



**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
May 23, 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/86326471408>

CLOSED SESSION - 2:30 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.

WORK SESSION

3:25 p.m. - Public Service Contract Recommendations

4:25 p.m. - Discuss City-Owned Agricultural Open Space Parcels

5:10 p.m. - Break

REGULAR MEETING - 5:30 p.m.

I. ROLL CALL

II. PRESENTATIONS

1. Deer Valley Resort Ski Season Recap by Todd Bennett, President and CEO
2. Park City Mountain Ski Season Recap by Deirdra Walsh, Vice President and COO
3. Transmission Line Underground Study Update by Rocky Mountain Power

III. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments

Staff Communication Report

1. Bonanza Park 5-Acre Study Update

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

V. CONSIDERATION OF MINUTES

1. Consideration to Approve the City Council Meeting Minutes from April 25 and May 2, 2024

VI. CONSENT AGENDA

1. Request to Authorize the City Manager to Execute a Construction Agreement, in a Form Approved by the City Attorney, with Black & McDonald L.L.C. to Install Fiber Conduit and Junction Boxes, Not to Exceed \$222,789.00
2. Request to Approve a Three-Year Professional Service Agreement and a Possible Two-Year Extension with Skyworx Drone Shows, LLC for a Fourth of July Drone Show Not to Exceed \$45,000 Annually for a Total Amount of \$135,000
3. Request to Authorize the City Manager to Execute Contracts for Water System Electrical Services, in Forms Approved by the City Attorney's Office, with Skyline Electric Company INC. and Total Power & Controls LLC. in an Amount Not to Exceed \$218,400 and \$364,000 Respectively and Totaling \$582,400
4. Request to Approve Resolution 09-2024, a Resolution Proclaiming June 5, 2024, as Arbor Day and Celebrating Park City's 31st Anniversary as a Tree City USA Community

VII. OLD BUSINESS

1. Water Fee Study Update and Discussion
(A) Public Input
2. Discuss the E-Bike Community Survey, E-Bike Use and a Potential E-Bike Ordinance
(A) Public Input

VIII. NEW BUSINESS

1. Consideration to Approve the Proposed 2024 Park City Kimball Arts Festival Supplemental Plan and Level Five Special Event Permit
(A) Public Hearing (B) Action
2. Consideration of Ordinance No. 2024-10, an Ordinance Amending the Land Management Code Residential Maximum Lot Size for the Recreation Commercial Zoning District.
(A) Public Hearing; (B) Action
3. Consideration to Approve Ordinance No. 2024-11, an Ordinance Enacting Land Management Code Section 15-13-10 Standards for Temporary Structures in Historic Districts and Amending Section 15-15-1 *Definitions* Regarding Temporary Structures in Historic Districts.
(A) Public Hearing; (B) Action

IX. 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 Staff Report

Subject: Public Service Contract Recommendations

Author: Hans Jaspersen

Department: Budget

Date: May 23, 2024

Recommendation

Review and discuss recommendations from the Public Service Contract Subcommittee (Liaisons Mayor Worel and Council Toly) aimed at revamping the Public Service Contract process, including:

- Forming a Nonprofit Services Advisory Committee, comprised of members of the public appointed by the Mayor and approved by Council. All meetings would follow the open meetings policies and be open to the public. The committee would be tasked with creating and evaluating proposal criteria from nonprofits, interviewing applicants, and providing funding recommendations to the City Council;
- Updating the categories of nonprofit services funded through Public Service Contracts to better align with current Council and community goals; and
- Establishing an Emergent Community Needs Grant program to provide short-term funding (1-2 years) to address emerging community issues or launch an innovative program.

Background

Park City is home to a vibrant and engaged nonprofit community, including more than [120 nonprofit organizations](#) that provide valuable resources and services. The City has a rich history of partnering with and supporting local nonprofits in the following ways:

- Staff and Council volunteerism and nonprofit board participation;
- Fee waivers for special events;
- Subsidies for renting City-owned property;
- Grant programs; and
- Public Service Contracts (also known as Special Service Contracts).

For decades, the City has effectively utilized these contracts to support specific nonprofit services that meet a demonstrated need in the community and are aligned with City goals. Under [current City policy](#), these contracts are awarded to eligible nonprofits through a competitive bid process administered by the Service Contract Subcommittee (currently Mayor Worel and Councilor Toly) and City staff. The current policy also authorizes the Subcommittee to appoint a task force on an ad-hoc basis to assist in the competitive selection process.

The supported services currently include community medical treatment, early childhood education, emergency assistance such as food and housing, domestic violence shelter, social equity, mental health, and arts and cultural programs. Each contract details the scope of services, and awardees must report on the outcomes of those services to

receive future appropriations. Here are a few tangible community benefits reported by Public Service Contract recipients in FY23 (the most recent full-year data available):

- Christian Center of Park City rescued over 460,000 pounds of food from local grocery stores and provided emergency food services to 945 Park City households;
- PC Tots provided subsidies to make childcare affordable for 67 families who live or work in Park City (more planned for 2024, after partnering with the City to expand its services to the [Park City Library](#)); and
- People's Health Clinic, in partnership with Holy Cross Ministries and Latino Behavior Health, increased mental health appointment availability from one to four days per week, decreasing wait times for mental health treatment.

Exhibit A describes all Public Service Contracts currently in effect, including Regular Service Contracts, DEI Special Service Contracts, and Mental Health Special Service Contracts. With so many organizations meeting the established criteria for [funding](#), Council directed a policy revamp to ensure that the funding criteria and process are clear, efficient, fair, and more transparent.

While the goal of Public Service Contracts has been to partner with nonprofits, the process for obtaining these services and selecting providers has been updated every few years to ensure optimal outcomes. The most recent updates were completed [in FY21](#). At the Council Meeting on [November 16, 2023](#), direction was again provided to staff to work with the Service Contract Subcommittee to update its process.

In the [March 7, 2024](#), Council work session, we shared preliminary recommendations to improve the Public Service Contracts process. Council was generally supportive of the initial recommendations, including redefining core or essential services and replacing the DEI and Mental Health contracts with a new process. Council also asked to address the following remaining questions:

- How can we make the selection process more straightforward, fairer, and more transparent to Council and the public?
- What are the nonprofit services for which there is a demonstrated need in the community that aligns with Council goals and priorities?
- Which of these services are best obtained through the City's normal procurement process (i.e., should not be part of the Public Service Contract process)?
- Which services would the City likely fund for the foreseeable future, and which would more likely receive targeted or limited funding?
- How can the process be more responsive to emerging community needs?

Analysis

In subsequent meetings with the Public Service Contract Subcommittee, we have further refined a process for improvement, including:

1. Creating a Nonprofit Services Advisory Committee to help create and evaluate proposal criteria and make funding recommendations to Council;
2. Identifying essential nonprofit services aligned with Council goals; and
3. Identifying the best process for obtaining essential nonprofit services.

Nonprofit Services Advisory Committee

The City has had a Service Contract Subcommittee consisting of two Council liaisons and staff for several years. Under City budget policy, City staff and members of the public with diverse perspectives are invited on an ad-hoc basis to serve on the Subcommittee. After issuing an RFP that provides application instructions and eligibility criteria, the Subcommittee evaluates proposals from eligible nonprofits. Members dedicate significant time to reviewing each request, evaluating application criteria, analyzing available funding, deliberating, and making recommendations to Council.

Under the current process, eligibility criteria and funding recommendations are made available to the public and presented to Council in a public hearing. While the process provides ample transparency, even greater transparency could be achieved by replacing the current Subcommittee with a Nonprofit Services Advisory Committee that:

- Consists of members of the public, with appointments subject to Council approval, to serve for a predefined term;
- Evaluates applications for Public Service Contracts and makes funding recommendations to Council every four years, beginning in FY25; and
- Evaluates applications for Emergent Community Needs Grants and makes funding recommendations to Council.

All Nonprofit Services Advisory Committee business would be conducted in an open meeting, including applicant interviews, deliberations, and recommendations to Council. Recommendations would be accompanied by a detailed report of the eligibility requirements, the scoring and evaluation criteria, a summary of each proposal, and a rationale for the funding recommendation. To provide a holistic funding summary, the Committee would also provide the Council with updated data on all Public Service Contracts, rental subsidies, grants, and fee waivers each [non-profit receives](#).

While creating a Nonprofit Services Advisory Committee would provide greater transparency, it also requires additional time and staff resources to implement. The new committee's first major business would be to evaluate proposals for the FY25-28 Public Service Contracts. This would likely occur in the fall of 2024, allowing ample time to establish the committee through ordinance or resolution, create a new webpage, recruit and interview candidates, present recommended members to Council for approval, and provide orientation and training to new members. After the committee is established, additional administrative support would include coordinating public meetings, taking and posting meeting minutes, providing ongoing training, coordinating the RFP process, preparing staff reports, and participating in the selection of new members.

Identify essential nonprofit services aligned with Council and community goals

Exhibit B includes a description of services that Council has traditionally identified as fulfilling a clear need in the community and aligning with the City's long-term goals and priorities. We seek Council feedback to ensure the list adequately reflects current goals and priorities for funding.

Identify the best process for obtaining nonprofit services

The best process to obtain a desired nonprofit service depends on the following questions:

- Does the service augment or enhance an existing City function?
- Should the service receive funding for the foreseeable future because it addresses an ongoing community need?
- Should the service receive limited funding because it targets an acute need?
- Is the provider launching a new or innovative program to address a need and looking for seed funding to get started?

PSA – Nonprofit services that augment or enhance an existing City function are best obtained through a Service Provider/Professional Service Agreement (PSA) and should not be included in the Public Service Contract process. Examples include the Trails and Open Space Department's contract with [Mountain Trails](#) for winter trail grooming or the Special Events Department's agreement with [Historic Park City Alliance](#) to provide certain communication and waste management services to Main Street businesses (see Exhibit C). For these services, a project manager follows the City's existing procurement policies to award a contract, defines a scope of services, and sets contract terms. Funding for these services is allocated to the relevant department as part of the City's annual budget process.

Essential Services – The second category comprises essential services best obtained through a Public Service Contract. These services align with Council goals and have a clear need, but they don't necessarily augment an existing City function. These services are crucial enough to Council goals and the community that Council would likely fund them for the foreseeable future. Examples include food pantries, domestic violence shelters, and mental health services.

For these services, the proposed Nonprofit Services Advisory Committee would issue an RFP, evaluate the applications in a public forum, and provide funding recommendations to Council. Contract terms would be for four years, and the budget would be a separate line item, approved by the Council, in the annual budget.

Emergent Community Needs Grant

While the services awarded through Public Service Contracts would receive long-term (4-year) operations support, there are other nonprofit services that Council may wish to fund for shorter periods. Nonprofits who work on the frontlines of community issues are often the first to detect emergent trends that require a new approach or targeted resources. The Emergent Community Needs Grant would provide short-term funding to

address arising needs. The Nonprofit Services Advisory Committee would review grant applications and make funding recommendations to Council. Awards would be limited to 1-2 years. To be eligible for funding, nonprofits must:

- Show that the service meets a demonstrated need in the community;
- Use funding to launch a new program or address an emergent community need;
- If launching a new program, show how the program will be financially viable without ongoing support from the City; and
- If addressing an emergent need, show how City funding would meet the need.

We propose launching the Emergent Community Needs Grant program in FY26 to replace the DEI and Mental Health Service contracts, which expire in FY25. The budget would also be a separate line item approved by the Council as part of the annual budget process.

Park City Funding for Nonprofit Services		
To be considered for funding, nonprofit services must align with council goals and priorities and must meet a demonstrated need in the community		
Services Council would likely fund for the foreseeable future	Services likely to receive targeted or limited funding	
1) Professional Service Agreement Best obtained through the City's normal procurement process (e.g. winter trail grooming contract) Contract terms and scope of service determined by project manager, following City procurement guidelines Funding allocated to relevant City department as part of annual budget process	2) Public Service Contract Best obtained through Public Service Contract process (evaluated by Advisory Committee and approved by full Council) Contracts are fixed length (recommend 4 years) Separate budget line item for Public Service Contracts set by Council as part of annual budget process	3) Nonprofit Emergent Community Needs Grant Best funded through a competitive grant process (evaluated by Advisory Committee and approved by full Council) Contracts are fixed length (recommend 1-2 years) Separate budget line item for grants set by Council as part of annual budget process

Funding

The FY25 Budget includes a total Public Service budget request of \$620,000. This consists of \$370,000 for the existing DEI and Mental Health Special Service contracts, executed in FY24 for a two-year term. It also includes \$250,000 towards the FY25-28 Public Service Contracts that would be awarded in FY25, based on recommendations from the proposed Nonprofit Services Advisory Committee. The process for awarding these funds would not begin until the Committee is fully established, which would likely occur in Q2 of FY25. The creation and management of the Nonprofit Services Advisory Committee will require additional staff time and resources.

In FY26, we propose reallocating funding for DEI and Mental Health Special Services to provide more funding to essential services and launch the Emergent Community Needs Grant program. Reallocating these resources under a revamped process will increase the overall impact of City funding to nonprofits without increasing the overall budget.

Category	FY25	FY26	FY27	FY28
Public Service Contracts (Essential Services)	\$250,000	\$420,000	\$420,000	\$420,000
Emergent Community Needs Grant	\$0	\$200,000	\$200,000	\$200,000
DEI Special Service	\$250,000	\$0	\$0	\$0
Mental Health Special Service	\$120,000	\$0	\$0	\$0
Total Public Service Budget	\$620,000	\$620,000	\$620,000	\$620,000

Exhibits

Exhibit A: FY24 Public Special Service Contracts

Exhibit B: Description of Nonprofit Services by Category

Exhibit C: Current PSAs with Nonprofit Organizations

Exhibit D: Redlined Changes to Public Service Contract Policy

Exhibit A: FY2024 Public Service Contracts

DEI Special Service Contracts (Awarded for FY24-25)		
Organization	Description	FY24 Amount
Arts Council of Park City & Summit County	Project ABC 2.0 (Summit County Arts & Culture Master Plan) : Project ABC 2.0 will guide the actions of the Arts & Culture sector to align with County and City priorities, with a focus on DEI and affordability issues among Park City's creative workforce. Funds will match the \$45,000 committed by the Park City Chamber and will contribute to Arts Council personnel costs, a Master Planning contractor, marketing, supplies, and a lead Planning Consultant.	\$ 22,500.00
Big Brothers Big Sisters of Utah	Mentoring program for at-risk youth in Park City : Program participants will show significant improvement in critical areas of youth development: Encouraging Educational Achievement, Supporting Emotional Well-Being, Building Life Skills, and Avoiding Risky Behaviors. Funds will support personnel and program costs.	\$ 2,500.00
Christian Center of Park City	Food Assistance Program and Basic Needs Assistance (BNA) Program : The Food Assistance Program services include the Park City Food Pantry, Snacks in Backpacks, Mobile Food Pantry, and Food Pharmacy. BNA provides holistic support to Park City residents facing financial hardship, with priority given to those facing eviction. Funds will support personnel costs.	\$ 25,000.00
Egyptian Theatre	YouTheatre after-school program in PCSD elementary schools : YouTheatre drama workshops seek to make participation in the arts accessible to Park City youth, regardless of their background or ability to pay. Workshops are open to all K-5 after-school participants for free. Funding will support personnel, props, costumes, scripts, and supplies.	\$ 5,000.00
KPCW	KPCW en Español, a new Spanish-language news site : Funds will provide personnel costs for a bilingual and bicultural reporter to translate KPCW news stories, emergency alerts, and public service announcements into Spanish.	\$ 35,000.00
Live Like Sam	Thrive, a well-being and prevention program for middle school and junior high students in Park City : The 6-week program focuses on stress management, identifying strengths/values, goal setting, activating healthy behaviors, and cultivating positive thoughts. Funding will support program costs and provide an \$80 stipend to program participants.	\$ 12,500.00
Mountain Mediation Center	Let's Talk, a communication skills training developed by PC Leadership Class 29 : The training aims to equip community members with communication skills to participate in conversations with people from diverse perspectives, differing ideas, and different backgrounds. Funds will support the promotion and execution of Let's Talk.	\$ 5,000.00
Mountainlands Community Housing Trust	Housing Resources Center (HRC), a one-stop-shop for affordable housing options in the community : The HRC connects residents to affordable housing opportunities, with a focus on Latinx and other groups who are underrepresented in homeownership. The HRC also mobilizes diverse community members around housing affordability issues. Funds will support staffing and administrative costs.	\$ 35,000.00
Park City Community Foundation	Equity Advancement Cohort : The program aims to build the capacity of participants to champion equity advancement in the community. Participants participate in the Reframing Racism workshop, administered by staff from the Center for Equity and Inclusion. Follow-up sessions are administered by Park City Community Foundation staff. Funds will support workshop and follow-up session facilitation, travel, and meal costs.	\$ 10,000.00
Park City Film	Programming and outreach to the Latinx community and for the Raising Voices Film Series : Outreach efforts include regular film screens with Spanish subtitles and Spanish interpretation services for post-film discussions. The Raising Voices Film Series offers screenings of films that elevate underrepresented communities as well as post-screening discussions with diverse and inclusive panels. Funds will be used toward production costs, marketing/outreach, and staff administration.	\$ 15,000.00
Park City Senior Center	Park City Senior Center's Program Planner : Funds will be used to staff a part-time position to organize programs at the center, including lunch for seniors multiple times a week. The Program Planner will also conduct outreach to isolated and lonely seniors and to members of the Latinx community.	\$ 25,000.00
PC Tots	Expansion of affordable childcare services in Park City : Through a collaboration with PCMC, PC Tots in opening a new childcare facility at the Park City Library. Funds from this project will be used toward expanding tuition support for students and hiring additional staff.	\$ 10,000.00
Park City School District Adult Education	Childcare for Park City School District (PCSD) Adult Education students : PCSD provides free childcare to adult GED and ESL students while they attend classes. This service removes a major barrier to many of these students completing their education goals. Funding will be used for staffing and supplies.	\$ 5,000.00

People's Health Clinic	Community Health Worker to provide outreach to underserved communities: The Community Health Worker connects patients with healthy, fresh produce through the Food Farmacy RX program, participates in outreach events to uninsured members of the community, and assists in enrolling qualifying children in Medicaid.	\$ 25,000.00
Youth Sports Alliance	Afterschool recreation programs on early release days: Funds will be used to expand programming and fee waivers to encourage youth of all genders, economic status, and race to participate in outdoor recreation.	\$ 12,500.00
DEI CONTRACTS TOTAL:		\$ 245,000.00

Mental Health Contracts

(Awarded for FY24-25)

Organization	Description	FY24 Amount
Big Brothers Big Sisters of Utah	Mentoring program for youth who have encountered adverse childhood experiences: Mentoring program seeks a reduction in depression, social isolation, loneliness, suicidal ideation, and substance use. Funds will support staff and program costs.	\$ 3,500.00
Christian Center of Park City	Mental health counseling at the Counseling & Wellness Center: Funds will be used for payroll support and fee assistance for uninsured residents seeking mental health counseling.	\$ 30,000.00
Holy Cross Ministries	Mental Health Counseling and wraparound support: Funds will provide payroll support for a bilingual/bicultural LCSW to provide counseling services to survivors of interpersonal violence at the Peace House.	\$ 17,500.00
Jewish Family Service	Mental health support for older adults and their caregivers: Programs include Caregiver Support Groups and affordable mental health counseling for older adults and their caregivers. Funds will support staffing costs for an Older Adult Care Manager and an Older Adult Services Coordinator.	\$ 7,500.00
Live Like Sam	Thrive, a well-being and prevention program for middle school & junior high students in Park City: The 6-week program focuses on stress management, identifying strengths/values, goal setting, activating healthy behaviors, and cultivating positive thoughts. Funding will support program costs and provide an \$80 stipend to program participants.	\$ 12,500.00
Peace House	Mental health counseling for survivors of interpersonal violence: Peace House provides free, accessible, and equitable mental health services. Funds will support staffing costs to provide bilingual, bicultural, and trauma-informed counseling.	\$ 20,000.00
People's Health Clinic	Mental health counseling for uninsured patients: People's Health Clinic provides continuity of care for uninsured patients in need of mental health treatment. Funds will be used to support the personnel costs of a full-time Mental Health Program Director.	\$ 37,500.00
Saddle of Love	Equine-Assisted Psychotherapy for adolescents: Program serves youth aged 5-18 and includes weekly sessions (up to 14 weeks) with a licensed psychotherapist who is also a certified equine interaction specialist. Funds will be used for therapy horse expansion and intensive therapeutic summer workshops.	\$ 2,500.00
Summit County Clubhouse	Bilingual outreach and support for Opportunity Fund: The Clubhouse provides cost-effective opportunities for education and employment for people with a mental health diagnosis, while helping to reduce hospitalization, incarceration, and homelessness. Funds will support the Opportunity Fund for uninsured Clubhouse members as well as bilingual outreach.	\$ 7,500.00
MENTAL HEALTH CONTRACTS TOTAL:		\$ 138,500.00

Regular Service Contracts

(Awarded in FY21 for a four-year contract)

Organization	Description	FY24 Amount
Christian Center of Park City	Food Assistance Program and Basic Needs Assistance (BNA) Program: Basic Needs Assistance provides targeted rental, utility, and medical bill assistance to Park City residents in crisis. Through the Food Assistance Program, CCPC rescues food from local grocery stores, operates the Park City Food Pantry, conducts Mobile Food Pantries in high-need communities, and operates the Snacks in Backpacks program for local school students.	\$ 40,000.00
Holy Cross Ministries	Promotora Outreach Program: Bilingual and bicultural outreach workers help families overcome barriers of language, trust, and affordability to access critical services, such as food assistance, housing, employment, legal aid, and immigration aid.	\$ 10,000.00
Park City Education Foundation	Afterschool Program McPolin and Parley's Park Elementary Schools: Supports Park City's workforce by providing families with consistent, nurturing, quality, and affordable afterschool programs. Students receive academic support, enrichment programs, and social-emotional development support.	\$ 50,000.00

PC Tots	Reduced and subsidized childcare tuition support: Supports Park City's workforce by providing affordable childcare. All children receive reduced tuition that below market rate. Children may receive deeper tuition subsidies on a sliding scale based on the family's gross annual income.	\$ 50,000.00
People's Health Clinic	Healthcare services for Park City's uninsured population: Services include primary healthcare services, OB/Prenatal and women's health, patient referral services, and community referral services.	\$ 40,000.00
Peace House	Emergency Shelter and Transitional Housing Programs; Prevention, Awareness, and Outreach Services: Direct, bilingual, and free services to victims of family violence and abuse, including crisis intervention, case management, basic living essentials, support groups, and post-shelter services. Prevention services include education and outreach to local schools and community groups.	\$ 40,000.00
Jewish Family Service	Affordable Mental Health Counseling and Emergency Assistance: Provides comprehensive, bilingual mental health counseling on a sliding scale. Wraparound services also include emergency financial and food assistance and referrals to other agencies.	\$ 20,000.00
REGULAR SERVICE CONTRACTS TOTAL:		\$ 250,000.00

Exhibit B: Description of Essential Nonprofit Service Categories

Category	Description	Current Providers
Arts & Culture	Support for the investment in arts and culture to sustain and develop this segment of the City's economy through cultural tourism; enrich the lives of residents through participation or education in arts & culture	Arts Council of Park City & Summit County; Egyptian Theatre; Park City Film
Childcare & Youth Services	Support affordable daycare and educational services for the City's workforce families; Afterschool and summer activities to support the healthy development of local youth.	PC Tots, Park City Education Foundation; Youth Sports Alliance
Emergency Assistance	There is a compelling need in Park City for serving the emergency needs of low-income individuals and families, particularly among the Latinx community. Programs may coordinate services for those looking to improve their economic status and/or experiencing unemployment, (e.g., legal aid, immigration, workforce services, etc.).	Christian Center of Park City; Holy Cross Ministries; Jewish Family Service
Food Pantry	In Park City there are many individuals and families who go hungry on a daily basis. Thus a food pantry service that provides free food has been identified as a core need to the community.	Christian Center of Park City
Housing Affordability	Provide program to mentor and educate Park City individuals and families in process to secure housing as well as assist seasonal employees to find temporary housing; Expand access to affordable housing.	Mountainlands Community Housing Trust
Legal Mediation Services	Provide Park City community members with the support and skills needed to prevent and resolve disputes. Provide mediation for small claims cases, and free or low cost mediation in other cases to enable parties to settle disputes in an effective collaborative manner.	Mountain Mediation
Main Street Business District Services	Provide timely communication to Main Street Business District merchants and employees; gather merchant feedback on topics requested by the City and provide position papers, as requested; Provide communication to merchants regarding waste/recycling services and protocol.	Historic Park City Alliance
Medical Treatment	Support the medical needs of those in Park City who are uninsured, this would include services such as diagnosis, treatment, screening, referrals to specialist and social agencies, educational programs, physical therapy, and women's health programs. In addition, connect those in need to other health care resources in the area.	People's Health Clinic
Mental Health Services	Expand access to services; Increase prevention and education; Ensure the success and sustainability of programs; Establish systems to support life during recovery and reintegration into the community; Ensure equity of programs and services.	Big Brothers Big Sisters of Utah; Christian Center of Park City; Holy Cross Ministries; Jewish Family Service; Live Like Sam; Peace House; People's Health Clinic; Saddle of Love; Summit County Clubhouse
Park City History & Visitor Services	Support continual operation of Historical Museum on Main Street including the research library for property owners, visitors and City staff conducting historic research on Park City. Provide exhibits, tours, and activities for visitors including youth programming.	Park City Historical Society & Museum

Safe Haven	Provide a safe haven for individuals and families seeking shelter. Work to ensure safety, comfort, and resources for each person in need of help. Through prevention, awareness, and outreach strive to bring knowledge and resources to community including domestic violence shelter and therapy.	Peace House
Senior Services	Organize programs at the Park City Senior Center; Conduct outreach to lonely and isolated seniors in the community.	Park City Senior Citizens, Inc.
Sister City Administration	Support for administering and facilitating programs tied to fostering the City's relationship with our Sister City, Courchevel, France, (e.g., peer-learning between municipal employees, PC High School Winter/Summer Exchange, Sister Cities International Youth Leadership Summit, etc.).	Park City Sister City Association
Trails Management	Support for the preparation and grooming of cross-country ski trails and singletrack for public, multi-use, non-motorized winter trails, including but not limited to trails for walking, hiking, snow-shoeing, dog-walking, trail-running, snow biking and cross-country skiing.	Mountain Trails Foundation
Waste/Recycling Management	Supplement the county's recycling program with collections for glass, building materials, electronics and hazardous materials. This may include community collection events and education.	Recycle Utah

Exhibit C: Current PSAs with Nonprofit Organizations

Nonprofit	Service Category	Department	Annual Amount	Description
Mountain Mediation	Legal Mediation	City Attorney's Office	\$16,500	Mediation services for City residents, such as landlord/tenant
Mountain Trails Foundation	Trails Management	Trails & Open Space	\$135,000	Winter trail grooming
Park City Historical Society & Museum	History Services	Planning	\$25,000	Historical tours & historic registry
Park City Sister City Association	Sister City Administration	Executive	\$8,550	Coordinates activities with Sister City, Courchevel, France
Recycle Utah	Recycling Management	Environmental Sustainability	\$50,000	Recycling center, education, & outreach
Historic Park City Alliance	Main Street Business District Services	Special Events	\$80,000	Communications, education, & outreach to merchants

POLICIES & OBJECTIVES

CHAPTER 1 - BUDGET POLICY

PART I - BUDGET ORGANIZATION

- A.** Through its financial plan (Budget), the City will do the following:
1. Draw upon Council's goals, objectives, and desired outcomes.
 2. Identify citizens' needs for essential services.
 3. Organize programs to provide essential services.
 4. Establish program policies and goals that define the type and level of program services required.
 5. List suitable activities for delivering program services.
 6. Propose objectives for improving the delivery of program services.
 7. Consider budget committees recommendations.
 8. Identify available resources and appropriate the resources needed to conduct program activities and accomplish program objectives.
 9. Set standards to measure and evaluate the following:
 - the output of program activities
 - the accomplishment of program objectives
 - the expenditure of program appropriations
- B.** All requests for increased funding or enhanced levels of service should be considered together during the budget process, rather than in isolation. According to state statute, the budget officer (City Manager) shall prepare and file a proposed budget with the City Council by the first scheduled council meeting in May.
- C.** The City Council will review and amend appropriations, if necessary, during the fiscal year.
- D.** The City will prepare the budget on an annual basis and may consider a mid-year budget adjustment.
1. The emphasis of the budget process includes establishing expected levels of services, within designated funding levels, projected over the next fiscal year, with the focus on the budget.
 2. Any budget requests that will be considered are ones that;_will come with revenue offsets;
 - a. are accompanied by expense reductions, or that;
 - b. are required by law; or
 - c. are necessitated by market/environment changes that happened since the last budget adoption
- E.** Through its financial plan, the City will strive to maintain **Structural**

POLICIES & OBJECTIVES

Balance; ensuring basic service levels are predictable and cost effective. A balance should be maintained between the services provided and the local economy's ability to pay.

- F. The City will strive to improve productivity, though not by the single-minded pursuit of cost savings. The concept of productivity should emphasize the importance of *quantity* and *quality* of output as well as *quantity* of resource input.
- G. General Fund budget surplus should be used for capital projects.

PART II - OPERATING CONTINGENCY ACCOUNTS

In accordance with sound budgeting principles, a certain portion of the annual operating budget is set aside for contingency or unanticipated cost necessary to fulfill the objectives of Council and the City's goals and mission, including emergencies and disasters. The following policy outlines the parameters and circumstances under which contingency funding is to be administered:

A. Access to General Contingency Funds

Monies set aside in the general contingency account shall be accessible for the following purposes. In the event that there are insufficient contingency funds to satisfy all claims on the funding, the City shall strive to allocate funding according to priority order: Top Priority - Purpose #1; 2nd Priority - Purpose #2; Last Priority - Purpose #3.

1. Ensure that the City satisfies State mandated budget requirements
 - a. This purpose may include, but is not necessarily limited to, the following scenarios:
 - i. The City realizes less than the anticipated and budget personnel vacancy
 - ii. One or more budget functions (as recognized by the state auditor) exceed budgeted expenditure levels in a fiscal year
 - iii. Other non-compliances with state budget requirements which could be resolved through utilization of contingency budget
 - b. The City Manager is authorized to approve requests under this section for any expense under \$15,000. Any item over \$15,000 that is not anticipated in the current budget is subject to Council approval (see Purchasing Policy).
2. Enable the City to meet Council directed levels of service despite significant shifts in circumstances unforeseen when the budget was adopted
 - a. These circumstances may include, but are not necessarily limited to, the following:
 - i. A significant increase in the cost of goods or contracted services
 - ii. Large fluctuations in customer or user demand
 - iii. Organizational changes requiring short-term or bridge solutions to meet

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- existing LOS
 - iv. Large-scale mechanical or equipment failure requiring immediate replacement
 - v. Other unforeseen changes to the cost of providing City services
 - b. Requests for use of contingency funds under this section must be submitted in writing to the City Manager and the Budget Department with justification clearly detailed
 - c. The City Manager is authorized to approve requests under this section for any expense under \$15,000. Any item over \$15,000 that is not anticipated in the current budget is subject to Council approval (see Purchasing Policy).
3. Facilitate Council directed increases in level of service in the short term
- a. Council may direct staff to use contingency funds for purposes of initiating an increased level of service in the middle of a budget year or for capital projects not previously funded in the 5-Year Capital Improvement Plan
 - b. Long term funding for increased levels of service should be identified in the budget process
 - c. All requests for ongoing level of service increases should pass through the Budgeting for Outcomes (BFO) framework, whether the funding source is contingency or another source
 - d. The City Manager is authorized to approve requests under this section for any expense under \$15,000, following direction from the City Council to expand levels of service. Any item over \$15,000 that is not anticipated in the current budget is subject to Council approval (see Purchasing Policy).

B. Access to Emergency Contingency Funds

Monies set aside in the Emergency Contingency account shall be accessible for the following purposes:

1. Unforeseen emergencies or disasters that require immediate response and incur short to mid-term unbudgeted expenses up to \$100,000. Emergency Contingency funds are targeted at small to moderate incidents that incur immediate funding needs for actions such as, but not limited to, debris removal, flood mitigation measures, wildfire response, severe weather, pandemics, water service disruptions and extended Emergency Operations Center (EOC) mobilization. Larger disaster funding requirements will be addressed by the City Council's ability to exceed the budget in a declared emergency (Utah 10-6-129. Uniform Fiscal Procedures Act for Utah Cities - Emergency expenditures).
2. In the case of emergency expenditures may be authorized by the Emergency Manager up to \$2,500, the Chief of Police up to \$5,000, the Finance Manager up to \$100,000 and the City Manager beyond \$100,000. In addition, since the emergency contingency budget is capped at \$100,000, any transaction over this amount will need City Council's approval unless another funding source is identified.

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C. Access to Council Contingency Funds

1. Facilitate Council directed increases in level of service in the short term.
 - a. Council may direct staff to use contingency funds for purposes of initiating an increased level of service in the middle of a budget year or for one-time operating or capital budgets, not previously budgeted.
 - b. All requests for ongoing level of service increases should pass through the Budgeting for Outcomes (BFO) framework, whether the funding source is contingency or another source.
 - c. Council will direct staff to access contingency funding through a simple majority vote.

D. Monitoring

1. The Budget Department will monitor all expenditure from contingency accounts monthly, ensuring that access to the account is compliant with the above procedures.
2. Total expenses in the General Contingency account may not exceed 50% of the budgeted contingency prior to June 30 without the approval of the City Manager. On or after June 30, expenses may be coded to this account in excess of 50% of budgeted levels, but not to exceed 100% of the adjusted budget.

PART III - RECESSION/ REVENUE SHORTFALL PLAN

- A. The City has established a plan, including definitions, policies, and procedures to address financial conditions that could result in a net shortfall of resources as compared to requirements. The Plan is divided into the following three components:
 1. **Indicators** which serve as warnings that potential budgetary impacts are increasing in probability. The City will monitor key revenue sources such as sales tax, property tax, and building activity, as well as inflation factors and national and state trends.
 2. **Phases** which will serve to classify and communicate the severity of the situation, as well as identify the actions to be taken at the given phase.
 3. **Actions** which are the preplanned steps to be taken in order to prudently address and counteract the anticipated shortfall.
- B. The recession plan and classification of the severity of the economic downturn will be used in conjunction with the City's policy regarding the importance of maintaining revenues to address economic uncertainties. As always, the City will look to ensure that revenues are calculated adequately to provide an appropriate level of city services. As any recessionary impact reduces the City's projected revenues, corrective action will increase proportionately. Following is a summary of the phase classifications and the corresponding actions to be taken. This analysis will be primarily used to determine General Fund reductions, but could apply to other funds as needed. The percent decreases are based on comparing the budgeted revenue in the current fiscal year against

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projections in the current fiscal year or budgeted revenue in the current fiscal year against projections in the proceeding fiscal year.

1. **Level 1 - ALERT:** An anticipated reduction in available projected revenues from 1% up to 5%. The actions associated with this phase would best be described as delaying expenditures where reasonably possible, while maintaining the "Same Level" of service. Each department will be responsible for monitoring its individual budgets to ensure only essential expenditures are made.
2. **Level 2 - MINOR:** A reduction in projected revenues in excess of 5%, but less than 15%. The objective at this level is still to maintain "Same Level" of service where possible. Actions associated with this level would be as follows:
 - a. Implementing the previously determined "Same Level" Budget.
 - b. Intensifying the review process for large items such as contract services, consulting services, and capital expenditures, including capital improvements. Previously approved capital project expenditures which rely on General Fund surplus for funding should be subject to review by the Budget Department.
 - c. Closely scrutinizing hiring for vacant positions, delaying the recruitment process, and using temporary help to fill in where possible (soft freeze). The City Manager will review all personnel action with heightened scrutiny, including career development and interim reorganizations, to ensure consistency and equitable application of the soft freeze across the organization.
 - d. Closely monitoring and reducing expenditures for travel, seminars, retreats, and bonuses.
 - e. Identifying expenditures that would result in a 5% cut to departmental operating budgets while still maintaining the same level of service where possible.
 - f. Reprioritizing capital projects with the intent to de-obligate non-critical capital projects.
 - g. Limit access to contingency funds.
3. **Level 3 - MODERATE:** A reduction in projected revenues in excess of 15%, but less than 30%. Initiating cuts of service levels by doing the following:
 - a. Requiring greater justification for large expenditures.
 - b. Deferring non-critical capital expenditures.
 - c. Reducing CIP appropriations from the affected fund.
 - d. Hiring to fill vacant positions only with special justification and authorization.
 - e. Identifying expenditures that would result in a 10% cut to departmental operating budgets while trying to minimize service level impacts where possible.
 - f. Eliminate access to contingency funds.
4. **Level 4 - MAJOR:** A reduction in projected revenues of 30% to 50%. Implementation of major service cuts.
 - a. Instituting a hiring freeze.
 - b. Reducing the Part-time Non-Benefited and Seasonal work force.
 - c. Deferring merit wage increases.
 - d. Further reducing capital expenditures.
 - e. Preparing a strategy for reduction in force.

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5. **Level 5 - CRISIS:** A reduction in projected revenues in excess of 50%.
 - a. Implementing reduction in force or other personnel cost-reduction strategies.
 - b. Eliminating programs.
 - c. Deferring indefinitely capital improvements.

- C. If an economic uncertainty is expected to last for consecutive years, the cumulative effect of the projected reduction in reserves will be used for determining the appropriate phase and corresponding actions.

PART IV – BUDGET MONITORING

The Budget Department will provide Council with a monthly budget report to ensure financial transparency and accountability. The format of these reports follows the audit procedure from the State Compliance Audit Guide, the Utah statute, and sample summary reports found in the Utah Uniform Accounting Manual. The staff report will include any variances of note and report those to Council. The Budget Department will work with departments to identify any overages and correct discrepancies as needed.

Managers are expected to know the status of their budget at all times as well as understand the primary drivers which may cause shortages. Managers should analyze the data provided by the Budget Department throughout the fiscal year with the help of the budget software to assist them in managing their budgets. Managers set their own budget during the budget season by determining current expenditures (and revenues) and forecasting them for the remaining fiscal year as well as the following one. This process also helps managers to determine budget options at the beginning of the calendar year.

The Budget Department will train all managers and selected analysts on the budget monitoring software as well as clarify any other general questions regarding the budget and the budget process. The goal here is to make the managers aware of all the tools they need and how to use them.

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CHAPTER 2 - REVENUE MANAGEMENT

PART I - GENERAL REVENUE MANAGEMENT

- A.** The City will seek to maintain a diversified and stable revenue base to protect it from short- term fluctuations in any one revenue source.
- B.** The City will match all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

PART II - ENTERPRISE FUND FEES AND RATES

- A.** The City will set fees and rates at levels that fully cover the total direct and indirect costs, including debt service, of the Water, Stormwater, and Golf enterprise programs.
- B.** The City will cover all transit program operating costs, including equipment replacement, with resources generated from the transit sales tax, business license fees, federal and state transit funds, and not more than 1/4 of 1 percent of the resort sales tax, without any other general fund contribution. Parking operations will be funded through parking related revenues and the remaining portion of the resort sales tax not used by the transit operation. The City will take steps to ensure revenues specifically for transit (transit tax and business license) will not be used for parking operations. The administrative charge paid to the general fund will be set to cover the full amount identified by the cost allocation plan.
- C.** The City will review and adjust enterprise fees and rate structures as required to ensure they remain appropriate and equitable.

PART III - INVESTMENTS

- A. Policy**

It is the policy of the Park City Municipal Corporation (PCMC) and its appointed Treasurer to invest public funds in a manner that ensures maximum safety, provides adequate liquidity to meet all operating requirements, and achieve the highest possible investment return consistent with the primary objectives of safety and liquidity. The investment of funds shall comply with applicable statutory provisions, including the State Money Management Act, the rules of the State Money Management Council and rules of pertinent bond resolutions or indentures, or other pertinent legal restrictions.
- B. Scope**

This investment policy applies to funds held in City accounts for the purpose of providing City Services. Specifically, this Policy applies to the City's General Fund, Enterprise Funds, and Capital Project Funds. Trust and Agency Funds shall be invested in the State

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of Utah Public Treasurer's Investment Pool.

C. Prudence

Investments shall be made with judgment and care under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital and the probable income to be derived.

The standard of prudence to be used by the Treasurer shall be applied in the context of managing an overall portfolio. The Treasurer, acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

D. Objective

The City's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default. So, the following factors will be considered, in priority order, to determine individual investment placements: safety, liquidity, and yield.

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the Park City Municipal Corporation shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
2. **Liquidity:** The Park City Municipal Corporation's investment portfolio will remain sufficiently liquid to enable the PCMC to meet all operating requirements which might be reasonably anticipated.
3. **Return on Investment:** The PCMC's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the PCMC's investment risk constraints and the cash flow characteristics of the portfolio.

E. Delegation of Authority

Investments and cash management will be the responsibility of the City Treasurer or his designee. The City Council grants the City Treasurer authority to manage the City's investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

F. Ethics and Conflicts of Interest

The Treasurer is expected to conduct themselves in a professional manner and within ethical guidelines as established by City and State laws. The Treasurer shall refrain from

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personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. The Treasurer and other employees shall disclose to the City Manager any material financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the PCMC, particularly with regard to the time of purchase and sales.

G. Authorized Financial Dealers and Institutions

Investments shall be made only with certified dealers. “Certified dealer” means: (1) a primary dealer recognized by the Federal Reserve Bank of New York who is certified by the Utah Money Management Council as having met the applicable criteria of council rule; or (2) a broker dealer as defined by Section 51-7-3 of the Utah Money Management Act.

H. Authorized and Suitable Investments

Authorized deposits or investments made by PCMC may be invested only in accordance with the Utah Money Management Act (Section 51-7-11) as follows:

1. The Public Treasurer’s Investment Fund (PTIF)
2. Collateralized Repurchase Agreements
3. Reverse Repurchase agreements
4. First Tier Commercial Paper
5. Banker Acceptances
6. Fixed Rate negotiable deposits issued by qualified depositories
7. United States Treasury Bills, notes and bonds

Obligations other than mortgage pools and other mortgage derivative products issued by the following agencies or instrumentalities of the United States in which a market is made by a primary reporting government securities dealer:

1. Federal Farm Credit Banks
2. Federal Home Loan Banks
3. Federal National Mortgage Association
4. Federal Home Loan Mortgage Corporation
5. Federal Agriculture Mortgage Corporation
6. Tennessee Valley Authority
7. Fixed rate corporate obligations that are rated “A” or higher
8. Other investments as permitted by the Money Management Act

I. Investment Pools

A thorough investigation of the Utah Public Treasurer’s Investment Fund (PTIF) is required on a continual basis. The PCMC Treasurer shall have the following questions and issues addressed annually by the PTIF:

1. A description of eligible investment securities, and a written statement of investment policy and objectives.

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2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement process), and how often are the securities priced and the program audited.
4. A description of who may invest in the program, how often and what size deposit and withdrawal.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it except such proceeds.

J. Safekeeping and Custody

All securities shall be conducted on a delivery versus payment basis to the PCMC's bank. The bank custodian shall have custody of all securities purchased and the Treasurer shall hold all evidence of deposits and investments of public funds.

K. Diversification

PCMC will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50 percent of the PCMC's total investment portfolio will be invested in a single security type.

L. Maximum Maturities

The term of investments executed by the Treasurer may not exceed the period of availability of the funds to be invested. The maximum maturity of any security shall not exceed five years. The City's investment strategy shall be active and monitored monthly by the Treasurer and reported quarterly to the City Council. The investment strategy will satisfy the City's investment objectives.

M. Internal Control

The Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

N. Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The City's investment strategy is active. Given this strategy, the basis used by the Treasurer to determine whether market yields are being achieved by investments other than those in the PTIF will be the monthly yield of the PTIF.

O. Reporting

The Treasurer shall provide to the City Council quarterly investment reports which provide a clear picture of the current status of the investment portfolio. The quarterly reports should contain the following:

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1. A listing of individual securities held at the end of the reporting period
2. Average life and final maturity of all investments listed
3. Coupon, discount, or earnings rate
4. Par Value, Amortized Book Value and Market Value
5. Percentage of the portfolio represented by each investment category

The City's annual financial audit shall report the City's portfolio in a manner consistent with the Governmental Accounting Standards Board (GASB) market based requirements.

P. Investment Policy Adoption

As part of its annual budget process, the City Council shall adopt the investment policy every two years.

PART IV - COMPREHENSIVE FINANCIAL MANAGEMENT PLAN

To provide the City with the opportunity to identify and resolve financial problems before, rather than after, they occur, the City intends to develop a strategy for fiscal independence. The proposed outline for this plan is below.

A. Scope of Plan

1. A financial review, including the following:
 - a. Cost-allocation plan
 - b. Revenue handbook (identifying current and potential revenues)
 - c. City financial trends (revenues & expenditures)
 - d. Performance Measures and Benchmarks
2. Budget reserve policies
3. Long Range Capital Improvement Plan
 - a. Project identification and prioritization
 - b. CIP financing plan
4. Rate and fee increases
5. Other related and contributing plans and policies
 - a. Water Management
 - b. Flood Management
 - c. Parking Management
 - d. Budget
 - e. Pavement Management
 - f. Property Management
 - g. Facilities Master Plan
 - h. Recreation Master Plan

B. Assumptions

1. Growth

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- a. Population
 - b. Resort
2. Inflation
3. Current service levels
 - c. Are they adequate?
 - d. Are they adequately funded?
4. Minimum reserve levels (fund balances)
5. Property tax increases (When?)

C. Findings, Conclusions, and Recommendations

1. Current financial condition and trends
2. Capital Improvement Program
3. Projected financial trends
4. General operations
5. Capital improvements
6. Debt management

PART V - RESERVES

A. General Fund :

1. Purpose

The General Fund balance reserve is a very important factor in the City's ability to respond to emergencies and revenue shortfalls as well as to maintain the City's creditworthiness. Any accumulated fund balance is restricted to the following purposes:

- i. to provide working capital to finance expenditures from the beginning of the budget year until other revenue sources are collected;
- ii. to provide resources to meet emergency expenditures in the event of fire, flood, earthquake, etc., and;
- iii. to cover a pending year-end excess of expenditures over revenues from unavoidable shortfalls in revenues.

2. Limits

Section 10-6-116 of the Utah Code limits the accumulated balance or reserves that may be retained in the General Fund. The accumulation of a fund balance in the city general fund may not exceed 35% of the total revenue of the city general fund for the current fiscal period. For budget purposes, any balance that is greater than 5 percent of the total revenues of the General Fund may be used. The City will strive to maintain the General Fund balance at approximately the legal maximum.

3. Budget

The City Council may appropriate fund balance as needed to balance the budget for the current fiscal year in compliance with State Law. Second, a provision will be made to transfer any remaining General Fund balance to the City's CIP Fund. These

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one-time revenues are designated to be used for one-time capital project needs in the City's Five Year CIP plan. Any amount above an anticipated surplus will be dedicated to completing current projects, ensuring the maintenance of existing infrastructure, or securing funding for previously-identified needs. The revenues should not be used for new capital projects or programming needs.

B. Capital Improvements Fund

1. The City may, in any budget year, appropriate from estimated revenues or fund balances to a reserve for capital improvements for the purpose of financing future specific capital improvements under a formal long-range capital plan adopted by the governing body. Thus the City will establish and maintain an Equipment Replacement Capital Improvement Fund to provide a means for timely replacement of vehicles and equipment. The amount added to this fund, by annual appropriation, will be the amount required to maintain the fund at the approved level after credit for the sale of surplus equipment and interest earned by the fund.
2. As allowed by Utah State Code (§ 9-4-914) the City will retain at least \$5 million in the Five-Year CIP, ensuring the ability to repay bond obligations as well as maintain a high bond rating. The importance of reserves from a credit standpoint is essential, especially during times of economic uncertainty. Reserves will provide a measure of financial flexibility to react to budget shortfalls in a timely manner as well as an increased ability to issue debt without insurance.

C. Enterprise Funds

1. The City will strive to maintain a fund balance at approximately 25% of operating expenditures in the current fiscal period.

D. Internal Service, Debt Service, and Special Revenue Funds

1. Operate on a cost recovery basis over several years. Fund balances may build up over time, but should be held to a minimum.

PART VI – GASB 54 FUND BALANCE

This Fund Balance Policy establishes procedures for reporting fund balance classifications and establishes a hierarchy of fund balance expenditures for governmental type funds. The policy also authorizes and directs the Finance Manager to prepare financial reports, which accurately categorize fund balance per Governmental Accounting Standards Board Statement No. 54: *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54).

I. Fund Balance Components

Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. GASB 54 establishes the following five components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

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A. Non-spendable Fund Balance

The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in a spendable form or (b) legally or contractually required to be maintained intact. The “not spendable form” criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable.

B. Restricted Fund Balance

The restricted fund balance classification includes amounts that reflect constraints placed on the use of resources (other than non-spendable items) that are either (a) externally imposed by creditors (such as through bonded debt reserve funds required pursuant to debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

C. Committed Fund Balance

The committed fund balance classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the government removes or changes the specific use by taking the same type of action (for example ordinance) it employed to previously commit those amounts. Committed fund balance also should incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements. City Council action of passing an ordinance to commit fund balance needs to occur within the fiscal reporting period; however, the amount can be determined subsequently.

D. Assigned Fund Balance

The assigned fund balance classification includes amounts that are constrained by the government’s intent to be used for specific purposes, but that are neither restricted nor committed. Such intent needs to be established by (a) the governing body itself or (b) a body or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.

E. Unassigned Fund Balance

The unassigned fund balance classification includes amounts that do not fall into one of the above four categories. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed or assigned to specific purposes within the general fund. The general fund is the only fund that should report this category of fund balance.

II. HEIRARCHY OF SPENDING FUND BALANCE

The City’s current fund balance practice provides that restricted fund balance be spent first when expenditure is incurred for which both restricted and unrestricted fund balance is available. Similarly, when expenditure is incurred for purposes for which amounts in

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any of the unrestricted classifications of fund balance can be used; committed amounts are to be spent first, followed by assigned amounts and then unassigned amounts. GASB 54 mandates that this hierarchy of expending fund balance be reported in new categories, using new terminology, and be formally adopted by the City Council. It should be noted that the new categories only emphasize the extent which the City is bound to honor expenditure constraints and the purposes for which amounts can be spent. The total reported fund balance would remain unchanged.

III. COMPARISON OF PAST PRACTICE AND GASB 54 FUND BALANCE TYPES

A. General Fund

GASB 54 Definition – The general fund is used to account for all financial resources not accounted for in another fund.

B. Special Revenue Funds

GASB 54 Definition – Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term “proceeds of specific revenue sources” establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund.

C. Capital Projects

GASB 54 Definition – Capital project funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital project funds exclude those types of capital related outflows financed by proprietary funds, or for assets that will be held in trust for individuals, private organizations, or other governments.

D. Debt Service

GASB 54 Definition – Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

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CHAPTER 3 – DEBT MANAGEMENT AND COMPLIANCE

PART I - DEBT MANAGEMENT

- A.** The City will not obligate the General Fund to secure long-term financing except when marketability can be significantly enhanced.
- B.** Direct debt will not exceed 2% of assessed valuation.
- C.** An internal feasibility analysis will be prepared for each long-term financing activity that analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.
- D.** The City will generally conduct financing on a competitive basis. However, negotiated financing may be used due to market volatility or the use of an unusual or complex financing or security structure.
- E.** The City will seek an investment grade rating (Baa/BBB or greater) on any direct debt and credit enhancements, such as letters of credit or insurance, when necessary for marketing purposes, availability, and cost-effectiveness.
- F.** The City will annually monitor all forms of debt, coincident with the City's budget preparation and review process, and report concerns and remedies, if needed, to the Council.
- G.** The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.
- H.** The City will maintain good communications with bond rating agencies regarding its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus.

PART II – POST-ISSUANCE COMPLIANCE PROCEDURE AND POLICY FOR TAX-EXEMPT GOVERNMENT BONDS

The City of Park City (the “City”) issues tax-exempt governmental bonds to finance capital improvements. As an issuer of tax-exempt governmental bonds, the City is required by the terms of Sections 103 and 141-150 of the Internal Revenue Code of 1986, as amended (the “Code”), and the Treasury Regulations promulgated there under (the “Treasury Regulations”), to take certain actions subsequent to the issuance of such bonds to ensure the continuing tax-exempt status of such bonds. In addition, Section 6001 of the Code and Section 1.6001-1(a) of the Treasury Regulations, impose record retention requirements on the City with respect to its tax-exempt governmental bonds. This Post-Issuance Compliance Procedure and Policy for Tax-Exempt Governmental Bonds (the “Policy”) has been approved and adopted by the City to ensure that the City complies with its post-issuance compliance obligations under applicable provisions of the Code and Treasury Regulations.

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- A.** Effective Date and Term. The effective date of this Policy is the date of approval by the City Council of the City (June 16, 2011) and shall remain in effect until superseded or terminated by action of the City Council.
- B.** Responsible Parties. The Finance Manager of the City shall be the party primarily responsible for ensuring that the City successfully carries out its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations. The Finance Manager will be assisted by the staff of the Finance Department of the City and by other City staff and officials when appropriate. The Finance Manager of the City will also be assisted in carrying out post-issuance compliance requirements by the following organizations:
- (1) Bond Counsel (the law firm primarily responsible for providing bond counsel services for the City);
 - (2) Financial Advisor (the organization primarily responsible for providing financial advisor services to the City);
 - (3) Paying Agent (the person, organization, or City officer primarily responsible for providing paying agent services for the City); and
 - (4) Rebate Analyst (the organization primarily responsible for providing rebate analyst services for the City).

The Finance Manager shall be responsible for assigning post-issuance compliance responsibilities to members of the Finance Department, other staff of the City, Bond Counsel, Paying Agent, and Rebate Analyst. The Finance Manager shall utilize such other professional service organizations as are necessary to ensure compliance with the post-issuance compliance requirements of the City. The Finance Manager shall provide training and educational resources to City staff that are responsible for ensuring compliance with any portion of the post-issuance compliance requirements of this Policy.

- C.** Post-Issuance Compliance Actions. The Finance Manager shall take the following post-issuance compliance actions or shall verify that the following post-issuance compliance actions have been taken on behalf of the City with respect to each issue of tax-exempt governmental bonds issued by the City:
- (1) The Finance Manager shall prepare a transcript of principal documents (this action will be the primary responsibility of Bond Counsel).
 - (2) The Finance Manager shall file with the Internal Revenue Service (the “IRS”), within the time limit imposed by Section 149(e) of the Code and applicable Treasury Regulations, an Information Return for Tax-Exempt Governmental Obligations, Form 8038-G (this action will be the primary responsibility of Bond Counsel).
 - (3) The Finance Manager, in consultation with Bond Counsel, shall identify

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proceeds of tax-exempt governmental bonds that must be yield-restricted and shall monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted.

- (4) In consultation with Bond Counsel, the Finance Manager shall determine whether the City is subject to the rebate requirements of Section 148(f) of the Code with respect to each issue of tax-exempt governmental bonds. In consultation with Bond Counsel, the Finance Manager shall determine, with respect to each issue of tax-exempt governmental bonds of the City, whether the City is eligible for any of the temporary periods for unrestricted investments and is eligible for any of the spending exceptions to the rebate requirements. The Finance Manager shall contact the Rebate Analyst (and, if appropriate, Bond Counsel) prior to the fifth anniversary of the date of issuance of each issue of tax-exempt governmental bonds of the City and each fifth anniversary thereafter to arrange for calculations of the rebate requirements with respect to such tax-exempt governmental bonds. If a rebate payment is required to be paid by the City, the Finance Manager shall prepare or cause to be prepared the Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate, Form 8038-T, and submit such Form 8038-T to the IRS with the required rebate payment. If the City is authorized to recover a rebate payment previously paid, the Finance Manager shall prepare or cause to be prepared the Request for Recovery of Overpayments Under Arbitrage Rebate Provisions, Form 8038-R, with respect to such rebate recovery, and submit such Form 8038-R to the IRS.

- D.** Procedures for Monitoring, Verification, and Inspections. The Finance Manager shall institute such procedures as the Finance Manager shall deem necessary and appropriate to monitor the use of the proceeds of tax-exempt governmental bonds issued by the City, to verify that certain post-issuance compliance actions have been taken by the City, and to provide for the inspection of the facilities financed with the proceeds of such bonds. At a minimum, the Finance Manager shall establish the following procedures:

- (1) The Finance Manager shall monitor the use of the proceeds of tax-exempt governmental bonds to: (i) ensure compliance with the expenditure and investment requirements under the temporary period provisions set forth in Treasury Regulations, Section 1.148- 2(e); (ii) ensure compliance with the safe harbor restrictions on the acquisition of investments set forth in Treasury Regulations, Section 1.148-5(d); (iii) ensure that the investments of any yield-restricted funds do not exceed the yield to which such investments are restricted; and (iv) determine whether there has been compliance with the spend-down requirements under the spending exceptions to the rebate requirements set forth in Treasury Regulations, Section 1.148-7.
- (2) The Finance Manager shall monitor the use of all bond financed facilities in order to:

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- (i) determine whether private business uses of bond-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons; and (ii) determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such bond-financed facilities.
- (3) The Finance Manager shall undertake with respect to each outstanding issue of tax- exempt governmental bonds of the City an annual review of the books and records maintained by the City with respect to such bonds.

- E. Record Retention Requirements. The Finance Manager shall collect and retain the following records with respect to each issue of tax-exempt governmental bonds of the City and with respect to the facilities financed with the proceeds of such bonds: (i) audited financial statements of the City; (ii) appraisals, demand surveys, or feasibility studies with respect to the facilities to be financed with the proceeds of such bonds; (iii) publications, brochures, and newspaper articles related to the bond financing; (iv) trustee or paying agent statements; (v) records of all investments and the gains (or losses) from such investments; (vi) paying agent or trustee statements regarding investments and investment earnings; (vii) reimbursement resolutions and expenditures reimbursed with the proceeds of such bonds; (viii) allocations of proceeds to expenditures (including costs of issuance) and the dates and amounts of such expenditures (including requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks with respect to such expenditures); (ix) contracts entered into for the construction, renovation, or purchase of bond-financed facilities; (x) an asset list or schedule of all bond-financed depreciable property and any depreciation schedules with respect to such assets or property; (xi) records of the purchases and sales of bond-financed assets; (xii) private business uses of bond-financed facilities that arise subsequent to the date of issue through leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons and copies of any such agreements or instruments; (xiii) arbitrage rebate reports and records of rebate and yield reduction payments; (xiv) resolutions or other actions taken by the governing body subsequent to the date of issue with respect to such bonds; (xv) formal elections authorized by the Code or Treasury Regulations that are taken with respect to such bonds; (xvi) relevant correspondence relating to such bonds; (xvii) documents related to guaranteed investment contracts or certificates of deposit entered into subsequent to the date of issue; (xviii) copies of all Form 8038-Ts, 8038-CPs and Form 8038-Rs filed with the IRS; and (xix) the transcript prepared with respect to such tax-exempt governmental bonds.

The records collected by the Finance Manager shall be stored in any format deemed appropriate by the Finance Manager and shall be retained for a period equal to the life of the tax-exempt governmental bonds with respect to which the records are collected (which shall include the life of any bonds issued to refund any portion of such tax-exempt governmental bonds or to refund any refunding bonds) plus three (3) years.

- F. Remedies. In consultation with Bond Counsel, the Finance Manager shall become

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acquainted with the remedial actions under Treasury Regulations, Section 1.141-12, to be utilized in the event that private business use of bond-financed facilities exceeds the *de minimus* limits under Section 141(b)(1) of the Code. In consultation with Bond Counsel, the Finance Manager shall become acquainted with the Tax Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31, 2008-11 I.R.B. 592, to be utilized as a means for an issuer to correct any post issuance infractions of the Code and Treasury Regulations with respect to outstanding tax-exempt bonds.

- G.** Continuing Disclosure Obligations. In addition to its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations, the City has agreed to provide continuing disclosure, such as annual financial information and material event notices, pursuant to a continuing disclosure certificate or similar document (the “Continuing Disclosure Document”) prepared by Bond Counsel and made a part of the transcript with respect to each issue of bonds of the City that is subject to such continuing disclosure requirements. The Continuing Disclosure Documents are executed by the City to assist the underwriters of the City’s bonds in meeting their obligations under Securities and Exchange Commission Regulation, 17 C.F.R. Section 240.15c2-12, as in effect and interpreted from time to time (“Rule 15c2-12”). The continuing disclosure obligations of the City are governed by the Continuing Disclosure Documents and by the terms of Rule 15c2-12. The Finance Manager is primarily responsible for undertaking such continuing disclosure obligations and to monitor compliance with such obligations.
- H.** Other Post-Issuance Actions. If, in consultation with Bond Counsel, Financial Advisor, Paying Agent, Rebate Analyst, the City Manager, the City Attorney, or the City Council, the Finance Manager determines that any additional action not identified in this Policy must be taken by the Finance Manager to ensure the continuing tax-exempt status of any issue of governmental bonds of the City, the Finance Manager shall take such action if the Finance Manager has the authority to do so. If, after consultation with Bond Counsel, Financial Advisor, Paying Agent, Rebate Analyst, the City Manager, the City Attorney, or the City Council, the Finance Manager and the City Manager determine that this Policy must be amended or supplemented to ensure the continuing tax-exempt status of any issue of governmental bonds of the City, the City Manager shall recommend to the City Council that this Policy be so amended or supplemented.
- I.** Taxable Governmental Bonds. Most of the provisions of this Policy, other than the provisions of Section 7 and Section 3(e), are not applicable to governmental bonds the interest on which is includable in gross income for federal income tax purposes. On the other hand, if an issue of taxable governmental bonds is later refunded with the proceeds of an issue of tax-exempt governmental refunding bonds, then the uses of the proceeds of the taxable governmental bonds and the uses of the facilities financed with the proceeds of the taxable governmental bonds will be relevant to the tax-exempt status of the governmental refunding bonds. Therefore, if there is any reasonable possibility that an issue of taxable governmental bonds may be refunded, in whole or in part, with the proceeds of an issue of tax-exempt governmental bonds then, for purposes of this Policy, the Finance Manager shall treat the issue of taxable governmental bonds as if such issue were an issue of tax-exempt governmental bonds and shall carry out and comply with the

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requirements of this Policy with respect to such taxable governmental bonds. The Finance Manager shall seek the advice of Bond Counsel as to whether there is any reasonable possibility of issuing tax-exempt governmental bonds to refund an issue of taxable governmental bonds.

- J.** **IRS Examination.** In the event the Internal Revenue Service (“IRS”) commences an examination of an obligation, the Finance Manager shall inform the City Manager, City Attorney and City Council of such event and is authorized to respond to inquiries of the IRS and, if necessary, to hire outside, independent professional counsel to assist in the response to the examination.

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CHAPTER 4 - CAPITAL IMPROVEMENTS

PART I - CAPITAL IMPROVEMENT MANAGEMENT

- A.** The public Capital Improvement Plan (CIP) will include the following:
1. Public improvements that cost more than \$10,000.
 2. Capital purchases of new vehicles or equipment (other than the replacement of existing vehicles or equipment) that cost more than \$10,000.
 3. Capital replacement of vehicles or equipment that individually cost more than \$50,000.
 4. Any project that is to be funded from building-related impact fees.
 5. Alteration, ordinary repair, or maintenance necessary to preserve a public improvement (other than vehicles or equipment) that cost more than \$20,000.
- B.** The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness, as well as conformance with established policies. The CIP is a five year plan, reflecting a balance between capital replacement projects that repair, replace, or enhance existing facilities, equipment or infrastructure and capital facility projects that significantly expand or add to the City's existing fixed assets.
- C.** Development impact fees are collected and used to offset certain direct impacts of new construction in Park City. Park City has imposed impact fees since the early 1980s.

The City periodically conducts impact fee studies and CIP will reflect the findings of these studies. During the budget review process, adjustments to impact fee related projects may need to be made. Fees are collected to pay for capital facilities owned and operated by the City (including land and water rights) and to address impacts of new development on the following service areas: water, streets, public safety, recreation, and open space/parks. The fees are not used for general operation or maintenance. The fees are established following a systematic assessment of the capital facilities required to serve new development. The city will account for these fees to ensure that they are spent within six years, and only for eligible capital facilities. In general, the fees first collected will be the first spent.

PART II - CAPITAL FINANCING AND DEBT MANAGEMENT

Capital Financing

- A.** The City will consider the use of debt financing only for one-time, capital improvement projects and only under the following circumstances:
1. When the project's useful life will exceed the term of the financing.
 2. When project revenues or specific resources will be sufficient to service the long-term debt.

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- B.** Capital improvements will be financed primarily through user fees, service charges, assessments, special taxes, or developer agreements when benefits can be specifically attributed to users of the facility.
- C.** Debt financing will not be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The issuance of short-term instruments such as revenue, tax, or bond anticipation notes is excluded from this limitation.
- D.** The City will use the following criteria to evaluate pay-as-you-go versus long-term financing for capital improvement funding:
 - 1. Factors That Favor Pay-As-You-Go:
 - a. When current revenues and adequate fund balances are available or when project phasing can be accomplished.
 - b. When debt levels adversely affect the City's credit rating.
 - c. When market conditions are unstable or present difficulties in marketing.
 - 2. Factors That Favor Long-Term Financing:
 - a. When revenues available for debt service are deemed to be sufficient and reliable so that long-term financing can be marketed with investment grade credit ratings.
 - b. When the project securing the financing is of the type which will support an investment grade credit rating.
 - c. When market conditions present favorable interest rates and demand for City financing.
 - d. When a project is mandated by state or federal requirements and current revenues and available fund balances are insufficient.
 - e. When the project is immediately required to meet or relieve capacity needs.
 - f. When the life of the project or asset financed is 10 years or longer.

PART III - ASSET MANAGEMENT POLICY

A. Purpose

The objective of the Asset Management Plan is to establish a fund and a fixed replenishment amount from operations revenues to that fund from which the City may draw for replacement, renewal, and major improvements of capital facilities. The fund should be sufficient to ensure that assets are effectively and efficiently supporting the operations and objectives of the City. The Asset Management Plan is an integral part of the City's long-term plan to replace and renew the City's primary assets in a fiscally responsible manner.

Goals of the Program:

- 1. Protect assets

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2. Prolong the life of systems and components
3. Improve the comfort of building environments
4. Prepare for future needs

B. Management

A project is designated in the Five-year capital plan to which annual contributions are made from the General Fund for asset management. The amount to be contributed should be based on a 10-year plan, to be updated every fifth year, which outlines the anticipated replacement and repair needs for each of the City's major assets. In addition, 0.5 percent of the value of each of the major assets should be contributed annually to the project. The unspent contributions will carry forward in the budget each year, with the interest earned on that amount to be appropriated to the project as well.

A project manager will be appointed by the City Manager, with the responsibility of monitoring the progress of the fund, assuring a sufficient balance for the fund, controlling expenditures out of the fund, managing scheduled projects and associated contracts, making necessary budget requests, and updating the 10-year plan. In addition, a standing committee should be formed consisting of representatives from Public Works, Budget, Debt & Grants, and Sustainability which will convene only to resolve future issues or disputes involving this policy, requests for funding, or the Asset Management Plan in general.

C. Accessing Funds

When funds need to be accessed, a request should be turned in to the project manager. If the expense is on the replacement schedule as outlined in the 10-year plan or is a reasonably related expense under \$10,000 (according to the discretion of the project manager), the project manager should approve it. Otherwise, the Asset Management Committee should be convened to consider the request and decide whether it is an appropriate use of funds.

Requests that should require approval of the Asset Management Committee include:

1. Expenses not anticipated in the 10-year plan, which are in excess of \$10,000.
2. Upgrades in technology or quality
3. Renovations, additions, or improvements that incorporate non-existing assets

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CHAPTER 5 - INTERNAL SERVICE POLICY

PART I - HUMAN RESOURCE MANAGEMENT

- A.** The City will manage the growth of the regular employee work force without reducing levels of service or augmenting ongoing regular programs with Seasonal employees, except as provided in sections E and F below.
- B.** The budget will fully appropriate the resources needed for authorized regular staffing and limit programs to the regular staffing authorized.
- C.** Staffing and contract service cost ceilings will limit total expenditures for regular employees, Part-time Non-Benefited employees, Seasonal employees, and independent contractors hired to provide operating and maintenance services.
- D.** Regular employees will be the core work force and the preferred means of staffing ongoing, year-round program activities that should be performed by City employees, rather than independent contractors. The City will strive to provide competitive compensation and benefit schedules for its authorized regular work force. Each regular employee will do the following:
 - 1.** Fill an authorized regular position.
 - 2.** Receive salary and benefits consistent with the compensation plan.
- E.** To manage the growth of the regular work force and overall staffing costs, the City will follow these procedures:
 - 1.** The City Council will authorize all regular positions.
 - 2.** The Human Resources Department will coordinate and approve the hiring of all Full-time Regular, Part-time Non-Benefited, and Seasonal employees.
 - 3.** All requests for additional regular positions will include evaluations of the following:
 - a.** The necessity, term, and expected results of the proposed activity.
 - b.** Staffing and materials costs including salary, benefits, equipment, uniforms, clerical support, and facilities.
 - c.** The ability of private industry to provide the proposed service.
 - d.** Additional revenues or cost savings that may be realized.
 - 4.** Periodically, and prior to any request for additional regular positions, programs will be evaluated to determine if they can be accomplished with fewer regular employees.
- F.** Part-time Non-Benefited and Seasonal employees will include all employees other than regular employees, elected officials, and volunteers. Part-time Non-Benefited and Seasonal employees will augment regular City staffing only as extra-help employees. The City will encourage the use of Part-time Non-Benefited and Seasonal employees to meet peak workload requirements, fill interim vacancies, and accomplish tasks where less than

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regular, year-round staffing is required.

- G.** Contract employees will be defined as temporary employees with written contracts and may receive approved benefits depending on hourly requirements and length of contract. Generally, contract employees will be used for medium-term projects (generally between six months and two years), programs, or activities requiring specialized or augmented levels of staffing for a specific period of time. Contract employees will occasionally be used to staff programs with unusual operational characteristics or certification requirements, such as the golf program. The services of contract employees will be discontinued upon completion of the assigned project, program, or activity. Accordingly, contract employees will not be used for services that are anticipated to be delivered on an ongoing basis except as described above.
- H.** The hiring of Seasonal employees will not be used as an incremental method for expanding the City's regular work force.
- I.** Independent contractors will not be considered City employees. Independent contractors may be used in the following two situations:

 - 1.** Short-term, peak workload assignments to be accomplished through the use of personnel contracted through an outside temporary employment agency (OEA). In this situation, it is anticipated that the work of OEA employees will be closely monitored by City staff and minimal training will be required; however, they will always be considered the employees of the OEA, and not the City. All placements through an OEA will be coordinated through the Human Resources Department and subject to the approval of the Human Resources Manager.
 - 2.** Construction of public works projects and the provision of operating, maintenance, or specialized professional services not routinely performed by City employees. Such services will be provided without close supervision by City staff, and the required methods, skills, and equipment will generally be determined and provided by the contractor.

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CHAPTER 6 – PUBLIC SERVICE CONTRACTS, GRANT POLICIES, AND INCENTIVE PROGRAMS

PART I - PUBLIC SERVICE ~~CONTRACTS-FUND~~ (AMENDED 2023)

As part of the budget process, the City Council appropriates funds to contract with organizations offering services consistent with the needs and goals of the City. Depending upon the type of service category, payment terms of the contracts may take the form of cash payment and/or offset fees or rent relating to City property in exchange for value-in-kind services. The use of the public service contracts will typically be for specific services rendered in an amount consistent with the current fair market value of said services.

A. Public Service Fund Distribution Criteria

In order to be eligible for a public service contract in Fund Categories 1-3, organizations must meet the following criteria:

1. **Criterion 1:** Accountability and Sustainability of Organization - The organization must have the following:
 - Quantifiable goals and objectives.
 - Non-discrimination in providing programs or services.
 - Cooperation with existing related programs and community service.
 - Compliance with the City contract.
 - Federally recognized not-for-profit status.
 - Special Service Contract applicants may also apply under a fiscal sponsorship of a not-for-profit organization.
2. **Criterion 2:** Program Need and Specific City Benefit - The organization must have the following:
 - A clear demonstration of public benefit and provision of direct services to City residents.
 - A demonstrated need for the program or activity. Special Service Funds may not be used for one-time events, scholarship-type activities or the purchase of equipment.
3. **Criterion 3:** Fiscal Stability and Other Financial Support - The organization must have the following:
 - A clear description of how public funds will be used and accounted for
 - Other funding sources that can be used to leverage resources.
 - A sound financial plan that demonstrates managerial and fiscal competence.
 - A history of performing in a financially competent manner.
4. **Criterion 4:** Fair Market Value of the Services - The fair market value of services

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included in the public service contract should equal or exceed the total amount of compensation from the City unless outweighed by demonstrated intangible benefits.

~~B. Total Public Service Fund Appropriations~~

~~The City may appropriate up to 1 percent of the City's total budget for public service contracts for the Special Service Contract and Rent Contribution Categories described below. In addition, the City appropriates specific dollar amounts from other funds specifically related to Historic Preservation as described below.~~

~~C.B. Fund Categories and Percentage Allocations~~

For the purpose of distributing Public Service Funds, ~~public service~~ contracts are placed into the following categories:

~~1. Special Public Service Contracts~~

~~a) Regular Services—To be determined by Council discretion~~

~~2. Emergent Community Needs Grants~~

~~2.3. Rent Contribution~~

~~3.4. Historic Preservation~~

~~A percentage of the total budget (which shall not exceed 1 percent) is allocated for contracts in the Special Service Contract and Rent Contribution categories by the City Council. A specific dollar amount is allocated to Historic Preservation and the Historic Preservation Grant Program based up on funds available from the various Redevelopment Agencies and the General Fund.~~

~~The category percentage allocation could vary from year-to-year, depending on Council discretion. In addition, as the City's budget fluctuates (up or down) due to economic conditions, the dollar amounts applied to each category may fluctuate proportionally. Unspent fund balances at the end of a year will not be carried forward to future years. It is the intent of the City Council to appropriate funds for specific ongoing community services and not fund one-time projects or programs.~~

~~D.C. Special Public Service Contracts~~

A portion of the budget will be designated for service contracts relating to nonprofit services ~~that would otherwise be provided by the City~~with a demonstrated community benefit aligned with City goals and priorities. ~~Special s~~Services that fall into this category would include, but not be limited to the following: community art & culture, childhood education, medical treatment, emergency assistance, food pantry, housing outreach & education, mental health, senior services, and safe haven. To the extent possible, individual special services will be delineated in the budget.

The City will award ~~special service contracts~~Public Service Contracts through a competitive bid process administered by the ~~Service Contract Subcommittee~~Nonprofit Services Advisory Committee and City Staff, subject to final approval by the City Council. The City reserves the right to accept, reject, or rebid any service contracts that

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are not deemed to meet the needs of the community or the contractual goals of the service contract.

~~Each special service provider will have a special service contract with a term of one to four years, depending on the type of contract.~~ Each provider will have a Public Service Contract with a term of up to four years. Eighty percent of each annual appropriation will be available at the beginning of the fiscal year, with the remaining 20 percent to be distributed upon demonstration through performance measures (quality and quantity) that the program has provided public services meeting its goals as delineated in the special service contract. The disbursement of all appropriations will be contingent upon council approval. ~~Special service~~ Public Service Contract providers will be required to submit current budgets and evidence of contract compliance (as determined by the contract) by the given deadline of the first contract year.

~~The City reserves the right to appoint a citizen's task force to assist in the competitive selection process. The task force will be selected on an ad hoc basis by the Service Contract Subcommittee.~~

All ~~special service contract~~ Public Service Contract proposals must be consistent with the criteria listed in this policy, in particular criterion 1-4.

~~**Innovation Grants:** City council intends to provide the community with a meaningful venue to deliver unique and innovative ideas focused on tackling the City's challenges. These solutions may focus on the Community Critical Priorities of energy, housing, transportation, and social equity, but may be related to any initiative the City deems worthwhile. Grants would provide an organization with seed money to create programs or start initiatives, but would not serve as a long-term funding solution for non-profits. Innovation grants will typically have distributions ranging from 1-3 years.~~

~~**Deadlines:** All proposals for Special Service Contracts must be received no later than the given deadline. A competitive bidding process conducted according to the bidding guidelines of the City may set forth additional application requirements. If there are unallocated funds, extraordinary requests may be considered every six months unless otherwise directed by Council.~~

~~Extraordinary requests received after this deadline must meet all of the following criteria to be considered:~~

- ~~1.—The request must meet all of the normal Public Service Fund Distribution Criteria and qualify under one of the existing Special Service Contract categories;~~
- ~~2.—The applicant must show that the requested funds represent an unexpected fiscal need that could not have been anticipated before the deadline; and~~
- ~~3.—The applicant must demonstrate that other possible funding sources have been~~

~~exhausted.~~

D. Emergent Community Needs Grants

A portion of the budget will be designated for grants to nonprofits to launch a new program or to address an emergent community need. Proposals must be consistent with the criteria listed in this policy, in particular criterion 1-4. Awards are limited to 1-2 years. Organizations receiving grant funding to launch a new program must show how the program will be financially viable without ongoing support from the City. If funding is used to address an emergent need, organizations must demonstrate how short-term City funding would address the need.

The City will award Emergent Community Needs Grants through a competitive bid process administered by the Nonprofit Services Advisory Committee and City Staff, subject to final approval by the City Council. The City reserves the right to accept, reject, or rebid any service contracts that are not deemed to meet the needs of the community or the contractual goals of the service contract.

E. Rent Contribution

A portion of the ~~Special Service Contract funds~~budget will be used as a rent contribution for organizations occupying City-owned property and providing services consistent with criterion 1-4 pursuant to the needs and goals of the City. To the extent possible, individual rent contributions will be delineated in the budget. Rent contributions will usually be memorialized by a lease agreement with a term of five years or less, unless otherwise approved by City Council.

The City is required to make rent contributions to the Park City Building Authority for buildings that it occupies. Qualified Organizations may enter into a lease with the City to occupy City space at a reduced rental rate pursuant to criterion 1-4. The difference between the reduced rental rate and the rate paid to the Park City Building Authority will be funded by the rent contribution amount. Rent Contribution lease agreements will not exceed five years in length unless otherwise directed by the City Council. Please note that this policy only applies when a reduced rental rate is being offered. This policy does not apply to lease arrangements at "market" rates.

F. Historic Preservation

Each year, the City Council may appropriate a specific dollar amount relating to historic preservation. The City Council will appropriate the funding for these expenditures during the annual budget process. The funding source for this category is the Lower Park Avenue, the Main Street RDA, and the General Fund. The City Council hereby authorizes the Historic District Grant Program. The disbursement of the funds shall be administered pursuant to the Historic District Grant Program pursuant to applications and criteria established by the Planning Department, and awarded by the Planning Department except that City Council approval shall be required for disbursement amounts greater than \$25,000. In instances where another organization is involved, a contract delineating the services will be required. Projects involving city property or

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partnerships shall be limited to Category A. Repair funds, remaining end of fiscal year funds, or funds allocated via the General Fund through the separate Budgeting for Outcomes (BFO) annual process.

G. Exceptions

Rent Contribution and Historic Preservation funds will be appropriated through processes separate from the ~~biennial Special Service Contract~~Public Service Contract process and when deemed necessary by City Council or its designee.

~~The Service Contract Sub-Committee has the discretion as to which categories individual organizations or endeavors are placed. Any percentage changes to the General Fund categories described above must be approved by the City Council.~~ All final decisions relating to public service funding are at the discretion of the City Council.

Nothing in this policy shall create a binding contract or obligation of the City. Individual Service Contracts may vary from contract to contract at the discretion of the City Council. Any award of a service contract is valid only for the term specified therein and shall not constitute a promise of future award. The City Council reserves the right to reject any and all proposals, and to waive any technical deficiency at its sole discretion. Members of the City Council, the Service Contract Sub-Committee, and any Advisory Board, Commission or special committee with the power to make recommendations regarding Public Service Contracts are ineligible to apply for such Public Service Contracts, including historic preservation funds. City Departments are also ineligible to apply for Public Service Contracts. The ineligibility of Advisory Board, Commission and special committee members shall only apply to the category of Public Service Contracts that such advisory Board, Commission and special committee provides recommendations to the City Council. All submittals shall be public records in accordance with government records regulations (“GRAMA”) unless otherwise designated by the applicant pursuant to UCA Section 63-2-308, as amended.

PART II – GRANT POLICY

A. General Guidance

The Budget, Debts, and Grants Department is available to assist departments in applying for and managing grants. Because many grants have varying regulations, terms, and deadlines, the Budget Department can assist with meeting those terms and monitoring requirements. They will also track remaining balances on reimbursement-style grants and provide information to assist with audits.

B. Council Approval

Council Approval may be required before applying for certain grants depending on the size, scope, award amount, and alignment with City budget and priorities. Departments are encouraged to seek guidance from Executive Management before pursuing these

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types of grants.

C. Notification

Once departments receive a grant, they must notify the Budget, Debt, and Grants Department so the grant amount can appropriately be budgeted. The Department will also reach out periodically to request information on awarded grants to assist with the annual budget process, reports to Council, audit assistance, and other reasons.

PART III - ECONOMIC DEVELOPMENT GRANT POLICY (AS OF JUNE 23, 2022, THE GRANT PROGRAM IS UNDER REVIEW; APPLICATIONS WILL NOT BE ACCEPTED UNTIL FURTHER NOTICE)

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

A. Page ED Grant Distribution Criteria

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

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

Criteria # 2: The organization must commit to and demonstrate the ability to do business in the City limits for a duration of no less than three years. Funding cannot be used for one-time events.

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

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

- a. Fostering a strong sense of community vitality and vibrancy;
- b. Respecting and conserving the natural environment;
- c. Promoting balanced, managed, and sustainable growth;
- d. Supporting and promoting diversity in people, housing and

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- affordability;
- e. Supporting a diverse, stable, and sustainable economy;
- f. Preserving a strong sense of place, character, and heritage.

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

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

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

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

B. Economic Development Grant Fund Appropriations

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

C. ED Grant Categories

ED Grants will be placed in three potential categories:

1. **Business Relocation Assistance:** This category of grants will be available for assisting an organization with relocation and new office set-up costs. Expenses covered through an ED Grant include but are not limited to: moving costs, leased space costs, fixtures/furnishings/ and equipment related to setting up office space within the City limits.
2. **New Business Start-up Assistance:** This category of grants will be available for assisting a new organization or business with new office set-up costs. Expenses covered through an ED Grant include but are not limited to: leased office space costs, fixtures/furnishings/ and equipment related to setting up office space within the City limits.
3. **Business Expansion Assistance:** This category of grants will be available for assisting an organization or business with expansion costs. These expansions should

POLICIES & OBJECTIVES

increase square footage, increase year-round jobs in City limits and/or increase tax revenue; and/or demonstrate a venture into an area considered a diversification of our economic base.

D. Application Process

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

E. Deadlines

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

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

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

Extraordinary requests received must meet all of the following criteria to be considered:

1. The request must meet all of the normal Public Service Fund Distribution Criteria and qualify under the Economic Development Grant criteria;
2. The applicant must show that the requested funds represent an immediate fiscal need that could not have been anticipated before the deadline; and
3. The applicant must demonstrate significant consequences of not being able to wait for the next quarterly review.

F. Award Process

The disbursement of the ED Grants shall be administered pursuant to applications and criteria established by the Economic Development Department, and awarded by the City Council consistent with this policy and upon the determination that the appropriation is necessary and appropriate to accomplish the economic goals of the City.

ED Grants funds will be appropriated through processes separate from the biennial Special Service Contract and ongoing Rent Contribution and Historic Preservation process.

The Economic Development Program Committee will review all applications on a

POLICIES & OBJECTIVES

quarterly basis, and forward a recommendation to City Council for authorization. All potential awards of grants will be publicly noticed 14 days ahead of a City Council action.

Nothing in this policy shall create a binding contract or obligation of the City. Individual ED Grant Contracts may vary from contract to contract at the discretion of the City Council. Any award of a contract is valid only for the term specified therein and shall not constitute a promise of future award. The City reserves the right to reject any and all proposals, and to waive any technical deficiency at its sole discretion. Members of the City Council, the Economic Development Program Committee, and any advisory board, Task Force or special committee with the power to make recommendations regarding ED Contracts are ineligible to apply for such Contracts. City Departments are also ineligible to apply for ED Contracts. All submittals shall be public records in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to UCA Section 63-2-308, as amended.

PART IV– Live Park City – Lite Deed Restriction Program

The City Council may appropriate funds dedicated to the purchase of deed restrictions for housing vitality and preservation within the City limits of Park City. The Live Park City housing program purchases deed restrictions that require owner occupancy or long-term rental of the property. The disbursement of funds will be administered by the City Manager and based on the recommendation of an Advisory Board created by City Council and following program criteria established by the Housing Department and adopted by City Council. The Advisory Board has the authority to award recommendations and to enter and negotiate individual deed restrictions, subject to approval by the City Manager provided the funds being provided is less than \$200,000. If the home funds in an application exceeds \$200,000, the authority to approve a deed restriction and delegate funds is subject to City Council approval.

PART V - Landscaping Incentive

Each year, the City Council may appropriate a specific dollar amount to be used to offer a cash incentive per square foot of turf grass removed and replaced with non-turf Water Wise Landscaping as defined in the Land Management Code. The City Council will appropriate the funding for these expenditures during the annual budget process. The funding source for this category is the Water Fund. The City Council hereby authorizes the Landscaping Incentive Program. The disbursement of the funds shall be administered according to the Landscaping Incentive Program under applications and criteria established by the Public Utilities Department and awarded by the Public Utilities. Disbursements under this program shall not exceed \$50,000.

POLICIES & OBJECTIVES

CHAPTER 7 - OTHER POLICIES

PART I – SETTLEMENT AUTHORITY

When claims are made against the City, it is in the best interest of the City to efficiently evaluate, negotiate and process such claims. It is not efficient or prudent to involve City Council in decisions to settle small, routine claims made against the City.

Therefore, to effect the efficient evaluation, negotiation and processing of such claims, it is in the best interest of the City to authorize the City Manager to settle certain claims as they deem prudent. The City Manager may approve all settlements up to and including \$100,000.

The City Attorney's Office will provide quarterly client updates to the City Council about any settlements.



City Council Staff Report

Subject: Agricultural Open Space and Water Resources
Author: Heinrich Deters, Clint McAfee, Luke Cartin
Department: Trails & Open Space, Public Utilities and Environmental Sustainability
Date: May 23, 2024

Recommendation

Receive an overview of the current management practices and agreements for the McPolin Farm, Richards Ranch, and Peterson open space parcels. Specifically, consider and offer policy direction on the following request:

- Whether to, for the first time, provide water to McPolin Farm, Richards Ranch, and Peterson parcels to allow agriculture to continue and under what conditions or, alternatively, to allow the parcels to revert to their natural habitat.

If desired, we will return with a water use and comprehensive management plan consistent with Council direction.

Executive Summary

The Council is slated to engage in discussions to provide strategic direction on managing city-owned agricultural open spaces. The focal point is to determine whether, for the first time, to provide water to McPolin Farm, Richards Ranch, and Peterson parcel fields. To date, the City has not been under contract or agreement to deliver water to these parcels for agricultural production. Potential uses of these lands include the continued production of hay and/or grazing or allowing the land to return to its natural state. Depending on Council direction, the Water, Sustainability, and Trails & Open Space can return with appropriate management plans.

Analysis

Evaluating current practices and future uses of each parcel requires an understanding of each property's acquisition terms, applicable encumbrances or associated agreements, and current and past agricultural leases, none of which included water delivery for agricultural irrigation. For example:

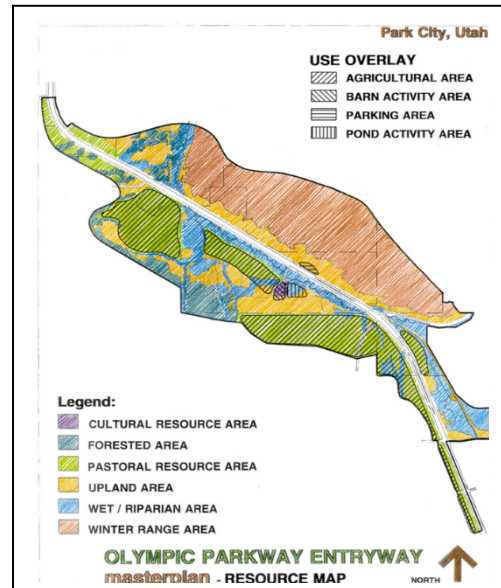
- **McPolin Farmlands (1990)**- Purchased from D.A. Osguthorpe as open space in 2006, the property is encumbered by the [McPolin Farm Conservation Easement](#) held by Summit Land Conservancy.
- **Peterson Parcels (1992)**- Purchased from the Estate of Jennie C Peterson and associated with the Willow Ranch subdivision development and annexation agreement, the property includes open space restrictions and zoning.

- **Richards Ranch (1999)**- Purchased from Frank Richards, via the Trust for Public Lands, with open space bond funds, as undeveloped park and recreational land and amenities.
 - In 2007, the property was encumbered by the [Richards Ranch Conservation Easement](#) held by Summit Land Conservancy.
 - [2013 Annexation Agreement](#)
 - [2013 Agricultural and Grazing Lease \(Page 133\)](#)

Corridor Planning Efforts- 1995 Entry Corridor Plan [1995 Entry Master Plan](#).

More than thirty years ago, Park City initiated a preservation project focused on the SR-224 entry corridor. The acquisition of the McPolin Farm and Peterson Parcels marked the outset of this endeavor, which unfolded over a decade. Subsequent acquisitions of Richards Ranch and Quarry Mountain Open Space stemmed from this planning efforts. In 1995, the Council endorsed the 1995 Entry Master Plan, outlining the management vision for all three properties, incorporating detailed use and maintenance goals (page 16) include:

- *Protect Visual Quality (Primary Goal)*
- *Protect Historic Quality*
- *Protect the Natural Environment*
- *Create Recreational Opportunities*
- *Preserve Future Options*



Excerpts from the Plan recognize agricultural use as an 'Activity Area' and offer guidance on how it should be assessed and managed. For instance, the Plan provides specific recommendations, including:

- 'Pastoral Resource Management' (page 20) type, stressing that 'Agricultural practices shall maintain the pastoral and visual appearance of the area and shall be conducted in an environmentally sound manner.'
- 'Wetland and Riparian Area Management' (Page 21) 'Agricultural activities should be sensitive to the water resource. Water conservation should be a policy of this plan'.

Agricultural Uses and Leases

Agricultural activities such as hay production and grazing have been conducted on sections of each property for decades. Following the acquisition of the McPolin Farm and Peterson Parcels in the early 1990s, Frank Richards provided agricultural services, including irrigation to the fields informally. It wasn't until 2013, with the annexation of the

Richards Ranch parcel, that these services were officially recognized through a formal lease. The lease did not include water service or delivery.

In 2018, Summit Land Conservancy and Bill White Farms proposed a regenerative agricultural management system on the properties, leading to a pilot project on the McPolin fields. In 2019, Frank Richards declined to extend his lease on the McPolin and Peterson parcels but maintained a lease on the Richards Ranch parcel. He continues to produce hay and graze horses on that parcel today.

[In March 2021](#) after an RFP, the City Council approved a 5-year lease with Bill White Farms to enhancing regenerative agricultural practices and increase the City's carbon sequestration efforts on the McPolin and Peterson parcels. Like previous agricultural leases, we did not include water service or delivery.

Historical Irrigation Practices and Current Discussion

As noted above, since acquiring ownership, the City has never provided irrigation water or utilized City water rights on these properties. Individual users and others have brought any water needed to support their agricultural use. Thus, it was not until Frank Richards declined to continue leasing and Bill White Farms was awarded a lease, that this issue arose.

Considerations- Agricultural Practices and Irrigation on City-Owned open space

Maintaining agricultural services and irrigation not only preserve landscapes consistent with the 1995 plan and our agrarian heritage, it also aids in carbon sequestration. In addition, allowing these waters to enter these parcels allow the underground aquafer to recharge and aids in land management efforts such as noxious weed abatement and soil erosion. Conversely, irrigation can reduce stream flows to East Canyon Creek, which drains into the Great Salt Lake, and can appear inconsistent with the City's conservation messaging, such as the cash for grass program.

To proceed with management of the properties and applicable leases, Sustainability, Trails and Open Space, and Public Utilities request to understand Council's interest in providing irrigation water to these open space parcels. The potential policy could be:

- Council is not interested in providing water for irrigation.
- Council is interested in providing water if irrigation is provided on best terms to the City, including but not limited to:
 - A lower priority level than community water demand (e.g., during periods of drought or scarcity, agricultural water would be discontinued first.);
 - It does not impact surplus water leases;
 - All permitting requirements are met; and
 - More efficient irrigation method and monitoring principals are implemented.

Sustainability, Trails and Open Space, and Public Utilities will return with a policy proposal consistent with Council direction.

Funding

No funding currently requested



City Council Staff Communication

Subject: 5-Acre Site Feasibility Study Update
Author: Jennifer K. McGrath, Deputy City Manager
Departments: Executive
Date: May 23, 2024

Summary

Over the past few months, the City Council and staff have held multiple policy discussions with the goal of accelerating the planning processes underway to redevelop the 5-acre site in the heart of the Bonanza District area.

Currently, the City is under contract with MKSK and their sub-consultants for feasibility work on the city-owned 5-acre site. Specific actions resulting from the discussion include:

- Drafting an RSOQ, incorporating City Council and staff input to make it more concise. We plan to release the RSOQ on May 29, 2024;
- Conducting a stand-alone Special City Council meeting on June 5, 2024, to discuss critical decisions needed to develop the RFP (additional materials will be sent by the consultants before the meeting when available – active preparation underway);
- Drafting an RFP; and
- Meeting with Kimball Art Center representatives

While we remain concerned about overcommitting to project deadlines and milestones outside of our control, we are excited to make progress in bringing this project to fruition.

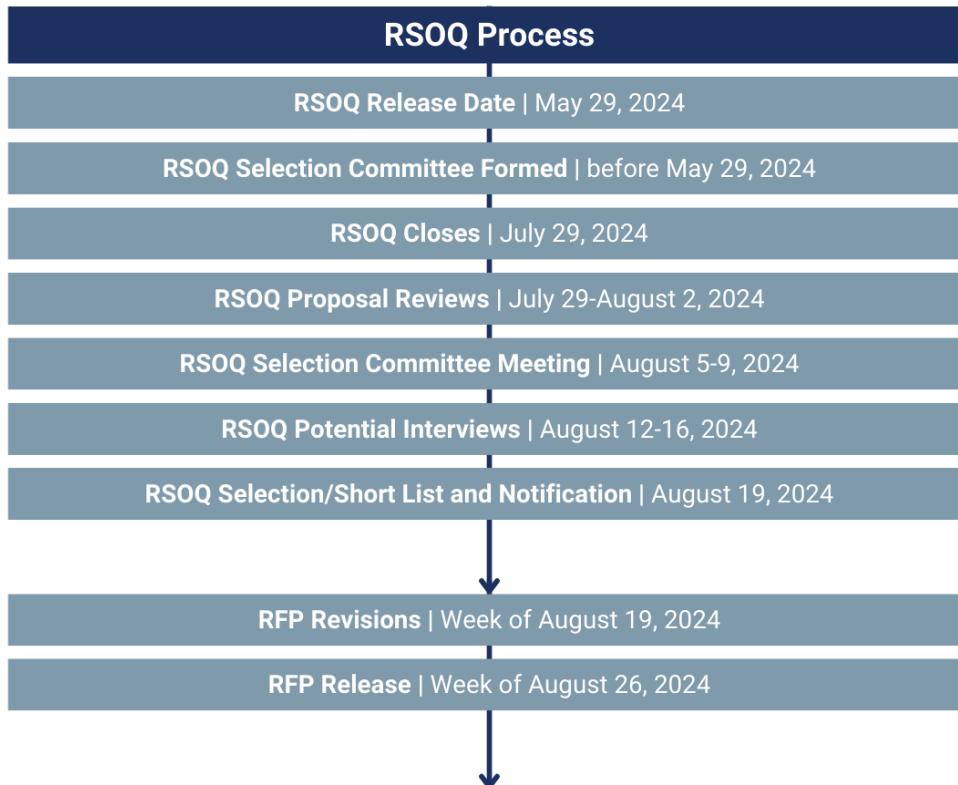
On April 25, 2024, the Council requested a project “critical path” outline, which is below.



Bonanza Park Project Critical Path

Council Direction | Key Development Structure and Components

Special Meeting: June 5, 2024

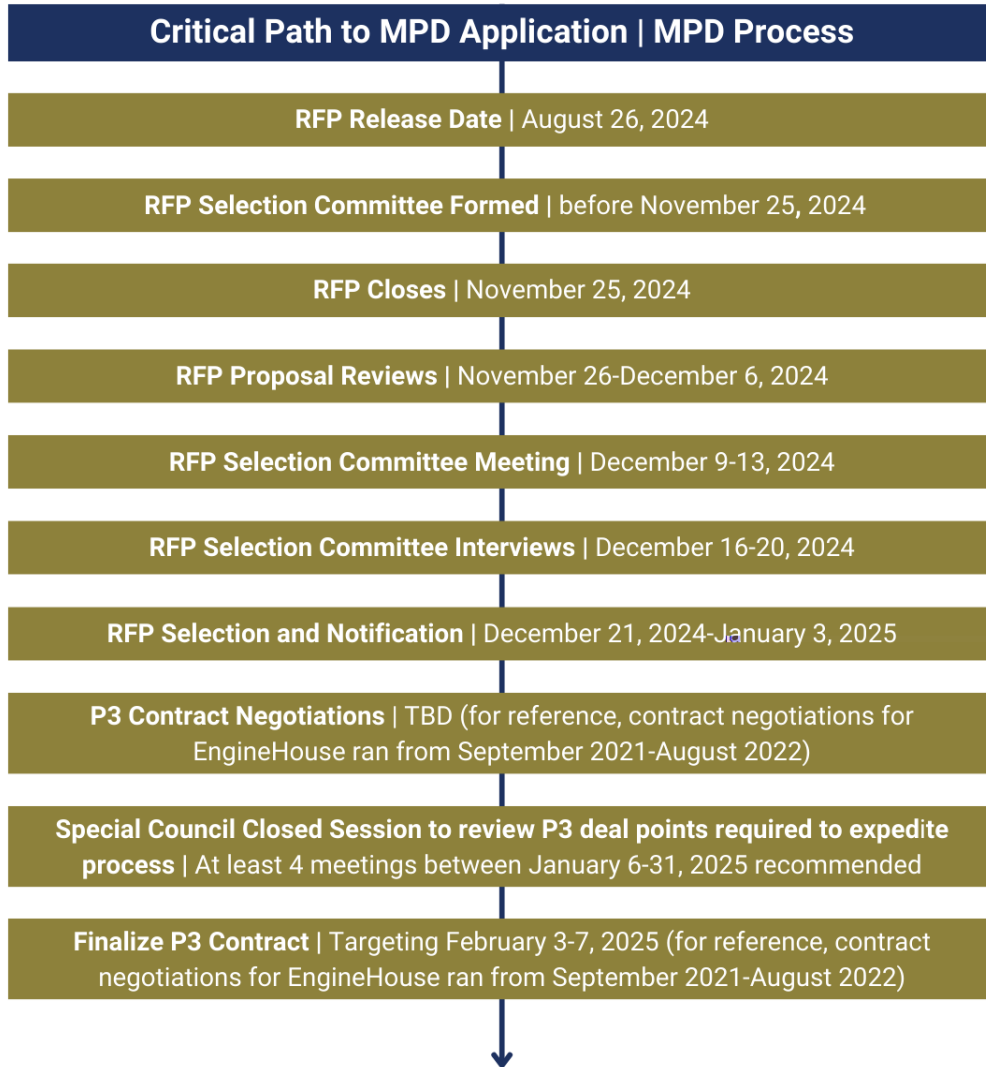


Concurrent with RSOQ
Process (depending
on Council direction):

- Drafting RFP
- Agreement with Kimball Art Center

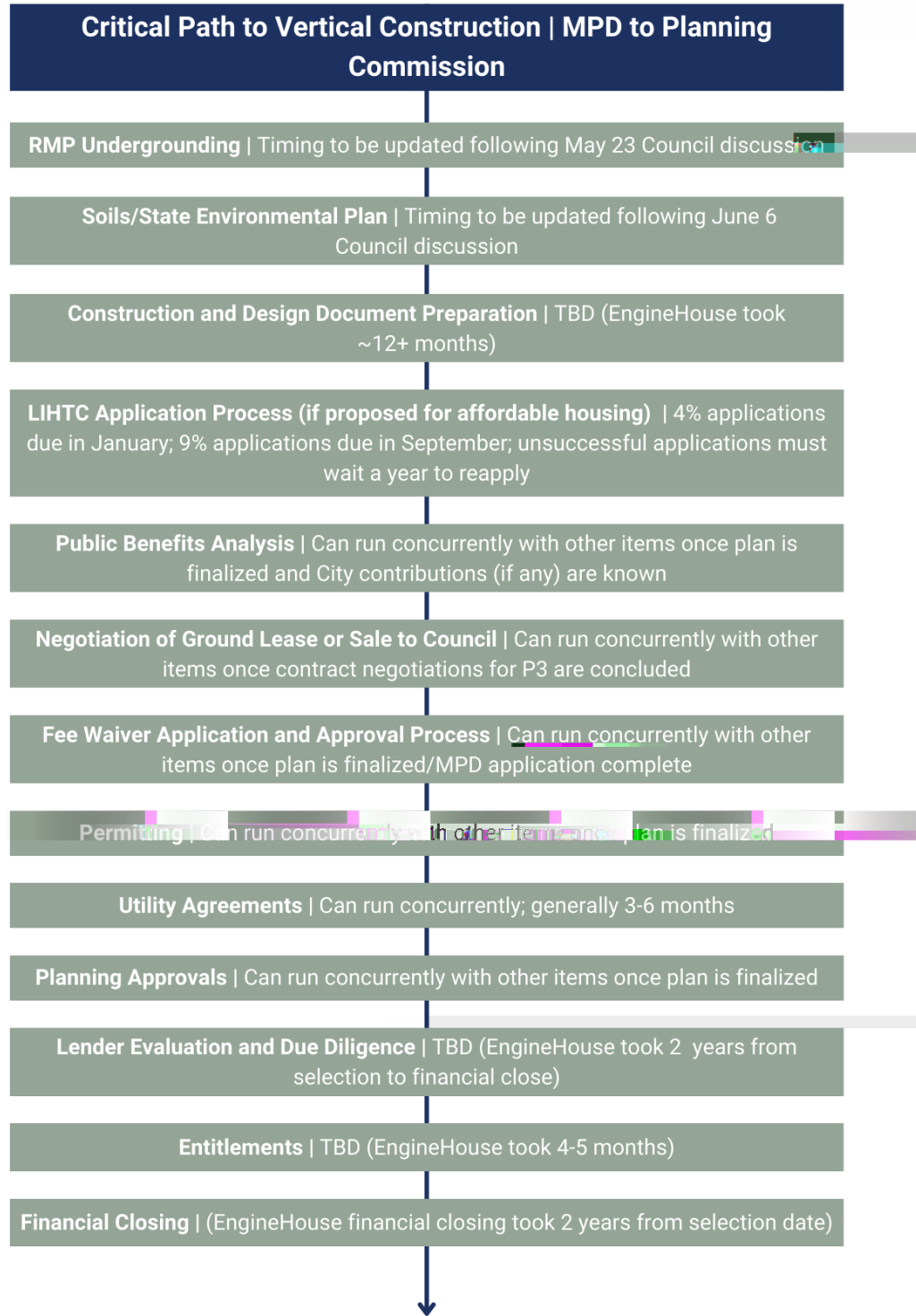


Bonanza Park Project Critical Path





Bonanza Park Project Critical Path



Additionally, the Council requested information about the types of discussion points and topics we need to build consensus around to formulate a successful RFP. These include the topics outlined below. We will start with a quick summary of the last plan and what was not supported, a discussion picking up where we previously left off by reviewing the scenarios. This discussion is meant to be forward-looking, seeking to find clarity and alignment on the Council's desired outcomes.

- **Financial:** Transforming a key community asset requires vision and resources. While the potential rewards are significant, financing a successful redevelopment project can be complex. Establishing clear parameters for using and right-sizing financial tools to be flexible and responsive throughout the development process is important. By incorporating key elements into a comprehensive plan, we can significantly increase the project's chances of success. Below are some common strategic financial strategy elements to help us create an RFP with appropriate guidelines for respondents:
 - Determining the City's base levels of financial contribution and support. This could include a 'not-to-exceed' budget and/or a willingness to leverage financial tools like TRT, CRAs, PIDs, etc.) to maximize public benefit in exchange for using these tools
 - Determining a preference for maximizing the use of City property – a long-term ground lease, land sale, subdividing, and/or partnering with a local non-profit
 - Identifying responsibility for soil remediation, utilities, and other pre-development site work
- **Housing:** Housing is a significant aspect to be considered in the site's economics, vibrancy, and underlying use as a local destination. Not only does housing address basic and basic needs, but it also serves as a catalyst for broader economic and local community progress. Based on the Council's preference, we anticipate that much of the following will be left open for private-sector recommendations.
 - Potential housing preferences (volume and type, sizes, for sale or rent, target populations, AMI levels, etc.).
- **Parking:** Parking has become one of the most important considerations for community redevelopment because it supports accessibility, attracts investment, facilitates new land uses, mitigates traffic impacts, and can help build better community spaces. Based on the Council's preference, we anticipate that much of the following will be left open for private-sector recommendations but seek guidance on overall parking preferences.
 - Overall site-specific parking preferences to consider include centralized parking structures vs individual obligations and associated cost-reduction strategies; underground, structured and wrapped, or surface; EV charging and bike storage; parking reductions; transit amenities, and more.
- **Commercial and outdoor spaces:** A community's heart and soul often lie in its outdoor spaces, and striking the right balance is crucial. A vibrant mix of shops, restaurants, and public space amenities creates an attractive location for residents and visitors. Well-designed outdoor areas foster positive social interaction and a sense of place.

However, navigating the mix of desired uses, maximizing ground-floor activation, and incorporating public art can be delicate. Based on the Council's preference, we anticipate that much of the following will be left open for private-sector recommendations.

- Desired mins/maxs for commercial spaces.
 - Preferences for ground floor activation and preferred uses.
 - Desires for specific uses (outdoor amphitheater, covered gathering spaces, interactive art, etc.).
 - Public art requirements.
 - City Facilities
 - Replicating restrictions on types of commercial uses or chains
- **Kimball Art Center:** The Bonanza Small Area Plan community outreach process and the 5-Acre Site Feasibility Study identified strong support for art and cultural elements. The Kimball Art Center was identified as a valuable asset. The Council liaisons have met with the Kimball Art Center to continue contemplating a partnership and potential home for them within the 5 acres. In an RFP, we should be able to:
 - Generally articulate parameters to include the Kimball Art Center location (negotiations pending). Based on the Council's preference, we anticipate that much of the following will be left open for private-sector recommendations on the following: housing and parking obligations, programming expectations, and/or the potential to ground lease or sale of portions of the property for cost recovery or community benefit.
- **Community Engagement:** An open and inclusive community engagement process is the cornerstone of a successful redevelopment project. By actively involving residents, businesses, and stakeholders, we ensure the project reflects the community's vision and fosters a sense of ownership. We have received considerable input from the community on the future vision for the 5-acre site. Based on that, we anticipate that the developer for this project will engage with the community as required through the MPD process, but seek to affirm the following:
 - The expectation for the level of community engagement
 - The desire for City involvement (if any) in that engagement
 - Key priorities or concerns to focus on during engagement
- **Additional Considerations:** Beyond the project's immediate needs, we must consider its long-term impact and other variables within our control but likely not included in an RFP response unless we specifically ask for it. Based on the Council's preference, we anticipate that much of the following (other than the first bullet) will be left open for private-sector recommendations.
 - Determining the City's land use/entitlement process ownership and accountability posture – City as the applicant, co-applicant, silent partner, or PS participant via land lease
 - Whether or not to implement sustainable measures beyond existing regulations
 - Establishing clear property management requirements.

- Determining the long-term responsibility for programming and maintenance of the district – including minimum thresholds or ranges – ensures the project's continued vibrancy and financial sustainability

This report outlines the requested critical path items and identifies the types of topics and discussion points we will need to address to formulate a strong RFP for a successful community project. We are excited to release the RSOQ and continue to organize the content for the Special City Council Meeting. These discussions with the Council are critically important to us in drafting an RFP that will lead to a strong partnership and a community redevelopment project on the City's 5-Acre parcel.



PARK CITY COUNCIL MEETING MINUTES - DRAFT

**445 MARSAC AVENUE
PARK CITY, UTAH 84060**

April 25, 2024

The Council of Park City, Summit County, Utah, met in an open meeting on April 25, 2024, at 2:30 p.m. in the City Council Chambers.

Council Member Ciraco moved to close the meeting to discuss property at 2:33 p.m. Council Member Parigian seconded the motion.

RESULT: APPROVED

AYES: Council Members Ciraco, Parigian, and Rubell

EXCUSED: Council Members Dickey and Toly

CLOSED SESSION

Council Member Ciraco moved to adjourn from Closed Meeting at 3:55 p.m. Council Member Rubell seconded the motion.

RESULT: APPROVED

AYES: Council Members Ciraco, Parigian, and Rubell

EXCUSED: Council Members Dickey and Toly

WORK SESSION

FY25 Operating Budget Overview:

Jed Briggs, Budget Director, Sarah Mangano HR Director, Penny Frates, Assistant Budget Director, and Grant Herdrich, Procurement Coordinator, were present for this item. Briggs noted that sales tax revenue numbers for February 2024 were the best monthly numbers they had ever seen. Council Member Rubell inquired about the strategic communications budget process and Frates answered that the Executive and Communications team would decide how and when to spend that money. Matt Dias, City Manager, indicated that this was more for external support at times of elevated activity and would allow the Communications team to continue to crisis manage while maintaining the other initiatives they supported. Frates stated that the Executive team and the City Council would make the decision when to use these funds. Council Member Parigian asked if this request was over and above the City's normal outreach for things such as community open houses, to which Dias affirmed. Council Member Ciraco acknowledged that this was meant to address the large critical items, and at the

1 same time he wanted to assure the City could be flexible with that number. Dias added
2 that in the past they didn't have this outside vehicle for additional strategic
3 communication support and advice. This past year the City used this support for the
4 Deer Valley transaction as they tried to support the Mayor, Council and the City
5 communicating with the public, and it wasn't built into the Communications budget.
6 Dias recalled it was around \$42,000 last year. He stated that it made sense to have a
7 standalone item to create an additional line of transparency of where they were
8 allocating resources for this specific service, and it wouldn't be sourced unless there
9 was a true need. Council Members Rubell and Parigian supported a lower amount.

10
11 Council Member Rubell asked why the Public Works Procurement Coordinator wouldn't
12 sit in procurement rather than in Public Works if the City was trying to consolidate the
13 procurement function. Troy Dayley, Public Works Manager, indicated that they had
14 enough going on in their department that they needed someone working with them on
15 contracts, service agreements, and sourcing out better values and supplies. This person
16 would work closely with the Procurement Manager. Dayley's goal was to procure better
17 parts and supplies, better contracts, and have a better hands-on, and he felt the position
18 could pay for itself. Dias noted this was the one division that lacked administrative
19 support, so they were trying to complement the centralized function of procurement.
20 Council Member Ciraco pointed out there were two economic parts to it: cost savings
21 and value received which would help the level of service.

22
23 Council Member Parigian inquired about the Olympic planning line of the budget. Dias
24 asserted that the request was to support the elected officials' travel expenses to attend
25 the meetings to put forth Park City's role and/or the cost if Park City hosted a meeting,
26 and he noted there currently was not an allocation to support that. The City would only
27 use this money if required. He also advised that City Attorney Margaret Plane would be
28 looking at policies as to when and how to participate in these events by looking at other
29 jurisdictions. This fund would be a good complement to support good administrative
30 policy and transparency. Council Member Ciraco concurred that it might be needed over
31 a 10-year period, and he was okay if the City spent the money as-needed. Council
32 Member Rubell suggested having a policy as well as a twice a year update to see what
33 was being spent and then adjustments could be made. Dias offered to return to Council
34 with a policy discussion before the first six-month update.

35
36 Council Member Rubell commented about the \$17,000 for the NCS survey, and
37 asserted it felt like Park City paid a lot and did a lot of surveys. Frates clarified that the
38 bi-annual survey helped Park City benchmark against other similar communities, and
39 they got a great response to it. Mayor Worel liked to compare the City with other
40 communities year-over-year. Heinrich Deters added that the results informed grants.
41 Council Member Rubell supported it if it helped with grants and there was a return on
42 the investment for the survey.

43
44 Council Member Rubell noted that the Leadership program budget request increase
45 was \$10,000 and the City already contributed \$85,000. Since the program was in

1 transition, he requested a conversation about the source of the funding and noted that
2 most of the participants were not Park City taxpayers so there was not really a return on
3 that investment. Dias explained that these costs were inflationary, and asked if the
4 request was to hire the Director prior to finalizing the budget. Council Member Rubell
5 thought it was a forward-looking discussion about what would be the future of the
6 program, and the what the outcome of the \$85,000 investment would be. Council
7 Member Ciraco concurred that now was a good time to have the conversation. Mayor
8 Worel affirmed the City could look at other funding sources and fee schedules for the
9 program. Council Member Rubell requested to have the policy discussion prior to the
10 next Leadership cycle in late summer as to how Park City would like to administer the
11 program. If this money didn't get spent then it could be repurposed for other things.
12 Dias agreed to schedule a work session with the Leadership Director regarding future
13 funding soon.

14
15 Council Member Rubell asked Briggs about the service contract process evolution and if
16 that was budgeted for this fiscal year. Briggs replied that they were having discussions
17 with the liaisons about the budget, but they didn't have a recommendation to change the
18 budget. He would come back on May 16th to talk through the whole program and
19 process. Council Member Rubell queried if the assumption was that the \$630,000 plus
20 currently budgeted fund would be used for other outsourcing opportunities. Briggs
21 offered that staff would do whatever the Council decided. Mayor Worel noted they had
22 tried to take past comments from Council members into consideration as they re-
23 thought this program and she hoped they will be pleased with where they landed.

24
25 Sarah Mangano, Human Resource Director, began the discussion about employee
26 compensation. Council Member Rubell thought that going from \$26,000,000 to
27 \$37,000,000 over three years was a big increase. Frates clarified that the number
28 included new positions, health insurance and URS changes, not just pay plan. Council
29 Member Rubell continued that this year specifically there was another 10% increase
30 over last year or another \$3,000,000, and asked why it was this much of a net add
31 versus a reallocation with the cost of living. Mangano gave a pre-pandemic comparison
32 from Taco Bell, and pointed out that it was economic and inflationary influences since
33 COVID. Park City was competing with those proportional increases. It was more of a
34 livable wage for the employees and staff, especially for the front-line employees.
35 Discussion took place about tenure, experience, and performance. Mangano explained
36 that in 2018, the City had 45 grades and different job bands, and it was lagging the
37 market. Now Park City was consolidating into 14 pay bands and was trying to level set,
38 with tenure and experience being part of it.

39
40 Discussion took place to explain the verbiage of the lump sum merit and budget
41 request. Dias said that based upon the NFP recommendation to be market competitive
42 and the Park City factor of higher costs to live and commute here, staff was creatively
43 trying to implement that total amount of \$950,000 for lump sum merit. Instead of asking
44 for an additional \$950,000, the City would reallocate that from another fund.

Council Members Rubell and Parigian weren't comfortable approving the budget with this level of increase until they better understood where this money was going.

REGULAR MEETING

I. ROLL CALL

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

II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments:

Council Member Parigian announced the Park City Library would like to have a book festival in the fall. Mayor Worel thanked City staff for organizing the reception for the boards and commissions on Tuesday night as well as the volunteers on those boards and commissions. She also provided a Sundance Festival update. Park City would be submitting a Request for Information (RFI) next Wednesday and hopefully would be asked to participate in the RFP process.

Mayor Worel indicated the State of the City had been frustrating this year due to conflicts and finding available meeting spaces. Tanzi Propst presented the trailer of the State of the City video. Mayor Worel gave a shoutout to the Communications team for their hard work and their creativity and she highlighted the outreach planned, such as postcards and Spanish translation. Lastly, she pointed out that the Year in Review publication was available.

Staff Communications Reports:

1. Summer 2024 Special Event Transit and Parking Plans:

2. Land Management Code Amendment Update:

3. 2024 City Council Annual Retreat Summary:

Council Member Rubell believed that the summary captured the discussion well, however it lacked clarity about a decision framework. He asked how the priorities would matter and inform what was done in the future. He suggested an amendment to the

report soon. Dias admitted that summarizing the retreat was difficult without sounding overly pedantic and staff worked hard to make it concise. Council Member Ciraco asked for a, "Here is where you go next" part at the end of the report. Additionally, the graphic could convey the relative priority in groupings or some other method to feed into the decision framework discussion.

4. Bonanza Park Project Timeline:

Council Member Parigian expressed confusion about the Bonanza Park project timeline. Council Member Rubell added a lot of good work had happened to speed up the timeline in the last two weeks. He asked Jen McGrath, Deputy City Manager, to share the steps taken in the last two weeks and to show what the future would look like. McGrath related the consultant team was working on the small area planning process now. Regarding the feasibility study, the consultant team was working on drafting the RSOQ, which would give the City a leg up on the RFP process and the City was working with the consultant team on refining the questions to bring to Council to get precise direction on the most important components to put together a solid RFP process. The consultants added another member to their team and heard the Council's desire to accelerate the process.

Mayor Worel advised the Council that she would be scheduling a special meeting to answer the questions necessary for the RFP process in August or September. Council Member Rubell asked what the process looked like after the RFP process. McGrath noted that late May was the target release date for the RSOQ, and they were already working on laying the foundation for drafting the RFP now, so everything was happening concurrently. An RFP of this magnitude would come with a proforma, design concepts, square footages, financial plans, strategies for programming, etc., and then there would be a selection committee to review the RFPs, interview, negotiate a contract to enter into a public private partnership (P3), then they would put the MPD together, and then onto the Planning Commission process.

Council Member Ciraco surmised some firms could be interested later in the process after the Olympics had been officially announced so he didn't want to preclude any firms that didn't participate pre-July 24. McGrath continued that many City departments were working on things related to this area such as underground powerlines, City roadway projects, soil testing results, and others which were all happening concurrently. Council Member Parigian didn't understand the chart timeline in the report and McGrath agreed to meet separately with him to clarify it. She suggested the Council focus on the top of the report with the horizontal bar graph. McGrath reiterated that the special high-level meeting would be scheduled in early June to get the answers to those questions about an art space, how many affordable housing units, etc. Mayor Worel restated that those questions must be answered to submit the RFP.

Council Member Rubell asked when the application would be going to Planning. Discussion took place about a reasonable goal for this. McGrath reiterated that the process would go more quickly if the Council could be as specific and targeted as

possible with their desires. Council Member Rubell asserted the middle of next year was the goal for submittal to Planning. Council Member Ciraco agreed that an aggressive goal was desirable. Council Member Rubell requested a staff communication next week about a critical path for this project because that was the missing part of the conversation. McGrath clarified that the timeline she presented already assumed everything would go quickly. He asked about the path after the RFP. Mayor Worel remarked that the answers to these questions would inform the agreement entered with the Kimball Art Center and she emphasized how important everyone's participation and availability would be.

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

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

IV. CONSIDERATION OF MINUTES

1. Consideration to Approve the City Council Meeting Minutes from April 4, 2024:

Council Member Ciraco moved to approve the City Council meeting minutes from April 4, 2024. Council Member Parigian seconded the motion.

RESULT: APPROVED

AYES: Council Members Ciraco, Parigian, and Rubell

EXCUSED: Council Members Dickey and Toly

V. CONSENT AGENDA

1. Request to Authorize the City Manager to Renew a 10-year Sponsorship Agreement with United States Ski and Snowboard (USSS) in a Form Approved by the City Attorney:

2. Request to Authorize the City Manager to Execute a Construction Agreement with B. Hansen Construction, Inc. in a Form Approved by the City Attorney's Office Not to Exceed \$548,793 to Improve 19 Bus Stops within Park City:

3. Request to Authorize the City Manager to Execute a Construction Agreement in a Form Approved by the City Attorney's Office with Geneva Rock Products for the Homestake Storm Drain Improvement Project Not to Exceed \$762,945:

4. Request to Authorize the City Manager to Execute a Design Professional Services Agreement with HDR, in a Form Approved by the City Attorney, Not to

Exceed the Amount of \$188,549.15 for the Ability Way Roadway Improvements Project:

5. Request to Authorize the City Manager to Execute Four Professional Services Provider Agreements Totaling \$200,000, in a Form Approved by the City Attorney, for Invasive Species Mitigation as Follows: \$60,000 - Optimo Landscaping and Snow Removal LLC; \$50,000 - Ecology Bridge LLC; \$50,000 - Utah State University-Utah Conservation Corps; \$40,000 - Green Leaf Enterprises:

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

RESULT: APPROVED

AYES: Council Members Ciraco, Parigian, and Rubell

EXCUSED: Council Members Dickey and Toly

VI. OLD BUSINESS

1. Consideration to 1. Waive the Dining Deck Lease Fees Based on the Public Benefit Analysis; and 2. Approve the 2024 Dining Deck Leases:

Jenny Diersen, Special Event Manager, stated she changed her recommendation for the meal service requirement after her report was published because she was unsure that City staff should be regulating how businesses conducted their service. The health and safety requirements in the lease were important, as were the historic nature requirements, and she recommended taking out the meal service requirement for one year to try it out and to learn from it and have more collaborations between restaurants which would open doors for opportunity. The draft lease in the Council's report would be altered based on the Council's feedback. Lastly, if the water line project finished before July 1, she asked for staff's ability to move those dates administratively without bringing it back to City Council for approval. Any new leases would come to City Council for approval.

Rob Sant, Urban and Main, joined remotely to share the results of his public benefit analysis and indicated this was unique because it was mandated by Utah State Code. Council Member Parigian asked how many days a year were used to arrive at the \$6.75 million. Sant answered that it was 182 days for the years 2025-2033 and for 2024 it was 152 for the uphill restaurants and 130 days for the downhill restaurants to account for the waterline work. Bad weather was not considered.

Council Member Rubell asked how the City would administer the twelve-restaurant cap. Diersen admitted it was very difficult to achieve required fire lanes for special events when there were dining decks on Main Street.

Mayor Worel opened the public hearing.

1 Ginger Wicks, HPCA Executive Director, said her concern was maintaining the vibrancy
2 and having empty decks on Main Street. HPCA loved the program if they could find a
3 balance. They would like to make sure the decks were full.

4
5 Kevin Valaika, Shabu, stated that the decks were great but because of the lunch
6 requirement it was very difficult to plan a menu and cook and prep for dinner in the
7 same small kitchen. Staffing was tough also. He could program his deck with Pink
8 Elephant because they didn't have space for people to drink coffee. He thought more
9 people would do decks if they didn't have the lunch requirement.

10
11 Julie Hutchinson, Fletcher's on Main Street via Zoom, agreed that the two meal
12 requirements weren't feasible for them because they had tried it. They weren't very big
13 and had a tiny kitchen.

14
15 Mayor Worel closed the public hearing.

16
17 Council Member Rubell thought it was a fantastic report and analysis. It supported a
18 number of the City goals, and he supported removing the lunch requirement and the
19 cap also. He suggested having something that stated decks must comply with health
20 and safety requirements. Council Member Ciraco agreed with taking the meal service
21 away but favored leaving the cap for now and revisiting the cap another time.

22
23 Council Member Parigian didn't like to see the empty decks. He thought the numbers
24 were flawed in the report since they assumed every parking spot, every seat, every
25 deck was full, which wasn't true. He liked the idea of collaborating among the
26 restaurants if one restaurant only wanted to serve one meal. Diersen noted the Council
27 could always change the cap or rules next year.

28
29 Council Member Rubell moved to waive the dining deck lease fees based on the public
30 benefit analysis and approve the 2024 dining deck leases, with amendments to remove
31 the meal service requirement and require that staff return to Council if a 13th deck or
32 beyond applies. Council Member Parigian seconded the motion.

33 **RESULT: APPROVED**

34 **AYES:** Council Members Ciraco, Parigian, and Rubell

35 **EXCUSED:** Council Members Dickey and Toly

36
37 **2. Discuss Transportation Capital Project Funding:**

38 John Robertson, City Engineer, Jed Briggs, Budget Director, and Julia Collins,
39 Transportation Planning Manager were present for this item. Robertson stated the three
40 proposed transportation projects for the next three years were Snow Creek Crossing,
41 Homestake Roadway Improvements, and Lower Park Avenue.

42
43 **Snow Creek Crossing:**

Robertson reviewed Snow Creek Crossing history and background. He did not recommend an at-grade crossing now and he asked if there was a desire to wait to find other funding opportunities or to work with development to get that done before an at-grade crossing there. Mayor Worel clarified that if there was a HAWK signal placed there, traffic would back up onto SR224.

Council Member Ciraco stated there was nothing in the data that indicated this was a critical crossing now. He believed the volume between Bonanza and SR224 was less than on SR224 in front of Fresh Market so in the future he would like to understand that impact better in relation to the HAWK. Robertson confirmed that a traffic study would be required by UDOT before a HAWK signal was installed.

Homestake Transportation Project;

Council Member Ciraco asked if the \$5 million in the Walkability bond would be able to be used in this area. He also asked if this project would improve walkability in the area. Robertson answered yes to both questions. It was explained that the Snow Creek Crossing funding was awarded in 2021, cost estimates were much lower then, but the project was evaluated for prioritization for active transportation projects across the state. Collins indicated that she called UDOT to ask if they could move the \$3.5 million for the Snow Creek Crossing to a project that would go to construction sooner for this funding. UDOT looked hard at the Homestake connection but said the funds must be used in this location for this project and it couldn't be anything that was temporary, such as engineering or planning. If the project costs were to change, the City would be reimbursed 40% of every dollar up to that \$3.5 million, which was different from the walkability bond money the City still had.

Lower Park Avenue Improvements:

Mayor Worel commented that the library patrons and staff had concerns about crossing safely. She asked if there was money that could be used at this location if Option Three was chosen, to which Robertson affirmed and added that Option Two would take two construction seasons. Council Member Parigian asked if the Redevelopment Agency (RDA) funds could be used for any project within the RDA, such as the senior center or Woodside. Briggs answered they could be used for any project within the RDA or any affordable housing in Park City. The City was currently using some of that for the City Park building. Council Member Ciraco clarified that there was a bond for \$23,000,000 issued in 2019, using \$15,000,000 for the City Park building, \$8,000,000 for this project and there would be \$4,000,000 left.

Mayor Worel opened public input.

Lynn Ware Peek, 84060, stated that tunnels were so expensive and took so long to put in, but once you put them in you didn't ever look back and you never wished you didn't put one in. She couldn't stress safety enough at that location. The on-grade solution seemed to be temporary and that would still cost a lot. If this had been done when it was originally talked about it, it would have been behind us already, we would have this

safe passage, and we would have been able to apply the walkability funds twice now. This location was a dangerous place for pedestrians and cars.

Alex Butwinski, 84060, was on the Walkability Committee in 2007. The tunnel was just over \$5 million then and now it would cost over \$18 million. Bridges were unsightly and the tunnel at Snow Creek would give you the ability to ride a bike from Kimball Junction to Old Town without crossing a major road. He asked when it would be built if it wasn't built now. Just over \$7 million would come from the City budget with the rest coming from UDOT. The county and the school district and Park City would probably lose those funds if they weren't used on this project. It was not dire, but the community wanted it 17 years ago and they wanted it today.

Kathy Kahn, 84060, supported the tunnel and indicated she sat on the original walkability study in 2007. Jans to Dans was the Number One priority. She believed that being a pedestrian or a bike rider was very dangerous in this town. Park City needed to make this town as safe as possible for pedestrians and bikers.

Mayor Worel closed the public input.

Council Member Ciraco asked how much the City spent on Transit and how many people were moved for that amount. He thought the City got more bang for the buck for the transit system. Council Member Rubell declared these conversations were too reactive. He agreed that the City needed something in this area but had a hard time moving forward with a tunnel when they didn't know about the Yarrow redevelopment. He wanted to proceed with an at-grade solution. He didn't want to kill the idea of the tunnel at this point but in the interim he wanted an improvement installed for this construction season. Soon they would be talking about undergrounding power lines in the area. That could be an opportunity to do something at-grade and lay the power line conduits at the same time and only have that disruption in the area once. He encouraged staff to collaborate with the developments in the area to make it a better experience and make the decision later if they proceeded with the tunnel. Robertson reminded Council that no matter what the City did there, a traffic study would be required by UDOT since it was their road, and he reiterated that he didn't recommend a signal there right now. They would be putting more people at risk at this location with an at-grade signal.

Council Member Rubell asked to proceed with the traffic study as it would give them valuable information to use when they connected Snow Creek Trail and Bonanza Park down the road. They could have a better speed to market with safety improvements even if they were temporary, and they would be worth every penny of the \$1,000,000 for the one person who didn't get hit by a car. Mayor Worel asked if a left turn into Snow Creek Plaza would be possible if the City installed the pedestrian island option. Robertson said no because the island would be in the left-hand turn lane. A vehicle would be required to make a U-turn at Bonanza Road or to enter at the Top Stop location.

1 Council Member Parigian thought this needed to be rethought. This was 2007 thinking
2 in 2024. The City needed a tunnel at some point, but he wanted to wait until the
3 Bonanza Park and Yarrow developments were approved and then put up at-grade
4 signage. Collins added that the City would do the best they could to get the maximum
5 width for a tunnel with the adjacent property owners regarding setbacks and utility
6 clearances and at-grade changes for ADA compliance.

7
8 Council Member Rubell wanted a traffic study which addressed the area from Snow
9 Creek Drive to Homestake Drive knowing at some point they would want to do
10 something there. The study wouldn't be wasted, and it would only cost \$15,000-
11 \$20,000. Robertson added that a lot of traffic data had already been collected. The City
12 was limited on the north side of SR248 because the cemetery was there. Council
13 Members Ciraco and Parigian supported the traffic study and pausing on spending \$17
14 million on a tunnel right now.

15
16 Collins asked if the Council would like them to continue seeking grants for the Snow
17 Creek Crossing or if they should pause since they didn't have a projected construction
18 date. Discussion took place about the different stipulations and timelines for grants and
19 what projects they could be used for. Council Member Rubell supported staff seeking
20 grants, however Mayor Worel hesitated as it would be a lot of work for staff to apply for
21 grants if the City was not serious. The Council agreed that if they could improve the
22 Yarrow side of the street then they could pursue funding for the tunnel. Robertson
23 indicated he would begin the process of getting the consultant on board to begin the
24 study.

25
26 Council Members Parigian, Ciraco and Rubell gave approval for the yellow line on the
27 map for the Homestake project. Regarding Lower Park Avenue, Council Member Ciraco
28 supported Option One and asked if the water main replacement was included in that
29 option. Discussion took place about whether they could recoup the money from water a
30 few years down the line. Council Member Ciraco was flexible on the other options if they
31 had the ability to recoup that money later. However, there was hesitation to discuss this
32 topic without the Public Utilities Director present.

33
34 Council Member Rubell thought the City should do the infrastructure work and minor
35 upgrades to the street as proposed in Option Two. Council Member Parigian agreed
36 with Council Member Rubell and wanted to see what they could get for \$8 million-\$12
37 million. Dias summarized that they would return with a couple of options between \$8
38 million-\$10 million, talk with the Public Utilities Director, and scope out one or both sides
39 for sidewalks. Mayor Worel reiterated her concern of the timing of this project conflicting
40 with the construction of Woodside Park Phase II and the Senior Center. Dias confirmed
41 that they had a work order for the crossing in front of the library and some additional
42 lighting and signage.

43
44 Collins added that as part of their three-phase bus stop program they were looking at
45 the library bus stops for improvements, and they could wrap that federal grant into this

project or keep it separate based on the discussion tonight to select and look at the Park Avenue bus stops. The library bus stop was a high priority stop. She indicated the cost estimate was a worst-case number. This was an important corridor for Park City and so it would be an easy thing to write grants for.

Briggs asked if staff should budget \$12 million for this project and \$18.5 million for Snow Creek as a placeholder in the budget. The Council agreed to that if there was no authorization to spend that now.

VII. NEW BUSINESS

1. Consideration to Approve the 2024 Park Silly Market Supplemental Plan:

Chris Phinney, Special Events, and Kate McChesney from Park Silly Sunday Market were present to approve the supplemental plan. Phinney noted the only change from last year was minor signage details.

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

Council Member Ciraco moved to approve the 2024 Park Silly Market Supplemental Plan. Council Member Parigian seconded the motion.

RESULT: APPROVED

AYES: Council Members Ciraco, Parigian, and Rubell

EXCUSED: Council Members Dickey and Toly

VIII. ADJOURNMENT

With no further business, the meeting was adjourned.

Paige Galvin, Deputy City Recorder



PARK CITY COUNCIL MEETING MINUTES

**445 MARSAC AVENUE
PARK CITY, UTAH 84060**

May 2, 2024

The Council of Park City, Summit County, Utah, met in open meeting on May 2, 2024, at 3:15 p.m. in the City Council Chambers.

Council Member Toly moved to close the meeting to discuss property and litigation at 3:15 p.m. Council Member Ciraco seconded the motion.

RESULT: APPROVED

AYES: Council Members Ciraco, Dickey, Parigian, Rubell, and Toly

CLOSED SESSION

Council Member Toly moved to adjourn from Closed Meeting at 3:50 p.m. Council Member Ciraco seconded the motion.

RESULT: APPROVED

AYES: Council Members Ciraco, Dickey, Parigian, Rubell, and Toly

WORK SESSION

Discuss the City Manager (CM) and City Attorney (CA) Review Process:

Sarah Mangano, HR Director, asked if the Council had questions on the staff report. Council Member Parigian asked about the 360-degree review. Mangano stated they sought reviews on how the employee achieved their outcomes through soft skills from managers and coworkers. Examples of soft skills included being supportive, collaborative, or direct. Mangano asked that the Council discuss having a peer review every three to five years and the Mayor would inform Mangano on the decision.

Council Member Rubell asked if there was discretion on how the review process proceeded or if there was a set process. Mangano reviewed the steps of the review process, including a self-evaluation. The Mayor would meet individually with the CA and CM to prepare a self-evaluation summary, which could include recommendations. The CA and CM could meet with the Council in closed session to hear any feedback if the Council desired. This process was in the employment agreement and any changes to the process would require the reopening of those agreements. Council Member Rubell thought the process was vague and wanted it formalized so everyone would know what

1 to expect. He noted other City employees had moved to a quarterly review process and
2 asked if this process was still performed annually, to which Mangano affirmed. Council
3 Member Rubell wanted clarity on how to perform the review process and how pay would
4 be tied to it. Mayor Worel asked if that would require the employment contracts to be
5 reopened, to which Mangano stated she would look into that. Council Member Toly did
6 not favor opening the contracts. Council Member Parigian favored having a set process.

7
8 Margaret Plane, City Attorney stated the contract was broad and reopening it wouldn't
9 be required. She thought Mangano could work with outside counsel on this. Different
10 councils throughout the years had varying preferences. Some wanted the language
11 tightened and others wanted it more fluid. Mayor Worel indicated she observed both
12 processes in her time on Council. This Council chose to do the evaluation and then
13 have the Mayor and a Council member meet with the CA and CM to give the feedback.

14
15 Council Member Toly asked for some options and then Council could go from there.
16 Mangano stated she recommended continuing with the current process. She noted
17 reviews were time consuming and she encouraged all of Council's participation and
18 feedback. It was important that the Mayor meet with the CA/CM either with another
19 Council member or the entire Council. It should be tied to the pay plan. Council Member
20 Toly favored continuing the current process. Council Member Rubell asked for an
21 outline with steps of the process. The Council agreed to the outlined process.

22
23 **Discuss the Community E-bike Survey Results:**

24 Heinrich Deters, Trails and Open Space Manager, Chief Wade Carpenter, Alex Roy,
25 and Shaun Maher and Ethan Adams, RRC Consulting, were present for this item.
26 Deters noted some of the Basin Rec Board members were in attendance as well. Maher
27 indicated the survey answered questions regarding residents' attitudes concerning
28 ebikes. They mailed notices to residents in the City and Basin that included instructions
29 on taking the online survey. Responses favored bike speed limits on pathways and a
30 majority wanting the limit set to 10-15 mph. There was support for ebikes on pathways.
31 For questions on ebike trail use, 16% of riders went on trails, and there was support for
32 people 65 and older to ride on trails. Deters added they were sensitive to those with
33 mobility issues who wanted to use the trails. Maher indicated respondents supported
34 more resources to address ebike policies. They also supported more signage or ranger
35 presence for enforcing the policies.

36
37 Council Member Toly asked what other jurisdictions did with regard to speed limits.
38 Chief Carpenter indicated signage was posted on pathways and trails around Moab, but
39 they were not patrolled. The trail usage was high and there were no major incidents.
40 Council Member Ciraco asked if there was a correlation with age and speeding
41 problems on ebikes. Maher stated the City's policy on mobility or 65 years old and older
42 using the ebikes on trails made sense and respondents had accepted it. Deters stated
43 the user was what made situations safe or unsafe. Council Member Ciraco asked if
44 ebike education could take place in the schools and suggested a certification class for
45 students. Lt. Jay Randall noted the schools showed some educational videos to

1 students. He was working with the Communications team to continue getting the word
2 out. The school resource officer did a great job talking with the students and reminding
3 them of the policies.

4
5 Council Member Rubell stated 310 people responded to the survey and he thought
6 those were the passionate riders. He asked what insights were gained from the data
7 and how the insights were achieved. Adams stated the responses were not aggregated.
8 Council Member Rubell referred to the pilot program for trail usage and noted there was
9 major support for additional ebike use. He asked if the data was collected by age group.
10 Adams broke down the respondents by age. It was indicated 25% of respondents were
11 over 65 and 25% were under 35.

12
13 Council Member Dickey stated the survey was skewed to ebike owners. Maher
14 indicated they could separate the responses for ebike owners and non-ebike owners.
15 Council Member Dickey asked if the courtesy tag could be mandated. Deters indicated
16 some states had a certification process for ebike licensing. He thought there could be a
17 mechanism for requiring certain things. He noted there would be an enforcement
18 component to that as well. Currently, riders submitted their drivers' licenses to verify
19 they were over 65 and then they were issued a courtesy tag.

20
21 Council Member Parigian asked which trails were considered pathways, to which Deters
22 stated Poison Creek, Rail Trail, McLeod Creek, and Silver Quinns. Council Member
23 Parigian asked what ebike enforcement would consist of. Chief Carpenter stated using
24 radar to determine speed was not being considered, but they could look at behavior and
25 recklessness. He didn't know about citing ebikes. Deters clarified ebikes would not have
26 a different speed limit than cars on streets. He indicated enforcement was a tough
27 question. Council Member Rubell wanted to decide on policies before this summer
28 season. It was determined this item would come back for further discussion and
29 direction. Council Member Ciraco wanted to see the data broken down by ebike users,
30 mountain ebike users, and nonusers. Mayor Worel asked that a timeline be given on the
31 options presented. Council Member Toly asked if the speed limit recommendation
32 would be on City and County trails. Deters stated he was in communication with the
33 County and they would collaborate on a speed limit.

34
35 **REGULAR MEETING**

36
37 **I. ROLL CALL**

38

Attendee Name	Status
Mayor Nann Worel Council Member Bill Ciraco Council Member Ryan Dickey Council Member Ed Parigian Council Member Jeremy Rubell (via Zoom) Council Member Tana Toly	Present

Matt Dias, City Manager Margaret Plane, City Attorney Michelle Kellogg, City Recorder	
None	Excused

II. SWEARING IN CEREMONY

1. Police Officer Swearing In Ceremony:

Chief Carpenter introduced the newest members of the Police Department, Officers Tyler Parker and Wayne Henderson. Mayor Worel performed the swearing-in ceremony.

III. RESOLUTIONS

1. Consideration to Approve Resolution 04-2024, a Resolution Proclaiming June 2024, as Pride Month in Park City:

Browne Sebright stated this would be the fifth year the City approved a resolution recognizing Pride Month. He reviewed there would be Pride banners and flags on Main Street and Pride decals on some Transit vehicles.

Mayor Worel opened public input.

Virginia Solomon via Zoom thanked the Council for their support of the LGBTQ+ community and the taskforce.

Mayor Worel closed public input.

Council Member Parigian moved to approve Resolution 04-2024, a resolution proclaiming June 2024, as Pride Month in Park City. Council Member Ciraco seconded the motion.

RESULT: APPROVED

AYES: Council Members Ciraco, Dickey, Parigian, Rubell, and Toly

2. Consideration to Approve Resolution 05-2024, a Resolution Proclaiming May 2024 Historic Preservation Month:

Rebecca Ward, Planning Director, presented this item and indicated recognizing Historic Preservation Month would honor the preservation work done in the community.

Mayor Worel opened public input.

Don Roll, Chairperson of Friends of Ski Mountain Mining History, thanked the Council for their support over the years in their efforts to save 13 mining structures.

Randy Scott thanked the Council for their commitment to historic preservation. Preservation was evident on every corner of the City and it was well appreciated.

Mayor Worel closed public input.

Council Member Dickey moved to approve Resolution 05-2024, a resolution proclaiming May 2024 Historic Preservation Month. Council Member Toly seconded the motion.

RESULT: APPROVED

AYES: Council Members Ciraco, Dickey, Parigian, Rubell, and Toly

IV. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments:

Council Member Ciraco related an experience with his daughter which demonstrated kindness in the community. Council Member Toly went to the Utah League of Cities and Towns (ULCT) conference. She indicated the Spring Projects open house was this coming Tuesday. Council Member Parigian encouraged folks to see the Park City Follies. Council Member Rubell hoped the City would stop surveying issues and begin to take action. Mayor Worel indicated there was a speaker series on climate change and public health.

Staff Communications Reports:

1. Community Engagement Quarterly Update:

2. Main Street Water Line Replacement Project Update:

Mayor Worel stated she heard from the federal lobbyist that the request for a \$5 million grant was being sent to the House Appropriations Committee for consideration and would go through the earmark process. They would know more by the end of the year.

3. Bonanza Park Project Timeline Update:

Council Member Rubell stated they were getting close to understanding the timeline and ways to expedite the project. He hoped to get another update on the timeline to show the critical path to getting to vertical construction. This timeline would give the community and Planning Commission a heads-up on what would be coming. McGrath stated this was a living document and it would continue to change. For example, the Rocky Mountain Power update to Council was moved to May 23rd. There would be more information on soils and undergrounding electrical lines later this month.

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

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

1 Kathy Kahn supported not doing a pilot ebike program in Round Valley. She supported
2 everything in the survey and thought that everything should be kept status quo. She
3 was concerned with Council Member Rubell's comments about discrimination. We lived
4 in a place with rules and ordinances regarding non-motorized bikes and in her mind
5 ebikes were motorized. As a member of the senior community, she owned an ebike but
6 she rode very slowly. Other seniors wanted nothing to do with ebikes.

7
8 Peter Tomai supported Deters' conclusions on ebikes. He felt ebikes was a viable way
9 to get people out of cars. He didn't want to overly regulate them. He noted Moab
10 prohibited ebikes on backcountry trails and he stated power bikes damaged natural
11 trails more than human powered bikes.

12
13 Angela Wright with Bingham Cycling stated she was anxious to move ebikes forward in
14 the area. Her shop was offering bike safety courses and she agreed education was
15 important to keeping people safe. She disagreed with the statements that they tore up
16 trails if they were ridden correctly. She supported Deters' recommendations.

17
18 Jennifer Wesselhoff, President/CEO Park City Chamber and Visitors Bureau, stated the
19 Chamber rebranded to gain a stronger identity that would focus on the people, athletes,
20 great ambitions, and more. This brand would communicate all seasons and so they
21 created a new word, "Mountainkind". She showed the new marketing campaign video.

22
23 Ed Routan spoke on Mental Health Awareness Month, and indicated there was an
24 event at the County on how to access mental health services on May 22nd and 23rd.

25
26 Thomas Balton saw the ebike survey results and questioned why the City would change
27 the status quo. He was a hiker and biker and encountered an ebiker who was riding out
28 of control. He was concerned for his family being on the trails with ebikes.

29
30 Dave Nicholls stated Snow Creek Cottages behind the post office did not receive mail
31 and they were forced to get a post office box. The City approved a cluster box for these
32 condos. He requested the City cover the cost of buying and installing a cluster box.

33
34 Craig Williams eComment: "I spoke at a Council Meeting several years ago, and over
35 time, my feelings and position have not changed. 1) I am all for E-bikes on the paved
36 path trails. I would suggest something akin to drivers ed at school or at home or some
37 combination thereof to help in creating safe travel (get the kids to slow down) on those
38 paths. 2) I like the joint use of non E-bike and E-bikes on the Clark Ranch and Skyridge
39 trails. You know what to expect if you go there to ride. 3) I am still against E-bikes in
40 Round Valley, DV & PC Mountain Resort trails for several reasons a) E-bike 'Power
41 does not a good and safe rider make'. Years of riding human powered bikes gives one
42 an understanding that 'Technique, Etiquette, Properly Timed and Well Applied Power
43 learned from experience on the trails will not be present if just anyone with an E-bike is
44 allowed to use the trail systems. National Ability Riders should be allowed on the trails
45 with E-bikes (as they are now in PC. They typically have full able bodied associates

riding with them in case of emergency, so they are typically supervised) and riders over 65 with E-bikes should be allowed (as they are now on the PC trails, because they are usually more experienced in how to more safely and properly ride and typically understand and comply with better than average etiquette. 4) I would like to see Basin Rec have the same rules as the 84060 for purposes of consistency and equity, but there are of course entitled to making their rules in their jurisdiction. 5) I think more 'Mixed Use' allowing E-bikes on newly built to better handle speeds and the weight and probable decrease in cornering skill levels along with specific trail direction would be best, like the Clark Ranch and Skyridge trails. Build more of them. 6) Lastly, might be hard to do, but have a 'Trail Patrol' to combat illegal E-bike use. You would only be able to use a 'Bully Pulpit' for individual owners of E-bikes and at least chase them off the trails for that day, but if it is an bike shop rental, that logo will be on the bike, the bike shop should be notified that day that one of their renters is in violation of PC Trail Codes and the bike shop should retain their deposit. That deposit would then be split between Mountain Trails to help maintain (fix) trails and the other half goes to support 'Trail Patrol'."

Linda & David George eComment: "We support current Park City code, limiting e-MTB use on Round Valley single track. In addition, we do not support an e-MTB pilot program, as discussed previously in the mid-August 2109 Park City Council meeting. More broadly, we support current Park City code throughout City boundaries, with the possible exception of specific resort areas such as Deer Valley's flow trails. Their trails are fairly well differentiated, via design and signage, from trails used by hikers, trail runners, and traditional xc mountain bikers. We appreciate efforts to build e-MTB-friendly trails at Clark Ranch, Sky Ridge, and nearby efforts by Wasatch Trails Foundation in Wasatch County. One request, after talking with several e-bike riders from SLC, would be to strive for consistent e-bike and e-MTB code for PCMC and Basin Rec. The recent interactive trail/route map helps, but may not be known to trail users in SLC/etc. Regarding paved trails, we support speed limits and other safety measures for e-bike use on our paved trail network. If there were a way to separate users on existing parallel pathways (such as along 224) that could be helpful. We're glad to hear about efforts to encourage helmet use, including bike-share participants."

Ryan Goff eComment: "I've been looking at the survey results and thinking a bunch over the last few days. I've got plenty of thoughts but I'd like to call the council's attention to the following. Most people haven't ridden an Ebike on singletrack trails. Only 16% in PC & 20% in the Basin. So many of the survey results are then based on not experiencing the product we're talking about. And that's clear as you hear public comment about more trail damage or bikes zooming uphill at 20 mph. These are not realistic use cases on these bikes. You can read the Single Track Regulations slide in several ways. First is how it seems PCMC staff have overwhelming support for the as is on trails. But there's an alternative view: While the strongest single answer is Support no Ebikes on the basin, 51% are neutral to oppose an all-out ban. You have a huge majority supporting Ebikes on trails with either some or no conditions. And again, is with 80% of respondents never having ridden an emtb on single track trails. ? These answers are

based in a lack of knowledge. If anything has been learned through our lived experience of the last 4 years, it should be to listen to experts and not those who lack knowledge. To me what this survey says, most people still don't understand emtbs. But the temperature is changing, emtbs are becoming more accepted. You can see this in the data & on the trails. Our trail system is too vast, with too many entry & exit points to enforce any rule on who can or can't ride them. And is this really how we want to spend resources? Ultimately what you see is user conflict, we should focus time, effort & resources on separating downhill bike traffic from other users. This is the single best tool to tone down user conflict. Seldom Seen & Change Reaction are excellent examples of this in practice. More hiking only trails are another fantastic idea that help users that just don't want to deal with bikes of any kind. I urge the council to focus on the actual problem & not on if/who/how Emtbs are allowed on trail. They are already here, the genie is already out of the bottle and there's no going back. The current "Mobility Disability" is undefined and is a catchall for anyone to get an Emtb on the trails. In the end, if you look at the trends in the industry & on the trail, this is not a question of IF but a question of WHEN. PC is already behind the curve, the longer we debate who/where an EMTB can be ridden, the cloudier the definition of an EMTB gets, the more unneeded conflict happens on the trail, the more Deer Valley rents EMTBs at SnowPark base while other shops get a black eye over renting EMTBs."

VI. CONSIDERATION OF MINUTES

1. Consideration to Approve the City Council Meeting Minutes from April 11, 2024:

Council Member Parigian moved to approve the City Council meeting minutes from April 11, 2024. Council Member Dickey seconded the motion.

RESULT: APPROVED

AYES: Council Members Ciraco, Dickey, Parigian, Rubell, and Toly

VII. CONSENT AGENDA

1. Request to Authorize the City Manager to Execute a Design Professional Services Agreement in a Form Approved by the City Attorney, with WSP USA Inc. for a Three-Year On-Call Contract for Transit Design Services Not to Exceed \$350,000:

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

RESULT: APPROVED

AYES: Council Members Ciraco, Dickey, Parigian, Rubell, and Toly

VIII. OLD BUSINESS

1. Consideration to Approve a Professional Services Agreement with Design Workshop, Inc. in an Amount of \$408,760 for Consultant Services to Lead a Comprehensive Update to the Park City General Plan, and in an Amount Not to Exceed \$28,950 for a Potential Statistically Valid Survey:

Rebecca Ward, Planning Director, Jessica Garrow and Marianne Stuck, Design Workshop, and Maria Vyas Fehr and Peers, were present for this item. Ward stated the last iteration of the General Plan was in 2014 and many of the goals had been achieved. They wanted to update the General Plan. She displayed a timeline for data collection, advisory group and liaison input, data collection, community visioning, draft plan development, and the adoption process.

Ward stated the goals for the new plan included creating a clear plan with actionable strategies, laying a foundation for an LMC update, engaging the community, implementing updates to comply with state requirements, and incorporating planning initiatives. She indicated the statistical survey was optional and noted they could include a variety of methods to engage the community.

Council Member Rubell asked if the survey would be bilingual, to which Garrow affirmed. Council Member Rubell asked if the survey would be segmented based on population in order to ensure the City got the response that they might not otherwise get. Garrow stated they would work with Y2Analytics to make sure they tracked it correctly to hit the marks needed to make it statistically valid. Council Member Rubell asked if the survey would add to the timeline. Garrow stated it was part of the timeline. Council Member Rubell asked what the advisory group would entail. Ward indicated the stakeholder groups would be representative of the different community groups. They would spread the information on how to participate and engage.

Council Member Ciraco asked how the requested \$28,000 for the survey differed from the presentation slide with the cost breakdown. Ward stated the requested amount was for a survey that incorporated the Snyderville Basin. Council Member Ciraco asked how that option would be beneficial. Ward stated a regular survey was not necessarily representative. She noted the option to survey using residential utility database phone and online interviews within the Park City boundary could be selected by the Council. The General Plan was the guiding document that would help update the LMC and it would affect the City. There was no impact to the greater area, but they would be affected by it. Council Member Ciraco asked if staff's communication with the county staff could have insight and save some cost since this was the City's General Plan.

Council Member Parigian stated the City had Vision 2020 and he didn't see how 400 arbitrary interviews would make a difference in the General Plan. Ward stated these interviews would be more in-depth and have an additional layer of analysis, and she felt there could be value in performing a statistically valid survey.

Council Member Dickey asked if Design Workshop had done similar jobs in the area. Garrow stated they had worked for the City in the past and were also working on the

1 Bonanza Park area plan. She and Vyas had worked in Salt Lake City and in the
2 Wasatch Front. They were used to working in ski areas. They had a lot of
3 comprehensive general plan experience. Council Member Dickey asked if a General
4 Plan update was required every five years. Ward stated there were no statutory
5 requirements on a time, but there were requirements for moderate income housing.
6 Council Member Dickey asked if this was a realistic timeline, to which Ward affirmed.
7

8 Council Member Toly asked if the size of the plan could be reduced, to which Ward
9 indicated it would be more concise. Council Member Toly asked if Planning Commission
10 and Council liaisons would be part of the process. Ward indicated Design Workshop
11 hoped to meet with both public bodies at the beginning of the project. The scope would
12 also include meetings with the Forestry Board and the Recreation Advisory Board
13 (RAB) as well as other advisory groups. Council Member Toly asked if there could be a
14 timeline set up with quarterly check ins, to which Ward affirmed.
15

16 Mayor Worel stated she was on the Planning Commission in 2014 and there was a lot
17 of work that went into updating the General Plan. Council Member Ciraco asked if the
18 process would be streamlined if the survey was not performed. Garrow indicated even a
19 base level survey would be a great option that many communities did. The statistically
20 valid survey would give the City more confidence that the plan reflected the goals of the
21 City.
22

23 Council Member Rubell didn't support the survey and thought there would be similar
24 results without it. He also felt the broader community should not be part of the City's
25 General Plan. Council Member Dickey understood there was survey fatigue, but
26 asserted the General Plan was rooted in public input. He would prefer to delay the
27 project by a year if there was truly survey fatigue. Otherwise, he wanted to do this right.
28 This focused on each neighborhood. This would look different than 2014 and there
29 needed to be input. Specific to the Snyderville Basin, it was one planning area in two
30 jurisdictions. He thought it would be a mistake not to talk to them about the impact in the
31 jurisdictions. Council Member Rubell stated the City didn't influence the planning
32 outside its boundaries, so he didn't want that contribution for City policy. Council
33 Member Dickey thought there was value in how Snyderville interfaced with the City. He
34 didn't think they would have a say in each neighborhood. Ward indicated the
35 stakeholder groups would include business owners and employees who lived outside
36 the City limits. The statistically valid survey could enhance the outreach. There were
37 gaps in the Spanish speaking community members as well as younger families. This
38 would help track the demographics. Council Member Rubell asked if the survey could
39 substitute for the stakeholder groups. Ward felt both aspects were important.
40

41 Council Member Toly noted people lived outside the City but attended school within the
42 City limits. She thought their input would be valuable. She asked if there was one
43 survey option that was better than the others, to which Garrow stated the broader area
44 was good if they wanted feedback from another area, but the utility database was good
45 for just Park City because it captured people who weren't registered voters. Council

1 Member Parigian stated they all lived here, and they knew what the responses to the
2 survey would be.

3
4 Council Member Ciraco supported trusting the experts and letting them review all the
5 survey data that had been collected thus far. Then they could bring back options. He felt
6 the stakeholder groups would provide data from outside the City. Council Member
7 Dickey didn't know if there was a survey where Solamere residents voiced what they
8 wanted for their neighborhood. Council Member Ciraco stated the City was mostly built
9 out. There was also data from the Neighborhoods First program that would tell them
10 what the neighborhoods wanted.

11 Mayor Worel summarized Design Workshop would collect data from surveys in the City
12 and there was consensus to add a survey to the plan. The majority of the Council was
13 against surveying Snyderville Basin and supported the survey using utility database
14 phone and online interviews.

15
16 Council Member Toly moved to approve a professional services agreement with Design
17 Workshop, Inc. in an amount of \$408,760 for consultant services to lead a
18 comprehensive update to the Park City General Plan, and to survey residents using
19 residential utility database phone and online interviews in the amount of \$19,200 plus
20 the additional incorporation fee. Council Member Dickey seconded the motion.

21 **RESULT: APPROVED**

22 **AYES:** Council Members Ciraco, Dickey, Rubell, and Toly

23 **NAY:** Council Member Parigian

24
25 **IX. NEW BUSINESS**

26
27 **1. Consideration to Approve Ordinance No. 2024-07, an Ordinance Adopting a**
28 **Tentative Budget for Fiscal Year 2025 for Park City Municipal Corporation and Its**
29 **Related Agencies and Authorizing the Computation of the Property Tax Rate at a**
30 **No Tax Increase Rate, and Set Public Hearings to Consider Adoption of the Final**
31 **Budget on June 20, 2024, at a Regular City Council Meeting:**

32 Jed Briggs, Penny Frates, and Robbie Smoot, Budget Department, Sarah Mangano, HR
33 Director, and Myles Rademan Leadership Program Director, were present for this item.
34 Briggs indicated the budget season began at the beginning of the year. Requests were
35 taken, committees were formed, and there were several work sessions with the Council
36 to discuss priorities. By law, a tentative budget had to be adopted by the first Council
37 meeting in May. A final budget would be adopted on June 20th. Between now and June,
38 his team would come back to discuss public service contracts, fee changes, elected
39 officials' compensation, and more.

40 Briggs reviewed Council's direction from last week's budget discussion. Rademan
41 indicated the Leadership program began 30 years ago. It started in the City, and he
42 recognized the need to have discussions in the community. He stressed relationships
43 were important. He noted he requested a budget increase for the first time in 10 years.
44 The goal was to bring like-minded people together. They decided not to charge people

1 to be in the program in order to get the most diverse group possible. Instead, he went to
2 the resorts, the Chamber, the Rotary Club and other organizations, and asked them for
3 donations. The total budget for the program was about \$80,000, and he received
4 \$40,000 in cash and \$10,000 in in-kind services from these other entities. He stated
5 30% of the applicants lived in the City, 40% in the County, and the rest came to the City
6 from other areas because they worked here. Rademan noted there were now almost
7 900 Leadership program alumni.

8
9 Council Member Ciraco stated this was not about Rademan, but how they wanted the
10 program to go in the next 30 years. Rademan added the participants paid for CityTour.
11 Council Member Ciraco asked what the transition process looked like. Rademan agreed
12 this was an inflection point and indicated he was not part of the selection process for a
13 new director. Council Member Parigian asked how allowing non-residents into the
14 program benefited the City. Rademan stated there was a lot of discussion on needing to
15 think regionally. He knew people would like to be here and couldn't afford it, but they
16 liked networking and that benefited everyone.

17
18 Council Member Rubell asked if other cities charged nonresidents. Rademan felt
19 strongly that if the program remained bare bones, then the participants shouldn't be
20 charged. All participants were required to sign a letter of commitment and they had a
21 95% success rate. Council Member Rubell asked if the partners had been asked to
22 contribute more to compensate for inflation. Rademan stated he sent a letter asking for
23 a little more money each year. A letter requesting donations was also sent to alumni.
24 Council Member Rubell asked if data could be gathered from other cities with
25 Leadership programs to see how they were funded.

26
27 Council Member Dickey thought the return on investment with this program was
28 phenomenal and it was worth the \$10,000 budget increase. Mayor Worel thought the
29 cost to participants should be discussed as the program was being reimaged. Council
30 Member Rubell asked that the Council discuss the future of Leadership in the next
31 couple of months. Council Member Toly was not in favor of discussing this topic.
32 Council Member Dickey didn't want to force the issue but wanted to wait for the new
33 director to get up and running. Council Member Parigian felt it was a good time to look
34 at the program.

35
36 Michael Ongkiko, NFP, reviewed the goal of the compensation study was to ensure pay
37 was sufficient to attract and retain talent. The focus of the study was just compensation
38 and did not include benefits. He recommended going to a market-rate pay scale and
39 stated they looked at a geographical pay differential and analyzed the compensation
40 philosophy of the City which was to pay 5%-10% above the midpoint.

41
42 Ongkiko recommended a separate pay structure for police officers since that market
43 was so different in this area. He also wanted to increase pay for some jobs to bring
44 them up to market pay. The final recommendation was to eliminate the annual
45 performance bonus and put it into the base salary. Council Member Rubell thought

1 there had been a discussion that pay would be based on tenure qualifications and
2 experience, and he thought it was strange that tenure would be a driver of
3 compensation. Ongkiko stated they did not consider seniority when considering pay for
4 performance. It should only be considered when creating a job description.

5
6 Council Member Parigian stated he heard pay didn't drive happiness in a job. He felt
7 most City employees were happy and he asked what the City got for paying extra.
8 Ongkiko stated cash was king, especially for younger employees, and they would
9 change jobs for an additional couple dollars an hour. The commute time was a
10 disadvantage so additional pay was needed. Council Member Parigian asked if the City
11 paid above the private industry. Mangano asserted the private sector paid higher than
12 the public sector.

13 Frates reviewed the pay requests. Mangano discussed the pay bands and stated the
14 lower pay bands had the highest pay increase. They had to look at salary compression
15 and had to be aware of that. She noted pay was being allocated, but the actual wage
16 increases were based on employee performance. Council Member Rubell was
17 impressed that the front-line workers had the highest pay increases. Council Member
18 Dickey agreed with the plan directionally and looked forward to more information on
19 how it flowed into actual pay. Mangano indicated the pay was set in pay ranges and
20 they would correct the blanket raises that had been given in the past few years. Council
21 Member Rubell asked for more information on pay bands 8, 9, 10, 19, and 20. Mangano
22 stated the goal was not to exceed the midpoint in the pay band. Council Member Rubell
23 also asked for a three year look back at those pay bands to see what they looked like.
24 Frates reiterated the pay band for police officers was separate from the rest of the City.

25
26 Briggs reviewed the revenue funding percentages of the City's budget. Smoot stated
27 February sales tax revenue was at a record high and he anticipated March to be high as
28 well. Briggs summarized the different funds for capital improvement projects and the
29 different sales tax revenue funds.

30
31 In response to Council Member Dickey's question, Briggs stated when the City bonded,
32 it bonded up to 65% of the revenue threshold. He discussed the new Emerging
33 Community Initiatives Fund for projects such as land acquisition, community
34 infrastructure, affordable housing, transportation and parking, and public-private
35 partnerships. He recommended \$10 million be put into this fund.

36
37 Mayor Worel opened the public hearing.

38
39 Scott van Hartesvelt stated he lived here for 23 years but didn't know anyone in the
40 community until he was accepted into the Leadership group. He participated in the Let's
41 Talk-Disagree Better project and he and his group took it to several entities. He now has
42 joined other groups to better the community. Even though he lived in 84098, the groups
43 he worked with were in the City. To him, it's all the same community.

44
45 Mayor Worel closed the public hearing.

1 Council Member Rubell asked if there would be a conversation on a public-private
2 partnership for pickleball. Matt Dias stated a work session was scheduled for May 16th
3 and noted there was a tentative earmark for land to be the City's contribution for that.
4 Council Member Rubell asked why affordable housing rent increased from \$20,000 to
5 \$60,000. Briggs stated he would look at that again and noted they hadn't been receiving
6 money so the average amount increased. Council Member Rubell stated there was a
7 line item for arts and culture personnel but there wasn't an arts and culture program
8 currently. Frates stated that was budgeted, but not filled. Council Member Rubell
9 requested to talk about it and take it out if needed before the final budget adoption. He
10 asked about the \$600,000 in donations for the capital improvement account, to which
11 Briggs stated that was an accident and would be removed. Council Member Rubell
12 stated there was \$220,000 budgeted for the Marsac remodel. Briggs indicated it was a
13 placeholder until the Council gave final direction. Council Member Rubell noted the
14 electric vehicle (EV) chargers fund was down. Luke Cartin stated it was a holdover from
15 a previous project. They had since received grants. The project was to put in Level Two
16 chargers. Council Member Rubell asked if EV chargers were still a priority to which
17 Cartin affirmed.

18
19 Council Member Rubell asked about the \$1.5 million for the PC MARC expansion, to
20 which Briggs stated it was for the aquatics. Council Member Rubell asked about the
21 \$3.7 million in asset improvement. Briggs stated the unspent capital projects money
22 rolled over to the next year. Council Member Rubell asked about the increase in water
23 service charges. Briggs stated that was a placeholder and it would be discussed more
24 on May 23rd.

25
26 Council Member Toly indicated money was not allocated for the senior center and there
27 was not enough in the fund to complete the project. Matt Dias indicated an RFP was
28 issued and staff would work on it between now and the end of the year based on the
29 RFP. Council Member Toly noted they asked the County to put money into the project
30 as well.

31
32 Council Member Ciraco moved to approve Ordinance No. 2024-07, an ordinance
33 adopting a tentative budget for Fiscal Year 2025 for Park City Municipal Corporation
34 and its related agencies and authorizing the computation of the property tax rate at a no
35 tax increase rate, and set public hearings to consider adoption of the final budget on
36 June 20, 2024, at a regular City Council meeting. Council Member Rubell seconded the
37 motion.

38 **RESULT: APPROVED**

39 **AYES:** Council Members Ciraco, Dickey, Parigian, Rubell, and Toly

40
41 **2. Discuss a Loan Pool to Assist with Capital Expenses in Affordable HOAs:**

42 Rhoda Stauffer, Housing Program Specialist, stated based on state findings, there were
43 HOA shortfalls for capital projects for older affordable housing projects. She hoped to
44 discuss the City's role in protecting affordable housing. She looked at other

1 communities and found that some did nothing, some provided loans or grants, and
2 some allowed special assessments to be added to the maximum resale price (MRP).
3 She also proposed creating special savings accounts held by the City, and/or merging
4 small HOAs.

5
6 Mayor Worel opened public input.

7
8 Luke McCartney 84060 was in affordable housing and stated his HOA fee was \$522 per
9 month. He spoke for many people who had high HOA fees and they hoped the City
10 would do something to help.

11
12 Carrie Belczyk stated the HOAs needed to be addressed since costs were going up.

13
14 Dave Nicholls lived in affordable housing and he felt the issue was leadership. The
15 homeowners purchased these units and were told they were affordable. His HOA had
16 some unique problems early on. There was poor construction on the roof which resulted
17 in mold. This threw the budget out of whack. They spent all the funding to fix these
18 problems and now there was no money left. He appreciated the program and he knew
19 he couldn't live here without it. He hoped the City would take some responsibility to help
20 them.

21
22 Matthew Carlton stated he was worried there would be major capital projects in the
23 future at Central Park Condos and they didn't have a fund to do those. He noted the
24 residents paid into two HOAs, the Prospector HOA and the building HOA.

25
26 Thomas Eddington stated he wanted to partner with the City to perform some of the
27 maintenance on these units. There were some construction issues when he moved into
28 his unit and the reserve money was used for these unanticipated projects. He asked the
29 City to partner with them and get the units painted.

30
31 Megan McKenna, Mountainlands Community Housing Trust, thanked the City for their
32 work on this issue. She often received calls about HOA issues throughout the county.
33 She supported the City being involved in this. She felt this would be something a
34 housing authority should take on.

35
36 David Greenholtz eComment: "As an owner at The Retreat, 1450 Park Ave, I have
37 reviewed the initial proposals for long term assistance for repairs and maintenance and
38 wanted to add some notes to this item. We have actually been in board discussions for
39 the longer terms expenses that we may incur and this potentially could have a negative
40 impact for our community. I am the president on the Board at the Retreat and have
41 been on past HOA boards as well. Some points for this topic: Our development includes
42 only 8 free standing units with solar on 6 units. We are probably amongst the smallest
43 HOA and this has challenges for our monthly expenses for homeowners. With only 8
44 units, we do not have the advantage other HOA's have to spread costs over a larger
45 portion of units, so keeping a budget in line and conservative is vitally important to us.

Options 4 and 5 are completely unreliable and should not be a consideration for proposed future options. To have the city further involved in a savings fund or merging HOA's we feel are a terrible idea. For options 1-3. Here are the key challenges for the homeowners. Right now we are restricted on our allowable appreciation for our home, but at the same time there are no caps for future expenses on our units. This causes a potential for a huge gap for a homeowner to step up and sell their unit in the future and be able to retain the appreciation for the home. Also as we discuss the upkeep for the exterior, we are restricted for any upgrades or improvements to the inside of your units. If the kitchen is replaced, we are not allowed to recover that from a future sale. So there is a negative incentive to spend a single dollar for the interior of the units. Other projects do allow improvements to be calculated into a future sale price. Loan funds that will require homeowners to qualify based on current income for all may be an issue for qualifying. For 8 units that cost with a subsidy on interest still will account for 20% of our current budget. Our association is well-managed, we do budget reviews, cost reviews, as should all associations be pro-active in their HOA, that is the key. But with potential expenses that can dilute any equity that is built over time and used for a step up to other housing. Here are some suggestions that we feel should be considered. 1. Allow any needed assessments for the HOA for improvements/repairs to be added to future sale of the property from date of purchase 2. Modify CC&R's to allow interior improvements of units to be included and be added to future sale of the property from date of purchase. 3. Replace a low interest loan proposal with a grant at 50% of the repair/improvement and the HOA will be responsible for the other 50%. - This removes a 20 year loan on the books with the city - The HOA can then adjust the reserve requirements or with an assessment for the difference - The grant should keep our future sale within the maximum resale price MRP."

J Moira Howard eComment: "I ask that you consider this proposal very carefully before we slide further down a slippery slope. Before a person decides to buy a home - 'affordable' or not - they have to be forward thinking and consider ALL the expenses this involves, including HOA fees and property taxes. It is his/her responsibility to do so. In Park City, those of us in HOA-managed properties are mostly, if not all, facing increased/increasing dues and special assessments. Park City is building/planning on building hundreds more 'affordable' units. What happens when the buyers of these can no longer afford their HOA dues? Are we going to keep on making funds available from 'somewhere' to bail them out? Requiring additional funds, unfortunately, is not a one time occurrence. Well-managed HOAs should have the reserves to cope with all but major projects. If an HOA has a shortage in reserve funds, it either has to assess members or look to banks for a loan. Lending money is not a risk the City should be taking. In addition, property taxes have greatly increased and will likely continue to do so. What happens when those in 'affordable' properties can't afford to pay them? The City is not a bank and should not be in the loan business."

Mayor Worel closed public input.

The Council felt the City had a role in keeping HOAs viable. Council Member Ciraco stated the construction issues were separate from inflation issues. Stauffer asked if the Council preferred a certain tool from the options she had listed. Council Member Rubell favored adding a special assessment for capital improvements to the resale price. He asked for a broader conversation around the deed restrictions and the three percent cap on sales.

Council Member Toly supported looking at loans or special assessments. She would need more information before trying special savings accounts or merging HOAs but wanted effort to be put into the loans and special assessments.

Council Member Dickey stated this was an issue with for-sale affordable housing. He favored the loan option. He wanted the City to cover unforeseen expenses only. Council Member Parigian suggested changing the process for the next affordable housing project. The City was the seller, not the developer, so the warranty should be extended. For now, the City had to keep the structures solid and fix the problems. Council Member Ciraco supported special assessments or creating a savings account. There was the problem of the legacy defect, and he wanted to start with the properties that had the defects. Then he wanted to help the affordable projects. He supposed there was a range of financial conditions. Stauffer indicated they might form a study group to review the issues.

X. ADJOURNMENT

PARK CITY HOUSING AUTHORITY MEETING

ROLL CALL

Attendee Name	Status
Chair Nann Worel Board Member Bill Ciraco Board Member Ryan Dickey Board Member Ed Parigian Board Member Jeremy Rubell (via Zoom) Board Member Tana Toly Matt Dias, Executive Director Margaret Plane, City Attorney Michelle Kellogg, Secretary	Present
None	Excused

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

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

OLD BUSINESS

1. Consideration of the Owner's Request to Sell an Affordable Rental Unit Located at 1800 Homestake Road, #364-U:

Rhoda Stauffer, Housing Program Specialist, and Bill Pidwell, owner, were present for this item. Stauffer reviewed this came to the Board on April 11, and the Board directed the City to purchase the unit. The Board wanted information on those ahead of the tenant on the affordable housing waitlist. She indicated the person in the number one position said they were not interested in buying for a couple years. The person in the number two position was a single person and did not qualify for this unit. Stauffer also reviewed the HOA costs for this unit. She asked the Board to consider renting or selling to the current tenant household.

Board Member Dickey asked if Stauffer looked at J Fisher policies for people who exceeded the AMI threshold. Stauffer indicated J Fisher changed another unit to affordable and assigned the tenant who exceeded the AMI to attainable status. Board Member Rubell asked what would happen to the rent in J Fisher projects. Stauffer was not sure. Board Member Dickey thought they could only stay up to a certain AMI and then it became a market rate unit. Stauffer stated in this situation there was only one unit so that process was not possible.

Board Member Ciraco asked what the sales price was for people over 80% AMI. Stauffer stated they chose targeted prices, but no units had been sold higher than 100% AMI. Board Member Ciraco wanted to understand the policy. Stauffer indicated this was unique and would probably not happen again.

Board Member Parigian asked if the tenants were aware of the HOA fee and possible assessments in the future, to which Pidwell affirmed. Board Member Rubell asked if the City had a policy regarding not evicting people. Stauffer indicated the City didn't manage rentals, but the City had provided notice and evicted people because the intent of the City was to convert the units to City employee housing. Jen McGrath stated the Board members had wanted to look at the policy and evaluate any areas that needed adjusting. Board Member Ciraco asked if the unit was capped at 3% appreciation a year. Pidwell stated the current cost to the buyers was less than attainable rent.

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

Board Member Parigian moved to approve the City buying an affordable rental unit located at 1800 Homestake Road, #364-U and selling it at the affordable price for the tenant at \$374,841. Board Member Rubell seconded the motion.

Board Member Dickey felt renting was the best option but indicated he would support the motion.

RESULT: APPROVED

AYES: Board Members Ciraco, Dickey, Parigian, Rubell, and Toly

ADJOURNMENT

With no further business, the meeting was adjourned.

Michelle Kellogg, City Recorder



City Council Staff Report

Subject: Park City Fiber Conduit – RMP Wildfire Mitigation
Black & McDonald– Construction Agreement
Author: Harrison Holley, Public Utilities Engineer
Department: Public Utilities
Date: May 23, 2024
Type of Item: Administrative

Recommendation

Authorize the City Manager to execute a Construction Agreement, in a form approved by the City Attorney's Office, with Black & McDonald L.L.C. to install fiber conduit and junction boxes, not to exceed \$222,789.00

Background

Park City Public Utilities utilizes a vast array of radios and fiber optic cable to transmit data from its water tanks, pump stations, PRVs, treatment plants, and water meters. This data is essential to the water system's operation, security, safety, and billing of our customers. Fiber is the preferred network solution as it has the following benefits compared to radio communication:

- Expected Useful Life 20-40+ years vs 5-7 years for radios
- Robust and Secure (buried infrastructure)
- Less susceptible to environmental factors (wind, snow, sun)
- Scalable to easily adapt to future growth

While fiber conduit itself is not relatively expensive, the cost of conduit installation (trenching, boring, directional drilling) makes fiber cost-prohibitive for many locations. Fortunately, there is an opportunity for PCMC to have fiber conduit installed at a fraction of the cost based on existing work managed by Rocky Mountain Power.

Black & McDonald contractors will be undergrounding distribution power lines for Rocky Mountain Power (RMP) in Park City as part of their wildfire mitigation efforts. Public Utilities identified an opportunity to bolster our communication network and engaged with Black & McDonald to explore installing fiber conduit and junction boxes along the same alignments as their undergrounding efforts for RMP. With the approval of RMP, Black & McDonald provided pricing for this additional work. Comparing these prices to an engineering estimate comprised of industry standard pricing, we estimate we would have to pay 2-4 times this amount to have the work done as part of an independent project.

The proposed fiber conduit alignments (Exhibit A) would provide Public Utilities the opportunity to increase the fiber connectivity of the City's network. The alignments would allow us to bring a critical remote site which serves as a communication hub, on

to the fiber network as well as provide connectivity opportunities along HWY-224/Deer Valley Drive from the Bonanza Park/Prospector area to Main Street & Old Town. Portions of this work is not guaranteed at this point. Two of the alignments are subject to proposed easements which Public Utilities is working to acquire. In the event these easements are not granted, Public Utilities would not have fiber conduit installed in the associated alignments and the amount spent under the contract amount would decrease accordingly. We would still have conduit installed along the remaining alignments.

In accordance with the City's procurement policy, the project was granted a Waiver of Standard Procurement Process by the Procurement Official and City Manager (Exhibit B).

Funding

The funding for the project is from water service fees and is included in the adopted Water CIP budget.

Exhibits

- A Fiber Conduit Map
- B Cost Estimate
- C Waiver of Standard Procurement Process

Exhibit A

PCMC Fiber Conduit in coordination with
RMP Wildfire Mitigation Work

Legend:

-  Fiber Conduit Alignment (including junction boxes)
-  PCMC Facility/Site for Potential Connection
-  Potential Connection to Existing PCMC Fiber





1106 South Legacy View St., Salt Lake City, UT 84104

Phone (801) 679-6840 | Fax (801) 569-9226

To:	Park City	Contact:	
Address:	Park City, UT	Phone:	
		Fax:	
Project Name:	Park City Fiber Conduit	Bid Number:	
Project Location:		Bid Date:	

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
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Alignment 01 - Alternate 1A

1	Install Type II Box Provided By Park City	1.00	EACH	\$910.00	\$910.00
2	Install Type III Boxes Provided By Park City	2.00	EACH	\$1,090.00	\$2,180.00
Total Price for above Alignment 01 - Alternate 1A Items:					\$3,090.00

Alignment 02 - HWY 224 To Bonanza

3	Install 2 - 2" Conduits From West Side Of Arie Drive Along Bonanza Dr To Munchkin RD To Be Installed In RMP Trench/Bore	4,650.00	LF	\$12.75	\$59,287.50
4	Install Type II Boxes Provided By Park City	2.00	EACH	\$910.00	\$1,820.00
5	Install Type III Boxes Provided By Park City	4.00	UNIT	\$1,090.00	\$4,360.00
Total Price for above Alignment 02 - HWY 224 To Bonanza Items:					\$65,467.50

Alignment 03 - King To PC Mountain

6	Install 2 - 2" Conduits From King to Park City Mountain Resort In RMP Trench/Bore	6,500.00	LF	\$8.20	\$53,300.00
7	Type II Boxes Provided By Park City	5.00	EACH	\$910.00	\$4,550.00
8	Type III Boxes Provided By Park City	2.00	EACH	\$1,090.00	\$2,180.00
Total Price for above Alignment 03 - King To PC Mountain Items:					\$60,030.00

Alignment 04 - Empire Canyon To King

9	Install 2 - 2" Conduits From Empire Canyon To King In RMP Trench/Bore	5,850.00	LF	\$8.20	\$47,970.00
10	Install Type II Boxes Provided By Park City	10.00	EACH	\$910.00	\$9,100.00
Total Price for above Alignment 04 - Empire Canyon To King Items:					\$57,070.00

Total Bid Price: \$185,657.50**Notes:**

- Project is bid per plans and specifications. Any changes will require a revised quote
- All Conduit & Boxes to be provided by Owner.
- Conduit to be installed in same trench as RMP Power Conduit & at the same time.
- Surveying and staking will be completed by others.
- Price does not include any handling, removal, disposal of contaminated material.
- Above pricing does not include removal and/or relocating existing utilities.
- Rock Excavation is not included and to be negotiated on a case by case basis. Rock Excavation is: Any cobble rock, sandston, or solid formations that can not be drilled by standard tooling.
- The above price does not include Performance and Payment Bond. (Unlimitd at 0.5% if required)
- This proposal may be withdrawn if not accepted in 30 days.

Payment Terms:

Monthly progress payments and payment in full upon completion of project.

20% Owner's Contingency: \$37,131.50**TOTAL CONTRACT PRICE: \$222,789.00**

Exhibit C



PUBLIC NOTICE OF PROPOSED WAIVER

DATE ISSUED: May 1, 2024
PROPOSED SERVICE: Fiber Conduit and Junction Box Installation
PROPOSED PROVIDER: BLACK & MCDONALD L.L.C.
REQUESTING DEPARTMENT: Public Utilities

Please take notice of Park City Municipal Corporation's (PCMC's) intent to waive a competitive procurement process. PCMC Procurement Rule 5-3 provides that the competitive procurement requirements may be waived under circumstances where there is a reasonable justification and the waiver is in the best interests of PCMC. The Procurement Official has determined that a waiver is appropriate for a contract for installation of fiber conduit and junction boxes in the amount of \$221,844.00 to Black & McDonald L.L.C. based on the information below:

Waiver Justification:

Per Procurement Policy Section 5-3 (Waiver of Standard Procurement Process), awarding the contract without engaging in a Standard Procurement Process is in the best interest of PCMC because a cost-benefit analysis demonstrates that transitional costs of changing to another provider are unreasonable or cost-prohibitive and a procurement procedure would be unlikely to produce competition. This is an opportunity for PCMC to have fiber conduit and junction boxes installed at a fraction of the cost based on existing work in the same area. Black & McDonald will be undergrounding distribution power lines for Rocky Mountain Power (RMP) in Park City as part of their wildfire mitigation efforts. PCMC engaged Black & McDonald to explore the opportunity of having fiber conduit and junction boxes installed along the same alignments as their undergrounding efforts. This fiber infrastructure provides PCMC with the opportunity of bolstering the reliability and security of their communications network by having fiber optic connections between critical sites in the city. With the approval of RMP, Black & McDonald provided pricing for this additional work for PCMC. Comparing these prices to an engineering estimate comprised of industry standard pricing, PCMC would have to pay 2-4 times this amount to have the work done as part of an independent project.

Additionally, per Procurement Policy Section 5-3(A)(2), awarding the contract through a Standard Procurement Process is impractical and not in the best interest of PCMC because procurement of the services is unlikely to produce competition and for reasons discussed above and below. Because of the opportunistic cost savings of this work, it would be impractical to go through the Standard Procurement Process when an alternate independent contractor would not be able to compete with Black & McDonald's costs.

*To submit comments regarding this Notice of Proposed Waiver, please email Gretchen Haller at Gretchen.Haller@parkcity.org within seven days of the date of posting.

City Council Staff Report

Subject: Drone Show Professional Service Agreement
Author: Rachel Roadfuss
Department: Special Events
Date: May 23, 2024

Recommendation

Consider a request to award a three-year Professional Service Agreement (PSA) and a possible two-year extension with Skyworx Drone Shows, LLC for a Fourth of July drone show not to exceed \$45,000 annually (\$135,000 over three years).

Executive Summary

The Fourth of July Celebration is one of the defining events on Park City's summer event calendar. It is a distinct event in that the City is the Applicant, producer, and regulator. We began programming the Fourth of July Celebration in 2015 after the Park City Ambassadors, a Park City Chamber volunteer arm, dissolved.

In 2023, the City Council pursued a drone show instead of fireworks. Drone shows offer a safer alternative to fireworks, especially in a community with serious wildfire concerns. The drone shows also lessen impacts on wildlife and pets compared to fireworks show with loud noises. Nonetheless, there are still opportunities for our community to see fireworks shows to celebrate the nation's birthday - local entities continue to host fireworks shows, including Canyons Village (with drones), Oakley Rodeo (with drones), and private shows (Glenwild, Promontory).

After seeing the success of the drone show in 2023, on March 7, 2024 ([report](#) p.22 / [minutes](#) p. 2), Council directed staff to release an RFP for three year agreement with a possible two year extension for a drone show moving forward. Because the total fund allocation for the Fourth of July Drone Show exceeds \$100,000 over the term of the contract, this item requires City Council approval.

Analysis

On April 11, 2024, the City released an [RFP for a Drone Show](#) Provider for the Fourth of July Celebration. We advertised the opportunity through the City's RFP website and by reaching out to local service providers with the information.

The City received three proposals. A committee comprised of representatives from Public Safety, Special Events and Building Department reviewed all proposals. The committee recommended selecting Skyworx Drone Shows, LLC for the following reasons.

- General and specialized experience including their ability and capacity to provide the drone show. This includes their availability and organizational history;
- The quality of the operations plan, and ability to meet the City's defined goals for the program, and budget for the project; and

- Past performance and experience of personnel.

Funding

Funds for drone services will come from the Special Events budget and are within current budget allocations. This is not a new budget request.

Exhibits

A Skyworks Cover Sheet

Park City :: Independence Day Drone Show
Park City Mountain Resort
4th of July

Quoting
200 Drones

Skyworx Drone Shows, LLC
106 N 6th St #226
Boise, ID 83702

Jesse Asoau
Business Development Manager
(949)774-8346 | jesse.asoau@skyworx.com

This proposal is submitted in compliance with the requirements outlined in the request for proposals. Our team has meticulously reviewed the specifications provided by Park City, and we believe that our expertise and technological capabilities align seamlessly with the vision you have for the event. We are confident in our ability to deliver a spectacular drone light show that not only meets but exceeds the expectations of Park City and its guests.

The undersigned individual, Jesse Asoau, is duly authorized to certify the information presented in this proposal on behalf of Skyworx Drone Shows, LLC and to bind the proposing entity to the terms and conditions outlined herein.

We appreciate the opportunity to be considered for this exciting project and look forward to the possibility of contributing to the success of Park City's upcoming event. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for considering Skyworx Drone Shows, LLC for the exciting drone light show project. We are thrilled at the prospect of collaborating with Park City to deliver a mesmerizing and unforgettable event. In response to your inquiry regarding our project approach, intended deliverables, and strategy to achieve key milestones, we provide the following comprehensive overview.

Project Approach:

At Skyworx, our approach is rooted in a combination of cutting-edge technology, creative innovation, and meticulous planning. Our team is committed to tailoring the drone light show to reflect the unique character and essence of Park City. To achieve this, we will conduct a thorough site analysis, considering factors such as topography, audience locations, and safety measures.

Our experienced drone choreographers and technicians will collaborate with local authorities to ensure compliance with all relevant regulations and secure necessary permits. This approach guarantees a seamless integration of our aerial display with the city's vision while prioritizing safety and adherence to legal requirements.

Intended Deliverables:

Our proposal includes an outline of the intended deliverables, encompassing a full-scale drone light show that aligns with the specifications outlined in your request for proposals. This encompasses a choreographed performance that blends synchronized drone movements with captivating light displays, creating a visually stunning and immersive experience for the community.

Additionally, we will provide comprehensive documentation of our safety protocols, flight plans, and contingency measures to assure Park City of our commitment to a flawless execution.

Proposed Strategy for Key Milestones:

To ensure the successful achievement of key milestones, we propose a collaborative timeline that involves regular communication and coordination with Park City's event planning team and our Concierge Service. Our project management approach involves phased milestones, including

design concept approval, technical rehearsals, and a final review to address any last-minute adjustments.

Throughout the process, Skyworx commits to maintaining open lines of communication, providing real-time updates on progress, and promptly addressing any concerns or feedback from Park City. Our dedicated project manager will serve as the primary point of contact, ensuring a streamlined and efficient workflow.

We believe that our innovative approach, commitment to safety, and dedication to excellence align perfectly with the vision of Park City. We look forward to the opportunity to bring the skies to life and create a truly magical experience for your community.

Qualifications:

Skyworx Drone Shows, LLC boasts a talented and versatile team with diverse backgrounds, combining expertise in drone technology, event management, and creative execution. Our professionals bring a unique blend of skills, ensuring a holistic and innovative approach to every project. Our qualifications extend beyond traditional boundaries, with a proven ability to adapt our drone shows to the specific needs and nuances of various clients and locations.

Experience:

Over the years, Skyworx has successfully executed drone shows for major international brands, providing captivating and memorable experiences that align with each brand's identity. Our portfolio showcases the versatility of our drone shows, having delivered awe-inspiring performances for cities, event organizers, music festivals, and clients ranging from large corporations to emerging startups.

Working with Various Clients:

Our experience extends to collaborating with diverse clients, understanding and catering to their unique visions and requirements. Whether orchestrating a grand aerial display for a major city celebration or crafting an intimate drone show for a boutique event, we have consistently exceeded expectations.

[Provide specific examples of notable drone show projects, emphasizing the range of clients and the tailored nature of each experience.]

Past Clients Include:

- Disney

- Marvel (*Dr. Strange: Multiverse of Madness*)
- VIVID Sydney 2023 (Sydney, Australia)
- Samsung
- FIFA
- Peacock
- Versace (Sydney, Australia)
- Boston Red Sox (first ever drone light show at Fenway)
- Boise State University & University of Idaho
- KISS (musical band)
- 2023 Women's World Cup Celebration
- And many more, we encourage you to visit our website or YouTube channel to view more client work.

In alignment with our dedication to excellence and innovation, Skyworx is eager to bring our wealth of drone show experience to the historic preservation aspects outlined in this RFP. We believe that our adaptability, creativity, and global perspective will contribute significantly to the success of this unique project in Park City.

Here's our proposed concept, patterns, thematic design, and unique features within the designated budget:

Collaboration and Coordination:

1. Park City **Committee**: *Skyworx Drone Shows will work in tandem with Park City Committee to align the drone light show's content with the overarching theme of the celebration. Content creation, scripting, and thematic elements will be developed in conjunction with the committee's guidance.*

2. **Local Radio Station**: *Coordination with a local radio station for the live narration/music broadcast during the drone light show is essential. The proposer should seamlessly integrate the narration with the show to enhance the audience's Experience. If you are not using a local radio station we can work closely with your DJ/ sound management team to ensure music synchronization.*

3. Park City **Fire Department**: *Close collaboration with the Park City Fire Department is necessary. The proposer must ensure synchronization and safety between the drone show and all departments involved.*

4. **Other Pertinent Entities**: *Any additional coordination needs, such as local authorities, relevant city departments, or emergency services, should be addressed in the proposal. This may include securing necessary permits, ensuring public*

*safety measures, and complying with local regulations. **We will take care of all permits necessary to produce the show.***

- **Show Duration:** *Duration of the show, including the number of images, their sequence, and synchronization.*

- Show Duration: 8-12 minutes, depending on creative.
- Number of Images: 10-16, varying based on image characteristics, length, and transitions
- Image Details:
 - All images are custom-made.
 - Synchronized to meet client specifications and storytelling goals.
 - Developed collaboratively with the committee and other stakeholders.

- **Brightness and Display Capabilities:** *Lumens or other measures of brightness for individual drones, as well as the collective display capability.*

- Individual Drones: Each drone is equipped with 990 lumen projection.
- Collective Display: The overall display capability is a cumulative effect of the brightness of individual drones, the number of drones, and the type of creative images.

- **Audio Coordination:** *Explanation of how the show will be coordinated with live narration broadcasted by a local radio station.*

- Options include countdown or timecode synchronization.

- **Limitations and Aircraft Details:** *Specifics on altitude, maneuverability, and any operational limitations of the drones used in the show.*

- Altitude:
 - Depending on airspace regulations, our drones can operate within the range of 10 ft to 400 ft above ground level.
 - This is discovered through the FAA website and is as easy as a search to determine what clearance we can fly. Our check shows we have no regulation of altitude with the proposed launch zone.
- Maneuverability:
 - Our drones exhibit exceptional maneuverability with transitions limited to 20-25mph. This ensures precise and controlled movements during the drone light show, contributing to the overall safety and choreographic precision of the performance.

- **Weather Tolerance:** *Detailed information on temperature and wind speed tolerances during operations.*

- Operating Conditions:
 - Wind Speed Tolerance:
 - Our drones are designed to operate in wind conditions with gusts up to 35 mph. This capability ensures stability and controlled flight during varying wind conditions, contributing to a safe and reliable performance.
 - Temperature Tolerance:
 - While our drones are resilient, operational challenges may arise in temperatures of 15 degrees Fahrenheit or below. In colder temperatures, the efficiency of the batteries may be affected, and operational difficulties may be experienced. It is recommended to consider weather conditions when planning events during colder periods to optimize performance.

- **Examples and References:** *Previous similar shows executed by the proposer with relevant references and contact information.*

- The following is a list of our select clients. Contact information can be provided by request:
 - Electric Daisy Carnival (EDC)
 - Las Vegas, NV & Orlando, FL
 - 400-600 drones
 - NASCAR Infinity Series
 - Phoenix, AZ
 - 400 drones
 - Tennis Canada National Bank Open Celebration
 - Montreal, Canada
 - 500 drones
 - 2023 Women's World Cup
 - Los Angeles, CA & Miami, FL
 - 500 drones
 - Isle of Wight Festival
 - England, UK
 - 500 drones
 - Versace
 - Sydney, Australia
 - 500 drones
 - Marvel Studios' *Doctor Strange in the Multiverse of Madness* Promotion
 - 200 drones
 - USATF hosted at The Podium
 - Spokane, Washington
 - 200 Drones

Safety Protocols:

The proposer must outline a comprehensive set of safety protocols and failsafe procedures to ensure public safety and operational integrity throughout the show. This includes, but is not limited to:

Operating Procedures: Detailed operational procedures ensuring safe deployment and execution of the drone light show.

- Please see the enclosed FAA Waiver.

Emergency Response Plan: Contingency plans for unforeseen circumstances, including immediate response to technical failures or safety hazards.

- Please refer to the enclosed FAA Waiver.
- We have multiple visual observers whose sole responsibility is to watch the flight path and report back on any problems in the sky and on the ground.

- In the event that an airplane veers off into our direction we can safely warn the aircraft with emergency light sequences and/ or land all drones if necessary.

4.3 TECHNICAL AND MANAGEMENT PROPOSAL The Proposal shall contain a comprehensive description of services including the following elements:

1. PROJECT APPROACH / METHODOLOGY – Include a complete description of the Consultant’s proposed approach and methodology for the project.
2. WORK PLAN – Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project. Convey sufficient detail to show the Consultant’s knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of City staff. The Consultant may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.
3. PROJECT MANAGEMENT • PROJECT TEAM STRUCTURE / INTERNAL CONTROLS - Provide a description of the proposed project team structure. Include who within the firm will have prime responsibility and final authority for the work. • STAFF QUALIFICATIONS / EXPERIENCE – Identify staff who will be assigned to the potential contract, indicating their responsibilities and qualifications, and include the amount of time each will be assigned to the project. The Consultant shall commit that staff identified in its Proposal will actually perform the assigned work.

Public Safety Measures: *Precautionary measures to ensure audience safety during the event, including crowd control and secure viewing areas.*

- We can advise on certain aspects of Public Safety Measure and work in conjunction with local authorities and security. We ensure safety by not flying over people and our drones, if malfunctioning, will return to our safe landing zone automatically. We encourage you to review our enclosed FAA Plan and Waiver.

Weather Contingency: *Specific guidelines indicating weather conditions that would warrant cancellation or postponement of the show.*

Cancellation or Postponement Guidelines:

- Our drone light show prioritizes the safety of both the audience and the equipment. The show may be canceled or postponed under the following weather conditions:
- Temperature Below 10 Degrees Fahrenheit:
 - Extremely low temperatures can impact the efficiency of the drones and compromise their performance. Therefore, shows may be canceled or postponed if temperatures are expected to be below 10 degrees Fahrenheit.
- Freezing Rain:

- Freezing rain poses a risk to both the drones and the audience. In the event of freezing rain, the show may be canceled or postponed to ensure a safe and smooth performance.
- Wind Gusts Up to 35 mph:
 - While our drones are designed to handle wind conditions, gusts exceeding 35 mph may compromise the stability and safety of the performance. In such cases, the show may be canceled or postponed.
- Lightning:
 - Lightning poses a significant safety risk. If there are lightning strikes in the vicinity, the show will be canceled or postponed to protect both the audience and the equipment.

Weather Determination and Procedures:

The proposer should define the conditions that would necessitate the postponement or cancellation of the show and provide specific procedures for making this determination. This should include, but not be limited to:

Weather Thresholds: Outline specific weather conditions such as heavy precipitation, strong winds exceeding operational safety limits, or extreme temperatures that would trigger a postponement.

- Any lightning, heavy rain, heavy snow, winds more than 35 mph would be a trigger for postponement.

Assessment and Decision-Making: Detail the process of evaluating weather conditions and making the final decision to postpone the event. This includes the individual or team responsible for the assessment and how it will be communicated to the organizing committee.

- The lead pilot and the highest-ranking member of Skyworx present at the drone show's location hold the authority to decide on a show postponement. Our initial consultation is with the National Weather Service to assess any extreme weather conditions that pose flight risks. Should we deem the conditions unsafe for an extended period, exceeding an hour's wait time, we will promptly engage in discussions with our client to explore rescheduling options for the event.

Notification Protocols: *Clearly state the lead time required to notify the event organizers and attendees in case of a weather-induced schedule change. This should include how much notice will be provided and the means of communication used.*

- **Lead Time for Weather-Induced Schedule Changes:**
 - The notification timeline for weather-induced schedule changes is contingent on various factors, including weather conditions and the availability of reliable data from meteorological organizations. As a general guideline:
 - **Initial Notification:**
 - In cases where adverse weather conditions are anticipated well in advance (e.g., six months prior to the event), the initial decision to potentially reschedule or evaluate an alternative date may be deferred until the week of the event.
 - **Final Decision and Communication:**
 - A final decision and communication regarding a schedule change will be made as close to the event date as possible, ensuring the most accurate and up-to-date weather information is considered.
 - **Means of Communication:**
 - Event organizers and attendees will be notified through the designated communication channels, which may include email, official event websites, social media platforms, and any other established channels for disseminating event information.

Alternate Dates and Rescheduling:

In the event of a weather-induced postponement, rescheduling will be arranged for the next available dates that are mutually agreed upon by both the event organizers and Skyworx Drone Shows. The rescheduling process involves the following considerations:

- **Mutual Agreement on Alternative Dates:**
 - Both parties, including event organizers and Skyworx Drone Shows, will collaborate to identify suitable alternative dates within the same week or a later time frame, ensuring mutual agreement on the rescheduled date.
- **No Additional Costs:**
 - There will be no additional costs associated with rescheduling to an alternative date. Skyworx Drone Shows is committed to accommodating changes due to weather conditions without imposing any financial burden on the event organizers.
- **Decision-Making Authority:**
 - The final decision on whether to proceed with the rescheduled date is at the discretion of the Director of Aviation pilots. This ensures that decisions are made by qualified professionals who consider safety, weather conditions, and the feasibility of conducting a successful drone light show.

Creative Concept

Artistic Vision:

Our overarching artistic vision for the drone light show is one of complete customization and creativity. We understand that each event is unique, and our approach is to work closely with the client to craft a one-of-a-kind, visually stunning experience that aligns with their vision and objectives.

Key Features of Our Artistic Vision:

- **Customization and Collaboration:**
 - The vision and creative elements of the drone light show are fully customizable. Our award-winning designers, integral to our team, will actively collaborate with the client to understand their preferences, themes, and desired atmospheres.
- **Unique and Innovative Concepts:**
 - Our commitment to innovation means that we are constantly exploring new ideas and technologies to push the boundaries of what is possible. From intricate choreography to dynamic formations, our shows incorporate innovative concepts that set them apart.
- **Immersive Audience Experience:**
 - Utilizing choreographed movements, synchronized lighting, and dynamic formations, our drone light shows are designed to create an immersive experience for the audience. The synchronized dance of the drones against the night sky transforms the event into a mesmerizing spectacle.
- **Adaptive to Themes and Occasions:-**
 - Whether celebrating a city anniversary, a cultural event, or a corporate milestone, our drone light shows are adaptive to various themes and occasions. The visual narrative is tailored to resonate with the specific goals and atmosphere of each event.

Our artistic vision extends beyond a mere performance; it aims to create lasting memories and evoke emotions through a visually captivating and awe-inspiring drone light show. We look forward to the opportunity to bring this vision to life for Park City.

Narration and Storytelling:

Our proposed approach to narration in the drone light show is marked by flexibility and creativity, leveraging the unique capabilities of this mesmerizing form of entertainment. The key aspects of our approach are as follows:

Incorporating Themes and Narratives:

- The beauty of drone shows lies in their novelty, and we recognize the opportunity to incorporate various thematic elements, including narration. Whether it's telling the history or conveying a specific theme, the show's adaptability allows for a dynamic narrative.

Diverse Audiovisual Elements:

- Our drone light shows go beyond visual displays. Depending on the client's needs and the desired narrative, we can seamlessly integrate narration, music, spoken poems, and more. This versatility ensures a multi-sensory experience that captivates the audience on intellectual and emotional levels.

Countdowns and Timecodes:

- The synchronization of audiovisual elements is achieved through precision countdowns and timecodes. This meticulous coordination ensures that every element of the show, including narration, aligns seamlessly with the drone choreography. This results in a synchronized and cohesive presentation that enhances the overall impact of the performance.

Engaging and Resonating with the Audience:

- The drone light show is designed to engage and resonate with the audience on both emotional and intellectual levels. The combination of captivating visuals and thematic narration creates a unique and immersive experience. The show aims to leave a lasting impression that lingers in the minds and hearts of the audience.

Client-Centric Customization:

- Understanding that each client may have specific needs and narratives, our approach is client-centric. We actively collaborate with the client to understand their vision, ensuring that the narration, thematic elements, and overall presentation align seamlessly with their goals and aspirations.

In summary, our proposed approach to narration in the drone light show is characterized by adaptability, creativity, and precision. By integrating diverse audiovisual elements and leveraging

synchronization techniques, we aim to create a performance that not only visually dazzles the audience but also emotionally and intellectually engages them in a memorable and impactful way.

Technical Innovation: Highlight any groundbreaking or pioneering techniques, technologies, or special effects that will be incorporated. This could include unconventional choreography, unique lighting patterns, or any other innovative technical aspects that enhance the visual spectacle.

- Our philosophy is simple: You Dream It, We'll Do It.

Plan Inefficiencies:

As per our comprehensive review of the City's plan outlined in the RFP, we have identified no inefficiencies or potential problems that would hinder our ability to execute a drone light show. Our expertise and adaptability allow us to seamlessly integrate with the City's vision, ensuring a successful and smooth execution of the event.

Should any unforeseen challenges arise during the planning or execution phases, our team is well-equipped to address them promptly and effectively. Our commitment to open communication and collaboration ensures that any adjustments or solutions needed will be handled efficiently, preserving the overall success of the drone light show.



City Council Staff Report

Subject: Water System Electrical System Contracts
Author: Jason Christensen, Water Resources Manager
Department: Public Utilities
Date: May 23, 2024

Recommendation

Authorize the City Manager to execute contracts for water system electrical services, in forms approved by the City Attorney's Office, with Skyline Electric Company INC. and Total Power & Controls LLC. in an amount not to exceed \$218,400 and \$364,000 respectively and totaling \$582,400.

Executive Summary

Public Utilities uses electricians to help maintain our electrical system and manage risk. We maintain various electrical controls and high-voltage systems that require maintenance and repair. Public Utilities will deploy these electricians when work exceeds our team's electrical experience, additional resources are needed to balance competing demands on our time, or special expertise or tools are needed. We are seeking Council authorization for two contracts with electrical companies for approximately three-year terms to support this need.

Analysis

Executing multi-year contracts allows for better compliance and efficiency with our purchasing policy and risk management, and provides consistency from electricians that understand our water system, staff, and needs. These contracts are structured as as-needed time and material contracts, and actual expenditures under the contracts will depend on system needs. Restated, the amount of these contracts is not guaranteed to any vendor, but is available to Public Utilities should the need arise. Securing several years of service from selected electrical system contractors is standard practice for Public Utilities. ([November 8, 2018](#); [January 16, 2020](#))

Public Utilities uses electricians to support existing staffing as we maintain a complex water system and a low-voltage communication network, that often consists of proprietary electronics. We also maintain high-voltage pumps and motors that require special safety equipment and training to repair. In addition, this contract anticipates an increase in electrical needs as the 3Kings Water Treatment Plant is brought online. New equipment will require documented maintenance by certified professionals to maintain our warranty. We continue to evaluate the balance between the addition of staff and equipment against the use of outside electricians. Having outside electricians remains attractive given the breadth of equipment under our care. Access to these two companies allows us to secure low-voltage, high-voltage, and communications support from experts in these areas. Bringing that in-house would require multiple new full-time employees with associated equipment and training expenses. These contracts are more attractive and cost-effective for that reason.

Consistent with the City's Procurement Rules, a Request for Proposals was issued and two proposals were received. After review by the selection committee, Public Utilities is recommending Council authorize contracts with both vendors to provide water system electrical services for the City over approximately three years.

The total awarded is \$582,400. Past spending on electrical services was analyzed over Fiscal Years 2021 to 2023 which resulted in an average spending of just over \$100,000 per year. This was escalated by 20 percent per year to account for inflation and the addition of 3Kings. For example, Public Utilities identified an additional need for an estimated \$200,000 in new electrical services during the first few years of operation of the 3Kings Water Treatment Plant. We anticipate this will remain a new cost of running the water system, but decrease after the initial break in period.

Funding

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



City Council Staff Report

Subject: Arbor Day Resolution

Author: Michelle Kellogg

Department: Executive

Date: May 23, 2024

Recommendation

Pursuant to a staff request and the consent from three or more City Councilors, consider approving a resolution proclaiming June 5, 2024, Arbor Day in Park City, and celebrating Park City's 31st anniversary as a recognized "Tree City USA Community."

Background

In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees. This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska. Arbor Day is now observed throughout the nation and the world.

Park City's Sustainability Team launched Planting Park City ([LINK](#)), an initiative to facilitate planting one tree per resident, as part of its pathway to net-zero carbon by 2030. Trees help capture carbon in vegetation and soils and remove them from the atmosphere. Strategically planted trees also protect the community against increasingly hot summers. In the past three years, over 200 trees were distributed to Park City residents in partnership with TreeUtah. Park City has also partnered with the Arbor Day Foundation to provide 200 additional trees for residents to plant and care for in their own yards.

The Opportunity

In consideration of requests received from the community to celebrate Arbor Day and in the spirit of our 31st anniversary as a Tree City USA, on June 5th, new trees will be planted and dead trees will be replaced at the Quinns Complex. There will also be tree plantings available for residents to take home.

Attachments

Exhibit A: Arbor Day Resolution



Resolution No. 09-2024

**RESOLUTION PROCLAIMING JUNE 5, 2024, AS ARBOR DAY AND CELEBRATING
PARK CITY'S 31st ANNIVERSARY AS A TREE CITY USA COMMUNITY**

WHEREAS, Park City is committed to maintaining its natural trees and resources, demonstrated by the City Council's constant support of beautification projects and the enactment of codes specifically created to protect vegetation; and

WHEREAS, participation in the Tree City USA Program fosters community pride and creates a great environment to live and work, and annual recognition demonstrates to residents and visitors that trees, conversation, and the environment are an important part of life in our town; and

WHEREAS, the City Council, acting in the best interests of its citizenry, regards these enhancements as high priorities to enjoy and to ensure for future generations, and

WHEREAS, the National Arbor Day Foundation, in cooperation with the National Association of State Foresters and the USDA Forest Service, has named Park City as a Tree City USA for the 31st year, and

WHEREAS, in consideration of requests received from the community to celebrate Arbor Day and in the spirit of our 31st anniversary as a Tree City USA, on June 5th new trees will be planted and dead trees replaced at the Quinns complex and dog park. There will be a tree distribution held there as well and residents are encouraged to plant trees at home; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council hereby proclaim June 5, 2024 as ARBOR DAY IN PARK CITY, UTAH.

The Mayor and City Council extend their appreciation of the exceptional service provided by Parks Department employees, who do an outstanding job every day of the year to ensure that Park City is a beautiful place to live, play, and visit.

PASSED AND ADOPTED this 23rd day of May, 2024.

PARK CITY MUNICIPAL CORPORATION

Mayor Nann Worrel

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

City Attorney's Office



City Council Staff Report

Subject: Fiscal Year 2025 Water Rates

Author: Clint McAfee

Department: Public Utilities

Date: May 23, 2024

Recommendation

Receive an update and discuss potential adjustments to FY25 water rates. In addition, consider a longer-term policy discussion about a water rate structure and strategy.

Executive Summary

Several staff reports, and the associated public hearings are linked below and contain detailed information on the process that resulted in significant changes to the water rate structure in FY2024, specifically to non-Single Family Residential customers:

- [April 7, 2022](#) (new business, p. 290)
- [July 28, 2022](#) (discussion items, p. 11)
- [February 16, 2023](#) (work session, p. 27)
- [April 4, 2023](#) (old business, p. 319)
- [May 11, 2023](#) (old business, p. 217)

After an in depth discussion about Park City's Water Enterprise Fund and the need for water rate increases to balance revenue and operating/capital expenditures in February ([work session](#), p. 3), the City Council requested an independent water rate study prior to considering any changes. Bowen Collins was selected (April 4, 2024, [Communications and Disclosures from Council and Staff](#), p. 17) and the study commenced in March.

Bowen Collins' primary scope of work includes a revenue needs analysis and a cost-of-service analysis. The revenue needs analysis generally determines how much revenue is needed to maintain the current level of water services in Park City. The cost-of-service analysis generally determines how much to charge each customer class based on the cost to deliver water, fund maintenance and capital projects, and other important City Council policies (e.g. water conservation) embedded within the water rate structure.

The water rate study is in progress, and Council policy direction is an important step prior to finalizing the analysis and recommendations. Based on their analysis to date and discussions with the Council Water Liaisons and staff, Bowen Collins has several recommendations and alternatives for Council to consider. Bowen Collins will provide a detailed presentation on their analysis and recommendations in the Council meeting.

Revenue Needs Analysis Outcome

As presented in detail in February (work session link above), Park City's water service is an Enterprise Fund, defined in Title 10, Chapter 6 of Utah law, the Uniform Fiscal Procedures Act for Utah Cities, which requires Enterprise Funds to essential pay for

themselves. Thus, Park City's Water Fund is funded entirely by water service fees/rates (ratepayers), surplus water leases with other entities, and water impact fees, which are collected to offset the costs of new development. To maintain adequate funding for ongoing operations, responsible levels of capital investments, and future challenges, we plan revenue and expense budgets using a multi-year financial model that projects:

- Revenue from water service fees, impact fees, surplus water leases, and other fees;
- Annual water rate increases to keep pace with the cost of service;
- Required Water Fund balances and debt coverage ratios;
- Budgets for operations and capital projects;
- Changing environmental and regulatory requirements;
- Potential reductions in revenue due to annual variations in water sales, long-term decreases in water demand due to water conservation programs; and
- Potential non-renewal of the 5-year surplus water lease to Weber Basin.

Risk of Inadequate Revenue

Effective risk management strategies for enterprise funds often include diversifying revenue sources, maintaining reserves, implementing cost-control measures, and ensuring rigorous financial planning and forecasting. In Park City, each year we balance these factors to strategically coordinate our capital and maintenance investments, responsibly run the water system, and minimize rate increases to the extent when possible.

The largest financial risk factors of the water fund are ending our Fiscal Year with a negative fund balance, inadequate debt coverage ratios, and not being able to keep up with maintenance and replacement of aging infrastructure. To help mitigate the risk of a negative cash balance, we proactively recommend rate increases to prevent this from occurring. If a negative cash balance is forecasted, cost-cutting measures, such as deferring capital projects and maintenance, would be required, or alternative sources of funding would be needed. The General Fund can subsidize an enterprise fund for major capital projects that benefit the broader community or for temporary shortfalls through an interfund transfer or loan, which can be considered a backstop to mitigate the risk. To date, the water fund has proudly never required a direct financial subsidy from other city funds.

Debt coverage ratios are a vital component of municipal financial health assessments and are integral to Municipal Securities Rulemaking Board (MSRB) reporting. Non-compliance with required debt coverage ratios must be disclosed in financial reports to the MSRB and can trigger rating agency downgrades and increased borrowing costs. Based on previous year's performance and debt coverage calculations, we believe a minimum of 5% will be sufficient to meet the coverage requirements in FY25.

To maintain the current level of water service in FY25 and protect future fund balance, Bowen Collins recommends increasing water service fee revenue by 10%, 10%, 3%, 3%, and 3% in Fiscal Years 2025 through 2029, respectively. However, after detailed

discussions with the Water liaisons and Council direction to explore rate increase alternatives, we developed several options to smooth out rate increase if desired by the Council. Each alternative presents some risk of not meeting some of the goals outlined above, and Council should discuss each option through the lens of balancing risk with impacts to water rate payers, and the future of the system and our service levels, and other revenue sources.

Pursuant to the Bown Collins study, consider the following alternatives for FY2025:

1. Raise rates 10% in FY2025 – this is Bowen Collins recommendation.
2. Raise rates 5.5% in FY2025 and direct staff to create a financial strategy to begin charging City facilities for their water consumptions, also creating new rate structures recommended by Bowen Collings over a 3-year period;
 - a. Funding this option would most likely require an increase in fees from the Golf and Recreation Departments. Council could also consider a property tax reallocation from retiring debt service;
3. Raise rates 4.5% in FY25, use City strategy for water noted above in #2, and assume we'll receive a grant for about \$4M from Federal Earmark or covering some of the Main Street water infrastructure costs from the Main St RDA; and
4. Open Alternative – given the dynamic nature of the water model and City Council's risk tolerance, Council has ultimate flexibility to work with the Water model to achieve an appropriate balance of water rates and water fund financial health.

If a Council directs staff to pursue option 1, additional revenue sources identified in options 2 and 3 could still offset future water rate increases.

Cost of Service Outcome

The cost of service portion of the study and recommendations are independent of the revenue needs analysis and the recommended water rate increase options. Bowen Collins' recommendation below is intended to create additional options for Single Family customers, similar to the changes for non Single Family that adopted last year which gave customers the option to self-select into a meter rate that best fits their water needs.

- Consider an alternative that adds meter rates to the Single-Family Residential (SFR) customer class vs the single-tiered rate to accommodate different water needs, mainly for high water users. SFR customers account for about 84% of all customers.
 - The existing Single Family Residential rate structure represents a policy adopted in 2017 to set a preferred irrigated lawn size for all Single Family Residential users and penalize use above that size or inefficient use. The alternative Bowen and Collins will present will allow for Single Family Residential users to self-select into a rate structure that can match the water demands of their yard size or irrigation efficiency.

- All other rate classes currently meet the cost of water delivery and other policies embedded in the water rate structure as a result of changes adopted for FY2024.

Bowen Collins will present their analysis in the Council meeting.

City Council Staff Report

Subject: E- Bike Community Survey, Use and Ordinance Discussion
Author: Heinrich Deters
Department: Trails & Open Space Department
Date: May 23, 2024

Recommendation

Informed by the results of the 2024 E-bike Community survey (Exhibit A), provide direction on the following public policy questions related to electric-assisted bicycles (E-bikes) on multi-use pathways and electric assisted mountain bikes (E-MTB) on natural surface trails, including but not limited to:

- Is the City Council supportive of a 15mph speed limit on multi-use pathways, with the intent to continue pathway safety education and data collection prior to an enforcement resource discussion?
 - Timeline for implementation, specific to signage would be 1-2 months.
- Is the City Council interested in identifying additional public E-MTB trails located within park City in Lower Deer Valley and Deer Crest area as a pilot project?
 - Timeline for implementation would be 1-2 months.
- Is the City Council comfortable with preliminary enhancements to the Rail Trail and Wag 'on Trail outlined below (clearing vegetation along both trail corridors, directional and use signage, off-leash designation of Wag 'on Trail, and continued monitoring) within the report?
 - Enhancements could take place immediately.
- Does the City Council desire to explore additional regulations associated with helmet use in Park City?
 - Timeline to implement would be 3-6 months.
- Does the City Council wish to dedicate resources to exploring additional educational/certification courses aimed at young individuals and e-bike use?
 - Timeline to implement would be 3-6 months.

Executive Summary

This report serves as a follow-up to the May 2, 2024, City Council discussion of the 2024 Community E-bike survey, with the intent of assessing projects and programs and attaining City Council policy direction.

Background

On June 30, 2016, the City Council amended [Municipal Code § 10-1-4.5 Non-Motorized Trail Use](#), which provides the basis of the City's policy associated with E-bikes and E-MTBs.

- The ordinance **prohibits** all E-bikes on 'Natural Surface' trails less than 5' wide.

- Exceptions: mobility disabilities, emergencies, events, and/or maintenance.
- The ordinance **permits** Class I and II E-bikes on 'Multi-Use Pathways' 8' wide or greater but prohibits Class III e-bikes.
 - Exceptions: mobility disabilities, emergencies, events, and/or maintenance.

The State of Utah's laws pertaining to E-bikes, as defined in the [Utah State Code](#), explicitly categorize E-bikes as bicycles and not "motor vehicles." The state law classifies E-bikes into three distinct classes based on their mode of assistance and maximum speeds:

1. Class I E-bikes: These are 'pedal assisted' E-bikes with assistance limited to a top speed of 20 mph.
2. Class II E-bikes: These are 'throttle assist' E-bikes, with assistance also limited to 20 mph, where pedaling is not required for propulsion.
3. Class III E-bikes: These are 'pedal assisted' E-bikes, with assistance limited to a higher limit of 28 mph, equipped with a speedometer.

This definition does not include amendments made during the 2024 Legislative session as identified later in the report.

On August 15, 2019, in response to various public requests and potential State legislation to preempt E-bike regulation, City Council held a work session and directed staff to complete a survey to gauge community sentiment.

- [August 15, 2019, Work Session \(E-Bikes\)](#);
- [August 15 Council Minutes](#)

On August 29, 2019, we returned to City Council with the following policy recommendations:

- Amend Municipal Code § 10-1-4.5, which exempted E-MTB users age 65+ on class I E-bikes from the natural surface prohibition.
 - **Council approved the amendment.**
- Conduct an E-MTB pilot program to collect more data associated with the natural surface discussion.
 - **Council did not approve a pilot program.**
- Survey prior to additional recommendations/changes to the current ordinance.
 - **Council supported a survey.**
- Council also directed the establishment of a community 'task force' to obtain additional input.
 - **A stakeholder' task force' was created to develop and promote the community survey.**
- [August 29, 2019, E-MTB staff report](#)
- [August 29, 2019, Council Minutes](#)

On March 19, 2020, the results of the initial E-MTB community survey (Exhibit A) were provided to City Council.

- [March 19, 2020, E-MTB Survey](#)

Survey results supported the current ordinance and emphasized the importance of additional education and outreach. In response, the Trails & Open Space Department took several measures, including setting up a website dedicated to E-bikes, installing more signage at trailheads and trails, and providing bike shops with up-to-date information on the ordinance. Trail Rangers also initiated the 'Pathway Education Program', which offers in-field information and education. A “courtesy tag” program was established at the request of the Council to allow E-MTB users validated by the Trails & Open Space Department as meeting requirements of the ordinance.

In the summer of 2020 and once again with State legislation threatened, new trails were constructed specifically for E-bike use on the east parcels of Clark Ranch. Since Clark Ranch was outside city limits at that time, it provided a cohesive opportunity to accommodate E-MTBs on trails near Wasatch County trails where E-MTBs are already allowed. There are approximately 5 miles of E-MTB-permitted trails on the Clark Ranch property.

[On April 1, 2021](#), the City Council received a staff communication on the E-MTB courtesy tag program.

On [August 29, 2023](#) the City Council conducted a comprehensive review of the ongoing discourse surrounding E-bikes in Park City, including an examination of relevant state codes, peer cities and speed data collected on the Rail Trail, as well as potential mitigation measures for the paved multi-use system. A link to the meeting [minutes](#) is provided, and the following directives were issued:

- Conduct a Community E-bike Survey, with funding support from the Snyderville Basin Special Recreation District (SBSRD), targeting both Park City and Basin Recreation District boundaries.

On [May 2, 2024](#) the City Council reviewed results from the [2024 Community E-bike survey](#) and took public input. [Media](#) from the meeting is provided as the minutes have not been adopted at the time of writing this report. The City Council requested the Trails and Open Space Team return in the immediate future to continue the discussion as it relates to implementing projects or policies as soon as this spring and summer.

On May 9, 2024, the Snyderville Basin Special Recreation District (SBSRD) Board held its first review of the 2024 Community E-bike survey, with an anticipated return for discussion and action on June 9th.

- A key component of this discussion was an expressed interest in aligning the ordinances and policies of the two jurisdictions.

Final Report and Key Takeaways

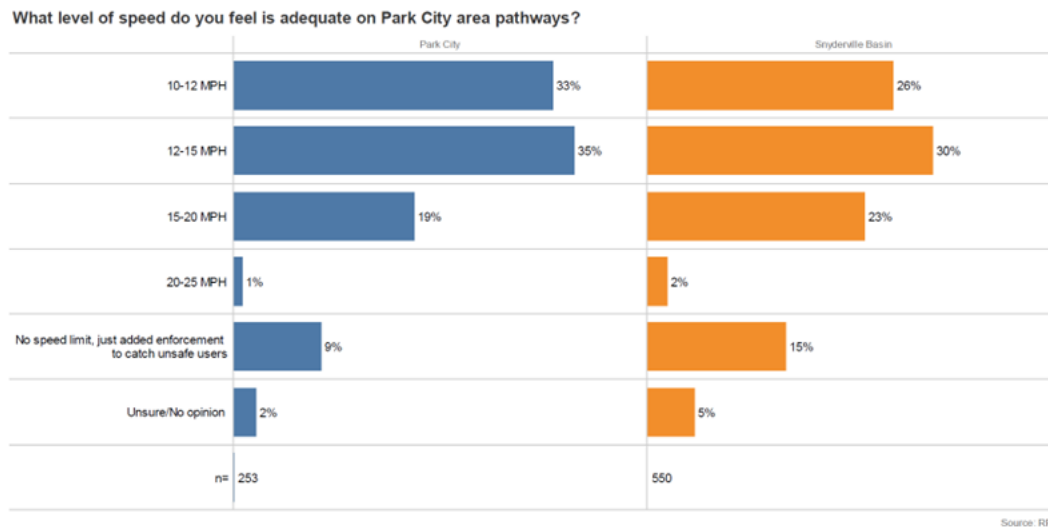
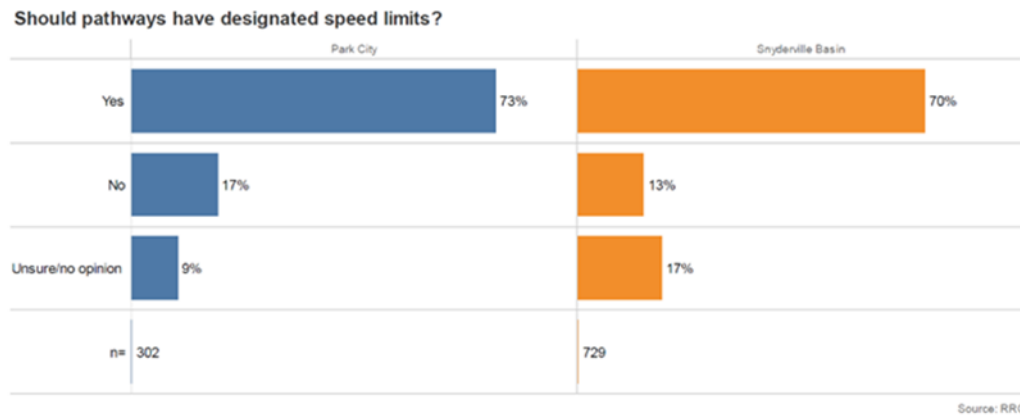
The survey summary report is in Appendix A (Exhibit B) of the final document. Additionally, discrepancies between the invite survey and the open link survey are summarized in Appendix B (Exhibit C).

Multi-Use Pathways:

- Respondents generally acknowledge mixed impacts from e-bikes, with some expressing concerns about crowding, safety, and conflicts on pathways.

However, the positive impacts tend to outweigh the concerns, leading to acceptance and support for e-bikes.

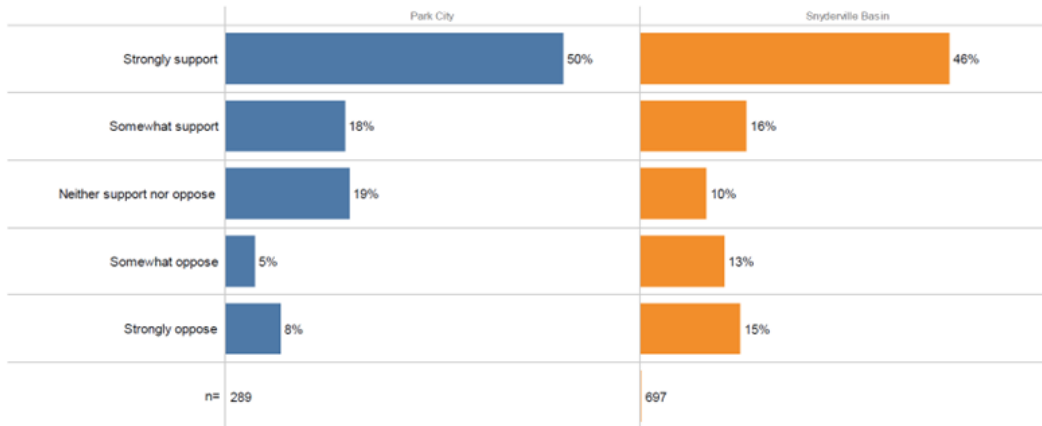
- There is strong support among residents in both jurisdictions for implementing speed limits on pathways. While opinions on specific speed limits vary, a majority felt that 10-15 miles per hour is sufficient, with little support for 20 MPH or higher.



Natural Surface Trails:

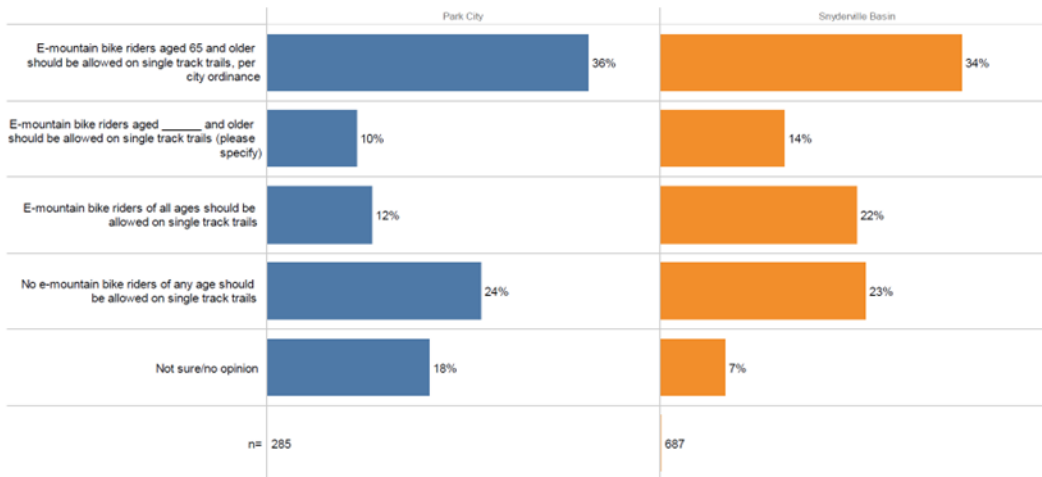
- There is considerable support for the current PCMC Non-motorized Trail Ordinance, which prohibits the use of E-MTB bikes on trails except for individuals with disabilities or those aged 65 and older.

Do you support or oppose the current PCMC Ordinances which prohibit the use of e-mountain bikes on single track trails except in the case of mobility disabilities and users aged 65 and older?



Source: RRC

Which of the following best represents your opinion regarding the use of e-mountain bikes on natural surface, single track trails in the Park City area in relation to age?



Source: RRC

- Opinions vary but there seems to be consensus on allowing e-mountain bikes with some restrictions, either limiting them to certain trails or using the current PCMC age and ability limits. About a quarter of respondents in both areas support a total ban on trail use.

Overall Sentiments:

- Widespread support, particularly in Park City, for increased enforcement of the current ordinance regulating e-bike usage.
- At least two-thirds of respondents in both areas express support for additional efforts to address e-bike policies.
- Preferred options for addressing these policies include the addition of signage and increased ranger presence.

City Council Requested Analysis

- The Council requested additional analysis of the survey results, which will be provided at the next Council presentation.

Program and Policy Questions for City Council

Based on the August 29, 2023, and May 2, 2024, City Council discussions, we compiled a list of programs or policies for the Council to consider, in an effort to mitigate or enhance growing use of e-bikes within park City.

1. Pathway Speed Limit:

As indicated by the Survey, residents support speed limits on the multi-use pathways. The PC Police conducted research on various communities, including Moab, Utah, which recently implemented a posted speed limit. Should the Council pursue this action, there are several considerations:

- Considering feedback from the survey and data collected on the Rail Trail last year, a speed limit of 15mph appears reasonable.
- In 2023, summer data of over 5,000 users revealed a significant majority, or 71% of cyclists, maintained speeds below 15 miles per hour. Moreover, a notable quarter of the survey, accounting for 25%, travels between 16 to 25 miles per hour.
- An ordinance establishing the speed limit would need to be formally adopted in a public meeting.

Enforcement Challenges:

- Communities with posted speed limits rarely have the resources to enforce them consistently, and Park City is no different in this regard. Bike speed limits are typically a deterrent and educational, not something that jurisdictions are actively enforcing via tickets and speed traps. We are concerned members of our community will expect ticketed speed enforcement and demand additional resources not currently budgeted.

These factors highlight the need for careful planning and resource allocation should the City Council seek to implement speed limits.

Is the City Council supportive of a 15mph speed limit on multi-use pathways, with the intent to continue pathway safety education and data collection prior to an enforcement resource discussion?

2. Designated E-Bike Trails:

The Community Survey does not support additional trails for E-MTB use, although the ultimate decision lies with the Council.

- Currently, E-MTB use is permitted on the Clark Ranch west parcel, conveniently near Wasatch County trails, which offers extensive mileage opportunities.
- If the Council supports a pilot project, Trails and Open Space would advise limiting locations to areas that already provide E-MTBs, such as trails in the lower Deer Valley area due to their proximity to Wasatch County and their limited separation from the broader Park City Trail network.
- Another option could be exploring additional trails in the Clark Ranch area distinct from the current system.

We understand this is a sensitive community issue, as recreation and trails remain a passionate community focal point.

Is the City Council interested in identifying additional public E-MTB trails located within park City in Lower Deer Valley and Deer Crest area as a pilot project?

3. Rail Trail Safety Enhancements:

In alignment with the [Rail Trail Master Plan](#), we have undertaken measures to enhance corridor safety, including striping and installing new crossing gates. Additional enhancements recommended by Trails & open Space, could provide additional safety and user benefits.

- Proposed incremental improvements to the Rail Trail include:
 - Clearing additional vegetation clearing on the south side of the trail, providing additional space for users.
 - Installing signage reminding users to keep dogs on leash.
 - Continued monitoring of speed data by park rangers.
- Proposed incremental improvements to the Wag 'on Trail include:
 - Additional directional signage to enhance user navigation.
 - Vegetation clearing along the trail corridor.
 - Designation of the trail as 'off-leash', with appropriate signage.

Is the City Council comfortable with proposed preliminary enhancements to the Rail Trail and Wag 'on Trail noted above?

3. Helmet Laws:

The City Council possesses broad authority to add helmet requirements beyond State law. Should the City Council decide to pursue this, we are prepared to provide recommendations and draft ordinances. Other considerations include:

- Helmets are not expected to be required for the current bike share program this year, although efforts are being explored by Summit County to provide efficient and economical access. This decision is mainly influenced by logistical challenges and the worry that it could reduce the number of users. However, it's worth noting that bike share access is restricted to individuals aged 18 and above, and any regulation aimed at users under 18 would align with the program's guidelines.
- One additional safety consideration is the use of bells. While we don't recommend making the use mandatory, we recommend a concerted effort to provide bells at educational and outreach opportunities. We purchased additional bells already.

Does the City Council desire to explore additional regulations associated with helmet use in Park City?

4. Educational Outreach and Signage:

The Trails Team, collaborating with the Communications Team, Basin Recreation, and Mountain Trails Foundation, initiated multiple public outreach campaigns to educate the community on safety practices, personal awareness, kindness, and best practices with a touch of humor. Simultaneously, ongoing collaboration with the School District, spearheaded by the PC Police Department, encompass:

- Bike to School event on May 10th.
- School assemblies and education opportunities, the Wils Foundation is planning an assembly at Treasure Mountain Junior High and Ecker Middle Schools on E-Bike/Bike safety, in conjunction with the Park City Hospital Emergency Department Trauma Program
- Trail Rangers will be attending an 'E-Bike Expo' hosted by Bingham Cyclery and the Wils Foundation on Saturday, May 11, 2024, providing information on current Ordinances and Information.
- The PC Police Department launched a new [E-bike safety video](#), addressing topics such as providing foot pegs for passengers and night use restrictions.
- The Trails & Open Space Team, in conjunction with Mountain Trails Foundation and Basin Recreation have ongoing outreach messaging and educational videos and signage campaigns.
- Trail Rangers perform 'pathway education' events, which target users on Rail Trail, Poison Creek, and McLeod Creek twice monthly.
- Trails & Open Space Team will disseminate information about adopted ordinances and educational outreach to local bike shops, in alignment with survey results and Council direction.
- Updated trail signage reflecting the Council's direction, including but not limited to noting age and mobility exceptions.

5. Certification/Licensing Program:

While some [states](#) have their own licensing requirements, it is relatively rare for individual municipalities. If the City Council wishes to delve deeper into this matter, we recommend partnering with relevant departments and stakeholders to craft and potentially provide an educational course aimed at young individuals as an initial step before consideration of additional regulations.

Does the City Council wish to dedicate resources to exploring additional educational/certification courses aimed at young individuals and e-bike use?

6. 2024 Legislative Update:

HB385 during the 2024 Legislative Session focused on amendments to the E-bike State Statute, primarily concerning the refinement of e-bike classifications.

- Amendments addressed technological advancements allowing for programmable changes between different e-bike classes, necessitating corresponding language updates.
- To address analogous issues encountered in Summit County, the amendments introduced targeted language distinguishing electric motorcycles from e-bikes, and mandated clear disclosure by manufacturers and sellers regarding the classification of their products as e-bikes or otherwise.

Conclusion

While the Community Survey seems to validate PCMC's existing approach to e-bikes, we have room for improvement in education, safety measures, signage, and potentially pilot programs where feasible. We recognize that recreation and trails are a deeply

personal and passionately debated issue in Park City, requiring thoughtful consideration and balanced decision-making.

Funding

Funding may be required dependent on Council direction and addressed through the upcoming budget process.

Attachment

EXHIBIT A- 2024 Community E-Bike Survey Report

EXHIBIT B- 2024 Community E-Bike Survey- Appendix A

EXHIBIT C- 2024 Community E-Bike Survey- Appendix B



PARK CITY E-BIKE SURVEY

February – April 2024





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INTRODUCTION

The goal of this survey was to gather feedback from residents and trail users in the Park City and Snyderville Basin area on e-bike use and regulation in the area. Specific questions guiding research were:

1. How have public sentiments surrounding e-bike use/regulation developed since previous research?
2. Do perceptions on e-bike use/regulations differ between pathways and/or natural-surface trails? Do they differ between Park City and the Snyderville Basin Recreation District?
3. What is current level of support for enforcing e-bike regulations and/or modifications to existing regulations?

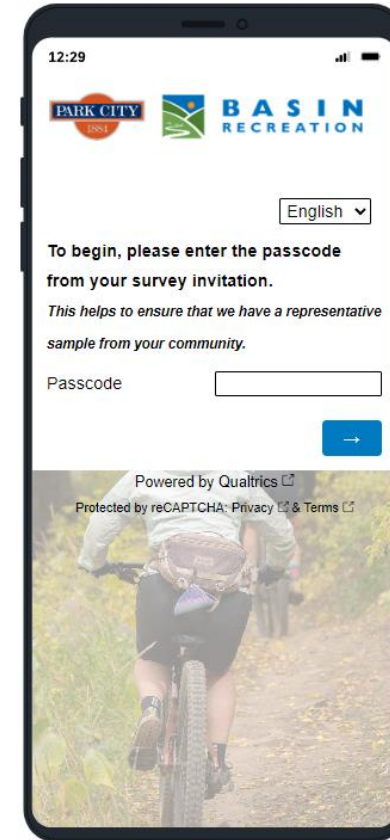


METHODOLOGY

The 2024 *statistically valid* survey was hosted online at ebikesurvey.org by RRC. All responses were completed via this online platform through password-protected invitations mailed via postcard to all available residential addresses in Park City and the Snyderville Basin Recreation District.

An “open-link” version of the survey was made available in the weeks following the mailed invitations to allow any resident or visitor in the area to respond. Responses to the “open link” survey are presented separately in Appendix B to this report and show a slightly more favorable view of e-bike use in some question results. These areas of difference with the invite results are highlighted in Appendix A.

The invite survey opened March 1 and the open link began March 14. Both closed on April 1. The Park City invite survey received 310 responses and the Recreation District garnered 743.



1,053
**Total
Surveys
Completed**



| KEY FINDINGS

KEY FINDINGS

WHO RESPONDED



Respondents are long-time local residents. 80% have lived in the area for more than 5 years and nearly all have used local pathways and trails. Though pathways are used more frequently than trails, over half of respondents utilize trails or pathways at least once a week.



Respondents know e-bikes well. More than half of Park City and nearly half of District respondents own one and over 90% are at least “somewhat familiar” with e-bikes. Ownership and familiarity with *e-mountain bikes* is lower, but still high. Respondents are also avid cyclists in general with around 60% rating their ability as “expert” or above and 90%+ reporting their ability as “intermediate” or higher.



Respondents are made up of affluent and educated residents. 83% of both groups report household incomes of \$100,000 or more and 90% hold a bachelors degree or higher. Just 3-4% of responding households have a need for ADA compliant facilities or services.

KEY FINDINGS

E-BIKES ON PATHWAYS



Although Park City residents are heavier users of pathways, both groups use them frequently. 81% in Park City and 65% in the district report using them either several times a week or every day.



Walking is the dominant use of pathways in both areas. About half of respondents ride e-bikes on them and two thirds say they have used an e-bike on pathways at least once. Mountain biking, dog walking and running are other top reasons people are on the pathways.



Pathway speed limits for e-bikes are supported by a large majority (70%+) of respondents. 56% of District residents and 68% in Park City support limits between 10-15 miles per hour.

KEY FINDINGS

E-BIKES ON PATHWAYS



While most of the sample agrees e-bike riders sometimes conflict with other users and can pose increased safety risks, they do not agree that e-bikes should be allowed only on roadways or bike lanes.



Respondents acknowledge that impacts from e-bikes on pathways are mixed with some concern over crowding, safety issues and user conflicts. However, the positive impacts seem to tip the scale toward general acceptance and support for e-bike use.



Overall, area residents appear to feel safe on local pathways. About half report using added caution due to the presence of e-bikes but still generally feel safe during use. Over a quarter report that e-bikes have had zero impact on how they use pathways.

KEY FINDINGS

E-BIKES ON NATURAL SURFACE TRAILS



Though slightly less than pathways, the trails are still very popular with 70-80% reporting that they use single track trails at least once per week. Over 60% say they are on the trails several times per week.



Hiking is the dominant activity on trails, followed by mountain biking and running. E-mountain bike use on trails is not a popular trail use as just 11% in the District and 13% in Park City reported riding e-mountain bikes on single track.



Most people support limiting access to trails for e-mountain bikes – either by age or designated trail restrictions. 60%+ support the PCMC ban that allows exemptions for people with disabilities or for those who are 65+ in both jurisdictions. Only about a quarter would favor a total e-mountain bike ban.

KEY FINDINGS

E-BIKES ON NATURAL SURFACE TRAILS



Among those who support age requirements, there is not strong consensus on what the minimum should be. Just over 40% support an age limit of 24 years old or younger while 45% support 55 or above.



When gauging sentiments on e-mountain bikes, opinions are mixed and slightly more negative than for e-bikes on pathways. Residents generally agree they are helpful to seniors and those with disabilities but also feel they impact trail safety and cause user conflicts. About one third of both sample groups indicated they feel less safe since e-mountain bikes appeared on trails.



Open link respondents tended to be heavier users of single track trails, have higher familiarity and ownership with e-mountain bikes, and thus showed a more favorable view to their use. Nearly the same number of respondents strongly opposed SBSRD's e-bike ban than those who strongly supported it (33% compared to 36% respectively).

KEY FINDINGS

E-BIKE ORDINANCES & POLICIES



A majority in Park City (66%) and the District (59%) support additional enforcement of the PCMC ordinance that regulates e-bike usage. Two thirds also support allocating additional resources to control e-bikes on public pathways and trails.



In terms of specific efforts, there is not clear consensus, but top choices include increasing signage around speed limits and access restrictions along with adding additional ranger presence. There was also some support for increasing education efforts via bike shops, schools, etc.



A large majority (70%+) feel that e-mountain bike rental shops should provide information on local ordinances to customers. There is less support for restricting rentals to those who are legally permitted to ride them. Only 15% say bike shops have no responsibility.



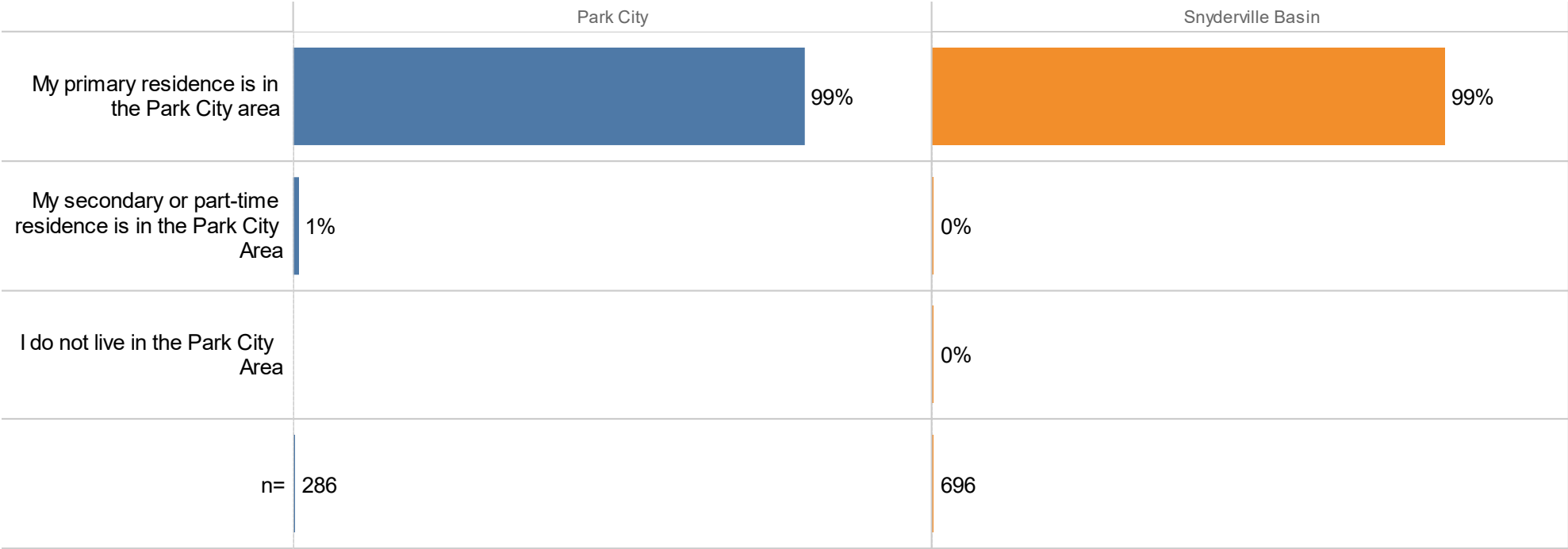
|RESPONDENT CHARACTERISTICS

LOCATION OF RESIDENCE



Nearly all respondents live in the greater Park City Area, just 1% of those from Park City identified being a second homeowner or part-time resident.

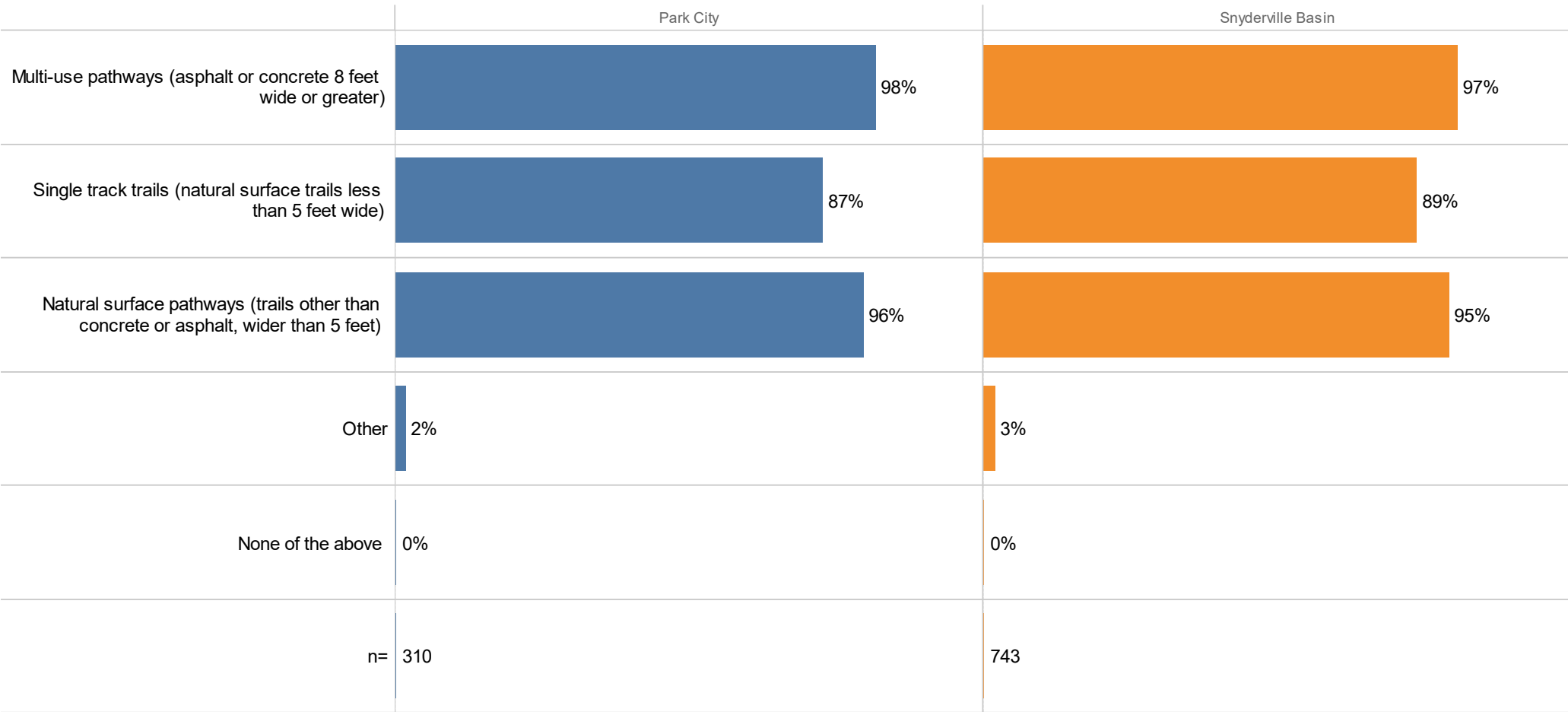
Which of the following best describes your current residence?



Source: RRC

Overall, respondents utilize all trail types. Paved and natural pathways are the most commonly used, followed by single track trails. Conversely, Open Link (seen in Appendix A) respondents were most likely to use single track trails.

Which of the following types of trails and/or pathways have you used? CHECK ALL THAT APPLY



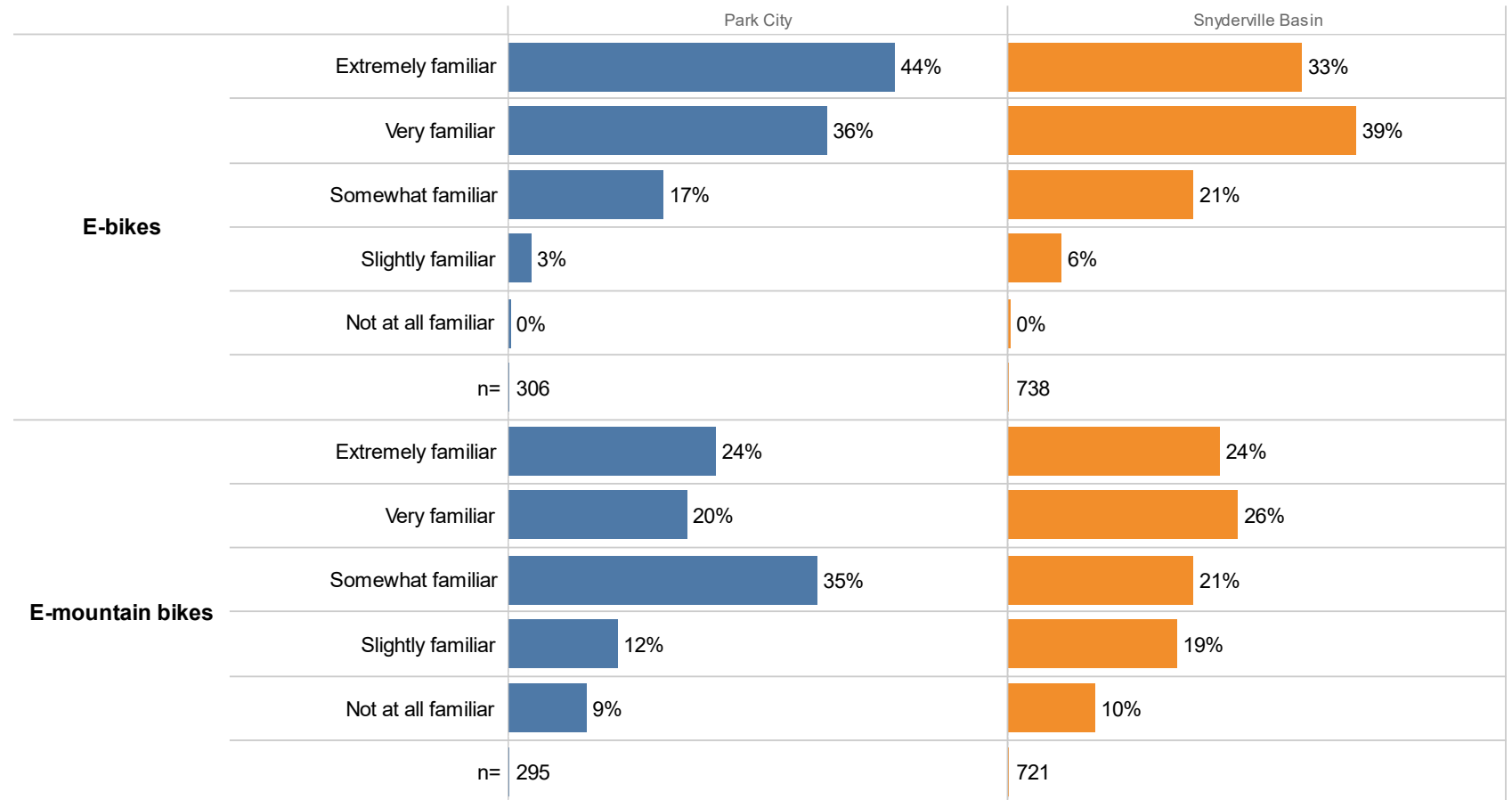
Source: RRC

FAMILIARITY WITH E-BIKES

Respondents from both areas report general familiarity with e-bikes with stronger knowledge of standard e-bikes than e-mountain bikes.

Open Link respondents tended to be “extremely familiar” with e-mountain bikes. With the previous slide, this suggests the open link sample differs somewhat from the invite sample in some respects, which is detailed in Appendix A.

How familiar are you with:



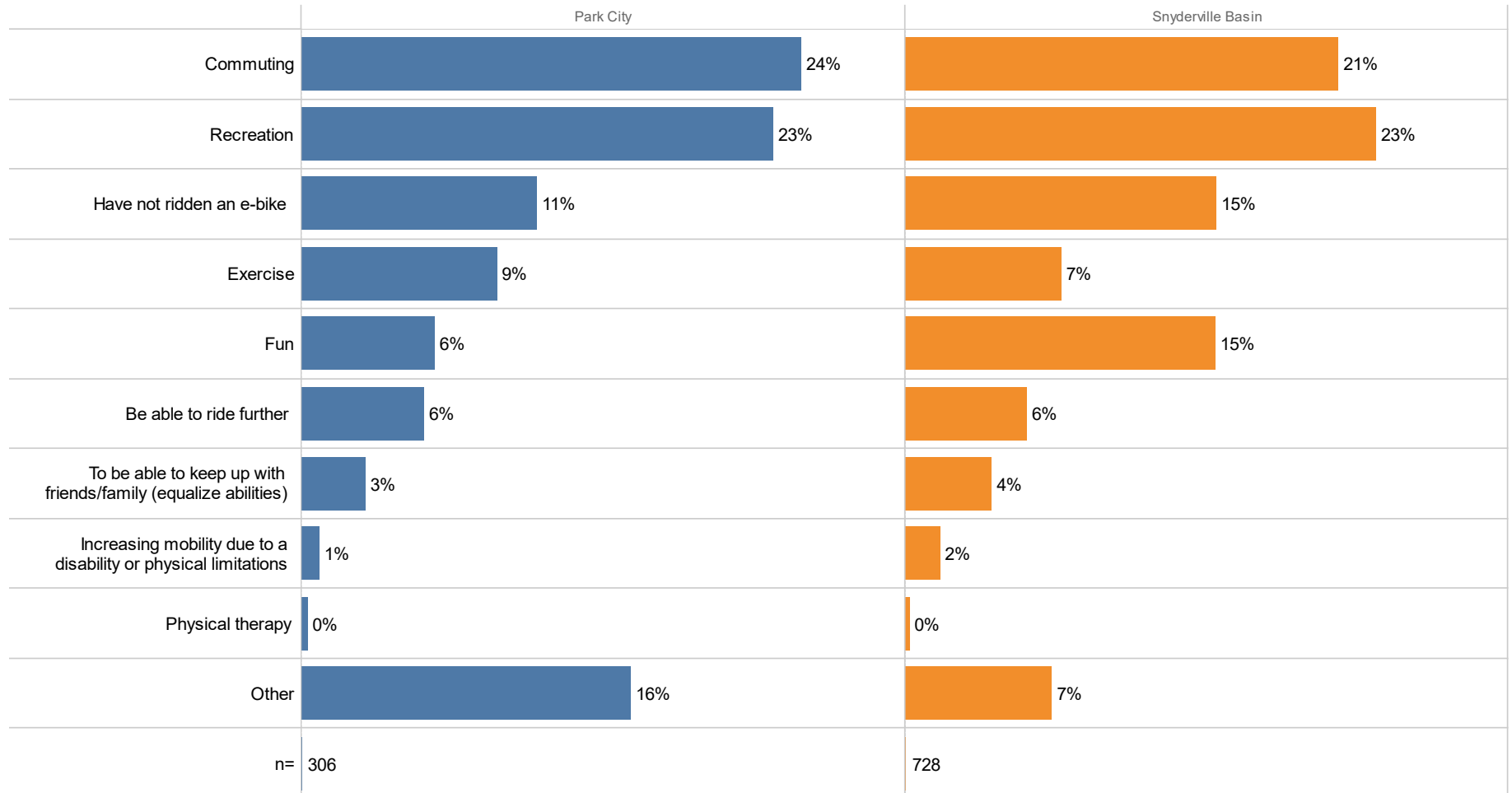
Source: RRC

MOTIVATION FOR RIDING E-BIKES

Commuting and recreation are the top motivations for residents to use e-bikes in both jurisdictions.

“Fun” was twice as likely to be selected as a motivator in the Snyderville Basin while Park City respondents had more “Other” uses for e-bikes.

Thinking of the last time you rode an e-bike, what was your main motivation for riding?

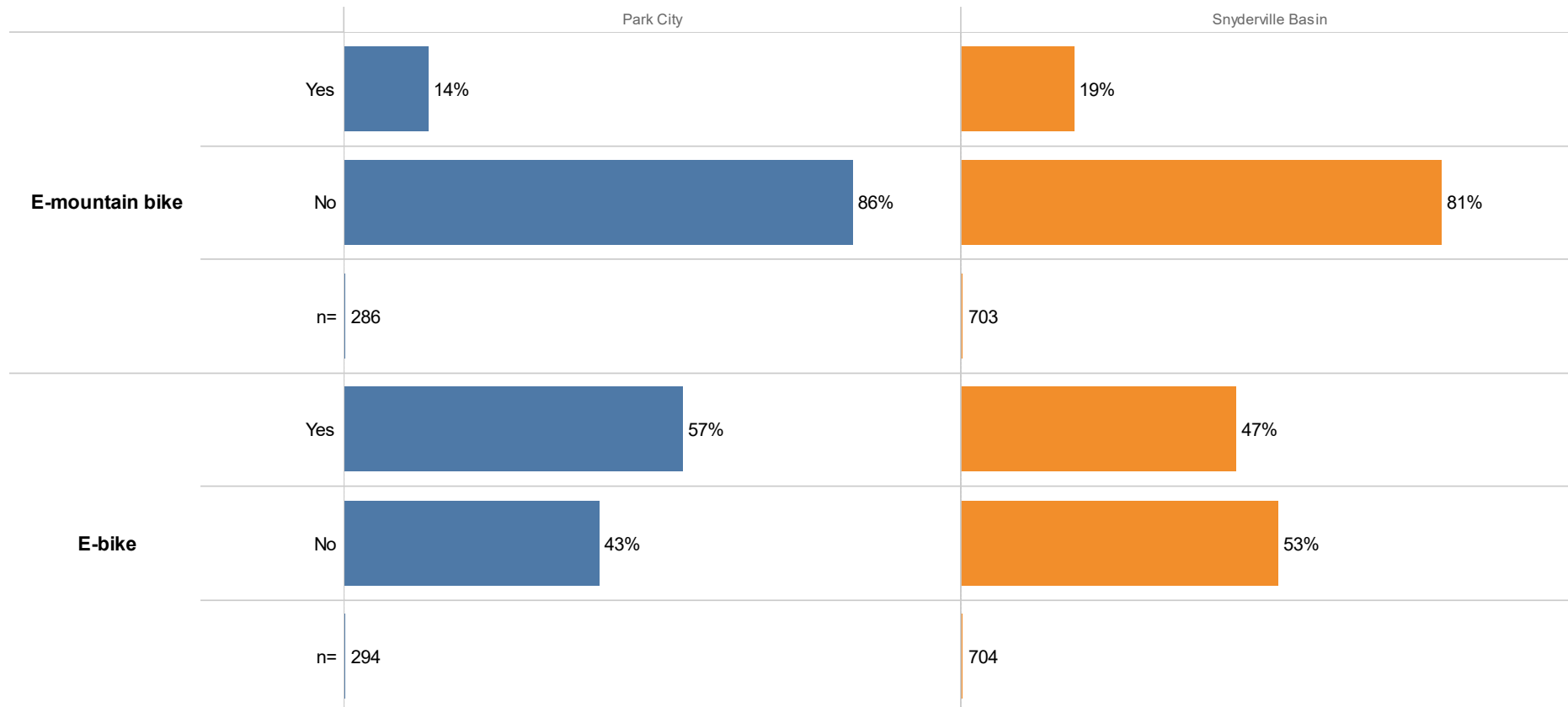


Source: RRC

E-BIKE OWNERSHIP

E-bike ownership is high among respondents while a much smaller number report owning a e-mountain bike.

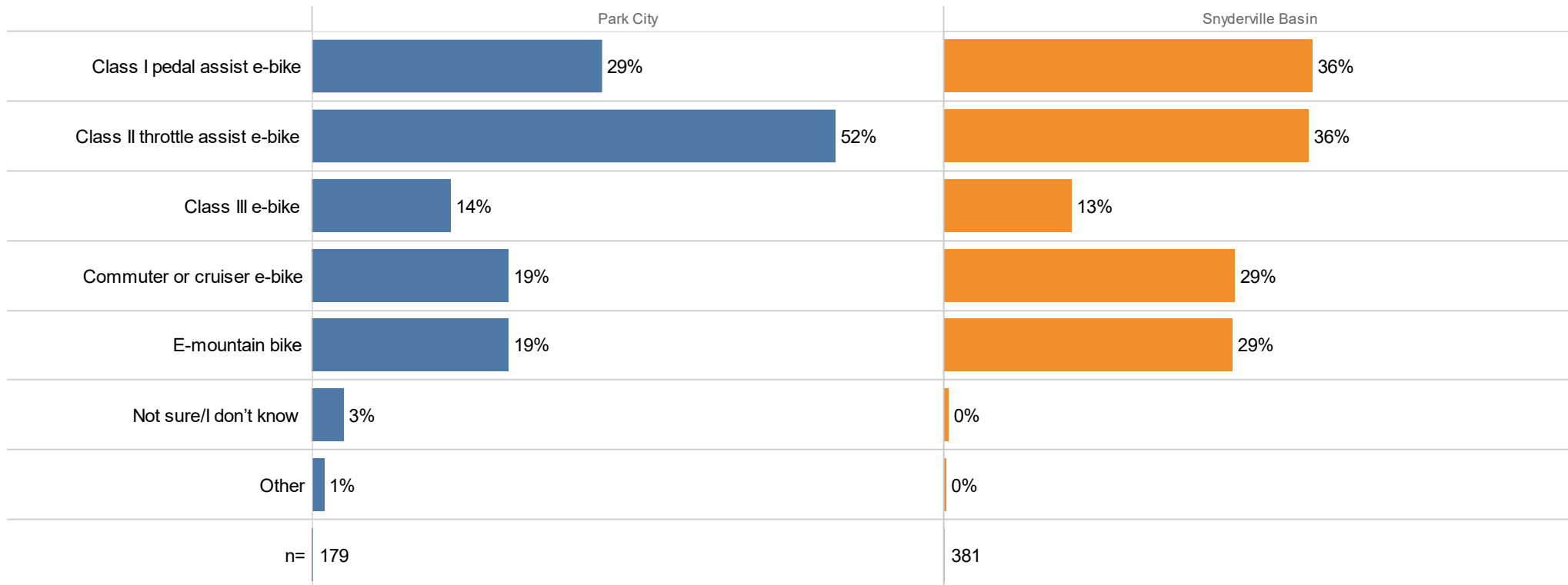
Do you own an e-bike or e-mountain bike?



TYPES OF E-BIKES OWNED

Respondents are more likely to own class I and class II e-bikes than class III, with commuter/cruiser e-bikes being just as popular as e-mountain bikes within each area for those that identified the type of their e-bike. Within the communities, Park City respondents appear to favor those with a throttle assist (class II) while Snyderderville Basin respondents don't show a preference.

What types of e-bike(s) do you own? CHECK ALL THAT APPLY



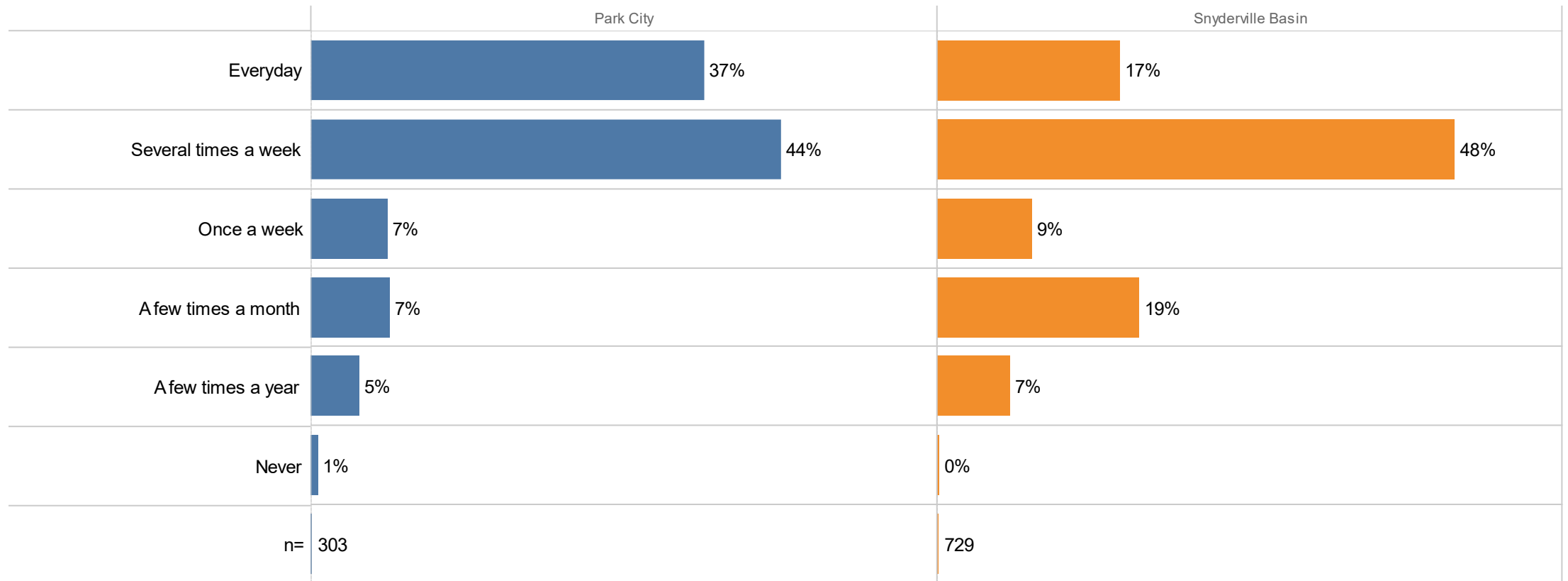
Source: RRC



| E-BIKES ON PATHWAYS

Pathways are heavily used by residents with 81% of Park City and 65% of District respondents reporting they are on them at least several times per week.

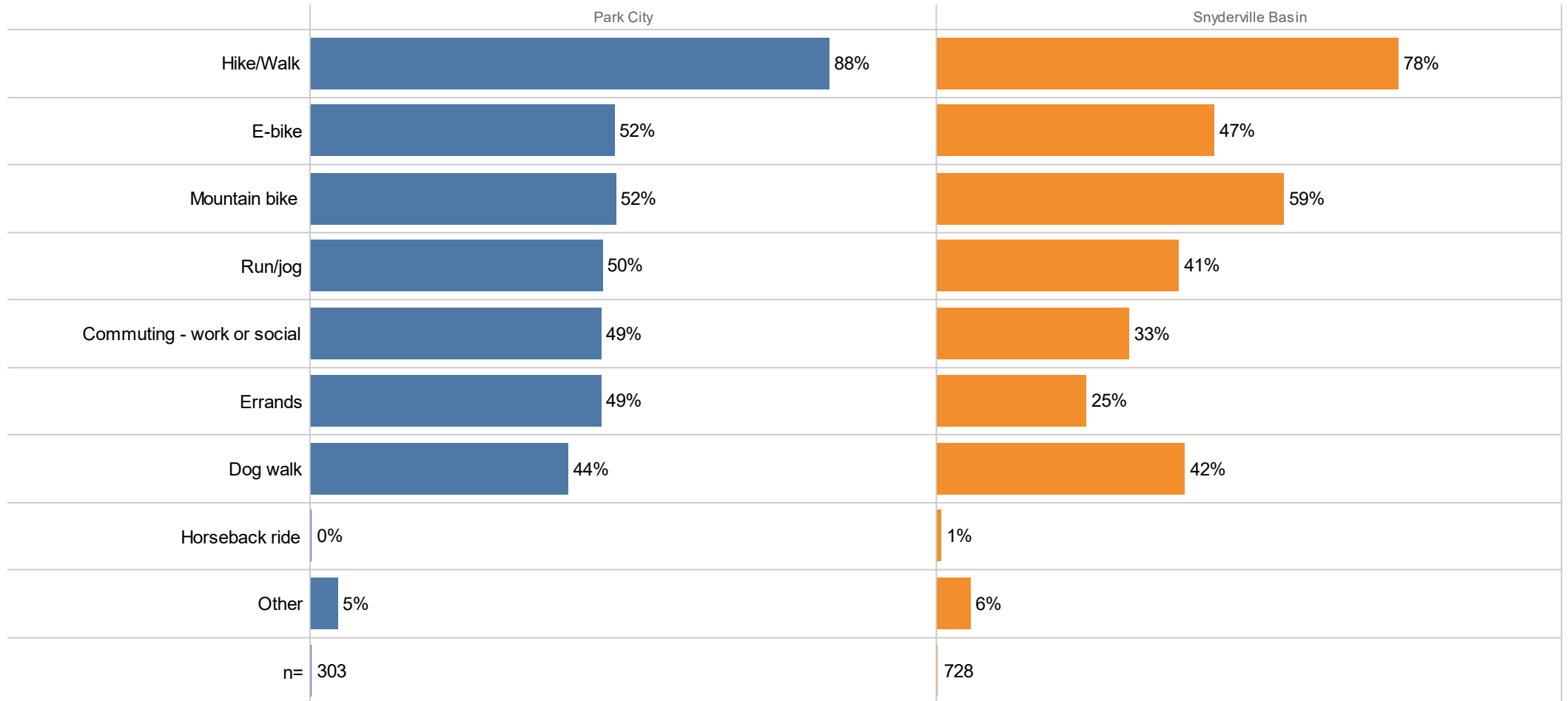
How often do you use the Park City area pathways?



Source: RRC

Walking/hiking is the primary use of area pathways followed by biking, running and dog walking.

What do you do when using Park City area pathways? CHECK ALL THAT APPLY

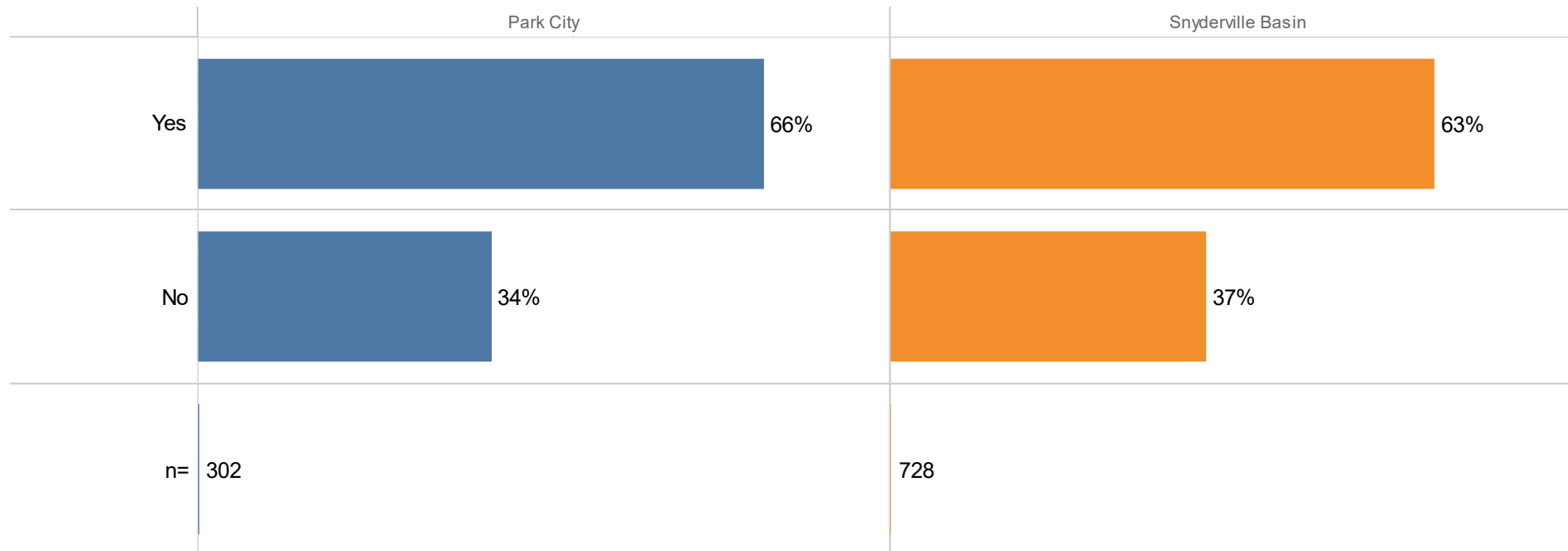


Source: RRC

E-BIKE USE ON PATHWAYS

A large majority of respondents in both areas have ridden an e-bike on area pathways

Have you ever ridden an e-bike on Park City area pathways?

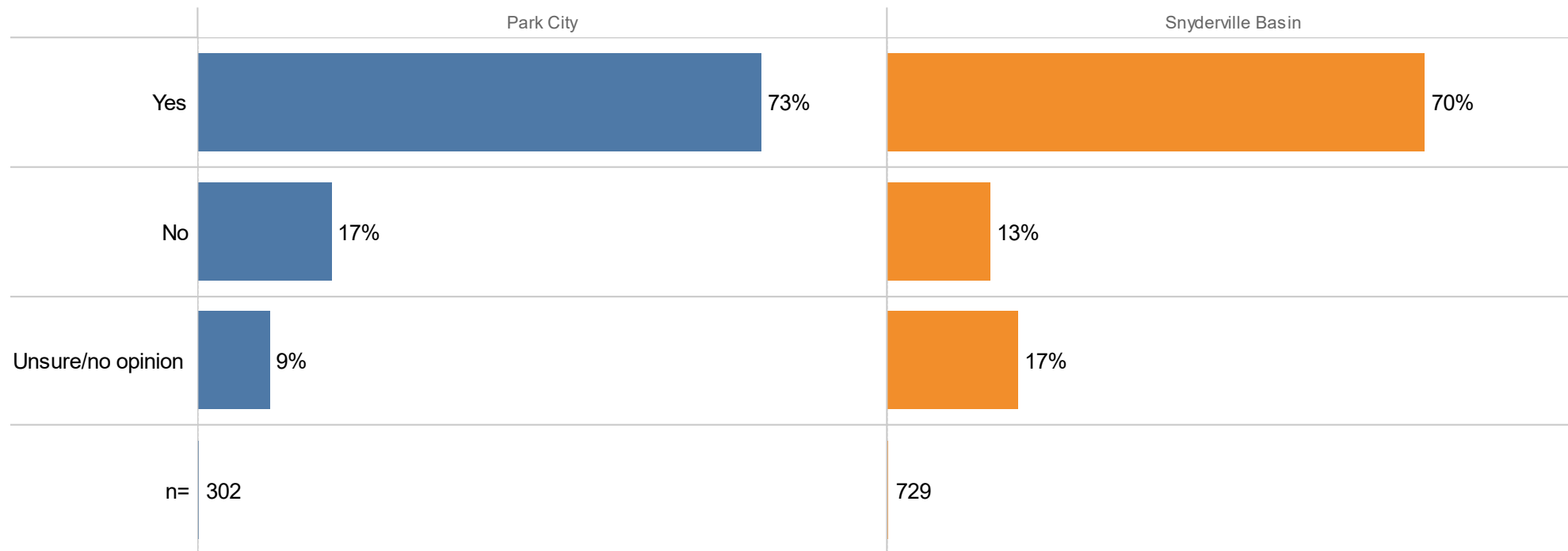


Source: RRC

SPEED LIMITS ON PATHWAYS

Speed limits on pathways are strongly supported by residents in both jurisdictions.

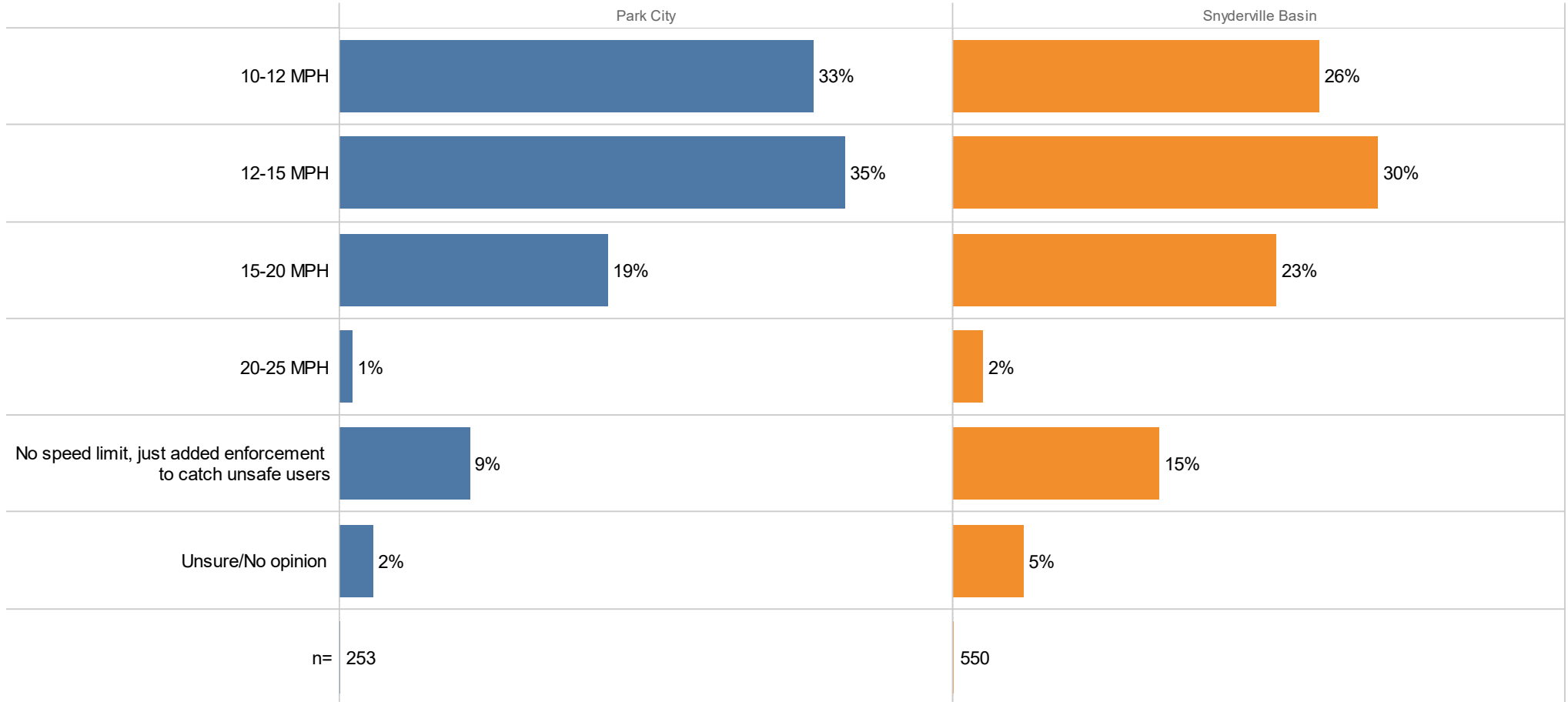
Should pathways have designated speed limits?



Source: RRC

Opinions on what speed limits should be are somewhat split but a majority in both areas feel that 10-15 miles per hour is adequate. There is almost no support for 20 MPH or more.

What level of speed do you feel is adequate on Park City area pathways?

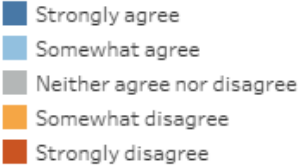


Source: RRC

Between Park City and the Snyderville Basin, respondents feel similar when rating common statements made about e-bike use on pathways. Some takeaways appear on the next slide.

Please indicate the extent to which you agree or disagree with each of the following statements.

				Percent Responding:				
				1 & 2	3	4 & 5		
E-bikes allow you to travel farther for errands/commuting/work	Park City	Avg. 4.3	n=302	6%	7%	32%	55%	88%
	Snyderville Basin	Avg. 4.3	n=729	5%	7%	32%	55%	87%
E-bikes are helpful to seniors and those with mobility disabilities	Park City	Avg. 4.2	n=301	11%	8%	28%	53%	81%
	Snyderville Basin	Avg. 4.2	n=728	6%	13%	30%	50%	81%
E-bikes add increased safety risks	Park City	Avg. 3.7	n=301	18% 22%	8%	28%	42%	70%
	Snyderville Basin	Avg. 3.8	n=728	19%	12%	30%	38%	68%
E-bikes act as an equalizer – my family and friends can ride together	Park City	Avg. 3.7	n=299	20%	14%	23%	42%	66%
	Snyderville Basin	Avg. 3.8	n=725	18%	13%	32%	37%	69%
E-bikes create conflicts with other pathway users	Park City	Avg. 3.5	n=300	18% 28%	13%	22%	37%	59%
	Snyderville Basin	Avg. 3.4	n=722	30%	14%	26%	31%	56%
E-bikes belong on pathways	Park City	Avg. 3.4	n=297	20% 31%	12%	20%	37%	58%
	Snyderville Basin	Avg. 3.6	n=723	23%	16%	27%	34%	61%
E-bikes support the local economy and small businesses	Park City	Avg. 3.6	n=303	21%	22%	26%	31%	57%
	Snyderville Basin	Avg. 3.6	n=729	21%	22%	28%	28%	57%
E-bike users contribute to overcrowding on pathways	Park City	Avg. 3.2	n=300	22% 38%	12%	23%	27%	50%
	Snyderville Basin	Avg. 3.1	n=726	37%	15%	28%	20%	48%
E-bikes are more appropriate ONLY for riding on roadways and bike lanes	Park City	Avg. 2.9	n=301	30% 21% 51%	8%	29%	41%	
	Snyderville Basin	Avg. 2.6	n=723	34% 20% 55%	10%	21%	35%	



E-BIKE USE ON PATHWAYS

SENTIMENTS ON IMPACTS & USAGE

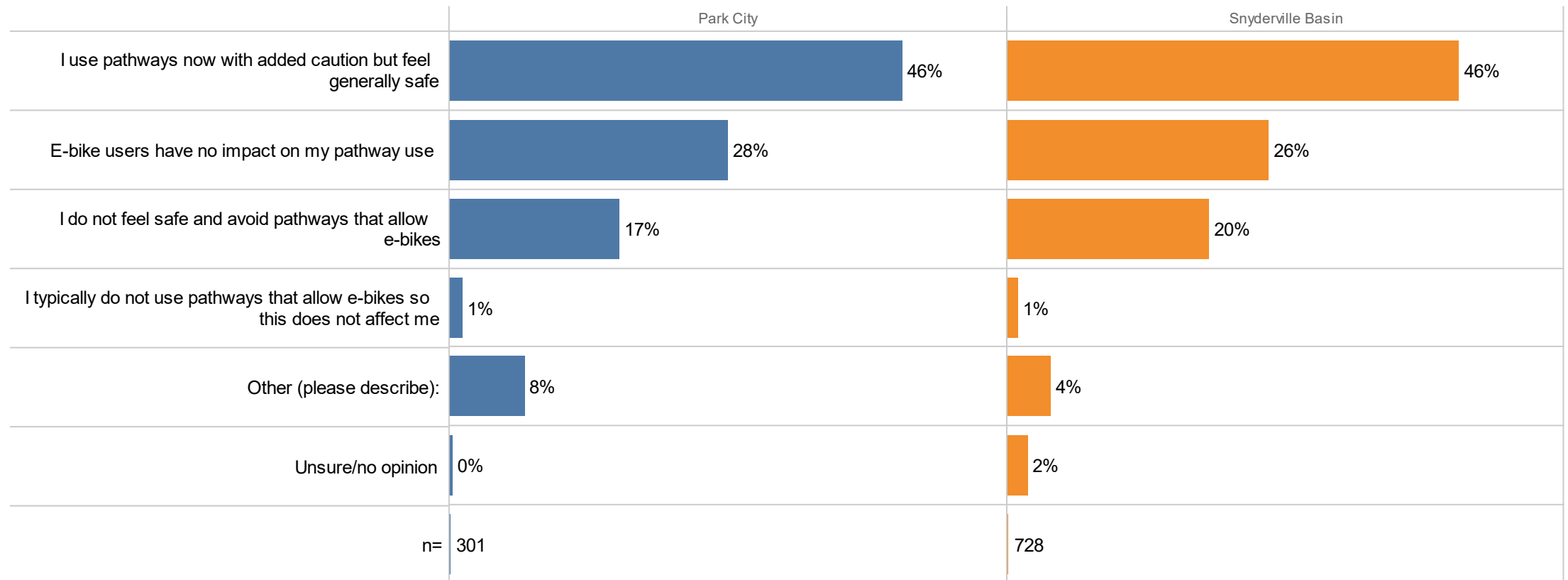


Opinions surrounding common statements on e-bike use were similar across geography. The following high-level themes emerged from the ratings:

- While most respondents agree that e-bike riders sometimes conflict with other users and can pose increased safety risks, they do not agree that e-bikes should be allowed only on roadways or bike lanes.
- Respondents overwhelmingly agree that e-bikes allow longer bicycle trips, increase mobility for seniors and those with disabilities and act as an “equalizer,” allowing families and friends to ride together.
- There is general agreement that e-bikes are good for small businesses and contribute to the local economy.
- Generally, respondents acknowledge that impacts from e-bikes are mixed with some concern over crowding, safety issues and conflicts on pathways. However, the positive impacts seem to tip the scale toward acceptance and support for e-bikes.

Allowing e-bikes on pathways has made about half of respondents travel with added caution while over a quarter say they have had zero impact on usage. The large majority generally feel safe with e-bikes.

Given the current level of e-bike use in the Park City area, how safe do you feel sharing pathways with e-bike users?



Source: RRC

ADDITIONAL THOUGHTS

Respondents were offered an opportunity to share any additional thoughts about the usage of e-bikes on pathways in the Park City area with the question: *“If you have any other thoughts you would like to express about the usage of e-bikes on pathways in the Park City area, please express them below.”*

A total of **809** additional comments were received. Common themes are outlined below, and a list of full responses is included in the Appendix.

TRAIL & PATH REGULATION

“E bikes and non motorized vehicles should not be on same pathway”

“E bikes should never be allowed on single track without a disability or Dr justification”

“E-bikes should never be allowed on single track”

E-bikes should not be allowed on pathways”

SAFETY & ENFORCEMENT

“Enforcement of safety is key. The hospital has had a large increase in E-bike accidents..”

“I said no to speed limits primarily because I do not see us funding enforcement so why bother.”

SPEED MANAGEMENT

“Ebikes are very dangerous for the kids and young adults on pathways going 25 miles per hour in groups – scary”

“I think speed is the biggest issue, especially for those who don’t have strong bike-handling skills. Speed should probably be enforced in busy areas like the Prospector part of the rail trail.”

USER RULES

“Better training for users, especially those renting them for the first time, and be given maps marked with multi use pathways”

“E-bikes are an inevitable and useful micro mobility tool for our community. We need smart rules that can be enforced to make it useful for everyone.”

CONCERNS FOR YOUNG RIDERS & PEDESTRIANS

“Biggest issue that I have seen is younger kids (under 18) riding way too fast without helmets and no regard to other users putting themselves and others at great risk. Not sure how to police these youth but anticipate a really ugly outcome.

“Children using e-bikes need to be monitored by parents and follow the rules.”

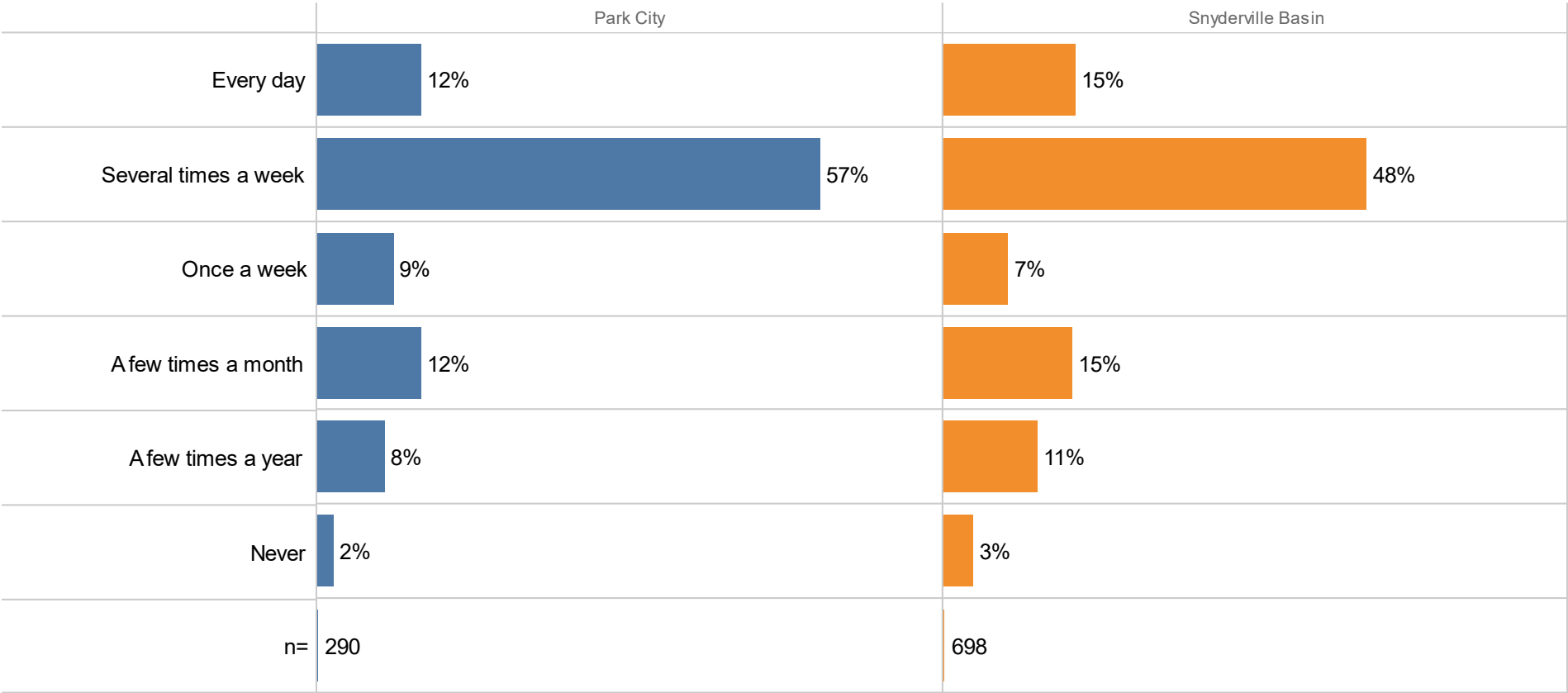


| E-BIKES ON NATURAL SURFACE TRAILS

FREQUENCY OF USE ON SINGLE TRACK

While the number of those using single track trails is slightly lower than pathways, the large majority (70%+) are still on the trails at least once a week.

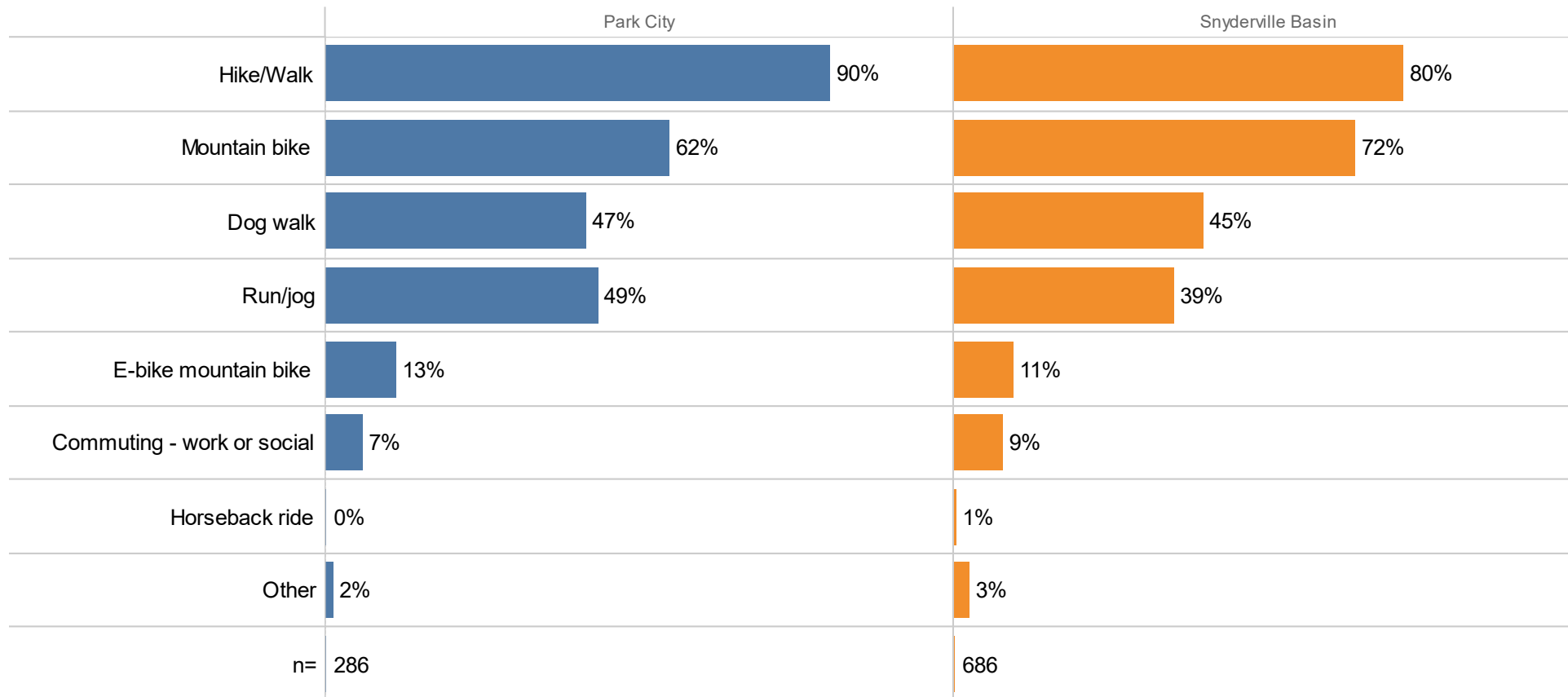
How often do you use the Park City area single track trails?



ACTIVITIES ON SINGLE TRACK

Like pathways, hiking is the most common use of single track followed by mountain biking. E-mountain bike use on the trails is much less frequent than riding e-bikes on pathways.

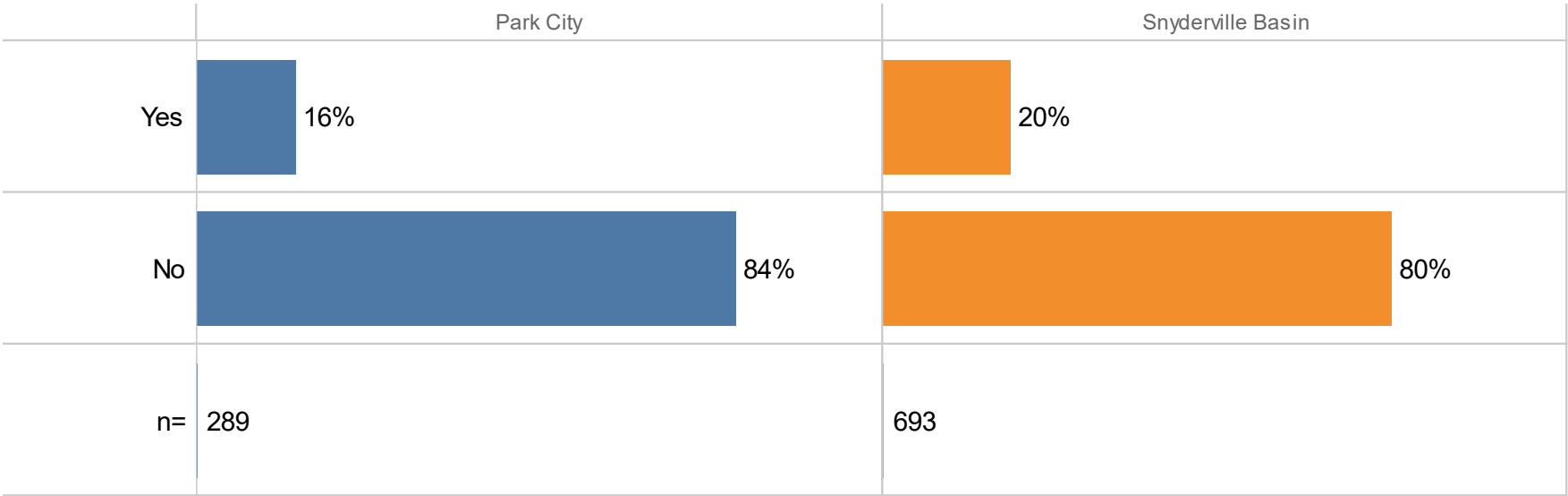
What do you do when using Park City area single track trails? CHECK ALL THAT APPLY



E-BIKE USE ON SINGLE TRACK

The large majority of respondents in both jurisdictions have never ridden an e-mountain bike on area trails.

Have you ever ridden an e-mountain bike on single track trails?

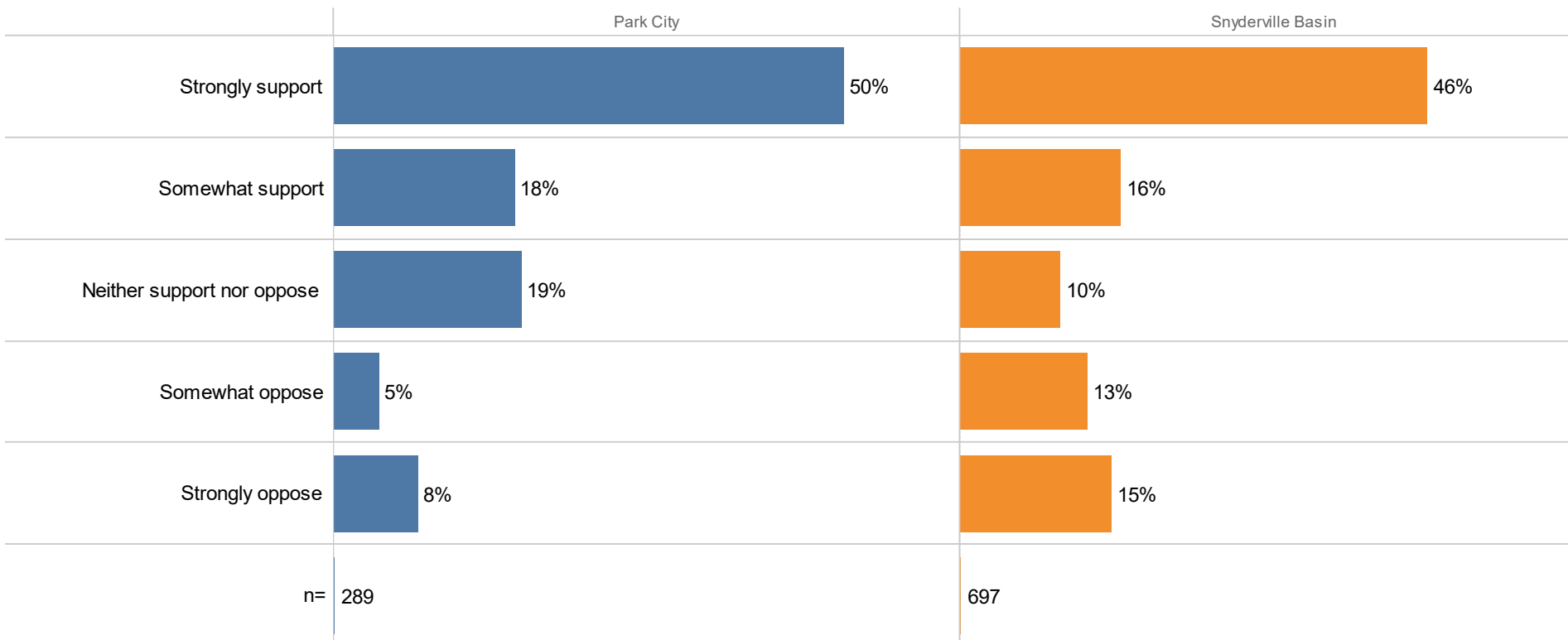


Source: RRC

SINGLE TRACK REGULATIONS

There is fairly strong support for the PCMC ban of e-mountain bikes on trails except for those with disabilities or who are 65+. Snyderville Basin respondents are more likely to oppose the ban (28% vs. 13%).

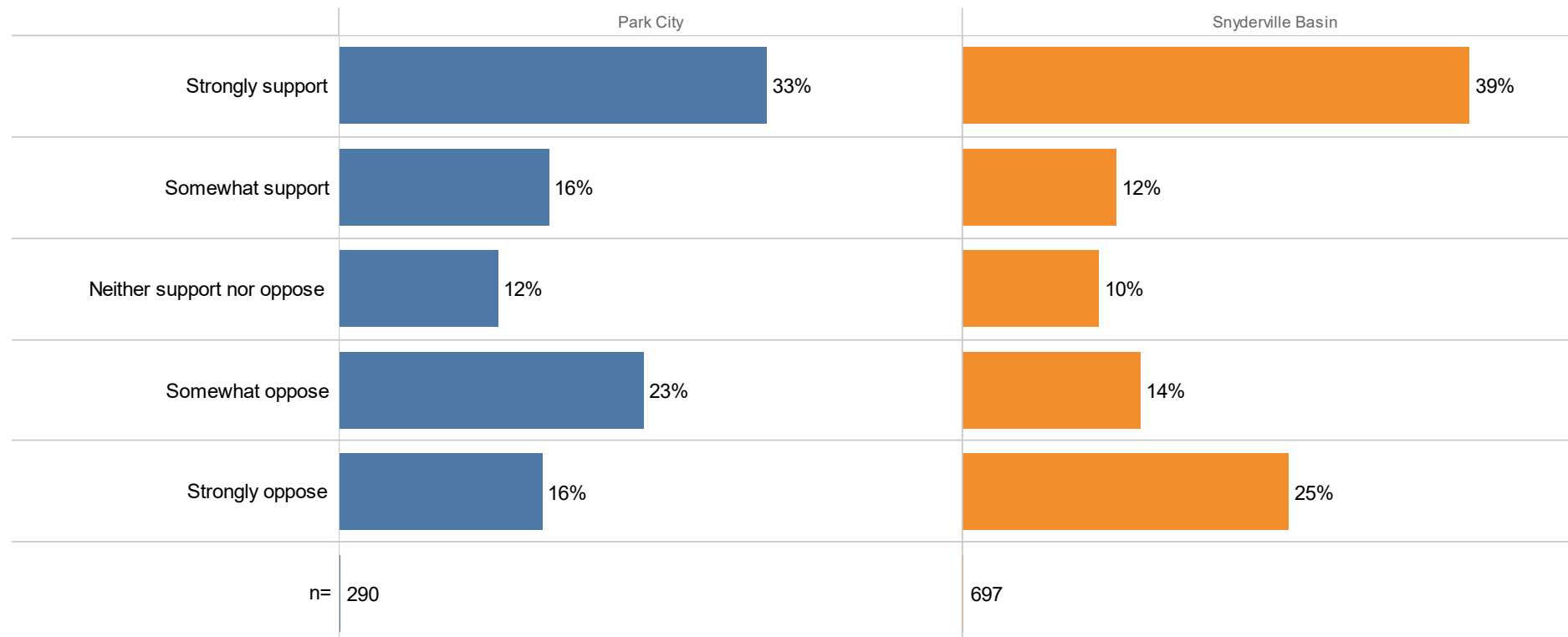
Do you support or oppose the current PCMC Ordinances which prohibit the use of e-mountain bikes on single track trails except in the case of mobility disabilities and users aged 65 and older?



SINGLE TRACK REGULATIONS

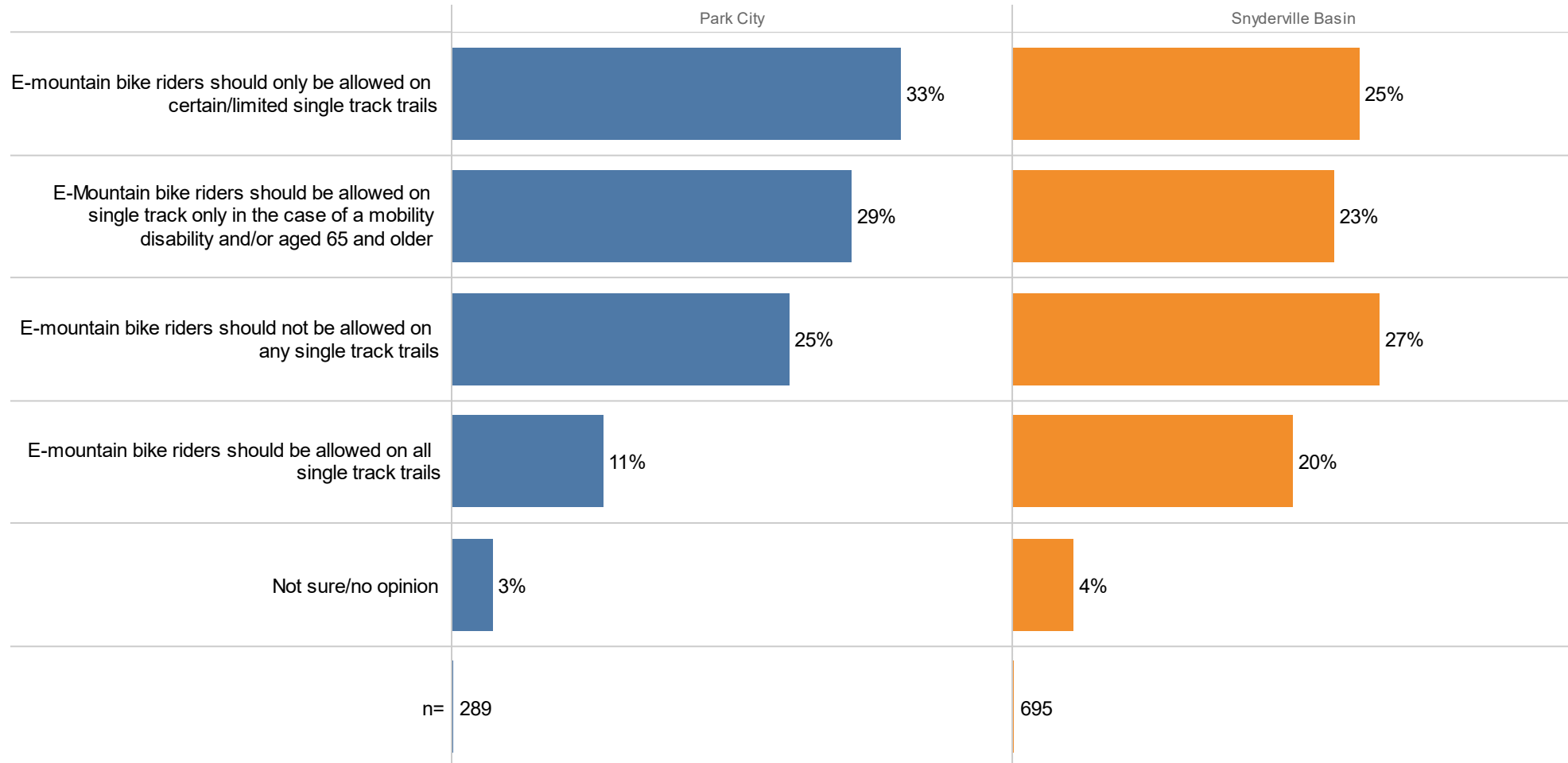
Respondents are somewhat split on the SBSRD trail prohibition on all e-mountain bikes. About half support the policy with 39% in opposition and 10-12% neutral. In the Open Link, respondents were more polarized with 36% strongly supporting SBSRD's e-mountain bike ban and 33% strongly opposing it.

Do you support or oppose the current SBSRD Ordinances which prohibit the use of ALL e-mountain bikes on their single track trail system?



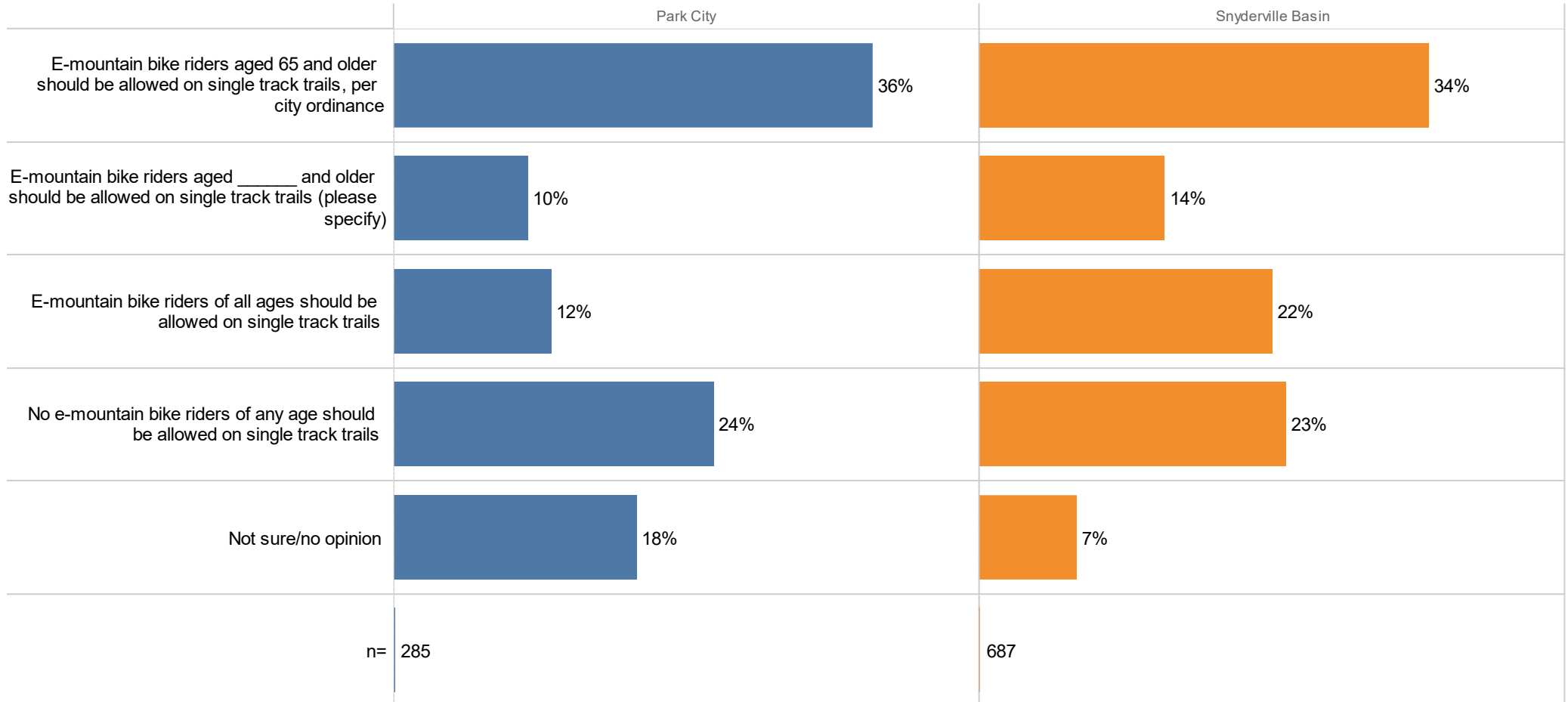
Opinions vary but there seems to be consensus on allowing e-mountain bikes with some restrictions – either limiting them to certain trails or using the current PCMC age and disability limits. About a quarter of respondents in both areas support a total ban on trail use.

If the Park City area were to allow for additional e-mountain bike use on single track trails, beyond those currently permitted, which of the following best represents your opinion regarding the use of Class I e-mountain bikes on single track trails in the Park City Area?



Age exemptions for those 65 and older were preferred by a plurality of respondents, with the values of the fill-in age distributions being presented on the next slide.

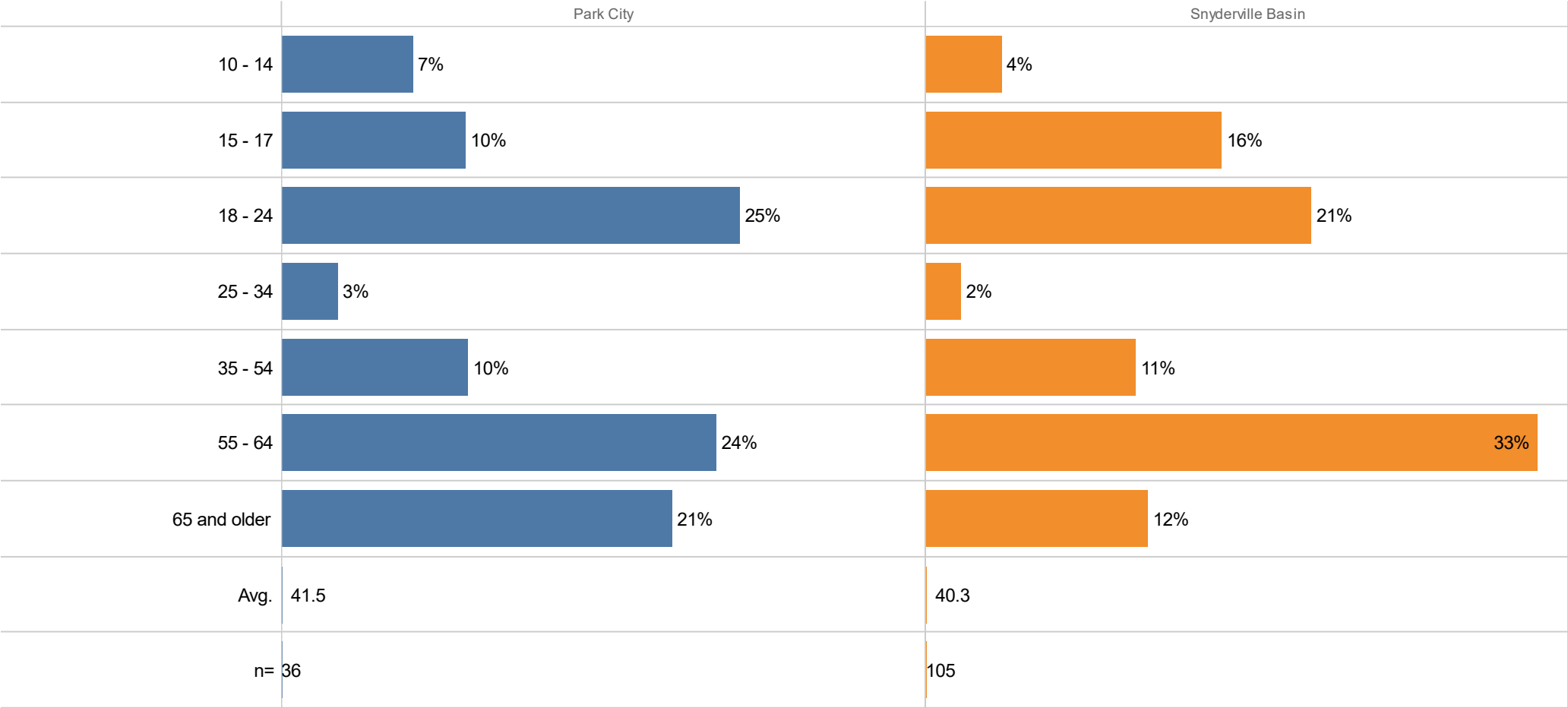
Which of the following best represents your opinion regarding the use of e-mountain bikes on natural surface, single track trails in the Park City area in relation to age?



Source: RRC

Among those who want age restrictions for using e-mountain bikes, a large majority agree they should not be allowed for people under age 18. In both jurisdictions, 45% want the minimum age to be at least 55. Indicative of the more e-mountain bike friendly audience of the Open Link, the plurality (27%) of respondents suggested a minimum age of 35-54 with equal amounts (21% each) desiring 55-64 and 65 and older.

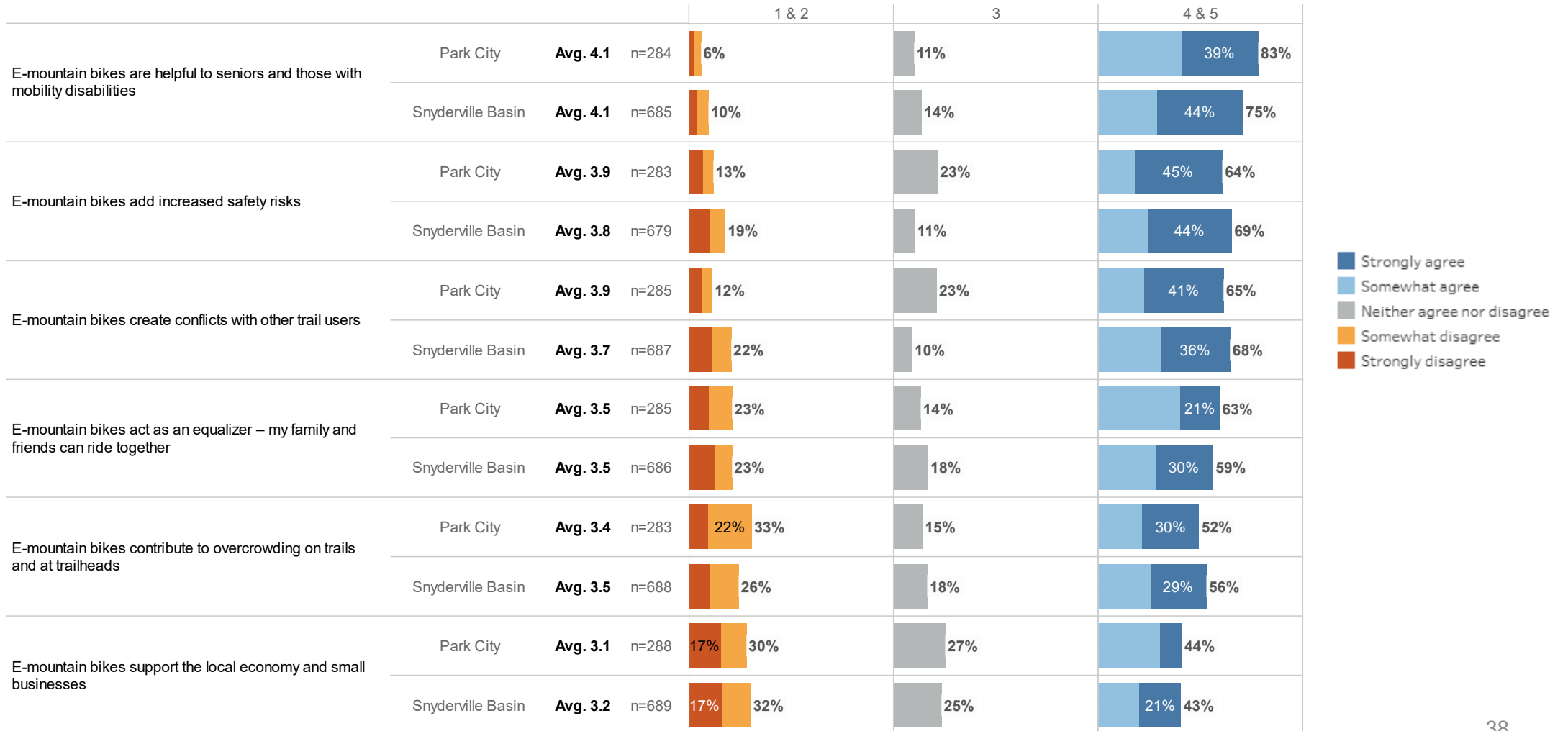
Please specify the minimum age you believe should be allowed:



Source: RRC

Opinions are not as consistent across Park City and the District on e-mountain bike statements as they are on e-bikes, but the two groups are still in general alignment. Some key themes are identified on the next page.

Below you will see several statements that various parties have made regarding e-mountain bike use on natural surface, single track trails. Please indicate the extent to which you agree or disagree with each of the following statements.



E-BIKE USE ON SINGLE TRACK

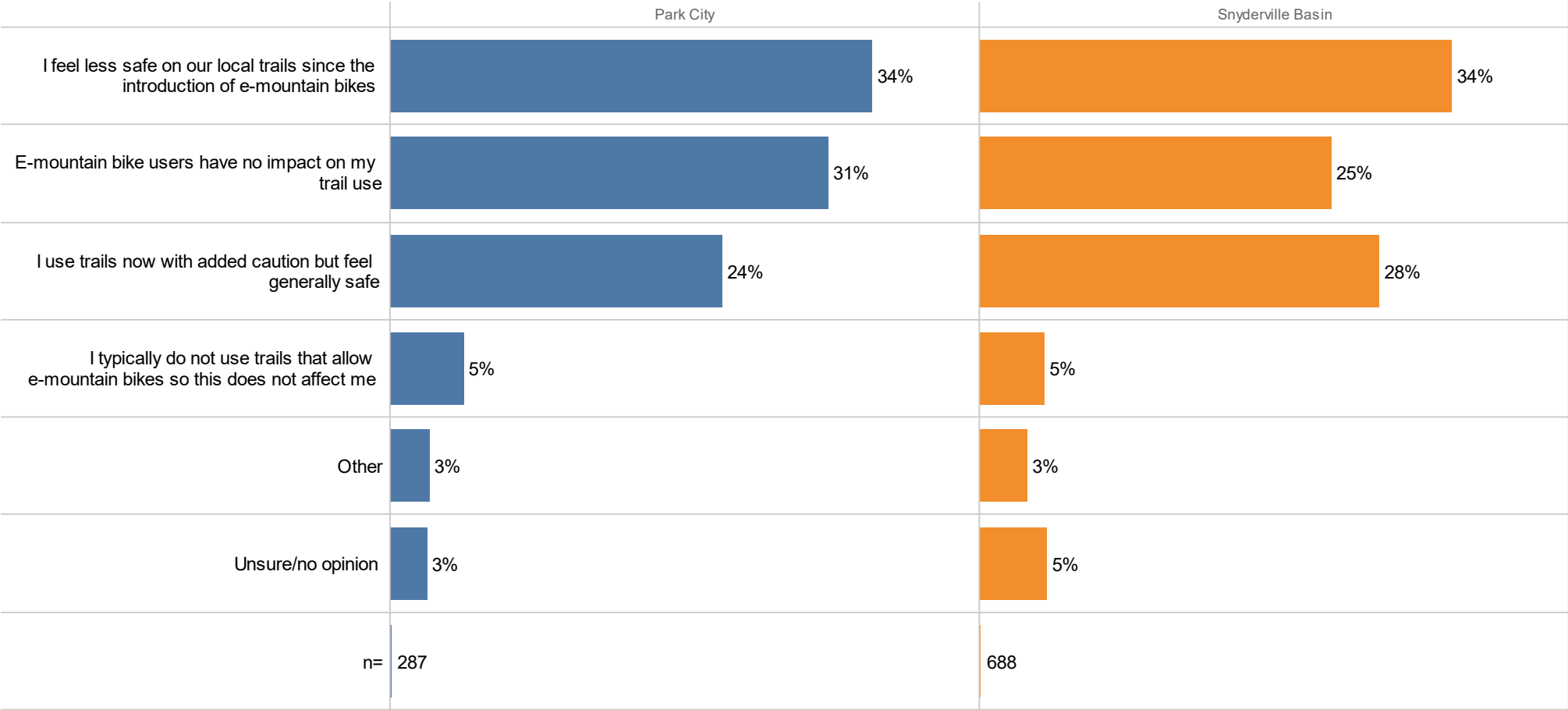
SENTIMENTS ON PROS & CONS



- Opinions are mixed on trail impacts of e-mountain bikes. At least three-quarters in both areas agree they are helpful to seniors and those with disabilities while about two-thirds acknowledge they create added safety risks and cause conflicts with other users.
- They are seen as an equalizer that allows more people to access trails but also get some blame for adding to crowding issues.
- Electric mountain bikes are not considered to offer the same positive benefits to small businesses and the local economy as standard e-bikes.
- In general, there is less consensus on the positive impacts of e-mountain bikes on trails vs. e-bikes on pathways.

Compared to e-bikes on pathways, e-mountain bikes elicit more caution from trail users. A third of respondents in both areas feel less safe. However more than half say the bikes have not impacted their usage or have made them more cautious but still generally feel safe.

Given the current level of e-mountain bike use in Park City area, how safe do you feel sharing single track trails with e-mountain bike users?



ADDITIONAL THOUGHTS

Respondents were offered an opportunity to share any additional thoughts about the usage of e-mountain bikes on single track trails in the Park City area with the question: *“If you have any other thoughts you would like to express about the usage of e-mountain bikes on single track trails in the Park City area, please express them below.”*

A total of **371** additional comments were received. Common themes are outlined below, and a list of full responses is included in the Appendix.

SAFETY CONCERNS

“I think the speed the kids and the class 2 and 3 bikes are the issue and have no concerns about class 1 on any of the trails”

“It is not about the bike, it is the responsibility of the rider to be safe and to ride safely.”

ENFORCEMENT OF RULES

“I would like to see Park City and Basin Recreation have the same e-bike rules to avoid conflicting regulations. At the very least Basin Recreation should have the age 65+ rule. Thank you”

“Need to enforce only pedal assist!”

EDUCATION & ETIQUETTE

“I have issue with people not having any idea of trail rules of etiquette -- hanging on human powered cyclist back fenders on uphill, pulling out in front of people. Ebikes lead to knuckleheads on the trails. People who are actual cyclists generally know the rules of the trail and follow them. I have seen many throttle bikes in round valley on single track. How can this be policed?”

“I wish we had a more educated and experienced ridership. if an experienced rider chooses or needs pedal assist it is not a problem. the problem arises when non riders jump on an electric vehicle and don't know how to ride.”

ACCESS FOR DISABLED & OLDER INDIVIDUALS

“I am 65 with mobility issues. I am a decades long mountain biker but now need assist to enjoy riding single track. I am capable of navigating most difficulties of single track and would not impact other trail riders.”

“I am a senior. I think e-bikes add to the longevity of our activities, we can mountain bike for many more years. Also, seniors pay more taxes and make bigger donations that help fund the trails than the younger generations. Therefore, seniors should be given every opportunity to use the trails.”

IMPACT ON TRAIL USAGE & OVERCROWDING

“I avoid all trails in Park City area on weekends, they are so crowded. I believe allowing more e-bikes on the single tracks would become very dangerous, the speed of them coming around blind corners could cause more accidents and injuries to foot traffic.”

“The trails are crowded. E mountain bikers add an extra level of risk to other trail users. This is especially true with people who disregard single track etiquette or simply don't know the rules.”

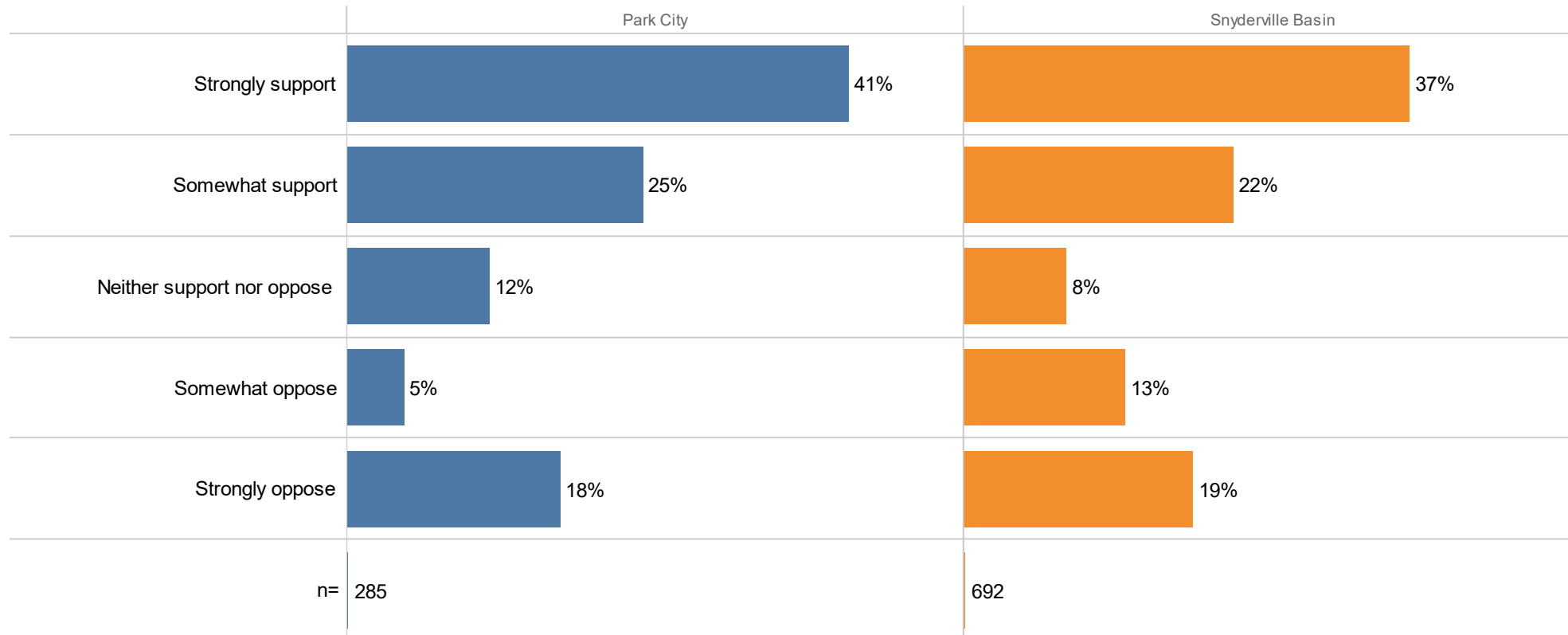


| E-BIKE POLICIES & COMMUNICATION

CURRENT ORDINANCE SUPPORT

There is overall support, particularly in Park City for increased enforcement of the current ordinance regulating e-bike usage. Residents of the District are slightly less supportive.

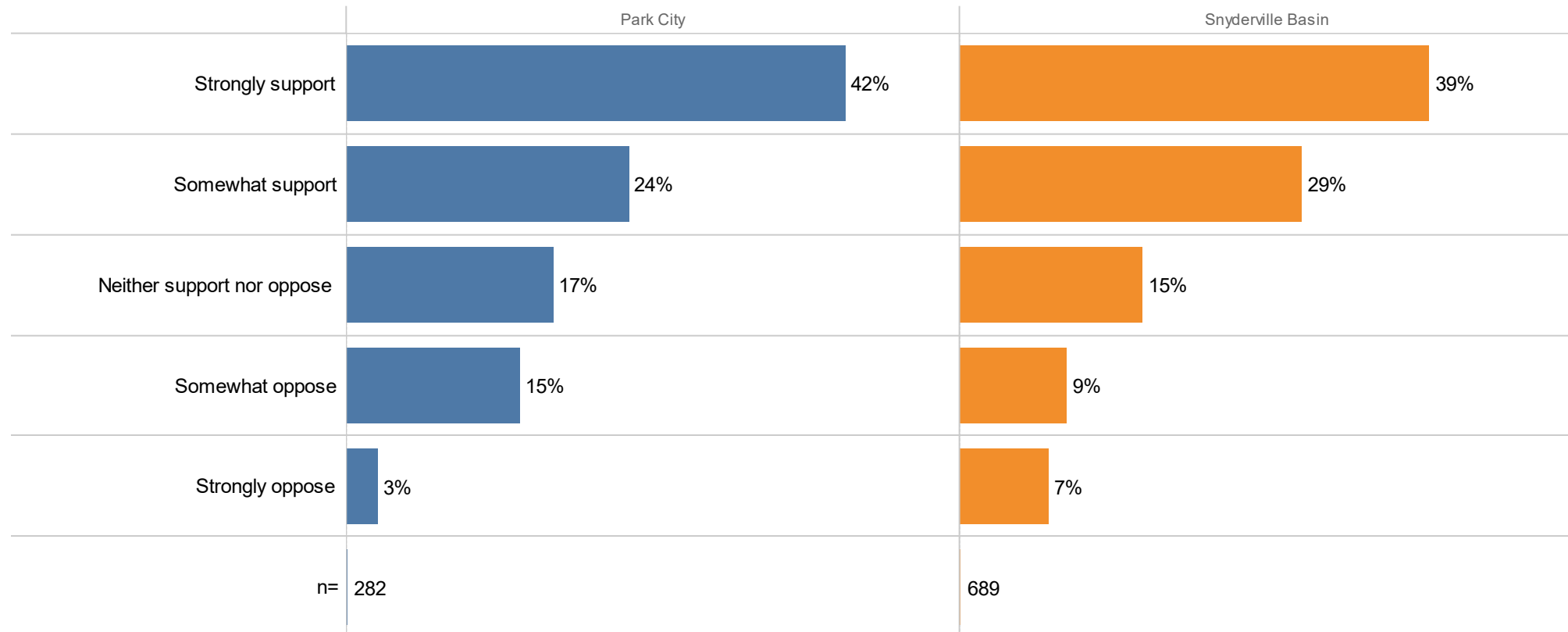
Considering the existing Ordinance as it currently stands, would you support the Park City area allocating increased resources to the enforcement of this e-bike and e-mountain bike ordinance?



ADDITIONAL ORDINANCE SUPPORT

At least two-thirds in both areas support additional efforts to address e-bike policies.

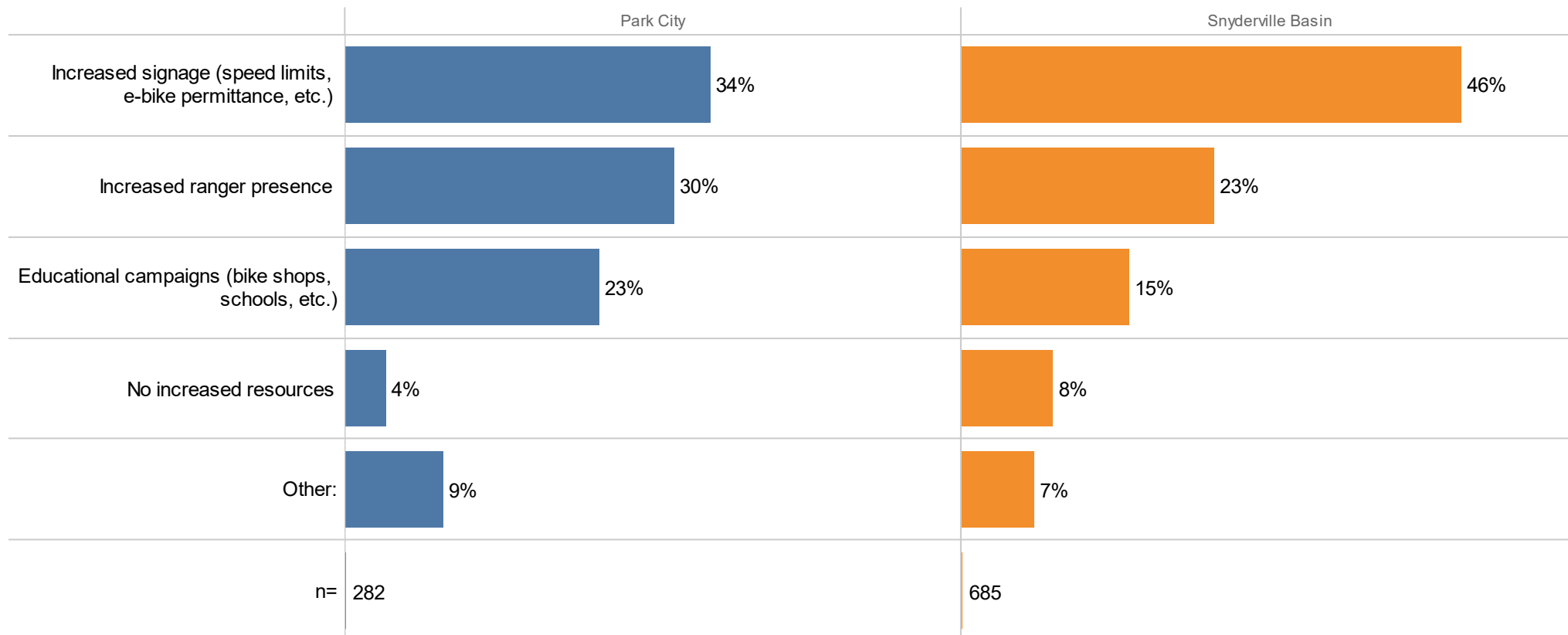
Would you support the jurisdictions providing additional resources to address e-bike and e-mountain bike related policies and issues?



E-BIKE ORDINANCE ENFORCEMENT

The large majority in both jurisdictions support increasing enforcement. Adding signage and a greater presence of rangers top the list of preferred options.

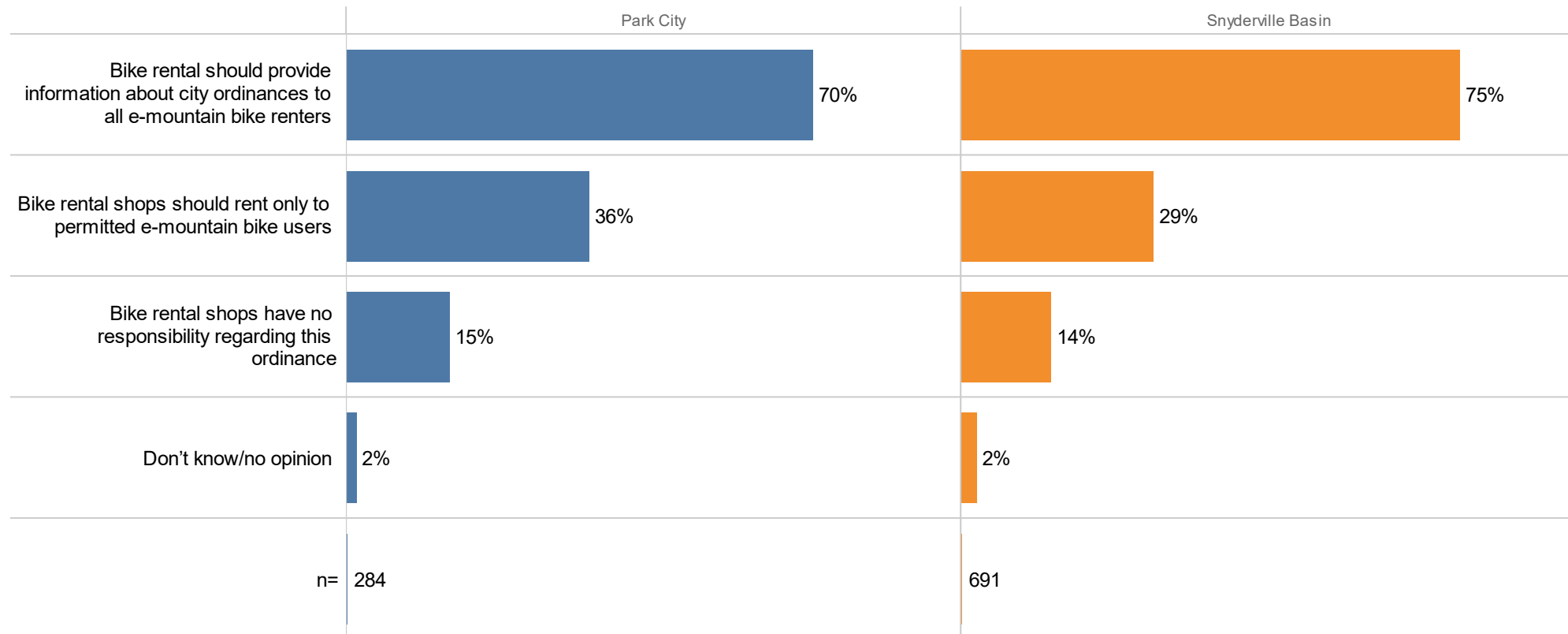
What resources do you think would be most beneficial to enforce e-bike and e-mountain bike policies?



ROLE OF BIKE SHOPS

People clearly feel that bike shops should provide information about local ordinances when renting e-mountain bikes.

In your opinion, what should the role of bike shops be regarding an e-bike and e-mountain bike ordinance? CHECK ALL THAT APPLY



ADDITIONAL THOUGHTS

Respondents were offered an opportunity at the end of the survey to provide any additional comments and suggestions for the Park City area regarding e-bike and e-mountain bike ordinances and policies.

A total of **237** additional comments were received. Common themes are outlined below, and a list of full responses is included in the Appendix.

SAFETY & ENFORCEMENT

“Ranger presence is a great idea, which would keep the younger less experienced riders off our trails.”

“Enforce if there becomes a problem as needed”

EDUCATION & AWARENESS

“Again, all bike shops who rent these types of bikes should be required to provide an educational 10 minute trail etiquette and safety learning moment, and anyone renting an e-bike should be expected to wear a helmet.”

“E-bikes on the streets need to learn and obey traffic rules.”

REGULATION & POLICY

“E-mountain bikes should be allowed on single track”

“If e bikers begin or become more prevalent on our single track, there should be consequences like tickets or fines. I especially worry about bike shops renting e mountain bikes to out of towners who just skirt our rules.”

ACCESS & INCLUSIVITY

“Increase age to ride to 16 not 14”

“E-mountain bikes are expensive and not everyone can afford them... if bike shops are doing rentals on e-mountain bike they should only be rent to 65+ or for individuals w/ disabilities”

COMMUNITY RESPONSIBILITY

“E bike certification required; incentive bike manufacturers to propose cert program similar to the NICA program in its depth but content focusing on safety and culture and community.”

“Many people come from outside our area, so increased enforcement without effective communication (signage, bike shops, marketing, etc.) will not be effective”



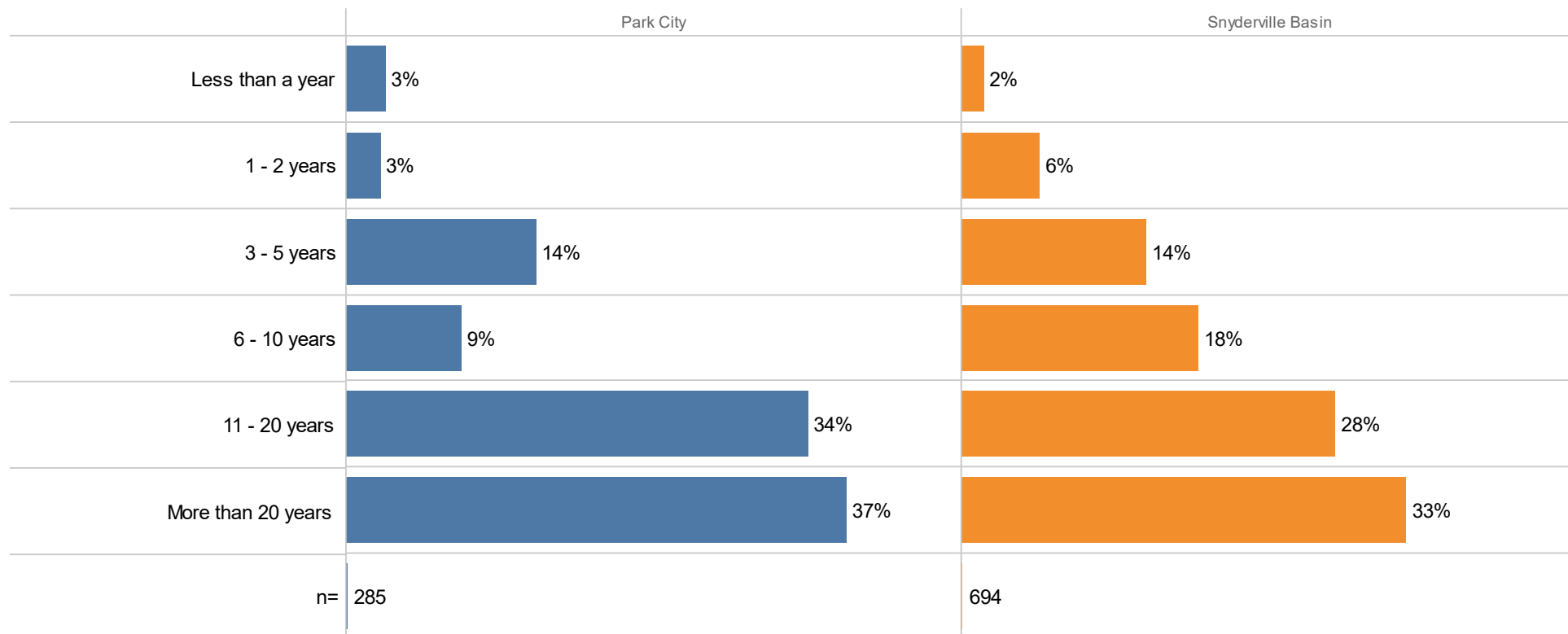
| DEMOGRAPHICS

YEARS IN PARK CITY AREA



Respondents are long-time residents. Around 80% have lived in the area for more than five years and a majority have been around for over 10 years.

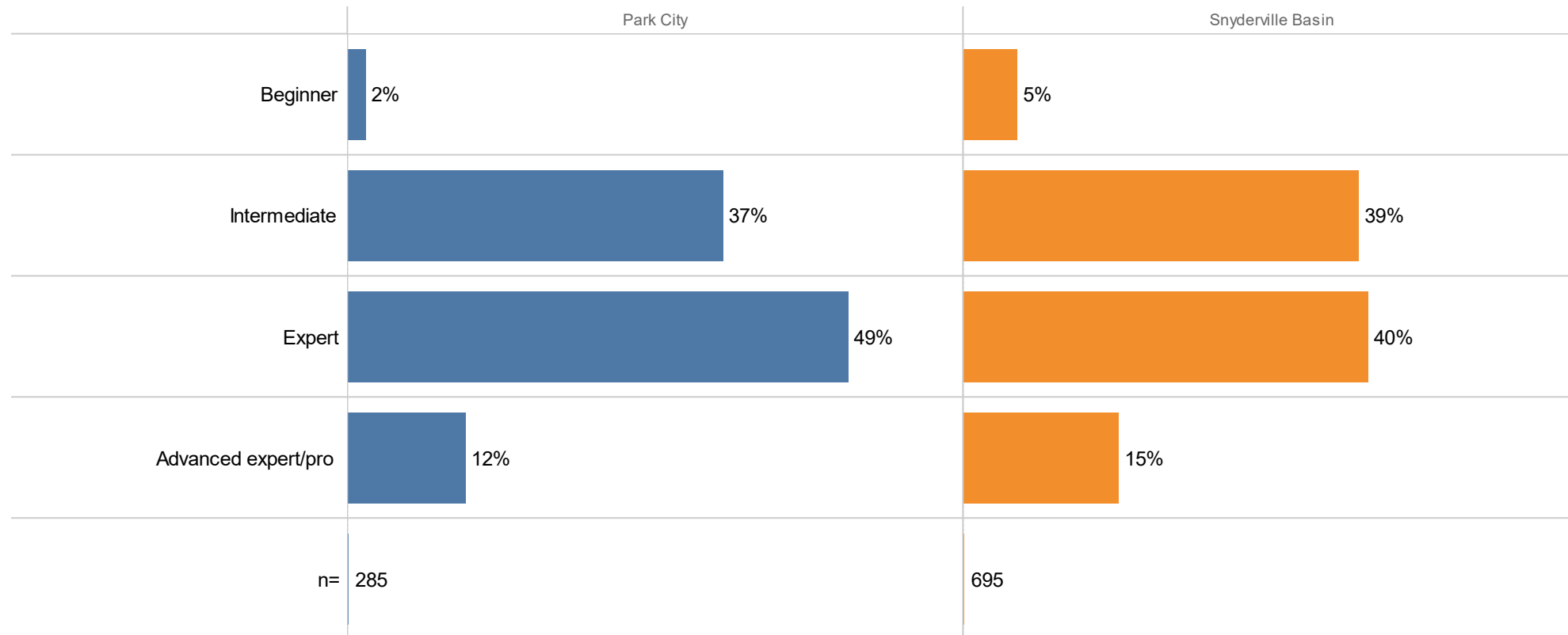
How long have you lived in the Park City Area?



BIKING ABILITY

Respondents skew toward being experience cyclists with more than half in both areas rating their skill level at either expert or professional level.

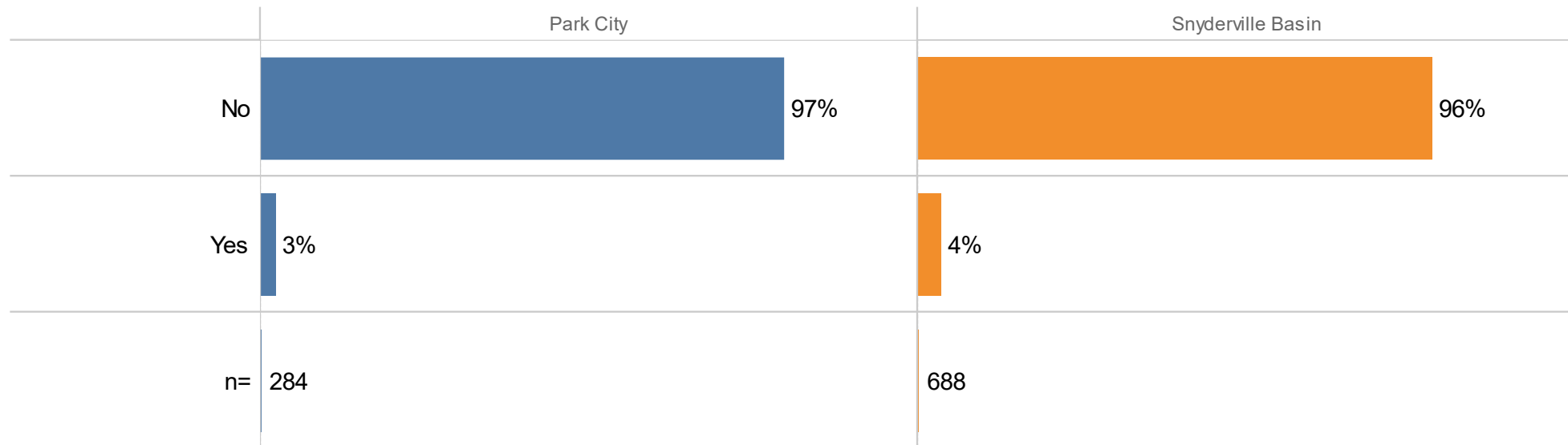
How would you rate your biking skill level?



ADA ACCESSIBILITY NEEDS

Very few respondents are in need of any ADA-accessible facilities or services.

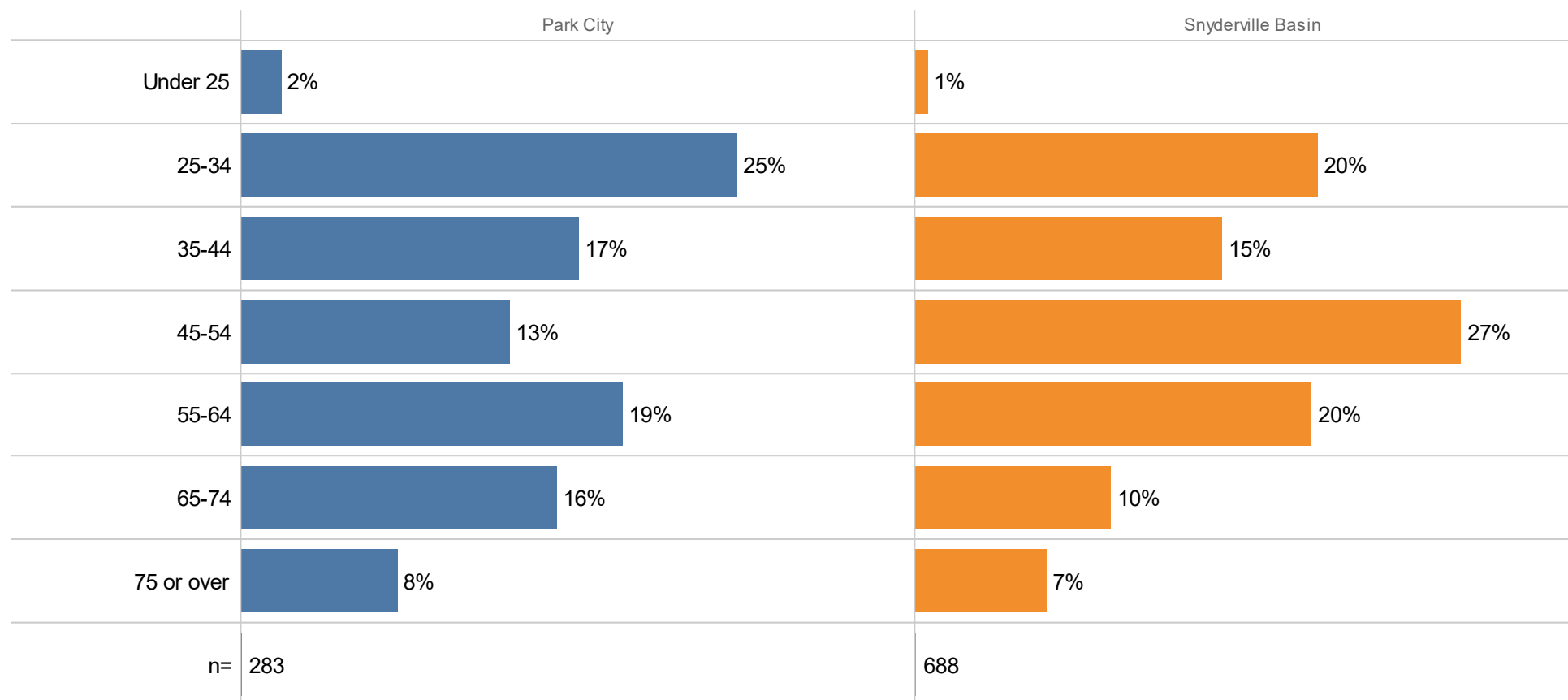
Does your household have a need for ADA-accessible (Americans with Disabilities) facilities and services?



Source: RRC

Respondents span the age spectrum except for those under 25.

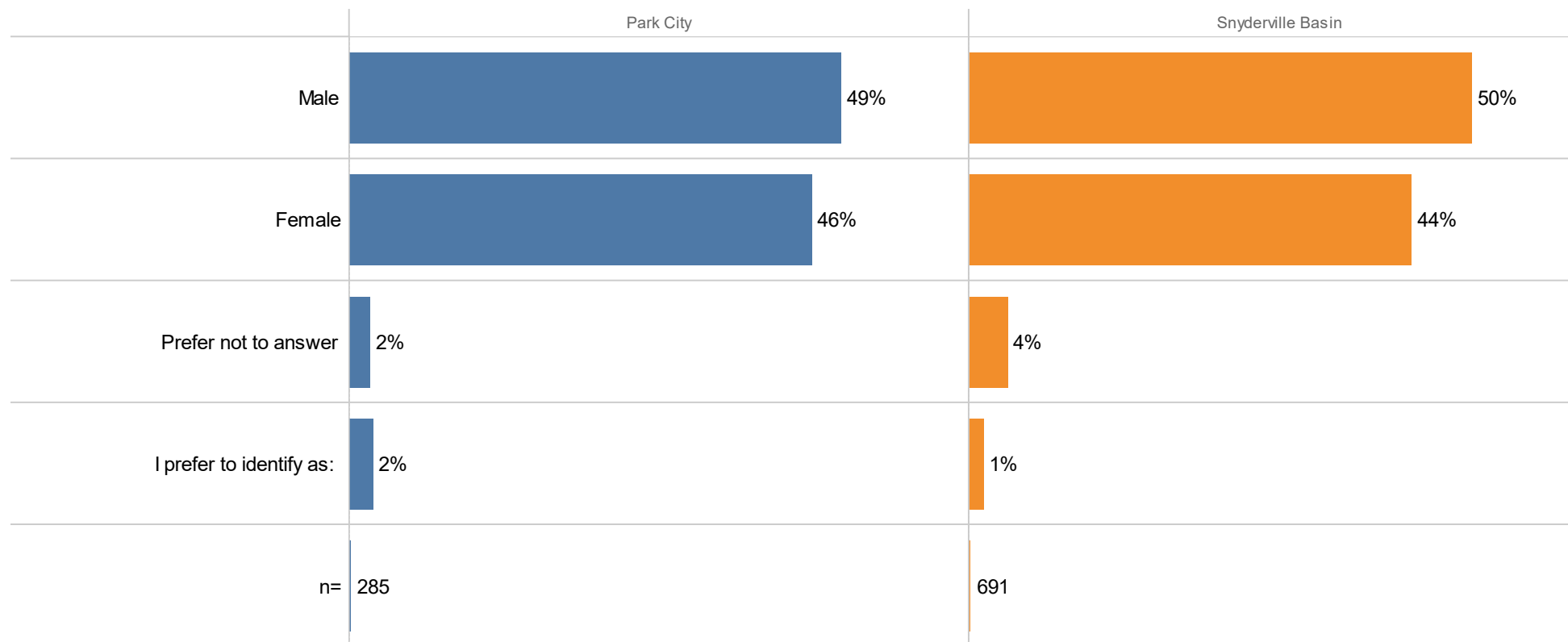
What is your age?



GENDER

Respondents skewed slightly more male but are fairly evenly split.

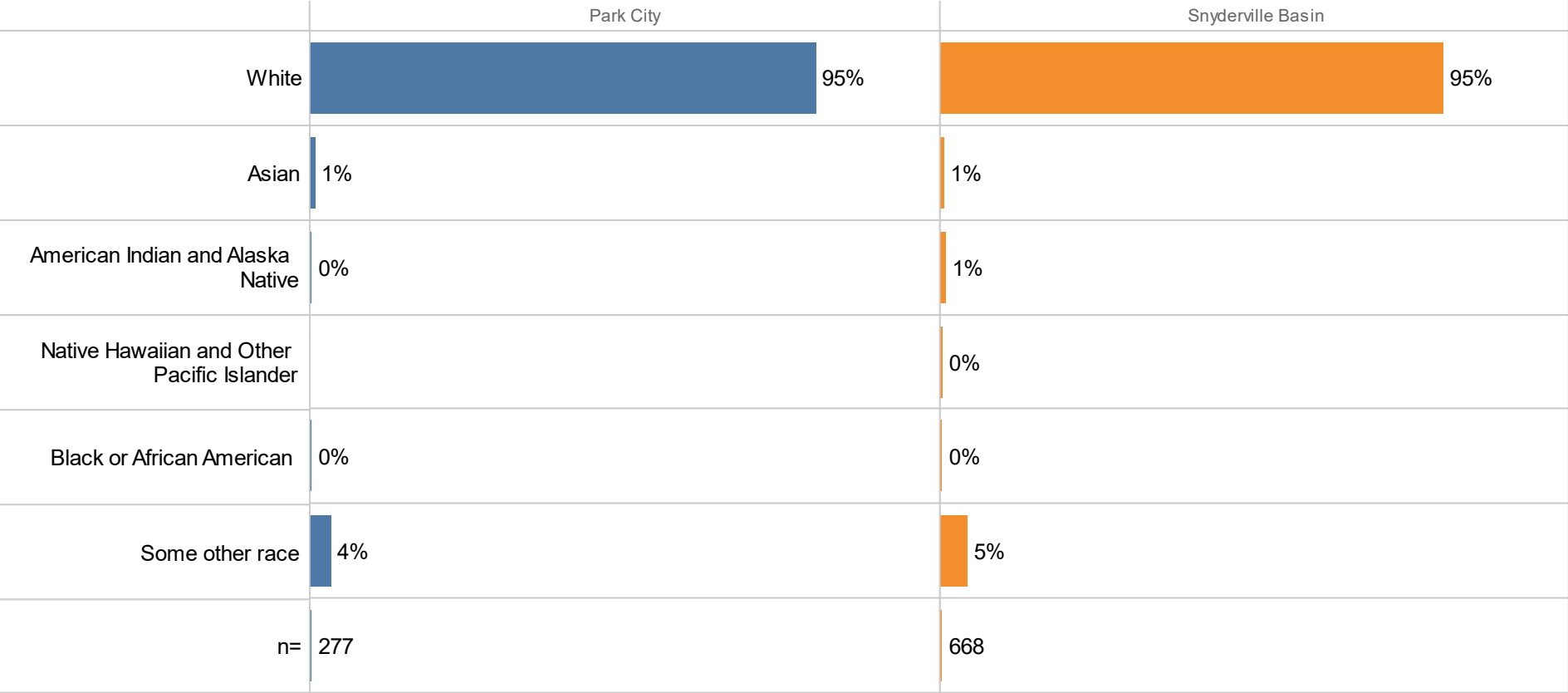
Please indicate the gender with which you identify



RACE & ETHNICITY

As is true in most mountain resort towns, respondents in the Park City area are not a very diverse group.

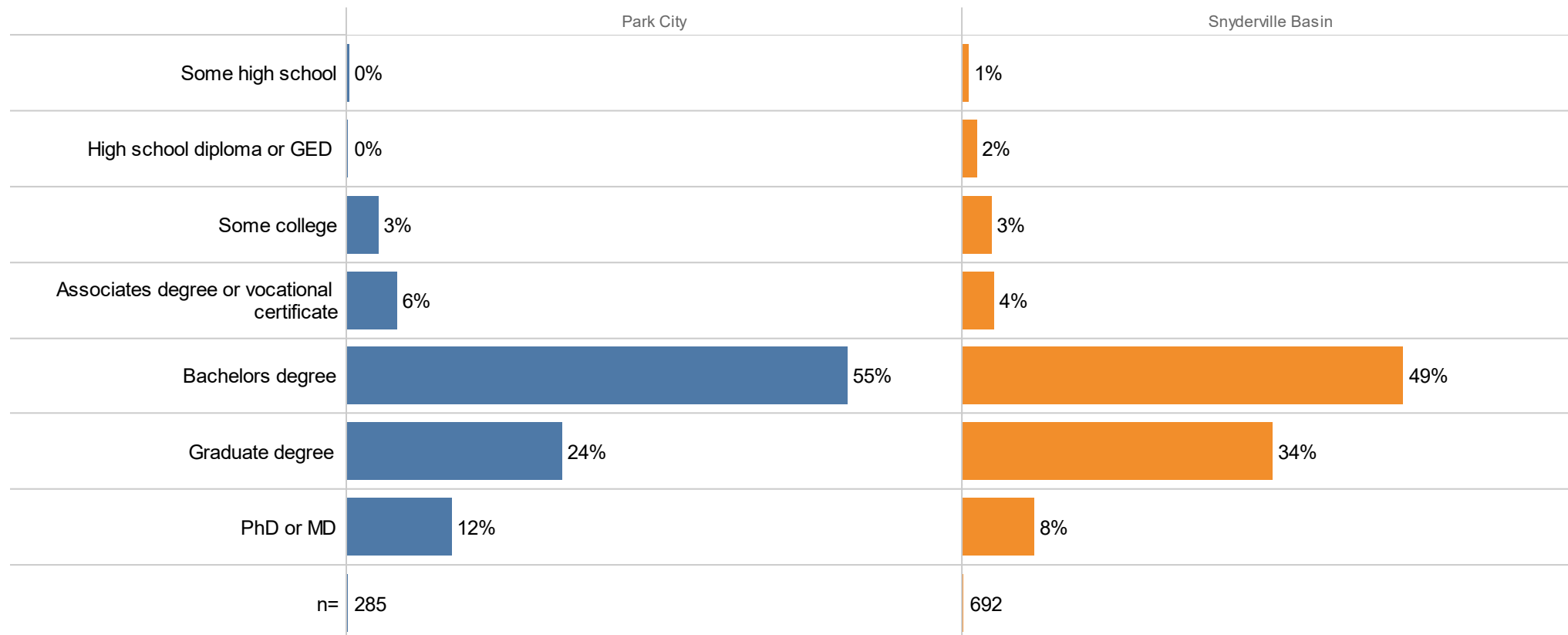
What race do you consider yourself to be? CHECK ALL THAT APPLY



EDUCATION

90% of respondents in both Park City and the District have a Bachelors degree or higher level of education.

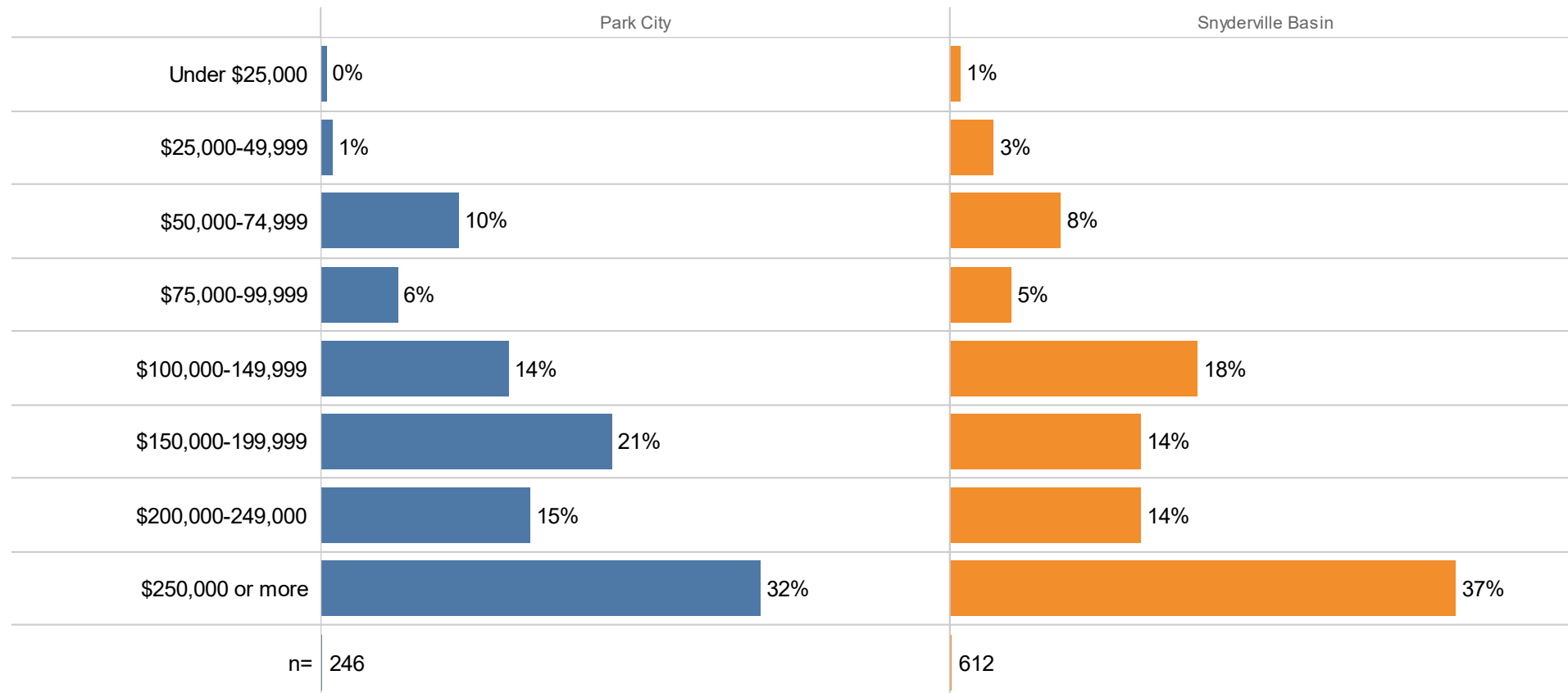
What is the highest level of education you have completed?



HOUSEHOLD INCOME

Income is quite high relative to national averages. Over 80% of the sample in both Park City and the District report household incomes greater than \$100,000.

Which of these categories best describes the total gross annual income of your household (before taxes)?



THANK YOU!



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4770 Baseline Road, Suite 355
Boulder, CO 80303

rrcassociates.com
(303) 449-6558



PARK CITY E-BIKE SURVEY

Appendix A – Open Link Responses

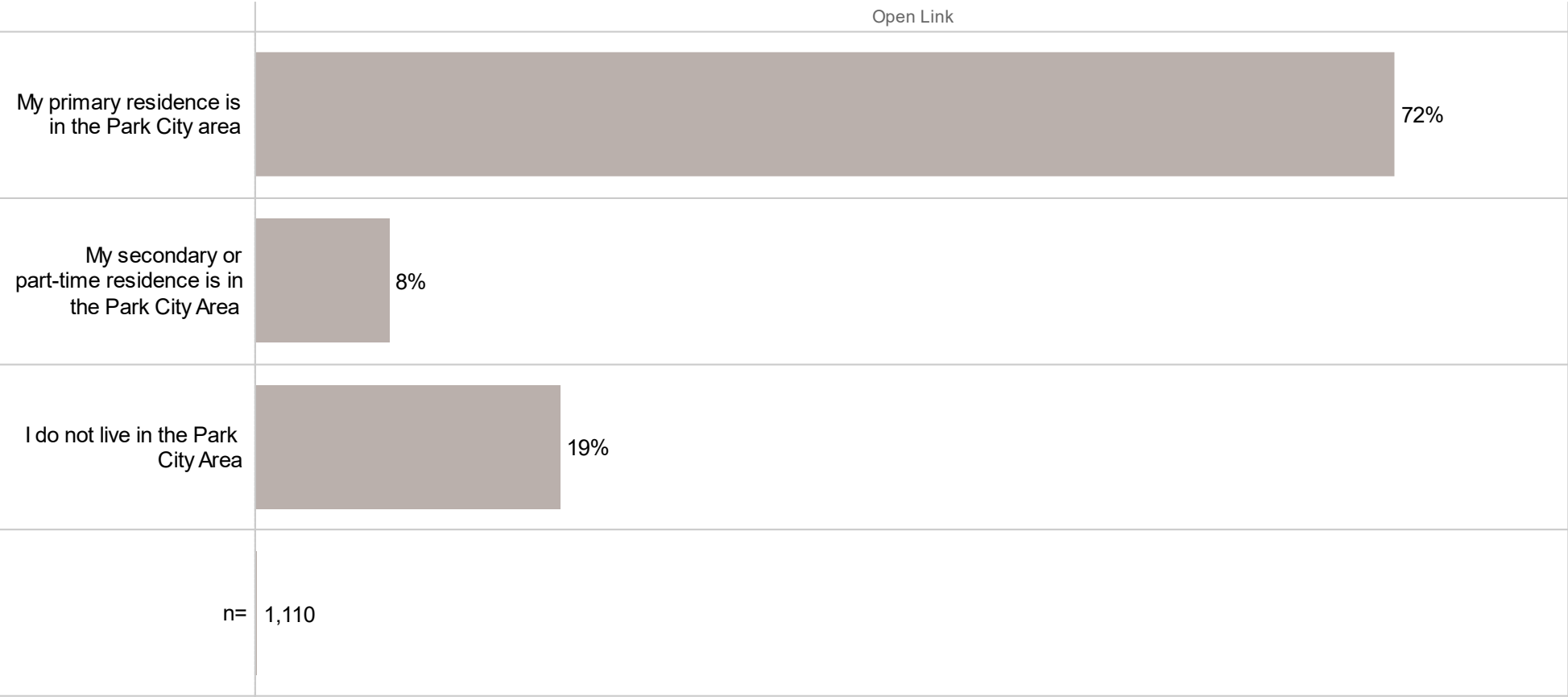




|RESPONDENT CHARACTERISTICS

USE OF TRAILS & PATHWAYS

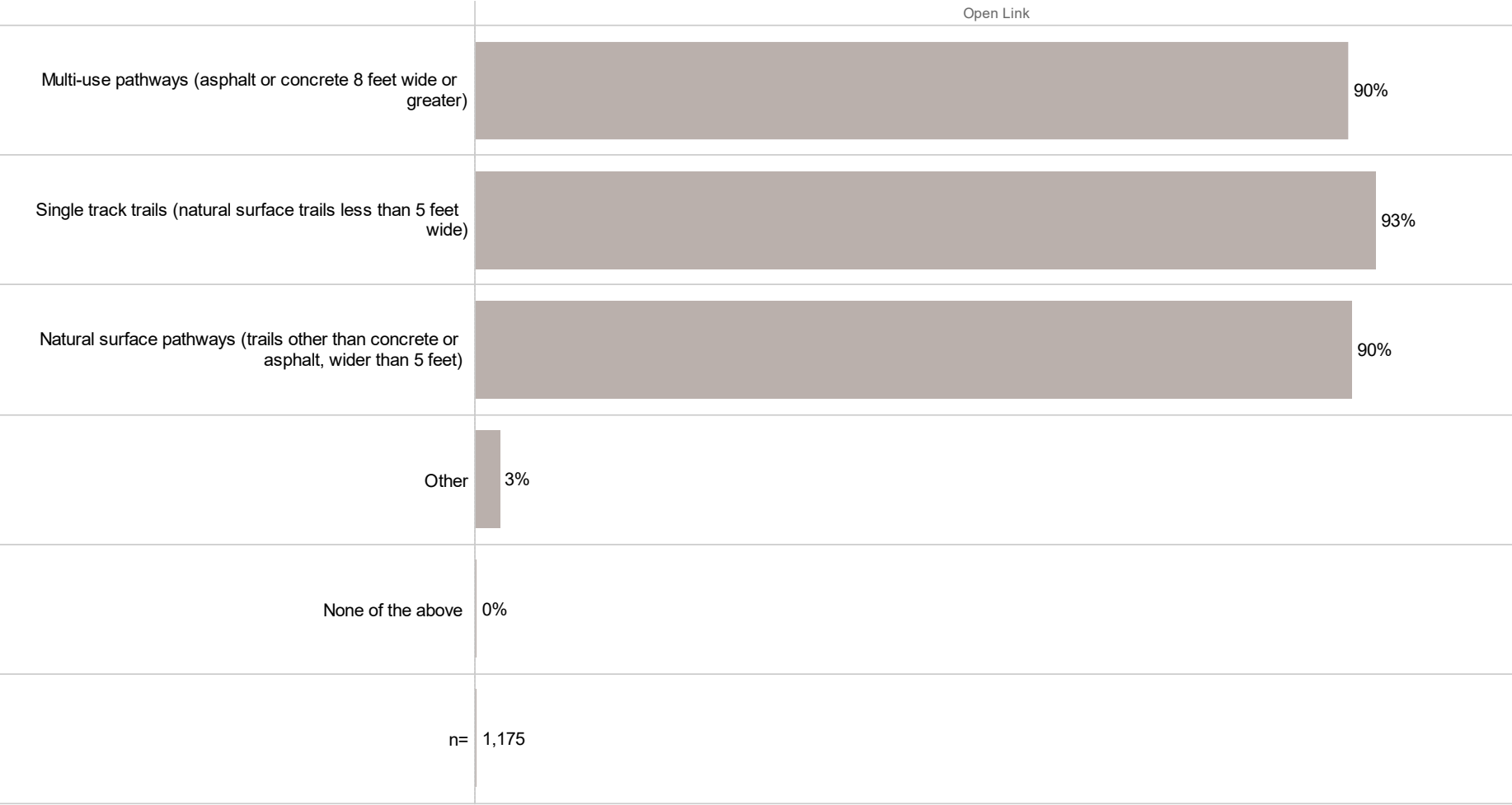
Which of the following best describes your current residence?



Source: RRC

TYPES OF TRAILS USED

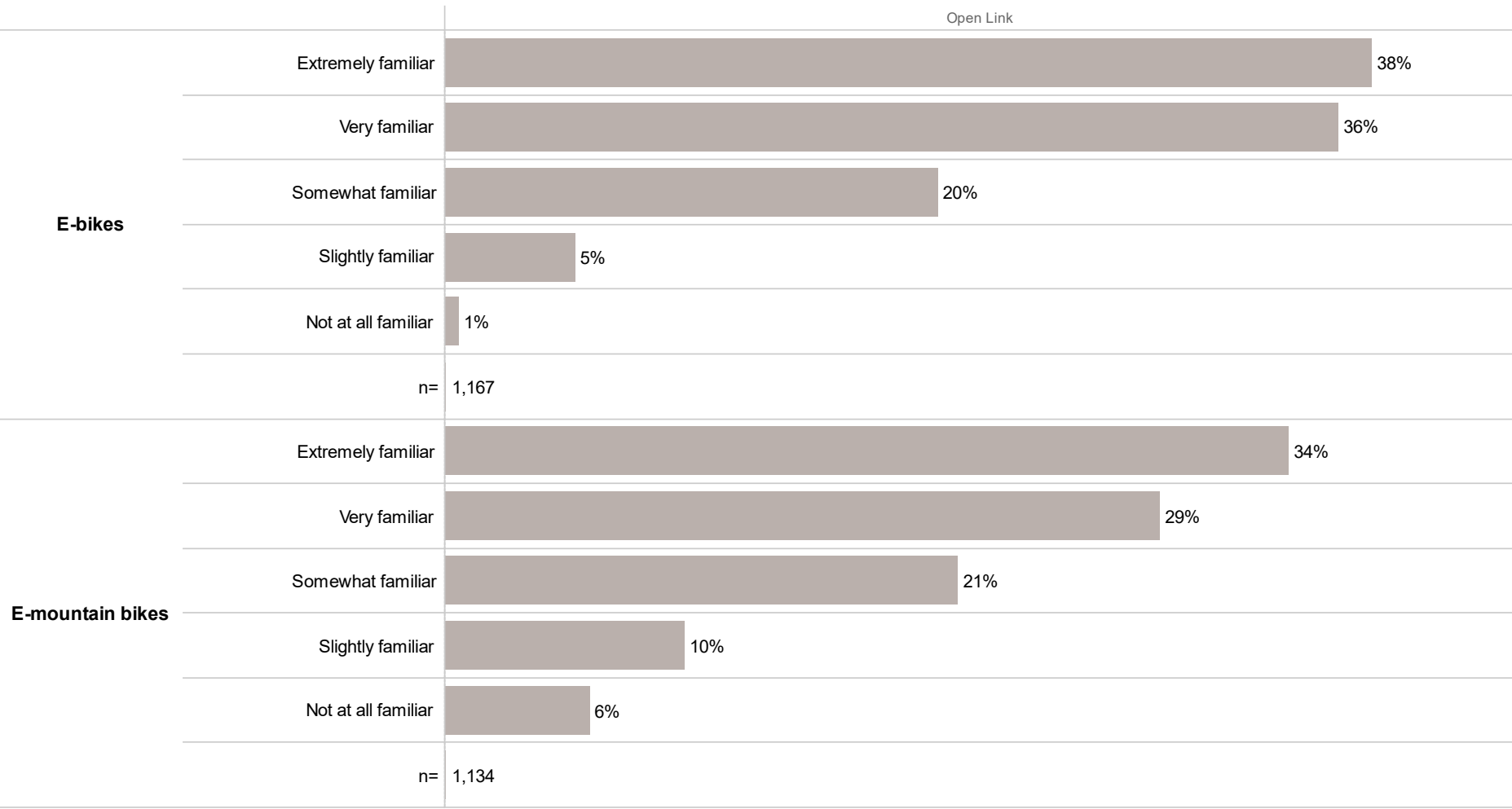
Which of the following types of trails and/or pathways have you used? CHECK ALL THAT APPLY



Source: RRC

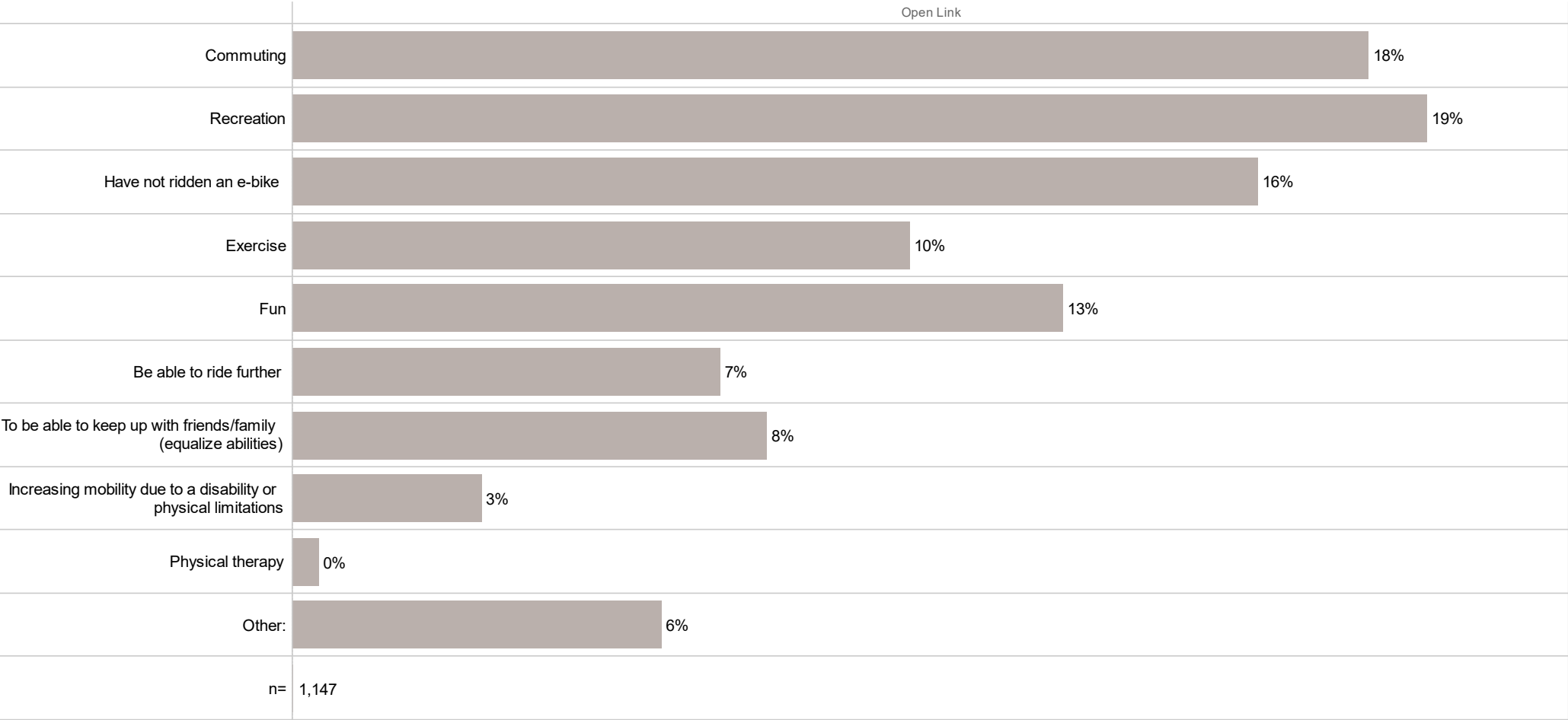
FAMILIARITY WITH E-BIKES

How familiar are you with:



MOTIVATION FOR RIDING E-BIKES

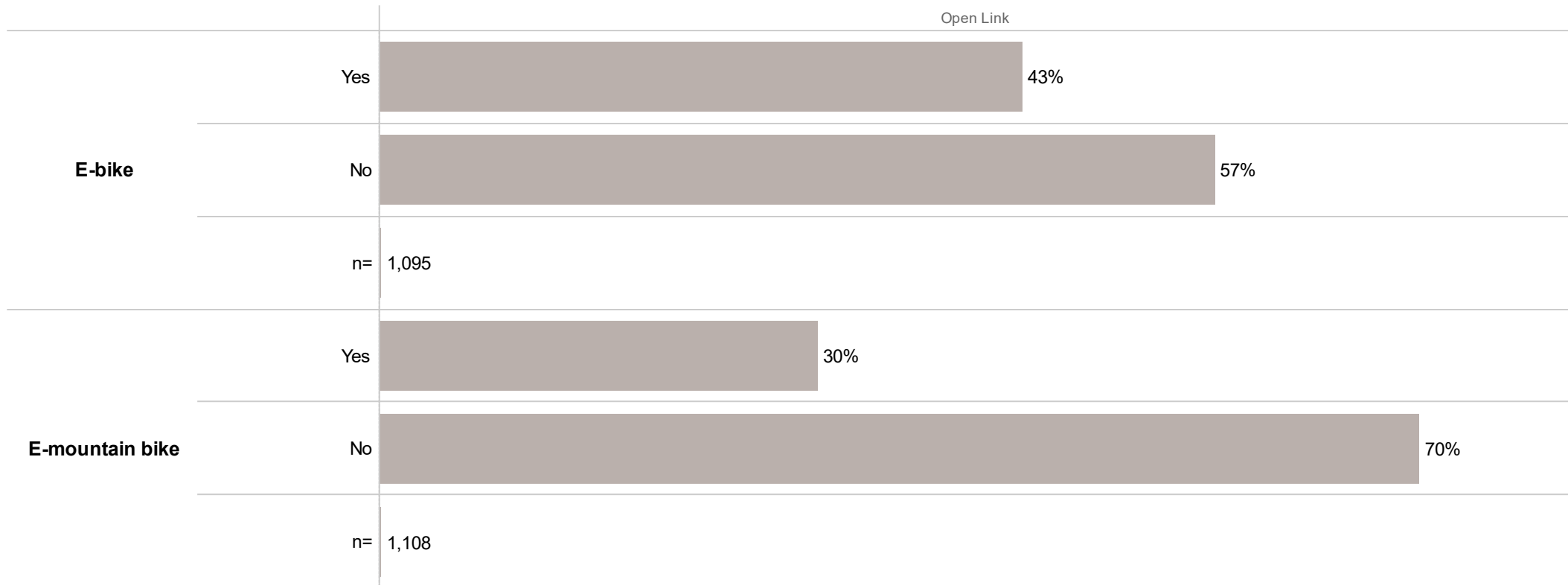
Thinking of the last time you rode an e-bike, what was your main motivation for riding?



Source: RRC

E-BIKE OWNERSHIP

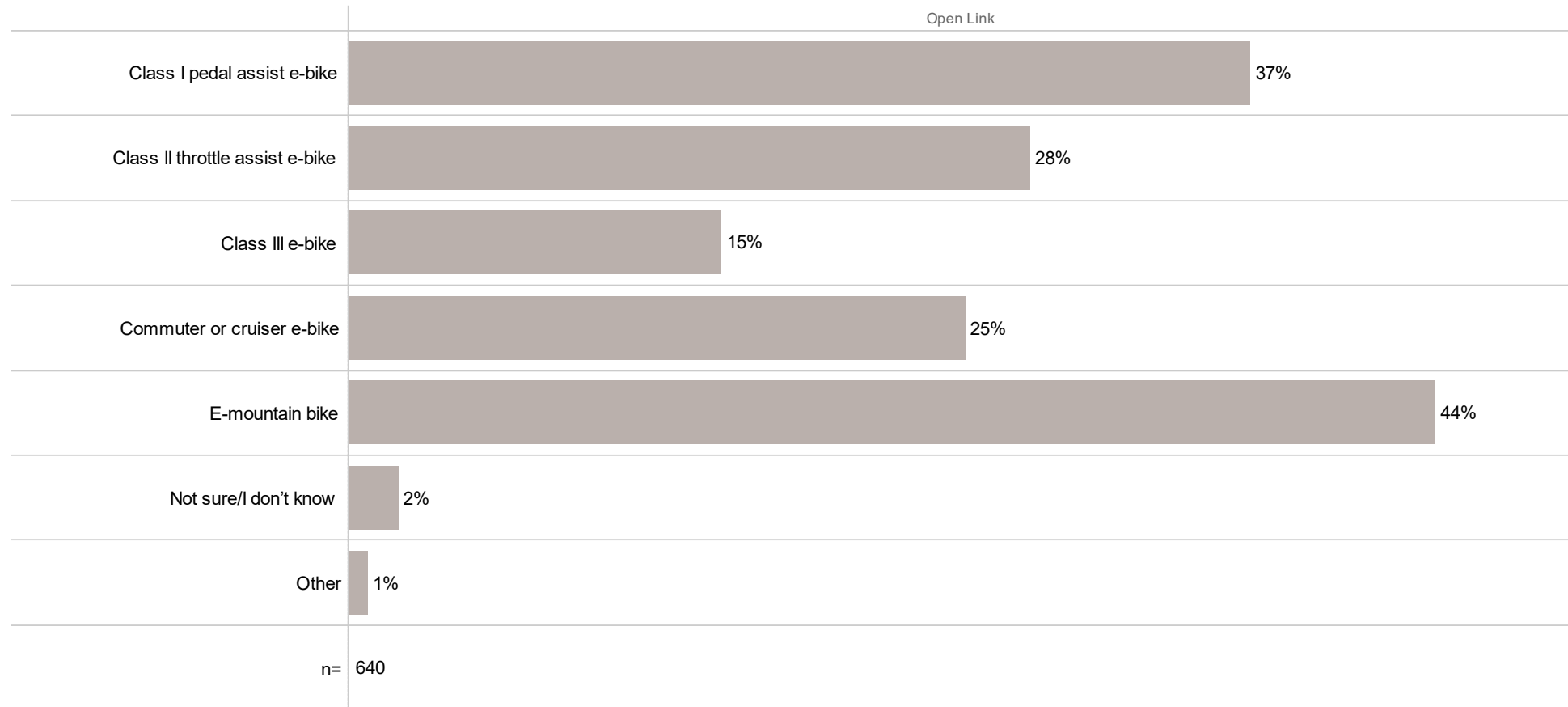
Do you own an e-bike or e-mountain bike?



Source: RRC

TYPES OF E-BIKES OWNED

What types of e-bike(s) do you own? CHECK ALL THAT APPLY



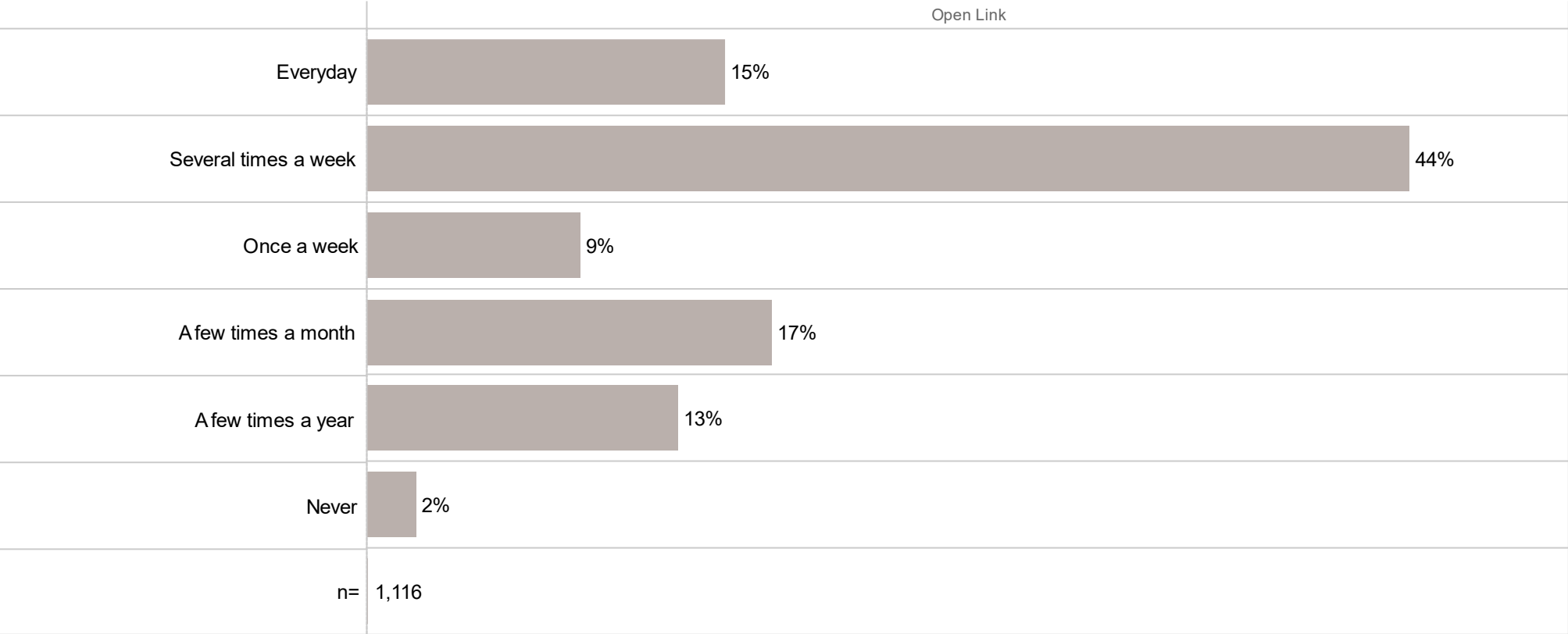
Source: RRC



| E-BIKES ON PATHWAYS

FREQUENCY OF USE ON PATHWAYS

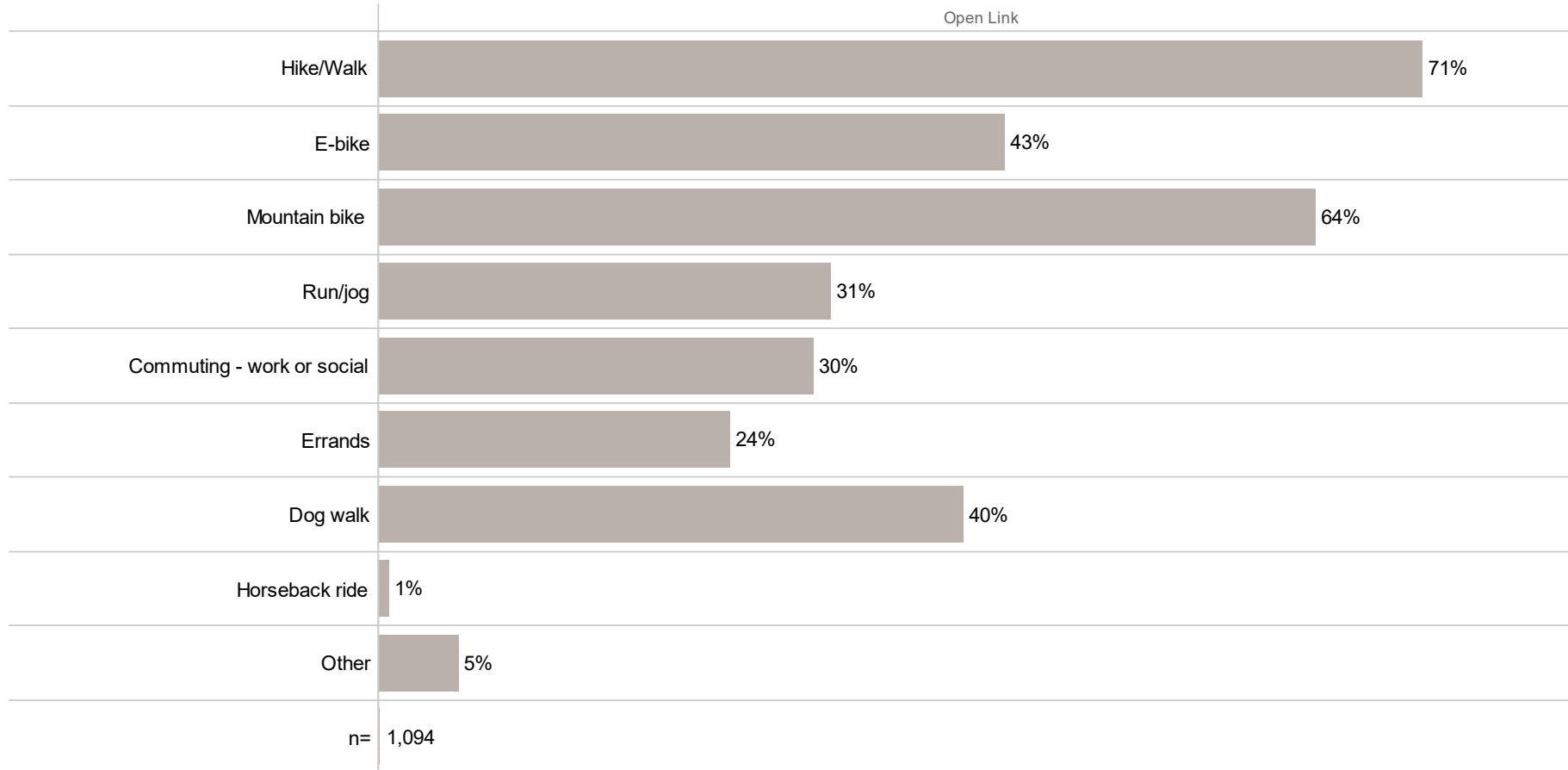
How often do you use the Park City area pathways?



Source: RRC

ACTIVITIES ON PATHWAYS

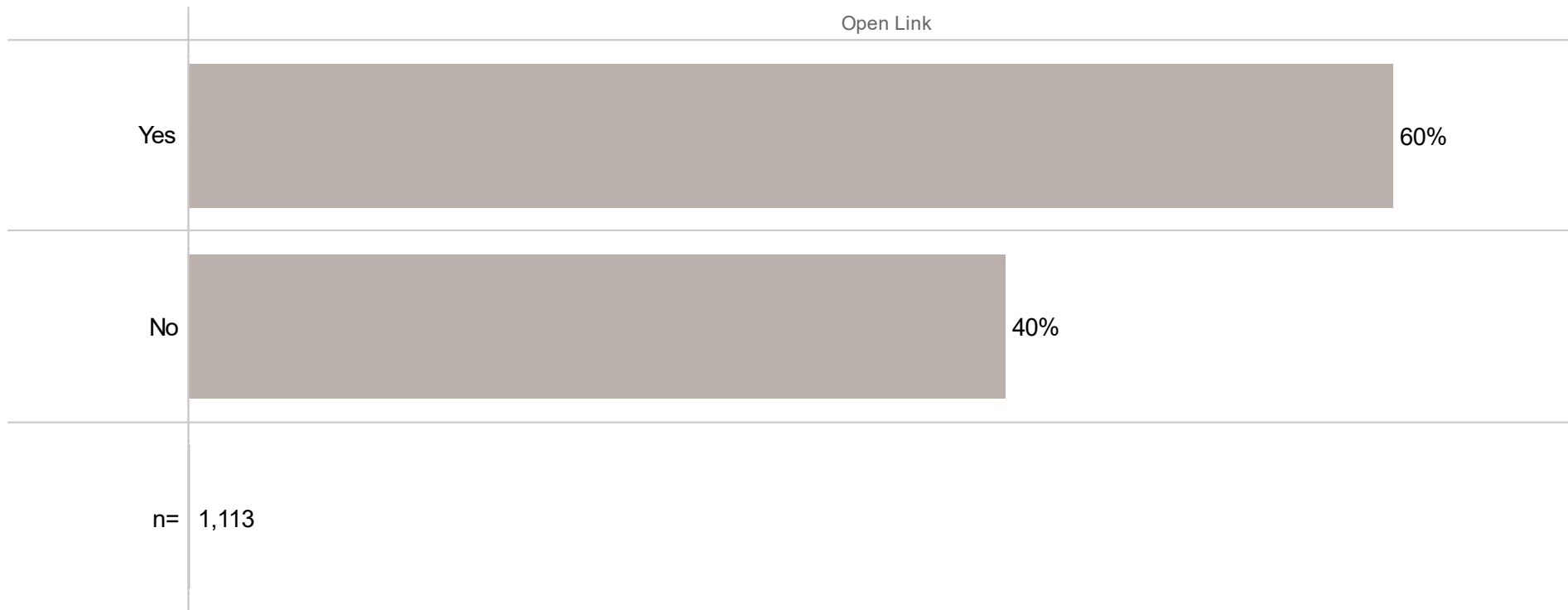
What do you do when using Park City area pathways? CHECK ALL THAT APPLY



Source: RRC

E-BIKE USE ON PATHWAYS

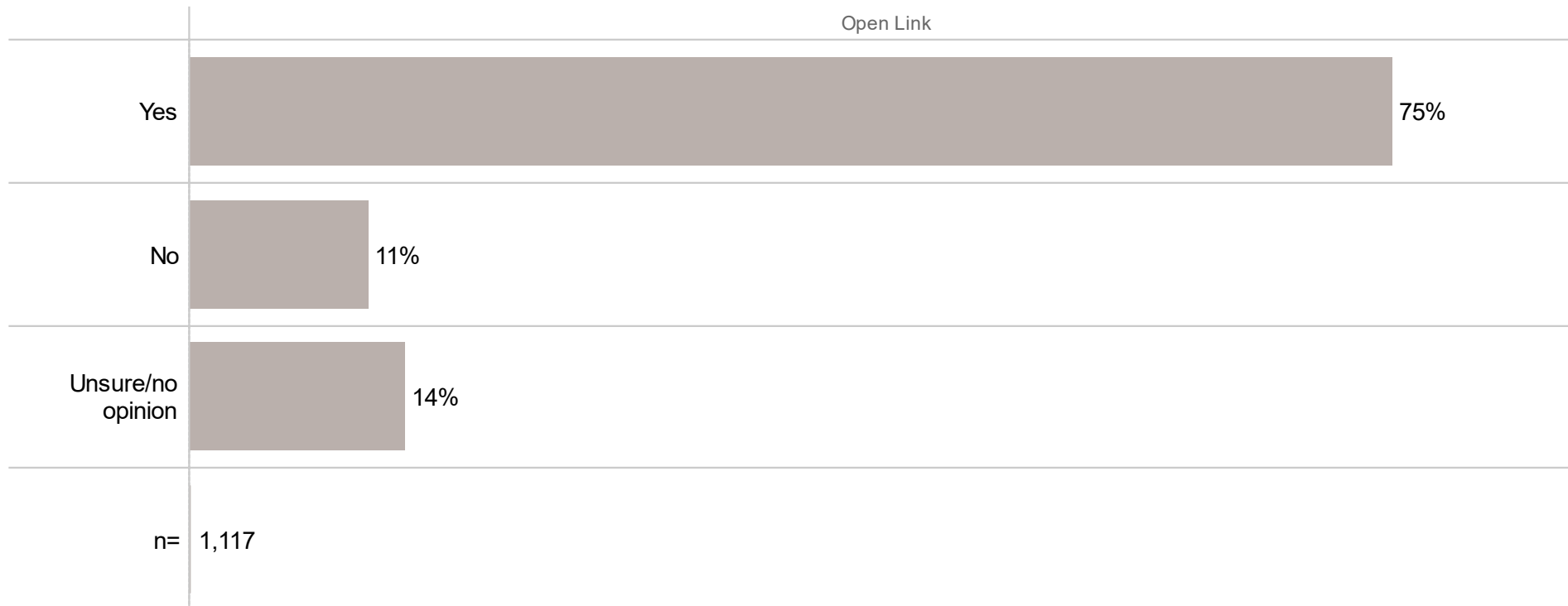
Have you ever ridden an e-bike on Park City area pathways?



Source: RRC

SPEED LIMITS ON PATHWAYS

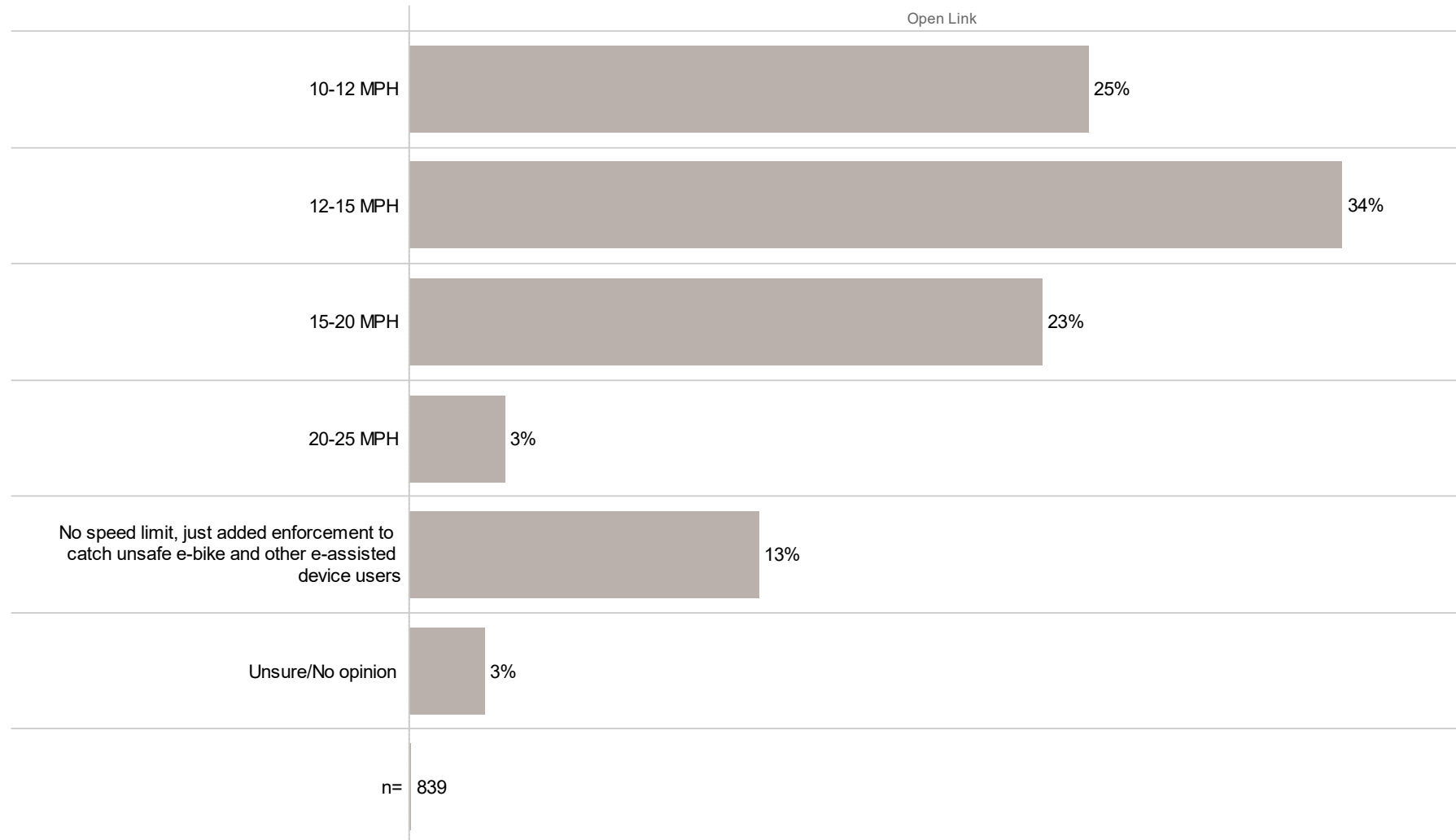
Should pathways have designated speed limits?



Source: RRC

SPEED LIMITS ON PATHWAYS

What level of speed do you feel is adequate on Park City area pathways?

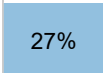
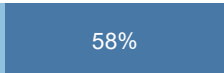
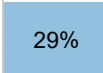
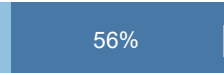
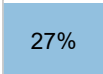
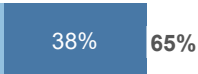
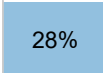
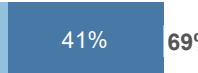
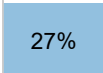
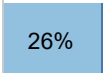
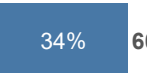
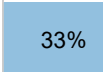
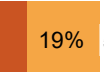


E-BIKE USE ON PATHWAYS

RATINGS ON USE



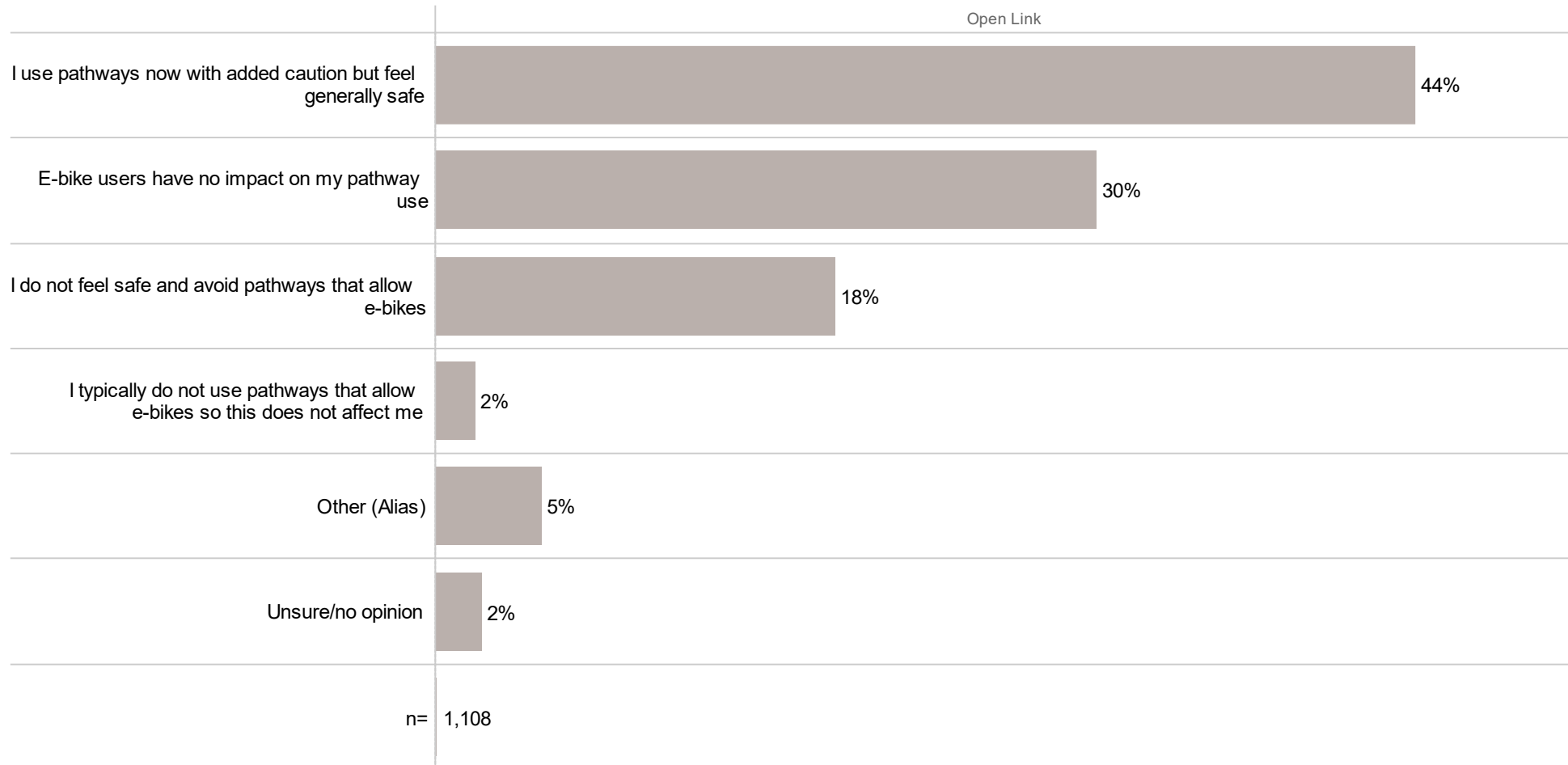
Please indicate the extent to which you agree or disagree with each of the following statements.

				Percent Responding:		
				1 & 2	3	4 & 5
E-bikes allow you to travel farther for errands/commuting/work	Open Link	Avg. 4.3 n=1,108	 7%	 7%	 27%	 58% 86%
E-bikes are helpful to seniors and those with mobility disabilities	Open Link	Avg. 4.3 n=1,112	 7%	 8%	 29%	 56% 85%
E-bikes add increased safety risks	Open Link	Avg. 3.7 n=1,106	 21%	 14%	 27%	 38% 65%
E-bikes act as an equalizer – my family and friends can ride together	Open Link	Avg. 3.8 n=1,109	 8%  17%	 13%	 28%	 41% 69%
E-bikes create conflicts with other pathway users	Open Link	Avg. 3.3 n=1,103	 17%  14% 31%	 15%	 27%	 27% 54%
E-bikes belong on pathways	Open Link	Avg. 3.6 n=1,095	 12%  24%	 16%	 26%	 34% 60%
E-bikes support the local economy and small businesses	Open Link	Avg. 3.6 n=1,112	 20%	 19%	 33%	 29% 61%
E-bike users contribute to overcrowding on pathways	Open Link	Avg. 3.0 n=1,100	 22%  16% 38%	 20%	 21%	 20% 41%
E-bikes are more appropriate ONLY for riding on roadways and bike lanes	Open Link	Avg. 2.7 n=1,106	 33%  19% 53%	 13%	 16%	 18% 34%

All Sample
Source: RRC

PATHWAY SAFETY

Given the current level of e-bike use in the Park City area, how safe do you feel sharing pathways with e-bike users?

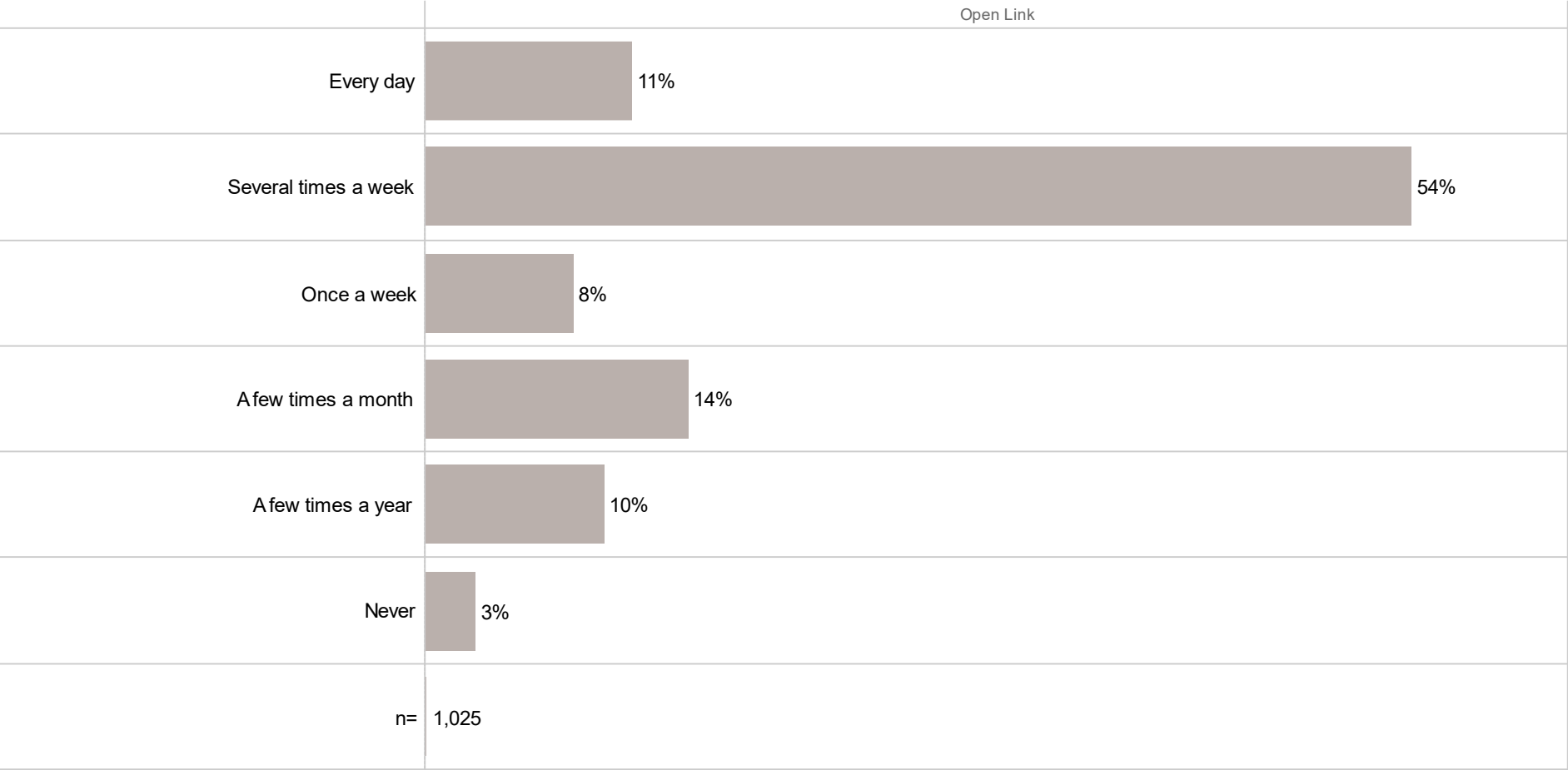




| E-BIKES ON NATURAL SURFACE TRAILS

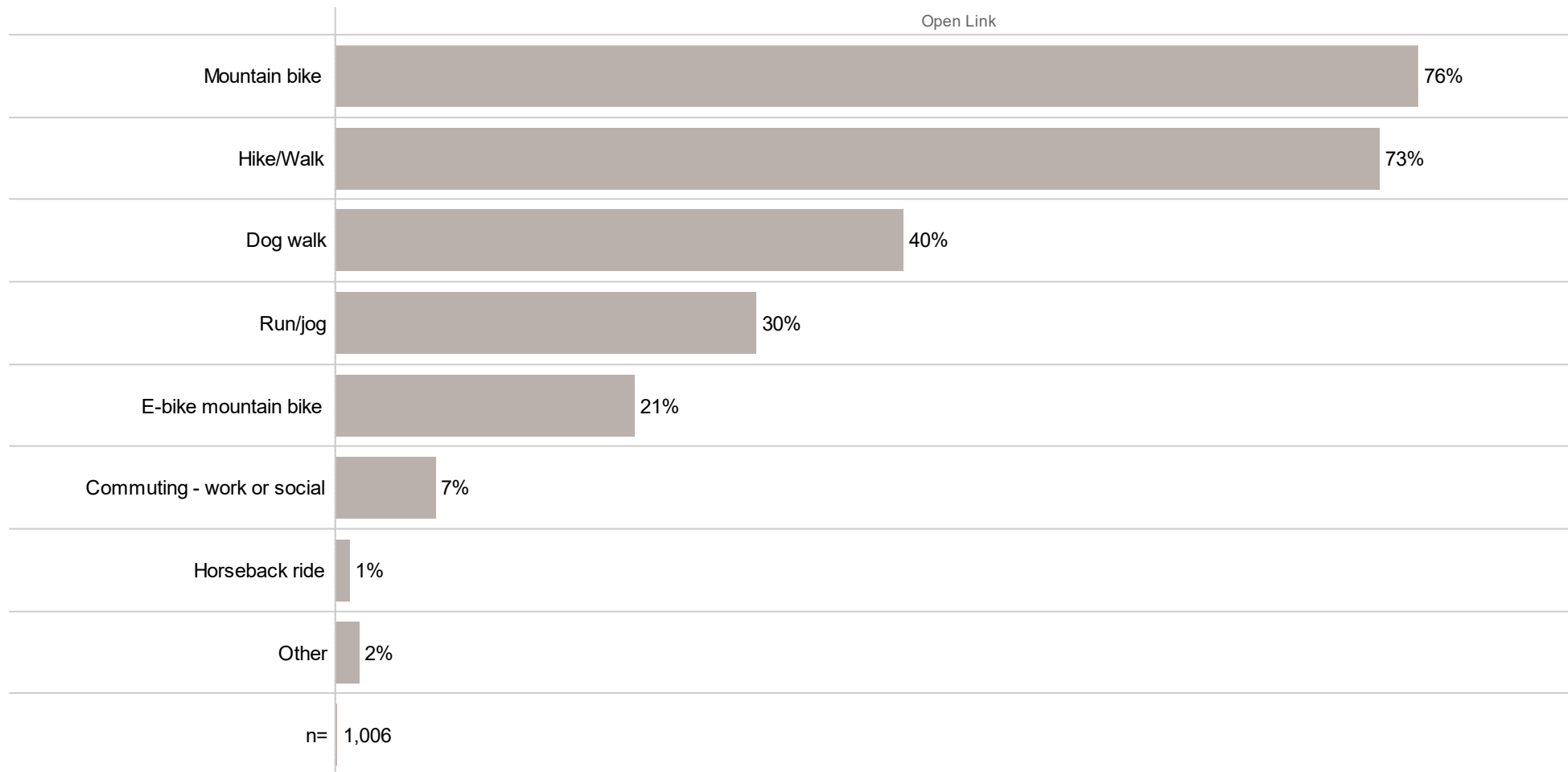
FREQUENCY OF USE ON SINGLE TRACK

How often do you use the Park City area single track trails?



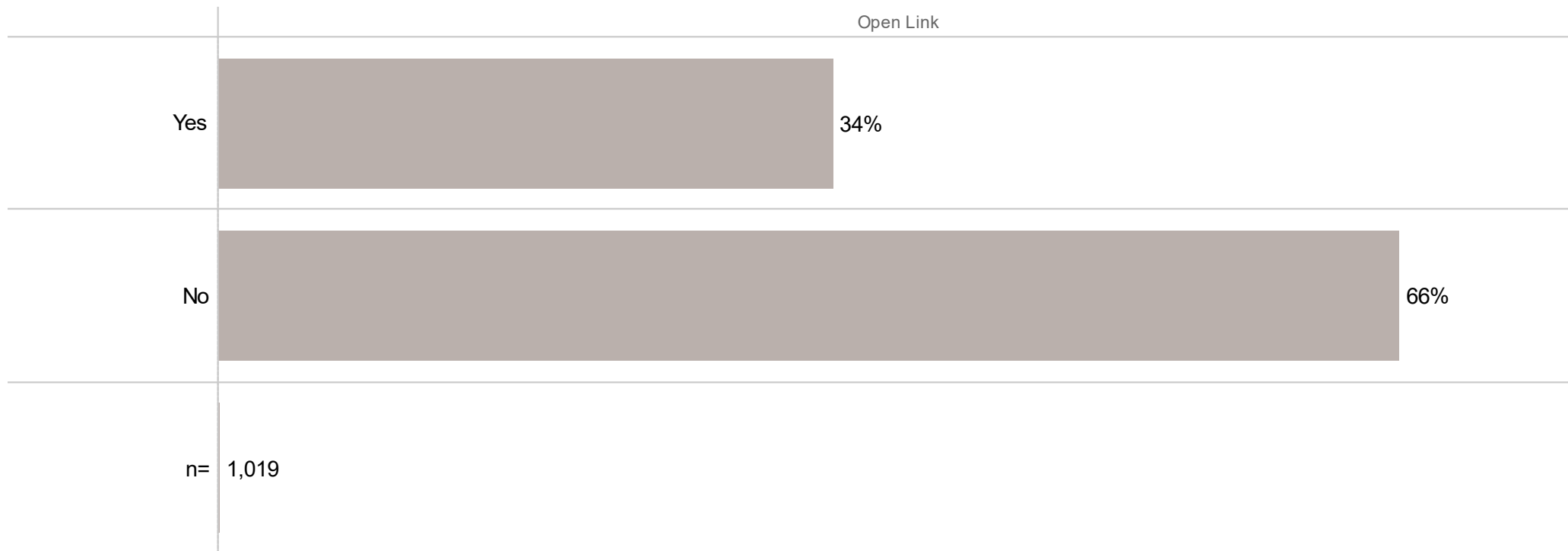
ACTIVITIES ON SINGLE TRACK

What do you do when using Park City area single track trails? CHECK ALL THAT APPLY



E-BIKE USE ON SINGLE TRACK

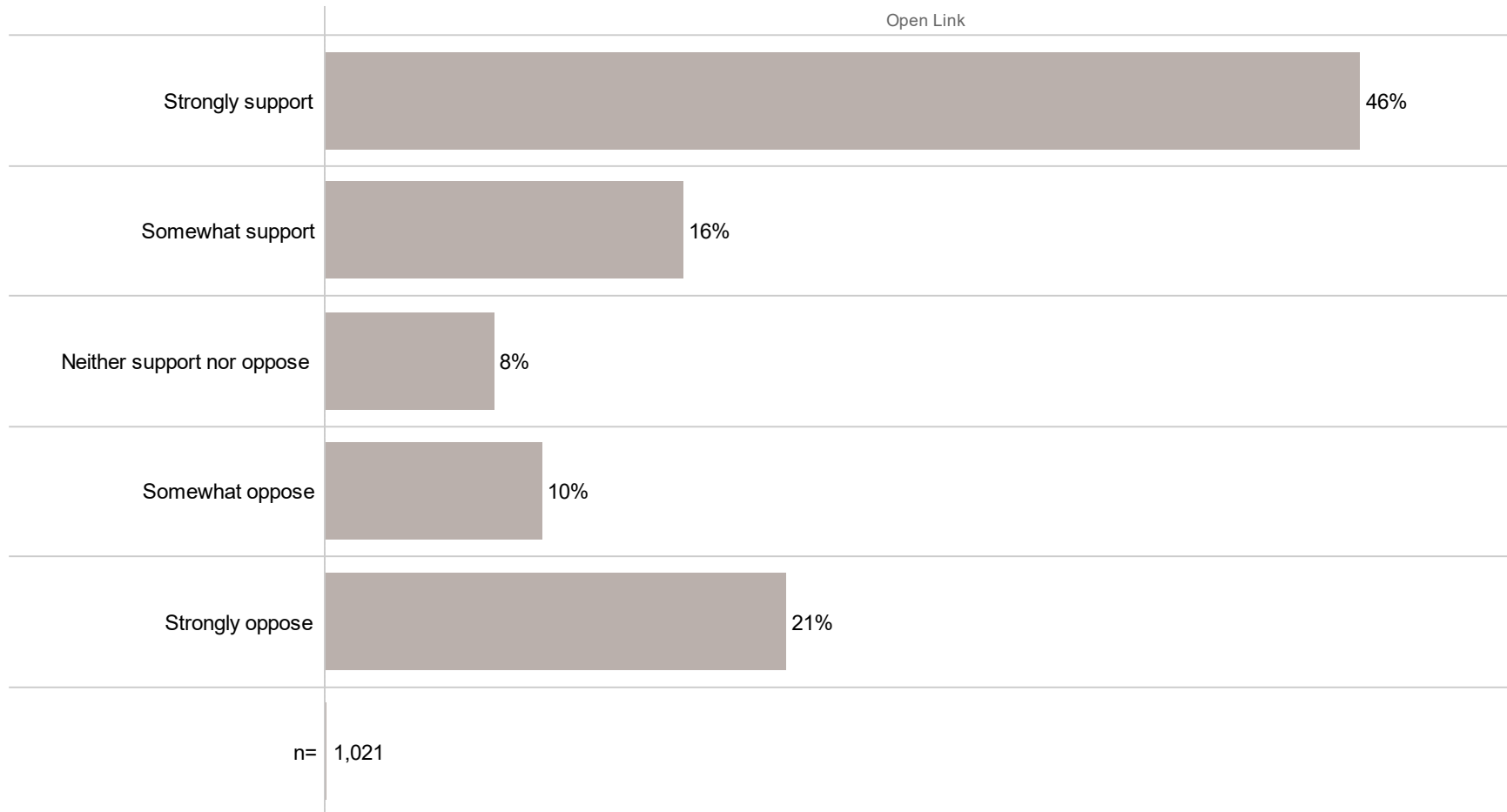
Have you ever ridden an e-mountain bike on single track trails?



Source: RRC

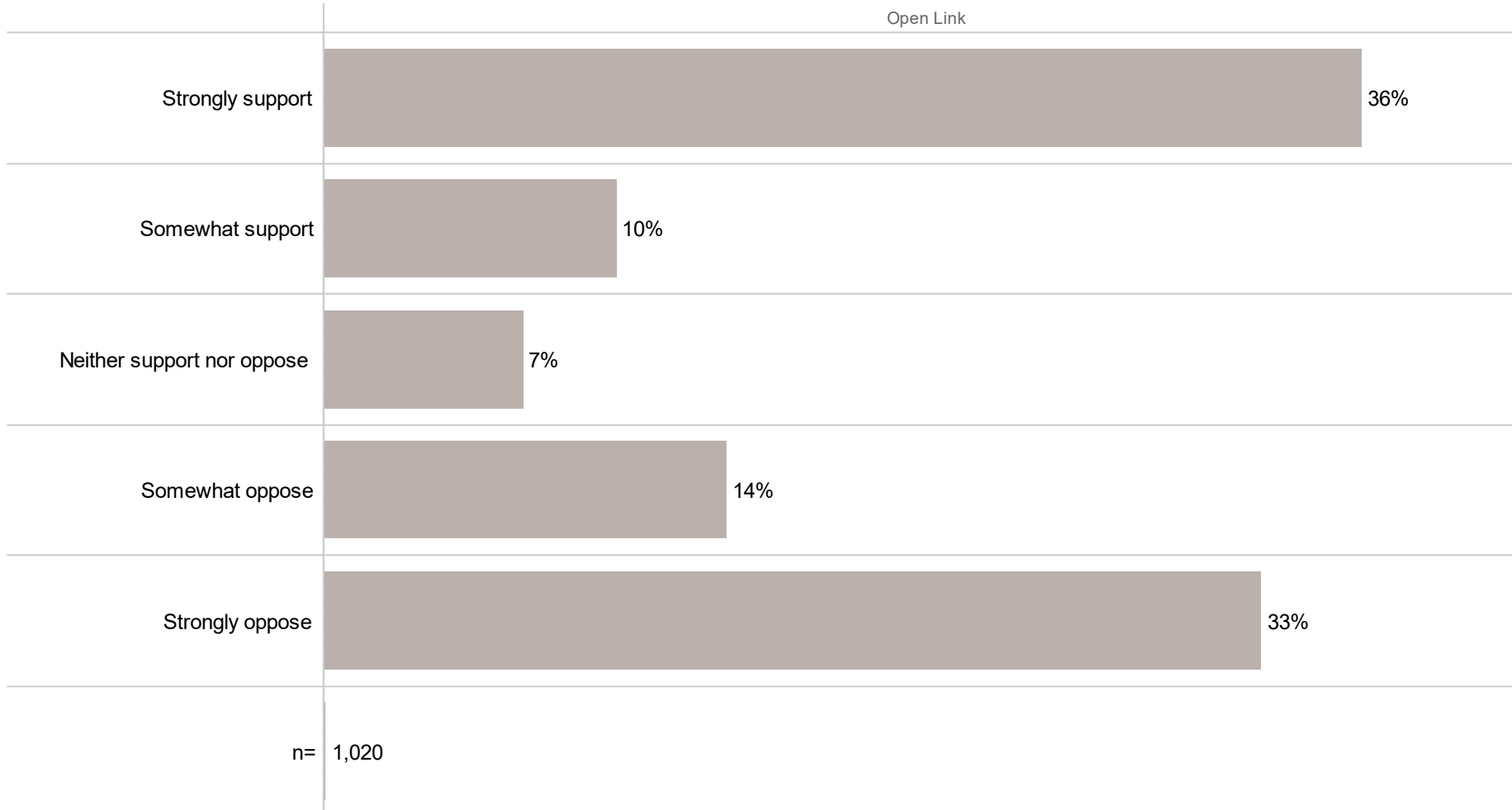
SINGLE TRACK REGULATIONS

Do you support or oppose the current PCMC Ordinances which prohibit the use of e-mountain bikes on single track trails except in the case of mobility disabilities and users aged 65 and older?



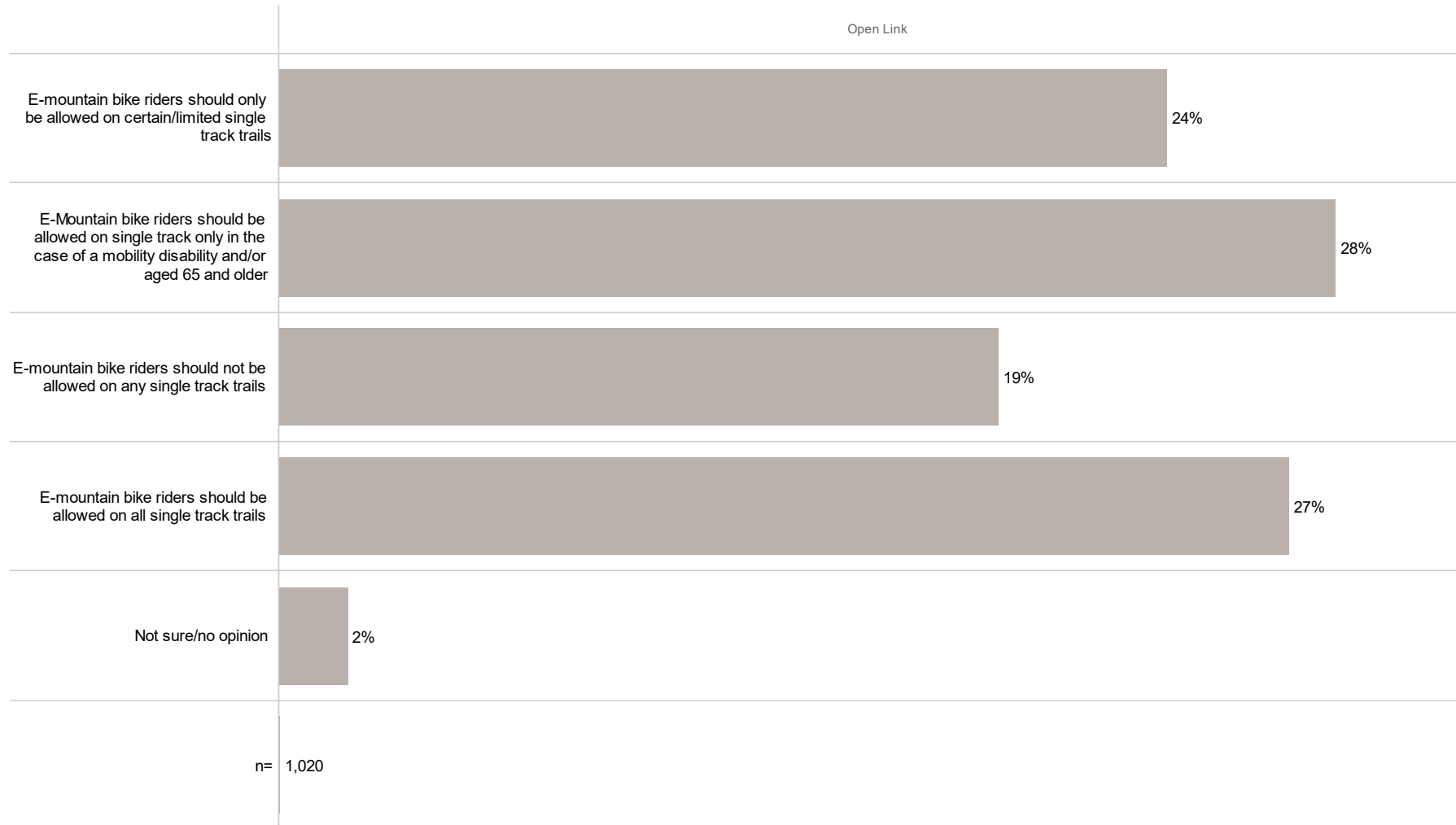
SINGLE TRACK REGULATIONS

Do you support or oppose the current SBSRD Ordinances which prohibit the use of ALL e-mountain bikes on their single track trail system?



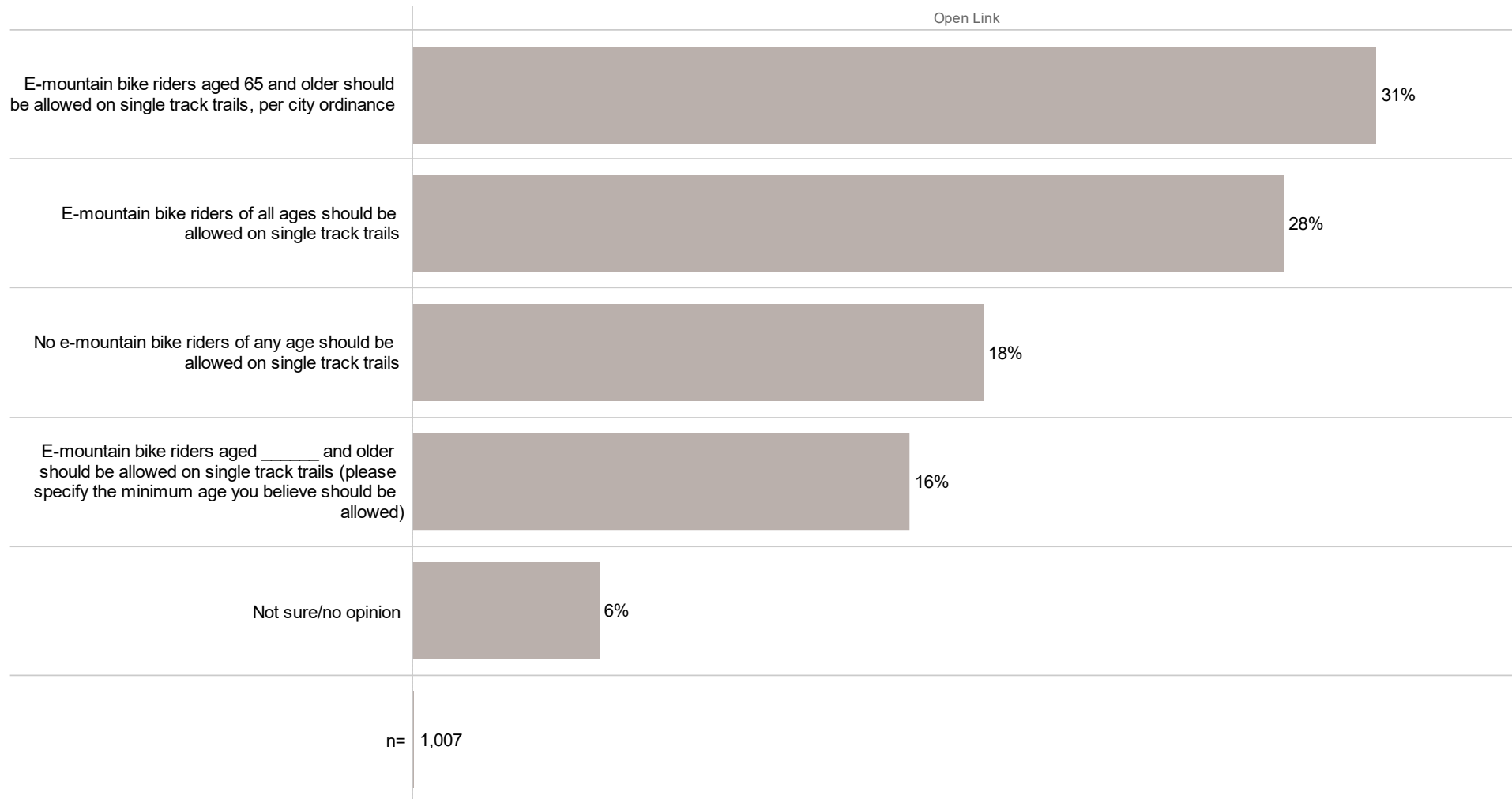
SINGLE TRACK REGULATIONS

If the Park City area were to allow for additional e-mountain bike use on single track trails, beyond those currently permitted, which of the following best represents your opinion regarding the use of Class I e-mountain bikes on single track trails in the Park City Area?



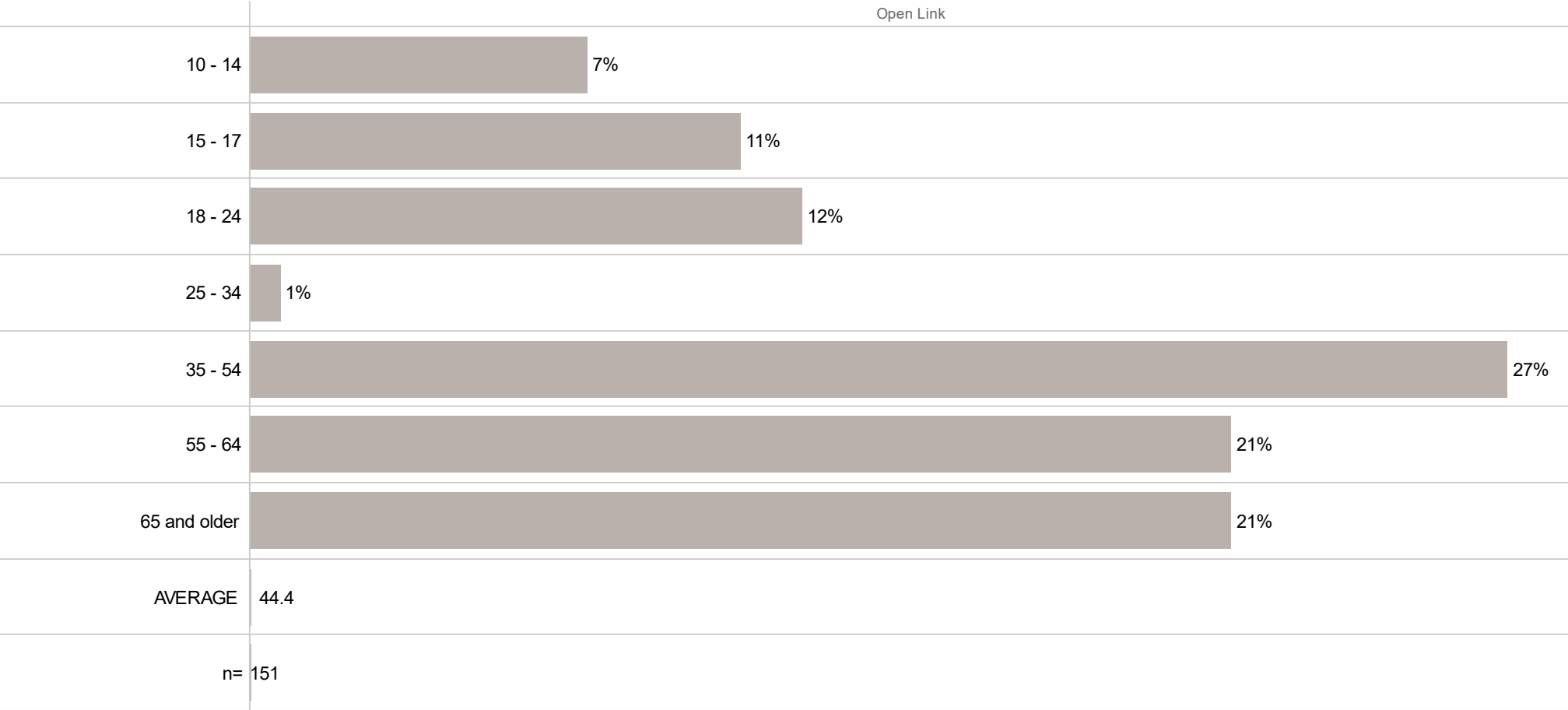
SINGLE TRACK REGULATIONS

Which of the following best represents your opinion regarding the use of e-mountain bikes on natural surface, single track trails in the Park City area in relation to age?



SINGLE TRACK REGULATIONS

Please specify the minimum age you believe should be allowed:



Source: RRC

E-BIKE USE ON SINGLE TRACK

RATINGS ON USE



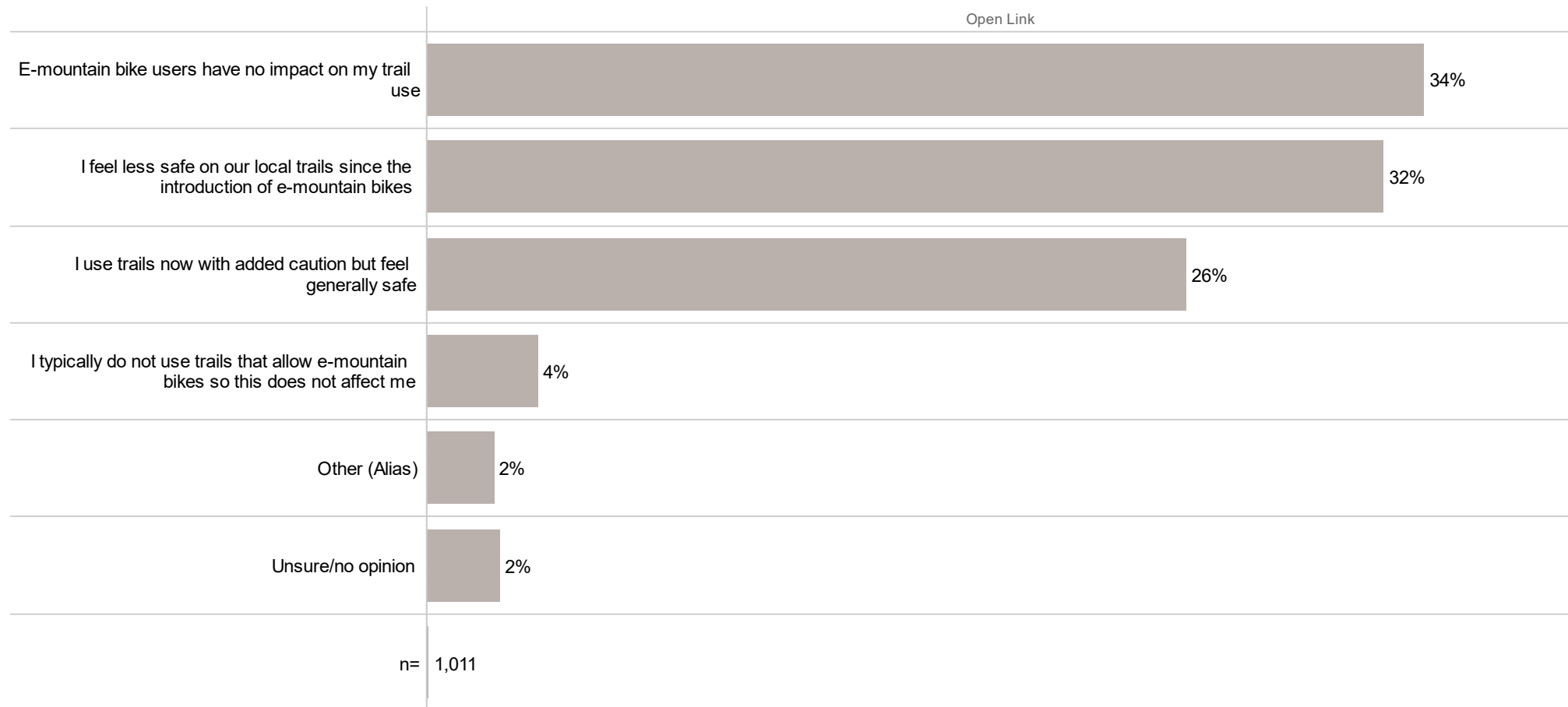
Below you will see several statements that various parties have made regarding e-mountain bike use on natural surface, single track trails. Please indicate the extent to which you agree or disagree with each of the following statements.

				1 & 2	Percent Responding: 3	4 & 5
E-mountain bikes are helpful to seniors and those with mobility disabilities	Open Link	Avg. 4.2 n=1,005		9%	9%	30% 52% 82%
E-mountain bikes add increased safety risks	Open Link	Avg. 3.6 n=1,003		26%	12%	23% 39% 62%
E-mountain bikes act as an equalizer – my family and friends can ride together	Open Link	Avg. 3.6 n=1,008		24%	16%	25% 35% 61%
E-mountain bikes create conflicts with other trail users	Open Link	Avg. 3.5 n=1,011		19% 29%	11%	24% 35% 60%
E-mountain bikes support the local economy and small businesses	Open Link	Avg. 3.3 n=1,016		29%	23%	23% 25% 48%
E-mountain bikes contribute to overcrowding on trails and at trailheads	Open Link	Avg. 3.2 n=1,011		22% 33%	18%	22% 27% 49%

All Sample
Source: RRC

SINGLE TRACK SAFETY

Given the current level of e-mountain bike use in Park City area, how safe do you feel sharing single track trails with e-mountain bike users?

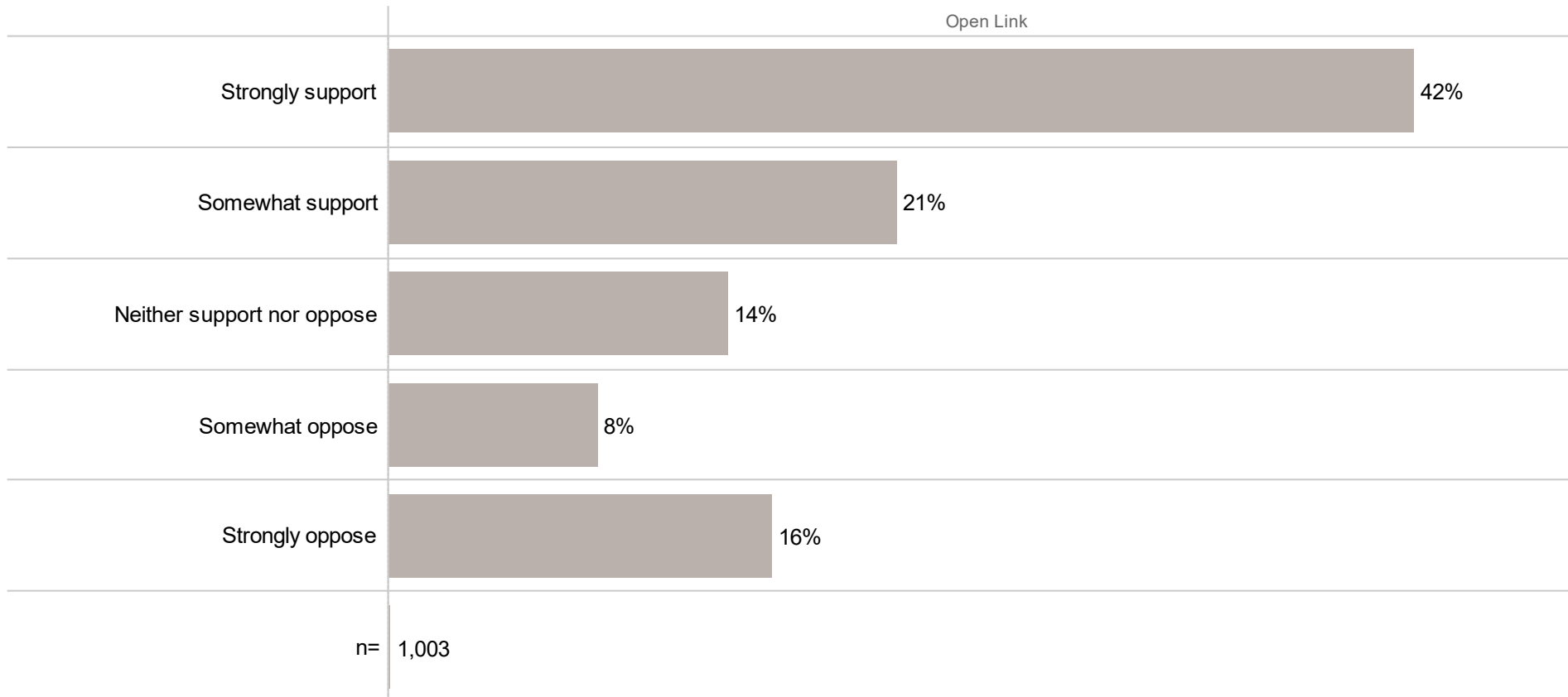




| E-BIKE POLICIES & COMMUNICATION

CURRENT ORDINANCE SUPPORT

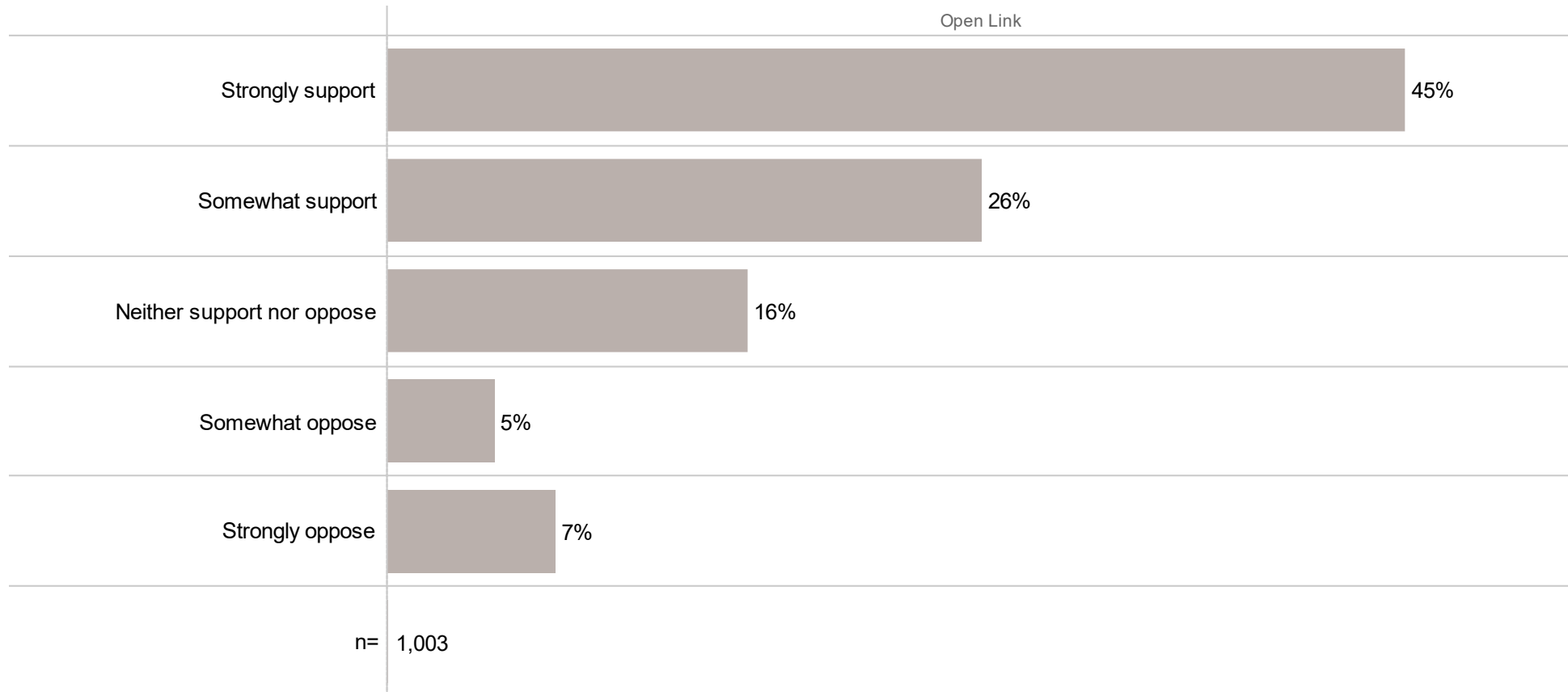
Considering the existing Ordinance as it currently stands, would you support the Park City area allocating increased resources to the enforcement of this e-bike and e-mountain bike ordinance?



Source: RRC

ADDITIONAL ORDINANCE SUPPORT

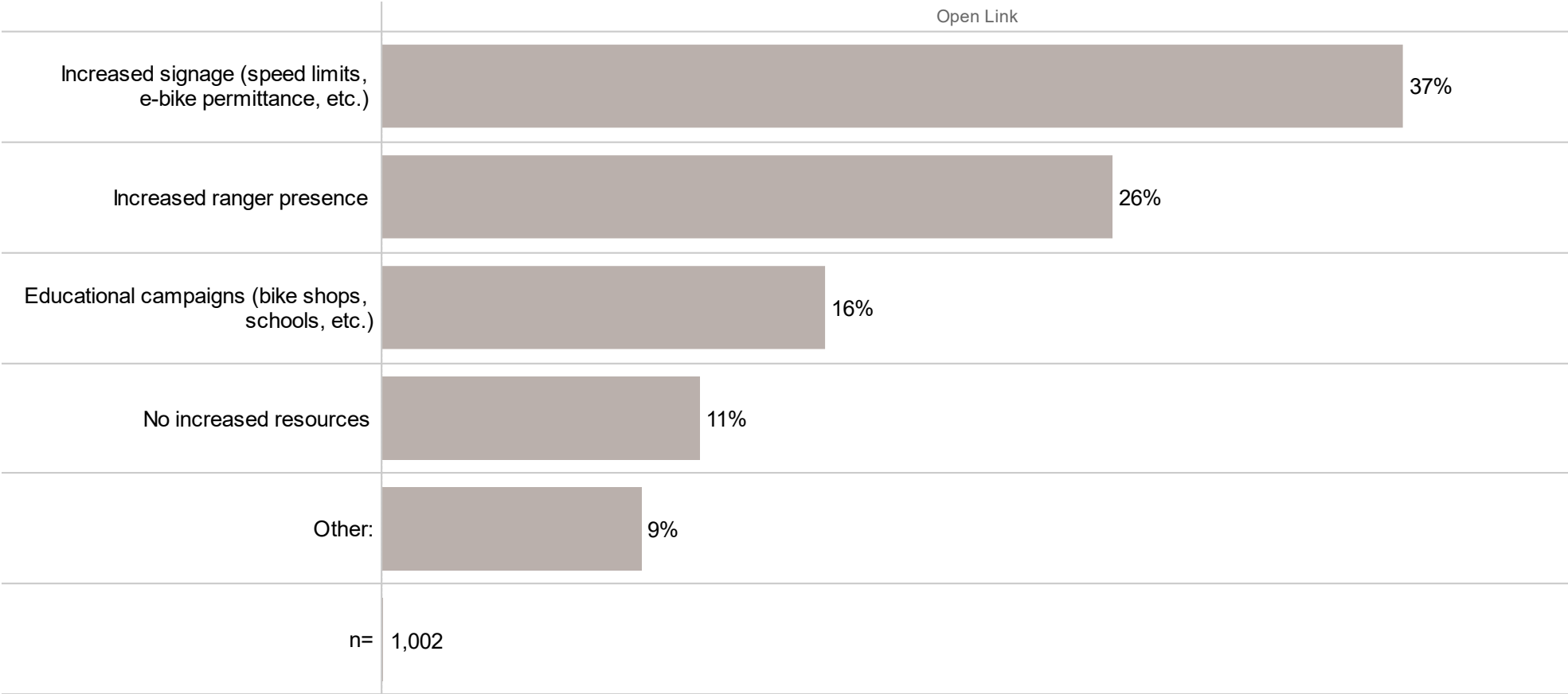
Would you support the jurisdictions providing additional resources to address e-bike and e-mountain bike related policies and issues?



Source: RRC

E-BIKE ORDINANCE ENFORCEMENT

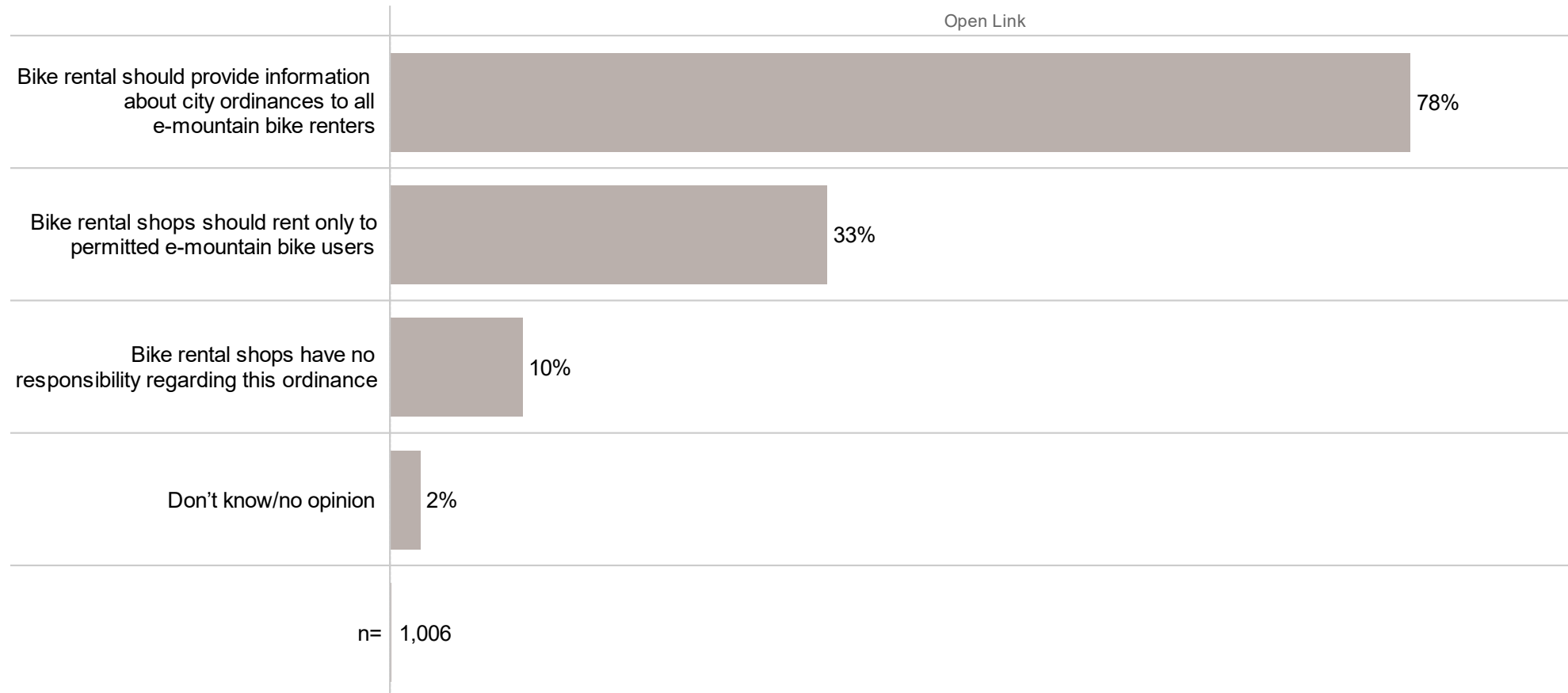
What resources do you think would be most beneficial to enforce e-bike and e-mountain bike policies?



Source: RRC

ROLE OF BIKE SHOPS

In your opinion, what should the role of bike shops be regarding an e-bike and e-mountain bike ordinance?
CHECK ALL THAT APPLY



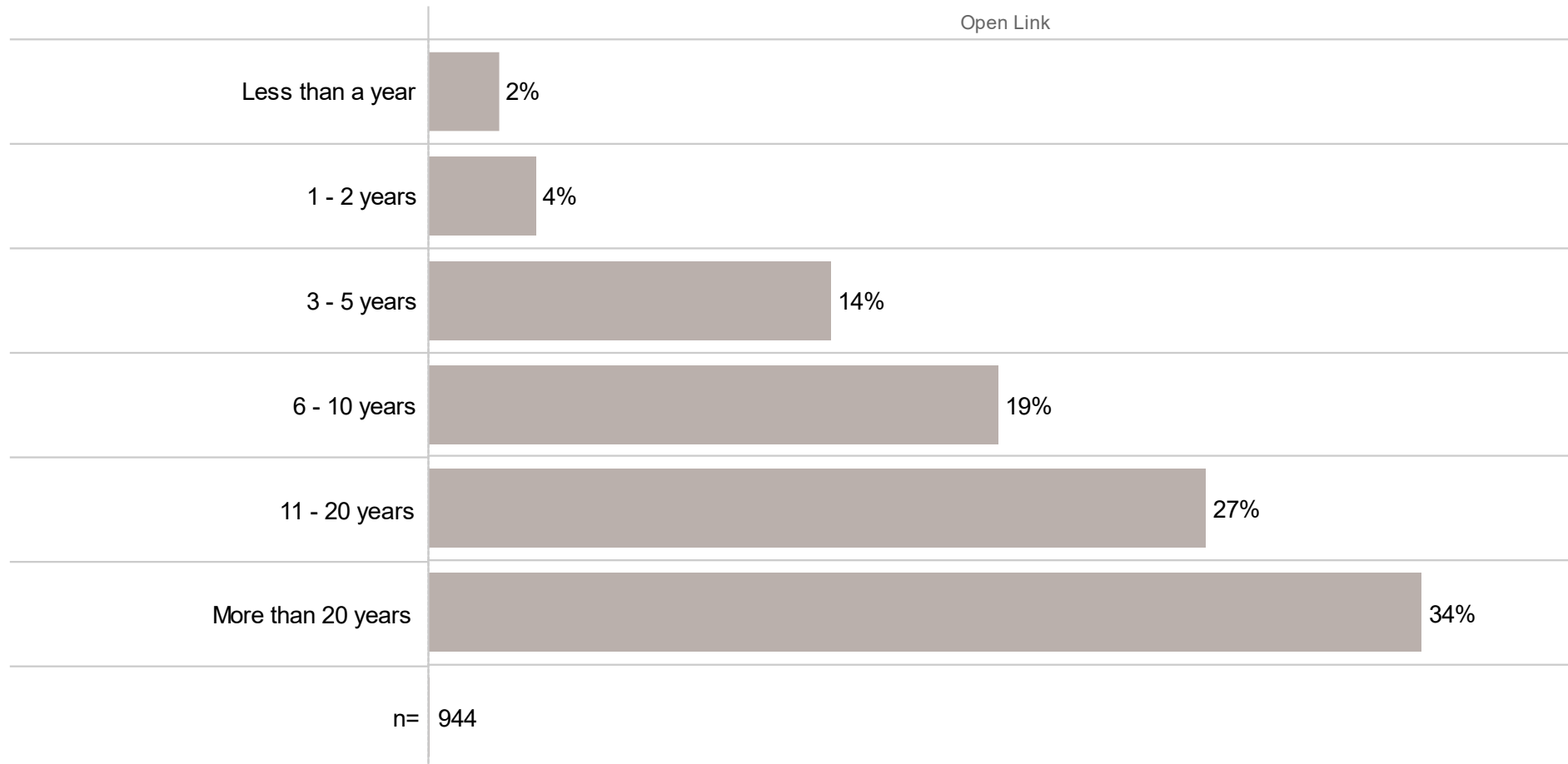


| DEMOGRAPHICS

YEARS IN PARK CITY AREA

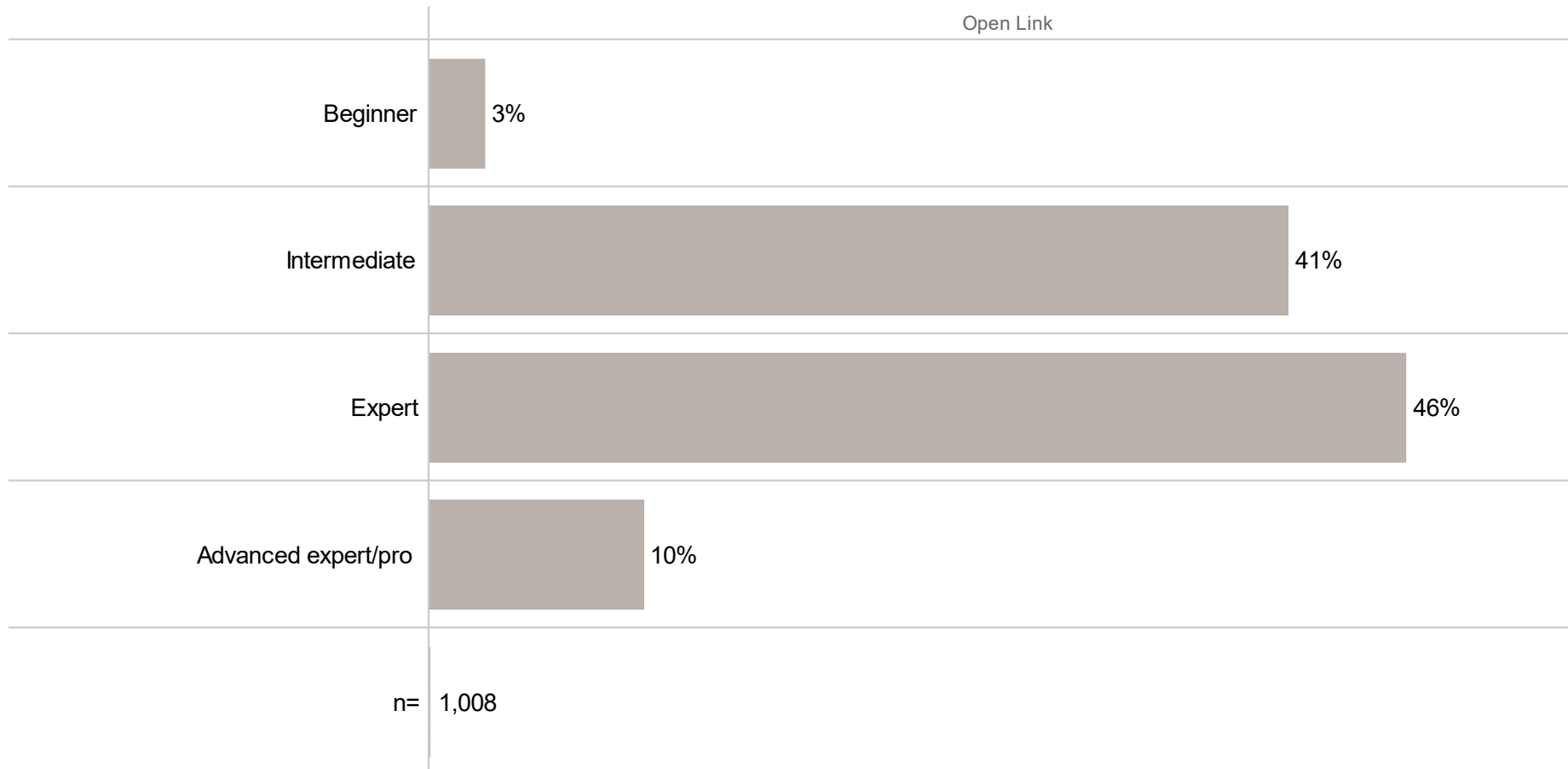


How long have you lived in the Park City Area?



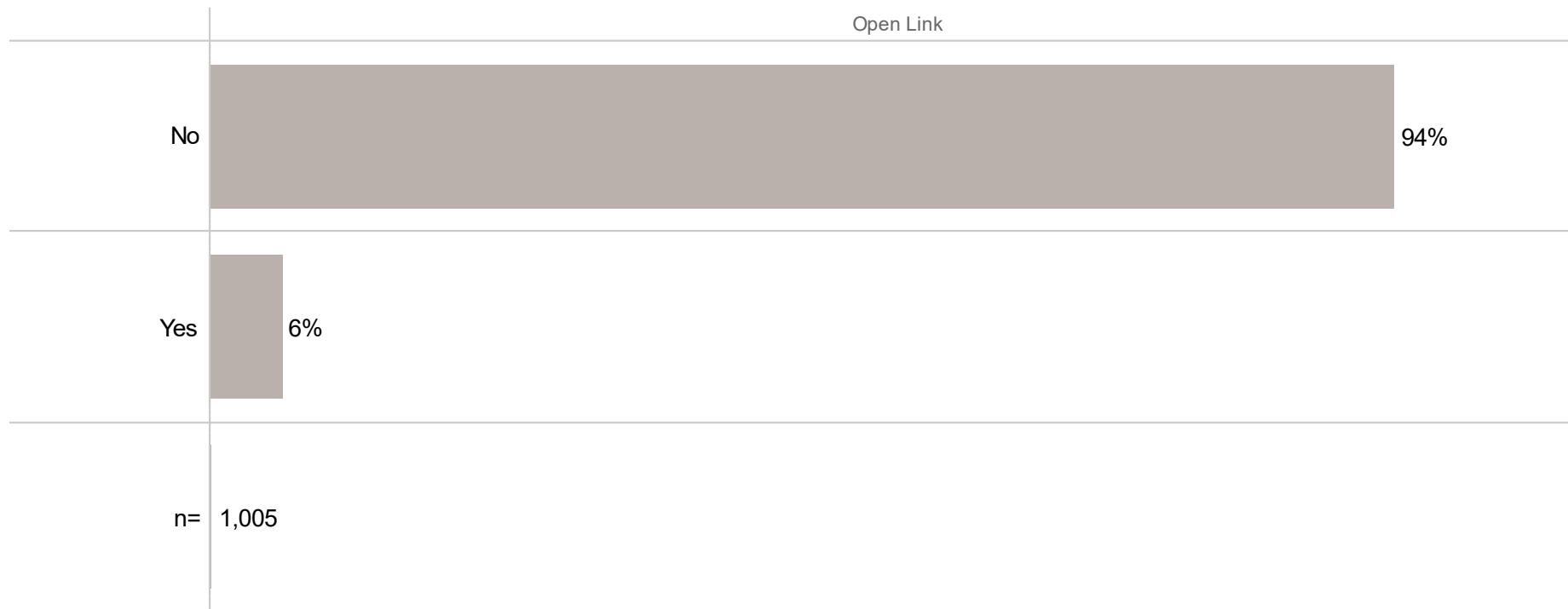
BIKING ABILITY

How would you rate your biking skill level?



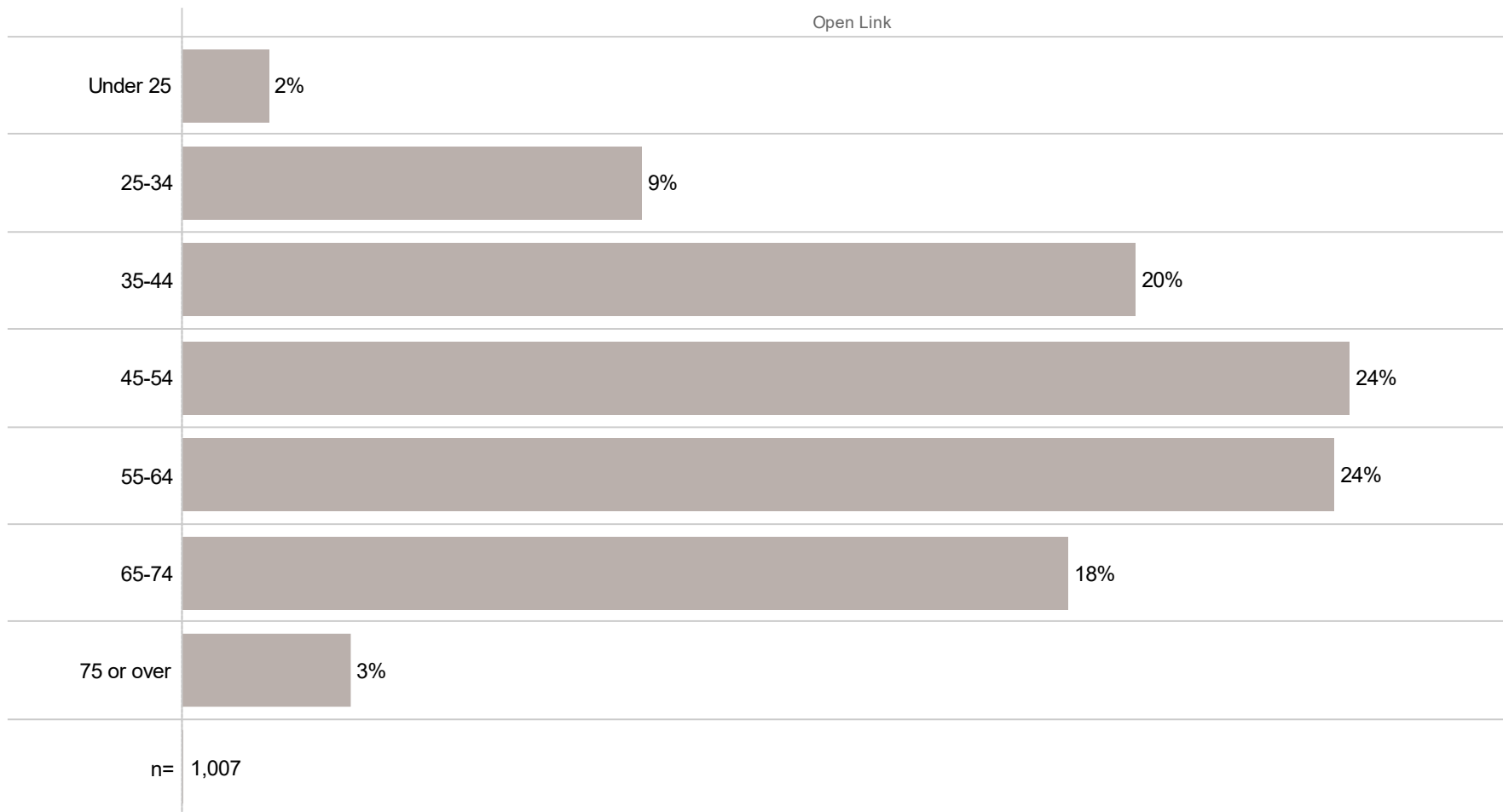
ADA ACCESSIBILITY NEEDS

Does your household have a need for ADA-accessible (Americans with Disabilities) facilities and services?



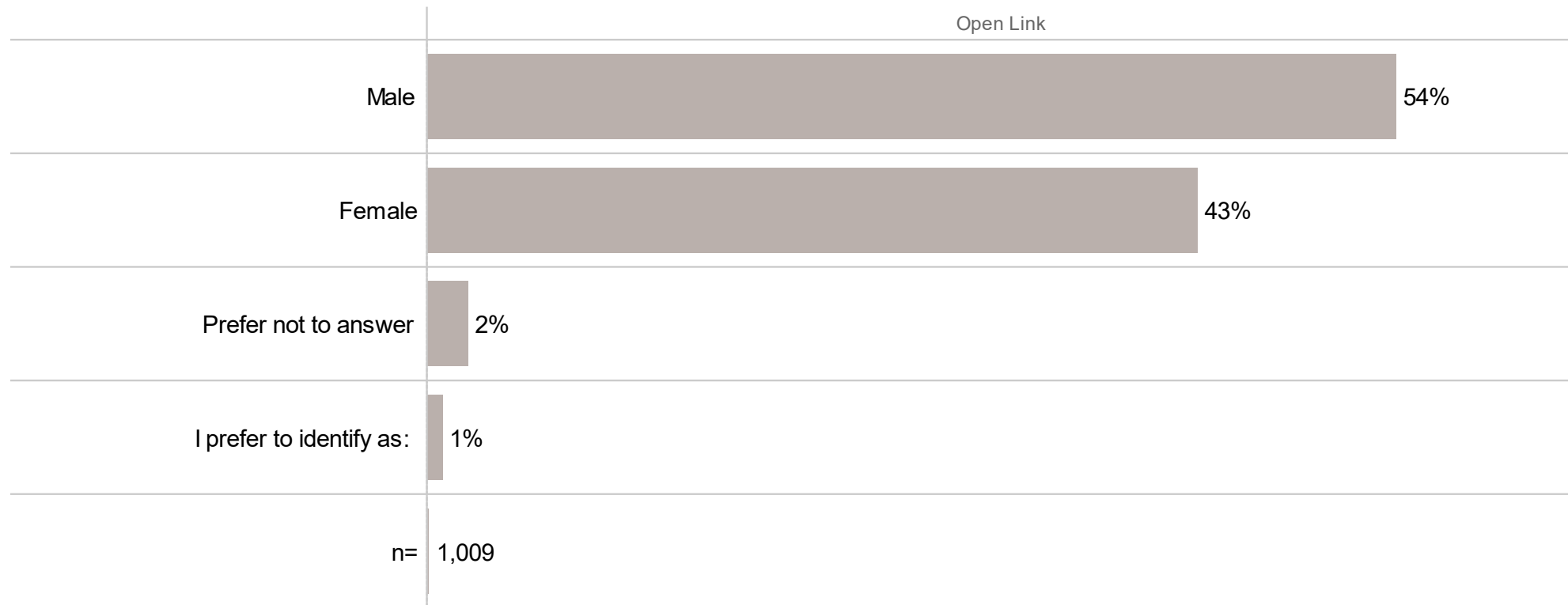
Source: RRC

What is your age?



Source: RRC

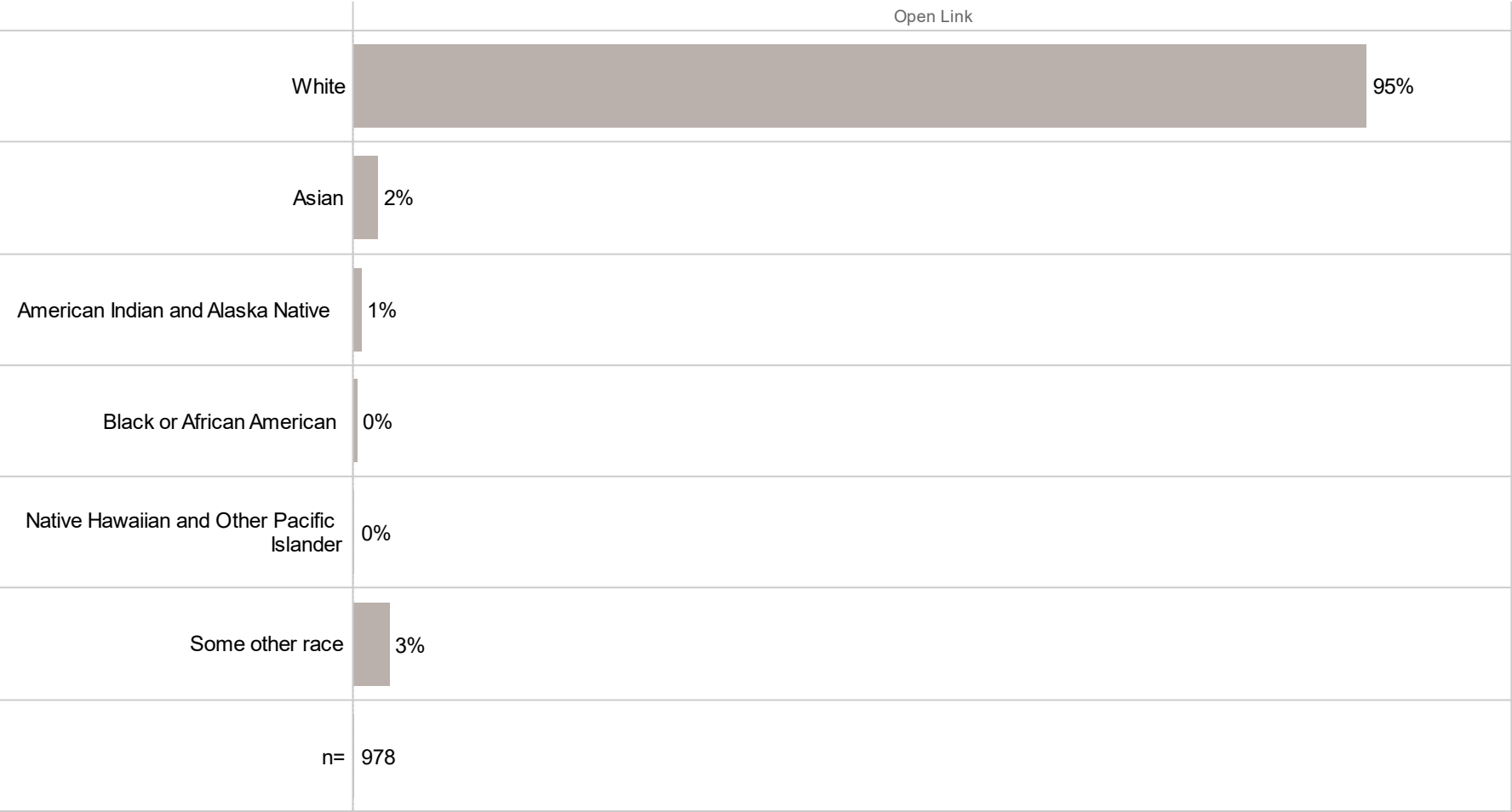
Please indicate the gender with which you identify



Source: RRC

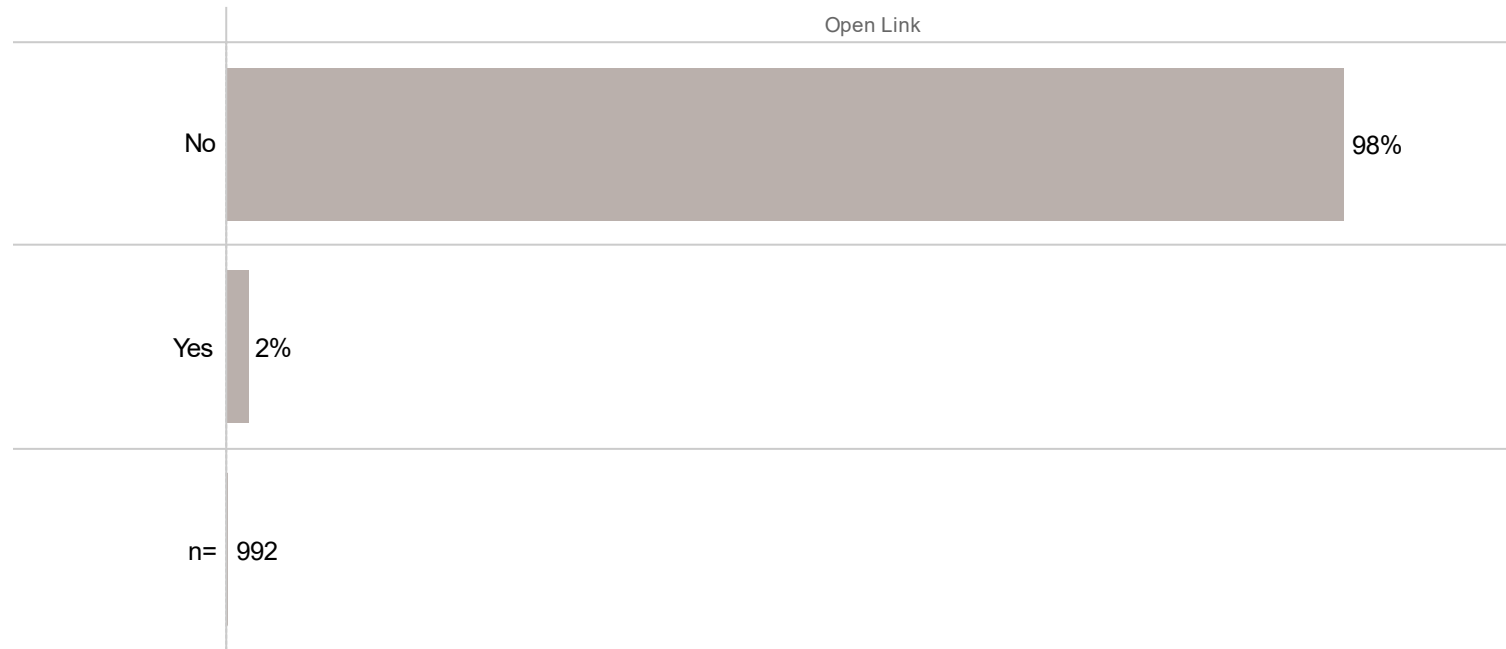
RACE

What race do you consider yourself to be? CHECK ALL THAT APPLY



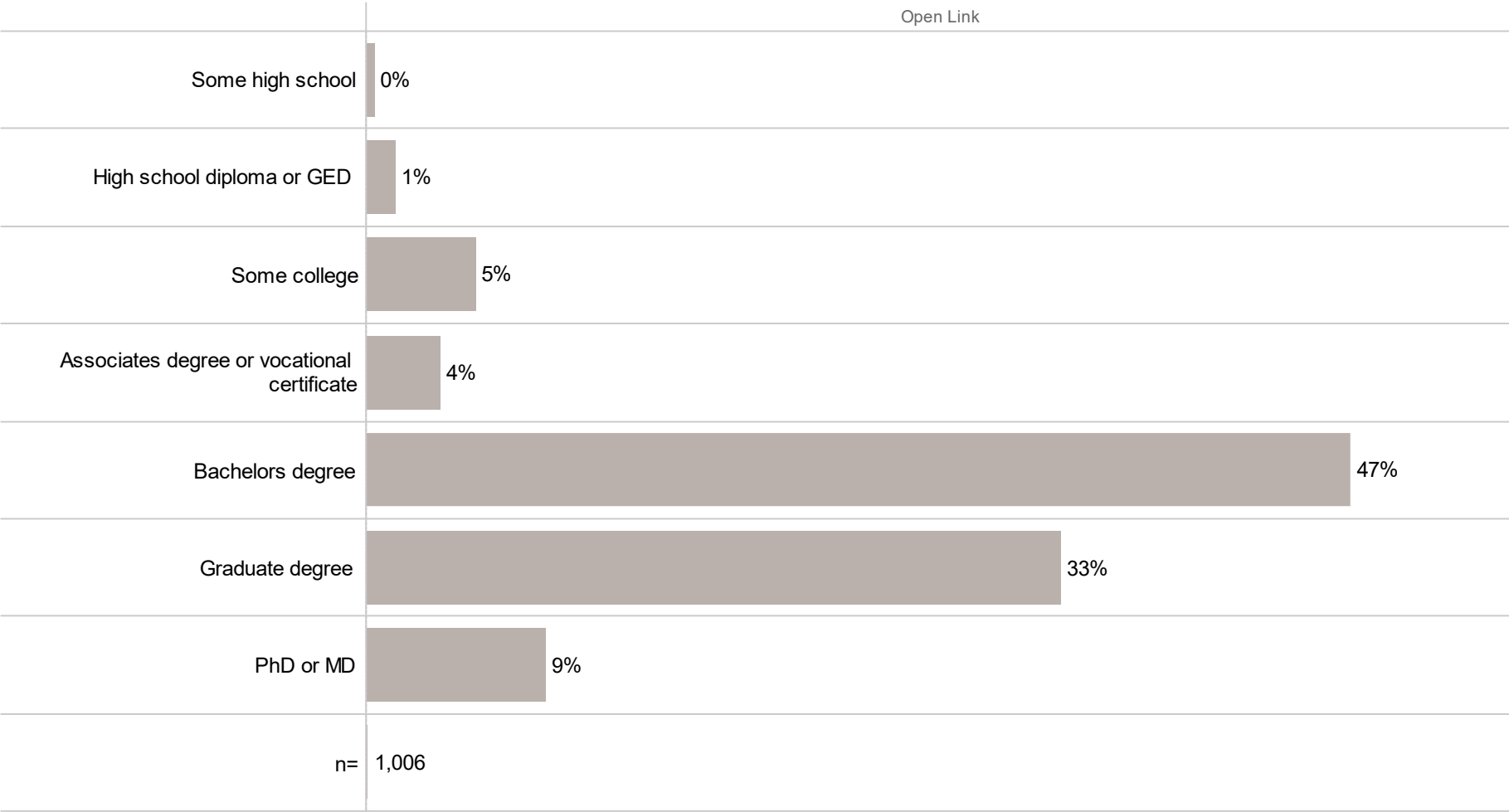
Source: RRC

Are you of Hispanic, Latino or Spanish origin?



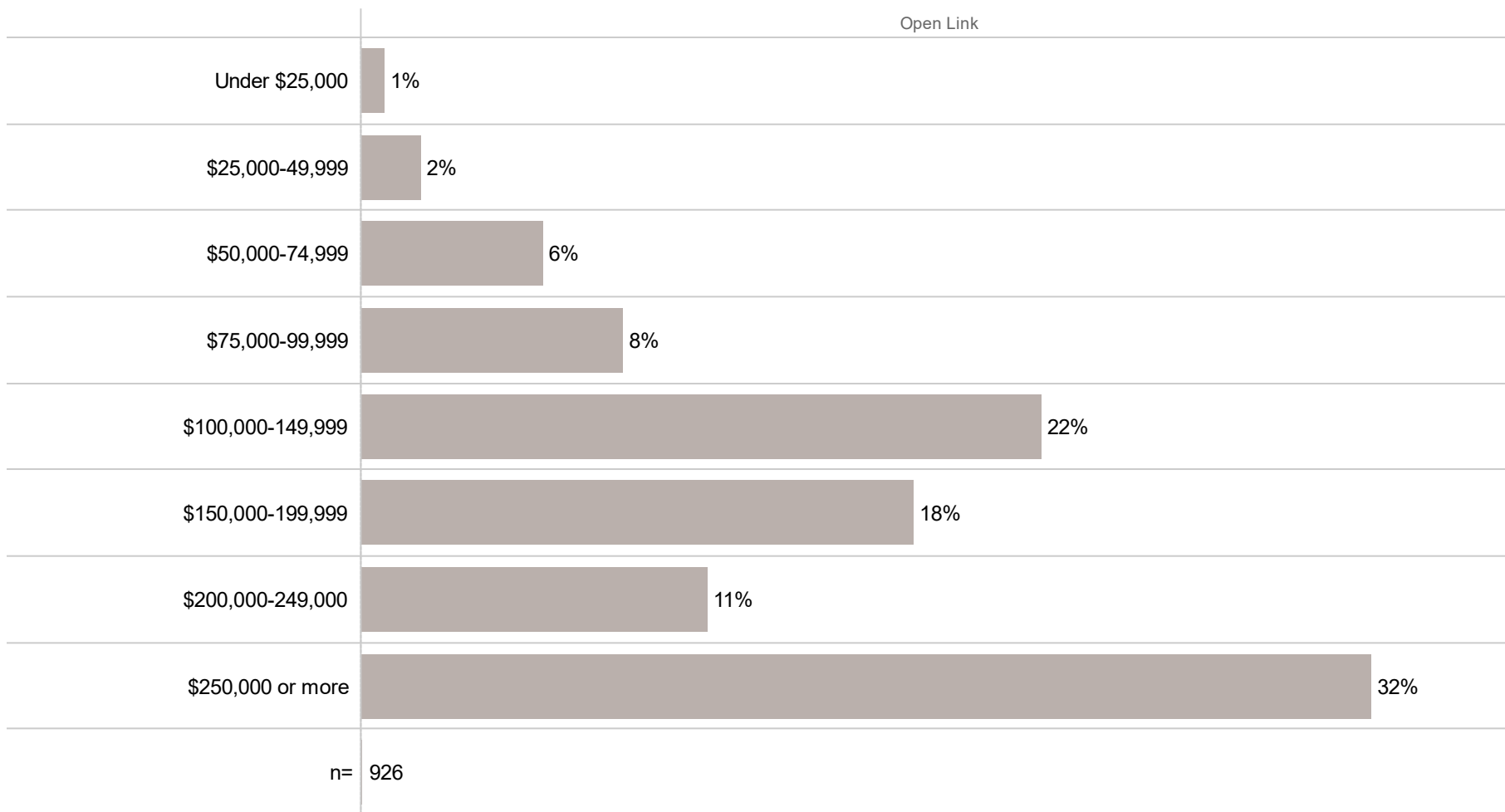
Source: RRC

What is the highest level of education you have completed?



HOUSEHOLD INCOME

Which of these categories best describes the total gross annual income of your household (before taxes)?





PARK CITY E-BIKE SURVEY

Appendix B – Highlights of Open Link vs. Statistically Valid Results



OPEN LINK RESPONDENTS

Respondents of the open link generally comprised individuals with similar characteristics and sentiments as the invite survey for most questions. Where differences did occur was when the respondent was asked e-mountain bike specific questions, with the following discrepancies from the invite survey being noticeable:

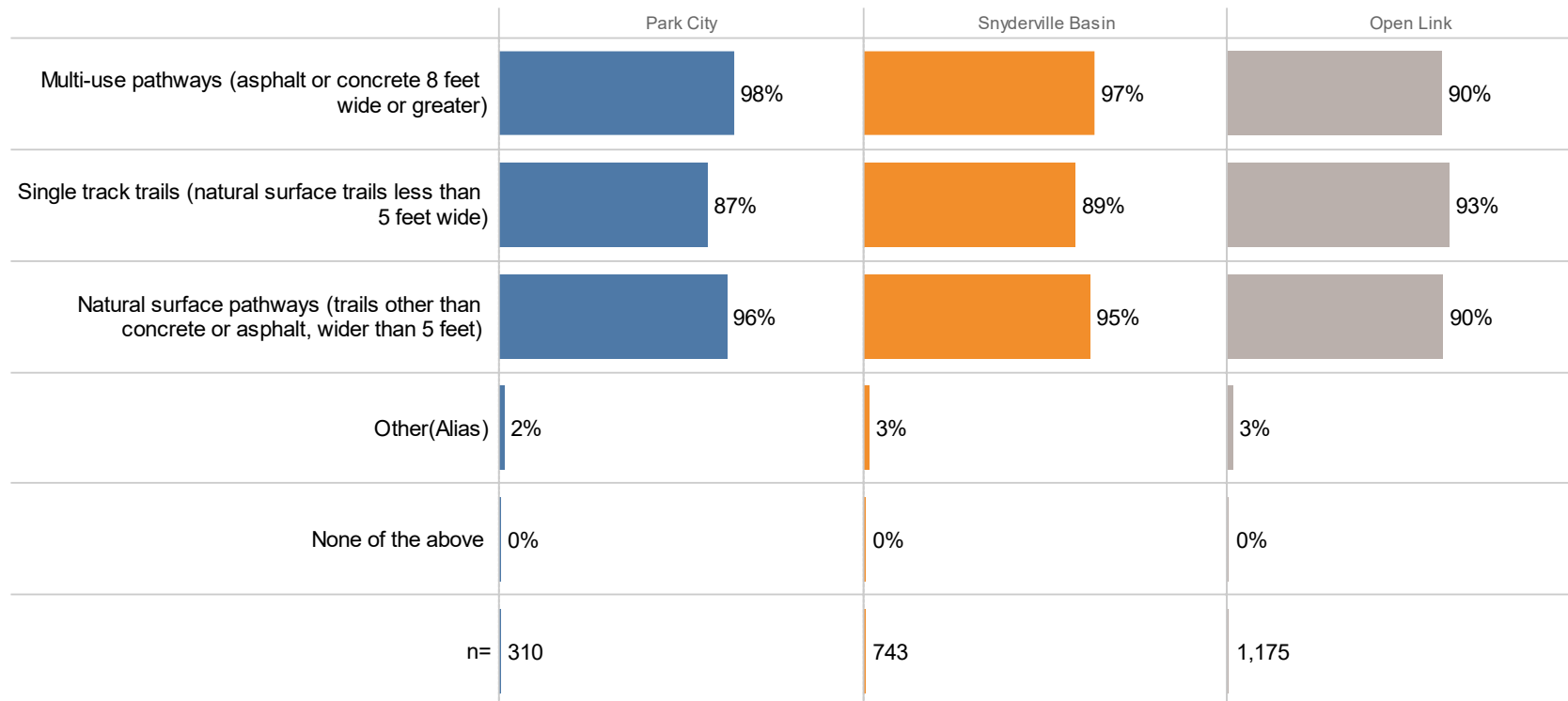
- Open link respondents reported higher shares of e-mountain bike familiarity and ownership than either the Park City or Basin invite samples
- Views on regulation were generally more favorable towards e-mountain bike use on single track
 - Interestingly, when respondents chose to identify a minimum age at which e-mountain bike use on single track should be allowed, the open link had the highest average fill-in age but was more consolidated around a minimum age of 35-54 than either of the invite samples.

The following slides detail these differences in more detail with supplementary graphs comparing the open link to both the Park City and Snyderville Basin invite samples.

TYPES OF TRAILS USED

Respondents to the Open Link Survey were slightly more likely to use single track and less likely to have used pathways. However, the large majority of all respondents had used both.

Which of the following types of trails and/or pathways have you used? CHECK ALL THAT APPLY

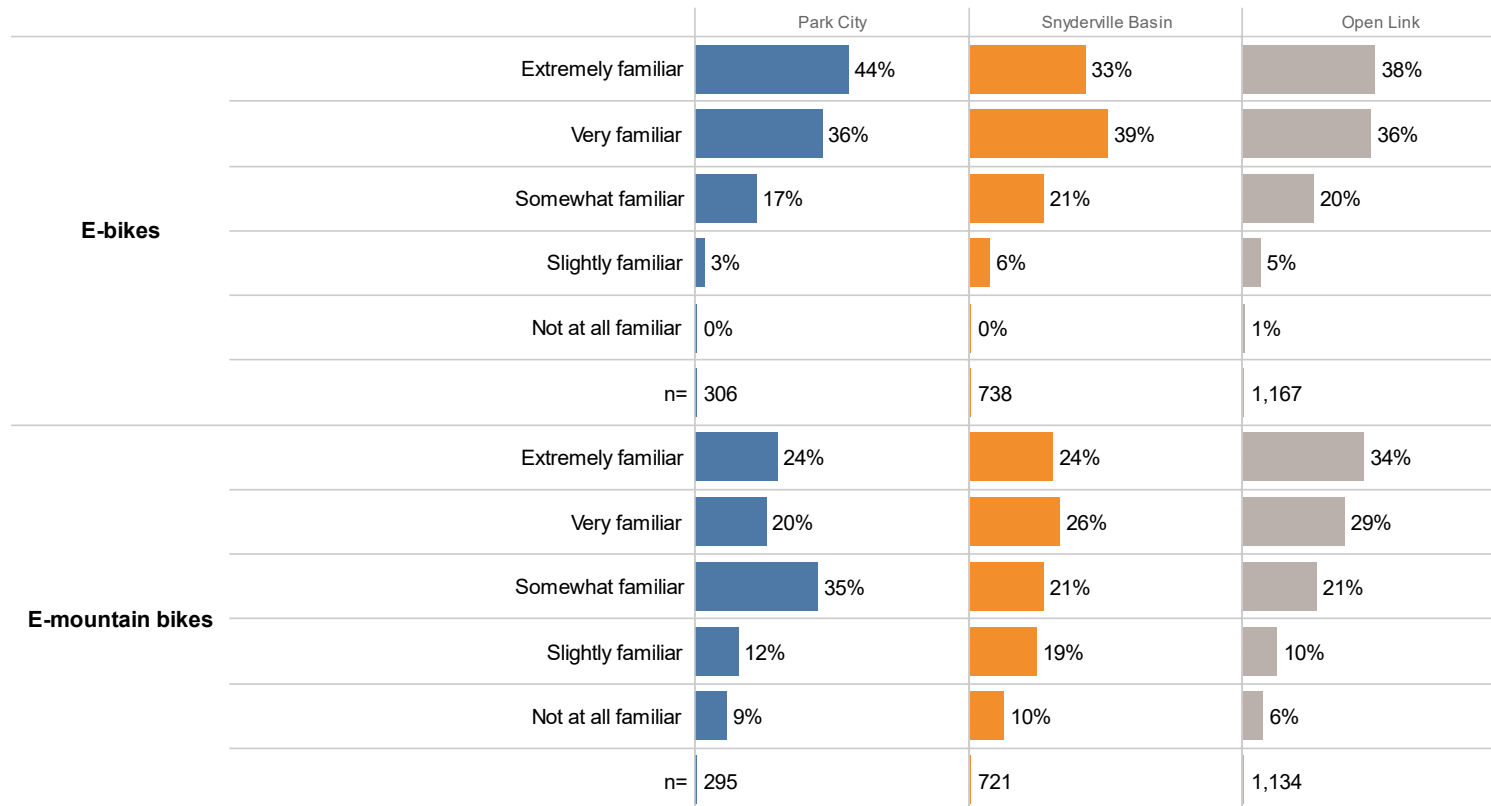


Source: RRC

FAMILIARITY WITH E-BIKES

Consistent with higher use of single track, the open link sample is also more familiar with e-mountain bikes than the invitation survey respondents.

How familiar are you with:

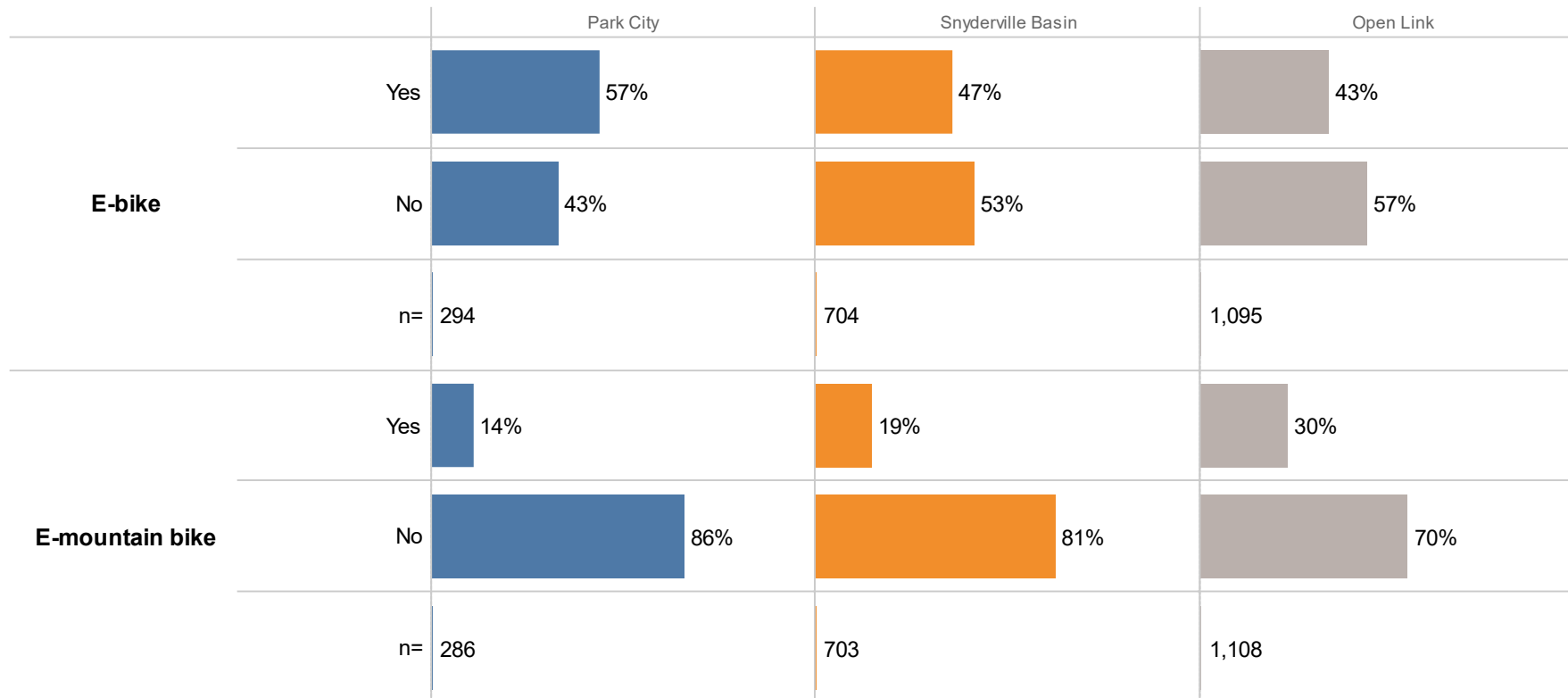


Source: RRC

E-BIKE OWNERSHIP

In line with trail usage and bike familiarity, open-link respondents are more likely to own an e-mountain bike than the invitation survey sample.

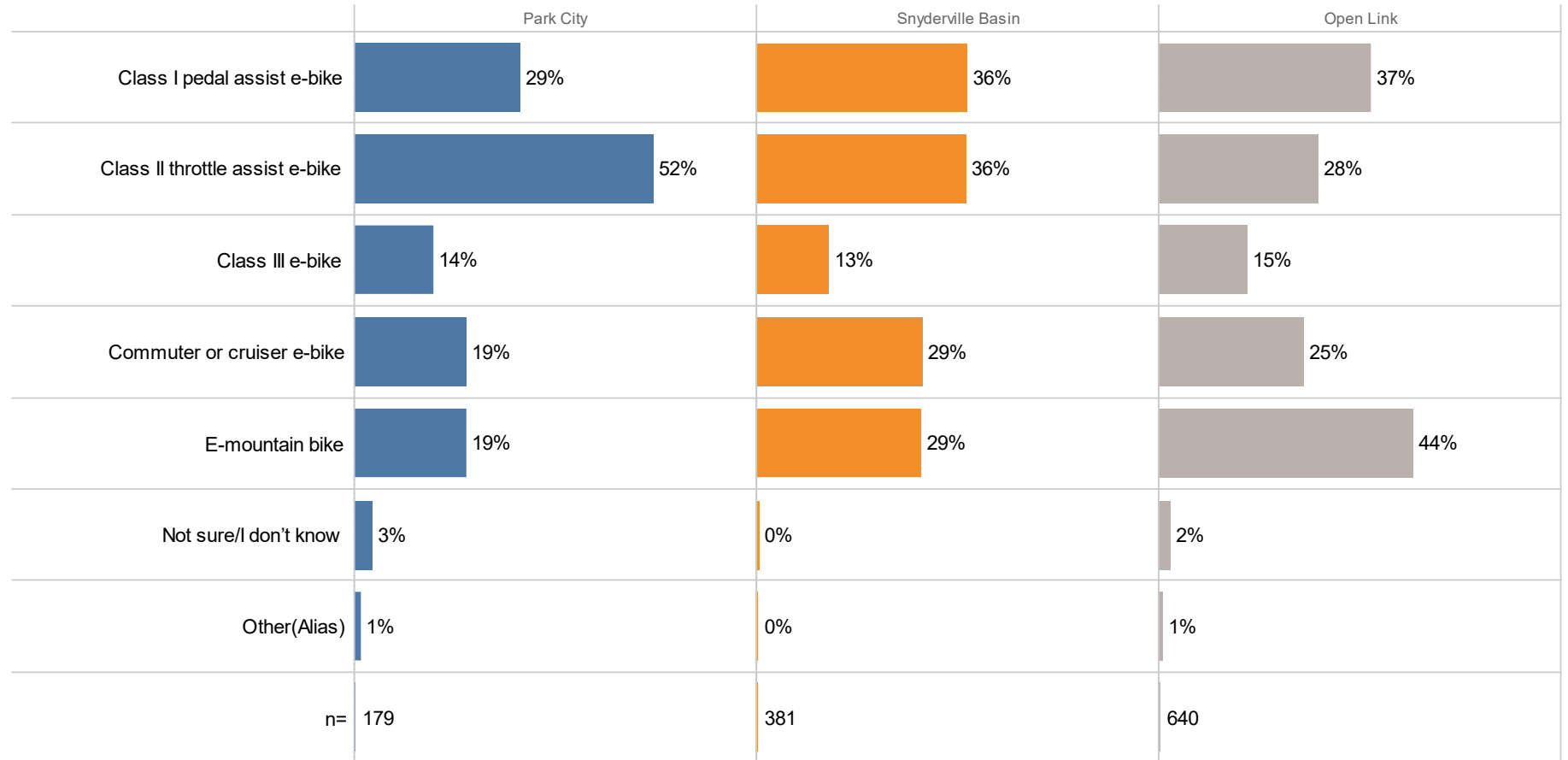
Do you own an e-bike or e-mountain bike?



Source: RRC

TYPES OF E-BIKES OWNED

What types of e-bike(s) do you own? CHECK ALL THAT APPLY



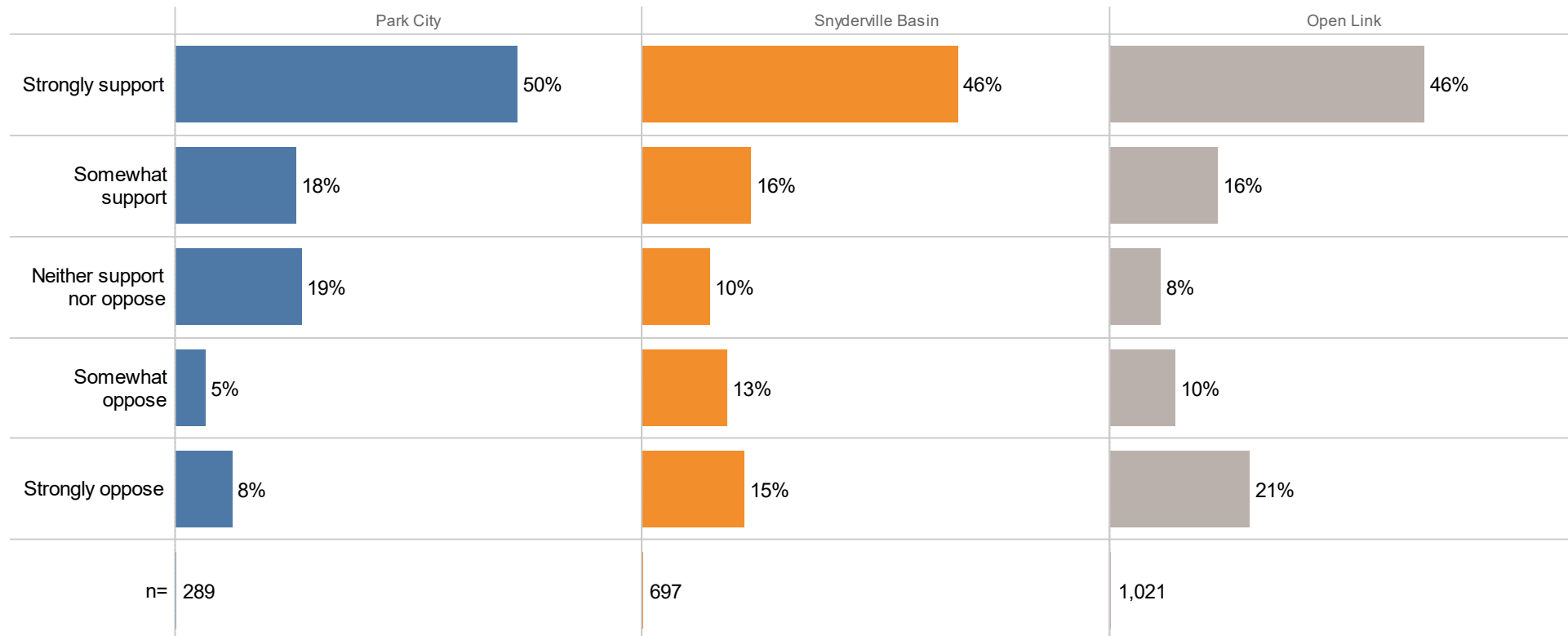
44% of open-link respondents own an e-mountain bike, vs. 19% and 29% of invite respondents in Park City and the Recreation District, respectively.

Source: RRC

SINGLE TRACK REGULATIONS

While support for current PCMC Ordinances in the open-link is similar to invite survey results in Park City and the Basin, fewer respondents had neutral sentiments and more “strongly oppose” the ordinance.

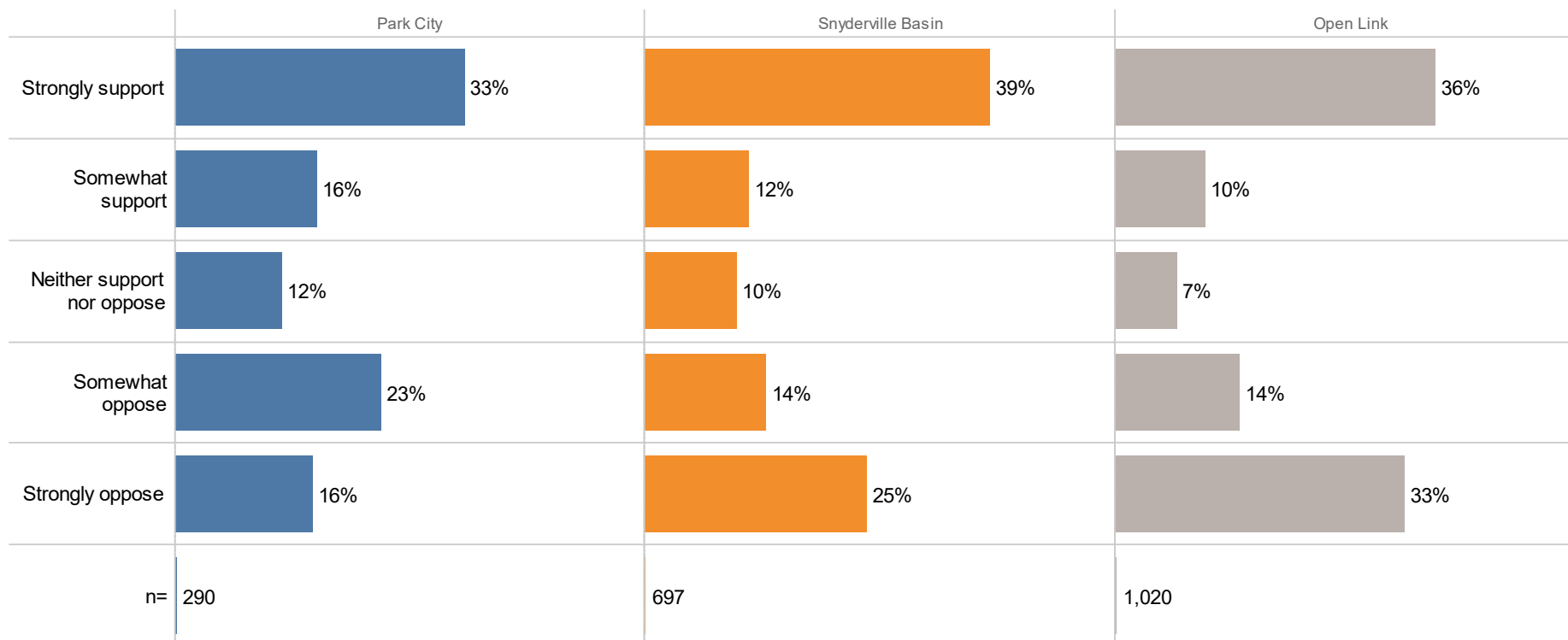
Do you support or oppose the current PCMC Ordinances which prohibit the use of e-mountain bikes on single track trails except in the case of mobility disabilities and users aged 65 and older?



SINGLE TRACK REGULATIONS

Similar increased polarization occurred in the open link when asking about e-mountain bike ordinances in the SBSRD: more respondents are “strongly opposed”, less indicate a neutral stance, while those who “somewhat” or “strongly support” is similar to the invite.

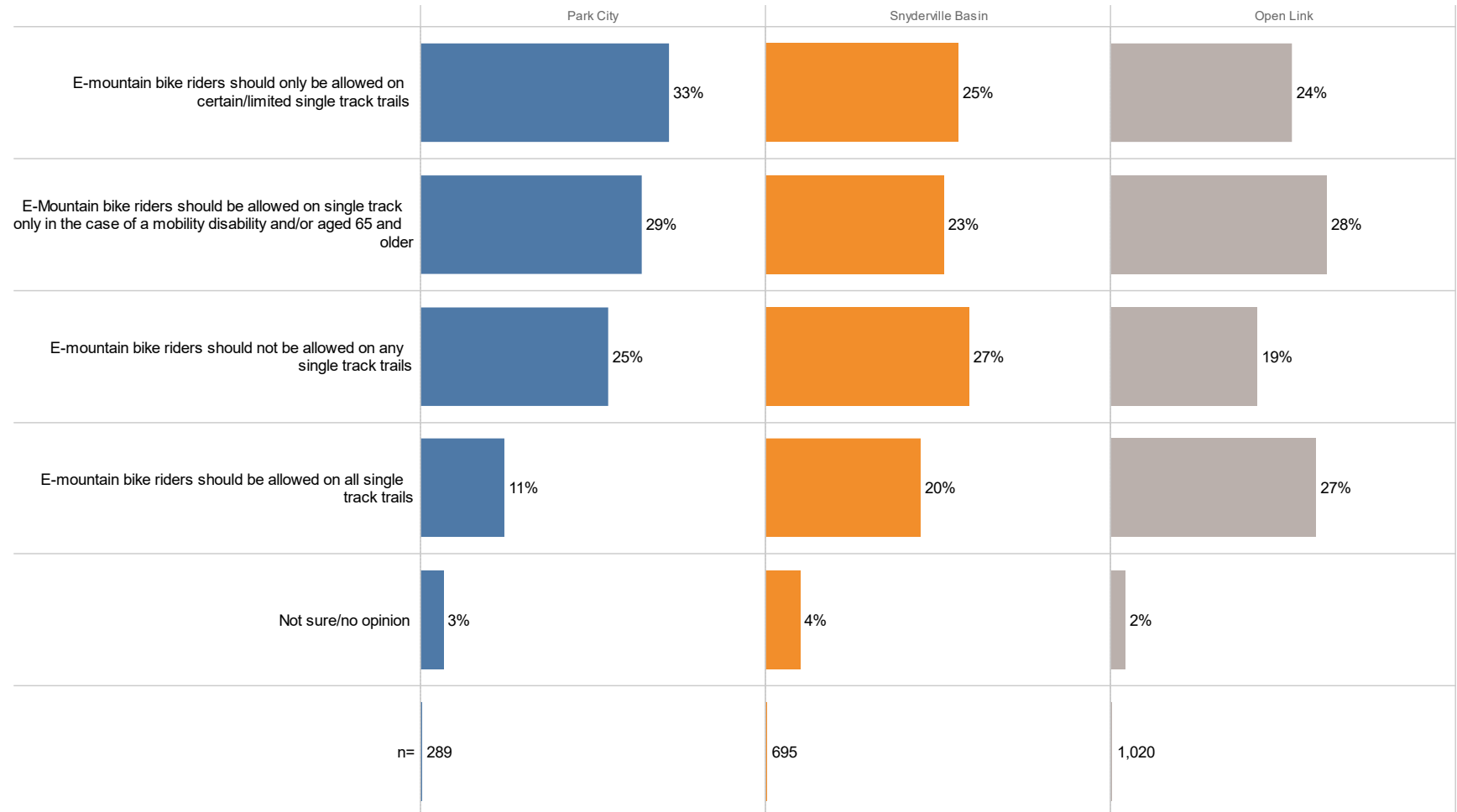
Do you support or oppose the current SBSRD Ordinances which prohibit the use of ALL e-mountain bikes on their single track trail system?



Source: RRC

SINGLE TRACK REGULATIONS

If the Park City area were to allow for additional e-mountain bike use on single track trails, beyond those currently permitted, which of the following best represents your opinion regarding the use of Class I e-mountain bikes on single track trails in the Park City Area?

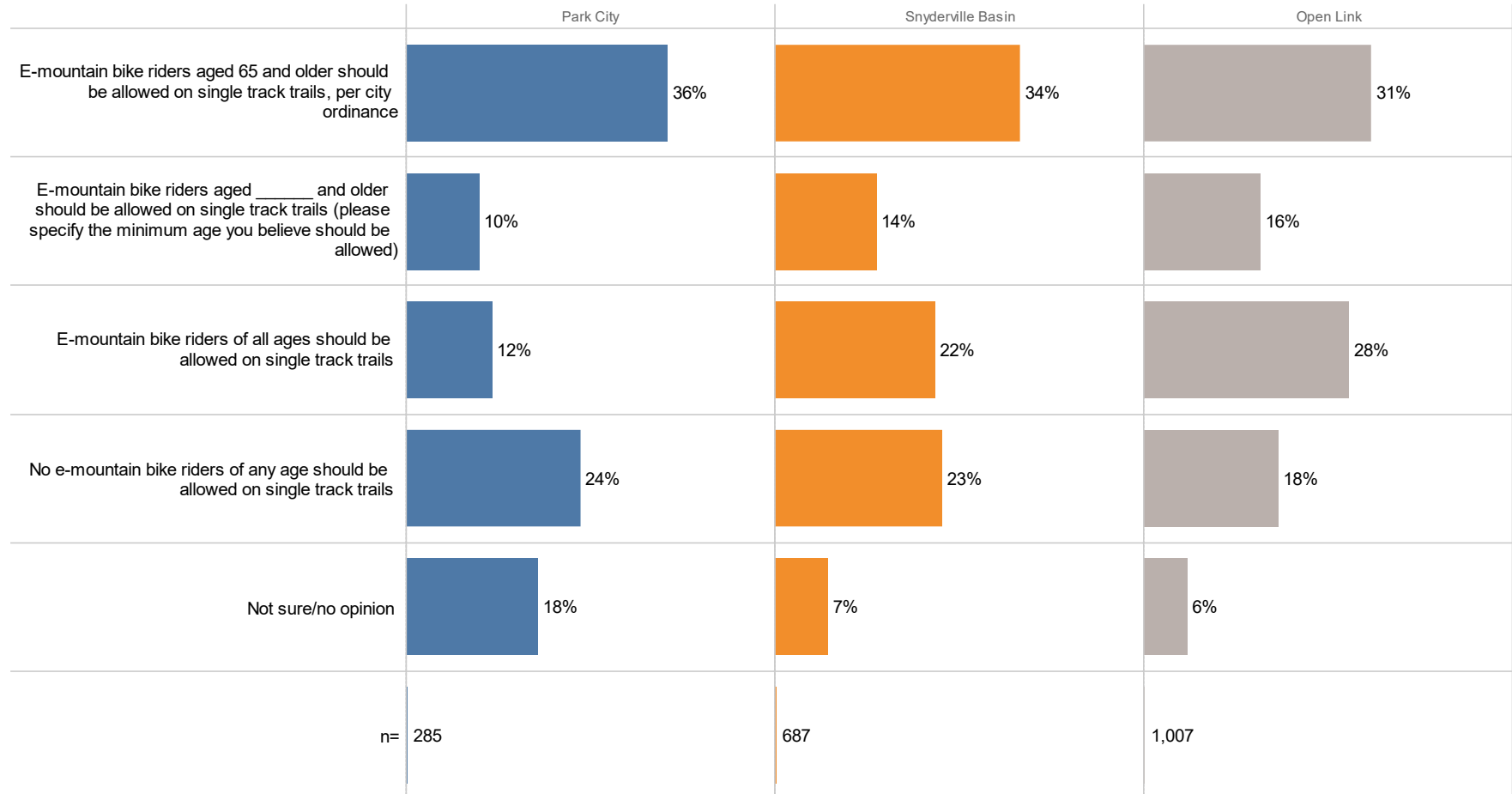


The more favorable view of e-mountain bikes in the open link is again seen in the higher share of respondents indicating all single-track trails should be open to Class I e-mountain bikes.

SINGLE TRACK REGULATIONS

Which of the following best represents your opinion regarding the use of e-mountain bikes on natural surface, single track trails in the Park City area in relation to age?

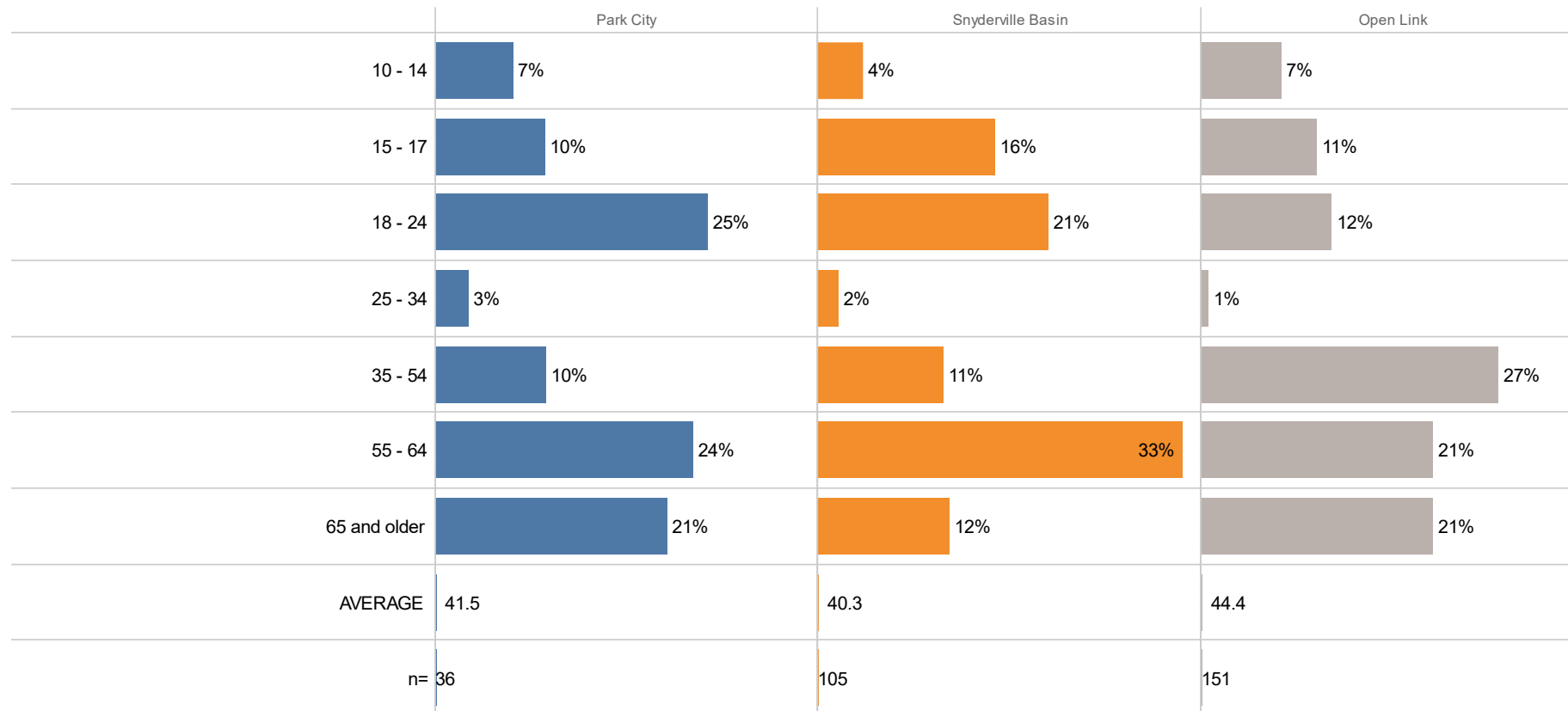
Open link respondents were more likely to believe e-mountain bikers of all ages should be allowed on single track trails as well as select the option in indicating their own minimum age limit.



SINGLE TRACK REGULATIONS

The fill-in age limits of open link respondents was higher on average than the invite survey, but with a much higher share of respondents indicating minimum age limits of 35-54 than either the Park City or Snyderville Basin samples.

Please specify the minimum age you believe should be allowed:



City Council Staff Report

Subject: 2024 Kimball Arts Festival Supplemental Plan
Author: Chris Phinney
Department: Special Events
Date: May 23, 2024

Recommendation

Hold a public hearing and consider approving the proposed 2024 Park City Kimball Arts Festival (Arts Festival) Supplemental Plan (**Exhibit A**) and Level Five Special Event Permit (**Exhibit B**), based upon findings that the Arts Festival is operating consistently with the City Services [Agreement](#) (Agreement).

Executive Summary

The Kimball Art Center (KAC) is a long-standing local nonprofit organization that hosts the Arts Festival annually. The Arts Festival is the KAC's primary fundraiser supporting youth programs to keep them low or no cost and provides year-round free exhibitions.

As part of the Agreement, the KAC is required to present Supplemental changes annually. This report outlines the changes requested by the KAC, City Operations, and updated City Services fee estimates. The KAC will return to the City Council for an Arts Festival debrief on October 24, 2024.

Background

There is a long and successful [history](#) of the Arts Festival. On May 25, 2023 ([report](#) p. 2/ [minutes](#) p. 9), the City Council approved a five-year agreement for the Arts Festival (2024 to 2028). The new Agreement included the following terms:

- Venue Use Areas: Understanding there may be significant development projects in the near future, the City supported ongoing Festival operations during such projects and acknowledged they will work with KAC to find alternative offsite parking with transit options when necessary.
- Festival Hours: Festival Hours will remain the same – Friday from 5:00 to 9:00 p.m., Saturday from 10:00 a.m. to 8:00 p.m. and Sunday from 10:00 a.m. to 6:00 p.m.
- Demonstrated Measures of Success: KAC pledged to:
 - Maintain a minimum of 10 artists from the Wasatch Back;
 - Continue to improve the Emerging Artist Program to support artists in the beginning stages of their careers and break down financial and social barriers surrounding participation
 - Continue to offer free Festival admission to Summit County residents on Friday night. This includes extending local free admission to Main Street employees regardless of Summit County residency.
 - Continue developing programs that target organizations and underserved populations in Summit County.
 - Make ongoing efforts to translate all materials into Spanish to better serve

the Spanish-speaking population.

- Transportation:
 - Clearly outline all parking use areas that are vital for Festival operations. This includes the use of the Flagpole lot, Bob Wells Plaza, the southside of China Bridge, and public parking along Swede Alley. We also remove parking on Main Street, Park Avenue, and the Brew Pub lot.
 - KAC will promote public transportation to the Arts Festival and host a bike valet each day of the event.
- Environmental Impacts: The KAC will reduce their carbon footprint, including:
 - Reporting and tracking waste diversion rates for landfill waste, recycling, glass, and compost by pounds.
 - Providing a plan to increase and report their diversion rate annually compared to the previous two years.
- Event/ Economic Impact Survey: The KAC will conduct a third-party survey regarding attendance and spending demographics. The City outlined metrics for special event reporting, including attendance, change over total attendance and local (Wasatch Back) attendance, annual survey sentiment regarding event support, and City funding.
- Dining Decks: The KAC will no longer charge restaurants to keep a dining deck on the street during the Festival. In exchange and for one year only, the City Council will not require KAC to contribute \$10,000 annually towards the Cost of City Services. Additionally, the City Council agreed to provide a one-time \$2,000 payment to KAC. The City Council requested a long-term solution.

Analysis

We recommend approving the 2024 Art Festival Supplemental Plan based on findings that the KAC is operating consistently with its Agreement. A full analysis and operational details are included in **Exhibit C**. Changes are outlined below.

KAC Requests:

Spirit Garden Hours:

The KAC requests the extension of the Spirit Garden hours on Saturday of the Arts Festival, until 9:00 p.m. (one hour after the Festival closes at 8:00 p.m.) to encourage longer Main Street visitation. The KAC will not charge Art Festival admission after 8:00 p.m. and artist booths will close by 8:00 p.m.

Per the Agreement, Park City and KAC shall consider the expanded hours based on performance and feedback from the Historic Park City Alliance (HPCA) and the public as part of the consideration of the annual Supplemental Plans.

We recommend allowing the Spirit Garden extension and adjusting the noise variance until 9:00 p.m. (approved to 85 decibels) and a minimal increase of 4 hours added to Public Safety staffing (+\$400). There are no other operational impacts based on the request.

Dining Deck Long Term Solution:

City Council provided a one-year accommodation for Dining Deck placement (noted above). In terms of a long term solution, the KAC requests Council consider the following solutions:

- KAC no longer pays \$10,000 towards City Services.
- KAC requests to be formally notified and allowed to provide input about how any new Dining Deck may impact the Festival footprint before new Dining Decks are permitted on the Street. There is an inherent conflict between Dining Decks and event operations due to fire lane requirements.

As discussed previously, additional Dining Decks result in the KAC losing booth space (and therefore Festival revenue). Any additional Dining Decks during the Festival will require changes to the overall Festival footprint which is typically set each November.

The Special Event Department supports the KAC's request (Spirit Garden and Long Term Dining Deck Solution) in terms of operational logistics and balancing economic perspectives.

City Operations:

Parking:

Increased hourly parking rates during the Festival of \$9/hr. with \$40 max was approved administratively and outlined in the City Council staff report on April 25, 2024 ([report](#) p. 14). While we have seen some increased transit ridership, particularly during major events, we can do more to incentivize the use of alternate modes of travel. To supplement, we plan to increase public transit express routes from Richardson Flat, Park City High School, Park City Mountain Resort, and Deer Valley during the Festival weekend.

Fire Lane Adjustment:

Due to past concerns, the KAC worked with the Park City Fire Marshall and Park City Fire District on fire lane requirements for Main Street, north (downhill) of 7th Street. To accommodate a necessary fire lane shift in this narrow section of road, the artist booths will be placed on the curbside instead of down the middle of the street. Fortunately, the KAC does not lose booth spaces due to the shift, and there are no storefronts in this section of the street blocked by the relocated booths.

Funding

Funding for City services associated with the Arts Festival comes from the General Fund and is estimated at \$176,760 (**Exhibit C**). Adjustments for the FY25 Fee Schedule are considered below.

Per the City Council's direction on March 7, 2024 ([report](#) p. 111/ [minutes](#) p. 11), the KAC's annual \$10,000 contribution to offset City services will be waived for one year (2024). Also, a one-year payment to the KAC of \$2,000 will offset artist booth space lost due to dining decks that remain in place during the Festival. The KAC is responsible for

additional City costs that exceed \$180,000. However, we do not expect fees to exceed \$180,000 this year.

Exhibits

- A 2024 Arts Festival Supplemental Plan
- B Draft Special Event Permit
- C Analysis of the 2024 Arts Festival



Park City Kimball Arts Festival

2024 Supplemental Plan

[Summary of Changes in 2024](#)

[About Kimball Art Center](#)

[About the Park City Kimball Arts Festival](#)

[Community Focus](#)

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[Festival Waste & Recycling Plan](#)

[Insurance Requirements for the 2023 Park City Kimball Arts Festival](#)

[APPENDIX A: Park City Kimball Arts Festival Operations Timeline 2024](#)

[APPENDIX B: Park City Kimball Arts Festival Public Parking Summary 2024](#)

[APPENDIX C: Park City Kimball Arts Festival Site Plan 2024](#)

[APPENDIX D: Park City Kimball Arts Festival Sustainability and Waste Plan 2024](#)

[APPENDIX E: Park City Kimball Arts Festival PCMC Services, Street Closures, and Parking 2024](#)

[APPENDIX F: Park City Kimball Arts Festival Signage Plan 2024](#)

[APPENDIX G: Park City Kimball Arts Festival Emergency Plan 2024](#)

Summary of Changes in 2024

- The Park City Kimball Arts Festival will adopt a slightly updated booth layout in 2024 and for future festivals. This updated booth layout was created in partnership with the PCMC Special Events and Building Departments to ensure that an adequate fire lane is maintained throughout the full festival footprint. KAC and PCMC staff agreed upon several booth placement modifications that will allow KAC to keep as many booths as possible on the street, keep an additional dining deck on Main Street throughout the festival, and maintain access for public safety equipment to all areas of Main Street. Below are the outlined main changes to the booth layout. Please see [APPENDIX C: Park City Kimball Arts Festival Site Plan 2024](#) (pg. 21) for a detailed site map.
 - Moving booths A1-A16 to the sides on Main Street
 - No ground level business entrances will be blocked by this change
 - Removing two booths to accommodate the Bangkok Thai dining deck
 - Removing two booths in Zone F (in front of Helly Hanson store) to accommodate emergency vehicle access
 - Adjustments along the street to ensure both an adequate firelane and car/trailer clearance lanes for artist load-in
- In an effort to extend vibrancy on Main Street on Saturday night, Kimball Art Center would like to extend music programming and bar operations at the Spirit Garden on Heber Ave until 9pm. The rest of the festival's operations, including admission gates, artist booths, educational activities, and all additional food and drink vendors will still close at 8pm.
 - During past festivals, there has been a noticeable dropoff in energy and traffic on Main street after the festival closes at 8pm. It's our hope that this 'soft close' will keep people on Main Street for longer and help bridge the gap between attendees enjoying the festival and moving on to exploring other Main Street businesses.
 - This change will not be marketed as an extension of festival hours and the Kimball Art Center does not anticipate a change in the festival's projected attendance. Kimball Art Center will keep the Spirit Garden open to the general public, not just those who had attended the festival during the day, and will keep the area staffed with private security guards, bar staff, operations staff, and volunteers.
 - KAC staff, festival staff, and volunteers will patrol Main Street as usual to ensure all other vendors cease operations at 8pm.
 - Kimball Art Center will also work with the PCMC Special Events team to determine whether or not additional police hours are needed and whether or not transportation services will need to be extended.
 - Pending HPCA endorsement
- Based on direction given by the city council on March 7, 2024, Kimball Art Center will not charge restaurants participating in the 2024 dining deck program to keep their dining decks on Main Street during the festival. The participating restaurants are The Eating Establishment, Don Goyo, Kaneo, 501 on Main, Flanagan's, Shabu, Fletcher's, Main Street Pizza Noodle, and Bangkok Thai. PCMC and KAC will work together on an alternate funding source for the \$12,000 loss of revenue. More detailed information can be found in the Staff Report on pg.??
- The info tent and attached Studio on Main tent will be moved from Heber West to the middle of the Heber and Main intersection.
- The Young Artists' Academy (YAA), A Kimball Art Center program, will host a festival booth on Heber Ave. The booth will be curated and managed by the YAA teens. This is an educational

opportunity for the YAA teens to learn the ins and outs of being a festival artist with support from KAC staff and other festival artists. Proceeds will go to the individual artist with a percentage benefitting the Kimball Art Center to help cover the booth's operational costs.

- Kimball Art Center is introducing two paid activities to the Creation Station. It will cost \$5 to participate in both activities (\$2.50 each) and each activity will include a take-home art piece. Any finished art pieces will be ready to hang at home or able to wear home from the festival!
- Due to patio operations at O'Shucks White House at 628 Park Ave, KAC is placing the Coca-Cola concession trailer on the northside of Heber Ave west. Due to Coca-Cola drop-off schedules, KAC requests a 20' no-parking zone starting from the Main Street curb on Heber Ave west from 12:00 am on Thursday, August 1st through 23:00 pm on Monday, August 5th.

About Kimball Art Center

Kimball Art Center (KAC) inspires and connects our community through art. We strive to be a creative influence in Park City, bringing people together to experience exhibitions, participate in educational programs, and share in the artistic process. At KAC, we value creativity, curiosity, collaboration, and diversity. All of our programs operate on the belief that the arts sustain vibrant communities, challenge assumptions, celebrate multiple perspectives, and foster positive social change.

Over the past year, KAC has worked hard to reimagine, deepen, and expand its vision to reflect contemporary social dialogues and meet the needs of our community. Guided by a fresh outlook, we will continue to inspire and connect through art, while curating world-class exhibitions and expanding the accessibility of our offerings. Our goal is to steward dynamic and inclusive spaces throughout the organization that reflect the diversity of our community and the full range of social issues that impact our friends, neighbors, and visitors. We want everyone to feel represented by our programs and welcome in our galleries and classrooms.

Consistent with our mission to make the arts accessible to everyone, KAC's studios host over 300 art classes each year across a variety of media and skill levels—from beginners to experts, and from toddlers to seniors. Not only does Kimball Art Center reach thousands of students each year through our classes and programs, we also offer educator nights for art teachers and peer-to-peer critique nights. Moreover, partnerships with local organizations such as the National Ability Center, Swaner EcoCenter, Park City Library, Basin Recreation, Park City Senior Center, Park City Education Foundation, and Connect Summit County help us extend the reach and accessibility of our programs.

For children in Kindergarten through 12th grade, KAC is at the heart of art education in Park City public schools. Our Elementary Visual Arts (E.V.A.) Program, for example, has provided thousands of local elementary students regular access to a visual art program. This is critical because we know that arts education builds confidence and social skills, develops creative problem-solving abilities, improves test scores in core subjects, and fosters imagination, compassion, and emotional intelligence. For adults, KAC offers one-day and multi-week workshops in diverse media (painting, glass, clay, photography, and more), and open studio time, which helps to create a supportive artistic community within our studios. Additionally, we offer drop-in adult and youth classes in painting, figure drawing, and ceramics throughout the week, which are accessible to visiting families.

Kimball Art Center also supports the creative community through our exhibition program, which brings nationally recognized shows to our galleries throughout the year. Each exhibition is thoughtfully curated and carefully executed to cultivate curiosity and engender critical thinking in an inclusive environment. Exhibitions showcase multivocality: emerging and established local, national, and international artists who work in diverse media and explore diverse perspectives on contemporary ideas. Programs and interactive elements accompanying the exhibitions offer meaningful educational experiences for visitors, helping them find connections between their lives and the artwork on display.

The kind of programming KAC offers is indispensable in our community, yet not found elsewhere. Park City has a range of commercial galleries and ticketed art events, but Kimball Art Center strives to offer exhibitions and programs that are low cost or free to the public and designed to inspire and connect. Thought-provoking, accessible programs, like ours, spark new conversations and offer meaningful insight into the diversity of everyday experience in our world. Meanwhile, our partnerships with other local and regional nonprofit organizations strengthen Kimball Art Center's programs and extend their reach.

About the Park City Kimball Arts Festival

While building a dynamic community of artists and art enthusiasts in our galleries and studios, Kimball Art Center also invites audiences to gather around community events that foster a communal sense of joy, social engagement, and local economic opportunity. Each year, the highly regarded Park City Kimball Arts Festival showcases the work of jury-selected artists from around the country, attracts thousands of visitors to Park City, and brings employment, tax revenue, and increased business sales to the community. Now in its 54th year, this three-day open-air celebration of the arts is considered one of Park City's signature events.

In 1969, a group of local Park City artists came together to launch an open-air arts festival on historic Main Street. Their aim was to imbue Park City – already a bustling ski resort during the winter – with cultural offerings in the summer months. Inspired by the artists' creative energy, local philanthropist Bill Kimball decided to expand upon their efforts by creating Kimball Art Center, a permanent home for the visual arts in Park City.

Under guidance and management of Kimball Art Center and a longstanding partnership with Park City Municipal Corporation, the Park City Kimball Arts Festival – true to the spirit of its founders – has established itself as one of Utah's leading cultural events, attracting thousands visitors annually, and garnering national attention for the artists whose works are displayed.

Today, the Park City Kimball Arts Festival receives more than 1,200 artist applications to the festival annually. Applicants are reviewed by a blind jury and approximately 190 artists are invited to participate.

Funds raised from the event directly support:

- o Scholarships for low-income children to participate in art classes and camps
- o Art education and curriculum in public schools
- o After-school art programs in area elementary schools
- o Hands-on instructions for teenagers dedicated to the study and practice of the visual arts
- o Cross-curriculum lesson plans integrating art into core subjects
- o Access to free and thought-provoking exhibitions



DRAFT

Community Focus

To honor the Park City Kimball Arts Festival's local, grassroot founders, Kimball Art Center focuses on producing a festival that gives back to our community both financially, culturally, and energetically. Funds raised from the Park City Kimball Arts Festival directly impact the Park City community through arts education, additional tax revenue, and increased sales at local businesses. In addition to the financial benefits, the Arts Festival offers a cultural experience for Park City locals and its visitors.

Locals Night

Kimball Art Center continues to thank our Summit County locals by providing free festival admission for the opening night to all Summit County residents. New in 2023, KAC is opening up Locals Night to include all Main Street employees regardless of their residency.

Kimball Art Center is also working with Mountain Town Music to program a local focus music line-up on the Main Stage in the Spirit Garden on Heber Ave. Parkites can look forward to dancing to local favorites Bad Francis from 5:00-6:30 pm and Fat Paw from 7:15-9:00 pm. Stay tuned for some possible raffle items provided by our beer provider, Moab Brewery and exclusive swag giveaways!

Local Artists

In an effort to export great art as well as import it, Kimball Art Center values the participation of our local artist community in the Park City Kimball Arts Festival. Each year, we reserve spaces on Main Street for artists from the Wasatch Back, regardless of jury scores. This year, we will have a minimum of 10 participating artists whose primary residence is in Summit or Wasatch county.

Kimball Art Center will give local artists a special call-out on the festival map and present a Best In Show - Local Artist award on Saturday evening. The winner will receive a Best in Show banner to display in their booth for the remainder of the festival and future festivals, automatic acceptance to the 2024 arts festival, and additional media recognition.

T-Shirt Design Contest

New in 2023, the Kimball Art Center is hosting a t-shirt design contest open to all Utah based artists. KAC is asking for submissions that illustrate the importance of the Park City and arts communities as well as incorporate the name of the festival, festival dates or annual year, and the festival location. The design will be screen printed live during the festival by Motherlode Printing. To enter, artists must email their designs to artsfest@kimballartcenter.org by June 15th. The winner will be announced on July 1st and will receive a \$500 honorarium, 2 merchandise items with the printed design, media recognition, and bragging rights. More information and the full RFD will be available on the festival website later this month.

Event Schedule ([See APPENDIX A: Park City Kimball Arts Festival Operations Schedule](#))

	Date	Day	Start	Finish
Arts Festival	August 2	Friday	5:00 PM	9:00 PM
Arts Festival	August 3	Saturday	10:00 AM	8:00 PM
Arts Festival	August 4	Sunday	10:00 AM	6:00 PM

Admission

Attendees can purchase tickets online prior to the festival and day-of at the gates. All sales will be processed through Etix software. Etix will assist in contact tracing should the need arise and will also allow attendees to receive updates via email. Additional donations will be taken at the gates via a QR code and cash donation buckets.

Festival Leadership Team

	Title	Phone	Email
Hillary Gilson	Arts Festival Director	609-405-1254	Hillary.Gilson@kimballartcenter.org
John Stevenson	Operations Manager	435-901-1882	John.Stevenson@kimballartcenter.org
Meisha Ross	Marketing & PR	435-659-9283	Meisha@kimballartcenter.org
Lacey Cole-Rae	Development Director	801-803-9041	Lacey.Cole-Rae@kimballartcenter.org
Aldy Milliken	Executive Director	502-599-3213	Aldy.Milliken@kimballartcenter.org

Park City Kimball Arts Festival Event Offices and Lounges

Event Operations Compound: Bob Wells Plaza
 VIP Lounge: Kimball Terrace - 675 Main Street
 Volunteer Lounge: TBD
 Artist Lounges: TBD
 Staff Offices: TBD

Parking/Transportation [\(See APPENDIX B: Park City Kimball Arts Festival Public Parking Summary 2023\)](#)

Parking operations are divided into artist/Kimball Art Center staff parking and public parking. All artist/staff parking lots are manned by Festival staff to ensure efficient parking and to monitor numbers. Paid public parking in China Bridge is managed by PCMC.

Free public parking lots are located at Park City Mountain, Canyons, Park City High School/Treasure Mtn Jr High, and Deer Valley Resort. These lots are serviced by Park City Transit and High Valley's free bus service. Potential restrictions are to be determined based on summer operations and construction projects at each location.

*Kimball Art Center encourages all Festival attendees to take advantage of this convenient mode of transportation. Walking or biking to the event is also promoted and a **complementary bike valet is provided at 7th Street by the Park City Mountain Bike Team.** Kimball Art Center actively discourages attendees from driving a personal vehicle and attempting to park near the Festival.*

The Park City Kimball Arts Festival is a fully accessible event. All of our parking areas provide accessible parking. *In addition, we provide a complimentary Festival golf cart shuttle to those who need assistance during the Festival. Please feel free to contact us with any questions at (435-649-8882).*

Reserved Parking

	Use	Available	Requested
Flagpole Lot – Oversized	Artist	57	57
Galleria Lot – Oversized	Artist	9	9
Historic Wall Lot – Oversized	Artist	60	60
Bob Wells Plaza Parking	Staff	9	9
Old China Bridge L1	Staff	15	15

Old China Bridge L2	Artist	86	86
Old China Bridge L3	Artist	91	91
China Bridge Roof – Oversized	Artist	78	78

Public Parking

	Type	Park & Ride	Parking Cost	Quantity
DVR Lot 5	Public	Yes	Free	200 *TBD on limitations due to DV summer events
PCM-Silver King & Main	Public non exclusive use	Yes	Free	200
PCM-Canyons Village Cabriolet Lot	Public non exclusive use	Yes	Free	200
China Bridge, Marsac	Public	No	Set by PCMC	as per PCMC
Park City High & Treasure Mtn Jr High	Public	Yes	Free, available Fri, Sat & Sun	Depends on construction
Sandridge Lots, North & South	Public	Yes	Free	

Transportation & Traffic

Many of the streets in Old Town will be open to residents with access passes only. These streets will be monitored by police. Resident access passes are distributed annually by PCMC's Special Events Team.

The Festival team is working closely with Park City Municipal event staff, Park City Transit, High Valley Transit, Park City Police and satellite parking providers in order to develop a comprehensive traffic, transportation and parking plan.

Park City Kimball Arts Festival Site Plan ([See APPENDIX C: Park City Kimball Arts Festival Site Plan 2023](#))

Artists will set up along Main Street beginning at 4:00am on Friday, August 2nd in preparation for opening at 5:00pm. Breakdown of the Festival will begin at 6:01pm on Sunday, August 4th and will conclude by 11:00pm on Main St and by 5:00pm on Monday, August 5th in other areas.

Park City Kimball Arts Festival Operations ([See APPENDIX A: Park City Kimball Arts Festival Operations Schedule 2023](#))

The Park City Kimball Arts Festival requires the collective efforts of all Kimball Art Center staff, temporary Festival employees, interns, PCMC event staff, and hundreds of volunteers. The Festival set and strike is very complex, requiring detailed plans to set-up the artist, vendor, and merchant booths, food trucks, stages, beer gardens, and support services in order to operate within the size and time restrictions of Main Street. Initial set-up for the Arts Festival begins on Monday, July 29th in off-street locations. This initial set-up should have little to no impact on Main Street. Additional set-up begins on Wednesday, July 31st and strike begins Sunday, August 4th at 6:01pm with Main Street open by 11:00 pm. The entire Festival is cleared by 5pm Monday, August 5th.

Festival Food and Drink

Kimball Art Center is partnering with food vendors to offer concessions and beverages. Attendees will be encouraged to bring their own already filled water bottles and there will be two refill stations available, one at the base of Town Lift and another at Miner's Park. Dog bowls will also be available at each water station. KAC is also working with festival sponsor Coca-Cola to provide canned water at concession trailers in the Brew Pub parking lot and on Heber Ave.

Alcohol will be available at two locations: the Food Truck Roundup, located in the Brew Pub parking lot, and the Spirit Garden, located on Heber Ave. in between Main Street and Park Ave. Top Shelf Services will manage the set-up, strike, staffing, and service for both bar locations.

Food Truck Roundup in Brew Pub Lot

Bar Partners and Footprint:

- 10'x20' Top Shelf bar set-up.
- 8'x4' Top Shelf refrigeration trailer
- High West Distillery
- Moab Brewery
- Old Town Cellars

Food Trucks and Vendors to be finalized.

Non-alcoholic Beverages:

- 10'x8' trailer provided by Coca-cola will sell a limited product line of Coca-cola products. Trailer will be staffed by KAC volunteers and staff. All drinks will be packaged in aluminum cans.

- Seltzer water
- Still water
- Sodas, teas, and other soft drinks

Miner's Park

Food and drink vendors to be finalized.

Non-alcoholic Beverages:

- Hydration Station for refilling water bottles.

Spirit Garden on Heber

Bar Partners and Footprint:

- 10'x20' Top Shelf bar set-up.
- 8'x4' Top Shelf refrigeration trailer
- High West Distillery
- Moab Brewery
- Old Town Cellars

Food vendors to be finalized.

Non-alcoholic Beverages:

- 10'x8' trailer provided by Coca-cola will sell a limited product line of Coca-cola products. Trailer will be staffed by KAC volunteers and staff. All drinks will be packaged in aluminum cans.
 - Seltzer water
 - Still water
 - Sodas, teas, and other soft drinks

Educational Programming Summary

Kimball Art Center will be providing thematic programming based for persons of all ages throughout the festival. Programming will be based on KAC's current exhibition, *Between Life and Land: Crisis*, which considers how our planet has been irreversibly transformed after two centuries of human impact on natural systems, and looks at the ways in which artists help us to conceptualize our place on the planet as well as our individual and communal responsibility for change. *Between Life and Land: Crisis* is the final installment of a three-part exhibition series on display throughout the 2023 calendar year. The exhibition series examines our relationship to land through the lens of more than 30 artists. Each exhibition in the series explores a singular theme to bring a deeper understanding of how this relationship has formed, evolved, and today continues to change. *Between Life and Land: Crisis* will be on display from July 21st through October 29th.

The *Creation Station* (previously the Kids Area) will be located at Town Lift Plaza and will host activities for youth attendees. *Studio on Main* locations will be the Kimball Art Center info booth (intersection of Heber Ave. and Main Street) and Miner's Park and will host additional exhibition programming for teens and adults.

Creation Station

- Town Lift Plaza
 - **Art Activity 1:** TBD name and description

- **Art Activity 2:** TBD name and description
- **Art Activity 3:** TBD name and description, small fee applies
- **Art Activity 4:** TBD name and description, small fee applies
- **Scavenger Hunt:** Pick-up scavenger hunt cards at the entry gates. Search for answers throughout the Festival, engage with the art and artists, and turn in the Scavenger Hunt clue card to the *Creation Station* at Town Lift Plaza in exchange for a prize.

Studio on Main

- KAC Info Booth - Rotating Programming
 - **Friday, August 2nd: Interactive Programming** - TBD name and description
 - **Saturday, August 3rd: Interactive Programming** - TBD name and description
 - **Sunday, August 4th: Face Painting** - Select a design from the examples provided. Small fee applies.
- Miner's Park - Rotating Programming
 - **Friday, August 2nd: Passive Programming** - TBD name and description
 - **Saturday, August 3rd: Wheel Try It** - Watch demonstrations by Kimball Art Center teachers and try your hand at the wheel. *Experimentation is encouraged, pieces created will not be fired
 - **Sunday, August 4th: Passive Programming** - TBD name and description

Music Programming Summary

Mountain Town Music (MTM) has partnered with Kimball Art Center to program the Park City Kimball Arts Festival music stages in the Spirit Garden and Food Truck Roundup. KAC and MTM have decided to schedule musical acts that showcase music as a performative art form and highlight different genres of music. Educational materials will be provided to inform patrons of the origins and cultural significance of each genre. Local bands will also be programmed.

Festival Waste & Recycling Plan ([See APPENDIX D: Waste & Recycling Plan](#))

Kimball Art Center will be working with a TBD recycling partner for the 2024 festival. Recycling for the Arts Festival will focus largely on plastic, cardboard, metals, glass, Styrofoam, and wood. Landfill waste will be collected by Festival staff or contractor as part of their enhanced daily service.

- **Landfill Waste:** Kimball Art Center will use the city owned trash receptacles as well as supplemental temporary waste bins, which will be serviced by a contractor hired by the KAC.
- **Temporary Food Waste Recycling Stations:** Set up at Food Truck Roundup and Heber Spirit Garden sites. Food vendors will be educated with Food Waste Recycling requirements and they will be strongly advised to comply with the program.
- **Temporary Waste Stations:** Kimball Art Center will place temporary waste stations at bathroom and food vendor locations.

- Temporary Recycling Stations: Kimball Art Center will place temporary recycling stations at bathroom spirit garden and food vendor locations. One will also be created for artists to recycle or reuse any packaging materials.
- Temporary dumpsters: Additional dumpsters requested - (2) 30yd temporary dumpsters (1 for recycling) at Historic Wall Lot, (1) 30 yd at Swede Alley Bump Out, and (1) 8yd dumpster at Park and Heber.
- Additional recycling stations 9th street entrance

Waste and recycling operations will take place during all event hours. Contracted vendors, volunteers & staff will be responsible for monitoring volumes and waste stream classifications.

Recycling and food waste reports will be created after the festival by the recycling partner and Kimball Art Center. All metrics will be reported in pounds for accurate year over year comparisons.

Insurance Requirements for the 2024 Park City Kimball Arts Festival

Liability Insurance Amount:

- General Liability of \$2,000,000 per occurrence/ \$4,000,000 aggregate.
- \$1,000,000/\$2,000,000 Liquor liability required.
- Auto Liability required \$2,000,000 per occurrence (owned/non owned – any auto)
- Workers Compensation coverage in the amount of \$1,000,000 per accident, \$1,000,000 disease each employee, and \$1,000,000 disease policy limit.
- (Additional requirement) KAC shall require any hired security to provide commercial general liability, auto liability, and workers compensation coverages with the limits reflected in the section above, which coverages shall include the verbiage listed in the Description of Operations/Special Items Box below.

Description of Operations/Special Items Box must include:

- Park City Municipal Corporation is hereby named an additional insured.
- For any claims related to this permit, the Permittee's insurance coverage shall be primary insurance coverage as respects to PCMC, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by PCMC, its officers, officials, employees, or volunteers shall be excess of the Permittee's insurance and shall not contribute with it.
- The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the Entity for all work performed by the Permittee, its employees, agents and subcontractors.

Certificate Holder:

Park City Municipal Corporation
PO Box 1480
Park City, UT 84060

Please email certificates to the Park City Special Events Coordinator as follows:
Jillian Murillo jmurillo@moreton.com
Chris Phinney chris.phinney@parkcity.org

Any change of these requirements must be approved prior to approval of permit by both the Special Events Coordinator and the City Attorney's Office. Event permits are void until Certificate of Insurance has been provided and accepted as outlined in the conditions of approval on the Special Event.

APPENDIX A: Park City Kimball Arts Festival Operations Schedule 2024

Day	Date	Action	Start	End	Location	Site Description	Owner	Notes
Monday	7/29/24	Street Booth Marking	6:00	17:00	Main St, side streets		PCKAF	Marking locations for booths on streets, as needed
Monday	7/29/24	Set up KAC offices	8:00	17:00	TBD		PCKAF	
Monday	7/29/24	Street Sweeping OK	8:00	17:00	Main St		PCMC	Ok if needed
Tuesday	7/30/24	Street Booth Marking	6:00	17:00	Main St, side streets		PCKAF	
Tuesday	7/30/24	Ops Prep and Set	8:00	17:00	Off street		PCKAF	Off street prep and set
Tuesday	7/30/24	Street Sweeping OK	8:00	17:00	Main St		PCMC	Ok if needed
Wednesday	7/31/24	Bob Wells Plaza CLOSED	6:00	24 hr	BWP	BWP parking	PCMC	Set-up Ops tent, Closed through Sunday, 23:00
Wednesday	7/31/24	Set Bob Wells Plaza	6:00	17:00	BWP	BWP parking	PCKAF	Set Ops Compound
Wednesday	7/31/24	Street Booth Marking	6:00	17:00	Main St, side streets		PCKAF	
Wednesday	7/31/24	Ops Prep and Set	7:00	17:00	All areas		PCKAF	Off street prep and set
Wednesday	7/31/24	Brew Pub Lot Closed	6:00	24 hr	Brew Pub Lot	South end	PCMC	Stage set-up, vendor load-in, FF&E set
Wednesday	7/31/24	Tent, FF&E Set/Stage	8:00	17:00	Off street		PCKAF	Off street prep and set
Thursday	8/1/24	Street Booth Marking	6:00	17:00	Main St, side streets		PCKAF	
Thursday	8/1/24	Brew Pub Lot Closed	6:00	24 hr	Brew Pub Lot	All	PCMC	Vendor load-in, FF&E, restrooms set
Thursday	8/1/24	Ops Prep and Set	7:00	17:00	All areas		PCKAF	Off street prep and set
Thursday	8/1/24	Tent, FF&E Set/Stage	7:00	17:00	Off street		PCKAF	Off street, BWP, 5th, 7th, etc
Thursday	8/1/24	Tent, FF&E Set/Stage	7:00	17:00	Town Lift Plaza		PCKAF	Creation Station (Kid's Area) set
Thursday	8/1/24	Stage Ops Trucks, Trailers	7:00	17:00	All areas		PCKAF	Ops trucks and trailers parked in Fest locations
Thursday	8/1/24	Tent, FF&E Set/Stage	7:00	17:00	All areas		PCKAF	FF&E staging on Heber and side streets
Thursday	8/1/24	Tent, FF&E Set/Stage	7:00	17:00	Main St	Reserved parking spaces	PCKAF	Tent, FF&E staging in reserved parking spaces

Thursday	8/1/24	Signage Installation	7:00	17:00	All areas		PCKAF	Wayfinding, parking, transportation, ect.
Thursday	8/1/24	Remote Parking Lot Set/Stage	7:00	17:00	All areas		PCKAF	DVR, PCHS, PCM
Friday	8/2/24	Main Street CLOSED	3:00	24hr	Main St	All	PCMC	Closed through Sunday, 23:00
Friday	8/2/24	Heber and side streets CLOSED	3:00	24hr	Heber	All side streets	PCMC	Closed through Sunday, 23:00
Friday	8/2/24	Main St Delivery Window - Friday only - NO ACCESS TO MAIN	3:00	6:00	Main St	All side streets	PCKAF	No deliveries on Main. Walk-In access from Swede only. Can't block traffic
Friday	8/2/24	Festival Operations	3:00	20:00	All Areas			
Friday	8/2/24	ARTIST EARLY MOVE IN	4:00	7:00	Main St		PCKAF	Per schedule. NORTH BOUND TRAFFIC ONLY
Friday	8/2/24	ARTIST PARKING	3:00	24hr	Swede	CB, FP, GA, HW, BP	PCKAF	Artist Parking in Permit Areas Only
Friday	8/2/24	Trash/Recycling Pick Up Service - NO ACCESS TO MAIN	5:00	8:00	Swede		PCMC	No Trash/Recycling service on Main. Access on Swede only. Can't block traffic
Friday	8/2/24	ARTIST STAGING DVR	6:00	16:00	DVR	Lot 5	PCKAF	Artist staging for Move In phase 2
Friday	8/2/24	ARTIST MOVE IN - phase 2	7:00	17:00	Main St		PCKAF	Per schedule. NORTH BOUND TRAFFIC ONLY
Friday	8/2/24	Old Town Permit Access	7:00	21:00	Old Town		PCMC	
Friday	8/2/24	Swede Alley Permit Access	7:00	21:00	Swede		PCMC	Reminder for Police coverage of Left turn lane off DVD to Swede
Friday	8/2/24	Public Parking Operations: DVR	N/A	N/A	DVR	Lot 5	PCKAF	No PCKAF parking Fri night due to concert
Friday	8/2/24	Public Parking Operations: PCHS	16:00	21:00	PCHS		PCKAF	Construction in Dozier Field Lot
Friday	8/2/24	Public Parking Operations: PCM	16:00	21:00	PCM	Silver King, Main, Canyons	PCKAF	Non exclusive use
Friday	8/2/24	Public Parking Operations: China Bridge	TBD	TBD	China Bridge	MARSAC ENTRANCE ONLY	PCMC	Paid Parking. No public access on Swede Alley - Marsac entrance only
Friday	8/2/24	No Main St Planter Watering			Main St		PCMC	No access for planter watering on Friday. Early access Sat and Sun, if needed.
Friday	8/2/24	PARK CITY KIMBALL ARTS FESTIVAL	17:00	21:00	Main St		PCKAF	PCKAF hours

Saturday	8/3/24	Main Street CLOSED	0:00	24hr	Main St	All	PCMC	Closed through Sunday, 23:00
Saturday	8/4/24	Heber and side streets CLOSED	0:00	24hr	Heber	All side streets	PCMC	Closed through Sunday, 23:00
Saturday	8/4/24	Swede Alley Delivery Window - NO MAIN ST ACCESS	5:00	9:00	Swede		PCKAF	No deliveries on Main, Heber or side streets
Saturday	8/3/24	Trash/Recycling Pick Up Service - NO ACCESS TO MAIN	5:00	8:00	Swede		PCMC	No Trash/Recycling service on Main. Access on Swede only. Can't block traffic
Saturday	8/3/24	Main Street Planter Watering	5:00	7:00	Main St		PCMC	Early AM plant watering as needed
Saturday	8/3/24	Festival Operations	6:00	20:00	All Areas		PCKAF	
Saturday	8/3/24	Artist Resupply	6:00	8:00	Main St		PCKAF	NO UNAUTHORIZED VEHICLES ALLOWED ON MAIN
Saturday	8/3/24	Old Town Permit Access	8:00	20:00	Old Town		PCMC	
Saturday	8/3/24	Swede Alley Permit Access	8:00	20:00	Swede		PCMC	
Saturday	8/3/24	ARTIST PARKING	24 hr	24hr	Swede	CB, FP, GA, HW, BP	PCKAF	Artist Parking in Permit Areas Only
Saturday	8/3/24	Public Parking Operations: DVR	9:00	17:00	DVR	Lot 5	PCKAF	Art Fest parking ends at 17:00 due to concert
Saturday	8/3/24	Public Parking Operations: PCHS	9:00	20:00	PCHS		PCKAF	
Saturday	8/3/24	Public Parking Operations: PCM	9:00	20:00	PCM	Silver King, Main & Canyons	PCKAF	Non-exclusive use
Saturday	8/3/24	Public Parking Operations: China Bridge	9:00	TBD	China Bridge	MARSAC ENTRANCE ONLY	PCMC	Paid Parking. No public access on Swede Alley - Marsac entrance only
Saturday	8/3/24	PARK CITY KIMBALL ARTS FESTIVAL	10:00	20:00	Main St		PCKAF	PCKAF hours
Sunday	8/4/24	Main Street CLOSED	0:00	24hr	Main St	All	PCMC	Closed through Sunday, 23:00
Sunday	8/4/24	Heber and side streets CLOSED	0:00	24hr	Heber	All side streets	PCMC	Closed through Sunday, 23:00
Sunday	8/4/24	Swede Alley Delivery Window - NO MAIN ST ACCESS	5:00	9:00	Swede		PCKAF	No deliveries on Main, Heber or side streets
Sunday	8/4/24	Trash/Recycling Pick Up Service - NO ACCESS TO MAIN	5:00	8:00	Swede		PCMC	No Trash/Recycling service on Main. Access on Swede only. Can't block traffic

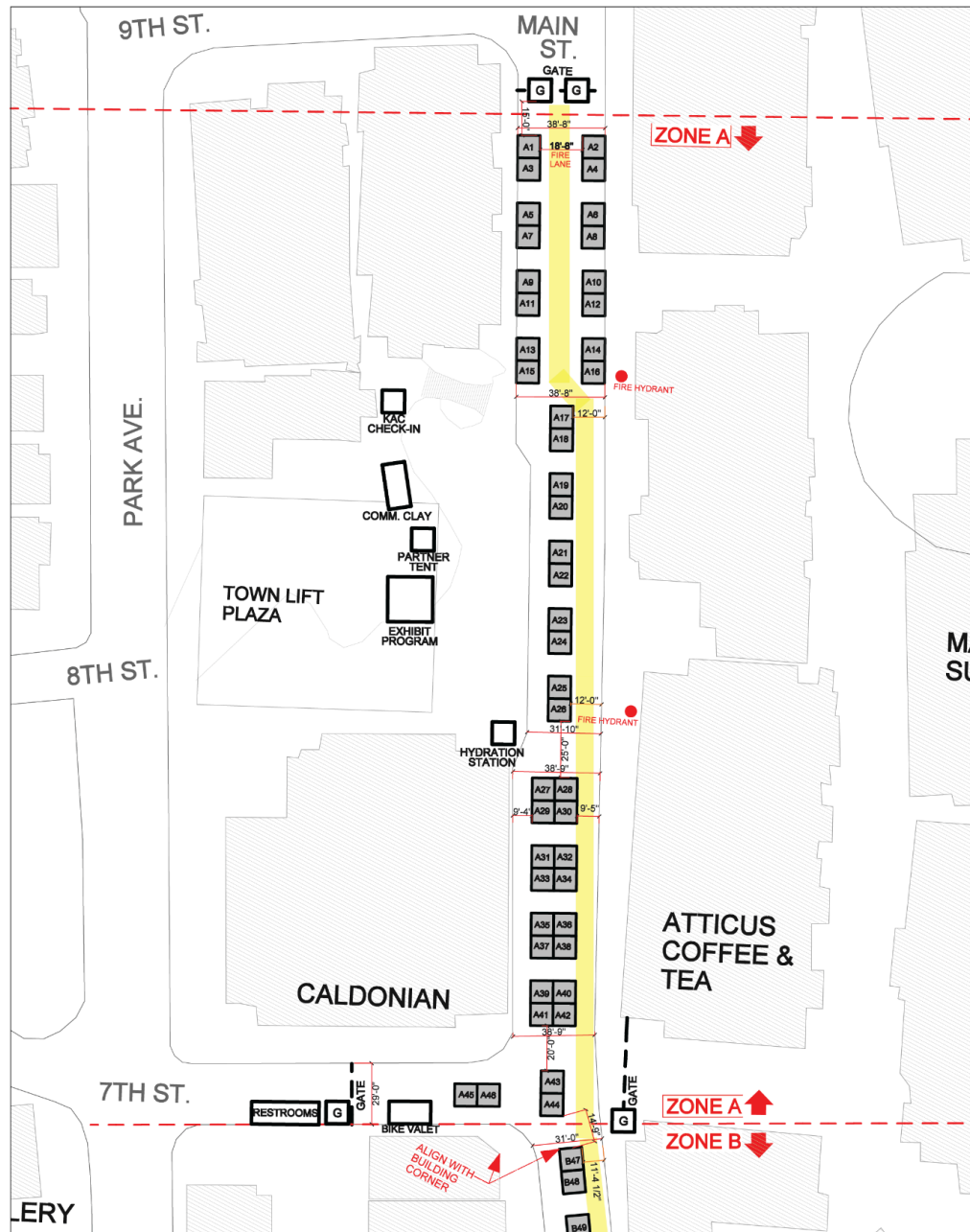
Sunday	8/4/24	Main Street Planter Watering	5:00	7:00	Main St		PCMC	Early AM plant watering as needed
Sunday	8/4/24	Festival Operations	6:00	18:00	All Areas		PCKAF	
Sunday	8/4/24	Artist Resupply	6:00	8:00	Main St		PCKAF	NO UNAUTHORIZED VEHICLES ALLOWED ON MAIN
Sunday	8/4/24	Old Town Permit Access	8:00	18:00	Old Town		PCMC	
Sunday	8/4/24	Swede Alley Permit Access	8:00	23:00	Swede		PCMC	NO PUBLIC ACCESS TO SWEDE UNTIL 23:00
Sunday	8/4/24	ARTIST PARKING	24 hr	23:59	Swede	CB, FP, GA, HW, BP	PCKAF	Artist Parking in Permit Areas Only Until 12 am
Sunday	8/4/24	Public Parking Operations: DVR	9:00	16:00	DVR	Lot 5	PCKAF	No Festival parking after 4pm due to event
Sunday	8/4/24	Public Parking Operations: PCHS	9:00	18:00	PCHS		PCKAF	
Sunday	8/4/24	Public Parking Operations: PCM	9:00	18:00	PCM	Silver King, Main & Canyons	PCKAF	Non-exclusive use
Sunday	8/4/24	Public Parking Operations: China Bridge	9:00	TBD	China Bridge	MARSAC ENTRANCE ONLY	PCMC	Paid Parking. No public access on Swede Alley - Marsac entrance only
Sunday	8/4/24	PARK CITY KIMBALL ARTS FESTIVAL	10:00	18:00	Main St		PCKAF	PCKAF hours
Sunday	8/4/24	ARTIST MOVE OUT	18:00	23:00	Main St		PCKAF	Per schedule. NORTH BOUND TRAFFIC ONLY
Sunday	8/4/24	Festival Operations: STRIKE	18:00	23:00	All Areas		PCKAF	Per Strike schedule
Sunday	8/4/24	Festival Strike: Diamond Rentals	18:00	23:00	All Areas		PCKAF	Per Diamond Strike schedule
Sunday	8/4/24	Swede Alley OPEN	23:00		Swede		PCMC	Keep Swede closed to public until 23:00 for safety reasons
Sunday	8/4/24	Main Street OPEN	23:00		Main St	All	PCMC	
Sunday	8/4/24	Heber and side streets OPEN	23:00		Heber	All side streets	PCMC	
Monday	8/5/24	Standard Delivery Window Open			Main St	All Areas		Resume regular schedule
Monday	8/5/24	Festival Operations: STRIKE	8:00	17:00	All Areas		PCKAF	Per Strike schedule
Monday	8/5/24	Festival Strike: Diamond Rentals	8:00	17:00	Brew Pub	All Areas	PCKAF	Per Diamond Strike schedule

Monday	8/5/24	Festival Operations: STRIKE	8:00	17:00	Town Lift		PCKAF	Per Strike schedule
Monday	8/5/24	Festival Operations: STRIKE	8:00	17:00	All Areas		PCKAF	Per Strike schedule
Monday	8/5/24	Festival Operations: STRIKE	8:00	17:00	BWP		PCKAF	Bob Wells Plaza Ops Compound
Monday	8/5/24	Festival Strike: Signage	8:00	17:00	Remote Parking Lots	DVR, PCHS, PCM	PCKAF	Pick up equipment in DVR, PCHS, PCM parking lots
Monday	8/5/24	Festival Operations: STRIKE COMPLETE		17:00	All Areas		PCKAF	The End

APPENDIX B: Park City Kimball Arts Festival Public Parking Summary 2024

Day	Date	Action	Start	End	Location	Site Description	Owner	Notes
Thursday	8/1/24	Set up remote parking lot; tents, tables, signage	14:00	16:00	DVR	Lot 5	PCKAF	
Thursday	8/1/24	Set up remote parking lot; signage	8:00	17:00	PCHS		PCKAF	Set up signage
Thursday	8/1/24	Set up remote parking lot; signage	8:00	17:00	PCM, Canyons		PCKAF	Set up signage
Friday	8/2/24	Artist staging for set up	4:00	16:00	DVR	Lot 5	PCKAF	
Friday	8/2/24	DVR concert parking	16:00	22:00	DVR	Lot 5	DVR	Concert parking
Friday	8/2/24	Arts Festival free parking	16:00	21:00	PCHS		PCKAF	Arts Festival runs from 17:00 to 21:00
Friday	8/2/24	Arts Festival free parking	16:00	21:00	PCM, Canyons		PCKAF	
Friday	8/2/24	Arts Festival paid parking	8:00	0:00	China Bridge	Marsac Entrance	PCMC	Paid Parking; rate TBD by PCMC
Saturday	8/3/24	Arts Festival free parking	9:00	15:00	DVR	Lot 5	PCKAF	No festival parking after 16:00
Saturday	8/3/24	DVR concert parking	15:00	22:00	DVR	Lot 1-5	DVR	Concert parking
Saturday	8/3/24	Arts Festival free parking	9:00	20:00	PCHS		PCKAF	Arts Festival runs from 10:00 to 20:00
Saturday	8/3/24	Arts Festival free parking	9:00	20:00	PCM, Canyons		PCKAF	
Saturday	8/3/24	Arts Festival paid parking	8:00	0:00	China Bridge	Marsac Entrance	PCMC	Paid Parking; rate TBD by PCMC
Sunday	8/4/24	Arts Festival free parking	9:00	18:00	DVR	Lot 5	PCKAF	Arts Festival runs from 10:00 to 18:00
Sunday	8/4/24	Arts Festival free parking	9:00	18:00	PCHS		PCKAF	
Sunday	8/4/24	Arts Festival free parking	9:00	18:00	PCM, Canyons		PCKAF	
Sunday	8/4/24	Arts Festival paid parking	8:00	0:00	China Bridge	Marsac Entrance	PCMC	Paid Parking; rate TBD by PCMC

APPENDIX C: Park City Kimball Arts Festival Site Plan 2024



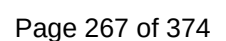
NOTE ALL BOOTHS TO BE
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UNLESS OTHERWISE NOTED

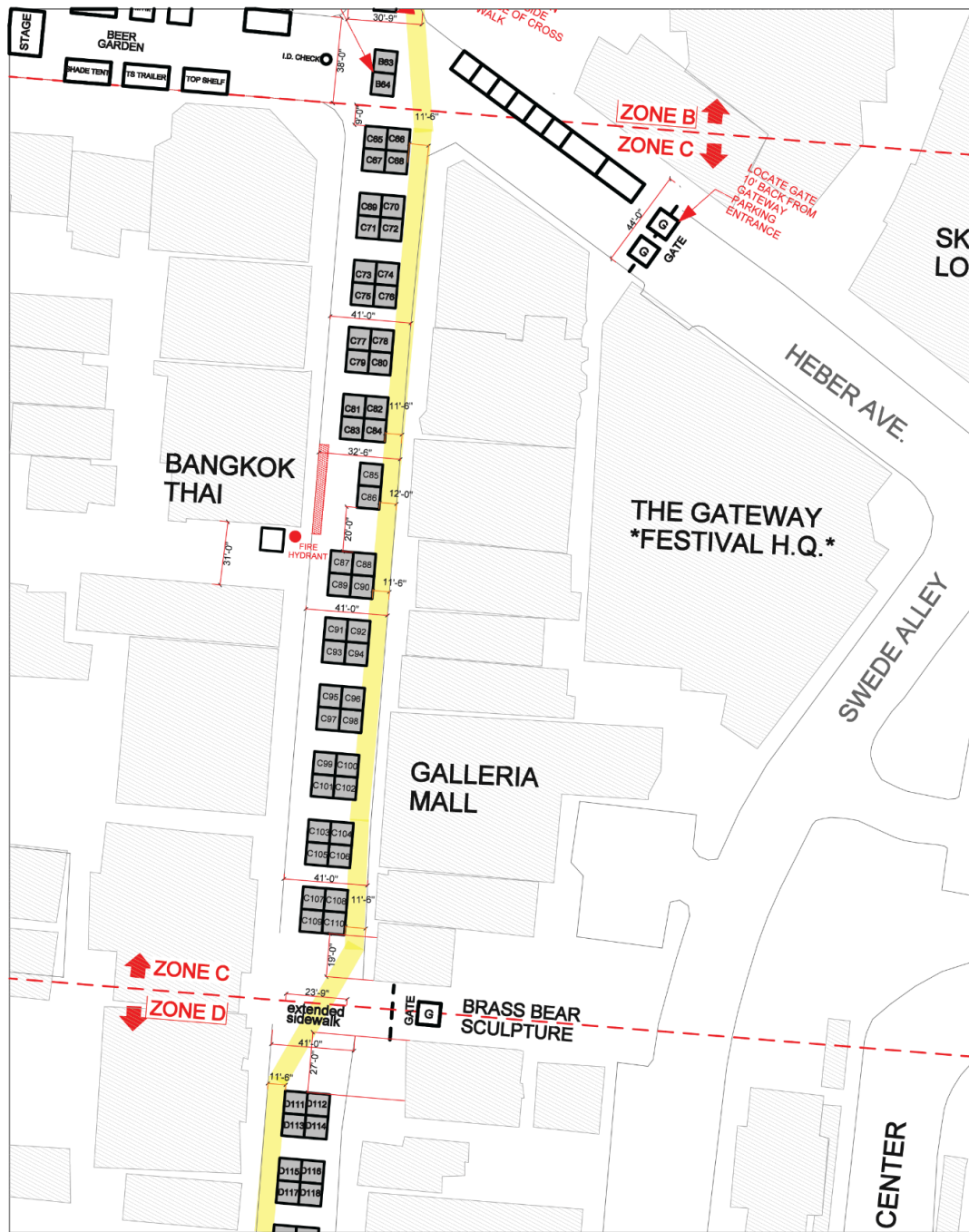
MAIN STREET - ZONE A 2024 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1' = 60'-0"

Note: festival map is drawn presuming base site plan
provided by Park City Planning Department is accurate





NOTE ALL BOOTHS TO BE
SPACED AT 10' APART, TYP.
UNLESS OTHERWISE NOTED

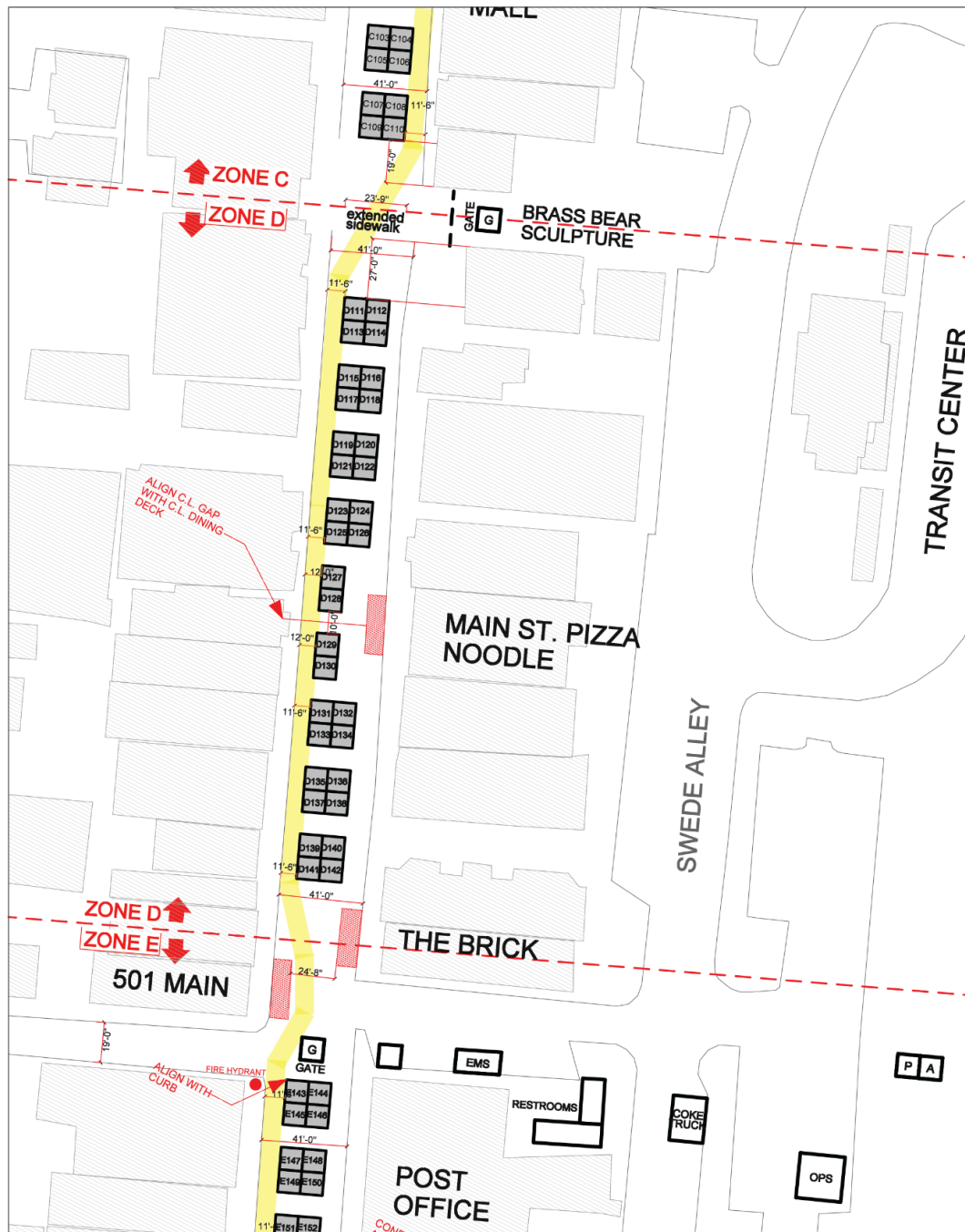
MAIN STREET - ZONE C

2024 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan
provided by Park City Planning Department is accurate



NOTE ALL BOOTHS TO BE
SPACED AT 10' APART, TYP.
UNLESS OTHERWISE NOTED

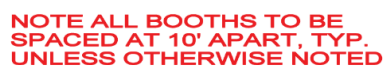
MAIN STREET - ZONE D

2024 PARK CITY KIMBALL ARTS FESTIVAL

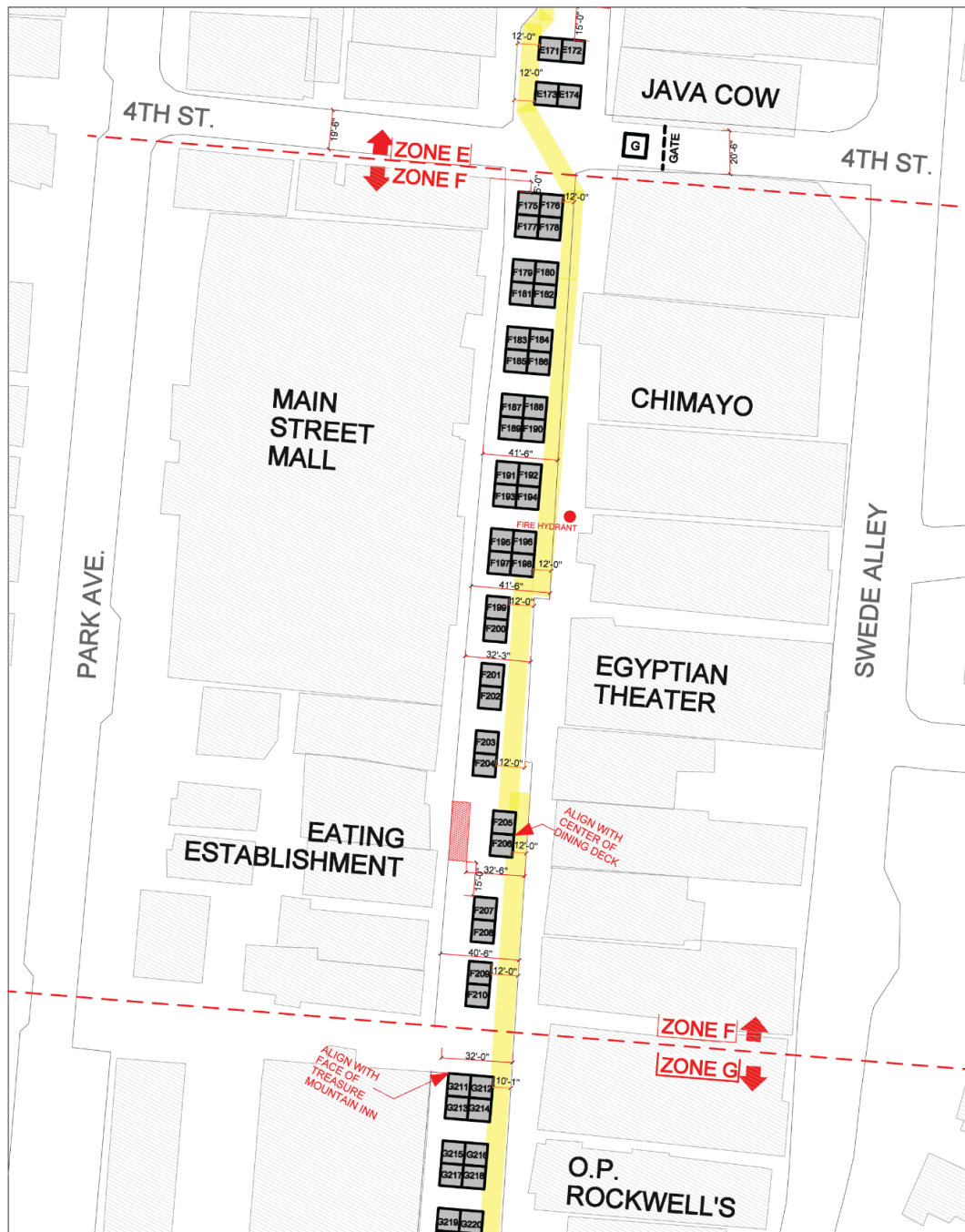


SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan
provided by Park City Planning Department is accurate



Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



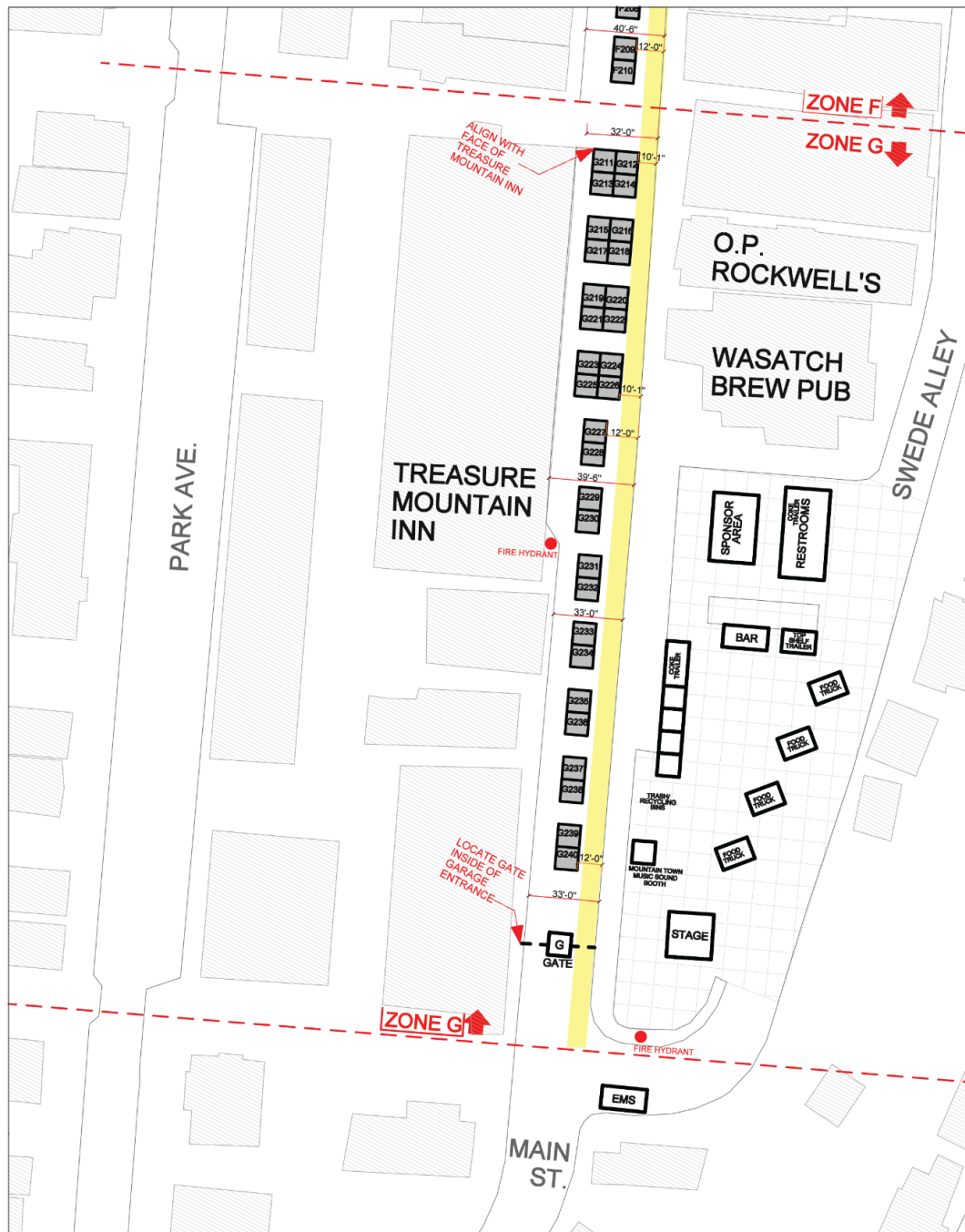
NOTE ALL BOOTHS TO BE
SPACED AT 10' APART, TYP.
UNLESS OTHERWISE NOTED

MAIN STREET - ZONE F 2024 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan
provided by Park City Planning Department is accurate



APPENDIX D: Park City Kimball Arts Festival Sustainability and Waste Plan 2024

Overview

The Park City Kimball Arts Festival is committed to providing sustainable event solutions. In addition to our standard practice of waste recycling and landfill diversion, in 2021 PCKAF adopted a number of sustainable practices to reduce our overall carbon footprint including:

- Additional bins for the recycling of single-use plastic water bottles
- Created “Hydration Stations” and encouraged use of refillable bottles
- Request all food vendors to use compostable materials
- Increased recycling stations
- Used Goal Zero batteries and solar panels throughout Festival
- Provided free bike valet
- Encouraged use of public transportation
- Partnered with Rocky Mountain Power’s Blue Sky renewable energy program to purchase renewable energy credits (RECs) for all power used at gates

Recycling/Waste

The PCKAF has partnered with Momentum Recycling to collect and divert numerous waste streams. Park City Municipal will assist with waste management for this year.

Targeted Sustainability Programs

- Eliminate the use of disposable plastic bags
- Provide food waste recycling services
- Further promote public transportation and bike usage
- Eliminate idling during set-up and break down
- Encourage artists and vendors to use sustainable and compostable packaging
- Introduce glass recycling at bars
- Reduce use of paper for maps and programs. Most materials will be digital.
- Require the use of recyclable, reusable, or otherwise sustainable materials from all vendors
- Continue to offer and promote a free bike valet
- Continue use of “Artist Packaging Donation & Reuse Center” at the Operations Compound (used packaging and containers can be donated for reuse by others)

Sustainability Operations

Working with PCMC and our recycling and waste partners, PCKAF will focus on providing numerous physical and programmatic opportunities to reduce, recycle, and reuse throughout the event. Examples include:

- Efforts to collect and divert waste streams during key operational phases such as load-in and load-out
- Targeted and concentrated recycling container placement near food vendor, concessions and bar areas
- Signage and Green Team volunteers in heavy use areas to ensure waste and recycling is sorted correctly
- Food waste recycling in in Food Truck Roundup area
- Artist and vendor outreach and notification of PCKAF sustainability efforts
- Sustainability services for artists and vendors, including an artist packaging donation, collection, and reuse area
- Public sustainability messaging and signage
- Transportation and parking staff support, reduce idling, reduce vehicle traffic

Sustainability and Waste Summary Table and Map

Area/Zone	Key	Provider	Notes
Recycling and Waste Station	1.1	PCMC, Momentum Recycling	Entry Gate and high traffic area
Bike Valet	1.2	PCKAF and TBD	
Recycling and Waste Station	2.1	PCKAF, PCMC, Momentum Recycling	Food vendor and high traffic area
Recycling and Waste Station	2.2	PCKAF, PCMC, Momentum Recycling	Food vendor and high traffic area
Temporary Dumpster	2.3	PCMC	
Artist Recycle & Reuse Station	4.1	PCKAF	Located at Ops Compound
Recycling and Waste Station	4.2	PCKAF, PCMC, Momentum Recycling	Entry Gate and high traffic area
Temporary Dumpsters	4.1, 6.1	PCMC	Recycling and Trash Dumpsters at Ops Compound
Recycling, Compost and Waste Station	7.1	PCKAF, PCMC, Momentum Recycling	Food vendor and high traffic area

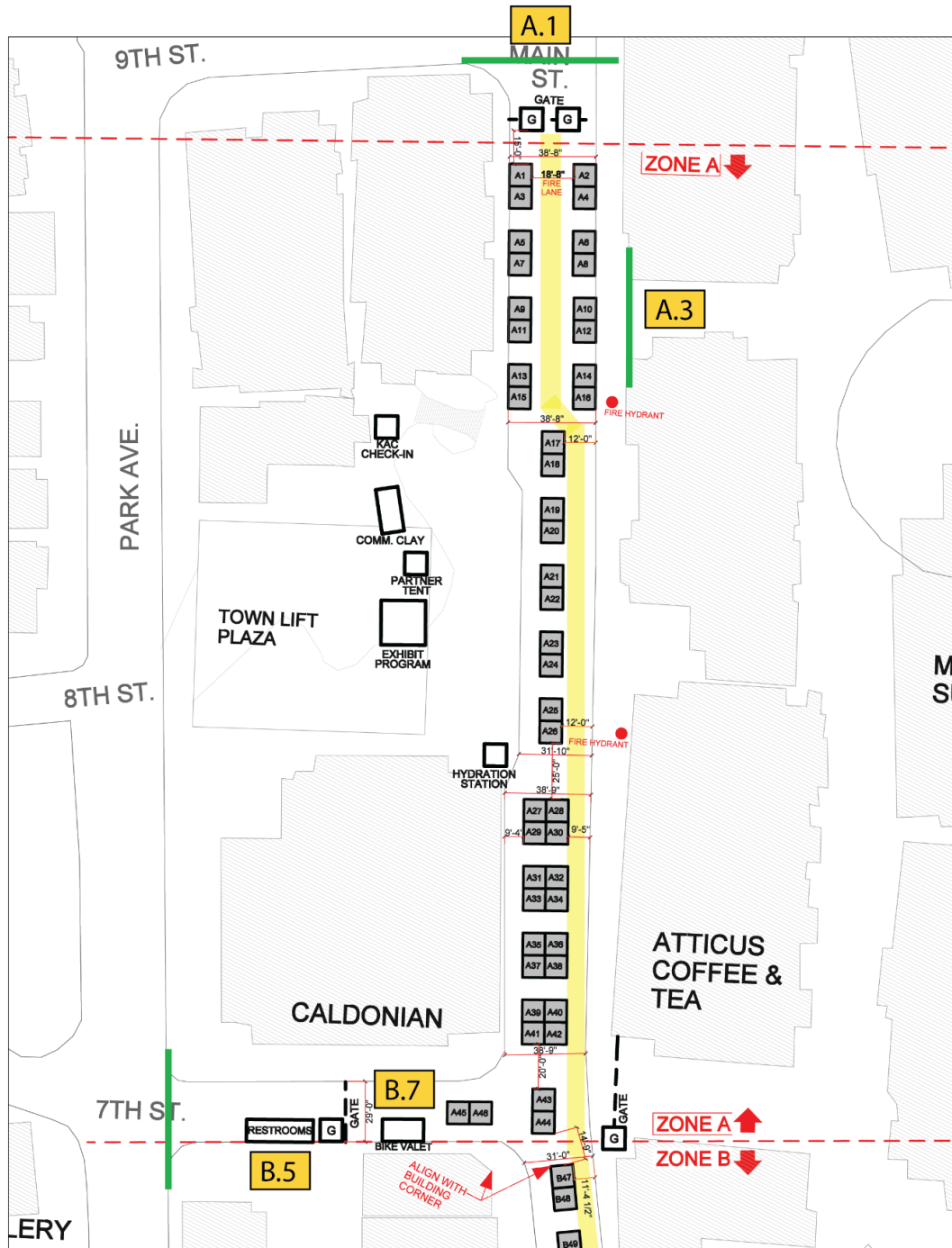


APPENDIX E: Park City Kimball Arts Festival Parking, Closures, and Street Ops 2024

Zone	Item	Owner	Key	Location	Site Description	Day	Date	Start	End Day	End Date	End Hour	Notes
A	Transit stop - Lower Main	PCMC	A.1	Lower Main St	9th St	Friday	8/2/24	17:00	Sunday	8/4/24	19:00	PC Transit stop
A	Marriott Summit Watch parking entrance - CLOSED	PCMC	A.3	Main St	Garage entrance on Main	Friday	8/2/24	3:00	Sunday	8/4/24	23:00	No access to Main st from garage
B	Media/Musician/Service Parking A	PCMC	B.1	Park Ave	East Curb, N of Heber	Friday	8/2/24	7:00	Sunday	8/4/24	19:00	Short term parking for media, musicians, service
B	Media/Musician/Service Parking B	PCMC	B.2	Park Ave	West Curb, N of Heber	Friday	8/2/24	7:00	Sunday	8/4/24	19:00	
B	Heber Stage - Musician loading zone	PCKAF	B.3	Park Ave	Intersection of Heber	Friday	8/2/24	3:00	Sunday	8/4/24	23:00	Musician loading zone for Heber Stage
B	NO PARKING - Heber	PCMC	B.4	Heber Ave	N curb to Main	Thursday	8/1/24	8:00	Sunday	8/4/24	23:00	Coke trailer, Stage FF&E
B	Portable Restrooms	PCKAF	B.5	7th St	South curb	Thursday	8/1/24	7:00	Monday	8/5/24	17:00	Stage on South side of street
B	Dumpster - 8yd	PCMC	B.6	Park Ave	East Curb, N of Heber	Thursday	8/1/24	7:00	Monday	8/5/24	17:00	PCMC provides temporary dumpster
B	Bike Valet	PCKAF	B.7	7th Street	7th St.	Friday	8/2/24	17:00	Sunday	8/4/24	19:00	Free Bike Valet service by TBD
C	NO PARKING - Heber	PCMC	C.1	Heber Ave	N curb cut	Friday	8/2/24	3:00	Sunday	8/4/24	23:00	
C	NO PARKING - Heber	PCMC	C.2	Heber Ave	South Curb to Swede	Friday	8/2/24	3:00	Sunday	8/4/24	23:00	
C	NO PARKING - Heber	PCMC	C.3	Heber Ave	North Curb to Swede	Friday	8/2/24	3:00	Sunday	8/4/24	23:00	
C	ARTIST PARKING - Galleria	PCKAF	C.4	Galleria Lot	All Spaces	Friday	8/2/24	3:00	Sunday	8/4/24	23:00	Oversized Vehicles by permit
C	Transit stop - Swede Alley	PCMC	C.5	Heber at Swede		Friday	8/2/24	17:00	Sunday	8/4/24	18:00	Possible PC Transit stop - TBD

C	ARTIST PARKING - Flag Pole Lot	PCKAF	C.6	Swede at Gateway	Flag Pole Lot	Friday	8/2/24	3:00	Sunday	8/4/24	23:00	Oversized Vehicles by permit
D	Transit stop - Swede Alley	PCMC	D.1	Swede	Across from Transit Center	Friday	8/2/24	17:00	Sunday	8/4/24	19:00	PC Transit service on request
D	ADA PARKING	PCMC	D.2	Swede	Behind PC Museum	Friday	8/2/24	7:00	Sunday	8/4/24	19:00	Accessible Parking
D	ARTIST PARKING - Historic Wall Lot	PCKAF	D.3	Swede	Historic Wall Lot	Friday	8/2/24	3:00	Sunday	8/4/24	23:00	Oversized Vehicles by permit
D	NO PARKING - 5th St Post Office	PCMC	D.4	5th St East	Between Main and Swede	Friday	8/2/24	3:00	Sunday	8/4/24	23:00	(2) Mail Pick Up spots moved to Swede behind PC Museum
D	NO PARKING - 5th St West	PCMC	D.5	5th St West (Trapper's Way)	Between Main and Park	Friday	8/2/24	3:00	Sunday	8/4/24	23:00	
D	NO PARKING - Swede	PCMC	D.6	Swede	West Side	Friday	8/2/24	3:00	Sunday	8/4/24	23:00	
D	(2) Dumpsters - 30 yd	PCMC	D.7	Bob Wells Plaza	East Wall	Thursday	8/1/24	7:00	Monday	8/5/24	17:00	PCMC provides temporary dumpsters, 1 for recycling, 1 for trash
D	EMS Incident Command Post	PCFD	D.8	5th East	South Curb	Thursday	8/1/24	8:00	Sunday	8/4/24	19:00	Set up Thurs am?
E	NO PARKING - Bob Wells Plaza	PCMC	E.3	Bob Wells Plaza	All Parking	Wednesd ay	7/31/2 4	6:00	Monday	8/5/24	17:00	Deliveries on Wednesday, Ops Compound
E	Portable Restrooms	PCKAF	E.1	5th East	Corner of Swede, behind Post Office	Thursday	8/1/24	7:00	Monday	8/5/24	17:00	Set up next to planter behind PO
E	NO PARKING - Swede East	PCMC	E.2	Swede	East Curb, Bob Wells	Thursday	8/1/24	7:00	Sunday	8/4/24	23:00	Deliveries on Thursday
E	ARTIST PARKING - China Bridge	PCKAF	E.4	China Bridge PS	L1, L2, L3, S Roof	Friday	8/2/24	3:00	Sunday	8/4/24	23:00	Artist, staff, musician, by permit only
E	NO PARKING - 4th St East	PCMC	E.5	4th St East	Between Swede and Main	Friday	8/2/24	3:00	Sunday	8/4/24	23:00	

E	Miner's Park Loading	PCKAF	E.6	4h St West	4th between Park and Main	Friday	8/2/24	3:00	Sunday	8/4/24	23:00	Staff, vendors loading into Miner's Park
E	NO PARKING - 4th St West	PCMC	E.7	4th St West	4th between Park and Main	Friday	8/2/24	3:00	Sunday	8/4/24	23:00	No public access
F	Dumpster - 30 yd	PCMC	F.3	Swede	Curb Cut behind Firewood	Thursday	8/1/24	7:00	Monday	8/5/24	17:00	PCMC provides temporary dumpster
F	ARTIST PARKING - China Bridge	PCKAF	F.1	China Bridge PS	L1, L2, L3, S Roof	Friday	8/2/24	3:00	Sunday	8/4/24	23:00	Artist, staff, musician, by permit only
G	NO PARKING - Brew Pub Lot	PCMC	G.1	Brew Pub Lot	North	Thursday	8/1/24	6:00	Monday	8/5/24	17:00	Deliveries, staging
G	NO PARKING - Brew Pub Lot	PCMC	G.2	Brew Pub Lot	South	Wednesday	7/31/24	6:00	Monday	8/5/24	17:00	Deliveries, staging
G	Portable Restrooms	PCKAF	G.3	Brew Pub Lot	North	Thursday	8/1/24	6:00	Monday	8/5/24	17:00	Deliveries, staging
G	EMS vehicle?	PCFD	G.4	Swede at Main	On curb near intersection	Friday	8/2/24	17:00	Sunday	8/4/24	18:00	Fri 17:00-21:00, Sat 10:00-20:00, Sun 10:00-18:00. TBD if needed
H	Main St / Heber-Ops Staging	PCKAF	H.1	Main & Heber	Reserved Parking Spaces	Thursday	8/1/24	7:00	Friday	8/4/23	3:00	Parking spaces reserved for coke trailer, equip staging



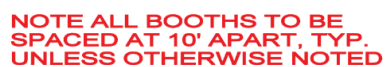
NOTE ALL BOOTHS TO BE
SPACED AT 10' APART, TYP.
UNLESS OTHERWISE NOTED

MAIN STREET - ZONE A
2024 PARK CITY KIMBALL ARTS FESTIVAL

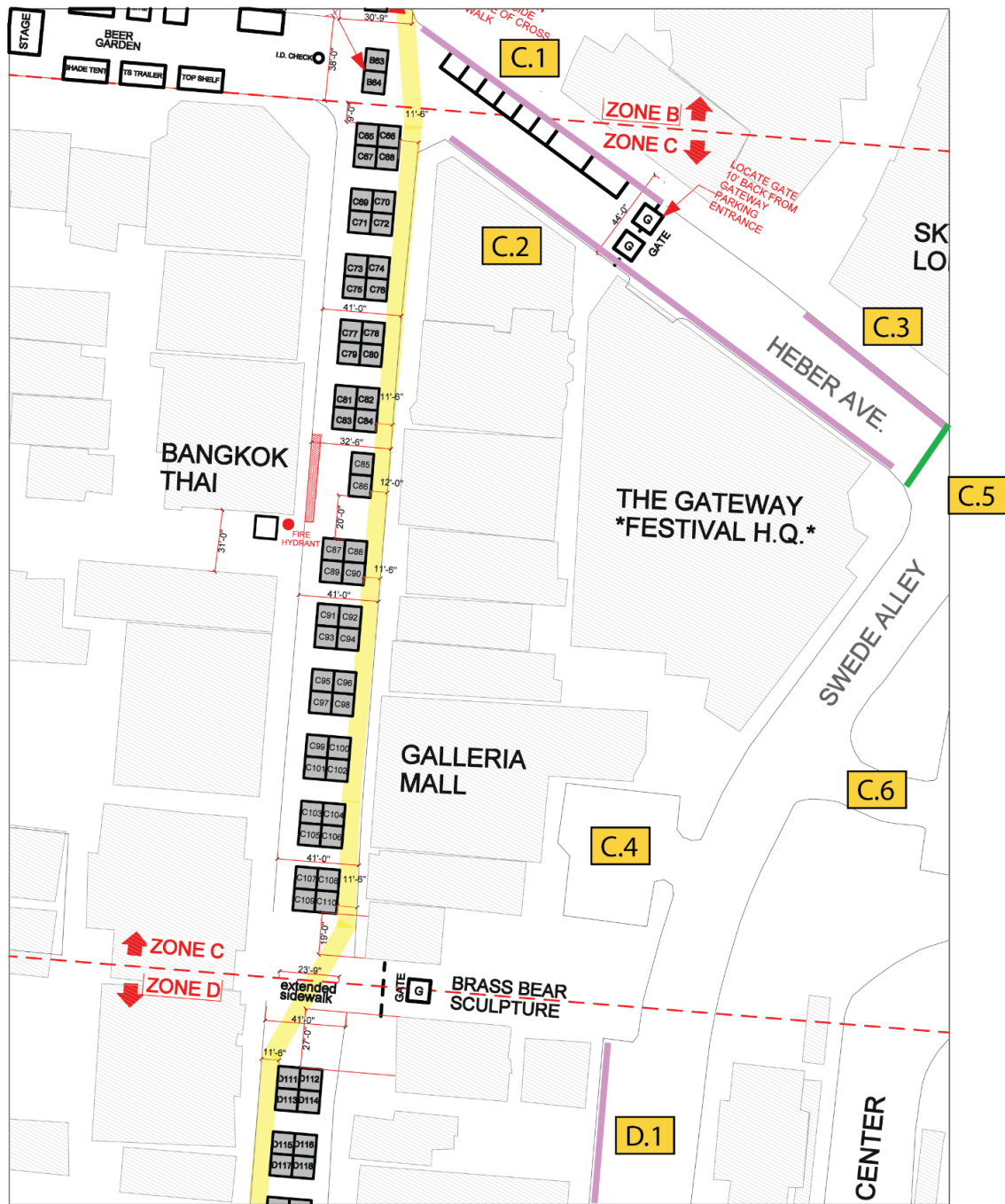


SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan
provided by Park City Planning Department is accurate



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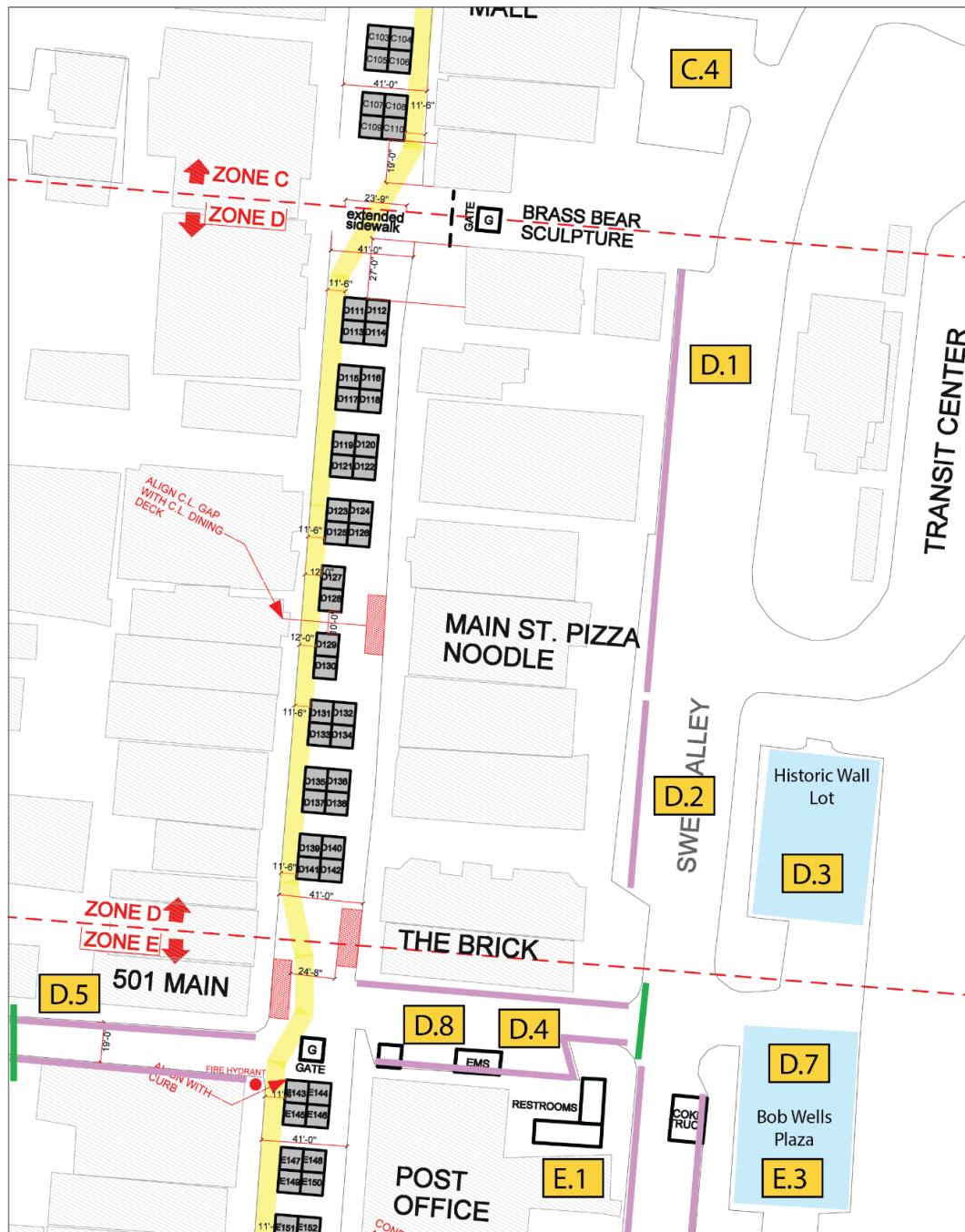
MAIN STREET - ZONE C

2024 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan
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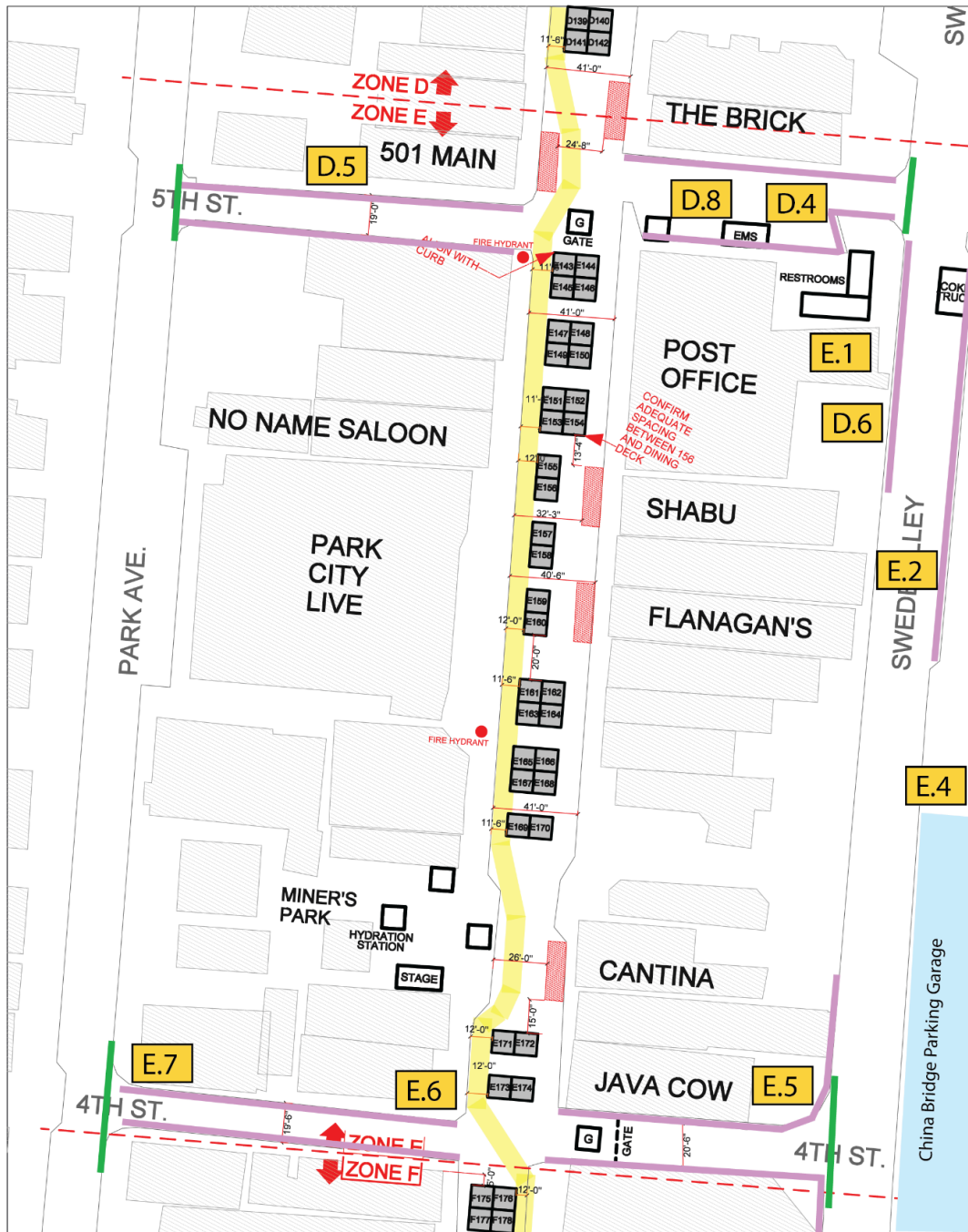


MAIN STREET - ZONE D
2024 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1" = 60'-0"

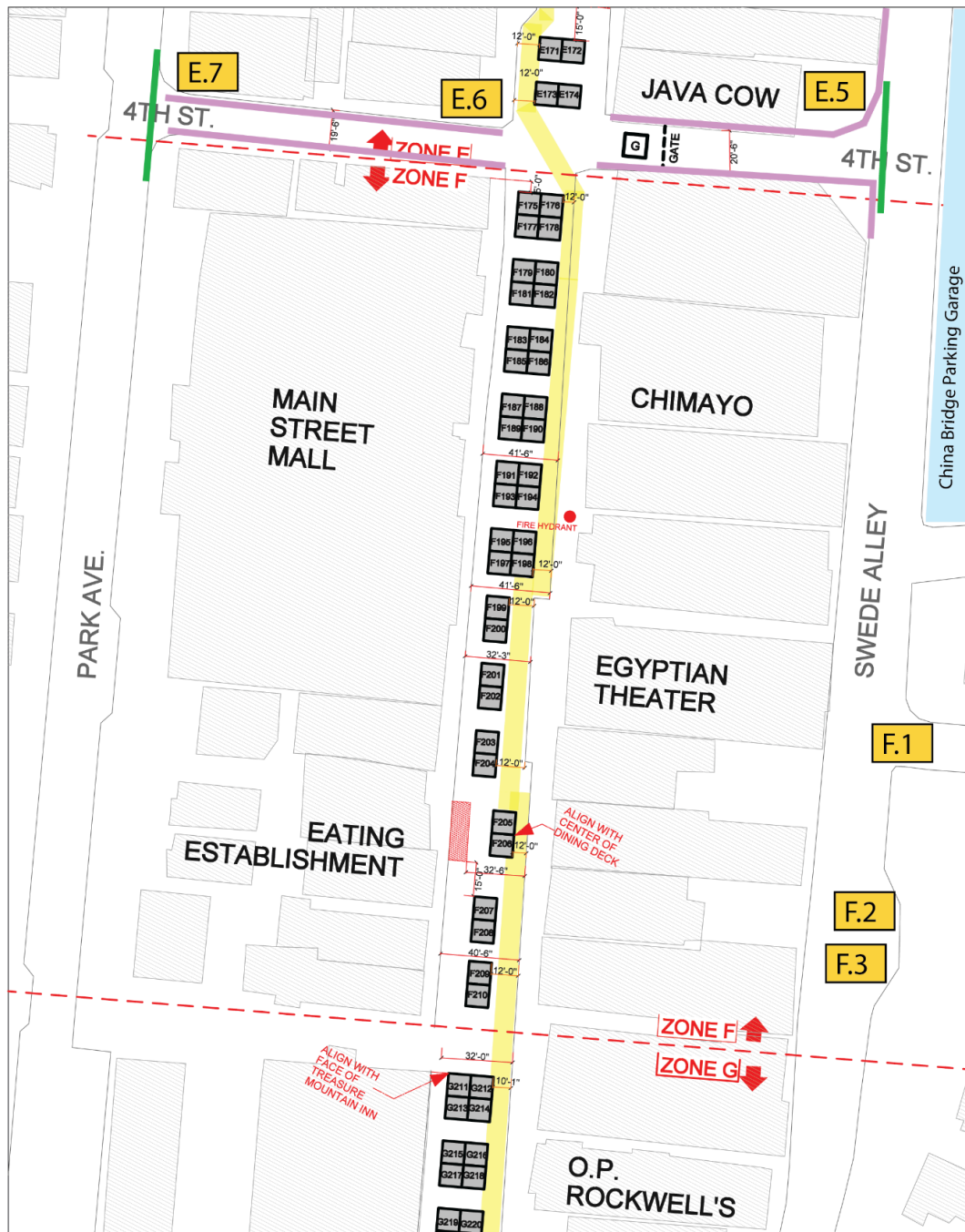
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MAIN STREET - ZONE E
2024 PARK CITY KIMBALL ARTS FESTIVAL

SCALE: 1" = 60'-0"

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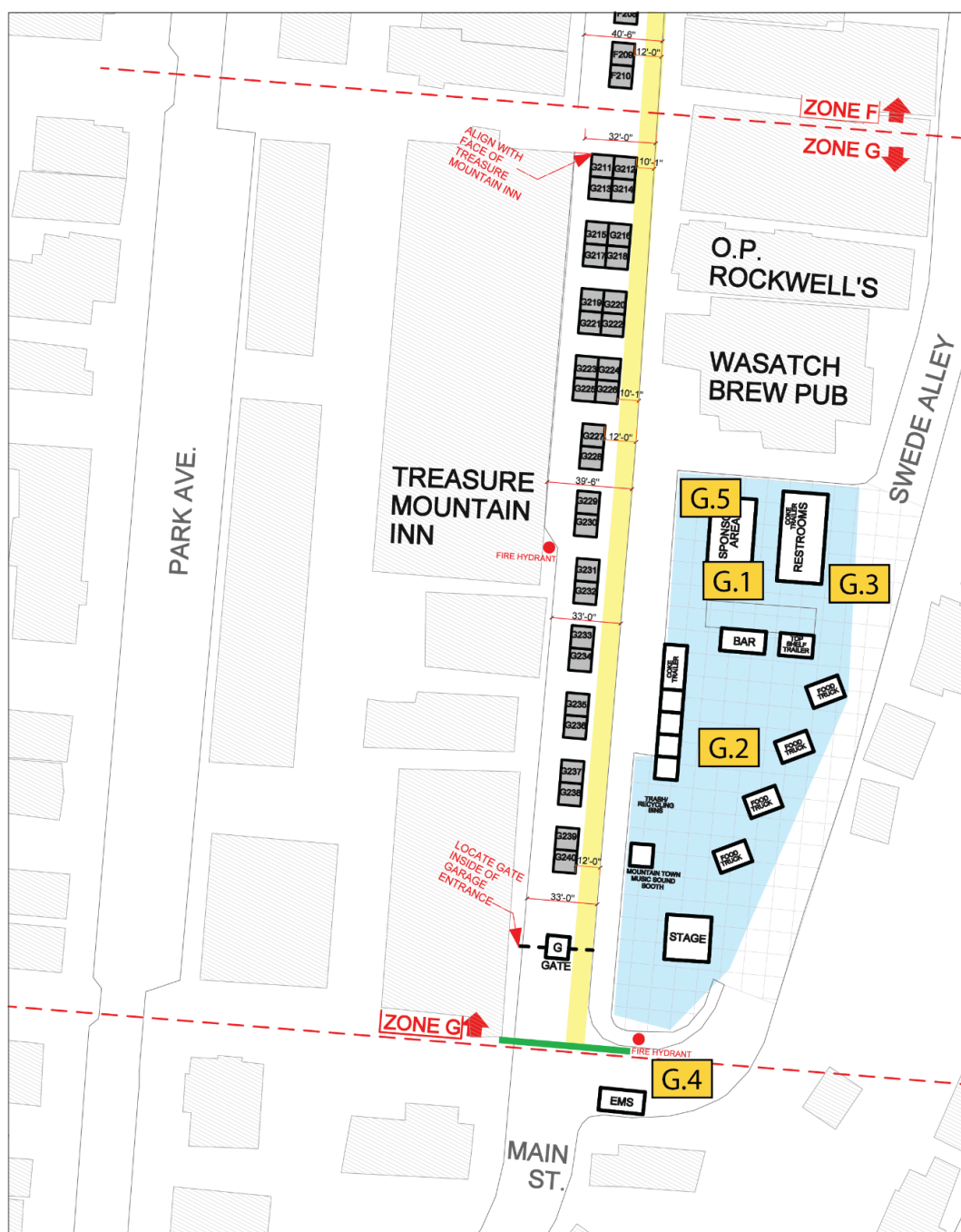
NOTE ALL BOOTHS TO BE
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MAIN STREET - ZONE F 2024 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1" = 60'-0"

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**NOTE ALL BOOTHS TO BE
SPACED AT 10' APART, TYP.
UNLESS OTHERWISE NOTED**

MAIN STREET - ZONE G

2024 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1' = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



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APPENDIX F: Park City Kimball Arts Festival Signage Plan 2024

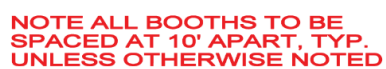
Install Date	Name	Area	Map Code	Quantity	Location Notes	Material	Attachment Style	Dimensions	Description	Installed By
2024-07-27	MS Lamp Post Banner	Main Street		78	Lamp posts along Main Street	Vinyl	Grommets, Zip-ties	29"x72"	1/3 with dates, 2/3 without dates	PCMC Parks Dept.
2024-07-27	KB Lamp Post Banner	Kearns Blvd.		17	Lamp posts along Kearns Blvd.	Vinyl	Grommets, Zip-ties	26"x96"	All have dates	PCMC Parks Dept.
2024-07-31	Bridge Banner - South	Main Street Bridge	A - BB001	1	Facing South	Vinyl	Rope, Zip-ties	423.5" x 75.5"	KAF logo, KAC logo, KAC value statement	Vision Graphics
2024-07-31	Bridge Banner - North	Main Street Bridge	A - BB002	1	Facing North	Vinyl	Rope, Zip-ties	423.5" x 75.5"	KAF logo, KAC logo, KAC value statement	Vision Graphics
2024-07-31	Creation Station English 1	Town Lift Railing	A - CC001	1	Section 1	Vinyl	Zip-ties, Grommets	192" x 17"	Creation Station in English, Map Icon	KAC - Ops
2024-07-31	Creation Station Spanish 1	Town Lift Railing	A - CC002	1	Section 2	Vinyl	Zip-ties, Grommets	226.5" x 17"	Creation Station in Spanish, Map Icon	KAC - Ops
2024-07-31	Creation Station English 2	Town Lift Railing	A - CC003	1	Section 3	Vinyl	Zip-ties, Grommets	179" x 17"	Creation Station in English, Map Icon	KAC - Ops
2024-07-31	Creation Station Spanish 2	Town Lift Railing	A - CC004	1	Section 4	Vinyl	Zip-ties, Grommets	209" x 17"	Creation Station in Spanish, Map Icon	KAC - Ops
2024-07-31	Creation Station English 3	Town Lift Railing	A - CC005	1	Section 5	Vinyl	Zip-ties, Grommets	208.5" x 17"	Creation Station in English, Map Icon	KAC - Ops
2024-07-31	Art Matters Banner	Kimball Terrace Railing	B - KT001	1	East facing exterior railing	Vinyl	Rope, Cement Weights	268.5" x72"	Large banner, Art Matters, KAC and KAF logo	KAC - Ops
2024-07-31	Creativity Matters Banner	Kimball Terrace Railing	B - KT002	1	South facing exterior railing	Vinyl	Rope, Cement Weights	20'x6'	Large banner, Creativity Matters, KAC and KAF logo	KAC - Ops
2024-08-01	KACKAC Sign	Town Lift Plaza	A - CC006	1	Back panel of 10x10 check-in tent	Metal	Zip-ties, Punched Holes	48"x 96"	KAC repeating	KAC - Ops
2024-08-01	Creation Station Activity Sign 1	Town Lift Plaza	A - CC008	1	Zip-tied to tent post (Edu to place)	Coroplast	Punched Holes, Zip-ties	24"x32"	Text describing the art activity	KAC - Edu
2024-08-01	Creation Station Activity Sign 2	Town Lift Plaza	A - CC009	1	Zip-tied to tent post (Edu to place)	Coroplast	Punched Holes, Zip-ties	24"x32"	Text describing the art activity	KAC - Edu
2024-08-01	Creation Station Activity Sign 3	Town Lift Plaza	A - CC010	1	Zip-tied to tent post (Edu to place)	Coroplast	Punched Holes, Zip-ties	24"x32"	Text describing the art activity	KAC - Edu
2024-08-01	Creation Station Activity Sign 4	Town Lift Plaza	A - CC011	1	Zip-tied to tent post (Edu to place)	Coroplast	Punched Holes, Zip-ties	24"x32"	Text describing the art activity	KAC - Edu

2024-08-01	Creation Station Scavenger Hunt Sign	Town Lift Plaza	A - CC012	1	Zip-tied to tent post (Edu to place)	Coroplast	Punched Holes, Zip-ties	24"x32"	Text describing the scavenger hunt	KAC - Edu
2024-08-01	Stage Backdrop Banner	Food Truck Roundup	G - FT001	1	Backdrop of 10x10 stage tent	Vinyl	Grommets, Zip-ties	9' x 7'	KAC and KAF logos	KAC - Ops
2024-08-01	No Alcohol Beyond This Point Signs	Food Truck Roundup	G - FT002	10	Affixed to perimeter pedestrian fencing	Coroplast	Punched Holes, Zip-ties	TBD	No alcohol beyond this point	KAC - Ops
2024-08-01	Artist Wayfinding Signs	DV Resort, DV Road, Roundabout		10	Affixed to lamp posts along Deer Valley Drive and in the round about	Coroplast	Punched Holes, Zip-ties	24"x32"	Arrows directing artists to load-in areas	KAC - Ops
2024-08-01	Transportation Signs	Bus Stops		8	Set-up at TBD bus stops and the transit center	Coroplast	A-Frame	24"x32"	Transportation route information	KAC - Ops
2024-08-01	Artist Load-In Signs	Swede Alley		7	Artist zones signs at load-in points	Coroplast	A-Frame	24"x32"	Zone letters	KAC - Ops
2024-08-01	Artist Load-In Feather Flags	Swede Alley		7	Artist zones signs at load-in points	Cloth Flag + Stand	Base Stand	10'	Zone letters	KAC - Ops
2024-08-01	Wayfinding Gate Signage	Swede Alley		20	Affixed to pedestrian fencing	Coroplast	Punched Holes, Zip-ties	TBD	Text directing attendees to other gate options	KAC - Ops
2024-08-02	KAC Edu/Exh 2024 specific stickers	Lower Main Gate	A - EG002b	2	Sticker on Edu/Exh banner	Vinyl Sticker	Sticker	TBD	Info specific to 2024 programming and 2023 impact	KAC - Ops
2024-08-02	KAC Edu/Exh 2024 specific stickers	Heber Gate	B - HG002b	2	Affixed to KAC Edu/Exh 10x10 banners	Vinyl Sticker	Sticker	TBD	Info specific to 2024 programming and 2023 impact	KAC - Ops
2024-08-02	KAC/ sponsor table top stickers	Miner's Park	E - MP005	5	Tables placed in Main Street in front of Miner's Park	Vinyl Sticker	Sticker	25"	KAC and KAF and sponsor logos,	KAC - Ops
2024-08-02	KAC Edu/Exh 2024 specific stickers	Top of Main Gate	G - TG002b	2	Affixed to KAC Edu/Exh 10x10 banners	Vinyl Sticker	Sticker	TBD	Info specific to 2024 programming and 2023 impact	KAC - Ops
2024-08-02	10x10 Entry Tent Back Panel	Lower Main Gate	A - EG001	2	Back panel for the 10x10 tents	Vinyl	Zip-ties, Grommets	9' x 7'	KAC and KAF logo, Welcome	KAC - Gates
2024-08-02	KAC Edu/Exh 10x10 Banner	Lower Main Gate	A - EG002	2	Back panel for exterior side of 10x10 tents (opposite side)	Vinyl	Zip-ties, Grommets	9' x 7'	Images and text depicting KAC's year round activities and impacts	KAC - Gates
2024-08-02	English Admissions Sign	Lower Main Gate	A - EG003	2	A-frame in front of gate	Coroplast	A-Frame	24"x32"	Admissions information and pricing in English	KAC - Ops
2024-08-02	Spanish Admissions Sign	Lower Main Gate	A - EG004	2	A-frame in front of gate	Coroplast	A-Frame	24"x32"	Admissions information and pricing in Spanish	KAC - Ops

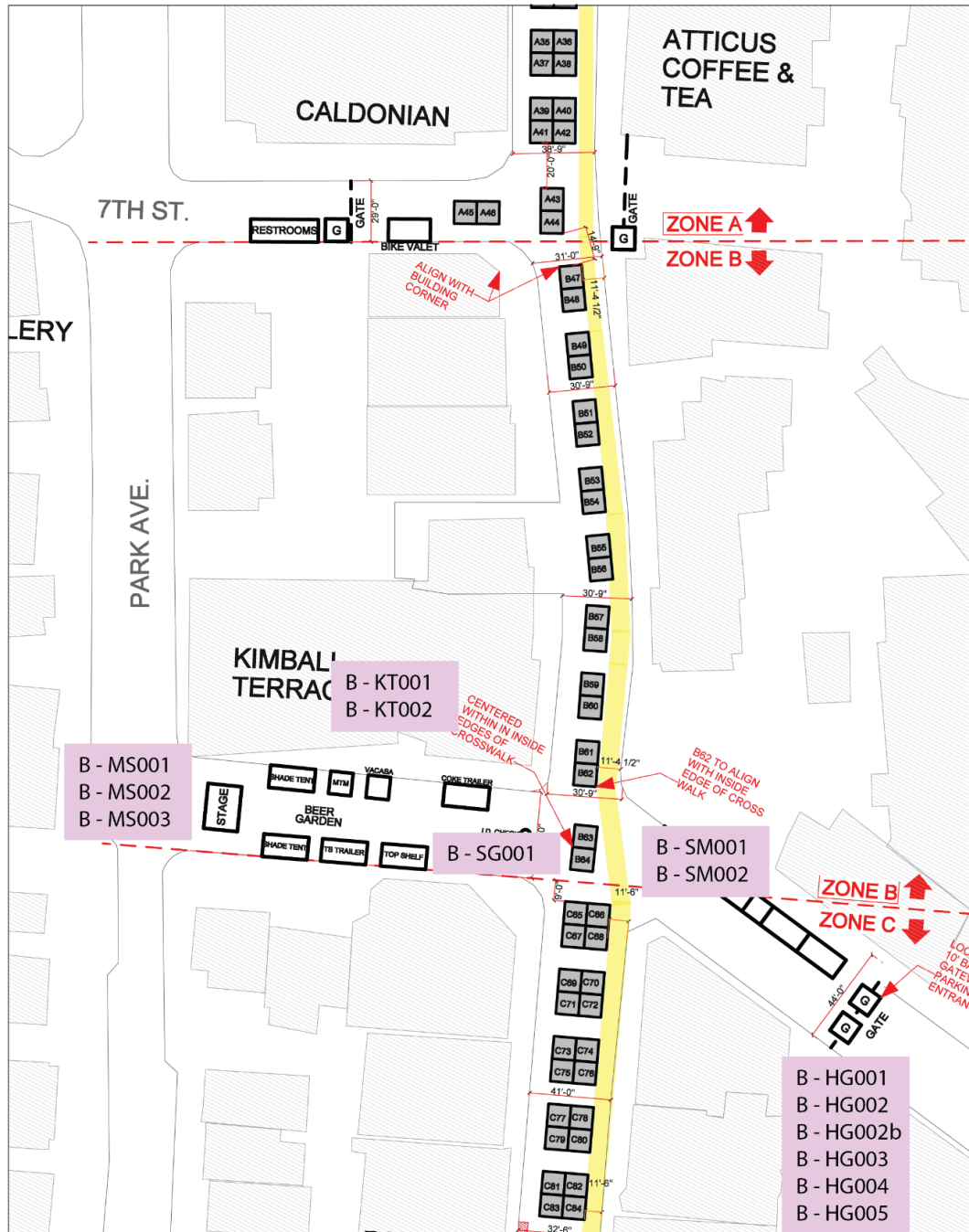
2024-08-02	Ped-Fence Welcome / Thank you	Lower Main Gate	A - EG005	4	Welcome facing 9th street, thank you facing into festival	Vinyl	Velcro	6' Ped Fence	Pedestrian fence barricade cover with KAC sponsors, Thank You, Welcome	KAC - Ops
2024-08-02	Creation Station Feather Flag	Town Lift Plaza	A - CC007	1	Base of Town Lift Plaza stairs	Cloth Flag + Stand	Base Stand	10'	Creation Station in English and Spanish, Map Icon	KAC - Ops
2024-08-02	Hydration Station Sign	Base of Town Lift	A - HS001	1	Base of Town Lift ramp - grassy patch	Coroplast	Grommets, Zip-ties	TBD	Hydration Station in English and Spanish	KAC - Ops
2024-08-02	*TBD* Concessions Sign	Base of Town Lift	A - CS001	1	Base of Town Lift	Coroplast		TBD	TBD, Concessions Pricing	KAC - Ops
2024-08-02	Bike Valet Sign	7th Street	A - BV001	1	In 7th street on next to gate set-up	Coroplast	A-Frame	24"x32"	Bike Valet in English and Spanish	KAC - Ops
2024-08-02	Bike Valet Feather Flag	7th Street	A - BV002	1	In 7th street on next to gate set-up	Cloth Flag + Stand	Base Stand	10'	Bike Valet in English and Spanish	KAC - Ops
2024-08-02	Paid Event Sign	Marriott Plaza	A - MP001	2	2 a-frames, entrance to the Plaza	Coroplast	A-Frame	24"x32"	Paid event text, purchase tickets	KAC - Ops
2024-08-02	Main Stage Backdrop	Main Stage	B - MS001	1	Backdrop of Main Stage	Mesh	Stage hardware	23' 6" x 12' 8"	KAF and KAC logo	Taylor Audio
2024-08-02	Main Stage Top Banner	Main Stage	B - MS002	1	Top of Main Stage	Mesh	Stage hardware	36' 9" x 3' 8"	KAF and KAC logo	Taylor Audio
2024-08-02	Main Stage Side Banner	Main Stage	B - MS003	2	Sides of Main Stage	Mesh	Stage hardware	6' x 16'	KAF and KAC logos with select sponsor logos	Taylor Audio
2024-08-02	Ped-Fence No Alcohol / Thank you	Spirit Garden	B - SG001	4	Placed at the entrance to the Spirit Garden	Vinyl	Velcro	6' Ped Fence	Pedestrian fence barricade cover with KAC sponsors, Thank You, No Alcohol	KAC - Ops
2024-08-02	Studio on Main Feather Flag	Heber/ Main Intersection	B - SM001	1	Studio on Main booth	Cloth Flag + Stand	Base Stand	10'	Studio on Main in english and Spanish	KAC - Ops
2024-08-02	Studio on Main Activity Sign	Heber/ Main Intersection	B - SM002	1	Affixed to tent pole of Studio on Main tent	Coroplast	Punched Holes, Zip-ties	24"x32"	Text describing the art activity	KAC - Edu
2024-08-02	10x10 Entry Tent Back Panel	Heber Gate	B - HG001	2	Back panel for the 10x10 tents at the Heber gate	Vinyl	Zip-ties, Grommets	9' x 7'	KAC and KAF logo, Welcome	KAC - Gates
2024-08-02	KAC Edu/Exh 10x10 Banner	Heber Gate	B - HG002	2	Back panel for exterior side of 10x10 tents (opposite side)	Vinyl	Grommets, Zip-ties	9' x 7'	Images and text depicting KAC's year round activities and impacts	KAC - Gates
2024-08-02	English Admissions Sign	Heber Gate	B - HG003	2	1 English and 1 Spanish on A-frame in front of gate	Coroplast	A-Frame	24"x32"	Admissions information and pricing in English	KAC - Ops

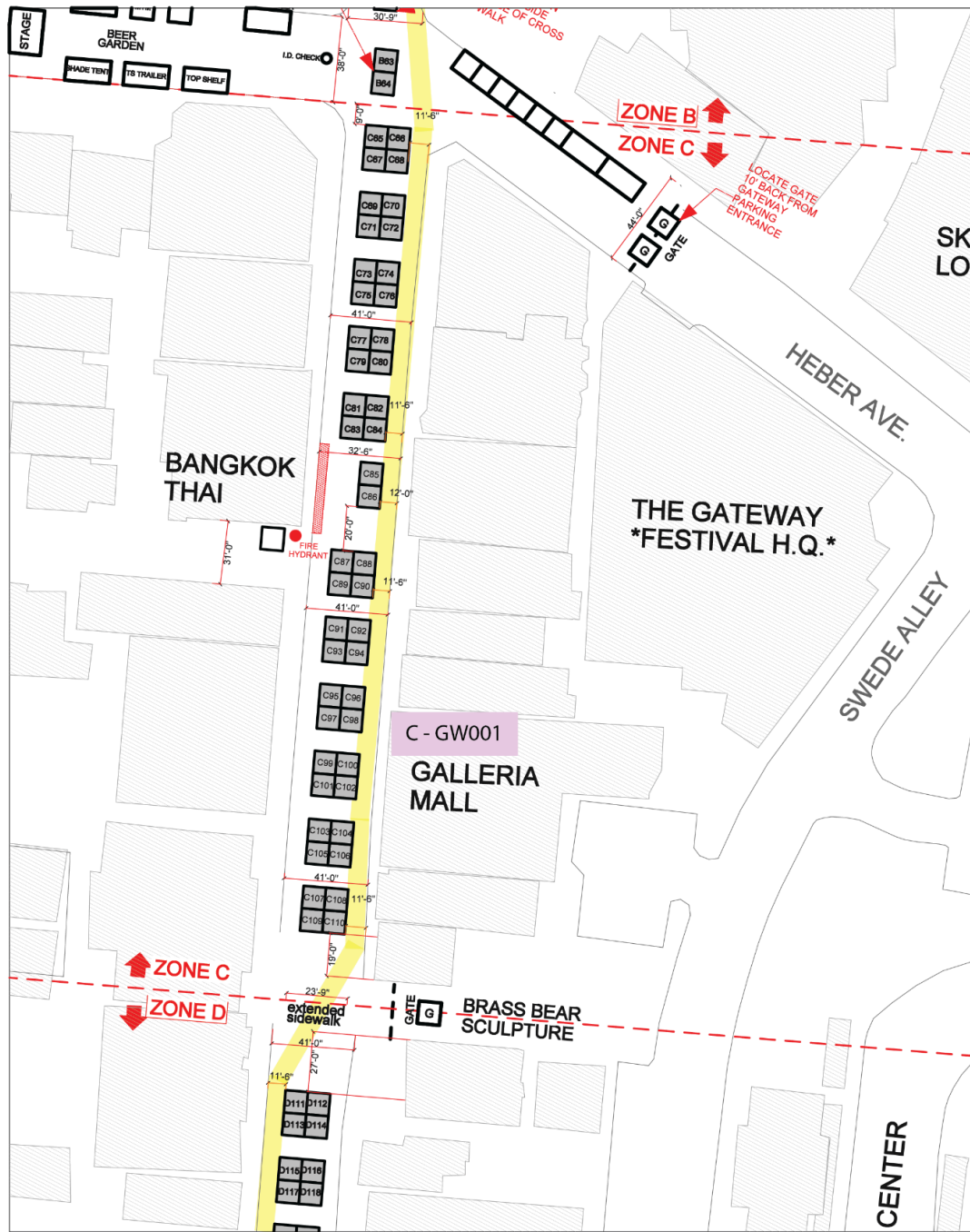
2024-08-02	Spanish Admissions Sign	Heber Gate	B - HG004	2	1 English and 1 Spanish on A-frame in front of gate	Coroplast	A-Frame	24"x32"	Admissions information and pricing in Spanish	KAC - Ops
2024-08-02	Ped-Fence Welcome / Thank you Sign	Heber Gate	B - HG005	4	Placed in front of gate	Vinyl	Zip-ties	24"x32"	Pedestrian fence barricade cover with KAC sponsors, Thank You, Welcome	KAC - Ops
2024-08-02	Paid Event Sign	Galleria	C - GW001	2	2 a-frames, entrance to the walkthrough	Coroplast	A-Frame	24"x32"	Paid event text, purchase tickets	KAC - Ops
2024-08-02	10x10 Entry Tent Back Panel	Bear Gate	D - BG001	1	Back panel for the 10x10 tents at the Brass Bear gate	Vinyl	Grommets, Zip-ties	9' x 7'	KAC and KAF logo, Welcome	KAC - Gates
2024-08-02	English Admissions Sign	Bear Gate	D - BG002	2	1 English and 1 Spanish on A-frame in front of gate	Coroplast	A-Frame	24"x32"	Admissions information and pricing in English	KAC - Ops
2024-08-02	Spanish Admissions Sign	Bear Gate	D - BG003	2	1 English and 1 Spanish on A-frame in front of gate	Coroplast	A-Frame	24"x32"	Admissions information and pricing in Spanish	KAC - Ops
2024-08-02	Ped-Fence Welcome / Thank you Sign	Bear Gate	D - BG004	2	Placed in front of gate	Vinyl	Zip-ties	6' Ped Fence	Pedestrian fence barricade cover with KAC sponsors, Thank You, Welcome	KAC - Ops
2024-08-02	Paid Event Sign	Bear Gate	D - BG005	2	2 a-frames, middle of main	Coroplast	A-Frame	24"x32"	Paid event text, purchase tickets	KAC - Ops
2024-08-02	KAC Edu Murals	Main Street	KAC Murals	4	Placed in front of The Brick, 501 Main, Evenly spaced.	Plywood	Constructed On-Site	4'x5' per side	4 triangle structures (three faces) painted by KAC education classes/camps	KAC - Ops
2024-08-02	Paid Event Sign	Main Street	E - MS001	2	2 a-frames, entrance in front of post office	Coroplast	A-Frame	24"x32"	Paid event text, purchase tickets	KAC - Ops
2024-08-02	Hydration Station Sign	Miner's Park	E - MP001	1	In Miner's Park in front of bathrooms	Coroplast	Grommets, Zip-ties	TBD	Hydration Station in English and Spanish	KAC - Ops
2024-08-02	Studio on Main Activity Sign	Miner's Park	E - MP002	1	Affixed to Miner's Park - Check in with education team for exact placement	Coroplast	Punched Holes, Zip-ties	24"x32"	Text describing the art activity	KAC - Edu
2024-08-02	Studio on Main Feather Flag	Miner's Park	E - MP003	1	Grassy area in Miner's Park - Check in with education team for exact placement	Cloth Flag + Stand	Ground Stake	10'	Studio on Main in English and Spanish	KAC - Ops

2024-08-02	KAC Edu/Exh Banner	Miner's Park	E - MP004	1	Back panel for Studio on Main tent	Vinyl	Grommets, Zip-ties	TBD	Images and text depicting KAC's year round activities and impacts	KAC - Edu
2024-08-02	KAC Edu/Exh 2024 specific stickers	Miner's Park	E - MP004b	1	Affixed to the KAC Edu/Exh banner on the Miner's Park stage	Vinyl Sticker	Sticker	TBD	Info specific to 2023 programming and 2022 impact	KAC - Ops
2024-08-02	Paid Event Sign	Main Street	F - MS001	2	2 a-frames, in 4th street intersection	Coroplast	A-Frame	24"x32"	Paid event text, purchase tickets	KAC - Ops
2024-08-02	10x10 Entry Tent Back Panel	Top of Main Gate	G - TG001	1	Backdrop for 10x10 Top of Main entry gate	Vinyl	Grommets, Zip-ties	9' x 7'	KAC and KAF logo, Welcome	KAC - Gates
2024-08-02	KAC Edu/Exh 10x10 Banner	Top of Main Gate	G - TG002	2	Back panel for exterior side of 10x10 tents (opposite side)	Vinyl	Grommets, Zip-ties	9' x 7'	Images and text depicting KAC's year round activities and impacts	KAC - Gates
2024-08-02	English Admissions Sign	Top of Main Gate	G - TG003	1	1 English and 1 Spanish on A-frame in front of gate	Coroplast	A-Frame	24"x32"	Admissions information and pricing in English	KAC - Ops
2024-08-02	Spanish Admissions Sign	Top of Main Gate	G - TG004	1	1 English and 1 Spanish on A-frame in front of gate	Coroplast	A-Frame	24"x32"	Admissions information and pricing in Spanish	KAC - Ops
2024-08-02	Ped-Fence Welcome / Thank you Sign	Top of Main Gate	G - TG005	2	Placed in front of gate	Vinyl	Zip-ties	6' Ped Fence	Pedestrian fence barricade cover with KAC sponsors, Thank You, Welcome	KAC - Ops



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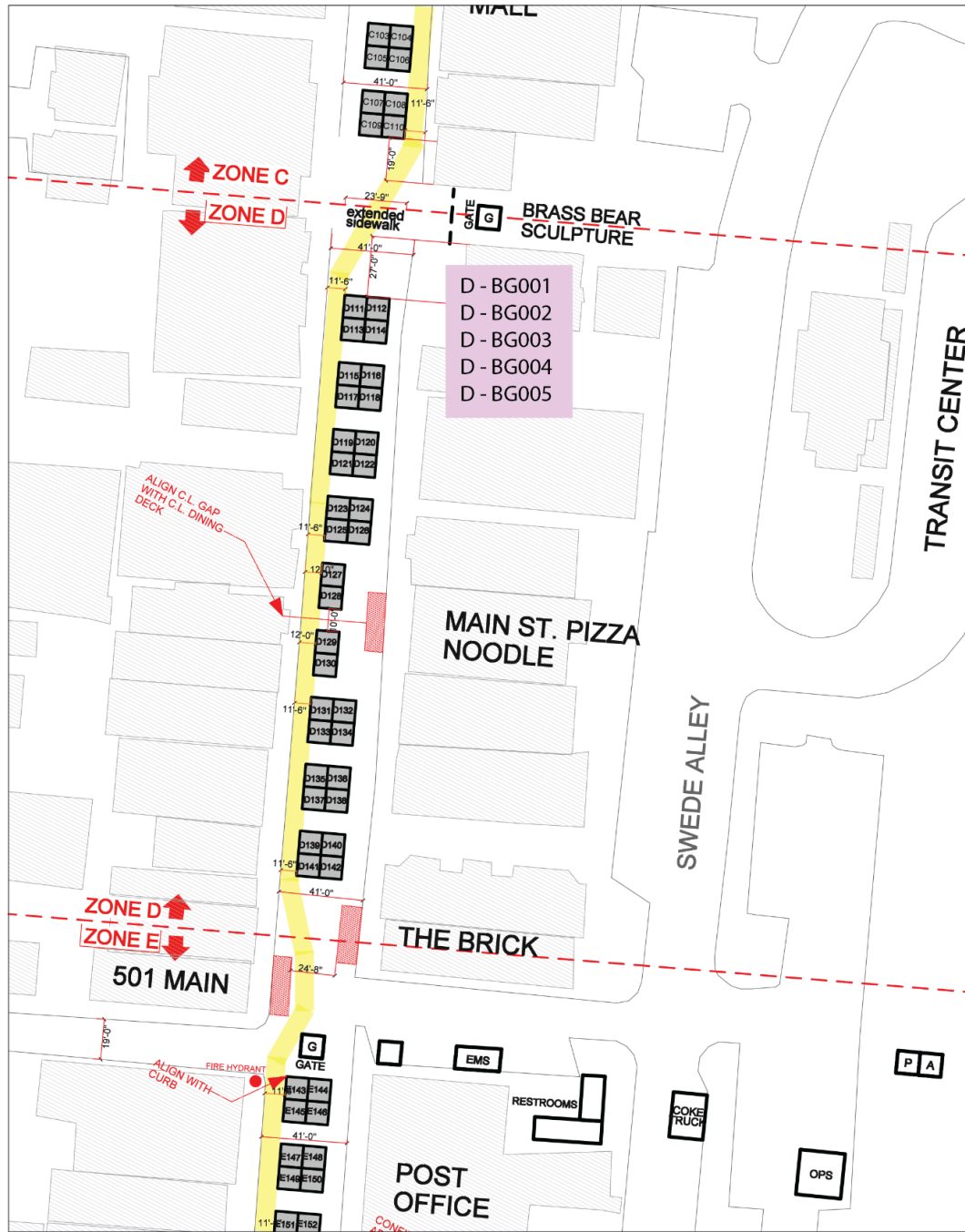
NOTE ALL BOOTHS TO BE
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MAIN STREET - ZONE C 2024 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1" = 60'-0"

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MAIN STREET - ZONE D
2024 PARK CITY KIMBALL ARTS FESTIVAL

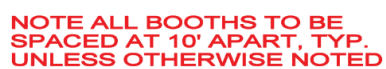


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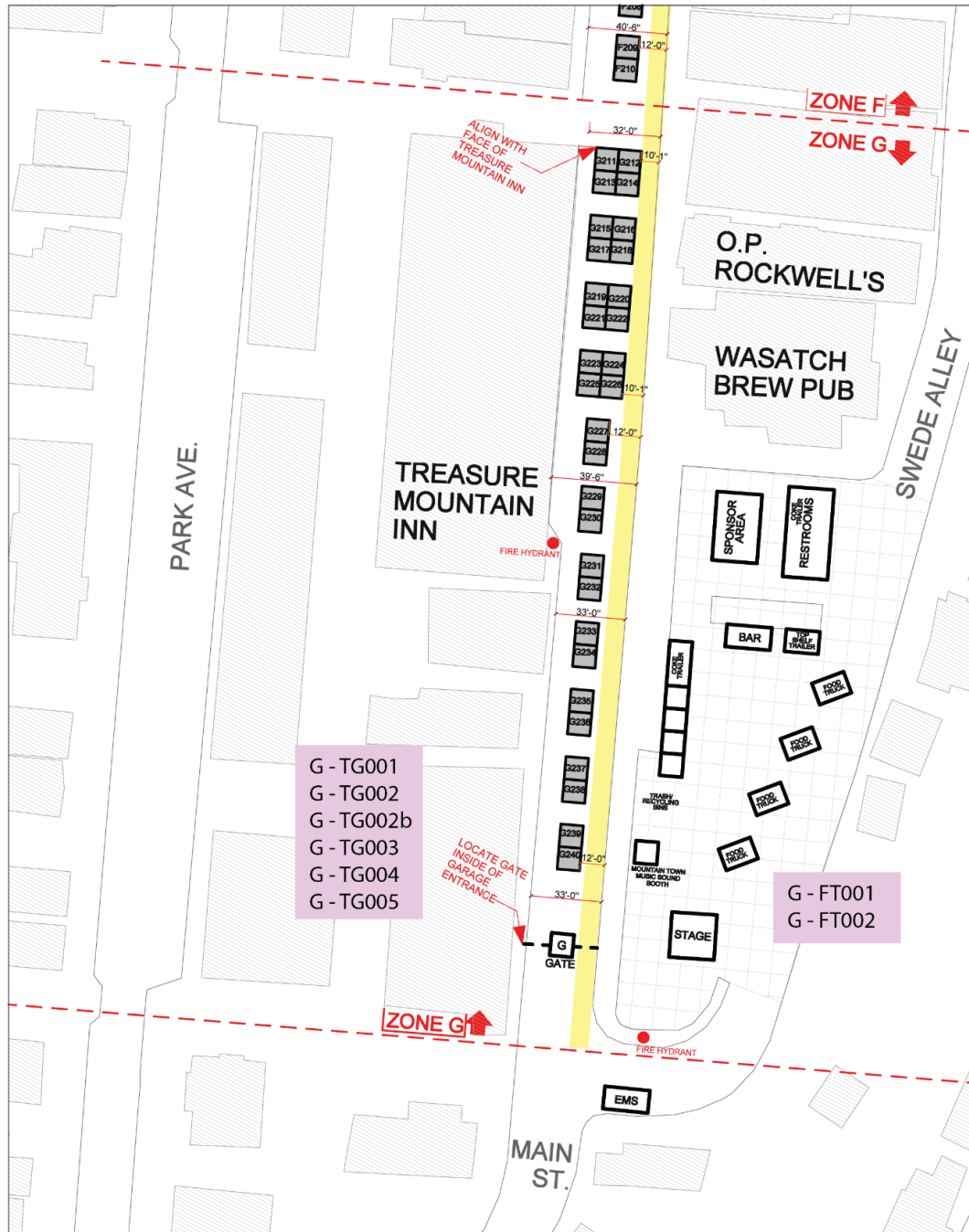
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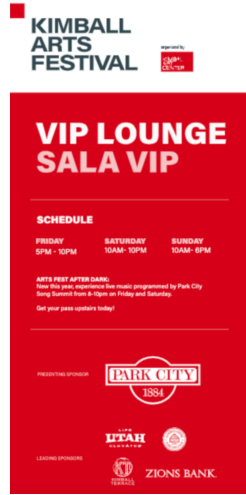
Name	Map Code	Image
MS/KB Lamp Post Banner	Main Street, Kearns Blvd.	 kimballartsfestival.org
Bridge Banner - North/South	A - BB001; A - BB002	
Art Matters Banner	B - KT001	
Creativity Matters Banner	B - KT002	
10x10 Entry Tent Back Panel	A - EG001; B - HG001; D - BG001; G - TG001	

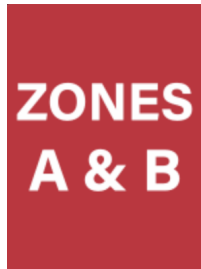
KAC Edu/Exh 10x10 Banner	A - EG002; B - HG002; E - MP004; G - TG002	
KAC Edu/Exh 2024 specific stickers	A - EG002b; B - HG002b; E - MP004b; G - TG002b	
Ped-Fence Welcome / Thank you	A - EG005; B - HG005; D - BG004; G - TG005	
English/Spanish Admissions Sign	A - EG003; A - EG004; B - HG003; B - HG004; D - BG002; D - BG003; G - TG003; G - TG004	

Paid Event Sign	A - MP001; C - GW001; D - BG005; E - MS001; F - MS001	 KIMBALL ARTS FESTIVAL PAID EVENT EVENTO PAGADO The Kimball Arts Festival is a paid event. Please visit a festival entrance gate to purchase tickets. El Festival de Arte de Kimball es un evento de pago. Acuda a la puerta de entrada del festival para comprar las entradas.
Creation Station English 1, 2, 3	A - CC001; A - CC003; A - CC005	 CREATION STATION
Creation Station Spanish 1, 2	A - CC002; A - CC004	 ESTACIÓN DE CREACIÓN
Creation Station Feather Flag	A - CC007	 KIMBALL ARTS FESTIVAL CREATION STATION ESTACIÓN DE CREACIÓN
Creation Station Activity Sign 1 -4	A - CC008; A - CC009; A - CC010; A - CC011	 KIMBALL ARTS FESTIVAL CREATION STATION ESTACIÓN DE CREACIÓN CALL TO ACTION BUTTON SPANISH TRANSLATION We need to hear from you! Use this button and create a small book button with your name and design. Share about what you love to do, what you are doing, and what you want to do next. INTERACTIVE ECO-CONSCIOUS GAME SPANISH TRANSLATION It takes all of us to make a change! Work with your community to develop a game that will continue to evolve throughout the festival. EXPERIMENTAL PAPER MARBLING SPANISH TRANSLATION Get in the zone and try out a new art technique! Marbling is an ancient technique of creating colorful patterns on paper. It's a fun and easy way to create a unique piece of art. EDUCATION PARTNERSHIP ACTIVITIES ACTIVIDADES DE ASOCIACIÓN EDUCATIVA Our partner organizations support Kimball Art Center to further promote the community with us. \$5.00

Creation Station Scavenger Hunt Sign	A - CC012	 The sign is red with white text. It features the Kimball Arts Festival logo at the top left, 'FREE GRATIS' at the top right, and a QR code at the bottom left. The main title 'SCAVENGER HUNT' is in large white letters, followed by 'BÚSQUEDA DEL TESORO' in Spanish. Below this, there is a paragraph of text in both English and Spanish explaining the scavenger hunt. At the bottom right, it says 'suggested donation \$5.00'.
Studio on Main Feather Flag	B - SM001; E - MP003	 The feather flag is white with a red top section. It features the Kimball Arts Festival logo at the top left and the text 'STUDIO ON MAIN' and 'ESTUDIO EN EL CALLE PRINCIPAL' in red and black.
Studio on Main Activity Sign	B - SM002; E - MP002	 The sign is red with white text. It features the Kimball Arts Festival logo at the top left, 'STUDIO ON MAIN' and 'ESTUDIO EN EL CALLE PRINCIPAL' at the top right, and a QR code at the bottom left. The main title 'WHEEL TRY IT' is in large white letters, followed by 'PRUEBA EL TORNO' in Spanish. Below this, there is a paragraph of text in both English and Spanish explaining the activity. At the bottom right, it says 'suggested donation \$5.00'.
Main Stage Backdrop	B - MS001	 The backdrop is red with a pattern of white letters. It features the Kimball Arts Festival logo in the center.
Main Stage Top Banner	B - MS002	 The banner is red with white text. It features the Kimball Arts Festival logo at the top left and the text 'KIMBALL ARTS FESTIVAL' and 'KIMBALL ART CENTER' at the bottom right.

Main Stage Side Banner	B - MS003	
Ped-Fence No Alcohol / Thank you	B - SG001	
Wasatch Stage Backdrop	G - FT001	
No Alcohol Beyond This Point Signs	G - FT002	

VIP Banner	Inside Kimball Terrace	
KAC/ sponsor table top stickers	E - MP005	
Hydration Station Sign	A - HS001; E - MP001	
Bike Valet Sign	A - BV001	

Bike Valet Feather Flag	A - BV002	 A vertical red feather flag sign with white text. The top part says "KIMBALL ARTS FESTIVAL" and the bottom part says "BIKE VALET" and "VALET DE BICICLETA".
Artist Booth Signs	Artist Booths	 A red rectangular sign with white text. On the left, it says "KIMBALL ARTS FESTIVAL" and "BOOTH A1/A2". In the center, it says "PAINTING CERAMICS" and "Kati Gyulassy Park City, UT". On the right, it says "organized by" and "KIMBALL ART CENTER".
Artist Wayfinding Signs	DV Resort, DV Drive, Traffic Circle, Swede Alley	 A red rectangular sign with white text. At the top, it says "KIMBALL ARTS FESTIVAL". Below that, it says "ARTIST LOAD-IN".
Artist Load-In Signs	Swede Alley	 A red rectangular sign with white text. It says "ZONES A & B".
Wayfinding Gate Signage	Swede Alley	 A red rectangular sign with white text. It says "ADDITIONAL GATES THIS WAY" and has a large white arrow pointing to the right.

[illegible]



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APPENDIX G: Park City Kimball Arts Festival Emergency Plan 2024

Emergency Phone Numbers:

Summit County Dispatch	435-615-3600
Park City Police	435-615-5500
Park City Fire Department	435-649-0653
Park City Emergency Management	435-640-2222
Park City Hospital	435-658-7000
Dominion Energy	800-323-5517
Summit County Sheriff	435-615-3600
Summit County Health Department	435-333-1500
Summit County Animal Control	435-615-3985
Utah Highway Patrol	435-647-7718
Rocky Mountain Power	888-221-7070

Kimball Art Center Contacts:

Hillary Gilson, Arts Festival Director	609-405-1254
John Stevenson, Operations Manager	435-901-1882

Fire & Medical Emergencies

Police, Fire and Ambulance will respond based on the initial call. Police personnel are trained in first aid and can provide stabilization until the ambulance arrives.

In Case of a Medical Emergency:

1. Call 911 (Stay on the telephone if possible until the dispatcher has all needed information). Give the nature of emergency,
2. Location (Your specific site location),
3. Your name and phone number where you can be called back,
4. Do not move victim unless absolutely necessary,
5. And stay on the telephone until the Dispatcher has all needed information and allows you to hang up.

In case of fire:

1. Call 911 (Stay on the telephone if possible until the dispatcher has all needed information).
2. Give the nature of the emergency and the location. Stay on the phone long enough to answer any questions the dispatcher might have. This will ensure that proper equipment and personnel respond. Police will provide rescue, traffic, communications and crowd control.
3. Alert people in the immediate vicinity to evacuate to the safest designated areas. [SEE ATTACHED MAP(S)]
4. Use a fire extinguisher if the fire is small and you have been trained in how to operate the device.
5. Never breathe the smoke from fire. Stay low and crawl if necessary to avoid it. Smoke from some plastics and other common materials are toxic. Stay upwind so combustion products will blow away you.
6. DO NOT REENTER THE AREA. If a life may be in jeopardy, notify the professionals and let them enter with proper equipment. A significant number of fire fatalities result when people who

have successfully evacuated a fire area return to retrieve a valued item or to search for someone missing.

Weather Related Emergency

The on-site event organizer will be responsible for determining if weather conditions become a hazard to personnel/patrons at the activity. Choose the safest alternative.

Before Any Event:

Before any event, the on-site event organizer shall research types of weather that may occur during the particular time of year the event is scheduled. Once potential hazardous weather or conditions are identified, mitigation, preparedness and training efforts will be included in the event planning.

Lightning:

In the event of weather conditions with the potential of lightning activity, careful monitoring of the weather dynamics is required. Such factors as the developing cloud patterns in the area, the lightning, and thunder activity should be considered. In conditions where there is observable thunder and lightning, outdoor activities shall be suspended until thunder can no longer be heard.

There is no safe place outside when thunderstorms are in the area. Evacuate to substantial buildings, enclosed parking structures and hard-topped vehicles are safe options. A safe building is one that is fully enclosed with a roof, walls and floors, and has plumbing or wiring (excludes temporary, portable, or metal buildings).

Lightning Safety Rules:

- Keep an eye on the sky,
- If you see or hear a thunderstorm coming, immediately suspend outside activity and go to a safe building or vehicle,
- Postpone activities promptly; do not wait for rain.
- If you cannot get to a shelter, stay away from trees,
- If you are out in a field, get to the lowest point,
- Move away from a group of people,
- Avoid metal,
- Avoid contact with electrical equipment or cords,
- Avoid contact with plumbing,
- Stay away from windows and doors, and stay off porches,
- Do not lie on concrete floors and do not lean against concrete walls.

COVID-19 Outbreak Response Plan

If Festival staff receive notification of attendee testing positive for COVID-19, staff will immediately notify Summit County Health Department at 435-333-1500 and follow directions received. In addition to precautions listed above, the following precautions should be taken if attendee is suspected of having COVID-19:

- If attendee is exhibiting the symptoms listed below, they will be isolated and onsite EMT will be contacted:
 - Fever above 100.4
 - Cough
 - Shortness of breath

- Fatigue
- Recent change in sense of smell or taste
- Staff will follow Summit County Health Department's recommendation regarding utilization of contact trace information and disseminating information to attendees

Active Shooter: (<https://www.ready.gov/active-shooter>)

During

RUN and escape if possible.

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 9-1-1 when you are safe and describe the shooter, location and weapons.

HIDE if escape is not possible.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds and turn off lights.
- Don't hide in groups. Spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with the police silently. Use text message or social media to tag your location or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

After

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.

- Follow law enforcement instructions and evacuate in the direction they come from unless otherwise instructed.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

Wind:

Power outages may occur with as little as twenty-five mile per hour winds and can up-root trees with shallow roots. If an event has tents, be cautious of the stability of the structure. All tents must have a City permit, have 50# of weight per leg and be inspected by the PCMC Building Dept. Wind can pose a hazard to participants or spectators, and if the on-site event organizer determines that winds pose a life safety issue, then activities shall be suspended.

Hail:

Most hail storms develop in the presence of cumulonimbus clouds and other severe weather phenomena. Hailstones can cause serious damage, notably to automobiles, aircraft, skylights, glass-roofed structures, and people. Hailstorms rarely last more than 15 minutes. Some safety tips for hailstorms that an on-site event organizer should know or may want to pass on to participants are as follows:

- If you are outside, get inside.
- If you cannot find shelter, at least find something to protect your head.
- Stay away from windows.

Excessive Heat:

Heat is the number one weather-related killer in the United States, resulting in hundreds of fatalities each year. On average, excessive heat claims more lives each year than floods, lightning, tornadoes, and hurricanes combined. In planning for outdoor activities during a heat wave, consider certain precautions, e.g., can the event be scheduled in the morning or evening hours when it is cooler? The on-site event organizer will offer or encourage participants to:

- Drink or have plenty of water available. Avoid alcoholic and high sugar drinks.
- Encourage participants to wear lightweight, light-colored, and loose-fitting clothing,
- Wear a wide-brimmed hat, sunglasses, and sunscreen.
- Provide cooling places with misting stations.

Microburst Rainfall:

Microburst rainfalls occur within a plume of air with high amounts of moisture directed around a cold-core low or tropical cyclone. Flash flooding can frequently occur in slow-moving thunderstorms in urban environments where less plants and bodies of water are present to absorb and contain the extra water. Should excessive rainfall occur during an event, the on-site event organizer will:

- Listen to the radio or television for information.

- Be aware that flash flooding can occur. If the event site is in a low-lying area with the potential to flood, move immediately to higher ground.
- Be aware of streams, drainage channels, and other areas known to flood suddenly.
- Let participants know not to walk through moving water. Six inches of moving water can make you fall.
- Let participants know not to drive in flooded areas. If floodwaters rise around a car, abandon it. Move to higher ground.

Earthquake:

An earthquake can be dangerous, however it is unknown when an earthquake will happen or how strong it may be. Should a powerful earthquake happen (that is a 7.0 magnitude in the valley), it may result in a 5.6-5.8 magnitude here in Park City and surrounding areas. Precautions should be in place should an earthquake occur and event personnel should be aware of the danger and the procedures for safety and evacuation.

- Initially Drop Cover and Hold On
- Stay calm and await instructions from emergency personnel or a designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by a designated official. Be aware of falling objects as you exit a structure or hazards on the ground or in the area.

Terrorism:

An aspect of terrorism that affects many people who work in sensitive or governmental buildings is the bomb threat. Usually the person who receives the threat is someone who works for a corporation targeted by individuals or factions who have some type of violent complaint. A terrorist attack with conventional weapons such as firearms, explosives or incendiary devices in the United States remains possible, though unlikely.

BEFORE: Learn about the nature of terrorism. Terrorists often choose targets that offer little danger to themselves and areas with relatively easy public access. Foreign terrorists look for visible targets where they can avoid detection before or after an attack such as international airports, large cities, major international events, resorts, and high-profile landmarks. Learn about the different types of terrorist weapons including explosives, kidnappings, hijackings, arson, and shootings. Prepare to deal with a terrorist incident by adapting many of the same techniques used to prepare for other crises. Be alert and aware of the surrounding area. The very nature of terrorism suggests that there may be little or no warning. Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended. Learn where emergency exits are located. Think ahead about how to evacuate a building, subway or congested public area in a hurry. Learn where staircases are located. Notice your immediate surroundings. Be aware of heavy or breakable objects that could move, fall or break in an explosion. The use of explosives by terrorists can result in collapsed buildings and fires. People who live or work in a multi-level building can do the following: Review emergency evacuation procedures. Know where fire exits are located. Keep fire extinguishers in working order. Know where they are located, and how to use them. Learn first aid. Contact the local chapter of the American Red Cross for additional information.

BOMB THREATS: If you receive a bomb threat: Get as much information from the caller as possible. Notify the police and the building management immediately. Keep the caller on the line and record

everything that is said. After you've been notified of a bomb threat do not touch any suspicious packages. Evacuate the area around the suspicious package and notify the police immediately. In evacuating a building, avoid standing in front of windows or other potentially hazardous areas. Do not restrict sidewalk or streets to be used by emergency officials.

DURING: In a building explosion, get out of the building as quickly and calmly as possible. If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk. If there is a fire, stay low to the floor and exit the building as quickly as possible. Cover nose and mouth with a wet cloth. When approaching a closed door, use the palm of your hand and forearm to feel the lower, middle and upper parts of the door. If it is not hot, brace yourself against the door and open it slowly. If it is hot to the touch, do not open the door--seek an alternate escape route. Heavy smoke and poisonous gases collect first along the ceiling. Stay below the smoke at all times.

AFTER: If you are trapped in debris. Use a flashlight. Stay in your area so that you don't kick up dust. Cover your mouth with a handkerchief or clothing. Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort--shouting can cause a person to inhale dangerous amounts of dust.

Fires and Floods:

Floods are the most common and widespread of all natural hazards. Some floods develop over a period of days, but flash floods can result in raging waters in just a few minutes. Flash floods carry a deadly cargo of rocks, mud, other debris and in some instances dangerous bacteria. Floods can occur without any visible rainfall. Mudslides are another danger created by flooding.

- During heavy rains, artist booths will be covered by artists and supported by staff if able
- Festival may close early based on weather conditions

Reference Information:

[Summit County Family Emergency Preparedness Guide](#)
[Park City Outdoor Special Events Emergency Plan](#)
[CDC COVID-19 Business Response Guidance](#)



SPECIAL EVENT PERMIT

Type of License: Level Five
Event Name: 2024 Park City Kimball Arts Festival
Event Date(s): Friday through Sunday, August 2 – 4, 2024
Event Location: Main Street, Heber Avenue, and Swede Alley
Permittee: Kimball Art Center
Contact Person: Hillary Gilson
Approved By: City Council of Park City
Approval Date: May 23, 2024

The Park City Kimball Arts Festival is to be held on Main Street, Heber Avenue, and Swede Alley. Event times are Friday, August 2, 2024, 5:00 pm to 9:00 pm, Saturday, August 3, 2024, 10:00 am to 8:00 pm with the exception of the Spirit Garden that will stay open until 9:00 p.m., and Sunday, August 4, 2024, 10:00 am to 6:00 pm. Set up may begin as early as 3:00 a.m. on Friday, August 2, 2024, and breakdown shall be completed no later than 11:30 pm on Sunday, August 4, 2024.

Use Areas, Operations Plans, Transportation and Parking Plans, Insurance, and Hold Harmless Waiver shall be attached to this permit as an exhibit and finalized no later than July 26, 2024. This Level Five Special Event Permit has been issued under the authority described within the Park City Municipal Code Section 4A based on the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. The Park City Kimball Arts Festival is a Level Five Special Event. The event is a unique cultural and entertainment activity, held for non-profit purposes, occurring for a limited duration that impacts the City by using and impacting City property, requiring licensing and services beyond the normal scope of business, and creates public impacts through the following:
 - a. Interruption of the safe and efficient flow of transportation in Park City including public rights of way, which may include minimal impacts on streets or sidewalks necessary for pedestrian movement;
 - b. Use of public property and facilities;
 - c. Use of City parking facilities;
 - d. Use of amplified sound above that which is defined in Title 6 of the code.
 - e. Need for public safety beyond their normal scope of operations;
 - f. Requires licensing and services beyond the normal scope of business; and
 - g. Temporary events that do not normally occur within the permitted venue use.
2. The Park City Kimball Arts Festival has been determined as a Level Five event due to:
 - a. Attendance throughout the event time period is estimated to be above 5,000 people and the event is in a non-consecutive series;
 - b. Creates moderate to severe impacts to the surrounding area and cannot be held within the existing venue or use areas;
 - c. Has moderate to severe transportation needs including removal of parking, requires a transportation mitigation plan, requires offsite parking plan, road closures, moderate to major residential transportation mitigation, and requires increased Park City Transit or a transportation provider; and
 - d. Requires public safety staffing needs beyond their normal operations including moderate support in the venue and moderate transportation mitigation and public safety personnel.
3. The Park City Kimball Arts Festival is a Community Identifying Event as it:
 - a. Honors Park City's unique community goals and enhances the goodwill that features authentic local culture, including making ties to the people, places, and history of Park City. It is not an outside event that simply partners with local organizations and businesses to check a box.
 - b. The event fundamentally aligns with the City Council's top priority of transportation, as well as its lenses specific to social equity and environmental sustainability.
 - c. Attendance is targeted primarily at local participation from Park City and Summit County

residents, businesses, and employees.

d. The event offers free attendance for local Park City and Summit County attendance.

e. The event offers free and affordable options for underserved populations.

4. The Park City Kimball Arts Festival Application has been reviewed. The applicant has sufficiently mitigated adverse impacts to ensure transportation access in accordance with the Transportation Demand Management Plan, and Public Safety in accordance with the requirements of the Park City Police Department.
5. The Park City Kimball Arts Festival has secured additional offsite parking at Park City High School / School District, Park City Mountain, and Deer Valley. Additionally, the City will utilize the Richardson Flat Park and Ride to accommodate necessary parking requirements for the event.
6. The Park City Kimball Arts Festival is organized by the Kimball Art Center, which is a local nonprofit in Park City, therefore, the reasons for hosting the event on Park City's Main Street are consistent with previous years, the Special Service Agreement, and align with the City's core values. Specifically, the event and the organization support Park City's community goals, and local and regional culture. Park City Kimball Arts Festival is not using Park City Main Street as a backdrop or venue with no authentic tie to the local community or city goals.
7. The Park City Kimball Arts Festival is organized by the Kimball Art Center, which is a local nonprofit in Park City, therefore, the reasons for hosting the event on Park City's Main Street are consistent with previous years, the Special Service Agreement, and align with the City's core values. Specifically, the event and the organization support Park City's community goals, and local and regional culture. Park City Kimball Arts Festival is not using Park City Main Street as a backdrop or venue with no authentic tie to the local community or city goals.
8. The event is not primarily retail and or solely avoiding more restrictive zoning and licensing regulations.
9. According to section B(2.2) of the Kimball Arts Festival City Services Agreement, Main Street shall be reopened to traffic and parking by 12:00 a.m. or sooner when possible on Sunday, August 4, 2024. The permittee will organize load-in and load-out for each vendor, as well as ensure that traffic in the area continues to move during this high-traffic time. The permittee is responsible for working to establish and follow parking plans. The permittee will have volunteers as well as the help of the Park City Police Department to ensure the efficiency of traffic, transportation, and public safety.
10. Staff finds Park City Kimball Arts Festival is consistent with the measures as outlined in the City Services Agreement as entered into on November 27, 2023, and supports the Council's goal of creating a complete community that values economic diversity, arts and culture, and a thriving mountain community. This event creates a community gathering place, encourages and supports the Historic Main Street Alliance, Park City Businesses and encourages local and regional tourism, and supports continued Main Street vibrancy.
11. The permittee has established a weather and emergency plan and will train staff and volunteers to the procedures of the plans. The applicant has established these plans to maximize the safety of event attendees, volunteers, staff, and the general public. There are no weather dates for the event, but the applicant is aware that weather could interfere with the possibility of the event's proposed activities. In the case that the event was to be canceled due to dangerous weather conditions, they would notify the general public as well as participants in the event. The applicant understands that Park City Special Events, Police, Fire, Building Official/Fire Marshal, and Emergency Management have the right to cancel or postpone the event at any time due to weather or emergency conditions.
12. The events associated with the Park City Kimball Arts Festival will not require the diversion of so great a number of police, fire, or other essential public employees from their normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.
13. The concentration of persons, vehicles, or animals will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health or safety services. The Park City Kimball Arts Festival agrees to work in good faith with the City and Summit County Health Department to develop and agree upon health protocols and conduct businesses consistent with Utah requirements.
14. The Special Event will not substantially interfere with any other Special Events during the timeframe or with the provision of City Services in support of other events or governmental functions. There are other Special Event Permits that have been granted for Friday, August 2, and Saturday, August 3, 2024. The table below will show column (A) - Geographic separation of events; column (B) - Proposed time

and duration of the events; column (C) - Anticipated attendance. The Park City Kimball Arts Festival will not substantially interfere with the logistics and venue for any event for which a license has already been granted and with the provision of City services in support of other such events or governmental functions based on the following:

Name of Event	Location	Time	Attendance
Deer Valley Music Festival Friday, August 2, 2024.	Deer Valley Snow Park Amphitheater	6:00 p.m. to 10:00 p.m.	3,500 – 5, 000. Anticipated sell-out concert with increased transportation mitigation.
Deer Valley Music Festival. Saturday, August 3, 2024	Deer Valley Snow Park Amphitheater	6:00 p.m. to 10:00 p.m.	3,500 – 5, 000. Anticipated sell-out concert with increased transportation mitigation.
Park City Trail Series. Saturday, August 3, 2024.	Quinn's Junction and Round Valley	7:00 am to 1:00 pm	400

15. The size of the crowd and nature of the event will not create an imminent possibility of violent disorderly conduct likely to endanger public safety or cause significant property damage.
16. The applicant has been working with City Staff and applicable departments to address all event concerns. The Applicant demonstrates an ability and willingness to conduct the event pursuant to the terms and conditions of PCMC 4A-2-4(I) and has not failed to conduct a previously authorized event in accordance with the law or terms of a license.
17. Staff finds Park City Kimball Arts Festival is consistent with the measures as outlined in the City Services Agreement as entered into on November 27, 2023, and supports the Council's goal of creating a complete community that values economic diversity, arts and culture, and a thriving mountain community. This event creates a community gathering place, encourages and supports the Historic Main Street Alliance, Park City Businesses and encourages local and regional tourism, and supports continued Main Street vibrancy.

Conclusions of Law:

1. The application is consistent with the requirements of the Park City Municipal Code, Title 4A.

Conditions of Approval:

1. The permittee, unless otherwise affirmatively agreed in writing, at its cost, shall incorporate such measures as directed by Staff to ensure that any safety, health, or sanitation equipment, and services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety are provided and paid for by the Permittee.
2. The permittee is required to provide supplemental documents including a Transportation and traffic control plan, Contingency plans, Site Identification and Private Property Use Permission, detailed map showing specifics of event operations as described in section 4A-2-11. Such documents shall be reviewed and approved with conditions administratively by the Special Events Manager in coordination with the Chief of Police, Transportation Manager, Chief Building Official, and Economic Development Manager.
3. The permittee is required to provide a sufficient number of traffic controllers, signs, and other equipment as required by City, not limited to barriers, fencing, traffic devices, monitors for crowd control and safety, overnight security, and such measures as directed by City, County or State Staff in order to ensure that any safety, health, or sanitation equipment, services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety and the environment, adequate offsite parking and traffic circulation in the vicinity of the event and other services or facilities as necessary to ensure compliance with City ordinances in a plan approved by the Transportation Director, Chief of Police and Chief Building Official in accordance with the Transportation Demand Management Plan, Park City Risk Assessment and

International Building and Fire Code.

4. The permittee will organize load-in and load-out for each vendor, as well as, ensure that traffic in the area continues to move during this high-traffic time. The permittee is responsible for working to establish and follow parking plans. The permittee will have volunteers as well as the help of the Park City Police Department to ensure the efficiency of traffic, transportation, and public safety.
5. The permittee is required to submit a waste and recycling plan which will be reviewed and approved in accordance with the PCMC Event Sustainability Standards. Kimball Art Center shall report sustainability statistics in the debrief report of the event.
6. The Permittee shall indemnify and hold the City and its agents, employees, and officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the City arising out of, in connection with, or incident to the execution of this Agreement and/or the Permittee's use of the facility/area or failure to perform any aspect of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the City, its agents, employees, and officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Permittee; and provided further, that nothing herein shall require the Permittee to hold harmless or defend the City, its agents, employees and/or officers from any claims arising from the sole negligence of the City, its agents, employees, and/or officers. The Permittee expressly agrees that the indemnification provided herein constitutes the Permittee's limited waiver of immunity as an employer under Utah Code Section 34A-2-105; provided, however, this waiver shall apply only to the extent an employee of Permittee claims or recovers compensation from the City for a loss or injury that Permittee would be obligated to indemnify the City for under this Agreement. This limited waiver has been mutually negotiated by the parties and is expressly made effective only for the purposes of this Agreement.

At its own cost and expense, the Permittee shall maintain the following mandatory insurance coverage to protect against claims for injuries to persons or property damage that may arise from or relate to the performance of this Agreement by the Permittee, its agents, representatives, employees, or subcontractors for the entire duration of this Agreement or for such longer period of time as set forth below. Prior to commencing any work, the Permittee shall furnish a certificate of insurance as evidence of the requisite coverage. The certificate of insurance must include endorsements for additional insured, waiver of subrogation, primary and non-contributory status, and completed operations.

- The Permittee shall maintain commercial general liability insurance on a primary and non-contributory basis in comparison to all other insurance, including the City's own policies of insurance, for all claims against the City. The policy must be written on an occurrence basis with limits not less than \$2,000,000 per occurrence and \$4,000,000 aggregate for personal injury and property damage. Upon request of the City, the Permittee must increase the policy limits to at least the amount of the limitation of judgments described in Utah Code § 63G-7-604, the Governmental Immunity Act of Utah (or successor provision), as calculated by the state risk manager every two years and stated in Utah Admin. Code R37-4-3 (or successor provision).
- The Permittee shall maintain automobile liability insurance with a combined single limit of not less than \$2,000,000 per accident for bodily injury and property damage arising out of the ownership, maintenance, and use of owned, hired, and non-owned motor vehicles. This policy must not contain any exclusion or limitation with respect to the loading or unloading of a covered vehicle.
- The Permittee shall maintain workers' compensation insurance with limits not less than the amount required by statute, and employer's liability insurance limits of at least \$1,000,000 each accident, \$1,000,000 for bodily injury by accident, and \$1,000,000 each employee for injury by disease. The workers' compensation policy must be endorsed with a waiver of subrogation in favor of "Park City Municipal Corporation" for all work performed by the Permittee, its employees, agents, and Subcontractors.
- The insurance limits required by this section may be met by either providing a primary policy or in combination with an umbrella / excess liability policy(ies). To the extent that umbrella/excess coverage is used to satisfy the limits of coverage required hereunder,

the terms of such coverage must be following form to, or otherwise at least as broad as, the primary underlying coverage, including amending the "other insurance" provisions as required so as to provide additional insured coverage on a primary and non-contributory basis, and subject to vertical exhaustion before any other primary, umbrella/excess, or any other insurance obtained by the additional insureds will be triggered.

- Each policy and all renewals or replacements, except those policies for Professional Liability, and Workers Compensation and Employer's Liability, must name City (and its officers, agents, and employees) as additional insureds on a primary and non-contributory basis with respect to liability arising out of work, operations, and completed operations performed by or on behalf of the Permittee.
 - The Permittee waives all rights against City and any other additional insureds for recovery of any loss or damages to the extent these damages are covered by any of the insurance policies required under this Agreement. The Permittee shall cause each policy to be endorsed with a waiver of subrogation in favor of the City for all work performed by the Permittee, its employees, agents, and Subcontractors.
 - All required insurance policies must be issued by insurance companies qualified to do business in the state of Utah and listed on the United States Treasury Department's current Department of Treasury Fiscal Services List 570 or having a general policyholders rating of not less than "A-" in the most current available A.M. Best Co., Inc.'s, Best Insurance Report, or equivalent
 - Should any of the Permittee's required insurance policies under this Agreement be canceled before the termination or completion of this Agreement, The Permittee must deliver notice to the City within 30 days of cancellation. City may request and the Permittee must provide within 10 days certified copies of any required policies during the term of this Agreement.
 - Notwithstanding anything to the contrary, if the Permittee has procured any insurance coverage or limits (either primary or on an excess basis) that exceed the minimum acceptable coverage or limits set forth in this Agreement, the broadest coverage and highest limits actually afforded under the applicable policy(ies) of insurance are the coverage and limits required by this Agreement and such coverage and limits must be provided in full to the additional insureds and indemnified parties under this Agreement. The parties expressly intend that the provisions in this Agreement will be construed as broadly as permitted to be construed by applicable law to afford the maximum insurance coverage available under the Permittee's insurance policies.
 - In specifying minimum Permittee insurance requirements, the City does not represent that such insurance is adequate to protect the Permittee from loss, damage, or liability arising from its work. The Permittee is solely responsible to inform itself of types or amounts of insurance it may need beyond these requirements to protect itself.
7. In accordance with the Transportation Demand Management Plan, the permittee is required to distinguish a transportation and parking plan, including obtaining private property permission or executing lease agreements for such public property use that utilizes available public parking and can accommodate the anticipated attendance numbers. Parking shall be identified, managed, and secured for ADA, VIP, Staff and Volunteers, and Drop and Go/Taxi/For-Hire Lot,
8. The permittee has requested an exemption to the noise ordinance 6-3-11, As according to section 6-3-11 of the Municipal Code, relief from noise restrictions in chapter 6 of the municipalcode on the basis of section 6-3-11(B)(3) in which the permittee is performing an activity that thereis no reasonable alternative and relief from restriction have been granted by the Chief of Police including that the noise from the stationary source of sound shall not exceed a ninetieth percentile sound pressure level (L90) of:
- a. Friday to Sunday, August 2 to 4, 85 dBA during the daily operations of the Festival as listed at the beginning of this permit. No amplified noise is permitted from the Kimball Roof Top Patio during this time.
- Any sound outside of these timeframes as listed above shall be kept to the noise levels as outlined in section 6-3-9 of the Municipal Code. The permittee shall work to orient noise activities to minimize sound impacts to the neighboring residents, businesses, and public

facilities. If a complaint is received by Park City Police Department, the police department will investigate the complaint from the source of the complaint. If asked by the Park City Special Event staff or Police Department, the permittee shall turn the noise down to mitigate concerns of noise from surrounding residents, businesses, or public facilities. The permittee shall provide on-site management for each aspect of the event and shall be responsible to ensure that the sound system maintains level adjustments not to exceed provisions of the Park City Noise exemption as outlined above.

9. The permittee is responsible for assisting the City with an outreach and communication plan, including event engagement and outreach plans before the plans are considered by Council, an event notice and outreach plan with direct primary and secondary contacts for City, Kimball Art Center staff leading up to the Festival for a final reminder of impacts and review of debrief for Festival operations in a form to be approved by the Special Events Manager to surrounding businesses and residents.
10. The permittee is responsible for assisting the City with an outreach and communication plan, including event engagement and outreach plan before the plans are considered by Council, an event notice and outreach plan with direct primary and secondary contacts for City, Kimball Art Center staff leading up to the Festival for a final reminder of impacts and review of debrief for Festival operations in a form to be approved by the Special Events Manager to surrounding businesses and residents.
11. The permittee shall provide a final plan for the Park City Kimball Arts Festival, which includes final site plans, transportation, security/public safety, and parking management plans including details of the operations for venues as required by the Economic Development Manager, Chief of Police and Transportation Planning Manager no later than 10 days before the event.
12. All plans for tents, stages, and other temporary structures as well as flammable materials shall be submitted and approved by the Building Department no later than July 27, 2024, or no less than one week before the first day of set up for each venue. Tents, stages, or other temporary structures are not permitted on the Kimball Terrace for either the Kimball Arts Festival.
13. The permittee is responsible for securing all City, County, and State permit approvals required for this event and shall be secured no later than 10 days in advance of the start of the event.
14. The permittee is responsible for maintaining a staff and volunteer plan. Such a plan shall be provided to the Special Events Manager and Economic Development Manager.
15. The permittee's use of barricades and signage will be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) for the duration of the event.
16. All third-party approvals including the Park City School District, Summit County, and the State of Utah, permit approvals required for this event shall be secured 30 days in advance of the event and submitted to Park City Municipal Corporation.
17. The Permittee will provide an official Kimball Art Center Venue and Sponsor list and sign plan for the event. Kimball Art Center shall have use of the areas as outlined in the site plans.
18. All handouts, flyers, banners, and other signage shall comply with the Park City Municipal sign code and be approved by the Planning Department.
19. Kimball Art Center estimates overall attendance of the Kimball Arts Festival in 2024 in Park City will be 50,000. The Permittee shall modify operations as directed by Staff to address any substantive change in conditions created by the growth in attendance to the event with regardsto maintaining public safety, traffic, and transportation impacts to the City.
20. Estimated City Service fees for the Park City Kimball Arts Festival in 2024 are \$172,000. As per section 10 of the City Services Agreement, the Kimball Art Center is responsible for paying \$10,000.00 towards the cost of City Services. Final financial reporting on City Service fees shall be reported in the debrief. However, in 2024 City Council has waived the \$10,000 payment and instead will pay to the Kimball Arts Center, \$2,000 as a one time, one year payment.
21. Kimball Art Center will address any requirements from the Chief Building Official, and Public Safety Personnel regarding placement of emergency staff and equipment. Kimball Art Center will submit an Emergency Operations Plan to be coordinated with Park City Police, Emergency Management, and Park City Fire District.
22. The Park City Special Events, Police, Fire, Building Official/Fire Marshal, and Emergency Management Departments have the right to cancel the event upon any condition, violation, or weather that jeopardizes the life, safety, or property of the residents or visitors of Park City.
23. The approval identification provided with the approval of this permit must be in possession of the

permittee at all times while on location and must be made available for inspection when requested by City authorities or the public. The permittee is responsible for providing a schedule of events, and access to any site for purposes of Code Enforcement or Public Safety as outlined by Park City Municipal Code 4A-2-4.

PASSED AND APPROVED this Thursday, the 23rd day of May 2024.

PARK CITY MUNICIPAL CORPORATION

City Manager, Matt Dias

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Margaret Plane, City Attorney

DRAFT

Exhibit C: Analysis of Park City Kimball Arts Festival

Park City Kimball Arts Festival Hours:

- Friday, August 2, from 5:00 to 9:00 p.m.,
- Saturday, August 3, from 10:00 a.m. to 8:00 p.m. (Spirit Garden open until 9:00 p.m.)
- Sunday, August 4, from 10:00 a.m. to 6:00 p.m., break down and move out by 12:00 a.m.

The footprint of the event includes:

- All of Main Street (and side streets),
- Swede Alley,
- Heber Avenue,
- Bob Wells Plaza,
- Flagpole Parking Lot,
- Wasatch Brew Pub Parking Lot
- Nonexclusive use of Sand Ridge Parking Lots and China Bridge.
- 9th Street is to remain open for Transit Operations.
- Part of the North Marsac lot is to remain the footprint for Park City Police, Fire, Sheriff, Emergency Management, and other Public Safety Personnel. The other section will be used for Parking Permit holders.
- 7th Street will be utilized as the location for the Bike Valet.

Locations for Kids Activities, VIP, Volunteer, KAC, and Staff Offices are as follows:

- VIP – Kimball Terrace Event Center
- Kids Activities – Town Lift Plaza
- Volunteer Lounge – Location at the Treasure Mountain Inn.
- Media Lounge – Location at the Treasure Mountain Inn.
- KAC Staff Check-In & Offices – Location at the Treasure Mountain Inn.

Admission & Tickets

- Friday Locals Free Night.
- Advanced Ticket pricing: \$12/day for adults, \$6/day for kids (ages, 6-17), free for 5 and under.
- Day of Ticket pricing: \$15/day for adults, \$7/day for kids (ages, 6-17), Free for 5 and under.
- VIP Pass: \$225
- Weekender Pass: \$85

Operations & Set Up for the Park City Kimball Arts Festival

- Operational Setup begins on Wednesday, August 2. Outreach will take place the week leading up to this event. HPCA and surrounding residents will be notified of parking removals.
- Operational Setup in the Brew Pub Lot will begin on Wednesday, July 31 on the south side of the lot, and the entire lot on Thursday, August 1.
- KAC is requesting to park a Coke trailer on the Northwest side of Heber Avenue during the event, starting on Thursday, August 3. KAC has been informed to do merchant outreach and notify them of the trailer location.
- Event Setup begins on Friday, August 2 at 3:00 a.m.
- Event Break Down will be complete by Sunday, August 4 at 12 a.m.
- Operational breakdown will be complete by Tuesday, August 6, 2024.

Transportation & Parking Plans

The Kimball Art Center and Park City Staff continue to work closely regarding Transportation and Parking Plans. In coordination with the Transportation Planning and Parking Services Departments,

Exhibit C: Analysis of Park City Kimball Arts Festival

the Kimball Art Center has created a transportation and parking plan that is consistent with the work that is being implemented to reduce traffic in the City.

Parking has been secured at the Richardson Flat Park & Ride, the Park City School District, Park City Resort, and Deer Valley at various times throughout the Festival. PCKAF and Staff are working to coordinate consistent messaging for residents and attendees regarding impacts and expectations.

Transportation Plans will include:

- Bus Only Lane on Deer Valley Drive
- Free Parking at Park City School District and Resort Lots (times may vary)
- Ecker Hill Park and Ride
- Paid Parking Rates: Friday (10:00 am – 9:00 pm) is \$9 per hour, max \$40, standard rates after 9:00 pm, Saturday and Sunday (10:00 am – 6:00 pm) are \$9 per hour, max \$40, standard rates after 9:00 pm.
- Increased Public Safety Personnel at Key Intersections at Residential Access Points on Friday Night of the Festival.
- Bike Valet at 7th Street –the same as in 2023.
- As in years past, Transit will add additional Transit Operations on 9th Street and the Old Town Transit Center.
- In addition, KAC also continues to encourage all attendees to Carpool, Bus, Bike, and Walk to the event.

Community Engagement & Notification Plans

The Kimball Art Center and Staff have worked to increase notifications regarding the event for both attendees and residential impacts. The following is a list of Community Engagement & Notification plans for the event.

- Text Alert System – Text PCARTSFEST to 888777 to receive impact information.
- HPCA Coordination & Information – City Staff attended the May & June HPCA meetings to make them aware of changes this year. Staff will continue to update and coordinate with HPCA as the event approaches.
- City Hosted Impact Information – To be posted on the City and Kimball Art Center's Website. Such information is geared to help residents understand the impacts and mitigations during the event.
- Door to Door Merchant and Resident outreach
- Kimball Art Center has provided a direct contact list for coordination with the City's Community Engagement and Emergency Management Teams.
- Social Media, Radio, TV, and Newspaper Marketing & Information – specifically to address alternate modes of transportation.

Environmental Sustainability

As part of their City Service Agreement, Kimball Art Center has a staff member in charge of managing waste for the event. In addition to offering recycling at their event, Kimball Art Center is taking steps to reduce environmental impacts at the 2024 Park City Kimball Arts Festival by:

- All entrance gates will be powered and sponsored by Rocky Mountain Power renewable power sources.
- All food vendors are required to use compostable serving materials.
- The Kimball Arts Festival continues to promote alternative transportation options to the event.
- The Kimball staff will work with vendors to promote a no idling policy during the setup and breakdown of the event.
- Require vendors (food and artists) to no longer use plastic bags, and to use recyclable serving materials. It is highly encouraged that packaging and serving materials be biodegradable.
- Require vendors to properly dispose of wastewater. Tents will be weighted with cement blocks

Exhibit C: Analysis of Park City Kimball Arts Festival

instead of water-filled weights as available.

- Kimball has encouraged their food vendors to no longer offer products in glass bottles or use Styrofoam.
- Offering a free Bike Valet located on 7th Street.
- Encouraged vendors to have materials printed on post-consumer recyclable materials.
- Many artists use repurposed or recycled materials in their work.

Signage

- As in 2023, a banner sign will be placed on both sides of the Marriot Summit Watch/Town Lift pedestrian bridge and the stairs leading from Main Street to the Town Lift Plaza.

Financial Considerations

According to section 10 of the City Services Agreement, The Kimball Art Center is required to make an annual contribution to the City towards the cost of City Services in the amount of \$10,000, with City Services not to exceed \$180,000. However, for 2024, per Council's direction on March 7, 2024 ([report](#) p. 111/ [minutes](#) p. 11) the KAC's annual \$10,000 contribution to offset City services will be waived for one year (2024). Also, a one-year payment to the KAC of \$2,000 will be made to the KAC to offset artist booth space lost due to dining decks left on Main St. during the Arts Festival

A Chart of Anticipated City Service Fees is below, including a comparison of City Services between 2023 and 2024.

Event Costs 2023 Actual & 2024 Estimate			
Cost Item	2023 Actual	2024 Estimate	Notes
Special Event Application Fee	\$518	\$1,038	This is the new updated Special Event Permit Fee at the CIE rate, which will start, July 1, 2024.
Fire & Building Permit	\$1,010	\$1,900	This will include after hours fees and time for staff to do inspections.
Parking Services - Parking Spaces	\$46,000	\$46,000	\$30/day for 400 parking spaces for 3 days - Swede Alley Surface, Bob Wells, Flagpole, Wasatch Brew Pub, China Bridge
Building Maintenance	\$3,000	\$3,000	Extra restroom cleanings. Arts Fest pays separately for increased trash removal on Main Street through a contractor.

Exhibit C: Analysis of Park City Kimball Arts Festival

Transit Operations	\$17,040	\$22,000	\$150/hour rate estimate. Includes golf carts shuttles on Swede Alley. Totalling \$21,987. 2024 estimate rounded up incase adjustments are needed.
Banner Installation	\$2,872	\$2,872	Actual cost is \$2,872, because a UDOT permit was not required due to Park's coordination.
Public Safety - Police	\$27,750	\$75,500	Estimate of cost as if all positions were filled + addition of earlier hours for Swede/Heber intersection and extended Spirit Garden hours on Saturday night. Pay rate of \$100/hr, per City fee schedule as of July 1.
Mobile Command	\$450	\$450	Per Fee Schedule
Equipment & VMS	\$12,032	\$13,000	Public Works estimate includes type 1, bus lane and equipment including VMS + PW man hours to implement. (Actual is \$12,032, but rounded up).
Kane Security	\$5,075	\$6,000	Residential, Taxi and Bollard Management, this is an addition to the new CSA.
Trash & Recycling Services	\$1,726	\$2,000	Extra Dumpsters and Increased Dumps
Community Engagement & Outreach	\$750	\$1,000	For Event Impact Notices, Impact Map and Boots on the Ground Outreach
Total	\$118,223	\$174,760	
Total Hard Costs (Dining Deck Payout)		\$2,000	One time, one year payout of \$2,000 to recoop dining deck booth space loss.
Total City Services		\$176,760	

Exhibit C: Analysis of Park City Kimball Arts Festival

Event Coordination

A Summary of events that occur on the same day as the Arts Festival are listed below. According to section 4A-2-5 of the municipal code, staff finds that these events will not duly interfere with each other. While this is a Peak Time Period, all the events listed below are returning events that existed on the 2023 Calendar. Please also note that the weekends that follow the PCKAF in August are quiet weekends with no Park Silly Sunday Market.

DATE	EVENT	A – Geographic Separation	B - Proposed Time & Duration	C – Anticipated Attendance
August 2	Deer Valley Music Festival	Deer Valley Snow Park Amphitheatre	6:00 p.m. to 10:00 p.m.	3,500 –5,000 anticipating sell-out concert with increased transportation mitigation
August 3	Deer Valley Music Festival	Deer Valley Snow Park Amphitheatre	6:00 p.m. to 10:00 p.m	3,500 –5,000 anticipating sell-out concert with increased transportation mitigation.
August 3	Park City Trail Series	Quinn’s Junction and Round Valley	7 a.m. to 1 p.m.	400
August 4	No other permitted events	NA	NA	NA

City Council Staff Report



Subject: Residential Lot Size Maximum
Application: PL-23-05821
Author: Planning Team
Date: May 23, 2024
Type of Item: Legislative – Land Management Code Amendments

Recommendation

(I) Discuss proposed Land Management Code amendments that establish a maximum lot size for residential development in the Recreation Commercial Zoning District; (II) hold a public hearing; and (III) consider adopting Ordinance No. 2024-10.

Description

Applicant: Planning Department

Zoning Districts: Recreation Commercial

Land Management Code Sections Amended: Recreation Commercial § 15-2.16-5 Special Requirements for Single Family and Duplex Dwellings

Reason for Review: The Planning Commission reviews and forwards a recommendation to the City Council for Land Management Code amendments; the City Council takes Final Action¹

LMC	Land Management Code
R – 1	Residential – 1
RC	Recreation Commercial
RMD	Residential – Medium Density

Terms that are capitalized as proper nouns throughout this staff report are defined in LMC § [15-15-1](#).

Background

On April 26, 2023, the Planning Commission requested prioritization of Land Management Code amendments regarding lot combinations for residential uses in Historic Districts ([Minutes](#), p. 2). On May 10, 2023, in response to this request, Planning Staff issued public notice of a Pending Ordinance establishing maximum lot sizes for residential uses in the Historic Residential Districts.

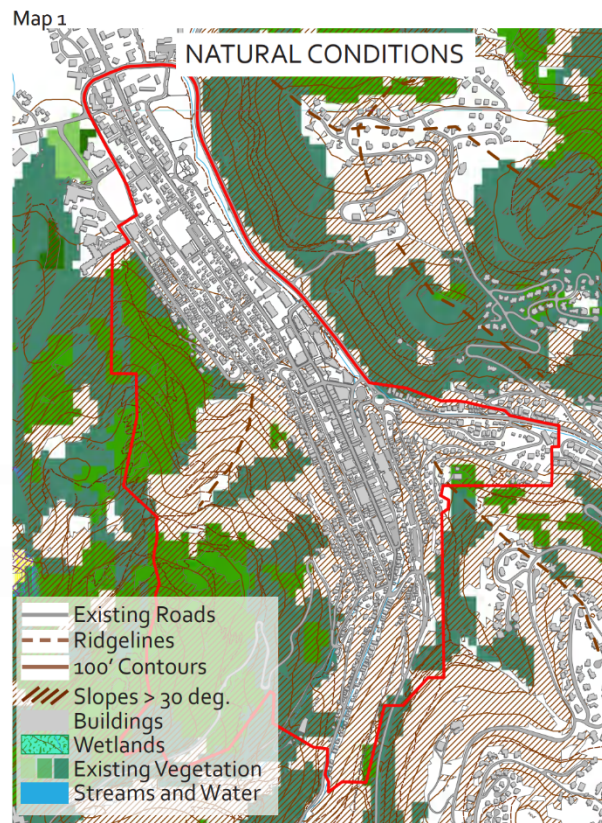
On May 24, 2023, the Planning Commission conducted a public hearing and asked staff to evaluate whether the lot combination regulations for Single-Family Dwellings should expand to the Recreation Commercial and other Zoning Districts that are transition

¹ LMC [§ 15-1-7](#)

zones from Old Town to adjacent neighborhoods ([Staff Report](#); [Meeting Minutes](#), p. 24).

However, the Old Town neighborhood outlined in the General Plan also encompasses portions of the R – 1, RC, and RM Zoning Districts outlined in red below:

OLD TOWN



On August 23, 2023, the Planning Commission directed staff to issue a pending ordinance establishing a maximum lot size for residential uses in the Old Town neighborhood's transition zones, including the Residential – 1 (R – 1), Recreation Commercial (RC), and Residential – Medium Density (RM) Zoning Districts ([Staff Report](#); [Meeting Minutes](#)). On August 29, 2023, staff issued notice of a [pending ordinance](#) and sent public notice to property owners within the R – 1, RC, and RM Zoning Districts.

On October 26, 2023, the City Council adopted [Ordinance No. 2023-50](#) as recommended by the Planning Commission, establishing a maximum lot size in the Historic Residential Zoning Districts for compatible infill. The scope of the amendments for Planning Commission discussion is limited to those Zoning Districts that serve as a transition from Old Town to adjacent neighborhoods – the R – 1, RC, and RM Zoning Districts.

On November 8, 2024, the Planning Commission held a public hearing, provided input, and continued the discussion to January 10, 2024 ([Staff Report](#); [Meeting Minutes](#)).

At the recommendation of the planning team, the Planning Commission held a public hearing on January 10, 2024, and continued the discussion to March 27, 2024 ([Continuation Report](#); [Meeting Minutes](#)).

On March 27, 2024, the Planning Commission reviewed the Planning Team's recommendation to adopt a maximum lot size in the RC Zoning District only ([Staff Report](#); [Meeting Minutes](#)). The Planning Commission held a public hearing and continued the discussion to April 24, 2024, to allow staff additional time to update the proposed Ordinance.

On April 24, 2024, the Planning Commission forwarded a unanimous positive recommendation to the Council and did not raise additional concerns ([Staff Report](#); [Meeting Audio](#)).

Analysis

I. The purpose of the Recreation Commercial Zoning District as an Old Town Transition Zone

The Recreation Commercial Zoning District's purpose includes constructing buildings with designs that reflect traditional Park City architectural patterns and character, along with site designs that promote the area's mountain and Historic character by designing projects that relate to the city's mining and Historic architectural heritage.² LMC [§ 15-2.16-5\(A\)](#) establishes a minimum lot size of 1,875 square feet for Single-Family Dwellings and 3,750 square feet for Duplexes in the Recreation Commercial Zoning District.

Until 2021, properties within the RC zone and two blocks of a Historic District zone were required to be reviewed under the [Regulations for Historic Districts and Historic Sites](#). Due to state preemption, only designated Historic Districts require compliance with design standards. However, because of its proximity to the Historic District, establishing a maximum lot size in the RC Zone is consistent with the neighboring Historic Zoning Districts.

Establishing a maximum lot size within the RC Zoning District aligns with the district's overarching objective of fostering traditional architectural styles and preserving the distinctive character that reflects Park City's rich heritage. A maximum lot size regulation within this district ensures that development adheres to the designated aesthetic and preferred scale of the neighboring Historic Districts, thereby safeguarding the city's historical and mountain town identity.

II. General Plan Recommendations

² LMC [§ 15-2.16-1\(H\) and \(I\)](#)

Establishing a maximum lot size in the Recreation Commercial Zoning District aligns with the General Plan goals of preserving historic character, maintaining compatibility and scale, and ensuring context-sensitive development while also considering the broader objective of the General Plan regarding housing diversity.

Preservation of Historic Character: The [Park City General Plan](#) emphasizes the importance of maintaining the architectural roots and historic fabric of local historic districts. The Planning Commission considered a maximum lot size in the historic zoning districts in order to allow for redevelopment and infill that is compatible with the Historic Character of these districts. By doing so, the city recognized the need to preserve the integrity, mass, scale, and character of these areas. Similarly, applying this principle to the RC Zoning District, which directly neighbors the historic zoning districts, ensures consistency in preserving the area's historic character.

Compatibility and Scale: Community Planning Strategy 15.12 specifically encourages examining lot sizes to determine if a maximum lot size provides compatible mass and scale for new structures and additions to existing structures. This suggests that a maximum lot size can help maintain a cohesive architectural aesthetic and prevent development that may disrupt the area's historic character.

Context-Sensitive Development: Community Planning Strategy 7.11 suggests decreasing minimum and maximum lot size requirements to allow for more affordable and attainable infill housing. However, this strategy might not be directly applicable to the RC Zoning District, where the primary focus is on commercial and recreational activities. Instead, establishing a maximum lot size ensures that any development aligns in scale and density with the context and character of the area.

III. Old Town Transition Zone Lot Sizes

The average parcel size in the RC Zoning District is 9,083 square feet (0.21 acres). However, the RC Zoning District contains larger-than-average parcel sizes in close proximity to the resort base, intended to facilitate commercial uses and Multi-Unit Dwellings. By removing these larger parcels, the average residential parcel size (accommodating Single-Family and Duplex Structures) is approximately 3,485 square feet or 0.08 acres.

Within the RC Zone, there are five vacant lots or parcels (excluding the North Norfolk parcels approved by [Ordinance No. 2023-54](#) and adopted by the City Council on December 14, 2023). Additionally, four of the five parcels are city-owned, leaving only one vacant residential parcel.³ The five parcels are identified in the following image:

³ This parcel is subject to development restrictions, including house size, vegetation preservation, landscaping, and limits to further subdivision, as recorded on the Subdivision Plat.

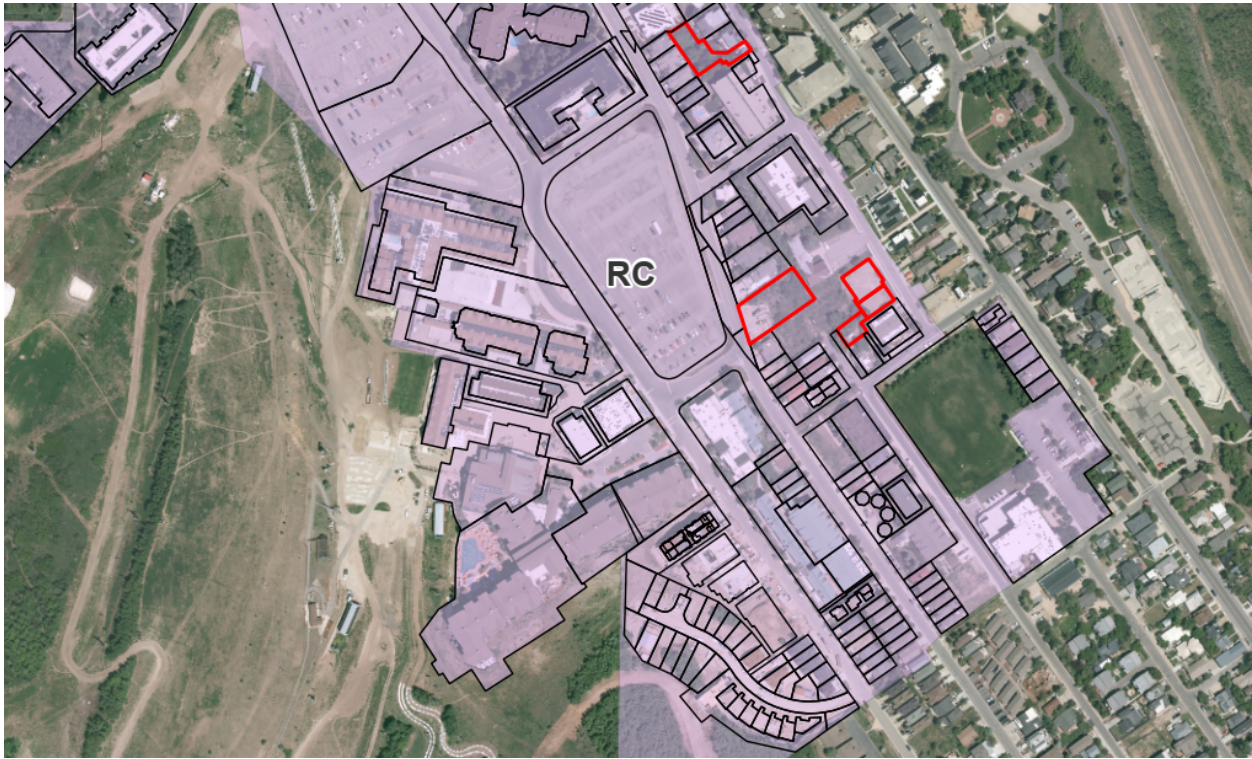


Figure 1: RC - Five vacant, buildable parcels.

Establishing a maximum lot size in the RC Zoning District is justified as it ensures the preservation of smaller lot sizes suitable for compatible residential development. This regulation also fosters a balanced transition in land use patterns by maintaining the established residential lot maximum in the neighboring historic zoning district while still allowing for commercial and Multi-Unit Dwelling development.

IV. Historic Residential Sites

The city's Historic Sites Inventory identifies four historic sites within the RC Zoning District: three Significant and one Landmark.⁴

The proposed regulations for a maximum lot size in the RC Zoning District will not adversely affect the integrity of these historic sites or compromise the existing regulations governing the preservation of Historic Structures.

V. Proposed Ordinance Maximum Lot Sizes

The proposed ordinance establishes a maximum lot size for Single-Family and Duplex uses in the RC Zoning District:

- Maximum lot size of 3,750 square feet, or two Old Town lots, for Single-Family Dwellings.

⁴ LMC [§ 15-11-10\(A\)](#)

- Maximum lot size of 7,500 square feet, or four Old Town lots, for Duplex Dwellings.
- Exempt Historic Sites that exceed the maximum lot size.
- Existing Lots that were previously approved by Subdivision or Plat Amendment may be built on pursuant to the regulations in effect at the time the plat was approved. The proposed amendments apply only to new Subdivisions or Plat Amendments moving forward for Single-Family or Duplex proposals.

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.

Exhibits

Exhibit A: Draft Ordinance 2024-10

Ordinance No. 2024-10

AN ORDINANCE AMENDING THE LAND MANAGEMENT CODE RESIDENTIAL MAXIMUM LOT SIZE FOR THE RECREATION COMMERCIAL ZONING DISTRICT

WHEREAS, Goal 15 in the Park City General Plan is to “[p]reserve the integrity, mass, scale, compatibility and historic fabric of the nationally and locally designated historic resources and districts for future generations;”

WHEREAS, the General Plan encourages examining lot sizes to determine if a maximum lot size provides compatible mass and scale for new structures and additions to existing structures;

WHEREAS, the General Plan suggests that a maximum lot size can help maintain a cohesive architectural aesthetic and prevent development that may disrupt the area’s historic character;

WHEREAS, the average residential parcel size (accommodating Single-Family and Duplex structures) is approximately 3,485 square feet or 0.08 acres);

WHEREAS, establishing a maximum lot size is justified and ensures the preservation of smaller lot sizes suitable for compatible residential development, fosters a balanced transition in land use patterns for single-family and duplex uses while still allowing for commercial and multi-unit dwelling development;

WHEREAS, on October 26, 2023, the City Council enacted Ordinance No. 2023-05, establishing maximum lot sizes for residential uses within Historic Districts;

WHEREAS, the Land Management Code establishes the Recreation Commercial Zoning District to transition use and scale between the Historic Districts and resort and town development;

WHEREAS, the Planning Commission requested Lot Combination land use regulations be prioritized for evaluation and updates;

WHEREAS, on August 25, 2023, the Planning Commission directed staff to issue a pending ordinance for maximum lot sizes for Single-Family, Duplex, and Triplex Uses in the Recreation Commercial, Residential – 1, and Residential Medium Zoning Districts;

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 or promote moderate-income housing;

WHEREAS, on November 8, 2023, January 10, 2024, March 27, 2024, and April 24, 2024, the Planning Commission conducted a duly noticed public hearings;

WHEREAS, on April 24, 2024, the Planning Commission forwarded a positive recommendation for City Council's consideration;

WHEREAS, on May 23, 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 15-2.16-5 Recreation Commercial *Special Requirements for Single-Family and Duplex Dwellings* is amended as outlined in Attachment 1.

SECTION 2. EFFECTIVE DATE. This Ordinance shall be effective upon publication.

PASSED AND ADOPTED THIS 23rd day of May, 2024.

PARK CITY MUNICIPAL CORPORATION

Nann Worel, Mayor

Attest:

City Recorder

Approved as to form:

City Attorney's Office

Attachment 1

15-2.16-5 Special Requirements For Single Family And Duplex Dwellings

Except as may otherwise be provided in this Code, no Building Permit shall be issued for a Lot unless such Lot has Area, width, and depth as required, and Frontage on a Street shown as a private or Public Street on the Streets Master Plan, or on a private easement connecting the Lot to a Street shown on the Streets Master Plan.

The following minimum Lot and Site requirements apply to Single Family and Duplex Dwellings in the RC District:

A. **LOT SIZE**. The minimum Lot Area is 1,875 square feet for a Single Family Dwelling and the maximum Lot Area is 3,750 square feet. The minimum Lot Area for a Duplex Dwelling is 3,750 square feet and the maximum Lot Area is 7,500 square feet. The minimum width of a Lot is twenty-five feet (25'); measured fifteen feet (15') back from the Front Lot Line. In the case of unusual Lot configurations, Lot Width measurements shall be determined by the Planning Director.

B. **BUILDING ENVELOPE - RC DISTRICT**. The Building Pad, Building Footprint and height restrictions define the maximum Building Envelope within which all Development must occur, with exceptions as allowed by Section 2-16-5(C).

C. **BUILDING PAD - RC DISTRICT**. The Building Pad is the Lot Area minus required Front, Rear and Side Setback Areas.

1. The Building Footprint must be within the Building Pad. The remainder of the Building Pad must be open and free of any other Structure except:

- a. Porches or decks, with or without roofs;
- b. At Grade patios;
- c. Upper level decks, with or without roofs;
- d. Bay Windows;
- e. Chimneys;
- f. Sidewalks, pathways, and steps;
- g. Screened hot tubs; and
- h. Landscaping.

2. Exceptions to the Building Pad Area, excluding Bay Windows, are not included in the Building Footprint calculations, and are subject to Planning Director approval based on a determination that the proposed exceptions result in a design that:

- a. provides increased architectural interest consistent with the Design Guidelines for Historic Districts and Sites; and
- b. maintains the intent of this section to provide horizontal and vertical Building articulation.

D. **BUILDING FOOTPRINT – RC DISTRICT**. The maximum Building Footprint of any Single Family or Duplex Structure located on a Lot, or combination of Lots, not exceeding 18,750 square feet in Lot Area, shall be calculated according to the following formula for Building Footprint, illustrated in Table 15-2.16.

Accessory Buildings listed on the Park City Historic Structures Inventory that are not expanded, enlarged or incorporated into the Main Building, shall not count in

the total Building Footprint of the Lot.

The maximum Building Footprint for any Structure located on a Lot or combination of Lots, exceeding 18,750 square feet in Lot Area, shall be 4,500 square feet; with an exemption allowance of 400 square feet, per Dwelling Unit, for garage floor area. A Conditional Use permit is required for all Structures with a proposed footprint of greater than 3,500 square feet.

$$\text{MAXIMUM FP} = (A/2) \times 0.9^{A/1875}$$

Where FP= maximum Building Footprint and A= Lot Area.

Example: 3,750 sq. ft. lot: $(3,750/2) \times 0.9^{(3750/1875)} = 1,875 \times 0.81 = 1,519$ sq. ft.

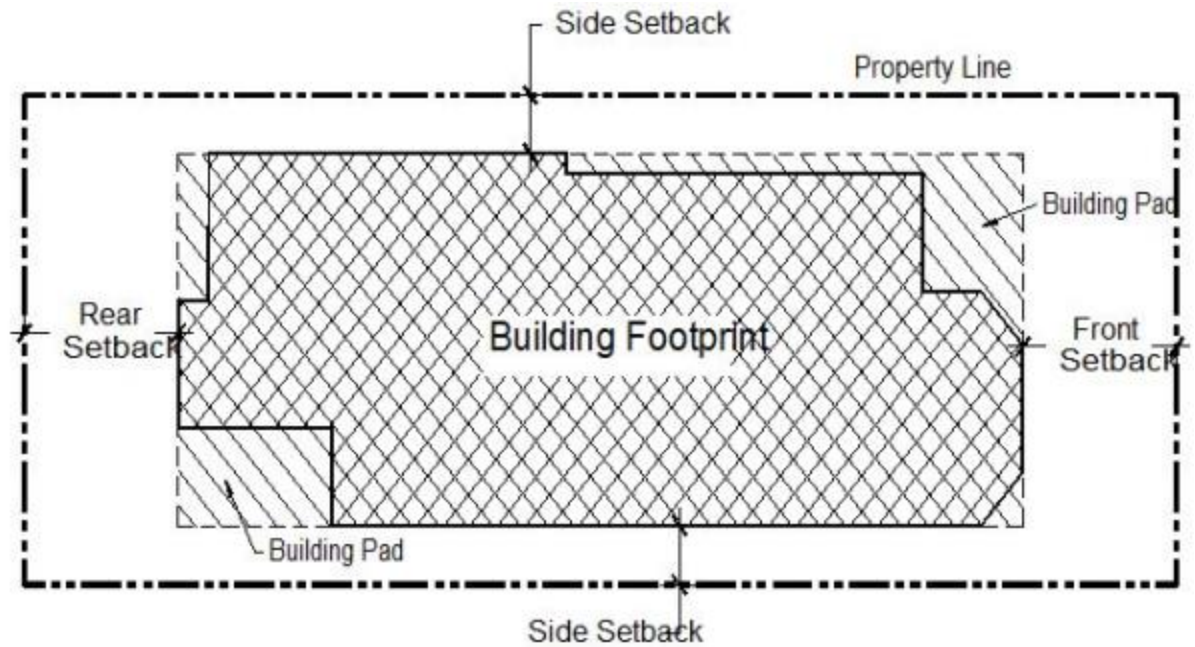
See the following Table 15-2.16 below for a schedule equivalent of this formula.

TABLE 15-2.16

Lot Depth ≤ft.*	Lot Width, ft. Up to:	Side Setbacks Min. Total, ft.		Lot Area Sq. ft.	Bldg. Pad Sq. ft.	Max. Bldg. Footprint
75 ft.	25.0	3 ft.	6 ft.	1,875	1,045	844

75 ft.	37.5	3 ft.	6 ft.	2,813	1,733	1,201
75 ft.	50.0	5 ft.	10 ft.	3,750	2,200	1,519
75 ft.	62.5	5 ft.	14 ft.	4,688	2,668	1,801
75 ft.	75.0	5 ft.	18 ft.	5,625	3,135	2,050
75 ft.	87.5	10 ft.	24 ft.	6,563	3,493	2,270
75 ft.	100.0	10 ft.	24 ft.	7,500	4,180	2,460
75 ft.	Greater than 100.0	10 ft.	30 ft.	Greater than 75 ft.	Per Setbacks and Lot Area	Per formula

E. *For Lots > 75' in depth use Footprint formula and Table 15-2.16a for Front and Rear Setbacks.



F. **FRONT AND REAR SETBACK**. Front and Rear Setbacks are as follows:

Table 15-2.16a

Lot Depth	Min. Front/Rear Setback	Total of Setbacks
Up to 75 ft., inclusive	10 ft.	20 ft.

From 75 ft. to 100 ft.	12 ft.	25 ft.
Over 100 ft.	15 ft.	30 ft.

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69 G. **FRONT SETBACK EXCEPTIONS.** The Front Setback must be open and free of
70 any Structure except:

- 71 1. Fences or walls not more than four feet (4') in height, or as permitted in
72 Section 15-4-2. Fences and Walls. On Corner Lots, Fences more than
73 three feet (3') in height are prohibited within twenty-five feet (25') of the
74 intersection at back of curb.
- 75 2. Uncovered steps leading to the Main Building; provided the steps are not
76 more than four feet (4') in height from Final Grade, not including any
77 required handrail, and do not cause any danger or hazard to traffic by
78 obstructing the view of the Street or intersection.
- 79 3. Decks, porches, and Bay Windows not more than ten feet (10') wide,
80 projecting not more than three feet (3') into the Front Setback.
- 81 4. Roof overhangs, eaves, and cornices projecting not more than three feet
82 (3') into the Front Setback.
- 83 5. Sidewalks, patios, and pathways.

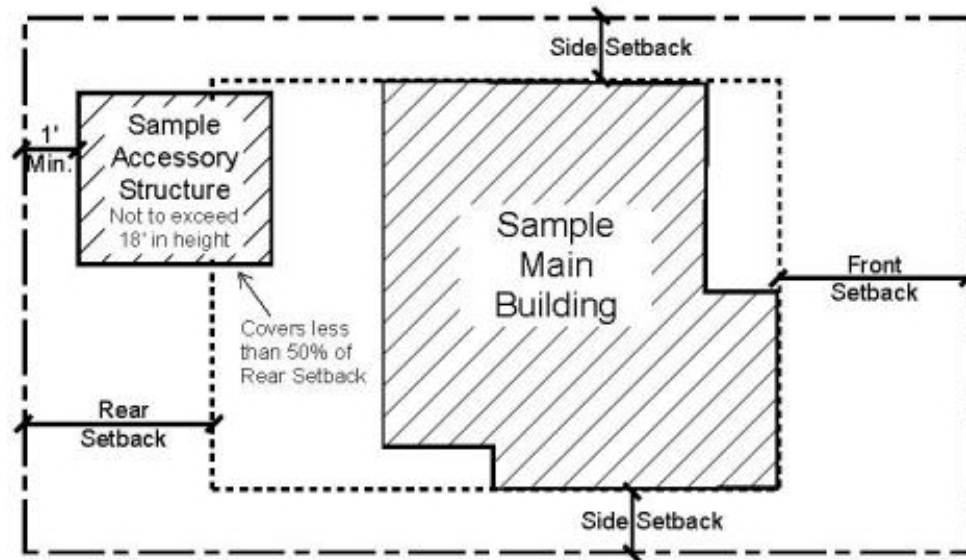
- 84 6. A driveway leading to a garage or Parking Area. No portion of a Front
85 Yard, except for patios, driveways, allowed Parking Areas and sidewalks
86 may be Hard-Surfaced or graveled.

87 H. **REAR SETBACK EXCEPTIONS.** The Rear Setback must be open and free of
88 any Structure except:

- 89 1. Bay Windows not more than ten feet (10') wide, projecting not more than
90 two feet (2') into the Rear Setback.
- 91 2. Chimneys not more than five feet (5') wide projecting not more than two
92 feet (2') into the Rear Setback.
- 93 3. Window wells and light wells projecting not more than four feet (4') into the
94 Rear Setback.
- 95 4. Roof overhangs and eaves projecting not more than two feet (2') into the
96 Rear Setback.
- 97 5. Window sills, belt courses, cornices, trim, exterior siding, and other
98 ornamental features projecting not more than six inches (6") beyond the
99 window or main Structure to which it is attached.
- 100 6. Detached Accessory Buildings not more than eighteen feet (18') in height,
101 located a minimum of five feet (5') behind the front façade of the Main
102 Building, and maintaining a minimum Rear Setback of one foot (1'). Such
103 Structures may not cover more than fifty percent (50%) of the Rear

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Setback. See the following illustration:



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7. Hard-Surfaced Parking Areas subject to the same location requirements as a detached Accessory Building.

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8. Mechanical equipment (which must be screened), hot tubs, or similar Structures located at least three feet (3') from the Rear Lot Line.

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9. Fences and walls as permitted in Section 15-4-2, Fences and Walls.

111

10. Patios, decks, pathways, steps, and similar Structures not more than thirty inches (30") above Final Grade.

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113

11. Pathways and steps connecting to a City staircase or pathway.

114

I. **SIDE SETBACKS.**

115

1. The minimum Side Setback is three feet (3'), but increases for Lots greater than thirty-seven and one-half feet (37.5') in Width, as per Table 15-2.16 above.

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2. Site plans and Building designs must resolve snow release issues to the satisfaction of the Chief Building Official.

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120 3. On Corner Lots, the minimum Side Setback that faces a side Street or
121 platted Right-of-Way is five feet (5').

122 4. A Side Setback between connected Structures is not required where
123 Structures are designed with a common wall on a Property Line, each
124 Structure is located on an individual Lot, the Lots are burdened with a
125 party wall agreement in a form approved by the City Attorney and Chief
126 Building Official, all applicable Building and Fire Code requirements are
127 met, and the Use is an Allowed or Conditional Use in the Zoning District.

128 a. Exterior Side Setbacks shall be based on the required minimum
129 Side Setback for each Lot; however the Planning Commission may
130 consider increasing exterior Side Setbacks during Conditional Use
131 Permit review to mitigate potential impacts on adjacent Property.
132 Side Setback exceptions continue to apply.

133 b. Building Footprint shall be based on the total lot Area of the
134 underlying Lots. The Planning Commission may consider
135 decreasing Building Footprint during Conditional Use Permit review
136 to mitigate potential impacts on adjacent Property.

137 J. **SIDE SETBACK EXCEPTIONS.** The Side Setback must be open and free of any
138 Structure except:

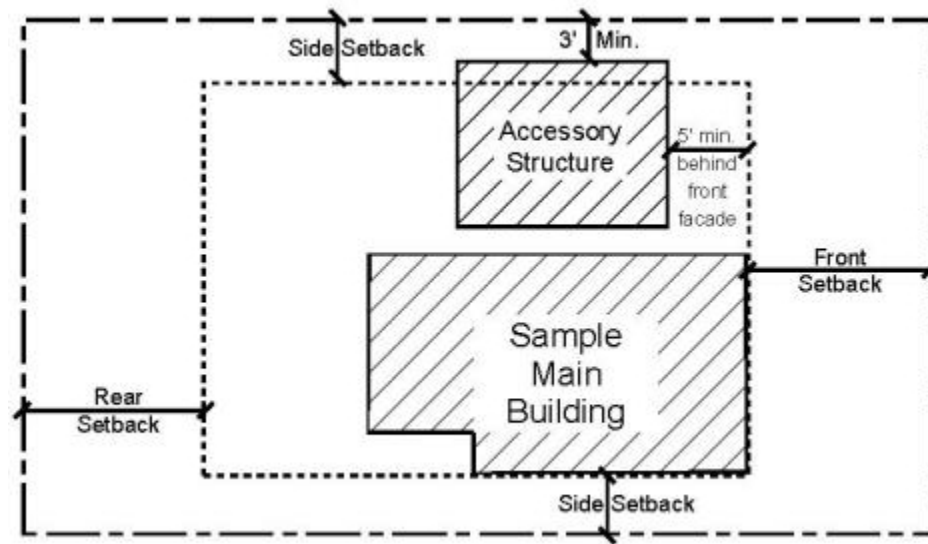
139 1. Bay Windows not more than ten feet (10') wide projecting not more than
140 two feet (2') into the Side Setback.¹

141 2. Chimneys not more than five Feet (5') wide projecting not more than two
142 feet (2') into the Side Setback.¹

- 143 3. Window wells and light wells Projecting not more than four feet (4') into
144 the Side Setback.¹
- 145 4. Roof overhangs and eaves projecting not more than two feet (2') into the
146 Side Setback. A one foot (1') roof or eave overhang is permitted on Lots
147 with a Side Setback of less than five feet (5').¹
- 148 5. Window sills, belt courses, trim, cornices, exterior siding, and other
149 ornamental features projecting not more than six inches (6") beyond the
150 window or main Structure to which it is attached.
- 151 6. Patios, decks, pathways, steps, or similar Structures not more than thirty
152 inches (30") in height from Final Grade.
- 153 7. Fences and walls as permitted in Section 15-4-2.
- 154 8. Driveways leading to a garage or approved Parking Area.
- 155 9. Pathways and steps connecting to a City staircase or pathway.
- 156 10. A detached Accessory Building, not more than eighteen feet (18') in
157 height, located a minimum of five feet (5') behind the front facade of the
158 Main Building, and maintaining a minimum Side Setback of three feet (3').

159

See the following illustration:



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11. Mechanical equipment (which must be screened), hot tubs, or similar

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Structures located a minimum of three feet (3') from the Side Lot Line.

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K. **SNOW RELEASE**. Site plans and Building designs must resolve snow release issues to the satisfaction of the Chief Building Official.

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L. **CLEAR VIEW OF INTERSECTION**. No visual obstruction in excess of two feet (2') in height above Road Grade shall be placed on any Corner Lot within the Site Distance Triangle. A reasonable number of trees may be allowed, if pruned high enough to permit automobile drivers an unobstructed view. This provision must not require changes in the Natural Grade on the Site.

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M. **BUILDING HEIGHT**. No Single Family or Duplex Dwelling Structure shall be erected to a height greater than twenty-seven feet (27'). This is the Zone Height for Single Family and Duplex Dwellings. Final Grade must be within four vertical feet (4') of Existing Grade around the periphery of the Structure, except for the

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174 placement of approved window wells, emergency egress, and a garage entrance.

175 The following height requirements must be met:

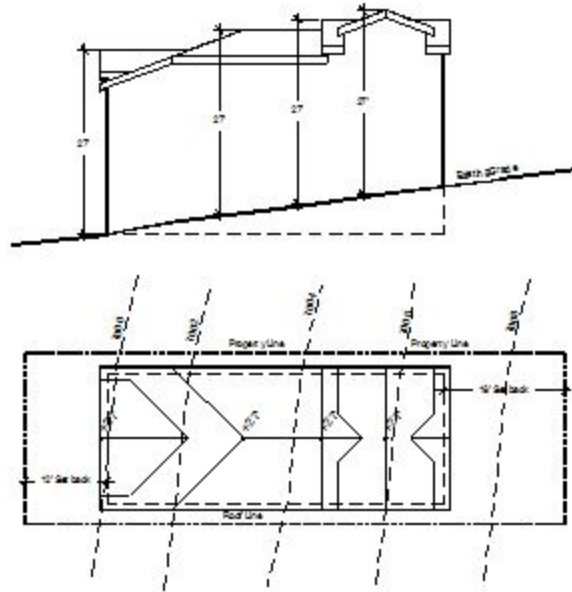
176 1. A Structure shall have a maximum height of thirty five feet (35') measured
177 from the lowest finish floor plane to the point of the highest wall top plate
178 that supports the ceiling joists or roof rafters.

179 2. A ten foot (10') minimum horizontal step in the downhill façade is required
180 unless the First Story is located completely under the finished Grade on all
181 sides of the Structure. The horizontal step shall take place at a maximum
182 height of twenty three feet (23') from where Building Footprint meets the
183 lowest point of existing Grade. Architectural features, that provide
184 articulation to the upper story façade Setback, may encroach into the
185 minimum ten foot (10') Setback but shall be limited to no more than twenty
186 five percent (25%) of the width of the building encroaching no more than
187 four feet (4') into the Setback, subject to compliance with the Design
188 Guidelines for Historic Sites and Historic Districts.

189 3. Roof Pitch. The primary roof pitch must be between seven:twelve (7:12)
190 and twelve:twelve (12:12). A Green Roof may be below the required 7:12
191 roof pitch as part of the primary roof design. In addition, a roof that is not
192 part of the primary roof design may be below the required 7:12 roof pitch.

193 a. A structure containing a flat roof shall have a maximum height of
194 thirty five feet (35') measured from the lowest floor plane to the
195 highest wall top plate that supports the ceiling joists or roof rafters.
196 The height of the Green Roof, including the parapets, railings, or

similar features shall not exceed twenty four inches (24") above the highest top plate mentioned above.



N. **BUILDING HEIGHT EXCEPTIONS.** The following height exceptions apply:

1. Antennas, chimneys, flues, vents, and similar Structures, may extend up to five feet (5') above the highest point of the Building to comply with International Building Code (IBC) requirements.
2. Water towers, mechanical equipment, and associated Screening, when Screened or enclosed, may extend up to five feet (5') above the height of the Building.
3. Elevator access. The Planning Director may allow additional height to allow for an elevator compliant with the American Disability Acts standards. The Applicant must verify the following:
 - a. The proposed height exception is only for the Area of the elevator.No increase in square footage is being achieved.

b. The proposed option is the only feasible option for the elevator on the site.

c. The proposed elevator and floor plans comply with the American Disability Act (ADA) standards.

4. Garage on Downhill Lot. The Planning Commission may allow additional Building Height (see entire Section 15-2.16-5 (L) on a downhill Lot to accommodate a single car wide garage in a Tandem Parking configuration; to accommodate circulation, such as stairs and/or an ADA elevator; and to accommodate a reasonably sized front entry area and front porch that provide a Compatible streetscape design. The depth of the garage may not exceed the minimum depth for internal Parking Space(s) as dimensioned within this Code, Section 15-3. The additional Building Height may not exceed thirty-five feet (35') from Existing Grade.

¹Applies only to Lots with a minimum Side Setback of five feet (5') or greater.

HISTORY

Adopted by Ord. [00-51](#) on 9/21/2000

Amended by Ord. [06-76](#) on 11/9/2006

Amended by Ord. [09-10](#) on 3/5/2009

Amended by Ord. [11-05](#) on 1/27/2011

Amended by Ord. [13-48](#) on 11/21/2013

Amended by Ord. [15-35](#) on 10/12/2015

Amended by Ord. [2016-44](#) on 9/15/2016

Amended by Ord. [2018-43](#) on 7/19/2018

City Council Staff Report



Subject: Standards for Temporary Structures in Historic Districts
Application: PL-23-05963
Author: Historic Preservation Team
Date: May 23, 2024
Type of Item: Legislative – Land Management Code Amendments

Recommendation

(I) Review the proposed Land Management Code amendments establishing standards for temporary structures within Historic Districts, (II) open a public hearing, and (III) consider approving Ordinance No. 2024-07 (Exhibit A).

Description

Applicant:	Planning Department
Zoning Districts:	Historic Residential Low – Density Historic Residential – 1 Historic Residential – 2 Historic Residential Medium Historic Recreation Commercial Historic Commercial Business
Land Management Code Sections Enacted:	15-13-10 <i>Standards for Temporary Structures in Historic Districts</i>
Land Management Code Sections Amended:	15-15-1 <i>Definitions</i>
Reason for Review:	The Historic Preservation Board recommends ordinances to encourage Historic Preservation to the Planning Commission and City Council. Additionally, the Board is responsible for creating and updating comprehensive design regulations for Historic Districts and Historic Sites.¹ The Planning Commission reviews and forwards a recommendation to the City Council for Land Management Code amendments; the City Council takes Final Action.²

¹ LMC [Section 15-11-5](#)

² LMC [Section 15-1-7](#)

Background

During the COVID-19 pandemic, businesses sought opportunities for increased space to allow for social distancing and proposed installing temporary structures like tents, globes, and yurts. To support businesses during the pandemic, the City Council streamlined the process for temporary structure installations. Now that the pandemic has passed, several businesses propose continued installations of temporary structures. During an October 4, 2023 joint work session, the Historic Preservation Board and Planning Commission identified a need for baseline regulations to establish consistent reviews and quality materials for temporary structures within the Historic Districts and directed the Planning team to draft standards ([Staff Report](#); [Minutes](#), p. 2-11).

On December 6, 2023, the Historic Preservation Board held a work session to review draft standards for temporary structures in Historic Districts and provided input ([Staff Report](#); [Minutes](#)). On December 13, 2023, the Planning Commission and Historic Preservation Board walked along Main Street to review installed temporary structures. The Planning Commission then held a work session to discuss the draft standards ([Staff Report](#); [Minutes](#)).

Staff incorporated Historic Preservation Board and Planning Commission input into draft standards and on February 20, 2024, met with Historic Park City Alliance (HPCA) to discuss the proposed standards. On March 1, 2024, HPCA stated they had no questions or concerns about the proposed standards for temporary structures in Historic Districts.

On March 6, 2024, the Historic Preservation Board held a public hearing on the proposed standards for temporary structures in Historic Districts and unanimously forwarded a positive recommendation to the Planning Commission and City Council ([Staff Report](#); [Audio](#)). On March 27, 2024, the Planning Commission held a public hearing on the proposed standards and forwarded a positive recommendation for the City Council's consideration ([Staff Report](#); [Audio](#)). A majority of the Planning Commission directed staff to remove yurts from permitted temporary structures and to prohibit yurts within the Historic Zoning Districts. Two Planning Commissioners voted "nay" for the proposed amendments because they are in favor of allowing yurts within the Historic Districts. The majority of the Planning Commission found the materials included on yurts are in appropriate in the Historic Districts and should be prohibited altogether.

Analysis

Goal 15 of the [General Plan](#) is to preserve the integrity, mass, scale, compatibility and historic fabric of the national and locally designated historic resources and districts for future generations. Objective 15B is to "[m]aintain character, context and scale of local historic districts with compatible infill development and additions." Further, Community Planning Strategy 15.4 is to "[r]eview annually, the Land Management Code (LMC) and Park City's Design [Regulations] for Historic Districts and Historic Sites in order to maintain regulatory consistency."

The purpose of the LMC is in part to "implement the goals and policies of the Park City General Plan" (LMC [§ 15-1-2](#)). The drafted standards for temporary structures facilitate

the General Plan's goal to maintain the character of the Historic Districts and Historic Sites while also providing an opportunity for property owners and businesses to activate outdoor spaces on a temporary basis.

The proposed design standards:

- Require high-quality, durable materials for temporary structures.
- Outline compatibility standards of for temporary structures.
- List permitted temporary structures.
- Define for temporary structure types.
- Establish a timeframe in which for temporary structures may be installed in Historic Districts (Exhibit A).

Department Review

The Planning Department, Executive Department, and City Attorney's Office reviewed this report.

Exhibit

A: Ordinance No. 2024-07

Ordinance No. 2024-11

AN ORDINANCE AMENDING LAND MANAGEMENT CODE SECTIONS 15-2.1-2, 15-2.2-2, 15-2.3-2, 15-2.4-2, 15-2.5-2, AND 15-2.6-2 TO PROHIBIT YURTS WITHIN HISTORIC DISTRICTS, ENACTING LAND MANAGEMENT CODE SECTION 15-13-10 *STANDARDS FOR TEMPORARY STRUCTURES IN HISTORIC DISTRICTS*, AND AMENDING SECTION 15-15-1 *DEFINITIONS* TO INCLUDE TEMPORARY STRUCTURES

WHEREAS, the purposes of the Land Management Code include promoting the general health, safety, and welfare of the present and future inhabitants, businesses, and visitors of the City and protecting and enhancing the vitality of the City's resort-based economy, the overall quality of life, the Historic Character, and unique mountain town community;

WHEREAS, the Land Management Code implements the goals and policies of the Park City General Plan;

WHEREAS, *Historic Character* is one of the core values in the Park City General Plan;

WHEREAS, Goal 15 is to preserve the integrity, mass, scale, compatibility, and historic fabric of the national and locally designated historic resources and districts for future generations, Objective 15B of the General Plan is to "[m]aintain character, context and scale of local historic districts with compatible infill development and additions;"

WHEREAS, Community Planning Strategy 15.4 of the General Plan is to "[r]eview, annually, the Land Management Code and Park City's Design Guidelines for Historic Districts and Historic Sites in order to maintain regulatory consistency;"

WHEREAS, the purpose of the Historic Preservation Board is in part to preserve the City's unique historic character and to encourage compatible design and construction in the City's Historic Districts and Historic Sites through periodic updates to Land Management Code Chapter 15-13 *Regulations for Historic Districts and Historic Sites*,

WHEREAS, on December 6, 2023, the Historic Preservation Board conducted a work session on amendments to the Land Management Code to outline standards for Temporary Structures in Historic Districts;

WHEREAS, on December 13, 2023, the Planning Commission conducted a work session on amendments to the Land Management Code to outline standards for Temporary Structures in Historic Districts;

WHEREAS, on March 6, 2024, the Historic Preservation Board conducted a public hearing and unanimously forwarded a positive recommendation for these amendments to the Planning Commission and City Council;

WHEREAS, the Planning Commission conducted a public hearing on March 27, 2024, and forwarded a positive recommendation (4-2) to the City Council;

WHEREAS, the City Council conducted a duly noticed public hearing on April 25, 2024.

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. The recitals are incorporated herein as findings of fact. Municipal Code of Park City Title 15 Land Management Code 15-2.1-2, 15-2.2-2, 15-2.3-2, 15-2.4-2, 15-2.5-2, and 15-2.6-2 outlining Uses within Historic Districts are hereby amended as outlined in Attachment 1. Section 15-13-10 *Standards for Temporary Structures in Historic Districts* is hereby enacted as outlined in Attachment 1. Section 15-15-1 *Definitions* is hereby amended as outlined in Attachment 1.

SECTION 2. EFFECTIVE DATE. This Ordinance shall be effective upon publication.

PASSED AND ADOPTED THIS 23rd day of May, 2024.

PARK CITY MUNICIPAL CORPORATION

Nann Worel, Mayor

Attest:

City Recorder

Approved as to form:

City Attorney's Office

1 **15-2.1-2 Uses**

2 Uses in the HRL District are limited to the following:

3 **A. ALLOWED USES.**

- 4 1. Single Family Dwelling
- 5 2. Home Occupation
- 6 3. Child Care, In-Home Babysitting
- 7 4. Child Care, Family¹
- 8 5. Child Care, Family Group¹
- 9 6. Accessory Building and Use
- 10 7. Conservation Activity
- 11 8. Agriculture
- 12 9. Residential Parking Area or Structure with four (4) or fewer spaces
- 13 10. Internal Accessory Dwelling Unit⁹
- 14 11. Accessory Apartment³

15 **B. CONDITIONAL USES.**

- 16 1. Nightly Rentals²
- 17 2. Lockout Unit
- 18 3. Child Care Center¹
- 19 4. Essential Municipal and Public Utility Use, Facility, Service and Structure
- 20 5. Telecommunication Antenna⁴
- 21 6. Satellite dish greater than thirty-nine inches (39") in diameter⁵
- 22 7. Residential Parking Area or Structure five (5) or more spaces
- 23 8. Temporary Improvement⁶

- 24 9. Passenger Tramway Station and Ski Base Facility⁷
- 25 10. Ski Tow Rope, Ski Lift, Ski Run, and Ski Bridge⁶
- 26 11. Recreation Facility, Private¹⁰
- 27 12. Fences greater than six feet (6') in height from Final Grade^{5,8}
- 28 13. Temporary Structures, excluding yurts¹¹

29 C. **PROHIBITED USES.** Any Use not listed above as an Allowed or Conditional
30 Use is a prohibited Use.

31 ¹See Section 15-4-9, Child Care and Child Care Facilities.

32 ²The HRL Zoning District is divided into three sub-neighborhoods: the western sub-neighborhood along
33 Sampson Avenue, Ridge Avenue, and King Road; the McHenry Avenue Sub-neighborhood; and the
34 Lower Rossi Hill sub-neighborhood along Deer Valley Loop and Rossi Hill Drive. No more than twelve
35 (12) Conditional Use Permits shall be allowed in the western sub-neighborhood. Nightly Rentals are
36 prohibited in the McHenry Avenue sub-neighborhood. Nightly Rentals in the Lower Rossi Hill sub-
37 neighborhood require a Conditional Use Permit. For Nightly Rentals in the western sub-neighborhood, in
38 addition to the Conditional Use Permit criteria in LMC § 15-1-10(E), the Planning Commission shall
39 consider whether or not the proposed Nightly Rental mitigates the impacts of and addresses the following
40 items: (a) all rental agreements for Nightly Rental shall include language that limits the vehicles allowed to
41 the number of on-site Parking Spaces; (b) all rental agreements shall include language indicating that all-
42 wheel drive vehicles are required during the winter season; (c) all rental agreements shall provide Nightly
43 Renters with information regarding walkable access to skiing, to Park City's Historic Main Street, to Old
44 Town, and to Park City's free transit service; and (d) property management contact information shall be
45 displayed in a prominent location inside the Nightly Rental. For Nightly Rentals in the Lower Rossi Hill
46 sub-neighborhood, in addition to the Conditional Use Permit criteria in LMC § 15-1-10(E), the Planning
47 Commission shall consider whether or not the proposed Nightly Rental mitigates the impacts of and
48 addresses the following items: (a) all rental agreements for Nightly Rental shall include language that
49 limits the vehicles allowed to the number of on-site parking spaces; and (b) property management contact
50 information shall be displayed in a prominent location inside the Nightly Rental.

³Requires an Administrative Permit. See Section 15-4-7, Accessory Apartments.

⁴See Section 15-4-14, Telecommunications Facilities.

⁵See Section 15-4-13, Placement of Satellite Receiving Antennas.

⁶Subject to Administrative or Administrative Conditional Use permit, see LMC Chapter 15-4.

⁷See Section 15-4-18, Passenger Tramways and Ski-Base Facilities.

⁸See Section 15-4-2, Fences and Retaining Walls.

⁹See 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.

¹⁰See Section 15-4-22, Outdoor Pickleball Courts in Residential Areas.

¹¹Requires an Administrative Permit. See Section 15-13-10, Standards for Temporary Structures in Historic Districts.

HISTORY

Adopted by Ord. [00-15](#) on 3/2/2000

Amended by Ord. [06-56](#) on 7/27/2006

Amended by Ord. [09-10](#) on 3/5/2009

Amended by Ord. [15-35](#) on 10/12/2015

Amended by Ord. [15-44](#) on 11/5/2015

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Amended by Ord. [2021-51](#) on 12/16/2021

Amended by Ord. [2022-08](#) on 4/28/2022

15-2.2-2 Uses

Uses in the HR-1 District are limited to the following:

A. ALLOWED USES.

1. Single Family Dwelling
2. Lockout Unit¹
3. Nightly Rental¹
4. Home Occupation
5. Child Care, In-Home Babysitting²
6. Child Care, Family²
7. Child Care, Family Group²
8. Accessory Building and Use
9. Conservation Activity
10. Agriculture
11. Residential Parking Area or Structure, with four (4) or fewer spaces
12. Internal Accessory Dwelling Unit¹⁰
13. Accessory Apartment³

B. CONDITIONAL USES.

1. Duplex Dwelling
2. Guest House on Lots one (1) acre or greater
3. Secondary Living Quarters
4. Group Care Facility
5. Child Care Center
6. Public and Quasi-Public Institution, church and school
7. Essential Municipal and Public Utility Use, Facility, Service, and Structure

- 99 8. Telecommunication Antenna⁴
- 100 9. Satellite Dish, greater than thirty-nine inches (39") diameter⁵
- 101 10. Bed and Breakfast Inn⁶
- 102 11. Boarding House, hostel⁶
- 103 12. Hotel, Minor, (fewer than sixteen (16) rooms)⁶
- 104 13. Residential Parking Area or Structure with five (5) or more spaces.
- 105 14. Temporary Improvement⁷
- 106 15. Passenger Tramway Station and Ski Base Facility⁸
- 107 16. Ski Tow, Ski Lift, Ski Run, and Ski Bridge⁸
- 108 17. Recreation Facility, Private¹¹
- 109 18. Fences greater than six feet (6') in height from Final Grade^{7,9}
- 110 19. Temporary Structures, excluding yurts.¹²

111 C. **PROHIBITED USES**. Any Use not listed above as an Allowed or Conditional Use

112 is a prohibited Use.

113 ¹Nightly Rental of a Lockout Unit requires a Conditional Use permit.

114 ²See Section 15-4-9, Child Care and Childcare Facilities.

115 ³Requires an Administrative Permit. See Section 15-4-7, Accessory Apartments.

116 ⁴See Section 15-4-14, Telecommunication Facilities.

117 ⁵See Section 15-4-13, Placement of Satellite Receiving Antennas.

118 ⁶In Historic Buildings and/or Structures only. Parking requirements of Chapter 15-3 shall apply.

119 ⁷Subject to Administrative or Administrative Conditional Use permit.

120 ⁸See Section 15-4-18, Passenger Tramways and Ski-Base Facilities.

121 ⁹See Section 15-4-2, Fences and Retaining Walls.

¹⁰See 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.

¹¹See Section 15-4-22, Outdoor Pickleball Courts in Residential Areas.

¹²Requires an Administrative Permit. See Section 15-13-10, Standards for Temporary Structures in Historic Districts.

HISTORY

Adopted by Ord. [00-15](#) on 3/2/2000

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Amended by Ord. [09-10](#) on 3/5/2009

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15-2.3-2 Uses

Uses in the HR-2 District are limited to the following:

A. ALLOWED USES.

1. Single Family Dwelling
2. Lockout Unit¹
3. Nightly Rental²
4. Home Occupation
5. Child Care, In-Home Babysitting³

- 146 6. Child Care, Family³
- 147 7. Child Care, Family Group³
- 148 8. Accessory Building and Use
- 149 9. Conservation Activity
- 150 10. Agriculture
- 151 11. Residential Parking Area or Structure with four (4) or fewer spaces
- 152 12. Internal Accessory Dwelling Unit¹²
- 153 13. Accessory Apartment⁴

154 B. **CONDITIONAL USES.**

- 155 1. Duplex Dwelling
- 156 2. Secondary Living Quarters
- 157 3. Group Care Facility
- 158 4. Child Care Center
- 159 5. Public or Quasi-Public institution, church or school
- 160 6. Essential municipal and public utility Use, facility, service, and Structure
- 161 7. Telecommunication Antenna⁵
- 162 8. Satellite Dish Antenna greater than thirty-nine inches (39") in diameter⁶
- 163 9. Bed and Breakfast Inn⁷
- 164 10. Boarding House, Hostel⁷
- 165 11. Hotel, Minor, fewer than sixteen (16) rooms⁷
- 166 12. Office, General⁸
- 167 13. Office, Moderate Intensive⁸
- 168 14. Office and Clinic, Medical⁸

- 169 15. Retail and Service Commercial, Minor⁸
- 170 16. Retail and Service Commercial, personal improvement⁸
- 171 17. Cafe or Deli⁸
- 172 18. Restaurant, General⁸
- 173 19. Restaurant, Outdoor Dining⁸
- 174 20. Outdoor Events
- 175 21. Residential Parking Area or Structure with five (5) or more spaces,
- 176 associated with a residential Building on the same Lot
- 177 22. Temporary Improvement
- 178 23. Passenger Tramway Station and Ski Base Facility¹⁰
- 179 24. Ski tow rope, ski lift, ski run, and ski bridge¹⁰
- 180 25. Recreation Facility, Private¹³
- 181 26. Fences greater than six feet (6') in height from Final Grade¹¹
- 182 27. Limited Commercial expansion necessary for compliance with Building/
- 183 Fire Code egress and Accessibility requirements and support Uses
- 184 associated with HCB Commercial Use
- 185 28. Bar⁸
- 186 29. Temporary Structures, excluding yurts.¹⁴

187 C. **PROHIBITED USES**. Any Use not listed above as an Allowed or Conditional Use

188 is a prohibited Use.

189 ¹Nightly Rental of Lockout Units requires a Conditional Use Permit.

190 ²Nightly Rental does not include the use of dwellings for Commercial Uses.

191 ³See Section 15-4-9 Child Care And Child Care Facilities.

192 ⁴Requires an Administrative Permit. See Section 15-4-7, Accessory Apartments.

193 ⁵See Section 15-4-14, Telecommunication Facilities.

194 ⁶See Section 15-4-13, Placement Of Satellite Receiving Antennas.

195 ⁷In Historic Buildings and/or Structures only.

196 ⁸In Historic Buildings and/or Structures and within Sub-Zones A and B subject to compliance with all

197 criteria and requirements of Section 15-2.3-8 for Sub-Zone A and Section 15-2.3-9 for Sub-Zone B.

198 ⁹Subject to an Administrative Conditional Use Permit, and permitted in Sub-Zone B only, subject to

199 requirements in Section 15-2.3-9.

200 ¹⁰See Section 15-4-18, Passenger Tramways And Ski-Base Facilities.

201 ¹¹See Section 15-4-2, Fences And Retaining Walls.

202 ¹²See Section 15-4-7.1, Internal Accessory Dwelling Units. Single-Family Dwellings designated Significant

203 or Landmark Historic Sites on the Park City Historic Sites Inventory are subject to an Administrative

204 Conditional Use Permit.

205 ¹³See Section 15-4-22, Outdoor Pickleball Courts in Residential Areas.

206 ¹⁴Requires an Administrative Permit. See Section 15-13-10, Standards for Temporary Structures in

207 Historic Districts.

208 HISTORY

209 *Adopted by Ord. [00-51](#) on 9/21/2000*

210 *Amended by Ord. [04-08](#) on 3/4/2004*

211 *Amended by Ord. [06-56](#) on 7/27/2006*

212 *Amended by Ord. [09-10](#) on 3/5/2009*

213 *Amended by Ord. [10-14](#) on 4/15/2010*

214 *Amended by Ord. [12-37](#) on 12/20/2012*

215 *Amended by Ord. [15-35](#) on 10/12/2015*

216 *Amended by Ord. [2020-36](#) on 7/30/2020*

217 *Amended by Ord. [2020-42](#) on 9/17/2020*

218 *Amended by Ord. [2021-38](#) on 9/23/2021*

219 Amended by Ord. [2021-51](#) on 12/16/2021

220 Amended by Ord. [2022-08](#) on 4/28/2022

221 **15-2.4-2 Uses**

222 Uses in the HRM District are limited to the following:

223 A. **ALLOWED USES.**

224 1. Single Family Dwelling

225 2. Duplex Dwelling

226 3. Secondary Living Quarters

227 4. Lockout Unit¹

228 5. Accessory Apartment²

229 6. Nightly Rental³

230 7. Home Occupation

231 8. Child Care, In-Home Babysitting

232 9. Child Care, Family⁴

233 10. Child Care, Family Group⁴

234 11. Accessory Building and Use

235 12. Conservation Activity

236 13. Agriculture

237 14. Parking Area or Structure with four (4) or fewer spaces

238 15. Internal Accessory Dwelling Unit¹¹

239 B. **CONDITIONAL USES.**

240 1. Triplex Dwelling

241 2. Multi-Unit Dwelling

- 242 3. Group Care Facility
- 243 4. Child Care Center⁴
- 244 5. Public and Quasi-Public Institution, Church, and School
- 245 6. Essential Municipal and Public Utility Use, Facility Service, and Structure
- 246 7. Telecommunication Antenna⁵
- 247 8. Satellite Dish, greater than thirty-nine inches (39") in diameter⁶
- 248 9. Bed and Breakfast Inn⁷
- 249 10. Boarding House, Hostel⁷
- 250 11. Hotel, Minor⁷
- 251 12. Office, General⁸
- 252 13. Retail and Service Commercial, Minor⁸
- 253 14. Retail and Service Commercial, personal improvement⁸
- 254 15. Neighborhood Market, without gasoline sales⁸
- 255 16. Cafe, Deli⁸
- 256 17. Café, Outdoor Dining⁹
- 257 18. Parking Area or Structure with five (5) or more spaces
- 258 19. Temporary Improvement¹⁰
- 259 20. Recreation Facility, Public
- 260 21. Recreation Facility, Private¹²
- 261 22. Outdoor Events¹⁰
- 262 23. Fences greater than six feet (6') in height from Final Grade¹⁰
- 263 24. Temporary Structures, excluding yurts.¹³

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 15-13-10, Standards for Temporary Structures in Historic Districts.

HISTORY

Adopted by Ord. [00-51](#) on 9/21/2000

Amended by Ord. [06-69](#) on 10/19/2006

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Amended by Ord. [15-35](#) on 10/12/2015

Amended by Ord. [2020-42](#) on 9/17/2020

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289 Amended by Ord. [2021-51](#) on 12/16/2021

290 Amended by Ord. [2022-08](#) on 4/28/2022

291 **15-2.5-2 Uses**

292 Uses in the HRC are limited to the following:

293 A. **ALLOWED USES**.¹⁰

- 294 1. Single Family Dwelling⁵
- 295 2. Duplex Dwelling⁵
- 296 3. Secondary Living Quarters⁵
- 297 4. Lockout Unit^{1,5}
- 298 5. Accessory Apartment^{2,5}
- 299 6. Nightly Rental⁵
- 300 7. Home Occupation⁵
- 301 8. Child Care, In-Home Babysitting
- 302 9. Child Care, Family³
- 303 10. Child Care, Family Group³
- 304 11. Child Care Center³
- 305 12. Accessory Building and Use
- 306 13. Conservation Activity
- 307 14. Agriculture
- 308 15. Bed and Breakfast Inn^{4,5}
- 309 16. Boarding House, hostel⁵
- 310 17. Hotel, Minor, fewer than sixteen (16) rooms⁵
- 311 18. Office, General⁵

- 312 19. Parking Area or Structure, with four (4) or fewer spaces⁵
- 313 20. Food Truck Location¹¹
- 314 B. **CONDITIONAL USES**^{9, 10}
- 315 1. Triplex Dwelling⁵
- 316 2. Multi-Unit Dwelling⁵
- 317 3. Guest House, on Lots one (1) acre⁵
- 318 4. Group Care Facility⁵
- 319 5. Public and Quasi-Public institution, church, or school
- 320 6. Essential Municipal public utility Use, facility, service, and Structure
- 321 7. Telecommunication Antenna⁶
- 322 8. Satellite dish, greater than thirty-nine inches (39") in diameter⁷
- 323 9. Plant and Nursery stock products and sales
- 324 10. Hotel, Major⁵
- 325 11. Timeshare Projects and Conversions⁵
- 326 12. Private Residence Club Project and Conversion^{4,5}
- 327 13. Office, Intensive⁵
- 328 14. Office and clinic, Medical⁵
- 329 15. Financial institution, without drive-up window⁸
- 330 16. Commercial Retail and Service, Minor⁸
- 331 17. Commercial Retail and Service, Personal Improvement⁸
- 332 18. Neighborhood Convenience Commercial, without gasoline sales
- 333 19. Café or Deli⁸
- 334 20. Restaurant, General⁸

- 335 21. Restaurant and Café, outdoor dining⁴
- 336 22. Outdoor Events and Uses⁴
- 337 23. Bar
- 338 24. Parking Area or Structure, with five (5) or more spaces⁵
- 339 25. Temporary Improvement⁴
- 340 26. Passenger Tramway station and ski base facility
- 341 27. Ski tow, ski lift, ski run, and ski bridge
- 342 28. Recreation Facility, Commercial, Public, and Private¹²
- 343 29. Entertainment Facility, Indoor
- 344 30. Fences greater than six feet (6') in height from Final Grade⁴
- 345 31. Private Residence Club, Off-Site⁵
- 346 32. Private Event Facility⁵
- 347 33. Temporary Structures, excluding yurts.¹³

348 C. **PROHIBITED USES.** Unless otherwise allowed herein, any Use not listed above

349 as an Allowed or Conditional Use is a prohibited Use.

350 ¹Nightly rental of Lockout Units requires a Conditional Use permit.

351 ²Requires an Administrative Permit. See Section 15-4-7, Accessory Apartments.

352 ³See Section 15-4-9, Child Care And Child Care Facilities.

353 ⁴Requires an Administrative or Administrative Conditional Use permit, see Chapter 15-4.

354 ⁵Prohibited in HRC Zoned Storefront Property adjacent to Main Street, Heber Avenue and Park Avenue,

355 excluding those HRC Zoned Properties on the west side of Park Avenue and also excluding those HRC

356 Zoned Properties with the following addresses: 702 Main Street, 710 Main Street, 738 Main Street (for the

357 plaza side storefronts), 780 Main Street, 804 Main Street (for the plaza side storefronts), 875 Main Street,

358 890 Main Street, 900 Main Street, and 820 Park Avenue. Hotel rooms shall not be located within

359 Storefront Property; however access, circulation, and lobby areas are permitted within Storefront

360 Property.

361 ⁶See Section 15-4-14, Telecommunication Facilities.

362 ⁷See Section 15-4-13, Placement Of Satellite Receiving Antennas.

363 ⁸If Gross Floor Area is less than 2,000 sq. ft., the Use shall be considered an Allowed Use.

364 ⁹No community locations as defined by Utah Code 32B-1-102 (Alcoholic Beverage Control Act) are
365 permitted within 200 feet of Main Street unless a variance is permitted for an outlet, as defined by Utah
366 Code 32B-1-202, to obtain a liquor license.

367 ¹⁰Within the HRC Zoning District, no more than seven (7) Conventional Chain Businesses are permitted in
368 Storefront Properties.

369 ¹¹The Planning Director or designee shall upon finding a Food Truck Location in compliance with
370 Municipal Code Section 4-5-6, issue the property owner a Food Truck Location administrative approval
371 letter.

372 ¹²See Section 15-4-22, Outdoor Pickleball Courts in Residential Areas.

373 ¹³Requires an Administrative Permit. See Section 15-13-10, Standards for Temporary Structures in
374 Historic Districts.

375 HISTORY

376 *Adopted by Ord. [00-51](#) on 9/21/2000*

377 *Amended by Ord. [04-39](#) on 3/18/2004*

378 *Amended by Ord. [06-69](#) on 10/19/2006*

379 *Amended by Ord. [07-55](#) on 8/30/2007*

380 *Amended by Ord. [09-10](#) on 3/5/2009*

381 *Amended by Ord. [12-37](#) on 12/20/2012*

382 *Amended by Ord. [16-02](#) on 1/7/2016*

383 *Amended by Ord. [2017-45](#) on 8/17/2017*

384 *Amended by Ord. [2018-55](#) on 10/23/2018*

385 *Amended by Ord. [2020-36](#) on 7/30/2020*

386 Amended by Ord. [2020-42](#) on 9/17/2020
387 Amended by Ord. [2021-51](#) on 12/16/2021
388 Amended by Ord. [2022-08](#) on 4/28/2022
389 Amended by Ord. [2022-16](#) on 5/26/2022
390 Amended by Ord. [2022-21](#) on 10/27/2022
391 Amended by Ord. [2023-16](#) on 4/27/2023

392 **15-2.6-2 Uses**

393 Uses in the Historic Commercial Business (HCB) District are limited to the following:

394 A. **ALLOWED USES**.¹¹

- 395 1. Single Family Dwelling¹
- 396 2. Multi-Unit Dwelling¹
- 397 3. Secondary Living Quarters¹
- 398 4. Lockout Unit^{1,2}
- 399 5. Accessory Apartment^{1,3}
- 400 6. Nightly Rental⁴
- 401 7. Home Occupation¹
- 402 8. Child Care, In-Home Babysitting¹
- 403 9. Child Care, Family^{1,5}
- 404 10. Child Care, Family Group^{1,5}
- 405 11. Child Care Center^{1,5}
- 406 12. Accessory Building and Use¹
- 407 13. Conservation Activity
- 408 14. Agriculture
- 409 15. Bed and Breakfast Inn^{1, 6}
- 410 16. Boarding House, hostel¹

- 411 17. Hotel, Minor, fewer than 16 rooms¹
- 412 18. Office, General¹
- 413 19. Office, Moderate Intensive¹
- 414 20. Office and clinic, Medical¹
- 415 21. Financial institution, without drive-up window
- 416 22. Commercial Retail and Service, Minor
- 417 23. Commercial Retail and Service, Personal Improvement
- 418 24. Commercial Neighborhood Convenience, without gasoline sales
- 419 25. Restaurant, Cafe or Deli
- 420 26. Restaurant, General
- 421 27. Bar
- 422 28. Parking Lot, Public or Private with four (4) or fewer spaces
- 423 29. Entertainment Facility, Indoor
- 424 30. Salt Lake City 2002 Winter Olympic Games Legacy Displays⁷
- 425 31. Temporary winter Balcony enclosures
- 426 32. Food Truck Location¹²

427 B. **CONDITIONAL USES.**^{10, 11}

- 428 1. Group Care Facility¹
- 429 2. Public and Quasi-Public institution, church, or school
- 430 3. Essential municipal public utility Use, facility, service, and Structure
- 431 4. Telecommunication Antenna⁸
- 432 5. Satellite dish, greater than thirty-nine inches (39") in diameter⁹
- 433 6. Plant and Nursery stock products and sales
- 434 7. Hotel, Major¹
- 435 8. Timeshare Projects and Conversions¹
- 436 9. Timeshare Sales Office, Off-Site within an enclosed Building¹

- 437 10. Private Residence Club Project and Conversion^{1,6}
- 438 11. Commercial Retail and Service, Major
- 439 12. Office, Intensive¹
- 440 13. Restaurant, outdoor dining^{6ax}
- 441 14. Outdoor Events and Uses⁶
- 442 15. Hospital, Limited Care Facility¹
- 443 16. Parking Area or Structure for five (5) or more cars¹
- 444 17. Temporary Improvement⁶
- 445 18. Passenger Tramway station and ski base facility
- 446 19. Ski tow, ski lift, ski run, and ski bridge
- 447 20. Recreation Facility, Public
- 448 21. Recreation Facility, Private¹³
- 449 22. Recreation Facility, Commercial
- 450 23. Fences greater than six feet (6') in height from Final Grade⁶
- 451 24. Private Residence Club, Off-Site¹
- 452 25. Private Event Facility¹
- 453 26. Temporary Structures, excluding yurts.¹⁴

454 C. **PROHIBITED USES.** Any Use not listed above as an Allowed or Conditional Use is a
455 prohibited Use.

456 ¹Prohibited in HCB Zoned Storefront Property adjacent to Main Street, Heber Avenue, Grant Avenue, and
457 Swede Alley. Hotel rooms shall not be located within Storefront Property; however access, circulation and
458 lobby areas are permitted within Storefront Property.

459 ²Nightly Rental of Lock Units requires a Conditional Use permit.

460 ³Requires an Administrative Permit. See Section 15-4-7, Accessory Apartments.

461 ⁴Nightly Rental of residential dwellings does not include the Use of dwellings for Commercial Uses.

462 ⁵See Section 15-4-9, Child Care And Child Care Facilities.

463 ⁶Requires an Administrative or Administrative Conditional Use permit.

464 ⁷Olympic Legacy Displays limited to those specific Structures approved under the SLOC/Park City
465 Municipal Corporation Olympic Services Agreement and/or Olympic Master Festival License and placed
466 on the original Property set forth in the services Agreement and/or Master Festival License. Requires an
467 Administrative Permit.

468 ⁸See Section 15-4-14, Telecommunication Facilities.

469 ⁹See Section 15-4-13, Placement Of Satellite Receiving Antennas.

470 ¹⁰No community locations as defined by Utah Code 32B-1-102 (Alcoholic Beverage Control Act) are
471 permitted within 200 feet of Main Street unless a variance is permitted for an outlet, as defined by Utah
472 Code 32B-1-202, to obtain a liquor license.

473 ¹¹Within the HCB Zoning District, no more than seventeen (17) Conventional Chain Businesses are
474 permitted in Storefront Properties.

475 ¹²The Planning Director or designee shall, upon finding a Food Truck Location in compliance with
476 Municipal Code Section 4-5-6, issue the property owner a Food Truck Location administrative approval
477 letter.

478 ¹³See Section 15-4-22, Outdoor Pickleball Courts in Residential Areas.

479 ¹⁴Requires an Administrative Permit. See Section 15-13-10, Standards for Temporary Structures in
480 Historic Districts.

481 HISTORY

482 *Adopted by Ord. [00-51](#) on 9/21/2000*

483 *Amended by Ord. [02-38](#) on 9/12/2002*

484 *Amended by Ord. [04-39](#) on 3/18/2004*

485 *Amended by Ord. [06-69](#) on 10/19/2006*

486 *Amended by Ord. [07-55](#) on 8/30/2007*

487 *Amended by Ord. [09-10](#) on 3/5/2009*

488 *Amended by Ord. [12-37](#) on 12/20/2012*

489 *Amended by Ord. [16-02](#) on 1/7/2016*

490 *Amended by Ord. [16-01](#) on 1/7/2016*

491 Amended by Ord. [2017-45](#) on 8/17/2017
492 Amended by Ord. [2018-55](#) on 10/23/2018
493 Amended by Ord. [2020-36](#) on 7/30/2020
494 Amended by Ord. [2020-42](#) on 9/17/2020
495 Amended by Ord. [2021-51](#) on 12/16/2021
496 Amended by Ord. [2022-08](#) on 4/28/2022
497 Amended by Ord. [2022-16](#) on 5/26/2022
498 Amended by Ord. [2022-21](#) on 10/27/2022
499 Amended by Ord. [2023-16](#) on 4/27/2023

500 **15-13-10 Standards for Temporary Structures in Historic Districts**

501 **A. Temporary Structures include:**

- 502 1. Globe Shelters.
503 2. Tents with sidewalls.
504 3. Canopies (tents without sidewalls).
505 4. Temporary Winter Balcony Enclosures.

506 **B. Applicants shall obtain an Administrative Permit approval for all Temporary**
507 **Structures according to Section 15-4-16 before installation.**

508 **C. Universal Requirements**

509 **1. Location**

- 510 a. Temporary Structures shall not impede or obstruct pedestrian
511 circulation.
512 b. Proposed locations shall be reviewed and approved by the Chief
513 Building Official, Fire Marshal, and Park City Fire District.
514 c. Temporary Structures shall comply with Setback requirements.

515 2. Materials

516 a. Temporary Structures shall:

517 i) be of durable, weatherproof materials;

518 ii) have wall and roofing materials that are non-reflective with a

519 Solar Reflectivity Index (SRI) of 35 or less;

520 iii) consist of materials that are neutral and earth-toned or white in
521 color;

522 iv) be limited to no more than three (3) different materials;

523 v) use materials that are compatible with the Primary Structure; and

524 vi) be uniform when more than one Temporary Structure is
525 approved for a Site.

526 3. Glazing

527 a. Glazing shall be clear.

528 b. Metallic, frosted, tinted, stained, textured, and/or reflective finishes are
529 prohibited.

530 4. Lighting

531 a. Exterior and interior lighting shall be Fully Shielded, down-directed, with
532 light bulbs 3,000 degrees Kelvin or less.

533 5. Signage

534 a. Signage on Temporary Structures is prohibited.

535 6. Ornamentation

536 a. Banners, bunting, scrollwork, finials, and other ornamentation are
537 prohibited.

538 7. Installation on Historic Sites

539 a. Temporary Structures, or portions thereof, shall not be directly
540 connected to historic materials.

541 8. Energy Efficiency

542 a. Temporary Structures shall incorporate best practices in energy-
543 efficient materials and sustainable operating and mechanical systems.

544 9. Maximum Size

545 a. Temporary Structures shall be subordinate in Scale to the Primary
546 Structure.

547 b. Temporary Structures shall be no taller than eighteen feet (18') or two
548 feet (2') below the ridgeline of the Primary Structure, whichever is less,
549 measured from Existing Grade to the topmost roof ridge.

550 10. Ongoing Maintenance

551 a. Damaged materials shall be replaced or repaired as necessary to
552 maintain the health and safety of the occupants and a clean appearance.

553 11. Dates of Installation

554 a. Winter Temporary Structures are only permitted from November 15th
555 through April 30th.

556 b. Summer Temporary Structures are only permitted from April 30th
557 through October 30th.

558 12. Review

559 a. Approved Administrative Permits for Temporary Structures are valid for
560 five (5) years.

561 b. A Historic District Review Pre-Application is required for Temporary
562 Structures.

563

564 **15-15-1 Definitions**

565

566 **GLOBE SHELTER**. A type of Temporary Structure that is a framed transparent
567 spherical private shelter with panoramic views which is manufactured off-site and
568 temporarily placed on an approved location within a Site.

569

570 **TEMPORARY STRUCTURE**. A standalone Structure, or a Structure that is partially
571 affixed to an existing Building on a temporary basis not to exceed 180 days as set forth
572 by the International Building Code.

573

574 **YURT**. A type of Temporary Structure that is a circular domed tent of membrane
575 stretched over a collapsible lattice framework.

576