Gulf and East Coasts. However, by late December the pattern turned wetter for the Plains into the Southeast. As a result, drought improved slightly across portions of the Lower Mississippi and Tennessee Valleys as well as portions of the Gulf Coast, and Mid-Atlantic. However, drought worsened over portions of the Mid-Mississippi and Lower Ohio Valleys.

Early and late October precipitation events in the northwestern US continued to slow fire activity, but moderate to extreme drought remained along and west of the Cascades stretching into northern Idaho and northern Montana. Drought improved across much of the northwestern US in November and December due to several atmospheric river events impacting region and down the West Coast. However, most of the West had below normal snowpack and SWE at the end of December, generally 25-75%, with most areas receiving near to below normal precipitation during the three-month period as well. The timely arrival of atmospheric rivers kept fire activity mostly below typical levels across California even during multiple periods of offshore winds.

The Hawai'ian Islands had multiple periods of enhanced trade winds with dry airmasses October - December, including in early November and late December when fire activity increased. However, a strong Kona Low brought widespread heavy rainfall to the islands the last week of November. Periodic frontal passages also helped mitigate fire potential on the islands through the period, with drought improving but remaining in some areas.

Fire activity continued to decrease throughout December across the US, continuing the trend from late November. On December 7, Southern Area reverted to PL one, leaving just the California Geographic Areas at PL two, given the possibility of problematic late-season winds despite otherwise favorable fuels conditions. A limited number of large fires burned briefly across the country in December, mainly in the Eastern, Southern, and Southwest Areas; however, significant fire activity was minimal over the last half of the month. While a large fire was recorded in southern California early in the month due to a Santa Ana wind event, the late-season fire activity in coastal California was unusually light. At the end of the year, annual acres burned for the US in 2023 remained well below the 10-year average at just over 37%, with slightly below average number of fires as well, at 95%.

National Fire Activity Synopsis

Nationally, there were 56,580 wildfires reported in 2023, compared to 68,988 wildfires reported in 2022. Reported wildfires consumed 2,693,910 acres nationally, compared to 7,577,183 acres in 2022.

In 2023, the reported acres burned nationwide was noticeably lower than the 10-year average, while the number of reported wildfires nationwide was only slightly lower than the 10-year average. Eastern Area was the only Geographic Area to see above average (56%) acres burned. All other geographic areas were below their averages for both number of fires and acres burned.

A total of 4,318 structures were reported destroyed by wildfires in 2023, including 3,060 residences, 1,228 minor structures, and 51 commercial/mixed residential structures. In 2023, the majority of structures were destroyed in the Northern California Geographic Area, including the 2,308 residences destroyed in Maui.

Structures Destroyed

GACC	Single Residences	Mixed Commercial-Residential	Multiple Residences	Nonresidential Commercial Property	Other Minor Structures	Total
AK	5	0	0	0	4	9
EA	18	0	0	0	76	94
GB	4	0	0	1	5	10
NO	2,313	0	0	3	1	2,317
NR	17	0	0	0	52	69
NW	421	0	0	5	459	885
RM	7	0	0	3	11	21
SA	220	3	24	14	586	847
SO	25	0	0	0	17	42
SW	6	0	0	1	17	24
Total	3,036	3	24	27	1,228	4,318

Significant Incidents Over 40,000 Acres

Name	GACC	State	Start Date	Last Report Date	Size In Acres	Cause*
Smith River Complex	NO	CA	8/16	11/15	95,107	U
York	SO	CA	7/28	8/19	93,078	H
Newell Road	NW	WA	7/21	7/30	60,551	U
Pass	SW	NM	5/21	8/31	59,833	L
Anderson Complex	AK	AK	7/29	8/24	58,933	U
Delta	AK	AK	7/25	8/31	57,395	L
Clear Creek Complex	AK	AK	7/27	8/17	52,966	L
2023 SRF Lightning Complex	NO	CA	8/17	10/24	50,198	U
Pogo Mine Road	AK	AK	7/25	8/23	48,792	L
Cooksley	RM	NE	4/18	4/18	40,000	U

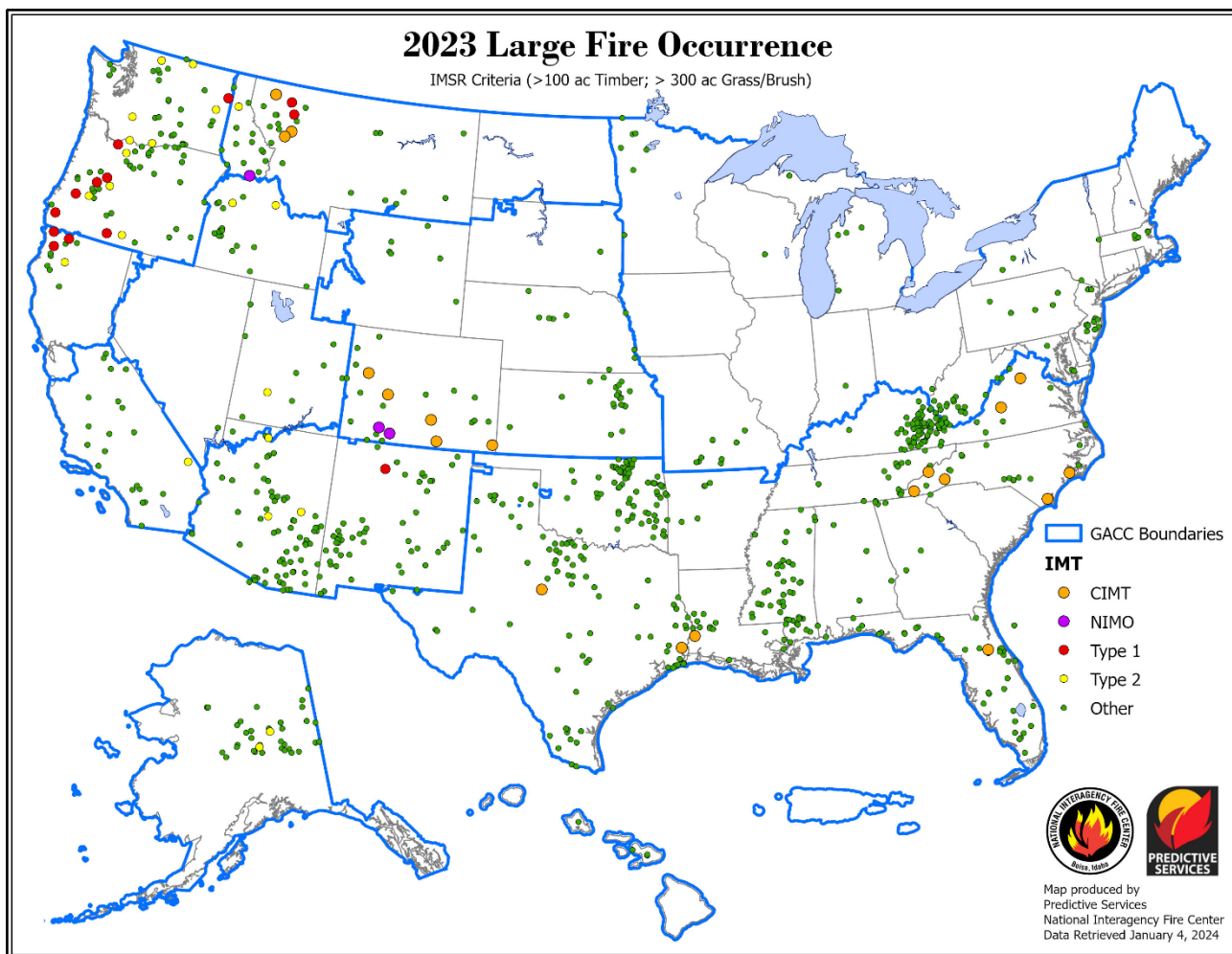
* L = Lightning H – Human U – Undetermined NR – Not Reported

Information in the above table was derived from the Sit/209 Application. This information may not reflect final official figures.

Wildfires and Acres

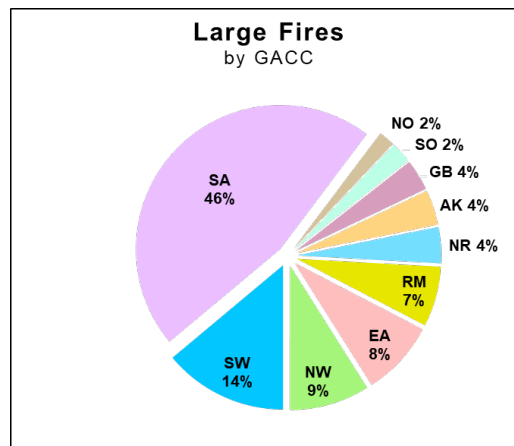
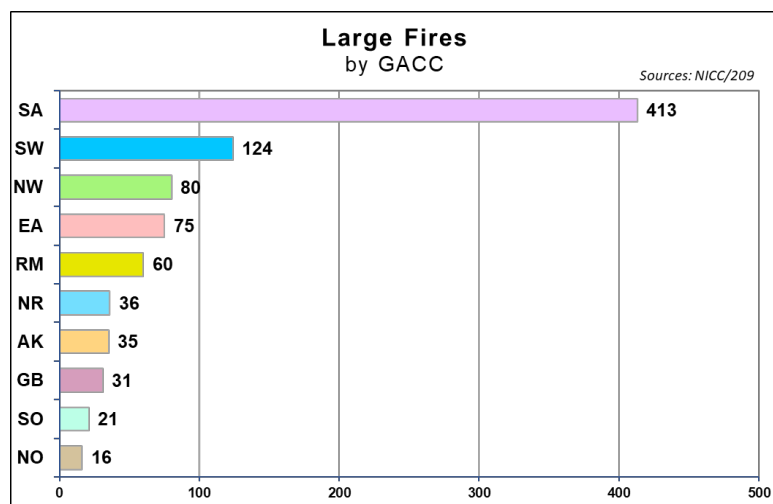
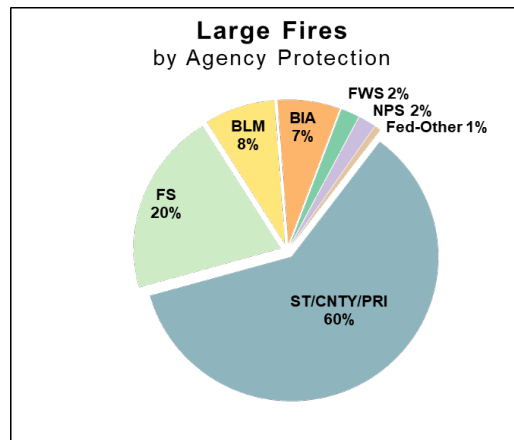
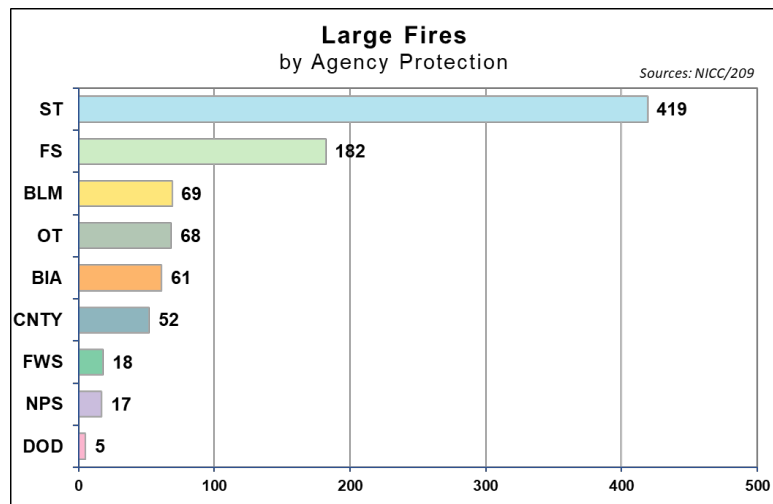
Large fires are defined in the National Mobilization Guide as fires that burn a minimum of 100 acres in timber fuel models or 300 acres in grass and brush fuel models.

There were 891 large wildfires and complexes reported in 2023 through the SIT/209 application. Large wildfires represented less than 2% of total wildfires reported nationally in 2023.



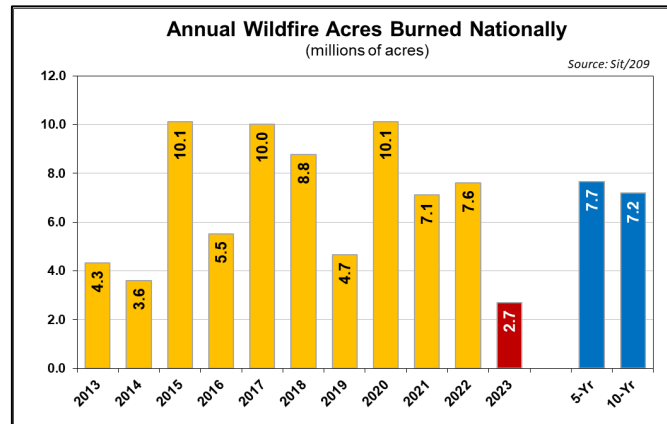
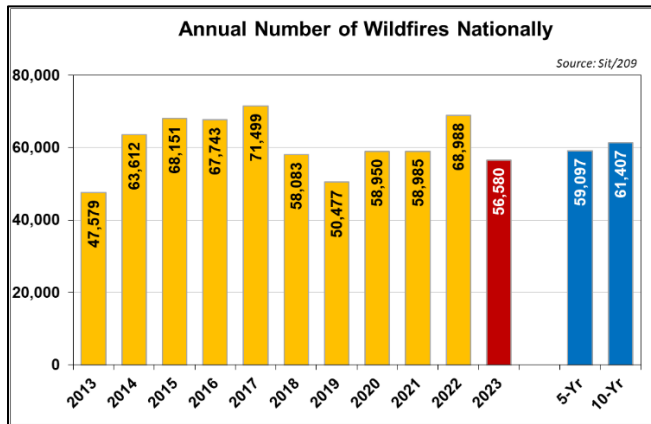
Large Wildfires by Geographic Area and Agency

In 2023, most incidents that met “large fire” criteria occurred in Southern Area and on lands protected at the state-level or other non-federal fire management organizations.



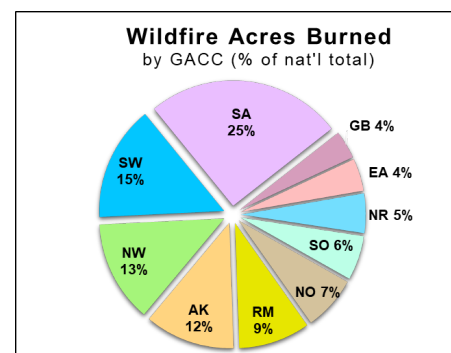
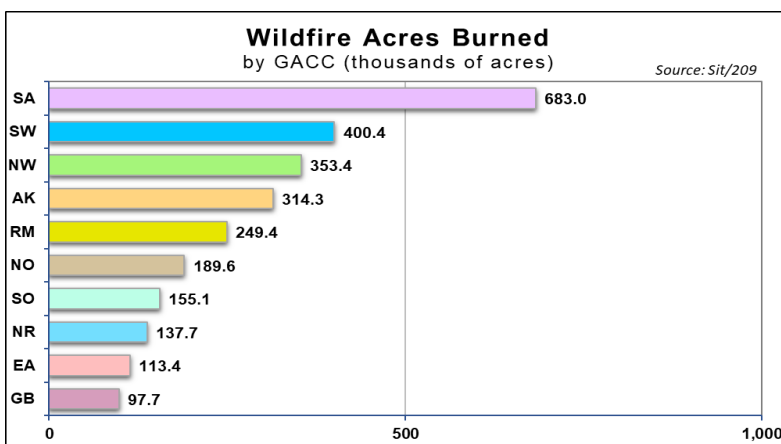
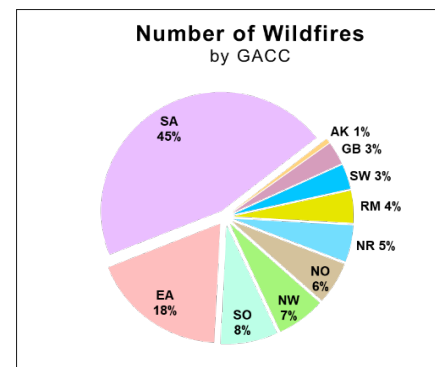
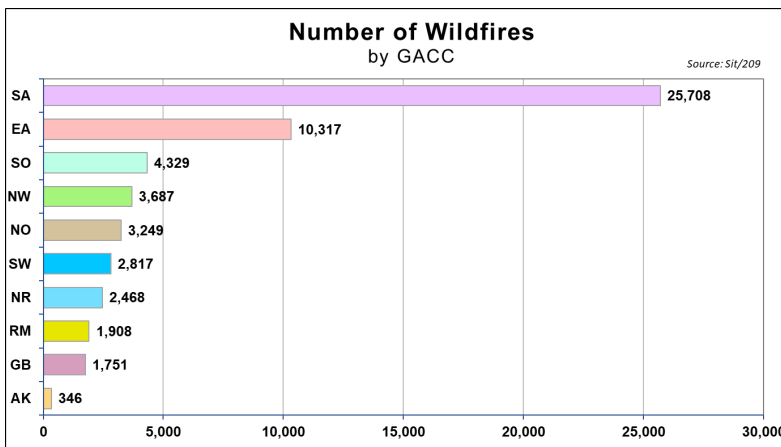
Overall Wildfire Activity Reported to NICC

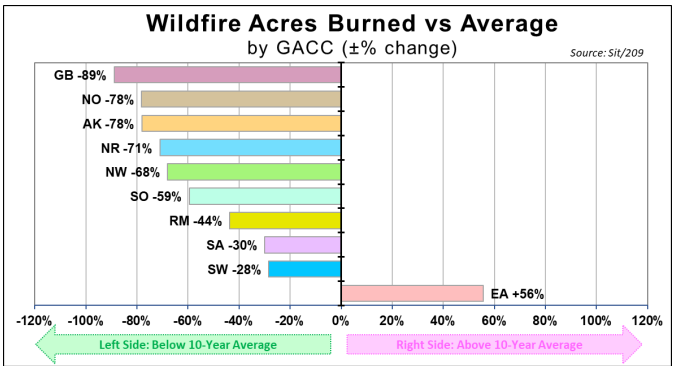
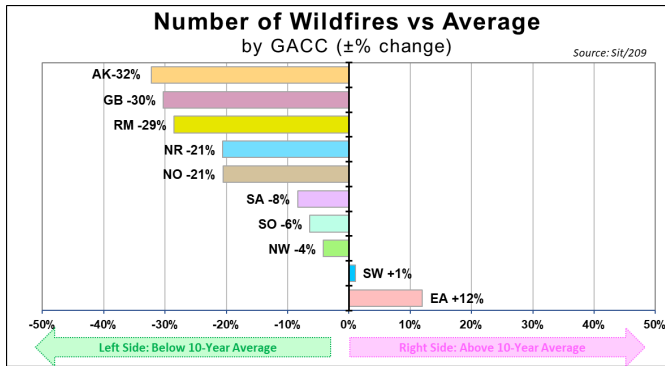
In 2023, there were 56,580 wildfires that burned 2,693,910 acres. The total number of fires and acres burned were both below the five and ten-year averages.



Wildfires by Geographic Area

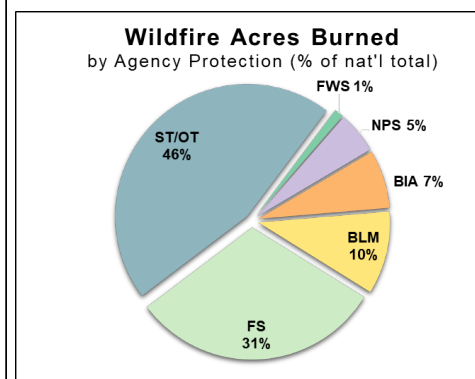
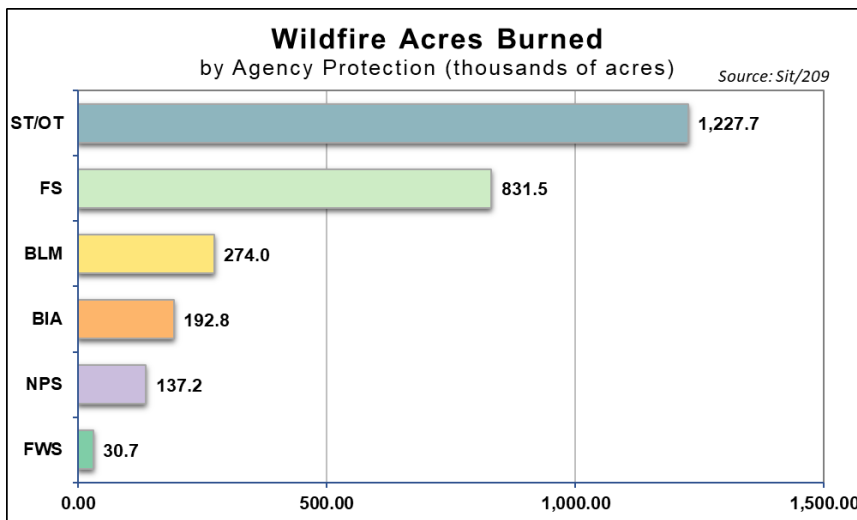
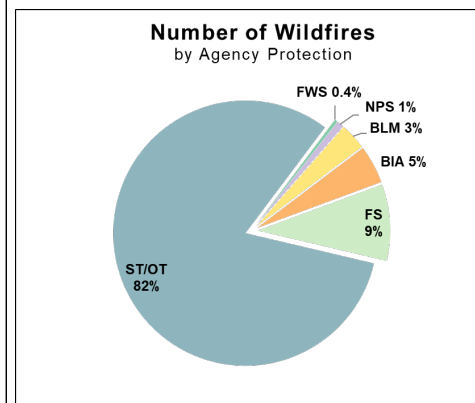
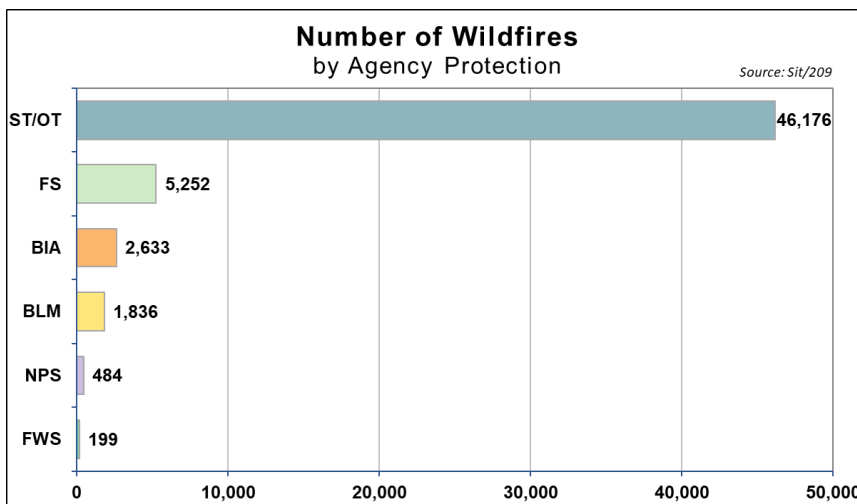
In 2023, the Southern Area accounted for just under half of the overall distribution of wildfires, and the largest proportion of acres burned the United States. The charts below show the 2023 fire activity for each Geographic Area.





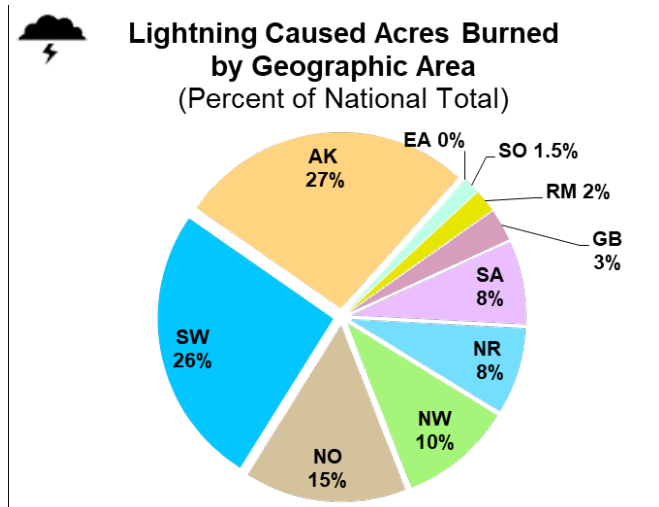
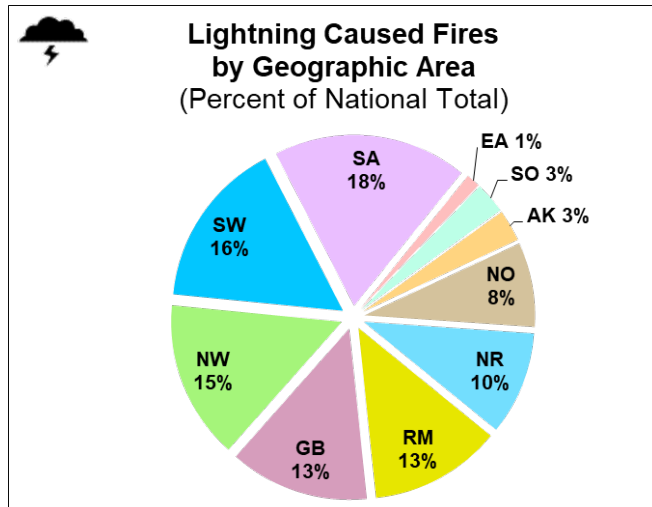
Wildfires by Agency

The distribution of wildfires by protection agency in 2023 was similar to prior years. About one-quarter of the nation's fires occurred on federally protected lands. Most wildfires, however, ignited on private lands or other areas under state or local protection.



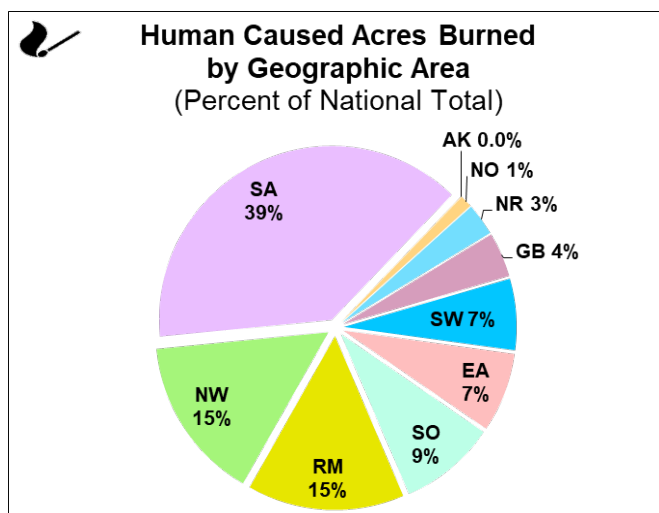
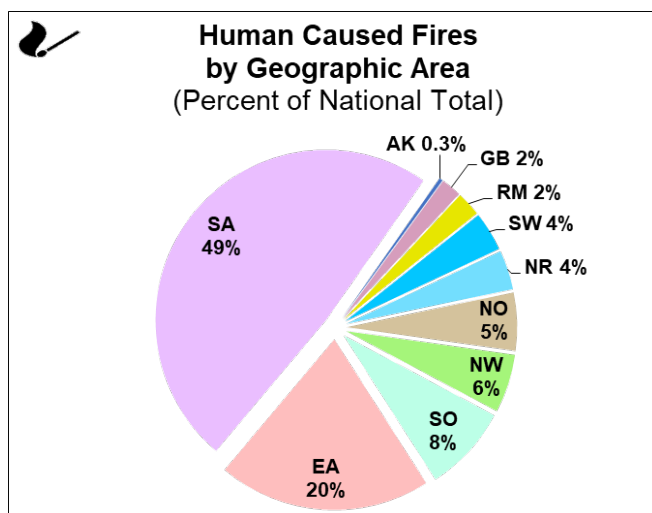
Lightning Fires and Acres by Geographic Area

Fires/ Acres	AK	EA	GB	NO	NR	NW	RM	SA	SO	SW	Total
Fires	176	77	777	470	576	882	734	1,081	174	936	5,883
Acres	313,538	351	34,030	172,438	91,949	119,748	24,039	88,765	17,019	298,788	1,160,665



Human Caused Fires and Acres by Geographic Area

Fires/ Acres	AK	EA	GB	NO	NR	NW	RM	SA	SO	SW	Total
Fires	170	10,240	974	2,779	1,892	2,805	1,174	24,627	4,155	1,881	50,697
Acres	737	113,065	63,626	17,209	45,705	233,619	225,324	594,233	138,115	101,612	1,533,245



Wildfires and Acres Burned by Agency and GACC – 2023 & prior years

Agency Fires/Acres	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	5-Yr Avg.	10-Yr Avg.
BIA Fires	3,239	3,377	3,886	4,056	3,843	3,472	2,830	4,740	4,646	3,182	2,633	3,774	3,727
BIA Acres	173,491	327,352	591,644	325,162	306,542	216,118	151,305	923,298	396,433	255,552	192,807	388,541	366,690
BLM Fires	2,628	1,944	2,093	2,105	2,927	2,872	2,046	2,362	2,241	1,934	1,836	2,291	2,315
BLM Acres	1,012,600	871,642	4,770,133	1,183,821	2,711,267	1,905,343	2,024,554	1,131,540	412,155	1,752,793	274,004	1,445,277	1,777,585
FS Fires	7,105	6,755	7,056	5,676	6,617	5,629	5,332	6,738	6,244	5,852	5,252	5,959	6,300
FS Acres	1,365,644	871,876	1,916,302	1,247,906	2,866,031	2,307,439	615,816	4,814,465	4,126,564	1,865,791	831,465	2,746,015	2,199,783
FWS Fires	332	348	194	174	252	162	175	238	307	196	199	216	238
FWS Acres	138,284	17,404	33,897	15,374	206,393	71,137	91,311	52,739	51,264	20,659	30,707	57,422	69,846
NPS Fires	455	389	398	463	314	389	290	304	361	332	484	335	370
NPS Acres	265,755	24,949	74,780	177,901	110,349	121,092	27,533	145,447	131,182	28,615	137,242	90,774	110,760
State/Other Fires	33,820	50,799	54,524	55,269	57,546	45,559	39,804	44,568	45,186	57,492	46,176	46,522	48,457
State/Other Acres	1,363,772	1,482,390	2,738,393	2,559,831	3,825,504	4,146,363	1,753,843	3,054,847	2,008,045	3,653,773	1,227,685	2,923,374	2,658,676
Total Fires:	47,579	63,612	68,151	67,743	71,499	58,083	50,477	58,950	58,985	68,988	56,580	59,097	61,407
Total Acres:	4,319,546	3,595,613	10,125,149	5,509,995	10,026,086	8,767,492	4,664,362	10,122,336	7,125,643	7,577,183	2,693,910	7,651,403	7,183,341

GACC Fires/Acres	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	5-Yr Avg.	10-Yr Avg.
AK Fires	603	384	768	572	364	367	720	349	384	595	346	483	511
AK Acres	1,316,876	233,561	5,111,404	496,467	653,023	410,683	2,498,159	181,169	253,356	3,110,976	314,277	1,290,869	1,426,567
EA Fires	7,110	7,030	11,639	11,270	9,816	6,891	5,750	13,175	10,855	8,592	10,317	9,053	9,213
EA Acres	64,992	54,141	100,294	98,042	41,705	50,734	38,852	63,036	152,669	64,342	113,416	73,927	72,881
GB Fires	2,971	2,250	2,096	2,063	3,127	2,776	2,308	2,958	2,449	2,121	1,751	2,522	2,512
GB Acres	930,795	164,802	505,483	761,622	2,103,788	2,087,922	459,384	948,812	373,165	436,598	97,656	861,176	877,237
NO Fires	5,299	4,082	4,587	3,363	4,173	3,602	3,704	4,678	3,962	3,429	3,249	3,875	4,088
NO Acres	165,194	474,826	594,048	96,706	672,448	1,496,950	214,742	2,779,003	1,945,506	246,990	189,647	1,336,638	868,641
NR Fires	2,773	2,665	3,817	2,700	3,900	2,741	2,309	3,404	4,052	2,710	2,468	3,043	3,107
NR Acres	179,459	143,271	745,947	202,140	1,551,275	147,093	74,042	403,046	1,069,660	223,746	137,654	383,517	473,968
NW Fires	4,389	4,572	4,603	2,519	3,404	3,764	3,690	3,853	4,075	3,611	3,687	3,799	3,848
NW Acres	503,993	1,383,514	1,823,473	513,226	1,121,442	1,336,096	249,476	1,983,970	1,503,026	631,605	353,367	1,140,835	1,104,982
RM Fires	2,621	2,356	2,559	3,289	3,164	2,480	1,684	2,852	3,316	2,392	1,908	2,545	2,671
RM Acres	237,121	78,345	180,822	686,921	754,747	748,956	114,685	1,021,951	336,187	273,503	249,363	499,056	443,324
SA Fires	14,448	34,267	31,594	34,474	35,068	27,721	22,999	18,773	22,164	38,945	25,708	26,120	28,045
SA Acres	182,650	752,694	556,267	1,591,044	1,960,764	1,591,101	498,925	556,902	532,835	1,518,116	682,996	939,576	974,130
SO Fires	4,608	3,786	4,175	3,996	5,389	4,453	4,632	5,419	5,324	4,460	4,329	4,858	4,624
SO Acres	412,481	80,218	304,925	479,207	595,873	348,722	55,092	1,144,214	320,378	87,350	155,134	391,151	382,846
SW Fires	2,757	2,220	2,313	3,497	3,094	3,288	2,681	3,489	2,404	2,133	2,817	2,799	2,788
SW Acres	325,985	230,241	202,486	584,620	571,021	549,235	461,005	1,040,233	638,861	983,957	400,400	734,658	558,764
Total Fires:	47,579	63,612	68,151	67,743	71,499	58,083	50,477	58,950	58,985	68,988	56,580	59,097	61,407
Total Acres:	4,319,546	3,595,613	10,125,149	5,509,995	10,026,086	8,767,492	4,664,362	10,122,336	7,125,643	7,577,183	2,693,910	7,651,403	7,183,341

National Preparedness Levels

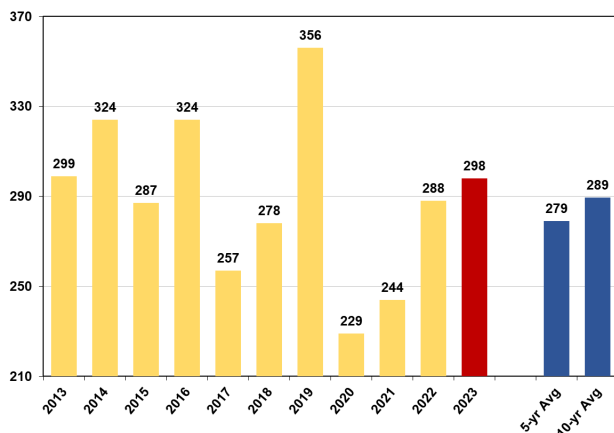
In 2023 the National Preparedness Level (PL) was elevated and decreased accordingly:

- Elevated from PL 1 to PL 2 on May 9
- Elevated from PL 2 to PL 3 on July 21
- Elevated from PL 3 to PL 4 on August 17
- Decreased from PL 4 to PL 3 on September 7
- Decreased from PL 3 to PL 2 on September 26
- Decreased from PL 2 to PL 1 on October 13

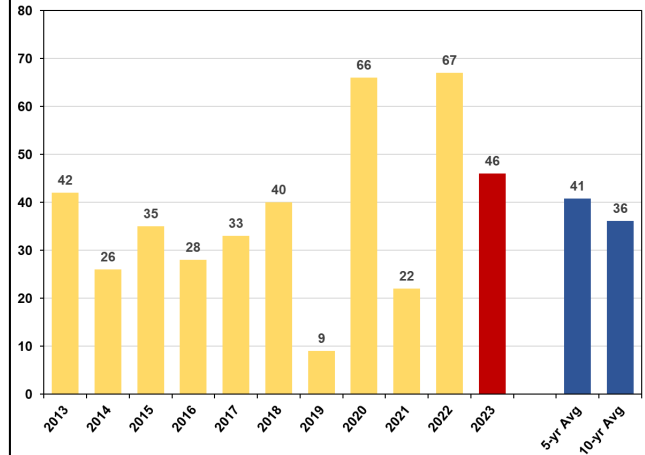
Total Number of Days at Each National Preparedness Level

PL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	31	28	31	30	8	0	0	0	0	23	30	31	208
2	0	0	0	0	23	30	20	0	5	8	0	0	90
3	0	0	0	0	0	0	11	16	19	0	0	0	46
4	0	0	0	0	0	0	0	15	6	0	0	0	21
5	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:	31	28	31	30	31	30	31	31	30	31	30	31	365

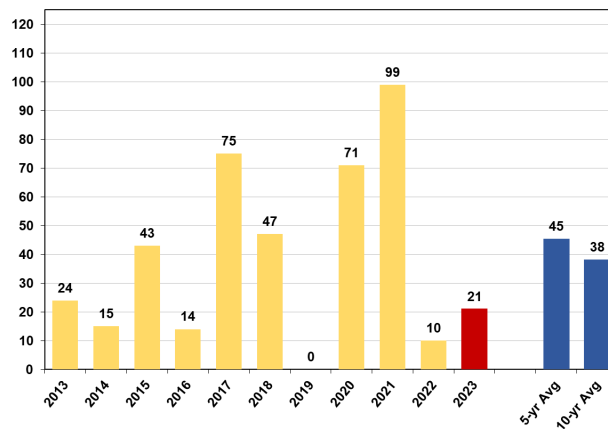
National Preparedness Levels 1 & 2



National Preparedness Level 3



National Preparedness Levels 4 & 5



National Preparedness Level Summary

Total Days at National Preparedness Levels

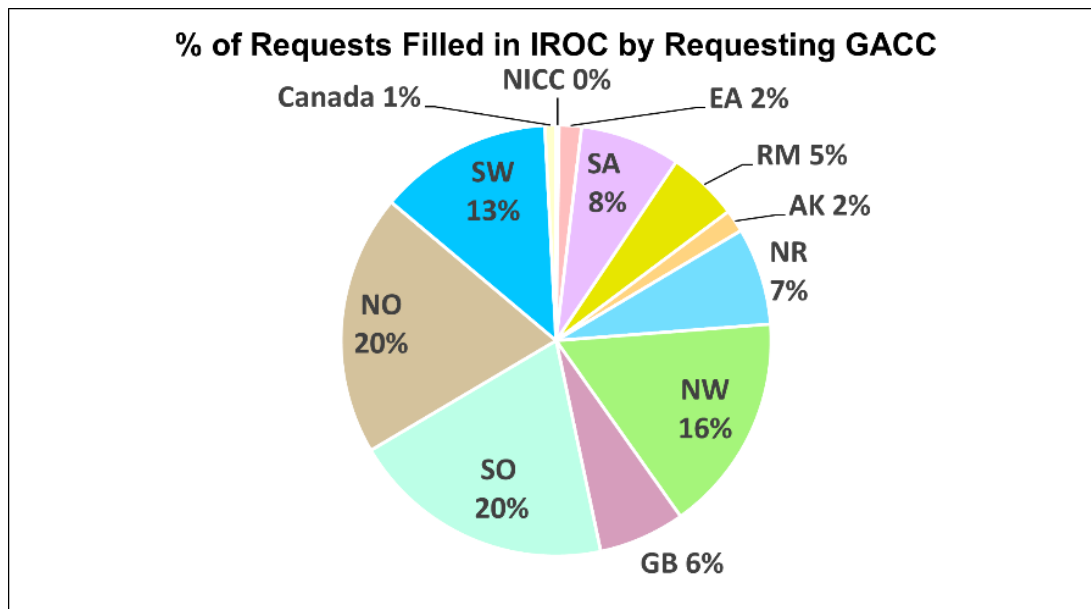
Year	PL 1	PL 2	PL 3	PL 4	PL 5	PL1&2	PL4&5
1990	247	74	31	6	7	321	13
1991	255	103	7	0	0	358	0
1992	278	67	15	6	0	345	6
1993	268	97	0	0	0	365	0
1994	235	26	54	4	46	261	50
1995	254	96	15	0	0	350	0
1996	98	179	60	8	21	277	29
1997	216	149	0	0	0	365	0
1998	157	172	30	6	0	329	6
1999	159	165	33	8	0	324	8
2000	179	73	61	13	40	252	53
2001	188	142	9	10	16	330	26
2002	187	76	14	26	62	263	88
2003	92	155	60	10	48	247	58
2004	249	57	60	0	0	306	0
2005	233	44	47	41	0	277	41
2006	118	137	44	16	50	255	66
2007	212	76	17	21	39	288	60
2008	209	84	15	36	22	293	58
2009	275	62	28	0	0	337	0
2010	231	134	0	0	0	365	0
2011	207	92	59	7	0	299	7
2012	212	49	60	45	0	261	45
2013	253	46	42	17	7	299	24
2014	242	82	26	15	0	324	15
2015	253	34	35	19	24	287	43
2016	251	73	28	14	0	324	14
2017	185	72	33	36	39	257	75
2018	191	87	40	13	34	278	47
2019	241	115	9	0	0	356	0
2020	205	24	66	26	45	229	71
2021	161	83	22	31	68	244	99
2022	152	136	67	10	0	288	10
2023	211	86	46	21	0	298	21

Averages	PL1&2	PL 3	PL4&5
Total Days: 5-yr Avg	279	41	45
Total Days: 10-yr Avg	289	36	40

Requests Filled Nationally in IROC

2023 was another below average year for the wildland firefighter and dispatch community. A little over 334,000 requests were filled nationally in IROC. This is lower than the 385,030 requests filled in 2022. The following data shows the number of requests filled in IROC by Requesting GACC in 2023.

GACC	Aircraft	Crew	Equipment	Overhead	Supply	Total
AK	268	97	746	4,136	397	5,644
EA	59	56	806	4,621	98	5,640
GB	1,358	293	3,392	16,032	607	21,682
NICC	55	17	20	610	23	725
NO	6,327	2,558	14,201	40,860	1,500	65,446
NR	1,620	465	4,113	16,795	1,422	24,415
NW	4,503	1,409	8,378	37,294	3,193	54,777
RM	1,501	329	1,864	13,391	805	17,890
SA	1,414	169	3,064	19,571	914	25,132
SO	6,701	3,131	17,171	38,637	620	66,260
SW	2,717	1,116	5,016	32,981	1,803	43,633
Canada	7	77	29	2,661	0	2,774
Total	26,530	9,717	58,800	227,589	11,382	334,018



*** Disclaimer: Of the 227,589 overhead requests, 177,078 requests were subordinate requests attached to parent aircraft, overhead, crew, engine, and supply requests. Of the 334,018 requests, 2,786 requests were support requests attached to parent aircraft, overhead, crew, and engine requests.

These statistics are based off an IROC report utilizing the QST1 Request Status Table. Statistics may vary amongst individual Geographic Area annual reports depending on which filters are utilized within the IROC Reports module.

Requests Processed through the NICC

During the 2023 fire season, resource requests to NICC varied compared to the five and ten-year averages. Incident Management Teams ordering was significantly below both averages. Type 1 helicopter orders surpassed the ten-year average, whereas Type 2 helicopter requests fell below it. Airtanker ordering was notably below both the five and ten-year averages. National contract caterer and shower orders were also under the 10-year averages. However, overhead, engines, and crew orders exceeded the 10-year average.

The following statistics show requests processed through the National Interagency Coordination Center, except for Incident Management Teams, which are captured on a national mobilization scale. This data is broken down by requesting Geographic Area and Requesting Agency. Five- and ten-year averages are also provided.

International Resource Mobilizations

In 2023, Canada experienced an unprecedented wildfire season with 6,623 reported wildfires burning over 45 million acres—well beyond the 10-year average of 5,597 fires for 6,798,267 acres. Starting in April, the wildfire activity escalated across all provinces and territories, leading to a National Preparedness Level of PL5 on May 11, which remained until dropping to PL4 on September 8.

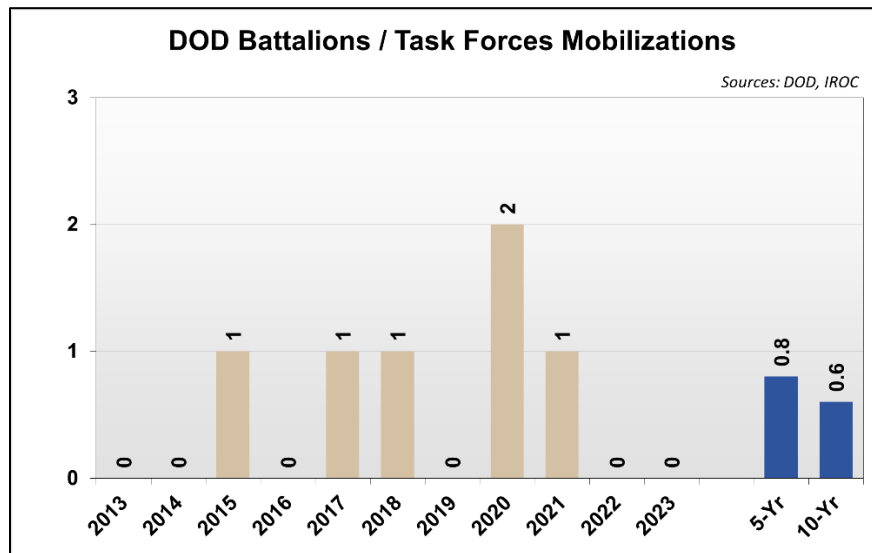
The United States was one of 12 countries that mobilized wildland fire personnel to Canada. Through the [NIFC-CIFFC Agreement](#) the US provided resource assistance from May through early September to Alberta, British Columbia, Ontario and Quebec. These resource mobilizations included three smokejumper aircraft (with smokejumper personnel), two Type 2 rappel helicopters (with personnel), 29 engines, 77 hand crews and 25 incident management teams³. A total of 2,774 resources were mobilized to Canada.

Additional resource mobilization occurred through state compacts with the northern border states. Most occurred outside of IROC and are not part of the statistics shown. Additionally, there were significant supply requests filled through the National Cache System. These were not requested through IROC and were tracked through the Interagency Cache Business System. Supply requests to Alberta and Quebec included 258 Mark-3 pumps and accessory kits, collapsible water tanks, hundreds of water handling accessories, hose, sprinkler kits, dozens of wildland fire tools, drip torches and other wildland fire supplies.

³ The incident management team mobilizations to Canada reflect all filled requests for Type 1, Type 2, Type 3 and Complex Incident Management Teams.

Department of Defense Mobilizations

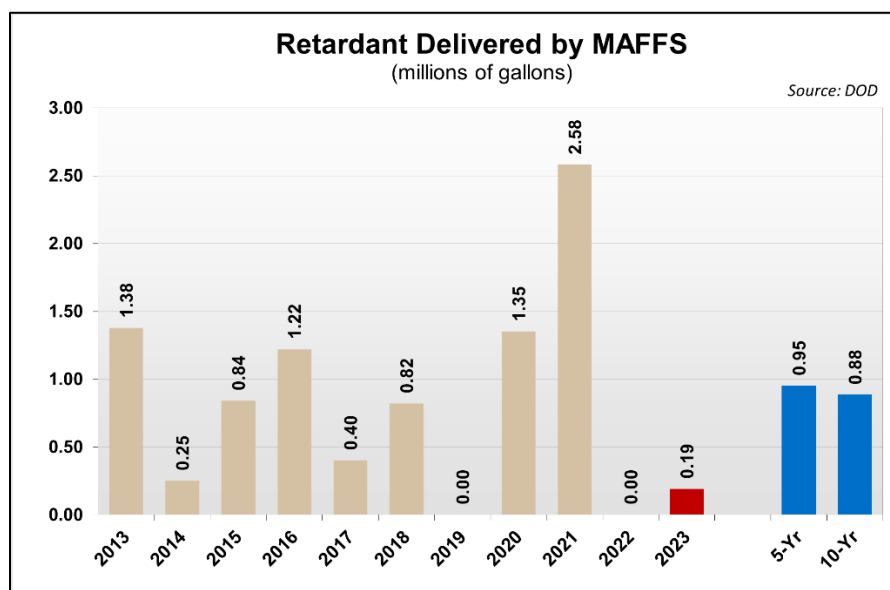
NICC did not process any military requests in 2023. The number of military battalions and task forces requested through NICC and deployed in the last ten years is shown below.



Modular Airborne Fire Fighting Systems (MAFFS)

MAFFS air tankers were activated on August 9 and released on September 6. National statistics for the 35-day activation are listed below:

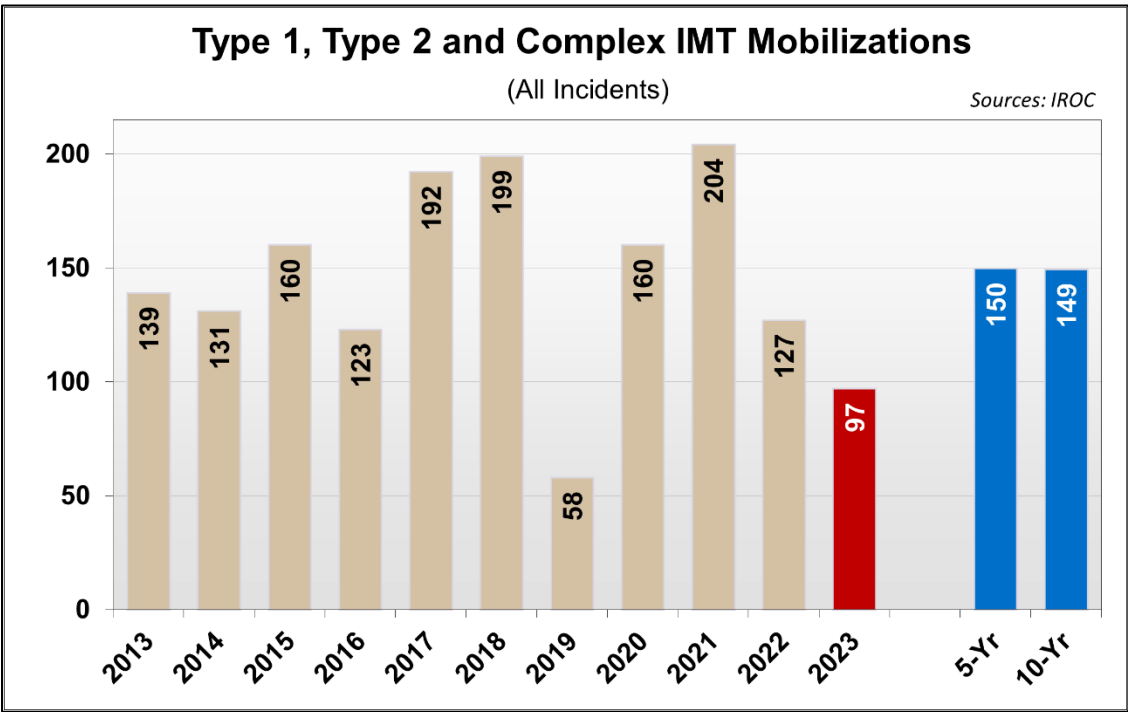
- Total missions: 69
- Total employment hours: 90.3
- Total retardant drops: 73
- Total gallons of retardant dropped: 185,263



Incident Management Team Mobilizations

In 2024, the firefighting community will adopt a new Incident Management Team business model. All federal Type 1 and Type 2 Incident Management Teams (IMTs) will become Complex Incident Management Teams (CIMT). More information about CIMTs can be found at the [NWCG Incident Workforce Development Group webpage](#).

In 2023, all team types were mobilized, and statistics can be found below. The following statistics include the transition from Type 1 and Type 2 IMTs to Complex Incident Management Teams.

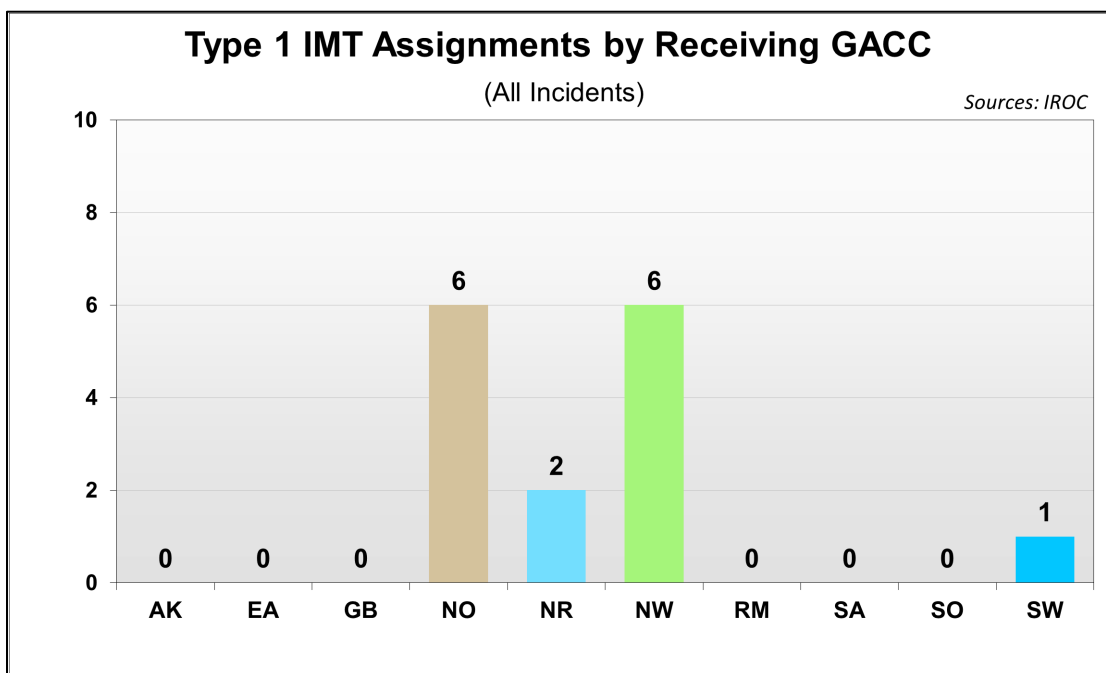
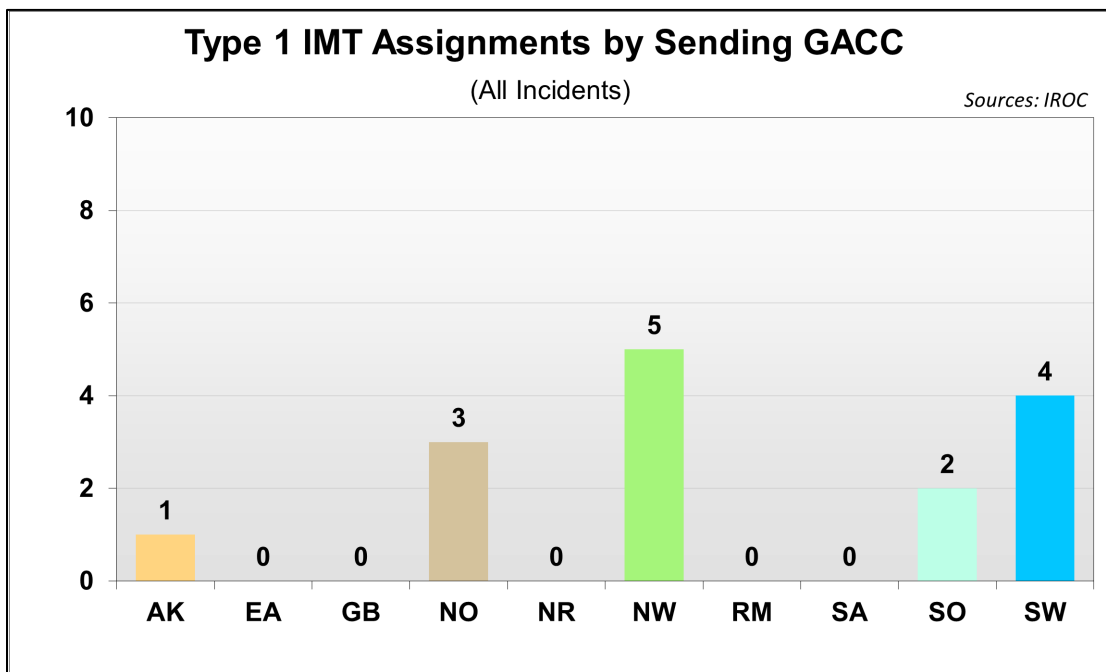


National Incident Management Organization

National Incident Management Organization (NIMO) teams were assigned to five wildfire incidents for a total of 111 days. NIMO teams were also mobilized to three non-wildland fire incidents.

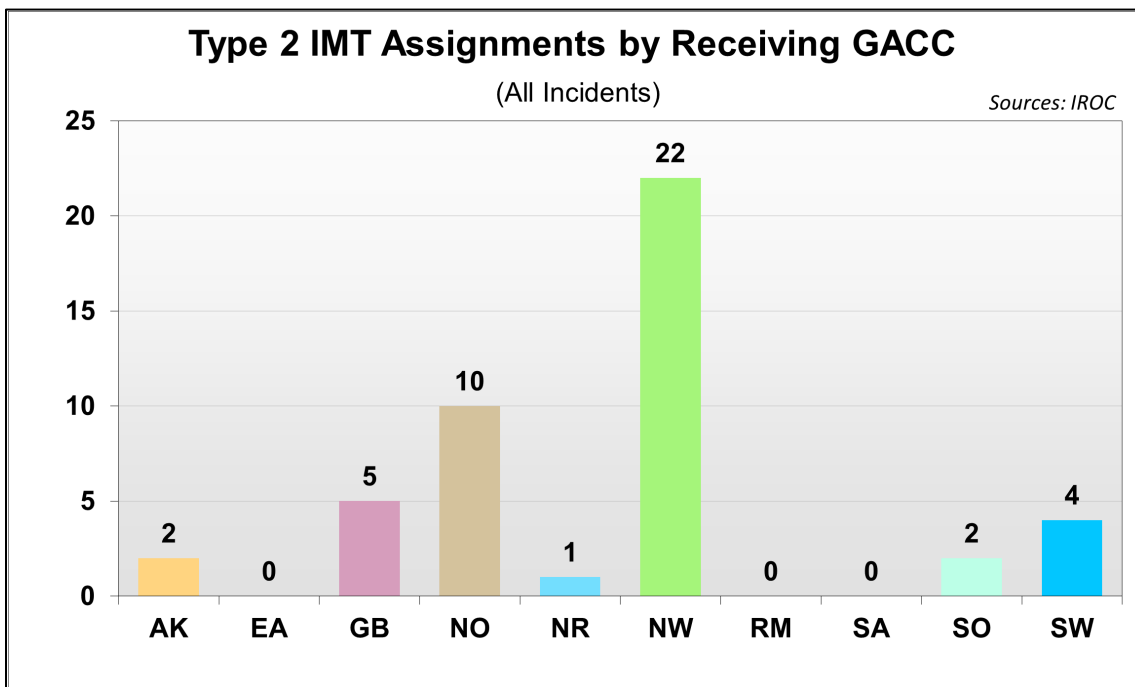
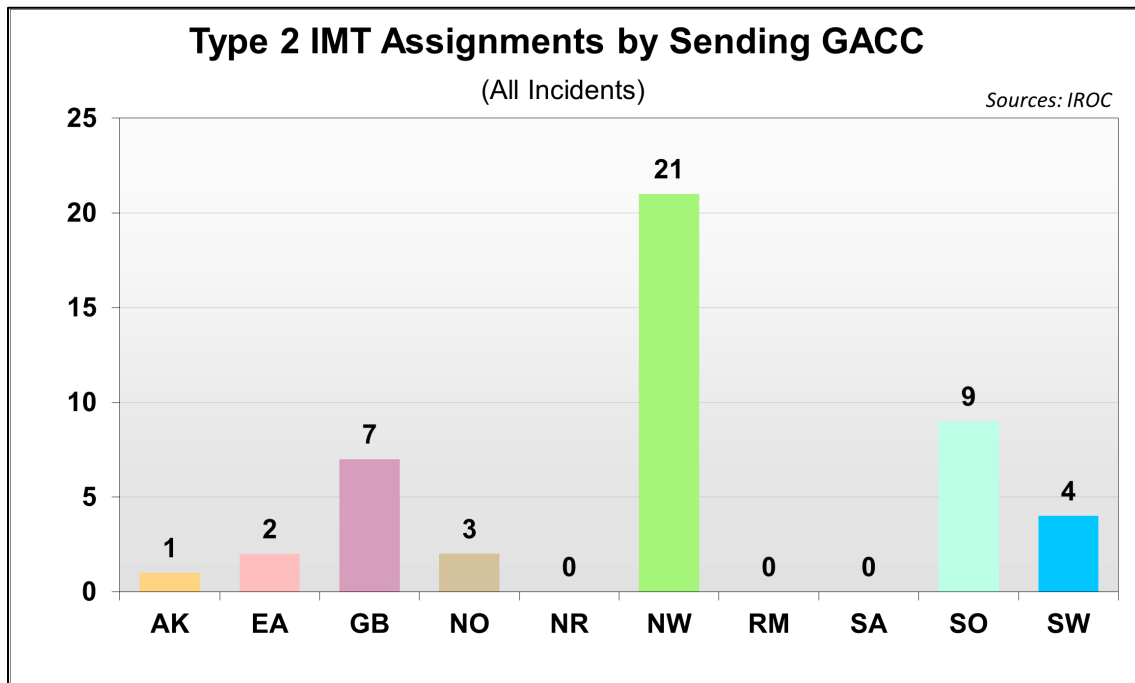
Type 1 Incident Management Teams

Eight national Type 1 Incident Management Teams were mobilized to 15 incidents in 2023. Type 1 IMTs were assigned for 226 days.



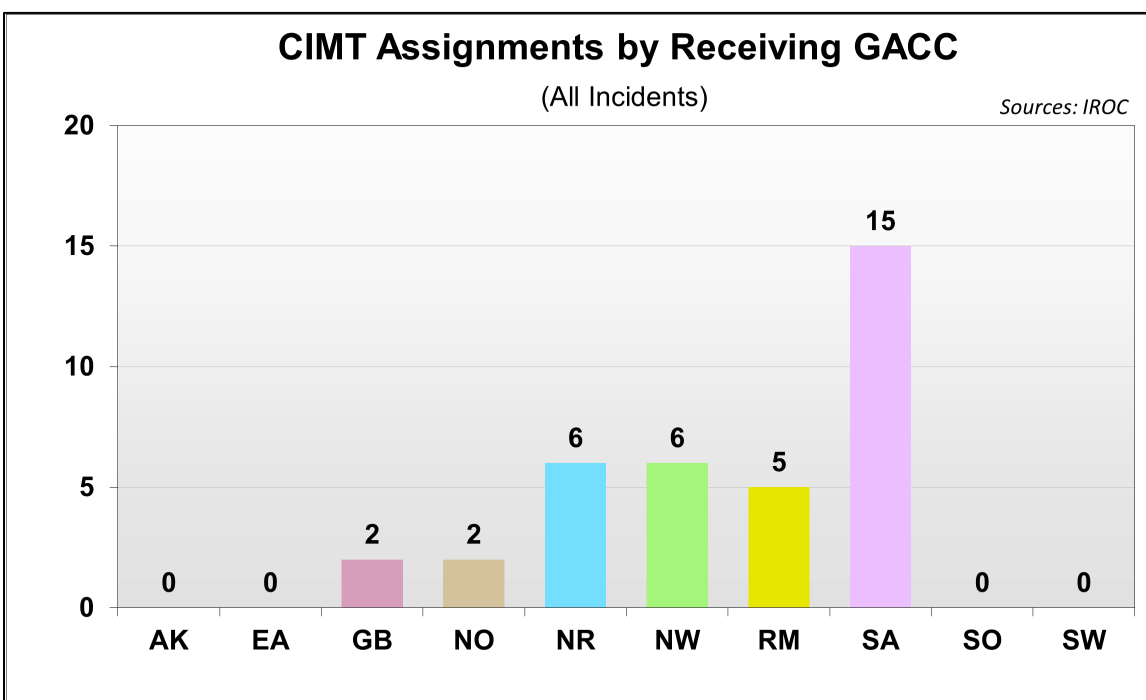
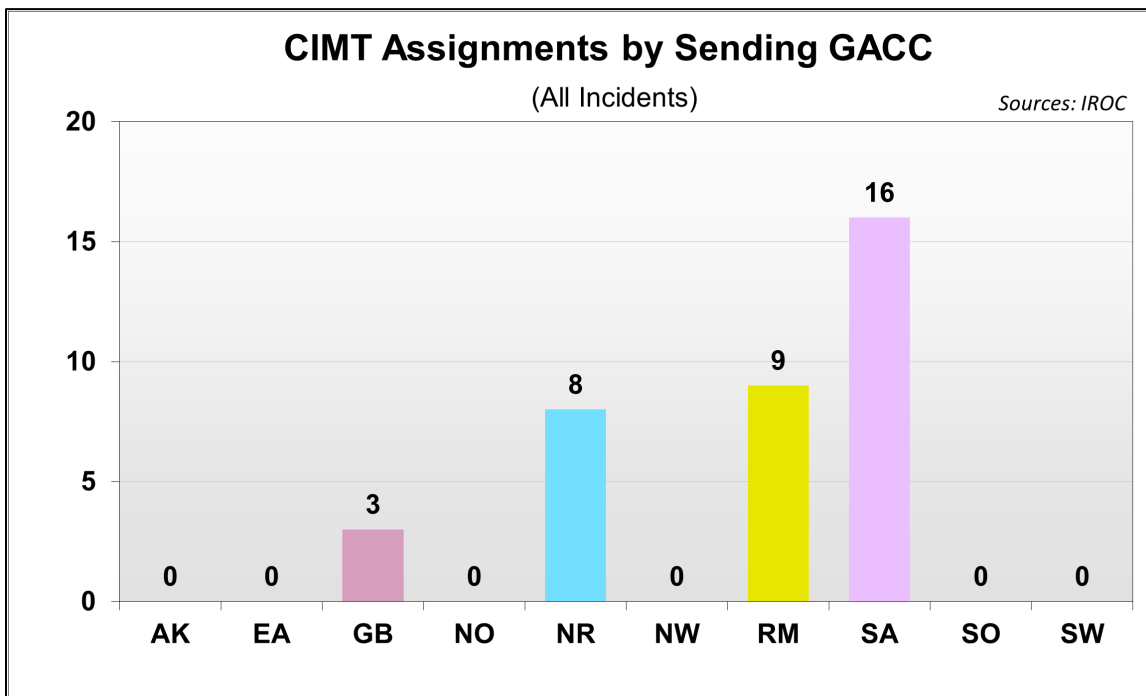
Type 2 Incident Management Teams

Twenty-five national Type 2 Incident Management Teams were mobilized to 46 incidents. Type 2 IMTs were assigned for 614 days.



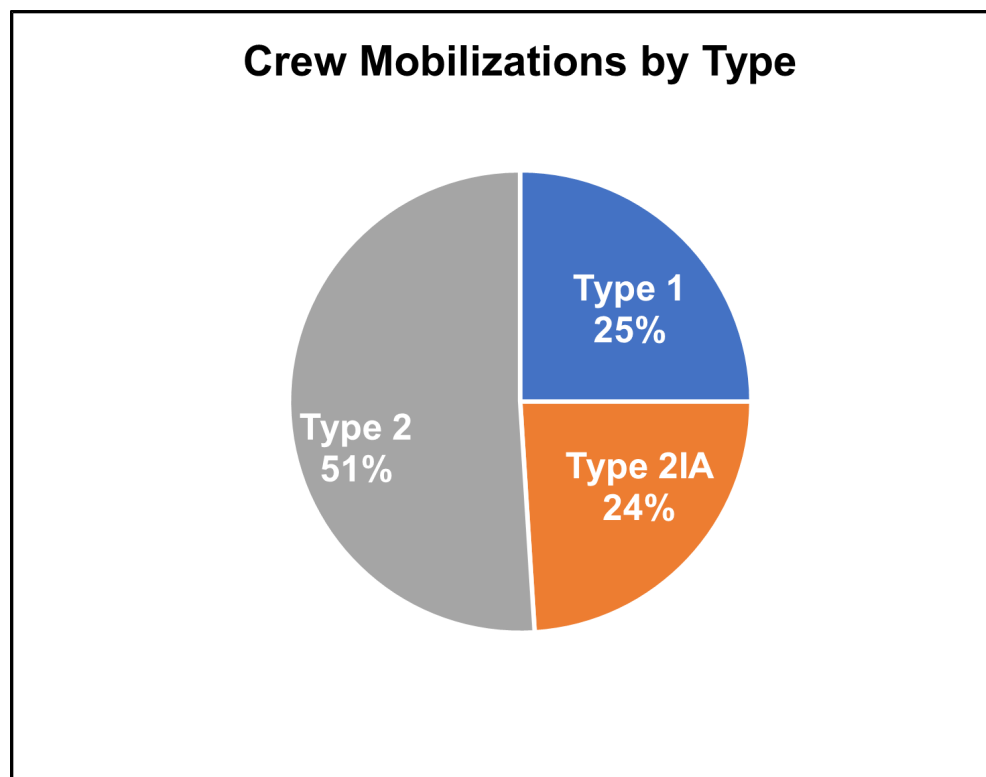
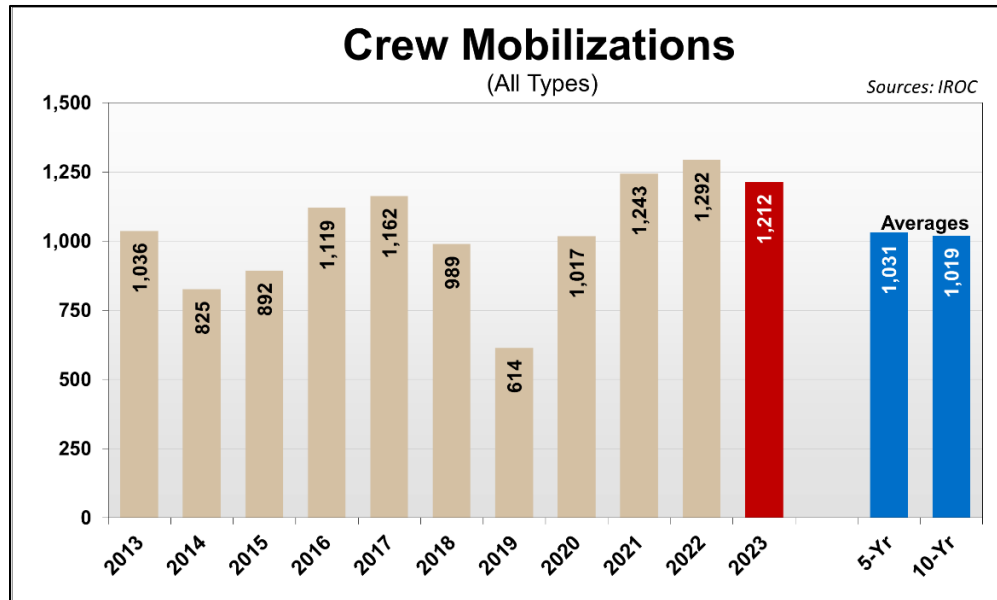
Complex Incident Management Teams

National Complex Incident Management Teams (CIMT) were mobilized to 36 incidents. CIMTs were assigned for 500 days.



Crew Mobilizations

NICC received 2,022 crew requests in 2023. Of those requests: 1,212 were filled, 260 were canceled and 550 were UTF. The NICC received 860 orders for Type 1 crews, 699 orders for Type 2 crews and 463 orders for Type 2 IA crews. The number of crew mobilizations in 2023 was above both the five and ten-year average.



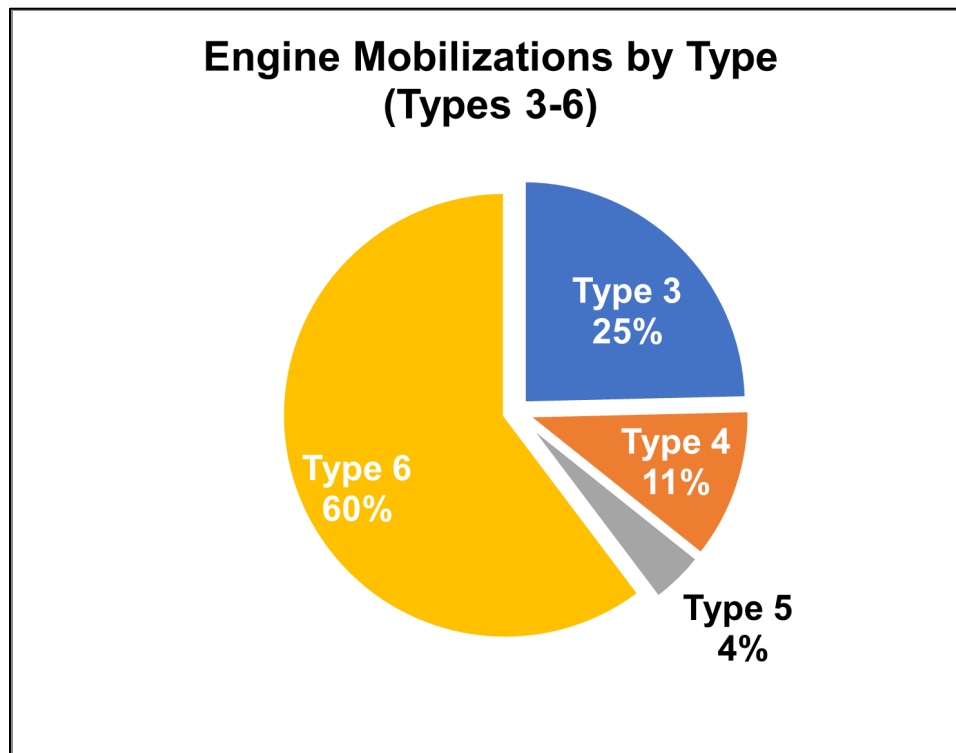
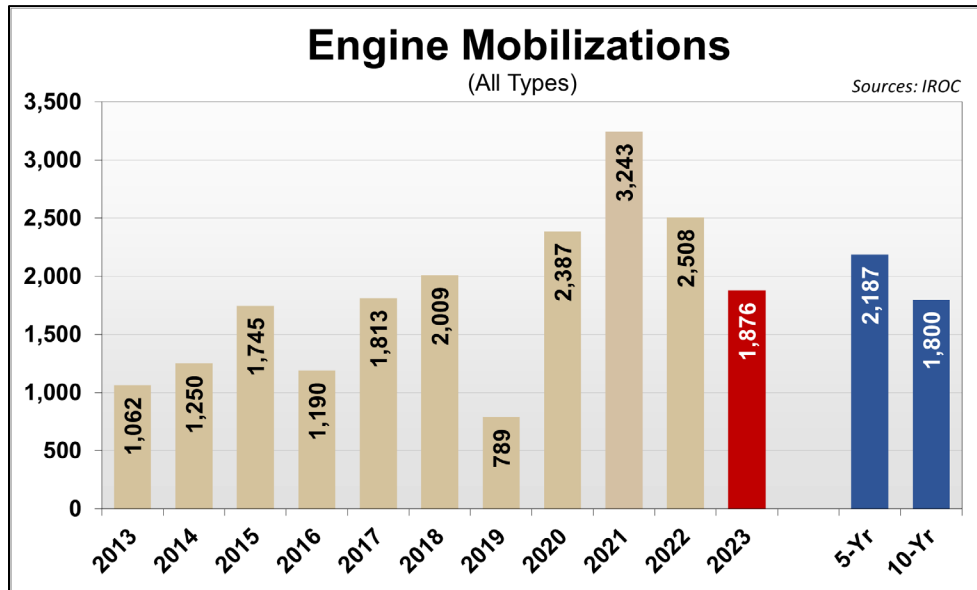
Crew Requests Summary by Requesting Agency and Geographic Area

	Type 1 Crew			Type 2 Crew			Type 2-IA Crew			Crew Totals			
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Total
BIA	1	0	0	10	0	0	5	1	2	16	1	2	19
BLM	3	5	1	1	3	0	12	2	0	16	10	1	27
DOD	0	0	0	0	0	0	0	0	0	0	0	0	0
FEMA	0	0	0	0	0	0	0	0	0	0	0	0	0
FS	216	135	398	584	35	36	226	64	100	1,026	234	534	1,794
FWS	0	0	0	3	0	0	0	0	0	3	0	0	3
NPS	3	0	1	1	0	2	6	2	3	10	2	6	18
ST	20	8	4	23	1	0	21	1	2	64	10	6	80
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Canada	61	3	1	0	0	0	16	0	0	77	3	1	81
Subtotal:	304	151	405	622	39	38	286	70	107	1,212	260	550	
Total:	860			699			463			2,022			

	Type 1 Crew			Type 2 Crew			Type 2-IA Crew			Crew Totals			
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Total
AK	6	2	2	11	0	0	0	0	0	17	2	2	21
EA	11	2	0	0	0	0	6	1	0	17	3	0	20
GB	12	4	20	54	1	1	16	2	14	82	7	35	124
NICC	7	2	0	8	0	0	5	0	0	20	2	0	22
NO	43	78	246	194	14	12	56	25	34	293	117	292	702
NR	29	3	29	86	1	4	26	10	26	141	14	59	214
NW	47	14	55	169	15	15	44	21	29	260	50	99	409
RM	20	12	7	38	3	0	41	8	2	99	23	9	131
SA	11	8	3	3	0	1	30	0	0	44	8	4	56
SO	8	6	5	8	4	3	5	0	1	21	10	9	40
SW	49	17	37	51	1	2	41	3	1	141	21	40	202
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Canada	61	3	1	0	0	0	16	0	0	77	3	1	81
Subtotal:	304	151	405	622	39	38	286	70	107	1,212	260	550	
Total:	860			699			463			2,022			

Engine Mobilizations

NICC received 2,719 engine requests in 2023. Of those requests: 1,876 were filled, 369 were canceled and 474 were UTF. Type 6 engines were the most requested engine with 1,653 requests and 1,131 fills. Type 3 engines were the next most requested with 758 requests and 462 fills. The number of engine mobilizations was below the five-year average, but similar to the ten-year average.



Engine Requests Summary by Requesting Agency

	Type 1 Engine			Type 2 Engine			Type 3 Engine			Type 4 Engine		
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF
BIA	0	0	0	0	0	0	11	1	1	4	0	2
BLM	0	0	0	0	0	0	10	0	0	14	2	5
DOD	0	0	0	0	0	0	0	0	0	0	0	0
FEMA	0	0	0	0	0	0	0	0	0	0	0	0
FS	0	0	0	0	0	0	421	134	153	180	7	3
FWS	0	0	0	0	0	0	2	0	0	0	0	0
NPS	0	0	0	0	0	0	6	0	0	2	0	0
ST	0	0	0	0	0	0	12	1	6	8	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0
<i>Subtotal:</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>462</i>	<i>136</i>	<i>160</i>	<i>208</i>	<i>9</i>	<i>10</i>
Total:	0			0			758			227		

	Type 5 Engine			Type 6 Engine			Type 7 Engine			Engine Totals			<i>Total</i>
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	
BIA	0	0	0	97	11	3	0	0	0	112	12	6	130
BLM	2	0	0	19	0	1	0	0	0	45	2	6	53
DOD	0	0	0	0	0	0	0	0	0	0	0	0	0
FEMA	0	0	0	0	0	0	0	0	0	0	0	0	0
FS	62	0	1	816	195	216	0	1	3	1,479	337	376	2,192
FWS	0	0	0	3	0	1	0	0	0	5	0	1	6
NPS	0	0	0	33	8	25	0	0	0	41	8	25	74
ST	11	0	1	163	9	53	0	0	0	194	10	60	264
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Subtotal:</i>	<i>75</i>	<i>0</i>	<i>2</i>	<i>1,131</i>	<i>223</i>	<i>299</i>	<i>0</i>	<i>1</i>	<i>3</i>	<i>1,876</i>	<i>369</i>	<i>474</i>	
Total:	77			1,653			4			2,719			

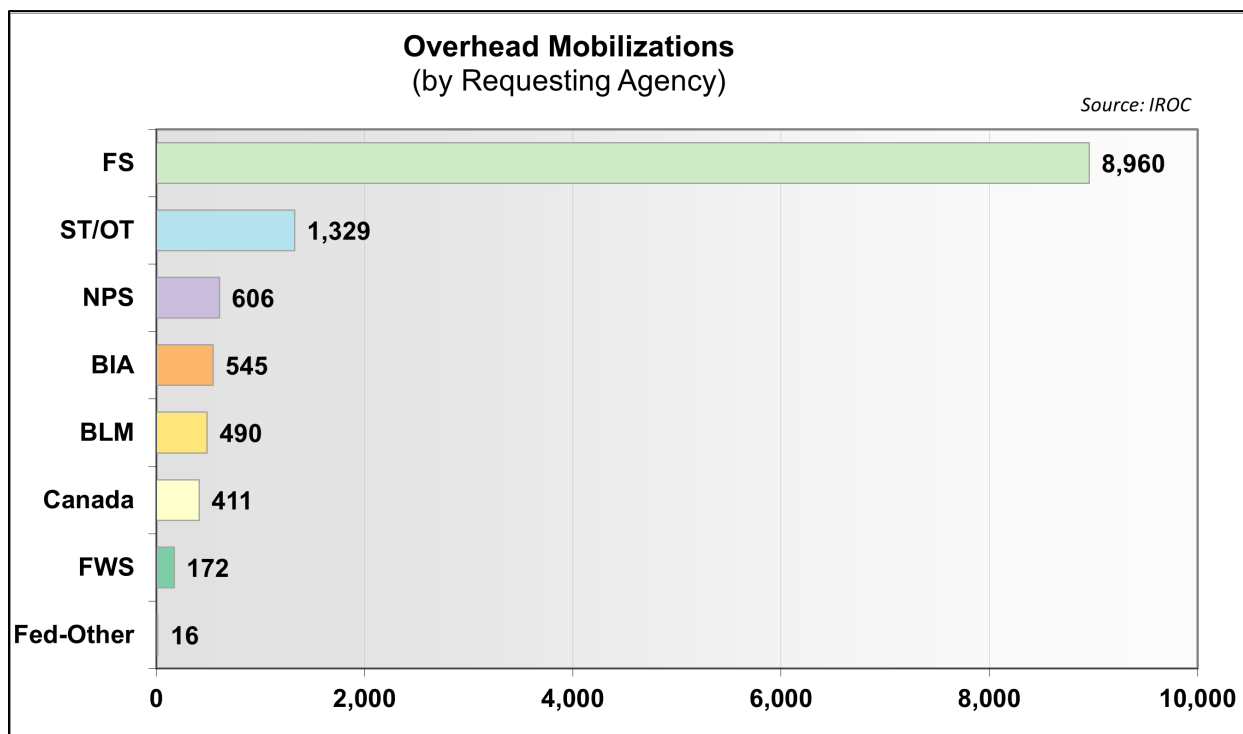
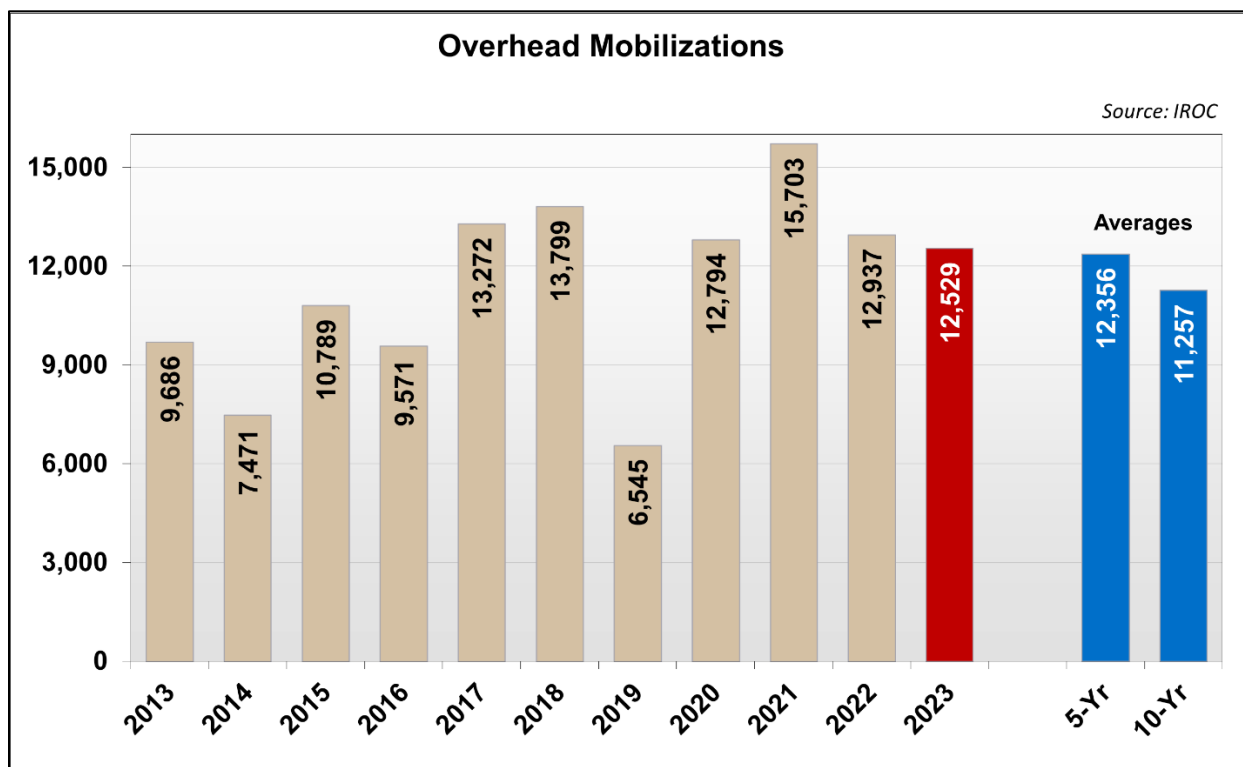
Engine Requests Summary by Requesting Geographic Area

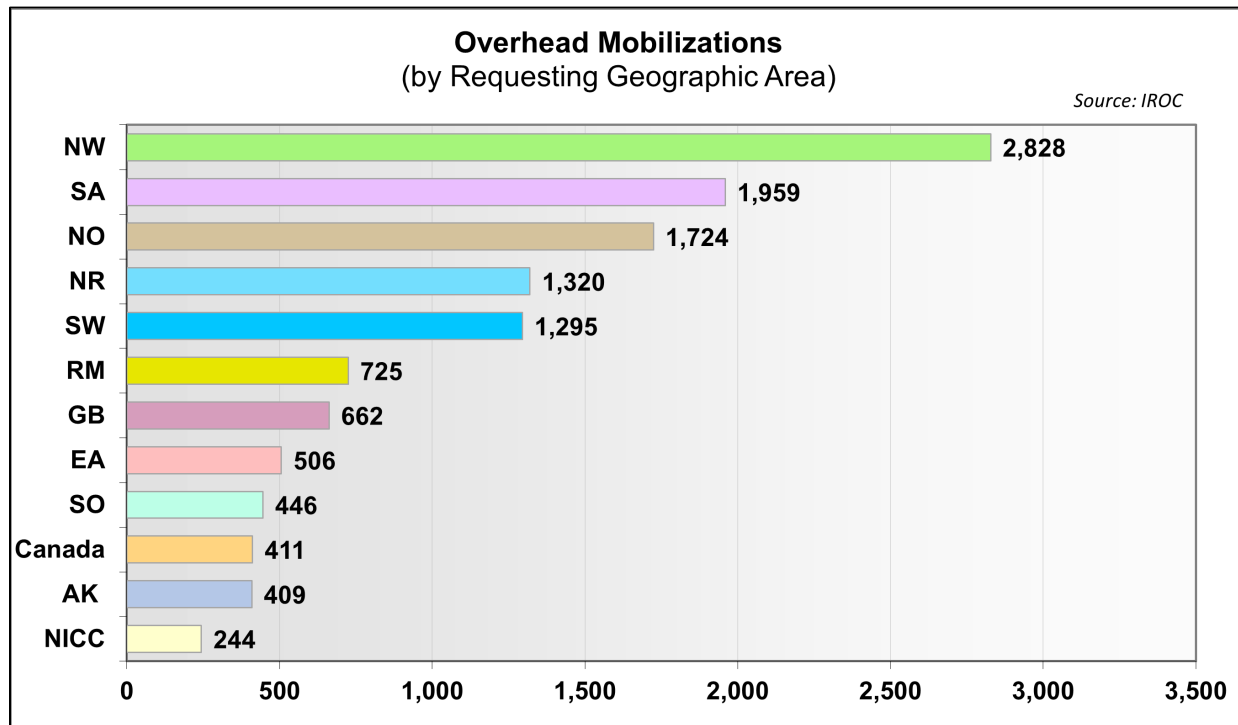
	Type 1 Engine			Type 2 Engine			Type 3 Engine			Type 4 Engine		
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF
AK	0	0	0	0	0	0	0	0	0	0	0	0
EA	0	0	0	0	0	0	13	0	1	7	0	0
GB	0	0	0	0	0	0	4	0	1	3	2	0
NICC	0	0	0	0	0	0	0	0	0	0	0	0
NO	0	0	0	0	0	0	155	69	69	89	0	1
NR	0	0	0	0	0	0	8	0	0	1	0	0
NW	0	0	0	0	0	0	54	3	10	27	0	1
RM	0	0	0	0	0	0	11	2	0	10	7	6
SA	0	0	0	0	0	0	22	5	3	11	0	2
SO	0	0	0	0	0	0	109	31	66	18	0	0
SW	0	0	0	0	0	0	86	26	10	42	0	0
<i>Subtotal:</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>462</i>	<i>136</i>	<i>160</i>	<i>208</i>	<i>9</i>	<i>10</i>
Total:	0			0			758			227		

	Type 5 Engine			Type 6 Engine			Type 7 Engine			Engine Totals			
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Total
AK	0	0	0	2	0	0	0	0	0	2	0	0	2
EA	2	0	0	78	7	17	0	0	0	100	7	18	125
GB	0	0	1	19	6	11	0	0	2	26	8	15	49
NICC	0	0	0	0	0	0	0	0	0	0	0	0	0
NO	44	0	0	291	24	60	0	0	0	579	93	130	802
NR	1	0	0	89	21	19	0	0	0	99	21	19	139
NW	9	0	1	97	26	27	0	0	0	187	29	39	255
RM	1	0	0	66	26	29	0	0	0	88	35	35	158
SA	7	0	0	285	52	95	0	0	0	325	57	100	482
SO	10	0	0	57	2	4	0	1	1	194	34	71	299
SW	1	0	0	147	59	37	0	0	0	276	85	47	408
<i>Subtotal:</i>	<i>75</i>	<i>0</i>	<i>2</i>	<i>1,131</i>	<i>223</i>	<i>299</i>	<i>0</i>	<i>1</i>	<i>3</i>	<i>1,876</i>	<i>369</i>	<i>474</i>	
Total:	77			1,653			4			2,719			

Overhead Mobilizations

NICC received 20,977 overhead requests in 2023. Of those requests: 12,529 were filled, 3,402 were canceled, and 5,046 were UTF. The number of overhead mobilizations was just over the five-year average.





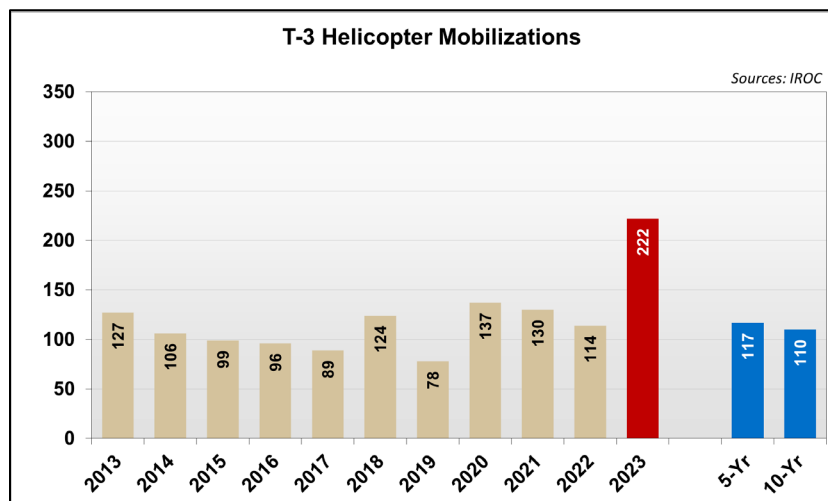
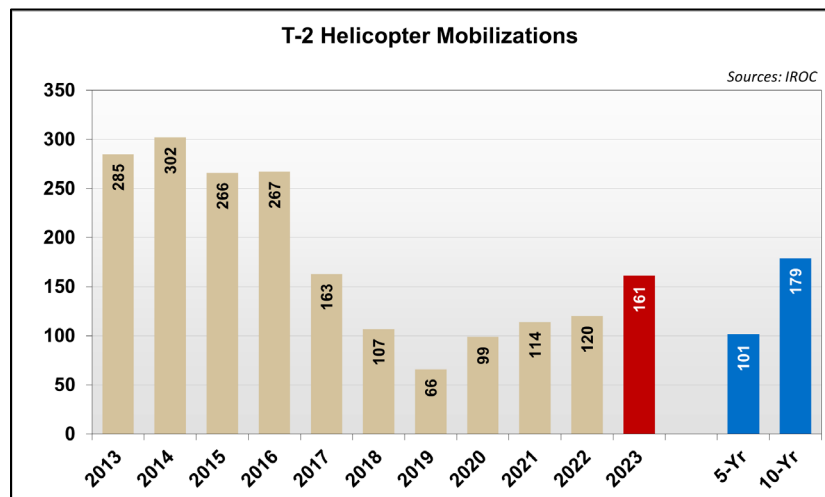
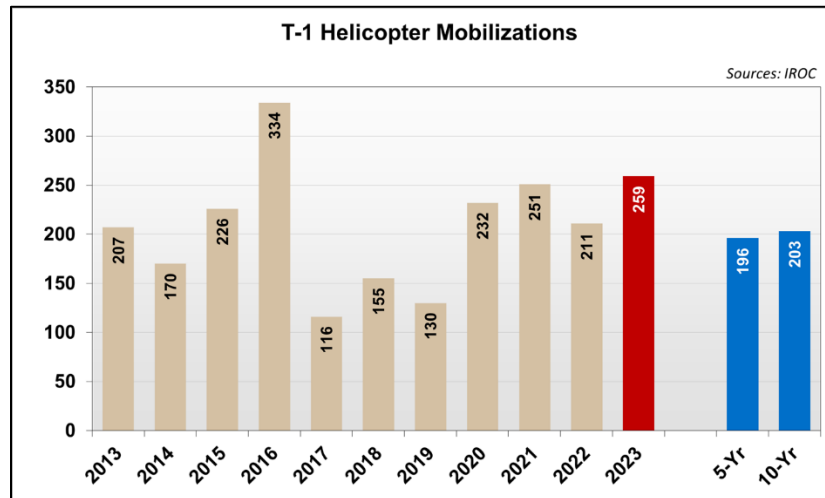
Overhead Requests Summary

	Individual Overhead			
	Fill	Cancel	UTF	Total
BIA	545	72	147	764
BLM	490	59	107	656
DOD	16	1	0	17
FEMA	0	0	0	0
FS	8,960	2,503	3,889	15,352
FWS	172	4	0	176
NPS	606	197	149	952
ST	1,298	524	629	2,451
Other	31	0	1	32
Canada	411	42	124	577
Australia	0	0	0	0
Subtotal:	12,529	3,402	5,046	
Total:	20,977			

	Individual Overhead			
	Fill	Cancel	UTF	Total
AK	409	163	123	695
EA	506	60	32	598
GB	662	128	172	962
NICC	244	11	8	263
NO	1,724	702	1,261	3,687
NR	1,320	267	723	2,310
NW	2,828	925	1,473	5,226
RM	725	132	160	1,017
SA	1,959	372	437	2,768
SO	446	277	234	957
SW	1,295	323	299	1,917
Other	0	0	0	0
Canada	411	42	124	577
Australia	0	0	0	0
Subtotal:	12,529	3,402	5,046	
Total:	20,977			

Helicopter Mobilizations

NICC received 642 orders for Type 1, Type 2, and Type 3 helicopters in 2023. Of those requests: 424 were filled, 106 were canceled and 112 were UTF. Overall, Type 3 mobilizations were well above the five and ten-year averages. Type 1 and Type 2 mobilizations were both above their five-year averages.



Helicopter Requests Summary by Requesting Agency

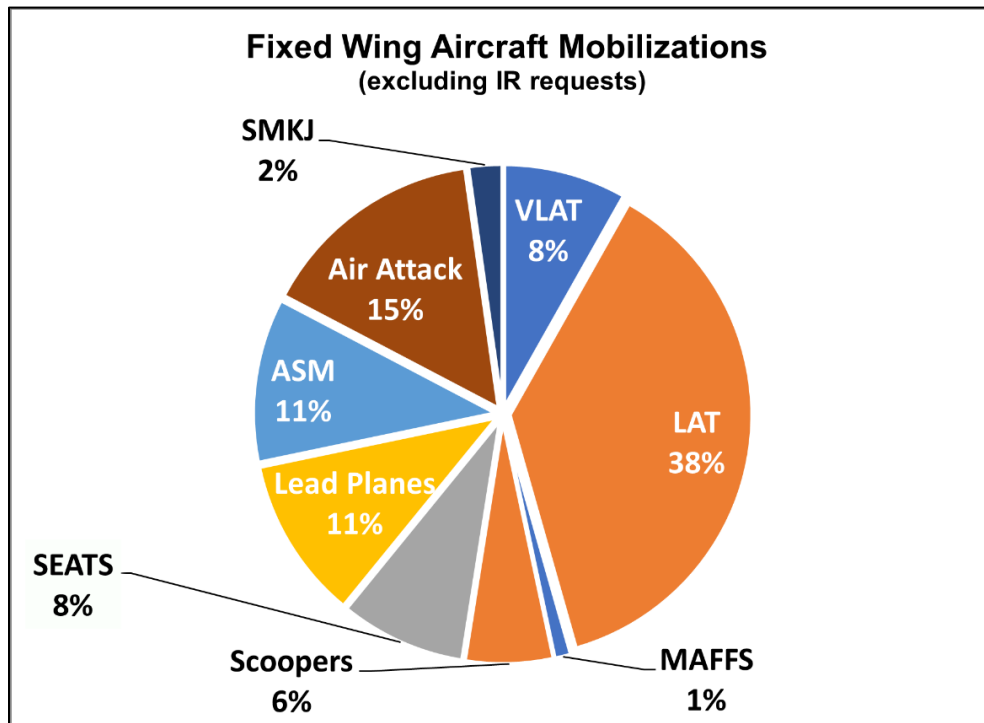
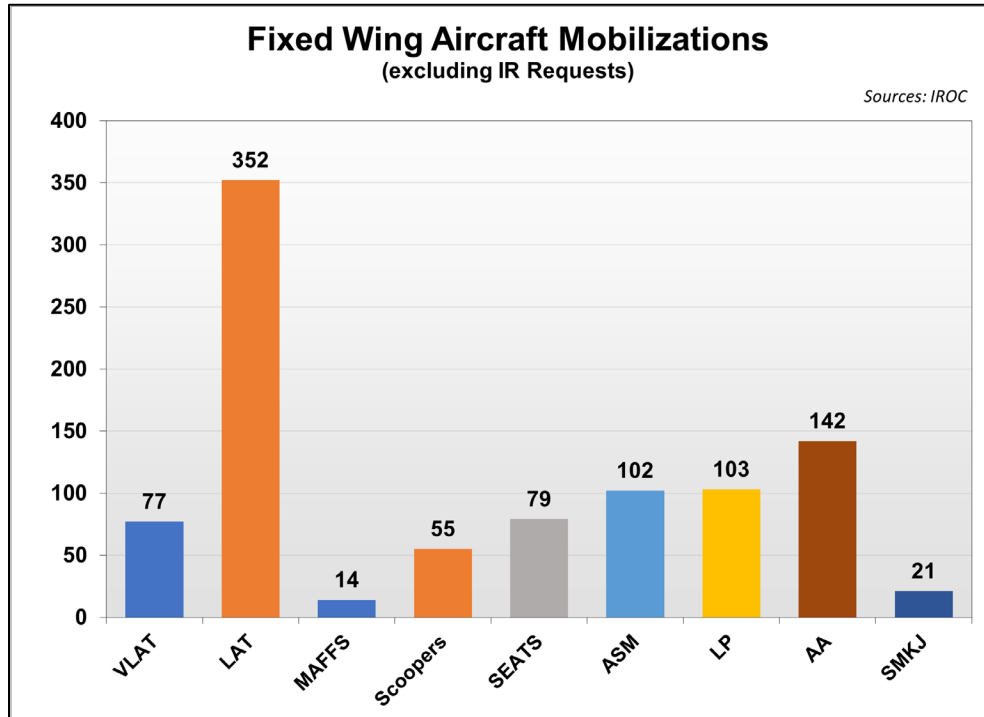
	Type 1			Type 2						Type 3			Helicopter Totals			
				Standard Use			Limited Use									
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Total
BIA	1	3	1	1	3	1	0	0	0	8	1	0	10	7	2	19
BLM	2	3	0	1	3	2	0	0	0	5	1	2	8	7	4	19
DOD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FEMA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FS	159	29	29	63	20	34	8	2	7	120	34	32	350	85	102	537
FWS	1	0	0	0	0	0	0	0	0	0	1	0	1	1	0	2
NPS	8	1	0	3	1	3	2	0	0	7	0	0	20	2	3	25
ST	20	2	0	2	0	0	3	0	0	8	2	1	33	4	1	38
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Canada	0	0	0	2	0	0	0	0	0	0	0	0	2	0	0	2
Subtotal:	191	38	30	72	27	40	13	2	7	148	39	35	424	106	112	
Total:	259			139			22			222			642			

Helicopter Requests Summary by Requesting Geographic Area

	Type 1			Type 2						Type 3			Helicopter Totals			
				Standard Use			Limited Use									
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Total
AK	0	0	0	0	1	1	0	0	0	0	0	1	0	1	2	3
EA	5	0	0	1	0	0	0	0	0	7	0	0	13	0	0	13
GB	15	1	0	11	1	8	1	0	0	33	4	8	60	6	16	82
NICC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NO	23	18	11	11	10	15	2	1	3	18	15	5	54	44	34	132
NR	25	4	8	8	1	6	5	0	3	14	3	11	52	8	28	88
NW	38	6	7	15	2	4	2	1	1	25	4	7	80	13	19	112
RM	12	2	0	4	0	0	0	0	0	9	3	1	25	5	1	31
SA	35	2	1	2	0	1	3	0	0	6	1	1	46	3	3	52
SO	19	2	1	8	4	3	0	0	0	2	1	0	29	7	4	40
SW	19	3	2	10	8	2	0	0	0	34	8	1	63	19	5	87
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Canada	0	0	0	2	0	0	0	0	0	0	0	0	2	0	0	2
Subtotal:	191	38	30	72	27	40	13	2	7	148	39	35	424	106	112	
Total:	259			139			22			222			642			

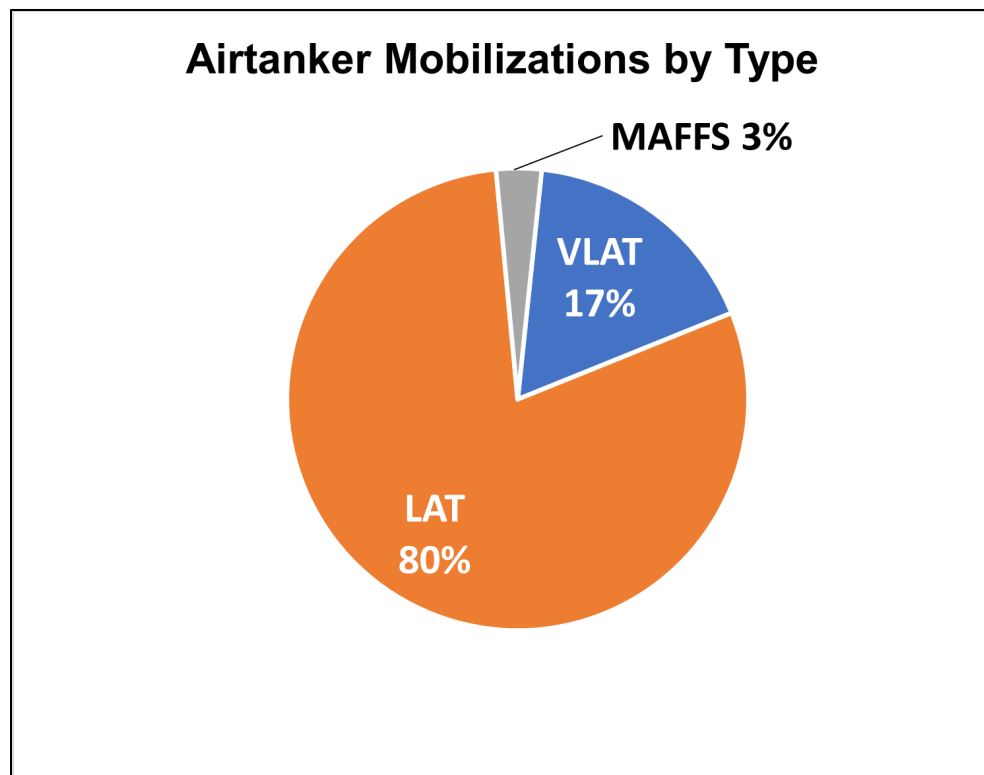
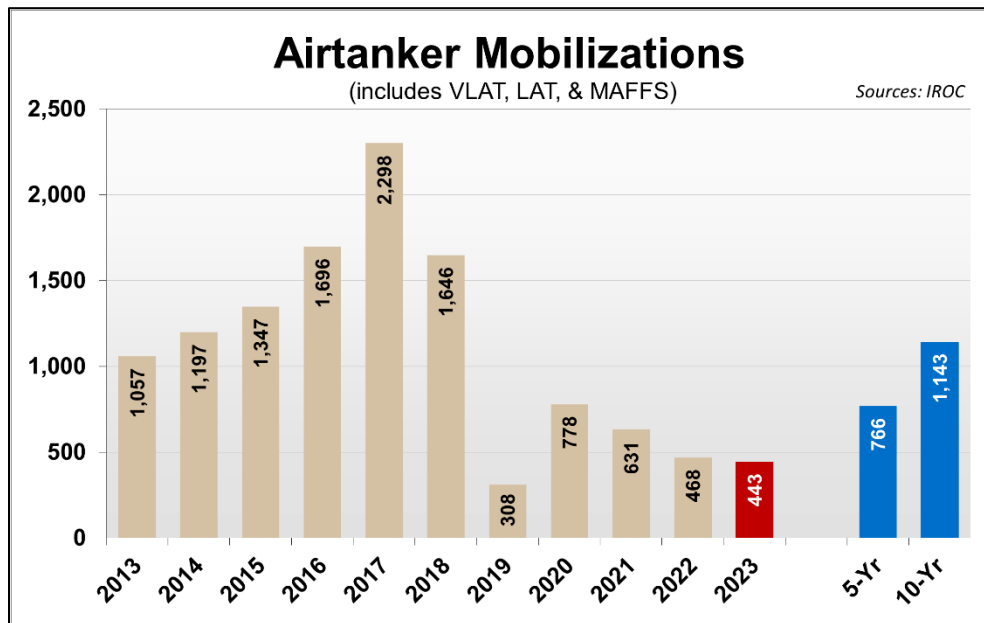
Fixed Wing Aircraft Mobilizations

Fixed wing aircraft include very large airtankers (VLAT), large airtankers (LAT), multi-engine airtankers (Scoopers), single engine airtankers (SEATs), lead planes (LP), aerial supervision modules (ASM), air attack (AA), infrared (IR), and smokejumper aircraft (SMKJ). NICC received 3,085 requests for fixed wing aircraft in 2023. Of those requests: 2,112 were filled, 399 were canceled and 574 were UTF.



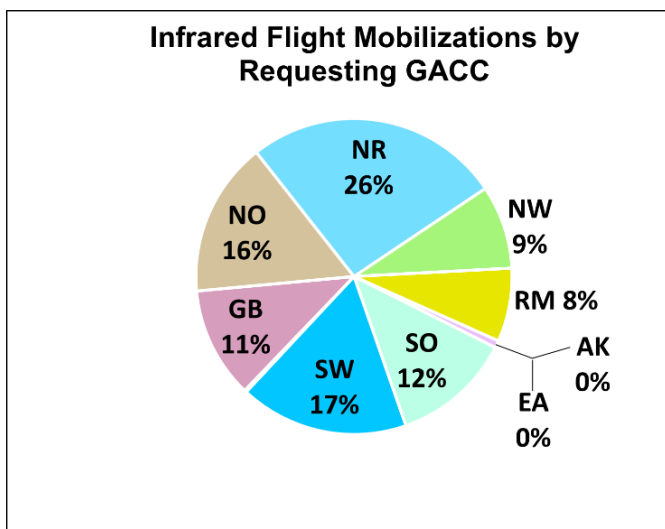
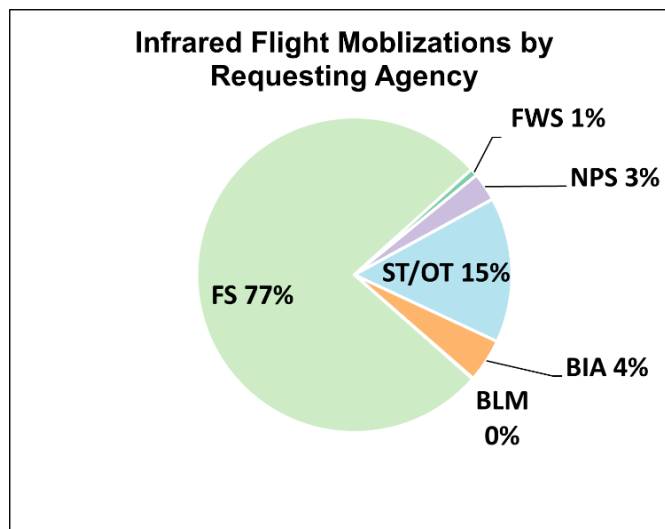
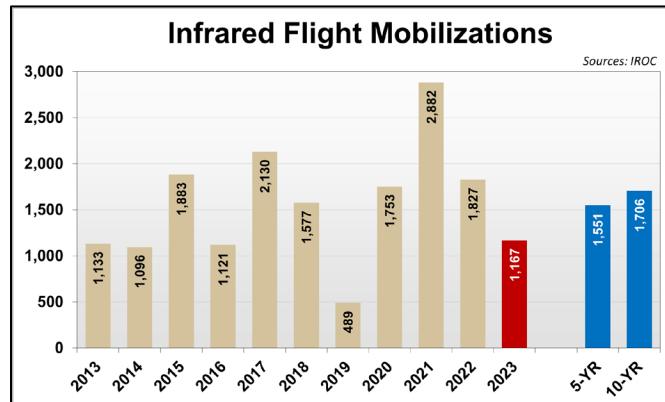
Airtanker Mobilizations

NICC received 569 requests for very large and large airtankers in 2023. Of those requests: 443 were filled, 67 were canceled and 58 were UTF. Airtanker mobilizations were well below the five and ten-year averages.



Infrared Aircraft Mobilizations

NICC received 1,828 infrared (IR) aircraft requests. Of those requests: 1,167 were filled, 213 were cancelled and 448 were UTF. IR requests were below the five and ten-year averages.



Fixed Wing Aircraft Requests Summary by Requesting Agency

	Very Large Airtanker (VLAT)			Large Airtanker (LAT)			Modular Airborne Fire Fighting System (MAFFS)			Type 3 Multi-Engine Airtanker (Scoopers)			Single Engine Airtanker (SEAT)			Lead Plane (LP)		
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF
BIA	3	0	1	16	2	2	0	0	0	2	0	2	11	0	0	1	0	1
BLM	4	2	2	41	7	4	0	0	0	4	0	0	34	4	3	6	4	2
DOD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FEMA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FS	53	7	3	226	34	28	14	0	0	39	12	20	20	25	8	88	13	3
FWS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NPS	0	1	1	8	1	3	0	0	0	0	0	2	0	2	0	0	0	0
ST	17	2	5	61	11	9	0	0	0	10	0	2	14	1	0	7	2	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal:	77	12	12	352	55	46	14	0	0	55	12	26	79	32	11	102	19	6
Total:	101			453			14			93			122			127		

	Aerial Supervision Module (ASM)			Air Attack (AA)			Infrared (IR)			Smokejumper Aircraft (SKMJ)			Fixed Wing Aircraft Total Requests			
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Total
BIA	1	0	0	5	2	0	52	31	11	0	0	0	91	35	17	143
BLM	3	0	0	12	3	0	1	2	2	0	0	0	105	22	13	140
DOD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FEMA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FS	93	12	4	109	28	20	897	123	364	16	3	1	1,555	257	451	2,263
FWS	0	0	0	0	0	0	9	4	12	0	0	0	9	4	12	25
NPS	0	0	0	3	1	0	34	7	16	0	0	0	45	12	22	79
ST	6	3	0	13	3	0	174	46	43	0	0	0	302	68	59	429
Other	0	0	0	0	0	0	0	0	0	5	1	0	5	1	0	6
Subtotal:	103	15	4	142	37	20	1,167	213	448	21	4	1	2,112	399	574	
Total:	122			199			1,828			26			3,085			

Fixed Wing Aircraft Requests Summary by Requesting Geographic Area

	Very Large Airtanker (VLAT)			Large Airtanker (LAT)			Modular Airborne Fire Fighting System (MAFFS)			Type 3 Multi-Engine Airtanker (Scoopers)			Single Engine Airtanker (SEAT)			Lead Plane (LP)		
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF
AK	0	0	0	0	1	0	0	0	0	2	0	0	2	0	0	2	0	0
EA	0	0	0	1	0	0	0	0	0	4	0	0	7	0	0	0	0	0
GB	4	0	0	59	5	3	0	0	0	10	2	2	19	2	0	13	3	1
NICC	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	15	1	0
NO	13	2	1	22	9	12	6	0	0	2	0	0	6	0	0	3	3	0
NR	13	1	0	33	4	6	0	0	0	14	2	2	2	13	6	5	0	1
NW	14	3	6	51	7	13	8	0	0	19	6	20	22	4	5	28	3	0
RM	10	2	1	51	4	7	0	0	0	0	0	0	4	5	0	8	3	3
SA	1	2	2	10	4	0	0	0	0	4	0	2	4	2	0	4	3	1
SO	6	1	1	37	2	2	0	0	0	0	0	0	0	0	0	3	1	0
SW	16	1	1	85	19	3	0	0	0	0	2	0	13	6	0	21	2	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Canada	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal:	77	12	12	352	55	46	14	0	0	55	12	26	79	32	11	102	19	6
Total:	101			453			14			93			122			127		

	Aerial Supervision Module (ASM)			Air Attack (AA)			Infrared (IR)			Smokejumper Aircraft (SMKJ)			Fixed Wing Aircraft Total Requests			
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Total
AK	4	0	0	1	0	0	0	0	0	0	0	0	11	1	0	12
EA	0	0	0	5	0	0	3	2	0	0	0	0	20	2	0	22
GB	2	0	0	9	2	3	46	3	45	1	0	0	163	17	54	234
NICC	3	0	0	3	0	0	0	0	0	0	0	0	24	1	0	25
NO	1	2	0	14	15	3	154	28	64	4	2	0	225	61	80	366
NR	2	1	0	15	2	2	215	86	91	1	0	0	300	109	108	517
NW	12	2	2	25	3	2	355	37	155	7	1	0	541	66	203	810
RM	6	0	0	19	7	4	116	6	21	1	0	0	215	27	36	278
SA	14	5	0	15	3	0	102	21	32	0	0	0	154	40	37	231
SO	21	3	0	2	1	0	10	2	0	0	0	0	79	10	3	92
SW	38	2	2	34	4	6	166	28	40	2	0	1	375	64	53	492
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Canada	0	0	0	0	0	0	0	0	0	5	1	0	5	1	0	6
Subtotal:	103	15	4	142	37	20	1,167	213	448	21	4	1	2,112	399	574	
Total:	122			199			1,828			26			3,085			

Unmanned Aircraft Systems

The NICC received 141 requests for UAS resources in 2023. Of those requests: 65 were filled, 37 were cancelled, and 39 were UTF.

	Fixed Wing			Rotor Wing			UAS Totals			Total
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	
BIA	0	0	0	0	0	0	0	0	0	0
BLM	0	0	0	0	2	0	0	2	0	2
DOD	0	0	0	0	0	0	0	0	0	0
FEMA	0	0	0	0	0	0	0	0	0	0
FS	3	0	0	58	34	37	61	34	37	132
FWS	0	0	0	2	0	0	2	0	0	2
NPS	0	0	0	1	0	2	1	0	2	3
ST	0	0	0	1	1	0	1	1	0	2
Other	0	0	0	0	0	0	0	0	0	0
Canada	0	0	0	0	0	0	0	0	0	0
Subtotal:	3	0	0	62	37	39	65	37	39	
Total:	3			138			141			

	Fixed Wing			Rotor Wing			UAS Totals			Total
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	
AK	0	0	0	0	0	0	0	0	0	0
EA	0	0	0	1	2	6	1	2	6	9
GB	0	0	0	4	2	2	4	2	2	8
NICC	0	0	0	1	0	0	1	0	0	1
NO	2	0	0	9	7	8	11	7	8	26
NR	0	0	0	12	1	7	12	1	7	20
NW	1	0	0	8	7	9	9	7	9	25
RM	0	0	0	3	1	0	3	1	0	4
SA	0	0	0	10	0	0	10	0	0	10
SO	0	0	0	1	2	2	1	2	2	5
SW	0	0	0	13	15	5	13	15	5	33
Other	0	0	0	0	0	0	0	0	0	0
Canada	0	0	0	0	0	0	0	0	0	0
Subtotal:	3	0	0	62	37	39	65	37	39	
Total:	3			138			141			

Temporary Flight Restrictions

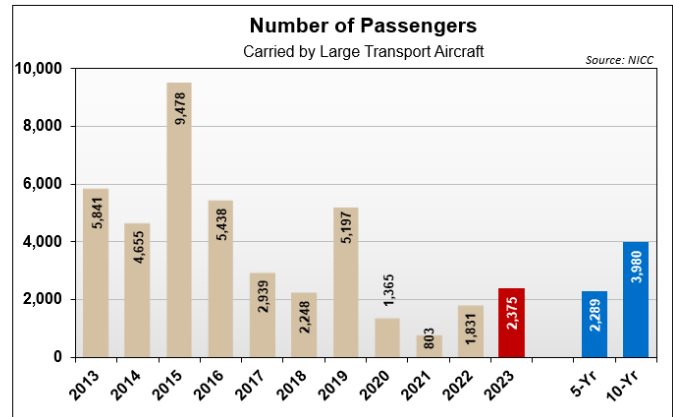
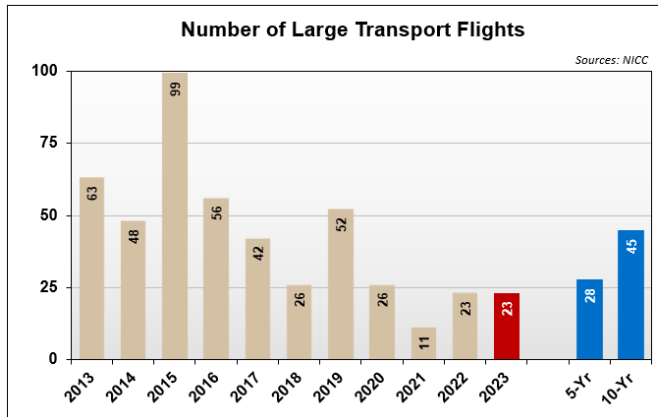
There were 777 Temporary Flight Restrictions (TFR) requests in 2023.

Agency	BIA	BLM	DOD	FEMA	FS	FWS	NPS	ST	Other
Filled	46	58	0	0	416	3	34	220	0

GACC	AK	EA	GB	NICC	NO	NR	NW	RM	SA	SO	SW
Filled	41	2	42	0	56	96	193	40	80	31	196

Large Transportation Aircraft

In 2023, there was one exclusive use contract for large transportation aircraft. The contract was filled with a B737-2T4 jet aircraft. This exclusive use jet flew 23 logistical missions, transporting a total of 2,375 passengers.



Exclusive Use and Charter Large Transport Requests Summary by Destination Agency and Geographic Area

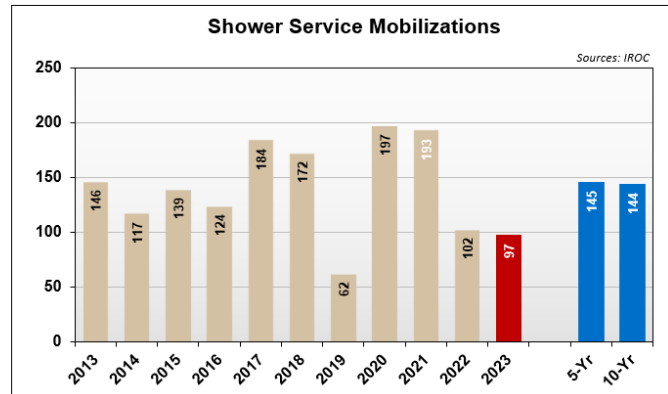
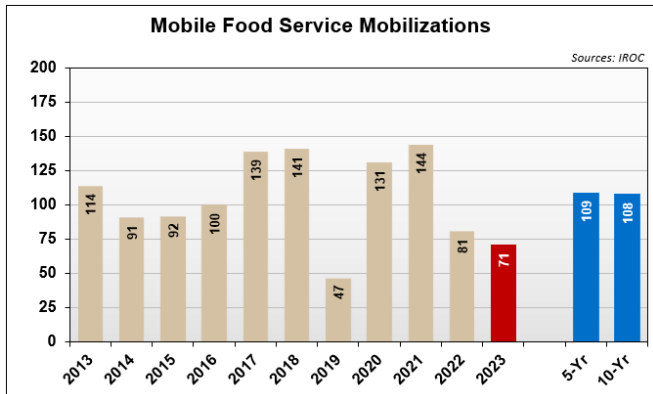
	Exclusive Use Aircraft		Charter Aircraft		Large Trans. Totals	
	Flights	Pax	Flights	Pax	Flights	Pax
BIA	0	0	0	0	0	0
BLM	10	1,609	0	0	10	1,609
DOD	0	0	0	0	0	0
FEMA	0	0	0	0	0	0
FS	0	0	0	0	0	0
FWS	0	0	0	0	0	0
NPS	0	0	0	0	0	0
ST	0	0	0	0	0	0
Other	0	0	0	0	0	0
Canada	13	766	0	0	13	766
Total:	23	2,375	0	0	23	2,375

	Exclusive Use Aircraft		Charter Aircraft		Large Trans. Totals	
	Flights	Pax	Flights	Pax	Flights	Pax
AK	10	1,609	0	0	10	1,609
EA	0	0	0	0	0	0
GB	0	0	0	0	0	0
NICC	0	0	0	0	0	0
NO	0	0	0	0	0	0
NR	0	0	0	0	0	0
NW	0	0	0	0	0	0
RM	0	0	0	0	0	0
SA	0	0	0	0	0	0
SO	0	0	0	0	0	0
SW	0	0	0	0	0	0
Other	0	0	0	0	0	0
Canada	13	766	0	0	13	766
Total:	23	2,375	0	0	23	2,375

Equipment Services Mobilization

NICC received 71 requests for mobile food services in 2023. Of those requests: 66 were filled, five were canceled and zero were UTF. The number of mobilizations was well below the five and ten-year averages.

NICC received 97 requests for mobile shower services in 2023. Of those requests: 89 were filled, seven were canceled and one was UTF. The number of mobilizations was well below the five and ten-year averages.



Equipment Services Requests Summary by Requesting Agency and Geographic Area

	Mobile Food			Showers			Equipment Services Totals			
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Total
BIA	5	0	0	6	0	0	11	0	0	11
BLM	1	1	0	1	0	0	2	1	0	3
DOD	0	0	0	0	0	0	0	0	0	0
FEMA	0	0	0	0	0	0	0	0	0	0
FS	50	4	0	75	7	1	125	11	1	137
FWS	0	0	0	0	0	0	0	0	0	0
NPS	2	0	0	1	0	0	3	0	0	3
ST	8	0	0	6	0	0	14	0	0	14
Other	0	0	0	0	0	0	0	0	0	0
Canada	0	0	0	0	0	0	0	0	0	0
Subtotal:	66	5	0	89	7	1	155	12	1	
Total:	71			97			168			

	Mobile Food			Showers			Equipment Services Totals			
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Total
AK	0	0	0	0	0	0	0	0	0	0
EA	0	0	0	0	0	0	0	0	0	0
GB	5	0	0	6	0	0	11	0	0	11
NICC	0	0	0	0	0	0	0	0	0	0
NO	11	0	0	16	1	0	27	1	0	28
NR	11	1	0	15	0	0	26	1	0	27
NW	19	4	0	32	3	1	51	7	1	59
RM	4	0	0	5	2	0	9	2	0	11
SA	0	0	0	0	0	0	0	0	0	0
SO	2	0	0	2	0	0	4	0	0	4
SW	14	0	0	13	1	0	27	1	0	28
Other	0	0	0	0	0	0	0	0	0	0
Canada	0	0	0	0	0	0	0	0	0	0
Subtotal:	66	5	0	89	7	1	155	12	1	
Total:	71			97			168			

Radio and Weather Equipment Mobilizations

NICC received 531 requests for radio kits and weather equipment in 2023. Of those requests: 506 were filled, 24 were canceled, and one was UTF.

Radio and Weather Equipment Request Summary by Requesting Agency and Requesting Geographic Area

	4390 Starter			4312 Repeater			4381 Tactical			5869 RAWS			Equipment Totals			Total
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	
BIA	3	0	0	10	0	0	2	0	0	3	0	0	18	0	0	18
BLM	4	0	0	7	1	0	7	0	0	0	0	0	18	1	0	19
DOD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FEMA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FS	108	3	1	145	6	0	84	1	0	60	7	0	397	17	1	415
FWS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NPS	2	0	0	4	1	0	2	0	0	3	1	0	11	2	0	13
ST	15	0	0	23	0	0	13	0	0	11	4	0	62	4	0	66
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Canada	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal:	132	3	1	189	8	0	108	1	0	77	12	0	506	24	1	
Total:	136			197			109			89			531			

	4390 Starter			4312 Repeater			4381 Tactical			5869 RAWS			Equipment Totals			Total
	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	Fill	Cancel	UTF	
AK	6	0	0	12	0	0	7	0	0	0	0	0	25	0	0	25
EA	4	0	0	1	0	0	0	0	0	0	0	0	5	0	0	5
GB	4	0	0	12	0	0	11	1	0	10	0	0	37	1	0	38
NICC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NO	13	0	0	30	0	0	18	0	0	7	0	0	68	0	0	68
NR	19	0	0	21	1	0	17	0	0	10	1	0	67	2	0	69
NW	26	1	0	45	2	0	35	0	0	31	8	0	137	11	0	148
RM	12	0	0	9	3	0	4	0	0	14	0	0	39	3	0	42
SA	12	2	0	12	0	0	6	0	0	0	0	0	30	2	0	32
SO	5	0	1	5	0	0	2	0	0	1	3	0	13	3	1	17
SW	31	0	0	42	2	0	1	0	0	4	0	0	78	2	0	80
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Canada	0	0	0	0	0	0	7	0	0	0	0	0	7	0	0	7
Subtotal:	132	3	1	189	8	0	108	1	0	77	12	0	506	24	1	
Total:	136			197			109			89			531			

Wildland Fires and Acres Burned by State and Agency

(Figures are from the SIT/209 Application)

Alabama

Agency	Fires - Human	Acres - Human	Fires - Lightning	Acres - Lightning	Fires - Total	Acres - Total
FS	40	1,522	1	8	41	1,530
FWS	3	1	0	0	3	1
NPS	2	161	0	0	2	161
OTHR	2	16	0	0	2	16
ST	1,793	16,524	15	103	1,808	16,627
Totals:	1,840	18,224	16	111	1,856	18,335

Alaska

Agency	Fires - Human	Acres - Human	Fires - Lightning	Acres - Lightning	Fires - Total	Acres - Total
BLM	10	97	104	167,941	114	168,037
DVF	151	631	72	145,598	223	146,229
FS	9	10	0	0	9	9
Totals:	170	738	176	313,539	346	314,276

Arizona

Agency	Fires - Human	Acres - Human	Fires - Lightning	Acres - Lightning	Fires - Total	Acres - Total
BIA	366	2,340	97	20,187	463	22,526
BLM	131	2,100	62	5,389	193	7,489
DVF	361	48,334	48	20,618	409	68,952
FS	428	22,783	304	63,227	732	86,010
FWS	6	168	2	3,056	8	3,224
NPS	14	98	18	183	32	281
Totals:	1,306	75,823	531	112,660	1,837	188,483

Arkansas

Agency	Fires - Human	Acres - Human	Fires - Lightning	Acres - Lightning	Fires - Total	Acres - Total
FS	59	1,149	9	1,139	68	2,288
FWS	1	20	0	0	1	20
NPS	23	1,926	0	0	23	1,925
OTHR	55	1,425	0	0	55	1,425
Totals:	138	4,520	9	1,139	147	5,659

California

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	63	83	2	118	65	201
BLM	66	1,507	16	50	82	1,557
BOR	1	0	0	0	1	0
C&L	11	15,195	0	0	11	15,195
CDF	6,006	32,914	78	672	6,084	33,586
FS	536	2,032	486	185,224	1,022	187,255
FWS	8	8	0	0	8	8
NPS	48	86,858	36	3,394	84	90,251
DOD	7	4,668	0	0	7	4,667
Totals:	6,746	143,265	618	189,458	7,364	332,722

Colorado

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	8	2	46	140	54	142
BLM	84	5,807	241	6,377	325	12,184
BOR	1	3	0	0	1	3
C&L	100	15,580	87	1,531	187	17,111
FS	128	1,398	133	11,046	261	12,444
FWS	2	8	0	0	2	8
NPS	5	0	26	25	31	25
Totals:	328	22,798	533	19,119	861	41,917

Connecticut

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
ST	499	297	0	0	499	297
Totals:	499	297	0	0	499	297

Delaware

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
NPS	1	0	0	0	1	0
Totals:	1	0	0	0	1	0

Florida

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	5	10	2	128	7	138
FS	63	4,169	11	6,414	74	10,583
FWS	16	1,686	8	173	24	1,859
NPS	21	10,712	22	21,212	43	31,924
OTHR	112	1,642	28	200	140	1,842
ST	1,918	36,652	521	15,508	2,439	52,160
USAF	3	1,136	0	0	3	1,136
Totals:	2,138	56,007	592	43,635	2,730	99,642

Georgia

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
FS	25	209	3	14	28	223
FWS	1	0	0	0	1	0
NPS	1	0	0	0	1	0
OTHR	3	27	0	0	3	27
ST	2,353	10,080	0	0	2,353	10,080
Totals:	2,383	10,316	3	14	2,386	10,330

Hawaii

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
C&L	183	10,363	26	0	209	10,363
FWS	1	1,696	0	0	1	1,696
NPS	4	0	0	0	4	0
Totals:	188	12,059	26	0	214	12,059

Idaho

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	25	48	2	13	27	61
BLM	115	18,277	40	8,857	155	27,134
C&L	12	43	5	41	17	84
DOD	2	5	0	0	2	5
FS	71	43,904	166	13,131	237	57,035
ST	366	3,075	88	407	454	3,482
Totals:	591	65,352	301	22,449	892	87,801

Illinois

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
FS	20	100	0	0	20	100
FWS	1	1	0	0	1	1
ST	1	10	0	0	1	10
Totals:	22	111	0	0	22	111

Indiana

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
DOD	1	5	0	0	1	5
FS	25	200	0	0	25	199
NPS	14	7	0	0	14	7
ST	7	310	0	0	7	310
Totals:	47	522	0	0	47	521

Iowa

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	2	5	0	0	2	5
FWS	4	1	0	0	4	1
Totals:	6	6	0	0	6	6

Kansas

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
C&L	29	17,525	0	0	29	17,525
NPS	0	0	1	3	1	3
FWS	3	36	0	0	3	36
BIA	16	399	0	0	16	399
Totals:	48	17,960	1	3	49	17,963

Kentucky

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
FS	9	70	0	0	9	70
Totals:	9	70	0	0	9	70

Louisiana

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
FS	55	6,159	6	36	61	6,194
OTHR	29	303	0	0	29	303
ST	1,377	15,606	0	0	1,377	15,606
Totals:	1,461	22,068	6	36	1,467	22,103

Maine

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
NPS	2	1	0	0	2	1
ST	473	317	18	7	491	324
Totals:	475	318	18	7	493	325

Maryland

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
DOD	9	3	0	0	9	3
FWS	1	0	1	5	2	5
NPS	2	1	0	0	2	1
ST	174	4,422	9	55	183	4,477
Totals:	186	4,426	10	60	196	4,486

Massachusetts

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
ST	1,074	1,468	5	0	1,079	1,468
Totals:	1,074	1,468	5	0	1,079	1,468

Michigan

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	12	11	0	0	12	11
FS	163	453	5	152	168	605
NPS	8	15	2	1	10	16
ST	266	3,636	10	19	276	3,655
Totals:	449	4,115	17	172	466	4,287

Minnesota

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	173	1,103	0	0	173	1,103
FS	21	36	8	6	29	42
FWS	19	2,750	0	0	19	2,750
NPS	3	1	0	0	3	1
ST	612	5,520	0	0	612	5,520
Totals:	828	9,410	8	6	836	9,416

Mississippi

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	15	22	0	0	15	22
FS	183	21,104	11	557	194	21,660
NPS	22	582	0	0	22	582
OTHR	2,091	29,085	0	0	2,091	29,085
ST	61	1,159	0	0	61	1,159
Totals:	2,372	51,952	11	557	2,383	52,508

Missouri

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
FS	125	6,881	0	0	125	6,881
FWS	2	2,618	0	0	2	2,618
Totals:	127	9,499	0	0	127	9,499

Montana

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	326	7,665	26	42,959	352	50,624
BLM	14	1,357	39	620	53	1,977
C&L	639	8,761	105	5,949	744	14,710
FS	163	16,394	169	30,401	332	46,795
FWS	2	6	4	256	6	262
NPS	0	0	12	3	12	3
ST	114	1,570	49	7,192	163	8,762
Totals:	1,258	35,753	404	87,380	1,662	123,133

Nebraska

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
DOF	505	177,236	55	1,799	560	179,035
FS	5	1,475	3	1	8	1,476
FWS	1	222	0	0	1	222
Totals:	511	178,933	58	1,800	569	180,733

Nevada

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BLM	102	26	105	346	207	371
BOR	5	469	0	0	5	469
C&L	56	110	21	49	77	159
DOD	1	0	0	0	1	0
FS	16	216	34	81	50	297
FWS	5	0	0	0	5	0
NPS	22	3	5	0	27	3
OTHR	1	0	0	0	1	0
ST	1	0	1	0	2	0
Totals:	209	824	166	476	375	1,300

New Hampshire

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
FS	3	0	0	0	3	0
ST	49	58	0	0	49	58
Totals:	52	58	0	0	52	58

New Jersey

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
FWS	3	18	0	0	3	18
NPS	1	0	0	0	1	0
ST	1,190	18,015	0	0	1,190	18,015
Totals:	1,194	18,033	0	0	1,194	18,033

New Mexico

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	59	50	23	29	82	79
BLM	70	1,754	64	5,020	134	6,774
DOE	0	0	1	0	1	0
FS	109	799	194	157,520	303	158,319
FWS	3	2	2	39	5	41
NPS	0	0	22	1,516	22	1,515
SF	346	23,259	126	22,390	472	45,648
Totals:	587	25,864	432	186,514	1,019	212,378

New York

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
FWS	1	0	0	0	1	0
NPS	3	1	0	0	3	1
ST	143	1,371	3	11	146	1,382
Totals:	147	1,372	3	11	150	1,383

North Carolina

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	25	21	0	0	25	21
FS	43	39,087	4	5,530	47	44,616
FWS	6	3,854	0	0	6	3,854
NPS	3	1	0	0	3	1
ST	5,057	18,583	35	159	5,092	18,742
USM	41	6,718	0	0	41	6,718
Totals:	5,175	68,264	39	5,689	5,214	73,953

North Dakota

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	218	930	5	4	223	934
FS	5	117	0	0	5	117
FWS	7	212	0	0	7	212
NPS	4	2	25	22	29	24
ST	200	2,859	7	37	207	2,896
Totals:	434	4,120	37	63	471	4,183

Ohio

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
FS	39	421	0	0	39	421
ST	844	2,048	0	0	844	2,048
Totals:	883	2,469	0	0	883	2,469

Oklahoma

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	650	109,700	0	0	650	109,699
FWS	25	1,468	0	0	25	1,468
NPS	1	5	0	0	1	5
OTHR	368	4,095	0	0	368	4,094
ST	536	47,222	0	0	536	47,222
Totals:	1,580	162,490	0	0	1,580	162,489

Oregon

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	97	2,955	4	5	101	2,959
BLM	120	10,295	102	9,760	222	20,055
C&L	15	16,821	0	0	15	16,821
DL	2	1,142	0	0	2	1,141
DOF	819	6,397	183	10,818	1,002	17,215
FS	337	68,739	278	72,602	615	141,340
FWS	2	2,500	1	0	3	2,500
NPS	2	0	17	3	19	3
Totals:	1,394	108,848	585	93,188	1,979	202,035

Pennsylvania

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
FS	7	432	0	0	7	432
FWS	2	14	0	0	2	14
NPS	4	0	0	0	4	0
ST	1,886	9,177	11	5	1,897	9,182
Totals:	1,899	9,623	11	5	1,910	9,628

Rhode Island

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
ST	78	582	0	0	78	582
Totals:	78	582	0	0	78	582

South Carolina

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
FS	15	483	1	2	16	485
FWS	0	0	1	105	1	105
USA	5	1	0	0	5	1
Totals:	20	484	2	107	22	591

South Dakota

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	65	259	5	27	70	286
BLM	1	7	0	0	1	7
C&L	8	438	4	2	12	440
FS	14	1	33	69	47	70
NPS	1	0	1	1	2	1
ST	34	126	11	15	45	141
Totals:	123	831	54	114	177	945

Tennessee

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
FS	46	1,967	2	1	48	1,968
NPS	5	9	0	0	5	9
OTHR	685	6,278	6	185	691	6,463
ST	28	6,954	0	0	28	6,954
Totals:	764	15,208	8	186	772	15,394

Texas

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BLM	2	0	0	0	2	0
C&L	5,487	44,240	209	15,424	5,696	59,664
FS	91	1,922	8	1,260	99	3,182
FWS	21	4,440	0	0	21	4,440
NPS	18	118	4	481	22	599
OTHR	6	6	0	0	6	6
ST	1,083	121,824	173	20,549	1,256	142,373
Totals:	6,708	172,550	394	37,714	7,102	210,264

Utah

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	4	471	21	3	25	474
BLM	69	1,889	167	3,598	236	5,487
DOD	0	0	1	0	1	0
FS	48	9	89	9,757	137	9,766
NPS	3	2	14	178	17	180
ST	250	928	116	1,274	366	2,202
Totals:	374	3,299	408	14,810	782	18,109

Vermont

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
FS	4	4	0	0	4	4
ST	63	58	0	0	63	58
Totals:	67	62	0	0	67	62

Virginia

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
FS	35	12,062	2	7	37	12,069
FWS	2	16	1	0	3	16
NPS	3	0	0	0	3	0
Totals:	40	12,078	3	7	43	12,085

Washington

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	189	2,198	25	824	214	3,022
BLM	51	20,563	8	471	59	21,034
C&L	9	1,060	1	0	10	1,060
DNR	983	90,374	123	1,505	1,106	91,878
FS	147	704	116	15,738	263	16,442
FWS	24	5,246	1	14	25	5,260
NPS	5	1	21	7,467	26	7,468
ST	3	4,626	1	526	4	5,152
Totals:	1,411	124,772	296	26,545	1,707	151,316

West Virginia

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
FS	7	0	0	0	7	0
NPS	8	2,249	0	0	8	2,249
ST	1,105	43,365	4	65	1,109	43,430
Totals:	1,120	45,614	4	65	1,124	45,679

Wisconsin

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	28	18	0	0	28	18
FS	30	94	0	0	30	94
FWS	4	68	0	0	4	68
ST	1,023	4,678	1	25	1,024	4,703
Totals:	1,085	4,858	1	25	1,086	4,883

Wyoming

Agency	Fires - Human	Acres - Human	Fires – Lightning	Acres – Lightning	Fires – Total	Acres - Total
BIA	27	80	2	0	29	80
BLM	30	1,048	23	848	53	1,896
BOR	1	4	0	0	1	4
C&L	66	3,186	38	1,729	104	4,915
FS	27	391	25	47	52	438
FWS	1	0	1	0	2	0
NPS	0	0	5	0	5	0
ST	0	223	3	378	3	601
Totals:	152	4,932	97	3,002	249	7,934

NICC Benchmarks

The figures below represent national-level totals for fire activity and numbers of **resources mobilized through the National Interagency Coordination Center**, except for Incident Management Team mobilizations, which are displayed in totality of mobilizations nationwide. Records set during the year of this report are in **bold**.

Category	Record Year	Record	2023 Stats
Wildfires	2006	96,385	56,580
Wildfire Acres Burned	2015	10,125,149	2,693,910
Significant Fires	2006	1,801	891
Days at Preparedness Level 1&2	2010	365	298
Days at Preparedness Level 4&5	2021	99	21
Days at Preparedness Level 5	2021	68	0
Type 1 IMT Mobilizations (fire & non-fire)	2002	85	15
Type 2 IMT Mobilizations (fire & non-fire)	2021	138	46
Dept. of Defense Battalions/Task Forces	1988	8	0
MAFFS (millions of gallons delivered)	1994	5.03	0.19
Tactical Crew Mobilizations	2003	1,796	1,212
Engine Mobilizations	2021	3,149	1,876
Overhead Mobilizations	2000	17,898	12,529
Type 1 Helicopter Mobilizations	2016	334	259
Type 2 Helicopter Mobilizations	2006	323	161
Heavy Airtankers (VLAT/LAT/MAFFS)	2017	2,298	443
Large Transport Flights	1994	552	23
Mobile Food Units	1994	195	71
Shower Units	1994	256	97

Identifier Legend

Interagency Coordination Centers

NICC: National Interagency Coordination Center

NIFC: National Interagency Fire Center

CIIFC: Canadian Interagency Forest Fire Centre

AK: Alaska Area

EA: Eastern Area

GB: Great Basin Area

NO: Northern California Area

NR: Northern Rockies Area

NW: Northwest Area

RM: Rocky Mountain Area

SA: Southern Area

SW: Southwest Area

SO: Southern California Area

Federal Government Agencies

FS: Forest Service

BIA: Bureau of Indian Affairs

BLM: Bureau of Land Management

FWS: Fish and Wildlife Service

NPS: National Park Service

FEMA: Federal Emergency Management Agency

ESF4: Emergency Support Function, Firefighting

NWS: National Weather Service

DOE: Department of Energy

DOD: Department of Defense

International Partners

AU: Australia

CN: Canada

MX: Mexico

NZ: New Zealand

Other Providers/Ownership

CNTY: County

OT: Other

PRI: Private

ST: State

ST/OT: State/Other Combined

Acronyms and Terminology

Air Attack:	Light aircraft (airplane or helicopter) that carries the ATGS.
ASM:	Aerial Supervision Module, light twin-engine airplane that combines the lead plane function and tactical supervision (pilot and Air Tactical Supervisor - ATS).
IA:	Initial attack.
IMT:	Incident Management Team.
Infrared:	Aircraft outfitted with infrared sensing equipment.
IROC:	Interagency Resource Ordering Capability System.
Large fire:	A large fire is defined as 100 acres or greater in timber, 300 acres or greater in grass/brush, or a Type 1, Type 2 or NIMO team is assigned.
LAT:	Large Airtanker.
Lead Plane:	Twin-engine airplane that guides airtankers over a fire.
MAFFS:	Modular Airborne Fire Fighting System (military C-130 aircraft).
NIMO:	National Incident Management Organization.
Pax:	Passengers.
RAWS:	Remote Automated Weather Station.
Starter:	Type of portable radio kit.
Repeater:	Type of portable radio kit.
Tactical:	Type of portable radio kit.
SEAT:	Single engine airtanker.
Scooper:	The vernacular term for a multi-engine airtanker capable of filling its tanks while skimming over a body of water then dropping the water on a wildland fire.
TFR:	Temporary Flight Restriction.
UTF:	Unable to Fill resource request (the requested resource couldn't be filled).
UAS:	Unmanned aircraft systems.
VLAT:	Very Large Airtanker.

Wildfire Evacuation Checklist

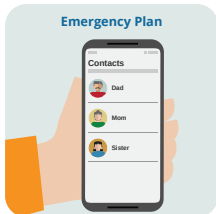
Make leaving safely second nature



Plan, prepare and practice these simple tips that can help make leaving your home quicker, easier and safer in the event of a wildfire and reduce your risk of injury.

Pre-fire: Plan, prepare and practice before a wildfire occurs.

A wildfire may make it necessary for you and your neighbors to evacuate. Plan, prepare and practice wildfire evacuation together and with your local emergency services. This can help save lives!



Pre-fire: plan

- ✓ Sign up to receive local emergency alerts and warnings on all home phones, cellphones and other devices.
- ✓ Know what your community's emergency notification and evacuation plans are.
- ✓ Plan an evacuation route away from your home and other alternate routes in case the first route is closed or threatened by wildfire.
- ✓ Make sure your designated contact knows your plan and to communicate with you to know you are safe.
- ✓ Know the evacuation plans for locations where household members regularly are such as workplaces, schools and commuter routes.
- ✓ Plan to evacuate family, friends or neighbors who have disabilities.
- ✓ Maintain roads and bridges on your property and in your community if you are responsible for them. Improve roads to have 2 ways out and make them wide enough for emergency vehicles. Make sure everyone can open gated roads. Post load limits on bridges. Build culverts with materials that won't melt.



Pre-fire: prepare

- ✓ Prepack emergency supply kits.
- ✓ Back vehicles into your garage or park them in an open space facing the direction of escape.
- ✓ Keep the gas tank in vehicles at least half full.



Pre-fire: practice

- ✓ Practice often with everyone in your home, using at least 2 ways out of your neighborhood.
- ✓ Participate in community wildfire drills. If something could keep you from leaving successfully, such as a locked gate, address it immediately.
- ✓ Practice evacuating animals and pets, including how to operate trailers and other vehicles needed to transport them. Know what resources are needed for their care in case of evacuation.



During a wildfire event

- ✓ Charge all cellphones in case of power loss.
- ✓ Know the local fire conditions and be prepared to leave at a moment's notice.
- ✓ Leave early if you are concerned. It may take more time than you think to evacuate due to heavier traffic and decreased visibility, or if you have small children, pets or livestock, or have physical challenges.
- ✓ Go promptly when told to evacuate.
- ✓ Don't drive out with trailers or large vehicles like RV's, especially if you are unfamiliar with operating them. A stalled or abandoned vehicle makes it hard for others to leave and first responders to get into the area.
- ✓ Keep your car windows up and the air conditioning on to prevent embers and smoke from entering the vehicle.
- ✓ Continue to listen for additional evacuation instructions.



After evacuating

- ✓ Make sure that everyone is okay once you are out. If someone is injured or not feeling well, get immediate assistance.
- ✓ Inform your designated contact as soon as you are safe.
- ✓ Don't return to your home until you are told you can safely do so.
- ✓ Follow safety guidance, including bringing in fresh water and other supplies.



City Council Staff Report



Subject: Childcare Needs-Based Scholarship Program
Author: Michelle Downard
Department: Executive
Date: May 16, 2024

Summary

Pursuant to the City Council's direction to provide regular updates and programmatic performance information on the Childcare Needs-Based Scholarship Program, a quarterly update is provided below.

In addition, the City Council may seek an additional policy discussion to consider adjustments to the Program at any time.

Background

After careful consideration ([November 17, 2022](#), [May 11, 2023](#), [May 25, 2023](#), [June 1, 2023](#)), the City Council made a one-time \$1,000,000 allocation ([June 22, 2023](#)) to create a needs-based childcare assistance program in the FY24 Budget. A working group was established to help design program criteria reflective of Council policy direction obtained over several work sessions and using a childcare [assessment produced by the Early Childhood Alliance](#). The Program:

- Prioritizes lower-income Park City households and residents with young children;
- Encourages short- and long-term capacity-building in Park City's existing and newly regulated childcare facilities; and
- Increases the use of the Department of Workforce Services (DWS) Childcare Assistance in Park City.

Additional public policy discussions took place on [July 27, 2023](#), [August 22, 2023](#), [October 26, 2023](#), [November 16, 2023](#), and [November 30, 2023](#), and the City Council approved a Funding Administrator contract with [Upwards](#).

On [March 14, 2024](#), the Council received an update on the communications campaign, application status, challenges coordinating scholarships with other childcare subsidies, and onboarding additional childcare providers. In general, these challenges were not surprising.

Analysis

PCMC's communication campaign continues and includes the Park City Newsletter, social media platforms, and communications from the PC Library and PC MARC. Additional outreach through KPCW, newsletters, and e-blasts are regularly occurring. We also have additional support from the PC School District, local childcare providers,

Christian Center, People's Health Clinic, Wasatch Pediatrics, Historic Park City Business Alliance, Prospector Square Property Owners Association, Summit County Health Department (Early Childhood Intervention and WIC Program Managers), Care About Childcare, and the PC Chamber of Commerce. The Early Childhood Alliance also placed an ad in the upcoming Summer 2024 Park Record Parent Guide magazine.

In addition, the Park City Community Foundation and Upwards continue to support outreach efforts ([PCCF website](#) and [Upwards website](#)) as well as provide program administrative financial support. The Program was also promoted at local in-person events (Youth United on March 24, 2024 (previously the Solomon Fund and RISE Fund), the Hive's Perinatal Resource Fair on April 3, 2024, Subsidy Information Night at McPolin Elementary on April 11, 2024, and the City Projects Open House on May 7, 2024).

The Program officially launched on January 1, 2024, and, like most new programs, the launch involved some early successes, challenges, and lessons learned. On the positive side, we have 17 actively participating childcare providers and awarded scholarships to 12 Park City resident, 10 Park City workforce, 1 Park City resident & workforce, and 2 PCMC employee children. This Program has provided households with an option for affordable childcare.

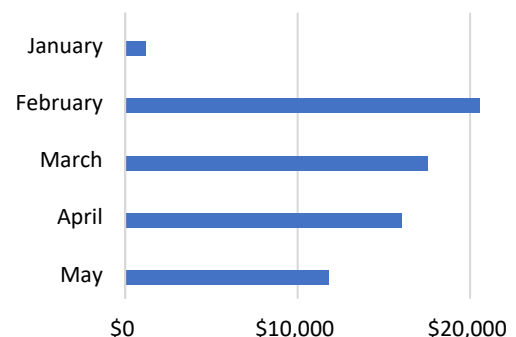
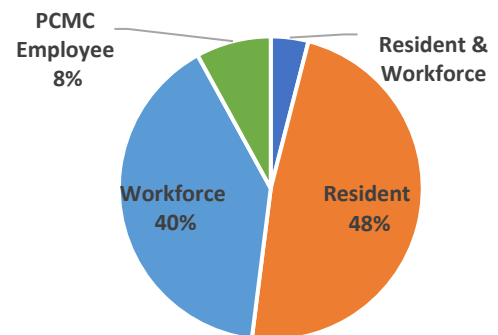
On the other hand, some households who were already receiving subsidized childcare through other entities (DWS, local non-profits, etc.) had hoped the PCMC Scholarship would decrease their total household contribution even further (below 10% of their household income) and this created some user confusion and frustration. Households must contribute 10% of their household income to receive a Scholarship. Additional communication clarified that scholarships are provided in the following order: Federal, State, Local Municipality, and local entity funding.

We also issued 13 scholarships inconsistent with eligibility criteria or income calculations and worked quickly to correct the errors (Infant and Toddler Tuition Scholarships were awarded to 2 PC workforce households with children older than 36 months, 7 households potentially eligible for DWS funds were not required to pay the 10% household contribution prior the Park City Scholarship, and 4 PCMC employee households exceeded 100% AMI). While Program criteria limited scholarships to PC workforce with "children up to 36 months" and stated that "households must contribute 10% of the household income to childcare per month", the criteria was arguably unclear with regard to PCMC employees. Upwards worked quickly to correct. The total sum of funds incorrectly awarded is \$6,804 and instead of requesting large refunds, we adjusted the monthly scholarships to drawback the overpayments over time and not materially harm the applicants.

Below is a review from January 1 to April 30, 2024. Four months is a relatively small sample size, however, the data provides helpful insight:

- 17 Childcare providers are actively participating in the program:

- Alpine Adventures Academy I, Alpine Adventures Academy II, Holy Cross Ministries, Deer Valley Childcare, Little Adventures Children's Center, Love and Learning, Stepping Stones, PC Tots, PC Tots Too, Thriving Day Academy, Back to Basics, Small World Center, South Davis Hospital Child Care Center, Little Miners Montessori, Creekside Kids, and Peek Program
- 165 Applications were received!
 - 80 Incomplete!
 - 1 In progress
 - 59 Denied (applications are maintained so scholarships can be reconsidered if AMI levels or household status change)
 - 12 Households exceed 100% AMI
 - 18 Workforce Households have a child 36 months old or older
 - 19 Live and/or work in Kimball Junction, Summit County (84098)
 - 1 Household works in Murray 84107 and resides in 84036
 - 1 Household is considering enrolling in childcare in August 2024
 - 1 Household had not yet had their child
 - 2 Reside and work in Kamas
 - 3 Reside in Wasatch County and do not work within Park City
 - 2 Reside and work in Salt Lake County
 - 23 households (25 children) were enrolled for scholarships including:
 - 1 Park City resident & workforce
 - 12 Park City resident
 - 10 Park City workforce
 - 2 PCMC employee households
- 5 Scholarship applicants already enrolled in DWS Childcare Assistance Program. 3 more referred to DWS based on household income.
- \$67,114 in scholarships distributed to qualified households!
 - \$1,200 in January
 - \$20,539 in February
 - \$17,555 in March
 - \$16,017 in April
 - \$11,803 in May



Based on Upwards' forecast, the \$1M budget allocation will not be exhausted by FY25. Despite strong outreach, the number of applications received slowed since January. This,

compounded by children unenrolling for summer, resulted in a decrease in monthly scholarships.

Summit County Scholarship

Summit County recently allocated \$130,000 to support childcare and recognizes the complexity of starting a new program. PCMC collaborated with Summit County to help them access Upwards, allowing our area residents to have one administrator, require a contract amendment for Upwards to also administer Summit County funds, yet not impact Park City's program. The Park City Community Foundation also agreed to pay Summit County's administrative fee, and Summit County chose to apply the same scholarship requirements as PCMC.

Programmatic and Qualifying Details

In coordination with the launch of the Summit County's Program, and in response to feedback received by childcare providers and applicants, we plan to make the following adjustments to the Program (EXHIBIT A), unless the City Council directs otherwise:

1. Recognize that PCMC Scholarships are available to Park City residents and workforce but will not duplicate Summit County scholarships (final language drafted in coordination with Summit County). This will prevent double-dipping;
2. Include Park City workforce children up to kindergarten eligibility age. This simplifies the program to be consistent with the PC resident eligibility age;
3. Allow households required to apply for DWS Childcare Assistance to receive PCMC scholarships while awaiting DWS determinations. This will allow households to benefit from the Program while waiting for an application to be processed by the State, but not allow double-dipping; and
4. Eliminate the household AMI limit for PCMC employees. This is consistent with other PCMC employee benefits offered to all full-time employees.

The City Council may seek a policy discussion to adjust the Childcare Scholarship Program at any time. Looking ahead and after allowing the Program to perform for more than four months, other adjustments we are considering recommending may include:

1. Amending Eligible Households Definitions
 - a. Adjust the AMI limit for Park City residents or workforce. This could allow the Program to support additional households while continuing to require the 10% household contribution.
2. Amending Scholarship Amounts to increase Program impact.
 - a. Adjust scholarship amounts for residents, workforce, or PCMC employees. This may be recommended to address ongoing affordability concerns and childcare rate increases.
 - b. Establish a sliding scale based on income levels. This would provide a higher level of support to lower-income households.
 - c. Allow children of Park City childcare provider full-time employees to receive more than the \$200 Park City workforce scholarship. This will support recruitment, retention, and childcare capacity.

3. Amend the scholarship order in relation to Federal, State, and Local or address how other local funding sources (such as philanthropic scholarships) should or should not be accounted for by the PCMC scholarship.

EXHIBIT

A- Programmatic and Qualifying Scholarship Details with Redlines

Childcare Needs-Based Scholarship Program Criteria

1. Resident Childcare Tuition Scholarship

a. Requirements

- i. At least one parent is a Park City resident;
- ii. Children up to kindergarten eligibility age;
- iii. A household income of less than 100% Summit County AMI;
- iv. Child enrolled in a regulated childcare provider located within Summit County; and
- v. Households must contribute 10% of the household income to childcare per month (aggregate, not per child).

b. Scholarship Available

- i. PCMC scholarship will cover the remaining childcare expenses up to actual costs, but no more than \$1,700 monthly tuition per child per month, however,
 1. Households who are identified as potentially eligible (as identified by the administrator) must apply for DWS Childcare Assistance or any other federal or state-funded program; and
 2. The scholarships will not be provided for childcare expenses ~~that are potentially eligible for awarded~~ federal or state assistance, ~~including DWS and other federal funding unless the household can provide proof of application and denial. If denied, the PCMC scholarship will be available.~~

2. Infant & Toddler Workforce Childcare Tuition Scholarship

a. Requirements

- i. At least one parent is a Park City resident or works within Park City;
- ii. Children up to ~~36 months~~ kindergarten eligibility age;
- iii. A household income of less than 100% Summit County AMI; and
- iv. Child enrolled in a regulated childcare provider that is located within Summit County.

b. Scholarship Available

- i. \$200 per child per month; or

3. Full-time PCMC Employee Children Tuition Scholarship

a. Requirements

- i. At least one parent is an employee of Park City Municipal
- ii. Children up to kindergarten eligibility age;
- iii. ~~A household income of less than 100% Summit County AMI;~~ and
- iv. Child enrolled in any regulated childcare provider (not limited to providers located in Summit County).

b. Scholarship Available

- i. \$200 per child per month.

4. Regulated Childcare Provider Incentive to Serve Children Enrolled in DWS Childcare Assistance

a. Requirements

- i. Children up to kindergarten eligibility age;
- ii. Park City resident or workforce child enrolled in DWS Childcare Assistance; and

EXHIBIT A- Programmatic and Qualifying Scholarship Details with Redlines

- iii. A regulated childcare provider located within Summit County.
- b. Incentive available
 - i. \$300 per child per month.



Staff Communication

Subject: Sales Tax, Budget Monitoring, and Operating Insights
Author: Budget Team
Department: Budget
Date: May 16, 2024

February Sales Tax Update

Park City's economy rebounded in February, setting a record for the highest single month of sales tax revenues in history. The City's sales taxes, excluding Transit and Transient Room taxes, were up 11% from February 2023. On the lodging front, Transient Room taxes increased 14%, and Transit sales taxes increased 11% from last February.

In the City's General Fund, this resulted in a similarly sized 11% increase in overall sales tax revenues from the previous February. Due to our conservative projection and forecasting principles, General Fund sales tax revenues are 4% above the City's cumulative year-to-date budget.

We are somewhat optimistic that March sales tax numbers will behave similarly to February. This is supported by an 8.8% increase in mobile-tracking data (from our forecasting model) in March.

In the event that sales tax revenues slow in the off-season months, other revenues will likely continue to outpace last year's numbers. Additionally, the last three months of the fiscal year only account for ~14% of annual revenues, so a potential slowing will have a diminished impact.

We will continue to regularly assess various leading indicators in collaboration with the PC Chamber of Commerce to ensure that our FY25 budget and revenue forecasting are adequately scrutinized and reflect the most recent economic trends.

March Monthly Budget Reporting

The attachments to this report show monthly revenue and expenditure reports detailed by fund and major object type. There may be discrepancies in YTD actuals vs. estimated budget in some cases due to program seasonality, the timing of payments, capital projects, and bond transactions.

General Fund revenues are tracking slightly above the estimated year-to-date budget at 6%, while the Water Fund is right on budget (excluding bond proceeds). The Transportation Fund is tracking below the estimated budget due to the timing of federal grants and reimbursements. We may reduce the budget at the end of the fiscal year to

ensure our budget aligns with the timing of receiving actual funds.

Notable observations are similar to the last monthly report:

Revenues

- Miscellaneous revenue in the General Fund will true up at the end of the fiscal year when earnings from our interest-bearing accounts are recorded.
- Year-to-date Planning, Building, and Engineering fees are tracking \$1.2M over the estimated budget, mainly due to a few large residential projects in the first few months of the fiscal year. As a reminder, we budget conservatively because this revenue is extremely variable.
- County revenue is tracking above budget in the Capital Improvement Fund due to the Trails and Open Space department receiving an important RAP grant for the Rail Trail improvements, a new ditch bank mower, and a Restaurant Tax grant for winter grooming and trailhead improvements. These funds will be fully expended by the Fall of 2024.
- The Water Department is tracking above budget in miscellaneous revenue due to higher returns on our interest-bearing accounts, as the department is holding large balances to pay for the construction of the 3Kings Water Treatment Plant. Though the interest is helpful, this is not an ongoing revenue source due to current high interest rates.
- Golf Fees surpassed the annual FY24 budget and are above FY23 YTD levels. Historically, we budgeted these revenues conservatively. Beginning in FY25, revenues will be budgeted closer to actuals, as Golf Fees have surpassed the budget for several years. We are using these resources to strategically initiate a multi-year capital improvement plan as part of this year's budgeting process, which we plan to begin to implement as early as this spring.
- Variance in Federal revenue within the Transportation Fund due to timing and payment of federal grant projects. Grant revenue are budgeted to match the capital expense budget. Since these are multi-year projects, grant proceeds may not be received in the current fiscal year.
- County revenue in the Transportation Fund is tracking below the estimated monthly budget. In FY24, we have had increased expenses, such as SR248 and the bus stop projects, which are eligible for reimbursement funds. Some of these reimbursements will cross fiscal years, and budget adjustments may be necessary. We closely monitor the County's use and collection of this resource and work together to ensure we are reimbursed for all eligible expenses.

Expenditures

- Most personnel budgets are tracking under, as expected, due to vacancies, recruitment, and attrition in FY24, and our budgeting methodology of using maximum position range and benefits and then reducing the budgeted amounts with a 'vacancy factor' as an accounting mechanism to project and balance vacancies, actual earnings, and benefits.

- Special Service Contracts in the General Fund are tracking under budget due to the childcare reimbursement program, which began in January 2024. These funds will continue to cross fiscal years until fully expended. At our last touchpoint, our administrator projected the funds would last until at least late 2025. As we get more data, we will update the projections as necessary.
- Utility budgets will true up as the year progresses.
- Variances in Capital expenditures in various funds due to project timelines, invoicing, completion dates, and carry-forward amounts.

Exhibit A: Revenue Summary by Object and Type

Exhibit B: Expense Summary by Object and Type

Exhibit C: FY24 February Sales Tax

Revenue - YTD March 2024	FY22	FY23	YTD Actuals	YTD Monthly Estm Budget	YTD Variance \$	YTD Variance %	FY 24 Orig Budget
- 011 GENERAL FUND							
Property Taxes	12,473,905	11,952,657	12,347,896	12,232,479	115,417	1%	13,109,914
Sales Tax	11,948,882	12,876,618	12,831,374	12,485,526	345,847	3%	18,759,861
Franchise Tax	2,229,141	2,463,103	2,556,520	2,050,710	505,811	25%	3,591,845
Licenses	312,378	400,228	403,834	370,792	33,042	9%	412,920
Planning Building & Engineering Fees	2,789,245	3,355,035	3,935,598	2,747,048	1,188,550	43%	4,137,954
Special Event Fees	138,429	110,915	114,277	222,035	-107,758	-49%	322,924
Federal Revenue	37,143	55,145	24,490	44,527	-20,036	-45%	48,362
State Revenue	70,614	69,633	78,727	57,274	21,453	37%	68,086
County/SP District Revenue		15,000		21,827	-21,827	-100%	21,827
Cemetery Charges for Services	19,086	17,828	28,192	157,036	-128,845	-82%	228,269
Recreation	1,950,353	1,980,919	1,963,420	1,970,532	-7,111	0%	2,715,675
Ice	-4,208	0			0		
Other Service Revenue	34,041	46,350	51,468	35,699	15,769	44%	56,768
Library Fees	13,383	10,733	13,856		13,856		
Misc. Revenues	177,362	263,978	108,137	152,935	-44,798	-29%	686,242
Interfund Transactions (Admin)	1,676,475	1,995,003	2,219,706	2,135,725	83,981	4%	4,011,403
Special Revenues & Resources	557,743	574,215	202,551		202,551		
Total 011 GENERAL FUND	34,423,971	36,187,361	36,880,046	34,684,145	2,195,901	6%	48,172,050
- 012 QUINNS RECREATION COMPLEX							
Recreation	1,814	7,240	2,279	4,410	-2,131	-48%	4,806
Ice	615,404	715,532	781,414	535,122	246,293	46%	716,838
Misc. Revenues	361	-27	307	909	-602	-66%	1,212
Total 012 QUINNS RECREATION COMPLEX	617,579	722,745	784,000	540,440	243,560	45%	722,856
- 022 DRUG CONFISCATIONS							
State Revenue	3,021	750	11,035		11,035		
Total 022 DRUG CONFISCATIONS	3,021	750	11,035		11,035		
- 023 LOWER PARK AVE RDA SPECIAL REVENUE FUND							
Property Taxes	3,860,843	4,343,018	5,356,681	4,199,617	1,157,064	28%	4,252,000
Misc. Revenues					0		
Total 023 LOWER PARK AVE RDA SPECIAL REVEN	3,860,843	4,343,018	5,356,681	4,199,617	1,157,064	28%	4,252,000
- 024 MAIN STREET RDA SPECIAL REVENUE FUND							
Property Taxes	1,290,892	4,593	2,842	8,291	-5,449	-66%	11,319
Misc. Revenues					0		
Total 024 MAIN STREET RDA SPECIAL REVENUE F	1,290,892	4,593	2,842	8,291	-5,449	-66%	11,319
- 031 CAPITAL IMPROVEMENT FUND							
Sales Tax	6,566,214	7,018,932	6,946,494	6,729,692	216,802	3%	16,329,673
Planning Building & Engineering Fees	235,878	435,005	308,625	302,194	6,431	2%	419,695
Federal Revenue				22,109	-22,109	-100%	29,478
State Revenue	498,445	315,913	373,874	50,535	323,339	640%	62,171

Revenue - YTD March 2024	FY22	FY23	YTD Actuals	YTD Monthly Estm Budget	YTD Variance \$	YTD Variance %	FY 24 Orig Budget
County/SP District Revenue	1,785,652	139,126	698,228	37,500	660,728	1762%	50,000
Misc. Revenues	86,766	395,681	271,604	211,052	60,552	29%	3,503,219
Interfund Transactions (CIP/Debt)					0		
Special Revenues & Resources	504,629	445,406	314,750		314,750		
Bond Proceeds					0		30,000,000
Total 031 CAPITAL IMPROVEMENT FUND	9,677,583	8,750,063	8,913,575	7,353,081	1,560,494	21%	50,394,236
- 033 REDEVELOPMENT AGENCY-LOWER PRK							
Misc. Revenues					0		
Interfund Transactions (CIP/Debt)	2,319,399	2,319,399	2,319,399	3,557,529	-1,238,130	-35%	3,092,532
Total 033 REDEVELOPMENT AGENCY-LOWER PRK	2,319,399	2,319,399	2,319,399	3,557,529	-1,238,130	-35%	3,092,532
- 034 REDEVELOPMENT AGENCY-MAIN ST							
Misc. Revenues					0		
Interfund Transactions (CIP/Debt)	524,997	524,997			0		
Total 034 REDEVELOPMENT AGENCY-MAIN ST	524,997	524,997			0		
- 035 BUILDING AUTHORITY							
Misc. Revenues					0		
Total 035 BUILDING AUTHORITY					0		
- 038 EQUIPMENT REPLACEMENT CIP							
Misc. Revenues		8,360	112,383		112,383		
Interfund Transactions (CIP/Debt)	1,189,197	1,189,197	1,414,197	1,414,194	3	0%	1,885,600
Total 038 EQUIPMENT REPLACEMENT CIP	1,189,197	1,197,557	1,526,580	1,414,194	112,385	8%	1,885,600
- 051 WATER FUND							
Planning Building & Engineering Fees	1,019,697	637,010	776,558	539,810	236,748	44%	750,000
Water Charges for Services	14,080,462	14,697,103	16,465,460	17,268,439	-802,979	-5%	22,487,920
Misc. Revenues	103,277	598,176	537,660	227,654	310,006	136%	388,887
Bond Proceeds				1,858,025	-1,858,025	-100%	12,477,367
Total 051 WATER FUND	15,203,437	15,932,289	17,779,678	19,893,928	-2,114,250	-11%	36,104,174
- 052 STORM WATER FUND							
Water Charges for Services	1,166,516	1,190,588	1,250,248	1,321,736	-71,488	-5%	2,000,000
Misc. Revenues					0		
Total 052 STORM WATER FUND	1,166,516	1,190,588	1,250,248	1,321,736	-71,488	-5%	2,000,000
- 055 GOLF COURSE FUND							
County/SP District Revenue		168,363			0		
Recreation	1,286,945	1,350,980	1,478,105	1,258,136	219,969	17%	1,406,143
Misc. Revenues	12,640	18,117	3,326	23,285	-19,959	-86%	40,128
Interfund Transactions (CIP/Debt)	18,747	18,747	18,747	18,747	0	0%	25,000
Total 055 GOLF COURSE FUND	1,318,333	1,556,207	1,500,177	1,300,167	200,010	15%	1,471,271
- 057 TRANSPORTATION & PARKING FUND							
Sales Tax	6,112,694	8,597,370	8,203,269	8,328,322	-125,053	-2%	15,425,176
Licenses	904,072	959,828	1,041,781	967,950	73,831	8%	981,896

Revenue - YTD March 2024	FY22	FY23	YTD Actuals	YTD Monthly Estm Budget	YTD Variance \$	YTD Variance %	FY 24 Orig Budget
Federal Revenue	5,716,275	6,712,061	1,451,177	5,779,739	-4,328,562	-75%	21,713,819
County/SP District Revenue	129,427	59,671	2,958,535	11,111,203	-8,152,668	-73%	
Transit Charges for Services	6,183	20,200	85,692	37,152	48,541	131%	85,740
Misc. Revenues	40,266	558,269	75,970	43,206	32,764	76%	270,552
Special Revenues & Resources	415,697	307,060	252,576	106,542	146,034	137%	216,418
Total 057 TRANSPORTATION & PARKING FUND	13,324,614	17,214,460	14,069,000	26,374,114	-12,305,114	-47%	38,693,601
- 058 PARKING FUND							
Special Event Fees	4,195	53,901	37,216		37,216		
Fines & Forfeitures	1,943,105	2,625,210	3,041,740	2,806,330	235,410	8%	2,995,080
Misc. Revenues	-40	-3	150		150		
Total 058 PARKING FUND	1,947,260	2,679,108	3,079,106	2,806,330	272,776	10%	2,995,080
- 062 FLEET SERVICES FUND							
Interfund Transactions (Admin)	1,766,875	2,059,065	2,515,509	2,059,065	456,444	22%	3,354,000
Total 062 FLEET SERVICES FUND	1,766,875	2,059,065	2,515,509	2,059,065	456,444	22%	3,354,000
- 064 SELF INSURANCE FUND							
Misc. Revenues	206,253	263,562	337,500	262,505	74,995	29%	450,000
Interfund Transactions (Admin)	1,187,595	1,270,485	1,385,586	1,385,573	13	0%	1,847,445
Total 064 SELF INSURANCE FUND	1,393,848	1,534,047	1,723,086	1,648,078	75,008	5%	2,297,445
- 070 SALES TAX REV BOND - DEBT SVS FUND							
Misc. Revenues	73,955	608,439	1,119,413		1,119,413		
Interfund Transactions (CIP/Debt)	5,221,665	5,226,597	5,223,987	5,223,966	21	0%	6,965,316
Total 070 SALES TAX REV BOND - DEBT SVS FUND	5,295,620	5,835,036	6,343,400	5,223,966	1,119,434	21%	6,965,316
- 071 DEBT SERVICE FUND							
Property Taxes	9,509,688	9,509,688	9,478,438	9,478,438	0	0%	9,478,438
Misc. Revenues	1,214	15,005	17,574		17,574		
Total 071 DEBT SERVICE FUND	9,510,902	9,524,693	9,496,012	9,478,438	17,574	0%	9,478,438
- Grand Total							
TOTAL	104,834,887	111,575,976	113,550,374	121,863,121	-8,312,748	-7%	211,889,918
Total without Bond Proceeds and Debt Service	90,028,364	96,216,246	97,710,962	105,302,692	-7,591,730	-7%	

Expenses YTD - March 2024	FY22	FY23	YTD Actuals	YTD Monthly Estm Budget	YTD Variance \$	YTD Variance %	FY 24 Orig Budget
- 011 GENERAL FUND							
PERSONNEL SERVICES	17,823,787	22,081,066	24,039,512	25,990,544	-1,951,032	-8%	33,791,803
MATERIALS, SUPPLIES AND SERVICES	816,161	1,114,821	1,067,578	1,065,768	1,810	0%	1,544,459
UTILITIES	518,342	627,828	667,284	1,379,561	-712,277	-52%	1,925,714
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	2,886,504	3,288,294	3,472,211	4,080,214	-608,003	-15%	5,977,261
PARTS/MAINTENANCE SUPPLIES	829,206	1,434,032	1,328,082	1,367,445	-39,363	-3%	1,861,453
SPECIAL SERV CONTRACT/MISC CHARGES	586,895	555,250	1,006,239	1,483,163	-476,924	-32%	2,102,100
CAPITAL OUTLAY	213,974	424,566	478,764	594,146	-115,382	-19%	805,322
INTERFUND TRANSFER	2,313,585	2,579,841	3,138,138	2,940,793	197,345	7%	4,184,157
Total 011 GENERAL FUND	25,988,453	32,105,698	35,197,808	38,901,633	-3,703,825	-10%	52,192,268
- 012 QUINNS RECREATION COMPLEX							
PERSONNEL SERVICES	701,395	784,520	832,822	887,822	-55,000	-6%	1,244,390
MATERIALS, SUPPLIES AND SERVICES	35,529	47,448	37,923	53,812	-15,889	-30%	68,940
UTILITIES	95,219	107,333	108,710	96,897	11,813	12%	147,017
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	50,073	62,990	79,799	88,423	-8,624	-10%	120,410
PARTS/MAINTENANCE SUPPLIES	36,103	34,439	31,659	40,792	-9,133	-22%	57,020
SPECIAL SERV CONTRACT/MISC CHARGES	16,479	19,657	20,981	17,840	3,141	18%	23,000
CAPITAL OUTLAY				750	-750	-100%	1,000
Total 012 QUINNS RECREATION COMPLEX	934,798	1,056,386	1,111,893	1,186,336	-74,443	-6%	1,661,777
- 022 DRUG CONFISCATIONS							
CAPITAL OUTLAY	3,021	750	11,035		11,035		
Total 022 DRUG CONFISCATIONS	3,021	750	11,035		11,035		
- 023 LOWER PARK AVE RDA SPECIAL REVENUE FUND							
MATERIALS, SUPPLIES AND SERVICES				10,000	-10,000	-100%	10,000
UTILITIES	1,474	2,293	4,251	-23,018	27,269	-118%	9,109
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	4,830	11,400	38,600	27,706	10,894	39%	70,000
SPECIAL SERV CONTRACT/MISC CHARGES				426,000	-426,000	-100%	568,000
INTERFUND TRANSFER	2,319,399	2,319,399	2,319,399	2,089,834	229,565	11%	3,092,532
Total 023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	2,325,703	2,333,092	2,362,250	2,530,522	-168,272	-7%	3,749,641
- 024 MAIN STREET RDA SPECIAL REVENUE FUND							
CONTRACT SVCS/CONSULTING/SOFTWARE LIC		6,830		20,737	-20,737	-100%	50,000
SPECIAL SERV CONTRACT/MISC CHARGES				303,750	-303,750	-100%	405,000
INTERFUND TRANSFER	524,997	524,997			0		
Total 024 MAIN STREET RDA SPECIAL REVENUE FUND	524,997	531,827		324,487	-324,487	-100%	455,000
- 031 CAPITAL IMPROVEMENT FUND							
PERSONNEL SERVICES	14,346	15,329	1,873		1,873		
CAPITAL OUTLAY	3,366,759	6,430,443	8,548,567	53,041,729	-44,493,162	-84%	48,675,370

Expenses YTD - March 2024	FY22	FY23	YTD Actuals	YTD Monthly Estm Budget	YTD Variance \$	YTD Variance %	FY 24 Orig Budget
INTERFUND TRANSFER	3,130,974	3,132,810	3,130,857	3,389,421	-258,564	-8%	4,174,476
Total 031 CAPITAL IMPROVEMENT FUND	6,512,080	9,578,582	11,681,297	56,431,150	-44,749,853	-79%	52,849,846
- 033 REDEVELOPMENT AGENCY-LOWER PRK							
CAPITAL OUTLAY	33,430	24,978	1,371,710	1,173,439	198,271	17%	445,000
INTERFUND TRANSFER	2,090,691	2,093,787	2,093,130	1,705,228	387,902	23%	2,790,840
Total 033 REDEVELOPMENT AGENCY-LOWER PRK	2,124,121	2,118,765	3,464,840	2,878,667	586,173	20%	3,235,840
- 034 REDEVELOPMENT AGENCY-MAIN ST							
CAPITAL OUTLAY		19,940	233,561	437,612	-204,051	-47%	150,000
Total 034 REDEVELOPMENT AGENCY-MAIN ST		19,940	233,561	437,612	-204,051	-47%	150,000
- 038 EQUIPMENT REPLACEMENT CIP							
CAPITAL OUTLAY	1,421,159	1,569,590	2,196,534	3,564,372	-1,367,838	-38%	1,964,600
Total 038 EQUIPMENT REPLACEMENT CIP	1,421,159	1,569,590	2,196,534	3,564,372	-1,367,838	-38%	1,964,600
- 051 WATER FUND							
PERSONNEL SERVICES	2,474,630	3,087,077	3,826,922	3,785,226	41,696	1%	4,934,076
MATERIALS, SUPPLIES AND SERVICES	394,819	514,771	459,899	391,923	67,976	17%	565,020
UTILITIES	445,946	550,555	599,738	919,647	-319,909	-35%	1,413,719
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	1,631,125	1,241,833	1,467,183	1,360,275	106,908	8%	1,977,206
PARTS/MAINTENANCE SUPPLIES	960,040	1,077,954	1,405,023	1,070,495	334,528	31%	1,475,550
SPECIAL SERV CONTRACT/MISC CHARGES	125,524	162,874	246,164	128,596	117,568	91%	183,200
CAPITAL OUTLAY	29,242,911	13,797,141	7,023,808	20,186,614	-13,162,806	-65%	10,177,805
DEBT SERVICE	3,813,401	6,910,528	7,066,944	5,827,261	1,239,684	21%	9,403,863
INTERFUND TRANSFER	819,324	1,006,686	1,152,630	1,934,812	-782,182	-40%	2,588,649
Total 051 WATER FUND	39,907,720	28,349,419	23,248,311	35,604,848	-12,356,537	-35%	32,719,089
- 052 STORM WATER FUND							
PERSONNEL SERVICES	509,153	697,665	434,804	508,359	-73,555	-14%	662,651
MATERIALS, SUPPLIES AND SERVICES	14,898	15,206	18,182	36,907	-18,725	-51%	63,000
UTILITIES	35,190	20,476	26,556	28,657	-2,101	-7%	43,621
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	23,440	22,756	67,103	90,031	-22,929	-25%	149,625
PARTS/MAINTENANCE SUPPLIES	9,912	7,315	11,302	32,783	-21,481	-66%	41,406
CAPITAL OUTLAY	30,440	-98,573	394,322	851,980	-457,658	-54%	1,261,500
INTERFUND TRANSFER	101,592	118,035	130,428	125,676	4,752	4%	173,903
Total 052 STORM WATER FUND	724,626	782,879	1,082,697	1,674,393	-591,697	-35%	2,395,706
- 055 GOLF COURSE FUND							
PERSONNEL SERVICES	566,127	591,761	681,919	852,180	-170,262	-20%	1,110,825
MATERIALS, SUPPLIES AND SERVICES	36,326	34,186	39,541	50,518	-10,977	-22%	73,700
UTILITIES	90,617	61,034	31,893	217,067	-185,174	-85%	135,320
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	52,735	53,105	59,642	67,491	-7,849	-12%	99,825

Expenses YTD - March 2024	FY22	FY23	YTD Actuals	YTD Monthly Estm Budget	YTD Variance \$	YTD Variance %	FY 24 Orig Budget
PARTS/MAINTENANCE SUPPLIES	347,297	180,102	173,653	175,346	-1,693	-1%	334,800
SPECIAL SERV CONTRACT/MISC CHARGES	33,255	34,246	33,409	37,854	-4,445	-12%	43,500
CAPITAL OUTLAY	18,609	3,155	10,569	190,914	-180,345	-94%	282,928
INTERFUND TRANSFER	106,785	126,072	134,964	138,815	-3,851	-3%	179,945
Total 055 GOLF COURSE FUND	1,251,751	1,083,662	1,165,590	1,730,185	-564,595	-33%	2,260,843
- 057 TRANSPORTATION & PARKING FUND							
PERSONNEL SERVICES	5,089,432	7,303,685	8,869,406	9,007,478	-138,072	-2%	11,741,329
MATERIALS, SUPPLIES AND SERVICES	113,463	198,027	258,684	244,474	14,209	6%	332,422
UTILITIES	217,490	229,224	264,389	277,036	-12,647	-5%	409,320
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	335,748	485,432	848,088	1,563,189	-715,101	-46%	2,856,960
PARTS/MAINTENANCE SUPPLIES	29,174	45,862	23,320	25,923	-2,603	-10%	37,000
SPECIAL SERV CONTRACT/MISC CHARGES	24,942	37,111	22,881	15,714	7,168	46%	16,500
CAPITAL OUTLAY	725,389	1,628,791	7,096,501	27,389,511	-20,293,009	-74%	17,973,836
INTERFUND TRANSFER	2,479,878	2,694,555	2,904,615	2,825,292	79,323	3%	3,872,831
Total 057 TRANSPORTATION & PARKING FUND	9,015,516	12,622,687	20,287,884	41,348,617	-21,060,733	-51%	37,240,198
- 058 PARKING FUND							
PERSONNEL SERVICES	554,632	787,654	940,266	976,010	-35,743	-4%	1,272,238
MATERIALS, SUPPLIES AND SERVICES	216,074	243,973	290,033	397,390	-107,357	-27%	472,500
UTILITIES	6,409	5,268	5,713	3,948	1,765	45%	10,000
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	96,434	32,192	8,674	87,910	-79,235	-90%	148,000
PARTS/MAINTENANCE SUPPLIES	6,866	10,743	17,050	33,366	-16,316	-49%	57,000
SPECIAL SERV CONTRACT/MISC CHARGES	95,402	77,092	94,172	51,313	42,859	84%	65,000
CAPITAL OUTLAY		65,987		540,570	-540,570	-100%	380,000
INTERFUND TRANSFER	12,375	7,308	92,970	94,887	-1,917	-2%	123,963
Total 058 PARKING FUND	988,191	1,230,216	1,448,878	2,185,393	-736,515	-34%	2,528,701
- 062 FLEET SERVICES FUND							
PERSONNEL SERVICES	684,925	880,132	940,797	999,600	-58,803	-6%	1,302,988
MATERIALS, SUPPLIES AND SERVICES	44,760	65,430	24,576	49,634	-25,058	-50%	63,950
UTILITIES	675,913	901,624	695,561	773,535	-77,974	-10%	1,002,900
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	4,987	6,657	5,397	5,249	148	3%	8,000
PARTS/MAINTENANCE SUPPLIES	538,076	590,917	611,287	550,118	61,168	11%	770,200
CAPITAL OUTLAY		4,695		1,315	-1,315	-100%	6,205
Total 062 FLEET SERVICES FUND	1,948,661	2,449,454	2,277,619	2,379,452	-101,833	-4%	3,154,243
- 064 SELF INSURANCE FUND							
MATERIALS, SUPPLIES AND SERVICES	25,482	27,819	44,201	38,595	5,606	15%	50,500
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	400,456	537,752	448,004	549,083	-101,080	-18%	1,047,829
SPECIAL SERV CONTRACT/MISC CHARGES	862,537	1,030,560	983,964	987,850	-3,886	0%	1,075,500

Expenses YTD - March 2024	FY22	FY23	YTD Actuals	YTD Monthly Estm Budget	YTD Variance \$	YTD Variance %	FY 24 Orig Budget
Total 064 SELF INSURANCE FUND	1,288,475	1,596,131	1,476,169	1,575,529	-99,360	-6%	2,173,829
- 070 SALES TAX REV BOND - DEBT SVS FUND							
DEBT SERVICE	2,639,708	2,613,418	2,580,117	5,159,406	-2,579,289	-50%	6,975,316
INTERFUND TRANSFER				2,000,023	-2,000,023	-100%	
Total 070 SALES TAX REV BOND - DEBT SVS FUND	2,639,708	2,613,418	2,580,117	7,159,428	-4,579,312	-64%	6,975,316
- 071 DEBT SERVICE FUND							
DEBT SERVICE	7,344,344	7,288,008	7,236,582	7,239,055	-2,474	0%	9,478,438
Total 071 DEBT SERVICE FUND	7,344,344	7,288,008	7,236,582	7,239,055	-2,474	0%	9,478,438
- Grand Total							
TOTAL	104,943,323	107,330,502	117,063,066	207,151,681	-90,088,615	-43%	215,185,334
Total without Bond, Debt Service and Capital Transactions	56,090,179	66,647,088	72,814,052	80,953,008	-8,138,956	-10%	

February Sales Tax Update





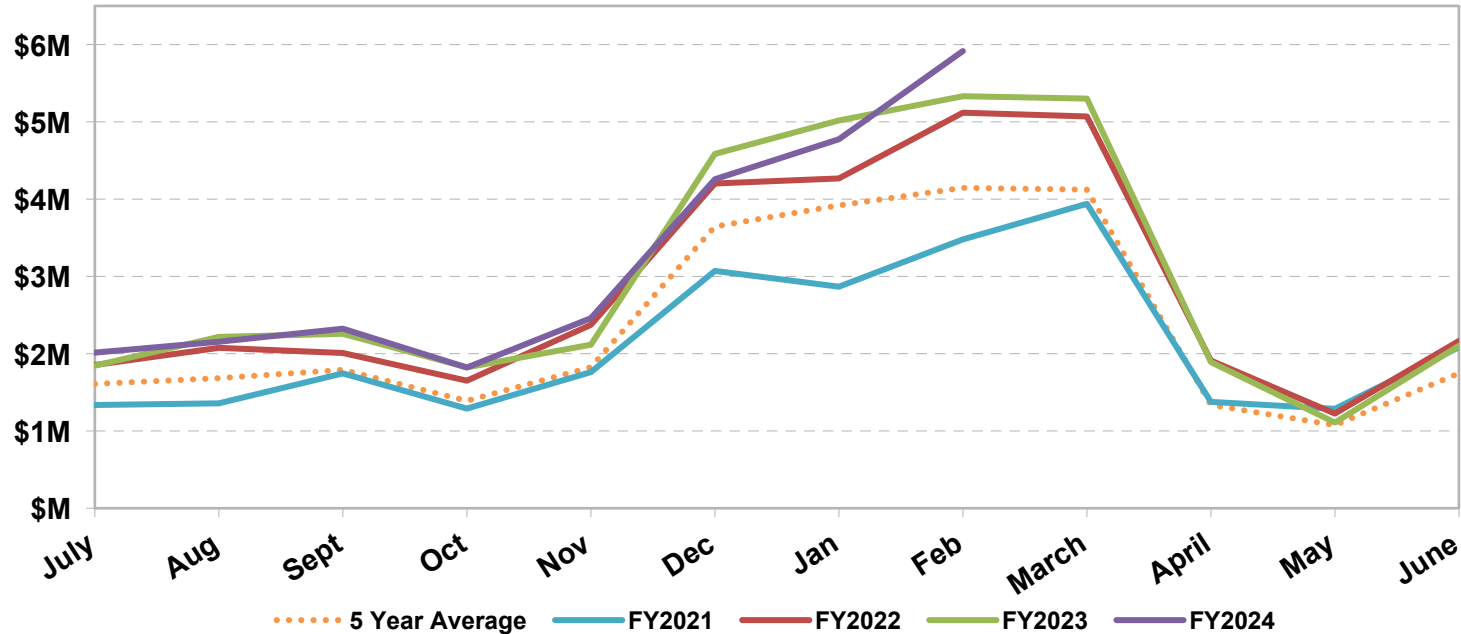
Citywide

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Sales Tax Revenues through February



*Does not Include TRT or Transit Tax

- **Sales Taxes excluding TRT and Transit Sales Tax +11% vs. February FY23**
- **Transit Sales Tax +10.9% vs. February FY23**
- **TRT +14% vs. February FY23**



General Fund

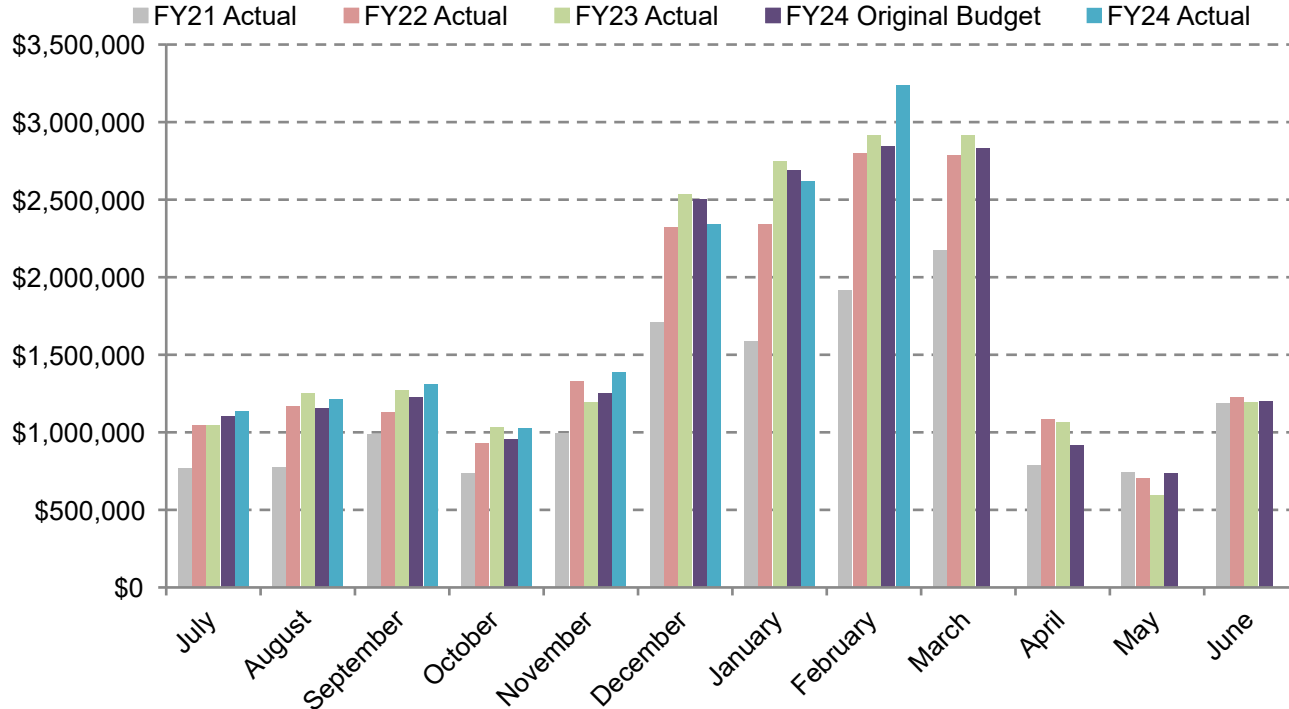
Sales Tax Summary – General Fund

General Fund - Sales Tax Summary - Monthly						
Month	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Original Budget	FY24 Actual	FY24 v FY23, % Variance
July	\$767,523	\$1,047,907	\$1,046,389	\$1,104,701	\$1,135,532	8.5%
August	\$777,490	\$1,171,314	\$1,251,903	\$1,155,754	\$1,216,142	-2.9%
September	\$991,597	\$1,132,565	\$1,274,032	\$1,229,799	\$1,308,072	2.7%
October	\$735,086	\$933,913	\$1,034,057	\$954,474	\$1,030,019	-0.4%
November	\$995,487	\$1,327,690	\$1,195,346	\$1,253,138	\$1,385,504	15.9%
December	\$1,709,314	\$2,326,097	\$2,534,848	\$2,502,995	\$2,345,693	-7.5%
January	\$1,587,251	\$2,345,867	\$2,747,945	\$2,690,939	\$2,621,487	-4.6%
February	\$1,915,684	\$2,797,934	\$2,918,323	\$2,846,745	\$3,239,479	11.0%
March	\$2,175,133	\$2,789,466	\$2,914,949	\$2,830,360	\$0	
April	\$792,166	\$1,086,580	\$1,065,205	\$917,717	\$0	
May	\$742,106	\$707,914	\$594,757	\$738,461	\$0	
June	\$1,186,465	\$1,228,604	\$1,194,996	\$1,198,892	\$0	
Total	\$14,375,301	\$18,895,853	\$19,772,750	\$19,423,976	\$14,281,929	

General Fund - Sales Tax Summary - Cumulative						
Month	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Original Budget	FY24 Actual	FY24 v FY23, % Variance
July	\$767,523	\$1,047,907	\$1,046,389	\$1,104,701	\$1,135,532	8.5%
August	\$1,545,014	\$2,219,221	\$2,298,293	\$2,260,455	\$2,351,675	2.3%
September	\$2,536,611	\$3,351,787	\$3,572,325	\$3,490,254	\$3,659,747	2.4%
October	\$3,271,697	\$4,285,700	\$4,606,381	\$4,444,727	\$4,689,766	1.8%
November	\$4,267,183	\$5,613,390	\$5,801,728	\$5,697,865	\$6,075,271	4.7%
December	\$5,976,497	\$7,939,487	\$8,336,576	\$8,200,861	\$8,420,963	1.0%
January	\$7,563,748	\$10,285,355	\$11,084,521	\$10,891,800	\$11,042,450	-0.4%
February	\$9,479,432	\$13,083,289	\$14,002,844	\$13,738,545	\$14,281,929	2.0%
March	\$11,654,565	\$15,872,754	\$16,917,793	\$16,568,906	\$0	
April	\$12,446,731	\$16,959,335	\$17,982,997	\$17,486,623	\$0	
May	\$13,188,836	\$17,667,248	\$18,577,754	\$18,225,084	\$0	
June	\$14,375,301	\$18,895,853	\$19,772,750	\$19,423,976	\$14,281,929	

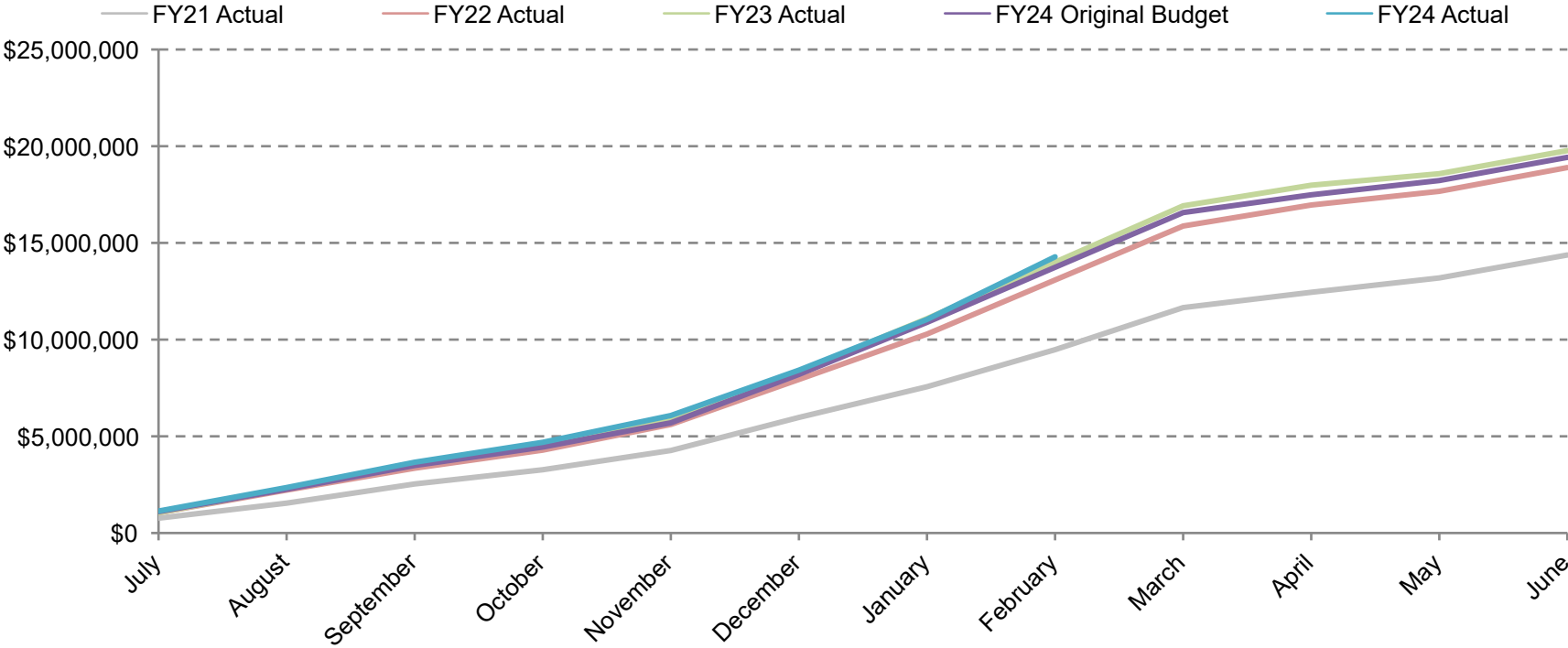
Sales Tax Summary – General Fund

General Fund Historical Sales Tax Revenues & Budgets Over Time by Month



Sales Tax Summary – General Fund

General Fund - FY24 Cumulative Annual Sales Tax Revenues Through Different Lenses





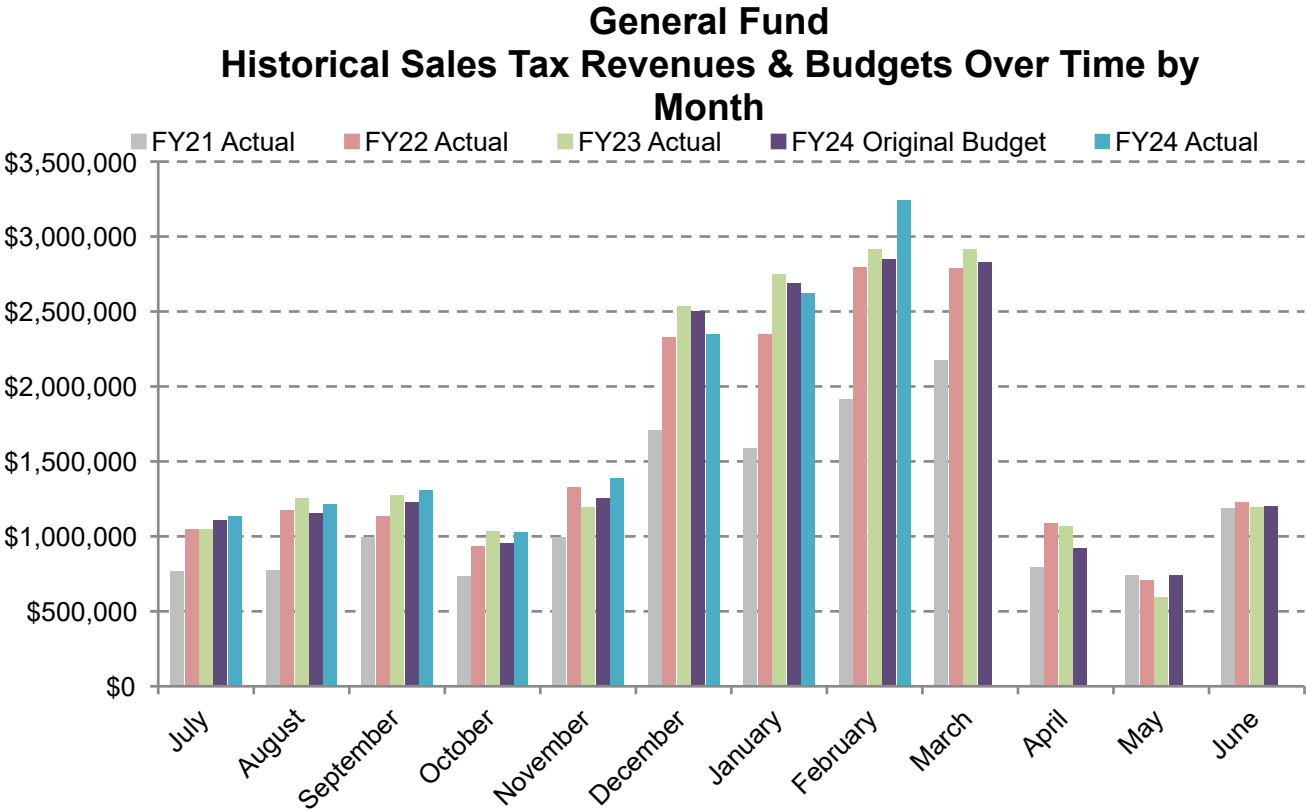
Capital Fund

Sales Tax Summary – Capital Fund

Capital Fund - Sales Tax Summary - Monthly						
Month	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Original Budget	FY24 Actual	FY23 v FY24 % Variance
July	\$522,650	\$780,132	\$781,125	\$874,360	\$829,804	6.2%
August	\$529,137	\$855,278	\$912,695	\$914,768	\$886,006	-2.9%
September	\$666,174	\$829,049	\$908,812	\$973,374	\$932,445	2.6%
October	\$502,670	\$694,081	\$783,529	\$755,457	\$785,353	0.2%
November	\$760,386	\$1,065,376	\$890,056	\$991,847	\$1,089,951	22.5%
December	\$1,313,631	\$1,996,471	\$2,082,759	\$1,981,096	\$1,949,295	-6.4%
January	\$1,246,723	\$2,009,355	\$2,452,052	\$2,129,852	\$2,262,560	-7.7%
February	\$1,601,025	\$2,443,664	\$2,525,462	\$2,253,171	\$2,827,239	11.95%
March	\$1,775,065	\$2,403,776	\$2,523,645	\$2,240,202	\$0	
April	\$535,486	\$861,933	\$747,250	\$726,364	\$0	
May	\$485,197	\$458,895	\$419,073	\$584,485	\$0	
June	\$852,122	\$874,901	\$823,927	\$948,912	\$0	
Total	\$10,790,265	\$15,272,911	\$15,850,386	\$15,373,887	\$11,562,652	

Capital Fund - Sales Tax Summary - Cumulative						
Month	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Original Budget	FY24 Actual	FY23 v FY24 % Variance
July	\$522,650	\$780,132	\$781,125	\$874,360	\$829,804	6.2%
August	\$1,051,787	\$1,635,410	\$1,693,821	\$1,789,128	\$1,715,810	1.3%
September	\$1,717,961	\$2,464,459	\$2,602,633	\$2,762,502	\$2,648,254	1.8%
October	\$2,220,631	\$3,158,539	\$3,386,163	\$3,517,958	\$3,433,607	1.4%
November	\$2,981,017	\$4,223,915	\$4,276,219	\$4,509,805	\$4,523,558	5.8%
December	\$4,294,649	\$6,220,386	\$6,358,977	\$6,490,901	\$6,472,854	1.8%
January	\$5,541,371	\$8,229,741	\$8,811,029	\$8,620,753	\$8,735,413	-0.9%
February	\$7,142,396	\$10,673,406	\$11,336,491	\$10,873,924	\$11,562,652	1.99%
March	\$8,917,460	\$13,077,182	\$13,860,136	\$13,114,127	\$0	
April	\$9,452,946	\$13,939,115	\$14,607,386	\$13,840,491	\$0	
May	\$9,938,143	\$14,398,010	\$15,026,459	\$14,424,976	\$0	
June	\$10,790,265	\$15,272,911	\$15,850,386	\$15,373,887	\$0	

Sales Tax Summary – Capital Fund

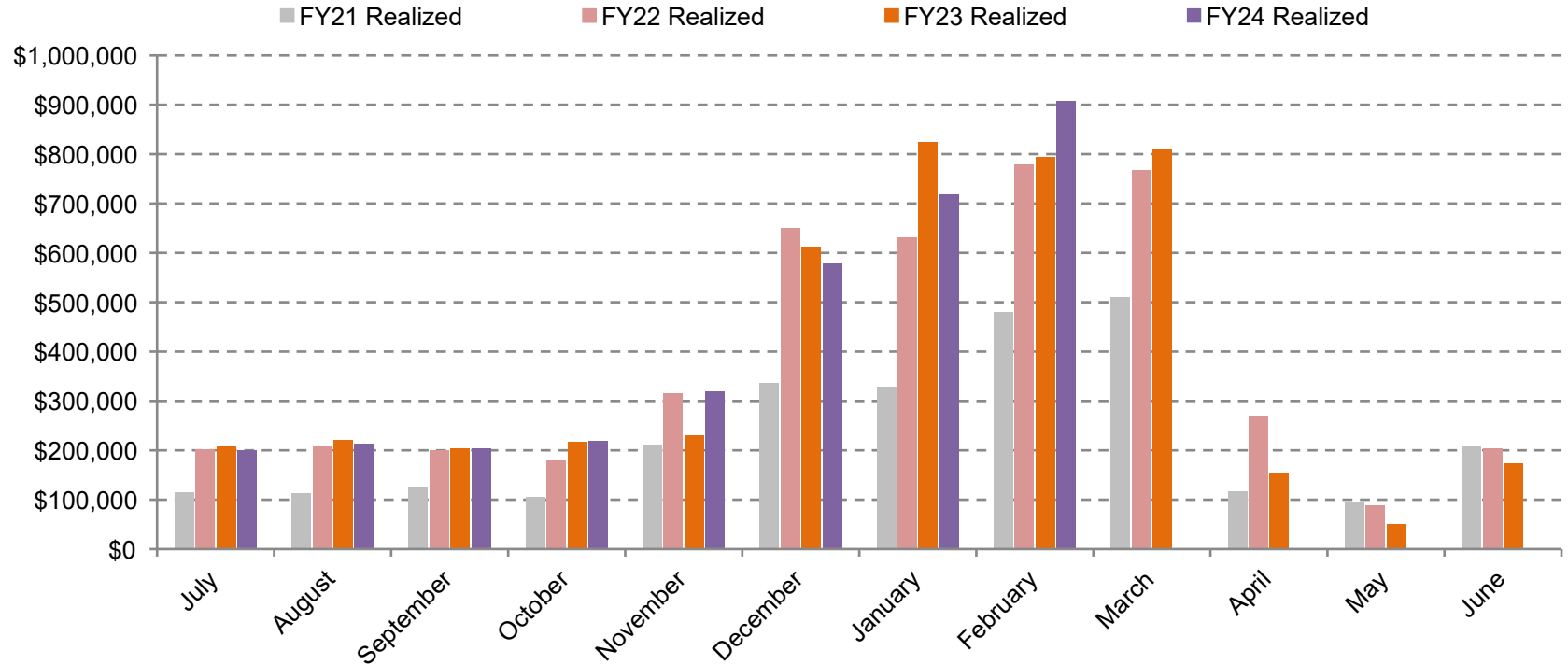


Sales Tax Summary – Transient Room Tax

Transient Room Tax						
Monthly	FY21 Realized	FY22 Realized	FY23 Realized	FY24 Realized	FY24 vs. FY23, \$ Variance	FY24 vs. FY23, % Variance
July	\$114,918	\$201,780	\$207,936	\$199,624	(\$8,312)	-4.00%
August	\$112,872	\$206,192	\$219,874	\$212,683	(\$7,191)	-3.27%
September	\$125,348	\$200,321	\$203,178	\$203,721	\$543	0.27%
October	\$104,921	\$179,897	\$217,406	\$217,701	\$296	0.14%
November	\$210,795	\$315,172	\$229,493	\$319,441	\$89,948	39%
December	\$336,374	\$650,240	\$611,583	\$577,710	(\$33,873)	-6%
January	\$328,467	\$630,062	\$823,076	\$717,139	(\$105,938)	-13%
February	\$479,315	\$778,153	\$793,379	\$906,424	\$113,045	14%
March	\$509,063	\$767,199	\$811,367	\$0	(\$811,367)	-100%
April	\$116,391	\$270,230	\$154,497	\$0	(\$154,497)	-100%
May	\$94,854	\$87,896	\$50,265	\$0	(\$50,265)	-100%
June	\$208,432	\$203,021	\$172,713	\$0	(\$172,713)	-100%
Total	\$2,741,751	\$4,490,163	\$4,494,766	\$3,354,443	(\$1,140,323)	-25%

Sales Tax Summary – Transient Room Tax

Transient Room Tax Historical Revenues Over Time by Month





Transportation Fund

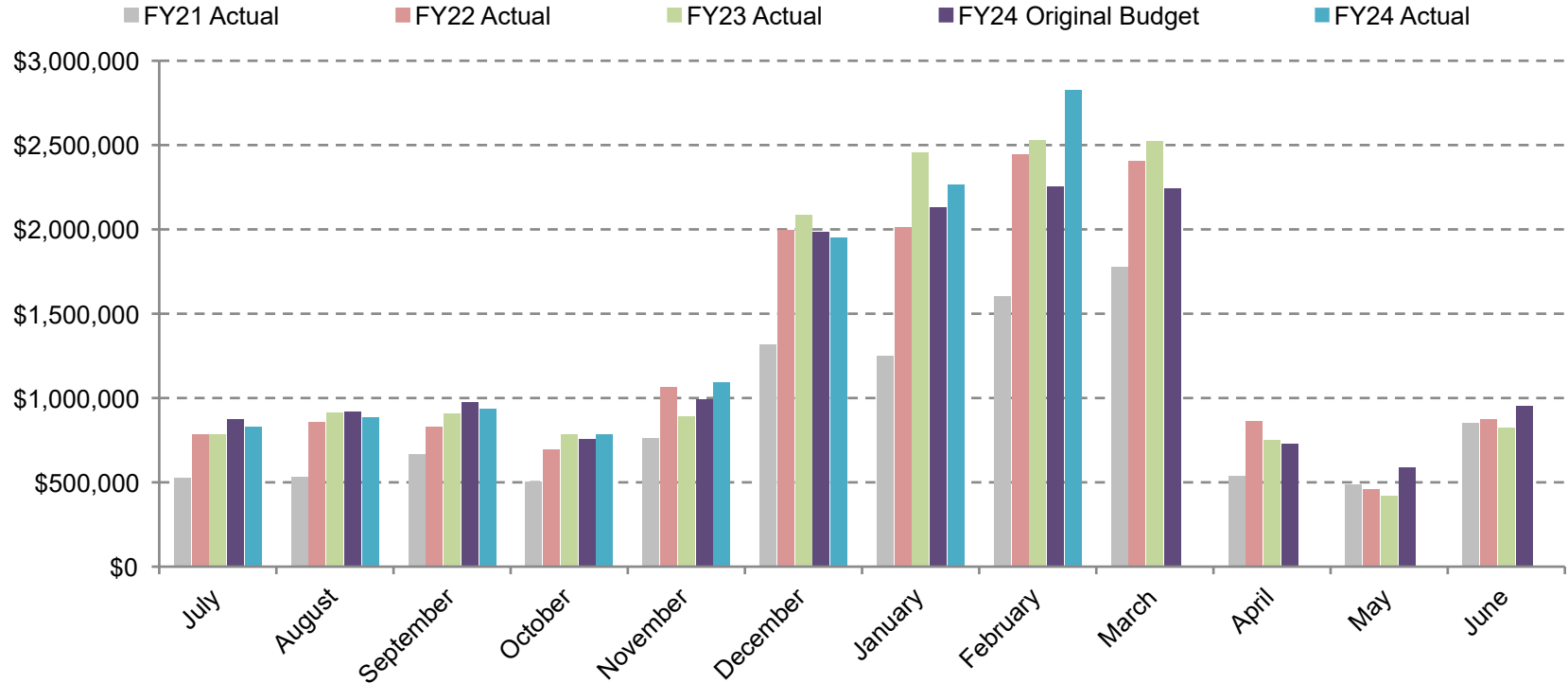
Sales Tax Summary – Transportation Fund

Transportation Fund - Sales Tax Summary - Monthly						
Month	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Original Budget	FY24 Actual	FY23 v FY24 % Variance
July	\$431,048	\$608,068	\$602,675	\$652,677	\$661,242	9.7%
August	\$441,580	\$684,973	\$725,764	\$682,840	\$704,641	-2.9%
September	\$570,321	\$658,907	\$745,081	\$726,587	\$764,144	2.6%
October	\$419,670	\$543,457	\$597,809	\$563,920	\$598,531	0.1%
November	\$583,067	\$789,506	\$697,635	\$740,376	\$810,870	16.2%
December	\$1,019,746	\$1,398,686	\$1,534,675	\$1,478,814	\$1,414,574	-7.8%
January	\$955,215	\$1,429,096	\$1,684,835	\$1,589,855	\$1,602,773	-4.9%
February	\$1,164,026	\$1,723,761	\$1,789,446	\$1,681,908	\$1,985,800	11.0%
March	\$1,316,569	\$1,695,248	\$1,773,311	\$1,672,227	\$0	
April	\$446,180	\$626,520	\$623,780	\$542,204	\$0	
May	\$416,661	\$398,109	\$387,835	\$436,296	\$0	
June	\$684,361	\$709,106	\$665,815	\$708,327	\$0	
Total	\$8,448,444	\$11,265,438	\$11,828,660	\$11,476,031	\$8,542,574	

Transportation Fund - Sales Tax Summary - Cumulative						
Month	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Original Budget	FY24 Actual	FY23 v FY24 % Variance
July	\$431,048	\$608,068	\$602,675	\$652,677	\$661,242	9.7%
August	\$872,628	\$1,293,041	\$1,328,439	\$1,335,517	\$1,365,883	2.8%
September	\$1,442,949	\$1,951,949	\$2,073,520	\$2,062,104	\$2,130,027	2.7%
October	\$1,862,619	\$2,495,405	\$2,671,329	\$2,626,024	\$2,728,558	2.1%
November	\$2,445,687	\$3,284,912	\$3,368,963	\$3,366,400	\$3,539,428	5.1%
December	\$3,465,433	\$4,683,598	\$4,903,638	\$4,845,215	\$4,954,002	1.0%
January	\$4,420,648	\$6,112,694	\$6,588,472	\$6,435,070	\$6,556,775	-0.5%
February	\$5,584,674	\$7,836,455	\$8,377,918	\$8,116,977	\$8,542,574	2.0%
March	\$6,901,243	\$9,531,703	\$10,151,230	\$9,789,205	\$0	
April	\$7,347,422	\$10,158,223	\$10,775,009	\$10,331,408	\$0	
May	\$7,764,084	\$10,556,332	\$11,162,845	\$10,767,704	\$0	
June	\$8,448,444	\$11,265,438	\$11,828,660	\$11,476,031	\$0	

Sales Tax Summary – Transportation Fund

Capital Fund Historical Sales Tax Revenues & Budgets Over Time by Month





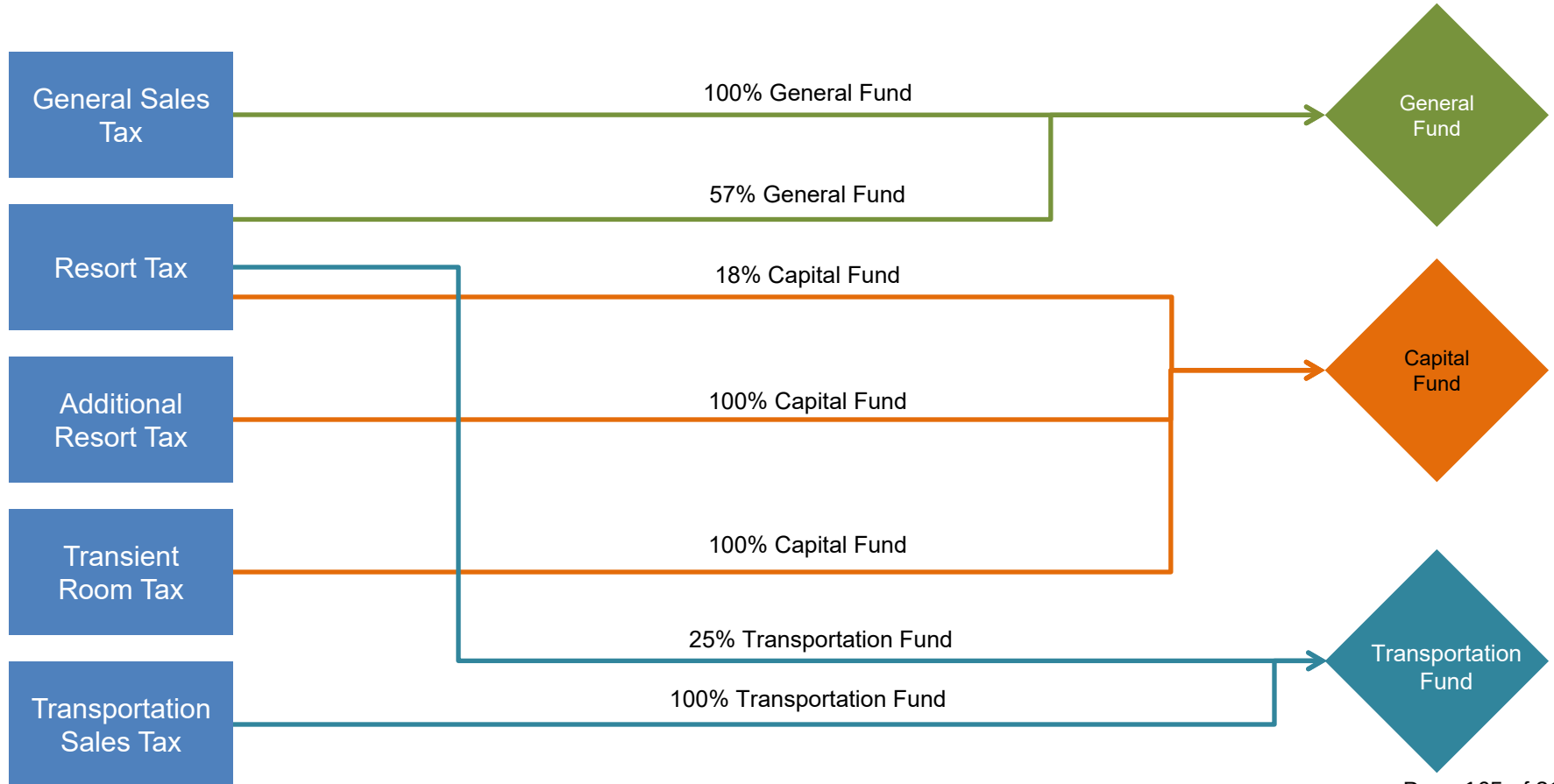
Appendix

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Where Do Our Sales Taxes Go?





City Council Staff Report

Subject: 2024 Pavement Management Program
Author: Troy Dayley
Casey Coleman
Department: Public Works
Date: May 16, 2024

Summary Recommendation

Accept the 2024 Pavement Management bids and authorize the City Manager to enter into agreements in a form approved by the City Attorney's Office with:

1. **Morgan Industries, Inc.** for Type II Slurry Seals, in the amount of **\$153,065.01**
2. **Kilgore Companies LLC** for Sealcoat of Trails in the amount of **\$29,651.40**
3. **Black Forest Paving** for Rotomilling, Pavement Overlays, and Utility Adjustments in the amount of **\$1,232,034.35**
4. **Advanced Paving and Construction** for Crack Sealing in the amount of **\$66,690.00**

Executive Summary

Pavement Management is a critical part of maintaining our transportation network including infrastructure integrity and quality of street surfaces. The primary performance measure for the pavement management program is to maintain an average Remaining Service Life (RSL) of 10 years or higher. Contracting with these service providers to complete the necessary pavement treatments will help us achieve our goal. An Invitation for Bid procurement process was advertised and open from March 26 to April 16, 2024.

Our typical annual pavement management program includes approximately 5,000 tons of Hot Mix Asphalt (HMA), 80,000 square yards of Slurry Seal, and 18 tons of Crack Seal, based on the current conditions of our road network. Staff determined that an increase in quantities is necessary for the 2024 Pavement Program. Further, recent increases in crude oil and fuel prices are directly reflected in pavement management costs.

Background

The purpose of the Pavement Management Program is to extend pavement life while reducing the overall lifecycle cost. To increase cost-effectiveness, sealing and overlay maintenance is applied when the pavement is still in fair condition, minimizing the need for costly road reconstruction.

To focus on current road degradation, it is important to understand the pavement deterioration and lifecycle. Pavement is rated using a Remaining Service Life (RSL) scale ranging from 20-0 years of remaining life. Newly paved roads receive an RSL of 20 years and degrade each year thereafter. Pavements typically deteriorate exponentially after year 10. A roadway may lose as much as 1%-1.50% RSL depending

on its classification annually. Staff structures the pavement management program annually to maintain an average RSL of 10 years or higher.

To increase cost-effectiveness, sealing and overlay maintenance is applied when the pavement is still in fair condition, minimizing the need for costly road reconstruction.

Remaining Service Life (RSL) Scale

Years of RSL	Maintenance Category	Recommended Maintenance
18-20	As needed	No work recommended
15-18	Minimal	Crack sealing
12-15	Some	Minor patching, fog seals, slurry seals and crack sealing
8-11	Routine	Thin overlays or slurry seals and micro seals
4-7	Increasing	Thicker overlays or possible reconstruction
0-4	High	Surface or base reconstruction, possibly subgrade stabilization or total reconstruction

Internal pavement condition inspections occur annually to identify the overall condition of Park City's roadways. Additionally, every three years an independent contractor is hired to complete a street condition assessment. Following last summer's pavement program, a comprehensive review of our street network was performed. The contractor provided current condition ratings of each street. As a result, our average RSL of all Park City pavements is 10.62 years, a increase over last year.

Analysis

Slurry Seal

Slurry is made from emulsified asphalt (a mixture of oil and fine sand aggregate). Applied to existing asphalt, once the street is cleaned, slurry is applied from the back of a large truck using a screed to create a thin layer of material. This year, staff identified 88,482 square yards of slurry seal.

Sealcoat Trails

Staff identified a total of approximately 21,964 square yards of Tuffcoat P+ Seal as part of the 2024 bike path management program.

Pavement Overlays, Rotomilling, and Utility Adjustments

The pavement management program identified 7,327 tons of asphalt to be applied to City streets and one parking lot as part of the overall program. Manholes, water valves, gas valves, and monument markers must be lowered prior to an overlay, due to the rotomilling process. Total Rotomilling in 2024 is projected to be approximately 553,490 square feet. Contractors will raise utilities back to the same grade as the new pavement surface once overlay is completed. This year, 86 water valves/survey monuments and 98 manholes have been identified for adjustment.

Crack Seal

Crack seal is used to prolong pavement life by sealing the surface cracks to prevent water penetration on pavements in relatively good condition. This program will apply 15 tons of crack seal to various city streets and 3 tons of crack seal to bike paths.

Department Review

Pavement program was reviewed by the Public Works, Legal, and Engineering Departments.

Funding Source

This program is funded largely by the Pavement Management CIP Fund. Each year, a small percentage of funding is held for emergency use (winter damage, sinkholes, crude oil price increases, etc.). The total fund balance is forecasted to be: \$1,980,000.00 in FY 25.

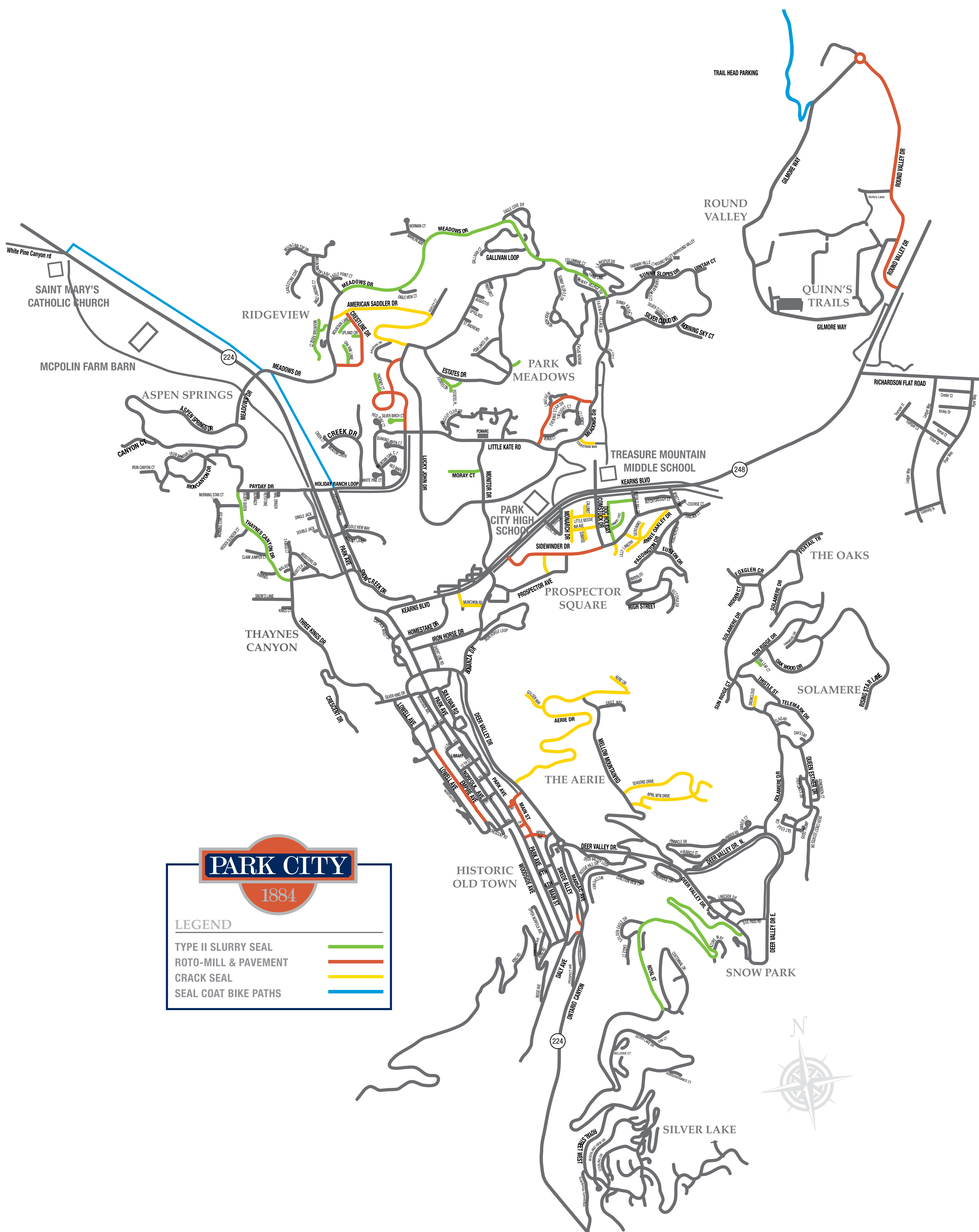
Total cost to complete the 2024 Pavement Management Program: \$1,481,440.76
Funding sources as of July 1, 2024, are as follows:

\$ 567,630.00 - Utah Class C Road Fund
\$1,339,751.00 - General Fund
\$ 71,806.00 - Walkability Maintenance

Exhibits

Exhibit A: 2024 Pavement Map

2024 PAVEMENT MANAGEMENT PROGRAM





City Council Staff Report

Subject: Water System Excavator Contract
Author: Jason Christensen, Water Resources Manager
Department: Public Utilities
Date: May 16, 2024

Recommendation

Authorize the City Manager to execute contracts for excavation and water system repair services, in forms approved by the City Attorney's Office, with Daley Excavators LLC, JWW Excavating INC., Latham Excavation & Services LLC and Reaper Excavating & Landscaping LLC., in an amount not to exceed \$1,560,000; \$240,000; \$150,000 and \$150,000 respectively and totaling \$2,100,000.

Executive Summary

Public Utilities uses excavators to perform emergency repairs, typically for water main breaks, and minor system repairs, such as replacing a fire hydrant or service line when staff time is prioritized for other items and expertise and equipment are necessary to maintain service levels. We seek Council authorization to contract with four excavation companies for approximately three-year terms to support and augment the work of the Public Utilities Department.

Analysis

Executing multi-year contracts allows better compliance with our purchasing policy and risk management. It provides consistency with excavators who understand our water system, unique soil regulations, quality and customer service expectations, and construction specifications. These contracts are structured as as-needed time and material contracts, and actual expenditures under the contracts will depend on system needs. Restated, the amounts are not guaranteed to any vendor, but instead available to Public Utilities should the need arise. Securing several years of service from selected excavator companies is standard practice for Public Utilities. ([March 5, 2020](#); [April 15, 2021](#))

Public Utilities use excavators to supplement existing staffing and equipment needs as a cost-effective solution to system repairs or breaks. We continue to evaluate the balance between the addition of staff and equipment against the use of outside vendors. Having outside vendors continues to be cost-effective for the City for multiple reasons, including the ability to quickly scale up when needed and downsize when not, access to additional equipment without the cost or maintenance of owning that equipment, and the ability to stagger a response in a way that allows system operators to continue to operate the water distribution system.

Consistent with the City's Procurement Rules, a Request for Proposals was issued, and six proposals were received. After review, Public Utilities recommends the City Council authorize contracts with four vendors to provide excavation services over approximately three years.

Daley Excavators, a local company, has continued to be responsive and has demonstrated their cost effectiveness on many City projects. Similarly, JWW Excavating, another local company, provides a short- and emergency-response times under a cost-effective rate structure. Latham Excavators is a newer local company with a competitive rate structure. Reaper Excavation is out

of Heber City and it will be our first time working with them, yet they provide competitive services to nearby cities and water districts.

The total authorization is \$2,100,000. Past spending on excavator system repairs was analyzed over Fiscal Years 2021 to 2023 and resulted in an average spending of \$572,000 per year. During a 3-year term, the average amount spent was escalated by 10 percent per year to reflect decreased purchasing power due to inflation. We believe these contracts are cost-effective and continue to provide an important supplemental labor and equipment solution to the Public Utilities Department.

Funding

This funding is from water service fees and is included in the adopted water operations and CIP budgets.



City Council Staff Report

Subject: Special Event Title 4A Code Changes

Author: Jenny Diersen

Department: Special Events

Date: May 16, 2024

Recommendation

Review and consider approving Ordinance 2024-08 amending section 4A of the Municipal Code of Park City regarding Special Events. These changes reflect the recent City Council policy discussion on March 7, 2024.

Executive Summary

On March 7 ([report](#) p. 20 / [minutes](#) p. 2), Special Events previewed summer events and upcoming projects, including several potential code amendments:

- Adjustments to designated Peak and Local Times;
- Special Event Code clean up to remove Economic Development Director and replace it with Special Event Manager; and
- Updates to clarify and better define Community Identifying Event (CIE).

As a result of the discussion, the City Council supported the following:

- Clarifying CIE Event policy and benefits to Park City residents. While benefits for Summit County or Wasatch Back are also desired, they should not be required to be considered a CIE; and
- Allowing some additional special events in the off-season.

At the March meeting, some members of the City Council suggested changing event-level definitions and creating a new code section for CIEs instead of creating exceptions for CIEs. While we considered these changes, we ultimately do not recommend them because the code has been clear to our Applicants and team members, and we do not find them necessary at this time.

Finally, after the March meeting, we also made several amendments to the Special Event Fee Reduction (SEFR) policy to address inflationary and fee schedule changes and better align with the Purchasing Policy.

Background Analysis

There is an [extensive history](#) of the evolution of special events in Park City. Importantly, the Special Events Code has always been a strategic tool to manage, effectuate, and mitigate for desired outcomes. For decades, special events were a targeted economic development tool to encourage year-round vitality, generate tax revenue, and create additional overnight visitation. Over the last ten years, various code changes have been made to increase mitigation tools and improve community balance.

For example, in September 2022 ([report](#) p. 328/ [minutes](#) p. 19), the City Council approved changes to section 4A of the [Special Event Code](#) to amend the permit process to regulate and mitigate event impacts (summary of changes [here](#)). Recognizing that most events bring economic benefit, we shifted to reprioritize those focusing on community-identifying values and outcomes.

Since implementing the 2022 changes, we have received fewer neighborhood and resident complaints. On the other hand, we often hear concerns regarding economic stability from impacted local businesses. We consider these trends and their inherent tension when making special event policy recommendations and believe an appropriate balance continues to exist by using our Special Event [Peak and Local Times prohibitions and mitigation measures](#).

Background Analysis

We do not recommend significant policy changes, but instead only minor code adjustments (**Exhibit B**) to:

1. Adjustment to Peak and Local Times ([4A-2-3.E](#) and [4A-2-3.F](#)):
 - a. With the discontinuation of Autumn Aloft, the third weekend in September is no longer a Peak Time. We recommend this weekend as a Local Time to promote community-focused events with minor transportation and public safety impacts. New event applications will not be considered during this time unless they are a Community Identifying Event (CIE).
 - i. Existing events during this period can remain, including the Offset Bier Anniversary Celebration at City Park, Park City Cross Country Invitational at Quinn's Junction, Prospector Fall Block Party, Park Silly Sunday Market (PSSM), and the annual Tour De Suds.
 - b. The Extreme Soccer Tournament (fourth weekend in July) is not defined as a Peak or Local Time. Based on complaints, traffic data, and roadway impacts throughout Park City, Summit County, and Wasatch Back, we recommend designating this period as Peak Time. No other events would be permitted during this time unless a CIE is approved by the City Council or already exists on the event calendar.
 - i. Events already scheduled this weekend include the Extreme Soccer Tournament, Sundance Summer Series, Deer Valley Music Festival Concerts, and Miners Park Concert Series.
 - ii. While PSSM was traditionally held this weekend, it was proactively moved.
 - c. Remove several Local Times, including the last weekend in September, the First weekend in October, and the Third Weekend in October.
 - i. The City Council directed some additional events in the off-season, and we recommend removing these restrictions.
 - ii. Any event can apply over these periods, and applicants are required to meet standards of approval ([4A-2-4](#)).
2. Code Clean up removing Economic Development:
 - a. Change administrative authority from the Economic Development Manager to the Special Events Manager.

3. Update CIE definition:
 - a. Refine the CIE definition ([4A-1-1.11\(B\)\(6\)](#)) to clarify growth and marketing models.
 - b. Based on the previous direction, we also added that all CIE criteria must be met to qualify as a CIE.
4. Refine the Fee Reduction Process:
 - a. Based on recent purchasing policy updates, update the City Manager's administrative authority limits from \$25,000 to \$30,000.
 - i. This is less than half the new purchasing threshold of \$100,000 but reflects the increase in services, contracts, events, and other community activities and the inflationary aspects of event management and expenditures.
 - b. The code currently states - *unless otherwise approved by the City Council in a City Services Agreement, Applications for fee reduction shall only be considered for the first three years of event approval unless otherwise approved under a City Service Agreement or by the City Council.*
 - i. We recommend clarifying this with the purchasing policy noted above. This means the City Manager will approve event requests that exceed three years and are below \$30,000, while the City Council will continue to retain authority on any event requests that exceed three years and cost over \$30,000.
 - c. We have added community engagement and Transit costs to the types of fees that can be waived. These regular City costs should be considered and accounted for based on the City Council's desired outcomes.

Funding

These changes do not have any impact on the budget.

Attachments

- A Special Event Draft Ordinance
- B Special Event Title 4A Draft Redlines
- C Special Event Title 4A Draft Clean Copy

Ordinance No. 2024-08

**AN ORDINANCE AMENDING TITLE 4A - SPECIAL EVENTS, CHAPTER 1
DEFINITIONS AND CHAPTER 2 SPECIAL EVENT PERMITTING OF THE
MUNICIPAL CODE OF PARK CITY, UTAH**

WHEREAS, special events in Park City continue to grow; and

WHEREAS, Park City desires to facilitate events that provide positive impacts to the local resort economy, contribute to the unique historic character and cultural vitality of the City, and help to build a higher quality of life for city residents, visitors and the local business community; and

WHEREAS, special events range from very small neighborhood-level events to city-wide, and international multi-million dollar productions; and

WHEREAS, special events held in the City impact public safety and impede the flow of pedestrian and vehicular traffic; and

WHEREAS, amendments to the permit application process proposed herein will allow the City to manage neighborhood impacts of events and balance the competing uses of its public spaces to ensure that members of the public are able to access public spaces in a manner consistent with the following General Plan goals:

Goal 10: Provide world class recreation and public infrastructure to host local, regional, national and international events that further Park City's role as a world class, multi-seasonal destination resort while maintaining balance with our sense of community.

Goal 11: Support the continued success of the multi-seasonal tourism economy while preserving the community character that adds to the visitor experience.

Goal 12: Foster diversity of jobs to provide greater economic stability and new opportunities for employment in Park City.

Goal 13: Park City will continue to grow as an arts and culture hub encouraging creative expression; and

WHEREAS, pursuant to its authority under Utah Code sections 10-8-29 and 10-8-84, Park City Municipal Corporation wants to ensure public health, safety, and welfare during all permitted events; and

WHEREAS, when more than one event occurs in the same general area, the occupancy level of venues, public property, adjacent city streets and sidewalks increases, which may create an unsafe condition and strain the City's resources and infrastructure; and

WHEREAS, limiting the number of special events that may occur simultaneously and limiting the overall number of large scale, Level Three, Four and Five events will allow the City to reduce overcrowding and avoid overburdening streets, roadways and sidewalks, and will allow the City to better manage its resources and maintain infrastructure; and

WHEREAS, allowing smaller local Level One and Two events will allow the City to provide a better balance to the quality of life for the residents of Park City.

WHEREAS, defining Community Identifying Events will bolster the unique community of Park City and protect special events that are important to our community identify, culture and place.

WHEREAS, residents need to quickly access public space to respond to current events

Exhibit A: DRAFT Ordinance 2024-08 Amending Title 4A Special Events

through spontaneous speech.

WHEREAS, on [March 7, 2024](#) (p.20), during a Work Session, staff provided an update on several code clarifications regarding Special Events that would be presented to Council in upcoming months.

WHEREAS, specific changes include updating the Special Event Manager to have administrative authority, adjustments to Peak and Local Times, Updates to Community Identifying Event definitions, and clarifications to the Special Event Fee Reduction process.

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

SECTION 1. AMENDMENTS TO TITLE 4A – Special Events of the Municipal Code of Park City. The recitals above are incorporated herein as findings of fact. Title 4A Special Events, Chapter 1 Definitions and Chapter 2 Special Event Permitting of the Municipal Code of Park City are hereby amended as redlined as attached in Exhibit B. This ordinance shall become effective upon publication.

PASSED AND ADOPTED this 16th day of May, 2024.

PARK CITY MUNICIPAL CORPORATION

Mayor, Nann Worel

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Margaret Plane, City Attorney

Attachment 1- Title 4A, Chapters 1 and 2 Redline

4A Special Events

4A-1							Definitions
4A-2		Special		Event		Permitting	
4A-3	Public	Outdoor	Music	Plazas-REPEALED	BY	ORD	2019-35

4A-1 Definitions

4A-1-1	Definitions
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4A-1-1 Definitions

For the purpose of this Title the following terms shall have the meanings prescribed:

4A-1-1.1 APPLICANT. The person, or group of people, who is or are the organizer(s) and with whom the responsibility for conduct of the event lies. The Applicant signs the Special Event Application and all other documents relevant to the event. If the Applicant is a corporation, corporate Sponsor, business, or any other entity, which is not a natural person, then the co-applicant or responsible party must be a natural person or persons. See Sponsor.

4A-1-1.2 AMPLIFIED EVENT OR MUSIC. An event or music utilizing an amplifier or other input of power so as to obtain an output of greater magnitude or volume through speakers or other electronic devices.

4A-1-1.3 CITY PROPERTY. A property or facility owned wholly or in part by the City.

4A-1-1.4 CONCESSION. A privilege to sell food, beverages, souvenirs, or copyrighted or logoed event memorabilia at a permitted event.

4A-1-1.5 DISRUPTIVE TECHNOLOGY. An innovation that displaces an established technology and creates a new market and value network that eventually disrupts an existing market and value network, displacing established market-leading firms, products and alliances.

4A-1-1.6 FEE(S). Charges assessed by Park City for permitting, staffing, equipment use/rental, property use/rental, set-up, clean up, inspections, public employees, or public equipment related to a Special Event and established as part of the event permitting process according to the Park City Fee Schedule.

4A-1-1.7 MATERIAL CHANGE. A change to the scope of an event that requires additional review of an existing or New Special Event Application. Material Changes include increased need for public safety, transportation, or transit impacts; increased use or impacts to City property; dates that conflict with other existing events on the calendar, or that overlap with Peak and Local Times; and venue changes or additions.

4A-1-1.8 NEW EVENT. An event being proposed for the first time within City limits, an event renewal that now qualifies as a higher Level, or an event that has not been renewed for a period exceeding one year.

4A-1-1.9 PERMITTEE. The Applicant, as defined above, becomes the "Permittee" when the Special Event Permit is approved and signed by either the City Council or the **Economic**

Exhibit B: Special Event Title 4A Draft Redlines

~~Special Event Development~~ Manager or designee, upon meeting all the criteria in this Title. As the permit holder, the Permittee becomes the sole proprietor of the event and inherits the responsibilities connected with all licenses and permits, Fee assessments, and insurance liabilities connected with the permitted event.

4A-1-1.10 SKI AND SUMMER RESORT AREA. An event location that is within a Master Planned Development (MPD) boundary in the Recreation Commercial (RC) Zone and Residential Development (RD) Zone.

4A-1-1.11 SPECIAL EVENT.

- A. A sporting, cultural, entertainment, or other type of unique activity, whether held for profit, nonprofit, or charitable purposes, occurring for a limited or fixed duration that impacts the City by involving the use of, or having impact on, City property, or requiring City licensing or services beyond the scope of normal business, liquor regulations, or is an outdoor or temporary event that does not normally occur with the permitted Venue use as defined by this Code; or creates public impacts through any of the following:
1. Interruption of the safe and efficient flow of transportation in Park City, including streets or public rights of way, which may include full, partial, or temporary closures or impacts on streets or sidewalks necessary for the safe and efficient flow of transportation and pedestrian movement in Park City; and /or
 2. Use of City property, parking, facilities, trails, or parks;
 3. Need for public safety staffing beyond their normal scope of operations;
- B. Any organized activity involving the use of, or having an impact on, the above shall require a permit as outlined in Section 4A-2-1 of this Code. Event levels are determined by City staff based on degree of City impacts: anticipated attendance as related to type of Venue use whether private or City Property, transportation and public safety impacts. Any event may be defined as either a Level One Event, a Level Two Event, a Level Three Event, a Level Four Event, a Level Five Event, a Community Identifying Event, a First Amendment Event if it meets one or more of the listed criteria in the given category:
1. **LEVEL ONE EVENT:**
 - a. Attendance at any one time is estimated up to 250 people and occurs on one day and is not a series; and/or
 - b. Has minor impact to surrounding areas and can be held within existing Venue/use area; and

- c. Has minor transportation needs including minimal removal of parking, rolling road closures, and does not require increased transit; and
 - d. Does not require public safety staffing beyond normal operations.
- 2. **LEVEL TWO EVENT:**
 - a. Attendance at any one time is estimated up to 500 people and the event is a series or has multiple days in consecutive occurrence;
 - b. Has minor impact to surrounding areas and can be held within existing Venue/use area; and
 - c. Has minor transportation needs including minimal removal of parking, but requires a transportation mitigation plan, temporary, rolling or short-term road closures, and does not require increased transit; and
 - d. Does not require public safety staffing beyond normal operations.
- 3. **LEVEL THREE EVENT:**
 - a. Attendance at any one time is estimated between 500 and 1,000 people and is no more than two consecutive days or three days in a non-consecutive series; and
 - b. Has moderate impact to surrounding areas and can be held within existing Venue/use area; and
 - c. Has moderate transportation needs including removal of parking, requires a transportation mitigation plan, may require offsite parking plan, temporary, rolling or short-term road closures, and does not require increased Park City transit; and
 - d. May require limited public safety staffing beyond normal operations.
- 4. **LEVEL FOUR EVENT:**
 - a. Attendance throughout the duration of the event time period is estimated between 500 and 5,000 people and the event may be a non-consecutive series or may have multiple days in consecutive occurrence; and
 - b. Has moderate to major impact to surrounding areas and/or cannot be held within existing Venue/use area; and
 - c. Has moderate to major transportation needs including removal of parking, requires a transportation mitigation plan, requires offsite parking plan, temporary, rolling or long-term road closures, and minor to moderate residential transportation mitigation and minor increase in service from Park City Transit and may be required to provide additional transit services from a vendor outside of Park City's existing transit; and
 - d. Requires public safety staffing needs beyond normal operations including moderate to major support in the Venue and minor to

moderate traffic control. May require public safety services from outside of the City's jurisdiction.

5. **LEVEL** **FIVE** **EVENT:**

- a. Attendance throughout the duration of the event time period is estimated to be above 5,000 people and may be a series or have consecutive days of occurrences; and
- b. Has moderate to severe impacts to surrounding areas and cannot be held within existing Venue or use areas; and
- c. Has moderate to severe transportation needs including removal of parking, requires a transportation mitigation plan, requires offsite parking plan, temporary, rolling or long-term road closures, moderate to major residential transportation mitigation and requires increased Park City Transit and/or increased transportation provider outside of Park City's ability to provide services required; and/or
- d. Requires public safety staffing needs beyond normal operations including moderate to severe support in the Venue, and moderate to severe transportation mitigation as well as support of public safety personnel from outside of the City's jurisdiction.

6. **COMMUNITY IDENTIFYING EVENT:** To be defined as a Community Identifying Event, the Applicant must meet all of the following criteria.

- a. Honors Park City's unique community goals and enhances the collective goodwill that features legacy events, distinct traditions, and authentic local culture, including ties to the people, places, and history of Park City. Outside events that ~~simply~~ partner with a local nonprofit or business to check a box will not meet this criteria; and
- b. The event fundamentally aligns with the City's Critical Priorities and Core Values as adopted by the City Council; and
- c. Attendance is targeted primarily at local participation from Park City ~~and Summit County~~ residents, employees, and businesses. A growth or marketing model to bring attendance from outside of ~~Summit County~~ the Wasatch Back region is secondary to local attendance and participation; and
- d. The event provides free or affordable ~~options for local Park City and Summit County attendance~~ local Park City resident attendance options; and
- e. The event offers free or affordable options for underserved populations; and

7. **FIRST AMENDMENT EVENT:** An activity conducted for the purpose of persons expressing their political, social, religious, or other views protected by the First Amendment to the United States Constitution and Article 1, Section 15 of the Utah Constitution, including but not limited to speechmaking, picketing, protesting, marching, demonstrating, or debating public issues on any City street or other City property during the event. 'First

Exhibit B: Special Event Title 4A Draft Redlines

Amendment Events' shall not include:

- a. Solicitations or events which primarily propose a commercial transaction;
- b. Rallies, races, parades, or events conducted with motor vehicles or bicycles;
- c. Footraces.

4A-1-1.12 SPECIAL EVENTS COORDINATOR. The City employee designated by the City Manager who, under the supervision of the ~~Economic Special Event Development~~ Manager and within the Special Events Department, administers the provisions in the Special Events Chapter of this Code.

4A-1-1.13 SPECIAL EVENT PERMIT. A permit sought by an Applicant for an event as defined in this Chapter, granted through the Special Events Department.

4A-1-1.14 SPONSOR. A person, group, or business which has contracted to provide financial or logistical support to any Special Event. Such agreement may provide for advertising rights, product promotion, logo promotion, exclusivity of rights, products, or logos.

4A-1-1.15 VENUE. The location or locations upon which a Special Event is held, which shall include the ingress and egress route, layout of temporary structures as approved in the conditions of the Special Event Permit.

HISTORY

Adopted by Ord. 2017-51 on 10/5/2017
Amended by Ord. 2018-52 on 9/27/2018

4A-2 Special Event Permitting

<u>4A-2-1</u>	<u>Unlawful</u>	<u>To</u>	<u>Operate</u>	<u>Without</u>	<u>A</u>	<u>Permit;</u>	<u>Exceptions</u>
<u>4A-2-2</u>		<u>Renewal</u>			<u>Of</u>		<u>Permit(s)</u>
<u>4A-2-3</u>	<u>Special</u>	<u>Event</u>	<u>Permit</u>		<u>Application</u>		<u>Procedure</u>
<u>4A-2-4</u>	<u>Standards</u>		<u>For</u>		<u>Permit</u>		<u>Approval</u>
<u>4A-2-5</u>	<u>Events</u>		<u>In</u>		<u>Parking</u>		<u>Structures</u>
<u>4A-2-6</u>			<u>Insurance</u>				<u>Requirements</u>
<u>4A-2-7</u>	<u>Permit</u>		<u>Application</u>		<u>Supplemental</u>		<u>Documents</u>
<u>4A-2-8</u>		<u>Conflicting</u>		<u>Permit</u>			<u>Applications</u>
<u>4A-2-9</u>	<u>Licenses</u>	<u>Necessary</u>	<u>For</u>	<u>A</u>	<u>Special</u>	<u>Event</u>	<u>Permit</u>
<u>4A-2-10</u>	<u>Fees</u>	<u>To</u>	<u>Be</u>		<u>Assessed;</u>		<u>Exceptions</u>
<u>4A-2-11</u>			<u>Fee</u>				<u>Reductions</u>
<u>4A-2-12</u>							<u>Film-Making</u>
<u>4A-2-13</u>			<u>Criminal</u>				<u>Penalty</u>
<u>4A-2-14</u>	<u>Revocation</u>	<u>For</u>	<u>Cause;</u>		<u>Notice</u>	<u>To</u>	<u>Cure</u>

4A-2-1 Unlawful To Operate Without A Permit; Exceptions

Exhibit B: Special Event Title 4A Draft Redlines

- A. It is unlawful for any person to conduct a Special Event with or without charge for admission, on City or private property, without first applying for and being granted a Special Event Permit for the specific event and its Venue(s). All permits issued pursuant to this Title are non-transferrable and expire annually at the completion of the given event, or upon revocation, whichever is earlier.
- B. The following are exempt from Special Event permitting:
1. Funeral processions by a licensed mortuary;
 2. Activities lawfully conducted by a governmental agency within the scope of authority;
 3. Activities within Ski and Summer Resort Areas that are determined to have Level One, Level Two or Level Three impacts. Such activities are required to coordinate with the Special Events Department and obtain proper licensing and permitting from city, county or state jurisdictions.
 4. Filming activities if a permit for such activities has been issued by the City;
 5. First Amendment activities: If it is not reasonably possible to obtain a permit in advance of a First Amendment Event, no permit shall be required providing that the prohibitions of Subsections B, C, D, E, G and I of Section 4A-2-4 are not violated.

HISTORY

Adopted	by	Ord.	2017-51	on	10/5/2017
Amended	by	Ord.	2018-52	on	9/27/2018
Amended by Ord. 2022-36 on 9/15/2022					

4A-2-2 Renewal Of Permit(s)

Permittees who successfully operate a Special Event under the provisions of this Title and who wish to have the event on an annual or periodic basis must renew each Special Event Permit annually, regardless of recurrence of previous determination. Event levels are determined by the Special Events Department through the review process, without considering any previous determination. Special Events that occur as a series, must have a Special Event Permit, specifically authorizing each activity in the series, even if the same activity is held on separate occasions or non-consecutive days.

HISTORY

Adopted	by	Ord.	2017-51	on	10/5/2017
Amended by Ord. 2022-36 on 9/15/2022					

4A-2-3 Special Event Permit Application Procedure

- A. **PRE-APPLICATION REVIEW**. All event Applicants must complete and submit a Special Event Pre-Application Form, demonstrate the ability to indemnify the City and meet the City's insurance requirements, provide documentation of sufficient interest from the property owner, and receive preliminary authorization from the Economic-Special Event Development-Manager or designee to move forward with the date and Venue requested before submitting a Special Event Application. All applicants requesting to hold new or Materially changed events are strongly

Exhibit B: Special Event Title 4A Draft Redlines

encouraged to arrange a Pre-Application review with the Special Events Department no later than 30 business days before Special Event Applications are due.

- B. **APPLICATION SUBMITTAL**. After receiving authorization to move forward, Applicants must complete and submit a Special Event Permit Application Form(s) to the Special Events Department. Applications must be complete by the Application Deadline with accompanying Certificate of Insurance, Hold Harmless Agreement, Community Identifying Event Application, documentation of sufficient interest and additional requirements as outlined below. The Special Events Department shall review the Application for compliance with Section 4A-2-4. After review, the Special Events Department will return a copy of the Application to the Applicant with comments and a recommendation that may include approved, approved with conditions, or denial. Incomplete Applications will be returned to the Applicant and will not be renewed.

- C. **ADDITIONAL REQUIREMENTS**. In addition to an Application for a Special Event Permit, the Economic Special Event Development Manager or designee shall require the Applicant to provide as necessary:

1. Insurance coverage, waiver and release of damages and indemnification as described in Section 4A-2-10. The Applicant shall complete the City's Hold Harmless Agreement and a current eCertificate of Insurance effective through the date of the Event. If the expiration date is prior to the event, the Applicant is required to update the certificate and resubmit 14 days before any event set-up or activity occurs;
2. Letters of permission from property owners, and any supporting letters of recommendation from businesses, local organizations or residents.

- ~~D.~~ **APPLICATION SUBMISSION DEADLINES**. Special Event Applications may be submitted no earlier than 18 months before the proposed marketing date of the event. All Applications must be submitted no later than the deadlines as described below. Only Applications deemed complete by the Special Events Coordinator will be reviewed.

1.3.

2.4. First Friday in October - Complete Applications received by the first Friday in October will either be reviewed and approved, approved with conditions, or denied no later than the last City Council meeting in February. This Application deadline is for events that may begin marketing or occur between March and August.

3.5. First Friday in April - Complete Applications received by the first Friday in April will be reviewed administratively by the Special Events Department and approved, approved with conditions or denied no later than the first City Council meeting in September. This Application deadline is for events that may begin marketing or occur between September and February. Level Three, Four, and Five events will be considered annually. An Application must be submitted each year in accordance with the following Application deadlines:

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- ~~4.6.~~ Events that are determined to be a Level Four or Level Five within Ski and Summer Resort Area shall submit by the deadlines as described above, however, final, non-material supplemental details shall be submitted not less than 45 days before the event. Material Changes after deadlines may require approval by City Council. Examples of non-material information include talent information, vendors or sponsors, specifics of Venue site plans etc. Events within these areas shall work with the City to decrease impacts that may be caused in conjunction with other events, activities or community gatherings.
- ~~5.7.~~ Level One and Level Two events must submit a Special Event Pre-Application Form and receive notice to proceed with a completed Application not less than 30 days prior to the scheduled start of their event, unless otherwise approved by the ~~Economic Development~~Special Event Manager or designee.
- ~~6.8.~~ Events that are determined to be a First Amendment Event, however, shall work to submit Applications no less than 30 days prior to the start of the event, unless otherwise approved by the ~~Economic Development~~Special Event Manager or designee.
- ~~7.9.~~ Exceptions to deadlines must be approved by the ~~Economic Development~~Special Event Manager or designee for Community Identifying Events. Exceptions are only granted upon a showing of good cause and for events that demonstrate unique opportunities that benefit Park City's community and culture.
- E.D. **PEAK TIME.** Applications for any new Special Event will not be considered during the following times.
1. Martin Luther King Jr. Holiday (Friday through Monday - dates vary annually);
 2. Sundance Film Festival (as per dates in contract - dates vary annually);
 3. Third Weekend in February (Presidents Day Weekend - Friday through Monday - dates vary annually);
 4. Fourth Weekend in June (Savor the Summit Weekend - Friday through Sunday - dates vary annually);
 5. July 2, 3, 4 and 5 (Independence Day Holiday);
 6. Fourth Weekend in July (Extreme Soccer Tournament Weekend – Thursday to Sunday, dates vary annually)
 - ~~6.7.~~ First Weekend of August (Arts Fest Weekend - Friday through Sunday - dates vary annually);
 - ~~7.8.~~ First Weekend of September (Labor Day/Miners Day Weekend - Friday through Monday - dates vary annually);
 - ~~8. Third Weekend in September (Autumn Aloft Weekend – Friday through Sunday – dates vary annually);~~
 9. October 31 (Halloween on Main);
 10. Thanksgiving Holiday (Wednesday to Sunday - dates vary annually);
 11. Winter Holiday (December 23 through 26);
 12. Winter Holiday 2 (December 30 through January 1); and

13. EXCEPTIONS:

- a. Level One, Two and Three events located within Ski and Summer Resort Areas are allowed during Peak Time Periods in Section 4A-2-3(E), and are required to submit a Special Event Pre-Application Form. The Special Events Department will return a letter with event level determination and other necessary licensing requirements. However, the Applicant is not required to obtain a Special Event Permit as per Section 4A-2-1(B)(3).
- b. First Amendment events are exempt from peak time period limitations but are required to obtain a Special Event Permit.
- c. Applications for existing events that were permitted on the 2022 event calendar may be considered unless they were not renewed for a period exceeding one year and shall be evaluated annually based on the standards of approval.
- d. Community Identifying Events may be considered during Peak Times but shall be reviewed and approved by City Council.

F.E. **LOCAL TIME.** Applications for Level One and Two Special Events may be considered during a Local Time. Applications for any new Level Three, Four or Five Special Event which cause parking, transportation or public safety impacts will not be considered during Local Times.

1. Last weekend in May (Memorial Day Weekend - Friday through Monday – dates vary annually);
2. Second Weekend in June (Friday through Sunday);
3. Third Weekend in June (Juneteenth Weekend – Friday through Monday – dates vary annually);
4. First Weekend in July (Friday through Monday). If July 2, 3, 4 and 5 occur during a Peak Time Period, then the Peak Time Period (4A-2-3(5) shall apply);
5. Second Weekend in July (Friday through Sunday);
6. Third Weekend in July (Friday through Sunday);
7. Pioneer Day (July 24);
8. Second Weekend in August (Friday through Sunday);
9. Third Weekend in August (Friday through Sunday);
10. Fourth Weekend in August (Friday through Sunday);
11. Second Weekend in September (Friday through Sunday);

12. Third Weekend in September (Friday through Sunday);

12. Last Weekend in September (Friday through Sunday);

13. First Weekend in October (Friday through Sunday);

14.13. Second Weekend in October (Friday through Sunday); and

15. Third Weekend in October (Friday through Sunday);

16.14. EXCEPTIONS:

- a. Level One, Two and Three events located within Ski and Summer Resort areas are allowed during Peak-Local Times ~~Periods~~ in Section 4A-2-3(D), and are required to submit a Special Event Pre-Application Form. The Special Events Department will return a letter with event

level determination and other necessary licensing requirements. However, the Applicant is not required to obtain a Special Event Permit as per Section 4A-2-1(B)(3). however, are not required to obtain a Special Event Permit as per Section 4A-2-1(B)(3).

- b. Level Four and Five events located within Ski and Summer Resort Area may be considered during Local Periods in Section 4A-2-3(F) but ~~new~~ New Level Four and Five events in these locations shall be approved by City Council.
- c. Level Three, Four and Five Community Identifying Events may be considered during Local Periods Section 4A-2-3(F) but new Community Identifying Events shall be approved by City Council.
- d. First Amendment events are exempt from ~~Peak~~ Local Time limitations but are required to obtain a Special Event Permit.
- e. Applications for existing events that were permitted on the ~~2022~~ 2023 event calendar may be considered, unless they were not renewed for a period exceeding one year and shall be evaluated annually based on the standards of approval.

G.F. PUBLISH PEAK AND LOCAL TIME CALENDAR. The Special Events Department will publish a Peak & Local Time Calendar in which any new event Applications will not be considered for any date identified in Section 4A-2-3(E) and 4A-2-3(F) as a Peak or Local Time. Applicants who appeal to the ~~Economic Development~~ Special Event Manager or designee to be held during Peak and Local Times must state hardship, good cause or extraordinary circumstance to be considered. Only if hardship, good cause or extraordinary circumstances exist, will the event be reviewed for approval or denial. The City Council will make the determination in an open public meeting after a public hearing.

H.G. EVENT LEVEL LIMITS. The City restricts the number of Special Event permits annually. An event permit may cover more than one event day. The number of Event types are limited as established below. Once limits are reached, an Application may be amended to reduce the event scope to be re-categorized into another lesser event level type that is unrestricted .

- 1. Level One events are unrestricted.
- 2. Level Two events are unrestricted.
- 3. Level Three events are capped at 17 annually.
- 4. Level Four events are capped at 10 annually.
- 5. Level Five events are capped at 6 annually.
- 6. EXCEPTIONS:
 - a. First Amendment and Community Identifying Events are exempt from limits.
 - b. Events located within Ski and Summer Resort Areas are exempt from permitting needs as per Section 4A-2-1(B)(3), and limits if determined to be a Level One, Level Two or Level Three. Events in this area that are Level Four or Level Five are not exempt from limits.

~~H.~~**H.** **CITY COUNCIL REVIEW.** The City Council of Park City shall review and either approve, approve with conditions, or deny the following Applications:

1. Applications for New Level Four and Five Events;
2. Applications for Level Four and Five Event permit renewals where material elements of the event have changed from the previous Application;
3. Applications for events where the City Property Venue requires City Council review due to existing Land Use approvals; and
4. Applications for Level Four and Five Events that are in Ski and Summer Resort Areas during Local Times;
5. Applications for Level Four and Five Community Identifying Events that are held during Peak Times;
6. Appeals of administrative decisions made pursuant to Subsection (J) Administrative Review;
7. The City Council shall review Applications for compliance with the standards for permit approval described at Section 4A-2-4 as follows:
 - a. Staff Review and Recommendation. Upon receipt of a complete Level Four or Five Event Application, following the administrative review of a Level Four or Five Event Application and notice to the Applicant, the Special Events Coordinator shall schedule the Application for a public hearing before the City Council.
 - b. City Council Hearing. Level Four or Five Event Applications requiring City Council review and appeals of administrative Special Event decisions shall be heard at a duly noticed public hearing of the City Council. The City Council shall review the Application for compliance with the standards set forth at Section 4A-2-4 and shall record its decision with written findings of fact, conclusions of law, and condition of approval, if applicable. Written notice of the City Council's decision shall be delivered to the Applicant within 10 days of the date of decision.

~~J.~~**J.** **ADMINISTRATIVE REVIEW.** The ~~Economic Development~~**Special Event** Manager or designee is authorized to review and administratively approve, approve with conditions, or deny the following Applications:

1. Level One, Level Two and Level Three Event Applications;
2. First Amendment Event Applications that are found to have Level One, Level Two or Level Three impacts;
3. Applications for Level Four or Five Event renewals where material elements of the event have not changed from the previous Application. Upon receipt of a complete Level Four or Five Event Application that has not materially changed, the Special Events Coordinator shall review the Application for compliance with Section 4A-2-4.

~~K.~~**K.** **DECISION.** Upon receipt of a complete Special Event Application, the Special Events Coordinator shall review the Application for compliance with Section 4A-2-4. Following review of the Application, the Special Events Coordinator shall record the decision with written findings of fact, conclusions of law, and conditions of

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approval, to the ~~Economic Development~~Special Event Manager or designee for final administrative review. Once approved by the ~~Economic Development~~Special Event Manager or designee, the Special Event Coordinator will deliver written notice of such decision to the Applicant.

L.K. **APPEALS.** Any Applicant whose Application has been administratively denied may appeal the decision to the City Council by filing a written request to the Special Events Coordinator within 10 days of the date of decision. The City Council shall hear the matter de novo and with public hearing.

HISTORY

<i>Adopted</i>	<i>by</i>	<i>Ord.</i>	<u>2017-51</u>	<i>on</i>	<i>10/5/2017</i>
<i>Amended</i>	<i>by</i>	<i>Ord.</i>	<u>2018-52</u>	<i>on</i>	<i>9/27/2018</i>
<i>Amended by Ord. <u>2022-36</u> on 9/15/2022</i>					

4A-2-4 Standards For Permit Approval

Applications for Special Event Permit(s) shall be reviewed for compliance with the standards provided. The ~~Economic Development~~Special Event Manager or designee or City Council may deny or restrict any Special Event whenever any of the conditions enumerated in this Section cannot be eliminated or sufficiently mitigated by Conditions of Approval.

- A. The Special Event does not provide positive cultural or community value or is not in accordance with the goals outlined in the Park City General Plan and City Council's Biennial Strategic Plan. The cultural and community value shall be determined by the City pursuant to the following criteria in order of priority:
 1. Reasons for hosting the event in Park City and Venue/use area is consistent with Park City's goals to create a complete community through its core values and/or partnerships with businesses or organizations that support Park City's community goals, local athletic, recreational, cultural or historic celebrations, or honoring local achievements, groups or individuals. Events that use Public Property only as a backdrop or Venue, or that partner with a local organization or business only to meet the standard with no authentic tie to the local community or city goals will not meet this standard.
 2. Provides uniqueness to the event calendar by a manner not reflected by other approved events.
 3. Does not unreasonably restrict existing public access or adversely impact shared space or the public due to the number of events, the nature of the event, proposed location and/or location conditions;
 4. Is not primarily retail or solely to avoid more restrictive general zoning and license regulations.
 5. Ensures transportation access in accordance with the Park City Transportation Demand Management Plan, and public safety in accordance with the requirements of the Park City Police Department.
- B. The conduct of the Special Event will substantially interrupt or prevent the safe and orderly movement of public transportation or other vehicular and pedestrian traffic in the area of its Venue.

- C. The conduct of the Special Event will require the diversion of so great a number of police, fire, or other essential public employees from normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.
- D. The concentration of persons, vehicles, or animals will unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health and safety services.
- E. The Special Event will substantially interfere with any other Special Event for which a permit has already been granted or with the provision of City services in support of other such events or governmental functions.
- F. Where applicable, the Applicant fails to provide the following:
 - 1. The services of a sufficient number of traffic controllers, signs or other City required barriers or traffic devices;
 - 2. Monitors for crowd control and safety;
 - 3. Safety, health, or sanitation equipment, and services or facilities reasonably necessary to ensure that the Special Event will be conducted without creating unreasonable negative impacts to the area and with due regard for safety and the environment;
 - 4. Adequate transportation, off-site parking and traffic circulation in the vicinity of the event;
 - 5. Required insurance, cash deposit, or other security; or
 - 6. Any other services or facilities necessary to ensure compliance with City ordinance(s).
 - 7. Supplemental information as required by the Special Event Manager or designee, including a transportation, parking and traffic control plan, weather/emergency plan, waste and recycling plan, staff and volunteer plan, community impact outreach and notification plan, vendor or concession plan, sponsor and marketing plan, noise exemption request, or site map(s) described in Section 4A-2-7.
 - 8. Proof that the Applicant has obtained any applicable city, county, state, or other governmental agency approvals, permits, or licenses.
- G. The event creates the imminent possibility of violent disorderly conduct likely to endanger public safety or cause significant property damage.
- H. The event proposes to partner with a Disruptive Technology and has not mitigated potential impacts to businesses or the community due to nature of the technology.
- I. The Applicant demonstrates inability or unwillingness to conduct the event pursuant to the terms and conditions of this Title or has failed to conduct a previously authorized event in accordance with the law or the terms of a permit, or both.
- J. The Applicant has not paid City Services, or State Sales Taxes if applicable from previous years.
- K. The Applicant has not obtained the approval of any other public agencies within whose jurisdiction the event or a portion thereof will occur, or the applicant has not

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obtained the approval of the property owner of which the event or a portion thereof will occur.

- L. **EXCEPTIONS.** Applications for First Amendment Event permits will be reviewed for compliance with the standards outlined in Subsections B, C, D, E, G, and I above. In reviewing any Application for a permit for a First Amendment Event, the ~~Economic Development~~Special Event Manager or designee may place reasonable time, place, and manner of restrictions on the First Amendment Event. No such restriction shall be based on the content of the beliefs expressed or anticipated to be expressed during the First Amendment Event, or on factors such as the identity or appearance of persons expected to participate in the assembly.

HISTORY

<i>Adopted</i>	<i>by</i>	<i>Ord.</i>	<u>2017-51</u>	<i>on</i>	<i>10/5/2017</i>
<i>Amended</i>	<i>by</i>	<i>Ord.</i>	<u>2018-52</u>	<i>on</i>	<i>9/27/2018</i>
<i>Amended by Ord. <u>2022-36</u> on 9/15/2022</i>					

4A-2-5 Events In Parking Structures

Applications for Special Events taking place within a parking structure shall be reviewed for compliance with all Codes relating to Special Events along with the standards provided below:

- A. Location – Special Events or hospitality functions taking place within a parking structure shall only take place in Historic Recreation Commercial (HRC) District and Historic Commercial Business (HCB) District zones.
- B. Duration – Permitted Special Events or hospitality events taking place within a parking structure may not exceed 10 calendar days in duration.
- C. Frequency – Individual parking structures will be eligible to be converted into an event or hospitality use no more than two times during one calendar year.
- D. Application Requirements – In addition to the Special Event Application requirements, Applicants wishing to utilize a parking structure for a temporary assembly use as part of a Special Event or hospitality function must also provide the following:
 - 1. An original set of design plans stamped by a Utah licensed mechanical engineer that meet the intent of required ventilation standards as per the International Mechanical Code Section 403.3.1.1 for both occupancies. This plan must be approved by the Building Official.
 - 2. Design plans that demonstrate plumbing systems and fixtures provided within the event space meet the intent of the plumbing fixture requirements of IBC Chapter 29. This plan must be approved by the Building Official.
 - 3. All plans must be approved by the Deputy Fire Marshal and shall demonstrate compliance with the International Fire Code.

HISTORY

Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-6 Insurance Requirements

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Upon receipt and review of a Pre-Application Review, the Special Event Coordinator will submit the Application with a recommendation for final authority by the City Attorney's Office for amount of liability insurance pursuant to the hazard matrix or more to be determined within 10 business days following submittal. The Special Event Coordinator will deliver written notice of such determination to the Applicant. Applicants shall provide proof of liability insurance in the determined amount to proceed with a Special Event Application. The City Attorney's Office shall require the Applicant to further name Park City Municipal Corporation as an additional insured. All Applicants shall further indemnify the City from liability occurring at the event, except for any claim arising out of the sole negligence or intentional torts of the City or its employees. Any reduction of these requirements must be approved by the City Manager or their designee prior to proceeding with a Special Event Application.

HISTORY

Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-7 Permit Application Supplemental Documents

The Applicant is responsible for providing the following supplemental documentation to accompany the Special Event Application as the ~~Economic Development~~Special Event Manager or designee deems applicable.

A. Transportation and traffic control requirements and considerations:

1. All traffic and transportation control is the responsibility of the Applicant. A traffic and transportation control plan shall be provided to, and approved by, the ~~Economic Development~~Special Event Manager or designee upon recommendation by the Transportation Department by the event date. Plans are determined through collaboration with the Special Events Coordinator, and shall include determinations on transit impacts and traffic control, including pedestrian, bicycle, motorized and other methods of transport required for the event;
2. Road closures will require appropriate traffic control. Appropriate traffic control may include by uniformed state, county, or local police officers, or a private company, identified event staff, or physical devices, as determined by the ~~Economic Development~~Special Event Manager or designee;
3. The ~~Economic Development~~Special Event Manager or designee may require an alternate route, or alternative time, if the proposed Event occurs when traffic volumes are high, active road construction is present, an alternative event is already occupying the road, a safer route to accommodate the event, or the event poses a significant inconvenience to the traveling public;
4. The Applicant shall restore the road or trail segment, or impacted area to its original condition, free from litter and other material charges;
5. The ~~Economic Development~~Special Event Manager or designee may monitor and ensure compliance with the terms and conditions of any Special Event Permit.

B. Contingency Plan Requirements:

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1. Considering the nature of the planned Special Event, the Applicant shall develop:
 1. Contingency or emergency plans, including Emergency Medical Service, fire, and police;
 2. Operations plan and timeline including set up and breakdown of the event and its venues;
 3. Weather date and/or weather conditions plan;
 4. Residential notification and mitigation plan;
 5. Planned rest areas, water and toilet facilities, and trash and recycling cleanup;
 6. Plans to ensure that participants obey the conditions of the Special Event Permit and all other generally applicable traffic laws, lights, and signs;
 7. The ~~Economic Development~~Special Event Manager or designee may require that the Applicant provide outreach and notice to participants, bystanders, or the public of all plans related to parking, road closures, noise or other impacts. The amount of and method of notice shall be dependent on the circumstances of the Special Event Permit.
- C. Special Event Site Identification and Property Use Requirements.
- D. List of all vendors that are allowed as part of the event, including the business, organization, or sponsor name and primary contact information.
- E. The Applicant shall provide a detailed map showing the proposed site, course and direction of the event. Locations of parking areas, signs and banners, water stations, power sources, ~~waste, recycling, and~~ toilet facilities, temporary structures and other appropriate information shall also be included on this map. The Applicant is responsible for obtaining appropriate permission to locate these facilities on private or Public property.

HISTORY

Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-8 Conflicting Permit Applications

- A. No more than one Special Event shall be approved for the same date(s) unless the ~~Economic Development~~Special Event Manager or designee finds that the events will not adversely impact one another and that concurrent scheduling of the events will not adversely impact the public health, safety, and welfare. In making this determination, the ~~Economic Development~~Special Event Manager or designee will apply the following criteria:
 1. Geographic separation of the events;
 2. Proposed time and duration of the events;
 3. Anticipated attendance volumes;
 4. Necessity for public personnel, equipment, and/or transportation services at the events; and
 5. Anticipated traffic and parking impacts.

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- B. In cases where an event double booking conflict arises, the ~~Economic Development~~Special Event Manager or designee will encourage any secondary, or subsequent, Applicant to review the feasibility of collocating with the original Applicant. If collocating proves impractical, the ~~Economic Development~~Special Event Manager or designee will encourage any secondary, or subsequent, Applicant to offer a viable alternative strategy that meets the needs of all Applicants, while also ensuring adequate public safety measures remain intact.
- C. If no voluntary agreement is reached, then the ~~Economic Development~~Special Event Manager or designee shall resolve the issue based on the following order of priorities:
1. The Special Event that provides the greatest overall community and cultural value to the City, which for recurring events may be based on annual event debrief.
 2. Special Events planned, organized, or presented by state, federal, or City governmental entities or agents shall have priority over conflicting Applications if:
 - a. The Application is timely filed and processed by the City;
 - b. Said governmental Application is made in good faith and not with the effect or purpose of improperly chilling constitutional rights of conflicting Applicants.
- D. If no voluntary agreement is reached, then the first-in-time Application (including consecutive, prior year approval) shall be given priority. The conflicting Applicant shall be advised of other open dates on the City's events calendar.

HISTORY

<i>Adopted</i>	<i>by</i>	<i>Ord.</i>	<u>2017-51</u>	<i>on</i>	<i>10/5/2017</i>
<i>Amended</i>	<i>by</i>	<i>Ord.</i>	<u>2018-52</u>	<i>on</i>	<i>9/27/2018</i>
<i>Amended by Ord. <u>2022-36</u> on 9/15/2022</i>					

4A-2-9 Licenses Necessary For A Special Event Permit

The Applicant/Permittee shall procure any applicable city, county, state, or other governmental agency approvals, permits, or licenses.

HISTORY

<i>Adopted</i>	<i>by</i>	<i>Ord.</i>	<u>2017-51</u>	<i>on</i>	<i>10/5/2017</i>
<i>Amended</i>	<i>by</i>	<i>Ord.</i>	<u>2018-52</u>	<i>on</i>	<i>9/27/2018</i>
<i>Amended by Ord. <u>2022-36</u> on 9/15/2022</i>					

4A-2-10 Fees To Be Assessed; Exceptions

- A. **APPLICATION FEE.** Special Event Application Fees shall be assessed according to the Fee resolution. All Application Fees are due and payable upon receipt of invoice from the Park City Special Events Department. Applications for events which have been previously permitted in park City will not be accepted unless the Applicant has paid fees in full of the previous year. An Applicant that qualifies as a new event level

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is responsible for Fee amounts of the given level.

- B. **CITY SERVICE FEES.** Upon receipt of a completed Special Event Application, the Special Events Coordinator will provide the Applicant with an estimate of City Service Fees based on the Park City Fee Schedule and will provide estimated costs for City services arising from the event, including but not limited to the use of City personnel and/or equipment, City transportation services, City Public Safety services, City Venues or facilities, Building inspections, and user Fees. A final assessment of City costs will occur upon completion of the Special Event. All City service Fees will be adjudged to reflect actual cost. Unless reduced pursuant to Section 4A-2-9, all City service Fees must be paid in full within 30 days of the final assessment and receipt of invoice of City costs for the Special Event.
- C. **FINANCIAL SECURITY.** The ~~Economic Development~~Special Event Manager is authorized to require an Applicant to post a cash deposit or other security accepted by the Legal Department for all estimated contingent costs prior to the issuance of a Special Event Permit, as a guarantee against Fees, damages, clean up, or loss of City Property.
- D. **EXCEPTIONS.** Specified Fees do not apply to an Application for a First Amendment Event permit if the Applicant demonstrates, by sufficient evidence, that the imposition of Fees would create a financial hardship on the Applicant or would have a detrimental effect on services provided to the public.

HISTORY

Adopted	by	Ord.	<u>2017-51</u>	on	10/5/2017
Amended	by	Ord.	<u>2018-52</u>	on	9/27/2018
Amended by Ord. <u>2022-36</u> on 9/15/2022					

4A-2-11 Fee Reductions

- A. Annually, the City will allocate up to \$200,000 to reduce City Service Fees required for Special Events unless otherwise approved through a Special Event City Services Agreement or Special Event where the City is the Applicant. The City Council may appropriate additional funds through a public process. Allocation of reduced Fees will be determined at the sole discretion of the ~~Economic Development~~Special Event Manager and Budget Manager(s), City Manager, and City Council. Unmet thresholds at the end of a year will not be carried forward to future years.
- B. The City Manager may reduce the following Special Event City Service Fees up to a total of \$2530,000 per event after reviewing a recommendation from the ~~Economic Development~~Special Event Manager and Budget Manager upon a finding of eligibility pursuant to the criteria provided. If the total request exceeds \$2530,000 per event ~~or includes other City fees outside the fees mentioned below and is not part of a Special Event City Services Agreement or is not a Special Event where the City is~~

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the Applicant or the event is not budgeted for; then the request must be approved by City Council in a Public Meeting.

1. Special Event Application;
 2. Building permit;
 3. Facility and/or equipment rentals;
 4. Field and/or park rentals;
 5. Special use of public parking permit;
 - 5-6. Transit fees;
 - 6-7. Bleachers;
 8. Trail;
 - 7-9. Community Engagement; and
 - 8-10. Public Safety Personnel.
- C. Fee reduction requests will be reviewed during review of the Special Event Application. Fee reduction requests must be submitted to the Special Events Coordinator on a Special Event Fee Reduction Application according to the following deadlines:
1. Level Three, Four and Five Events occurring between March and August are due the first Friday in October.
 2. Level Three, Four and Five Events occurring between September and February are due the first Friday in April.
 3. Applications that are determined to be a Level One or Level Two event shall submit fee reduction Applications at the time the Special Event Application is due.
 - 3-4. Late
- Applications for fee reductions must demonstrate an immediate need for reduction and provide justification as to why the Application was not filed within the specified deadline.
- D. Fee reduction Applications under \$10,000 will be evaluated by the Special Events Department. The Special Events Manager will make a recommendation to the ~~Economic Development Manager,~~ Budget Manager(s), and City Manager. Fee Reduction Applications over \$10,000 will be reviewed by a committee comprised of City Departments which the Fees directly impact and a recommendation will be submitted to the Special Events Manager. The Special Events Manager will make a recommendation to the ~~Economic Development Manager,~~ Budget Manager(s), and City Manager. All decisions may be appealed with the final decision given by the City Manager for fees totaling below ~~\$2530,000~~ and City Council for items over ~~\$2530,000~~ or as according to the City's Purchasing Policy. The City shall annually publish a list of all organizations/businesses receiving Special Event Fee Reductions on the City's website. Eligibility for a full or partial Fee reduction shall be determined by the City pursuant to the following criteria, none of which shall be individually controlling:
- ~~1. Reason for choosing Park City and specific Venue for the event.~~ The event qualifies as a Community Identifying Event. The event does not use Park City

~~as a backdrop and provides reason for choosing Park City as a specific venue for the event.~~ Reason for choosing Park City and specific Venue for the event.

2. ~~The event c~~Charges event admission ~~or Fees~~fees for participation and has policy for attendees or participants unable to pay such Fees;
3. ~~Event-The event organizers~~provides free programs to the community; or raises funds for organizations that provide free or low-cost programs, benefiting local youth, seniors, or under-served constituents of Park City, and/or is aligned with City Council's critical goals;
4. Provides community and cultural event opportunities during resort off seasons defined as October 15 to November 20 and April 15 to the Thursday before Memorial Day weekend. Event is not held during a Peak Period;
5. Demonstrates extraordinary efforts to reduce and mitigate environmental, transportation, and residential impacts associated with the event consistent with adopted City Council priority/policy goals and the General Plan; and
6. ~~Demonstrates that the imposition of Fees would create a financial hardship on the Applicant or would have a detrimental effect on services provided to the public.~~

6.

E. Fee reduction requests must be filed bi-annually; unless otherwise approved in a Special Event City Services City Services-Agreement by the City Council. Approval of any fee reduction for any Application shall not create a precedent for future requests. Applications for fee reduction shall only be considered for the first three years of event approval, unless otherwise approved under in a City-Special Event City Services Service-Agreement or by City Councilqualified as a Community Identifying Event. If an Applicant appeals to have their Fee Reduction Application considered after three consecutive years, the ~~Economic Development~~Special Event Manager or their designee may require, by a showing of good cause or extraordinary circumstances, for the Application to be considered. ~~Approval of any fee reduction for any Application shall not create a precedent for future requests.~~

~~1.~~

HISTORY

Adopted	by	Ord.	<u>2017-51</u>	on	10/5/2017
Amended	by	Ord.	<u>2018-52</u>	on	9/27/2018
Amended by Ord. <u>2022-36</u> on 9/15/2022					

4A-2-12 Film-Making

Film-making shall be considered Special Events unless such event does not create substantial public impact or require substantial City service. Any filming undertaken by any business or corporation must first be licensed as a business under Title 4 of this Code. Corporations falling under the provisions of this Title or who are specifically in film-making or promotions on private or City Property must, as a provision of their permit, provide the following: proof of insurance, shooting schedule or schedule of events, written permission of property owners, and access to any set or site for purposes of Code enforcement.

Exhibit B: Special Event Title 4A Draft Redlines

HISTORY

Adopted _____ by _____ Ord. [2017-51](#) on 10/5/2017
Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-13 Criminal Penalty

Any person who willfully violates any provision of this Title shall be guilty of a Class B misdemeanor. Persons conducting Special Events without having first obtained a Special Event Permit are subject to arrest and the Special Event is subject to closure.

HISTORY

Adopted by Ord. [2017-51](#) on 10/5/2017

4A-2-14 Revocation For Cause; Notice To Cure

- A. **NOTICE TO CURE**. If the Special Events Coordinator or any sworn law enforcement officer determines that the conditions of any permit issued pursuant to this Title have been or are being violated, then notice shall be given to the Permittee, Sponsor, and designated organizer's representative of the Special Event to cure the violation.
- B. **FAILURE TO CURE**. It is unlawful for the Permittee, Sponsor, or on-site organizer's representative of an authorized Special Event to fail to take reasonable steps to promptly cure any notice of violation of this Title. It is also unlawful for any participant or spectator to fail to comply with lawful directions issued by any sworn law enforcement officer or by the Permittee, Sponsor, or on-site organizer's representative to cure their violation of this Title.
- C. **CLEAR AND PRESENT DANGER**. If a sworn law enforcement officer determines, after consultation with the Chief of Police or the Chief of Police's designee, that any failure to cure a violation of this Title creates a clear and present danger of immediate significant harm to life, public safety, or property which cannot be reasonably mitigated by increased public safety enforcement and which, on balance, outweighs the constitutionally protected rights of the organizers or participants in the Special Event, the Permittee, Sponsor, or on-site organizer's representative of the Special Event shall be promptly notified that the permit is revoked and that the Special Event must immediately cease and desist.
- D. **VIOLATION OF CEASE AND DESIST ORDER**. If a Special Event Permit is revoked as specified in Subsection (C) above, then it shall be unlawful for any person to fail to obey the order to cease and desist from illegal activities.

HISTORY

Adopted _____ by _____ Ord. [2017-51](#) on 10/5/2017
Amended by Ord. [2022-36](#) on 9/15/2022

4A-3 Public Outdoor Music Plazas-REPEALED BY ORD 2019-35

HISTORY

Adopted _____ by _____ Ord. [2017-51](#) on 10/5/2017
Repealed by Ord. [2019-35](#) on 6/27/2019

DRAFT

4A Special Events

4A-1	Definitions						
4A-2	Special		Event		Permitting		
4A-3	Public	Outdoor	Music	Plazas-REPEALED	BY	ORD	2019-35

4A-1 Definitions

4A-1-1	Definitions
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4A-1-1 Definitions

For the purpose of this Title the following terms shall have the meanings prescribed:

4A-1-1.1 APPLICANT. The person, or group of people, who is or are the organizer(s) and with whom the responsibility for conduct of the event lies. The Applicant signs the Special Event Application and all other documents relevant to the event. If the Applicant is a corporation, corporate Sponsor, business, or any other entity, which is not a natural person, then the co-applicant or responsible party must be a natural person or persons. See Sponsor.

4A-1-1.2 AMPLIFIED EVENT OR MUSIC. An event or music utilizing an amplifier or other input of power so as to obtain an output of greater magnitude or volume through speakers or other electronic devices.

4A-1-1.3 CITY PROPERTY. A property or facility owned wholly or in part by the City.

4A-1-1.4 CONCESSION. A privilege to sell food, beverages, souvenirs, or copyrighted or logoed event memorabilia at a permitted event.

4A-1-1.5 DISRUPTIVE TECHNOLOGY. An innovation that displaces an established technology and creates a new market and value network that eventually disrupts an existing market and value network, displacing established market-leading firms, products and alliances.

4A-1-1.6 FEE(S). Charges assessed by Park City for permitting, staffing, equipment use/rental, property use/rental, set-up, clean up, inspections, public employees, or public equipment related to a Special Event and established as part of the event permitting process according to the Park City Fee Schedule.

4A-1-1.7 MATERIAL CHANGE. A change to the scope of an event that requires additional review of an existing or New Special Event Application. Material Changes include increased need for public safety, transportation, or transit impacts; increased use or impacts to City property; dates that conflict with other existing events on the calendar, or that overlap with Peak and Local Times; and venue changes or additions.

4A-1-1.8 NEW EVENT. An event being proposed for the first time within City limits, an event renewal that now qualifies as a higher Level, or an event that has not been renewed for a period exceeding one year.

4A-1-1.9 PERMITTEE. The Applicant, as defined above, becomes the "Permittee" when the Special Event Permit is approved and signed by either the City Council or the Special Event

Exhibit C: Special Event Title 4A Draft Clean Copy

Manager or designee, upon meeting all the criteria in this Title. As the permit holder, the Permittee becomes the sole proprietor of the event and inherits the responsibilities connected with all licenses and permits, Fee assessments, and insurance liabilities connected with the permitted event.

4A-1-1.10 SKI AND SUMMER RESORT AREA. An event location that is within a Master Planned Development (MPD) boundary in the Recreation Commercial (RC) Zone and Residential Development (RD) Zone.

4A-1-1.11 SPECIAL EVENT.

- A. A sporting, cultural, entertainment, or other type of unique activity, whether held for profit, nonprofit, or charitable purposes, occurring for a limited or fixed duration that impacts the City by involving the use of, or having impact on, City property, or requiring City licensing or services beyond the scope of normal business, liquor regulations, or is an outdoor or temporary event that does not normally occur with the permitted Venue use as defined by this Code; or creates public impacts through any of the following:
 - 1. Interruption of the safe and efficient flow of transportation in Park City, including streets or public rights of way, which may include full, partial, or temporary closures or impacts on streets or sidewalks necessary for the safe and efficient flow of transportation and pedestrian movement in Park City; and /or
 - 2. Use of City property, parking, facilities, trails, or parks;
 - 3. Need for public safety staffing beyond their normal scope of operations;
- B. Any organized activity involving the use of, or having an impact on, the above shall require a permit as outlined in Section 4A-2-1 of this Code. Event levels are determined by City staff based on degree of City impacts: anticipated attendance as related to type of Venue use whether private or City Property, transportation and public safety impacts. Any event may be defined as either a Level One Event, a Level Two Event, a Level Three Event, a Level Four Event, a Level Five Event, a Community Identifying Event, a First Amendment Event if it meets one or more of the listed criteria in the given category:
 - 1. **LEVEL ONE EVENT:**
 - a. Attendance at any one time is estimated up to 250 people and occurs on one day and is not a series; and/or
 - b. Has minor impact to surrounding areas and can be held within existing Venue/use area; and
 - c. Has minor transportation needs including minimal removal of parking, rolling road closures, and does not require increased transit; and
 - d. Does not require public safety staffing beyond normal operations.
 - 2. **LEVEL TWO EVENT:**

- a. Attendance at any one time is estimated up to 500 people and the event is a series or has multiple days in consecutive occurrence;
 - b. Has minor impact to surrounding areas and can be held within existing Venue/use area; and
 - c. Has minor transportation needs including minimal removal of parking, but requires a transportation mitigation plan, temporary, rolling or short-term road closures, and does not require increased transit; and
 - d. Does not require public safety staffing beyond normal operations.
3. **LEVEL THREE EVENT:**
- a. Attendance at any one time is estimated between 500 and 1,000 people and is no more than two consecutive days or three days in a non-consecutive series; and
 - b. Has moderate impact to surrounding areas and can be held within existing Venue/use area; and
 - c. Has moderate transportation needs including removal of parking, requires a transportation mitigation plan, may require offsite parking plan, temporary, rolling or short-term road closures, and does not require increased Park City transit; and
 - d. May require limited public safety staffing beyond normal operations.
4. **LEVEL FOUR EVENT:**
- a. Attendance throughout the duration of the event time period is estimated between 500 and 5,000 people and the event may be a non-consecutive series or may have multiple days in consecutive occurrence; and
 - b. Has moderate to major impact to surrounding areas and/or cannot be held within existing Venue/use area; and
 - c. Has moderate to major transportation needs including removal of parking, requires a transportation mitigation plan, requires offsite parking plan, temporary, rolling or long-term road closures, and minor to moderate residential transportation mitigation and minor increase in service from Park City Transit and may be required to provide additional transit services from a vendor outside of Park City's existing transit; and
 - d. Requires public safety staffing needs beyond normal operations including moderate to major support in the Venue and minor to moderate traffic control. May require public safety services from outside of the City's jurisdiction.
5. **LEVEL FIVE EVENT:**
- a. Attendance throughout the duration of the event time period is estimated to be above 5,000 people and may be a series or have consecutive days of occurrences; and
 - b. Has moderate to severe impacts to surrounding areas and cannot be held within existing Venue or use areas; and

- c. Has moderate to severe transportation needs including removal of parking, requires a transportation mitigation plan, requires offsite parking plan, temporary, rolling or long-term road closures, moderate to major residential transportation mitigation and requires increased Park City Transit and/or increased transportation provider outside of Park City's ability to provide services required; and/or
 - d. Requires public safety staffing needs beyond normal operations including moderate to severe support in the Venue, and moderate to severe transportation mitigation as well as support of public safety personnel from outside of the City's jurisdiction.
6. **COMMUNITY IDENTIFYING EVENT:** To be defined as a Community Identifying Event, the Applicant must meet all of the following criteria.
- a. Honors Park City's unique community goals and enhances the collective goodwill that features legacy events, distinct traditions, and authentic local culture, including ties to the people, places, and history of Park City. Outside events that partner with a local nonprofit or business to check a box will not meet this criteria; and
 - b. The event fundamentally aligns with the City's Critical Priorities and Core Values as adopted by the City Council; and
 - c. Attendance is targeted primarily at local participation from Park City residents, employees, and businesses. A growth or marketing model to bring attendance from outside of the Wasatch Back region is secondary to local attendance and participation; and
 - d. The event provides free or affordable local Park City resident attendance options; and
 - e. The event offers free or affordable options for underserved populations.
7. **FIRST AMENDMENT EVENT:** An activity conducted for the purpose of persons expressing their political, social, religious, or other views protected by the First Amendment to the United States Constitution and Article 1, Section 15 of the Utah Constitution, including but not limited to speechmaking, picketing, protesting, marching, demonstrating, or debating public issues on any City street or other City property during the event. 'First Amendment Events' shall not include:
- a. Solicitations or events which primarily propose a commercial transaction;
 - b. Rallies, races, parades, or events conducted with motor vehicles or bicycles;
 - c. Footraces.

4A-1-1.12 SPECIAL EVENTS COORDINATOR. The City employee designated by the City Manager who, under the supervision of the Special Event Manager and within the Special Events Department, administers the provisions in the Special Events Chapter of this Code.

4A-1-1.13 SPECIAL EVENT PERMIT. A permit sought by an Applicant for an event as defined in this Chapter, granted through the Special Events Department.

4A-1-1.14 SPONSOR. A person, group, or business which has contracted to provide financial or logistical support to any Special Event. Such agreement may provide for advertising rights, product promotion, logo promotion, exclusivity of rights, products, or logos.

4A-1-1.15 VENUE. The location or locations upon which a Special Event is held, which shall include the ingress and egress route, layout of temporary structures as approved in the conditions of the Special Event Permit.

HISTORY

Adopted _____ by _____ Ord. 2017-51 on 10/5/2017
Amended by Ord. 2018-52 on 9/27/2018

4A-2 Special Event Permitting

4A-2-1	Unlawful	To	Operate	Without	A	Permit;	Exceptions
4A-2-2			Renewal		Of		Permit(s)
4A-2-3	Special		Event	Permit		Application	Procedure
4A-2-4			Standards	For		Permit	Approval
4A-2-5			Events	In		Parking	Structures
4A-2-6				Insurance			Requirements
4A-2-7	Permit		Application		Supplemental		Documents
4A-2-8			Conflicting		Permit		Applications
4A-2-9	Licenses	Necessary	For	A	Special	Event	Permit
4A-2-10	Fees	To	Be		Assessed;		Exceptions
4A-2-11			Fee				Reductions
4A-2-12							Film-Making
4A-2-13				Criminal			Penalty
4A-2-14	Revocation		For	Cause;		Notice	To
							Cure

4A-2-1 Unlawful To Operate Without A Permit; Exceptions

- A. It is unlawful for any person to conduct a Special Event with or without charge for admission, on City or private property, without first applying for and being granted a Special Event Permit for the specific event and its Venue(s). All permits issued pursuant to this Title are non-transferrable and expire annually at the completion of the given event, or upon revocation, whichever is earlier.
- B. The following are exempt from Special Event permitting:
 1. Funeral processions by a licensed mortuary;
 2. Activities lawfully conducted by a governmental agency within the scope of authority;
 3. Activities within Ski and Summer Resort Areas that are determined to have Level One, Level Two or Level Three impacts. Such activities are required to coordinate with the Special Events Department and obtain proper licensing and permitting from city, county or state jurisdictions.

Exhibit C: Special Event Title 4A Draft Clean Copy

4. Filming activities if a permit for such activities has been issued by the City;
5. First Amendment activities: If it is not reasonably possible to obtain a permit in advance of a First Amendment Event, no permit shall be required providing that the prohibitions of Subsections B, C, D, E, G and I of Section 4A-2-4 are not violated.

HISTORY

Adopted by Ord. [2017-51](#) on 10/5/2017
Amended by Ord. [2018-52](#) on 9/27/2018
Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-2 Renewal Of Permit(s)

Permittees who successfully operate a Special Event under the provisions of this Title and who wish to have the event on an annual or periodic basis must renew each Special Event Permit annually, regardless of recurrence of previous determination. Event levels are determined by the Special Events Department through the review process, without considering any previous determination. Special Events that occur as a series, must have a Special Event Permit, specifically authorizing each activity in the series, even if the same activity is held on separate occasions or non-consecutive days.

HISTORY

Adopted by Ord. [2017-51](#) on 10/5/2017
Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-3 Special Event Permit Application Procedure

- A. **PRE-APPLICATION REVIEW**. All event Applicants must complete and submit a Special Event Pre-Application Form, demonstrate the ability to indemnify the City and meet the City's insurance requirements, provide documentation of sufficient interest from the property owner, and receive preliminary authorization from the Special Event Manager or designee to move forward with the date and Venue requested before submitting a Special Event Application. All applicants requesting to hold new or Materially changed events are strongly encouraged to arrange a Pre-Application review with the Special Events Department no later than 30 business days before Special Event Applications are due.
- B. **APPLICATION SUBMITTAL**. After receiving authorization to move forward, Applicants must complete and submit a Special Event Permit Application Form(s) to the Special Events Department. Applications must be complete by the Application Deadline with accompanying Certificate of Insurance, Hold Harmless Agreement, Community Identifying Event Application, documentation of sufficient interest and additional requirements as outlined below. The Special Events Department shall review the Application for compliance with Section 4A-2-4. After review, the Special Events Department will return a copy of the Application to the Applicant with comments and a recommendation that may include approved, approved with conditions, or denial. Incomplete Applications will be returned to the Applicant and will not be renewed.

- C. **ADDITIONAL REQUIREMENTS.** In addition to an Application for a Special Event Permit, the Special Event Manager or designee shall require the Applicant to provide as necessary:
1. Insurance coverage, waiver and release of damages and indemnification as described in Section 4A-2-10. The Applicant shall complete the City's Hold Harmless Agreement and a current eCertificate of Insurance effective through the date of the Event. If the expiration date is prior to the event, the Applicant is required to update the certificate and resubmit 14 days before any event set-up or activity occurs;
 2. Letters of permission from property owners, and any supporting letters of recommendation from businesses, local organizations or residents.
 3. **APPLICATION SUBMISSION DEADLINES.** Special Event Applications may be submitted no earlier than 18 months before the proposed marketing date of the event. All Applications must be submitted no later than the deadlines as described below. Only Applications deemed complete by the Special Events Coordinator will be reviewed.
 4. First Friday in October - Complete Applications received by the first Friday in October will either be reviewed and approved, approved with conditions, or denied no later than the last City Council meeting in February. This Application deadline is for events that may begin marketing or occur between March and August.
 5. First Friday in April - Complete Applications received by the first Friday in April will be reviewed administratively by the Special Events Department and approved, approved with conditions or denied no later than the first City Council meeting in September. This Application deadline is for events that may begin marketing or occur between September and February. Level Three, Four, and Five events will be considered annually. An Application must be submitted each year in accordance with the following Application deadlines:
 6. Events that are determined to be a Level Four or Level Five within Ski and Summer Resort Area shall submit by the deadlines as described above, however, final, non-material supplemental details shall be submitted not less than 45 days before the event. Material Changes after deadlines may require approval by City Council. Examples of non-material information include talent information, vendors or sponsors, specifics of Venue site plans etc. Events within these areas shall work with the City to decrease impacts that may be caused in conjunction with other events, activities or community gatherings.
 7. Level One and Level Two events must submit a Special Event Pre-Application Form and receive notice to proceed with a completed Application not less than 30 days prior to the scheduled start of their event, unless otherwise approved by the Special Event Manager or designee.
 8. Events that are determined to be a First Amendment Event, however, shall work to submit Applications no less than 30 days prior to the start of the event, unless otherwise approved by the Special Event Manager or designee.

9. Exceptions to deadlines must be approved by the Special Event Manager or designee for Community Identifying Events. Exceptions are only granted upon a showing of good cause and for events that demonstrate unique opportunities that benefit Park City's community and culture.
- D. **PEAK TIME.** Applications for any new Special Event will not be considered during the following times.
1. Martin Luther King Jr. Holiday (Friday through Monday - dates vary annually);
 2. Sundance Film Festival (as per dates in contract - dates vary annually);
 3. Third Weekend in February (Presidents Day Weekend - Friday through Monday - dates vary annually);
 4. Fourth Weekend in June (Savor the Summit Weekend - Friday through Sunday - dates vary annually);
 5. July 2, 3, 4 and 5 (Independence Day Holiday);
 6. Fourth Weekend in July (Extreme Soccer Tournament Weekend – Thursday to Sunday, dates vary annually)
 7. First Weekend of August (Arts Fest Weekend - Friday through Sunday - dates vary annually);
 8. First Weekend of September (Labor Day/Miners Day Weekend - Friday through Monday - dates vary annually);
 9. October 31 (Halloween on Main);
 10. Thanksgiving Holiday (Wednesday to Sunday - dates vary annually);
 11. Winter Holiday (December 23 through 26);
 12. Winter Holiday 2 (December 30 through January 1); and
 13. EXCEPTIONS:
 - a. Level One, Two and Three events located within Ski and Summer Resort Areas are allowed during Peak Time Periods in Section 4A-2-3(E), and are required to submit a Special Event Pre-Application Form. The Special Events Department will return a letter with event level determination and other necessary licensing requirements. However, the Applicant is not required to obtain a Special Event Permit as per Section 4A-2-1(B)(3).
 - b. First Amendment events are exempt from peak time period limitations but are required to obtain a Special Event Permit.
 - c. Applications for existing events that were permitted on the 2022 event calendar may be considered unless they were not renewed for a period exceeding one year and shall be evaluated annually based on the standards of approval.
 - d. Community Identifying Events may be considered during Peak Times but shall be reviewed and approved by City Council.
- E. **LOCAL TIME.** Applications for Level One and Two Special Events may be considered during a Local Time. Applications for any new Level Three, Four or Five Special Event which cause parking, transportation or public safety impacts will not be considered during Local Times.

Exhibit C: Special Event Title 4A Draft Clean Copy

1. Last weekend in May (Memorial Day Weekend - Friday through Monday – dates vary annually);
 2. Second Weekend in June (Friday through Sunday);
 3. Third Weekend in June (Juneteenth Weekend – Friday through Monday – dates vary annually);
 4. First Weekend in July (Friday through Monday). If July 2, 3, 4 and 5 occur during a Peak Time Period, then the Peak Time Period (4A-2-3(5) shall apply);
 5. Second Weekend in July (Friday through Sunday);
 6. Third Weekend in July (Friday through Sunday);
 7. Pioneer Day (July 24);
 8. Second Weekend in August (Friday through Sunday);
 9. Third Weekend in August (Friday through Sunday);
 10. Fourth Weekend in August (Friday through Sunday);
 11. Second Weekend in September (Friday through Sunday);
 12. Third Weekend in September (Friday through Sunday);
 13. Second Weekend in October (Friday through Sunday); and
 14. EXCEPTIONS:
 - a. Level One, Two and Three events located within Ski and Summer Resort areas are allowed during Local Times in Section 4A-2-3(D), and are required to submit a Special Event Pre-Application Form. The Special Events Department will return a letter with event level determination and other necessary licensing requirements. However, the Applicant is not required to obtain a Special Event Permit as per Section 4A-2-1(B)(3).
 - b. Level Four and Five events located within Ski and Summer Resort Area may be considered during Local Periods in Section 4A-2-3(F) but New Level Four and Five events in these locations shall be approved by City Council.
 - c. Level Three, Four and Five Community Identifying Events may be considered during Local Periods Section 4A-2-3(F) but new Community Identifying Events shall be approved by City Council.
 - d. First Amendment events are exempt from Local Time limitations but are required to obtain a Special Event Permit.
 - e. Applications for existing events that were permitted on the 2023 event calendar may be considered, unless they were not renewed for a period exceeding one year and shall be evaluated annually based on the standards of approval.
- F. **PUBLISH PEAK AND LOCAL TIME CALENDAR.** The Special Events Department will publish a Peak & Local Time Calendar in which any new event Applications will not be considered for any date identified in Section 4A-2-3(E) and 4A-2-3(F) as a Peak or Local Time. Applicants who appeal to the Special EventSpecial Event Manager or designee to be held during Peak and Local Times must state hardship, good cause or extraordinary circumstance to be considered. Only if hardship, good cause or extraordinary circumstances exist, will the event be reviewed for approval or denial.

The City Council will make the determination in an open public meeting after a public hearing.

- G. **EVENT LEVEL LIMITS.** The City restricts the number of Special Event permits annually. An event permit may cover more than one event day. The number of Event types are limited as established below. Once limits are reached, an Application may be amended to reduce the event scope to be re-categorized into another lesser event level type that is unrestricted .
1. Level One events are unrestricted.
 2. Level Two events are unrestricted.
 3. Level Three events are capped at 17 annually.
 4. Level Four events are capped at 10 annually.
 5. Level Five events are capped at 6 annually.
 6. EXCEPTIONS:
 - a. First Amendment and Community Identifying Events are exempt from limits.
 - b. Events located within Ski and Summer Resort Areas are exempt from permitting needs as per Section 4A-2-1(B)(3), and limits if determined to be a Level One, Level Two or Level Three. Events in this area that are Level Four or Level Five are not exempt from limits.
- H. **CITY COUNCIL REVIEW.** The City Council of Park City shall review and either approve, approve with conditions, or deny the following Applications:
1. Applications for New Level Four and Five Events;
 2. Applications for Level Four and Five Event permit renewals where material elements of the event have changed from the previous Application;
 3. Applications for events where the City Property Venue requires City Council review due to existing Land Use approvals; and
 4. Applications for Level Four and Five Events that are in Ski and Summer Resort Areas during Local Times;
 5. Applications for Level Four and Five Community Identifying Events that are held during Peak Times;
 6. Appeals of administrative decisions made pursuant to Subsection (J) Administrative Review;
 7. The City Council shall review Applications for compliance with the standards for permit approval described at Section 4A-2-4 as follows:
 - a. Staff Review and Recommendation. Upon receipt of a complete Level Four or Five Event Application, following the administrative review of a Level Four or Five Event Application and notice to the Applicant, the Special Events Coordinator shall schedule the Application for a public hearing before the City Council.
 - b. City Council Hearing. Level Four or Five Event Applications requiring City Council review and appeals of administrative Special Event decisions shall be heard at a duly noticed public hearing of the City Council. The City Council shall review the Application for compliance with the standards set forth at Section 4A-2-4 and shall record its

decision with written findings of fact, conclusions of law, and condition of approval, if applicable. Written notice of the City Council's decision shall be delivered to the Applicant within 10 days of the date of decision.

- I. **ADMINISTRATIVE REVIEW**. The Special Event Manager or designee is authorized to review and administratively approve, approve with conditions, or deny the following Applications:
 1. Level One, Level Two and Level Three Event Applications;
 2. First Amendment Event Applications that are found to have Level One, Level Two or Level Three impacts;
 3. Applications for Level Four or Five Event renewals where material elements of the event have not changed from the previous Application. Upon receipt of a complete Level Four or Five Event Application that has not materially changed, the Special Events Coordinator shall review the Application for compliance with Section 4A-2-4.
- J. **DECISION**. Upon receipt of a complete Special Event Application, the Special Events Coordinator shall review the Application for compliance with Section 4A-2-4. Following review of the Application, the Special Events Coordinator shall record the decision with written findings of fact, conclusions of law, and conditions of approval, to the Special Event Manager or designee for final administrative review. Once approved by the Special Event Manager or designee, the Special Event Coordinator will deliver written notice of such decision to the Applicant.
- K. **APPEALS**. Any Applicant whose Application has been administratively denied may appeal the decision to the City Council by filing a written request to the Special Events Coordinator within 10 days of the date of decision. The City Council shall hear the matter de novo and with public hearing.

HISTORY

Adopted	by	Ord.	<u>2017-51</u>	on	10/5/2017
Amended	by	Ord.	<u>2018-52</u>	on	9/27/2018
Amended by Ord. <u>2022-36</u> on 9/15/2022					

4A-2-4 Standards For Permit Approval

Applications for Special Event Permit(s) shall be reviewed for compliance with the standards provided. The Special Event Manager or designee or City Council may deny or restrict any Special Event whenever any of the conditions enumerated in this Section cannot be eliminated or sufficiently mitigated by Conditions of Approval.

- A. The Special Event does not provide positive cultural or community value or is not in accordance with the goals outlined in the Park City General Plan and City Council's Biennial Strategic Plan. The cultural and community value shall be determined by the City pursuant to the following criteria in order of priority:
 1. Reasons for hosting the event in Park City and Venue/use area is consistent with Park City's goals to create a complete community through its core values and/or partnerships with businesses or organizations that support

Exhibit C: Special Event Title 4A Draft Clean Copy

Park City's community goals, local athletic, recreational, cultural or historic celebrations, or honoring local achievements, groups or individuals. Events that use Public Property only as a backdrop or Venue, or that partner with a local organization or business only to meet the standard with no authentic tie to the local community or city goals will not meet this standard.

2. Provides uniqueness to the event calendar by a manner not reflected by other approved events.
 3. Does not unreasonably restrict existing public access or adversely impact shared space or the public due to the number of events, the nature of the event, proposed location and/or location conditions;
 4. Is not primarily retail or solely to avoid more restrictive general zoning and license regulations.
 5. Ensures transportation access in accordance with the Park City Transportation Demand Management Plan, and public safety in accordance with the requirements of the Park City Police Department.
- B. The conduct of the Special Event will substantially interrupt or prevent the safe and orderly movement of public transportation or other vehicular and pedestrian traffic in the area of its Venue.
- C. The conduct of the Special Event will require the diversion of so great a number of police, fire, or other essential public employees from normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.
- D. The concentration of persons, vehicles, or animals will unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health and safety services.
- E. The Special Event will substantially interfere with any other Special Event for which a permit has already been granted or with the provision of City services in support of other such events or governmental functions.
- F. Where applicable, the Applicant fails to provide the following:
1. The services of a sufficient number of traffic controllers, signs or other City required barriers or traffic devices;
 2. Monitors for crowd control and safety;
 3. Safety, health, or sanitation equipment, and services or facilities reasonably necessary to ensure that the Special Event will be conducted without creating unreasonable negative impacts to the area and with due regard for safety and the environment;
 4. Adequate transportation, off-site parking and traffic circulation in the vicinity of the event;
 5. Required insurance, cash deposit, or other security; or
 6. Any other services or facilities necessary to ensure compliance with City ordinance(s).
 7. Supplemental information as required by the Special Event Manager or designee, including a transportation, parking and traffic control plan,

Exhibit C: Special Event Title 4A Draft Clean Copy

weather/emergency plan, waste and recycling plan, staff and volunteer plan, community impact outreach and notification plan, vendor or concession plan, sponsor and marketing plan, noise exemption request, or site map(s) described in Section 4A-2-7.

8. Proof that the Applicant has obtained any applicable city, county, state, or other governmental agency approvals, permits, or licenses.
- G. The event creates the imminent possibility of violent disorderly conduct likely to endanger public safety or cause significant property damage.
- H. The event proposes to partner with a Disruptive Technology and has not mitigated potential impacts to businesses or the community due to nature of the technology.
- I. The Applicant demonstrates inability or unwillingness to conduct the event pursuant to the terms and conditions of this Title or has failed to conduct a previously authorized event in accordance with the law or the terms of a permit, or both.
- J. The Applicant has not paid City Services, or State Sales Taxes if applicable from previous years.
- K. The Applicant has not obtained the approval of any other public agencies within whose jurisdiction the event or a portion thereof will occur, or the applicant has not obtained the approval of the property owner of which the event or a portion thereof will occur.
- L. **EXCEPTIONS.** Applications for First Amendment Event permits will be reviewed for compliance with the standards outlined in Subsections B, C, D, E, G, and I above. In reviewing any Application for a permit for a First Amendment Event, the Special Event Manager or designee may place reasonable time, place, and manner of restrictions on the First Amendment Event. No such restriction shall be based on the content of the beliefs expressed or anticipated to be expressed during the First Amendment Event, or on factors such as the identity or appearance of persons expected to participate in the assembly.

HISTORY

Adopted	by	Ord.	<u>2017-51</u>	on	10/5/2017
Amended	by	Ord.	<u>2018-52</u>	on	9/27/2018
Amended by Ord. <u>2022-36</u> on 9/15/2022					

4A-2-5 Events In Parking Structures

Applications for Special Events taking place within a parking structure shall be reviewed for compliance with all Codes relating to Special Events along with the standards provided below:

- A. Location – Special Events or hospitality functions taking place within a parking structure shall only take place in Historic Recreation Commercial (HRC) District and Historic Commercial Business (HCB) District zones.
- B. Duration – Permitted Special Events or hospitality events taking place within a parking structure may not exceed 10 calendar days in duration.

Exhibit C: Special Event Title 4A Draft Clean Copy

- C. Frequency – Individual parking structures will be eligible to be converted into an event or hospitality use no more than two times during one calendar year.
- D. Application Requirements – In addition to the Special Event Application requirements, Applicants wishing to utilize a parking structure for a temporary assembly use as part of a Special Event or hospitality function must also provide the following:
 - 1. An original set of design plans stamped by a Utah licensed mechanical engineer that meet the intent of required ventilation standards as per the International Mechanical Code Section 403.3.1.1 for both occupancies. This plan must be approved by the Building Official.
 - 2. Design plans that demonstrate plumbing systems and fixtures provided within the event space meet the intent of the plumbing fixture requirements of IBC Chapter 29. This plan must be approved by the Building Official.
 - 3. All plans must be approved by the Deputy Fire Marshal and shall demonstrate compliance with the International Fire Code.

HISTORY

Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-6 Insurance Requirements

Upon receipt and review of a Pre-Application Review, the Special Event Coordinator will submit the Application with a recommendation for final authority by the City Attorney's Office for amount of liability insurance pursuant to the hazard matrix or more to be determined within 10 business days following submittal. The Special Event Coordinator will deliver written notice of such determination to the Applicant. Applicants shall provide proof of liability insurance in the determined amount to proceed with a Special Event Application. The City Attorney's Office shall require the Applicant to further name Park City Municipal Corporation as an additional insured. All Applicants shall further indemnify the City from liability occurring at the event, except for any claim arising out of the sole negligence or intentional torts of the City or its employees. Any reduction of these requirements must be approved by the City Manager or their designee prior to proceeding with a Special Event Application.

HISTORY

Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-7 Permit Application Supplemental Documents

The Applicant is responsible for providing the following supplemental documentation to accompany the Special Event Application as the Special Event Manager or designee deems applicable.

- A. Transportation and traffic control requirements and considerations:
 - 1. All traffic and transportation control is the responsibility of the Applicant. A traffic and transportation control plan shall be provided to, and approved by, the Special Event Manager or designee upon recommendation by the Transportation Department by the event date. Plans are determined through

collaboration with the Special Events Coordinator, and shall include determinations on transit impacts and traffic control, including pedestrian, bicycle, motorized and other methods of transport required for the event;

2. Road closures will require appropriate traffic control. Appropriate traffic control may include by uniformed state, county, or local police officers, or a private company, identified event staff, or physical devices, as determined by the Special Event Manager or designee;
 3. The Special Event Manager or designee may require an alternate route, or alternative time, if the proposed Event occurs when traffic volumes are high, active road construction is present, an alternative event is already occupying the road, a safer route to accommodate the event, or the event poses a significant inconvenience to the traveling public;
 4. The Applicant shall restore the road or trail segment, or impacted area to its original condition, free from litter and other material charges;
 5. The Special Event Manager or designee may monitor and ensure compliance with the terms and conditions of any Special Event Permit.
- B. Contingency Plan Requirements:
1. Considering the nature of the planned Special Event, the Applicant shall develop:
 1. Contingency or emergency plans, including Emergency Medical Service, fire, and police;
 2. Operations plan and timeline including set up and breakdown of the event and its venues;
 3. Weather date and/or weather conditions plan;
 4. Residential notification and mitigation plan;
 5. Planned rest areas, water and toilet facilities, and trash and recycling cleanup;
 6. Plans to ensure that participants obey the conditions of the Special Event Permit and all other generally applicable traffic laws, lights, and signs;
 7. The Special Event Manager or designee may require that the Applicant provide outreach and notice to participants, bystanders, or the public of all plans related to parking, road closures, noise or other impacts. The amount of and method of notice shall be dependent on the circumstances of the Special Event Permit.
- C. Special Event Site Identification and Property Use Requirements.
- D. List of all vendors that are allowed as part of the event, including the business, organization, or sponsor name and primary contact information.
- E. The Applicant shall provide a detailed map showing the proposed site, course and direction of the event. Locations of parking areas, signs and banners, water stations, power sources, waste, recycling, and toilet facilities, temporary structures and other appropriate information shall also be included on this map. The Applicant is responsible for obtaining appropriate permission to locate these facilities on private or Public property.

Exhibit C: Special Event Title 4A Draft Clean Copy

HISTORY

Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-8 Conflicting Permit Applications

- A. No more than one Special Event shall be approved for the same date(s) unless the Special Event Manager or designee finds that the events will not adversely impact one another and that concurrent scheduling of the events will not adversely impact the public health, safety, and welfare. In making this determination, the Special Event Manager or designee will apply the following criteria:
 1. Geographic separation of the events;
 2. Proposed time and duration of the events;
 3. Anticipated attendance volumes;
 4. Necessity for public personnel, equipment, and/or transportation services at the events; and
 5. Anticipated traffic and parking impacts.
- B. In cases where an event double booking conflict arises, the Special Event Manager or designee will encourage any secondary, or subsequent, Applicant to review the feasibility of collocating with the original Applicant. If collocating proves impractical, the Special Event Manager or designee will encourage any secondary, or subsequent, Applicant to offer a viable alternative strategy that meets the needs of all Applicants, while also ensuring adequate public safety measures remain intact.
- C. If no voluntary agreement is reached, then the Special Event Manager or designee shall resolve the issue based on the following order of priorities:
 1. The Special Event that provides the greatest overall community and cultural value to the City, which for recurring events may be based on annual event debrief.
 2. Special Events planned, organized, or presented by state, federal, or City governmental entities or agents shall have priority over conflicting Applications if:
 - a. The Application is timely filed and processed by the City;
 - b. Said governmental Application is made in good faith and not with the effect or purpose of improperly chilling constitutional rights of conflicting Applicants.
- D. If no voluntary agreement is reached, then the first-in-time Application (including consecutive, prior year approval) shall be given priority. The conflicting Applicant shall be advised of other open dates on the City's events calendar.

HISTORY

<i>Adopted</i>	<i>by</i>	<i>Ord.</i>	2017-51	<i>on</i>	<i>10/5/2017</i>
<i>Amended</i>	<i>by</i>	<i>Ord.</i>	2018-52	<i>on</i>	<i>9/27/2018</i>

Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-9 Licenses Necessary For A Special Event Permit

Exhibit C: Special Event Title 4A Draft Clean Copy

The Applicant/Permittee shall procure any applicable city, county, state, or other governmental agency approvals, permits, or licenses.

HISTORY

<i>Adopted</i>	<i>by</i>	<i>Ord.</i>	<u>2017-51</u>	<i>on</i>	<i>10/5/2017</i>
<i>Amended</i>	<i>by</i>	<i>Ord.</i>	<u>2018-52</u>	<i>on</i>	<i>9/27/2018</i>
<i>Amended by Ord. <u>2022-36</u> on 9/15/2022</i>					

4A-2-10 Fees To Be Assessed; Exceptions

- A. **APPLICATION FEE.** Special Event Application Fees shall be assessed according to the Fee resolution. All Application Fees are due and payable upon receipt of invoice from the Park City Special Events Department. Applications for events which have been previously permitted in park City will not be accepted unless the Applicant has paid fees in full of the previous year. An Applicant that qualifies as a new event level is responsible for Fee amounts of the given level.
- B. **CITY SERVICE FEES.** Upon receipt of a completed Special Event Application, the Special Events Coordinator will provide the Applicant with an estimate of City Service Fees based on the Park City Fee Schedule and will provide estimated costs for City services arising from the event, including but not limited to the use of City personnel and/or equipment, City transportation services, City Public Safety services, City Venues or facilities, Building inspections, and user Fees. A final assessment of City costs will occur upon completion of the Special Event. All City service Fees will be adjudged to reflect actual cost. Unless reduced pursuant to Section 4A-2-9, all City service Fees must be paid in full within 30 days of the final assessment and receipt of invoice of City costs for the Special Event.
- C. **FINANCIAL SECURITY.** The Special Event Manager is authorized to require an Applicant to post a cash deposit or other security accepted by the Legal Department for all estimated contingent costs prior to the issuance of a Special Event Permit, as a guarantee against Fees, damages, clean up, or loss of City Property.
- D. **EXCEPTIONS.** Specified Fees do not apply to an Application for a First Amendment Event permit if the Applicant demonstrates, by sufficient evidence, that the imposition of Fees would create a financial hardship on the Applicant or would have a detrimental effect on services provided to the public.

HISTORY

<i>Adopted</i>	<i>by</i>	<i>Ord.</i>	<u>2017-51</u>	<i>on</i>	<i>10/5/2017</i>
<i>Amended</i>	<i>by</i>	<i>Ord.</i>	<u>2018-52</u>	<i>on</i>	<i>9/27/2018</i>
<i>Amended by Ord. <u>2022-36</u> on 9/15/2022</i>					

4A-2-11 Fee Reductions

Exhibit C: Special Event Title 4A Draft Clean Copy

- A. Annually, the City will allocate up to \$200,000 to reduce City Service Fees required for Special Events unless otherwise approved through a Special Event City Services Agreement or Special Event where the City is the Applicant. The City Council may appropriate additional funds through a public process. Allocation of reduced Fees will be determined at the sole discretion of the Special Event Manager and Budget Manager(s), City Manager, and City Council. Unmet thresholds at the end of a year will not be carried forward to future years.
- B. The City Manager may reduce the following Special Event City Service Fees up to a total of \$30,000 per event after reviewing a recommendation from the Special Event Manager and Budget Manager upon a finding of eligibility pursuant to the criteria provided. If the total request exceeds \$30,000 per event and is not part of a Special Event City Services Agreement or is not a Special Event where the City is the Applicant or the event is not budgeted for then the request must be approved by City Council in a Public Meeting.
 1. Special Event Application;
 2. Building permit;
 3. Facility and/or equipment rentals;
 4. Field and/or park rentals;
 5. Special use of public parking permit;
 6. Transit fees;
 7. Bleachers;
 8. Trail;
 9. Community Engagement; and
 10. Public Safety Personnel.
- C. Fee reduction requests will be reviewed during review of the Special Event Application. Fee reduction requests must be submitted to the Special Events Coordinator on a Special Event Fee Reduction Application according to the following deadlines:
 1. Level Three, Four and Five Events occurring between March and August are due the first Friday in October.
 2. Level Three, Four and Five Events occurring between September and February are due the first Friday in April.
 3. Applications that are determined to be a Level One or Level Two event shall submit fee reduction Applications at the time the Special Event Application is due.
 4. Late Applications for fee reductions must demonstrate an immediate need for reduction and provide justification as to why the Application was not filed within the specified deadline.
- D. Fee reduction Applications under \$10,000 will be evaluated by the Special Events Department. The Special Events Manager will make a recommendation to the Budget Manager(s), and City Manager. Fee Reduction Applications over \$10,000 will be reviewed by a committee comprised of City Departments which the Fees directly impact and a recommendation will be submitted to the Special Events Manager. The Special Events Manager will make a recommendation to the , Budget Manager(s),

Exhibit C: Special Event Title 4A Draft Clean Copy

and City Manager. All decisions may be appealed with the final decision given by the City Manager for fees totaling below \$30,000 and City Council for items over \$30,000 or as according to the City's Purchasing Policy. The City shall annually publish a list of all organizations/businesses receiving Special Event Fee Reductions on the City's website. Eligibility for a full or partial Fee reduction shall be determined by the City pursuant to the following criteria, none of which shall be individually controlling:

1. The event qualifies as a Community Identifying Event. The event does not use Park City as a backdrop and provides reason for choosing Park City as a specific venue for the event.
 2. The event charges event admission fees for participation and has policy for attendees or participants unable to pay such Fees;
 3. The event provides free programs to the community or raises funds for organizations that provide free or low-cost programs, benefiting local youth, seniors, or under-served constituents of Park City, and/or is aligned with City Council's critical goals;
 4. Provides community and cultural event opportunities during resort off seasons defined as October 1 to November 20 and April 15 to the Thursday before Memorial Day weekend. Event is not held during a Peak Period;
 5. Demonstrates extraordinary efforts to reduce and mitigate environmental, transportation, and residential impacts associated with the event consistent with adopted City Council priority/policy goals and the General Plan; and
 6. Demonstrates that the imposition of Fees would create a financial hardship on the Applicant or would have a detrimental effect on services provided to the public.
- E. Fee reduction requests must be filed bi-annually unless otherwise approved in a Special Event City Services Agreement by the City Council. Approval of any fee reduction for any Application shall not create a precedent for future requests. Applications for fee reduction shall only be considered for the first three years of event approval, unless otherwise approved in a Special Event City Services Agreement or qualified as a Community Identifying Event. If an Applicant appeals to have their Fee Reduction Application considered after three consecutive years, the Special Event Manager or their designee may require a showing of good cause or extraordinary circumstances for the Application to be considered.

HISTORY

<i>Adopted</i>	<i>by</i>	<i>Ord.</i>	<u>2017-51</u>	<i>on</i>	<i>10/5/2017</i>
<i>Amended</i>	<i>by</i>	<i>Ord.</i>	<u>2018-52</u>	<i>on</i>	<i>9/27/2018</i>

Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-12 Film-Making

Film-making shall be considered Special Events unless such event does not create substantial public impact or require substantial City service. Any filming undertaken by any business or corporation must first be licensed as a business under Title 4 of this Code. Corporations falling under the provisions of this Title or who are specifically in film-

Exhibit C: Special Event Title 4A Draft Clean Copy

making or promotions on private or City Property must, as a provision of their permit, provide the following: proof of insurance, shooting schedule or schedule of events, written permission of property owners, and access to any set or site for purposes of Code enforcement.

HISTORY

Adopted by Ord. [2017-51](#) on 10/5/2017
Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-13 Criminal Penalty

Any person who willfully violates any provision of this Title shall be guilty of a Class B misdemeanor. Persons conducting Special Events without having first obtained a Special Event Permit are subject to arrest and the Special Event is subject to closure.

HISTORY

Adopted by Ord. [2017-51](#) on 10/5/2017

4A-2-14 Revocation For Cause; Notice To Cure

- A. **NOTICE TO CURE**. If the Special Events Coordinator or any sworn law enforcement officer determines that the conditions of any permit issued pursuant to this Title have been or are being violated, then notice shall be given to the Permittee, Sponsor, and designated organizer's representative of the Special Event to cure the violation.
- B. **FAILURE TO CURE**. It is unlawful for the Permittee, Sponsor, or on-site organizer's representative of an authorized Special Event to fail to take reasonable steps to promptly cure any notice of violation of this Title. It is also unlawful for any participant or spectator to fail to comply with lawful directions issued by any sworn law enforcement officer or by the Permittee, Sponsor, or on-site organizer's representative to cure their violation of this Title.
- C. **CLEAR AND PRESENT DANGER**. If a sworn law enforcement officer determines, after consultation with the Chief of Police or the Chief of Police's designee, that any failure to cure a violation of this Title creates a clear and present danger of immediate significant harm to life, public safety, or property which cannot be reasonably mitigated by increased public safety enforcement and which, on balance, outweighs the constitutionally protected rights of the organizers or participants in the Special Event, the Permittee, Sponsor, or on-site organizer's representative of the Special Event shall be promptly notified that the permit is revoked and that the Special Event must immediately cease and desist.
- D. **VIOLATION OF CEASE AND DESIST ORDER**. If a Special Event Permit is revoked as specified in Subsection (C) above, then it shall be unlawful for any person to fail to obey the order to cease and desist from illegal activities.

HISTORY

Adopted by Ord. [2017-51](#) on 10/5/2017
Amended by Ord. [2022-36](#) on 9/15/2022

4A-3 Public Outdoor Music Plazas-REPEALED BY ORD 2019-35

HISTORY

Adopted *by* *Ord.* [2017-51](#) *on* *10/5/2017*
Repealed by Ord. [2019-35](#) on 6/27/2019

DRAFT



City Council Staff Report

Subject: Trails Master Plan Adoption
Author: Heinrich Deters, Trails & Open Space Manager
Department: Trails & Open Space
Date: May 16, 2024

Recommendation

Approve Resolution 07-2024 (Exhibit B), replacing the existing Park City Trails Master Plan with an updated version, as provided in Exhibit A.

Executive Summary

The Trails Master Plan (TMP) is a supporting document for the Park City General Plan and referenced throughout the Land Management Code. It provides guidance and parameters for recreational trails provided through the development process or implemented on city-owned property, in addition to compliance with [Sensitive Lands Overlay Review Process](#). This document provides technical guidance in the efforts to create and maintain a sustainable recreational trail network. The Trails & Open Space Department is requesting City Council repeal the existing TMP and replace it with an updated version (Exhibit A).

Background

The original Park City Trails Master Plan (TMP) and accompanying map were first adopted by the City in 1981. Subsequent updates occurred in [April 1992](#), [March 2003](#), and [August 2008](#), specifically focusing on walkability improvements under consideration at the time. This foundational document, informed by community input and advisory committees like the Parks, Recreation and Beautification Board, and the Friends of Trails, established the framework for Park City's expansive trail system. Initially, the TMP focus was on managing the community's rapid development and encompassed various trail-related aspects, from multi-use pathways, sidewalks, and on-road bike facilities to the old town stair networks, street furniture, fences, and lighting. Since the 2008 update, numerous factors and opportunities led the Trails & Open Space Team to propose a new TMP for your consideration.

Analysis

The proposed TMP marks a significant shift from previous versions, emphasizing the enhancement of the recreational trail network while providing limited attention to facilities within an urban trail network. This change is prompted by the thorough coverage of urban facilities in documents like the Pedestrian and Bike Plan and the Streets Master Plan. Further, the proposed TMP introduces several new considerations and considers a modern recreational trail network:

- Definitions, Standards, and Amenities: Contemporary and nationally accepted standards for trail design, surfaces, widths, and amenities are established to

ensure harmonious public use. Additionally, an updated trail and trailhead inventory and a list of amenities is included. Finally, parameters and recommendations for easements, development phasing, and ancillary preferences are documented to help guide development reviews.

- Rules & Regulations: Official adoption of rules and regulations ensures safety, enjoyment, and preservation of open spaces and trails, with clear expectations for enforcement.
- Trail Policies: Policies are formulated to address opportunities or mitigate potential adverse effects, with provisions for future policy considerations to enhance trail and open space management. These include special events, donations and commercial use.
- Goals and Objectives: Stakeholder collaboration has resulted in the formulation of goals and objectives for the master plan, providing a framework for subsequent projects and policies in which future trail improvements should be considered.

In terms of process, the proposed TMP underscores a commitment to regular review, public engagement, and adherence to regulatory frameworks:

- Periodic Review (at least every three years): A structured review process by the Planning Commission and City Council ensures alignment with Park City Land Management Code standards and document objectives.
- Transparency and Public Outreach: The plan clarifies definitions, design standards, and a map of current and proposed trail projects or major improvements.
- Flexibility and Responsiveness: Designed for adaptability, the plan allows for regular updates and adjustments to address evolving trends, technological advancements, and environmental considerations.

Addressing the physical network and current trail user conditions, the TMP provides updated guidelines and parameters:

- Management and Growth: Specialized trail management and goals should mitigate the significant growth in the Wasatch Back and the evolution of the Park City trail system, facilitating new and diverse uses, in addition to cutting-edge management.
- Social Media and Technology: While social media platforms offer useful resources for users, they can also present challenges such as overuse and misinformation. Dedicated monitoring and collaboration with these platforms is an emerging endeavor for recreational managers.
- Open Space Acquisitions and Planning: Park City's robust open space acquisition program has provided a fantastic opportunity to plan for and implement recreational trails within and outside of the City's jurisdiction. These acquisitions include collaboration with local land trusts and compliance with applicable conservation easements.

Attachment

EXHIBIT A- 2024 Trails Master Plan- DRAFT

EXHIBIT B- Resolution- Trails Master Plan Adoption



PARK CITY TRAILS MASTER PLAN

2024



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INTRODUCTION AND PURPOSE

The Park City Trails Master Plan (TMP) serves as a supplementary guide to the Park City General Plan, the Land Management Code, the Active Transportation Plan, and the Recreation Master Plan. Its purpose is to facilitate passive, non-motorized recreation and establish a framework for the design, planning, development, management, and maintenance of the trail system and associated amenities. The responsibility of implementing this plan lies with the Trails & Open Space Department, in accordance with the directives and approvals of the City Council. While the TMP does not aim to resolve all the challenges related to the trail system, it provides general guidance for both short-term and long-term planning on an annual basis.

Trails & Open Space Department Mission

The Trails & Open Space Department manages and maintains Park City's public trails and passive open spaces for the benefit of residents and visitors, consistent with City Council direction.

At the Trails & Open Space Department, our mission is to oversee and preserve Park City's public trails and serene open spaces for the well-being and enjoyment of both residents and visitors. With unwavering commitment, we diligently manage and maintain these natural resources under the guidance provided by the Park City Council. By fostering a harmonious connection between people and nature, we strive to enhance the quality of life within our community while promoting sustainable recreation and environmental stewardship in perpetuity. You can find more information on the Trails & Open Space Department parkcity.org/departments/trails-open-space.

Trails & Open Space Department History

Nestled in the scenic Wasatch Back, Park City, Utah, sits on ancestral land that has been inhabited for thousands of years by various Native American tribes, including the Ute, Shoshone, and Paiute. The Ute Tribe, in particular, has a significant historical connection to the region. They are one of the oldest residents of Utah and have lived in the area for centuries, utilizing its resources for sustenance, trade, and cultural practices.

Before European settlement, the Ute people roamed across vast territories, including present-day Utah, Colorado, New Mexico, and Wyoming. They were semi-nomadic, following seasonal patterns of hunting, gathering, and fishing. The land that is now Park City would have been part of their traditional territory.

The Ute Tribe's presence and influence persisted even as European settlers arrived in the 19th century, drawn by the discovery of valuable mineral deposits, particularly silver and lead. The influx of settlers led to conflicts with Native American tribes over land rights, resources, and cultural differences, which ultimately resulted in a dramatic shift in land use practices as mineral extraction dominated the landscape.

Today, Park City, UT, stands as a multi-season resort community, offering a diverse landscape encompassing mountainous terrain, peaks soaring over 10,000 feet, high desert expanses, and alpine environments. A unique feature distinguishing Park City from other mountain resort communities is its limited federal land holdings. The consolidation of private land traces its origin to mining claims dating back to the turn of the 19th century, which in turn was consolidated by major mining entities like United Park City Mines.

As mining activity waned, the private properties evolved into the ski resorts that now occupy nearly half of the City's acreage. Primarily designed for winter recreation, these resorts also play a pivotal role in shaping the City's summer recreational offerings.

The City Council adopted the first Trails Master Plan in 1983. The document underwent its last revision in 2008. The evolution of the trail system aligns closely with the creation of additional trail options on publicly owned open spaces or within resort areas. Despite serving as a tool to ensure developments provide adequate public benefit, the availability of developable parcels within the community remains limited.

In 1992, the Mountain Trails Foundation emerged as a non-profit trail advocacy program, singularly dedicated to creating and maintaining trails and trail access. Today, Park City boasts an impressive network of approximately 200 miles of trails and pathways, within City-limits, offering diverse experiences (refer to the exhibit for a breakdown of miles and types).

Beyond the confines of the resorts, large-scale developments such as Lower Deer Valley, Solamere, April Mountain, and Aspen Springs were mandated to allocate open space parcels during their planning and development phases. The community's commitment to preserving open spaces further materialized with the 1991 acquisition of the McPolin Barn and subsequent endeavors funded by general obligation bond initiatives. Since 1998, Park City residents have embraced five open space bond initiatives, collectively amounting to \$113 million. These funds, sourced from general obligation bonds, sales tax bonds, and the City's strategic planning, have enabled the preservation of approximately 10,000 acres through fee title, conservation easement, and development processes.

Developing and maintaining open spaces involves more than just caring for trails. It includes activities such as weed mitigation, wildfire prevention, and preserving natural resources. Additionally, adopted policies and programs, require management, monitoring and when applicable, enforcement as provided by the Trails & open Space Ranger Program. This comprehensive approach is achieved through collaboration with various City departments and key partners.



PARK CITY MUNICIPAL CORPORATION

The Trails & Open Space Department in Park City is essential for maintaining and improving the City's natural areas and recreational spaces. With a small but dedicated team, they work closely with key partners to ensure the well-being of trails and open spaces. The department currently operates from the third floor of City Hall, but there's a pressing need for a permanent space that provides better public access and more robust public outreach opportunities and a workspace to efficiently manage activities and supplies. As caretakers of Park City's trails and open areas, the department plays a vital role in promoting outdoor activities and environmental conservation. Additionally, several other City departments collaborate to ensure the success of trail planning and implementation:

- **Planning:** Processes land use applications for compliance with the General Plan and Land Management Code, in addition to confirming trail projects align with the community vision.
- **Transportation Planning/Engineering:** Focuses on improving walkability through the development of paved multi-use pathways and sidewalks as part of the active transportation network, while also providing connectivity to trailheads and open spaces.
- **Parks and Streets:** Provides asset management and maintenance to area trailheads and multi-use pathways.
- **Special Events:** Coordinates events on the trails, enhancing community engagement.
- **Communications:** Disseminate trail and open space information and engage the public in the project planning and implementation process.
- **Public Safety & Emergency Management:** Ensures trail user safety and develops emergency response protocols. Trail Rangers operate on Summit County dispatch system for assistance in trail/trailhead related issues/emergencies.
- **Parking Services:** Facilitates Trails & Open Space parking enforcement functions through administrative services and software support. Enhances overall parking management in Park City by providing additional physical presence at various times of the year and utilizes their ticketing and database system for effective enforcement.

These departments work collaboratively to comprehensively develop and maintain the trail network, contributing to the overall well-being of residents and visitors in Park City.

KEY PARTNERS

Similar collaboration is required with key community partners. From fundraising, marketing, outreach, and special projects, these four partners are vital to the success of the open spaces and trails:

- **Mountain Trails Foundation (MTF):** Founded in 1992, the Mountain Trails Foundation builds, maintains and advocates for public trails within the greater Park City Community. For more than two decades, PCMC has contracted with MTF to provide seasonal trail maintenance and construction. | mountaintrails.org
- **Summit Land Conservancy (SLC):** Holds 15 easements and provides monitoring services either in partnership with Park City Municipal or independently. These include Deer Valley - Empire Lady Morgan, Deer Valley - Empire Ski Area, Prospect Ridge, Silver King, Gambel Oak, Iron Mountain, Library Field, McPolin Farmlands, Old Ranch Hills - City, Rail Trail, Richards' Ranch, Risner Ridge, Round Valley - Bilogio, Round Valley - Cranbrook, Round Valley - Gillmor, Round Valley - Grover, Round Valley - McMillen, UP&L Main Street, Virginia Mining Claims. | wesaveland.org

- **Utah Open Lands (UOL):** Holds 6 easements and provides monitoring services on parcels totaling 1,975 acres. The parcels include Willow Ranch Preserve, Kerry and William Melbourne Armstrong Barn and Pastures Heritage Preserve, Bonanza Flat Conservation Area, Armstrong Family Thaynes Canyon Preserve, Armstrong Snow Ranch Pastures, and the North Round Valley Preserve. | utahopenlands.org
- **Snyderville Basin Special Recreation District (SBSRD):** Established in 1986, Basin Recreation owns and manages nearly 2,300 acres of open space and has built and/or maintains 170 miles of trails adjacent to Park City limits in western Summit County. | basinrecreation.org
- **Park City Mountain and Deer Valley Resort:** Numerous public trails traverse the resort boundaries and are integral to the connectivity of the entire system. These trails have been dedicated to public use through the planning process. Additionally, the resorts sell passes to provide summer lift access to the system. In recent years, Deer Valley Resort funded and constructed numerous ‘flow’ trails, without public dedication.

BY THE NUMBERS

Park City's expansive trail system encompasses approximately two hundred miles of diverse recreational opportunities, primarily situated within open spaces and resort areas, easily accessible from town and neighborhoods. The trail types are cataloged below with brief descriptions, providing a snapshot of the variety within the system.



Category	Quantity*
Property	
City-Owned Open Space (acres)	4898
Dedicated Development Open Space (acres)	5291
Conservation Easements	25
Infrastructure	
Trailheads/Kiosks	19
Vault Toilets	6
Trash Receptacles	62
Mutt Mitt Station	46
Signs	Many

Trails (Summer/Miles)	
Recreational Backcountry Trails: These trails form the backbone of Park City's trail network	172
Multi-Use Hard Surface (8' wide or greater)	15
Multi-Use Natural Surface (5' wide or greater)	9
Directional Uphill (bikes): Trails where downhill bicycles traffic is prohibited. Examples: Armstrong and Mother Urban	11
Directional Downhill (bikes): Primarily constructed for downhill biking. Examples include Seldom Seen and Change Reaction	25
Hiking Only: Trails exclusively for hiking. Examples include Quarry Mountain and Dawns Trails	23
E-bike Permitted: Specifically designed for e-bike usage, regardless of age or mobility exceptions	5
Trails (Winter/Miles)	
Groomed XC Skiing/Multi-Use**	44
Groomed Singletrack Fat Biking/Multi-Use	26

*Approximate
 **Includes White Pine Touring Fee Area

TRAILS MASTER PLAN ANNUAL REVIEW AND PLANNING PURPOSE

The Trails & Open Space Department will present the Trails Master Plan to the Planning Commission for review and City Council for adoption once annually. This annual update will focus on proposed trail projects to be implemented over the next few years. It is the intent to review the Trails Master Plan once every three years per the [Sensitive Lands Overlay Review Process](#), as required within the [Land Management Code \(LMC\)](#).

KEY COMPONENTS

Annual Review: The Trails Master Plan is designed to undergo an annual review by the Planning Commission and City Council. This structured review process ensures that new capital projects, and trail policies, are reviewed holistically to the standards outlined in the Park City Land Management Code. This commitment ensures that trail development, maintenance, and policies are in harmony with the City's budgeting and regulatory framework, promoting responsible land management practices.

- **Trails Master Plan:** Land Management Code Section 15-2.21-2(D). "Trails proposed to be constructed in compliance with a Trails Master Plan that has been fully reviewed for compliance with this Chapter by the Planning Commission and adopted by the City Council require an Administrative Permit at the time of trail construction with wetland and Significant Vegetation evaluation only. The Trails Master Plan shall be reviewed for Significant Land Overlay compliance at least once every three years."
- Specifically, to preserve and protect environmentally sensitive lands consistent with the LMC, trails shall consider mitigation of applicable criteria, including ridgelines, steep slopes, stream corridors, wetlands and wildlife habitats.
- If necessary, mitigation efforts will be consistent with best practices and recognized by the nationally recognized and adopted IMBA guidelines.
 - Mitigation efforts, if necessary, may include but are not limited to:
 - Hand built construction methods to mitigate impacts to view corridors or construction on steep slopes.
 - Sustainable stream crossings, boardwalks, or bridges to protect sensitive waterways or wetlands.
 - Replacement of Significant Vegetation to prioritized locations or dedicated forest health enhancements in the project area.
 - Seasonal trail closures to mitigate impacts to identified and documented wildlife.

Transparency and Public Outreach: The Trails Master Plan provides definitions, design standards and a map of current and proposed trail projects or major improvements. The annual meeting highlights aspects of the plan and appropriate public notice and transparency. It also allows for educational opportunities and outreach per etiquette and responsible trail behavior.

Flexibility and Responsiveness: Recognizing the dynamic nature of outdoor recreation and community needs, the Trails Master Plan is designed for adaptability. It allows for regular updates and adjustments to respond to emerging trends, technological advancements, and changing environmental considerations. A commitment to continuous improvement, maintenance and preservation is at the core of the Trails Master Plan. Regular assessments and feedback mechanisms are integrated to identify opportunities for enhancement, ensuring the plan remains a living document that evolves alongside the community it serves. By establishing this Trails Master Plan with a commitment to regular review, public engagement, and adherence to regulatory frameworks, we aim to create a resilient and vibrant trail system that enriches the quality of life for all residents and visitors of Park City.

TRAILS AND FACILITY DEFINITIONS AND STANDARDS

Trails and related facilities and infrastructure are designed and managed for specific purposes to allow for a more harmonic use by the public. Surface standards, widths, amenities and programming all play a part in the overall management of the system. Below are definitions, standards and guidelines utilized throughout the plan and in policies and regulations. They are provided for consistency in evaluation, policies, ordinances, and discussion points.

Multi-Use Pathways: Multi-Use Pathways are versatile recreational routes that accommodate various non-motorized activities. These pathways not only serve as essential components of the active transportation network but also offer opportunities for different recreational pursuits. Traditionally constructed with a minimum width of 8 feet, these trails may be constructed with either Hard or Natural surfaces.

Hard Surface: Serving as the spine of Park City and its surroundings, these hard-surfaced trails, typically constructed with asphalt or concrete materials, are ideal for commuters, walkers, skateboarders, roller skiers, and in certain areas are groomed in winter for skiing. Connecting schools, businesses, open spaces, and neighborhoods. Examples include McLeod Creek and Rail Trail. [The National Association of City Transportation Officials \(NACTO\)](#) provides nationally recognized guidelines for the design and management of these facilities.

Natural Surface: Positioned within open spaces, these wide pathways, typically constructed with road base material, offer a more rustic option for users. Groomed for skiing in winter, they allow side-by-side passage and seamlessly integrate with the natural environment.

Recreational/Backcountry Trails: Recreational Trails, sometimes referred to as "Backcountry" or "Singletrack," trails enable access to and within dedicated open spaces and recreational areas. Typically, natural surface, two to four feet in width these trails can be managed in different ways, including multi-directional or directional routing, or for specific/segregated usage patterns, depending on whether they provide management benefits or cater to specific user needs. [The International Mountain Bike Association \(IMBA\)](#) Trail Solutions Program provides nationally recognized standards and guidelines for the development of these facilities.

Neighborhood Trails: Neighborhood trails are integral parts of planned developments, typically identified within the subdivision process, where developers dedicate trail amenities for public use. These trails are designed to serve residents within the immediate vicinity, enhancing connectivity and promoting outdoor recreation.

Wayfinding: Wayfinding refers to signage and navigational aids within the trail system that assist users in finding their way. Wayfinding can take various forms, including carsonite signage, signposts with placards, kiosks, stencils/markings, and online maps or media. These aids help users navigate and understand the trail network effectively.

Amenities: Amenities associated with the trail system enhance user experiences and convenience. Common trail amenities include trash receptacles, mutt mitt stations (for pet waste disposal), trailhead cameras, maps, fix-it stations (for bicycle maintenance), benches, and public art installations. These amenities contribute to the overall enjoyment and functionality of the trail system

Rail Trail: The Historic Union Pacific Railroad underwent a significant transformation through the national Rails to Trails movement, culminating in its dedication as a Utah State Park in 1992. This 26-mile trail, tracing the path of an old rail bed from Echo, UT, to Park City, and has become a cherished route for outdoor enthusiasts. In 2023, the Park City Municipal Corporation (PCMC) took a proactive step by entering into an Interlocal Agency Agreement to oversee a 2.75-mile section of the trail, extending from Bonanza Drive to SR-248. This strategic move solidifies PCMC's commitment to the preservation and enhancement of this historical and recreational asset. Guiding the future development and operations of this trail segment is the Rail Trail Master Plan. This comprehensive plan outlines proposed improvements and operational guidelines for the corridor, ensuring that the trail continues to serve the community and visitors alike. For further details on the Rail Trail Master Plan, you can refer to the [Rail Trail Master Plan](#).

Winter Trails: Winter Trails are designated and maintained for various winter activities, including Nordic or cross-country skiing, fat biking, snowshoeing and walking. These trails undergo specific grooming and maintenance practices to ensure safe and enjoyable experiences during the winter season. Many of these activities require wide trails to accommodate the use. Historically, area pathways and double tracks, typically located within community open spaces have been utilized for this facility; however, continued development of this resource should consider the following considerations for future development.

Annual Maintenance: To prepare trails for winter use crews mow tall grasses and clear brush up to sixteen (16) feet wide, to enable grooming services with minimal snowfall. Furthermore, markers are strategically positioned along the trails to aid in maintenance identification, especially during times of poor visibility. These steps guarantee that Winter Trails are adequately prepared and user-friendly, promoting safety and enhancing the overall trail experience.

Amenities: Recommended amenities that the community should consider for Winter Trails include warming huts, storage facilities for groomers and equipment, signage, and designated maintenance areas. Ensuring sufficient parking or transit services is crucial, given the likelihood of users driving to the facility. Additionally, considering snowmaking can help maintain consistent trail conditions during periods of low snowfall. Furthermore, addressing a glaring omission in the winter trail system, and aligning it more consistently with Park City's designation as an Olympic venue, the community should contemplate the development of a biathlon facility to foster youth programming and nurture future Olympians.

Design Guidelines: The Trails & Open Space Department has researched and developed the following design guidelines for the development of cross-country skiing:

- Trails should ideally be 14-20 feet wide, depending on terrain and management purposes.
- Beginner trails typically have grades less than 10%, while intermediate to advanced trails may have grades up to 30%. In rare instances, trails may reach up to 40% for short distances.
- Clearing height should accommodate grooming practices.
- Environmental considerations include minimizing side cuts, managing water flow, blending materials with natural surroundings, and investigating rehabilitation/reforestation.
- Forest coverage should be maintained, and snow fencing utilized to preserve snow conditions in low snow areas, while rocky or wetland areas should be avoided.
- Trails should favor north-facing slopes for better snow retention.
- Trail surfaces should follow natural contours, with drainage managed using grade reversals, rolling grade dips, and out sloping techniques.

Park City Municipal Golf Course: One standout winter feature is the City's municipal golf course, which hosts a Nordic concessionaire agreement. This agreement facilitates the operation of a full Nordic center, complete with lessons, rentals, and guided tours. Although these services and trails require a fee, they are immensely popular, catering to youth programming, collegiate athletes, and even Olympic contenders seeking optimal training conditions.



Trailheads/Parking: While Park City has often embraced the concept of 'your garage is your trailhead', providing parking and access to the trail system is necessary for an efficient and world-class facility. Strategic planning and integration of trail access and parking should prioritize dedicated trailheads over on-street parking whenever possible, recognizing that existing permitted or platted trails within established neighborhoods may limit such changes. These prioritized trailheads should be designated as standalone parking areas, featuring amenities such as kiosks, public art, maps, trash receptacles, restrooms, and other conveniences and consider transit service options.

Additionally, having separate, dedicated entrances where cars can back out without entering the road, when feasible, is preferable. Finally, in a continued effort to mitigate parking congestion at popular trail destinations, like Bloods Lake, 'Trailhead Cameras' have been placed, so users can visualize parking conditions before leaving home and plan accordingly. A link to the current site is posted on the Trails & Open Space webpage: parkcitytrails.org/parking-cams.



Existing Facilities and Classifications: The Trails & Open Space Department has established a classification rating based on the presence of restroom facilities, as well as an illustration of existing facilities.

Trailhead Name	Class Level	Parking Spots	Bathrooms	Trail Information	Winter Maintenance	Winter Maintained Trail Access	Mutt Mitt Station	On Transit Route	Maintenance Party
Quinn's Round Valley	1	39	✓	✓	✓	✓	✓		PCMC
North Round Valley	1	12 + Oversize Vehicles	✓	✓	✓	✓	✓	✓	BSRD
Old Ranch Road	2	9		✓	✓		✓		BSRD
Cove	2	8		✓	✓		✓		PCMC
Sunny Slopes	2	12		✓	✓	✓	✓		PCMC
The Farm	2	22	✓ (at Barn)	✓	✓	✓	✓	✓	PCMC
Meadows	2	18				✓		✓	PCMC
McLeod Creek	2	10		✓	✓	✓	✓	✓	PCMC
Rail Trail	2	19		✓	✓	✓		✓	PCMC
PC Hill	2	20		✓	✓		✓		PCMC
Daly	2	17		✓	✓		✓		PCMC
Ontario Mine	2	8		✓	✓		✓	✓	PCMC
Mid Mountain	2	25			✓				PCMC
Aeire	3	2			✓				PCMC
Empire Pass View Area	1	15	✓	✓			✓		PCMC
Bonanza Flat Trailhead	1	39+ Oversize vehicles	✓				✓		PCMC
Bloods Lake Trailhead	1	60	✓				✓		PCMC
Guardsman Pass View Area	1	6 - Short term/Drop off	✓						PCMC

Easement: A perpetual public (exclusive or non-exclusive) dedication of public access, across a property for the purpose of establishing public trails. Ideally, these easements should be secured during the development phase and officially recorded on relevant plats. However, the practical implementation of easements must consider the landscape and ecological factors beyond the development phase. With this in mind, it may be necessary to annotate plats subsequent to their initial creation to accurately document easements within a dedicated corridor to ensure the credibility of the desired public improvement.

In cases where easements are not obtained during initial development, individual projects may necessitate budget allocation and funding to procure additional easements from property owners. These acquisitions are crucial for expanding the trail network and ensuring its integrity.

The following minimum easement widths are recommended based on the type of trail:

- Backcountry/Singletrack Trails: a minimum width of 10 feet.
- Multi-Use Pathways: a minimum width of 20 feet.

PARK CITY TRAILS & OPEN SPACE GENERAL RESTRICTIONS

To ensure the safety, enjoyment, and preservation of our open spaces and trails, the following rules and regulations are hereby established:

- **Trailhead Hours:** Trailhead access is permitted from one hour prior to sunrise until one hour after sunset. Users are advised to plan their activities accordingly and respect these time limits.
- **Motorized Vehicles:** The use of unauthorized motorized vehicles on trails and open spaces is strictly prohibited. However, the following exemptions are recognized:
 - Emergency vehicles
 - Vehicles authorized through a special event process
 - Authorized construction or maintenance vehicles
- **Closed Areas:** Access to closed open space lands is strictly prohibited. Users must adhere to all signage indicating closed, seasonal, maintenance, or other specific restrictions. Note that seasonal, temporary, or emergency closures may be in effect at any given time.
- **Camping Restrictions:** Unauthorized camping is strictly prohibited at all trailheads and on any open space properties.
- **Fires:** Open burning is prohibited within the open spaces and trail areas unless it is part of an authorized wildfire mitigation project.
- **Resource Protection:**
 - Vandalism or damage to any Open Space and Trails property is strictly prohibited.
 - It is unlawful to alter, move, remove, damage, or destroy any structures, signs, vegetation, or objects of value within the open spaces and trails.
 - Users must dispose of trash, litter, or waste only in designated containers.
 - Dog owners must adhere to posted regulations, including picking up after their pets to maintain cleanliness and prevent environmental contamination.
 - Any construction, excavation, or erection of structures is strictly prohibited without explicit authorization.
 - Travel off designated trails, whether by hiking, bicycle or any other means, is prohibited to protect the integrity of the natural habitat.
 - Special Events or large gatherings may be required to attain additional permits prior to taking place.
 - Additional use restrictions may be posted on properties for management purposes. These may include but are not limited to e-bikes, dogs, commercial use, or other activities determined by the City Council or through an adopted conservation easement or other.
- **Wildlife Protection:** The hunting, trapping, harming, or disturbing of wildlife within the open spaces and trails is strictly prohibited unless otherwise specifically authorized by the Park City Municipal Corporation.



These rules and regulations are posted at all major trailheads within the system. All users are expected to familiarize themselves with these rules and regulations and to act responsibly to ensure the preservation and enjoyment of Park City's trails and open spaces for current and future generations. Violations may result in penalties as prescribed by law.

POLICIES AND ORDINANCES

The City Council has implemented distinct ordinances and administrative policies addressing various trail and open space activities and projects. These policies aim to address and mitigate potential adverse effects. Additionally, the Master Plan identifies additional policies, the Council may consider for the future to further enhance the management of trails and open spaces, demonstrating a commitment to continually adapting and improving strategies in response to evolving needs and challenges.

Existing Policies

- The Special Events-Trail Policy: The [Policy](#) defines a special event and establishes parameters and fees for hosting events on the trails, ensuring minimal disruption and maintaining their integrity.
- Donation Policy: Outlines procedures for accepting and utilizing private donations on open spaces and the trail system. The large majority of these donations are for benches in the open spaces and are memorial in nature
 - This policy is slated for review and edits in 2024.
- Designated Off-Leash Area: Ordinance [7-3-2 Dogs Running at Large](#) outlines parameters under which owners in the care or custody of dogs in public are required to leash their animals. The Ordinance recognizes designated 'off-leash' areas, such as the Round Valley Open Space, as places where voice and sight control measures are allowed.
- Electric Assisted Bicycles (E-Bikes): Ordinance [10-1-4.5 Non-Motorized Trail Use](#) regulates the use of e-bikes on pathways and e-mountain bikes on natural surface trails within Park City Limits.

Policies for Future Consideration

- Commercial Use: The City may contemplate implementing a commercial use policy in response to the escalating popularity and utilization of its system, particularly in tourism, the economy, and recreational outdoor tours, it is imperative to establish a policy that ensures any commercial use adheres to best practices, is adequately insured, complies with regulations, and, if deemed appropriate, contributes fees to mitigate the impacts associated with commercial use.
 - If directed, the Trails & Open Space Department will return with a draft policy in 2024.

GOALS AND OBJECTIVES

A stakeholder group consisting of elected officials, appointed planning commissioners, the Mountain Trails Foundation, representatives from Deer Valley and Park City Mountain, Basin Recreation, and PCMC planners met several times over the summer of 2023 to develop goals and objectives for the master plan. Both have been formulated into a plan, in which subsequent projects and policies may support or advance. That said, these are not directives and may not address policies and procedures currently in place, such as continued preservation and acquisition of public access easements or communication goals and strategies. They represent a snapshot in time for the system in which projects and actions should advance.

Goal 1: Enhance Trail Design and Diversity

Objective 1.1: Adhere to Trail Design Standards

- Follow guidelines set by IMBA (International Mountain Bicycling Association) and BLM (Bureau of Land Management) for trail design to ensure quality and safety.

Objective 1.2: Consider Environmental Impacts and Sensitive Land Overlay (SLO) Requirements

- Evaluate and address potential impacts during trail design and construction, complying with applicable Sensitive Lands Overlay (SLO) requirements.

Objective 1.3: Foster Diversity of Trail Types

- Develop a range of trail types to cater to different needs:
- Seasonal trails to accommodate varying weather conditions and protect sensitive areas.
- Directional/purpose-built trails to provide specific recreational experiences.
- Adaptive design trails to facilitate growing accessibility for all users.
- Multi-use trails to accommodate various non-motorized activities.

Goal 2: Maintain and Manage Trails Effectively

- *Objective 2.1: Implement Comprehensive Maintenance Practices*
- Establish a regular maintenance schedule and allocate resources for year-to-year upkeep and maintenance.
- Conduct trail tread reviews to identify areas in need of repair or improvement.
- Develop a mapping system and maintenance history to optimize maintenance operations.

Objective 2.2: Utilize Trail Rangers

- Deploy Trail Rangers to monitor trails, provide user assistance and education, and ensure compliance with trail rules and regulations.

Objective 2.3: Manage Trailheads

- Include trailheads in asset management systems to ensure proper maintenance and upkeep.
- Allocate budget resources for trailhead amenities, such as signage, facilities, webcams and parking.

Objective 2.4: Enhance Wayfinding Systems

- Incorporate wayfinding signage into asset management and allocate appropriate budget resources for installation and maintenance.

Goal 3: Enhance Trail Experience and Accessibility

Objective 3.1: Utilize Data Analytics for Trail Monitoring

- Collect and analyze trail usage data to understand trail demand, usage patterns, and user preferences.
- Implement a regular review process based on data insights.

Objective 3.2: Install Permanent Trail Counters and Wildlife Cameras

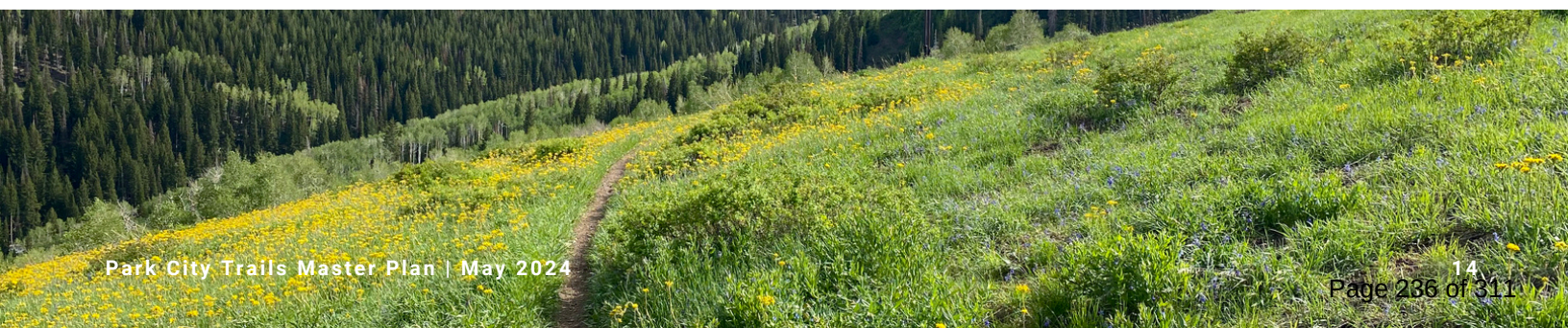
- Install automated counters to accurately measure trail usage and monitor wildlife activity.
- *Objective 3.3: Address Parking and Traffic Conflicts*
- Identify and resolve parking and traffic conflicts to enhance safety and user experience.

Objective 3.4: Embrace Technology and social media

- Utilize social media platforms and technology to disseminate trail information, updates, and alerts to the public.

Objective 3.5: Improve Transit Options and Trailhead Connections

- Improve transit options to provide convenient access to trails and trailheads.
- Enhance connections between neighborhoods and trails to encourage local residents' engagement.



Goal 4: Effective Implementation, Budgeting, and Partnerships

Objective 4.1: Establish Winter and Summer Operations Distinctions

- Evaluate and address specific operational needs for winter grooming operations and summer trail maintenance.

Objective 4.2: Streamline Budgeting and Grant Processes

- Develop a clear and transparent budgeting process, including grant application procedures, to secure necessary funding.
- Develop policies and guidelines for budget allocation and resource management.

Objective 4.3: Foster Community Involvement in Implementation

- Engage the community in trail system implementation through public consultations, workshops, and volunteer programs.

Objective 4.4: Ensure Adequate Funding for Projects and Maintenance

- Advocate for sufficient funding to support new trail projects, ongoing maintenance, and operation requirements.

Objective 4.5: Recognize Capacity and Cost Factors of Winter Trail Needs

- Consider the unique capacity and cost implications of winter trail maintenance and allocate appropriate resources.

Objective 4.6: Evaluate Staffing & Resource Needs

- Assess and allocate necessary staffing and resources to effectively manage and maintain the trail system.
- Hire and retain staff high-quality individuals.

Objective 4.7: Partnerships

- Leverage expertise, fundraising and other opportunities with key partners and stakeholders for the benefit of public trails.

DEVELOPMENT PROCESS AND LIABILITY

Park City's Land Management Code (LMC) provides a framework for the assessment, review and regulations of proposed developments within City-limits. Applications associated with annexations, master planned developments, and subdivisions, specifically address developer obligations related to improvements and public benefits associated with the dedication of open space and trails and trail related infrastructure. The Park City Land Management Code (LMC) is "designed, enacted, restated and reorganized to implement the goals and policies of the Park City General Plan." From the 2014 General Plan, goal number 4 is to "conserve a connected, healthy network of open space for continued access to and respect for the Natural Setting." Goals 9, 10, and 11 within the General Plan also contribute to advancing the objectives and purposes in the Trails Master Plan.

Goal 9: "Park City will continue to provide unparalleled parks and recreation opportunities for residents and visitors."

Goal 10: "Park City will provide world-class recreation and public infrastructure to host local, regional, national, and international events that further Park City's role as a world-class, multi-seasonal destination resort while maintaining a balance with our sense of community."

Goal 11: "Support the continued success of the multi-seasonal tourism economy while preserving the community character that adds to the visitor experience."

The LMC upholds the General Plan's goals through Land Use Application review, which includes: Annexation petitions, Zone changes, Master Planned Developments, Plat Amendments, Subdivisions, and/or Conditional Use Permits. The review of these applications often includes the Applicant's responsibilities concerning improvements and public benefits linked to the dedication of open space, trails, and trail-related infrastructure within the affected property.

When evaluating potential trail and access points, it's essential to prioritize opportunities that enhance connectivity within the existing system. Furthermore, during these evaluation processes, the aspects of parking and public access should be given significant preference. The Trails Master Plan Map (Exhibit A) identifies conceptual trail improvements that should be considered through each review.

KEY GUIDELINES

- **Easement Preference:** Easements should ideally be dedicated on a plat and subsequently recorded with Summit County. This ensures clarity and legal standing for the trails and access routes into the future. Easements should provide for quality trail experiences and consider alignments based on topography and vegetation, not just the remaining aspects of undevelopable land.
 - Typical backcountry trail easements require a minimum of 10' in width and may require a professional trail designer to locate the trail appropriately in terms of grades and topography.
 - Neighborhood Trail easements may vary depending on the intent but typically range from 10-20' in width and should provide efficient and logical connections within and through the development.
 - Multi-use pathway easements typically require a minimum of 20' in width and should provide efficient and logical connections to existing facilities or destinations.
- **Construction Standards:** Trails should be constructed to meet the International Mountain Biking Association (IMBA) guidelines and shall be constructed by contractors who have prior experience.
- **Permanent Easements:** The City leans towards the establishment of permanent easements to ensure longevity and consistency in trail access. Revocable or easements with sunsets should only be considered under special circumstances.
- **Improvements, Phases and Dedications:**
 - **Open Space:** It is the preference of the City to have open space dedicated through fee title, before the beginning of development.
 - **Phases/Timing:** The timing of trail development may vary depending on the specific circumstances of each case. The City might require construction during the initial phase of a project or opt to postpone improvements to later stages of a development to prevent public use within areas undergoing active construction or development.
 - **Improvements:** The City prioritizes overseeing all backcountry trail work financed by a development to guarantee high-quality outcomes. Meanwhile, developers may be responsible for constructing additional amenities such as trailheads, stairs, or other enhancements, subject to review and approval by a designated City representative.

Landowner Liability

To address concerns raised by landowners and developers regarding trail access and potential liability, the following legal provisions offer protections:

- **Limitations on Landowner Liability:**
 - The Utah Code Annotated §§57-14-101 through 401 (Limitations on Landowner Liability - Relating to Recreational Use) provide protection for the dedication, construction, and operation of public trails.
 - This legislation limits the liability of public and private landowners towards individuals who enter their land as trespassers or for recreational purposes.

- **Inherent Risks of Certain Activities:**

- UCA §§57-14-401 and 78B-4-509(2) and (3) (Inherent Risks of Certain Activities) further safeguard the owners of property used for recreational purposes.
- These provisions state that individuals cannot make claims or seek recovery from landowners for personal injury or property damage caused by the inherent risks associated with participating in recreational activities on the land.

- **Indemnification and Hold Harmless:**

- Trail easements include standard language that indemnifies landowners and holds them harmless from any loss, damage, injury, or death resulting from acts or omissions by PCMC and its invitees.
- This provision ensures that landowners are protected from liability arising from the actions of PCMC and those authorized by PCMC to access the trails.

By adhering to these liability protections, landowners can have greater confidence in granting trail access and contributing to the development of a safe and enjoyable trail system

BUDGETING AND RESOURCES

Budget

Funds for trail enhancements and maintenance are sourced from various allocations during the annual budget deliberations. In the 2023 fiscal year, the Trails & Open Space Department has set aside \$732,100 for personnel and operational expenses, covering roles such as Department Manager, Project Manager, Coordinator, and Rangers. The Trails Master Plan account specifically backs projects and endeavors outlined in the master plan. The Open Space Maintenance fund supports the care and conservation of open spaces linked to the trail network. Furthermore, the Backcountry Trails Maintenance contract focuses on managing and upkeeping backcountry trails throughout the year. Impact Fees are earmarked for future projects to accommodate community growth. Through judicious distribution from these accounts, the department ensures adequate funding for both structural enhancements and ongoing upkeep, enhancing the trail experience for all.

Project Planning

The capital budgeting process for significant new projects should be seamlessly integrated with the annual Trails Master Plan review, held each spring alongside broader budget considerations. This cohesive strategy ensures a thorough examination of proposed capital projects within the framework of the Trails Master Plan, emphasizing alignment with established goals and objectives. Rigorous adherence to conservation easement terms, land use restrictions, and compliance with planning regulations is integral to project evaluation. prioritizing projects is a strategic endeavor aimed at maximizing efficiency with public funds and leveraging available grant opportunities, thereby optimizing the impact of trail-related initiatives within the community. Additionally, this holistic approach emphasizes the importance of understanding ongoing maintenance impacts stemming from new capital projects. Ensuring a well-maintained facility for both summer and winter use, if applicable, is a key consideration, reinforcing the commitment to responsible and strategic capital investment in support of the City's trail infrastructure.



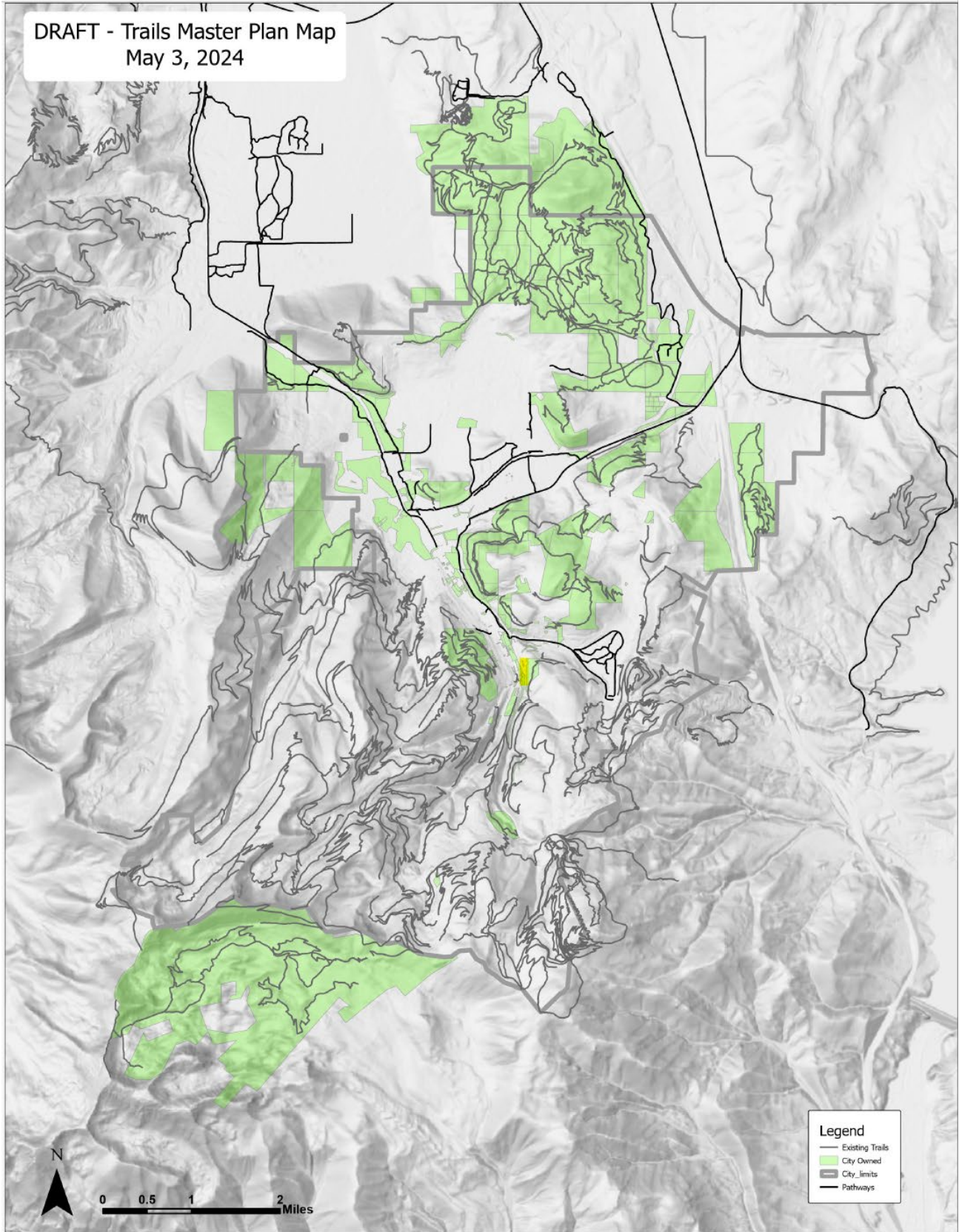
Budget	Notes
Department Personnel and Structure	4 full-time Employees: Manager, Project Manager, Coordinator, 2 full-time Rangers, 2 part-time Rangers
Operations	Includes but not limited to contract funding for backcountry and winter maintenance, wildfire mitigation, noxious weed abatement, and the transit to trails program.
Capital	Trails Master Plan and Open Space CIP
Grants	Summit County Restaurant and RAP, Utah Office of Outdoor Recreation, Utah State RTP
Resources	Description
Major Resources Assets	Ford F-150 Superduty Truck Ski-doo Skandic Snowmobile Can Am Defender Pro XT Work-related tools and equipment PistenBully 100
Storage/Facility	Currently operating out of City-owned property on Marsac but needs to move operations to a suitable facility in 2024.
Groomed Singletrack Fat Biking/Multi-Use	26

GRANTS

To secure funding for capital trail projects that bring significant benefits to the community, we will actively pursue various grants available to support these endeavors. Two specific opportunities include the Summit County RAP/Restaurant grants, which provides financial assistance specifically for recreational projects in Summit County. Additionally, we will explore opportunities with the Utah Office of Outdoor Recreation, a valuable resource for securing funding for outdoor initiatives that align with our trail projects. The Recreation Trails Program is another avenue we will pursue, as it offers grants focused on enhancing and expanding recreational trail systems. Lastly, we will seek support from the Park City Chamber Sustainable Grant Program, which provides funding for projects that promote sustainability and contribute to the local community. By leveraging these grant opportunities, we aim to secure the necessary resources to realize our capital trail projects and create lasting benefits for our community.



TRAILS MASTER PLAN MAP



Resolution 07-2024

**A RESOLUTION REPLACING THE EXISTING TRAILS MASTER PLAN WITH AN
UPDATED 2024 VERSION.**

WHEREAS, the City Council of Park City, Utah, has a desire to create a sustainable, world-class recreational trail system within the City; and

WHEREAS, pursuant to the Land Management Code, the Trails Master Plan provides guidance and parameters for which recreational trails are provided through the development process or implemented on city-owned property, in compliance with [Sensitive Lands Overlay Review Process](#); and

WHEREAS, numerous factors, including but not limited to the need to adopt updated definitions and standards which are nationally recognized, the growth and evolution of recreation within the region, and ever-changing technology, support the reimagination of the Trails Master Plan;

BE IT RESOLVED BY THE CITY COUNCIL OF PARK CITY, UTAH, THAT:

The Park City Council adopts the updated version of the Trails Master Plan, attached as Exhibit A, which replaces the existing Trails Master Plan, adopted on March 27, 2003, and last updated in 2008.

This resolution is passed and adopted this 16th day of May, 2024.

PARK CITY MUNICIPAL CORPORATION

Mayor Nann Worel

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

City Attorney's Office

City Council Staff Report



Subject: Fee Waiver Request – HOPA I
Authors: JJ Trussell, Assistant Building Official
Browne Sebright, Senior Housing Policy & Program Development Coordinator
Departments: Housing, Building
Date: May 16, 2024
Type of Item: Administrative

Recommendation

Consider a request from the Mountainlands Community Housing Trust (MCHT) for an impact fee and development permit fee waiver request for Phase 1 of their HOPA affordable housing project, not to exceed \$800,000, in accordance with Municipal Code Section 11-12-15.

Background

[Municipal Code of Park City 11-12-15](#) and the [Administrative Policy for the Adjustment or Waiver of Construction and Development and Impact Fees](#) allow for fees to be reduced or waived for public or non-profit projects that are “deemed to serve a beneficial public purpose.”

The Park City Council may authorize the waiver of impact fees for “construction of affordable housing” pursuant to Municipal Code 11-13-4. Impact fees and fees for Building, Planning, and Engineering (permit fees) are calculated according to the adopted fee schedule. Permit fees help to offset the cost of providing those regulatory services related to development. Impact fees are distinct from permit fees – they are only applicable to new projects that increase the demand on public services, such as public utilities, parks, police, and streets. These are calculated by the number of new units and their square footage.

We estimated the fees for HOPA Phase 1 total \$753,390:

- \$236,884 for Building Permit Fees (Exhibit C);
- \$49,720 for Planning Fees (Exhibit D); and
- \$466,786 for Impact Fees for Polic, Parks, Streets, and Indoor Water (Exhibit E).

When fees are waived by the City Council, the General Fund absorbs the direct impact, except for impact fees, which are set aside to help pay for future growth in those specific public services.

Park City has a long history of considering requests to waive fees to support community goals, including recent examples at the National Ability Center (NAC) Mountain Center (\$70K), and the Woodside Phase I (\$100K) and EngineHouse (\$1.7 Million) affordable housing projects.

Upon review of the MCHT request, [Municipal Code 11-13-4](#) allows the City Council to consider the waiver request in full, because the applicant proposes a 100% voluntary affordable housing development, which exceeds any development or statutory

obligation. In addition, approximately \$1,717,000 in Construction and Development Fees have been waived thus far by the City during FY24, the majority of which is associated with [EngineHouse \(approved July 13, 2023\)](#). However, because the MCHT request exceeds \$25,000, municipal code requires City Council consideration.

Recently, the City Council updated its fee waiver policy to refine eligibility requirements, to clarify application processes, and to allow for the City Manager to consider all individual applications less than \$25,000 without an annual limit. The City Council has requested that we explore the fee waiver policy and possible amendments, and we intend to meet with our Council Liaisons and return in June to discuss options. Until then, we will operate under the existing and applicable municipal codes.

Analysis

MCHT, a 501(c)(3) non-profit founded in 1993, has constructed and sold nearly 335 affordable homes to moderate-income households and constructed or rehabilitated over 300 affordable apartments in Summit and Wasatch Counties. MCHT owns and operates the 80-unit Holiday Village community as well as the 42-unit Parkside Apartments, which make up the composition of their HOPA redevelopment project.

MCHT aims to replace 122 total units on the sites (all existing units) with 317 new affordable housing units over several years and in phases. Per MCHT, HOPA Phase 1 will include pre-development site preparations, an underground parking structure, and the first residential building with 50 new affordable units. MCHT's funding strategy identifies the City's fee waivers as an essential component to the projects overall affordability rates, which are stated to range from 25-50% of Summit County, Utah's, AMI.

Accordingly, pursuant to Municipal Code, the City's Fee Adjustment Committee found MCHT's request consistent with the City Council's goal to support and produce more affordable housing and recommends the City Council consider a fee waiver of 100%, or an amount not to exceed \$800,000.

As the HOPA project proceeds, it is anticipated that MCHT will request additional fee waivers for each phase, using the similar justification of producing more affordable housing.

Attachments

- EXHIBIT A HOPA I Construction and Development Fee Adjustment Application
- EXHIBIT B Request for Construction, Development, and Impact Fee Waivers for the HOPA I Development.
- EXHIBIT C Building Permit Fees
- EXHIBIT D Planning Fees
- EXHIBIT E Impact Fees



**Construction, Development, and Impact
Fee Adjustment/Waiver Application**
Park City Municipal Corporation

Please provide electronic copies of this application, comprehensive project plans, and all other requested information to the Building Department.

Applicant Contact Information

Name Mountainlands Community Housing Trust

Address 1960 Sidewinder Dr #107
Park City, UT 84060

Phone 435-647-9719 E-mail mcht@housinghelp.org

Permit(s) HOPA Phase 1

Indicate the applicable Criteria for Eligibility:

☒ Affordable Housing Project ☐ Non-Profit
☐ Project Receiving a Historic District Grant ☐ Youth Group

Indicate the applicable items for which a waiver is being requested (all that apply):

☒ Plan Review Fees ☐ Annexation Application Fee
☐ Condo Plat Application Fee ☒ Plat Amendment Application Fee
☐ CUP Application Fee ☐ Historic District Design Review
☒ MPD Application Fee ☒ Water Fees (interior or exterior)
☒ Building Permit Fee ☒ Parks, Trails, Open Space, Police
☐ Other: Please explain _____

Total construction cost of subject project:

\$ 17,318,097

Requested Fee Waiver Total: \$ 800,000.00

Project Description: Please provide no more than two pages of narrative addressing the project's contribution to City Council Priorities, a description of the substantial public benefit the project will provide, and documentation demonstrating your organization's eligibility for a fee waiver adjustment.

Signed:  Date: 4/19/2024

Request for Construction, Development and Impact Fee Waivers for the HOPA I Development

Mountainlands Community Housing Trust requests the waiver of up to \$800,000 in Park City construction, development and impact fees for the first phase of the HOPA Redevelopment Project. Known as **HOPA I**, this phase will newly-construct 50 rental units, 100% of which will be affordable to Park City residents earning less than 60% of the Summit County income. Timely approval of this fee waiver request is critical to the project's ability to compete for Low Income Housing Tax Credits in the 2024 allocation round, with applications due in early June.

HOPA I initiates Mountainland's ambitious effort to redevelop nearly seven acres in the Park Meadows area of Park City. When all phases are completed, the entire HOPA project will total 317 new affordable housing units, ranging from studios to three-bedroom units. The location is currently the site of 122 apartments, originally constructed between 1975 and 1980 by private developers. Mountainlands acquired the 80-unit Holiday Village in 2000 and the 42-unit Parkside Apartments in 2005 and has operated the adjacent projects ever since.

Despite the aging condition of the housing units, their convenient, transit-oriented location has made this housing incredibly valuable to the Park City community, which suffers from a severe lack of affordable housing. The Park City community has been very supportive of this ambitious redevelopment effort, including several local private donors who have stepped forward with generous donations to assist with predevelopment expenses. The City approved a zone change for the area, clearing the way for the higher density and reduced parking requirements that will make it possible to develop nearly 200 additional affordable housing units on the site through several phases.

HOPA I's 50 new housing units will be constructed on the site of the existing Holiday Village surface parking lot, in a three-story, elevator-served building, above an underground parking garage. The phased construction approach enables residents of the existing Holiday Village units to remain in their homes until their newly-completed units are available.

One hundred percent of the residential units in the new HOPA I project will be affordable and rent restricted at affordability levels ranging from 25%-50% of the Summit County median income (currently \$153,500 for a 4-person household). The new units will continue to have access to USDA-RD rental assistance, allowing the current residents (whose incomes average less than 25% of the Summit County median) to continue to pay an affordable rent of no more than 30% of their actual household income.

Mountainlands estimates the total development costs for HOPA I at \$24.73MM, including \$17.3MM in construction costs and construction cost contingency and an estimated \$800,000 in City fees. The primary financing source for the project will be Federal Low Income Housing Tax Credits which will generate an estimated \$18.4MM in net equity. An additional \$4.9MM will come from private debt and \$777,000 from an assumption of a portion of the USDA – RD loans currently covering the project. The fee waivers are a critical component of the project's overall financing since the commitment of local resources increases the project's score in the competitive statewide tax credit allocation system, as well as reducing the private debt the project will need to support.

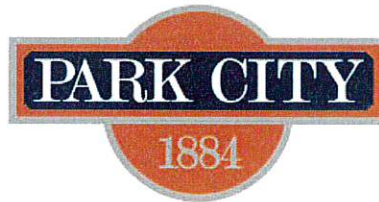
DEVELOPMENT TEAM

Mountainlands, a non-profit, mission-based, local organization with extensive experience, will be the developer, sponsor and the managing member of HOPA I, LLC, the entity which will own HOPA I. Mountainlands's portfolio includes 10 tax-credit financed projects, with 293 units; the oldest of which has been owned and operated by Mountainlands since 1995. Mountainlands has developed nine other

affordable housing projects, totaling 230 units, including a mix of single-family, duplex, townhome and multifamily residential developments.

Mountainlands Community Housing Trust is committed to creating quality affordable housing project that provide substantial public benefits the residents and the larger community. The board and staff are excited about this opportunity to provide units that are accessible, modern, energy-efficient and sustainable, making an even better place for the current residents of Holiday Village and Parkside as well as an amazing home for nearly 200 new households. The location and level of amenities would be nearly impossible to replicate anywhere else in the Park City area, given current land and construction costs.

With an allocation of Low Income Housing Tax Credits and the help and support of Park City in providing this fee waiver, Mountainlands is confident in our ability to complete the pre-development process, close on the financing and move forward with the construction of HOPA I in an efficient and timely manner. We are grateful for Park City's cooperation and support in this exciting effort.



Permit Type:	Commercial- New Multiplex	VB
Main Floor Sq. Ft:		R-3
Second Floor Sq. Ft:		R-3
Basement Sq. Ft:		R-3
Unfinished Basement:		
Patio Sq. Ft:		U
Garage Sq. Ft:		U
Other Sq. Ft:		R-3
Number of Units:		
Lot Footage:		
Fire Line Size:		
Water Line Size:		
Total Valuation	\$0.00	

PERMIT FEE ESTIMATE

Park City
445 Marsac Ave
Park City, UT 84060
(435) 615-5100

Building Fee:	\$	130,948.35
Plan Check Fee:	\$	85,116.43
Parks, Trails, Open Space Impact Fee:	\$	0.00
Public Safety Impact Fee:	\$	0.00
Roadway Facilities Impact Fee:	\$	0.00
Water Meter Fee:	\$	3,298.23
State Fee:	\$	1,469.99
Electrical Fee:	\$	6,495.70
Outdoor Water Impact Fee:	\$	0.00
Indoor Water Impact Fee (# of units):	\$	0.00
L.O.D. Trust & Agency:	\$	0.00
Mechanical Fee:	\$	4,658.75
Plumbing Fee:	\$	4,896.25
Deposit Credit:	\$	0.00
Plan Check (Identical Plans):	\$	0.00
Plan Check Totals (65% of Permit Fees):	\$	85,116.43
Permit Fee Subtotal:	\$	146,999.05
TOTAL:	\$	236,883.70

Matt Dias, Nann Worel & Council –

We have received a fee waiver request from Pat Matheson, the Executive Director of Mountainlands Community Housing Trust regarding their Affordable Master Planned Development (AMPD) and Conditional Use Permit (CUP) applications. These applications carry a total fee of \$49,720.00.

The request meets the criteria set forth in the fee adjustment policy (attached) reviewed by Council on April 13, 2017, and signed by Diane Foster on April 13, 2017, whereas:

- The Holiday Village and Parkside Apartment redevelopment is a Affordable Housing Project
- The applicant is increasing the total number of affordable housing units, which is a public benefit

Staff finds that this request meets Park City Code [§ 11-12-15](#) and the Construction and Development and Impact Fee Adjustment Policy and recommends a full waiver of fees.

[illegible]



City Council Staff Report

Subject: Per Diem Rates for Members of PCMC's Public Bodies
Author: Michelle Downard
Department: Executive
Date: May 16, 2024

Summary

Pursuant to previous City Council direction, this report provides additional options to consider modifications to existing per diem rates for members of Park City's public bodies.

Background

Park City's Public Bodies include the Appeal Panel, Board of Adjustment, Board of Appeals, Historic Preservation Board, Library Board, Neighborhoods First, Planning Commission, Police Complaint Review Committee, Public Art Advisory Board, and Recreation Advisory Board. Public bodies play an important and vital role in the inclusion of community members and stakeholders in the administration of City policies, programs, and initiatives.

This report considers per diem reimbursement and other incentives provided to PCMC's boards and commissions, referred to collectively as public bodies, to recognize the increasing time commitment, value, and complexity of the work provided by members.

Per Diem Reimbursement: [Utah State Code section 52-4-103](#) defines Public Bodies and [Utah State Code section 11-55-103](#) allows political subdivisions like the City to establish per diem and travel rates that do not exceed rates established by the state in the Utah Administrative Rules.

The rates in the [UA Rule R25-5-4](#) were increased in December 2023 from per diem rates of \$60 to \$135 for each official meeting attended that lasts up to four hours and from \$90 to \$200 for each official meeting that lasts longer than four hours.

Currently, per diem reimbursement varies among Park City's public bodies. For example, the Planning Commission receives \$100 per diem per meeting while the Historic Preservation Board and Board of Adjustments receive \$60 per meeting.

In addition to per diem, all members of public bodies are provided other incentives outlined within EXHIBIT A. These incentives mirror what PCMC provides to its employees and City Council and demonstrate our commitment to members of our public bodies.

Analysis

Public bodies are managed individually by department managers or designees and vary in complexity and commitment. Some public body packets are just a few pages while

others can be hundreds of pages (the Appeal Panel packet for April 20, 2024, was 1,207 pages.) Time commitments also vary, from a 1-2 hour annual meeting per year to two 4-6+ hour meetings per month. Based on these factors and after consulting with managers supporting public bodies, we recommend the following adjustments to reflect the rates established by state law:

Public Body	Current Per Diem	Proposed Per Diem	Increase
Planning Commission	\$100	\$200	\$100
Historic Preservation Board	\$60	\$135	\$75
Board of Adjustments	\$60	\$135	\$75
Appeal Panel	\$0	\$200	\$200

The budget impact will depend on the number of meetings held per year, which varies for each of these public bodies. For example, the Board of Adjustment and the Appeal Panel meet as needed and the HPB does not meet every month if there are no items to review. The forecasted impact is \$30,400. If approved, this adjustment will be incorporated into the budget presentation on June 6th, 2024.

- \$17,500 for the Planning Commission (25 meetings per year x 7 members x \$100 per meeting)
- \$6,300 for the Historic Preservation Board (12 meetings per year x 7 members x \$75 per meeting)
- \$1,800 for the Board of Adjustment (4 meetings per year x 6 members x \$75 per meeting)
- \$4,800 for the Appeal Panel (8 meetings per year x 3 members x \$200 per meeting)

The Council may consider modifications to per diem rates for members of Park City's public bodies.

EXHIBIT

- A- Incentives for Members of Public Bodies
- B- Resolution Setting Public Body Per Diem Rates

Boards and Commission Benefits



Thank you for the call and your service on the
Neighborhoods First Committee.

The City Council has voiced a strong desire to recognize
members of PCMC Boards and Commissions for their
service and contributions to the community. Therefore, the
incentives listed below are available to you.

- Ski resort access pass checkout (based upon availability) HR will email instructions.
- Annual Board and Commission Social.
- MARC - Member and Family Membership;
 - Recreation Programs- Members and direct family members receive a 20% discount for advanced signup of programs or no charge if space is available after the deadline;
 - Tennis- Members and direct family members walk on open tennis and pickleball courts at no charge; 20% discount on advance signup for tennis clinics, socials, and programs; no charge if space is available after the deadline.
- GOLF - Members only 10-play punch pass at 50% discount, up to 3 per member per year, and 20% discounts for direct family members, up to 1 per direct family member per year.
- ICE ARENA - Members and direct family members complimentary public skate admission and skate rental, as well as drop-in hockey as space is available, and a 20% discount for advance signup for Freestyle sessions, skating, and hockey classes.

If you have any questions, please don't hesitate to reach out. Thank you again for your service!



Resolution 08-2024

A RESOLUTION SETTING PER DIEM RATES FOR PARK CITY PUBLIC BODIES

WHEREAS, the City Council recognizes and appreciates the many contributions made by individuals willing to serve the community in an official capacity.

WHEREAS, the City Council finds it desirable to foster diversity of membership on all boards and commissions.

WHEREAS, the City Council finds it in the best interest of the community to review per diem for public service, from time to time.

WHEREAS, limitations on per diem rates set by state administrative rule were recently amended, allowing per diem rates to be increased.

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

SECTION 1. PER DIEM FOR APPOINTEES OF BOARDS AND COMMISSIONS. Per diem for meetings attended in an official capacity will be provided as follows:

Public Body	Per Diem
Planning Commission	\$200
Historic Preservation Board	\$135
Board of Adjustments	\$135
Appeal Panel	\$135

SECTION 2. REPEALER. Any preexisting resolutions and uncodified ordinances that conflict with this resolution are hereby repealed.

SECTION 3. EFFECTIVE DATE. This Resolution shall be effective immediately upon passage.

PASSED AND ADOPTED this 16th day of May, 2024.

PARK CITY MUNICIPAL CORPORATION

Mayor Nann Worel

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

City Attorney's Office

City Council Staff Report



Subject: Public Transit Amenities
Application: PL-24-06036
Author: Planning Team
Date: May 16, 2024
Type of Item: Land Management Code Amendments

Recommendation

(I) Review proposed Land Management Code Amendments to establish Public Transit Amenity Areas as an Allowed Use in certain Zoning Districts and Overlays; (II) conduct a public hearing; and (III) consider approving Ordinance No. 2024-09 (Exhibit A).

Description

Applicant: Park City Transit

Zoning Districts: Historic Residential – Medium Density
Historic Recreation Commercial
Historic Commercial Business
General Commercial
Light Industrial

Overlays: Frontage Protection Zone
Entry Corridor Protection Overlay

Code Sections Amended:

Historic Residential – Medium Density
15-2.4-2 *Uses*
15-2.4-3 *Lot and Site Requirements*

Historic Recreation Commercial
15-2.5-2 *Uses*
15-2.5-3 *Lot and Site Requirements*

Historic Commercial Business
15-2.6-2 *Uses*

General Commercial
15-2.18-2 *Uses*
15-2.18-3 *Lot and Site Requirements*

Light Industrial
15-2.19-2 *Uses*
15-2.19-5 *Lot and Site Requirements*

Frontage Protection Zone
15-2.20-4 *Lot and Site Requirements*

Entry Corridor Protection Overlay

15-2.20-5 Setbacks

Defined Terms

15-15-1

Section Enacted: **Supplemental Regulations**
15-4-24 Public Transit Amenity Areas

Reason for Review: The Planning Commission reviews Land Management Code amendments and forwards a recommendation for City Council's consideration. The City Council conducts a public hearing and takes Final Action.¹

FTA Federal Transportation Administration
LMC Land Management Code

Terms that are capitalized as proper nouns throughout this staff report are defined in LMC [§ 15-15-1](#).

Summary

The Land Management Code (LMC) establishes transit facility allowances in the Frontage Protection Zone, through Master Planned Developments, and through Conditional Use Permits for Essential Municipal Public Facilities. However, the LMC does not address standalone transit facilities that straddle property and rights-of-way that require Setback exceptions. As the City's transit services expand and improve, the proposed amendments allow for transit improvements for the standalone transit stops that straddle both property and rights-of-way.

To address this gap in the LMC, the recommended amendments establish Public Transit Amenity Areas as an Allowed Use in the front Setbacks in the following Zoning Districts:

- Historic Residential – Medium Density
- Historic Recreation Commercial
- Historic Commercial Business
- General Commercial
- Light Industrial

On April 10, 2024, the Planning Commission unanimously forwarded a positive recommendation for the City Council's consideration with one modification: restricting overhead electric bus charging infrastructure in the Frontage Protection Zone and the Entry Corridor Protection Overlay Zone to protect the city's scenic views ([Staff Report](#); [Meeting Audio](#)). The Planning Commission's recommended LMC amendments are outlined in Exhibit A, the draft ordinance.

Background

For over 45 years, Park City Transit has provided the community with fare-free, safe,

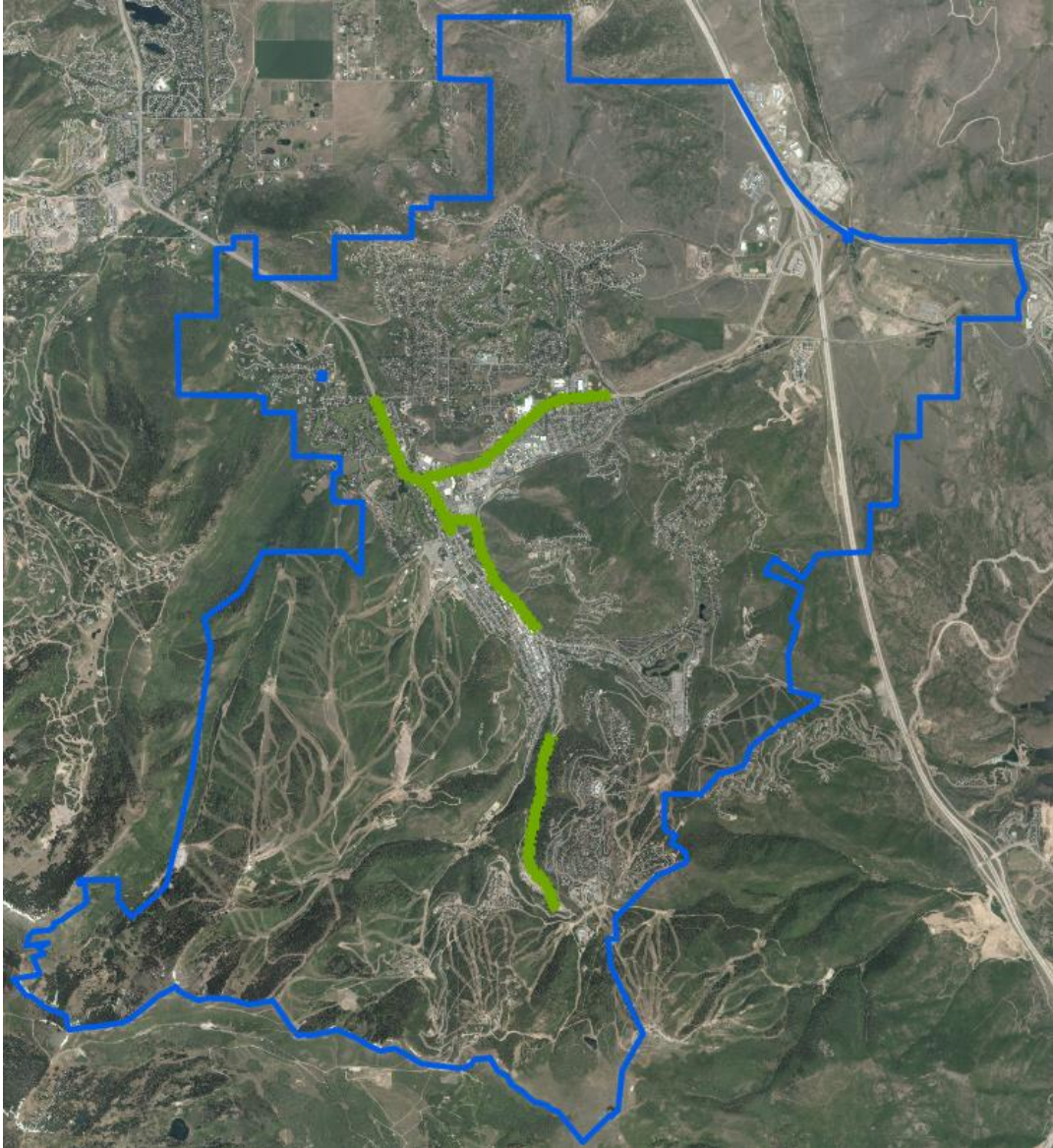
¹ LMC [§ 15-1-7](#)

efficient, and reliable public transportation. Public transit runs 21 hours a day, 365 days a year. Over the past five years, services have averaged 21.6 passengers per hour and 1.5 million passenger trips per year.

Since 2016, Park City Transit has prioritized sustainable public transportation and resource management and is working to further the City's sustainability goal to be net-zero carbon and running on 100% renewable electricity by 2030 by expanding the electric bus fleet and installing charging infrastructure to support transit services. Future projects aim to expand charging stations at key transit locations. These amendments allow Public Transit Amenity Areas within Setbacks for transit facilities that straddle property and rights-of-way at critical locations and encompass necessary transit amenities, as defined by the Federal Transportation Administration (FTA), to enhance Park City Transit service and passenger experience.

Park City Transit received \$43 million in various grants to expand the electric bus fleet and install charging infrastructure. The Transit Department plans to use a portion of this grant to add an overhead electric bus charger on the western boundary of the Public Works Campus located at the corner of Iron Horse Drive and Shortline Road within the General Commercial Zoning District. The charger is proposed to be in the property Setbacks and extend over the City right-of-way. The proposed amendments clarify areas where transit-related infrastructure and improvements are allowed flexibility within Setbacks subject to an Administrative Permit, define "Public Transit Amenity Area," and establish requirements to construct and maintain a Public Transit Amenity Area within a Setback on private property.

LMC [Section 15-2.20-4\(C\)](#) allows for essential public facilities like bus shelters and bus lanes within the Frontage Protection Zone Setbacks through an Administrative Permit (staff-level review). The Frontage Protection Zone includes portions of Park Avenue, Marsac Avenue, Deer Valley Drive, and Kearns Boulevard, highlighted in green on the map below:



The proposed amendments establish Public Transit Amenity Areas to accommodate expansion and improvements to the City's Transit service within Setbacks on private or City-owned property in key areas:

Old Town

- Historic Residential – Medium Density District (Park Avenue between 15th Street and 10th Street).
- Historic Recreation Commercial District (Main Street between 9th Street and Heber Avenue).
- Historic Commercial Business District (Main Street and Swede Alley).

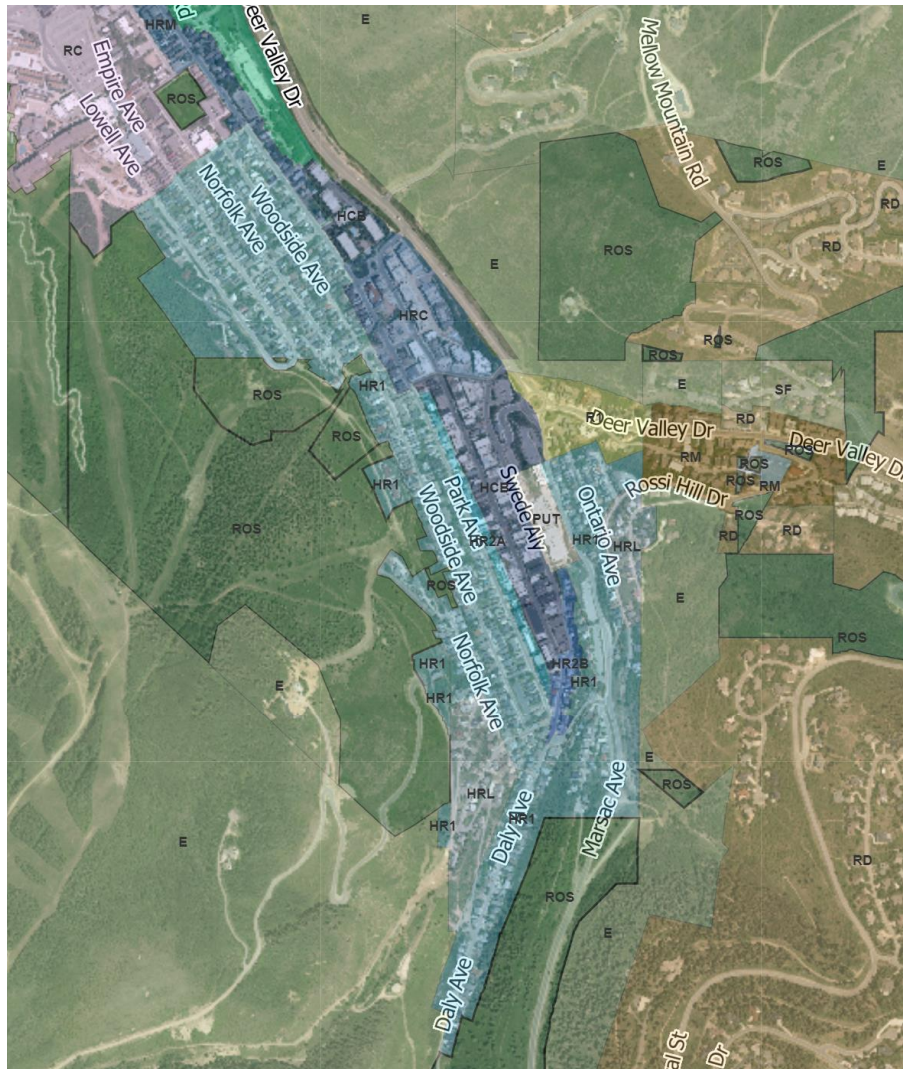


Figure 1 Historic Zoning Districts in Blue

Entry Corridor Protection Overlay

- Expanding allowed installations along the City's two major thoroughfares, S.R. 224 (Park Avenue) and S.R. 248 (Kearns Boulevard), but restricting overhead bus charging infrastructure.

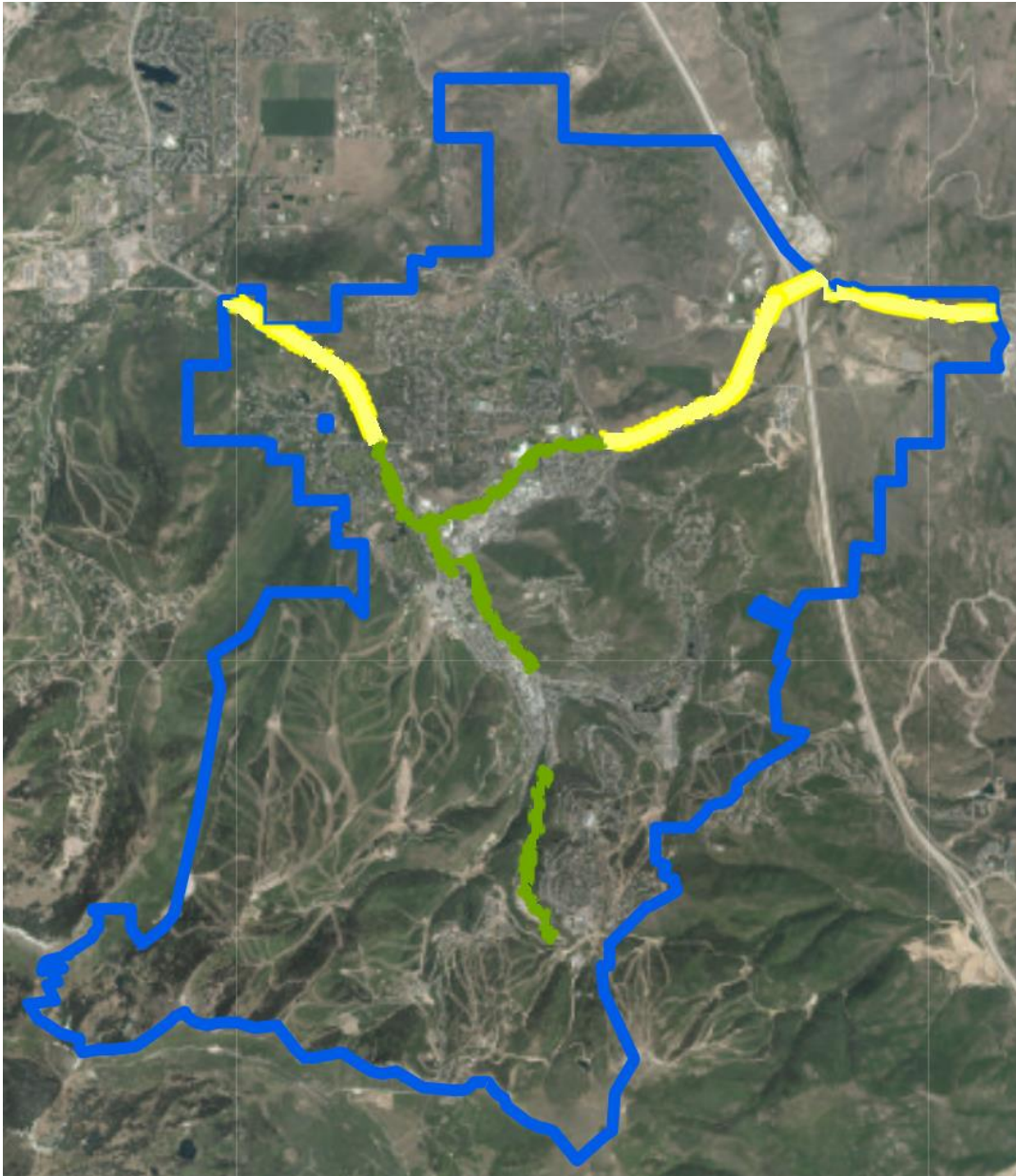


Figure 2 Entry Corridor Protection Overlay in Yellow

Bonanza Park and Prospector

- General Commercial Zoning District highlighted in red below (to accommodate transit improvements planned for Shortline Road and potentially for Bonanza Drive, Iron Horse Drive, and Prospector Avenue).
- Light Industrial Zoning District highlighted in purple below (to accommodate transit improvements for Bonanza Drive and Iron Horse Drive).

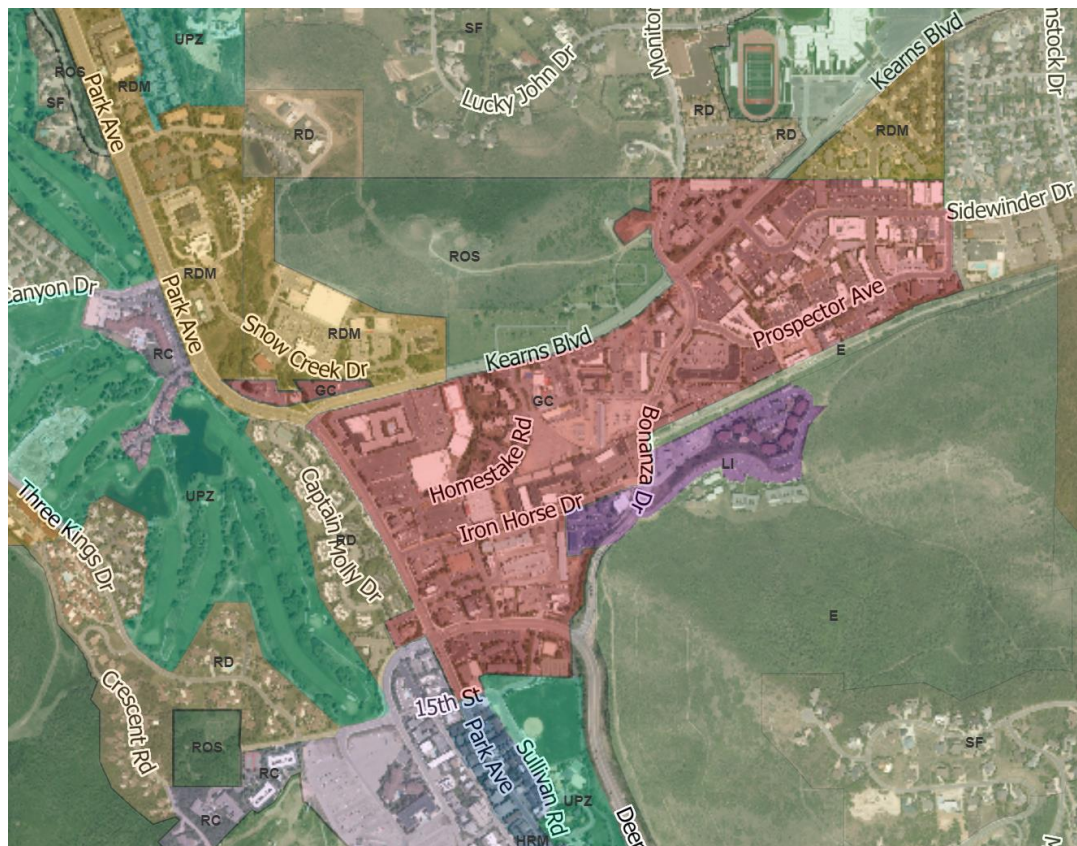


Figure 3 General Commercial (Red) and Light Industrial Zoning (Purple) Districts

Analysis

(I) General Plan Recommendations

The LMC implements the goals and policies of the Park City General Plan.² Innovating and adapting Park City's public transit system with changing technologies, ridership demands, and uses aligns with Goal 3 of the Park City General Plan to "encourage alternative modes of transportation on a regional and local scale to maintain our small town character." Additionally, Objective 3B of the General Plan prioritizes efficient public transportation over road widening to maintain the small town experience of narrow

² LMC [Section 15-1-2](#)

roads, modest traffic, and Complete Streets. Community Planning Strategy 3.11 is to improve access to, efficiency, and experience of public transit.

With the support of the City Council, Park City Transit will use a portion of the award grant funding to add infrastructure to accommodate charging. The proposed amendments bridge the gap between the Conditional Use Permit process for standalone Essential Municipal Public Utility Use, Facility, Service, and Structure on private or City-owned property and transit facilities installed within City rights-of-way permitted through the Engineering Department to allow the flexibility needed for transit improvements and infrastructure for continued service and improvements throughout the transit system within Setbacks of private or City-owned property.

(II) Land Management Code Amendments

To better implement the goals and policies of the General Plan by allowing Public Transit Amenities within Setbacks on private or City-owned property to facilitate the City's increased electric bus fleet, required charging equipment, and proposed improvements to bus shelters in new locations, the Planning Team recommends the following amendments:

1. Define Public Transit Amenity.
2. Establish requirements to construct and maintain a Public Transit Amenity Area.
3. Add Public Transit Amenities as an Allowed Use subject to Administrative Permit approval in certain Zoning Districts.
4. Exempt Public Transit Amenities from Zoning District Setback restrictions.

Definition

Public Transit Amenities, as delineated by the FTA, encompass elements geared toward enhancing comfort, convenience, and safety for public transit users. The Planning team proposes a definition that offers adaptability to accommodate potential shifts within the FTA guidelines while simultaneously ensuring clarity tailored to the needs of Park City's growing Transit services. The following definition is proposed to be added to LMC [§ 15-15-1](#) *Definitions*:

Public Transit Amenity Area. Structures, infrastructure, and equipment necessary to operate public transit and public multi-modal transportation, including but not limited to items of comfort, convenience, and safety that are available to the general riding public, including bus pull-outs, bus shelters, bus electric charging equipment, benches, signage, and bike racks.

Public Transit Amenity Areas

The proposed LMC amendments create a new standard for the development of Public Transit Amenity Areas within Zoning District Setbacks on private or City-owned property. The Engineering Department will continue to regulate Public Transit Facilities within City Rights-of-Way, and transit facilities within Master-Planned Developments and Affordable Master-Planned Developments will be reviewed and evaluated as part of

those projects.

The proposed amendments require an Administrative Permit to be reviewed and approved by the Planning Director and City Engineer to allow for the construction and maintenance of Public Transit Amenities in a Property's Front Setback. Public Transit Amenities include but are not limited to:

- Bus shelters
- Bus pull-outs
- Electric bus charging equipment

In addition to an Administrative Permit, these regulations outline the criteria needed to establish a Public Transit Amenity Area, prior to the issuance of a Building Permit:

- A general description and overview of the proposed scope of work, including construction timeline, materials, lighting, signs, landscaping, and Structures.
- A Site Plan that identifies:
 - The location of the Public Transit Amenity Area and distances from all Property Lines and existing Structures.
 - Elevation contours using United States Geological Survey measurements.
 - Detail of Right-of-Way (ROW) encroachments.
 - Significant Vegetation within 20 feet of the proposed Public Transit Amenity Area.
 - Dedicated snow storage areas.

The review of a proposed Public Transit Amenity Area includes:

- Courtesy notice pursuant to LMC [§ 15-1-12](#) and [§ 15-1-21](#).
- Written notice of the Property Owner's permission.
- Use shall not impede pedestrian circulation, emergency access, or any other public safety measure.
- Screening of trash and recycling from neighboring properties and the ROW.
- Compliance with the City's Sign Code and outdoor lighting requirements.
- A maximum height of 20 feet measured from Existing Grade.
- Compliance with Site Distance Triangle requirements with review and approval by the Engineering Department.
- Established Limits of Disturbance to mitigate loss of Significant Vegetation.

Allowed Use

In addition to establishing a standard of review for Public Transit Amenity Areas, the Planning Team recommends clarifying these amenities as an Allowed Use in Zoning Districts that encompass major transit stops. These Zoning Districts include:

- Historic Residential – Medium Density
- Historic Recreation Commercial
- Historic Commercial Business
- General Commercial
- Light Industrial
- Frontage Protection Zone

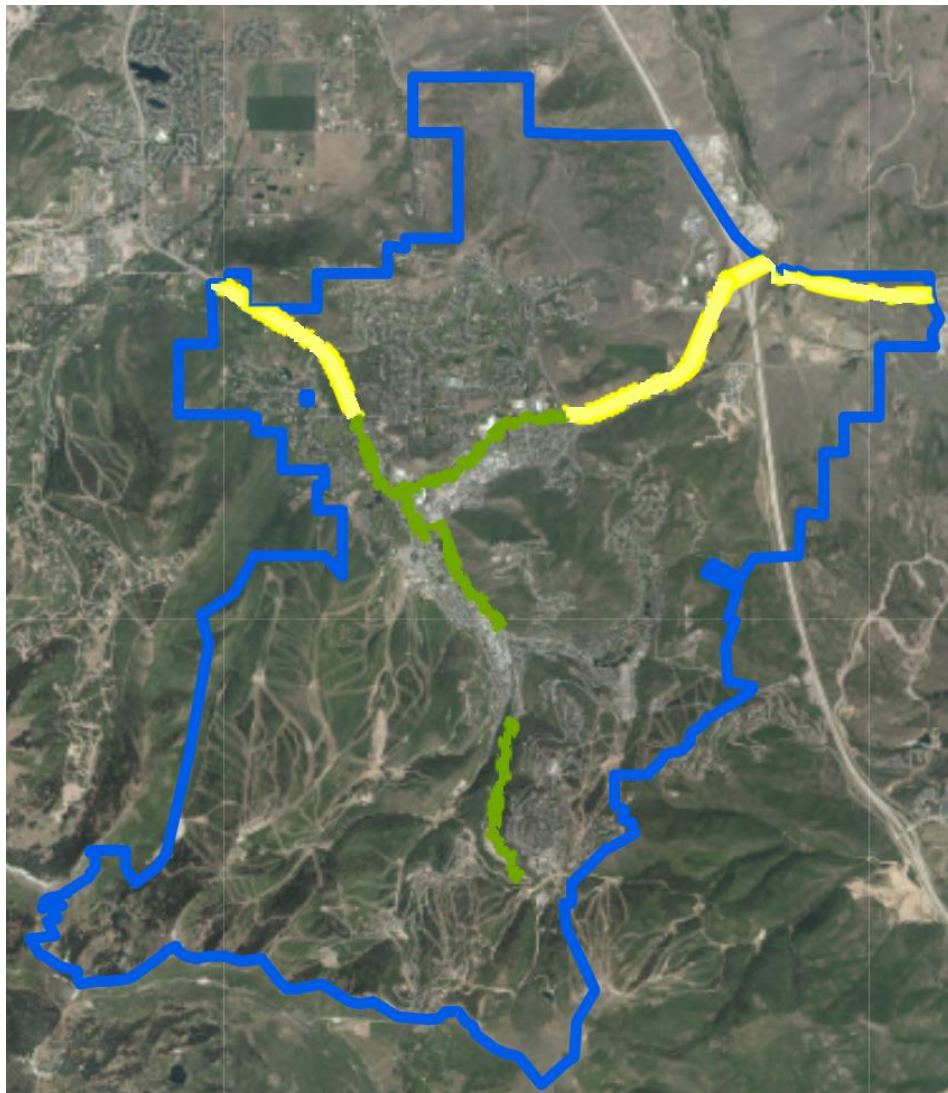
- Entry Corridor Protection Overlay

Within these same Zoning Districts, Public Transit Amenity Areas are proposed to be added as an exception to the Front Setback requirements.

Within the Frontage Protection Zone, the proposed amended language includes the following clarifications:

(D) Essential public facilities such as bus shelters, bus lanes, **Public Transit Amenity Areas**, highways, directional signs, and utility installations within the FPZ ~~may~~ shall require an ~~administrative~~ **Administrative Permit or** Administrative Conditional Use permit with approval by the Planning, Engineering, and Building Departments. **Overhead electric bus charging infrastructure is prohibited.**

The Entry Corridor Protection Overlay establishes a 250-foot Setback for Park Avenue north of Holiday Ranch Loop Road and Payday Drive and Kearns Boulevard East of Wyatt Earp Way, highlighted in yellow below:



The proposed amended language, as directed by the Planning Commission, to [§ 15-2.20-5](#) to allow Public Transit Amenity Areas along these major roads is as follows:

(E)(4) Essential public facilities such as bus lanes and Public Transit Amenity Areas shall require an Administrative Permit with approval by the Planning, Engineering, and Building Departments. Overhead electric bus charging infrastructure is prohibited.

(III) The Development Review Committee reviewed the proposed amendments on April 2, 2024, and no concerns were raised.³

Department Review

The Planning Department, Executive Department, and City Attorney's Office reviewed this report.

Public Input

Staff did not receive any public input at the time this report was published.

Alternatives

- The City Council may adopt Ordinance No. 2024-09;
- The City Council may deny Ordinance No. 2024-09; or
- The City Council may request additional information and continue the discussion to a date certain.

Exhibit

Exhibit A: Draft Ordinance 2024-09

³ The Development Review Committee meets the first and third Tuesday of each month to review and provide comments on Planning Applications, including review by the Building Department, Engineering Department, Sustainability Department, Transportation Planning Department, Code Enforcement, the City Attorney's Office, Local Utilities including Rocky Mountain Power and Dominion Energy, the Park City Fire District, Public Works, Public Utilities, and the Snyderville Basin Water Reclamation District (SBWRD).

Ordinance No. 2024-09

**AN ORDINANCE AMENDING LAND MANAGEMENT CODE CHAPTERS 15-2.4
HISTORIC RESIDENTIAL – MEDIUM DENSITY DISTRICT, 15-2.5 HISTORIC
RECREATION COMMERCIAL DISTRICT, 15-2.6 HISTORIC COMMERCIAL
BUSINESS DISTRICT, 15-2.18 GENERAL COMMERCIAL DISTRICT, 15-2.19 LIGHT
INDUSTRIAL DISTRICT, 15-2.20 FRONTAGE PROTECTION ZONE, SECTION 15-
2.20-5 ENTRY CORRIDOR PROTECTION OVERLAY, SECTION 15-15-1
DEFINITIONS, AND ENACTING SECTION 15-4-24 PUBLIC TRANSIT AMENITY
AREAS TO ALLOW PUBLIC TRANSIT AMENITIES TO BE CONSTRUCTED AND
MAINTAINED IN SETBACKS**

WHEREAS, Goal 3 of the Park City General Plan is to “encourage alternative modes of transportation on a regional and local scale to maintain our small town character;”

WHEREAS, Objective 3B of the General Plan states, “Prioritize efficient public transportation over widening of roads to maintain the *Small Town* experience of narrow roads, modest traffic, and Complete Streets;”

WHEREAS, Community Planning Strategy 3.11 is to improve access to, efficiency, and experience of public transit;

WHEREAS, the Land Management Code implements the goals and policies of the General Plan in part to promote the health, safety, and welfare of the present and future inhabitants, to protect and enhance the vitality of the City’s resort-based economy, and to protect the Small Town experience;

WHEREAS, for over 45 years, Park City Transit has provided fare-free, safe, efficient, and reliable public transit for residents and visitors;

WHEREAS, the City received \$43,000,000 in various grants to install charging infrastructure and expand the electric bus fleet;

WHEREAS, the Transit Department plans to install an overhead electric bus charger at the western boundary of the Public Works Campus;

WHEREAS, the Transit Department will install charging stations at key locations through the transit system as services expand;

WHEREAS, the Land Management Code limits transit installations to the Frontage Protection Zone and does not establish transit equipment, infrastructure, or amenities as an Allowed Use in Zoning Districts encompassing major transit stops;

WHEREAS, these amendments define Public Transit Amenity Area, add Public Transit Amenities as an Allowed Use in certain Zoning Districts, and establish requirements to construct and maintain a Public Transit Amenity Area;

WHEREAS, on April 10, 2024, the Planning Commission conducted a duly noticed public hearing;

WHEREAS, on April 10, 2024, the Planning Commission forwarded a positive recommendation for City Council's consideration;

WHEREAS, on May 16, 2024, the City Council conducted a duly noticed public hearing;

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

SECTION 1. AMEND MUNICIPAL CODE OF PARK CITY LAND MANAGEMENT CODE

TITLE 15. Municipal Code of Park City Title 15 Land Management Code Chapters 15-2.41, 15-2.5, 15-2.6, 15-2.18, 15-2.19, 15-2.20, Sections 15-2.20-4, 15-15-1, and enacting Section 15-4-24, as outlined in Attachment 1.

SECTION 2. EFFECTIVE DATE. This Ordinance shall be effective upon publication.

PASSED AND ADOPTED THIS 16th day of May 2024.

PARK CITY MUNICIPAL CORPORATION

Nann Worel, Mayor

Attest:

City Recorder

Approved as to form:

City Attorney's Office

ATTACHMENT 1

15-2.4-2 Uses

A. ALLOWED USES.

1. Single Family Dwelling
2. Duplex Dwelling
3. Secondary Living Quarters
4. Lockout Unit¹
5. Accessory Apartment²
6. Nightly Rental³
7. Home Occupation
8. Child Care, In-Home Babysitting
9. Child Care, Family⁴
10. Child Care, Family Group⁴
11. Accessory Building and Use
12. Conservation Activity
13. Agriculture
14. Parking Area or Structure with four (4) or fewer spaces
15. Internal Accessory Dwelling Unit¹¹
16. Public Transit Amenity Area¹³

B. CONDITIONAL USES.

1. Triplex Dwelling
2. Multi-Unit Dwelling
3. Group Care Facility

4. Child Care Center⁴
5. Public and Quasi-Public Institution, Church, and School
6. Essential Municipal and Public Utility Use, Facility Service, and Structure
7. Telecommunication Antenna⁵
8. Satellite Dish, greater than thirty-nine inches (39") in diameter⁶
9. Bed and Breakfast Inn⁷
10. Boarding House, Hostel⁷
11. Hotel, Minor⁷
12. Office, General⁸
13. Retail and Service Commercial, Minor⁸
14. Retail and Service Commercial, personal improvement⁸
15. Neighborhood Market, without gasoline sales⁸
16. Cafe, Deli⁸
17. Café, Outdoor Dining⁹
18. Parking Area or Structure with five (5) or more spaces
19. Temporary Improvement¹⁰
20. Recreation Facility, Public
21. Recreation Facility, Private¹²
22. Outdoor Events¹⁰
23. Fences greater than six feet (6') in height from Final Grade¹⁰

C. **PROHIBITED USES**. Any Use not listed above as an Allowed or Conditional Use is a prohibited Use.

- ¹Nightly rental of Lockout Units requires a Conditional Use permit.
- ²Requires an Administrative Permit. See Section 15-4-7, Accessory Apartments.
- ³Nightly Rentals do not include the Use of dwellings for Commercial Uses.
- ⁴See Section 15-4-9 Child Care and Child Care Facilities.
- ⁵See Section 15-4-14, Telecommunications Facilities.
- ⁶See Section 15-4-13, Placement of Satellite Receiving Antennas.
- ⁷Allowed only in Historic Buildings and/or Structures or historically Compatible Structures.
- ⁸Allowed only in Historic Buildings and/or Structures.
- ⁹Requires an Administrative Conditional Use permit. Allowed in association with a Café or Deli.
- ¹⁰Requires an Administrative or Administrative Conditional Use permit, see Chapter 15-4.
- ¹¹See Section 15-4-7.1, Internal Accessory Dwelling Units. Single-Family Dwellings designated Significant or Landmark Historic Sites on the Park City Historic Sites Inventory are subject to an Administrative Conditional Use Permit.
- ¹²See Section 15-4-22, Outdoor Pickleball Courts in Residential Areas.
- ¹³Requires an Administrative Permit, see Section 15-4-24 Public Transit Amenity Areas.

HISTORY

Adopted by Ord. [00-51](#) on 9/21/2000

Amended by Ord. [06-69](#) on 10/19/2006

Amended by Ord. [09-10](#) on 3/5/2009

Amended by Ord. [15-35](#) on 10/12/2015

Amended by Ord. [2020-42](#) on 9/17/2020

Amended by Ord. [2021-38](#) on 9/23/2021

Amended by Ord. [2021-51](#) on 12/16/2021

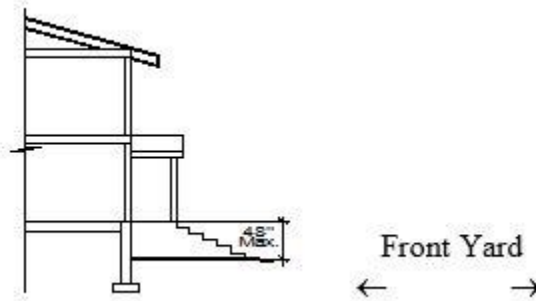
Amended by Ord. [2022-08](#) on 4/28/2022

15-2.4-3 Lot And Site Requirements

...

E. **FRONT SETBACK EXCEPTIONS**. The Front Setback must be open and free of any Structure except:

1. Fences, walls, and retaining walls not more than four feet (4') in height, or as permitted in Section 15-4-2. On Corner Lots, Fences more than three (3') in height are prohibited within twenty-five feet (25') of the intersection, at back of curb.
2. Uncovered steps leading to the Main Building; provided the steps are not more than four feet (4') in height from Final Grade, not including any required handrail, and do not cause any danger or hazard to traffic by obstructing the view of a Street or intersection.



3. Decks, porches, and Bay Windows, not more than ten feet (10') wide and projecting not more than three feet (3') into the Front Setback.
4. Roof overhangs, eaves, and cornices projecting not more than three feet (3') into the Front Setback.
5. Sidewalks, patios, and pathways.
6. Driveways leading to a garage or approved Parking Area. No portion of a Front Yard except for approved driveways and patios, allowed Parking Areas, and sidewalks may be Hard-Surfaced or graveled.

7. Public Transit Amenity Area.

...

15-2.5-2 Uses

Uses in the HRC are limited to the following:

A. ALLOWED USES.¹⁰

1. Single Family Dwelling⁵
2. Duplex Dwelling⁵
3. Secondary Living Quarters⁵
4. Lockout Unit^{1,5}
5. Accessory Apartment^{2,5}
6. Nightly Rental⁵
7. Home Occupation⁵
8. Child Care, In-Home Babysitting
9. Child Care, Family³
10. Child Care, Family Group³
11. Child Care Center³
12. Accessory Building and Use
13. Conservation Activity
14. Agriculture
15. Bed and Breakfast Inn^{4,5}
16. Boarding House, hostel⁵
17. Hotel, Minor, fewer than sixteen (16) rooms⁵
18. Office, General⁵
19. Parking Area or Structure, with four (4) or fewer spaces⁵
20. Food Truck Location¹¹
21. Public Transit Amenity Area¹³

119 **B. CONDITIONAL USES.**^{9, 10}

- 120 1. Triplex Dwelling⁵
- 121 2. Multi-Unit Dwelling⁵
- 122 3. Guest House, on Lots one (1) acre⁵
- 123 4. Group Care Facility⁵
- 124 5. Public and Quasi-Public institution, church, or school
- 125 6. Essential Municipal public utility Use, facility, service, and Structure
- 126 7. Telecommunication Antenna⁶
- 127 8. Satellite dish, greater than thirty-nine inches (39") in diameter⁷
- 128 9. Plant and Nursery stock products and sales
- 129 10. Hotel, Major⁵
- 130 11. Timeshare Projects and Conversions⁵
- 131 12. Private Residence Club Project and Conversion^{4,5}
- 132 13. Office, Intensive⁵
- 133 14. Office and clinic, Medical⁵
- 134 15. Financial institution, without drive-up window⁸
- 135 16. Commercial Retail and Service, Minor⁸
- 136 17. Commercial Retail and Service, Personal Improvement⁸
- 137 18. Neighborhood Convenience Commercial, without gasoline sales
- 138 19. Café or Deli⁸
- 139 20. Restaurant, General⁸
- 140 21. Restaurant and Café, outdoor dining⁴
- 141 22. Outdoor Events and Uses⁴

23. Bar
24. Parking Area or Structure, with five (5) or more spaces⁵
25. Temporary Improvement⁴
26. Passenger Tramway station and ski base facility
27. Ski tow, ski lift, ski run, and ski bridge
28. Recreation Facility, Commercial, Public, and Private¹²
29. Entertainment Facility, Indoor
30. Fences greater than six feet (6') in height from Final Grade⁴
31. Private Residence Club, Off-Site⁵
32. Private Event Facility⁵

C. **PROHIBITED USES.** Unless otherwise allowed herein, any Use not listed above as an Allowed or Conditional Use is a prohibited Use.

¹Nightly rental of Lockout Units requires a Conditional Use permit.

²Requires an Administrative Permit. See Section 15-4-7, Accessory Apartments.

³See Section 15-4-9, Child Care And Child Care Facilities.

⁴Requires an Administrative or Administrative Conditional Use permit, see Chapter 15-4.

⁵Prohibited in HRC Zoned Storefront Property adjacent to Main Street, Heber Avenue and Park Avenue, excluding those HRC Zoned Properties on the west side of Park Avenue and also excluding those HRC Zoned Properties with the following addresses: 702 Main Street, 710 Main Street, 738 Main Street (for the plaza side storefronts), 780 Main Street, 804 Main Street (for the plaza side storefronts), 875 Main Street, 890 Main Street, 900 Main Street, and 820 Park Avenue. Hotel rooms shall not be located within Storefront Property; however access, circulation, and lobby areas are permitted within Storefront Property.

⁶See Section 15-4-14, Telecommunication Facilities.

⁷See Section 15-4-13, Placement Of Satellite Receiving Antennas.

⁸If Gross Floor Area is less than 2,000 sq. ft., the Use shall be considered an Allowed

Use.

⁹No community locations as defined by Utah Code 32B-1-102 (Alcoholic Beverage Control Act) are permitted within 200 feet of Main Street unless a variance is permitted for an outlet, as defined by Utah Code 32B-1-202, to obtain a liquor license.

¹⁰Within the HRC Zoning District, no more than seven (7) Conventional Chain Businesses are permitted in Storefront Properties.

¹¹The Planning Director or designee shall upon finding a Food Truck Location in compliance with Municipal Code Section 4-5-6, issue the property owner a Food Truck Location administrative approval letter.

¹²See Section 15-4-22, Outdoor Pickleball Courts in Residential Areas.

¹³Requires an Administrative Permit, see Section 15-4-24 Public Transit Amenity Areas.

HISTORY

Adopted by Ord. [00-51](#) on 9/21/2000

Amended by Ord. [04-39](#) on 3/18/2004

Amended by Ord. [06-69](#) on 10/19/2006

Amended by Ord. [07-55](#) on 8/30/2007

Amended by Ord. [09-10](#) on 3/5/2009

Amended by Ord. [12-37](#) on 12/20/2012

Amended by Ord. [16-02](#) on 1/7/2016

Amended by Ord. [2017-45](#) on 8/17/2017

Amended by Ord. [2018-55](#) on 10/23/2018

Amended by Ord. [2020-36](#) on 7/30/2020

Amended by Ord. [2020-42](#) on 9/17/2020

Amended by Ord. [2021-51](#) on 12/16/2021

Amended by Ord. [2022-08](#) on 4/28/2022

Amended by Ord. [2022-16](#) on 5/26/2022

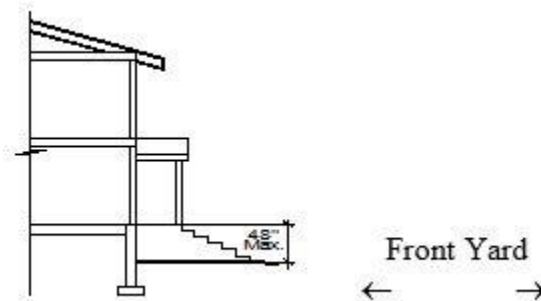
Amended by Ord. [2022-21](#) on 10/27/2022

Amended by Ord. [2023-16](#) on 4/27/2023

15-2.5-3 Lot And Site Requirements

198 . . .
199 B. FRONT SETBACK EXCEPTIONS. The Front Setback must be open and free of
200 any Structure except:

- 201 1. Fences, walls, and retaining walls not more than four feet (4') in height, or
202 as permitted in Section 15-4-2. On Corner Lots, Fences more than three
203 (3') in height are prohibited within twenty-five feet (25') of the intersection,
204 at back of curb.
- 205 2. Uncovered steps leading to the Main Building; provided the steps are not
206 more than four feet (4') in height from Final Grade, not including any
207 required handrail, and do not cause any danger or hazard to traffic by
208 obstructing the view of a Street or intersection.



- 209 3. Decks, porches, and Bay Windows, not more than ten feet (10') wide and
210 projecting not more than three feet (3') into the Front Setback.
- 211 4. Roof overhangs, eaves, and cornices projecting not more than three feet
212 (3') into the Front Setback.
- 213 5. Sidewalks, patios, and pathways.
- 214 6. Driveways leading to a garage or approved Parking Area. No portion of a
215 Front Yard except for approved driveways and patios, allowed Parking
216 Areas, and sidewalks may be Hard-Surfaced or graveled.

217
218 7. **Public Transit Amenity Area.**

15-2.6-2 Uses

Uses in the Historic Commercial Business (HCB) District are limited to the following:

A. ALLOWED USES.¹¹

1. Single Family Dwelling¹
2. Multi-Unit Dwelling¹
3. Secondary Living Quarters¹
4. Lockout Unit^{1,2}
5. Accessory Apartment^{1,3}
6. Nightly Rental⁴
7. Home Occupation¹
8. Child Care, In-Home Babysitting¹
9. Child Care, Family^{1,5}
10. Child Care, Family Group^{1,5}
11. Child Care Center^{1,5}
12. Accessory Building and Use¹
13. Conservation Activity
14. Agriculture
15. Bed and Breakfast Inn^{1, 6}
16. Boarding House, hostel¹
17. Hotel, Minor, fewer than 16 rooms¹
18. Office, General¹
19. Office, Moderate Intensive¹
20. Office and clinic, Medical¹

- 243 21. Financial institution, without drive-up window
- 244 22. Commercial Retail and Service, Minor
- 245 23. Commercial Retail and Service, Personal Improvement
- 246 24. Commercial Neighborhood Convenience, without gasoline sales
- 247 25. Restaurant, Cafe or Deli
- 248 26. Restaurant, General
- 249 27. Bar
- 250 28. Parking Lot, Public or Private with four (4) or fewer spaces
- 251 29. Entertainment Facility, Indoor
- 252 30. Salt Lake City 2002 Winter Olympic Games Legacy Displays⁷
- 253 31. Temporary winter Balcony enclosures
- 254 32. Food Truck Location¹²
- 255 33. Public Transit Amenity Area¹⁴

256 B. **CONDITIONAL USES.**^{10, 11}

- 257 1. Group Care Facility¹
- 258 2. Public and Quasi-Public institution, church, or school
- 259 3. Essential municipal public utility Use, facility, service, and Structure
- 260 4. Telecommunication Antenna⁸
- 261 5. Satellite dish, greater than thirty-nine inches (39") in diameter⁹
- 262 6. Plant and Nursery stock products and sales
- 263 7. Hotel, Major¹
- 264 8. Timeshare Projects and Conversions¹
- 265 9. Timeshare Sales Office, Off-Site within an enclosed Building¹

- 266 10. Private Residence Club Project and Conversion^{1,6}
- 267 11. Commercial Retail and Service, Major
- 268 12. Office, Intensive¹
- 269 13. Restaurant, outdoor dining⁶
- 270 14. Outdoor Events and Uses⁶
- 271 15. Hospital, Limited Care Facility¹
- 272 16. Parking Area or Structure for five (5) or more cars¹
- 273 17. Temporary Improvement⁶
- 274 18. Passenger Tramway station and ski base facility
- 275 19. Ski tow, ski lift, ski run, and ski bridge
- 276 20. Recreation Facility, Public
- 277 21. Recreation Facility, Private¹³
- 278 22. Recreation Facility, Commercial
- 279 23. Fences greater than six feet (6') in height from Final Grade⁶
- 280 24. Private Residence Club, Off-Site¹
- 281 25. Private Event Facility¹

282 C. **PROHIBITED USES.** Any Use not listed above as an Allowed or Conditional Use
283 is a prohibited Use.

284 ¹Prohibited in HCB Zoned Storefront Property adjacent to Main Street, Heber Avenue,
285 Grant Avenue, and Swede Alley. Hotel rooms shall not be located within Storefront
286 Property; however access, circulation and lobby areas are permitted within Storefront
287 Property.

288 ²Nightly Rental of Lock Units requires a Conditional Use permit.

289 ³Requires an Administrative Permit. See Section 15-4-7, Accessory Apartments.

⁴Nightly Rental of residential dwellings does not include the Use of dwellings for Commercial Uses.

⁵See Section 15-4-9, Child Care And Child Care Facilities.

⁶Requires an Administrative or Administrative Conditional Use permit

⁷Olympic Legacy Displays limited to those specific Structures approved under the SLOC/Park City Municipal Corporation Olympic Services Agreement and/or Olympic Master Festival License and placed on the original Property set forth in the services Agreement and/or Master Festival License. Requires an Administrative Permit.

⁸See Section 15-4-14, Telecommunication Facilities.

⁹See Section 15-4-13, Placement Of Satellite Receiving Antennas.

¹⁰No community locations as defined by Utah Code 32B-1-102 (Alcoholic Beverage Control Act) are permitted within 200 feet of Main Street unless a variance is permitted for an outlet, as defined by Utah Code 32B-1-202, to obtain a liquor license.

¹¹Within the HCB Zoning District, no more than seventeen (17) Conventional Chain Businesses are permitted in Storefront Properties.

¹²The Planning Director or designee shall, upon finding a Food Truck Location in compliance with Municipal Code Section 4-5-6, issue the property owner a Food Truck Location administrative approval letter.

¹³See Section 15-4-22, Outdoor Pickleball Courts in Residential Areas.

¹⁴ Requires an Administrative Permit, see Section 15-4-24 Public Transit Amenity Areas.

HISTORY

Adopted by Ord. [00-51](#) on 9/21/2000

Amended by Ord. [02-38](#) on 9/12/2002

Amended by Ord. [04-39](#) on 3/18/2004

Amended by Ord. [06-69](#) on 10/19/2006

Amended by Ord. [07-55](#) on 8/30/2007

Amended by Ord. [09-10](#) on 3/5/2009

Amended by Ord. [12-37](#) on 12/20/2012

Amended by Ord. [16-02](#) on 1/7/2016

Amended by Ord. [16-01](#) on 1/7/2016

320 Amended by Ord. [2017-45](#) on 8/17/2017
321 Amended by Ord. [2018-55](#) on 10/23/2018
322 Amended by Ord. [2020-36](#) on 7/30/2020
323 Amended by Ord. [2020-42](#) on 9/17/2020
324 Amended by Ord. [2021-51](#) on 12/16/2021
325 Amended by Ord. [2022-08](#) on 4/28/2022
326 Amended by Ord. [2022-16](#) on 5/26/2022
327 Amended by Ord. [2022-21](#) on 10/27/2022
328 Amended by Ord. [2023-16](#) on 4/27/2023

329 . . .

330 **15-2.18-2 Uses**

331 Uses in the GC District are limited to the following:

332 **A. ALLOWED USES.**

- 333 1. Secondary Living Quarters
- 334 2. Lockout Unit¹
- 335 3. Accessory Apartment²
- 336 4. Nightly Rental
- 337 5. Home Occupation
- 338 6. Child Care, In-Home Babysitting³
- 339 7. Child Care, Family³
- 340 8. Child Care, Family Group³
- 341 9. Child Care Center³
- 342 10. Accessory Building and Use
- 343 11. Conservation Activity
- 344 12. Agriculture

- 345 13. Plant and Nursery Stock production and sales
- 346 14. Bed and Breakfast Inn
- 347 15. Boarding House, Hostel
- 348 16. Hotel, Minor
- 349 17. Hotel, Major
- 350 18. Office, General
- 351 19. Office, Moderate Intensive
- 352 20. Office, Intensive
- 353 21. Office and Clinic, Medical and Veterinary Clinic
- 354 22. Financial Institution without a drive-up window
- 355 23. Commercial, Resort Support
- 356 24. Retail and Service Commercial, Minor
- 357 25. Retail and Service Commercial, Personal Improvement
- 358 26. Retail and Service Commercial, Major
- 359 27. Cafe or Deli
- 360 28. Restaurant, General
- 361 29. Hospital, Limited Care Facility
- 362 30. Parking Area or Structure with four (4) or fewer spaces
- 363 31. Parking Area or Structure with five (5) or more spaces
- 364 32. Food Truck Location¹⁰
- 365 33. Public Transit Amenity Area¹¹

366 **B. CONDITIONAL USES.**

- 367 1. Single Family Dwelling

- 368 2. Duplex Dwelling
- 369 3. Triplex Dwelling
- 370 4. Multi-Unit Dwelling
- 371 5. Group Care Facility
- 372 6. Public and Quasi-Public Institution, Church, and School
- 373 7. Essential Municipal Public Utility Use, Facility, Service, and Structure
- 374 8. Telecommunication Antenna⁴
- 375 9. Satellite Dish Antenna, greater than thirty-nine inches (39") in diameter⁵
- 376 10. Timeshare Project and Conversion
- 377 11. Timeshare Sales Office, off-site within an enclosed Building
- 378 12. Private Residence Club Project and Conversion⁸
- 379 13. Financial Institution with a Drive-up Window⁶
- 380 14. Retail and Service Commercial with Outdoor Storage
- 381 15. Retail and Service Commercial, Auto Related
- 382 16. Transportation Service
- 383 17. Retail Drive-Up Window⁶
- 384 18. Service Station
- 385 19. Restaurant and Cafe, Outdoor Dining⁷
- 386 20. Restaurant, Drive-up Window⁶
- 387 21. Outdoor Event⁷
- 388 22. Bar
- 389 23. Sexually Oriented Businesses⁸
- 390 24. Hospital, General

- 391 25. Light Industrial Manufacturing and Assembly
- 392 26. Temporary Improvement⁷
- 393 27. Passenger Tramway and Ski Base Facility
- 394 28. Ski tow rope, ski lift, ski run, and ski bridge
- 395 29. Commercial Parking Lot or Structure
- 396 30. Recreation Facility, Public
- 397 31. Recreation Facility, Commercial
- 398 32. Recreation Facility, Private⁹
- 399 33. Indoor Entertainment Facility
- 400 34. Heliport
- 401 35. Temporary Sales Trailer in conjunction with an active Building permit for
- 402 the Site.⁸
- 403 36. Fences greater than six feet (6') in height from Final Grade⁷
- 404 37. Household Pet, Boarding⁷
- 405 38. Household Pet, Daycare⁷
- 406 39. Household Pet, Grooming⁷
- 407 C. **PROHIBITED USES**. Any Use not listed above as an Allowed or Conditional Use
- 408 is a prohibited Use.

409 ¹Nightly rental of Lockout Units requires Conditional Use permit.

410 ²Requires an Administrative Permit. See Section 15-4-7, Accessory Apartments.

411 ³See Section 15-4-9, Child Care and Child Care Facilities.

412 ⁴See Section 15-4-14, Telecommunication Facilities.

413 ⁵See Section 15-4-13, Placement of Satellite Receiving Antennas.

414 ⁶See Section 15-2.18-6 for Drive-Up Window review.

⁷Requires an Administrative Conditional Use permit.

⁸See Section 15-4-16 for additional criteria.

⁹See Section 15-4-22, Outdoor Pickleball Courts in Residential Areas.

¹⁰The Planning Director or their designee shall, upon finding a Food Truck Location in compliance with Municipal Code Section 4-5-6, issue the property owner a Food Truck Location administrative approval letter.

¹¹Requires an Administrative Permit, see Section 15-4-24 Public Transit Amenity Areas.

HISTORY

Adopted by Ord. [00-51](#) on 9/21/2000

Amended by Ord. [04-39](#) on 9/23/2004

Amended by Ord. [06-76](#) on 11/9/2006

Amended by Ord. [14-57](#) on 11/20/2014

Amended by Ord. [2018-55](#) on 10/23/2018

Amended by Ord. [2020-45](#) on 10/1/2020

Amended by Ord. [2021-51](#) on 12/16/2021

Amended by Ord. [2022-08](#) on 4/28/2022

Amended by Ord. [2022-21](#) on 10/27/2022

Amended by Ord. [2023-16](#) on 4/27/2023

Amended by Ord. [2024-03](#) on 2/1/2024

15-2.18-3 Lot And Site Requirements

...

B. **FRONT SETBACK EXCEPTIONS.** The Front Setback must be open and free of any Structure except:

1. Fence, walls, and retaining walls not more than four feet (4') in height, or as permitted in Section 15-4-2. On Corner Lots, Fences more than three feet (3') in height are prohibited within twenty-five feet (25') of the intersection at back of curb.

2. Uncovered steps leading to the Main Building; provided, the steps are not more than four feet (4') in height from Final Grade, not including any required handrails, and do not cause any danger or hazard to traffic by obstructing the view of the Street or intersection.
3. Roof overhangs, eaves, and cornices projecting not more than three feet (3') into the Front Setback.
4. Sidewalks, patios, and pathways.
5. Decks, porches, and Bay Windows not more than ten feet (10') wide, projecting not more than three feet (3') into the Front Setback.
6. Driveways leading to a garage or Parking Area. No portion of a Front Yard, except for driveways, allowed Parking Areas and sidewalks may be Hard-Surfaced or graveled. See Section 15-3-3 General Parking Area and Driveway Standards.
7. Circular driveways meeting all requirements stated in Section 15-3-4.
8. Public Transit Amenity Area.

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15-2.19-2 Uses

Uses in the LI District are limited to the following:

A. ALLOWED USES.

1. Secondary Living Quarters
2. Accessory Apartment¹
3. Nightly Rental
4. Home Occupation
5. Child Care, In-Home Babysitting²
6. Child Care, Family²

- 467 7. Child Care, Family Group²
- 468 8. Child Care Center²
- 469 9. Agriculture
- 470 10. Plant and Nursery Stock
- 471 11. Office, General
- 472 12. Office, Moderate Intensive
- 473 13. Office, Intensive
- 474 14. Financial Institution without drive-up window
- 475 15. Retail and Service Commercial, Minor
- 476 16. Retail and Service Commercial, Personal Improvement
- 477 17. Retail and Service Commercial, Major
- 478 18. Commercial, Resort Support
- 479 19. Hospital, Limited Care
- 480 20. Parking Area or Structure with four (4) or fewer spaces
- 481 21. Food Truck Location⁸
- 482 22. Public Transit Amenity Area⁹

483 B. **CONDITIONAL USES.**

- 484 1. Multi-Unit Dwelling
- 485 2. Group Care Facility
- 486 3. Child Care Center²
- 487 4. Public and Quasi-Public Institution, Church, and School
- 488 5. Essential Municipal Public Utility Use, Facility, Service, and Structure
- 489 6. Telecommunication Antenna³

- 490 7. Satellite Dish Antenna, greater than thirty-nine inches (39") in diameter⁴
- 491 8. Accessory Building and Use
- 492 9. Raising, grazing of horses
- 493 10. Bed and Breakfast Inn
- 494 11. Boarding House, Hostel
- 495 12. Hotel, Minor
- 496 13. Private Residence Club Project and Conversion⁶
- 497 14. Office and Clinic, Medical and Veterinary Clinic
- 498 15. Financial Institutions with Drive-Up Window⁵
- 499 16. Retail and Service Commercial with Outdoor Storage
- 500 17. Retail and Service Commercial, Auto-Related
- 501 18. Transportation Services
- 502 19. Retail Drive-Up Window⁵
- 503 20. Service Station
- 504 21. Café or Deli
- 505 22. Restaurant, General
- 506 23. Restaurant, Outdoor Dining
- 507 24. Restaurant, Drive-Up Window⁵
- 508 25. Outdoor Event⁶
- 509 26. Bar
- 510 27. Hospital, General
- 511 28. Light Industrial Manufacturing and Assembly Facility
- 512 29. Parking Area or Structure with five (5) or more spaces

- 513 30. Temporary Improvement⁶
- 514 31. Passenger Tramway Station and Ski Base Facility
- 515 32. Ski Tow Rope, Ski Lift, Ski Run, and Ski Bridge
- 516 33. Recreation Facility, Public
- 517 34. Recreation Facility, Commercial
- 518 35. Recreation Facility, Private⁷
- 519 36. Entertainment Facility, Indoor
- 520 37. Commercial Stables, Riding Academy
- 521 38. Heliports
- 522 39. Commercial Parking Lot or Structure
- 523 40. Temporary Sales Office, in conjunction with an active Building permit.
- 524 41. Fences and Walls greater than six feet (6') in height from Final Grade⁶
- 525 42. Household Pet, Boarding⁶
- 526 43. Household Pet, Daycare⁶
- 527 44. Household Pet, Grooming⁶

528 C. **PROHIBITED USES**. Any Use not listed above as an Allowed or Conditional Use
529 is a prohibited Use.

530 ¹Requires an Administrative Permit. See Section 15-4-7, Accessory Apartments.

531 ²See Section 15-4-9, Child Care and Child Care Facilities.

532 ³See Section 15-4-14, Telecommunication Facilities.

533 ⁴See Section 15-4-13, Placement of Satellite Receiving Antennas.

534 ⁵See Section 15-2.19-8, Criteria for Drive-Up Windows.

535 ⁶Subject to an Administrative Conditional Use permit.

536 ⁷See Section 15-4-22, Outdoor Pickleball Courts in Residential Areas.

⁸The Planning Director or their designee shall, upon finding a Food Truck Location in compliance with Municipal Code Section 4-5-6, issue the property owner a Food Truck Location administrative approval letter.

⁹Requires an Administrative Permit, see Section 15-4-24 Public Transit Amenity Areas.

HISTORY

Adopted by Ord. [00-51](#) on 9/21/2000

Amended by Ord. [04-39](#) on 9/23/2004

Amended by Ord. [06-76](#) on 11/9/2006

Amended by Ord. [14-57](#) on 11/20/2014

Amended by Ord. [2018-55](#) on 10/23/2018

Amended by Ord. [2020-45](#) on 10/1/2020

Amended by Ord. [2021-51](#) on 12/16/2021

Amended by Ord. [2022-08](#) on 4/28/2022

Amended by Ord. [2024-03](#) on 2/1/2024

...

15-2.19-5 Lot And Site Requirements

...

D. **FRONT SETBACK EXCEPTIONS.** The Front Setback must be open and free of any Structure except:

1. Fences, walls, and retaining walls not more than four feet (4') in height, or as permitted in Section 15-4-2. On Corner Lots, Fences more than three feet (3') in height are prohibited within twenty-five feet (25') of the intersection at back of curb.
2. Uncovered steps leading to the Main Building; provided the steps are not more than four feet (4') in height from Final Grade, not including any required handrails, and do not cause danger or hazard to traffic by obstructing the view of the Street or intersection.

3. Roof overhangs, eaves, and cornices projecting not more than three feet (3') into the Front Setback.
4. Sidewalks, patios, and pathways.
5. Decks, porches, and Bay Windows not more than ten feet (10') wide, projecting not more than three feet (3') into the Front Setback.
6. Driveway leading to a garage or Parking Area. No portion of a Front Yard except for driveways and/or allowed Parking Areas and sidewalks may be Hard-Surfaced or graveled. See Section 15-3.3 General Parking Area and Driveway Standards.
7. Circular driveways meeting all requirements stated in Section 15-3-4.
8. Public Transit Amenity Area.

...

15-2.20-4 Lot And Site Requirements

Lot and Site Requirements and Building Heights for all Development Activities and uses within the Frontage Protection Zone must be consistent with the underlying Zoning District and are subject to the following additional requirements:

- A. Regardless of the zone Setback and Yard requirements, except as otherwise provided herein, no Structure shall be allowed within thirty feet (30') of the nearest highway Right-of-Way. An exception to this requirement shall be granted for two (2) municipal identification signs, one within the Utah State Highway 224 entry corridor, and the other within the Utah State Highway 248 entry corridor, provided that Park City Municipal Corporation is the Applicant and subject to approval pursuant to Municipal Code Section 12-9-1(L).
- B. All Construction Activity, including permanent signs, in the Setback Area between thirty feet (30') and one hundred feet (100') from the nearest Right-of-Way line requires a Conditional Use permit and is subject to all applicable review criteria

as stated in Section 15-1-10. Review of projects within the FPZ shall include design review criteria as stated in LMC Chapter 15-5.

C. EXCEPTIONS. Minor remodels and facade improvements for existing Structures within the FPZ, including free standing signs shall require an Administrative Permit with approval by the Planning, Engineering, and Building Departments. Construction of at Grade sidewalks, trails, public plazas, and temporary signs in the FPZ Setback Area requires an Administrative Permit with approval by the Planning, Engineering, and Building Departments.

D. Essential public facilities such as bus shelters, bus lanes, **Public Transit Amenity Areas**, highways, directional signs, and utility installations within the FPZ ~~may~~ **shall** require an ~~administrative~~ **Administrative Permit or** Administrative Conditional Use permit with approval by the Planning, Engineering, and Building Departments. **Overhead electric bus charging infrastructure is prohibited.**

E. To minimize curb cuts, driveways, and Access to Park City's primary highways and Streets, Access to Property in the FPZ shall be from existing City Streets when possible, rather than direct highway Access. Common driveways between adjoining projects shall be used when possible. Driveways must be placed where they create the least interference with through traffic on highways.

F. The Planning Department shall review all proposals for pedestrian and bicycling pathways and trails through the FPZ. Trails and sidewalks may occupy Setback Areas. Open Space, preservation of view corridors, protection and enhancement of Sensitive Lands such as wetlands and meadows, and buffer Areas shall be considered in the review.

All Fences in the FPZ must be one of the following styles:

1. Wooden rail,
2. Architecturally Compatible solid wood and natural stone,
3. Stock Fences,

4. Various forms of steel Fencing as determined and approved by the Planning Department, not including chain link Fencing.

HISTORY

Adopted by Ord. [00-51](#) on 9/21/2000
Amended by Ord. [01-25](#) on 6/12/2001
Amended by Ord. [06-76](#) on 11/9/2006
Amended by Ord. [09-10](#) on 3/5/2009

15-2.20-5 Entry Corridor Protection Overlay (EPCO)

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E. SETBACKS.

1. A Setback in the Entry Corridor Protection Overlay shall be established by the Planning Department based upon a visual assessment of the Property. However, in no case shall the Setback be less than one hundred feet (100') from the nearest entry roadway Right-of-Way. In Areas where open meadow vistas are considered important, the required Setback may be increased significantly. The one hundred foot (100') standard is intended to be more appropriate for Properties currently within the City limits. Upon annexation request, the appropriate Setback will be determined based upon a Site specific visual analysis.
2. Building Setbacks in the Entry Corridor Protection Overlay shall vary from Structure to Structure with any one Lot or Development. Setbacks shall also vary from those on adjoining roadway-oriented Property to avoid creating a walled effect. Buildings shall be located in such a manner to enhance and frame important views as determined in the visual assessment.

3. Agricultural or stock Fences shall be allowed in the Setback subject to approval by the Planning Department. See Fencing, Section 15-2.20-5(H).

4. Essential public facilities such as bus lanes and Public Transit Amenity Areas shall require an Administrative Permit with approval by the Planning, Engineering, and Building Departments. Overhead electric bus charging infrastructure is prohibited.

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15-4-24 Public Transit Amenity Areas

Public Transit Amenity Areas are Allowed Uses in the HRM, HRC, HCB, GC, and LI Zoning Districts and the FPZ and EPCO Overlays.

A. ADMINISTRATIVE PERMIT REQUIRED. A Public Transit Amenity Area requires an Administrative Permit approval by the Planning Director and City Engineer prior to submittal for a Building Permit.

1. NOTICE. Staff shall mail courtesy notice pursuant to Sections 15-1-12 and 15-1-21.

B. APPLICATION. Applicants shall submit the following:

1. GENERAL DESCRIPTION. An overview of the proposed scope of work, including construction timeline, materials, lighting, signs, landscaping, and Structures.

2. SITE PLAN. The site plan shall be to scale not to exceed one inch to 100 feet, indicating in detail how the proposal will comply with the International Building Code and this Section. The site plan shall:

- i. Indicate the location of the Public Transit Amenity Area on the Property and clearly show distances from all Property Lines and Existing Structures.
- ii. Identify elevation contours using United States Geological Survey (USGS) measurements.
- iii. Detail all encroachments into the Right-of-Way.

- iv. Identify all existing Significant Vegetation within twenty feet (20') of the proposed Public Transit Amenity Area.
- v. Identify dedicated snow storage Areas.

C. REVIEW CRITERIA.

1. The Applicant shall provide written notice of the Property Owner's permission.
2. The proposed Use shall not impede pedestrian circulation, emergency Access, or any other public safety measure.
3. Trash and recycling shall be provided.
4. Trash and recycling shall be sufficiently screened from neighboring properties and the Right-of-Way.
5. Signs shall comply with Municipal Code Title 12.
6. Lighting shall comply with Section 15-5-5(J).
7. Structures shall not exceed 20 feet in Height from Existing Grade.
8. Installations shall comply with Site Distance Triangle requirements with review and approval by the Engineering Department.
9. The Planning Department shall determine the Limits of Disturbance and shall require mitigation for loss of Significant Vegetation.

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15-15-1 Definitions

PUBLIC TRANSIT AMENITY AREA. Structures, infrastructure, and equipment necessary to operate public transit and public multi-modal transportation, including but not limited to items of comfort, convenience, and safety that are available to the general riding public, including bus pull-outs, bus shelters, bus electric charging equipment, benches, signage, and bike racks.

City Council Staff Report



Subject: First Amendment to Design Professional Services Agreement with VCBO Architects PC MARC Pools
Author: Ken Fisher, Recreation Director
Department: Recreation
Date: May 16, 2024

Recommendation

Consider authorizing the City Manager to execute the First Amendment to the Design Professional Service Agreement, in a form approved by the City Attorney, with Valentine Crane Brunjes Onyon (VCBO) Architects in an amount not to exceed \$426,500 for a total contract fee not to exceed \$513,500 for the development of construction documents to replace the PC MARC pools.

Background

VCBO Architecture entered into a Design Professional Service Agreement on June 28, 2023, with Park City Municipal for schematic design to expand the Park City Sports Complex, PC MARC Fitness, and the PC MARC pools in an amount not to exceed \$87,000. As a result of the 2023 \$30 million GO Bond lacking sufficient support, VCBO directed its attention towards advancing the PC MARC pools.

We are confident in VCBO because of its experience designing multiple recreation and aquatics facilities throughout the Intermountain region. These include the current leisure pool at the PC MARC, Wasatch Aquatics Center, South Summit Recreation Center, and the renovation of the Park City Racquet Club.

With such a strong portfolio of successful projects, VCBO has proven itself as a trusted partner in the design and development of recreation and aquatics facilities.

Analysis

On February 15, 2024, the City Council was presented with a conceptual design for the pools and supported proceeding to the next phase, which involves an amended contract to develop construction documents. Subsequently, on February 28, 2024, the pool project was reviewed by the Planning Commission to determine its impact on the existing Racquet Club Master Plan Development (MPD). Discussion centered on required setbacks, with the Commission ultimately determining that the project constitutes a minor modification to the MPD and that the pool must adhere to a setback of 15 feet in accordance with underlying zoning regulations.

The project returned to the Planning Commission on May 8, 2024, for a Conditional Use Permit (CUP) to modify the 2010 Master Plan Development (MPD) property line setback

of 25' to reduce the underlying Residential Development (RD) Zone setback to 15' for the new pool construction.

Recognizing the importance of community input, the project team recently initiated public engagement, including a stand-alone Mayor & Council In The Neighborhood meeting on April 10, 2024, at the PC MARC. We also plan to showcase the design concepts and obtain additional public input at the Spring Projects Open House on May 7, 2024.

In addition, display boards have been available for public viewing at the PC MARC since April 10, and the project is on [Engage Park City](#) where feedback is received through a survey.

Funding

Funding for the project is from the PC MARC Aquatics Replacement CIP account.

Attachments

Exhibit A – First Amendment to Professional Services Agreement

Exhibit A:
FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This First Amendment (“**Amendment**”) is between PARK CITY MUNICIPAL CORPORATION, a Utah municipal corporation (“**PCMC**”), and VALENTINER CRANE BRUNJES ONYON ARCHITECTS, L.L.C., a Utah corporation, DBA VCBO ARCHITECTURE (the “**Service Provider**”).

The parties entered into a Professional Services Agreement on 06/28/2023 (the “**Original Agreement**”).

The parties desire to amend the Original Agreement to modify the Scope of Services and compensation for those services.

PCMC, in consultation with the City Attorney’s Office, finds that this Amendment is consistent with state and federal law and with the purpose of ensuring the fair and equitable treatment of all persons who deal with the procurement system.

The parties therefore agree as follows:

ARTICLE 1 – AMENDMENTS.

- A.** Extension of Term. The term of the Original Agreement is amended to end at midnight on 12/31/2025 unless terminated sooner or extended in writing.
- B.** Scope of Service. The Scope of Services is amended to include the additional services as reflected in the attached **Schedule A**.
- C.** Compensation. For performance of the Additional Scope of Services, PCMC shall pay a total fee in an amount not to exceed **\$426,500.00** for a total contract fee in an amount not to exceed **\$513,500.00**.
- D.** Other Terms. Except as modified herein, all other terms and conditions of the Original Agreement shall remain in full force and effect.

Each party is signing this Amendment on the date stated opposite that party's signature.

PARK CITY MUNICIPAL CORPORATION, a Utah
municipal corporation

Date: _____

By: _____
Matt Dias
City Manager

Attest:

City Recorder's Office

Approved as to form:

City Attorney's Office

**VALENTINER CRANE BRUNJES ONYON
ARCHITECTS, L.L.C.**, a Utah corporation,
DBA **VCBO ARCHITECTURE**
Tax ID #: 87-0556360

Date: _____

By: _____
Brent Tippetts
Principle
An authorized signer

SCHEDULE A – ADDITIONAL SCOPE OF SERVICES

Design Professional will provide design services and meet with the key stakeholders at PCMC to prepare a set of construction documents for the removal and replacement of the two outdoor pools at the MARC. The design will include two new pools, a six lane twenty-five-yard program pool and a multi-zone activity pool that will include a slide and play features. Design Professional's services will also include an expansion of the existing indoor pool equipment space and a lifeguard room. Once that work is complete, Design Professional will provide bidding assistance and construction administration services to finish out the project. Design Professional anticipates providing site visits for the project every other week to be either in person or virtual.

Core Project Team

Architectural Design:	VCBO Architecture
Pool Consultant:	Water Design
Civil Engineering:	TBD
Mechanical Engineering:	TBD
Electrical Engineering:	TBD
Structural Engineering:	TBD
Landscape Design:	TBD

Fee

<u>Basic Services:</u>	\$420,000.00
<u>Additional Services:</u>	
- ALTA Survey	\$6,500.00
Total Fee:	\$426,500.00

Reimbursable Expenses

Reimbursable expenses including travel, printing, copying, and shipping expenses will be billed at cost plus 1.05% with a not to exceed price of \$5,000.00.

<u>Hourly Rates</u>	
Principal	\$245.00/hour
Project Manager	\$175.00/hour
Project Designer/Interior Design	\$150.00/hour
Project Coordinator	\$120.00/hour
BIM Technician	\$100.00/hour
Graphic Designer/Rendering	\$150.00/hour
Project Assistant	\$65.00/hour

Schedule

This proposal includes up to 5 months of design time and 12 months of construction.

Exclusions

- Geotechnical services
- Special Inspections
- Exterior Signage design
- Acoustical Engineering
- Permitting Fees

<u>VCBO Architecture</u>		<u>Hours</u>	<u>Rate</u>	<u>Fee</u>
\$265,300.00	Principal	200.00	\$245.00	\$49,000.00
(Estimated)	Project Manager	420.00	\$175.00	\$73,500.00
	Project Coordinator	785.00	\$120.00	\$94,200.00
	BIM	460.00	\$100.00	\$46,000.00
	Admin Staff	40.00	\$65.00	\$2,600.00
	Total:			\$265,300.00
<u>Water Design, Inc.</u>	<u>Pool Consultant:</u>	<u>Hours</u>	<u>Rate</u>	<u>Fee</u>
\$91,700.00	Principal Engineer	134.00	\$150.00	\$20,100.00
(Have Proposal)	Design Engineer	11.00	\$125.00	\$1,375.00
	Senior Designer/PM	359.00	\$110.00	\$39,490.00
	Designer/Drafter	144.00	\$90.00	\$12,960.00
	Drafter	187.00	\$75.00	\$14,025.00
	Clerical	50.00	\$75.00	\$3,750.00
	Total:			\$91,700.00
<u>Great Basin</u>	<u>Civil:</u>	<u>Hours</u>	<u>Rate</u>	<u>Fee</u>
\$21,000.00	Principal	15.00	\$195.00	\$2,925.00
(Estimated)	Survey Manager	0.00	\$140.00	\$0.00
	Engineer (P.E.)	65.00	\$140.00	\$9,100.00
	Engineer in Training	34.00	\$125.00	\$4,250.00
	2 Person Survey Crew	0.00	\$200.00	\$0.00
	1 Person Survey Crew	0.00	\$185.00	\$0.00
	CAD Designer	40.00	\$95.00	\$3,800.00
	Admin Staff	12.00	\$78.00	\$936.00
	Total:			\$21,011.00
<u>Great Basin - Survey</u>	<u>Survey:</u>			
\$6,500.00	Principal	3.00	\$195.00	\$585.00
(Have Proposal)	Survey Manager	7.00	\$140.00	\$980.00
	Engineer (P.E.)	0.00	\$140.00	\$0.00
	Engineer in Training	0.00	\$125.00	\$0.00
	2 Person Survey Crew	24.00	\$200.00	\$4,800.00
	1 Person Survey Crew	0.00	\$185.00	\$0.00
	CAD Designer	0.00	\$95.00	\$0.00
	Admin Staff	2.00	\$78.00	\$156.00
	Total:			\$6,521.00
<u>Spectrum</u>	<u>Electrical:</u>	<u>Hours</u>	<u>Rate</u>	<u>Fee</u>
\$8,000.00	Senior Principal	0.00	\$250.00	\$0.00
(Estimated)	Principal	4.00	\$215.00	\$860.00
	Associate Engineer	0.00	\$185.00	\$0.00
	Project Manager	21.00	\$155.00	\$3,255.00
	Project Engineer	0.00	\$145.00	\$0.00
	Systems Consultant	0.00	\$125.00	\$0.00
	BIM Consultant	0.00	\$115.00	\$0.00
	EIT	0.00	\$110.00	\$0.00
	BIM Draftsman	0.00	\$90.00	\$0.00
	Clerical	60.00	\$65.00	\$3,900.00
	Total:			\$8,015.00
<u>WJHW</u>	<u>Mechanical:</u>	<u>Hours</u>	<u>Rate</u>	<u>Fee</u>
\$12,000.00	Principal	4.00	\$300.00	\$1,200.00
(Estimated)	Senior Consultant	3.00	\$225.00	\$675.00
	Project Manager	22.00	\$295.00	\$6,490.00
	Designer	0.00	\$175.00	\$0.00
	BIM Specialist	22.00	\$150.00	\$3,300.00
	Admin Staff	4.00	\$90.00	\$360.00
	Total:			\$12,025.00
<u>ARW</u>	<u>Structural:</u>	<u>Hours</u>		<u>Fee</u>
\$15,000.00	Senior Principal	3.00	\$225.00	\$675.00
(Estimated)	Principal	15.00	\$210.00	\$3,150.00
	Project Engineer	10.00	\$185.00	\$1,850.00
	Structural Designer	22.00	\$152.00	\$3,344.00
	BIM	55.00	\$105.00	\$5,775.00
	Admin Staff	3.00	\$70.00	\$210.00
	Total:			\$15,004.00
<u>Prime Landscape</u>	<u>Landscape:</u>	<u>Hours</u>	<u>Rate</u>	<u>Fee</u>
\$7,000.00	Principal	47.00	\$150.00	\$7,050.00
(Estimated)				\$7,050.00
	Total:			\$7,050.00

City Council Staff Report

Subject: Gordo Environmental Cleanup Contracts
Author: Ryan Blair
Department: Environmental Regulatory
Date: May 16, 2024

Recommendation

Review and consider authorizing the City Manager to contract for environmental regulatory oversight and sampling services, in a form approved by the City Attorney, with Terracon Consultants, INC, not to exceed \$124,700. The total cost includes a **\$99,500** base cost for sampling and oversight for 40 days and an additional **14-day (\$25,200) contingency**. Also, consider authorizing the City Manager to execute a contract for soil excavation and transportation to a disposal facility for 31,200 cubic yards of contaminated soil, in a form approved by the City Attorney, with MC Contractors INC, not to exceed **\$564,975**.

Background

On November 15, 2021, the City received a letter from the Utah Department of Environmental Quality requiring the City to submit a work plan to remove all the soil temporarily stored at Gordo. See Exhibit B.

On September 15, 2022, the Environmental Regulatory Program Manager conducted a City Council work session to review remediation options at the land parcels collectively known as "Gordo." The Council discussed several initiatives, indicating a desire to enter the Environmental Cleanup program with the Utah Department of Environmental Quality ([DEQ](#)).

The Environmental Cleanup program is managed by the Utah Department of Waste Management and Radiation Control. The program aims to give property owners a streamlined process to clean up contaminated properties and prepare sites for future development. Once a site has been remediated, a Site Management Plan is developed that governs long term best management practices. The Environmental Regulatory team has proactively asked for the Soil Cover Ordinance to be considered an appropriate long term management control.

In November 2022, the City applied and was accepted into the Environmental Cleanup Program (EC) administered by the Division of Waste Management and Radiation Control (DWMRC) with DEQ. Over the past year and a half, the City has completed several steps in the voluntary program, including developing a Site Characterization Report and associated sampling efforts, a Risk Assessment, and a Corrective Action Plan (CAP).

In March 2023, after a competitive procurement process, Terracon Consultants was awarded the contract for "Gordo Cleanup Consultants Services," which included the development of the Site Characterization Report, Risk Assessment, CAP, and sampling and data collection for those reports. The CAP determines what the City must do to remediate the site. After completing sampling efforts last summer, we analyzed the results to develop a Risk Assessment (RA), which uses several inputs defined in Utah State Administrative Code R315-101-5 to determine the suitability of a site for residential, commercial, and other site uses.

Per the RA, without any controls, the site is currently unsuitable for Residential and Commercial uses. It would require the City to remove all the 31,200 cubic yards of contaminated soil from the property to comply with a risk-based site closure. Through the extensive regulatory process and additional analyses, the final CAP determined that removing all contaminated soil stockpiled on Gordo is recommended to provide the City with the most long-term site flexibility.

Soil Excavation and Hauling Services Contract

The soil excavation and hauling services contract with MC Contractors will remove 31,200 cubic yards of material from the site and dispose of it at designated landfills. The preferred destination is the Three Mile Landfill, operated by Summit County. Three Mile requires additional material testing before removal; two additional landfills have also been designated as possible destinations yet result in a much larger transportation footprint.

The contract price does not reflect tipping fees collected by the landfills. Those fees are estimated at \$2,000,000. Park City pays those fees directly to the landfill based on actual tonnage received. A total remediation, hauling, and disposal cost is estimated at **\$2,664,475 (plus a possible \$25,200 contingency)**.

Environmental Oversight Contract

The environmental oversight contract ensures the City fully complies with requirements outlined in the CAP, provides regular air monitoring throughout the project, and provides confirmation sampling post-remediation to ensure all contaminated material was successfully removed.

On February 29, 2024, a public notice of a proposed waiver was posted on the City's website. The purpose of the posting was to notify the public that the City intends to waive a competitive procurement process for the environmental oversight contract. Per Section 5-3(A)(2) of the Park City Procurement Rules, the Procurement Official may waive procurement requirements where awarding the contract through the Standard Procurement Process is impractical and not in the best interests of PCMC. A standard procurement process would unlikely produce quality competition for the environmental oversight contract and potentially delay implementation schedules, perhaps requiring two seasons of site disruption rather than one.

Previously, Terracon Consultants was awarded a contract through a competitive procurement process with Park City to provide site characterization, sampling, and drafting of a Corrective Action Plan for the property last year. Terracon has competently executed the contract terms and has very successfully represented the City's interests before the DEQ's team of regulators. Also, Terracon has become familiar with the Gordo Property itself through this process and intimately understands what the CAP requires and has gained the confidence of both our team and the team of State regulators.

Terracon's contract price is in line with other environmental oversight costs. And provides a level of service that aligns with DEQ's regulatory goals. While also ensuring that the City's excavation contractor is following the terms of the CAP.

Terracon is, therefore, best qualified to oversee PCMC's interests quickly and competently during the implementation of the CAP. Any other firm is unlikely to be able to provide the same level of service in the short term. Additionally, getting another firm acquainted with the property and CAP would require a significant investment of City staff time (both in meetings and onsite), and require an additional phase of information and data sharing learned up until now. Finally, as noted, a project delay to onboard a new entity at this critical stage may ultimately delay the start of the remediation efforts themselves, thus jeopardizing our existing efforts to conclude the remediation work in a single construction season. We firmly believe in the competitive procurement process, yet this waiver is also allowed and in the best interests of PCMC to award the contract to Terracon.

Funding

There is \$4,025,136 available in CP0267 for soils remediation activities, as the City has long contemplated this type of remediation project and its associated expenditures.

Exhibits

Exhibit A: DEQ CAP Approval Letter

Exhibit B: DEQ Letter dated November 15, 2021



State of Utah

SPENCER J. COX
Governor

DEIDRE HENDERSON
Lieutenant Governor

Department of
Environmental Quality

Kimberly D. Shelley
Executive Director

DIVISION OF WASTE MANAGEMENT
AND RADIATION CONTROL

Douglas J. Hansen
Director

February 27, 2024

Daniel Dean
Terracon
6949 South High Tech Drive
Midvale, UT 84057

RE: Corrective Action Plan – Gordo Property
Kearns Boulevard and Richardson Flat Road, Park City, Utah

Dear Mr. Dean:

The Division of Waste Management and Radiation Control (Division) has completed its review of the Corrective Action Plan (CAP), dated February 16, 2024, for the Gordo Property (Site) located at Kearns Boulevard and Richardson Flat Road in Park City, Summit County, Utah.

This CAP details the soil excavation and management, waste characterization, contingency plans, and disposal of impacted fill soils at the Site. The contingency plans include the treatment of impacted fill soils with monocalcium phosphate to stabilize metals contamination and reduce leachability if they fail to meet the toxic characteristic leaching procedure (TCLP) standards. The CAP proposes collecting and re-testing representative five-point composite samples for TCLP analysis of treated soils with a sampling frequency at the same rate proposed for waste characterization for untreated soils – every 5,000 cubic yards. This sampling frequency may or may not be appropriate based on the results of the TCLP analyses. The Division suggests that the frequency of sampling phosphate treated soils (should this be necessary) be discussed and a decision made when TCLP analysis results are available for examination.

The CAP adequately addresses Division requirements and comments and is therefore approved for implementation.

Please provide at least seven days' notice prior to the start of field activities to allow for Division staff participation.

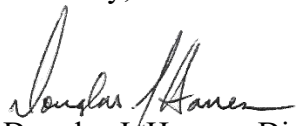
(Over)

DSHW-2024-004739

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If you have any questions, please call Karen Wallner at 385-499-0218.

Sincerely,

A handwritten signature in black ink, appearing to read "Douglas J. Hansen". The signature is fluid and cursive, with the first name "Douglas" and last name "Hansen" clearly distinguishable.

Douglas J. Hansen, Director

Division of Waste Management and Radiation Control

DJH/KHW/jk

c: Phil Bondurant, Health Director, Summit County Health Department
Nathan Brooks, Environmental Health Director, Summit County Health Department
Ryan Blair, Environmental Regulatory Program Manager, Park City (Email)
Daniel Dean, Terracon (Email and Hard Copy)



State of Utah

SPENCER J. COX
Governor

DEIDRE HENDERSON
Lieutenant Governor

Department of
Environmental Quality

Kimberly D. Shelley
Executive Director

DIVISION OF WASTE MANAGEMENT
AND RADIATION CONTROL

Douglas J. Hansen
Director

November 15, 2021

Matthew A. Twombly, Sr. Project Manager
Park City Municipal Corporation (PCMC)
PO Box 1480
Park City, UT 84060

RE: Removal of Temporarily stored soils at the Gordo Site

Dear Mr. Twombly:

The Division of Waste Management and Radiation Control (Division) received a letter from Mr. Matt Diaz, City Manager of the Park City Municipal Corporation (PCMC), dated September 21, 2021, (DSHW-2021-014923) formally withdrawing the permit application for the Park City Soil Management Facility Landfill (Soils Landfill).

You will recall that in a letter dated July 16, 2020 (DSHW-2020-010042), the Division approved the temporary storage of excavated soils that contain waste from the extraction, beneficiation, or processing of ores and minerals, at the Gordo Site while PCMC was engaged in permitting the Soils Landfill. Since PCMC has withdrawn their efforts to permit the Soils Landfill, the soils stored at the Gordo Site must be removed and disposed of in a landfill that is permitted to accept this waste. Please submit a work plan to remove these soils within 30 days of the date of this letter. The Division will evaluate the work plan for completeness, and if any additional information is needed, the Division will request that information. Once all information is determined to be satisfactorily complete, an approval will be given for PCMC to remove the temporarily stored soils from the Gordo Site.

If you have any questions, please call Doug Taylor or me at (801) 536-0200.

Sincerely,

Brian Speer, Solid Waste Program Manager
Division of Waste Management and Radiation Control

(Over)

DSHW-2021-018942

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BS/DT/wa

c: Phil Bondurant, Health Director, Summit County Health Department
Nathan Brooks, Environmental Health Director, Summit County Health Department
Andy Beerman, Mayor, PCMC (Email)
Matt Dias, City Manager, PCMC (Email)
Glenn Wright, Chair, Summit County Council (Email)
Brett Mickelson, P.E., IGES (Email)