PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
July 11, 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/84528892179

CLOSED SESSION - 2:45 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

4:10 p.m. - Discuss the Bonanza Park Small Area Plan

5:10 p.m. - Break

REGULAR MEETING - 5:30 p.m.

I. ROLL CALL

II. PRESENTATIONS

1. Sales Tax for EMS Services Presentation by Malena Stevens, Summit County Council Chair

III. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments

Staff Communications Reports

1. Park Silly Sunday Market Mid-Season Review
2. Olympic Travel
3. May Budget Monitoring Report and April Sales Tax

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 June 20 and 27, 2024

VI. CONSENT AGENDA

1. Request to Approve Resolution 14-2024, a Resolution Prohibiting the Use of Ignition Sources, Open Flames, and Fireworks in Park City

2. Request to Appoint Nicholas Daniels as the Alternate Seat for the Board of Appeals with No Term End Date

3. Request to Approve Resolution 17-2024, a Resolution Appointing Councilmember Bill Ciraco as Park City's Voting Member within the Central Wasatch Commission

VII. OLD BUSINESS

1. Consideration to Approve Ordinance No. 2024-17, an Ordinance Adopting the Bonanza Park Small Area Plan as a Modification to the Park City General Plan
(A) Public Hearing (B) Possible Action

2. Consideration to Approve Ordinance 2024-15, an Ordinance Amending Title 2 of the Municipal Code of Park City, Utah to Include Chapter 7, Donations to City
(A) Public Hearing (B) Action

3. Consideration to Adopt Resolution 16-2024, a Resolution Establishing the Nonprofit Services Advisory Committee
(A) Public Input (B) Action

VIII. NEW BUSINESS

1. Consideration to Approve Ordinance No. 2024-16, an Ordinance Enacting Title 2, Chapter 7, and Moving and Amending Sections 2-4-13, 2-4-14, and 2-4-15 of the Municipal Code of Park City to Create a Consolidated Code Chapter Governing Park City’s Boards, Committees, and Commissions
(A) Public Hearing (B) Action

2. Consideration to Approve Resolution 15-2024, a Resolution Adopting the Revised Employee Handbook, Effective August 1, 2024 for Park City Municipal Corporation
(A) Public Input (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: **Bonanza Park Small Area Plan**
Application: **PL-24-06026**
Author: **Rebecca Ward, Planning Director**
Date: **July 11, 2024**

Recommendation
(I) Review the draft Bonanza Park Small Area Plan, (II) conduct a public hearing, and (III) consider approving Ordinance No. 2024-17, adopting the Small Area Plan as unanimously recommended by the Planning Commission.

Description
Applicant:	Planning Department
Reason for Review:	The Planning Commission conducts a public hearing and forwards a recommendation to the City Council for adoption of modifications to the General Plan.

Background
Please see the June 27, 2024 staff report for project background. For additional information, please visit www.bonanzapark.com.

Analysis
We are excited to present to you the Bonanza Park Small Area Plan and request you consider adopting the plan unanimously recommended by the Planning Commission. Why? This plan provides a comprehensive document for the impending redevelopment of the City's geographic core in the coming years and is a roadmap that opens the door for staff, the Planning Commission, and the consultants Design Workshop to implement the plan through code amendments.

The overarching Bonanza Small Area Plan is the guiding document to set and chart our redevelopment path, but the details and implementation of specific aspects will require work and effort and additional review by both the Planning Commission and the City Council. Adopting the Plan begins the next step in the important process to achieve Land Management Code recommendations.

We hope to continue to engage the community through the code amendment process and present draft amendments to you for consideration by the end of the year. We were awarded a grant for consultant services to help us achieve this goal.

If we do nothing? We have three pending Master Planned Developments in the neighborhood, with another potential.[1] The current code encourages the development

[1] Park and Kearns (1800 Park Avenue, The Yarrow), The Iron Horse District, The Ski Rail Affordable

we have now – substantial surface parking lots, auto-centric access, commercial uses, and a patchwork of connectivity without a comprehensive network.

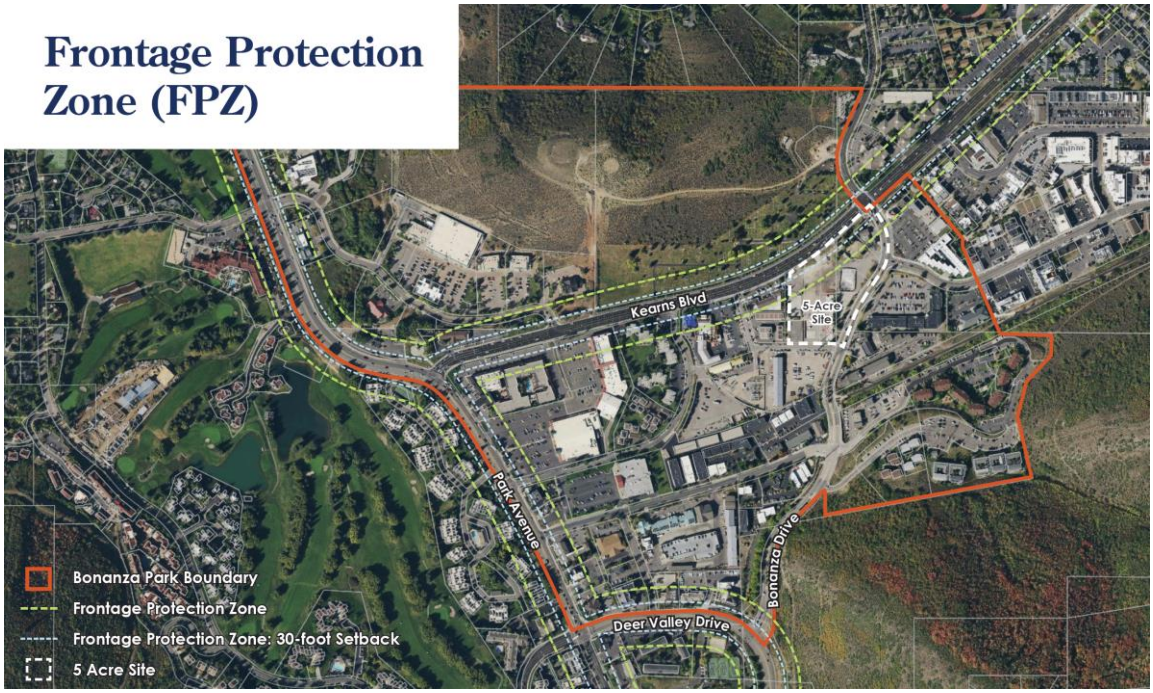
If we move forward, we will work through the details of how the high-level community goals can become reality through code that encourages and incentivizes the type of redevelopment that creates the neighborhood the community has told us they want: a mixed-use neighborhood for locals where bikes and pedestrians move through safely and intuitively, that includes a mix of affordable, attainable, and market-rate housing for full-time residents, with green spaces for the community to gather, and cultural elements and local small businesses interwoven throughout.

We ask the Council to please adopt the Plan as unanimously recommended by the Planning Commission to open the door to this important work that lies ahead.

As the Commission representatives indicated to Council during last week's discussion, if there are things that should be reconsidered in the code amendment process, we ask that those be called to attention now, if possible, so that in the next phase, we can be efficient and effective with Council policy direction.

Please see Exhibit B to review the consultant's request for things the Planning Commission should consider as part of the implementation phase.

In addition, as requested by the Council on June 27, please see the map below outlining the Frontage Protection Zone. Staff will present videos and additional information during the July 11 meeting pursuant to Council's request at the last meeting.



Master Planned Development, and potentially the City-owned Five-Acre Site.

Exhibits

Exhibit A: Ordinance No. 2024-17
- Attachment 1 – Bonanza Park Small Area Plan
- Attachment 2 – Mobility Component

Exhibit B: Consultant Memo

ORDINANCE NO. 2024-17

AN ORDINANCE ADOPTING THE BONANZA PARK SMALL AREA PLAN AS A MODIFICATION TO THE PARK CITY GENERAL PLAN

WHEREAS, on March 6, 2014, the City Council adopted Ordinance No. 14-09, approving the Park City General Plan as a comprehensive rewrite of the March 20, 1997 General Plan and subsequent amendments;

WHEREAS, the adopted 2014 Park City General Plan recognizes the uniqueness of the Bonanza Park neighborhood—an approximately 200-acre area in the geographic core of Park City—and its opportunities and challenges, and recommends a Small Area Plan to provide a roadmap for the future redevelopment of the neighborhood;

WHEREAS, Bonanza Park was the City's northern entry corridor until the 1970s, when the area began to transform from agricultural and industrial rail uses that supported the developing resort community to the City's geographic mixed-use core intersected by the City's key intersections with a street network that developed along two converging rail lines that presents connectivity challenges;

WHEREAS, now is the time to adopt a comprehensive Small Area Plan for the Bonanza Park neighborhood – the EngineHouse project, the City's first ever public-private partnership in the development of affordable units in the center of the neighborhood with 99 affordable and 24 market-rate units is under construction and many properties within the neighborhood have submitted or plan to submit Master Planned Development applications for redevelopment and the built environment will transform in the coming years;

WHEREAS, on March 2, 2023, the City Council approved a contract with MKSK and subconsultants Fehr & Peers and Future IQ to complete the Bonanza Park Small Area Plan;

WHEREAS, the Mayor selected a thirteen-member advisory group representing a broad spectrum of residents, advocates, employers, partners, property owners, and key stakeholders, to meet four times throughout the process to support and augment the community engagement process, to provide feedback, and to serve in a partner in the implementation of the plan's concepts and recommendations;

WHEREAS, the consultants hosted three community meetings: July 19, 2023, October 18, 2023, and April 9, 2024;

DRAFT

WHEREAS, the consultants issued two surveys for community input: July 19, 2023, and October 18, 2023;

WHEREAS, the Planning Commission conducted a work session on January 10, 2024, and the City Council conducted a work session on August 29, 2023 and January 11, 2024, to review and discuss the community engagement results and to provide input and direction;

WHEREAS, the Bonanza Park Small Area Plan is centered around six community goals: Mixed-Use, Local, User-Friendly, Inclusive, Green, and Cultural and includes a Mobility Component to address traffic and connectivity challenges;

WHEREAS, the Bonanza Park Small Area Plan serves as a policy direction to prioritize and establish updates to the Land Management Code regulations for this neighborhood;

WHEREAS, the Bonanza Park Small Area Plan is in the best interest of Park City to provide policy direction resulting in orderly and balanced growth that reflects the community vision for the neighborhood;

WHEREAS, the Bonanza Park Small Area Plan shall supplement the land use elements of the existing General Plan, pursuant to Utah Code Sections 10-9a-403 and 404;

WHEREAS, on May 22, 2024, the Planning Commission opened a public hearing and on June 12, 2024, the Planning Commission conducted a public hearing and unanimously forwarded a positive recommendation to the City Council;

WHEREAS, on June 27, 2024, and July 11, 2024, the City Council opened a public hearing;

NOW THEREFORE BE IT ORDAINED by the City Council of Park City that the Bonanza Park Small Area Plan is hereby approved and adopted, replacing in its entirety the 2014 Bonanza Park Neighborhood Plan. This Ordinance shall take effect upon publication.

PASSED AND ADOPTED this 11th day of July 2024

PARK CITY MUNICIPAL CORPORATION

_____

Mayor Nann Worel

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Attest:

_____
Michelle Kellogg, City Recorder

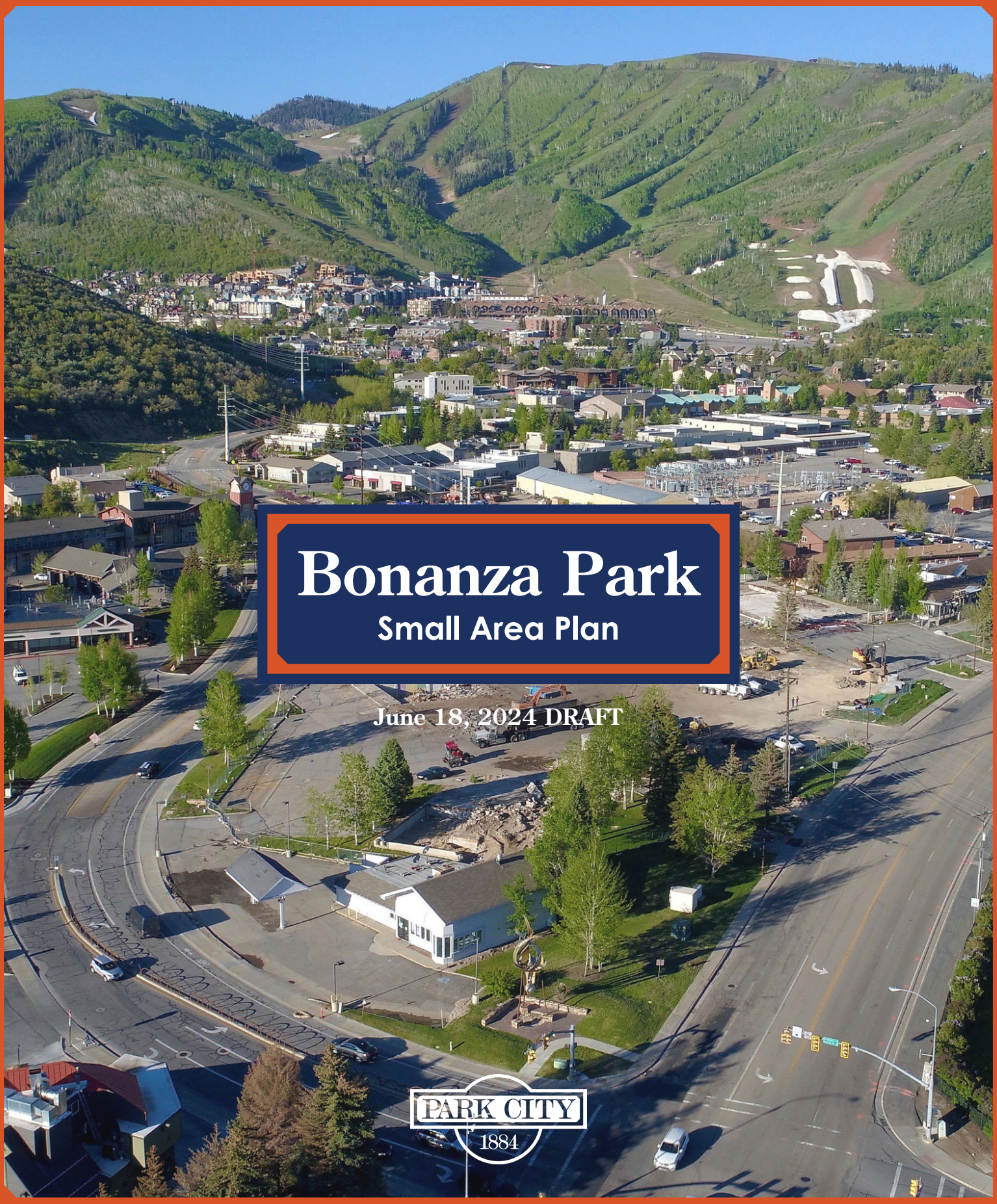
Approved as to form:

_____
Margaret Plane, City Attorney

ATTACHMENT 1 – Bonanza Park Small Area Plan

ATTACHMENT 2 – Mobility Component

DRAFT



Bonanza Park

Small Area Plan

June 18, 2024 DRAFT

PARK CITY
1884

MKSK FEHR & PEERS future iQ

Bonanza Park
Small Area Plan

This vision for Bonanza Park represents thousands of ideas, comments, and conversations we conducted through this process. We thank Parkites for their passion and engagement.

City Council

Nann Worel, Mayor & Liaison
Bill Ciraco
Ryan Dickey
Ed Parigian
Jeremy Rubell, Liaison
Tana Toly

Planning Commission

Christin Van Dine
John Frontero
Sarah Hall, Chair
Bill Johnson, Liaison
Rick Shand
Henry Sigg
Laura Suesser

Advisory Group

Seth Adams
Veronica Monroy Alvaro
John Burdick
Craig Dennis
Mark Fischer
Elyse Kats
Casey Metzger
Angela Moschetta
Deborah Rentfrow
Brian Richards
Joel Shine
Teri Whitney
Mary Wintzer

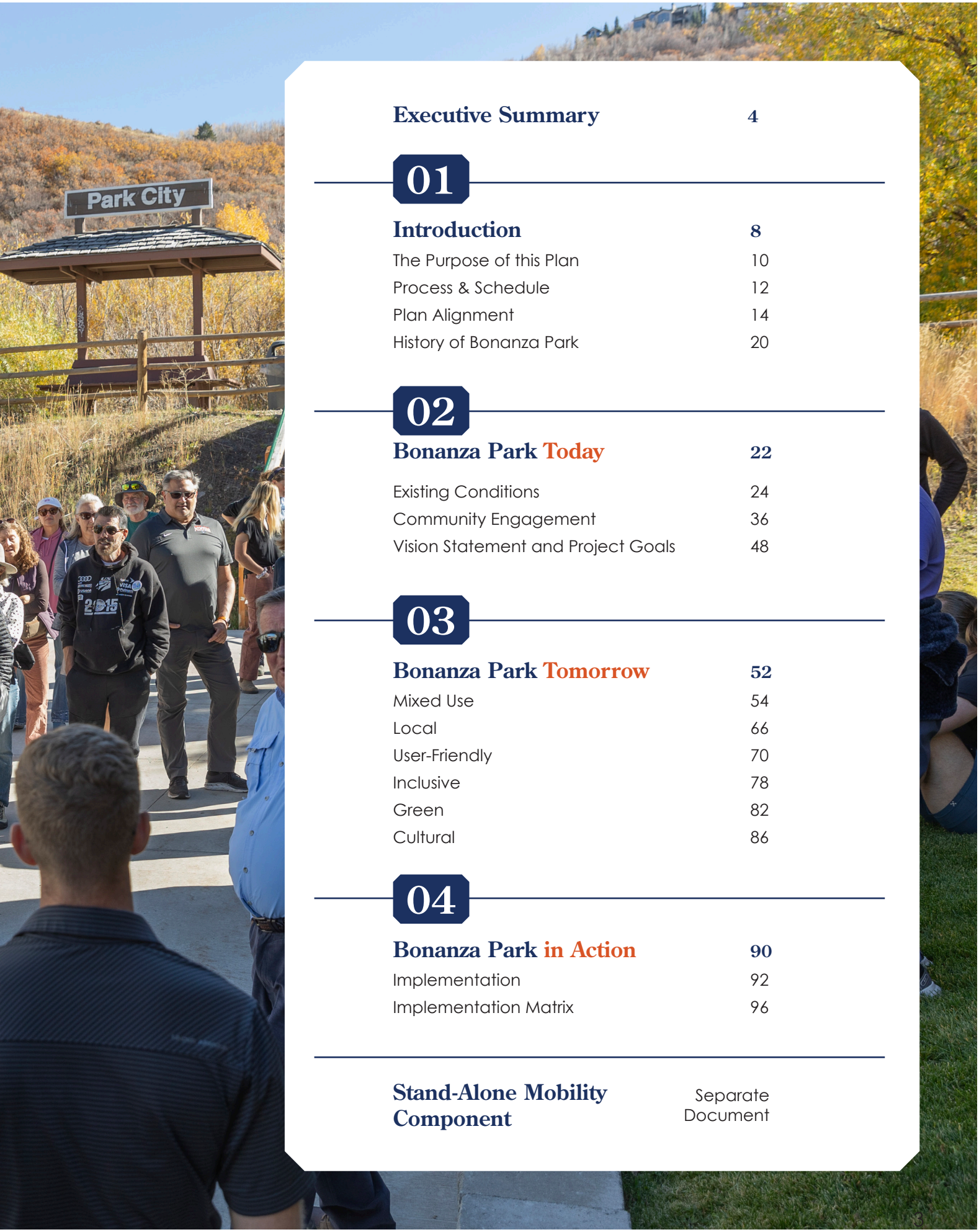
Project Leadership

Mayor Nann Worel
Rebecca Ward, Planning Director
Jennifer McGrath, Deputy City Manager

Consultant Team

MKSK
Fehr & Peers
Future IQ





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Stand-Alone Mobility Component Separate Document



Executive Summary

Mixed Use | Local | User-Friendly | Inclusive | Green | Cultural

A community-driven vision for Bonanza Park

The Bonanza Park Small Area Plan is a long-term vision that builds on the area's rich history and its meaningful place in the community.

With community engagement at its core, this plan re-imagines Bonanza Park as a more walkable, mixed-use, and livable community that continues to serve and be home to Parkites of all ages, incomes, and backgrounds. With a vision statement, six project goals, and 19 recommendations, this plan will guide public and private investment in Bonanza Park for the next ten years.

More than 1,500 Park City voices helped shape the ideas and concepts in this plan. The planning process included three community meetings, two online surveys, 12 stakeholder roundtables, a project website with interactive features, and additional in-person engagement such as walking tours, coffee and pastries events, and meetings with students. The planning process was led by Park City Staff, with multiple touchpoints between the planning team, Planning Commission, and City Council at the culmination of three phases of community engagement. The process was advised by a 14-member Advisory Group including community leaders, business owners, and residents, that met four times through this process at key milestones to provide feedback to the planning team.

The plan's engagement set the foundation for a

1,500+
Park City Voices Engaged

- **3 Community Meetings** (500+ Attendees)
- **2 Online/Paper Surveys** (970 Responses)
- **12 Stakeholder Roundtables** (62 Stakeholders)
- **4 Advisory Group Meetings** (13 Members)
- **Ongoing Project Website**
- **Additional In-Person Engagement**

Vision Statement & Project Goals

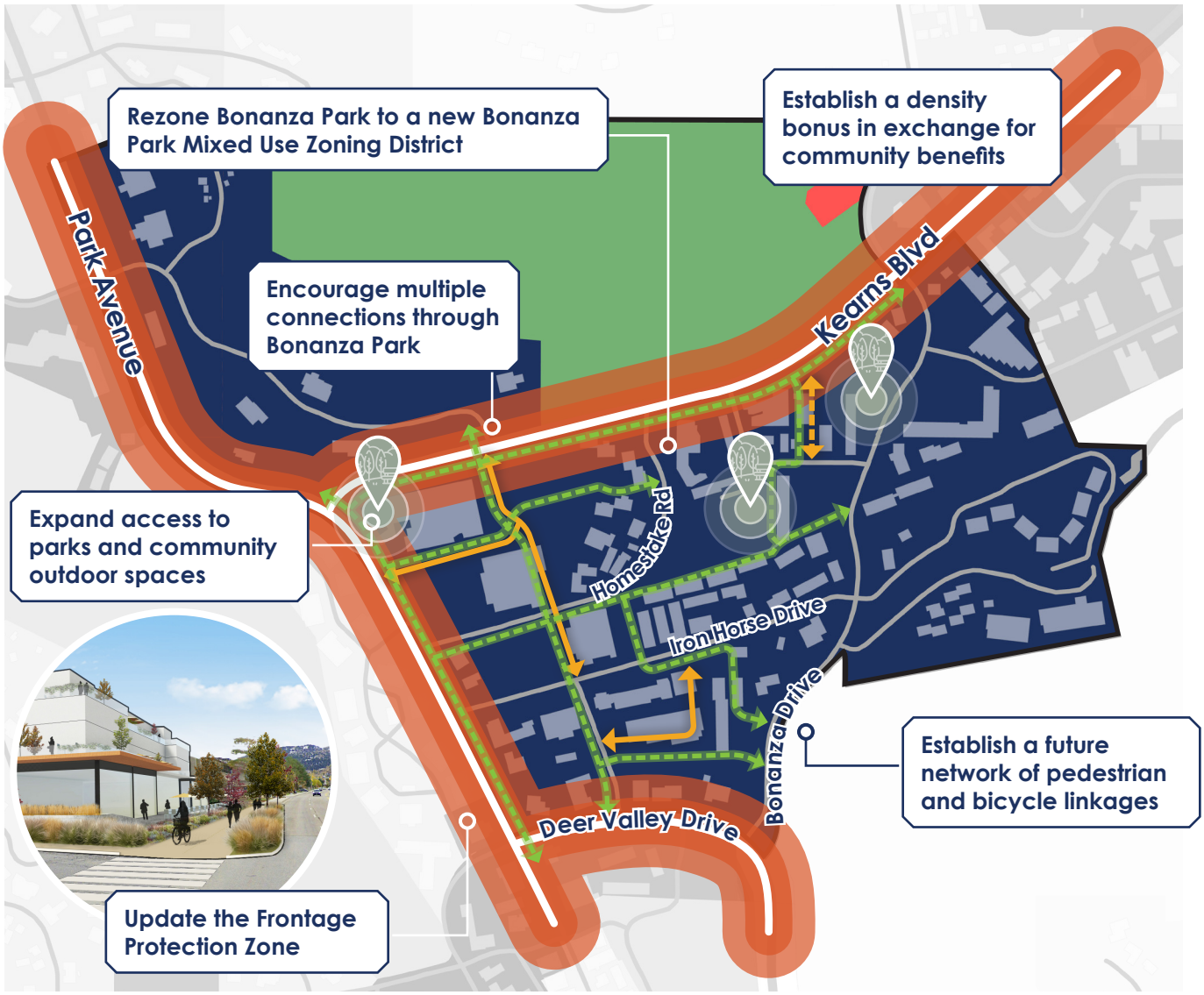
Bonanza Park is a neighborhood where Parkites gather to shop, dine, and express local art and culture. The Bonanza Park of tomorrow will build on this vibrancy to become a more walkable, connected, livable, and inclusive community for current and future Parkites of all ages.

project vision statement that helped synthesize the community's hopes, needs, and expectations for the future of Bonanza Park. This statement, along with the results from the first phase of engagement, set the framework for the development of six project goals. These goals establish desired outcomes for Bonanza Park that are supported by the community and create the topic areas by which the plan's recommendations are organized. The goals were introduced to the community at the second community meeting, and were revised, refined, and added to following community feedback. The goals, listed below and shown in the accompanying graphic, build on what Parkites described as the future for Bonanza Park:

- **Bonanza Park is Mixed Use:** The Bonanza Park of tomorrow will be a mixed use neighborhood with livability in mind.
- **Bonanza Park is User-Friendly:** The future Bonanza Park will be a safe haven for pedestrians, cyclists, and transit riders.
- **Bonanza Park is Local:** Bonanza Park will continue to be a locals neighborhood that serves Parkites through and through.
- **Bonanza Park is...Inclusive:** Bonanza Park will remain attainable to Park City's workforce.
- **Bonanza Park is Green:** Bonanza Park will add community gathering spaces and new sustainable development.
- **Bonanza Park is Cultural:** Bonanza Park will weave arts and culture into the community fabric.



Key Recommendations



One of the plan's key recommendations, and a major tool in ensuring that Bonanza Park grows into a more vibrant neighborhood, is the creation of a new Bonanza Park Mixed Use Zoning (BPMX) District to replace the current outdated and more commercial- and auto-driven zoning. This future BPMX is an umbrella recommendation that will enable and overlap with many of the concepts and ideas in many of the plan's goals. The BPMX will not only establish a zoning tool that is appropriate for the area's existing conditions, but it will also guide growth and development for key redevelopment sites in Bonanza Park. The BPMX does so by encouraging a mix of uses and providing a path toward increasing building heights to 45-feet through the addition of a density bonus in which developers provide significant community benefit in return for increased density.

Understanding that this additional density, while largely supported by the community, will impact viewsheds in Park City's scenic corridors, the plan also recommends updating the Frontage Protection Zone (FPZ). Updates to the FPZ will ensure that development along these key corridors will honor Park City's scale and character and will ensure that any increases to allowable building heights with community benefits, are stepped back to protect mountain views.

The plan also has a clear and definitive focus on improvements to the public realm to support this additional density and create an environment in which Parkites can safely walk, bike, and ride transit. The plan's User-Friendly goal ensures that all streets in Bonanza Park include basic pedestrian facilities, such as sidewalks and marked crossings at intersections, and all current sidewalk gaps identified in this plan are addressed. As well, the plan recommends potential future pedestrian and trail connections within the neighborhood to fix a connectivity gap between the nearby Rail Trail, the McLeod Creek Trail, and Poison Creek Trail.

The plan also includes recommendations to ensure that Bonanza Park remains a "locals' neighborhood," such as policies to limit chain businesses, creating new community gathering spaces, and working with the development community to build more affordable and workforce housing. As the home for the Kimball Art Center, Bonanza Park is also a significant hub for Park City's art scene. Through recommendations in the Cultural goal, this plan builds on this momentum to encourage new public art and placemaking elements throughout the neighborhood.

Combined, these recommendations will facilitate the vision for Bonanza Park and create the community that Parkites desire.

Mixed Use	**Create a mixed use neighborhood with livability in mind**
MU1	Create a Bonanza Park Mixed Use District
MU2	Update the Frontage Protection Zone
MU3	Establish development guidelines for new multifamily and mixed-use buildings
Local	**Support locally-owned business & entrepreneurship**
L1	Limit nightly rentals, hotels, and timeshares
L2	Limit conventional chain businesses
L3	Cap commercial square footage per building
User-Friendly	**Create a safe & intuitive network for pedestrians, cyclists, and transit users**
UF1	Establish a future network of pedestrian and bicycle linkages through Bonanza Park
UF2	When considering development proposals, encourage multiple connections through Bonanza Park
UF3	Leverage future developments to fund and implement mobility improvements
UF4	Create a vibrant pedestrian-oriented neighborhood
Inclusive	**Expand the availability of affordable and workforce housing units**
I1	Work with the development community to build more affordable and workforce housing
I2	Establish bold affordability metrics to guide decision-making
I3	Work with residents and property owners to preserve naturally occurring moderate income housing
I4	Ensure that new housing and public spaces in Bonanza Park follow Universal Design Principles.
Green	**Create a more welcoming and sustainable community**
G1	Ensure that all current and future Bonanza Park residents are within a safe and comfortable 10-minute walk to a park
G2	Provide examples of publicly accessible green spaces or outdoor community spaces
G3	Incentivize sustainable development within Bonanza Park
Cultural	**Weave arts and culture into the community fabric**
C1	Use public art and placemaking elements to inspire, delight, and enliven public spaces and streets in Bonanza Park.
C2	Ensure that public art is meaningfully incorporated into development proposals



01

Introduction

This Chapter Includes:

Plan Purpose

Process & Schedule

Plan Alignment

History of Bonanza Park

The Purpose of this Plan

The Bonanza Park Small Area Plan addresses the planning needs and policy goals of residents, business owners, and stakeholders.

Located just north of Old Town, Bonanza Park is considered by many a "local's" neighborhood. Home to hundreds of residents and businesses, the area is where Parkites come to shop, run errands, recreate, and visit local destinations.

Over the last five years, Bonanza Park and its nearby areas have continued to welcome new visitors and residents. Within its boundary, current and proposed developments will bring in new residential units, restaurants, hotel rooms, and retail.

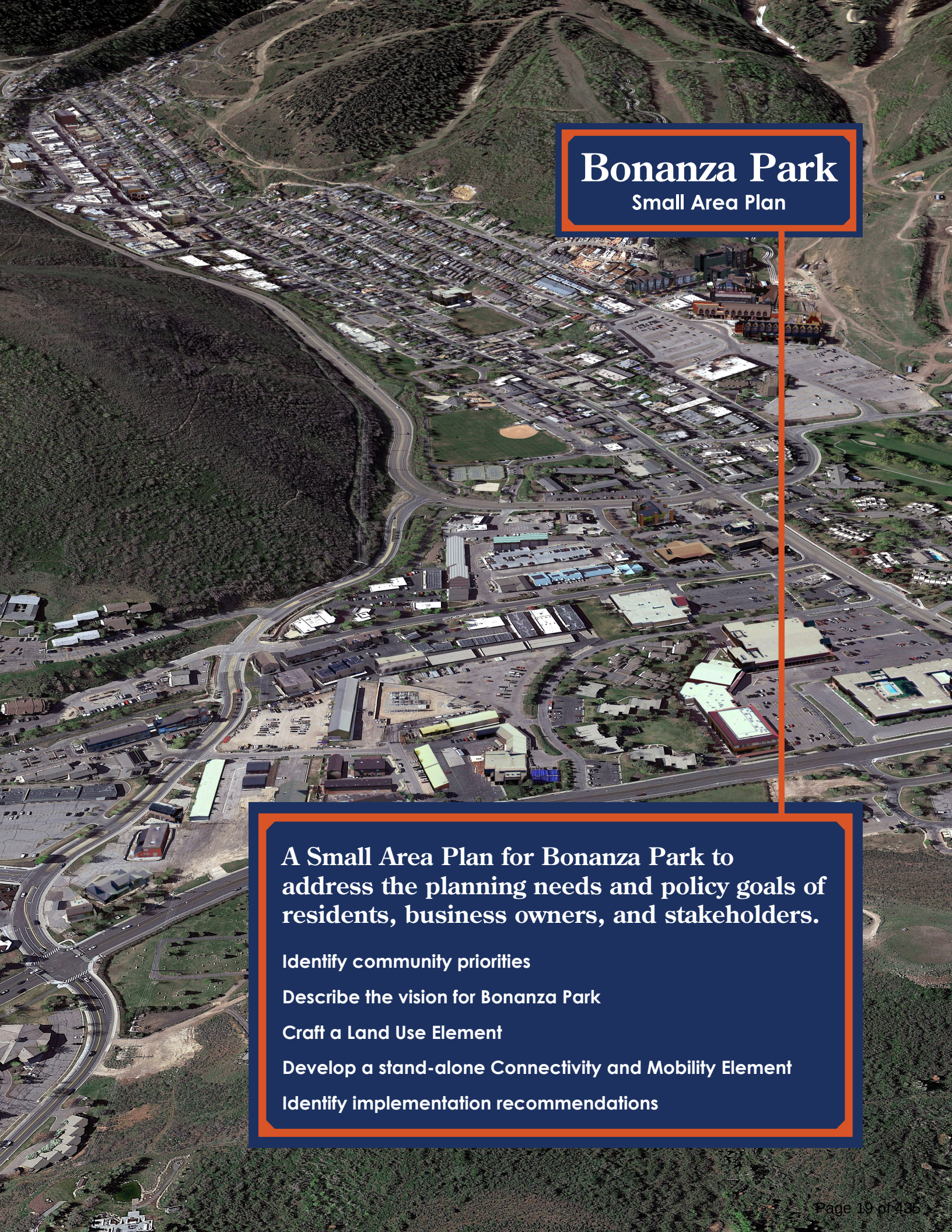
As such, Bonanza Park is at the crux of a transformation. With more redevelopments on the horizon, the neighborhood may experience a significant shift in its character and scale. From a redevelopment of the five acre site at the intersection of Kearns Boulevard and Bonanza Drive, to a potential redevelopment of the DoubleTree Hotel site, the future Bonanza Park and Iron Horse District will likely include hundreds of new residents, businesses, and destinations. **With walkability and livability in mind, the time to plan for the future of Bonanza Park is now.**

This plan is an opportunity to reflect on the past, examine current trends, and chart a future for this expected growth. As redevelopment occurs, this plan sets a vision to align improvements with the needs and expectations of Parkites.

This plan does so by engaging the Park City Community to establish a long term vision for the neighborhood, and outline recommendations that get the community closer to this vision. Through community meetings, online surveys, walking tours, stakeholder roundtables, and one-on-one engagement with community groups, this plan represents the ideas, aspirations, and optimism of more than 1,500 Park City voices engaged through this process.

Their vision for the future of the neighborhood is distilled through a single vision statement for the future of the community, followed by six project goals outlining focus areas. A series of recommendations are introduced under each goal in the third chapter of this document, Bonanza Park Tomorrow.

Together, this vision, the goals, and the recommendations will help steer Bonanza Park toward a more walkable, connected, livable, and inclusive community for current and future Parkites.



Bonanza Park
Small Area Plan

A Small Area Plan for Bonanza Park to address the planning needs and policy goals of residents, business owners, and stakeholders.

- Identify community priorities
- Describe the vision for Bonanza Park
- Craft a Land Use Element
- Develop a stand-alone Connectivity and Mobility Element
- Identify implementation recommendations

Process & Schedule

Launched in May of 2023, the 14-month process was divided into six major project tasks from project kickoff to plan adoption.

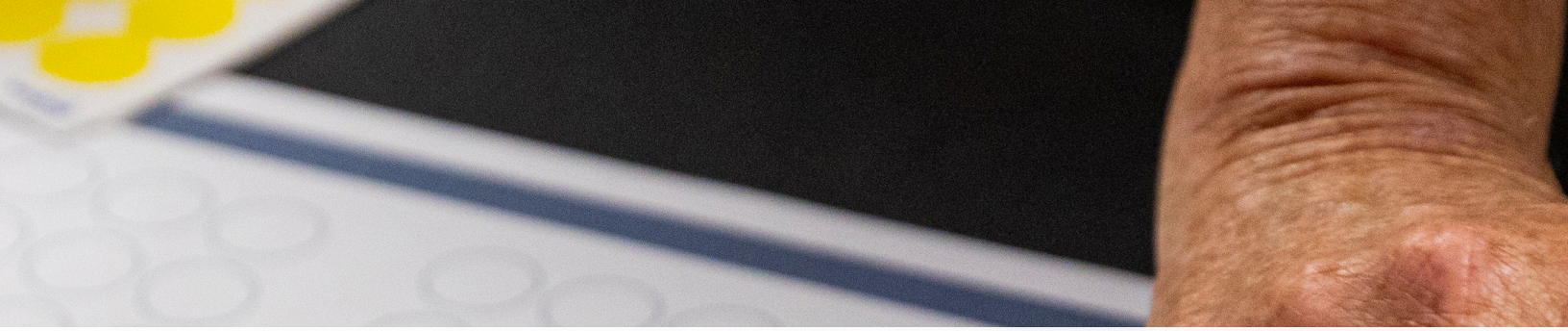
The Bonanza Park Small Area Plan was led by Park City Municipal Corporation (PCMC) Planning Staff, in collaboration with a consultant team composed by planning and design firm MKSK, engagement specialists FutureIQ, and mobility and transportation experts Fehr and Peers. Between May of 2023 and June of 2024, this planning team engaged with the Park City community and steered this process from kickoff through plan adoption.

The planning process was guided by a Project Management Team (PMT) composed of PCMC Staff, meeting biweekly with members of the planning team. This PMT reported on progress to Park City's Planning Commission and City Council.

As seen on the graphic on the adjoining page, the first three tasks of this process, from May to July of 2023, consisted of project initiation and understanding, and included the first phase of community engagement. Starting with a kickoff meeting with the Advisory Group on May 23 and a Community Kickoff Meeting on July 19, 2023, and culminating with an update to City Council to share engagement results on August 29, 2023, the first phase of engagement provided initial direction for the plan's vision and goals.

The plan's second phase of engagement occurred in Task 4, between August and November of 2023, overlapping with the development of the plan's land use and connectivity frameworks. This second phase, which included a third meeting with the Advisory Group and a second Community Meeting on October 18, 2023, culminated with an update to Planning Commission on January 10, 2024 and City Council on January 11, 2024, to share Phase 2 Engagement results.

Tasks 5 and 6 oversaw the third and final phase of engagement, and the creation of this final document outlining the plan's process and recommendations. This third phase of engagement included a fourth Advisory Group Meeting on February 14 and a third and final Community Meeting on April 9, 2023. Following this meeting, the plan's adoption process, including meetings with Planning Commission and City Council, occurred between May and July of 2024.



Task 1: Define plan timetable and existing conditions [May 2023]

Existing Conditions Assessment

Plan Alignment

Advisory Group Meeting 1 (May 23, 2023)

Task 2: Develop a community engagement plan [June 2023]

Project Website Launch

Stakeholder Roundtables

Stakeholder Roundtables (July 20, 2023)

Task 3: Develop neighborhood vision & plan goals/objectives [July 2023]

Plan Goals and Objectives

Vision Statement

Advisory Group Meeting 2 (July 19, 2023)

Community Meeting 1 (July 19, 2023)

Task 4: Develop plan components [August 2023 - January 2024]

Land Use Component

Stand-Alone Mobility Component

Advisory Group Meeting 3 (October 18, 2023)

Community Meeting 2 (October 18, 2023)

Task 5: Develop an implementation plan [January 2024 - April 2023]

Land Use and Mobility Component Refinement

Implementation Strategy

Task 6: Develop Final Report and Plan Adoption [January - June 2024]

Final Document

Advisory Group Meeting 4 (February 14, 2024)

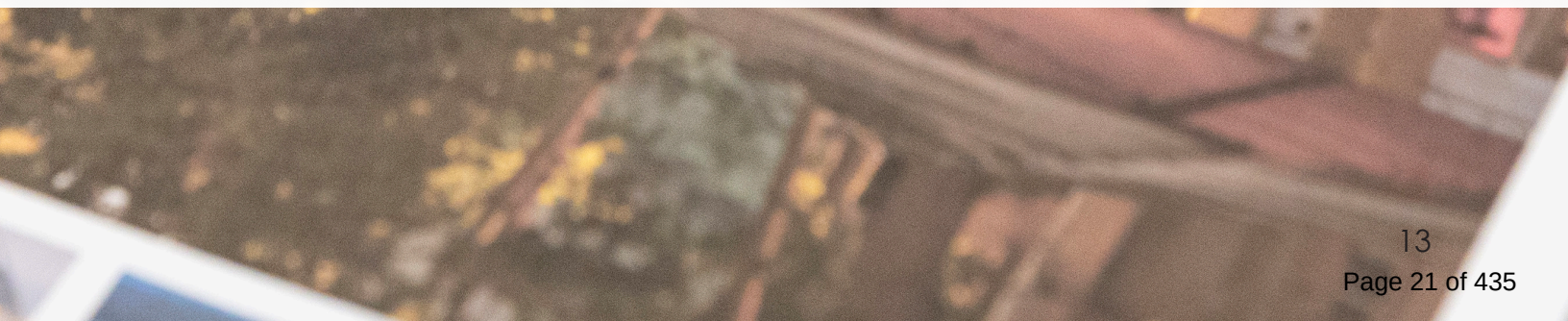
Community Meeting 3 (April 9, 2024)

Adoption Process

Community Engagement Phase 1

Community Engagement Phase 2

Community Engagement Phase 3



Plan Alignment

An analysis of previous and ongoing planning efforts in Park City that overlap with the site boundaries of this project

Throughout the last decade, Park City has engaged its residents in various planning processes. These plans, studies, and visioning documents establish a strong foundation for the Bonanza Park Small Area Plan. The plans touch on issues and themes relevant to Bonanza Park and this plan, from housing and transportation needs, to citywide goals and visioning.

At the onset of this planning process, the planning team conducted a review of the most recent and applicable studies, listed to the right. These studies were examined through the lens of their applicability to Bonanza Park to help understand the study area from a regional and citywide perspective. Their inclusion into this study honors and respects the thousands of Parkites engaged through these plans.

Plans Reviewed:

Draft Bonanza Park Plan (2012, Not Adopted)

Park City General Plan (2014)

Transportation Demand Management Report (2016)

Arts + Culture Master Planned Development Submittal (2020)

Affordable Housing Assessment (2021)

Park City Vision 2020 (2021)

Sustainability Plan (2022)

Rail Trail Master Plan (2022)

Moderate Income Housing Plan (2022)

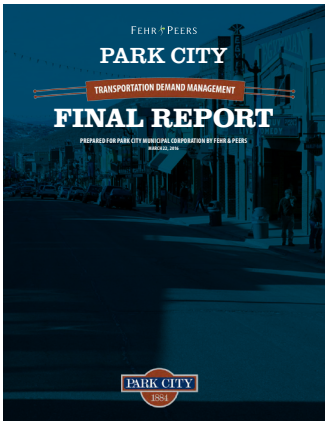
Park City Forward - Long Range Transportation Plan (2022)

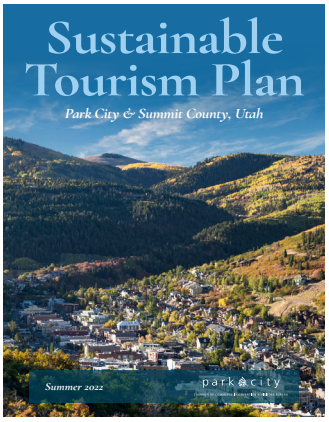
Park City Forward Vision Summary (2022)

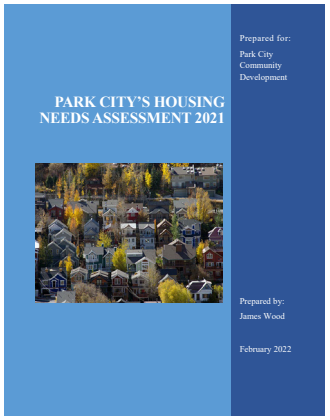
Short-Range Transit Plan (2016 and 2023 Update)

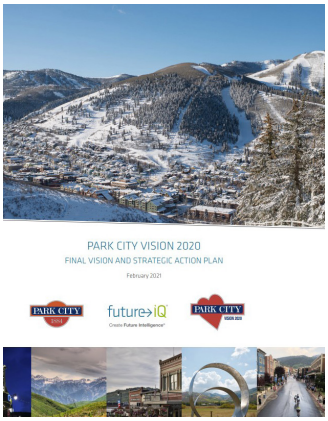
5-Acre Site Feasibility Study (2023-2024, concurrent)

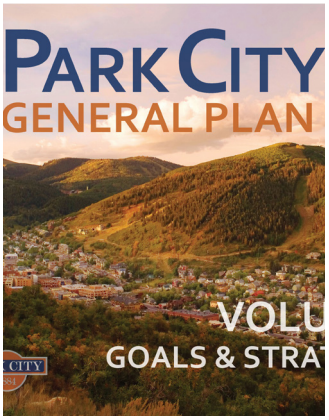

PARK CITY
SHORT RANGE
TRANSIT PLAN
ELECTRIC XPRESS
PREPARED BY
FEHR PEERS
2023

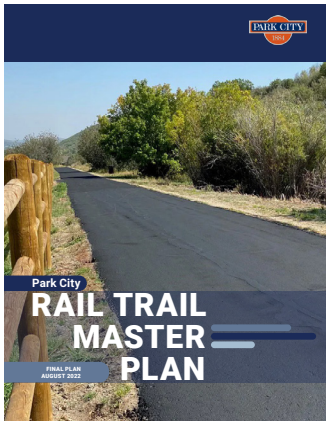

FEHR PEERS
PARK CITY
TRANSPORTATION DEMAND MANAGEMENT
FINAL REPORT
PREPARED FOR PARK CITY MUNICIPAL CORPORATION BY FEHR & PEERS
PARK CITY

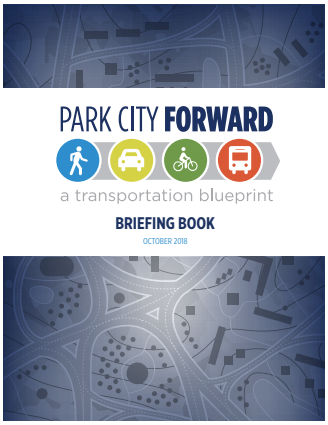

Sustainable
Tourism Plan
Park City & Summit County, Utah
Summer 2022
park city


PARK CITY'S HOUSING
NEEDS ASSESSMENT 2021
Prepared for:
Park City
Community
Development
Prepared by:
James Wood
February 2022


PARK CITY VISION 2020
FINAL VISION AND STRATEGIC ACTION PLAN
February 2021
PARK CITY
future iQ
PARK CITY


PARK CITY
GENERAL PLAN
VOLU
GOALS & STRA


PARK CITY
Park City
RAIL TRAIL
MASTER
PLAN
FINAL PLAN
AUGUST 2022


PARK CITY FORWARD
a transportation blueprint
BRIEFING BOOK
OCTOBER 2018



Park City Vision 2020

Through Vision 2020, Park City established a community-supported future of 'Embracing Bold Action'.

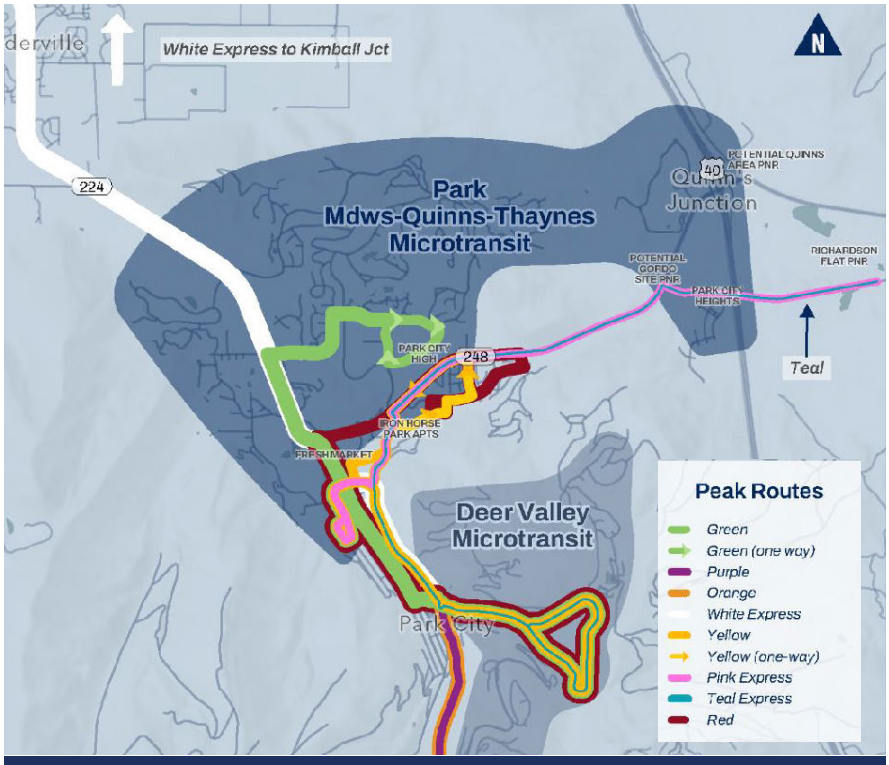
- Regional Approach: The scale of development occurring around Park City threatens to dwarf and overwhelm local efforts to manage growth and change.
- Social Fabric: Park City residents are concerned about neighborhoods turning over to nightly rentals, lack of affordability and displacement of locals.
- Living laboratory: Experimenting and testing new approaches to solve key challenges.



Transportation Plans (2016-2023)

Various transportation plans have identified priority projects around Bonanza Park.

- Improve sidewalks and crossings and develop multimodal improvements in the Bonanza District along Bonanza Drive, Park Avenue, Kearns Boulevard, and Deer Valley Drive (Park City Forward)
- SR-248 (Kearns Boulevard) has pronounced AM and PM peaks year-round, though they are more pronounced in the winter (TDMR).
- The 2023 Short Range Transit Plan recommends improvements to the SR-248 Corridor via new express routes with 15-20 minute peak frequency and longterm BRT (bus rapid transit) infrastructure.

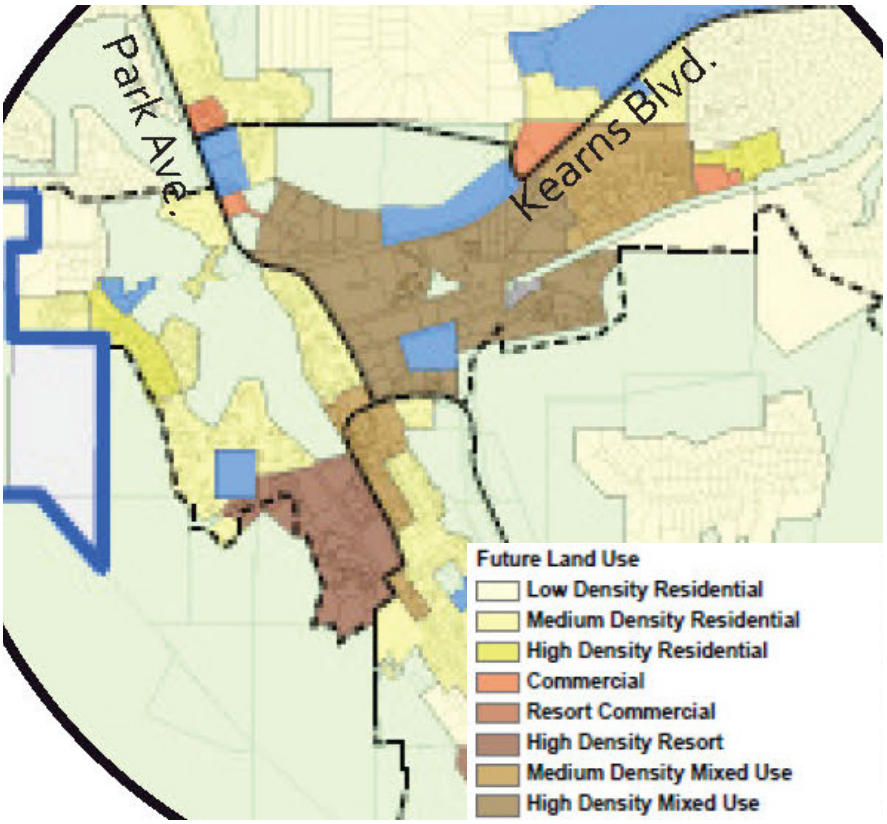


2023 Short-Range Transit Plan
2022 Park City Forward - Long-Range Transportation Plan
2016 Transportation Demand Management Report (TDMR)

Park City General Plan (2014)

The General Plan identifies Bonanza Park as a potential future compact, mixed-use center along a priority transit corridor.

- Future land uses for the neighborhood show a concentration of mixed use to replace commercial land uses.
- There is an opportunity to expand the Transfer of Development Rights (TDR) program for Bonanza Park to receive density from "sending zones."
- Establish a neighborhood economic development tool for the Bonanza Park District to utilize increased tax revenues into the redevelopment area.



Evolution of Place (2012) & General Plan (2014)

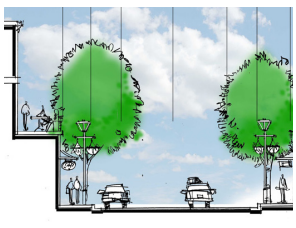
The General Plan described Bonanza Park and Snow Creek as "A mixed use neighborhood in which locals live and work."

- Gentrification is one of the greatest threats to the neighborhood's affordability.
- Light Industrial zoning is within walking proximity of residential units.
- Multifamily residential uses should be concentrated within the Bonanza Park redevelopment area to provide more Life-cycle Housing.
- Establish a limit on nightly rentals to protect the area as a locals neighborhood.

Images in the General Plan Neighborhoods Section reference the 2012 Bonanza Park - The Evolution of Place (2012, draft plan not adopted)









Housing Studies (2021 - 2022)

Both housing studies identified a need for affordable housing units in Park City.

- Park City has an inventory of 650 affordable housing units with a 99% occupancy rate, with 600 units planned for development by 2026 (Housing Needs Assessment).
- The city's affordable inventory meets the housing needs of about 6% of the workforce. The 600 units planned would bring the share to 11%, about 400 units short of the 15% goal.
- Park City will need to add 800 to 1,000 new units in the next five years, adding both rental and for-sale (80-20 ratio) to the inventory with rental units targeted to households at 63% or below AMI (Moderate Income Housing Plan).

Affordable Housing Assessment (2021)
Moderate Income Housing Plan (2022)





Arts & Culture District (2020)

A previous planning study and development proposal for the 5-acre site included the following:

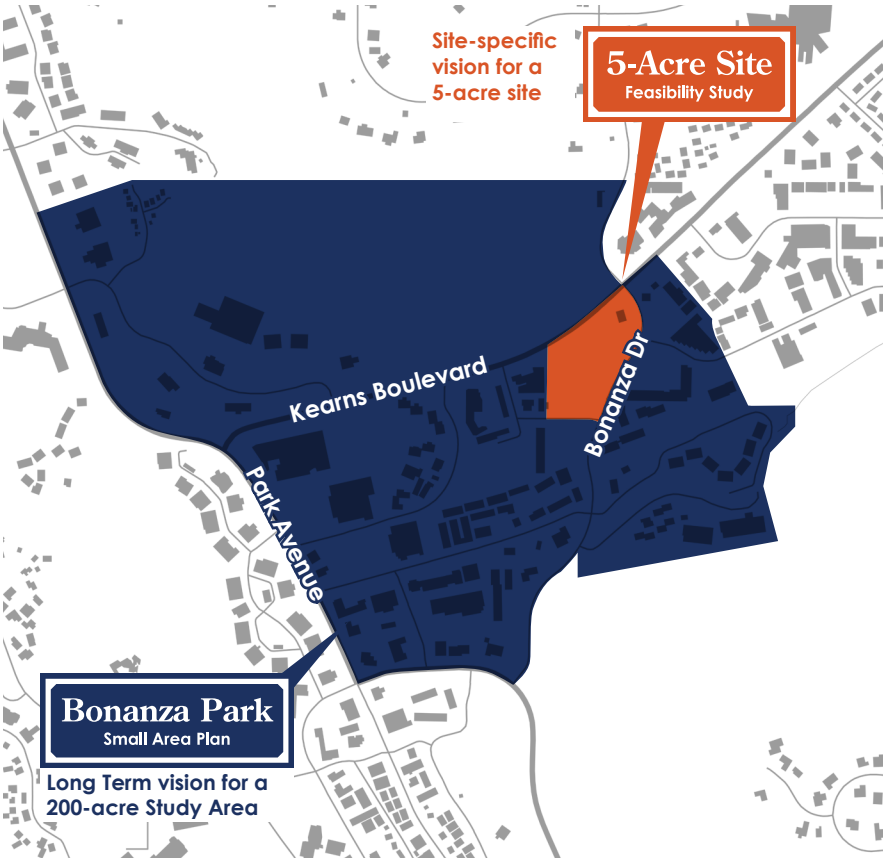
- Two cultural anchors - a permanent location for the Kimball Art Center and Utah offices for Sundance Institute.
- 50 rental units, ranging in size from 400 square feet to 900 square feet. Rents proposed as restricted workforce or otherwise affordable stock, with 8 restricted to artist-in-residency programs and 12 unfinished co-op spaces available to rent.
- A food hall with an anchor tenant as well emerging food purveyors.
- Creative spaces like classrooms, artist exhibition space, and event spaces.



5-Acre Site Feasibility Study (2023-2024, concurrent)

Running concurrently to this process and sharing engagement events, the 5 Acre Site Feasibility Study will craft a community-supported vision for the city-owned property at the intersection of Kearns Boulevard and Bonanza Drive. This feasibility plan, which shared engagement meetings with the Bonanza Park Small Area plan, focused entirely on the 5-acre site and included its own activities, presentation slides, and informational displays. This feasibility study:

- Identified best practices for community-based redevelopment.
- Engaged the community to understand and quantify support for various land uses and densities.
- Identified market and economic feasibility for development scenarios.
- Provided strategic recommendations for implementation next steps.



Bonanza Park History

Looking back to understand Bonanza Park's history and background, and how that will help us shape its future.

Bonanza Park served as Park City's northern entry corridor for nearly 100 years. While Old Town developed with commerce along Main Street and residences tucked within the Old Town canyons, Bonanza Park provided vast undeveloped land on the outskirts of town for small farms, pastures, and community gathering spaces like baseball fields and land for the circuses and carnivals that passed through town.

When rail came to town in the 1880s, two lines converged in Bonanza Park with support uses providing a much-needed link from the mines to the markets. When the first of Ford's "Tin Lizzies" arrived in Park City by rail in 1909, within a few years one of the neighborhood's major roads, Kearns Boulevard, was under construction to connect Park City with the broader region by car.

As more people passed through the neighborhood by car, in the 1930s, local Pop Jenks opened a popular restaurant at the corner of Park Avenue and Kearns Boulevard. In the 1940s, Coffee John's and Fred Ealy's gas station were built alongside.

Also in the 1940s, the open acreage in Bonanza Park became a dumping ground for Pacific Bridge, the company that reprocessed mill tailings, and properties within the neighborhood are now part of the Soils Ordinance Boundary to remediate the soils.

In the 1960s, as Park City transformed from a mining town to a resort town with the opening of Treasure Mountain Resort in 1963, Bonanza Park developed into a commercial and residential neighborhood, and a selling point was plenty of parking at a location away from congested Old Town.



Historical rail lines in Bonanza Park (Park City Museum)

Today, Bonanza Park is a neighborhood many call home and continues to be an area for local gathering, and a neighborhood that will transform in the coming decade through redevelopment.

Photos provided by the Park City Museum, unless noted otherwise



Anderson Lumberyard (current location of Boneyard).



Pop Jenk's Cafe was a popular restaurant on the NE corner of Park Avenue and Kearns Boulevard. Subject to a fire, the location is now home to the Roadhouse Grill.



An early structure in Bonanza Park



Bonanza Park in 1938 (Source: Utah Geological Survey)

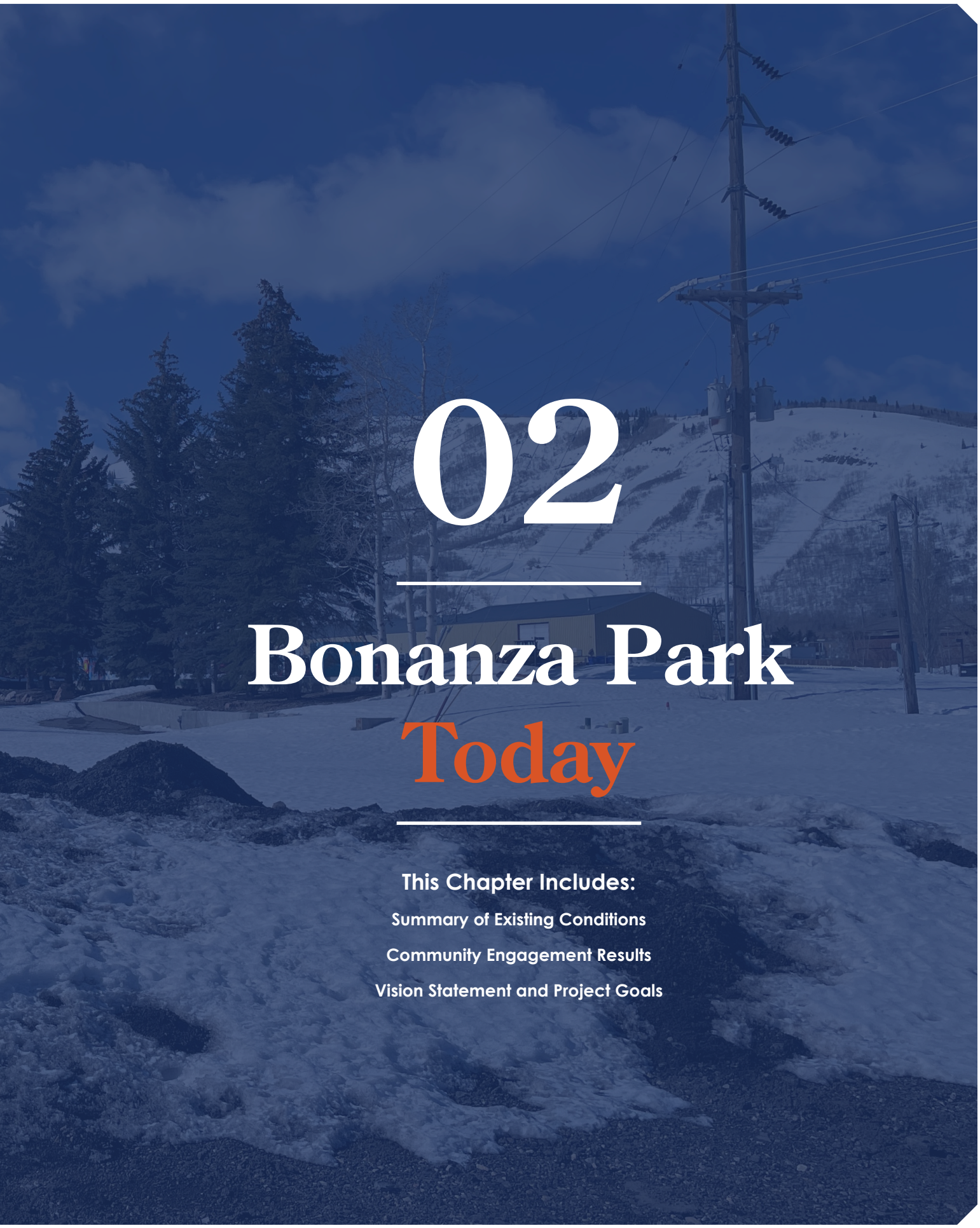


Construction of the Rail Trail



Bonanza Park in 1978 (Source: Utah Geological Survey)





02

Bonanza Park Today

This Chapter Includes:

Summary of Existing Conditions

Community Engagement Results

Vision Statement and Project Goals

Summary of Existing Conditions

Located at the geographical center of Park City, Bonanza Park is home to hundreds of residents, businesses, and daily visitors.

Bonanza Park is a diverse Park City neighborhood located just north of Old Town, centered around the intersection of Kearns Boulevard and Park Avenue. Bonanza Park is long considered where locals live, shop, and dine.

For the purposes of this plan the planning team focused on a 200-acre study area boundary established in Park City's 2014 General Plan, shown on the map in the adjacent page. Generally bound by Park Avenue to the west, Deer Valley Drive to the south, Bonanza Drive and Prospector to the east, and the Park City Cemetery toward Snow Creek Drive to the north, the study area encapsulates much of what Parkites anecdotally described Bonanza Park in the engagement process.

The neighborhood is largely composed of retail, commercial, and municipal uses, as well as large surface parking lots. With 159 businesses employing 1,393 workers (Esri, 2023), Bonanza Park is vital to Park City's local economy. The neighborhood is home to vital services and shopping destinations, such as two full-size groceries, banks, coffee shops, and a variety of restaurants.

Nonetheless, Bonanza Park continues to serve as one of Park City's residential neighborhoods, and is home to a 2023 population of 729 full time residents in 229 housing units (U.S. Census). Bonanza Park is mostly a plan where Parkites rent to live in their residence - a majority, or 54.1%, of the 181 households living in Bonanza Park rent their home, with 45.9% owning their home (Esri, 2020).

Demographics At a Glance

729
2023 Population in 184 Households (U.S. Census)

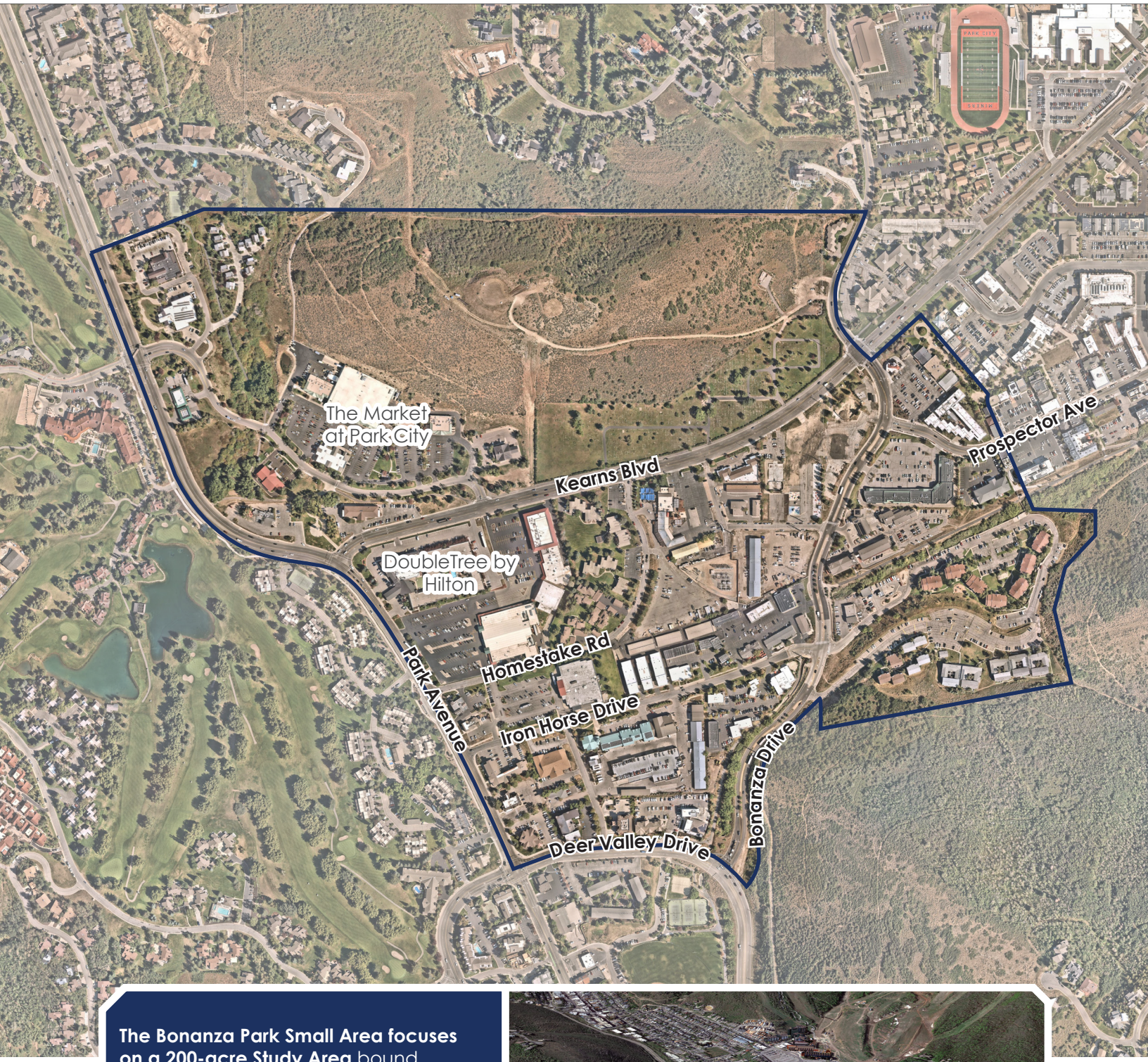
229
2020 Total Housing Units, 43.7% rentals (Esri)

$152,828
Median Household Income - $131,916 in Summit County (Esri)

159
Total Businesses (Esri)

1,393
Total Employees (Esri)

Bonanza Park Study Area



The Bonanza Park Small Area focuses on a 200-acre Study Area bound by Park Avenue, Deer Valley Drive, Bonanza Drive, Prospector Square, and the Park City Cemetery toward Snow Creek Drive. Nonetheless, the Area Plan considered the neighborhood's connections and transitions to its nearby communities, as well as its positioning within Park City.



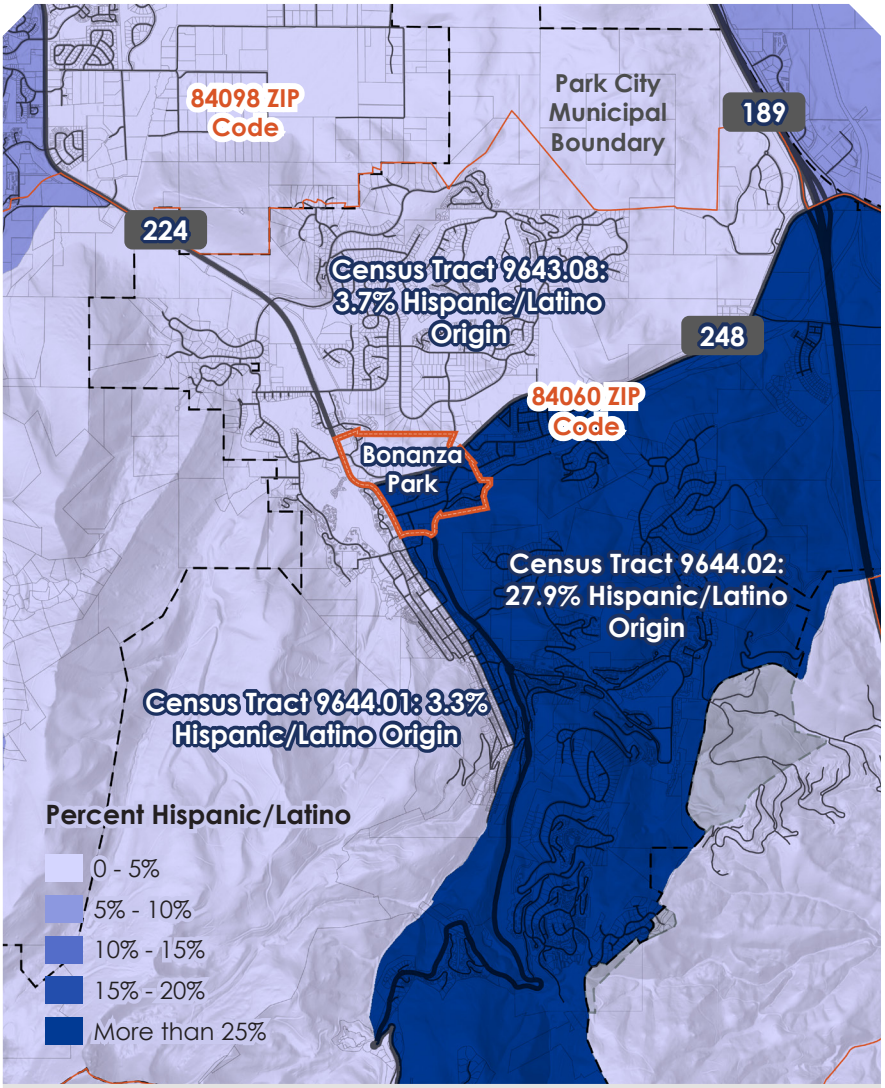
Percent Hispanic/Latino

Of its 2022 estimated citywide population of 8,374 residents, 15.3% are of Hispanic/Latino origin. As a hub for Park City's Latino community, Bonanza Park's 200-acre boundary has 44.3% of its population identifying as having Hispanic/Latino origin. This is a higher number than its surrounding census tracts, as shown on the map to the right (U.S. Census).

Bonanza Park is significant gateway into Park City. Its two main roadways, Park Avenue and Kearns Boulevard, funnel vehicular traffic into and out of the city from nearby State Route 189 and Interstate 80, respectively. As such, many tourists, residents, and commuters experience these corridors and move through Bonanza Park when heading toward Old Town and Park City's ski resorts.

As a geographical center for the city, Bonanza Park sits between vibrant residential and commercial communities. Nestled between the charming residences of Park Meadows, the mixed use character of Prospector, and the picturesque and world-renowned Old Town, Bonanza Park has the opportunity to connect the city.

Despite this centrality, and its location at the crux of various vibrant neighborhoods, Bonanza Park remains a neighborhood where many drive through, but few walk toward. Its auto-oriented physical nature, exacerbated by auto-oriented land uses and development patterns, both challenge connectivity and create an opportunity for this plan to explore.



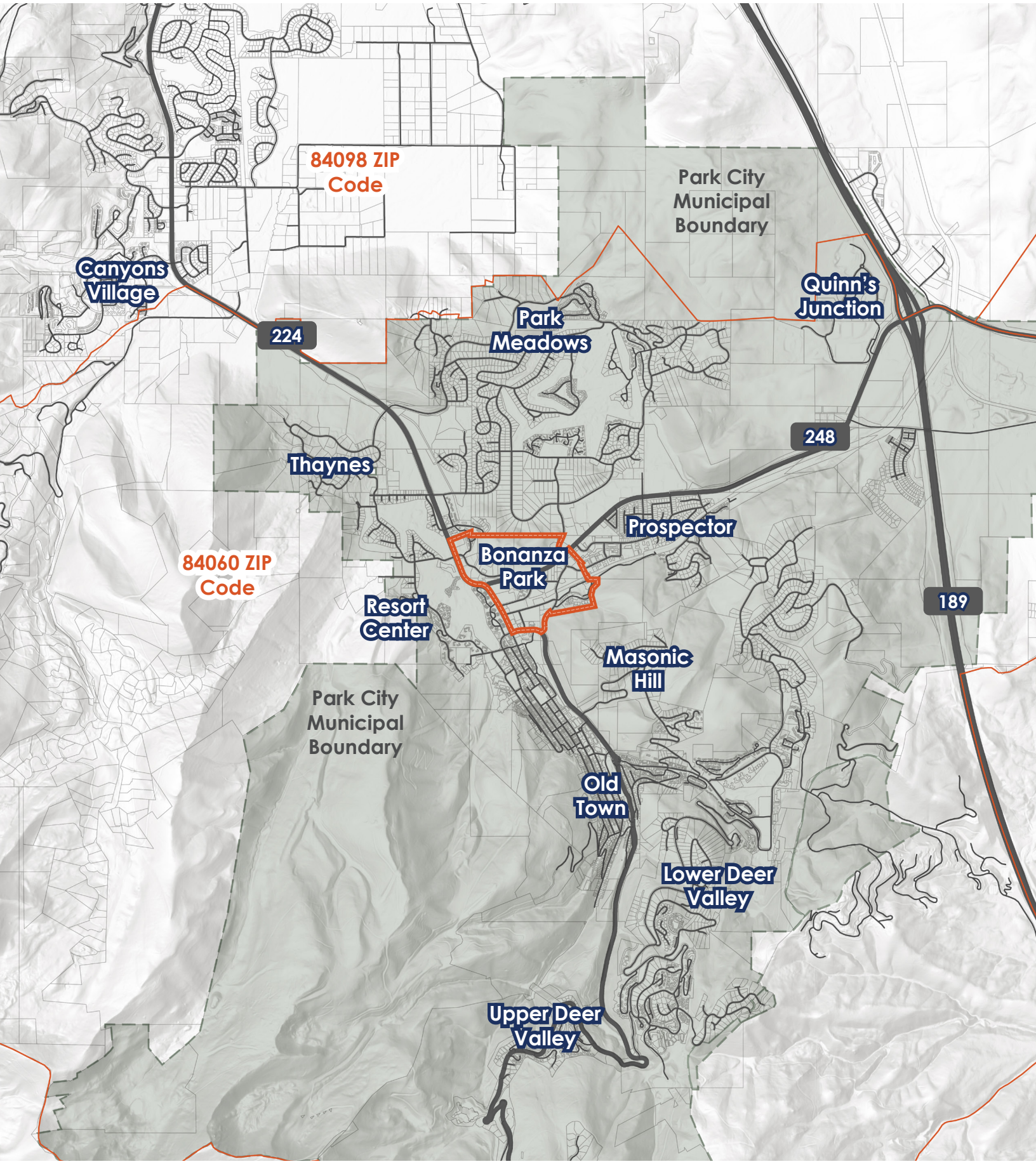
Bonanza Park Boundary 2023 Population by Race/ Ethnicity (Esri)

White	53.7%
Black	0.8%
American Indian	0.4%
Asian	2.9%
Pacific Islander	0.0%
Some Other Race	28.8%
Two or More Races	13.3%

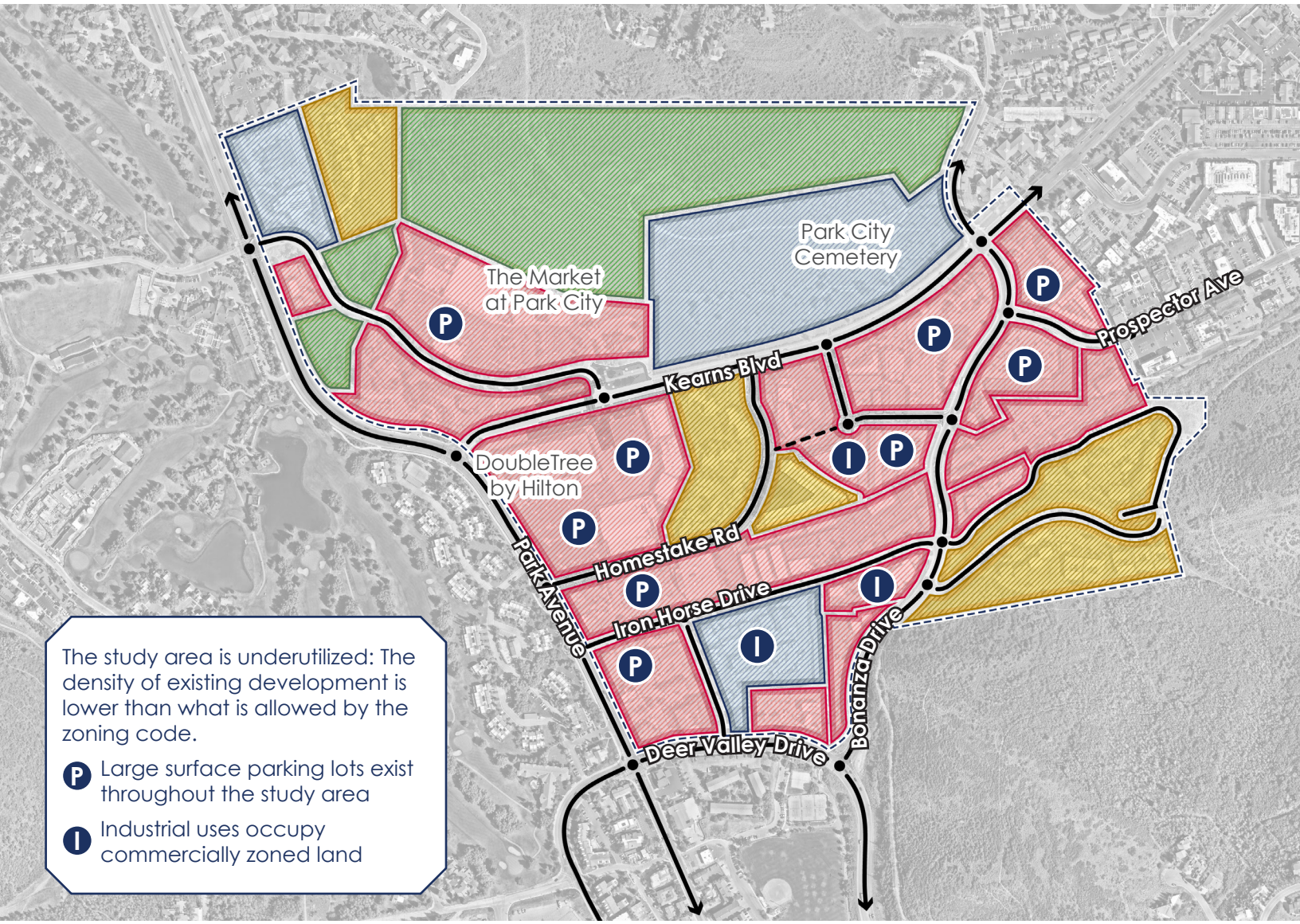
44.3%

Bonanza Park Hispanic Origin of 2023 Population (Esri)

Bonanza Park Regional Context



Existing Land Uses & Underutilized Areas



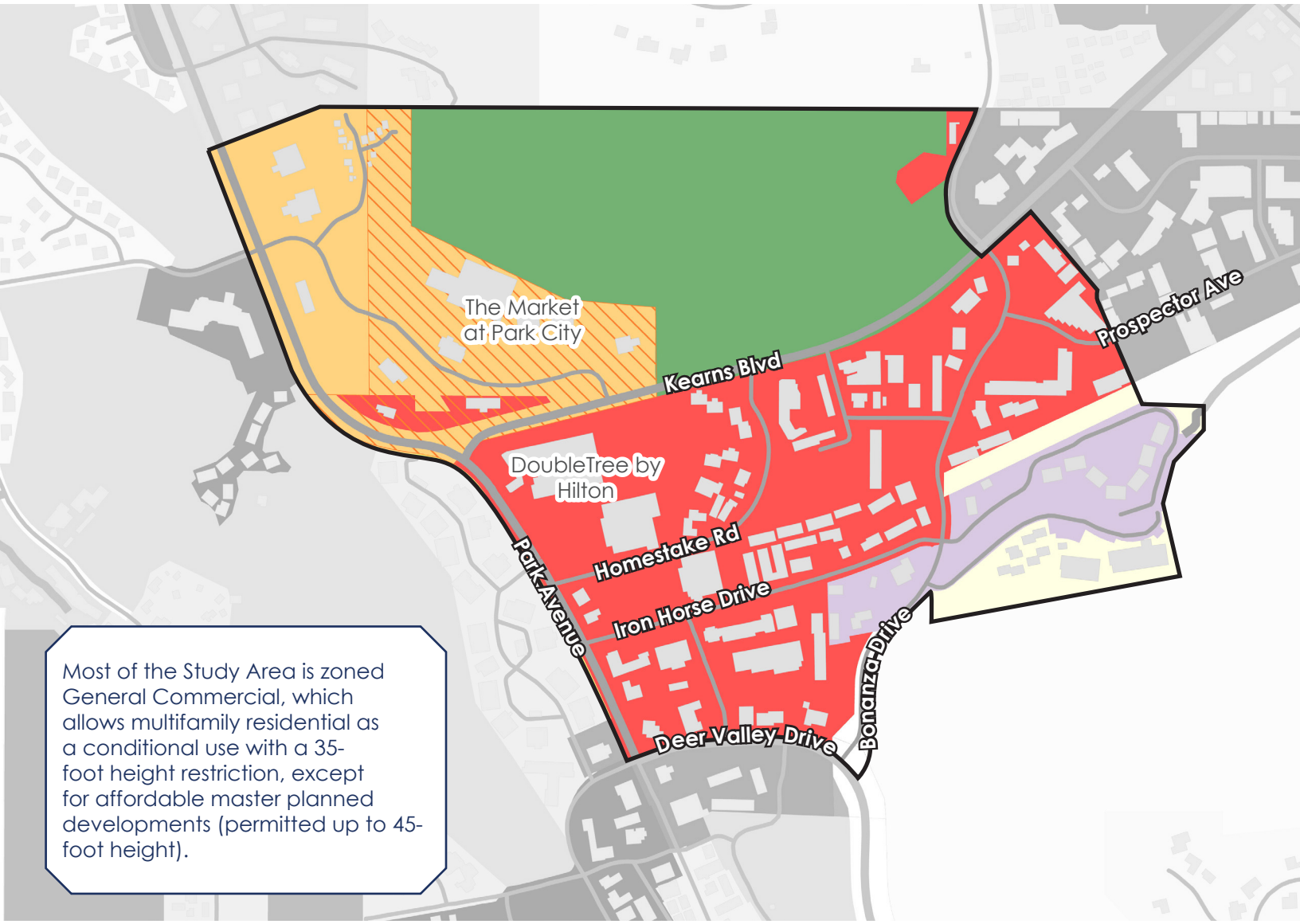
Bonanza Park is primarily composed of commercial and retail uses. Home to two grocery stores, a hotel, restaurants, and shops, the neighborhood is a significant shopping and dining destination for Parkites. As shown on the map, many of these commercial properties were designed with car users in mind, many featuring large surface parking lots along major roads and wide setbacks.

Once considered the "outskirts" of town, Bonanza Park also includes municipal uses often found at the perimeter of a community, not in its geographical center. These include a public works facility, a recycling center, storage facilities, gravel parking areas and storage yards, and an electric substation. These legacy industrial and commercial uses sit adjacent to residential areas, which include multifamily condos, apartments, and affordable cottages.

Much of the 200-acre boundary is dedicated to preserved green spaces with sensitive slopes north of Kearns Boulevard, and the Park City Cemetery.

- Institutional
- Commercial
- Residential
- Open Space

Existing Zoning Districts



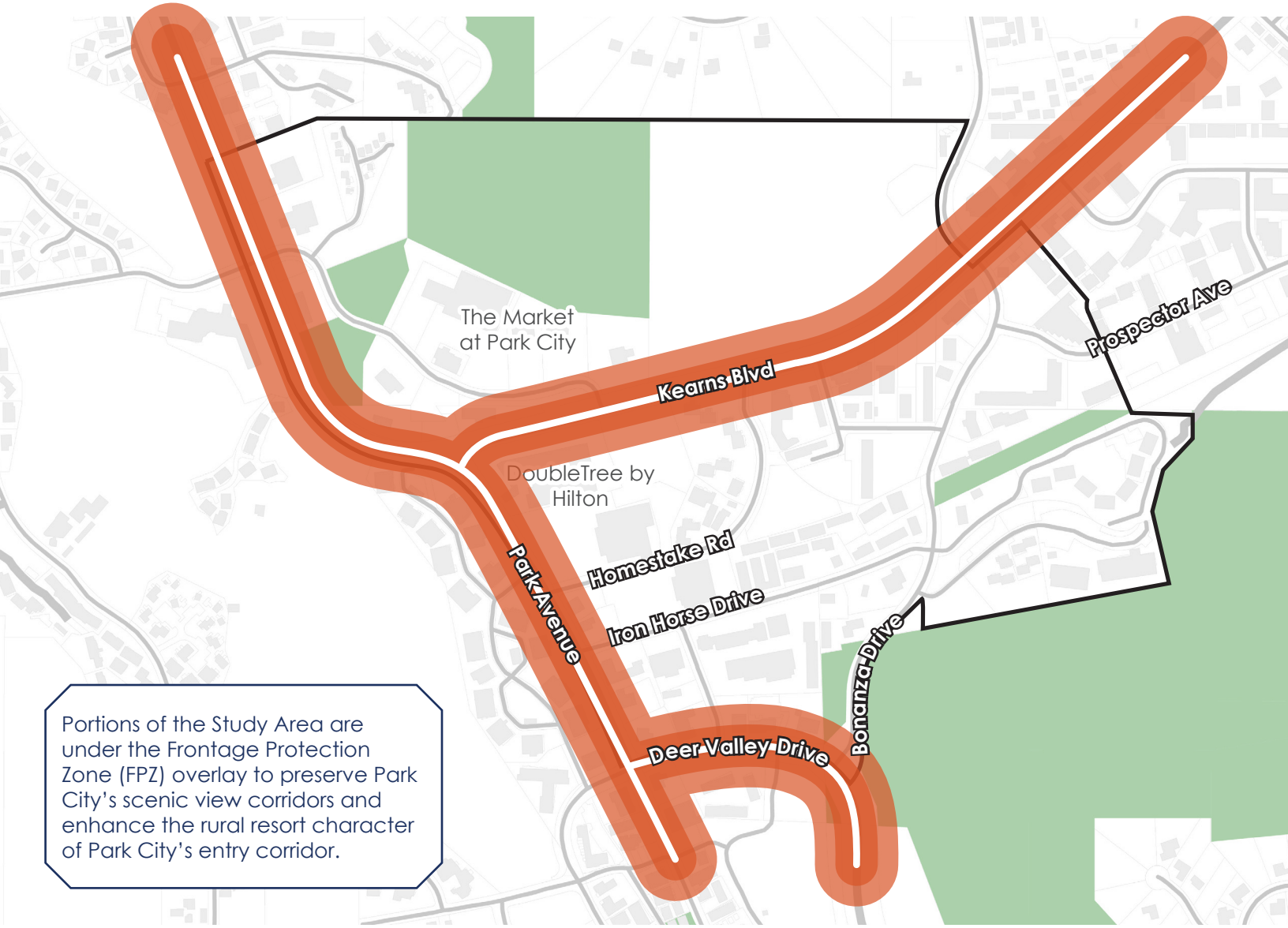
Reflecting the commercial and industrial character of its current land uses, much of the 200-acre study area is currently zoned General Commercial (GC). This zoning district focuses on commercial retail, dining, and hospitality uses by-right, allowing for residential uses as a conditional use. Density is restricted via setback requirements, and a building height limit of 35-feet for most structures, which is approximately three stories. Buildings that qualify for an Affordable Master Plan Development (AMPD) may have a total building height of 45 feet, or approximately four stories.

Reflecting the study area's history as an industrial sector outside the core, much of the eastern portion of the study area is zoned Light Industrial (LI), though the majority of the uses in these parcels are residential apartments.

North of Kearns Boulevard, outside of protected open spaces, much of the study area is zoned Medium Density Residential Development (RDM) with a Regional Commercial Overlay (RCO). This is consistent with the area's main tenant, The Market retail shopping plaza, which includes retail commercial uses.

- GC - General Commercial
- RDM - Res. Development - Medium Density
- RCO - Regional Commercial Overlay
- ROS - Recreation Open Space
- E - Estate
- LI - Light Industrial

Frontage Protection Zone



Portions of the Study Area are under the Frontage Protection Zone (FPZ) overlay to preserve Park City's scenic view corridors and enhance the rural resort character of Park City's entry corridor.

Bonanza Park's key corridors fall under the citywide Frontage Protection Zone (FPZ) Overlay. Within Bonanza Park, the FPZ includes properties with frontage on, and within one hundred feet (100') of the Right-of Way line of Kearns Boulevard, Park Avenue, and Deer Valley Drive.

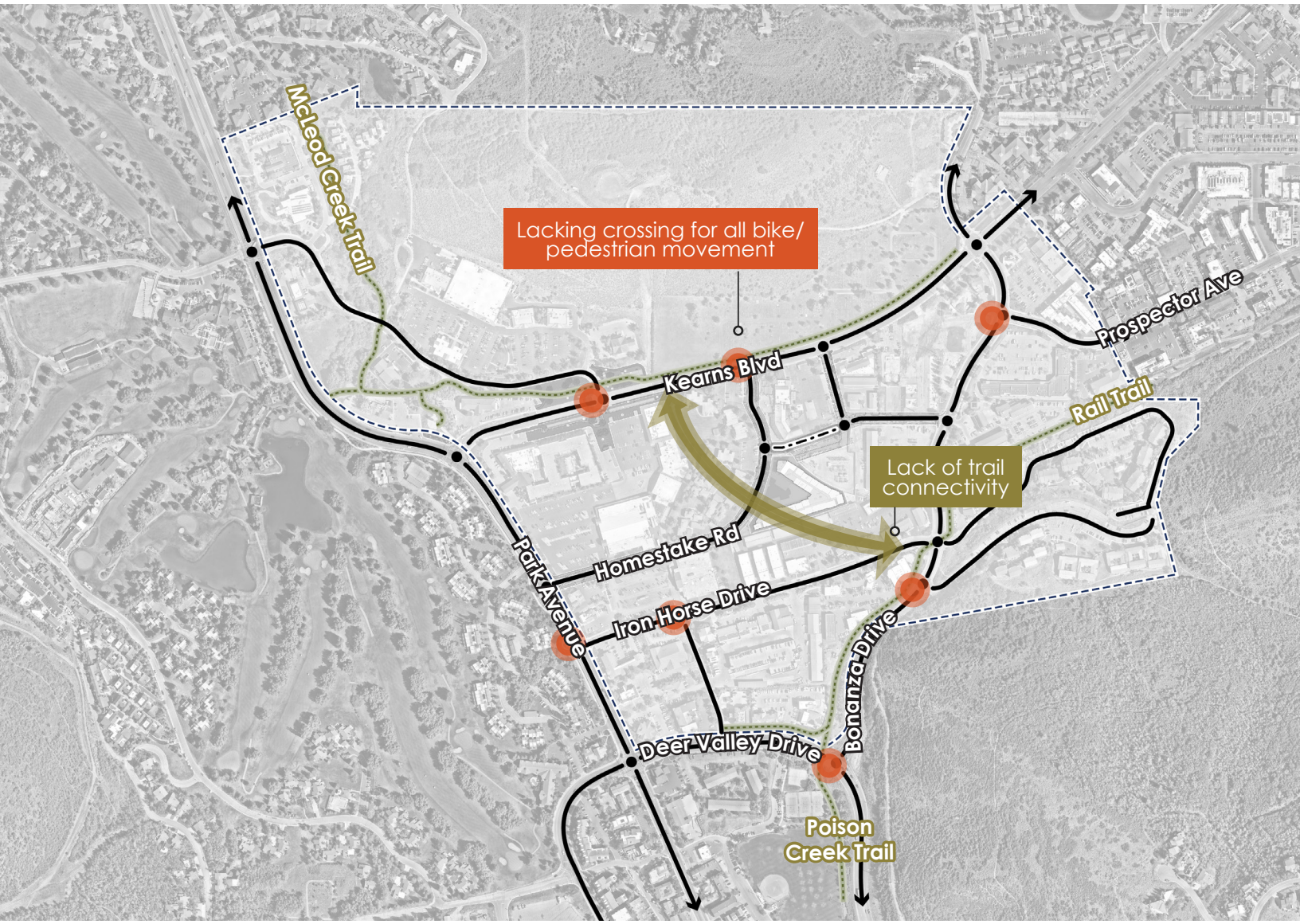
The FPZ restricts any new structures, including buildings or signs, within the first thirty feet (30') of the nearest Right-of-Way along these three corridors. Sidewalks or trails with pedestrian amenities may be built within this setback, with city review and authorization.

All construction activity, including permanent signs, in the Setback Area between thirty feet (30') and one hundred feet (100') from the nearest Right-of-Way line requires a Conditional Use permit.

The FPZ is intended as a regulatory tool to protect scenic view corridors for those coming into Park City, enhancing the area's rural resort character. The wide setback requirements along these corridors protect vistas of surrounding mountains and hills for drivers entering and leaving the city.

Frontage Protection Zone

Bike and Pedestrian Facilities and Connectivity Issues



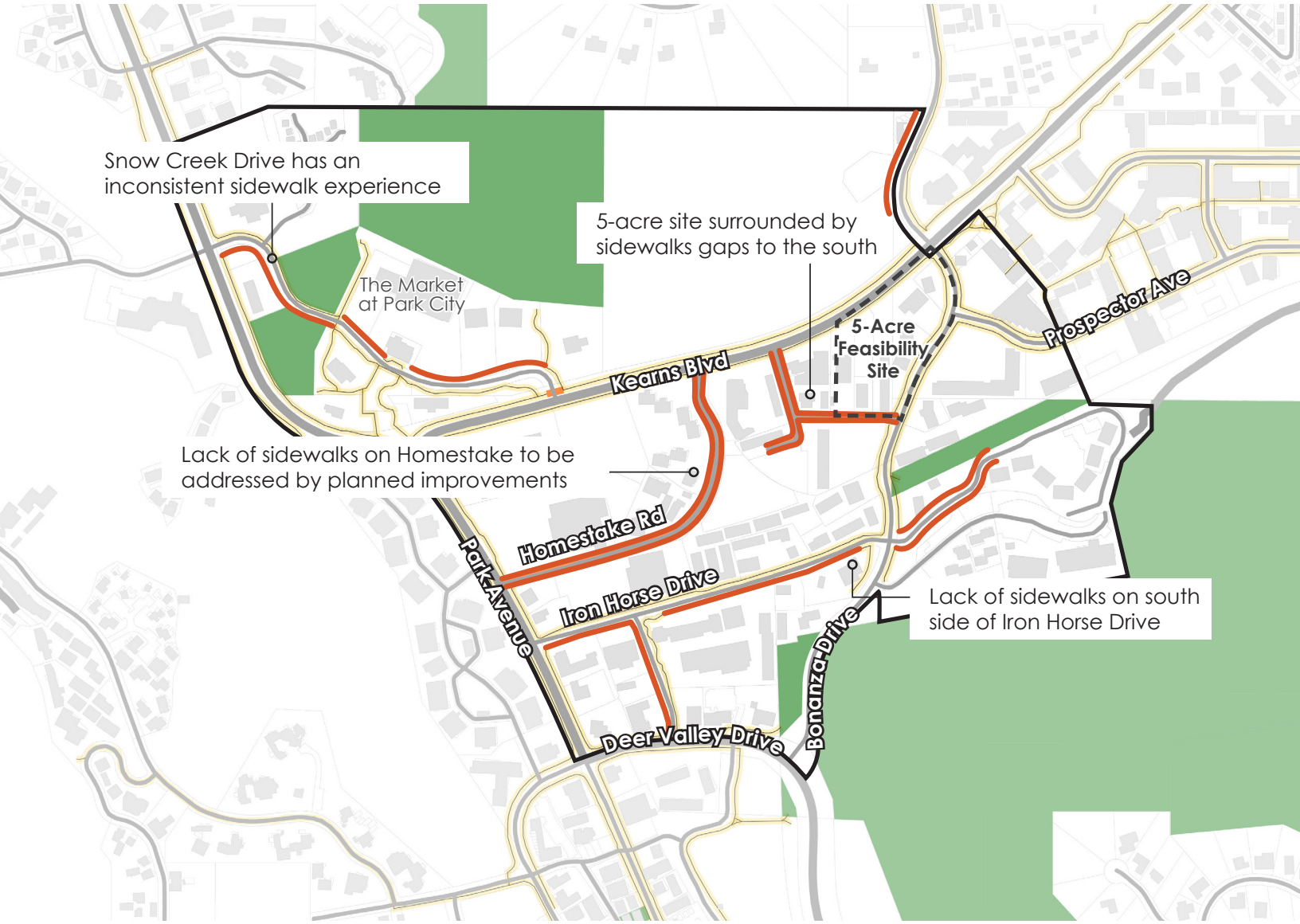
Bonanza Park is home to three regional trail networks - the McLeod Creek Trail north of Kearns Boulevard and along Snow Creek Drive; the Historic Union Pacific Rail Trail running from Bonanza Park to Echo Reservoir; and the Poison Creek Trail running along Park City's eastern edge toward Old Town.

Despite their convergence in Bonanza Park, these trails remain disconnected through the interior portions of the neighborhood. Pedestrians and bike users wishing to move between the Rail Trail/ Poison Creek Trail toward the McLeod Creek Trail are met with a maze of sidewalk gaps, intersections lacking crossings for all bike/ped movement, and a disjointed street network that hinders all connectivity.

As such, moving through Bonanza Park as a cyclist, runner, or pedestrian can be an arduous task requiring cutting through private parking lots, and crossing wide streets with little to no pedestrian infrastructure.

- Existing Street
- Planned Connection
- Existing Trail
- Existing Intersection
- Intersection Lacking Crossings for all Bike/ Ped Movement

Sidewalk Gaps

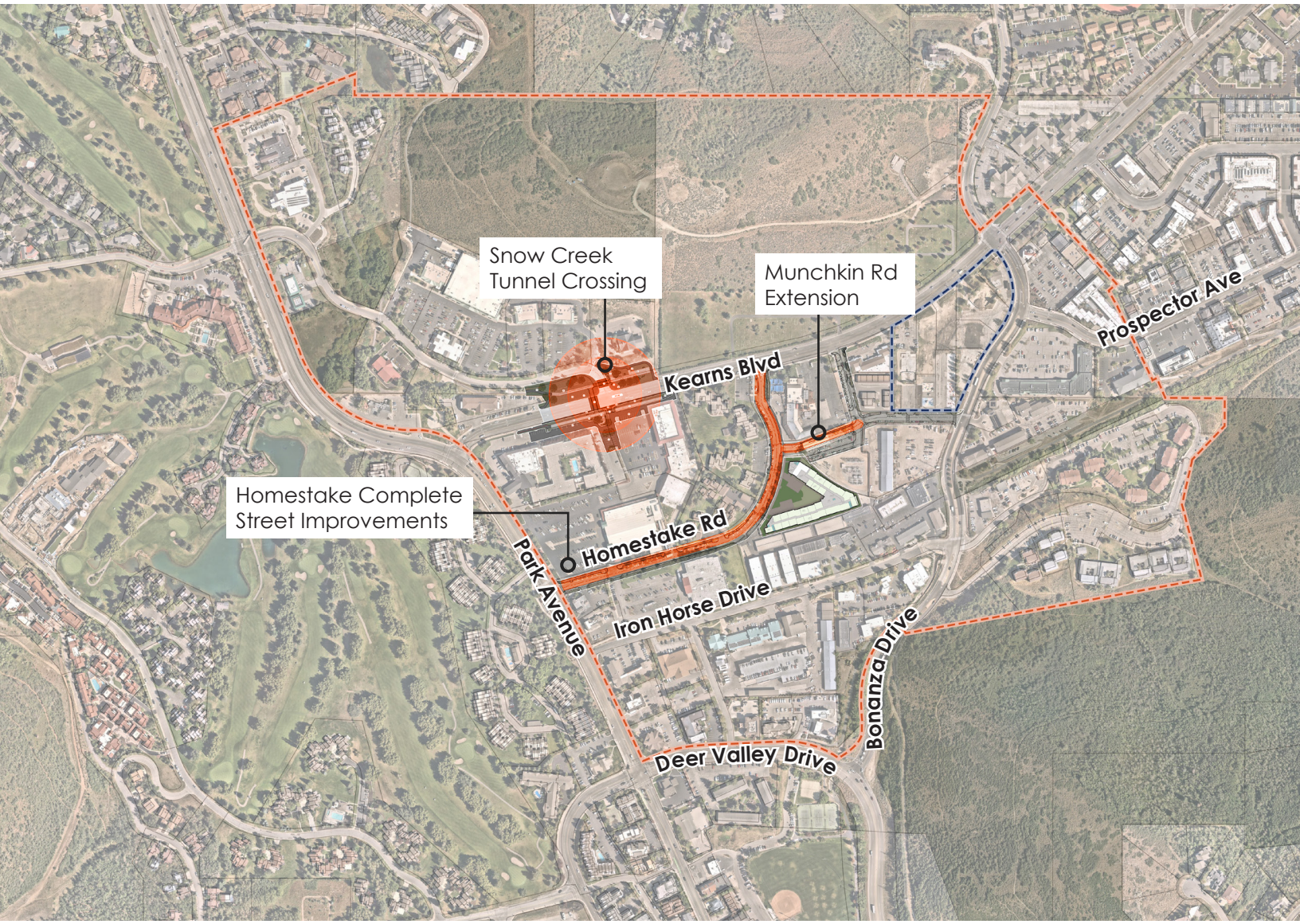


Bonanza Park's pedestrian network is hindered by a widespread prevalence of sidewalk gaps. When walking through the neighborhood, Parkites face challenging conditions as key streets, moving in both east-west and north-south directions, have significant segments lacking sidewalk facilities.

Some of these gaps will be addressed through planned improvements to the street network, detailed in the following page. These include the complete street redesign of Homestake Road, and the Munchkin Road extension. Nonetheless, other key streets remain with sidewalks, such as Iron Horse Drive, which is missing key segments of sidewalk along its south-facing side at a critical juncture toward the rail trail. Likewise, Snow Creek Boulevard lacks sidewalks on segments along both sides of the street at a critical connection between retailers at The Market at Park City shopping center and the McLeod Creek Trail.

Sidewalk Coverage
Sidewalk Gaps

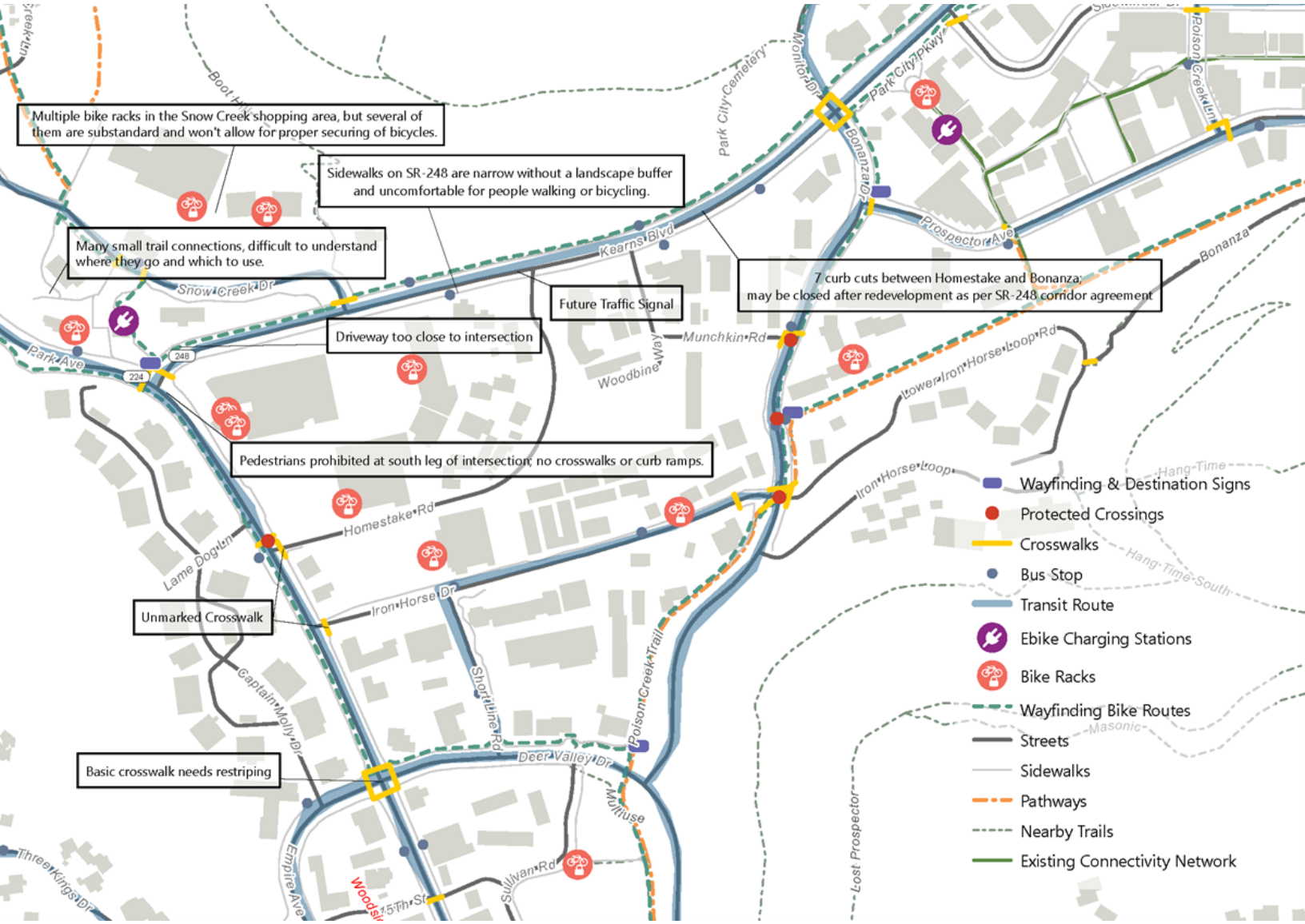
Planned Improvements



Some of the sidewalks and connectivity gaps described earlier in this section will be addressed or improved through the following projects, shown in the map above and detailed below. The descriptions of these projects and their improvements reflect the planning team's understanding as informed by the Plan Alignment described in the first section of this document. They include:

- **Homestake Complete Street Improvements:** Currently functioning as a curbless drive, the future Homestake Road will include sidewalks on both sides, curbs, on-street parking, and marked crossings.
- **Snow Creek Tunnel Crossing:** A potential tunnel crossing may connect under Kearns Boulevard at the intersection with Snow Creek Drive. The tunnels could ease pedestrian travel between The Market at Park City and the McLeod Creek Trail toward the heart of Bonanza Park.
- **Munchkin Road Extension:** The east-west extension of Munchkin Road will connect Homestake Road eastward with Bonanza Drive. Through the addition of sidewalks, and improvements and a one-way conversion of Woodbine Way, this key connection will allow for additional east-west travel through Bonanza Park. The project will require the relocation of the Recycle Utah facility.

Transportation and Mobility Overview



As an appendix to this document, the engineering firm Fehr & Peers conducted a detailed study of existing conditions, modeling the traffic impacts of some of the infill development envisioned in this small area plan. As part of this examination, the planning team included a summary of Bonanza Park's key mobility observations, concerns, and considerations, including the following key take-aways:

- Bonanza Park has a strong multimodal network that is nonetheless hindered by incomplete sidewalks, missing crossings, and limited wayfinding.
- Existing crossings are limited on Park Ave and Kearns Blvd.
- The sidewalk network is incomplete on Snow Creek Drive and Iron Horse Boulevard.
- Wayfinding signage is too infrequent throughout the study area.

Wayfinding & Destination Signs
Protected Crossings
Crosswalks
Bus Stop
Transit Route
Bike Racks
Ebike Charging Stations
Wayfinding Bike Routes
Streets
Sidewalks
Pathways
Nearby Trails
Existing Connectivity Network

Intersection Level of Service



The map above shows Level of Service (LOS) for the PM peak hour traffic conditions. LOS is a term that describes the operating performance of an intersection or roadway. LOS is measured quantitatively and reported on a scale from A to F, with A representing the best performance and F the worst. Typically, LOS D or better is considered acceptable during peak hours.

LOS RATING	Description
A	Free Flow/ Insignificant Delay
B	Stable Operations / Minimum Delays
C	Stable Operations / Acceptable Delays
D	Approaching Unstable Flows / Tolerable Delays
E	Unstable Operations / Significant Delays Can Occur
F	Forced, Unpredictable Flows / Excessive Delays

INTERSECTION	CONTROL	LOS (2023)
SR 224 & Snow Creek Dr	Signal	A
SR 224 & SR 248	Signal	C
SR 224 & Homestake Rd	WB Stop	F
SR 224 & Iron Horse Dr	WB Stop	E
SR 224 & Deer Valley Dr	Signal	F
SR 248 & Snow Creek Dr	SB/NB Stop	C
Homestake Rd & SR 248	NB Stop	C
Woodbine Way & SR 248	NB Stop (right in right out)	C
Bonanza Dr & SR 248	Signal	F
Sidewinder Dr & SR 248	NB Stop	E
Bonanza Dr & Prospector Ave	EB/WB Stop	F
Bonanza Dr & Munchkin Rd	EB/WB Stop	E
Bonanza Dr & Iron Horse Dr	EB/WB Stop	F
Deer Valley Dr & Bonanza Dr***	Signal	B
Woodbine Way & Munchkin Rd	WB/EB Stop	A

***During some days in the winter, queues from SR 248 & Bonanza and SR 224 & Park Avenue frequently spill back through this intersection, sometimes reaching as far back as Aerie Drive. This capacity analysis reflects conditions for Friday, February 17, 2023 , though operations on other days may appear to be worse than the conditions shown.

Community Engagement

The planning process included robust engagement that brought more that 1,500 Park City voices into the conversation.

The Bonanza Park Small Area Plan represents the ideas, comments, and aspirations of the more than 1,500 Parkites that participated in the process. Their passion and dedication to the future of Bonanza Park is evident in the thousands of comments reviewed by the planning team. This Small Area Plan shared much of the engagement events with the concurrent 5-Acre Site Feasibility Study, though topic areas and activities were kept separate. The information and take-aways in this document focus entirely on the Bonanza Park Small Area Plan.

Through three community meetings with more than 500 attendees, two online surveys with almost 1,000 responses, 12 stakeholder roundtables, and a variety of other in-person events, the plan reached all segments of Park City's community. The process was guided by an Advisory Group of 14 individuals with vested interests in the neighborhood, including residents, land owners, business owners, and institutional partners. This group, meeting four times through the process, advised the planning team to ensure that the plan's ideas were effectively communicated, and provided a sounding board for the planning team.

The plan's engagement was divided into three distinct phases, each culminating with a presentation and update to City Council for reflection and direction on next steps. The plan's phases included:

- **Phase 1 Engagement:** This phase included the launch of a project website, stakeholder roundtables, the first community meeting, an online survey, two Advisory Group meetings, and an update to City Council to review engagement results.
- **Phase 2 Engagement:** The second phase included the development of a vision statement, project goals, and initial recommendations. These materials were presented to the Advisory Group at a second meeting, followed by a second community meeting and an online survey. Likewise, the planning team hosted a walking tour with residents, engagement with high school students, and engagement with young families. This phase culminated with an update to Planning Commission and City Council.
- **Phase 3 Engagement:** The third and final phase of engagement included the development of plan recommendations, shared at a fourth Advisory Group Meeting and a third community meeting. This phase culminated with the plan's Adoption Process.


3 Community Meetings
(500+ Attendees)
12 Stakeholder Roundtables
(62 Stakeholders)
1,500+
Park City Voices Engaged
Online/Paper Surveys
(970 Responses)
Ongoing Project Website
Methods
Meetings
Surveys
Advisory Group
Project Website
12 Stakeholder Roundtables
3 Community Meetings
Community Site Tour
Additional Outreach in Spanish
Engagement with Young Families and High School Students
2 Online Surveys
(English & Spanish)

Advisory Group

The Advisory Group represents a broad spectrum of Park City residents, advocates, employers, institutional partners, landowners, and other key stakeholders. The group's key roles and responsibilities through this process included:

- Meet throughout the process at project milestones to review materials that will be shared with the larger Park City community.
- Support and augment the community engagement process by sharing project event information.
- Provide feedback to help the team craft a vision.
- Once the plan is implemented, serve as a partner in the implementation of the plan's concepts and recommendations.

The Advisory Group met four times throughout the process, with the addition of a fifth special meeting to preview phase 1 engagement results prior to being shared with City Council. This additional meeting was requested by Advisory Group members during their second meeting. At the onset of the planning process, members of the Advisory Group, together with City Staff, were invited to join visits and tours of three vibrant cities with examples of successful neighborhoods. These included Toronto, Columbus, OH, and Washington, D.C.

- **Meeting 1:** Occurring virtually on May 23, 2023 this first meeting provided an opportunity for the planning team to meet the group's members, share information about their expected roles and responsibilities, and provide an overview of the planning process to come.







Members of the Advisory Group were invited to join Park City Leaders and City Staff on trips to Toronto, Columbus, OH, and Washington, D.C. to reflect on the successes of other cities.

- **Meeting 2:** The second meeting occurred in-person on July 19, 2023. A consultant presentation provided the result of the Plan Alignment, and an overview of transportation existing conditions. The presentation was followed by a preview of the first community meeting, and a discussion centered around the Advisory Group members' tours of three cities.
- **Special Meeting:** Hosted virtually on August 7, 2023, the planning team provided a preview of the phase 1 engagement results and takeaways to the Advisory Group, followed by discussion.
- **Meeting 3:** Held in-person on October 18, 2023 a day prior to the second community meeting, the consultant team shared the draft vision statement, project goals, and initial land use and connectivity ideas and concepts. The presentation was followed by a discussion that resulted in presentation edits for the second community meeting.
- **Meeting 4:** The fourth and final meeting with the Advisory group was conducted on February 14, 2024. This meeting included a presentation introducing the plan's recommendations, followed by a discussion on how to best refine these prior to sharing with the community at a third and final community meeting.

Stakeholder Roundtables

During the first phase of engagement, the planning team conducted roundtables with Parkites invested in the future of Bonanza Park. These meetings occurred on July 18, the day prior to the first Community Meeting.

Grouped by topic theme, the 15 stakeholder roundtables brought together representations including land owners, residents, transportation experts, hotel operators, economic development officials, local artists, and arts and culture institutions. This engagement was concurrent with the 5-Acre Site Feasibility Study. As such, the city-owned site was also discussed, though this document focuses on the portions of these discussions centered around the Bonanza Park study area.

Through various conversations with stakeholders, the following common themes emerged:

- **Bonanza Park is a "locals neighborhood"** where restaurants and businesses serve locals more than tourists.
- **There is a strong need for additional housing**, especially affordable housing - not enough people live near the site and in Bonanza Park.
- **Bonanza Park lacks walkable connections,** especially on major streets like Bonanza Park and Kearns Boulevard.
- **Future improvements should focus on transportation**, as this is critical to redevelopment. The area has to be convenient for locals to move their way through.



Community Meetings

Community Meetings are an invaluable method for the planning team to share ideas with the community, engage in conversations about how Bonanza Parks works today and what needs to be improved, and collect feedback on how to best move forward in the planning process.

The Bonanza Park Small Area Plan included three community meetings, one in each phase of engagement, attracting more than 500 Parkites. The meeting results are cataloged as part of the engagement phase summaries at the end of this section. The first two meetings were held in tandem with the 5-Acre Site Feasibility Study, while the third and final meeting focused solely on this plan. Meetings were advertised via online and paper flyers, email lists, radio interviews, a printed postcard distributed to all property owners in the city, and support from the Advisory Group.

- **Community Meeting 1:** Held at the DoubleTree Hotel on July 19, 202, this meeting focused on learning and listening form the community. With an open house format, Parkites were asked to share their vision for Bonanza Park, and participate in activities about the types of uses and connections they would like to see happen in the future.
- **Community Meeting 2:** Held at the Park City Library on October 18, 2023 this meeting included a presentation and an open house introducing the project vision statement and goals, and initial land use and connectivity concepts.
- **Community Meeting 3:** The final meeting was held on April 9, 2024 at the Park City Library and included a presentation and open house introducing the plan's recommendations.



250
people attended the first community meeting on July 19 at the Doubletree by Hilton Park City.



150
people attended the second community meeting on October 18, at the Park City Library.

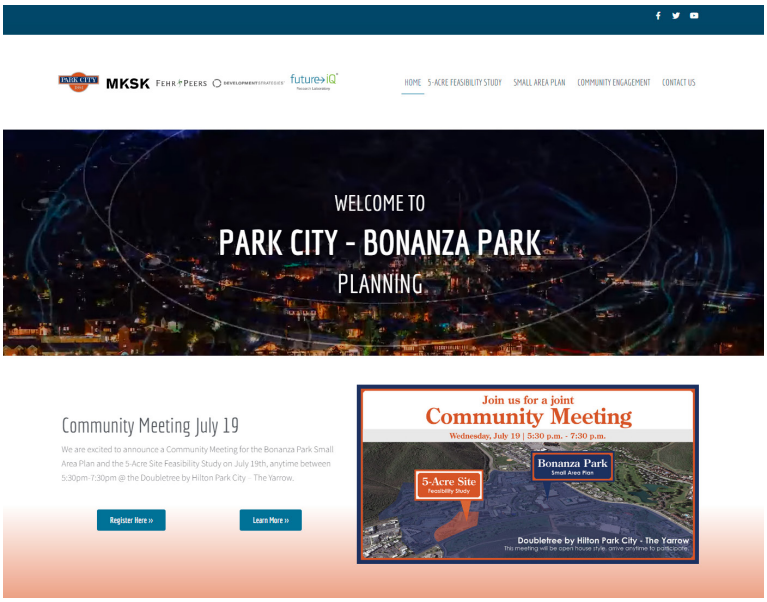


100
people attended the third community meeting on April 9, at the Park City Library.

Online Engagement

Though community meetings are a crucial method to collect feedback and share information, dedicating one's evening to attend a meeting is a challenging task for many. As such, the plan's engagement was amplified through a project website and two online surveys, ensuring that the Parkites unable to participate in-person had a means to share their input and ideas. This plan's online survey results are embedded in the engagement phase summaries at the end of this section. The plan's online presence included:

- **Online Website:** Launched at the beginning of the planning process, the project website www.bonanzapark.com served as a repository of all project information, presentations, updates, and information about upcoming events. The website was continuously updated with new content and featured video interviews with meeting attendees, links to other relevant plans, and interactive tools to visualize online survey results.
- **Online Surveys:** The planning team shared two online surveys during the first two phases on engagement, focusing on gathering input around the content developed for the first and second community meeting. The online surveys gathered 970+ responses total. The results were displayed in the project website, which also included a download link for the raw survey results.
- **Social Media:** Throughout the process, Park City's Communications Department shared all meeting and survey notices via the city's official social media accounts.



The planning team launched two online surveys for the Bonanza Park Small Area Plan during the first and second phases of engagement.

The survey was promoted via Park City's Social Media accounts, distributed via email, publicized in English/ Spanish flyers (digital and print), and shared by project partners via email.

721

Total responses to the **first online survey** between July 19 and August 4 of 2023.

67%

of all survey responses were from the 84060 ZIP Code.

250

Total responses to the **second online survey** between October 30 and November 22 of 2023.

73%

of all survey responses were from the 84060 ZIP Code.

Nontraditional Engagement

To ensure an equitable planning process, the project team committed to engaging with Parkites from all backgrounds, with a focus on reaching groups traditionally underrepresented in a planning process. This effort acknowledges that while many Parkites are comfortable attending in-person events or sharing their input via an online survey, many feel left out of the decision-making, or are unable to fit the plan's engagement activities into their busy schedules.

As such, following each phase of engagement, the planning team reviewed engagement results to identify portions of the community that were not being adequately represented in the process up to that moment in time. As a result, the planning team, in collaboration with City Staff, devised an engagement strategy to better advertise to, and reach, these groups. The events and activities below were pivotal in reaching these communities where they live, work, or attend school.

- **Spanish-Language Engagement:** To engage with Park City's Spanish-speaking population, the planning team hosted a coffee and pastry event at the Park City Library on August 29, 2023. Additionally, the project website included a dedicated Spanish-language page and a full translation of the entire site, with both online surveys made available in Spanish. All meeting flyers and social media graphics were likewise posted both in English and in Spanish, for all phases of engagement.



Engaging with Park City's Spanish-Speaking Community

The planning team provided various project materials in Spanish, including online/paper surveys, informational flyers, and the project website.



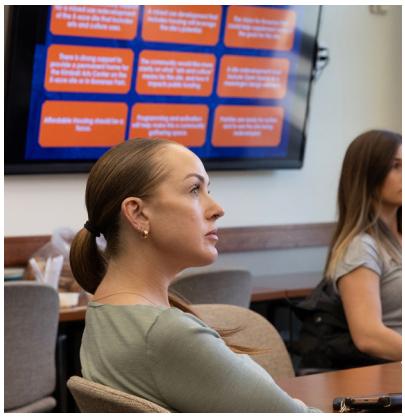
- **Engaging with Young Parkites:** To better understand the needs and hopes of Park City's younger residents, the planning team hosted two engagement sessions with students from Park City High School on October 17, 2023. These sessions centered around a discussion about the strengths, issues, and opportunities in Bonanza Park.
- **Engaging with Young Families:** Park City planning staff hosted two roundtable discussions with Park City's young families to understand their needs and wants for the future of Bonanza Park.
- **Community Site Tour & Walk:** Prior to the second community meeting, the planing team hosted a walking tour of Bonanza Park and the city-owned 5-acre site during the afternoon of October 18, 2023. Attended by more than 50 Parkites, including various members of the Advisory Group, the tour included stops at several neighborhood locations including the Kimball Art Center, the under-construction EngineHouse development, the site of the proposed Park+Kearns development at the current DoubleTree Hotel, and Prospector Square.

Engaging with Young Parkites

The planning team hosted an engagement session with Park City High School Students on October 17, 2023 to discuss their vision for Bonanza Park.









Engaging with Young Families

The planning team facilitated two roundtable sessions with young families in Park City to understand their concerns and vision for the future of this community.

Community Site Tour & Walk

The planning team hosted a community site tour on October 18, through the Bonanza Park Neighborhood, attended by approximately 50 Parkites.











Phase 1 Engagement

The first of three community meetings kicked off phase 1 engagement, where the planning team listened to Parkites voice the strengths, weaknesses, and opportunities for the neighborhood. Stakeholder roundtables were also conducted to group individuals by expertise for more focused conservations around challenges and opportunities in the neighborhood. An online survey that included visuals and prompts from the community meeting was likewise circulated in both Spanish and English for residents who were not able to attend the meeting in person. The feedback received through these means of engagement resulted in the following key takeaways:

- **Bonanza Park is a "Locals' Neighborhood".** Unlike Main Street, which mostly caters to tourists, Bonanza Park is where Parkites shop, dine, and gather.
- **Parks and open spaces are a community priority.** There is a need and desire for additional green spaces where locals can come together as a community.
- **Future redevelopment and infill should focus on creating a destination for locals**. New businesses and destinations should be local and authentically Park City.
- **The 5-acre site cannot alone meet the city's goals.** Whatever happens on the 5-acre site can influence its surroundings, and be complementary to the character of Bonanza Park.
- **The community would like to see arts and culture woven into the neighborhood fabric.** There are opportunities for

Community Meeting: Places Parkites Love



The top 3 favorite places included (1) Kimball Art Center, (2) Restaurants/ Shops on Iron Horse Drive, and (3) the Rail Trail.

Community Meeting: Places Parkites Want Changed or Improved



The top 3 improvements included (1) Finding a new home for the Kimball Art Center, (2) adding more affordable housing, and (3) improving multi-modal connectivity

public art, housing for artists, and galleries or exhibit spaces.

- **The Kimball Arts Center (KAC) is one of Bonanza Park's top assets** and needs a permanent home. The KAC is a cherished destination that should remain in the neighborhood.
- **Moving through the study area should be safer and more intuitive.** Transportation improvements should focus on wide streets and unsafe intersections.
- **The Study Area lacks walkable and bikeable connections.** Improving connectivity to the rail trail and addressing sidewalk gaps are a priority.
- **Bonanza Park is the right place for density** and building height. As the area redevelops, mixed use buildings should embrace walkable streets.
- **Bonanza Park needs more affordable and workforce housing.** For there to be a critical mass, there needs to be a strong resident base.

Favorite Things about the Study Area

Top 5 Mentions (460 Written Responses)

Restaurants: Mentioned 160+ times

Rail Trail: Mentioned 50 times

Proximity/ Location: Mentioned 40 times

Kimball Art Center: Mentioned 39 times

Recycle Utah: Mentioned 32 times

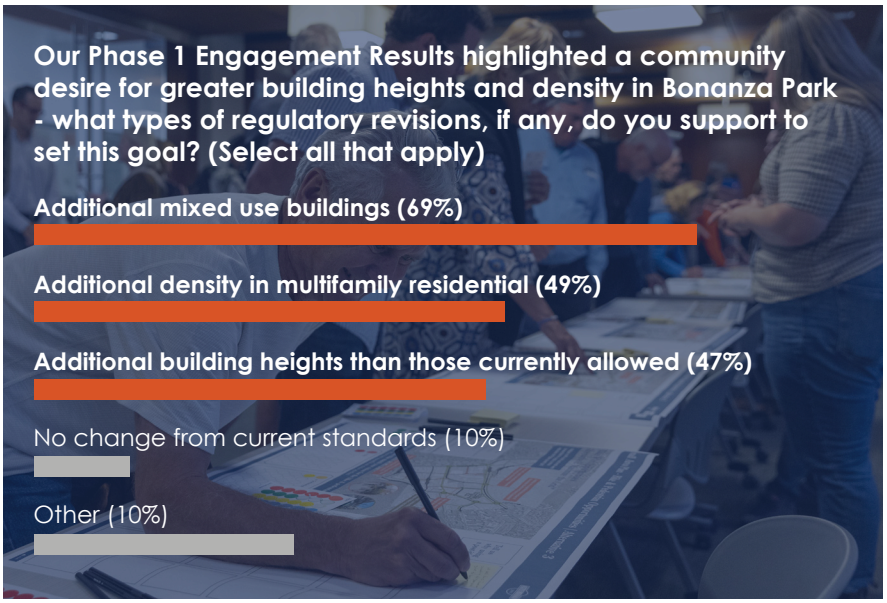


Phase 2 Engagement

During the second phase of engagement, a second community meeting was held to introduce the vision statement, the six project goals, and initial ideas for improving the area's land use and connectivity. The community meeting was accompanied by an online survey in both Spanish and English for those who were not able to attend the meeting.

Prior to the meeting, a walking tour of Bonanza Park took place to give residents the opportunity to discuss neighborhood focus areas directly with the planning team. An engagement session at Park City High School was also conducted to include a youth perspective in the vision for the neighborhood. Through the means of engagement detailed above, the following takeaways were formed around the priorities for future development of Bonanza Park:

- **Additional Density:** While there is support for additional building heights and density in some parts of Bonanza Park, Parkites expect to trade these off with community benefits, such as affordable housing, or public realm improvements.
- **Prioritizing Connectivity:** Parkites would like to prioritize as many long-term connections as possible in Bonanza Park. New connections should be geared toward pedestrians and cyclists, and limit cars. There is a clear priority on improving sidewalks.
- **Local for Locals:** Future uses should focus on serving the needs of locals. There is lack of support for any future hotels, but widespread support for more restaurants/ dining, retail, open space, and multifamily residential.



Key findings from the second phase of engagement



1

Parkites expect to trade off additional density with community benefits, such as affordable housing, or public realm improvements.

Where: Key catalyst sites and long term infill sites

2

Parkites would like to prioritize pedestrian and cyclist connections in Bonanza Park.

Where: Across the entire neighborhood boundary

3

Future uses, such as restaurants/dining, retail, open space, and multifamily, should focus on serving the needs of locals.

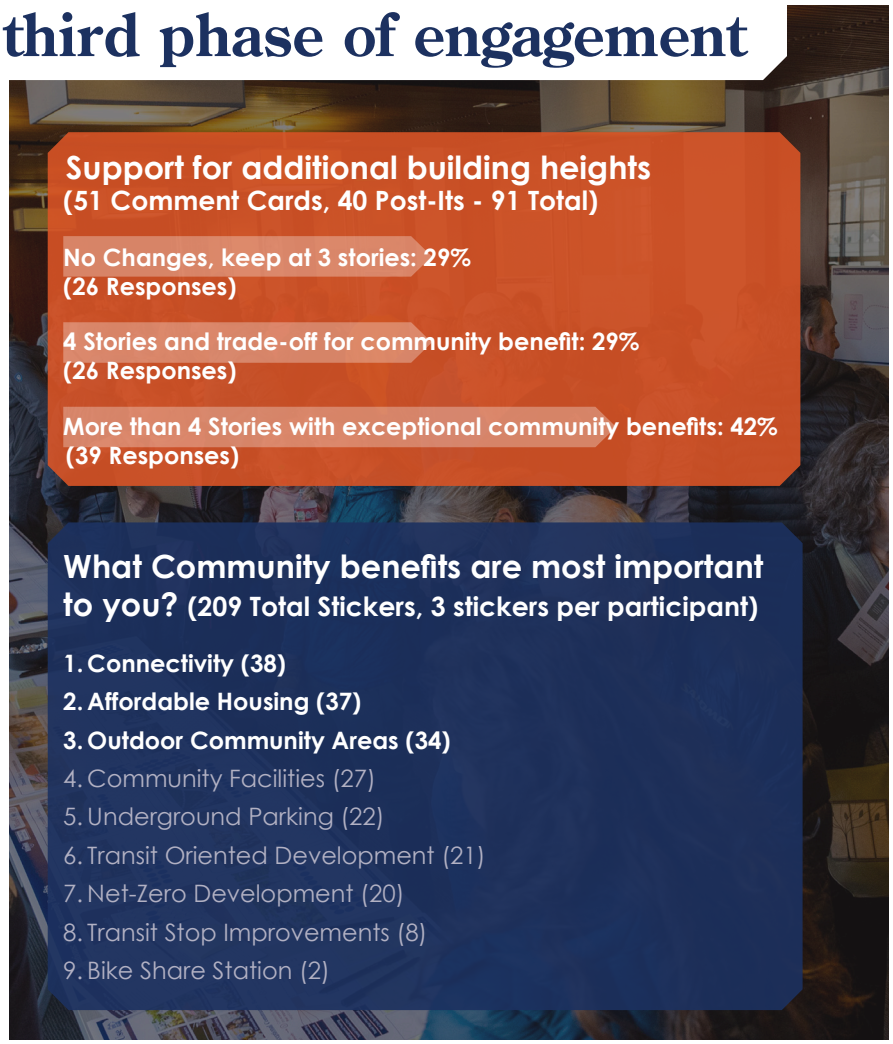
Where: Anywhere where redevelopment occurs in the community

Key answers from the third phase of engagement

Phase 3 Engagement

The third phase of engagement focused on introducing draft recommendations for the Bonanza Park Small Area Plan that support the vision and goals for the neighborhood as expressed by Parkites during the first two phases of engagement. The recommendations were presented during the third and final community meeting, where attendants were given the opportunity to evaluate if anything was missing through interactive activities, a comment card, and one-on-one conversations directly with the planning team. Feedback obtained through community meeting 3 formed the following takeaways:

- **Additional density:** Support was expressed for additional building heights in parts of Bonanza Park in return for community benefits, with connectivity and affordable housing ranking as the most important. Meeting participants expressed widespread support for buildings at four stories, with some supporting more than five stories with exceptional community benefit.
- **Building setbacks:** Parkites expressed that updating the Frontage Protection Zone is a necessary step to protect the mountain views that make Park City unique.
- **Support a neighborhood for locals:** The comments received showed that Parkites supported limiting the amount of new nightly rentals, hotels, and timeshares in Bonanza Park. Many expressed that commercial square footages should be capped (with the exception of grocery stores) to support local businesses as ground floor tenants.



- **Prioritize pedestrian safety:** When establishing future connectivity network, safety features must be included in the design of the road network for pedestrians and bicyclists. Participants overwhelmingly noted that the connectivity framework shared as part of this plan matched their vision for the neighborhood.
- **Connect with adjacent neighborhoods:** The Connectivity network established for Bonanza Park should not only support the neighborhood internally, but also work externally with adjacent neighborhoods, such as Prospector.
- **Establish affordability metrics:** In order to create an inclusive neighborhood, Bonanza Park must work with the development community to build more affordable and workforce housing.
- **Parks and outdoor community spaces are a priority.** There is a need and desire for additional outdoor community gathering spaces where locals can come together.
- **Incorporate art in development and open space design:** Art, especially created by local artists, should be included in the neighborhood and in open spaces whenever possible. Parkites strongly supported the addition of new murals and sculptures.

Vision Statement and Project Goals

This plan is guided by vision and goals established through the planning process.

The recommendations in this plan represent hundreds of voices engaged through community meetings, online surveys, and one-on-one conversations. Through these engagement activities, the planning team asked Parkites to describe the Bonanza Park of today, and to outline their vision for the Bonanza Park of tomorrow.

The result from these comments, ideas, activity results, survey responses, and roundtable conversations are encapsulated in the vision statement and project goals introduced in this section.

Vision Statement

The vision statement is a simple and succinct series of sentences that summarize the community's vision for the future of Bonanza Park. This statement represents a community voice that is authored by the hundreds of comments, ideas, concerns and messages received and reviewed through the plan's engagement. The vision statement was introduced to the community at the second community meeting for their feedback, after which it was refined to reflect the community's priorities.

The vision statement gives clarity to the plan's intent and guided the development of the plan's recommendations. As such, the statement is both descriptive and aspirational - it describes how Parkites perceive Bonanza Park today, and establishes an aspiration for its future. From this vision statement, the planning team developed and refined project goals that guide a series of recommendations under each goal.

This plan is organized through the following three pillars:

Vision Statement

Simple and succinct statement that summarizes the community's vision for the future of Bonanza Park.

Project Goals

Broad outcomes for Bonanza Park desired by the community, organized by the plan's topic areas.

Recommendations

Concrete strategies to achieve a corresponding goal through a specific project, policy, or program.



Descriptive: Bonanza Park Today

↓

Vision Statement

Bonanza Park is a neighborhood where Parkites gather to shop, dine, and express local art and culture. The Bonanza Park of tomorrow will build on this vibrancy to become a more walkable, connected, livable, and inclusive community for current and future Parkites of all ages.

↑

Aspirational: Bonanza Park in the Future



Project Goals

The Bonanza Park Small Area Plan and its recommendations are guided and organized by six project goals developed by the planning team using results from the first phase of engagement. The purpose of these goals is twofold - they establish broad desired outcomes for Bonanza Park that are supported by the community, and they create the topic areas by which the plan's recommendations are organized. In the following section of this report, each project goal is explored with a greater amount of detail, and each goal is supplemented by recommendations that establish concrete strategies to achieve their corresponding goal through specific projects, policies, or programs.

The goals were introduced to the community at the second community meeting. At this meeting and in a follow-up online survey, Parkites were given an opportunity to revise, refine, and add to the project goals. The goals were met with widespread enthusiasm and support, with only minor revisions to language suggested by Parkites, and the suggestions that the goals incorporate environmental sustainability and resilience.

The plan's project goals, introduced below and in the following page, build on what Parkites described as the future for Bonanza Park:



- **Bonanza Park is Mixed Use:** The Bonanza Park of tomorrow will be a mixed use neighborhood with livability in mind. Bonanza Park is an appropriate place for additional density, where more compact development can continue to reflect Park City's small town and resort character.
- **Bonanza Park is User-Friendly:** The future Bonanza Park will be a safe haven for pedestrians, cyclists, and transit riders, while considering vehicular traffic flow. Improvements to existing streets and intersections, and the addition of future connections, will create a safe & intuitive network for current and future users.
- **Bonanza Park is Green:** Bonanza Park will replace its myriad of surface parking lots and paved areas community gathering spaces, pervious surfaces, and new and sustainable development that welcome new residents.
- **Bonanza Park is Local:** Bonanza Park will continue to be a "locals' neighborhood" that serves Parkites through and through. As development and growth occurs, policies should reflect a commitment to encouraging local businesses that reflect the community's authenticity over national chains.
- **Bonanza Park is Inclusive:** Home to much of Park City's naturally-occurring affordable housing, Bonanza Park must remain attainable to Park City's workforce. As such, programs and partnerships should expand the availability of affordable and workforce housing units in the neighborhood.
- **Bonanza Park is Cultural:** As the home to the Kimball Arts Center, Bonanza Park is an emerging hub for Park City's local arts scene. The neighborhood needs to better reflect this energy and activity and weave arts and culture into the community fabric.



Project Goals:
Bonanza Park is...

Mixed Use
Create a mixed use neighborhood with livability in mind.

Local
Support locally-owned business & entrepreneurship.

User-Friendly
Create a safe & intuitive network for pedestrians, cyclists, and transit users.

Inclusive
Expand the availability of affordable and workforce housing units.

Green
Create a more welcoming and sustainable community.

Cultural
Weave arts and culture into the community fabric.





03

Bonanza Park Tomorrow

This Chapter Includes:

Mixed Use | Local | User-Friendly | Inclusive | Green | Cultural



Bonanza Park is...

Mixed Use

Create a mixed use neighborhood with livability in mind.

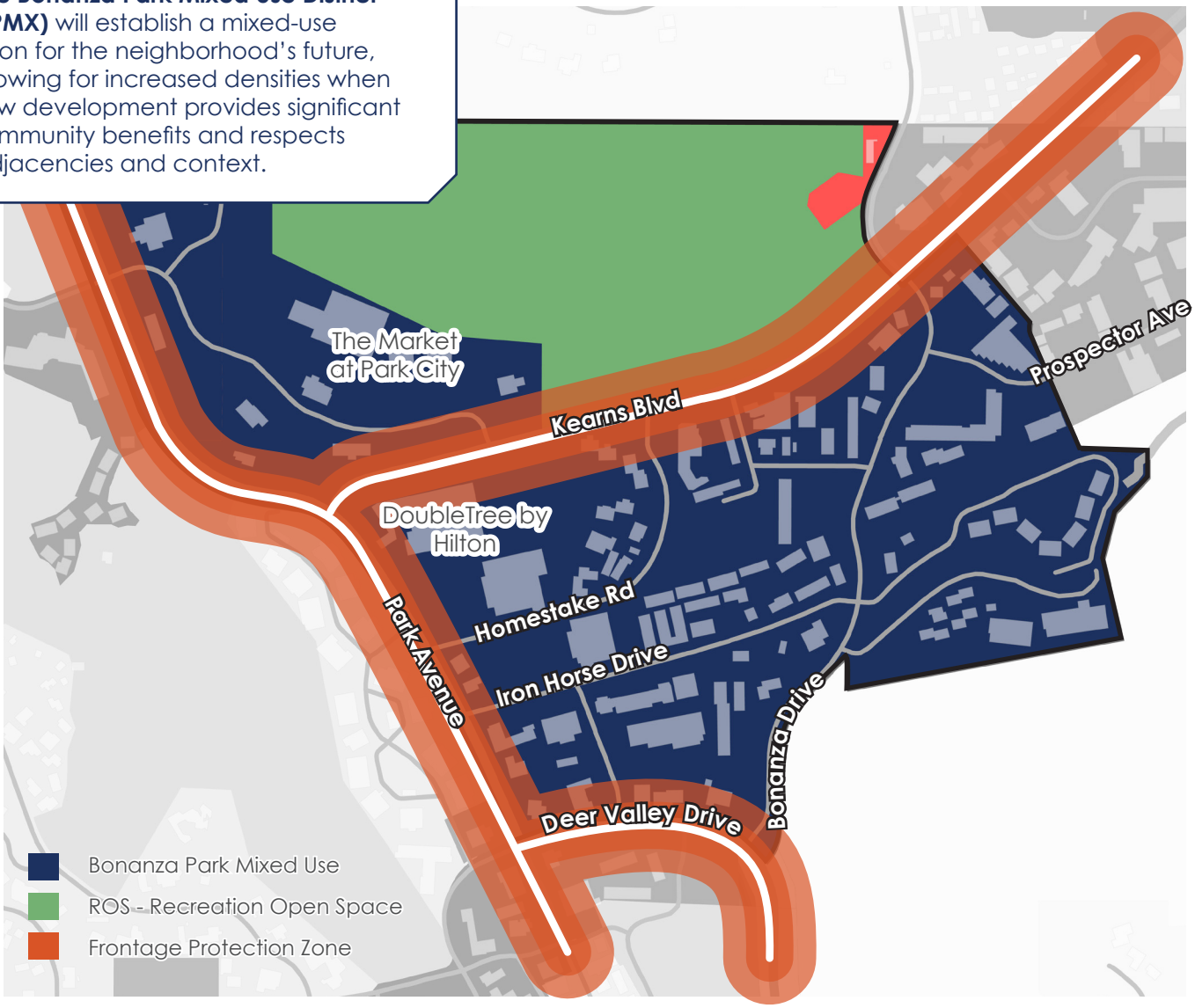
Through the community engagement process, Parkites described a future Bonanza Park where autocentric development would make way toward a more mixed-use and compact development pattern at a pedestrian scale. At community meetings and online surveys, Parkites reiterated that Bonanza Park is an appropriate place for additional density and building heights. Its central location, proximity to Old Town, transit connectivity, and access to regional trail systems, were noted as various factors that contributed to the neighborhood's readiness for mixed-use development.

Across the neighborhood, the development community has recognized the market opportunity in Bonanza Park for additional retail, residential, and hospitality. Proposed developments and active applications, such as the Park + Kearns redevelopment of the DoubleTree Hotel, or the potential redevelopment of the Iron Horse District, will add new housing units and commercial retail to Bonanza Park. As well, a future potential redevelopment of the city-owned 5-acre site on Kearns Boulevard and Bonanza Drive into a mixed-use district with housing, retail, and an arts center, has the potential to transform a landmark corner and gateway into the neighborhood. As such, Bonanza Park is poised to transform – the time to plan and accommodate this growth is now.

This section explores strategies for how to capitalize on this momentum to re-think suburban development patterns and make Bonanza Park a more livable, walkable, and mixed-use community. This section does so through three key recommendations, each explored with greater detail in the following pages:

- **MU1:** Create a Bonanza Park Mixed Use District that allows for increased densities when new development provides significant community benefits.
- **MU2:** Update the Frontage Protection Zone to ensure that Park City's entry corridors remain scenic and awe-inspiring.
- **MU3:** Establish development guidelines for new multifamily and mixed-use buildings to create walkable, human-scale, development that is contextual and sensitive to its environments.

The Bonanza Park Mixed Use District (BPMX) will establish a mixed-use vision for the neighborhood's future, allowing for increased densities when new development provides significant community benefits and respects adjacencies and context.



MU1: Create a Bonanza Park Mixed Use District that allows for increased densities when new development provides significant community benefits.

A future rezoning of Bonanza Park into a new Bonanza Park Mixed Use District (BPMX) will establish regulatory tools to ensure that future growth in the neighborhood reflects a more walkable, mixed-use, and human scale. This potential district, to be written following this plan's adoption with additional and robust community engagement, is a proactive approach to growth management. Understanding that Bonanza Park will continue to attract development activity, the neighborhood's existing zoning districts of General Commercial (GC), Light Industrial (LI), and Medium Density Residential (RDM), are ill-suited to properly guide this growth in the manner that Parkites described through the plan's engagement. The current zoning reflects legacy uses at times no longer in place, allows for autocentric development patterns, and heavily leans toward single-use commercial development with ample surface parking.

The future BPMX District can likely utilize the existing boundary of this Small Area Plan, with the exception of parcels currently zoned as Recreation Open Space (ROS). The latter are properties with protected green space, cemeteries, or trail connections that will not be subject to future redevelopment. The remaining properties in the study area boundary can be rezoned into a new BPMX District

featuring the following potential concepts, to be refined with additional engagement following this process:

- **More residential uses by right:** The new BPXM District should encourage additional housing in Bonanza Park by making residential uses by right, rather than as a conditional use (as is the case currently through the GC Zoning District). Additionally, a rezoning is an opportunity to expand allowed housing types in Bonanza Park to include housing typologies commonly associated with Missing Middle Housing. These may include townhomes, duplexes, triplexes, quad apartments, and cottage courts.
- **Vertical Zoning Standards:** To ensure an active ground level where buildings engage the street and sidewalks, a future BPMX can require active ground level uses as part of vertical zoning standards. These uses should draw pedestrians, cyclists, and transit riders in active streetscapes, and may include commercial retail, restaurants/dining, coffee shops, hardware stores, and childcare/daycare.
- **Building Heights:** To protect the existing scale, character, and charm in Park City as described by those who engaged in this planning process, a future BPMX District is recommended to maintain the existing by-right building height of 35-feet already included in the GC District. Nonetheless, recognizing that many Parkites expressed that there is a desire and need for additional density in Bonanza Park, a BPMX can establish a framework where developers can apply for density bonus in exchange for a community benefit.

Proposed Concepts in a future Bonanza Park Mixed Use Zoning District (BPMX)

More residential uses by right



- Residential uses noted as conditional uses in the General Commercial (GC) district are proposed to be by right in a new BPMX.
- Encourages Missing Middle housing.

Vertical Zoning Standards



- Active ground level uses required.
- Policies to encourage a walkable neighborhood.

Building Heights



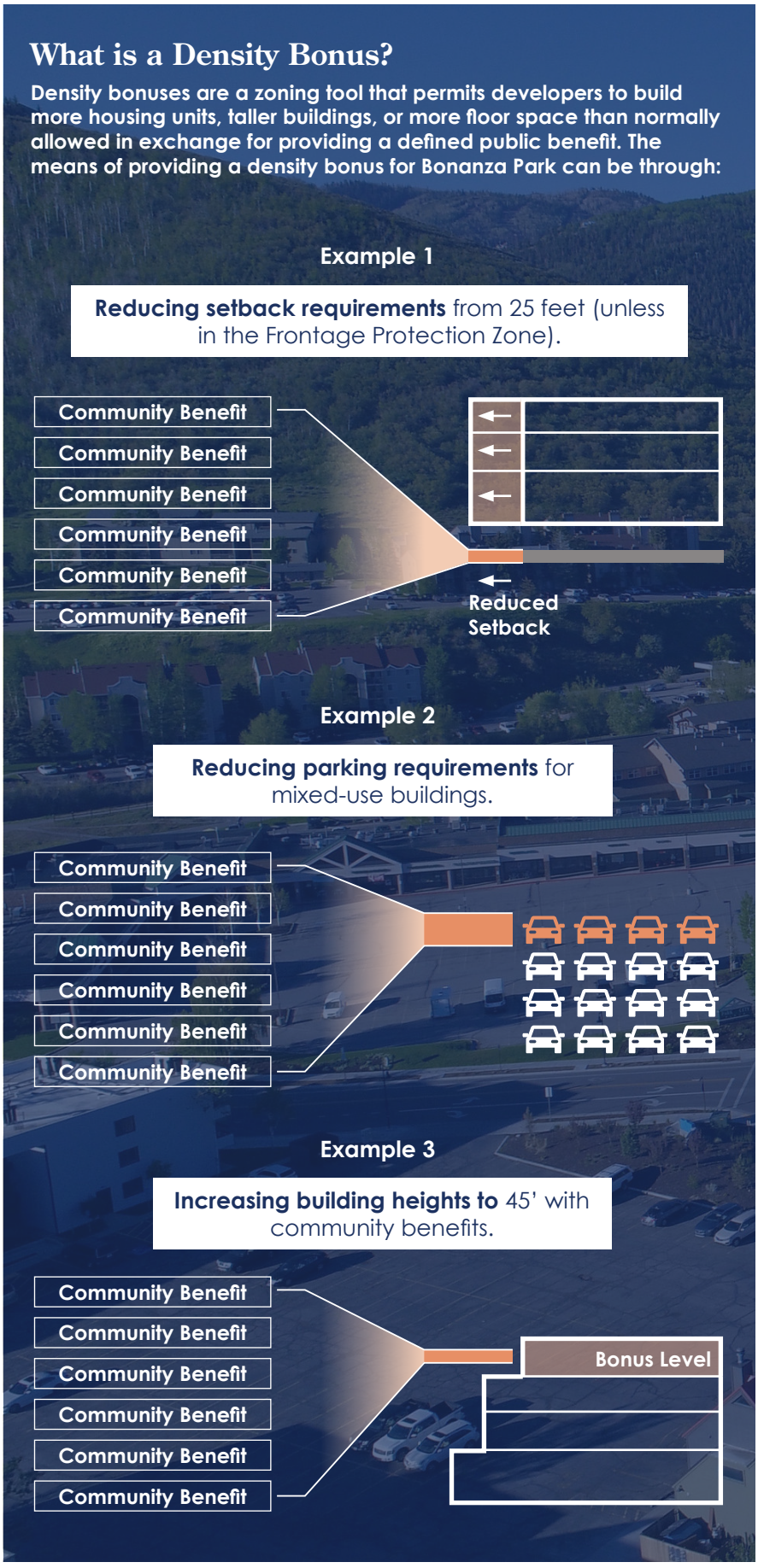
- Base height of 35' (unchanged from General Commercial).
- Opportunities for a density bonus.

Establishing a Density Bonus for Community Benefits

A Density bonus is a zoning tool that permits developers to build more housing units, taller buildings, or more floor space than normally allowed in exchange for providing a defined public or community benefit. Cities across the country have enacted density bonuses, many in exchange for the types of benefits that Parkites described and supported through the engagement process. These community benefits range from affordable housing units, outdoor community spaces, improvements to the site or area's overall connectivity, to more site-intensive benefits like providing underground parking to mitigate the visual impacts of surface parking lots or parking garages.

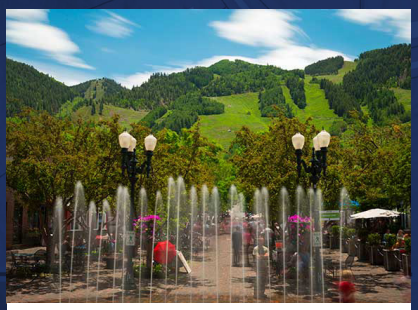
The types of community benefits to consider as part of a density bonus are listed below and should be determined via additional engagement with the community, and be further defined by Park City Staff following this process. The process of how community benefits translate into a density bonus is similarly a next step implementation item.

- **Publicly-accessible outdoor community spaces** suitable for year-round use, and of a high design quality with gathering spaces, seating areas, play structures, and public art.
- **Affordable/Workforce housing** that goes above and beyond what is requirement by code for a master planned or affordable master planned development (currently 20% affordable units for an MPD; 50% for an AMPD) and help meet desired affordability goals for Bonanza Park.



Examples of community benefits supported by the Parkites we engaged in this process:

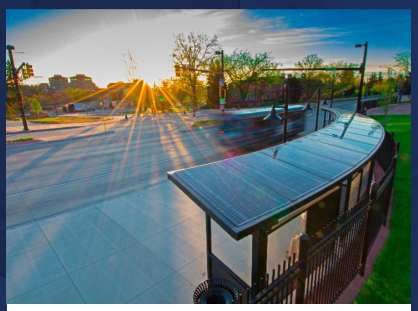
Community Benefits will be weighed into tiers that reflect their relative value and investment.



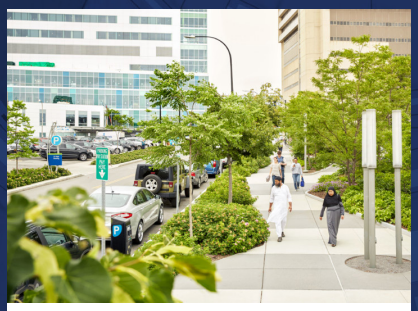
Outdoor Community Spaces



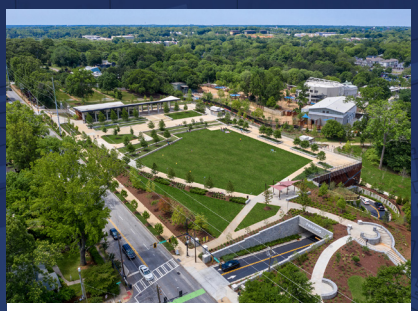
Affordable/Workforce Housing



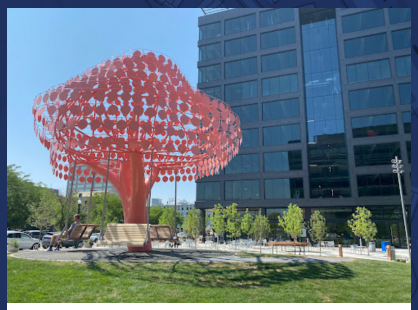
Transit/Mobility Hub



Connectivity



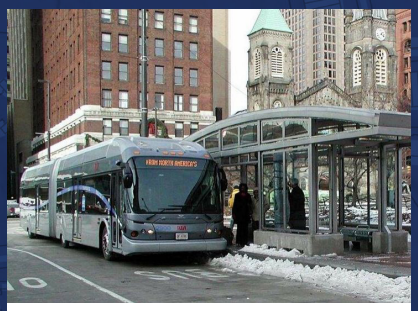
Underground Parking



Art and Placemaking



Community Facilities



Transit Oriented Dev.

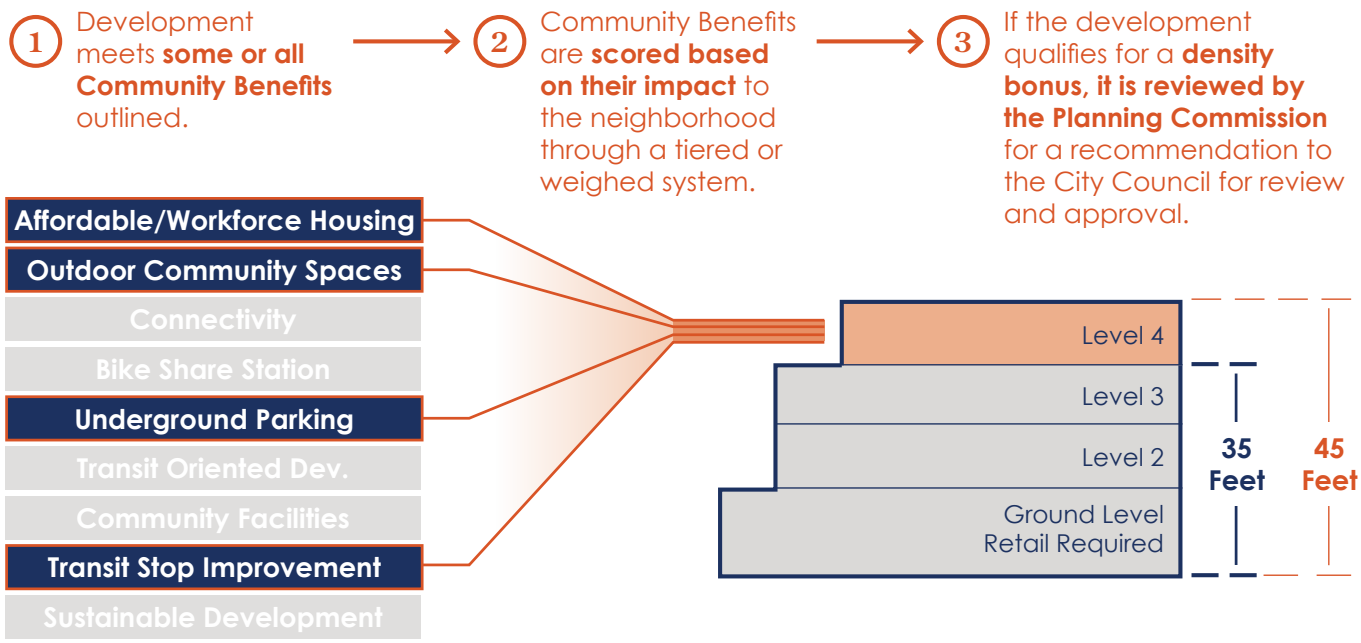


Net Zero Development

- **Transit/Mobility hub** where users can access multiple types of transport modes (bike share, transit, etc.) in a single location. A desired location in Bonanza Park for a transit hub is the Park Avenue transit stop by the Fresh Market. A future hub in this location could include a heated enclosed structures, public restrooms, and other transit amenities.
- **Connectivity improvements**, such as new pedestrian paths or streets that create walkable and connected development patterns and break up existing superblocks, or major improvements such as pedestrian tunnels to nearby neighborhoods.
- **Underground parking** for a significant portion of spaces provided, to mitigate the visual impact of a large parking structure in the neighborhood.
- **Art/Placemaking elements**, such as murals, lighting, and signage that reflect the identity and character of Bonanza Park.
- **Community facilities**, such as daycare or essential services that support a livable residential neighborhood for Parkites.
- **Transit Oriented Development** where higher densities are located near a high frequency transit line.
- **Sustainable Development** that meets or exceeds Park City's net-zero goals.
- **Undergrounding of overhead utilities** to increase the developable area within a single site, make existing sites more attractive, and improve the appearance of new development.

The need for a density bonus in Bonanza Park is more pressing than ever. The development community has

Establishing a Density Bonus for Community Benefits: How does it work?



taken notice of the market opportunity in Bonanza Park and have submitted or proposed redevelopments of key properties in the area. Nonetheless, increased land costs, higher labor costs in construction, and a need for affordable or workforce housing has led the development community to submitting development application with buildings that exceed the allowed heights in the current zoning.

Without regulatory tools in place, the City is forced to negotiate these variances on a case-by-case basis, leading to uncertainty in the development market, and running the risk of not maximizing the community benefit received in exchange for the increased density.

The means of providing a density bonus for Bonanza Park, in exchange for a community benefit though an etsablished system can provide the development community predictable and quantifiable metrics to include in a development application. **As a next step implementation item, Park City Staff should develop a categorization system with tiers that reflect the relative value and investment of each community benefit.**

This weighed system can be applied through a review by the Planning Commission for a recommendation to the City Council for review and approval before the Planning Commission reviews the project.

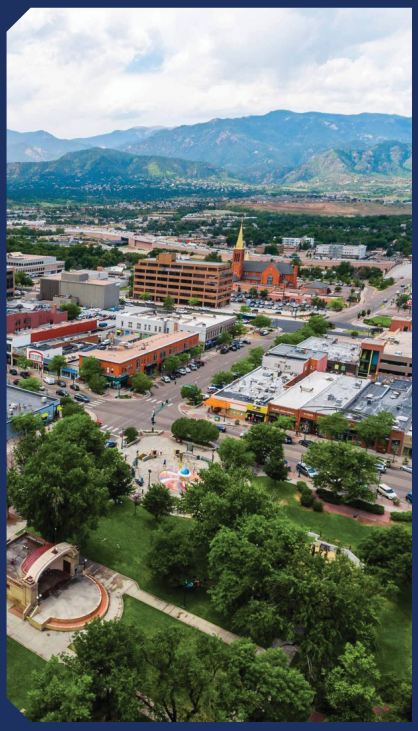
A notable example to follow is the city of Colorado Springs, CO, where a form-based code for their downtown includes a points-based system of community benefits and a point exchange rate table. In Bonanza Park, the community expressed strong support for this trade-off, with a majority of Parkites in the third community meeting supporting the exchange of a community benefit with one or more of the following examples:

- **Example 1:** Reducing setback requirements from 25 feet unless the property falls within the Frontage Protection Zone.
- **Example 2:** Reducing parking requirements for mixed-use buildings, as detailed later in this report in the User Friendly Goal, under the UF4 recommendation.
- **Example 3:** Increasing maximum allowed building height to 45-feet, from the current 35-foot maximum recommended for the BPMX District and within the current GC Zoning.

Increasing maximum building height to 45-feet is consistent with requirements for those applying for an Affordable Master Plan Development (AMPD), in which a developer meets affordability metrics. This recommendation expands this notion even further, through which a developer has additional flexibility to increase building heights, while the Bonanza Park community is able to trade off this impact through a menu of desired community benefits.

Density Bonus Case Studies:

How other communities use this regulatory tool



Colorado Springs, CO

Colorado Springs, Colorado uses density bonuses that allow building elements that exceed zoning requirements in exchange for the inclusion of amenities that benefit the greater community. Density bonus opportunities are split into eight (8) categories:

1. Pedestrian alley improvements
2. Public art and cultural amenities
3. Market rate housing units
4. Affordable housing units
5. Green building design
6. Historic Preservation
7. Underground Parking
8. Bicycle Storage

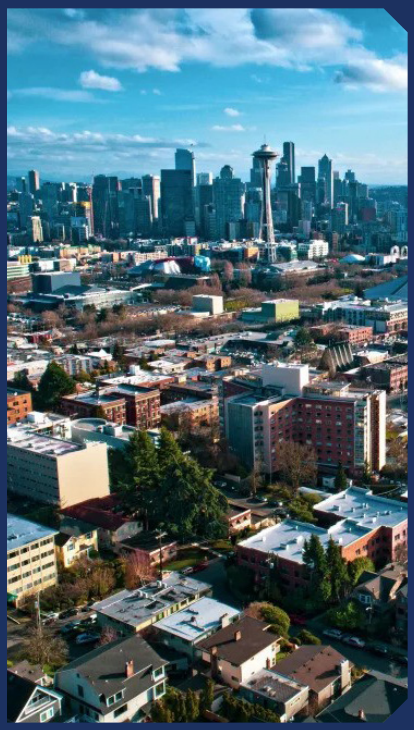
Each density bonus category describes the amenity and the level of improvement that must be achieved in order for the improvements to count toward a density bonus. Points are awarded for each category meeting the minimums, and points are exchanged into additional height allowances. Exchange limits are listed within the Code and all point exchanges are approved through either the Downtown Review Board and/or the City Council.

Seattle, WA

Seattle, Washington uses incentive zoning that allows additional floor area and/or height that exceeds the zoning requirements in exchange for public amenities. Incentive zoning opportunities are split into five (5) amenities options:

1. Affordable Housing
2. Childcare
3. Open Spaces
4. Transferable Development Potential and Rights (TDP/TDR)
5. Regional Development Credits (RDC)

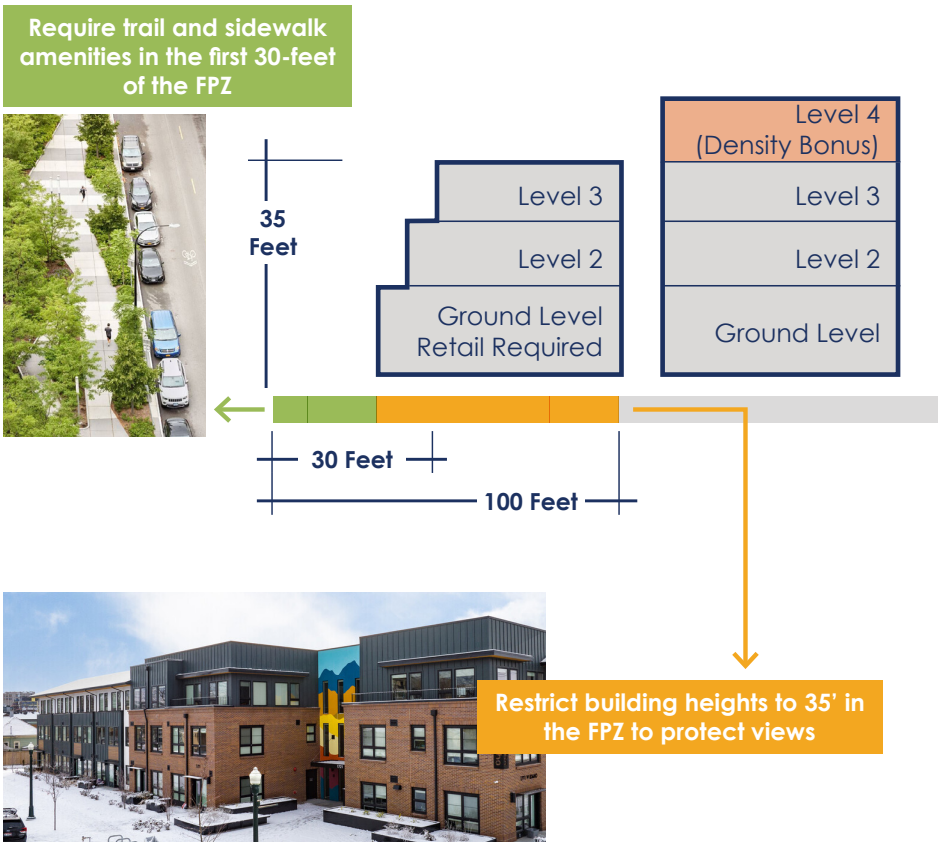
Seattle uses three (3) incentive zoning programs, one specifically to satisfy the requirements for affordable housing within residential developments that allows additional floor area, one voluntary program that offers amenities in exchange for additional floor area and building height and one specifically for Downtown that allows additional floor area. Each incentive option must follow the requirements listed within the zoning code, including but not limited to agreements with the city, review by state and human services director, duration requirements, size/distribution/rent requirements, location requirements, and minimum amenities included.



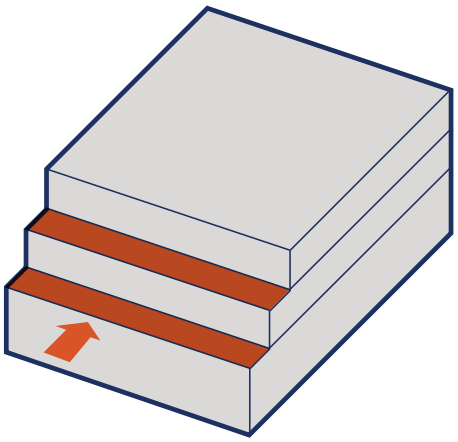
MU2: Update the Frontage Protection Zone to ensure that Park City's entry corridors remain scenic and awe-inspiring.

The Frontage Protection Zone (FPZ) is an existing overlay that protects viewsheds along Park City's entry corridors through a 100-foot zone. Within Bonanza Park, the FPZ impacts Kearns Boulevard, Park Avenue, and Deer Valley Drive. Currently, as outlined in the existing conditions section of this report, no structures, including signs, are allowed within thirty feet (30') of the nearest highway Right-of-Way. All construction activity, including permanent signs, proposed in the area between thirty feet (30') and one hundred feet (100') from the nearest Right-of-Way line requires a Conditional Use Permit. Through the plan's engagement, Parkites expressed widespread support for the FPZ's role in enhancing and preserving Park City's character. Nonetheless, Parkites also supported improving the FPZ to better align with their vision for Bonanza Park. These improvements, noted below, are recommended to be considered as an overall update to the FPZ language:

- **Maintain Planning Commission discretion within the Frontage Protection Zone through the current Conditional Use Permit (CUP) process** to ensure that site-specific criteria can be considered when evaluating buildings within the FPZ. For instance, the Commission may consider designated vantage points, corner lot considerations, site depth, adjacent land uses, desired pedestrian connections, etc.



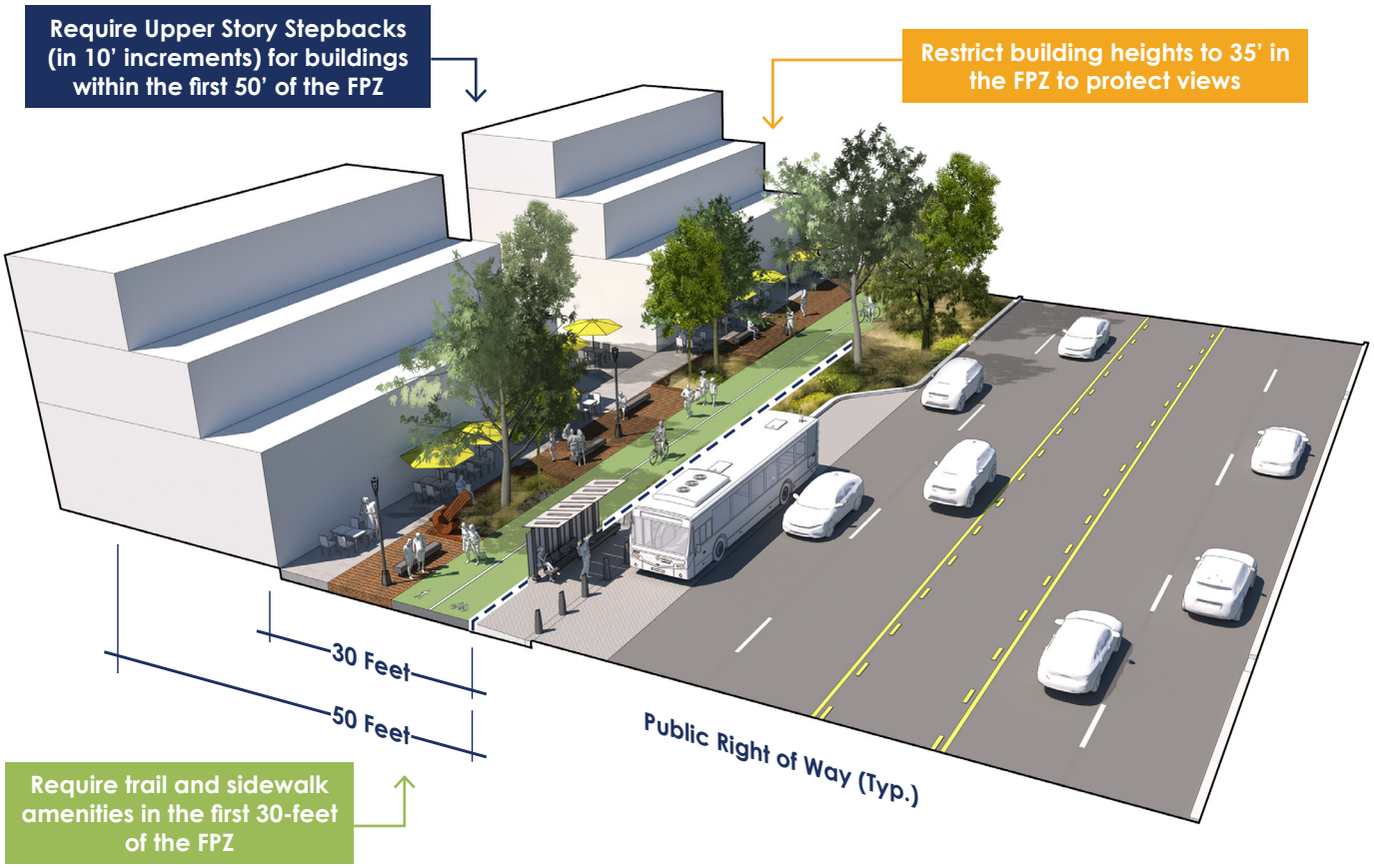




- **Restrict building heights to 35-feet within the FPZ** to mitigate the visual impact of additional development and density on Park City's entry corridors. Building heights along the entirety of the 100-foot FPZ should be restricted to 35-feet, regardless of the underlying zoning or any additional density bonus. Mechanical equipment and elevator shafts should be screened from street visibility.

- **Allow for exceptions that prioritize good design in small or challenging sites.** In corner sites or small sites where the FPZ occupies a majority or a significant portion of the developable area, the Planning Commission is recommended to have discretion to make exceptions that prioritize site-specific designs.
- **Require trail and sidewalk amenities in the first 30-feet of the FPZ** to treat this section as a linear green. While sidewalks and trails are allowed within the first 30-feet of the FPZ, there is an opportunity to ensure that the first 30 feet of the FPZ setback is treated as a linear green with ample sidewalks, multi-use trails, street trees, landscaping, seating, transit facilities, and pedestrian-scale lighting. The design of these linear greens should prioritize the pedestrian and cyclist experience, encouraging the undergrounding of overhead utilities. These new linear greenspaces in the Frontage Protection Zone should be woven into the site design as a means of breaking up superblocks and creating welcoming spaces that invite people into the neighborhood from the perimeter.
- **Allow for arts and culture elements** within the first 30-feet of the FPZ. These may include sculptures, supergraphics, decorative or artistic lighting, play elements, or neighborhood gateway elements.
- **Require Upper Story Stepbacks:** For buildings proposed within the first 50 feet of the FPZ, require upper story stepbacks (in ten-foot increments) along facades facing corridors in the FPZ to preserve mountain views and reduce the visual impact of additional development.

The graphic below depicts the impact of these improvements of the Frontage Protection Zone to new development on the entry corridors in Bonanza Park. New buildings will meet the street with linear greens, gathering spaces, artistic elements, and improved transit infrastructure.



Front Yards

Entrances & Porches

Landscaping & Trees

Windows & Doors

Block Patterns & Sizes

Roofs

Fences

Parking Placement

As part of a Bonanza Park Mixed Use District, ensure that new multifamily and mixed use buildings reflect human scale design for a walkable community by regulating design elements. Excludes single and two-family dwellings.



MU3: Establish development guidelines for new multifamily and mixed-use buildings to create walkable, human-scale, development that is contextual and sensitive to its environments.

With Bonanza Park poised for additional growth, the neighborhood's character, scale, and architectural quality will continue to evolve as new buildings and uses replace surface lots and underutilized parcels. For instance, recent developments like the affordable housing-focused Engine House on Homestake Road, bring in new residents and street life to what was otherwise a surface parking lot.

As this development momentum continues, Parkites expressed through this plan's engagement process that new buildings must reflect the charm, architectural quality, and design sensitivities that have made Park City an international destination and a place with high quality of life for residents. To protect this architectural authenticity, it is recommended that Bonanza Park establish development guidelines for new multifamily and mixed-use buildings proposed within the Bonanza Park study area, whether as a stand-alone regulatory document or as part of a new Bonanza Park Mixed Use District. These guidelines, per state statute, would exclude single and two-family dwellings. Similarly, new design guidelines are not intended to mandate a specific architectural style or preclude from innovative design. Instead, development or design guidelines focus on ensuring good quality design that is human scaled, reflects a walkable setting, and is sensitive to its context and surroundings.

Unlike a Form-Based Code or form-based regulations, development or design standards thus focus on building aspects that are more qualitative in nature to ensure a high design quality in new construction. For instance, they typically address, but are not limited to, aspects like building articulation, site design and orientation, placement or parking lots and structures, location and orientation of yards, entrances, and windows, and location and specifications for landscaping and trees. As well, they can regulate overall development patterns and encourage breaking down Bonanza Park's superblocks into a more compact and connected street grid, where key corridors are activated at the ground level and delivery/ trash/recycling areas are consolidated and screened from view, accessed via alleys or service drives.

Their application into an existing community adds predictability to the development process and signals the quality of design expected of the development community.

How these Recommendations can Shape Development

Taken together, these improvements to the base zoning, FPZ, and the addition of development guidelines will shape development. As growth occurs, the recommendations in this section will preserve and enhance viewsheds and ensure that new buildings contribute to Park City's charm and character.

To illustrate this opportunity, the following example graphics demonstrate how improvements to the FPZ would regulate building form along key corridors in Bonanza Park. The developments shown in these graphics are purely hypothetical massing studies along Park Avenue, Kearns Boulevard, and Bonanza Drive. It should be noted that the massing study along Iron Horse Boulevard and Bonanza Drive is outside the FPZ and illustrates how development elsewhere in Bonanza Park may incorporate these regulations as part of a Bonanza Park Mixed Use District.

Kearns Boulevard & Homestake Road



Park Avenue & Woodbine Way



Existing Conditions

Conceptual 3-Story Development



Iron Horse Boulevard and Bonanza Drive

Conceptual 3-Story Development



Existing Conditions





Bonanza Park is...

Local

Support locally-owned business & entrepreneurship.

At community meetings, walking tours, roundtables, and online surveys, Parkites described Bonanza Park as "locals' neighborhood"- a place where Parkites live and go out to dine, shop, and run errands. This was in contrast to Old Town and the Main Street corridor, which many of the Parkites we engaged described as catering toward tourists and out of town visitors. For instance, Parkites described the charm of the Boneyard Saloon and Roadhouse Grill, and how they would likely run into neighbors when dining out. These impromptu meetings, where neighbors converse and can comfortably and naturally gather, create and foster a strong sense of community and belonging. Their happening is not exclusive to the venue in which they occur, but instead enhanced by the authenticity of the venue and how it feels representative of the community's values. As such, Parkites expressed a desire that new businesses and establishments that come into the neighborhood as development and growth occurs continue to reflect the personality and authenticity of Bonanza Park.

Similarly, the Parkites we engaged expressed the value of Bonanza Park being a true neighborhood where Parkites live, work, and recreate. The neighborhood is already home to more than 700 residents and is expected to continue to add residents with new development proposals. As an internationally renowned tourist destination, Park City's appeal is widespread and highly desirable. While the tourism-based economy creates economic opportunities and supports the overall community, it also creates pressures on land values and the housing market through the addition of hotels, timeshares, and nightly rentals. Preserving the neighborhood's character as a place for Parkites continues to be a key community priority. This section does so through the following recommendations:

- **L1:** Limit nightly rentals, hotels, and timeshares to grow the residential base for Bonanza Park, and ensure that new dwellings are supporting a neighborhood for locals.
- **L2:** Limit conventional chain businesses to prioritize locally owned and unique retailers/ restaurants in Bonanza Park.
- **L3:** Cap commercial square footage per building, with exceptions for grocery stores, to incentivize mixed use development.



L1: Limit nightly rentals, hotels, and timeshares to grow the residential base for Bonanza Park, and ensure that new dwellings are supporting a neighborhood for locals.

Bonanza Park is a neighborhood by locals, for locals. As growth occurs, Parkites engaged through this process supported a future land use vision centered around additional mixed-use development that brings in more full-time residents and provides homes for Park City's workforce, and limits the addition of hotels, nightly rentals, and other hospitality uses. With this goal and outcome in mind, there is an opportunity to limit nightly rentals, hotels, and timeshares in the neighborhood.

Limiting Future Hotels

With the exception of the DoubleTree Hotel at the corner of Park Avenue and Bonanza Park and the Park Regency Resort on Prospector Avenue, Bonanza Park is largely commercial in nature with some pockets of residential condos and apartments. Through a rezoning of the neighborhood into a future Bonanza Park Mixed Use District, there is an opportunity to classify major hotels, or those with more than fifteen hotel rooms, as a conditional use. Currently, both major and minor hotels are uses allowed by right in the General Commercial (GC) zoning district. This rezoning will establish an additional check on whether any proposed hospitality uses will impact the overall character of Bonanza Park, providing an opportunity for potential new hospitality uses to establish compatibility standards with the remainder of the neighborhood.

Limiting Nightly Rentals

In the last decade, nightly rentals have disrupted and transformed the hospitality industry, and as a consequence, the neighborhoods where they are located. While they provide visitors additional choice beyond a traditional hotel and may even introduce new visitors and economic activity to an otherwise residential community, their presence is not without negative impacts to housing affordability and impacts to the character of a neighborhood. According to AirDNA, the world leader in nightly rental intelligence data, nightly rentals in the United States, on average, increased home values between 1 to 4 percent over the last four years – though this percentage may be as high as 17 to 20 percent in very specific touristic areas. * Thus, while limiting nightly rentals alone will not fix housing supply shortages and erase affordability concerns, when heavily concentrated in a community, they may have a significant impact. As such, cities with tourism-driven local economies have enacted strategies to limit nightly rentals both citywide, and within specific neighborhood boundaries.

Park City already regulates nightly rentals citywide through zoning and a licensing process. Anyone with the intent to offer paid lodging for a period of under 30 days, if within one of the allowable zoning districts, must apply for a nightly rental license to operate. The entirety of Bonanza Park is within zoning districts that allow nightly rentals. However, with the exception of portions zoned



Light Industrial (LI), lockout units, or dwellings with separate exterior access that include a bathroom but no kitchen, require a Conditional Use Permit.

Strategies to limit nightly rentals in Bonanza Park may include a menu of options, to be considered by City Council as a next step implementation item. These may impact the Bonanza Park study area directly, as either additions to the Regulation Of Nightly Rentals section of the Land Development Code, or as part of a future Bonanza Park Mixed Use District. These may include:

- Establishing a total cap or quota on the total number of nightly rentals in Bonanza Park, as a percentage of the total housing units in the neighborhood, or as a number influenced by the number of nightly rentals currently permitted in Bonanza Park.
- Limiting the number of tenants who can stay in a nightly rental per single stay, to prevent "party houses" in established residential areas.
- Establishing a policy limiting investor-owned nightly rentals, or owners who own and operate multiple nightly rental licenses, while still allowing licenses for homeowners wanting to operate a nightly rental from their primary residence.
- Adopting a full-time resident requirement for nightly rental license holders impacting absentee landlords or out-of-town owners.

These nightly rental policies, however, only work effectively through appropriate enforcement and monitoring of the supply of rentals in the community. It is recommended that any updates to policies impacting nightly rentals in Bonanza Park are evaluated by their ability to be properly enforced.

L2: Limit conventional chain businesses to prioritize locally owned and unique retailers/ restaurants in Bonanza Park.

Parkites responding to surveys and attended meetings described Bonanza Park's current retailers, dining establishments, and shops and one of their top "favorite things" about the neighborhood. Many of Bonanza Park's commercial properties are indeed home to local businesses with local or regional ownership, many of which attended stakeholder roundtables conducted by the planning team in the first phase of community engagement. These owners are highly invested in the success of the community, and champion improvements to the area.

As new businesses move into the area, in both existing commercial buildings, or as part of a redevelopment, there is an opportunity to ensure that new tenants reflect the richness, authenticity, and character of the community. A key strategy for such is to limit conventional chain businesses from operating in Bonanza Park. Park City already defines a conventional chain business through the Land Development Code, as a commercial storefront substantially identical to more than ten (10) other businesses, regardless of ownership or location, based on standardized menu, merchandise, apparel, or architectural design or decor. Strategies to limit chain businesses in Bonanza Park include:

- Limit the total number of chain businesses allowed in the Bonanza Park neighborhood, either as

part of a prohibited use in a new Bonanza Park Mixed Use District, or as an addition to the General Commercial (GC) Zoning District. The Park City municipal code already does so for two zoning districts - the Historic Recreation Commercial (HRC), where no more than seven chain businesses are permitted, and the Historic Commercial Business (HCB) District, where no more than 17 chain businesses are permitted.

- Limit the size of allowed square footage for a chain business to no more than 5,000 square feet to discourage "big box" retail users.
- Limit the proportionate amount of square footage a conventional chain business may occupy within a single building. For instance, a future policy may outline that chain businesses must not occupy more than 30% of the total commercial space in a single building.



L3: Cap commercial square footage per building, with exceptions for grocery stores, to incentivize mixed use development.

In order to incentivize mixed use development over single use commercial development, a future Bonanza Park Mixed Use Zoning District can include regulations that cap the maximum allowable commercial square footages for a single development, building, or application. These recommendations can carve exceptions for potential uses that require a higher total square footage, and are associated with a livable community, such as a full-service grocery store, institutional uses such as an art center or museum, or municipal and civic uses. These terms need to be further defined by Park City Staff following this process, for clarity. For instance, Park City's Land Management Code and its definitions do not currently distinguish a grocery store from other major retail and service commercial uses.

The potential regulations to be considered include the following:

- Limit the allowable commercial square feet for a single building to no more than 15,000 to 29,000 square feet, to ensure that building massing remains at the same scale as the surrounding neighborhood.
- Limit the size of allowed square footage for all commercial uses to no more than 5,000 square feet for a single tenant, to discourage "big box" retail users.
- Require that at least 50% of the total square footage for mixed use buildings that include commercial uses at the ground level are dedicated to residential or commercial office uses.



Bonanza Park is...

User-Friendly

Create a safe & intuitive network for pedestrians, cyclists, and transit users.

From the very first engagement session, Parkites reiterated their support for a more connected, walkable, bikeable, and transit-rich Bonanza Park. At community meetings and stakeholder roundtables, Parkites described moving through the neighborhood as a confusing and often challenging endeavor.

The Mixed Use goal of this plan envisions a more mixed use, compact, and livable Bonanza Park. In order for this type of development vision to thrive, Bonanza Park will require significant investments to its network of streets, sidewalks, and to its overall connectivity. At the neighborhood scale, livability begins and ends with user-friendliness for all users, from pedestrians to cyclists, transit users, and lastly, for those driving a personal car. As such, this section focuses on improvements to the neighborhood's existing infrastructure, and outlines policy recommendations to ensure that new development supports a more connected mobility network, through four key recommendations:

- **UF1:** Establish a future network of pedestrian and bicycle linkages through Bonanza Park to connect with regional trails and improve the area's connectivity.
- **UF2:** When considering development proposals, encourage multiple connections through Bonanza Park to create a more walkable and interconnected block system.
- **UF3:** Leverage future developments to fund and implement mobility improvements, such as traffic calming, crosswalk improvements, transit hubs, and tunnels to surrounding neighborhoods.
- **UF4:** Create a vibrant pedestrian-oriented neighborhood by restricting autocentric uses, lowering parking minimums, and incentivizing underground parking structures.

Understanding that additional development may impact vehicular traffic, a stand-alone mobility component was developed as part of this planning process. This separate report includes a more detailed existing conditions analysis and includes the results of a traffic model measuring impacts to intersection Levels of Service. This technical document was prepared by Fehr and Peers, in collaboration with the planning team.

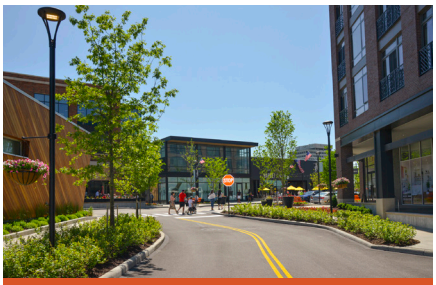
UF1: Establish a future network of pedestrian and bicycle linkages through Bonanza Park to connect with regional trails and improve the area's connectivity.

To become a more walkable and connected neighborhood, Bonanza Parks needs to focus on building its network of pedestrian and bicycle linkages. This plan recommends doing so through a focus on addressing sidewalk gaps, and an investment into high quality trails, noted as Signature Trails.

Improving Sidewalk and Pedestrian Connectivity

Pedestrian connectivity begins with basic infrastructure – sidewalks. Every street within Bonanza Park must include, at the very least, sidewalks on both sides of the street that meet or exceed Park City's standards. Sidewalk gaps within the neighborhood include the south side of Iron Horse Boulevard, both sides of Shortline Road, and both sides of Homestake Road, though this will be addressed via a complete street redesign of the street. Additionally, there is an opportunity to add sidewalk/trail linkages within the neighborhood core to add mid-block connections in otherwise large superblocks. These interior connections are noted in the accompanying map and include connections between the Rail Trail on Bonanza Drive to Iron Horse Drive and Shortline Road, potential future connections within the superblock at the intersection of Park Avenue and Kearns Boulevard, and internal connections near the city-owned site at Kearns Boulevard and Bonanza Drive.

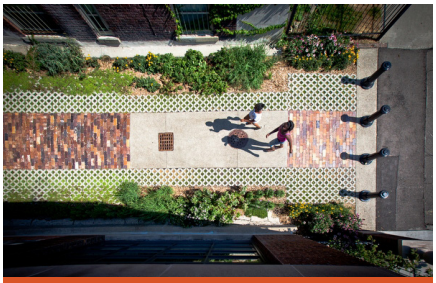
Potential Bike/Ped Connection Typologies



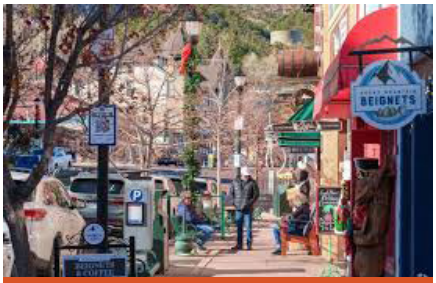
Neighborhood Street



Shared Street "Woonerf"



Alley or Service Drive



Retail Street



Off-Street Trail



On-Street Bike



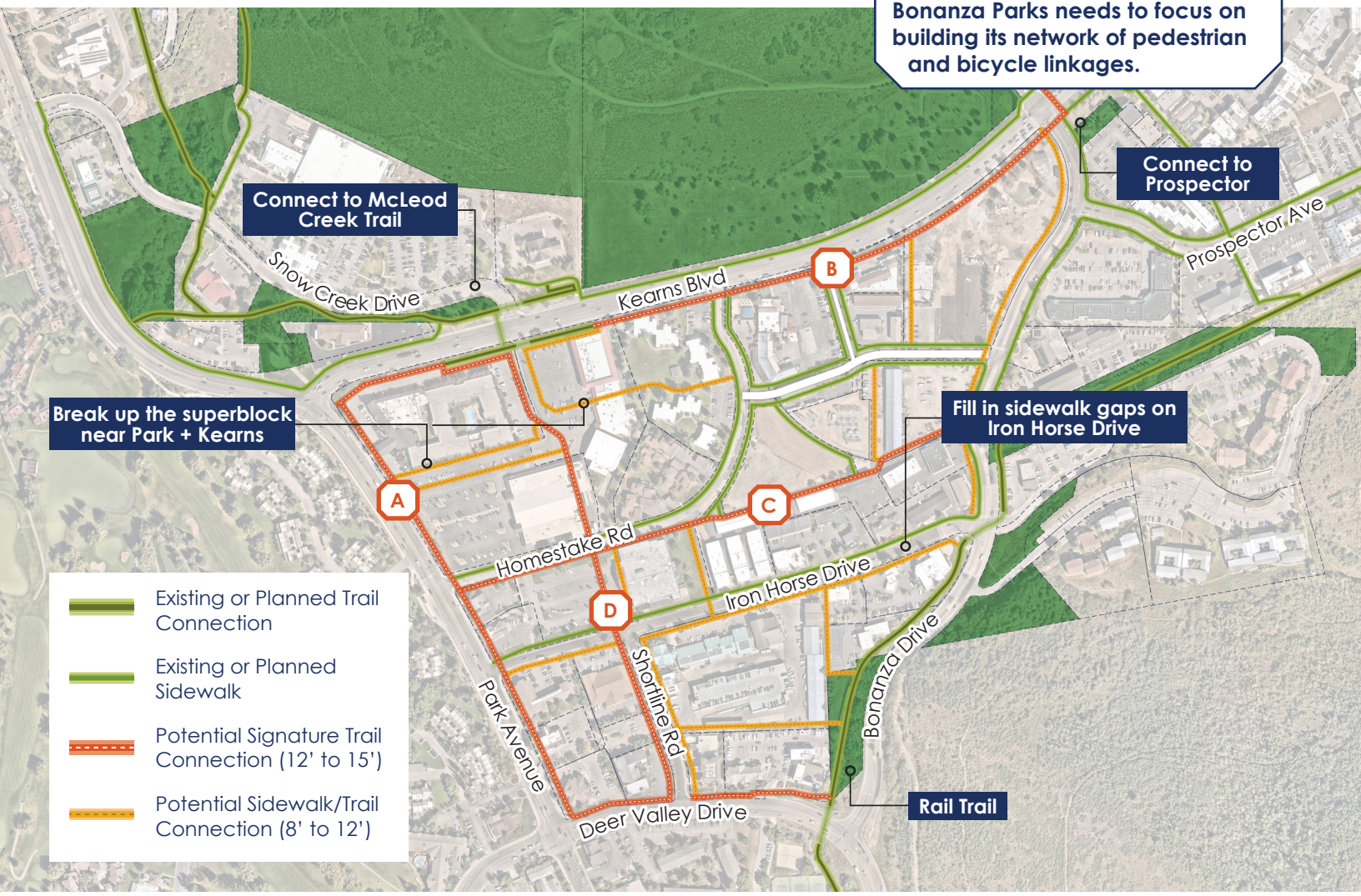
Pedestrian Way



Linear Green

Intersections within the neighborhood core and those between local streets, such as the intersection of Iron Horse Drive and Shortline Road, must prioritize marked pedestrian crossings. At neighborhood thresholds and gateways to nearby communities, such as the connection to Prospector, pedestrian tunnels can provide a more seamless and safe crossing. Park City is already making a similar investment with a tunnel under Kearns Boulevard toward Snow Creek Drive.

The Connectivity Vision for Bonanza Park



Investing in Signature Trails

Bonanza Parks also sits near three regional trail systems of high quality – the Historic Union Pacific Rail Trail to the east, the McLeod Creek Trail to the north, and the Poison Creek Trail to the south. While the rail trail and the Poison Creek trail are seamlessly connected along Bonanza Drive through various pedestrian tunnels, this network remains cut off from the McLeod Creek Trail. Moving from one trail to the other through the neighborhood involves walking along streets missing sidewalks, cutting through surface parking lots, or walking along narrow sidewalks that lack street trees or pedestrian crossings. As such, this plan recommends investing in Signature Trails, or trails matching or exceeding existing regional trail standards, such as 12- to 15-foot widths, landscaped edges, consistent wayfinding and signage, bicycle repair stations, seating areas, and trailheads at key intersections. Trail and trailhead design should also prioritize comfort during the winter months through pedestrian/bicyclist amenities that are seasonal, such as covered bicycle parking, outdoor seating areas/benches, etc.

The addition of these trails is a significant investment in Bonanza Park's future, though may be challenged by a limited amount of space within the existing right of way. As a way to prioritize pedestrian and cyclist movement, future revisions to the Frontage Protection Zone should consider requirements for corner lots and additional setbacks to allow for pedestrian/cyclist movement and circulation through Bonanza Park.

Potential routes for signature trails in Bonanza Park include:

- **A** Park Avenue, between Deer Valley Drive and Kearns Boulevard.
- **B** Kearns Boulevard, along its south side between Park Avenue and Bonanza Drive.

Example of a Signature Trail



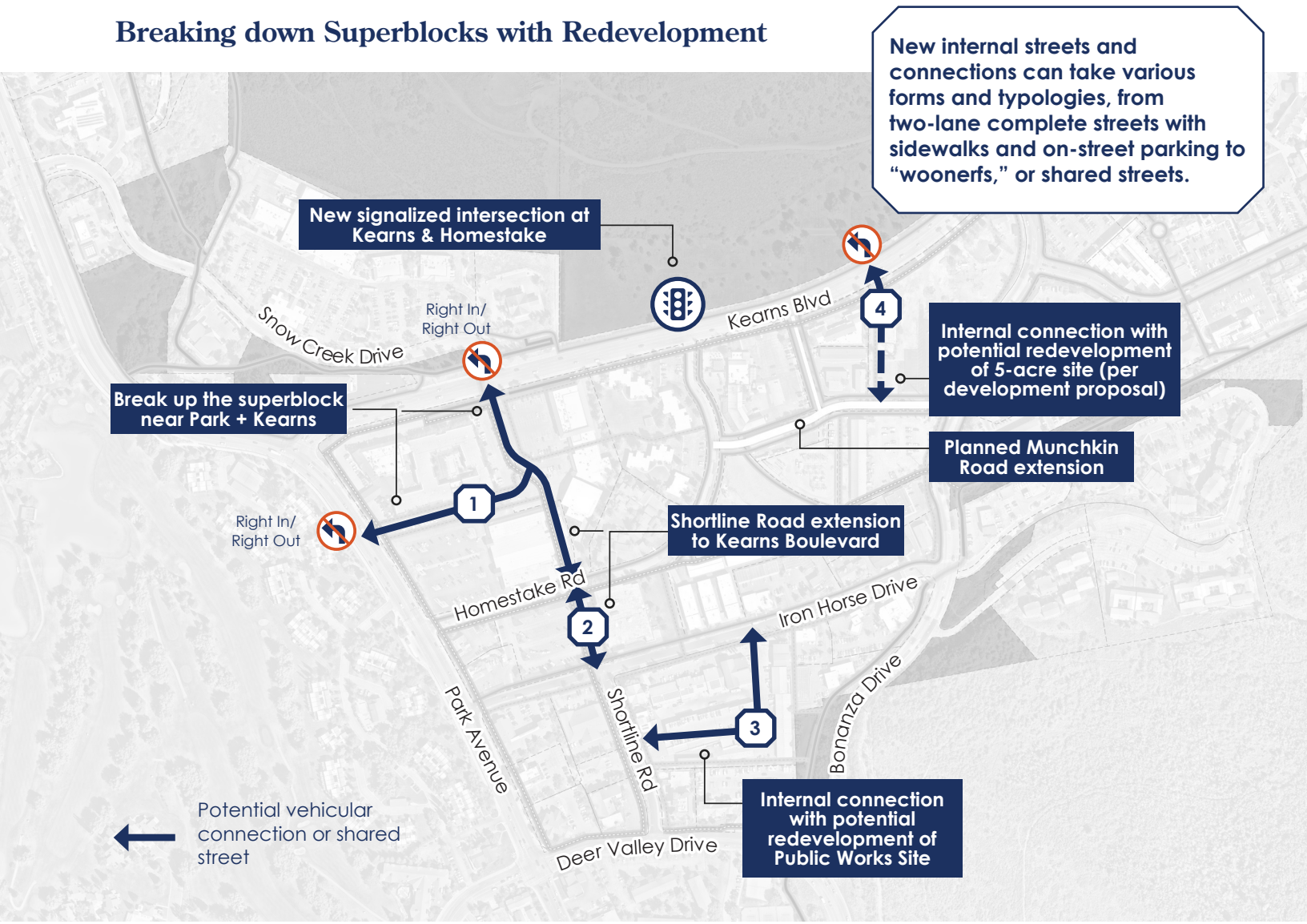




C A new east-west connection between Park Avenue and the Rail Trail, through the south side of Homestake Road and within portions of the Iron Horse District.

D A new north-south connection between Deer Valley Drive and Kearns Boulevard, along Shortline Road, the Walgreens property, and through a future redevelopment of the Fresh Market site toward the proposed Snow Creek Drive Tunnel under Kearns Boulevard.

Breaking down Superblocks with Redevelopment



UF2: When considering development proposals, encourage multiple connections through Bonanza Park to create a more walkable and interconnected block system.

Through the years, Bonanza Park's development patterns has resulted in a disjointed network of overly sized superblocks where internal pedestrian and vehicular connections are often lacking. As redevelopment occurs within these superblocks, there must be a focus on breaking down this superblock pattern into more compact, walkable, and connected blocks. New internal streets and connections can take various forms and typologies, from two-lane complete streets with sidewalks and on-street parking to "woonerfs," or shared streets, where streets are designed to slow down vehicular traffic and prioritize pedestrian and cyclist movement. The internal street network connections to consider as redevelopment occurs are as follows:

1. Superblock between Park Avenue, Kearns Boulevard, and Homestake Road: A future redevelopment of the commercial properties in this area should prioritize created new east-west and north-south connections. Streets connecting to Park Avenue or Kearns Boulevard should remain as right-in/right-out intersections, to lessen impacts to regional traffic.
2. Extension of Shortline Road: With a redevelopment or improvement of the Walgreens site, Shortline Road can be extended toward Homestake Road, eventually connecting with a new north-south connection toward Kearns Boulevard.

Example of a Vehicular and Trail Connection



3 Public Works Site: In the case of a future redevelopment of the Public Works facility on Iron Horse Drive, a new east-west and north-south connection can create a more compact block size near the Rail Trail.

4 City-Owned 5-Acre Site: In a future redevelopment of the city-owned site at the corner of Park Avenue and Bonanza Drive, a new internal connection should be considered between Munchkin Road and Kearns Boulevard.





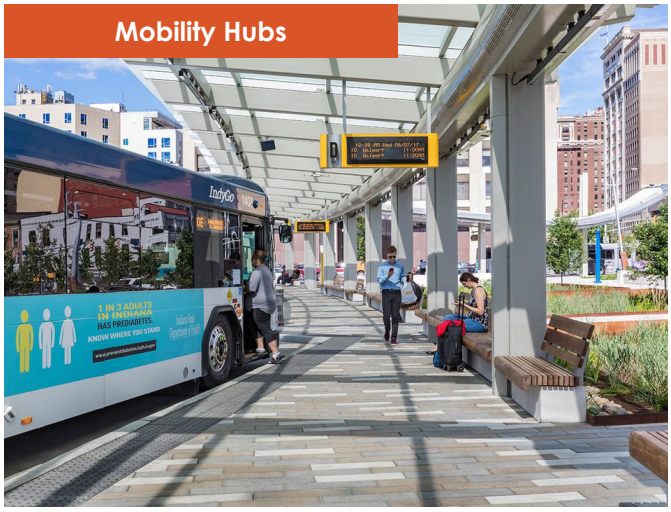
Traffic Calming Measures



Crosswalk Improvements



Mobility Hubs



Pedestrian Connections



UF3: Leverage future developments to fund and implement mobility improvements, such as traffic calming, crosswalk improvements, transit hubs, and tunnels to surrounding neighborhoods.

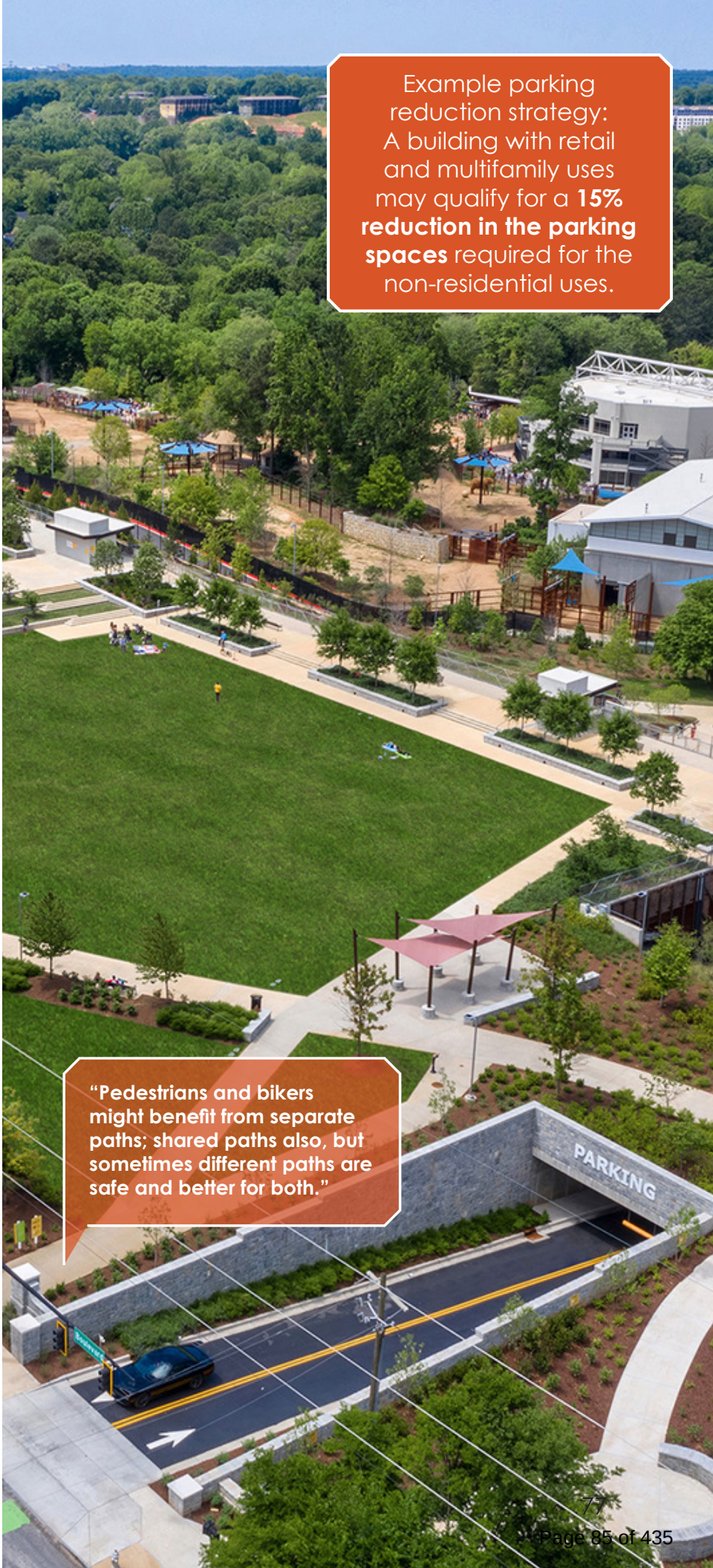
The improvements described in this section are ambitious and will require significant funding. Understanding that municipal funds are limited in accomplishing these goals, there is an opportunity to leverage future developments to fund and implement some of the mobility improvements most needed in Bonanza Drive. While these are investments in the public realm, they may help make Bonanza Park a more vibrant and walkable place, benefiting both existing residents and future residents brought in through new buildings. In collaboration with Park City, developers can choose to provide some of these as a community benefit when applying for a density bonus, as described in the Mixed Use goal, or may choose to pay a fee-in-lieu into a mobility improvement fund. The potential improvements to be considered as high priorities for Bonanza Park include:

- **Traffic calming measures:** Bump-outs at intersections, on-street parking as part of a complete street design, parklets, sidewalks, signage, and street trees.
- **Crosswalk improvements:** Clearly marked crosswalks and pedestrian signage.
- **Mobility Hubs:** Bus shelters (with lighting, seating, cover, and signage), bus pullouts, and access to last-mile connectivity, such as bike share or micro-mobility.
- **Pedestrian Connections:** Continuing to invest in connectivity to the surrounding area, with a focus on creating tunnel or bridge connections with adjacent neighborhoods.

UF4: Create a vibrant pedestrian-oriented neighborhood by restricting autocentric uses, lowering parking minimums, and incentivizing underground parking structures.

As part of a new Bonanza Park Mixed Use District (BPMX), Park City may consider the following strategies to shift the development paradigm in Bonanza Park and ensure that new development supports a walkable environment:

- **Restrict car-centric uses:** In a future BPXD Zoning district, auto related retail, drive-up windows, and gas stations, may be considered as potential prohibited uses.
- **Significantly lower parking minimums for all shared uses:** Lower required parking minimums for mixed use developments, boutique hotels, complementary uses in a single development, or when in close proximity to transit. A shared parking strategy should be developed as an implementation next step. For instance, a building with retail and multifamily uses may qualify for a 15% reduction in the parking spaces required for the non-residential uses, following a parking impact study submitted as part of the development application.
- **Incentivize underground parking:** Included as a community benefit within the proposed BPMX, underground parking should be encouraged and incentivized through a parking reduction. For instance, peer communities have included a 5% reduction of the required parking minimum for parking space included below grade.





Bonanza Park is...

Inclusive

Expand the availability of affordable and workforce housing units.

The Parkites engaged throughout the planning process described a future Bonanza Park where folks of all backgrounds and incomes have access to attainable housing, eco-friendly spaces, improved air quality, and a vibrant local economy built around local businesses. When housing is adequate, other essential elements of community fall more easily into place including healthcare, education, and job opportunities. The common myth that affordable and workforce housing will negatively impact the economy or social qualities of a community is a harmful narrative to communities. Communities flourish when homes are reasonably priced by way of steady rental rates, increased spending power, less stress, more available jobs, and increased tax revenue that can be used to improve infrastructure, educational facilities, and other vital community resources. The U.S. Department of Housing and Urban Development defines affordable housing as housing on which the occupant is paying no more than 30 percent of gross income for housing costs, including utilities. From tenant-based rental assistance to project-based affordable housing, there are multiple options that cities can utilize and incentivize to facilitate the development and preservation of affordable housing. Shortages of affordable and workforce housing are a long-standing challenge throughout the country and in Park City.

In an effort to promote community sustainability, housing has been a focus of Park City since the early 1990's, adopting the first housing policies as early as 1993 intended to create and preserve affordable housing. As a resort town that attracts thousands of visitors every winter season, seasonal workers are an essential part of the workforce with a need for affordable housing, that make it possible for the city to flourish during peak tourism periods.

Park City's Inclusionary Housing Ordinance requires that Master Planned Developments provide affordable units for 20% of the residential units. In 2023, the Five-Year Moderate Income Housing Plan inventoried 651 moderate-income homes citywide, with 439 rental units

and 212 owner-occupied units. Currently this equates to approximately 20% of the total units in Park City, meeting the minimum goal for affordable units citywide. As future development is anticipated within the Bonanza Park and Snow Creek study area, it is critical to continue to incentivize affordable and workforce housing so that Park City's minimum target of units citywide doesn't drop below the 20% threshold. Ideally, future affordable units in Bonanza Park would increase the percentage beyond 20%.

In order to promote a more inclusive Bonanza Park and expand the availability of affordable and workforce housing units, this study provides four recommendations:

- **I1:** Work with the development community to build more affordable and workforce housing in Bonanza Park and help meet citywide goals.
- **I2:** Establish bold affordability metrics to guide decision-making and track short- and long-term success.
- **I3:** Work with residents and property owners to preserve naturally occurring moderate income housing already existing in the neighborhood.
- **I4:** Ensure that new housing and public spaces in Bonanza Park follow Universal Design Principles.

Affordable Housing Case Study:

The Martha | Boise, ID





The Martha is a 2- to 3- story apartment building in Boise, Idaho developed by the Capital City Development Corporation (CCDC), Boise's redevelopment and urban renewal agency. A follow up to the West Downtown Neighborhood Plan, The Martha is the result of a Request for Proposals (RFP) for the redevelopment of CCDC-owned property. The RFP process resulted in a development agreement in 2021, and the project broke ground at the end of 2021, and was completed in 2022.

The development includes 48 mixed-income units with 21 studios, 14 one-bedroom units, and 13 two-bedroom units. All units are affordable to residents earning between 60-120% of Boise's Area Median Income (AMI). The building was designed to reflect the area's historic architecture and scale, and is LEED Silver Certified.

Source: Capital City Development Corporation (CCDC)

Affordable Housing Case Study:

Union Flats | St. Paul, MN





The Union Flats development includes 217 workforce housing units to a neighborhood in St. Paul, MN with little to no affordable options. Built on a formerly contaminated site, the development team used a funding strategy that employed the Low Income Housing Tax Credit Program (LIHTC), among other taxable bonds. The development includes resident amenities like courtyards, a pool and deck, a bike lounge, and proximity to nearby regional rail.

As a LIHTC property, rental rates are designed to be under the St. Paul's AMI, with income restrictions in place.

Source: The National Affordable Housing Management Association



EngineHouse Affordable Housing in Bonanza Park: 99 new deed-restricted units targeting Area Median Incomes (AMI) from 40-80%. Expected to be completed in spring 2025. *(Source: Park City Municipal)*

I1: Work with the development community to build more affordable and workforce housing in Bonanza Park and help meet citywide goals.

Park City has the most aggressive local inclusionary affordable housing obligation in the State of Utah at 20%. Per the City's affordable housing policies, private development providing more than 10 residential units must meet this 20% obligation through one of the following six tools:

1. Building the affordable units on site
2. Build affordable units within City limits
3. Deed restrict existing units
4. Build affordable units outside city limits but within the Park City School District Boundary
5. Convey land to the city within the Park City School District Boundary
6. Pay an in-lieu fee, currently $389,700 per Affordable Unit Equivalent

In addition to these tools, this study recommends exploring additional development agreement options that would ensure that developments seeking public investment align with the needs of the broader Bonanza Park and Park City community, such as providing important community benefits as a part of the overall development. Public incentives combined with private funding can also provide private sector technology and innovation, and potentially spread the cost of infrastructure over a more extended period, freeing up public funds that could be applied to areas where private investment is not appropriate or impossible. Lastly, encouraging the construction of various unit sizes and types including micro-units, apartments, townhouses, and condominiums may lead to multiple price points offered within Bonanza Park.



I2: Establish bold affordability metrics to guide decision making and track short and long-term success.

By setting targets for the number of affordable and workforce units that should be built in Bonanza Park and the desired AMI level, Park City will be able to monitor affordability that will help assess progress and determine if changes to the strategy are necessary. Policy objects such as increasing the affordability of rental housing or expanding affordable housing goals within Bonanza Park. By establishing bold affordability metrics that are specific and measurable, Park City will be able to determine to what extent progress is being made in achieving affordability goals. Specific housing goals provide the detail for effective measurement of success rather than vague goals that simply "promote" affordable housing opportunities. Establishing a baseline that begins in a given year and setting a goal for new housing in a five-year period would be an example of a measurable goal for short-term affordable housing.

I3: Work with residents and property owners to preserve naturally occurring moderate income housing already existing in the neighborhood.

With the addition of the EngineHouse affordable housing development coming online in 2024, Bonanza Park will provide a significant percentage of Park City's 2024 affordable and workforce housing target. Identified as rental housing that is affordable without the use of public subsidies, Naturally Occurring Affordable Housing (NOAH) occupies the space between market-rate units and government-assisted subsidized units. Opportunities to preserve naturally occurring moderate income housing include innovative financing strategies, providing tools to mission driven owners like reliable acquisition financing and mixed-income approach, capital and incentives for responsible NOAH owners, and rental assistance for tenants are a few examples.

I4: Ensure that new housing and public spaces in Bonanza Park follow Universal Design Principles.

Universal design are principles through which public and private spaces are designed to have equal access by people of all ages and abilities, with little or no need for adaptation or specialized design. A key aspect of design that allows for aging-in-place, universal design follows guidelines developed with the American with Disabilities Act (ADA) in mind.

To continue to be a welcoming community for all Parkites, especially those with special requirements or limited mobility, new housing must incorporate elements commonly associated with universal design. These include no-step entries, appropriate widths for doors and hallways, non-slip surfaces on floors and bathtubs, and housing options that include single-story units.



Bonanza Park is...

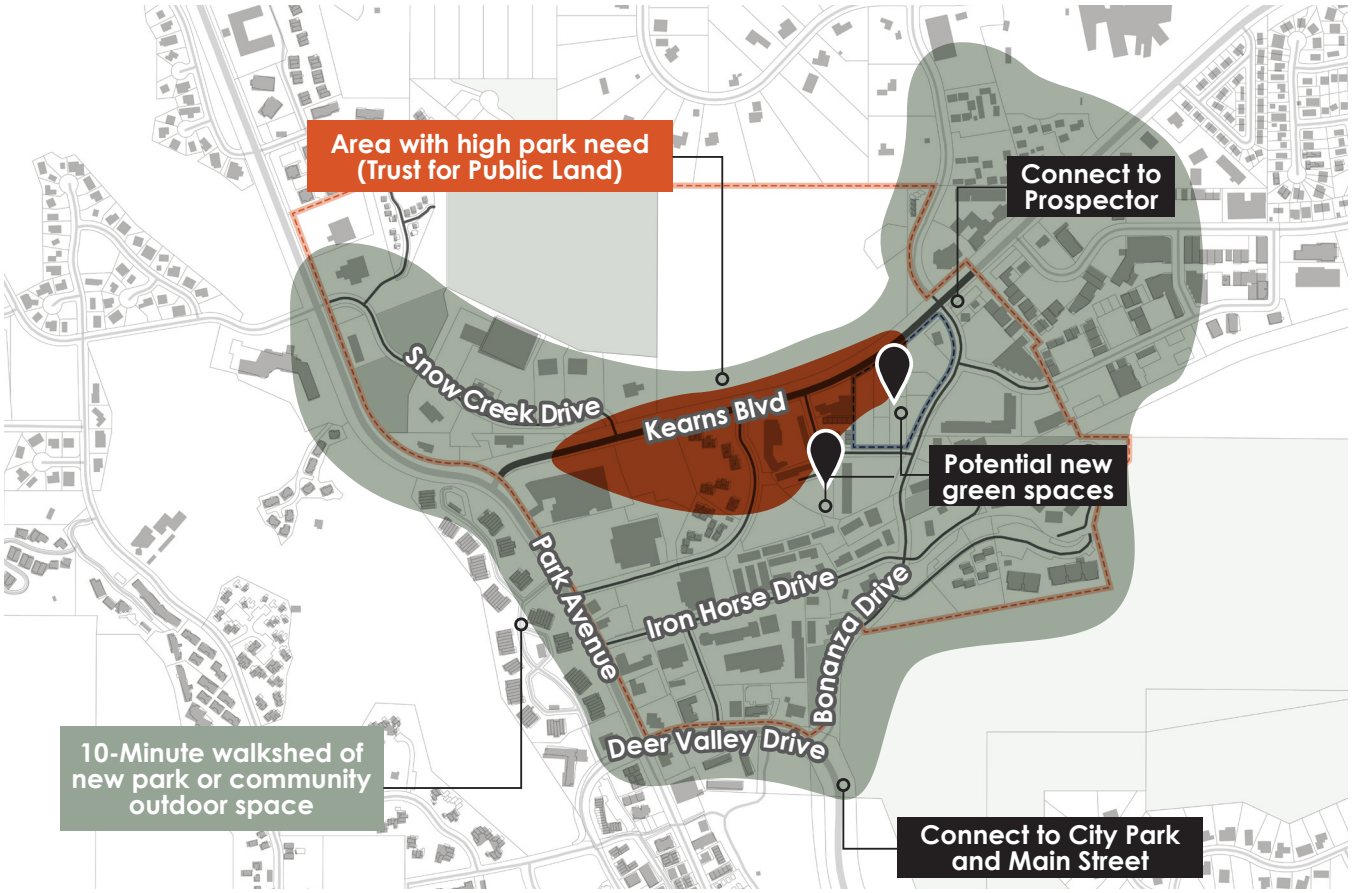
Green

Create a more welcoming and sustainable community.

As Park City and the Bonanza and Snow Creek neighborhoods continue to grow and develop, promoting a greener and more sustainable community that allows people to connect with nature is more important than ever. Sustainable communities provide a wealth of benefits including improved air quality, reduced heat island effects, improved mental and physical health, reduced energy costs, and increased biodiversity. Parks and outdoor community spaces also strengthen social cohesion within a community by offering a range of activities that provide opportunities for people to come together at events like festivals, concerts, and markets. These spaces also promote long-term economic growth by driving tourism, generating income for local businesses, and attracting new residents and businesses to the study area. Finally, community gathering spaces and sustainable development promotes biodiversity and combats the impacts of climate change through vegetation that absorbs carbon from the atmosphere and improves air quality, regulates ecological processes such as pollination and pest control, and serve as conservation areas to protect wildlife and important habitat.

Throughout the arch of the study process including community meetings and online and paper surveys, the incorporation of green and community spaces in future development within the Bonanza and Snow Creek study area received overwhelming community support. Support for a greener, more resilient Bonanza Park is explored through three key recommendations:

- **G1:** Ensure that all current and future Bonanza Park residents are within a safe and comfortable 10-minute walk to a park, outdoor community space, or trail connection.
- **G2:** Provide examples of publicly accessible green spaces or outdoor community spaces as part of a Bonanza Park Mixed Use District to ensure that those added as part of a community benefit are of high quality.
- **G3:** Incentivize sustainable development within Bonanza Park to meet Park City's net zero goals, reduce vehicle trips, and improve access to transit.



G1: Ensure that all current and future Bonanza Park residents are within a safe and comfortable 10-minute walk to a park, outdoor community space, or trail connection.

The addition of new parks and trails within Bonanza Park would provide an opportunity for nearly 1,000 nearby residents to be within a 10-minute walking distance of critical community open space and promote a more sustainable environment for the entire community. Future development should be incentivized to provide new outdoor community spaces through public-private partnerships or development agreements. There is also the opportunity to create a new neighborhood outdoor community space in the heart of Bonanza Park with the potential relocation of the utility substation or as part of the redevelopment of the 5-acre site at the corner of Kearns Boulevard and Bonanza Drive. Finally, a focus on trails and pedestrian connections will ensure that biking and walking to a park or trail is safe and comfortable.

G2: Provide examples of publicly accessible green spaces or outdoor community spaces as part of a Bonanza Park Mixed Use District to ensure that those added as part of a community benefit are of high quality.

While providing a wealth of ecological, economic, social, educational benefits to a community, the appearance, scale, and programming of green spaces and outdoor community spaces may vary widely from project to project. Urban plazas, pocket parks, courtyards, parks, and community gardens are a few examples of green community spaces that have the opportunity to offer high quality community benefit, provide environmental and ecological benefits, and promote social cohesion. Careful consideration should be given to each project within Bonanza Park to offer complementary outdoor spaces and experiences throughout the neighborhood and foster a more sustainable and greener community.

These green space typologies should be formalized as a menu of options available to the development community applying for a density bonus within Bonanza Park as part of a new Bonanza Park Mixed Use (BPMX) District, or when proposing development within the Frontage Protection Zone. For each typology, in a future BPMX or elsewhere, the design of these spaces should be guided by supporting language describing their intended use and context, example imagery of best practices, and recommendations for how to best integrate these spaces with a surrounding development.







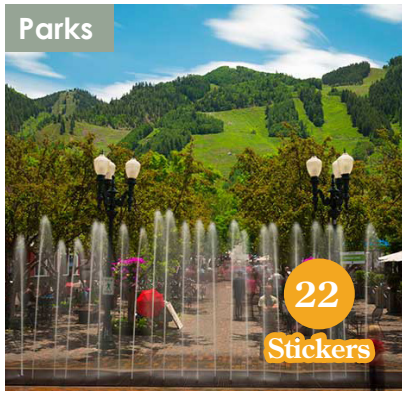


At the third community meeting, Parkites were asked to share what types of publicly accessible green spaces elements they would like to see in Bonanza Park. Those who participated in this activity were given three stickers and asked to distribute them among the green spaces shown.









G3: Incentivize sustainable development within Bonanza Park to meet Park City's net zero goals, reduce vehicle trips, and improve access to transit.

The impact of our buildings and infrastructure on our environment is significant and overarching, both economically, socially, as well as environmentally. The construction industry and new development is a significant contributor to climate change, which poses a threat to overall public health and has significant impacts on our overall environment and the air that we breathe. By incentivizing greener and more sustainable development, Bonanza Park can contribute to a healthier community for all Parkites and can become a more resilient neighborhood.

Park City has a goal to be a net-zero community by 2030, running on 100% renewable energy. As of 2016, buildings within Park City accounted for 60 percent of all carbon emissions, well above the national average. Investing in green technologies and renewable energy resources like solar, wind and geothermal the Bonanza neighborhood can significantly reduce greenhouse gas emissions. Additionally, green infrastructure such as green roofs, parks, bike paths, and public transit can help reduce air pollution and promote a healthier environment, and future development should be incentivized to include these sustainable features. Finally, future developments should incorporate convenient access to transit routes to encourage reduced dependency on personal vehicles.



Park City has a goal to be a net-zero community by 2030, running on 100% renewable energy. As of 2016, buildings accounted for 60 percent of carbon emissions, well above the national average.

Following this process, Park City Staff must further defines what constitutes a "sustainable development." This may be conceived in various forms, such as looking at a development for its total contribution to carbon emissions, its inclusion of sustainable site design elements, or its adherence to existing guidance on sustainable development. For instance, since 2017, Park City's municipal buildings are required to follow net-zero energy performance requirements. These requirements have as a purpose to "balance the annual energy use of all buildings and facilities with on-site renewables, or as close to the site as possible." For private developments, or developments with public-private partnerships, similar or equal standards may be considered to be classified as a sustainable development.

"I do feel that creating nature based spaces is important; the feel of the neighborhood will be more welcoming."



Bonanza Park is...

Cultural

Weave arts and culture into the community fabric.

Quality of life and caring about community are at the core of embracing arts and culture within the places we inhabit. Providing a way for people to engage in public life, successful placemaking incorporates arts and culture at the center of thriving cities and neighborhoods. Arts and culture have the capacity to transform space into place, and the public realm is a perfect example of spaces that have the potential for us all to relate to place and weave art, programming, and activation into our communities as a civic benefit for everyone. Ranging from murals and sculptures to dance performances and orchestras in the park, public and community art have the ability to promote dialogue with the community, especially when the community is engaged in the inception and creation of the expression. Public art also provides economic benefits including job creation and tourism and has the potential to foster youth development in the arts through apprenticeships and education.

The multi-phased engagement approach for the Bonanza Park and Snow Creek Area Plan identified arts and culture as a priority and a goal that should be embraced and encouraged throughout the community, weaving through all aspects of the neighborhood ranging from public infrastructure to new development. This plan does so through the following recommendations:

- **C1**: Use public art and placemaking elements to inspire, delight, and enliven public spaces and streets in Bonanza Park.
- **C2**: Ensure that public art is meaningfully incorporated into development proposals and their community outdoor spaces.

C1: Use public art and placemaking elements to inspire, delight, and enliven public spaces and streets in Bonanza Park.

Current and future improvements and redevelopment within Bonanza Park should incorporate the transformation of space to place by reimagining and reinventing public spaces as the heart of the development or community. By focusing on access & connectivity, sociability, uses & activities, and comfort and image, the community-driven process of incorporating public art and placemaking strategies capitalizes on Bonanza Park's local assets and results in the creation of authentic public spaces that contribute to overall health, happiness, and well-being.

Bonanza Park has the unique opportunity to allow art installations within the Frontage Protection Zone when approved through the Public Arts Advisory Board process and dedicated to the city. There are many examples throughout the country of cities and districts incorporating public art within the streetscapes and traffic calming measures, such as creative crosswalks, wayfinding, and neighborhood signage. Additionally, public art, such as sculptures and murals, could enhance trails and gateways at key neighborhood entrances and thresholds. The existing Rail Trail should be enhanced with public art, interactive placemaking strategies, and creative district signage.





Use public art and placemaking elements to inspire, delight, and enliven public spaces and streets in Bonanza Park







C2: Ensure that public art is meaningfully incorporated into development proposals and their community outdoor spaces.

The inclusion of public art within future development projects received overwhelming public support throughout the planning and engagement process for this project. This goal recommends requiring public and local art to be incorporated into Master Planned Developments, to be reviewed and approved through the Public Arts Advisory Board process. It also recommends that community outdoor spaces be created as part of a new development including public art and colorful, creative, and comfortable seating areas. Lastly, the incorporation of murals, supergraphics, and color serves to break up building facades and reflect the neighborhood's identity.

Community Meeting 3 Engagement Results:

What types of placemaking elements would you like to see?

Creative Intersections



Murals



Swings and Creative Seating



Sculptures



At the third community meeting, Parkites were asked to share what types of placemaking elements they would like to see in Bonanza Park. Those who participated in this activity were given three stickers and were asked to distribute them among the placemaking elements shown.

Play Elements



District Signage & Gateways



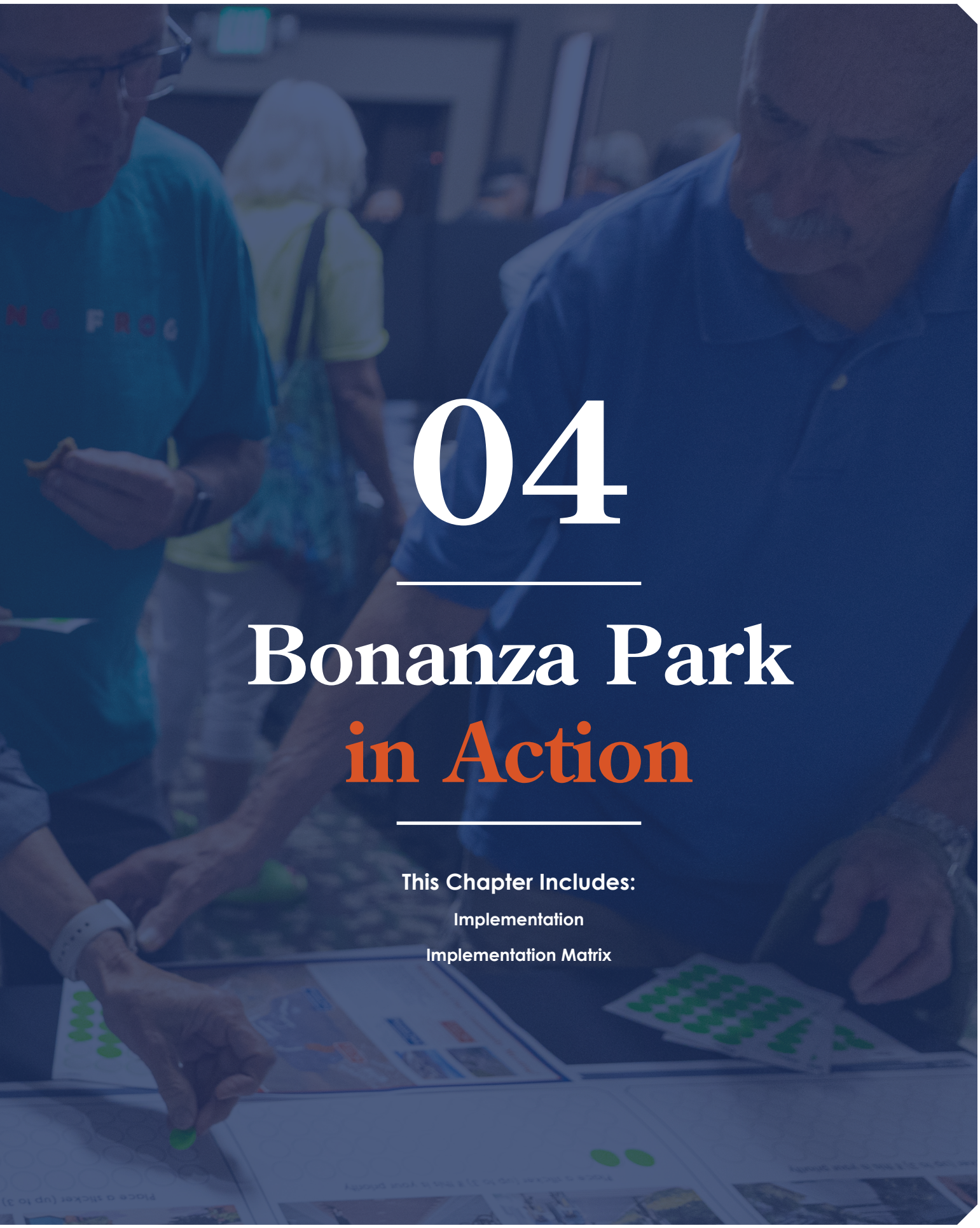
Wayfinding



Creative Lighting







04

Bonanza Park in Action

This Chapter Includes:

Implementation

Implementation Matrix

Implementation

The community-driven vision of the Bonanza Park Small Area Plan will require additional engagement and public-private partnerships.

In the first public meeting, Parkites who chatted with the planning team stressed the importance of having this plan implemented. Following years of unrealized visions in Bonanza Park, **the community is ready for, and is expecting, action.**

The ideas introduced in this document include capital improvement projects and policy recommendations. The Parkites we engaged passionately advocated for each of the six goals and 19 recommendations in this plan. While every recommendation in this plan is feasible, the reality of implementation is that some must be prioritized over others to efficiently allocate resources, and to set up subsequent recommendations for success. As with all municipalities, Park City has limited funding and City Staff has to prioritize their time and expertise.

As such, this plan recommends that the following key recommendations are prioritized as the first enabling steps in implementation:

- **Draft the new Bonanza Park Mixed Use Zoning (BPMX) language:** The BPMX is an umbrella recommendation that will enable and overlap with many of the concepts and ideas in many of the plan's goals. The BPMX will not only establish a zoning tool that is appropriate for the area's existing conditions, it will also guide growth and development for key redevelopment sites in Bonanza Park, such as the city-owned site at the corner of Kearns Boulevard and Bonanza Drive.
- **Update the Frontage Protection Zone (FPZ):** Updates to the FPZ will ensure that development along these key corridors will honor Park City's scale and character. The update is equally important to the rezoning of Bonanza Park to a new BPMX, as it will ensure that any increases to allowable building heights with community benefits, are stepped down toward these scenic corridors.
- **Ensure that all streets in Bonanza Park meet a baseline standard:** All streets in Bonanza Park should include basic pedestrian facilities, such as sidewalks and marked crossings at intersections. The initial focus should be on addressing all sidewalk gaps identified in this plan.

Key first steps in implementing this vision

1

Draft the new Bonanza Park Mixed Use Zoning (BPMX) language, and share with the community through additional engagement prior to rezoning the Bonanza Park study area.

How: Formalize the concepts shared in this document into draft zoning language, after which share with the community via additional engagement. Use the engagement conducted in this process to guide initial considerations on density.

2

Update the Frontage Protection Zone (FPZ) to guide future development in Bonanza Park along parcels impacted by this overlay, and parcels expected to redevelop in the next 5 years.

How: Formalize the ideas introduced in this document into draft ordinance language, after which share with the community via additional engagement. Use the engagement conducted in this process to guide initial considerations on scale.

3

Ensure that all streets in Bonanza Park include a baseline of sidewalks, street trees, lighting, and safe crossings. Work with partners to ensure that transit stops include shelters and seating.

How: Focus on key sidewalks gaps, with a priority on Iron Horse Boulevard and completing the Homestake Road improvements. Work with Prospector Square stakeholders to establish long term connectivity solutions.

Funding Strategy

As Park City considers these implementation priorities, City Staff should continue to explore multiple funding sources and mechanisms. Many of the recommendations in this document, such as addressing sidewalk gaps, investing in trails, improving streetscapes, supporting local businesses, creating affordable housing, and adding outdoor community gathering spaces, are noted as community benefits supported by Parkites. The funding for these improvements is commonly achieved through citywide funds, such as direct financing from the City's General Fund. However, this type of funding is often tightly allocated. As such, improvements can also be achieved through funding mechanisms that leverage private investment and development in Bonanza Park. These funding methods include:



- **Tax Increment Financing (TIF):** Infrastructure improvements are funded through future increases in property values as spurred by redevelopment. TIFs in Utah are flexible and allow for cities to pay for economic development activities, such a site cleanup or utility undergrounding.
- **Community Reinvestment Agency (CRA):** Also called Redevelopment Agencies (RDAs) or Community Development and Renewal Agencies (CDRAs), a CRA is created by a municipality or county to stimulate redevelopment. The CRA is governed by the legislative body creating the entity, such as a City Council, and is authorized to create a project area. The CRA raises funds to help pay for infrastructure improvements, affordable housing, or other development projects. The funding mechanism for a CRA may include Tax Increment Financing (TIF).
- **Public Infrastructure District (PID):** A PID is created by cities or counties to finance public infrastructure for new development and redevelopment. PIDs have the authority to issue debt repayable from property taxes or assessments on the property owners within a district boundary. PIDs are designed to complement other funding strategies, such as Tax Increment Financing (TIF)or assessment areas and bonds, and require the consent of 100% of the property owners and voters within the proposed district boundary.
- **Private-Public Partnerships (PPP):** For improvements near or within city-owned land, a PPP establishes a long term agreement between the City and a private sector entity. A PPP can be leveraged to improve infrastructure in return for incentives.
- **Community Land Trust (CLT)**: A CLT is an effective tool in building and maintaining affordable housing. A CLT may act as a development arm, acquiring land and maintaining its ownership to ensure affordable pricing.


Funding Mechanism Options:
Tax Increment Financing (TIF)
Community Reinvestment Agency (CRA)
Public Infrastructure District (PID):
Private-Public Partnerships (PPP)
Community Land Trust (CLT)

Implementation Matrix

The following matrix is a tool to guide the plan's implementation. The matrix suggests timeframes, partners, and establishes priorities.

The planning team has crafted the following matrix to guide the plan's implementation process. The matrix is organized by project goal, listing the recommendations under each goal as introduced in the Bonanza Park Tomorrow chapter of this document.

Following plan adoption, Park City staff will begin the process of making the ideas in this plan a reality. Recognizing that the bold ideas in this plan will require cooperation with private and public entities and organizations, the matrix includes potential partners that will need to collaborate on implementation.

As well, the matrix suggests an implementation timeline for each recommendation, based on the planning team's understanding of staff resources, allocated funding, and general support from the plan's engagement process. The timelines suggested in the matrix are listed below:

- **Quick Wins:** Policies and projects that can begin right away, and completed in less that six months to a year.
- **Short Term:** Policies and projects that can begin right away or within less than a year, and may take up to one year to complete.
- **Medium Term:** Policies and projects that may need other items to be implemented first, and could take 2 to 5 years to complete.
- **Long Term:** Policies and projects that are long term efforts or ongoing, and will take more than 5 years to commence and/or complete.

This matrix is a dynamic tool intended to be evaluated on a yearly basis. Upon every year, city staff is recommended to check in on each goal's status to evaluate the implementation's success and to identify needed adjustments or changes. As recommendations are completed, others might be added due to unforeseen or unexpected follow-up needs. Likewise, City Staff is expected to leverage and capitalize on funding as it becomes available, or to speed up certain recommendations if community priorities shift.

As such, this implementation matrix ensures accountability, keeping both Park City and the Parkites that will partner in these ideas on track and on schedule.

	Recommendations	Timeline	Potential Partners
	**Mixed Use: Create a mixed use neighborhood with livability in mind**		
MU1	Create a Bonanza Park Mixed Use District that allows for increased densities when new development provides significant community benefits.	Short Term	Park City Municipal, Bonanza Park residents
MU2	Update the Frontage Protection Zone to ensure that Park City's entry corridors remain scenic and awe-inspiring.	Short Term	Park City Municipal, Bonanza Park residents
MU3	Establish development guidelines for new multifamily and mixed-use buildings to create walkable, human-scale, development that is contextual and sensitive to its environments.	Medium Term	Park City Municipal, Bonanza Park residents, area developers
	**Local: Support locally-owned business & entrepreneurship**		
L1	Limit nightly rentals, hotels, and timeshares to grow the residential base for Bonanza Park, and ensure that new dwellings are supporting a neighborhood for locals.	Short Term(as part of BPMX Process)	Park City Municipal, Visit Park City, Bonanza Park residents and hotel operators
L2	Limit conventional chain businesses to prioritize locally owned and unique retailers/ restaurants in Bonanza Park.	Short Term(as part of BPMX Process)	Park City Municipal, Bonanza Park residents and business leaders
L3	Cap commercial square footage per building, with exceptions for grocery stores, to incentivize mixed use development.	Short Term(as part of BPMX Process)	Park City Municipal, Bonanza Park residents and business leaders
	**User-Friendly: Create a safe & intuitive network for pedestrians, cyclists, and transit users**		
UF1	Establish a future network of pedestrian and bicycle linkages through Bonanza Park to connect with regional trails and improve the area's connectivity.	Short Term	Park City Municipal, Bonanza Park residents, Utah DNR, UDOT
UF2	When considering development proposals, encourage multiple connections through Bonanza Park to create a more walkable and interconnected block system.	Medium Term	Park City Municipal, Bonanza Park residents and business leaders

	Recommendations	Timeline	Potential Partners
UF3	Leverage future developments to fund and implement mobility improvements, such as traffic calming, crosswalk improvements, transit hubs, and tunnels to surrounding neighborhoods.	Long Term	Park City Municipal, Bonanza Park residents, area developers
UF4	Create a vibrant pedestrian-oriented neighborhood by restricting autocentric uses, lowering parking minimums, and incentivizing underground parking structures.	Short Term(as part of BPMX Process)	Park City Municipal, Bonanza Park residents, area developers
	**Inclusive: Expand the availability of affordable and workforce housing units**		
I1	Work with the development community to build more affordable and workforce housing in Bonanza Park and help meet citywide goals.	Long Term: Ongoing Effort	Park City Municipal, Bonanza Park residents, area developers, local housing trusts
I2	Establish bold affordability metrics to guide decision-making and track short- and long-term success.	Quick Win	Park City Municipal, Bonanza Park residents, area developers, local housing trusts
I3	Work with residents and property owners to preserve naturally occurring moderate income housing already existing in the neighborhood.	Long Term: Ongoing Effort	Park City Municipal, Bonanza Park multifamily housing residents, multifamily property owners, local housing trusts
I4	Ensure that new housing and public spaces in Bonanza Park follow Universal Design Principles.	Short Term	Park City Municipal, Bonanza Park residents, area developers
	**Green: Create a more welcoming and sustainable community**		
G1	Ensure that all current and future Bonanza Park residents are within a safe and comfortable 10-minute walk to a park, outdoor community space, or trail connection.	Short Term	Park City Municipal, Bonanza Park residents
G2	Provide examples of publicly accessible green spaces or outdoor community spaces as part of a Bonanza Park Mixed Use District to ensure that those added as part of a community benefit are of high quality.	Short Term(as part of BPMX Process)	Park City Municipal, Bonanza Park residents, area developers

	Recommendations	Timeline	Potential Partners
G3	Incentivize sustainable development within Bonanza Park to meet Park City's net zero goals, reduce vehicle trips, and improve access to transit.	Medium Term	Park City Municipal, Bonanza Park residents, area developers
	**Cultural: Weave arts and culture into the community fabric**		
C1	Use public art and placemaking elements to inspire, delight, and enliven public spaces and streets in Bonanza Park.	Quick Win	Park City Municipal, Bonanza Park residents, Park City and Summit County Arts Council, Summit County Public Art Advisory Board, local art community
C2	Ensure that public art is meaningfully incorporated into development proposals and their community outdoor spaces.	Medium Term	Park City Municipal, Bonanza Park residents, area developers, Park City and Summit County Arts Council, Summit County Public Art Advisory Board, local art community


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Bonanza Park

Small Area Plan

Stand-Alone Mobility Component

May 17, 2024 DRAFT

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Stand-Alone Mobility Component

This appendix to the Bonanza Park Small Area Plan discusses transportation and mobility needs in the Bonanza Park Study Area.

This Chapter discusses transportation and mobility needs in the Bonanza Park/ Snow Creek study area, both with and without the development scenarios proposed in this plan. This Chapter addresses background traffic conditions, transit service and ridership, existing challenges to walking and bicycling activity in the study area, and current accessibility for people with limited mobility. It also discusses the impacts of proposed development on traffic conditions at intersections surrounding the study area, identifying some limited mitigation measures for those conditions, and demonstrating the amount of parking that may be needed to serve the development. It also identifies transit strategies and amenities that can support transportation choices for residents and visitors, and recommends a range of other strategies to incentivize travel choices that make more efficient use of the transportation network.

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Existing Conditions

Vehicle Mobility

Introduction

The purpose of this section is to document the traffic analysis conducted as part of the Bonanza Park and Snow Creek Small Area Plan. The project encompasses proposed development in the study area. This memorandum documents the Existing (2023) conditions, analyzing the Friday PM peak hour for President's Day weekend, 2023 (capturing commuter peak traffic as well as peak ski season holiday weekend traffic).

Analysis Methodology

Level of Service (LOS) is a term that describes the operating performance of an intersection or roadway. LOS is measured quantitatively and reported on a scale from A to F, with A representing the best performance and F the worst. Table 1 provides a brief description of each LOS letter designation and an accompanying average delay per vehicle for both signalized and unsignalized intersections. The Highway Capacity Manual 6th Edition (HCM 2016) methodology was used in this study to remain consistent with "state of the practice" professional standards. This methodology has different quantitative evaluations for signalized and unsignalized intersections. For signalized intersections, the LOS is provided for the overall intersection (weighted average of all approach delays). For this study, the traffic analysis software Synchro was used to analyze the HCM results at the study intersections. This study is generally consistent with the recently adopted Traffic Impact Study guidelines governed by Park City (June 2023).

Table 1: Level of Service Descriptions

LOS	Description	Signalized Intersections	Unsignalized Intersections
		Avg. Delay (sec/veh)[1]	Avg. Delay (sec/veh)[2]
A	*Free Flow / Insignificant Delay* Extremely favorable progression. Individual users are virtually unaffected by others in the traffic stream.	< 10.0	< 10.0
B	*Stable Operations / Minimum Delays* Good progression. The presence of other users in the traffic stream becomes noticeable.	> 10.0 to 20.0	> 10.0 to 15.0
C	*Stable Operations / Acceptable Delays* Fair progression. The operation of individual users is affected by interactions with others in the traffic stream	> 20.0 to 35.0	> 15.0 to 25.0

D	*Approaching Unstable Flows / Tolerable Delays* Marginal progression. Operating conditions are noticeably more constrained.	> 35.0 to 55.0	> 25.0 to 35.0
E	*Unstable Operations / Significant Delays Can Occur* Poor progression. Operating conditions are at or near capacity.	> 55.0 to 80.0	> 35.0 to 50.0
F	*Forced, Unpredictable Flows / Excessive Delays* Unacceptable progression with forced or breakdown of operating conditions.	> 80.0	> 50.0

1. Overall intersection LOS and average delay (seconds/vehicle) for all approaches.
2. Worst movement LOS and delay (seconds/vehicle) only.

Source: Fehr & Peers descriptions, based on *Highway Capacity Manual, 6th Edition*.

Background

Study Intersections

This study analyzes the existing conditions of traffic operations of the Bonanza Park and Snow Creek area. The existing conditions are specifically addressed at the following study intersections, noting their existing intersection controls:

- SR-224 & Snow Creek Dr (signal)
- SR-224 & SR-248 (signal)
- SR-224 & Homestake Rd (WB stop)
- SR-224 & Iron Horse Dr (WB stop)
- SR-224 & Deer Valley Dr (signal)
- SR-248 & Snow Creek Dr (SB stop)
- Homestake Rd & SR-248 (NB stop)
- Woodbine Way & SR-248 (NB stop)
- Bonanza Dr & SR-248 (signal)
- Sidewinder Dr & SR-248 (NB stop)
- Bonanza Dr & Prospector Ave (EB/WB stop)
- Bonanza Dr & Munchkin Rd (EB/WB stop)
- Bonanza Dr & Iron Horse Dr (EB/WB stop)
- Deer Valley Dr & Bonanza Dr (signal)
- Woodbine Way & Munchkin Rd (WB stop)

Existing Background Conditions

The existing background conditions analysis examines the study intersections and roadways during the peak evening travel period (4:45 pm to 5:45 pm, based on

observed traffic volumes throughout the study area) under existing traffic and geometric conditions. Through this analysis, existing traffic operational deficiencies were identified to serve as a basis for the study area build conditions.

Roadway System

The primary roadways included in the analysis for this study are described below.

- **Bonanza Drive** has a posted speed limit of 25 and is classified as a minor arterial in the study area. Bonanza Drive has one northbound lane and one southbound lane divided by a 14-foot median and a two-way left turn lane (TWLTL) throughout its entirety.
- **Deer Valley Drive** has a posted speed limit of 35 and is classified as a principal arterial in the study area. Between SR-224 and Bonanza Drive, Deer Valley Drive has two westbound lanes, two eastbound lanes, and a TWLTL.
- **Homestake Road** has a posted speed limit of 25 and is classified as a major collector in the study area. Homestake Road has no lane markings.
- **Iron Horse Drive** has a posted speed limit of 25 and is classified as a major collector in the study area. Iron Horse Drive has no lane markings.
- **Munchkin Road** has no posted speed limit and is classified as a local road in the study area. Munchkin Road has no lane markings.
- **Prospector Avenue** has a posted speed limit of 25 and is classified as a major collector in the study area. Prospector Avenue has one westbound lane and one eastbound lane with sharrows.
- **Sidewinder Drive** has a posted speed limit of 25 and is classified as a major collector in the study area. Sidewinder Drive has no lane markings aside from sharrows.
- **Snow Creek Drive** has a posted speed limit of 25 and is classified as a local road in the study area.
- **SR-224** has a posted speed limit of 40 and is classified as a principal arterial in the study area. SR-224 has two northbound lanes, two southbound lanes, and one TWLTL from Snow Creek Drive to Deer Valley Drive.
- **SR-248** has a posted speed limit of 35 and is classified as a principal arterial in the study area. From SR-224 to Sidewinder Drive, the road has two westbound lanes, two eastbound lanes, and a TWLTL. Moving east from Sidewinder Drive, the road has one westbound lane, one eastbound lane, and a TWLTL.
- **Woodbine Way** has no posted speed limit and is classified as a local road in the study area. Woodbine Way has no lane markings.

Traffic Volumes

Fehr & Peers collected traffic counts at the study intersections to establish existing conditions for the study area. Counts were collected from 4:00 PM to 6:00 PM on Friday,

January 20, 2023 (during Sundance Film Festival), and on Friday, February 17, 2023 (President's Day weekend). The counts were compared between the two Fridays, and it was observed that the counts in February were higher in most locations. The February counts were used for analysis for this study.

Analysis Results

Using Synchro software and the HCM 6 delay thresholds described in the *Analysis Methodology* section of this memorandum, the existing 2023 background weekday PM peak hour LOS were computed for each study intersection. The results of this analysis are reported in Table 2.

Fehr & Peers initially performed a traffic operations analysis on the study intersections based on the counted demand volumes at each intersection. Since the Synchro software uses a deterministic model based on HCM calculations at each study intersection, it has limitations in capturing delays at intersections due to queue spillback from downstream intersections. The initial analysis showed acceptable LOS along SR-248 and Bonanza Drive. However, field observations indicated queues from downstream intersections on SR-248 (the merge point east of Bonanza Drive, and Comstock Drive) spilling back to the study intersections, affecting the demand volumes. Fehr & Peers modified the Synchro analysis to account for the latent demand due to the congested conditions, as shown in the "updated" results for some intersections in Table 2.

The modifications of the Synchro analysis included observing videos from the intersection turning movement counts to estimate the latent demand at the Bonanza Drive & SR-248 intersection. The volumes along SR-248 were then modified by adding the estimated latent demand at the intersections. Additionally, the LOS at the Bonanza Drive & SR-248 intersection was modified to be LOS F qualitatively based on the observed conditions.

Table 2: Existing Conditions LOS Results

Intersection					Worst Movement[1]			Overall Intersection[2]	
ID	Location	Period	Control	Results	Movement [3]	Delay Sec/Veh	LOS	Avg. Delay Sec/Veh	LOS
1	SR-224 & Snow Creek Dr	PM	Signal	Initial	-	-	-	7	A
2	SR-224 & SR-248	PM	Signal	Initial	-	-	-	22	C
3	SR-224 & Homestake Rd	PM	WB Stop	Initial	WB L/R	59	**F***	-	-
4	SR-224 & Iron Horse Dr	PM	WB Stop	Initial	WB L/R	38	**E***	-	-
5	SR-224 & Deer Valley Dr	PM	Signal	Initial	-	-	-	102	**F**

6	SR-248 & Snow Creek Dr	PM	SB Stop	Initial	SB Left	23	C	-	-
7	Homestake Rd & SR-248	PM	NB Stop	Initial	NB L/R	15	B	-	-
				Updated	NB L/R	-	C	-	-
8	Woodbine Way & SR-248	PM	NB Stop	Initial	NB L/R	18	C	-	-
9	Bonanza Dr & SR-248	PM	Signal	Initial	-	-	-	30	C
				Updated	-	-	-	-	**F****
10	Sidewinder Dr & SR-248	PM	NB Stop	Initial	NB Left	34	D	-	-
				Updated	NB Left	-	**E***	-	-
11	Bonanza Dr & Prospector Avenue	PM	EB/WB Stop	Initial	WB Left	198	**F**	-	-
12	Bonanza Dr & Munchkin Rd	PM	EB/WB Stop	Initial	WB L/T/R	33	D	-	-
				Updated	WB L/T/R	-	**E***	-	-
13	Bonanza Dr & Iron Horse Dr	PM	EB/WB Stop	Initial	EB Left	213	**F**	-	-
14	Deer Valley Dr & Bonanza Dr	PM	Signal	Initial	-	-	-	12	B
				Updated	-	-	-	-	B***
15	Woodbine Way & Munchkin Rd	PM	WB Stop	Initial	WB L/R	9	A	-	-

Notes:
1. This represents the worst movement LOS and delay (seconds/vehicle) and is only reported for unsignalized intersections.
2. This represents the overall intersection LOS and delay (seconds/vehicle) and is only reported for signalized intersections.
3. NB=Northbound, SB=Southbound, EB=Eastbound, WB=Westbound
   *Unsignalized intersections with high levels of delay, though capacity is sufficient to serve volume with reasonable queues.
   **HCM methodology indicates LOS D based on demand volume, however, field observations suggest unacceptable operations due to downstream queue spillback.
   ***During some days in the winter, queues from SR-248 & Bonanza and SR-224 & SR-224 frequently spill back through this intersection, sometimes reaching as far back as Aerie Drive. This capacity analysis reflects conditions for Friday, February 17, 2023 , though operations on other days may appear to be worse than the conditions shown.

Source: Fehr & Peers.

As shown in Table 2, the study intersections operate at acceptable LOS (LOS D or better) for the weekday PM peak hour, except for the following locations:

- SR-224 & Homestake Rd – LOS F
    - This is caused by the stop-controlled westbound approach attempting find a gap in traffic to turn left onto SR-224

- SR-224 & Iron Horse Dr
    - This is caused by the stop-controlled westbound approach attempting find a gap in traffic to turn left onto SR-224, despite left turn restrictions from Iron Horse between 3pm-6pm
- SR-224 & Deer Valley Dr
    - This signalized intersection experiences high delays due to high volumes in the eastbound, westbound, and southbound approaches.
- Bonanza Dr & SR-248
    - This intersection operates unacceptably due to queue spillback from the downstream delays due to the signal at Comstock Drive and the merge. However, in isolation this intersection would be able to handle the current demand, or with improvements downstream at the lane drop or the signal at Comstock Drive.
- Sidewinder Dr & SR-248
    - This is caused by the stop-controlled northbound approach attempting find a gap in traffic to turn left onto SR-248.
- Bonanza Dr & Prospector Ave
    - This is caused by the stop-controlled westbound approach attempting find a gap in traffic to turn left onto Bonanza Drive.
- Bonanza Dr & Munchkin Rd
    - This is caused by the stop-controlled westbound approach attempting find a gap in traffic to turn left onto Bonanza Drive.
- Bonanza Dr & Iron Horse Dr
    - This is caused by the stop-controlled eastbound approach attempting find a gap in traffic to turn left onto Bonanza Drive.

Transit Circulation and Ridership

Between Park City Transit and High Valley Transit, up to 12 different transit routes go through the study area depending on the season. These trips vary from every 15 minutes to only 6 trips daily. Most of the routes have a winter frequency of 20-30 minutes in the winter, dropping to 30 minutes during summer service. All of the routes that interact with the study area are listed in Table 3, with their respective operator and frequencies.

Table 3: Transit Route Frequency. Source: Park City Transit & High Valley Transit

Route	ID	Operator	Winter Frequency	Summer Frequency
Red	1	Park City Transit	20-30 min	30 Minute
Green	2	Park City Transit	20-30 min	30 Minute
Blue	3	Park City Transit	20-30 min	30 Minute
Yellow	5	Park City Transit	20-30 min	30 Minute
Silver	6	Park City Transit	40 min	40 min
Grey	7	Park City Transit	20 min	Suspended
Brown	8	Park City Transit	20 min	Suspended
White*	10	Park City Transit	15-30 min	*Transfers to High Valley Transit Spring 2024
Teal	50	Park City Transit	20 min	20 min
Spiro / 224 Local	101	High Valley Transit	15 min	15 min
Gateway / Kamas Valley Commuter	102	High Valley Transit	6 daily trips	6 daily trips
Wasatch Back Connector	106	High Valley Transit	8 daily trips	8 daily trips

Table 4 shows the current amenities available to users at each transit stop in the study area, as observed in the field. Most stops in the study area only have a sign to denote the stop and no amenities for users.

Table 4: Current Transit Amenities

Location	Sign	Bench	Trash	Shelter
2060 Snow Park Drive	x			
1550 Snow Creek Drive	x	x	x	x
SR-248, west of Homestake (WB)	x			
SR-248, west of Homestake (EB)	x			
SR-248/Woodbine (WB)	x			
SR-248/Woodbine (EB)	x			

SR-248, west of Bonanza (EB)	x			
SR-248, east of Sidewinder (WB)	x	x	x	x
Monitor/bank access (NB)	x			
Monitor/bank access (SB)	x			
Bonanza, south of Prospector (NB)	x			
Bonanza, north of Munchkin (SB)	x			
Bonanza/Rail Trail (NB)	x			
Bonanza/Rail Trail (SB)	x	x	x	
Iron Horse near picture framing shop (WB)	x			
Iron Horse near Walgreens (WB)	x			
Short Line (SB)	x			
SR-224/Homestake (NB)	x	x	x	x
SR-224/Homestake (SB)	x	x	x	x
SR-224 near Roadhouse Grill (NB)	x			
SR-224 near Hotel Park City (SB)	x			
Prospector east of Bonanza (EB)	x			
Prospector east of Pretty Bird (EB)	x			

Figure 1 and Figure 2 show the winter (2022-2023) and summer (2023) ridership for the study area stops. The stops with the highest ridership are the Fresh Market and the surrounding Park Ave Condos and Walgreens stops. The Fresh Market stop is located at approximately 1760 Park Avenue (also referred to as SR-224) and is the most frequented stop in the study area year-round. This stop is a primary connection point, serving both Park City Transit and High Valley Transit, providing connections between the two agencies. Additionally, this stop is located next to many services, including a grocery store, pharmacies, and several hotels. The Iron Horse Drive stops on Bonanza also show significant ridership. These stops are located next to the Park City Rail Trail, several small businesses, and high-density housing accessed via the Iron Horse Loop Road. These are all areas that typically show higher transit ridership due to the concentrations of housing and retail.

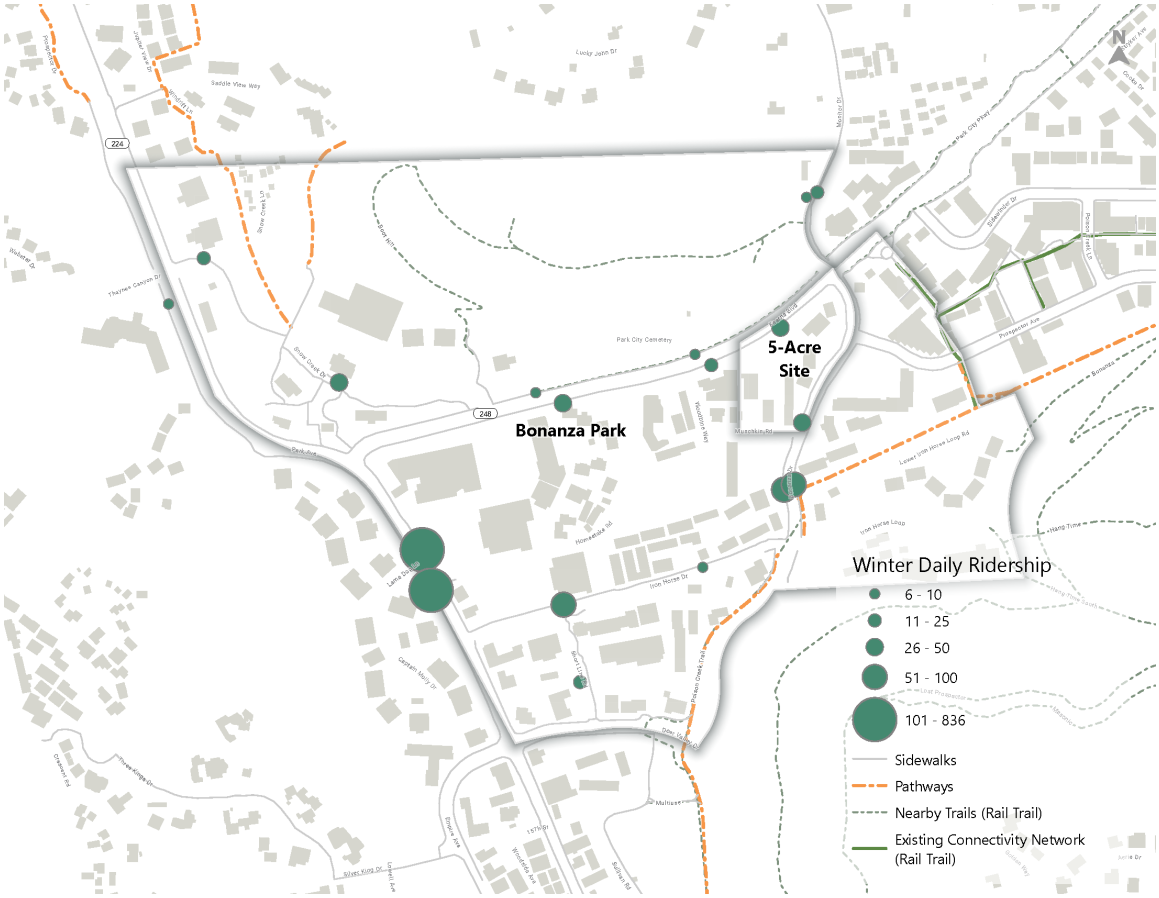


Figure 1: Average Transit Stop Daily Ridership for the 2022-2023 winter season. Source: Park City Transit.

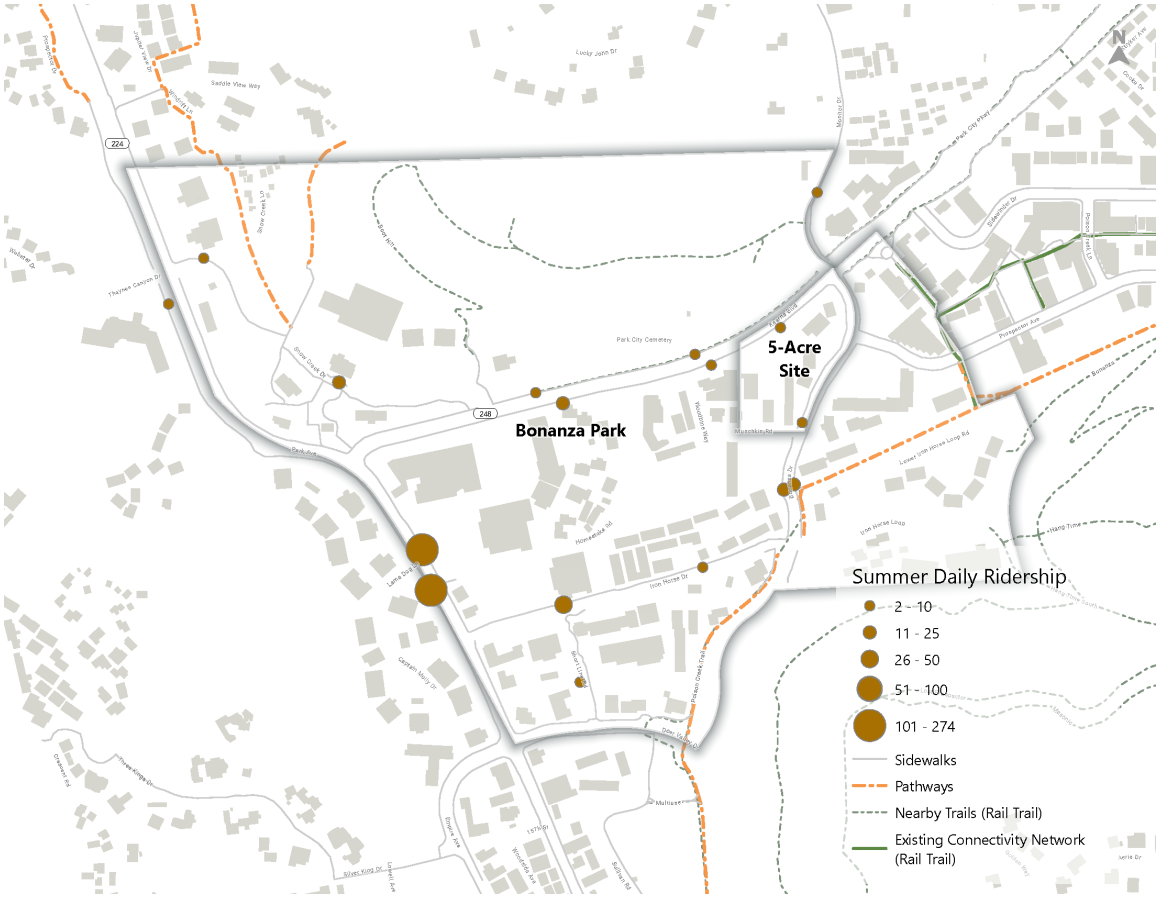


Figure 2: Average Transit Stop Daily Ridership for April - December 2023. Source: Park City Transit

Existing Active Transportation Conditions

Conditions for people walking and bicycling in the study area vary widely depending on the roadway. For example, Bonanza Drive has bicycle lanes, consistent sidewalks, a tunnel connecting the Rail Trail to the Poison Creek Trail, a pedestrian crossing with a Rapid Rectangular Flashing Beacon, and wayfinding signage for trail users. In contrast, many of the roads internal to the Bonanza Park portion of the study area lack consistent sidewalks, bicycle facilities, or crosswalk markings. Figure 3 shows an overview of active transportation facilities in the study area, including on-street facilities, bike racks and e-bike stations, crosswalks, and existing sidewalks and trail.

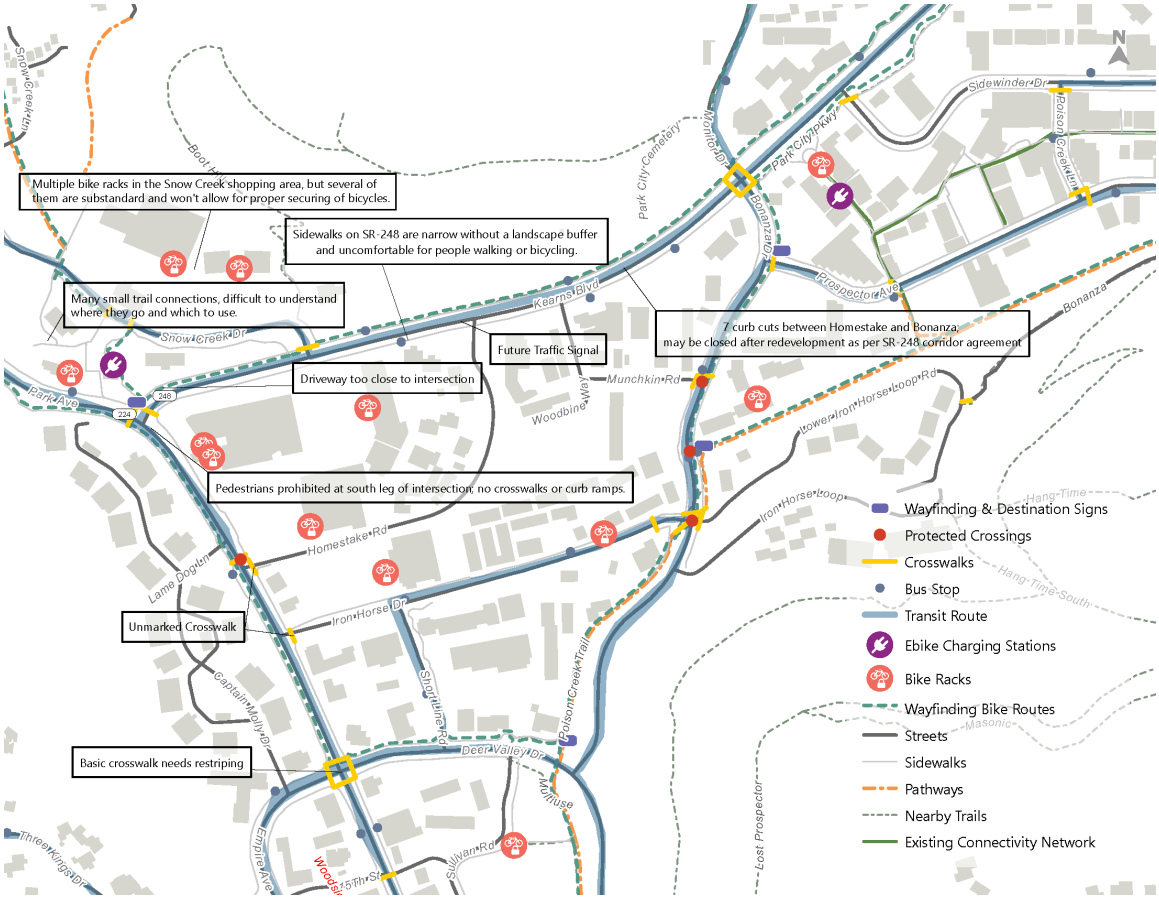


Figure 3: Existing Active Transportation Conditions

While the area generally has a strong active transportation network and connects well to other parts of the City (especially via paved trails), this connectivity is hindered by the inconsistent sidewalk network with the area, limited crossing opportunities on major roads such as SR-248 and SR-224, and infrequent wayfinding signage (or existing wayfinding signage that is difficult to interpret, such as the colored dots marking different trail segments). Additionally, the current layout of the Bonanza Park area makes it impenetrable to people attempting to cross through by walking or bicycling – internal

roads curve through the space or dead-end, leaving few opportunities to cross through the space north to south. In the Snow Park area, trails make twists and turns that are likely navigable only by people who already know the way, and then end uncomfortably at the intersection of SR-224 and SR-248. For people on bicycles, there is little indication on how to continue into the Bonanza district or to points south such as Main Street; the only option is to continue on the sidewalk along either SR-224 or SR-248, until a better option reveals itself.

Current Accessibility

The study area was assessed for accessibility based on the latest Public Right-of-Way Accessibility Guidelines (PROWAG) published in 2023. Currently, some roadways in the interior of the study area (such as Short Line Road, Homestake Road, and Munchkin Road) do not have accompanying sidewalks, forcing pedestrians into roadways or adding crossings and travel time to their desired route. A complete pedestrian network will benefit all users, and increase the safety of pedestrians traveling in the study area. Additionally, the Public Right-of-Way Accessibility Guidelines state that sidewalks or a similar pedestrian access route are needed to connect all accessible elements, spaces, and pedestrian facilities in the study area.

The major intersections at the site all have pedestrian signals, but most lack features required in the latest PROWAG updates including audio messages and tactile arrows. These are most consistently lacking at intersections under UDOT's full jurisdiction, such as the intersection of SR-224 and SR-248. Most non-signalized intersections and driveways have the appropriate signage and detectable warning surfaces, but the lack of consistent sidewalks in the area limit intersection accessibility.

Several intersections have detectable warning surfaces that were heavily worn, damaged, or missing at major intersections with heavy vehicular traffic. This was especially notable at the intersection of SR-224 and Deer Valley Drive. These detectable warning surfaces may no longer adequately perform and should be repaired or replaced. Additionally, detectable warning surfaces should be sized accordingly with the curb cut and crosswalk they service. The southernmost pedestrian crossing at the intersection of SR-224 and SR-248 is wider than the crosswalk it serves, potentially leading pedestrians into the intersection. The design of a curb ramp should not indicate pedestrian travel is permitted if a crosswalk is not available, as is currently indicated on the southern and western legs of the intersection of Bonanza Drive and Iron Horse Drive.

Future Recommendations

Private Vehicles

Plus-Project Traffic Scenarios

Plus-project traffic scenarios were analyzed for the Bonanza Park/Snow Creek small area plan, to assess how the development proposed in the plan might potentially change traffic conditions. All plus-project traffic scenarios are for the PM peak hour. The analysis of project-based traffic built upon traffic models developed for the existing conditions analysis described earlier in this chapter. To analyze plus-project conditions, a future background volume was calculated for the project area. To calculate the background volume, the land uses within the project extents were used to develop trip generation rates according to ITE and applied to the network. Those volumes were then subtracted from existing conditions volumes to get existing conditions minus the current project boundary uses, and these volumes were used as the background volume for plus-project trips. All plus-project traffic scenarios were based on the preferred land use plan developed for the study area, which had two versions: a high-density version and a low-density version. The primary difference between the two versions was the amount of residential units proposed: 4,925 multi-family residential units in the high-density version, and 3,844 multi-family residential units in the low-density version. All other land uses (hotel, dorms, art center, professional office, retail, restaurants, and grocery store) were the same for each version. The land use plan is described in more detail elsewhere in this Small Area Plan. The plus-project analysis results are described for each scenario in the following sections. A comparison of all scenarios including the existing background conditions can be found in Table 5. More detailed information about individual scenarios is provided in the following section.

Table 5: Comparison of Existing and Future Density Scenarios

Intersection				Existing Conditions	Existing + High Density Project	Existing + Low Density Project	2032 + High Density Project	2032 + Low Density Project
ID	Location	Period	Control	LOS	LOS	LOS	LOS	LOS
1	SR-224 & Snow Creek Dr	PM	Signal	A	C	C	C	C
2	SR-224 & SR-248	PM	Signal	C	**F**	**F**	**F**	**F**
3	SR-224 & Homestake Rd	PM	WB Stop	**F**	**F**	**F**	**F**	**F**
4	SR-224 & Iron Horse Dr	PM	WB Stop	**E**	**F**	**F**	**F**	**F**

5	SR-224 & Deer Valley Dr	PM	Signal	**F**	**F**	**F**	**F**	**F**
6	SR-248 & Snow Creek Dr	PM	SB/NB Stop (right in right out)	C	B	B	B	B
7	Homestake Rd & SR-248	PM	Signal (plus-project only)	C	C	C	C	C
8	Woodbine Way & SR-248	PM	NB Stop (right in right out)	C	B	B	C	C
9	Bonanza Dr & SR-248	PM	Signal	**F**	**F**	**F**	**F**	**F**
10	Sidewinder Dr & SR-248	PM	NB Stop	**E**	**F**	**F**	**F**	**F**
11	Bonanza Dr & Prospector Avenue	PM	EB/WB Stop	**F**	**F**	**F**	**F**	**F**
12	Bonanza Dr & Munchkin Rd	PM	EB/WB Stop	**E**	**F**	**F**	**F**	**F**
13	Bonanza Dr & Iron Horse Dr	PM	EB/WB Stop	**F**	**F**	**F**	**F**	**F**
14	Deer Valley Dr & Bonanza Dr*	PM	Signal	B	B	B	B	B
15	Woodbine Way & Munchkin Rd	PM	WB/EB Stop	A	D	D	D	D
27	SR-224 & Project Drive	PM	WB Stop (right in right out)	N/A	**F**	**F**	**F**	**F**

Notes:

*During some days in the winter, queues from SR-248 & Bonanza and SR-224 & SR-224 frequently spill back through this intersection, sometimes reaching as far back as Aerie Drive. This capacity analysis reflects conditions for Friday, February 17, 2023 , though operations on other days may appear to be worse than the conditions shown.

Source: Fehr & Peers.

Existing + High Development Density Project

This scenario evaluated how traffic conditions would look if the high-density land use plan were built out immediately, assuming project-related traffic would be added on top of the calculated background traffic circulating on the network, the calculation for which was detailed above Table 5. Table 6 provides the results of this analysis.

Table 6: Existing Plus Project: High Density Development

Intersection				Worst Movement[1]			Overall Intersection[2]	
ID	Location	Period	Control	Movement[3]	Delay Sec/Veh	LOS	Avg. Delay Sec/Veh	LOS
1	SR-224 & Snow Creek Dr	PM	Signal	-	-	-	30	C
2	SR-224 & SR-248	PM	Signal	-	-	-	**155**	**F**
3	SR-224 & Homestake Rd	PM	WB Stop	**WB L/R**	**>200**	**F**	-	-
4	SR-224 & Iron Horse Dr	PM	WB Stop	**WB L/R**	**>200**	**F**	-	-
5	SR-224 & Deer Valley Dr	PM	Signal	-	-	-	**177**	**F**
6	SR-248 & Snow Creek Dr	PM	SB/NB Stop (right in right out)	NBR	14	B	-	-
7	Homestake Rd & SR-248	PM	Signal	-	-	-	26	C
8	Woodbine Way & SR-248	PM	NB Stop (right in right out)	NBR	15	B	-	-
9	Bonanza Dr & SR-248	PM	Signal	-	-	-	**136**	**F**
10	Sidewinder Dr & SR-248	PM	NB Stop	**NBL**	**>200**	**F**	-	-
11	Bonanza Dr & Prospector Avenue	PM	EB/WB Stop	**EB L/R**	**>200**	**F**	-	-
12	Bonanza Dr & Munchkin Rd	PM	EB/WB Stop	**WB L/T/R**	**>200**	**F**	-	-
13	Bonanza Dr & Iron Horse Dr	PM	EB/WB Stop	**EB T/R**	**>200**	**F**	-	-
14	Deer Valley Dr & Bonanza Dr	PM	Signal	-	-	-	14	B
15	Woodbine Way & Munchkin Rd	PM	WB/EB Stop	WB L/T/R	33	D	-	-
27	SR-224 & Project Drive	PM	WB Stop (right in right out)	**WBR**	**140**	**F**	-	-

Notes:

1. This represents the worst movement LOS and delay (seconds/vehicle) and is only reported for unsignalized intersections.
2. This represents the overall intersection LOS and delay (seconds/vehicle) and is only reported for signalized intersections.
3. NB=Northbound, SB=Southbound, EB=Eastbound, WB=Westbound

Source: Fehr & Peers.

The following points may be noted about this scenario:

- The intersection of SR-224 (SR-224) and Snow Creek Drive degrades from an LOS A to LOS C. This is a function of the amount of development proposed in the Snow Creek area as a result of this small area plan: 1,048 multi-family housing units, 241 hotel or condo units, 6,106 square feet of professional office, and 14,232 square feet of retail space. Moreover, only two intersections can serve this development (SR-224/Snow Creek, and SR-248/Snow Creek) and of those two, a signal is only possible at SR-224/Snow Creek. This means that much of the traffic circulating in and out of the Snow Creek area will be relying on the SR-224/Snow Creek intersection for access.
- The intersection of SR-224 (SR-224) and SR-248 (SR-248) degrades from an LOS C to an LOS F. This is primarily due to the volume of traffic generated by proposed land uses within this Small Area Plan.
- The intersection of SR-224 and Iron Horse Drive degrades from a LOS E to an LOS F. While this intersection currently restricts left turn movements from Iron Horse onto SR-224 between 3 – 6 pm, drivers make this movement anyway. The delay experienced by those drivers contributes to the poor LOS in both the existing and plus-project scenarios.
- The intersection of SR-248 and Snow Creek Drive improves from an LOS C to LOS B. Currently, all turning movements are allowed out of Snow Creek Drive onto SR-248, with some drivers experiencing delay as they attempt to turn left out of Snow Creek Drive. The plus-project scenarios assume that Snow Creek Drive will become right-in/right-out only, eliminating the delay experienced by drivers formerly attempting to turn left out of Snow Creek Drive.
- The intersection of Woodbine Way and SR-248 improves from an LOS C to B. While cars are allowed to make a left turn out of Woodbine Way in the existing conditions, this will become right-in/right-out in the plus-project scenarios, limiting the delay experienced by vehicles attempting to turn left.
- The intersection of SR-248 and Sidewinder Drive degrades from an LOS E to LOS F. This is a result of increased delay for drivers attempting to turn left out of Sidewinder Drive onto SR-248, due to increased traffic and fewer gaps on SR-248.
- The intersection of Munchkin Road and Bonanza Drive degrades from an LOS E to an LOS F. While people attempting to turn left off Munchkin onto Bonanza are already experiencing high levels of delay due to limited gaps in the traffic stream, this will become worse in the plus-project conditions due to increased traffic volumes on Bonanza Drive as well as higher numbers of cars attempting to make the left turn from Munchkin.

- The intersection of Woodbine Way and Munchkin Road degrades from an LOS A to an LOS D. Currently the development in this part of Bonanza Park is low-intensity, industrial in nature, and generates relatively few traffic trips. The changes proposed in the land use plan will add a significant amount of housing, retail, restaurants, and other types of development that will draw many more people to the site, which contributes to the drop in LOS as part of this plus-project scenario.

Existing + Low Development Density Project

This scenario evaluated how traffic conditions would look if the low-density land use plan were built out immediately, assuming project-related traffic would be added on top of the calculated background traffic. Table 7 provides the results of this analysis.

Table 7: Existing Plus Project: Low Density Development

Intersection				Worst Movement[1]			Overall Intersection[2]	
ID	Location	Period	Control	Movement[3]	Delay Sec/Veh	LOS	Avg. Delay Sec/Veh	LOS
1	SR-224 & Snow Creek Dr	PM	Signal	-	-	-	25	C
2	SR-224 & SR-248	PM	Signal	-	-	-	**147**	**F**
3	SR-224 & Homestake Rd	PM	WB Stop	**WB L/R**	**>200**	**F**	-	-
4	SR-224 & Iron Horse Dr	PM	WB Stop	**WB L/R**	**>200**	**F**	-	-
5	SR-224 & Deer Valley Dr	PM	Signal	-	-	-	**170**	**F**
6	SR-248 & Snow Creek Dr	PM	SB/NB Stop (right in right out)	NBR	14	B	-	-
7	Homestake Rd & SR-248	PM	Signal	-	-	-	26	C
8	Woodbine Way & SR-248	PM	NB Stop (right in right out)	NBR	15	B	-	-
9	Bonanza Dr & SR-248	PM	Signal	-	-	-	**126**	**F**
10	Sidewinder Dr & SR-248	PM	NB Stop	**NBL**	**>200**	**F**	-	-
11	Bonanza Dr & Prospector Avenue	PM	EB/WB Stop	**EB L/R**	**>200**	**F**	-	-
12	Bonanza Dr & Munchkin Rd	PM	EB/WB Stop	**WB L/T/R**	**>200**	**F**	-	-

13	Bonanza Dr & Iron Horse Dr	PM	EB/WB Stop	**EB T/R**	**>200**	**F**	-	-
14	Deer Valley Dr & Bonanza Dr	PM	Signal	-	-	-	14	B
15	Woodbine Way & Munchkin Rd	PM	WB/EB Stop	WB L/T/R	31	D	-	-
27	SR-224 & Project Drive	PM	WB Stop (right in right out)	**WBR**	**126**	**F**	-	-

Notes:
1. This represents the worst movement LOS and delay (seconds/vehicle) and is only reported for unsignalized intersections.
2. This represents the overall intersection LOS and delay (seconds/vehicle) and is only reported for signalized intersections.
3. NB=Northbound, SB=Southbound, EB=Eastbound, WB=Westbound

Source: Fehr & Peers.

As shown in the table, the traffic results for the existing + low-development density scenario are the same as for the high-density scenario. The decrease in housing units (1,081 units) is not enough to result in improved LOS because the amount of non-residential development proposed is still high, and has a heavy influence on travel patterns throughout the area. All traffic-related observations noted for the existing + high-development density scenario also apply to this scenario.

2032 Background + High Development Density Project

This scenario evaluated how traffic conditions would look if the high-density land use plan were built out by 2032. This accounts for both project-related traffic, as well as additional traffic increases in the area that will occur resulting from growth planned elsewhere in Park City and the region by 2032. Table 8 provides the results of this analysis.

Table 8: 2032 Plus Project: High Density Development

Intersection				**Worst Movement[1]**			**Overall Intersection[2]**	
ID	**Location**	**Period**	**Control**	**Movement[3]**	**Delay Sec/Veh**	**LOS**	**Avg. Delay Sec/Veh**	**LOS**
1	SR-224 & Snow Creek Dr	PM	Signal	-	-	-	30	C
2	SR-224 & SR-248	PM	Signal	-	-	-	**157**	**F**
3	SR-224 & Homestake Rd	PM	WB Stop	**WB L/R**	**>200**	**F**	-	-
4	SR-224 & Iron Horse Dr	PM	WB Stop	**WB L/R**	**>200**	**F**	-	-
5	SR-224 & Deer Valley Dr	PM	Signal	-	-	-	**182**	**F**

6	SR-248 & Snow Creek Dr	PM	SB/NB Stop (right in right out)	NBR	14	B	-	-
7	Homestake Rd & SR-248	PM	Signal	-	-	-	27	C
8	Woodbine Way & SR-248	PM	NB Stop (right in right out)	NBR	18	C	-	-
9	Bonanza Dr & SR-248	PM	Signal	-	-	-	**141**	**F**
10	Sidewinder Dr & SR-248	PM	NB Stop	**NBL**	**>200**	**F**	-	-
11	Bonanza Dr & Prospector Avenue	PM	EB/WB Stop	**EB L/R**	**>200**	**F**	-	-
12	Bonanza Dr & Munchkin Rd	PM	EB/WB Stop	**WB L/T/R**	**>200**	**F**	-	-
13	Bonanza Dr & Iron Horse Dr	PM	EB/WB Stop	**EB T/R**	**>200**	**F**	-	-
14	Deer Valley Dr & Bonanza Dr	PM	Signal	-	-	-	15	B
15	Woodbine Way & Munchkin Rd	PM	WB/EB Stop	WB L/T/R	33	D	-	-
27	SR-224 & Project Drive	PM	WB Stop (right in right out)	**WBR**	**154**	**F**	-	-

Notes:
1. This represents the worst movement LOS and delay (seconds/vehicle) and is only reported for unsignalized intersections.
2. This represents the overall intersection LOS and delay (seconds/vehicle) and is only reported for signalized intersections.
3. NB=Northbound, SB=Southbound, EB=Eastbound, WB=Westbound

Source: Fehr & Peers.

As shown in the table, the traffic results for the 2032 + high-development density scenario are mostly the same as for the existing conditions scenarios. All traffic-related observations noted for the existing development density scenarios also apply to this scenario; the only difference in results between this scenario and the existing conditions scenarios is that the intersection of Woodbine Way and SR-248 performs slightly worse, slipping from an LOS B to LOS C. This is likely because vehicles making right turns out onto SR-248 are dealing with more traffic on SR-248 in 2032, and will need to wait longer until an adequate gap in traffic allows them to turn right.

2032 Background + Low Development Density Project

This scenario evaluated how traffic conditions would look if the low-density land use plan were built out by 2032. This accounts for both project-related traffic, as well as additional

traffic increases in the area that will occur resulting from growth planned elsewhere in Park City and the region by 2032. Table 9 provides the results of this analysis.

Table 9: 2032 Plus Project: Low Density Development

Intersection				Worst Movement[1]			Overall Intersection[2]	
ID	Location	Period	Control	Movement[3]	Delay Sec/Veh	LOS	Avg. Delay Sec/Veh	LOS
1	SR-224 & Snow Creek Dr	PM	Signal	-	-	-	25	C
2	SR-224 & SR-248	PM	Signal	-	-	-	**148**	**F**
3	SR-224 & Homestake Rd	PM	WB Stop	**WB L/R**	**>200**	**F**	-	-
4	SR-224 & Iron Horse Dr	PM	WB Stop	**WB L/R**	**>200**	**F**	-	-
5	SR-224 & Deer Valley Dr	PM	Signal	-	-	-	**176**	**F**
6	SR-248 & Snow Creek Dr	PM	SB/NB Stop (right in right out)	NBR	14	B	-	-
7	Homestake Rd & SR-248	PM	Signal	-	-	-	27	C
8	Woodbine Way & SR-248	PM	NB Stop (right in right out)	NBR	18	C	-	-
9	Bonanza Dr & SR-248	PM	Signal	-	-	-	**131**	**F**
10	Sidewinder Dr & SR-248	PM	NB Stop	**NBL**	**>200**	**F**	-	-
11	Bonanza Dr & Prospector Avenue	PM	EB/WB Stop	**EB L/R**	**>200**	**F**	-	-
12	Bonanza Dr & Munchkin Rd	PM	EB/WB Stop	**WB L/T/R**	**>200**	**F**	-	-
13	Bonanza Dr & Iron Horse Dr	PM	EB/WB Stop	**EB T/R**	**>200**	**F**	-	-
14	Deer Valley Dr & Bonanza Dr	PM	Signal	-	-	-	14	B
15	Woodbine Way & Munchkin Rd	PM	WB/EB Stop	WB L/T/R	31	D	-	-
27	SR-224 & Project Drive	PM	WB Stop (right in right out)	**WBR**	**139**	**F**	-	-

Notes:

1. This represents the worst movement LOS and delay (seconds/vehicle) and is only reported for unsignalized intersections.

2. This represents the overall intersection LOS and delay (seconds/vehicle) and is only reported for signalized intersections.
3. NB=Northbound, SB=Southbound, EB=Eastbound, WB=Westbound

Source: Fehr & Peers.

As shown in the table, the traffic results for the 2032 + low-development density scenario are the same as for the high-density scenario. The decrease in housing units (1,081 units) is not enough to result in improved LOS because the amount of non-residential development proposed is still high, and has a heavy influence on travel patterns throughout the area. All traffic-related observations noted for the 2032 + high-development density scenario also apply to this scenario.

Mitigation Strategies

Most of the traffic conditions demonstrated in the plus-project scenarios are a direct result of the amount of development proposed in the land use plan for the Bonanza Park/Snow Creek area. Some mitigation measures may help alleviate poor traffic LOS conditions in a limited way. This could include:

- Install a traffic signal at the intersection of Bonanza Drive and Iron Horse Drive. This would allow traffic from Iron Horse Drive to more easily make left turns onto Bonanza Drive, and could potentially create gaps in the traffic flow to allow more opportunities for left turns onto Bonanza from Prospector Drive and Munchkin Road as well. The tradeoff associated with these benefits would be added delay for traffic traveling north and south on Bonanza Drive.
- Install a traffic signal at the intersection of Homestake Road and SR-248. UDOT and Park City already have a corridor agreement in place that allows for a signal to be installed in this location when warranted, and the addition of the proposed development at this site could likely generate enough traffic to warrant the signal. This signal is already assumed in the plus-project traffic analyses discussed in this chapter, and results in an acceptable LOS at this intersection in all plus-project scenarios.
- Limiting left turns at some intersections of side streets with major roads could improve LOS results, by eliminating the amount of waiting anticipated for vehicles attempted to make left turns onto very busy streets. While eliminating the left-turn movement could have a positive impact on LOS, it could have a corresponding negative impact at other intersections that drivers would be re-routed through to get where they want to go. These intersections could include:
    - Sidewinder Drive and SR-248
    - Bonanza Drive and Prospector Drive
    - Iron Horse Drive and SR-224
    - Shortline Road and Deer Valley Drive

These mitigation strategies have not been modeled. Therefore, their potential impact on traffic conditions for the plus-project scenarios is not known at this time.

Private Vehicle Strategies

A majority of traffic to and from the Bonanza Park/Snow Creek area is likely to be via private vehicle. Therefore, a robust transportation grid is needed within the site to connect to the external roadway network, in order to maximize connectivity, route choice, and dispersion of site-generated traffic across multiple access points. In addition to the transportation network proposed in the Bonanza Park/Snow Creek land use plan, Park City may wish to consider the following strategies.

- **Provide e-charging for every residential complex, businesses, and civic space built within the area.** This will encourage the use of electric vehicles within and to/from the project area, and reduce the overall environmental impact of the development. While EV's currently make up a small portion of overall vehicle registrations, EV adoption is forecast to increase considerably between now and 2050. Providing e-charging helps incentivize the faster adoption of electric vehicles, resulting in cleaner air and lower greenhouse gas emissions.
- **Provide facilities for car share and ride share.** Businesses such as ZipCar® allow residents to own fewer vehicles while maintaining the option to use a car when needed. Designated parking spaces for car shares throughout the study area would allow for residents to easily and safely access shared vehicles when needed. Ride share vehicles (Lyft®, Uber®) typically do not have designated parking places, but they could have designated curbside spots in more business-oriented parts of the development to accommodate safer entry/exit from ride share vehicles. Sections of the project area especially prone to event-related traffic, such as any proposed arts center near the Bonanza/SR-248 intersection, may want to specify curbside areas for ride share pickup/dropoff.
- **Provide buffering on-street parking designs** that can help provide a barrier between travel lanes and pedestrian and bicycle facilities. This makes these facilities safer and more comfortable while reducing the need for vehicles to share the road with other users.
- **Implementing traffic calming measures** to improve life quality for everyone in the development by reducing speeds, reducing traffic noise, and improving safety.

Shared Parking Analysis and Recommendations

When multiple land uses are present in an area, several separate trips may be consolidated into a single area, potentially reducing the number of parking spaces needed in an area. This potential is maximized when the variety of land uses have peak parking needs at different times, such as the combination of office space, retail, and housing. Two shared-use parking analyses were completed for the Bonanza Park study area, one with high development density and one with a lower housing density. A summary of the shared parking analysis by zone is shown below in Table 10 for the high-

density scenario, and Table 11 for the low density scenario. These analyses were completed with the proposed parking codes, anticipated to be passed in May 2024.

Table 10: High Density Shared Used Parking Analysis Results

Shared Parking High Density Demand Summary										
Development Blocks A-D, using Park City Parking Rates Modified Rates										
Development District / Area	Customer/Visitor		Employee/Resident		Reserved		Total		Shared Parking Reduction	
	Weekday	*Weekend*	*Weekday*	*Weekend*	*Weekday*	*Weekend*	*Weekday*	*Weekend*	*Weekday*	*Weekend*
A1-A6	531	535	132	128	1,415	1,415	2,078	2,078	12%	12%
B1-B13	622	538	249	218	2,427	2,427	3,298	3,184	20%	23%
C1-C7	241	209	112	106	1,004	1,004	1,356	1,319	12%	15%
D1-D8	564	512	192	176	1,988	1,988	2,744	2,676	13%	15%

Table 11: Low Density Shared Used Parking Analysis Results

Shared Parking Low Density Demand Summary										
Development Blocks A-D, using Park City Parking Rates Modified Rates										
Development District / Area	Customer/Visitor		Employee/Resident		Reserved		Total		Shared Parking Reduction	
	Weekday	*Weekend*	*Weekday*	*Weekend*	*Weekday*	*Weekend*	*Weekday*	*Weekend*	*Weekday*	*Weekend*
A1-A6	536	537	133	130	931	931	1,600	1,597	12%	12%
B1-B13	628	548	250	219	2,014	2,014	2,892	2,782	21%	24%
C1-C7	245	214	112	106	802	802	1,159	1,122	12%	15%
D1-D8	568	519	193	177	1,626	1,626	2,387	2,322	13%	15%

Public Transit

Transit can be an effective means of providing multimodal regional transportation access to future residents while strengthening the livability and safety of their community. By aggregating trips to and from the project area, transit serves to reduce traffic congestion and air pollution experienced within the immediate area and can also support the utilization of the active transportation network by helping close distance gaps between destinations.

Public Transit Strategies

Ensuring that transit can be provisioned in the future is an attractive way of cultivating regional interest in investment while building a promise of future connectivity for residents. This could include the following strategies:

1. **Preserve space to accommodate future premium transit** (e.g., green space that could be converted to BRT stations and guideways). Banking land for future fixed guideway transit preserves the ability to cost effectively add transit to the development at a later point. It also allows the land to be used as public open space, such as trails or community gardens, until it is converted to transit use, providing an additional amenity to residents. The Park City Forward plan identifies potential high-capacity transit in the future on both SR-224 as well as SR-248, and the layout of future development at the Bonanza Park and Snow Creek areas may need to accommodate future right-of-way for potential transit lanes or stations.
2. **Provide a highly permeable and connected street network**. The network should incorporate quality active transportation facilities to increase first/last mile connections to transit stops, promoting conditions which support high ridership. This has the additional benefit of building an attractive environment as the region deliberates future transit investments.
3. **Apply level of service (LOS) standards to all modes of transportation**. Include and prioritize the evaluation LOS of active transportation and transit along with vehicular traffic when assessing traffic impacts. Some traffic congestion may be considered acceptable in key locations if it results in safer and more comfortable conditions for people walking and biking. This approach also considers that transit vehicles carry more occupants than cars.
4. **Establish modal priorities for Park City streets.** For example, Salt Lake City's Typology Design Guide identifies streets on which pedestrians or bicyclists are a higher priority than vehicles, providing recommendations on streetscape design to make those corridors more comfortable for people walking or bicycling. These types of policies could be adopted at a project-wide level or applied on a case-by-case basis to individual streets. One possibility would be to make Bonanza Drive a transit-priority street, dedicating ample curbside space near high-ridership transit stops to provide enhanced amenities, and to keep internal roads such as Homestake, Short Line, and Munchkin as bicycle-pedestrian streets with extremely

slow speeds, narrow lanes, traffic calming features, and other measures to elevate bicycles and pedestrians above other transportation users.

Transit Stop Amenities

The assessment of existing transit conditions indicated that winter season ridership is generally higher than summer season ridership on PC Transit routes, and that most stops throughout the study area have less than 50 riders per day. Most stops in the study area have only a sign, with some having a trash can, bench, or a shelter.

Near Term Recommendations

Based on recent ridership patterns, the number of routes served, and the average headway, Table 12 below lists potential recommended amenities for each stop. Stops with higher ridership or longer wait times typically need greater amenities than those with few riders or frequent service intervals. Improved amenities improve the transit experience for users, especially in the strong winter conditions often present in Park City.

Table 12: Proposed Transit Stop Amenities

Stop	Recommended Amenities
Fresh Market	Digital Sign, Light Fixture, Custom Shelter, Two benches, Trash Can, ADA Pad, Pole, Sign
SR-224 Condos	Digital Sign, Light Fixture, Custom Shelter, Two benches, Trash Can, ADA Pad, Pole, Sign
Ironhorse Dr West	Light Fixture, 6*16' Shelter, Two benches, Trash Can, ADA Pad, Pole, Sign
Ironhorse Dr East	Light Fixture, 6*16' Shelter, Two benches, Trash Can, ADA Pad, Pole, Sign
Walgreens	6*16' Shelter, Two benches, Trash Can, ADA Pad, Pole, Sign
Liquor Store-N	6*16' Shelter, Bench, Trash Can, ADA Pad, Pole, Sign
Munchin Rd	4*8' Shelter, Bench, Trash Can, ADA Pad, Pole, Sign
SR-248 & Bonanza	4*8' Shelter, Bench, Trash Can, ADA Pad, Pole, Sign
Homestake	4*8' Shelter, Bench, Trash Can, ADA Pad, Pole, Sign
Copperbottom	4*8' Shelter, Bench, Trash Can, ADA Pad, Pole, Sign
Wells Fargo	4*8' Shelter, Bench, Trash Can, ADA Pad, Pole, Sign
Kimball Art Center	4*8' Shelter, Bench, Trash Can, ADA Pad, Pole, Sign
Police Station	4*8' Shelter, Bench, Trash Can, ADA Pad, Pole, Sign
Hotel PC 224	Bench, Trash Can, ADA Pad, Pole, Sign
Zions Bank	Bench, Trash Can, ADA Pad, Pole, Sign
Windy Ridge	Bench, Trash Can, ADA Pad, Pole, Sign
PC Cemetery	Bench, Trash Can, ADA Pad, Pole, Sign
Wells Fargo W	Bench, Trash Can, ADA Pad, Pole, Sign

Recommendations Aligned with Future Plans

Park City's Short Range Transit Plan, adopted in 2020, indicates route changes proposed in the study area:

- Red Route: proposed 30-minute service along SR-224 and SR-248 throughout the day and evening;
- Yellow Route: proposed 15-minute service on Bonanza Drive, Iron Horse, and Short Line Road from 6:30 am to 6:30 pm during the winter season, 15-minute service during peak commute times during summer and shoulder season, and 30-minute service during the rest of the day/evening hours;
- Green Route: proposed 15-minute service on SR-224 from 6:30 am to 6:30 pm during the winter season, 15-minute service during peak commute times during sumer and shoulder season, and 30 minute service during the rest of the day;
- Teal Express Route: proposed 15-minute service on Bonanza Drive during the peak summer and winter seasons during peak commute times;
- Pink Express Route: proposed 10-minute service on Bonanza Drive during peak commute times in the winter, and 20-minute service during midday in the winter, with 20-minute service throughout the day for the rest of the year;
- Blue Route: 30-minute service throughout the day on SR-224 and SR-248 during the shoulder season; and
- White Express: 15-minute service in the peak, 30-minute service in the off-peak, on SR-224 and operated by High Valley Transit.

As service changes are implemented, Park City may wish to monitor ridership further along the revised routes and determine whether the transit amenities proposed in this chapter remain appropriate based on observed ridership.

Active Transportation

Street design is one of the key factors that users consider when determining which transportation mode to use for a trip. The design of a robust transportation network considers all modes of transportation and balances the need to provide throughput capacity while serving all users. For the project area, an overarching guideline is to provide mobility options and safe access to bicycles and pedestrians. A well-connected active transportation network supports residents and visitors by providing attractive active transportation options.

Bicycle Strategies

Quality cycling infrastructure provides efficient access to nearby destinations, while also supporting the health and connectivity of a community. Only a small portion of the population will ride bikes on streets that have not made any accommodations for biking or lack pathways; therefore, to ensure residents and visitors are able to fully enjoy cycling benefits, bicycle infrastructure should be fully incorporated into the design of the Bonanza Park/Snow Creek area. These amenities can adjust to different street contexts, like width and speed, and balance the needs of all roadway users by incorporating the following strategies:

- **Provide protected bicycle/active transportation facilities**. Protected facilities are safer and more attractive for a variety of users because they provide additional separation from automobile traffic. Providing facilities like buffered bike lanes and separated multi-use paths (particularly on or adjacent to roadways with high speeds and/or high traffic volumes) improves safety and makes bicycling or walking a more desirable option for residents and visitors, including children and the elderly.
- **Plan for e-bikes**. With e-bikes readily available for rental within Park City, pathways throughout the project area need to accommodate cyclists traveling at a wide range of speeds. Moreover, some visitors to the area who are renting e-bikes may not have the skill sets necessary to adequately maneuver these vehicles, which are heavier and travel much faster than a standard bicycle. The recent Park City Rail Trail Master Plan envisioned a wider trail cross-section to accommodate this range of users and travel speeds; new pathways proposed within the Bonanza Park/Snow Creek area should similarly consider a larger path to safely accommodate users. Educational materials on how to safely ride an e-bike can be provided at rental shops, and placards placed along pathways to remind visitors that a fall from an e-bike could ruin their planned vacation or even result in death.
- **Provide end-of-trip facilities**. Bicycle repair stands offer an air pump and basic tools to make minor bike repairs, encouraging bicycle use by removing concerns related to common maintenance and repair issues. Bike showers and lockers help promote bicycling and walking as a commute option by providing storage and

hygiene facilities after active transportation. Some of these features will be part of the udpated Park City zoning ordinances as potential transportation demand management strategies for new developments, anticipated for adoption in 2024.

- **Organize and publish cycling information.** This could include bicycle route and facility maps, locations of nearest bicycle racks or locker storage facilities, and bicycle safety information (including tips on safely using e-bikes and local/state regulations on their use).
- **Include multi-use paths along SR-248**. Multi-use paths at least 12' wide would provide a safe and pleasant cycling experience along the new alignment. A pathway on one or both sides will require on-going coordination with UDOT and other partners during the design phase.
- **Provide marked on-street bicycle waiting areas at signalized intersections**. This provides a visible designated area at the front of a traffic lane for bicyclists to wait at traffic signals. Bike boxes are especially beneficial for facilitating direct left turns at the intersection approach for bicycle traffic.
- **Provide colored bicycle lane paving through intersections**. Carry lane markings through the intersection to indicate where cyclists will be operating within the intersection, alerting automobile traffic to the presence of cyclists and guiding cyclists through the intersection.

Pedestrian Strategies

Providing quality pedestrian infrastructure gives residents and visitors the option to walk to destinations. Whether they walk the entire trip, or just walk from their car or transit to their destination, everyone must inevitably use pedestrian facilities. Ensuring a comprehensive set of pedestrian design considerations enhances the quality of life in the project area, reduces constraints, and improves safety for everyone, especially the young and elderly. To meet this demand and support the needs of all people, the following strategies are recommended:

- **Provide sidewalks of at least 6' on all roadways**. Wide sidewalks are important to ensure that people can walk alongside one another and comfortably navigate devices such as strollers and wheelchairs. Areas with higher anticipated pedestrian activity should implement even wider sidewalks. In Park City, wider sidewalks are especially useful when dealing with snow storage issues during winter conditions.
- **Provide pedestrian refuge islands/medians** at intersections with more than one lane in each direction. This improves safety for people crossing and can help to soften automobile traffic speeds. Research suggests that pedestrian refuge islands reduce conflict with vehicles and are associated with a notable reduction of pedestrian collisions.
- **Provide pedestrian countdown timers at all signalized intersection crossings** and consider the implementation of leading pedestrian intervals (LPI) at busier

intersections to address safety concerns. LPIs allow pedestrians to enter the crosswalk before vehicles are given a green indication. This increases pedestrian visibility and the likelihood that auto traffic will yield to pedestrians.

- **Provide accessible Pedestrian Actuation Buttons** to ensure that people of all ages and abilities can safely cross streets.
- **Include bulb-outs/curb extensions at most intersections**. This extends the sidewalk or pedestrian space to narrow the roadway. Bulb-outs/curb extensions reduce crossing distances for pedestrians and help to slow traffic, particularly turning vehicle movements, improving pedestrian safety.
- **Use raised crosswalks on low volume streets** to slow traffic and provide improved visibility for pedestrians. Raised crosswalks provide safety thanks to slower speeds and make crossings more accessible for people living with mobility issues.
- **Reduce curb corner radii on neighborhood roadways** to manage traffic speeds in residential areas. Sharper corners reduce speeds, helping create safer streets.
- **Provide streetscape improvements** such raised planters, special pavers, special street lighting, flags, banner poles, and hanging baskets that exceed minimum standards. These support a sense of place and make streets a safer, more comfortable environment for all users.
- **Provide benches** in areas where pedestrians might naturally wait or sit to enjoy the outdoors or rest.
- **Provide trash and recycle receptacles**, especially in areas with higher anticipated pedestrian activity.
- **Include streetlights and pedestrian-scaled lighting** to support safety and comfort for all users of a street.

Accessibility

The Public Right of Way Access Guidelines were updated in 2023. As the study area is redeveloped, the existing AT network may need to be adapted to match current guidelines. The recommended updates noticed by staff during observational visits are listed below, but exact design specifications will need to be determined during project development. The technical specifications referenced below are available from the US Access Board. [1]

Sidewalks:

Provide sidewalks that connect all accessible elements, spaces, and pedestrian facilities in accordance with CFR title 36 Chapter 11 part 1191 section 206. Ensure that sidewalks

[1] https://www.access-board.gov/prowag/

are at least 48" wide throughout the study area. When sidewalks are less than 60" wide, a 60" by 60" passing space shall be provided at least every 200'.

Curb Ramps:

Ensure that the clear width of the curb ramp run or blended transition is at least 48" wide. On a shared use path, the width of the curb ramp or blended transition shall match the width of the shared use path. Confirm that all curb ramps, landings, or a minimum of 48" for a blended transition shall be contained wholly within the width of the crosswalks they serve.

Perpendicular Ramps:

When a change in direction is required to use or access a curb ramp, a 48" by 48" clear area shall be provided at the bottom of the curb ramp, and outside of vehicular travel lanes. At a shared use path, the width of this clear area shall be as wide as the shared use path.

A landing space shall also be provided at the top of the curb ramp, and at minimum be at least 48" by 48", or match the width of the shared use path where applicable. When this curb ramp is crossed by a sidewalk, the edges of the curb ramp shall be flared.

Parallel Ramps:

When a change in direction is not needed to use a curb ramp, a minimum landing area of 48" by 48" shall be provided at the top of the curb ramp.

Blended Transitions:

When a blended transition serves more than one sidewalk, and has a running slope greater than 1:48, a bypass route shall be provided between the sidewalk so users may bypass the blended transition.

Detectable warning surfaces:

In the future, ensure that detectable warning surfaces remain in good condition. During the site visit staff found several locations where the detectable warning surface has been worn away entirely. The width of the detectable warning surface should be limited to the width of the crosswalk they serve. If a driveway has a stop or yield control device, and detectable warning surface should be provided.

Signals:

Pedestrian push buttons shall be located no further than 5 feet from the side of the crosswalk they serve, between 1.5 and 10 feet from the edge of the curb or pavement, and be parallel to the direction of travel. These buttons should also be equipped with a high visual contrast tactile arrow pointing in the direction of travel.

When possible, push buttons on the same corner should be at least 10 feet apart. When it is not possible to provide 10 feet of spacing during the alteration of an existing intersection, the pedestrian buttons may be placed closer together, but will also need to provide an information message compliant with 308.3.2.

Accessible intersections should provide an audio and vibrotactile indication during the walk interval. Additionally, a locator tone shall be provided by the pedestrian signal at an appropriate volume as defined in PROWAG section 307.8. During the walk phase, pedestrian signals shall provide audible and vibrotactile indications during the walk interval. Outside of this interval, the locator tone shall be provided. Both the locator tone and speech walk message need to be compliant with PROWAG 308.3.1 and 308.3.2 depending on the configuration. When a pedestrian push button is provided for an RRFB or similar crossing, the message will state the status of the beacon instead of an audible walk indication during a walk interval. If there is time remaining for a pedestrian to cross during the accessible walk interval, the accessible walk indication should be recalled with a button press.

Transit Shelters and stops:

At transit stops, provide a boarding and alighting area at least 60" wide by 96" perpendicular to the curb for each accessible entrance or exit. Ensure that this boarding area connects to a sidewalk. When a shelter is provided, ensure that it has an appropriately sized clear space at the edge of the seat to not block the area within 18 inches of the front of the seat.

Transportation Demand Management (TDM)

Transportation demand strategies provide communities with tools to influence people's travel behavior. These strateges can encourage people to make fewer trips, to travel at different times of day when the roadway network is less congested, or to travel using a different mode of transportation. The strategies described below often require partnerships between public and private agencies, and can be included in development agreements through negotiations between Park City and private property owners. Additional transportation demand management strategies are likely to be adopted into the Park City ordinance (section 15-3-1) in 2024.

Telecommute

Encouraging more telecommute trips, also known as remote work or teleworking, can reduce traffic congestion, lower greenhouse gas emissions, improve work-life balance, and increase productivity. While telework was gaining in popularity before COVID-19, technology surrounding remote work quickly evolved as most businesses were forced to temporarily adopt a remote work model. Many businesses have since returned to "business-as-usual," but others have adopted a hybrid work model where employees spend part of their time in the office and part of their time working from home. Fiber connectivity throughout the project area enhances the ability for telework through faster Internet connections. TDM strategies can complement telework by promoting alternative modes of transportation when employees do need to commute. This can include incentives for carpooling, public transit subsidies, and providing access to shared mobility options.

TDM Program Coordinator

A TDM Program Coordinator is typically responsible for facilitating strategies that reduce vehicular travel demand and shift behavior away from single occupant vehicles. For example, a TDM program coordinator could provide services such as providing information on typical peak drive times, transit trip times to major destinations, transit schedules, routes, and fares, and organizing carpools/vanpools. They could educate residents and visitors on tips for walking to work, pedestrian safety, and good walking shoes. They can also help facilitate collaboration with local transportation agencies and transit providers to integrate TDM strategies into broader transportation plans and policies. They could also help organize transit incentives for employees such as additional pay for carpoolers, flexible work times, and other tools to reduce peak hour trips. A position like this could be funded solely for the Bonanza Park/Snow Creek area or as a consortium of local developers with similar desires to reduce vehicular traffic through TDM strategies.

Influence Parking Behavior

Park City can use incentives and disincentives related to parking supply, pricing, and management to encourage residents and visitors to rely on other modes of transportation, thereby reducing trips onto and out of the Bonanza Park/Snow Creek study area. These could include "unbundling" parking from residential lease or purchase agreements, requiring residents to pay for parking separately or receive a lower cost in exchange for giving up parking (this concept could be applied to office lease space as well, encouraging employees to receive some financial incentive or other compensation in exchange for giving up a parking spot). Park City could also provide preferential parking for carpool or vanpool vehicles, placing those users closer to building entrances. In addition, the City could opt to provide funding for off-site, regional satellite park-and-ride lots instead of accommodating the desired amount of parking within the study area.

Delivery Management

The delivery of goods and service can add congestion to the network, and could be coordinated in order to minimize its impact. Park City could identify a centralized location for deliveries in each sub-area of the Bonanza Park/Snow Creek area in order to limit delivery vehicle circulation on the network. Similarly, the TDM Program Coordinator could work with tenants to plan for delivery of goods at off-peak times for applicable businesses, to shift that vehicle traffic out of the most congested times of day.

Shared Office Space

Shared office space, also known as coworking spaces, are setups where individuals or businesses share a common workspace. These are flexible environments where professionals from different industries or backgrounds work alongside each other in a shared office setting. These shared spaces often provide services such as reception services, mail handling, IT support, and amenities such as a kitchen or wellness facilities. They should also include video-conferencing facilities and equipment, especially in a format that can be shared among multiple businesses. These types of spaces are a great complement to teleworking initiatives to reduce not only the number of work trips completed during the week but also the distance traveled to access an office or meeting space.

On-Site Amenities and Services

While strategies often focus on reducing the number and distance home-based work trips, these only make up a portion of daily travel undertaken by households in the area. In fact, the 2012 Utah Travel Study identified 58% of trips in the Wasatch Front were home-based non-work trips, including school, shopping, medical, and personal trips. By providing on-site services and amenities such as a grocery store, medical offices, dental offices, cafeterias, restaurants, automated teller machines, child care facilities and other

services in the Bonanza Park/Snow Creek area, Park City can reduce the number of long distance trips generated by the project onto the external street network.

Additional Transportation Strategies

As transportation technology evolves, more options may come available to help transport people, goods, and services across the region. This section identifies potential transportation technology strategies that could become a reality in the timeframe that the development in this plan is proposed.

Drone Delivery Storage Lockers and Infrastructure

Drone delivery, a disruptive emerging technology, can potentially reduce the number of vehicles required to deliver or pick up goods. Drone delivery is already operating in parts of the Wasatch Front, and is expected to have a service area of more than 1 million people and a 50-mile service radius in the next five years. One concern related to drone delivery is package pickup/dropoff location. New technologies and service providers are attempting to address this by providing electronic package receptacles, otherwise known as smart mailboxes, or drone delivery stations for use in suburban environments to safely store drone deliveries until they can be retrieved.

Drone delivery also requires infrastructure to facilitate the delivery of goods and services. This could include launch and landing sites; control centers staffed with operators to monitor drone operations; and charging stations.

eVTOL Heliports

Electrical Vertical Take-Off and Landing (eVTOL) aircraft take-off and land vertically like a helicopter. These innovations in transportation technology are powered by batteries and carry two to six passengers including a pilot. While they are not yet operating commercially in the United States, they may be a reality by the time the redevelopment of Bonanza Park/Snow Creek is finalized. These would not be practical for many types of trip, but could have the potential to serve some Park City visitors (and residents) wishing to make the trip between Salt Lake City's airport and Park City a much shorter one. A necessary component of eVTOL technology would be heliports (or vertiports). A heliport would include the take-off and landing spot plus an additional safety area surrounding the landing pad. In addition to the landing pad itself, the heliport would need to provide charging capabilities for the aircraft to use in between runs.

Bonanza Park
Small Area Plan

July 2, 2024

Members of Park City Council:

It is our pleasure to have shared a draft of the draft Bonanza Small Area Plan with City Council at the Thursday, July 27 meeting. This vision for Bonanza Park represents more than 1,500 Parkites engaged through community meetings, stakeholder roundtables, online surveys, and an engaged Advisory Group. Since we presented this plan, our team has collected the feedback received from City Councilors and Planning Commission and asks for clarification on the questions and comments listed below:

- **What is the preferred method for administering community benefits toward a density bonus?** The plan currently outlines this on page 59. As recommended by Planning Commission feedback, the plan recommends a weighed or tiered system, with community benefits determined as a next step implementation item. Council and Planning Commission suggested a joint meeting to discuss this, which we very much support and could even include in the implementation chapter. We recommend scheduling this joint session for August 22, 2024.

- **What are the appropriate building heights for Bonanza Park?** The plan currently recommends maintaining the base height of 35 feet with a density bonus to allow for 45 feet. Would the Council like to recommend the Planning Commission evaluate additional height as part of the implementation process?

- **Related to the Frontage Protection Zone:** The map below shows the FPZ boundary within Bonanza Park.



  - **The purposes of the FPZ** include preserving Park City's scenic view corridors, preserving and enhancing the rural resort character of Park City's entry corridor, providing a significant landscaped buffer between development and highway uses, and allowing for future pedestrian and vehicular improvements along the highway corridors.

    - **This FPZ buffer requires a minimum 30-foot setback.** This setback allows for future transit improvements, including a potential dedicated bus lane, transit hubs, and transit stations, as well as wider multi-modal pathways that accommodate pedestrian, bike, and e-bike connections in a landscaped buffer along two state highways.
    - **The Planning Commission unanimously recommends the FPZ remain** to allow for a linear green connection for multi-modal transportation options, and also as a buffer from the rural resort character to the Bonanza Park neighborhood. The linear green allows for multi-modal access to ground-level activity and open space within the interior of the neighborhood.
    - The FPZ serves a purpose supported by the community. While supported by our engagement results, two councilors suggested it could be reconsidered. **Does a majority of the Council want to direct the Planning Commission to reconsider the Frontage Protection Zone as part of the implementation phase? If so, with what considerations?**

- Related to Plan Implementation, **Council asked for a more detailed timeline on implementation**, below are some suggestions:
    - **Adopt the plan** so that the Planning Commission can begin the important and challenging work implementing the plan.
    - **The City was awarded a grant for consultant services** to support the implementation of the plan. If the plan is adopted, the goal is to have a draft code by the end of this year.
    - **As part of the implementation process, have joint PC-CC work sessions** to discuss community benefits, and launching community engagement, beginning August 22.
    - **Conduct additional engagement with the community and stakeholders**. An initial phase would focus on prioritizing community benefits, conducting stakeholder roundtables, and chatting with local developers and landowners. A second phase would socialize the main elements of the BPMX and confirm its support.

Our team looks forward to your feedback and support as we work toward making this vision for Bonanza Park a reality.

Bonanza Small Area Plan Team

City Council
Staff Communications Report

Subject: Park Silly Sunday Market Mid-Season Review
Author: Chris Phinney
Department: Special Events
Date: July 11, 2024

Summary
This report is a mid-season review of the 2024 Park Silly Sunday Market (PSSM) required as part of the City Service Agreement (Agreement). No additional changes or adjustments to operations are recommended at this time.

Executive Summary
A mid-season review of the PSSM operations is required per Section 9.1.b of the Agreement. PSSM is operating consistently with the CSA according to the Council-approved "Measures of Success" metrics (Exhibit A) and Level Four Special Event Permit. We will return to the City Council on October 24, 2024, for an end-of-season debrief.

Background
A full history of the PSSM can be found here. This is the first year of a new Agreement, approved on October 26, 2023 (report p. 140 /minutes p. 9), and includes the following:

- Contract Length: 4-year contract, with a possible 3-year auto-renewal.
- Number of Days: 11 Sundays each year.
- Location: Lower Main Street (between Heber and 9th Street)
- Noise: No amplified sound from 10 a.m. to noon. From noon to 5 p.m., the maximum decibel limit is 75 (noon start band and load in/ sound check. The music will begin at 1 p.m.).
- Vendor Mix: No importers or resellers are allowed, and no more than 12 jewelers and 12 food vendors at each market.
- Transportation Plan: PSSM will mitigate adverse impacts of traffic by hiring additional shuttles on the two busiest days to assist Park City Transit. The PSSM will guarantee a bike valet at each market and continue to promote alternative modes of transportation. Additionally, the PSSM will continue to provide pedestrian management at the intersection of Heber and Main Street and offer bollard installation.
- City Service Fees: Cover City fees for 11 market dates estimated up to $85,000.

On December 14, 2023 (report p. 211 /minutes p. 11), the City Council approved the 2024 PSSM dates: June 2, 9, 16, 23, 30; July 14 and 21; September 1, 8, 15, 22, 2024.

On April 25, 2024 (report p. / minutes p. 12), the City Council approved the 2024 PSSM supplemental plan and Level Four Special Event Permit with minor signage modifications.

Analysis

The PSSM complies with the "Measures of Success" metrics, CSA, and Level Four Special Event Permit as noted in Exhibit A (June 2 to June 30, no event on July 7). Below is a summary:

- Sustainable Measures – The contracted waste diversion rate for PSSM is 80%. For the first 5 weeks, PSSM surpassed the requirement with an 85% diversion rate.
- Transportation Initiatives – PSSM offers a free bike valet on all 5 Sundays and have parked a total of 475 bikes. PSSM has marketed the use of Richardson Flat (20-minute frequency), performs bollard installation, and provides pedestrian crossing guards at the Heber and Main intersection. With increased parking rates coupled with transit frequency from Richardson Flat, we saw a 66% increase in ridership on Sundays at Richardson Flat compared to 2023. That equates to an 18% increase in transit ridership compared to 2023.
- Vendor Mix – The vendor mix allows 12 jewelers per market, and PSSM met this requirement at each market thus far.
- Noise Compliance – The Relief from Noise Restriction (6-3-11) allows up to 75 decibels of amplified sound, between noon and 5:00 p.m. The Police Department has taken proactive noise readings at each market, and determined compliance. There have also been no noise complaints to date.
- Community Partnerships – PSSM continues to highlight nonprofit organizations, including Nuzzles & Co, Fight Against Domestic Violence, Paws for Life, SouthernUtah Wilderness Alliance, Wasatch Back Country Rescue, Art Fest, Stand for the Silent, UT Olympic Legacy Foundation, KPCW, Dog Days Healing Paws, ConnectSummit County, Avian Sanctuary, Speedy Foundation, First Utah Robotics, PeaceHouse, PC Rotary, Ssejinja Children Foundation, PC Artist Association, Summit County, and True Hearts for Healing Paws.

City Considerations:

Parking:

- Parking has consistently filled in China Bridge and the Swede Alley surface lots by 11:45 am each Sunday.

Transit

- The Richardson Flat park and ride has been well utilized each Sunday. Ridership is up 66% from last year. The tables below show the data:

Route	PSSM 1 -2024	PSSM 2 - 2024	PSSM 3 - 2024	PSSM 4 - 2024	PSSM 5 - 2024	Running Total
01 Red	681	864	828	1,087	1,016	4,476
02 Green	188	230	219	265	376	1,278
03 Blue	174	230	222	399	357	1,382
04 Orange	263	249	257	268	343	1,380
05 Yellow	647	743	635	951	918	3,894
06 Silver	500	501	403	626	603	2,633

09 Purple	191	266	187	229	278	1,151
50 Teal	285	394	358	488	468	1,993
Trolley	109	74	132	111	124	550
Total	**3,038**	**3,551**	**3,241**	**4,424**	**4,483**	**18,737**

Route	PSSM 1 - 2023	PSSM 2 - 2023	PSSM 3 - 2023	PSSM 4 - 2023	PSSM 5 - 2023	Running Total
01 Red	756	781	837	1,406	726	4,506
02 Green	349	385	530	570	489	2,323
04 Orange	169	237	228	385	181	1,200
05 Yellow	619	782	847	1,344	637	4,229
06 Silver	184	348	313	389	8	1,242
09 Purple	125	100	98	249	289	861
Trolley	297	168	232	247	408	1,352
Total	**2,499**	**2,801**	**3,085**	**4,590**	**2,738**	**15,713**

Funding

Section 6.1.1 of the CSA states that PSSM is entitled to waived City Service Fees and City-related expenses not exceeding $85,000.

The PSSM 2024 City Service Fees and City-related expenses were estimated at $93,086 (April 25, 2024 report p.175/Minutes p.12). No changes are estimated.

City Service Fee	PreSeason Estimate	Mid Season Estimate
Special Event Permit - Level 4 - CIE Rate (new fee schedule rate)	$384	$384
Building Permits	$1,562	$1,562
Parking Removal	$8,096	$8,096
Banner Installation	$700	$700
Public Safety Personnel	$55,200	$55,200
VMS & barricades/equipment	$9,979	$9,979
Residential Area Traffic Management	$2,310	$2,310
Community Outreach	$500	$500
Transit	$14,355	$14,355
Total City Service Fee Estimate	**$93,086**	**$93,086**

Exhibits

A: 2024 PSSM Mid-Season Preview Measures of Success

Exhibit A – PSSM Mid-Season Preview Measures of Success

Park Silly Sunday Market – 2024 Mid-Season Preview Measures of Success **Requirements**	**Legend** **S – Succeeding in meeting Contracted** **I - In progress / Meeting Requirements** **U – Unsatisfactory - Not meeting**	
Vendor Mix		
Jewelers (allowed per week maximum) i. 2024- 12	**Notes**: Requirements are currently being met	I
On-site Food Vendors & Snack food Vendors (per week maximum) i. 2024 - 12	**Notes**: Requirements are currently being met	I
PSSM will invite two (2) HPCA representatives in the jurying of jewelry vendors.	**Notes**: Requirement was met by PSSM.	S
PSSM will coordinate three (3) working group meetings with the HPCA and PCMC to identify possible conflicts and/or issues with vendor mix.	**Notes**: Meeting dates have been selected by HPCA, PSSM and the City	I
PSSM will provide to the City a list of vendor classification definitions along with preference criteria for vendor mix.	**Notes**: Requirements have been provided and met.	S
Parking / Traffic / Pedestrian Management		
Create event parking plan i. Identify vendor vehicle with license plate identification. ii. Identify public parking locations both in Old Town/Main Street along with alternative parking areas. iii. Identify locations where parking will be removed to provide space for event and mitigate impacts of event iv. Continue increased communication between departments and PSSM to encourage parking of vendors in suggested vendor locations.	**Notes**: PSSM continues to work with Staff & private parking garages to park vendors in appropriate areas. A resident parking area has been established and is being enforced along the west side of Park Ave. Parking Enforcement continues to communicate with the residents to resolve parking concerns during the Park Silly Sunday Market. This increase in fees for parking in China Bridge and other areas will be monitored. An update will be given to council at the Mid-Season review.	I
Work with Special Events and Transit to get out alternate transportation messaging out with: i. Co- messaging with PC Transit Dept. ii. PSSM will create and implement different methods of informing the public (PSA's, print ads) iii. Create and implement a program encouraging non-motorized forms of transportation to the market. ix. Addition of Shuttle Service on expected heavy attendance day – September 1.	**Notes**: While PSSM does not preform any paid marketing. Social media will focus on transportation alternatives including City transit, bikes or walking to attend.	I
Submit sign Plan to Staff at the time of Supplemental Plan containing the following: i. Locations ii. Size & Type iii. Message iv. Placement and removal times	**Notes**: Requirements are currently being met	I
Work with City to create a pedestrian management plan that addresses the crossings of Heber/Main and Swede Alley	**Notes**: PSSM is responsible for Pedestrian Management at Heber and Main	I
Market Set-Up and Inspections		
a. Weekly notification to staff of footprint or operational changes	**Notes**: Staff is working with PSSM to ensure that requirements are met.	S
b. Location of interior sponsor signs	**Notes**: Requirements are currently being met	I
Street Cleaning and Trash Removal		

Exhibit A – PSSM Mid-Season Preview Measures of Success

a. Pre-Meet with City's Street Department to create a street cleaning and trash removal plan.	**Notes**: Requirements are currently being met	I
b. Meet with Street Department two (2) additional times throughout summer to address any issues with plan.	**Notes**: Will meet during the 2024 Market Season – dates TBD No issues at this time.	I
Coordination with PCMC and HPCA		
a. PSSM will schedule monthly 'Working Group" meetings from June through September	**Notes**: Meetings have been scheduled and placed on calendars.	I
c. PSSM will schedule a weekly market walk through with City representatives	**Notes**: PSSM and the City have scheduled the weekly meetings.	I
d. PSSM will supply the City Representatives with weekly report containing the following i. Estimated attendance ii. Zero Waste statistics iii. Breakdown of number of vendors and types iv. Provide a list of other sustainable efforts throughout the event. v. PSSM to participate in and provide a list of City functions related to Green Event management that they participate in, as well as a lists of non-profits who they provide sustainable mitigation efforts for. vi. PSSM to present a year over year a comparison for sustainable effort comparison in coordination with the City during annual end of season review.	**Notes**: Requirements are currently being met	I
e. PSSM will supply the City Representatives with an ongoing list of vendor and staff license plates: i. Prior to the start of the June 4 Market. ii. At any time they add license plates to the market throughout the 2024 season. iii. License plate lists should be provided to the City Representative no later than 10:00 a.m. each Sunday.	**Notes**: Requirements are currently being discussed to work on best coordination between PSSM and the City.	I
Marketing and PR		
a. HPCA logo on all advertisements & promotions	**Notes**: Requirements currently being met.	I
b. Engage in cross promotions with Chamber, HPCA, Park City Restaurant association	**Notes**: Requirements currently being met.	I
c. Media – The HPCA logo and sponsorship credits will be provided in all media placement that the PSSM currently employs, including but not limited to: I. Print ads II. Ads, links or info listings on Utah tourism, business and special internet websites; III. Periodic television coverage; IV. Radio PSAs and promotions; V. Website spots, summer guides, fairs, non-profit organization calendar listings; VI. Email blasts; and VII. Social media, ' if applicable"	**Notes**: Requirements currently being met. PSSM has significantly cut back on all marketing efforts, focusing only on social media locally.	I
Other Items:		
Quantify Marketing & PR Value	**Notes:** In progress. It is likely due to the cutback on marketing efforts that this value will be significantly less than previous years.	I
PSSM shall present an annual report preceding market season. This reportwill contain the following: i. Estimated attendance ii. Zero Waste statistics iii. Breakdown of number of vendors and types	**Notes**: This was reported to Council in the 2023 End of Season Report. PSSM is aware of the requirement and will gather the required information for the 2024 report.	I

iv. List of non-profit groups attending the market v. Advertising information etc. vi. Transportation and parking counts – to be coordinated with PCMC Transportation Services Department		1

City Council
Staff Communications Report

Subject: Olympic Travel
Author: Michelle Downard
Department: Executive
Date: July 11, 2024

The 2024 Summer Olympics will begin on July 26, 2024, in Paris, France. Prior to the opening, the International Olympic Committee is anticipated to award the 2034 Winter Olympics to Salt Lake City.

As a result, Mayor Worel has been invited to travel to Paris, France from July 21 through July 28, 2024, as a member of the official Utah Olympic Delegation. Mayor Worel is tasked as Park City Municipal's official representative and ambassador to the Delegation and media.

For several years, Park City's Mayors have played key roles in discussions with the International Olympic Committee and Utah Olympic Committee to help foster positive relationships with other respective government entities, international coordinators of sport, and to ensure that Park City is solidly represented in all planning and organizing discussions. While in Paris, the Utah Delegation will observe official infrastructure and organizational structures and communications tools to create and operate competition venues, transportation systems, civic activation areas, and law enforcement and security measures.

Using the City Council Protocols and updated employee handbook (provided in a separate staff report on the same date as this report) as a guide, the Mayor's travel expenses Park City Municipal's authorized representative are covered with City funds, while personal expenses are covered by the individual.

As a result and for example, City-covered expenses include the lowest reasonable travel expenses, such as an economy or coach flight, staying in a basic room at the designated conference/event venue, mileage to and from the airport (IRS established rates), airport parking, and a rental car based on need. Per diem is also provided for meals (U.S. Department of State Office of Allowances foreign per diem rates). The City does not cover non-Olympic related entertainment, travel upgrades, and personal services. The specific covered expense amount will be based on the guidance provided above and actual incurred costs. Total expenses estimates are $12,000, including flight, hotel, mileage to and from the airport, airport parking, and per diem.

Historically, Park City officials traveled on all official Olympic delegation trips leading up to the 2002 Winter Olympics. This was an important element to ensuring Park City retained its jurisdictional representation, strong relationships, and coordinated with applicable local, state, federal, and international officials. In addition, Park City often

hosted official delegations from around the world seeking to observe 2002 pre-Olympic preparations and infrastructure enhancements.

The FY25 Budget included $75,000 to contemplate Olympic expenditures, such as studies, consultant fees, and travel. In the future, if necessary, we can also utilize City Council Contingency ($50,000) to support Park City's official participation in events and coordination efforts. For reference and within the recently adopted FY25 Budget Policies, City Council Contingency is governed by the following parameters:

1. 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.
2. 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.
3. Council will direct staff to access contingency funding through a simple majority vote.

The Mayor has asked that we provide ongoing Staff Communication Reports on any Olympic-related expenditures as they arise throughout the year to provide additional transparency throughout the fiscal year.

Staff Communication

Subject: Sales Tax, Budget Monitoring, and Operating Insights
Author: Budget Team
Department: Budget
Date: July 11, 2024

April Sales Tax Update

Park City's economy saw a moderate decline in April. The City's sales taxes, excluding Transit and Transient Room taxes, decreased by 4.3% compared to April of last year. Transit sales taxes experienced a slightly greater decrease, dropping by 5.1% from last April, while Transient Room taxes saw a decrease of 8.6%.

In the City's General Fund, this resulted in a similarly sized 3.5% decrease in overall sales tax revenues from the previous April. Due to our conservative projection and forecasting principles, General Fund sales tax revenues are 4.7% above the City's cumulative year-to-date budget, and year-to-date actuals are 1.8% above last year.

This anticipated seasonal decline was corroborated by economic indicators we monitor, including visitor cell phone impressions and nightly hotel rentals, both of which had shown signs of deceleration. April is historically the second-lowest revenue month, dampening the impact of this decrease. However, this downturn highlights the inherent volatility of sales tax revenues and underscores the need for municipalities and states to adopt flexible and adaptive fiscal strategies to navigate such fluctuations effectively. In recent months, the economy has exhibited a complex interplay of resilience and vulnerability; for example, December and January were down from the previous year, while February and March set sales tax revenue records. Overall, sales tax revenue has generally served as a reliable barometer of economic health.

We will continue regularly assessing a range of leading global, national, and local economic indicators, including consumer spending patterns and tourism activity, in collaboration with the PC Chamber of Commerce. This ongoing analysis will ensure our FY25 budget and revenue forecasts accurately reflect the most recent economic trends.

May Monthly Budget Reporting

The attachments to this report show monthly revenue and expenditure reports detailed by fund and major object type. In some cases, there may be discrepancies in year-to-date (YTD) actuals vs. estimated budget due to program seasonality, the timing of payments, capital projects, and bond transactions. The majority of observations are similar to April's report.

Revenues

- Miscellaneous revenue in the General Fund will true up at the end of the fiscal year when earnings from our interest-bearing accounts are recorded.
- Year-to-date Planning, Building, and Engineering fees continue to track above budget in the General and Water funds, mainly due to a few large projects earlier in the fiscal year. As a reminder, we budget conservatively because this revenue is extremely variable.
- County revenue is tracking above budget in the Capital Improvement Fund due to the Trails and Open Space department receiving an important RAP grant for the Rail Trail improvements, a new ditch bank mower, and a Restaurant Tax grant for winter grooming and trailhead improvements. These funds will be fully expended by the Fall of 2024.
- Variance in Federal revenue within the Transportation Fund due to timing and payment of federal grant projects. Grant revenues are budgeted to match the capital expense budget. Since these are multi-year projects, grant proceeds may not be received in the current fiscal year.
- County revenue in the Transportation Fund is tracking below the estimated monthly budget. In FY24, we have had increased expenses, such as SR248 and the bus stop projects, which are eligible for reimbursement funds. Some of these reimbursements will cross fiscal years, and budget adjustments may be necessary. We closely monitor the County's use and collection of this resource and work together to ensure we are reimbursed for all eligible expenses.
- Transit Charges for Services reflect the $300k contribution from Deer Valley and Park City Mountain toward the Richardson Flat route for the 2023/2024 season.

Expenditures

- Most personnel budgets are tracking under, as expected, due to vacancies, recruitment, and attrition in FY24, and our budgeting methodology of using maximum position range and benefits and then reducing the budgeted amounts with a 'vacancy factor' as an accounting mechanism to project and balance vacancies, actual earnings, and benefits.
- Special Service Contracts in the General Fund are tracking under budget due to the childcare reimbursement program, which began in January 2024. These funds will continue to cross fiscal years until fully expended. At our last touchpoint, our administrator projected the funds would last until at least late 2025. As we get more data, we will update the projections as necessary.
- Stormwater is tracking under budget due to seasonality. Expenses for materials, maintenance and supplies ramp up in the Spring and will be reflected in subsequent reports.
- Utility budgets will true up once end of year entries are recorded.
- Variances in Capital expenditures in various funds due to project timelines, invoicing, completion dates, and carry-forward amounts.

Exhibit A: Revenue Summary by Object and Type
Exhibit B: Expense Summary by Object and Type
Exhibit C: FY24 April Sales Tax

YTD Revenue - May 2024	FY22	FY23	YTD Actuals	YTD Monthly Estm Budget	YTD Variance $	YTD Variance %	FY24 Adjusted Budget
- 011 GENERAL FUND							
Property Taxes	12,759,190	12,213,059	12,599,398	12,756,288	-156,890	-1%	13,109,914
Sales Tax	18,475,743	19,689,883	20,116,219	19,095,174	1,021,045	5%	18,759,861
Franchise Tax	2,883,122	3,501,590	3,506,666	2,873,191	633,475	22%	3,591,845
Licenses	327,991	426,076	423,243	393,970	29,274	7%	412,920
Planning Building & Engineering Fees	3,717,095	4,787,446	4,788,339	3,848,289	940,050	24%	4,137,954
Special Event Fees	217,029	148,295	152,825	277,666	-124,841	-45%	322,924
Federal Revenue	41,366	55,145	24,490	44,527	-20,036	-45%	48,362
State Revenue	70,614	74,633	78,727	68,086	10,641	16%	68,086
County/SP District Revenue		15,000	4,800	21,827	-17,027	-78%	21,827
Cemetery Charges for Services	26,731	23,896	34,568	219,019	-184,451	-84%	228,269
Recreation	2,468,048	2,481,967	2,476,556	2,496,480	-19,924	-1%	2,715,675
Ice	-5,358	0			0		
Other Service Revenue	46,129	62,722	65,998	48,309	17,689	37%	56,768
Library Fees	15,482	13,070	16,655		16,655		
Misc. Revenues	183,158	298,696	116,783	63,960	52,822	83%	1,429,470
Interfund Transactions (Admin)	2,049,025	2,438,337	2,712,974	2,610,331	102,643	4%	4,011,403
Special Revenues & Resources	568,665	591,157	227,401		227,401		
Total 011 GENERAL FUND	43,844,030	46,820,972	47,345,642	44,817,117	2,528,525	6%	48,915,278
- 012 QUINNS RECREATION COMPLEX							
Recreation	1,990	7,702	2,723	4,691	-1,968	-42%	4,806
Ice	779,889	868,096	961,919	657,248	304,672	46%	716,838
Misc. Revenues	324	-18	297	1,111	-814	-73%	1,212
Total 012 QUINNS RECREATION COMPLEX	782,203	875,780	964,940	663,050	301,890	46%	722,856
- 022 DRUG CONFISCATIONS							
State Revenue	3,021	750	11,035		11,035		
Total 022 DRUG CONFISCATIONS	3,021	750	11,035		11,035		
- 023 LOWER PARK AVE RDA SPECIAL REVENUE FUND							
Property Taxes	3,911,621	4,369,948	5,407,226	4,234,084	1,173,142	28%	4,252,000
Misc. Revenues					0		134,000
Total 023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	3,911,621	4,369,948	5,407,226	4,234,084	1,173,142	28%	4,386,000
- 024 MAIN STREET RDA SPECIAL REVENUE FUND							
Property Taxes	1,302,839	4,607	2,842	8,316	-5,474	-66%	11,319
Misc. Revenues					0		44,000
Total 024 MAIN STREET RDA SPECIAL REVENUE FUND	1,302,839	4,607	2,842	8,316	-5,474	-66%	55,319
- 031 CAPITAL IMPROVEMENT FUND							
Sales Tax	10,474,193	11,088,046	11,303,289	10,637,777	665,512	6%	16,329,673
Planning Building & Engineering Fees	275,530	567,275	355,351	394,081	-38,730	-10%	419,695
Federal Revenue				27,022	-27,022	-100%	29,478
State Revenue	578,422	408,163	576,539	62,171	514,368	827%	62,171
County/SP District Revenue	1,785,652	139,126	698,228	45,833	652,395	1423%	50,000
Misc. Revenues	94,163	1,134,235	344,029	278,554	65,475	24%	4,695,584
Interfund Transactions (CIP/Debt)					0		1,015,844

YTD Revenue - May 2024	FY22	FY23	YTD Actuals	YTD Monthly Estm Budget	YTD Variance $	YTD Variance %	FY24 Adjusted Budget
Special Revenues & Resources	655,351	445,406	315,341	203,388	111,953	55%	353,047
Bond Proceeds					0		
Total 031 CAPITAL IMPROVEMENT FUND	13,863,312	13,782,252	13,592,778	11,648,826	1,943,952	17%	22,955,492
- 033 REDEVELOPMENT AGENCY-LOWER PRK							
Misc. Revenues					0		137,000
Interfund Transactions (CIP/Debt)	2,834,821	2,834,821	2,834,821	4,348,092	-1,513,271	-35%	4,743,385
Total 033 REDEVELOPMENT AGENCY-LOWER PRK	2,834,821	2,834,821	2,834,821	4,348,092	-1,513,271	-35%	4,880,385
- 034 REDEVELOPMENT AGENCY-MAIN ST							
Misc. Revenues					0		94,000
Interfund Transactions (CIP/Debt)	641,663	641,663			0		
Total 034 REDEVELOPMENT AGENCY-MAIN ST	641,663	641,663			0		94,000
- 035 BUILDING AUTHORITY							
Misc. Revenues					0		355,000
Total 035 BUILDING AUTHORITY					0		355,000
- 038 EQUIPMENT REPLACEMENT CIP							
Misc. Revenues		8,360	112,383		112,383		
Interfund Transactions (CIP/Debt)	1,453,463	1,453,463	1,728,463	1,728,460	3	0%	1,885,600
Total 038 EQUIPMENT REPLACEMENT CIP	1,453,463	1,461,823	1,840,846	1,728,460	112,386	7%	1,885,600
- 051 WATER FUND							
Planning Building & Engineering Fees	1,164,984	766,837	910,544	649,826	260,718	40%	750,000
Water Charges for Services	16,862,094	17,513,365	19,732,506	20,102,324	-369,818	-2%	24,020,455
Misc. Revenues	146,349	741,847	636,275	313,918	322,357	103%	913,435
Bond Proceeds				4,104,253	-4,104,253	-100%	4,477,367
Total 051 WATER FUND	18,173,426	19,022,049	21,279,326	25,170,321	-3,890,996	-15%	30,161,257
- 052 STORM WATER FUND							
Water Charges for Services	1,458,580	1,493,565	1,564,004	1,658,082	-94,078	-6%	2,000,000
Misc. Revenues					0		148,000
Total 052 STORM WATER FUND	1,458,580	1,493,565	1,564,004	1,658,082	-94,078	-6%	2,148,000
- 055 GOLF COURSE FUND							
County/SP District Revenue		168,363			0		
Recreation	1,521,543	1,534,880	1,723,731	1,396,107	327,624	23%	1,784,650
Misc. Revenues	47,213	30,237	18,433	29,483	-11,050	-37%	150,233
Interfund Transactions (CIP/Debt)	22,913	22,913	22,913	22,913	0	0%	25,000
Total 055 GOLF COURSE FUND	1,591,669	1,756,392	1,765,078	1,448,504	316,574	22%	1,959,883
- 057 TRANSPORTATION & PARKING FUND							
Sales Tax	11,555,316	12,755,150	12,552,179	12,315,622	236,557	2%	15,425,176
Licenses	911,366	966,833	1,048,162	974,930	73,231	8%	981,896
Federal Revenue	5,716,275	6,737,140	1,451,177	5,801,337	-4,350,160	-75%	15,741,788
County/SP District Revenue	129,427	59,671	3,014,173	11,111,203	-8,097,030	-73%	11,111,203
Transit Charges for Services	4,062,606	23,890	313,392	45,614	267,778	587%	85,740
Misc. Revenues	40,266	594,790	116,832	87,899	28,933	33%	1,580,028
Interfund Transactions (CIP/Debt)				178,522	-178,522	-100%	194,751
Special Revenues & Resources	565,447	307,060	252,576	106,542	146,034	137%	216,418

YTD Revenue - May 2024	FY22	FY23	YTD Actuals	YTD Monthly Estm Budget	YTD Variance $	YTD Variance %	FY24 Adjusted Budget
Total 057 TRANSPORTATION & PARKING FUND	22,980,703	21,444,534	18,748,490	30,621,669	-11,873,179	-39%	45,337,000
- 058 PARKING FUND							
Special Event Fees	7,195	55,101	52,684		52,684		
Fines & Forfeitures	2,149,025	2,905,861	3,221,854	3,123,892	97,962	3%	2,995,080
Misc. Revenues	-40	37	150		150		
Total 058 PARKING FUND	2,156,180	2,960,999	3,274,688	3,123,892	150,796	5%	2,995,080
- 062 FLEET SERVICES FUND							
Interfund Transactions (Admin)	2,158,325	2,516,635	3,074,511	2,394,186	680,325	28%	3,180,800
Total 062 FLEET SERVICES FUND	2,158,325	2,516,635	3,074,511	2,394,186	680,325	28%	3,180,800
- 064 SELF INSURANCE FUND							
Misc. Revenues	252,087	321,896	412,500	392,137	20,363	5%	550,000
Interfund Transactions (Admin)	1,451,505	1,552,815	1,693,494	1,693,478	16	0%	1,847,445
Total 064 SELF INSURANCE FUND	1,703,592	1,874,711	2,105,994	2,085,615	20,379	1%	2,397,445
- 070 SALES TAX REV BOND - DEBT SVS FUND							
Misc. Revenues	101,056	847,035	1,387,596		1,387,596		
Interfund Transactions (CIP/Debt)	6,382,035	6,388,063	6,384,873	6,384,847	26	0%	6,965,316
Total 070 SALES TAX REV BOND - DEBT SVS FUND	6,483,091	7,235,098	7,772,469	6,384,847	1,387,622	22%	6,965,316
- 071 DEBT SERVICE FUND							
Property Taxes	9,509,688	9,509,688	9,478,438	9,478,438	0	0%	9,478,438
Misc. Revenues	1,804	19,039	19,412		19,412		
Total 071 DEBT SERVICE FUND	9,511,492	9,528,727	9,497,850	9,478,438	19,412	0%	9,478,438
- Grand Total							
TOTAL	134,854,030	138,625,327	141,082,539	149,813,498	-8,730,960	-6%	188,873,149
Total without Bond Proceeds and Debt Service	118,859,448	121,861,502	123,812,219	129,845,960	-6,033,741	-5%	

YTD Revenue - May 2024	FY22	FY23	YTD Actuals	YTD Monthly Estm Budget	YTD Variance $	YTD Variance %	Adjusted Budget
- 011 GENERAL FUND							
PERSONNEL SERVICES	22,630,920	26,555,488	28,877,736	31,328,377	-2,450,641	-8%	34,015,611
MATERIALS, SUPPLIES AND SERVICES	1,058,107	1,337,996	1,389,780	1,289,836	99,944	8%	1,547,459
UTILITIES	657,577	810,427	857,434	743,344	114,090	15%	1,925,714
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	3,223,206	3,663,215	4,098,029	4,867,240	-769,211	-16%	6,000,261
PARTS/MAINTENANCE SUPPLIES	966,840	1,566,825	1,432,822	1,629,125	-196,303	-12%	1,864,453
SPECIAL SERV CONTRACT/MISC CHARGES	609,928	625,117	1,063,591	1,773,546	-709,955	-40%	2,163,100
CAPITAL OUTLAY	249,942	493,739	505,763	731,039	-225,276	-31%	865,207
INTERFUND TRANSFER	2,827,715	3,153,139	3,835,502	3,523,931	311,571	9%	4,131,457
Total 011 GENERAL FUND	32,224,234	38,205,945	42,060,657	45,886,438	-3,825,781	-8%	52,513,262
- 012 QUINNS RECREATION COMPLEX							
PERSONNEL SERVICES	872,614	943,645	1,002,327	1,085,199	-82,872	-8%	1,178,283
MATERIALS, SUPPLIES AND SERVICES	39,219	51,458	44,238	60,108	-15,870	-26%	68,940
UTILITIES	115,976	137,487	136,809	123,067	13,742	11%	147,017
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	61,383	69,689	95,371	101,356	-5,986	-6%	120,410
PARTS/MAINTENANCE SUPPLIES	44,833	40,826	40,929	49,556	-8,627	-17%	57,020
SPECIAL SERV CONTRACT/MISC CHARGES	20,965	23,669	25,394	21,614	3,780	17%	23,000
CAPITAL OUTLAY				917	-917	-100%	1,000
Total 012 QUINNS RECREATION COMPLEX	1,154,991	1,266,774	1,345,069	1,441,817	-96,748	-7%	1,595,670
- 021 POLICE SPECIAL REVENUE FUND							
CAPITAL OUTLAY				32,792	-32,792	-100%	35,773
Total 021 POLICE SPECIAL REVENUE FUND				32,792	-32,792	-100%	35,773
- 022 DRUG CONFISCATIONS							
CAPITAL OUTLAY	3,021	750	11,035	17,884	-6,849	-38%	23,168
Total 022 DRUG CONFISCATIONS	3,021	750	11,035	17,884	-6,849	-38%	23,168
- 023 LOWER PARK AVE RDA SPECIAL REVENUE FUND							
MATERIALS, SUPPLIES AND SERVICES				10,000	-10,000	-100%	10,000
UTILITIES	1,777	2,739	5,217	831	4,386	528%	9,109
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	4,830	11,400	38,600	12,706	25,894	204%	70,000
SPECIAL SERV CONTRACT/MISC CHARGES					0		568,000
INTERFUND TRANSFER	2,834,821	2,834,821	2,834,821	2,551,630	283,191	11%	3,092,532
Total 023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	2,841,428	2,848,960	2,878,638	2,575,167	303,471	12%	3,749,641
- 024 MAIN STREET RDA SPECIAL REVENUE FUND							
CONTRACT SVCS/CONSULTING/SOFTWARE LIC		6,830		10,166	-10,166	-100%	50,000
SPECIAL SERV CONTRACT/MISC CHARGES					0		405,000
INTERFUND TRANSFER	641,663	641,663			0		
Total 024 MAIN STREET RDA SPECIAL REVENUE FUND	641,663	648,493		10,166	-10,166	-100%	455,000
- 031 CAPITAL IMPROVEMENT FUND							
PERSONNEL SERVICES	17,669	18,368	1,873		1,873		
CAPITAL OUTLAY	3,584,455	7,539,192	9,395,916	49,146,815	-39,750,898	-81%	79,323,054
INTERFUND TRANSFER	3,826,746	3,828,990	3,826,603	4,123,312	-296,709	-7%	4,174,476
Total 031 CAPITAL IMPROVEMENT FUND	7,428,869	11,386,551	13,224,392	53,270,127	-40,045,734	-75%	83,497,530
- 033 REDEVELOPMENT AGENCY-LOWER PRK							
CAPITAL OUTLAY	34,419	39,419	1,372,495	1,266,532	105,963	8%	3,026,828

YTD Revenue - May 2024	FY22	FY23	YTD Actuals	YTD Monthly Estm Budget	YTD Variance $	YTD Variance %	Adjusted Budget
INTERFUND TRANSFER	2,555,289	2,559,073	2,558,270	2,084,168	474,102	23%	2,790,840
Total 033 REDEVELOPMENT AGENCY-LOWER PRK	2,589,708	2,598,492	3,930,765	3,350,700	580,065	17%	5,817,668
- 034 REDEVELOPMENT AGENCY-MAIN ST							
CAPITAL OUTLAY		19,940	233,561	477,755	-244,195	-51%	501,313
Total 034 REDEVELOPMENT AGENCY-MAIN ST		19,940	233,561	477,755	-244,195	-51%	501,313
- 038 EQUIPMENT REPLACEMENT CIP							
CAPITAL OUTLAY	1,781,973	1,639,913	2,498,725	4,135,492	-1,636,767	-40%	4,254,187
Total 038 EQUIPMENT REPLACEMENT CIP	1,781,973	1,639,913	2,498,725	4,135,492	-1,636,767	-40%	4,254,187
- 051 WATER FUND							
PERSONNEL SERVICES	3,154,595	3,877,051	4,564,479	4,544,284	20,195	0%	4,934,076
MATERIALS, SUPPLIES AND SERVICES	561,499	585,295	555,650	479,653	75,997	16%	565,020
UTILITIES	596,935	667,856	742,646	1,163,892	-421,246	-36%	1,413,719
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	2,009,558	1,506,835	1,795,831	1,657,892	137,939	8%	1,977,206
PARTS/MAINTENANCE SUPPLIES	1,108,257	1,237,716	1,686,585	1,250,198	436,388	35%	1,475,550
SPECIAL SERV CONTRACT/MISC CHARGES	156,121	199,240	304,649	169,679	134,971	80%	183,200
CAPITAL OUTLAY	32,799,341	15,572,978	9,159,819	22,487,269	-13,327,450	-59%	33,424,700
DEBT SERVICE	3,813,401	6,910,528	7,066,944	7,260,315	-193,370	-3%	9,403,863
INTERFUND TRANSFER	1,001,396	1,230,394	1,408,770	1,394,645	14,125	1%	2,584,649
Total 051 WATER FUND	45,201,102	31,787,890	27,285,374	40,407,825	-13,122,451	-32%	55,961,983
- 052 STORM WATER FUND							
PERSONNEL SERVICES	667,706	646,100	528,861	610,301	-81,440	-13%	662,651
MATERIALS, SUPPLIES AND SERVICES	18,249	31,712	21,884	52,873	-30,989	-59%	63,000
UTILITIES	44,240	23,571	35,776	35,314	462	1%	43,621
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	24,372	49,521	78,568	104,882	-26,314	-25%	149,625
PARTS/MAINTENANCE SUPPLIES	9,912	13,426	14,452	39,542	-25,090	-63%	41,406
CAPITAL OUTLAY	30,440	-98,573	397,647	1,577,004	-1,179,357	-75%	2,529,417
INTERFUND TRANSFER	124,168	144,265	159,412	152,701	6,711	4%	173,153
Total 052 STORM WATER FUND	919,087	810,022	1,236,600	2,572,617	-1,336,017	-52%	3,662,873
- 055 GOLF COURSE FUND							
PERSONNEL SERVICES	685,968	698,703	809,691	1,023,069	-213,379	-21%	1,110,825
MATERIALS, SUPPLIES AND SERVICES	42,546	43,670	54,834	60,994	-6,160	-10%	73,700
UTILITIES	36,759	70,142	33,757	152,107	-118,351	-78%	135,320
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	61,322	75,118	78,006	86,837	-8,831	-10%	99,825
PARTS/MAINTENANCE SUPPLIES	443,920	343,570	366,771	269,850	96,920	36%	334,800
SPECIAL SERV CONTRACT/MISC CHARGES	34,193	34,610	34,301	39,278	-4,977	-13%	43,500
CAPITAL OUTLAY	18,609	3,155	72,300	231,552	-159,253	-69%	524,438
INTERFUND TRANSFER	130,515	154,088	164,956	173,349	-8,393	-5%	186,195
Total 055 GOLF COURSE FUND	1,453,832	1,423,057	1,614,615	2,037,037	-422,422	-21%	2,508,603
- 057 TRANSPORTATION & PARKING FUND							
PERSONNEL SERVICES	6,319,668	8,855,858	10,800,531	10,813,764	-13,233	0%	11,741,329
MATERIALS, SUPPLIES AND SERVICES	140,805	235,922	319,277	287,432	31,845	11%	332,422
UTILITIES	274,773	295,076	336,184	349,498	-13,314	-4%	409,320
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	425,880	1,111,546	2,037,974	2,236,419	-198,445	-9%	3,156,960
PARTS/MAINTENANCE SUPPLIES	40,574	50,992	27,227	30,473	-3,246	-11%	37,000

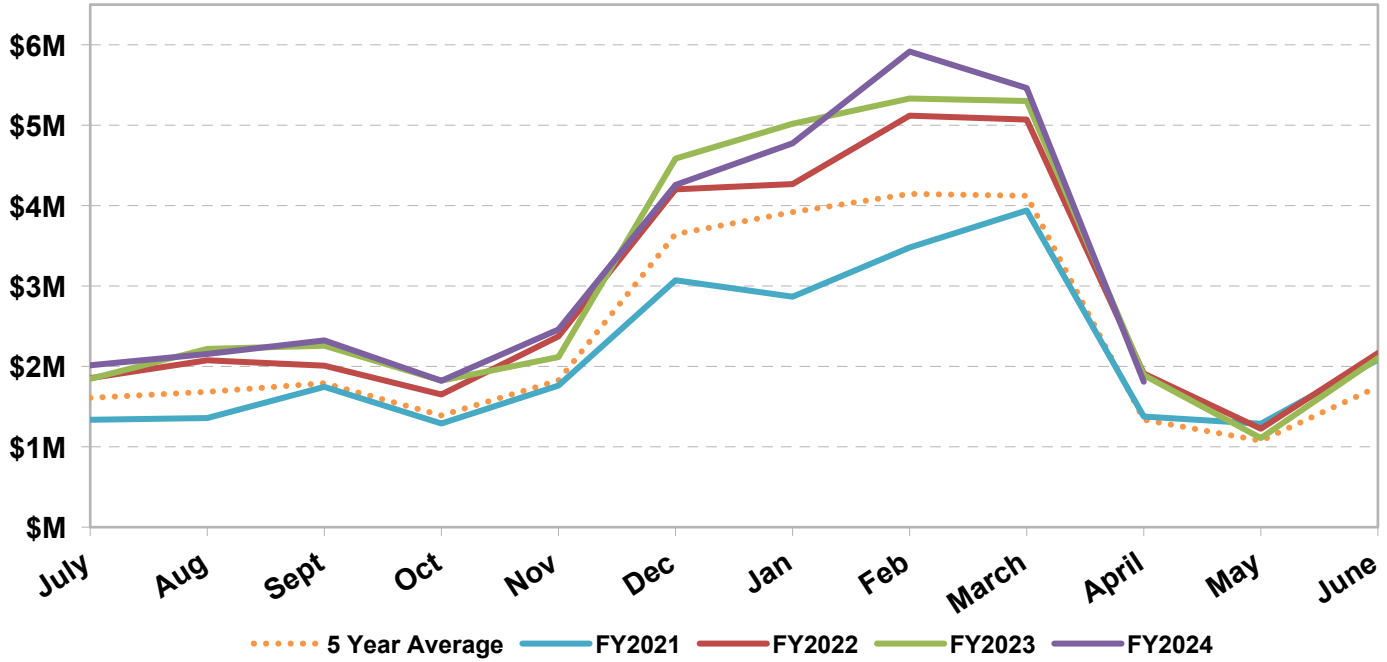
YTD Revenue - May 2024	FY22	FY23	YTD Actuals	YTD Monthly Estm Budget	YTD Variance $	YTD Variance %	Adjusted Budget
SPECIAL SERV CONTRACT/MISC CHARGES	25,820	38,527	23,954	16,212	7,741	48%	16,500
CAPITAL OUTLAY	815,470	7,403,770	7,732,590	35,075,655	-27,343,066	-78%	48,757,045
INTERFUND TRANSFER	3,030,962	3,293,345	3,550,085	3,313,599	236,486	7%	3,742,831
Total 057 TRANSPORTATION & PARKING FUND	11,073,951	21,285,036	24,827,822	52,123,053	-27,295,231	-52%	68,193,407
- 058 PARKING FUND							
PERSONNEL SERVICES	712,850	943,793	1,139,610	1,171,731	-32,121	-3%	1,272,238
MATERIALS, SUPPLIES AND SERVICES	219,150	277,402	336,887	421,265	-84,378	-20%	472,500
UTILITIES	7,789	6,191	7,503	4,752	2,751	58%	10,000
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	103,559	49,882	8,675	107,872	-99,197	-92%	148,000
PARTS/MAINTENANCE SUPPLIES	26,006	23,221	34,258	50,558	-16,301	-32%	57,000
SPECIAL SERV CONTRACT/MISC CHARGES	116,178	94,820	117,290	62,246	55,044	88%	65,000
CAPITAL OUTLAY	26,961	107,940	81,955	660,697	-578,742	-88%	720,760
INTERFUND TRANSFER	15,125	8,932	113,630	20,775	92,855	447%	131,963
Total 058 PARKING FUND	1,227,617	1,512,181	1,839,809	2,499,895	-660,086	-26%	2,877,461
- 062 FLEET SERVICES FUND							
PERSONNEL SERVICES	858,631	1,068,272	1,140,713	1,200,052	-59,338	-5%	1,302,988
MATERIALS, SUPPLIES AND SERVICES	61,344	65,830	28,976	57,856	-28,880	-50%	63,950
UTILITIES	842,837	1,058,525	785,681	910,367	-124,686	-14%	1,002,900
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	5,517	8,680	7,032	7,032	1	0%	8,000
PARTS/MAINTENANCE SUPPLIES	656,216	740,989	813,997	689,071	124,927	18%	770,200
CAPITAL OUTLAY		4,695		1,315	-1,315	-100%	6,205
Total 062 FLEET SERVICES FUND	2,424,544	2,946,991	2,776,399	2,865,692	-89,292	-3%	3,154,243
- 064 SELF INSURANCE FUND							
MATERIALS, SUPPLIES AND SERVICES	26,613	30,152	44,404	44,591	-187	0%	50,500
CONTRACT SVCS/CONSULTING/SOFTWARE LIC	514,326	894,800	521,588	957,243	-435,655	-46%	1,197,829
SPECIAL SERV CONTRACT/MISC CHARGES	899,012	1,079,940	1,030,776	1,215,261	-184,485	-15%	1,250,000
Total 064 SELF INSURANCE FUND	1,439,951	2,004,891	1,596,767	2,217,095	-620,328	-28%	2,498,329
- 070 SALES TAX REV BOND - DEBT SVS FUND							
DEBT SERVICE	2,642,208	2,615,918	3,125,563	3,091,776	33,787	1%	7,516,862
INTERFUND TRANSFER					0		2,666,697
Total 070 SALES TAX REV BOND - DEBT SVS FUND	2,642,208	2,615,918	3,125,563	3,091,776	33,787	1%	10,183,559
- 071 DEBT SERVICE FUND							
DEBT SERVICE	9,500,688	9,487,477	9,476,425	9,481,129	-4,704	0%	9,483,938
Total 071 DEBT SERVICE FUND	9,500,688	9,487,477	9,476,425	9,481,129	-4,704	0%	9,483,938
- Grand Total							
TOTAL	124,548,866	132,489,280	139,962,217	228,494,455	-88,532,238	-39%	310,967,606
Total without Bond, Debt Service and Capital Transactions	69,247,940	80,748,441	88,831,479	92,818,519	-3,987,039	-4%	

April Sales Tax Update



Citywide

Sales Tax Revenues through April



- Sales Taxes excluding TRT and Transit Sales Tax -3.5% vs. April FY23
- Transit Sales Tax -5.1% vs. April FY23
- TRT -8.6% vs. April FY23

Source: Park City Municipal Corporation. As of June 2024. Note: Transit Sales Taxes exclude sales tax revenues received from Summit County.

General Fund

Sales Tax Summary – General Fund

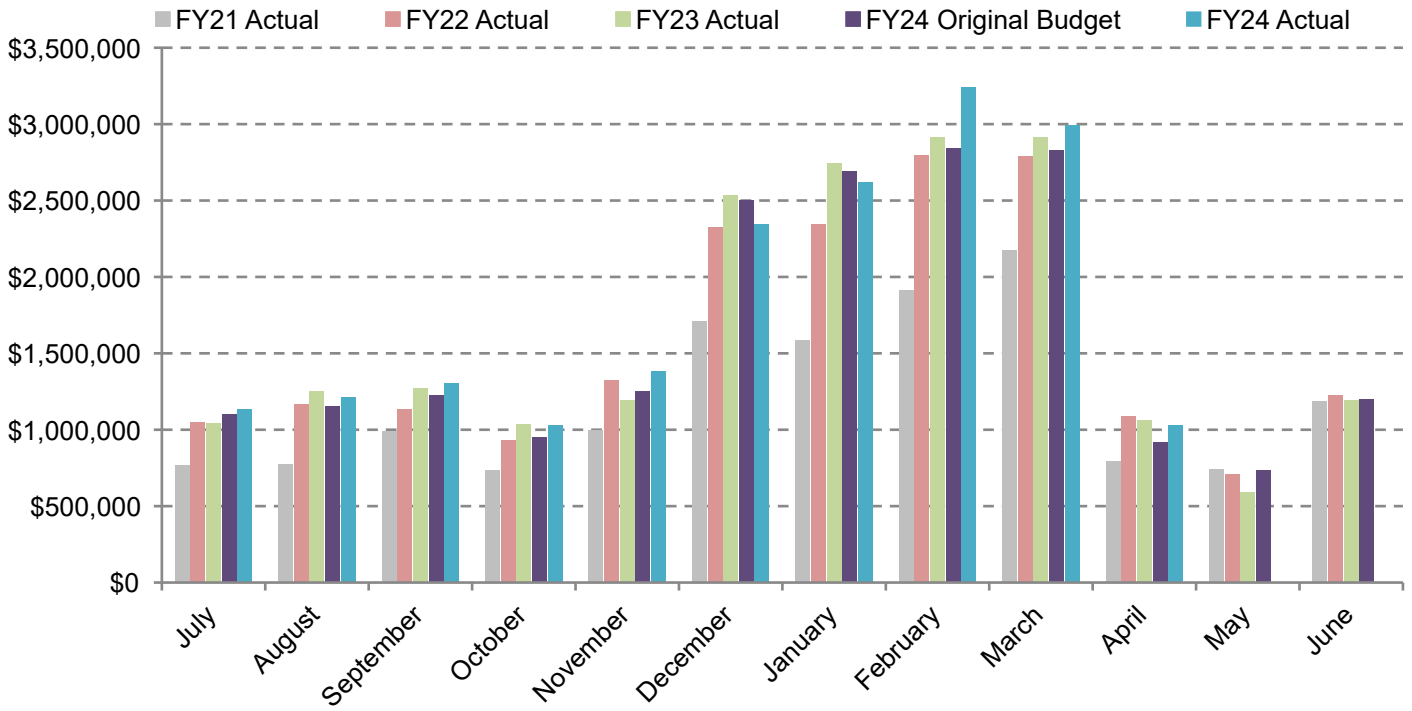
General Fund - Sales Tax Summary - Monthly						
Month	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Original Budget	FY24 Actual	FY24 v FY23, % Variance
July	$767,523	$1,047,907	$1,046,389	$1,104,701	$1,135,532	8.5%
August	$777,490	$1,171,314	$1,251,903	$1,155,754	$1,216,142	-2.9%
September	$991,597	$1,132,565	$1,274,032	$1,229,799	$1,308,072	2.7%
October	$735,086	$933,913	$1,034,057	$954,474	$1,030,019	-0.4%
November	$995,487	$1,327,690	$1,195,346	$1,253,138	$1,385,504	15.9%
December	$1,709,314	$2,326,097	$2,534,848	$2,502,995	$2,345,693	-7.5%
January	$1,587,251	$2,345,867	$2,747,945	$2,690,939	$2,621,477	-4.6%
February	$1,915,684	$2,797,934	$2,918,323	$2,846,745	$3,239,469	11.0%
March	$2,175,133	$2,789,466	$2,914,949	$2,830,360	$2,995,074	2.7%
April	$792,166	$1,086,580	$1,065,205	$917,717	$1,027,593	-3.5%
May	$742,106	$707,914	$594,757	$738,461	$0	
June	$1,186,465	$1,228,604	$1,194,996	$1,198,892	$0	
Total	**$14,375,301**	**$18,895,853**	**$19,772,750**	**$19,423,976**	**$18,304,576**	

General Fund - Sales Tax Summary - Cumulative						
Month	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Original Budget	FY24 Actual	FY24 v FY23, % Variance
July	$767,523	$1,047,907	$1,046,389	$1,104,701	$1,135,532	8.5%
August	$1,545,014	$2,219,221	$2,298,293	$2,260,455	$2,351,675	2.3%
September	$2,536,611	$3,351,787	$3,572,325	$3,490,254	$3,659,747	2.4%
October	$3,271,697	$4,285,700	$4,606,381	$4,444,727	$4,689,766	1.8%
November	$4,267,183	$5,613,390	$5,801,728	$5,697,865	$6,075,271	4.7%
December	$5,976,497	$7,939,487	$8,336,576	$8,200,861	$8,420,963	1.0%
January	$7,563,748	$10,285,355	$11,084,521	$10,891,800	$11,042,441	-0.4%
February	$9,479,432	$13,083,289	$14,002,844	$13,738,545	$14,281,909	2.0%
March	$11,654,565	$15,872,754	$16,917,793	$16,568,906	$17,276,983	2.1%
April	$12,446,731	$16,959,335	$17,982,997	$17,486,623	$18,304,576	1.8%
May	$13,188,836	$17,667,248	$18,577,754	$18,225,084	$0	
June	**$14,375,301**	**$18,895,853**	**$19,772,750**	**$19,423,976**	**$18,304,576**	

Source: Park City Municipal Corporation. As of June 2024.

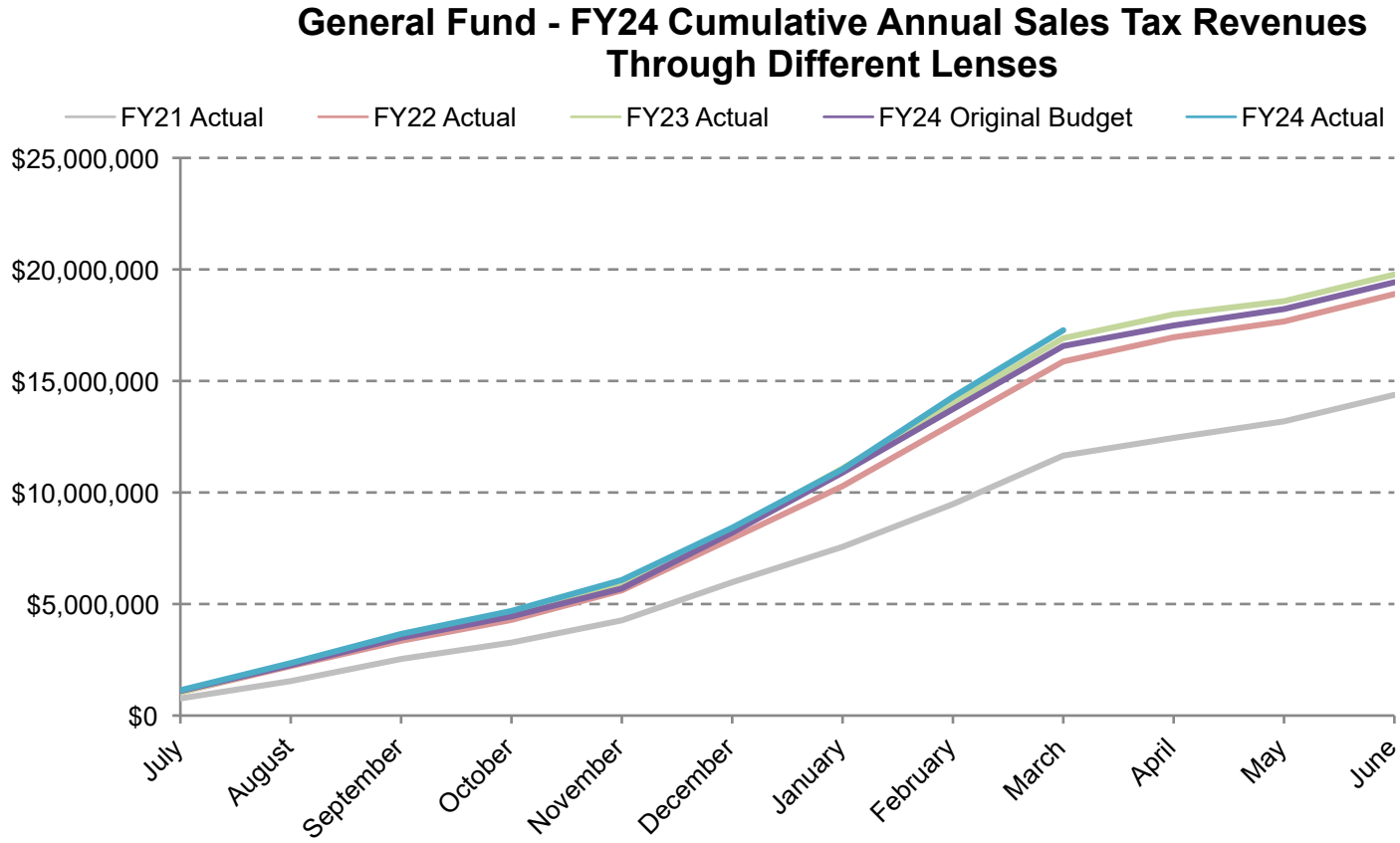
Sales Tax Summary – General Fund

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



Source: Park City Municipal Corporation. As of June 2024.

Sales Tax Summary – General Fund



Source: Park City Municipal Corporation. As of June 2024.

Capital Fund

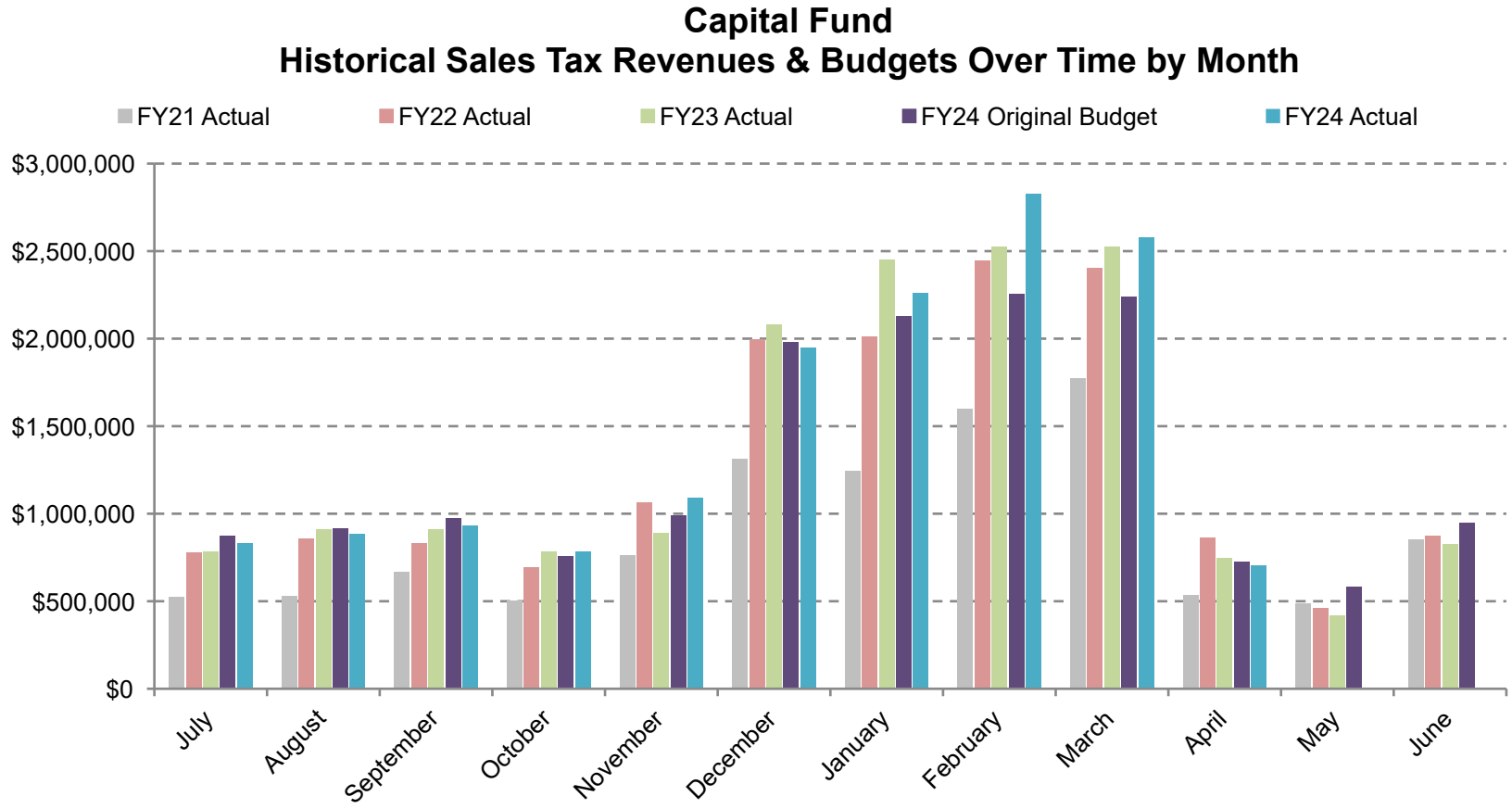
Sales Tax Summary – Capital Fund

Capital Fund - Sales Tax Summary - Monthly						
Month	**FY21 Actual**	**FY22 Actual**	**FY23 Actual**	**FY24 Original Budget**	**FY24 Actual**	**FY23 v FY24 % Variance**
July	$522,650	$780,132	$781,125	$874,360	$829,804	6.2%
August	$529,137	$855,278	$912,695	$914,768	$886,006	-2.9%
September	$666,174	$829,049	$908,812	$973,374	$932,445	2.6%
October	$502,670	$694,081	$783,529	$755,457	$785,353	0.2%
November	$760,386	$1,065,376	$890,056	$991,847	$1,089,951	22.5%
December	$1,313,631	$1,996,471	$2,082,759	$1,981,096	$1,949,295	-6.4%
January	$1,246,723	$2,009,355	$2,452,052	$2,129,852	$2,262,573	-7.7%
February	$1,601,025	$2,443,664	$2,525,462	$2,253,171	$2,827,255	11.9%
March	$1,775,065	$2,403,776	$2,523,645	$2,240,202	$2,579,838	2.2%
April	$535,486	$861,933	$747,250	$726,364	$702,005	-6.1%
May	$485,197	$458,895	$419,073	$584,485	$0	
June	$852,122	$874,901	$823,927	$948,912	$0	
Total	**$10,790,265**	**$15,272,911**	**$15,850,386**	**$15,373,887**	**$14,844,525**	

Capital Fund - Sales Tax Summary - Cummulative						
Month	**FY21 Actual**	**FY22 Actual**	**FY23 Actual**	**FY24 Original Budget**	**FY24 Actual**	**FY23 v FY24 % Variance**
July	$522,650	$780,132	$781,125	$874,360	$829,804	6.2%
August	$1,051,787	$1,635,410	$1,693,821	$1,789,128	$1,715,810	1.3%
September	$1,717,961	$2,464,459	$2,602,633	$2,762,502	$2,648,254	1.8%
October	$2,220,631	$3,158,539	$3,386,163	$3,517,958	$3,433,607	1.4%
November	$2,981,017	$4,223,915	$4,276,219	$4,509,805	$4,523,558	5.8%
December	$4,294,649	$6,220,386	$6,358,977	$6,490,901	$6,472,854	1.8%
January	$5,541,371	$8,229,741	$8,811,029	$8,620,753	$8,735,427	-0.9%
February	$7,142,396	$10,673,406	$11,336,491	$10,873,924	$11,562,682	2.0%
March	$8,917,460	$13,077,182	$13,860,136	$13,114,127	$14,142,520	2.0%
April	$9,452,946	$13,939,115	$14,607,386	$13,840,491	$14,844,525	1.6%
May	$9,938,143	$14,398,010	$15,026,459	$14,424,976	$0	
June	**$10,790,265**	**$15,272,911**	**$15,850,386**	**$15,373,887**	**$14,844,525**	

Source: Park City Municipal Corporation. As of June 2024.

Sales Tax Summary – Capital Fund



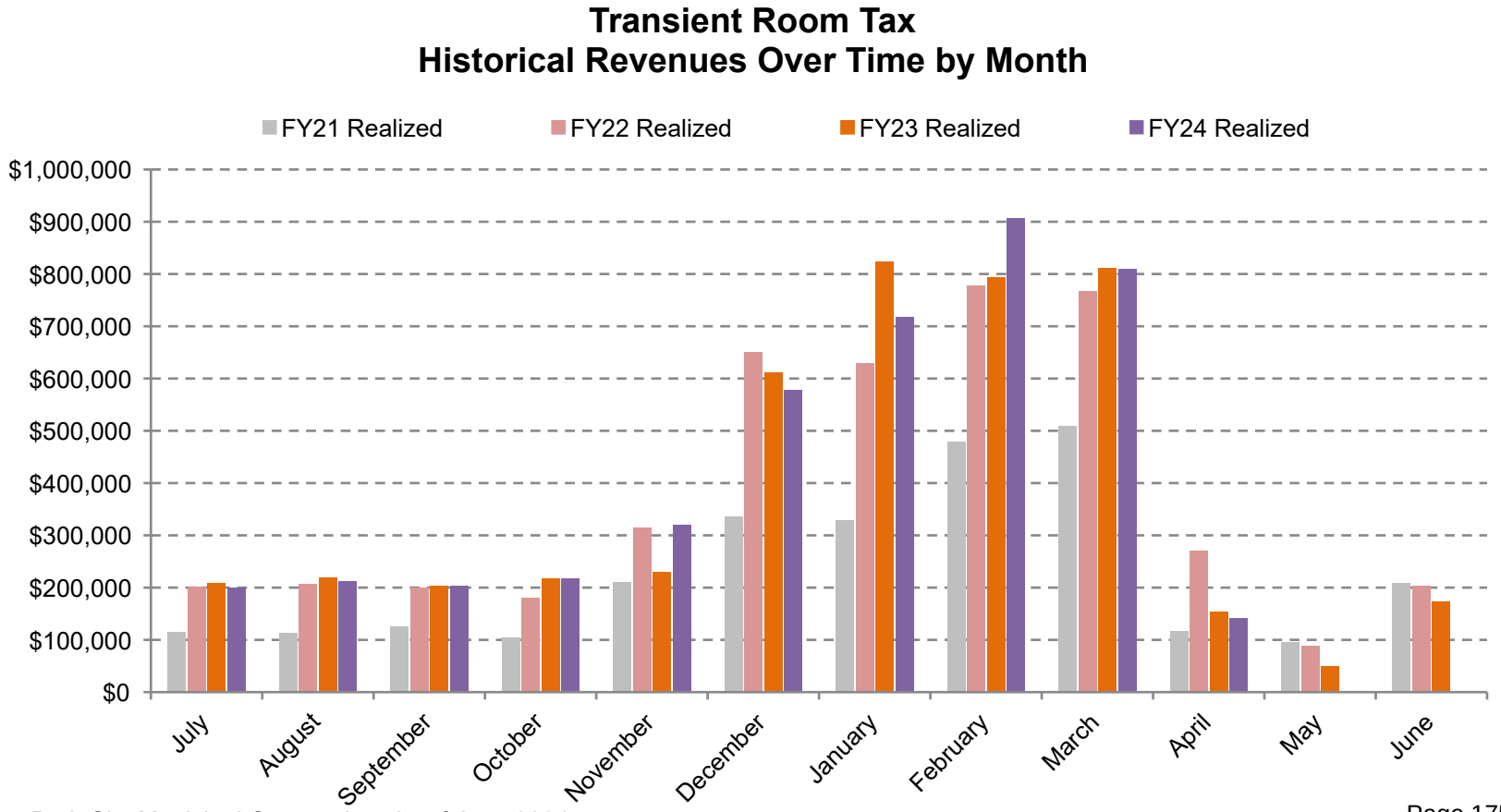
Source: Park City Municipal Corporation. As of June 2024.

Sales Tax Summary – Transient Room Tax

Transient Room Tax						
Monthly	FY21 Realized	FY22 Realized	FY23 Realized	FY24 Realized	FY24 vs. FY23, $ Variance	FY24 vs. FY23, % Variance
July	$114,918	$201,780	$207,936	$199,624	($8,312)	-4.00%
August	$112,872	$206,192	$219,874	$212,683	($7,191)	-3.27%
September	$125,348	$200,321	$203,178	$203,721	$543	0.27%
October	$104,921	$179,897	$217,406	$217,701	$296	0.14%
November	$210,795	$315,172	$229,493	$319,441	$89,948	39%
December	$336,374	$650,240	$611,583	$577,710	($33,873)	-6%
January	$328,467	$630,062	$823,076	$717,139	($105,938)	-13%
February	$479,315	$778,153	$793,379	$906,424	$113,045	14%
March	$509,063	$767,199	$811,367	$809,258	($2,109)	-0.3%
April	$116,391	$270,230	$154,497	$141,257	($13,240)	-8.6%
May	$94,854	$87,896	$50,265	$0	($50,265)	-100%
June	$208,432	$203,021	$172,713	$0	($172,713)	-100%
Total	**$2,741,751**	**$4,490,163**	**$4,494,766**	**$4,304,958**	**($189,808)**	**-4%**

Source: Park City Municipal Corporation. As of June 2024.

Sales Tax Summary – Transient Room Tax



Source: Park City Municipal Corporation. As of June 2024.

Transportation Fund

Sales Tax Summary – Transportation Fund

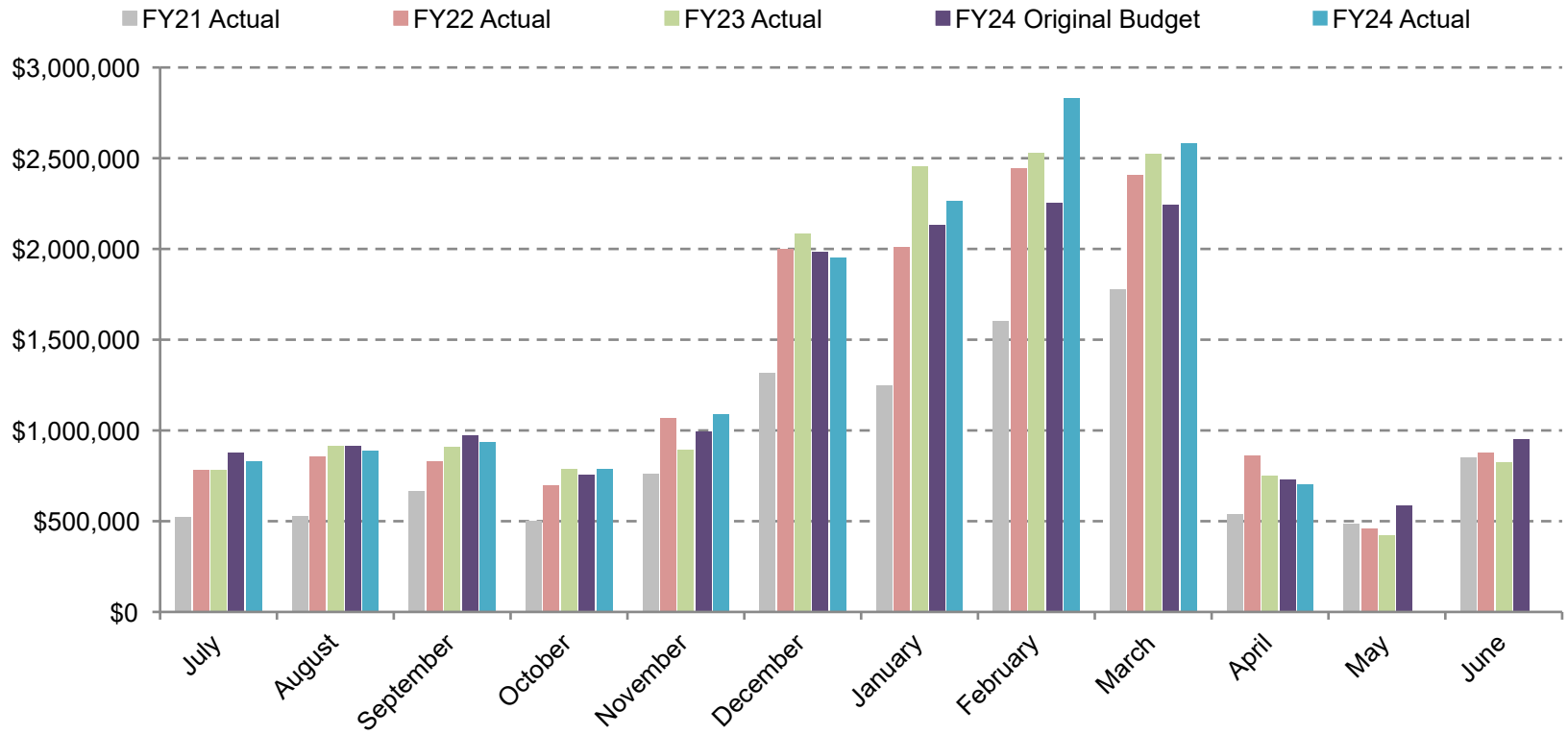
Transportation Fund - Sales Tax Summary - Monthly						
Month	**FY21 Actual**	**FY22 Actual**	**FY23 Actual**	**FY24 Original Budget**	**FY24 Actual**	**FY23 v FY24 % Variance**
July	$431,048	$608,068	$602,675	$652,677	$661,242	9.7%
August	$441,580	$684,973	$725,764	$682,840	$704,641	-2.9%
September	$570,321	$658,907	$745,081	$726,587	$764,144	2.6%
October	$419,670	$543,457	$597,809	$563,920	$598,531	0.1%
November	$583,067	$789,506	$697,635	$740,376	$810,870	16.2%
December	$1,019,746	$1,398,686	$1,534,675	$1,478,814	$1,414,574	-7.8%
January	$955,215	$1,429,096	$1,684,835	$1,589,855	$1,602,769	-4.9%
February	$1,164,026	$1,723,761	$1,789,446	$1,681,908	$1,985,796	11.0%
March	$1,316,569	$1,695,248	$1,773,311	$1,672,227	$1,830,848	3.2%
April	$446,180	$626,520	$623,780	$542,204	$591,676	-5.1%
May	$416,661	$398,109	$387,835	$436,296	$0	
June	$684,361	$709,106	$665,815	$708,327	$0	
Total	**$8,448,444**	**$11,265,438**	**$11,828,660**	**$11,476,031**	**$10,965,090**	

Transportation Fund - Sales Tax Summary - Cumulative						
Month	**FY21 Actual**	**FY22 Actual**	**FY23 Actual**	**FY24 Original Budget**	**FY24 Actual**	**FY23 v FY24 % Variance**
July	$431,048	$608,068	$602,675	$652,677	$661,242	9.7%
August	$872,628	$1,293,041	$1,328,439	$1,335,517	$1,365,883	2.8%
September	$1,442,949	$1,951,949	$2,073,520	$2,062,104	$2,130,027	2.7%
October	$1,862,619	$2,495,405	$2,671,329	$2,626,024	$2,728,558	2.1%
November	$2,445,687	$3,284,912	$3,368,963	$3,366,400	$3,539,428	5.1%
December	$3,465,433	$4,683,598	$4,903,638	$4,845,215	$4,954,002	1.0%
January	$4,420,648	$6,112,694	$6,588,472	$6,435,070	$6,556,770	-0.5%
February	$5,584,674	$7,836,455	$8,377,918	$8,116,977	$8,542,566	2.0%
March	$6,901,243	$9,531,703	$10,151,230	$9,789,205	$10,373,414	2.2%
April	$7,347,422	$10,158,223	$10,775,009	$10,331,408	$10,965,090	1.8%
May	$7,764,084	$10,556,332	$11,162,845	$10,767,704	$0	
June	**$8,448,444**	**$11,265,438**	**$11,828,660**	**$11,476,031**	**$10,965,090**	

Source: Park City Municipal Corporation. As of June 2024. Note: Transit Sales Taxes exclude sales tax revenues received from Summit County.

Sales Tax Summary – Transportation Fund

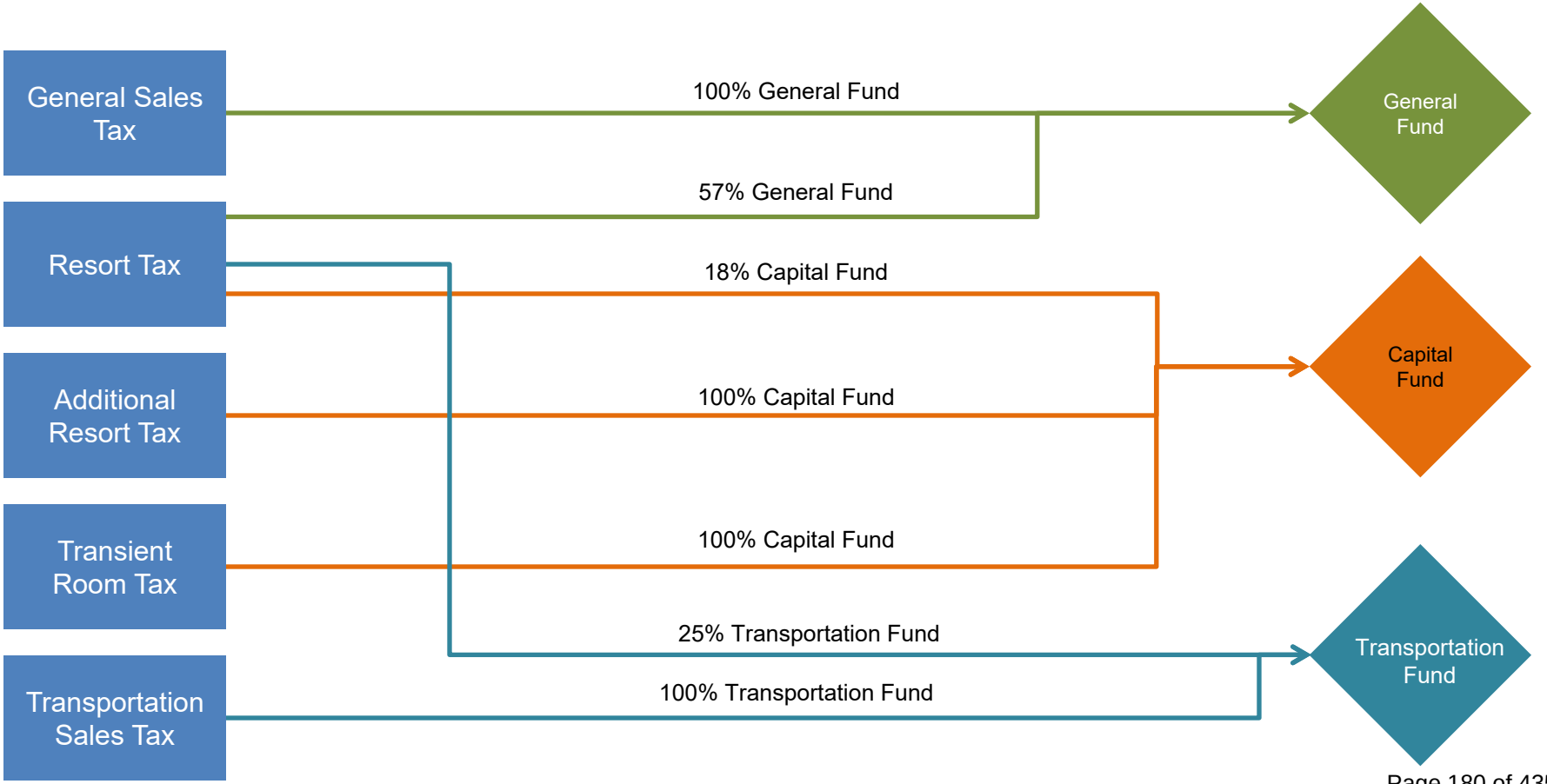
Capital Fund
Historical Sales Tax Revenues & Budgets Over Time by Month



Source: Park City Municipal Corporation. As of June 2024. Note: Transit Sales Taxes exclude sales tax revenues received from Summit County.

Appendix

Where Do Our Sales Taxes Go?



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

June 20, 2024

The Council of Park City, Summit County, Utah, met in open meeting on June 20, 2024, at 4:00 p.m. in the City Council Chambers.

Council Member Toly moved to close the meeting to discuss property at 4:00 p.m. Council Member Dickey seconded the motion.

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

CLOSED SESSION

Council Member Rubell joined the meeting via phone.

Council Member Ciraco moved to adjourn from Closed Meeting at 4:25 p.m. Council Member Parigian seconded the motion.

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

WORK SESSION

Discuss 2023/2024 Winter Transportation Report:
Tim Sanderson, Transportation Manager, stated the Richardson Flat Park and Ride was very successful this past winter and he expected the numbers to continue to grow as word got out. He indicated the route frequency would increase to 15-minute intervals during peak times and 30-minute intervals during off peak times. They would also eliminate the stop at the Old Town Transit Center (OTTC) for the Deer Valley route.

Johnny Wasden, Parking Manager, indicated the park and ride utilization increased by 211% last winter and they noted an overall reduction in congestion in town. There was also a 12% increase in paid parking revenue. China Bridge was full 30 times during that time period, and variable messaging (VMS) was used to help visitors find the park and ride lot.

Andrew Leatham, Traffic Operations Manager, discussed the peak traffic operations and explained the pilot egress program on December 15th. The signal timing for eastbound Kearns was changed and was helpful. They reduced peaked traffic days from 93 to 66, and staffed the challenging areas to mitigate ski traffic. They left barricades up all season so there wouldn't be cut-through traffic and he felt that was successful. He discussed other mitigations used during the season as well.

Mayor Worel stated she searched online for Richardson Flat and the park and ride didn't come up. Sanderson indicated he was unaware of that and would look into it. He stated they were looking at ways to make adjustments to navigation systems so the system could direct drivers to Richardson Flat as lots filled up. Wasden indicated the VMS boards had limited characters so they could not spell out the entire name.

Council Member Toly asked if 14th and 15th Streets showed they were closed on Google Maps, to which Leatham affirmed. Council Member Parigian asked if there was a route that would take riders from Richardson Flat to OTTC, to which Sanderson affirmed. Council Member Rubell asked if the only direct route from Richardson Flat to OTTC was after 6:00 p.m., to which Sanderson affirmed. Council Member Ciraco stated the skier day rate was lower last year and that could have played into the lower peak days. Leatham noted there could have been multiple factors that contributed to the lower peak days. He didn't see a lot of change in the peak days going forward since it was fairly predictable with holidays and events.

The Council members were impressed with the efforts made as well as the lessons learned from new initiatives. Council Member Rubell expressed concern with the elimination of the OTTC stop from Richardson Flat, and wanted to see other options for getting riders to Old Town if that was taken away. Mayor Worel indicated there were many people who went to the hospital, Peace House, and other facilities on the other side of SR248, and asked if Transit could serve that side of SR248 as well as Park City Heights. Sanderson thought there could be options for keeping OTTC on some trips and he would work on something to meet both purposes. Regarding Quinn's Junction, there was demand service, but it was not great. They were planning for a future route to Quinn's Junction that would end at Fresh Market.

Council Member Rubell asked to keep the route as-is instead of eliminating OTTC. Council Member Ciraco asked if the 30-minute buses could stop at OTTC and the peak time buses could skip that stop. Sanderson indicated the buses only stopped at OTTC on the way back from Deer Valley and didn't stop there on the way to Deer Valley. He noted there were other routes from Deer Valley to OTTC and understood Council Member Rubell's concern that there was no direct service from Park City Heights to OTTC until after 6:00 p.m. Council Member Parigian didn't know why an extra five minutes would matter when returning from Deer Valley. Sanderson indicated buses got backed up at OTTC and then the route ran late and times were missed.

Council Member Rubell stated the purpose of the route was not to take cars off the road, but rather to service Park City Heights. Mayor Worel indicated the Council wanted to service Park City Heights and she asked Sanderson to come back with an option on how to serve that area. Council Member Dickey favored trying service from Park City Heights to see the numbers. Council Member Rubell added Main Street employees could use that route to get to work. Sanderson indicated the most efficient way to get to Old Town was to go on the Park City Mountain route. He didn't think the use case scenario for that proposed route was high. Council Member Rubell asked that Sanderson come back to discuss options for routes from OTTC to Richardson Flat to serve Park City Heights, Main Street employees, and Main Street visitors. Council Member Parigian suggested stopping at OTTC on the way into town instead of going out of town. Sanderson explained in that scenario, riders would have to go up to Deer Valley before going back to Richardson Flat.

REGULAR MEETING

I. ROLL CALL

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

II. APPOINTMENTS

1. Appointment of Marissa Day and Janet Kiholm Smith to the Library Board for Three-Year Terms; and Reappointment of Patricia Stokes and Andrea Zavala to the Library Board for Three-Year Terms beginning July, 2024:

Adriane Juarez, Library Director, presented this item and explained the selection process for these appointments.

Council Member Parigian moved to appoint Marissa Day and Janet Kiholm Smith to the Library Board for three-year terms; and reappoint Patricia Stokes and Andrea Zavala to the Library Board for three-year terms beginning July, 2024. Council Member Toly seconded the motion.

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

III. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments:
Council Member Toly noted the passing of Tina Lewis and stated she was a legend in the City. Council Member Ciraco attended the Recycle Utah board meeting and indicated the director, Carolyn Wawra, had suffered a stroke. She attended the meeting yesterday and he was impressed with her recovery. Mayor Worel stated there would be two Council meetings next week.

Staff Communications Reports:

1. PC Tots Facility Report:

2. City Park Tennis/Pickleball Court Usage:

3. City Manager and City Attorney Review Process:
Council Member Rubell appreciated the changes made to the standard operating procedure (SOP). He noted the end of the report called out changes and he didn't feel good about it. Mayor Worel noted it was in the procedure from the last iteration. Council Member Parigian was open to discussing it. Council Member Toly was fine with it as written. Council Member Dickey thought it was good as-is. Council Member Ciraco asked what the current policy was regarding the changes. Mangano stated currently there was no process for changes. Council Member Rubell stated a Council member could bring up a change, and if the majority of the Council supported it, it could be discussed in closed session. Mangano stated it made sense to have a single point of contact, and having the mayor as the point of contact. Council Member Ciraco was okay with the language if there was a clear definition of "initiated." Mangano did not want to be redundant.

Margaret Plane, City Attorney, stated the language in the SOP did not prohibit the current practice of the majority of Council initiating a change. She thought everyone was saying the same thing, but there were different ways to achieve it. Council Member Dickey suggested leaving the timing piece in the SOP and to have it come through the mayor. It all seemed fair. Council Member Ciraco stated the discussion was helpful and he was comfortable moving forward as-is. Mayor Worel summarized the SOP would stand as-is.

4. Summit County Park and Ride Study Update:

5. Bonanza Park 5-Acre Site Council Meeting Discussion Recap from June 5-6, 2024:

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

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

Sue Banergee, PC Tots Executive Director, stated the library center had 20 students and it allowed expansion at other centers. She felt it was a wonderful experience.

Logan Whitesong 84060 pointed out differences between the U.S. flag and the LGBT flag. The U.S. flag represented love of police and neighbors, even if they were different. The LGBT flag represented a smaller group - suicide, division, and groups that couldn't defend themselves. He asked that the LGBT flags be removed from City property. He stated the people didn't have a say in this.

Alex Butwinski eComment: "General Martin Dempsey, retired spoke to Rotary in April. One of his messages was never give up. There is still time to ensure a tunnel is completed under Kearns from the Snow Creek path to the Doubletree. At a minimum I ask that you include in the budget the General Fund amount in the staff report that represents the General Fund contribution. This will provide seed money once the seriousness of the other stakeholders is verified. That eliminates a delay if you have to wait until next year's budget. That delay will no doubt further increase the cost of the project contributing to the likelihood that it will never be built as well as possibly loosing the other stakeholders. One of those could be the developer of the Doubletree who is before the planning commission, possibly a give/get opportunity. Connectivity at that location provides a bus stop connection to the path to take visitors to "Dans" and more importantly to the liquor store. May I suggest you park in the northwest corner of the Doubletree lot for a half hour on a Saturday or Sunday afternoon. Bicycle, car, pedestrian interactions can be scary at times. I've attached a copy of my letter to the editor in case you didn't see it. Can the letter be attached to the public record of the meeting? As always, thanks. Alex IF NOT NOW, WHEN? One of the items on Thursday, April 25th Council agenda was whether or not to proceed with the last remaining project from the voter approved Walkability Bond. It is a tunnel under Kearns Boulevard connecting the Snow Creek path to the Yarrow/Doubletree. The WALC list of projects was the result of a study to create improved walkability and connectivity. The item was up for public comment. Three of us attended to offer our support to proceed. The three council members in attendance each voiced their opinions and reasoning behind not moving forward. The first comment was that many changes have occurred in Park City over the past 16 years. The project has reached a total cost of $18.6 million. What was not considered is the City's out of pocket was about $6.8 million. The balance of $11.8 million is to be paid by UDOT, the Sewer District, the county Transportation Fund and the balance of the WALC bond. It's likely that funding will go away if not used. That's akin to someone offering to sell you their $18 million house for $7 million and saying no thanks. Next was a discussion of a short term solution to add a cross walk with a pedestrian island near the intersection of Snow Creek Drive and Kearns. The

city's own Transit Engineer said he could not support that, citing safety reasons. Among the those would have people waiting in the middle of the road competing with traffic making left turns into Snow Creek to get to the Park City Market shopping center. It was observed that if cars had to wait a little bit that would be ok. We could also wait until the Doubletree/Yarrow application is approved but who knows how long that approval could take and if will even be built. Another option suggested considering moving the tunnel farther east (away from Park Ave). This could work but is it the best option? A tunnel in the proposed location provides the best location providing Old Town residents the ability to ride/walk from Old Town to Snow Creek to Kimball Junction without having to cross a major road. That's significant! No one can argue that our system of tunnels has provided us with safe routes to walk and ride: Comstock, the High School, Bonanza Deer, Valley Drive and several more into Old Town. We approved a $15m bond in 2008 to improve walkability and connectivity. It's true that many things that have changed over the ensuing years but those two objectives remain. This tunnel is another integral part of meeting those objectives. Council should reconsider their direction to staff and allow the two absent members to voice their opinions. At a minimum it should be accounted for in the Capital Improvement budget so the money is there if the project moves forward. What's the answer to the question "if not now, when?" It his highly unlikely this tunnel will ever happen if not now."

Mayor Worel closed the public input portion of the meeting.

V. CONSIDERATION OF MINUTES

1. Consideration to Approve the City Council Meeting Minutes from May 23, and June 5, 2024:

Council Member Dickey moved to approve the City Council meeting minutes from May 23, and June 5, 2024. Council Member Ciraco seconded the motion.

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

VI. CONSENT AGENDA

1. Request to Authorize the City Manager to Execute a Professional Service Agreement with Alpine Forestry LLC, as Approved by the City Attorney's Office, to Provide Forest Management Program Implementation, in an Amount Not to Exceed $200,000:

2. Request to Authorize the City Manager to Execute a Construction Agreement with Renner Sports, in a Form Approved by the City Attorney, to Resurface 15 Hard Surface Courts at PC MARC in an Amount Not to Exceed $153,815:

3. Request to Approve Resolution 11-2024, a Resolution Adopting the FY25 Utah Retirement Systems Contributions for Tier 2 Public Safety Employees, Effective July 1, 2024, for Park City Municipal:

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

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

VII. OLD BUSINESS

1. Consideration to Authorize the City Manager to Execute the First Amendment to the Design Professional Service Agreement, in a Form Approved by the City Attorney, with Sparano + Mooney Architects in an Amount Not to Exceed $954,562 for a Total Contract Not to Exceed $1,051,087 for Design Services to Replace the Recreation Building in City Park:

Ken Fisher and Tate Shaw, Recreation Department, and Anne Mooney and Seth Striefel, Sparano+Mooney Architecture, were present for this item. Fisher reviewed the history of this project and the purpose of a community center. Striefel explained the project timeline and stated the proposed completion date was November 2026. He reviewed the design and location of the center and its amenities.

Council Member Ciraco supported the addition of bike racks and asked if there would be charging stations for ebikes, to which Striefel indicated he thought it was a great idea. Council Member Dickey asked if the cost included a contingency fund, to which Striefel affirmed. Council Member Parigian asked what would happen on the north side of the roof. Striefel stated they favored an overhanging roof on that side that could provide shade next to the playground. Council Member Parigian asked if this was the final design. Striefel stated it was a concept design and the actual design would be developed in a different phase. Council Member Parigian asked if the soccer field would accommodate football. Fisher stated they didn't have football, but there were flag football games on the fields.

Council Member Rubell stated there was a burden on the project because of the net zero requirements. He thought the policy was archaic and asked what the impact of that was. Striefel stated he didn't see a burden in the facility being net zero. The requirements included the building had to be energy efficient. That defined insulation levels, mechanical equipment, and renewable energy which would be solar panels. Council Member Rubell asked if the roof design depended on that, to which Mooney stated that affected the concept design. Council Member Rubell stated the goal was to be energy smart and he hoped the City could save a couple million dollars and still be energy efficient. Striefel stated they would meet with the Sustainability staff as well as IT to see the needs. He felt energy efficiency was a smart goal. Council Member Rubell asked for a focused discussion with Cartin on this topic. Council Member Dickey

indicated he had a note to discuss this same topic for the Bonanza Park 5-acre site, so he would be interested in hearing more on this topic. Mooney stated this was just a concept and these were things that would be worked out in the schematic design process. Council Member Rubell asked if the roof orientation would be different. Mooney stated the current north/south orientation was a smart orientation. Council Member Toly asked if further discussion on this would increase the cost of the project. Mooney stated it would not change because this was part of the design process.

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

Council Member Dickey moved to authorize the City Manager to execute the first amendment to the design professional service agreement, in a form approved by the City Attorney, with Sparano + Mooney Architects in an amount not to exceed $954,562 for a total contract not to exceed $1,051,087 for design services to replace the recreation building in City Park. Council Member Toly seconded the motion.

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

VIII. NEW BUSINESS

1. Consideration of Compensation Increases for Executive Municipal Officers Included in the Final FY 2025 Budget:

Hans Jasperson, Budget Analyst, reviewed this was a new requirement under state law and a public hearing was required before compensation could be increased for executive municipal officers.

Council Member Rubell asked if the numbers in the staff report included the current 5% bonus. Mangano stated they looked at an increase to salary. Since the lump sum merit bonus was part of previous salary, it was not considered an increase. Council Member Rubell stated it would be part of the employee's base and would be compounded. He stated this was a one-time infusion. Mangano felt that these numbers were good for the next five years, based on the recent compensation study.

Mayor Worel opened the public hearing.

Logan Whitesong asked if the compensation increase was for police and firefighters. Jed Briggs stated this item was just for executive officers so it would include the police chief.

Mayor Worel closed the public hearing.

2. Consideration to Approve Ordinance No. 2024-12, an Ordinance Establishing Compensation for the Elective and Statutory Officers for FY 2025:

Hans Jasperson, Budget Analyst, stated a public hearing was required before adopting an ordinance establishing compensation for the Council. Council Member Rubell clarified there was no 5% increase for this item. Briggs stated this just showed the pay bands for these officers.

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

Council Member Ciraco moved to approve Ordinance No. 2024-12, an ordinance establishing compensation for the elective and statutory officers for FY 2025. Council Member Dickey seconded the motion.

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

3. Consideration to Adopt Resolution 12-2024, a Resolution Amending the Fee Schedule:

Hans Jasperson, Budget Analyst, stated a public hearing was required before adopting the fee schedule. Council Member Rubell noted the fee schedule could be amended at any time and there were plans to change the water rates at the end of the year. He also stated parking rates could be changed.

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

Council Member Ciraco indicated there was recent discussion on a per diem rate for some boards and commissions and he wanted to make sure the fees reflected the per diem rate. Jasperson stated this next year they would be reviewing a comprehensive fee analysis, and everything would be taken into consideration.

Council Member Parigian asked what the City was legally allowed to collect with nightly rentals. Briggs indicated business licenses were one area that would be studied. The current fee paid for the administrative cost and inspection cost. Council Member Parigian requested a discussion on business license fees at some point.

Council Member Dickey moved to adopt Resolution 12-2024, a resolution amending the fee schedule. Council Member Toly seconded the motion.

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

4. Consideration to Approve Ordinance 2024-13, an Ordinance Adopting a Revised Budget for Fiscal Year 2024 and a Final Budget for Fiscal Year 2025 for Park City Municipal Corporation and its Related Agencies and Authorizing the Computation of the Property Tax Rate at a No Tax Increase Rate:

Jed Briggs, Budget Director, reviewed the budget had been discussed extensively over the past couple of months so there would be no presentation tonight. Mayor Worel stated adopting the budget was the most important thing the Council did. She encouraged public comments.

Mayor Worel opened the public hearing.

Max Doilney stated the City had spent years building up reserves, especially in the Housing Fund. He noted $10 million was now missing from that fund and was located in a general fund. He stated that money would never come back to the Housing Fund. He felt housing was what kept the City thriving and it was needed. He didn't think the Housing Fund was used efficiently and the City hadn't been doing a great job, since there were only two current projects. He hoped the Council would focus on more affordable housing and he felt taking the $10 million was irresponsible. He was also against removing the LGBT flags on City-owned property.

Megan McKenna, Mountainlands Community Housing Trust Housing Coordinator, agreed with Doilney and added that the budget confused people because it was hard to follow. She knew there was a need for flexibility in the budget, but suggested borrowing from the Housing Fund with the promise of returning it.

Mayor Worel closed the public hearing.

Council Member Parigian wanted the $10 million to be for housing and not for other purposes. In speaking with staff, he was told the money could more easily be used for housing outside the Housing Fund. He asked how that money could be designated for housing and suggested that it could be used to buy down AMI levels or help with the HOPA housing project. Briggs stated the City bonded for affordable housing in 2019. At the time, the City had the strategy of building affordable housing by itself. Over time, the City shifted to going with public-private partnerships (PPP) to build housing and that required less capital. The fund was not defined but it was for community initiatives. Most projects they were considering had a strong housing component to them. They were transitioning from just doing housing to doing more multi-use community projects. Council Member Parigian asked if a note could be put on that money to tie it to Housing. Briggs stated they would be clear when proposing projects where they were considering using that money.

Council Member Toly proposed changing the verbiage to say it was for mixed-use projects with a housing component. She understood the money would go to big projects that had housing with it, but she wanted to put it in writing that housing needed to be a component.

Council Member Rubell thanked the Budget team for making the budget so clear. Regarding this money, he felt having this money sit in a fund without leveraging it was a bad way of using it. That was why they were moving the money into the flexible fund.

He didn't want to change this item of the budget. Council Member Dickey thought the PPP strategy was effective and this $10 million would go to those types of projects. He agreed this could buy down AMIs and other options. He thought the budget matched the policy.

Council Member Ciraco asked if the Housing Fund transferred money spent on the EngineHouse project to reimburse the General Fund. Briggs stated there was a fee waiver component, soil remediation, and the land value. Council Member Ciraco stated they got 99 units of housing with very little contribution from the Housing Fund. Briggs noted the flexible fund would allow for soil remediation or other components of housing that weren't directly related to it. Council Member Ciraco felt this strategy was the way forward. Council Member Parigian was concerned money given for community benefit could be interpreted generally and this money could be misused.

Briggs stated the Housing Fund had $14.8 million remaining and the Housing team felt that was enough for the next several years. Council Member Toly suggested having the term "Housing" as part of the new fund name. Briggs stated they could change the title and description of the new fund. The title was currently Emerging Community Development Projects. Council Member Rubell stated the more the funds were encumbered, the less they would be able to do with it. Council Member Ciraco noted it said Council goals. Council Member Toly indicated Housing was a Council goal now, but it might not be with future Councils. She asked for a housing component to projects that would use this money. Council Member Parigian didn't want the purpose of the money to be forgotten, but he agreed with Council Member Rubell's argument for flexibility. Council Member Toly didn't want it used for a pickleball court, and she wanted to work on the language.

Matt Dias thought the Council's intent was to broaden the language to include a housing element. He asserted there needed to be a guarantee of process before using the funds. Alternatively, they could keep the money in the Housing Fund. Council Member Rubell felt Dias nailed this proposal and he supported the new fund. The Council agreed to broaden the definition to add housing to the language.

Council Member Dickey moved to approve Ordinance 2024-13, an ordinance adopting a revised budget for Fiscal Year 2024 and a final budget for Fiscal Year 2025 for Park City Municipal Corporation and its related agencies and authorizing the computation of the property tax rate at a no tax increase rate with the amendment to broaden the definition to add housing to the language of the Emerging Community Development Projects Fund. Council Member Ciraco seconded the motion.

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

5. Consideration to Approve Resolution 10-2024, a Resolution Adopting the Park City Comprehensive Emergency Management Plan (CEMP):

Mike McComb stated a formalized emergency distribution plan was new this year. They were moving forward with the county to have a full-scale evacuation exercise. Mayor Worel asked how the City could help him promote that in the community. McComb stated he was working with the Communications team. He indicated September 25th was the scheduled date for the exercise.

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

Council Member Ciraco moved to approve Resolution 10-2024, a resolution adopting the Park City Comprehensive Emergency Management Plan. Council Member Dickey seconded the motion.

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

Council Member Rubell stated emergency management mattered, and he thanked McComb for keeping the community safe.

IX. ADJOURNMENT

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

NEW BUSINESS

1. Consideration to Approve Resolution RDA 02-2024, a Resolution Adopting the Fiscal Year 2024 Revised Budget and the Fiscal Year 2025 Budget for Park City Redevelopment Agency:

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

Board Member Dickey moved to approve Resolution RDA 02-2024, a resolution adopting the Fiscal Year 2024 revised budget and the Fiscal Year 2025 budget for Park City Redevelopment Agency. Board Member Ciraco seconded the motion.

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

ADJOURNMENT

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

NEW BUSINESS

1. Consideration to Approve Resolution MBA 02-2024, a Resolution Adopting the Fiscal Year 2024 Revised Budget and the Fiscal Year 2025 Budget for Park City Municipal Building Authority:

Board Member Parigian asked what the fund balance would be spent on. Jed Briggs stated the MBA was created a couple decades ago to be a financing mechanism for constructing City buildings. The balance could be used for City facilities, but they would have to look at the specifics. It currently was not being used.

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

Board Member Dickey moved to approve Resolution MBA 02-2024, a resolution adopting the Fiscal Year 2024 revised budget and the Fiscal Year 2025 budget for Park City Municipal Building Authority. Board Member Rubell seconded 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

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

June 27, 2024

The Council of Park City, Summit County, Utah, met in open meeting on June 27, 2024, at 3:00 p.m. in the City Council Chambers.

REGULAR MEETING

I. ROLL CALL

Attendee Name	Status
Mayor Nann Worel Council Member Bill Ciraco Council Member Ryan Dickey Council Member Ed Parigian Council Member Jeremy Rubell Council Member Tana Toly Matt Dias, City Manager Margaret Plane, City Attorney Michelle Kellogg, City Recorder	**Present**
None	**Excused**

II. WORK SESSION

Discuss Bonanza Park Small Area Plan:
Sarah Hall, Planning Commission Chair, Luis Calvo and Andy Knight, MKSK, and Maria Vyas, Fehr and Peers, were present for this item. Knight reviewed that they published a draft report of the findings for the small area plan. Calvo indicated there was a robust engagement period. He stated the community supported four story buildings in this area as well as improving the Frontage Protection Zone (FPZ).

Vyas explained the transportation analysis results for this area, and indicated most streets would fail by 2032. Some things that could be done to mitigate the effects of development were to add a signal at Homestake and SR248, and at Bonanza and Iron Horse. She displayed some other demand management possibilities. Vyas acknowledged a mixed-use area could reduce the need to travel off-site and that could impact the traffic. There was discussion on different opportunities for parking and traffic.

Bill Johnson, Planning Commissioner, stated the Planning Commission looked at development projects with the worst-case scenario in mind because the City was not getting smaller. That was the reason they directed Vyas to look at the streets with that in mind. John Robertson, City Engineer, added there were many more days than the peak days where the level of service for these roads would fail. Since the Council and community did not want to widen roads, they were looking at other means of mitigation and they might have to accept a failing road at certain times.

Calvo reviewed goals for this area: Goal One was having mixed-use, which would include increased density, an updated FPZ, and establishing development guidelines for new multi-family dwellings and mixed-use buildings. The Planning Commission gave feedback to update the Community Benefits section of the report to clarify the type of benefits desired and the process for obtaining a density bonus. They also asked Calvo to update the FPZ and add graphics to show the impact of improvements to the FPZ. Calvo recommended rezoning Bonanza Park to be a mixed-use zoning district. This new zone would allow for residential uses and could change vertical height restrictions. It would also provide opportunities for a density bonus in exchange for community benefits.

Goal Two was to keep the area for locals. They recommended limiting nightly rentals, hotels, and time shares, as well as conventional chain businesses, and capping commercial square footage.

Goal Three was to make the area user-friendly. This would be accomplished by establishing a network of pedestrian and bicycle linkages, encouraging multiple connections through the area, leveraging future development to fund and implement mobility improvements, and creating a vibrant pedestrian-oriented neighborhood. They recommended creating signature trails through the area. Calvo noted there were two trails in the area, but they didn't connect. They also recommended breaking down the blocks with redevelopment.

Knight reviewed Goal Four was to have an inclusive area, including affordable housing. They recommended working with the development community, establishing bold affordability metrics, working with residents and property owners to preserve moderate income housing, and ensuring there were universal design principles in the new projects.

Goal Five was for the area to be green. They recommended improving access to parks and trails, having publicly accessible green spaces, and incentivizing sustainable development.

Goal Six was to have a cultural aspect to the area. This would include using public art and placemaking elements and ensuring that public art was meaningfully incorporated into development. They recommended allowing art installations in the FPZ and

incorporating public art in streetscapes. They suggested the City work with Summit County and the Park City Arts Council to accomplish this goal.

Calvo stated the key things to focus on first were to draft the new Bonanza Park Mixed-Use Zoning District, update the FPZ and ensure that all streets in Bonanza Park included a baseline of sidewalks, street trees, lighting and safe crossings. He noted the plan listed implementation timelines. The Planning Commission recommended making the pedestrian and bicycle implementation a short-term timeline.

Johnson stated it was important to the Planning Commission to have a FPZ and a mixed-use zone in that area. The FPZ was currently restrictive and provided a cohesive link to the plan. They would use it as a tool for architecture to transition to the interior portions of the area. He was open to making amendments to the FPZ. Hall indicated this was a positive recommendation to the Council and the Planning Commission was excited to begin the next steps.

Council Member Parigian clarified there were some survey respondents who didn't want this area to have more than three stories. He asked how community benefits would be ranked to justify a density bonus. Mayor Worel stated the Planning Commission asked for a joint meeting to discuss community benefits and to figure out a ranking system.

Council Member Ciraco was concerned that when the process was codified, people would try to figure out how to qualify for that consideration. He didn't want to have a very defined point system. Calvo stated the ranking could be tiers instead of points. Council Member Ciraco asked if there was a better way to define FPZ. He thought the goal was to attract people to the interior of the project instead of having them all on the outside. Calvo stated exceptions to the FPZ could be put in place. Council Member Dickey thought FPZ was the right concept, but he wanted to make sure those were the right numbers. Johnson stated many of the parcels in the area were grandfathered in when the zone was created. He favored keeping to the interior but wanted to protect the view shed. Hall indicated the Planning Commission wanted to keep the FPZ, especially on the major highways. Council Member Ciraco clarified he wanted to discuss where to prioritize the FPZ, not if there should be an FPZ.

Council Member Dickey wanted to make sure the area was commercially viable. He stated the more consistent the code, the more attractive the area would be to a developer. Council Member Toly requested a picture to see the actual FPZ. Council Member Rubell stated density would make traffic worse. They wanted to connect the area to other parts of town and wanted the area to be vibrant. He asserted they spent two years talking about it and he wanted action. Mayor Worel reviewed the next step was for the Planning Commission to create the new mixed-use zone to make development possible. Knight indicated the strategic plan was being put in place and then action could be taken. Mayor Worel asked if they could come back to the meeting on July 11 with action steps. Knight affirmed and Calvo indicated they would come back

with more specificity to the plan. He added rezoning would impact the next 10 years of development, so it was very important.

Council Member Toly asked if the connections throughout the district could count as a community benefit. She felt a developer could make these improvements and the City would not have to pay for it.

Mayor Worel opened the public hearing.

Dave Stewart, former Planning Commission member, stated he had been part of many versions of ideas for this area. He thought this proposal was trying to please many people, but this was too much and the area would be too intense. Before moving forward with the zone change, he asked that the Council consider not trying to do too much. He thought subsidizing the land so it would be developed less intensively was wise. He wanted to keep Park City Park City. He proposed having discreet buildings onsite and no housing.

Mark Sletten, former Planning Commissioner, indicated the height restrictions were the main reason why the area wasn't developed yet. He wanted this area to be made into something that accomplished many things, including a place for affordable housing.

Peter Tomai stated that Council Members Dickey and Ciraco raised a good point on the FPZ. Kearns and Park Avenue were state highways. Nobody wanted those streets to be an intimate gathering space. He wanted to look at the internal spaces of the site and focus on people. He also asserted you could not build step back buildings for housing because that did not create efficiency. If efficiency was not considered, then Bonanza Park would look the same 20 years from now as it did today.

Mark Fisher indicated a lot of buildings in the small area plan had long-term leases and they would not be changing. He hoped there would be a section of the code that addressed existing businesses. He couldn't make improvements to his businesses because he would need additional parking to meet code. He wanted the City to make it possible for developers to succeed.

Mayor Worel closed the public hearing.

Johnson asked for clear direction from the Council as the Planning Commission worked to change the code, especially regarding things such as building height. Council Member Dickey asked to discuss the plan section by section on July 11 and thought it would be beneficial to discuss height, community benefits, hotels, existing businesses, etc. He also stated the community benefit matrix was complex and technical and he didn't think 12 people would agree. Calvo suggested leaving that as an implementation item that could be discussed later. Council Member Rubell asked for the Planning Commission to provide a list of discussion items they wanted clear Council direction on.

Hall thought the small area plan was the guiding principle so any items the Council felt strongly about that weren't consistent with the plan should be clarified.

Council Member Toly suggested putting bullet points under the three implementation plans for Council consideration. Calvo stated they asked the Council to tell them what edits should be made to the plan. Council Member Rubell asked Calvo to summarize the parts that mattered.

Rebecca Ward, Planning Director, asked if there was consensus to support FPZ as recommended by the Planning Commission, or would she need to come back with some scenarios and with the background information on how the Planning Commission got to this point. Calvo stated the FPZ questions needed yes or no answers. Council Member Dickey asked to bring back the discussion and have the Council consider it further. Ward stated the FPZ, building height, and community benefits were still very high level, and they would discuss them more in depth. Council Member Dickey also wanted to discuss chains and local businesses.

The Council continued this item to the July 11, 2024 Council meeting.

Bonanza Park 5-Acre Site Project Discussion:

Matt Wetli and Justin Carney, Development Strategies, lead the discussion on this item. Wetli stated the purpose of the discussion was to specify what would go into the RFP. He reviewed what was agreed on previously, including City Hall would not be built on this site, parking would be underground, there would be a mix of market rate and affordable housing, the retail mix would focus more on local businesses, and the Kimball Art Center would be a stand-alone building on a one-acre site. He discussed potential funding pools and development value versus costs. He displayed a site feasibility chart and explained different tradeoffs between housing, retail, open space, and parking.

Council Member Rubell preferred the 50,000 square feet of retail or non-housing use space scenario. He wanted to see a mix of market and local businesses. He liked having most of the parking underground but understood if something needed ground level parking. He favored having 20% market rate housing and then distributing the affordable housing AMI ratios for the remainder of the housing. He requested increasing the open space percentage as well. Council Member Parigian agreed with Council Member Rubell. Council Member Dickey indicated the last conversation had deeper affordability and these scenarios showed higher AMIs. Council Member Toly stated federal funding gave priority to three-to-four-bedroom affordable housing units and she asked if it would make sense to make the units bigger. Wetli stated they could get those bigger units since this site was four acres. He noted there was currently .75 acre set aside for open space.

Carney noted the 10,000 square feet of retail met the current AMPD, but the higher square footage of market rate retail could be built under the MPD. Mayor Worel didn't

think the community wanted a housing development with a little retail. Wetli stated they recommended having key services as an anchor for this site to attract people. He asked how much housing was too much. Carney stated they could figure in the desire for fewer but bigger units.

Council Member Dickey hoped to determine the financing gap so he could understand what the City would be responsible for. It was noted that maker spaces would be under the local retail category. Some of the Council supported phasing the project. Wetli explained two types of federal low-income housing tax credit (LIHTC) funding. The Council asked for a spectrum of affordable housing onsite, 20% retail, and underground parking. Council Member Ciraco stated the developers responding to the RFP would tell the City how much the funding gap was. There would be no ground floor residential units. The emphasis would be on serving the community. The code was flexible for the sake of the RFP and the developer could plan on four-story building heights. Council Member Dickey thought there should be more market rate housing, such as 20% with a target affordable housing AMI of 60%, with a variety of AMIs in the mix. Mayor Worel clarified the housing units would all be rentals.

Carney summarized there would be an equal amount of market rate and local retail space. Wetli stated from the last meeting he heard a preference for smaller housing units and asked if the Council still agreed to that. Matt Dias asked about the cost for underground parking. Wetli explained there would be parking revenue to offset some of the cost. The Council asked for one acre of open space, broken down into scattered small areas in different spots on the site. Wetli stated he would bring back a couple scenarios to the next meeting.

III. ADJOURNMENT

With no further business, the meeting was adjourned.

_____
Michelle Kellogg, City Recorder

City Council Staff Report

Subject:	**Resolution Prohibiting Use of Ignition Sources, Including Open Flames and Fireworks**
Author:	**Cherie Wellmon, Fire Marshal**
Department:	**Community Development/Building**
Date:	**July 11, 2024**
Type of Item:	**Legislative**

Recommendation
Consider adopting the proposed resolution (Exhibit C) to prohibit ignition sources, including open flames and fireworks, throughout the Park City municipal boundaries from July 11, 2024, through October 31, 2024.

Background
The International Fire Code (IFC), as adopted by the State of Utah, and Park City Municipal Code, Section 11-9-3, allows the City Council to prohibit ignition or use of ignition sources, open flames, and fireworks when the Park City Fire Marshal determines that existing or historical hazardous environmental conditions within the City necessitate restrictions on those ignition sources.

Analysis
Wildfires remain Park City's most likely and potentially the most dangerous natural hazard. A wildfire could impact thousands of homes, businesses, and industries and have long-lasting negative social and economic consequences.

The above-average precipitation over the last two winter and spring seasons and cooler-than-normal temperatures increased the loading of fine fuels, such as tall grasses, leaves, shrubs, and branches. The current weather data predicts a mix of rising summer temperatures with intermittent cooling periods that produce greater winds, the risk of dry lightning, and below-average mid- to late-summer monsoonal rains.

As the fine fuels dry throughout July and August, we will experience higher fire danger as the summer continues. These environmental conditions, coupled with the established wildland fire areas throughout the City, create fire safety concerns for residents, structures, and wildland areas that we aim to minimize and mitigate.

As a result, we recommend Council consider proactive restrictions on the use of ignition sources throughout the City, which is entirely made up of mountainous, brush-covered, forest-covered, dry grass-covered, and wildland-urban interface areas (see map attached as Exhibit B).

Criteria and Declaration
The following criteria (Exhibit A) were considered in determining that existing environmental conditions necessitate the controlled use of ignition sources, making it our recommendation to enact restrictions on the use of ignition sources, including open flames and fireworks:

1. Great Basin Coordinating Center (GBCC) predictive services intelligence and outlook reports, including daily, 7-day, and monthly/seasonal reports
2. Dead and live fuel moisture reports
3. Current and forecasted temperatures
4. Humidity
5. Dew point
6. Winds
7. Local and regional weather forecasts, including warnings, watches, and lightning probabilities
8. Energy release component (ERC)

The recommendation is made with assistance from the Chief of Police, Emergency Manager, and the Park City Fire District, and would be effective July 11, 2024, through October 31, 2024.Requests for an exception to the prohibition can be made through the Building Department by requesting a Fire Operational Permit. Requests are evaluated for compliance with the International Fire Code, Land Management Code, and local environmental conditions. This prohibition does not extend to permitted firepits, gas stoves, or charcoal barbeque grills used in accordance with the manufacturers' specifications.

The Building Department will continue working with the Community Engagement Team to provide community notification and information about the prohibition of open flames.

Proposed Action
Adopt the proposed resolution (Exhibit C) prohibiting ignition sources, including open flames and fireworks, throughout the Park City municipal boundaries from July 11, 2024, through October 31, 2024.

Exhibits
Exhibit A – Determination of Restrictions on Open Sources of Ignition
Exhibit B – Ignition Prohibition Map
Exhibit C – Proposed Resolution Prohibiting Use of Ignition Sources in Park City

Attachment A

July 2, 2024

From: Park City Municipal Corporation Fire Marshal

Subject: DETERMINATION OF RESTRICTION ON OPEN SOURCES OF IGNITION, OPEN FLAMES & FIREWORKS

Reference: (a) Park City Municipal Code 11-9-3
(b) PCMC Policy and Procedure for the Regulation of Open Sources of Ignition, Open Flames & Fireworks

1. Per references (a) and (b), a prohibition on open sources of ignition, open flames, and fireworks is recommended. Exceptions to this prohibition include the following:

Uses pursuant to a Fire Operational Permit and for permitted firepits, gas stoves, or charcoal barbeque grills used in accordance with the manufacturers' specifications.

2. Except for areas specifically listed below, the recommendation is that this prohibition be effective as of July 11, 2024, for all areas within City limits and remain in effect through October 31, 2024. Specifically exempted areas include the following:

None

3. The following criteria were considered in determining to recommend restrictions on the use of open sources of ignition and open flames:

a. Great Basin Coordination Center Predictive Services Intelligence and Outlook reports
(Additional sheets may be attached as necessary). Overall trends are to be considered and listed in all cases, instead of relying solely on specific conditions present on a given date.

Monthly/Seasonal Report:	Over the last two years, the wetter weather pattern has prolonged green-up and delayed the start of fire season. However, a busier and extended fire season is expected this year due to increased fine fuels and predicted warmer weather with intermittent cooling periods bringing increased winds and dry lightning,
b. Dead and live fuel moistures:	Dead and live fuel moisture is currently normal but showing a drying trend.
c. Temperatures:	Forecasts show an increase of 10-15 degrees above normal is expected into July.
d. Humidity:	Current maximum humidity between 35-43% and a minimum of 13-23%.
e. Dew Point:	Currently 31 degrees.

f. Wind: Variable with low-pressure systems creating lower temperatures and higher winds, and high-pressure systems with less windy conditions and higher temperatures.

g. Local and regional weather forecasts, including warnings, watches, and lightning probabilities: *Overall trends should be considered and listed in all cases instead of relying solely on specific conditions present on a given date.*

The Great Basin Coordination Center indicates the current fire danger is low, and fire season will be off to a slow start this year. However, due to forecasted conditions, changes in pressure systems will produce conditions with higher than normal temperatures, oscillating with lower temperatures, increased winds, lower than average precipitation, and the risk of dry lightning.

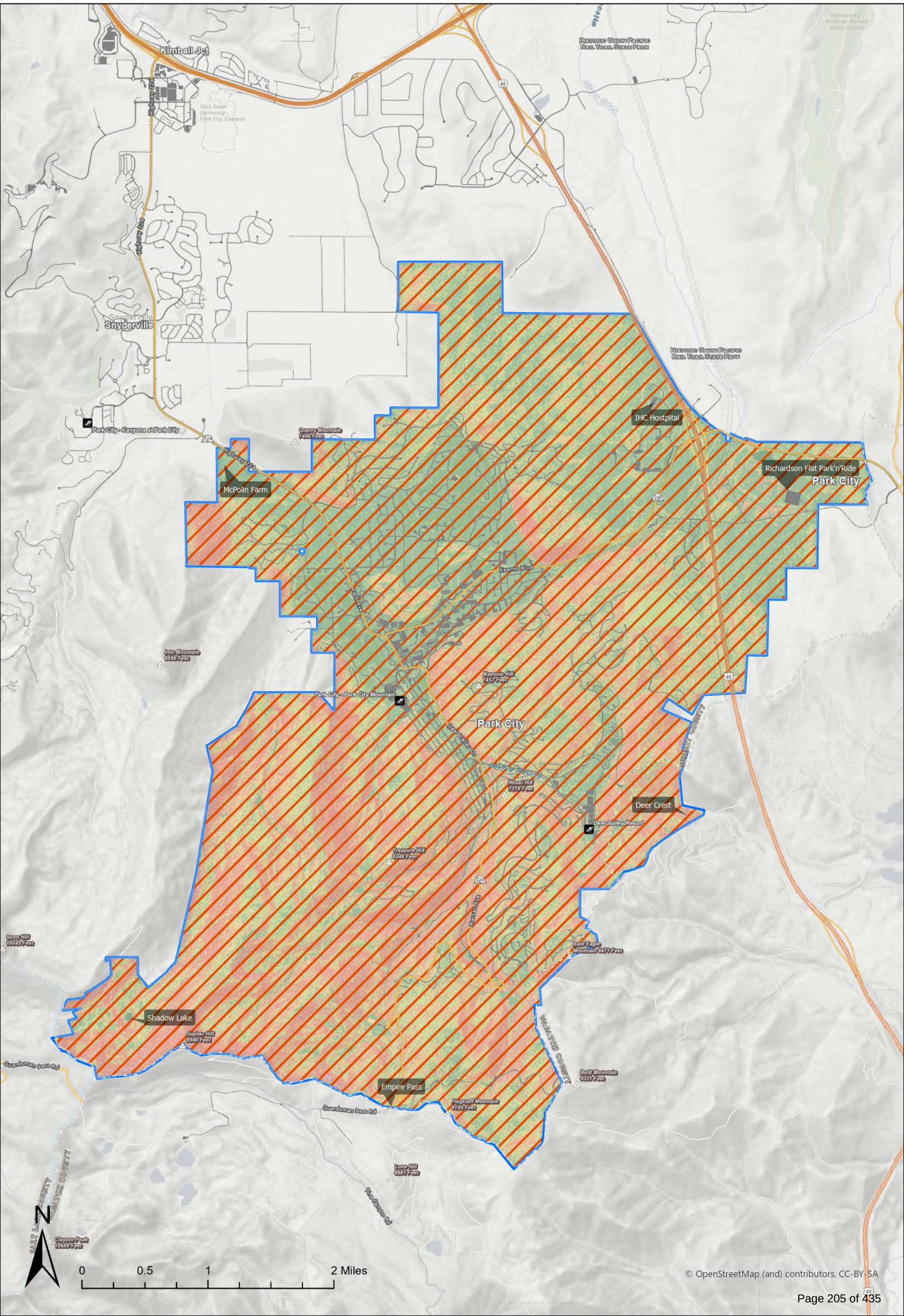
h. Energy Release Component (ERC): The ERC has doubled in the last two weeks from 6/3/24 to 6/17/24. Currently, at 40, the ERC average is projected to increase to over 50 in the next seven days.

i. Other applicable information relied upon in enacting this ban:

Due to the risk of the increased growth and curing of fine fuels and their continuity, combined with increased temperatures, wind and dry lightning, and lower-than-normal monsoon activity, the fire danger will increase moving into July and August and could be extended further into fall than normal, we advise enacting the open flame prohibition.

Copy to:
City Manager
Fire Marshal
Chief of Police
Emergency Manager
Community Engagement Manager / Public Information Officer
Park City Fire District
Summit County Fire Warden

Ignition Source Prohibition 2024



Resolution 14-2024

A RESOLUTION PROHIBITING THE USE OF IGNITION SOURCES, OPEN FLAMES AND FIREWORKS IN PARK CITY

WHEREAS, the City Council of Park City, Utah, and the Park City Fire Marshal have the desire to reduce the threat of wildfires, which may cause extensive damage and economic hardship within the City; and

WHEREAS, pursuant to Utah Code § 15A-5-202.5 and Park City Municipal Code § 11-9-3, when the City Fire Marshal determines that existing or historically hazardous environmental conditions necessitate controlled use of an ignition source and open flames, City Council may prohibit the ignition or use of an ignition source in mountainous, brush-covered, forest-covered, dry grass-covered, and wildland urban interface areas, as well as areas near waterways, trails, canyons, washes, ravines, or similar areas; and

WHEREAS, the City Fire Marshal has determined that existing hazardous environmental conditions, increased fine fuel loading, rising temperatures, along with the forecasted weather data and dropping fuel moisture content of live and dead vegetation necessitate controlled use of ignition sources throughout the City, which is entirely made up of the above-identified areas;

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

Unless explicitly approved through the issuance of a written permit, the Park City Council prohibits the use of any ignition source, including open flames and fireworks, throughout the Park City municipal boundaries from July 11th, 2024, through October 31, 2024.

This resolution passed and adopted this 11th day of July, 2024.

PARK CITY MUNICIPAL CORPORATION

_____
Mayor Nann Worel

Attest:

_____
Michelle Kellogg, City Recorder

Approved as to form:

_____

City Attorney's Office

City Council Staff Report

Subject: Building- Board of Appeals Appointment
Author: Crystal Kaufman
Department: Building Department
Date: June 11, 2024

Recommendation

Consider the Mayor's recommendation to appoint Nicholas Daniels as the alternate to the Board of Appeals (Building Code specific), with a term beginning immediately upon the date of appointment.

Background

The Park City Board of Appeals consists of three (3) members, and one alternate, who are qualified by experience and training to consider matters pertaining to building construction. Members shall be appointed by the City Council and hold office at their pleasure. The Board hears appeals pursuant to the International Building Code, Abatement of Dangerous Buildings, and Uniform Housing Code. The Chief Building Official acts as an ex officio member and Secretary of the Board.

Board of Appeals – Current Members	Terms
Jonathan Degray	No term end date
Chris Donelly	No term end date
Jennifer L Lewis	No term end date
Alternate- Vacant	

Analysis

The alternate seat for the Board of Appeals is currently vacant. The vacancy was advertised on the Park City Website, Park City Newsletter, and social media. After several weeks of advertising one application was received.

Nicholas Daniels is involved in one of our high-profile projects (Founders Place in Deer Valley). Nicholas has a vast background in construction and has experience from both the contractor and governing perspectives.

The Mayor therefore, recommends the appointment of Nicholas Daniels as the alternate to the Board of Appeals.

City Council Staff Report

Subject: Consideration of a Resolution Appointing Councilmember Bill Ciraco as Park City Municipal's voting member within the Central Wasatch Commission
Author: Michelle Downard
Department: Executive
Date: July 11, 2024

Summary Recommendation

Consider Resolution 17-2024 to appoint Councilmember Bill Ciraco as Park City Municipal's voting member within the Central Wasatch Commission (CWC).

Executive Summary

In 2018, the Central Wasatch Commission (CWC) approved Park City's request to have its own voting seat. Since that time, Mayor Beerman, Councilmember Max Doilney, and Mayor Worel have served in that role.

Analysis

In February 2014, the Mountain Accord was established to bring together different interests in a collaborative manner to settle decades of conflict over land use and other issues, including transportation, environmental impacts, trails, and infrastructure, and create a sustainable plan for the preservation of the Central Wasatch Mountains. This collaboration included representatives from federal, state, and local governments, environmental advocacy groups, and private interests.

In 2017, the CWC was established as the governing interlocal entity including Salt Lake County, Salt Lake City, Sandy City, and the City of Cottonwood Heights. In August 2018, Park City's application for a voting seat was formally approved by the CWC Board and the legislative bodies of the four original members (Salt Lake City, Salt Lake County, Sandy City, and Cottonwood Heights). As part of that approval, Summit County was given the exclusive right to nominate the Wasatch Back Commissioner, provided Park City's seat remains independent, and they continue to have a separate vote on the Commission.

The CWC Interlocal Agreement requires approval by the legislative body of newly appointed members. The Council may consider approving a resolution to appoint Councilmember Bill Ciraco as Park City Municipal's voting member within the CWC.

Exhibits

Exhibit A Resolution 17-2024– Appointment of Councilmember Bill Ciraco as Commissioner with the Central Wasatch Commission

Resolution 17-2024

A RESOLUTION APPOINTING COUNCILMEMBER BILL CIRACO AS PARK CITY MUNICIPAL'S VOTING MEMBER WITHIN THE CENTRAL WASATCH COMMISSION

WHEREAS, the Central Wasatch Commission (the "CWC") is an interlocal entity that was formed effective 29 June 2017 pursuant to the "Central Wasatch Commission Interlocal Agreement" (the "ILA") among Salt Lake County, Salt Lake City, Sandy City and the city of Cottonwood Heights (each, a "Member," and collectively, the "Members"); and

WHEREAS, the ILA authorizes the admission of additional Members ("Additional Members") to the CWC following (a) approval by a majority of the CWC's governing body (the "Board"); (b) unanimous approval by the CWC's current Members; (c) approval of the ILA by the governing body of the proposed Additional Member; and (d) execution and delivery of a counterpart of the ILA by the proposed Additional Member; and

WHEREAS, the Central Wasatch Commission approved Park City's 2018 request to have it's own voting seat; and

WHEREAS, the Council has determined that it is in the best interests of the health, safety and welfare of the City's residents to so act;

NOW, THEREFORE, BE IT RESOLVED by the Park City Council that Councilmember Bill Ciraco is hereby appointed as Park City's voting member within the Central Wasatch Commission.

This resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 11th day of July, 2024.

PARK CITY MUNICIPAL CORPORATION

_____

Mayor Nann Worel

ATTEST:

_____

Michelle Kellogg, City Recorder

APPROVED TO FORM:

_____

City Attorney’s Office

City Council
Staff Report

Subject: **Bonanza Park Small Area Plan**
Application: **PL-24-06026**
Author: **Rebecca Ward, Planning Director**
Date: **July 11, 2024**

Recommendation
(I) Review the draft Bonanza Park Small Area Plan, (II) conduct a public hearing, and (III) consider approving Ordinance No. 2024-17, adopting the Small Area Plan as unanimously recommended by the Planning Commission.

Description

Applicant:	Planning Department
Reason for Review:	The Planning Commission conducts a public hearing and forwards a recommendation to the City Council for adoption of modifications to the General Plan.

Background
Please see the June 27, 2024 staff report for project background. For additional information, please visit www.bonanzapark.com.

Analysis
We are excited to present to you the Bonanza Park Small Area Plan and request you consider adopting the plan unanimously recommended by the Planning Commission. Why? This plan provides a comprehensive document for the impending redevelopment of the City's geographic core in the coming years and is a roadmap that opens the door for staff, the Planning Commission, and the consultants Design Workshop to implement the plan through code amendments.

The overarching Bonanza Small Area Plan is the guiding document to set and chart our redevelopment path, but the details and implementation of specific aspects will require work and effort and additional review by both the Planning Commission and the City Council. Adopting the Plan begins the next step in the important process to achieve Land Management Code recommendations.

We hope to continue to engage the community through the code amendment process and present draft amendments to you for consideration by the end of the year. We were awarded a grant for consultant services to help us achieve this goal.

If we do nothing? We have three pending Master Planned Developments in the neighborhood, with another potential.[1] The current code encourages the development

[1] Park and Kearns (1800 Park Avenue, The Yarrow), The Iron Horse District, The Ski Rail Affordable

we have now – substantial surface parking lots, auto-centric access, commercial uses, and a patchwork of connectivity without a comprehensive network.

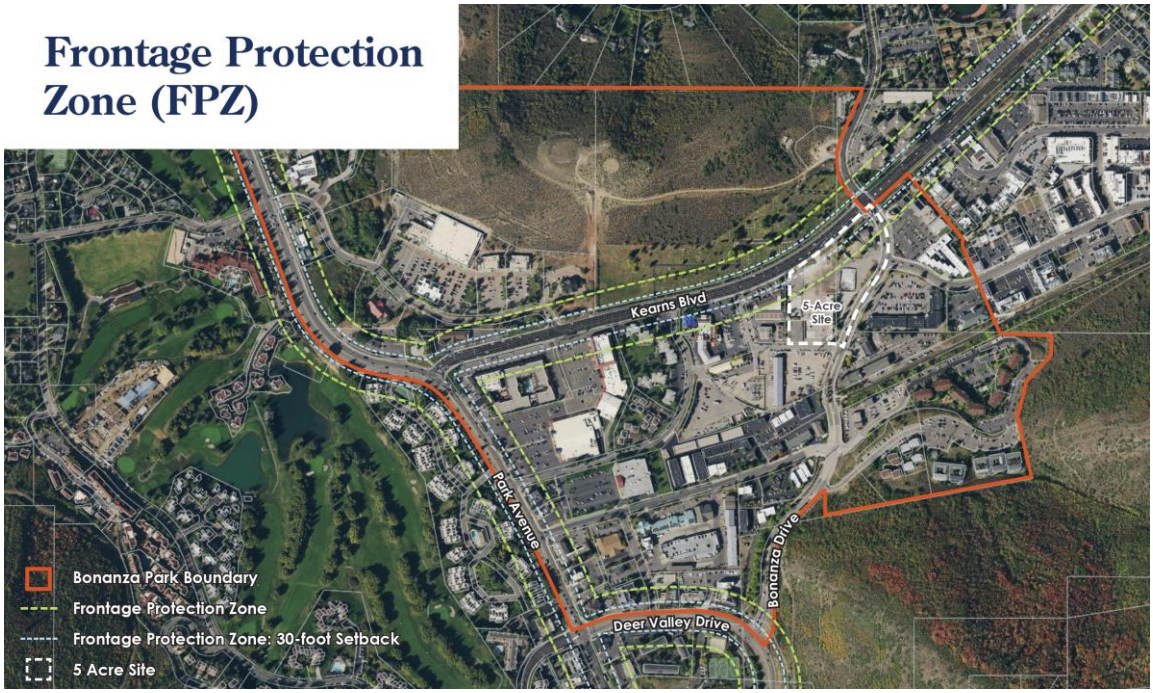
If we move forward, we will work through the details of how the high-level community goals can become reality through code that encourages and incentivizes the type of redevelopment that creates the neighborhood the community has told us they want: a mixed-use neighborhood for locals where bikes and pedestrians move through safely and intuitively, that includes a mix of affordable, attainable, and market-rate housing for full-time residents, with green spaces for the community to gather, and cultural elements and local small businesses interwoven throughout.

We ask the Council to please adopt the Plan as unanimously recommended by the Planning Commission to open the door to this important work that lies ahead.

As the Commission representatives indicated to Council during last week's discussion, if there are things that should be reconsidered in the code amendment process, we ask that those be called to attention now, if possible, so that in the next phase, we can be efficient and effective with Council policy direction.

Please see Exhibit B to review the consultant's request for things the Planning Commission should consider as part of the implementation phase.

In addition, as requested by the Council on June 27, please see the map below outlining the Frontage Protection Zone. Staff will present videos and additional information during the July 11 meeting pursuant to Council's request at the last meeting.



Master Planned Development, and potentially the City-owned Five-Acre Site.

Exhibits

Exhibit A: Ordinance No. 2024-17
- Attachment 1 – Bonanza Park Small Area Plan
- Attachment 2 – Mobility Component

Exhibit B: Consultant Memo

ORDINANCE NO. 2024-17

AN ORDINANCE ADOPTING THE BONANZA PARK SMALL AREA PLAN AS A MODIFICATION TO THE PARK CITY GENERAL PLAN

WHEREAS, on March 6, 2014, the City Council adopted Ordinance No. 14-09, approving the Park City General Plan as a comprehensive rewrite of the March 20, 1997 General Plan and subsequent amendments;

WHEREAS, the adopted 2014 Park City General Plan recognizes the uniqueness of the Bonanza Park neighborhood—an approximately 200-acre area in the geographic core of Park City—and its opportunities and challenges, and recommends a Small Area Plan to provide a roadmap for the future redevelopment of the neighborhood;

WHEREAS, Bonanza Park was the City's northern entry corridor until the 1970s, when the area began to transform from agricultural and industrial rail uses that supported the developing resort community to the City's geographic mixed-use core intersected by the City's key intersections with a street network that developed along two converging rail lines that presents connectivity challenges;

WHEREAS, now is the time to adopt a comprehensive Small Area Plan for the Bonanza Park neighborhood – the EngineHouse project, the City's first ever public-private partnership in the development of affordable units in the center of the neighborhood with 99 affordable and 24 market-rate units is under construction and many properties within the neighborhood have submitted or plan to submit Master Planned Development applications for redevelopment and the built environment will transform in the coming years;

WHEREAS, on March 2, 2023, the City Council approved a contract with MKSK and subconsultants Fehr & Peers and Future IQ to complete the Bonanza Park Small Area Plan;

WHEREAS, the Mayor selected a thirteen-member advisory group representing a broad spectrum of residents, advocates, employers, partners, property owners, and key stakeholders, to meet four times throughout the process to support and augment the community engagement process, to provide feedback, and to serve in a partner in the implementation of the plan's concepts and recommendations;

WHEREAS, the consultants hosted three community meetings: July 19, 2023, October 18, 2023, and April 9, 2024;

DRAFT

WHEREAS, the consultants issued two surveys for community input: July 19, 2023, and October 18, 2023;

WHEREAS, the Planning Commission conducted a work session on January 10, 2024, and the City Council conducted a work session on August 29, 2023 and January 11, 2024, to review and discuss the community engagement results and to provide input and direction;

WHEREAS, the Bonanza Park Small Area Plan is centered around six community goals: Mixed-Use, Local, User-Friendly, Inclusive, Green, and Cultural and includes a Mobility Component to address traffic and connectivity challenges;

WHEREAS, the Bonanza Park Small Area Plan serves as a policy direction to prioritize and establish updates to the Land Management Code regulations for this neighborhood;

WHEREAS, the Bonanza Park Small Area Plan is in the best interest of Park City to provide policy direction resulting in orderly and balanced growth that reflects the community vision for the neighborhood;

WHEREAS, the Bonanza Park Small Area Plan shall supplement the land use elements of the existing General Plan, pursuant to Utah Code Sections 10-9a-403 and 404;

WHEREAS, on May 22, 2024, the Planning Commission opened a public hearing and on June 12, 2024, the Planning Commission conducted a public hearing and unanimously forwarded a positive recommendation to the City Council;

WHEREAS, on June 27, 2024, and July 11, 2024, the City Council opened a public hearing;

NOW THEREFORE BE IT ORDAINED by the City Council of Park City that the Bonanza Park Small Area Plan is hereby approved and adopted, replacing in its entirety the 2014 Bonanza Park Neighborhood Plan. This Ordinance shall take effect upon publication.

PASSED AND ADOPTED this 11th day of July 2024

PARK CITY MUNICIPAL CORPORATION

_____

Mayor Nann Worel

DRAFT

Attest:

_____
Michelle Kellogg, City Recorder

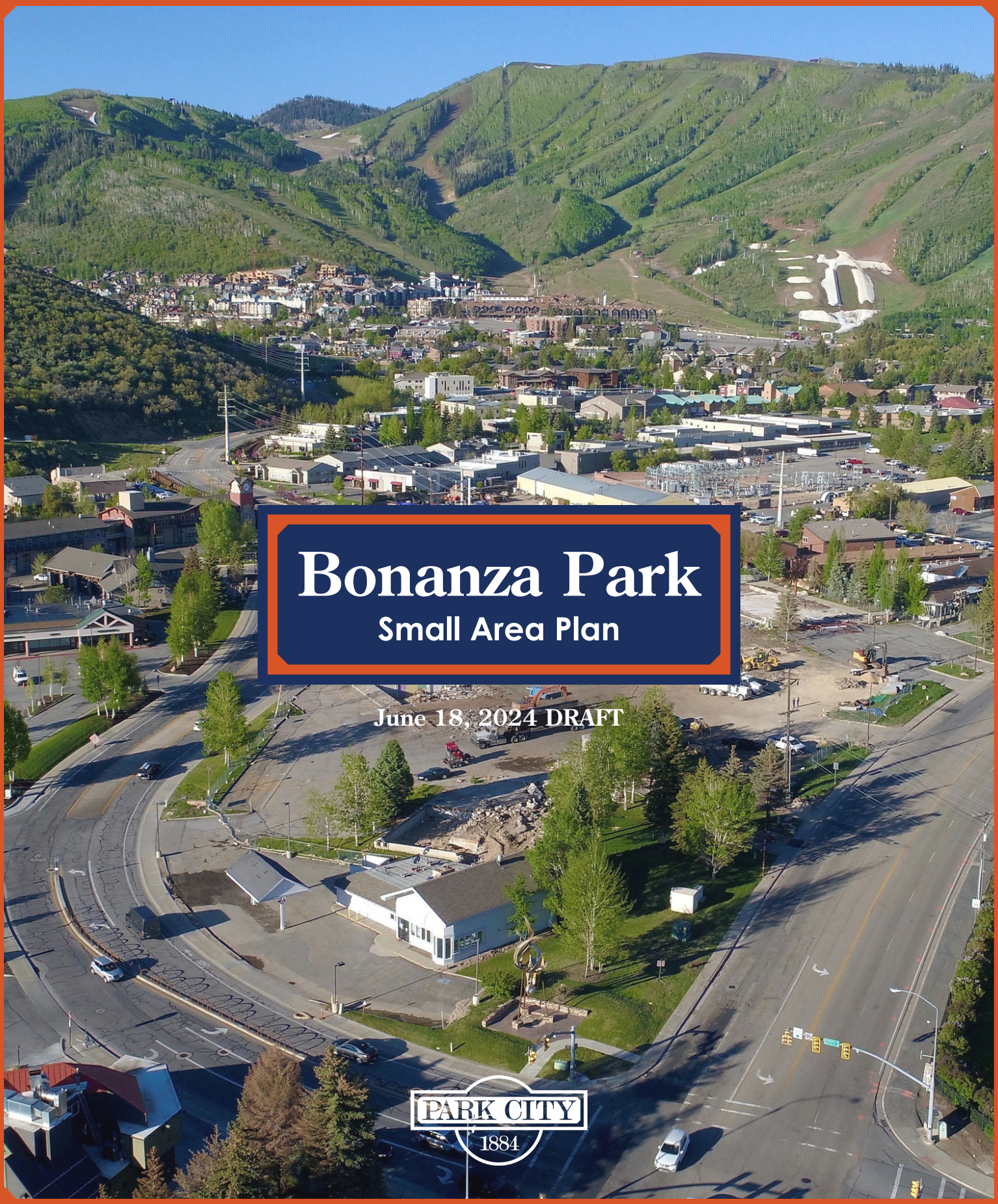
Approved as to form:

_____
Margaret Plane, City Attorney

ATTACHMENT 1 – Bonanza Park Small Area Plan

ATTACHMENT 2 – Mobility Component

DRAFT



Bonanza Park

Small Area Plan

June 18, 2024 DRAFT

PARK CITY
1884

MKSK FEHR & PEERS future iQ

Bonanza Park
Small Area Plan

This vision for Bonanza Park represents thousands of ideas, comments, and conversations we conducted through this process. We thank Parkites for their passion and engagement.

City Council

Nann Worel, Mayor & Liaison
Bill Ciraco
Ryan Dickey
Ed Parigian
Jeremy Rubell, Liaison
Tana Toly

Planning Commission

Christin Van Dine
John Frontero
Sarah Hall, Chair
Bill Johnson, Liaison
Rick Shand
Henry Sigg
Laura Suesser

Advisory Group

Seth Adams
Veronica Monroy Alvaro
John Burdick
Craig Dennis
Mark Fischer
Elyse Kats
Casey Metzger
Angela Moschetta
Deborah Rentfrow
Brian Richards
Joel Shine
Teri Whitney
Mary Wintzer

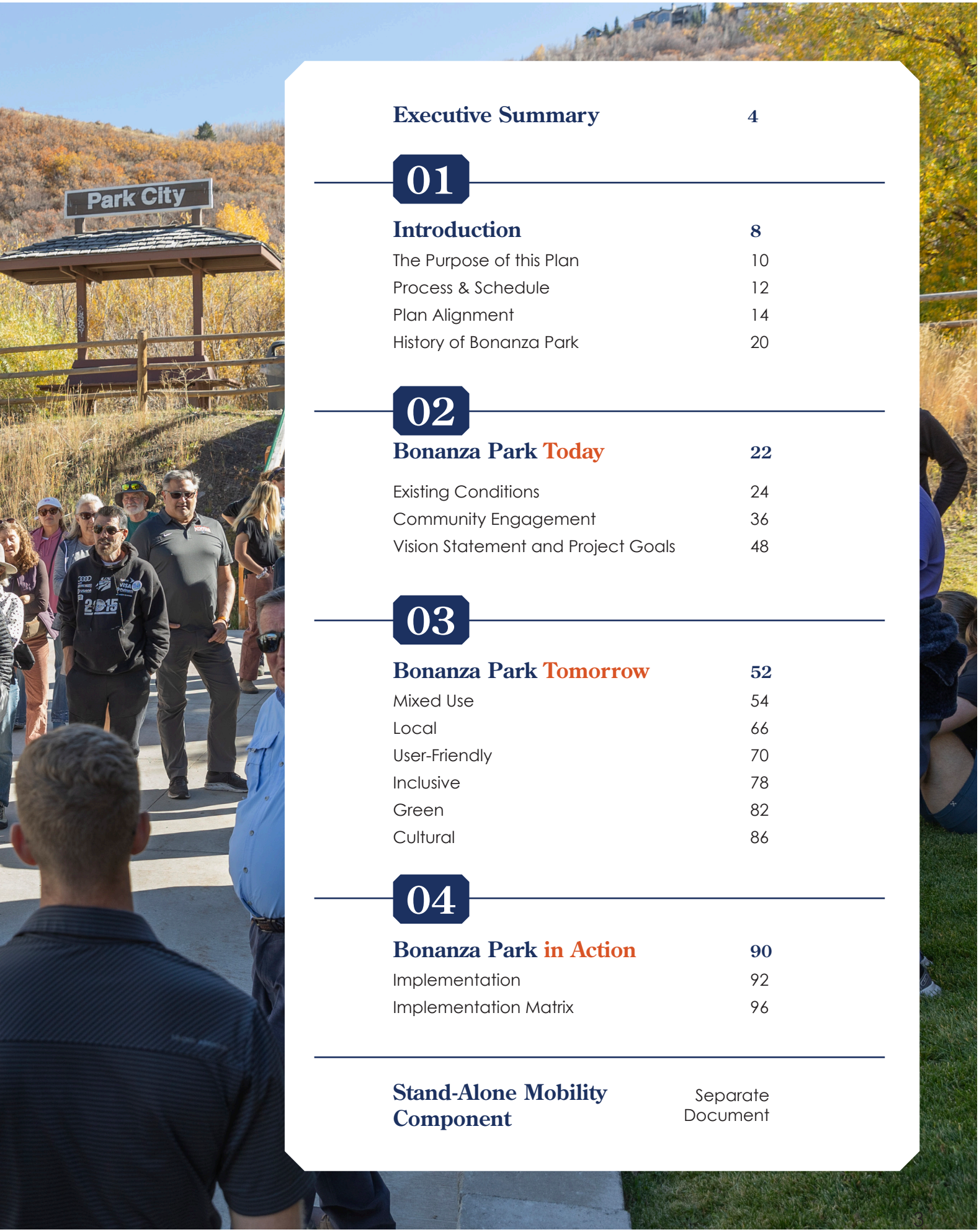
Project Leadership

Mayor Nann Worel
Rebecca Ward, Planning Director
Jennifer McGrath, Deputy City Manager

Consultant Team

MKSK
Fehr & Peers
Future IQ





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Stand-Alone Mobility Component Separate Document



Executive Summary

Mixed Use | Local | User-Friendly | Inclusive | Green | Cultural

A community-driven vision for Bonanza Park

The Bonanza Park Small Area Plan is a long-term vision that builds on the area's rich history and its meaningful place in the community.

With community engagement at its core, this plan re-imagines Bonanza Park as a more walkable, mixed-use, and livable community that continues to serve and be home to Parkites of all ages, incomes, and backgrounds. With a vision statement, six project goals, and 19 recommendations, this plan will guide public and private investment in Bonanza Park for the next ten years.

More than 1,500 Park City voices helped shape the ideas and concepts in this plan. The planning process included three community meetings, two online surveys, 12 stakeholder roundtables, a project website with interactive features, and additional in-person engagement such as walking tours, coffee and pastries events, and meetings with students. The planning process was led by Park City Staff, with multiple touchpoints between the planning team, Planning Commission, and City Council at the culmination of three phases of community engagement. The process was advised by a 14-member Advisory Group including community leaders, business owners, and residents, that met four times through this process at key milestones to provide feedback to the planning team.

The plan's engagement set the foundation for a

1,500+
Park City Voices Engaged

- **3 Community Meetings** (500+ Attendees)
- **2 Online/Paper Surveys** (970 Responses)
- **12 Stakeholder Roundtables** (62 Stakeholders)
- **4 Advisory Group Meetings** (13 Members)
- **Ongoing Project Website**
- **Additional In-Person Engagement**

Vision Statement & Project Goals

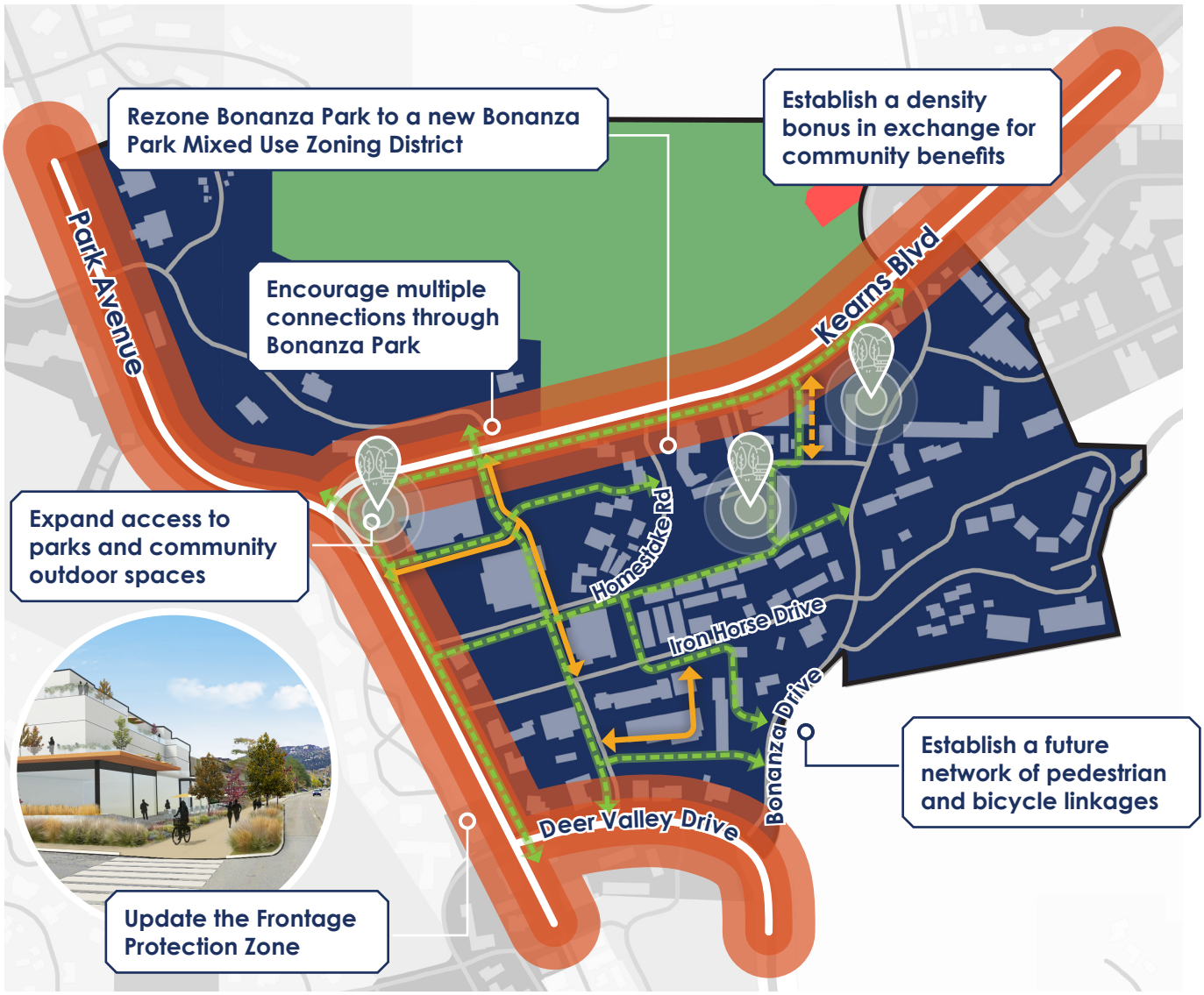
Bonanza Park is a neighborhood where Parkites gather to shop, dine, and express local art and culture. The Bonanza Park of tomorrow will build on this vibrancy to become a more walkable, connected, livable, and inclusive community for current and future Parkites of all ages.

project vision statement that helped synthesize the community's hopes, needs, and expectations for the future of Bonanza Park. This statement, along with the results from the first phase of engagement, set the framework for the development of six project goals. These goals establish desired outcomes for Bonanza Park that are supported by the community and create the topic areas by which the plan's recommendations are organized. The goals were introduced to the community at the second community meeting, and were revised, refined, and added to following community feedback. The goals, listed below and shown in the accompanying graphic, build on what Parkites described as the future for Bonanza Park:

- **Bonanza Park is Mixed Use:** The Bonanza Park of tomorrow will be a mixed use neighborhood with livability in mind.
- **Bonanza Park is User-Friendly:** The future Bonanza Park will be a safe haven for pedestrians, cyclists, and transit riders.
- **Bonanza Park is Local:** Bonanza Park will continue to be a locals neighborhood that serves Parkites through and through.
- **Bonanza Park is...Inclusive:** Bonanza Park will remain attainable to Park City's workforce.
- **Bonanza Park is Green:** Bonanza Park will add community gathering spaces and new sustainable development.
- **Bonanza Park is Cultural:** Bonanza Park will weave arts and culture into the community fabric.



Key Recommendations



One of the plan's key recommendations, and a major tool in ensuring that Bonanza Park grows into a more vibrant neighborhood, is the creation of a new Bonanza Park Mixed Use Zoning (BPMX) District to replace the current outdated and more commercial- and auto-driven zoning. This future BPMX is an umbrella recommendation that will enable and overlap with many of the concepts and ideas in many of the plan's goals. The BPMX will not only establish a zoning tool that is appropriate for the area's existing conditions, but it will also guide growth and development for key redevelopment sites in Bonanza Park. The BPMX does so by encouraging a mix of uses and providing a path toward increasing building heights to 45-feet through the addition of a density bonus in which developers provide significant community benefit in return for increased density.

Understanding that this additional density, while largely supported by the community, will impact viewsheds in Park City's scenic corridors, the plan also recommends updating the Frontage Protection Zone (FPZ). Updates to the FPZ will ensure that development along these key corridors will honor Park City's scale and character and will ensure that any increases to allowable building heights with community benefits, are stepped back to protect mountain views.

The plan also has a clear and definitive focus on improvements to the public realm to support this additional density and create an environment in which Parkites can safely walk, bike, and ride transit. The plan's User-Friendly goal ensures that all streets in Bonanza Park include basic pedestrian facilities, such as sidewalks and marked crossings at intersections, and all current sidewalk gaps identified in this plan are addressed. As well, the plan recommends potential future pedestrian and trail connections within the neighborhood to fix a connectivity gap between the nearby Rail Trail, the McLeod Creek Trail, and Poison Creek Trail.

The plan also includes recommendations to ensure that Bonanza Park remains a "locals' neighborhood," such as policies to limit chain businesses, creating new community gathering spaces, and working with the development community to build more affordable and workforce housing. As the home for the Kimball Art Center, Bonanza Park is also a significant hub for Park City's art scene. Through recommendations in the Cultural goal, this plan builds on this momentum to encourage new public art and placemaking elements throughout the neighborhood.

Combined, these recommendations will facilitate the vision for Bonanza Park and create the community that Parkites desire.

Mixed Use	**Create a mixed use neighborhood with livability in mind**
MU1	Create a Bonanza Park Mixed Use District
MU2	Update the Frontage Protection Zone
MU3	Establish development guidelines for new multifamily and mixed-use buildings
Local	**Support locally-owned business & entrepreneurship**
L1	Limit nightly rentals, hotels, and timeshares
L2	Limit conventional chain businesses
L3	Cap commercial square footage per building
User-Friendly	**Create a safe & intuitive network for pedestrians, cyclists, and transit users**
UF1	Establish a future network of pedestrian and bicycle linkages through Bonanza Park
UF2	When considering development proposals, encourage multiple connections through Bonanza Park
UF3	Leverage future developments to fund and implement mobility improvements
UF4	Create a vibrant pedestrian-oriented neighborhood
Inclusive	**Expand the availability of affordable and workforce housing units**
I1	Work with the development community to build more affordable and workforce housing
I2	Establish bold affordability metrics to guide decision-making
I3	Work with residents and property owners to preserve naturally occurring moderate income housing
I4	Ensure that new housing and public spaces in Bonanza Park follow Universal Design Principles.
Green	**Create a more welcoming and sustainable community**
G1	Ensure that all current and future Bonanza Park residents are within a safe and comfortable 10-minute walk to a park
G2	Provide examples of publicly accessible green spaces or outdoor community spaces
G3	Incentivize sustainable development within Bonanza Park
Cultural	**Weave arts and culture into the community fabric**
C1	Use public art and placemaking elements to inspire, delight, and enliven public spaces and streets in Bonanza Park.
C2	Ensure that public art is meaningfully incorporated into development proposals



01

Introduction

This Chapter Includes:

Plan Purpose

Process & Schedule

Plan Alignment

History of Bonanza Park

The Purpose of this Plan

The Bonanza Park Small Area Plan addresses the planning needs and policy goals of residents, business owners, and stakeholders.

Located just north of Old Town, Bonanza Park is considered by many a "local's" neighborhood. Home to hundreds of residents and businesses, the area is where Parkites come to shop, run errands, recreate, and visit local destinations.

Over the last five years, Bonanza Park and its nearby areas have continued to welcome new visitors and residents. Within its boundary, current and proposed developments will bring in new residential units, restaurants, hotel rooms, and retail.

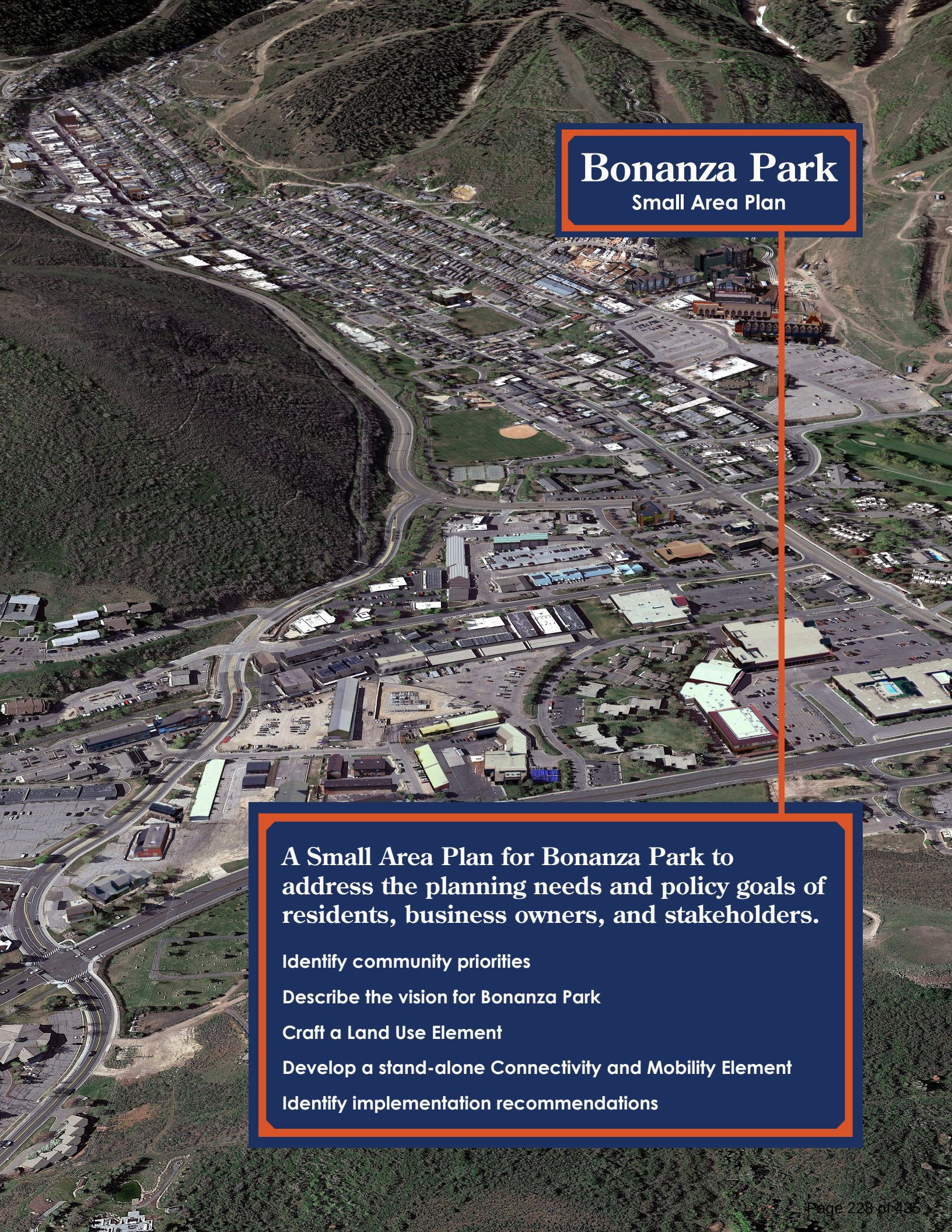
As such, Bonanza Park is at the crux of a transformation. With more redevelopments on the horizon, the neighborhood may experience a significant shift in its character and scale. From a redevelopment of the five acre site at the intersection of Kearns Boulevard and Bonanza Drive, to a potential redevelopment of the DoubleTree Hotel site, the future Bonanza Park and Iron Horse District will likely include hundreds of new residents, businesses, and destinations. **With walkability and livability in mind, the time to plan for the future of Bonanza Park is now.**

This plan is an opportunity to reflect on the past, examine current trends, and chart a future for this expected growth. As redevelopment occurs, this plan sets a vision to align improvements with the needs and expectations of Parkites.

This plan does so by engaging the Park City Community to establish a long term vision for the neighborhood, and outline recommendations that get the community closer to this vision. Through community meetings, online surveys, walking tours, stakeholder roundtables, and one-on-one engagement with community groups, this plan represents the ideas, aspirations, and optimism of more than 1,500 Park City voices engaged through this process.

Their vision for the future of the neighborhood is distilled through a single vision statement for the future of the community, followed by six project goals outlining focus areas. A series of recommendations are introduced under each goal in the third chapter of this document, Bonanza Park Tomorrow.

Together, this vision, the goals, and the recommendations will help steer Bonanza Park toward a more walkable, connected, livable, and inclusive community for current and future Parkites.



Bonanza Park

Small Area Plan

A Small Area Plan for Bonanza Park to address the planning needs and policy goals of residents, business owners, and stakeholders.

- Identify community priorities
- Describe the vision for Bonanza Park
- Craft a Land Use Element
- Develop a stand-alone Connectivity and Mobility Element
- Identify implementation recommendations

Process & Schedule

Launched in May of 2023, the 14-month process was divided into six major project tasks from project kickoff to plan adoption.

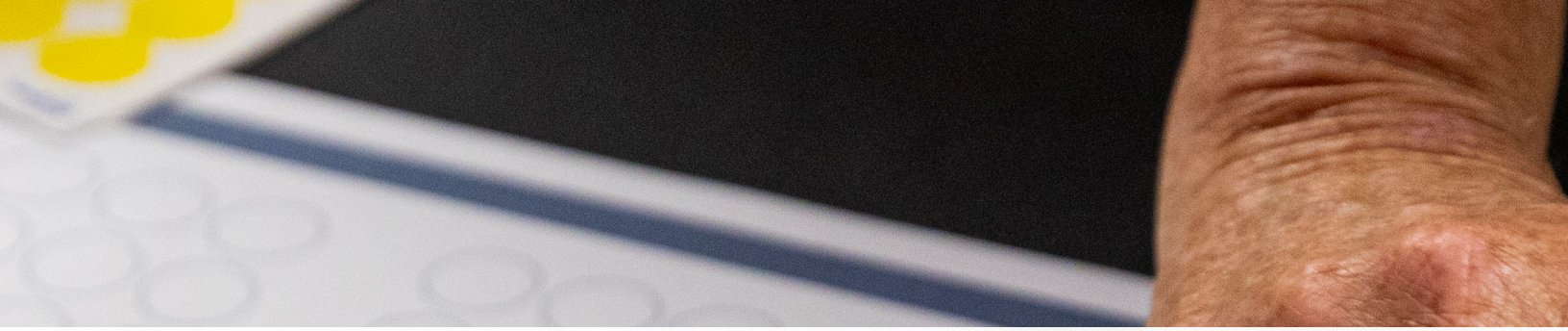
The Bonanza Park Small Area Plan was led by Park City Municipal Corporation (PCMC) Planning Staff, in collaboration with a consultant team composed by planning and design firm MKSK, engagement specialists FutureIQ, and mobility and transportation experts Fehr and Peers. Between May of 2023 and June of 2024, this planning team engaged with the Park City community and steered this process from kickoff through plan adoption.

The planning process was guided by a Project Management Team (PMT) composed of PCMC Staff, meeting biweekly with members of the planning team. This PMT reported on progress to Park City's Planning Commission and City Council.

As seen on the graphic on the adjoining page, the first three tasks of this process, from May to July of 2023, consisted of project initiation and understanding, and included the first phase of community engagement. Starting with a kickoff meeting with the Advisory Group on May 23 and a Community Kickoff Meeting on July 19, 2023, and culminating with an update to City Council to share engagement results on August 29, 2023, the first phase of engagement provided initial direction for the plan's vision and goals.

The plan's second phase of engagement occurred in Task 4, between August and November of 2023, overlapping with the development of the plan's land use and connectivity frameworks. This second phase, which included a third meeting with the Advisory Group and a second Community Meeting on October 18, 2023, culminated with an update to Planning Commission on January 10, 2024 and City Council on January 11, 2024, to share Phase 2 Engagement results.

Tasks 5 and 6 oversaw the third and final phase of engagement, and the creation of this final document outlining the plan's process and recommendations. This third phase of engagement included a fourth Advisory Group Meeting on February 14 and a third and final Community Meeting on April 9, 2023. Following this meeting, the plan's adoption process, including meetings with Planning Commission and City Council, occurred between May and July of 2024.



Community Engagement Phase 1

Task 1: Define plan timetable and existing conditions [May 2023]

Existing Conditions Assessment

Plan Alignment

Advisory Group Meeting 1 (May 23, 2023)

Task 2: Develop a community engagement plan [June 2023]

Project Website Launch

Stakeholder Roundtables

Stakeholder Roundtables (July 20, 2023)

Task 3: Develop neighborhood vision & plan goals/objectives [July 2023]

Plan Goals and Objectives

Vision Statement

Advisory Group Meeting 2 (July 19, 2023)

Community Meeting 1 (July 19, 2023)

Community Engagement Phase 2

Task 4: Develop plan components [August 2023 - January 2024]

Land Use Component

Stand-Alone Mobility Component

Advisory Group Meeting 3 (October 18, 2023)

Community Meeting 2 (October 18, 2023)

Task 5: Develop an implementation plan [January 2024 - April 2023]

Land Use and Mobility Component Refinement

Implementation Strategy

Community Engagement Phase 3

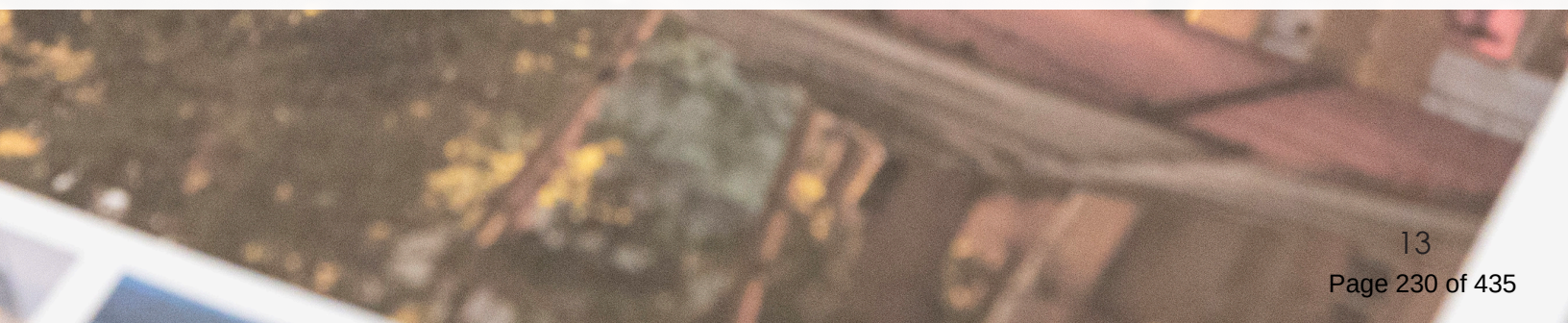
Task 6: Develop Final Report and Plan Adoption [January - June 2024]

Final Document

Advisory Group Meeting 4 (February 14, 2024)

Community Meeting 3 (April 9, 2024)

Adoption Process



Plan Alignment

An analysis of previous and ongoing planning efforts in Park City that overlap with the site boundaries of this project

Throughout the last decade, Park City has engaged its residents in various planning processes. These plans, studies, and visioning documents establish a strong foundation for the Bonanza Park Small Area Plan. The plans touch on issues and themes relevant to Bonanza Park and this plan, from housing and transportation needs, to citywide goals and visioning.

At the onset of this planning process, the planning team conducted a review of the most recent and applicable studies, listed to the right. These studies were examined through the lens of their applicability to Bonanza Park to help understand the study area from a regional and citywide perspective. Their inclusion into this study honors and respects the thousands of Parkites engaged through these plans.

Plans Reviewed:

Draft Bonanza Park Plan (2012, Not Adopted)

Park City General Plan (2014)

Transportation Demand Management Report (2016)

Arts + Culture Master Planned Development Submittal (2020)

Affordable Housing Assessment (2021)

Park City Vision 2020 (2021)

Sustainability Plan (2022)

Rail Trail Master Plan (2022)

Moderate Income Housing Plan (2022)

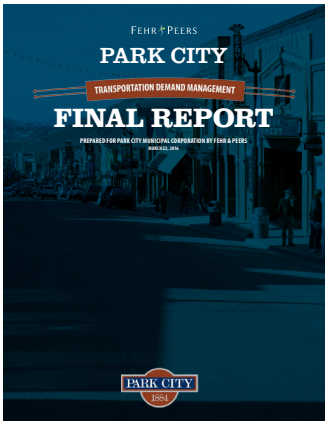
Park City Forward - Long Range Transportation Plan (2022)

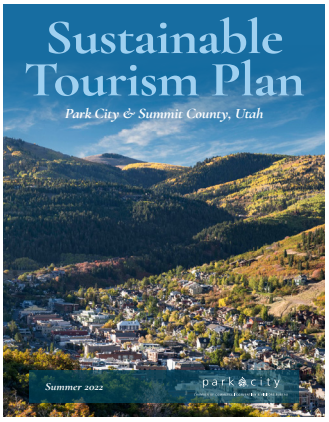
Park City Forward Vision Summary (2022)

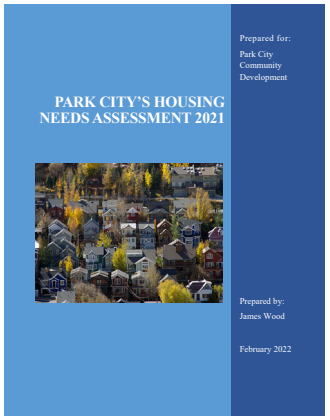
Short-Range Transit Plan (2016 and 2023 Update)

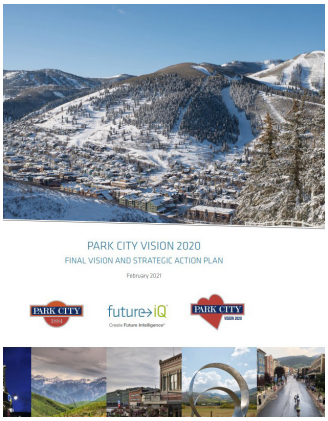
5-Acre Site Feasibility Study (2023-2024, concurrent)

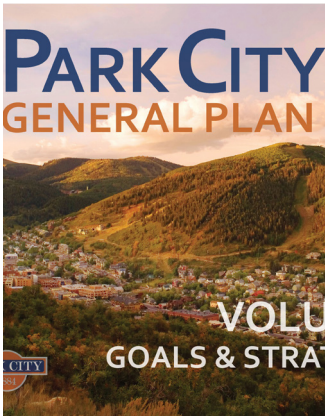

PARK CITY
SHORT RANGE
TRANSIT PLAN
ELECTRIC XPRESS
PREPARED BY
FEHR PEERS
2023

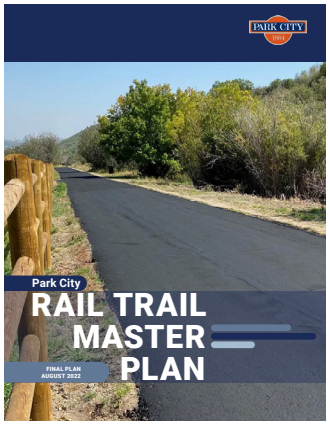

FEHR PEERS
PARK CITY
TRANSPORTATION DEMAND MANAGEMENT
FINAL REPORT
PREPARED FOR PARK CITY MUNICIPAL CORPORATION BY FEHR & PEERS
PARK CITY

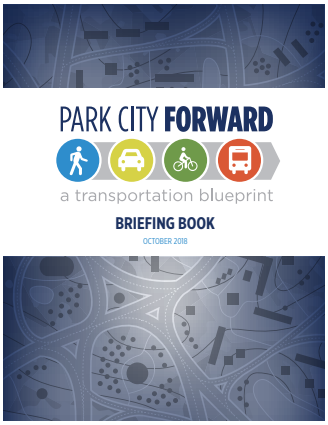

Sustainable
Tourism Plan
Park City & Summit County, Utah
Summer 2022
park city


PARK CITY'S HOUSING
NEEDS ASSESSMENT 2021
Prepared for:
Park City
Community
Development
Prepared by:
James Wood
February 2022


PARK CITY VISION 2020
FINAL VISION AND STRATEGIC ACTION PLAN
February 2021
PARK CITY
future iQ
PARK CITY


PARK CITY
GENERAL PLAN
VOLU
GOALS & STRA


PARK CITY
Park City
RAIL TRAIL
MASTER
PLAN
FINAL PLAN
AUGUST 2022


PARK CITY FORWARD
a transportation blueprint
BRIEFING BOOK
OCTOBER 2018



Park City Vision 2020

Through Vision 2020, Park City established a community-supported future of 'Embracing Bold Action'.

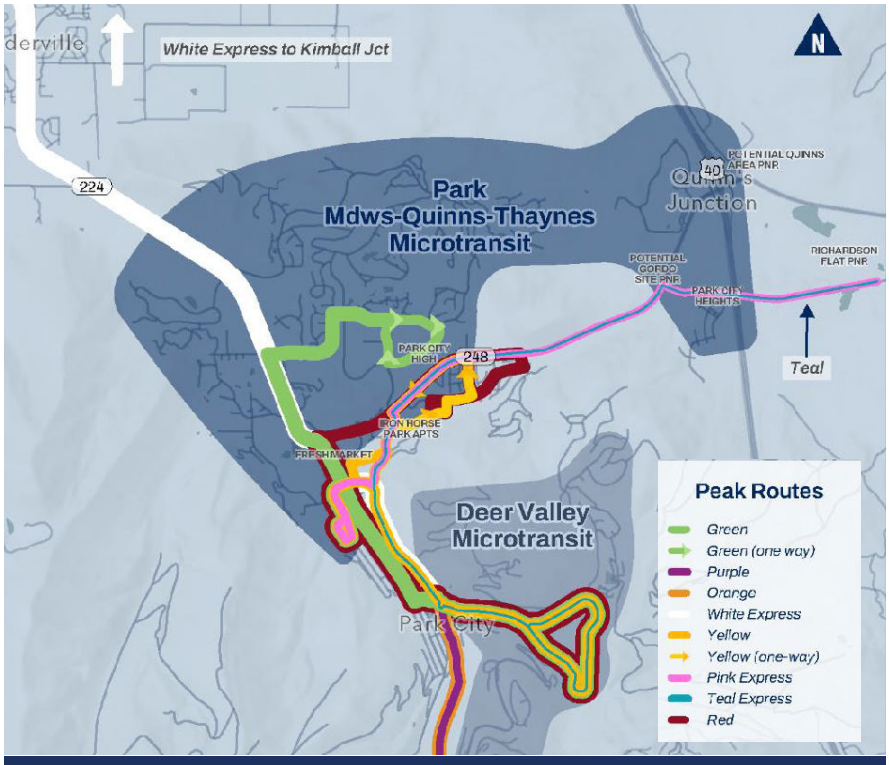
- Regional Approach: The scale of development occurring around Park City threatens to dwarf and overwhelm local efforts to manage growth and change.
- Social Fabric: Park City residents are concerned about neighborhoods turning over to nightly rentals, lack of affordability and displacement of locals.
- Living laboratory: Experimenting and testing new approaches to solve key challenges.



Transportation Plans (2016-2023)

Various transportation plans have identified priority projects around Bonanza Park.

- Improve sidewalks and crossings and develop multimodal improvements in the Bonanza District along Bonanza Drive, Park Avenue, Kearns Boulevard, and Deer Valley Drive (Park City Forward)
- SR-248 (Kearns Boulevard) has pronounced AM and PM peaks year-round, though they are more pronounced in the winter (TDMR).
- The 2023 Short Range Transit Plan recommends improvements to the SR-248 Corridor via new express routes with 15-20 minute peak frequency and longterm BRT (bus rapid transit) infrastructure.

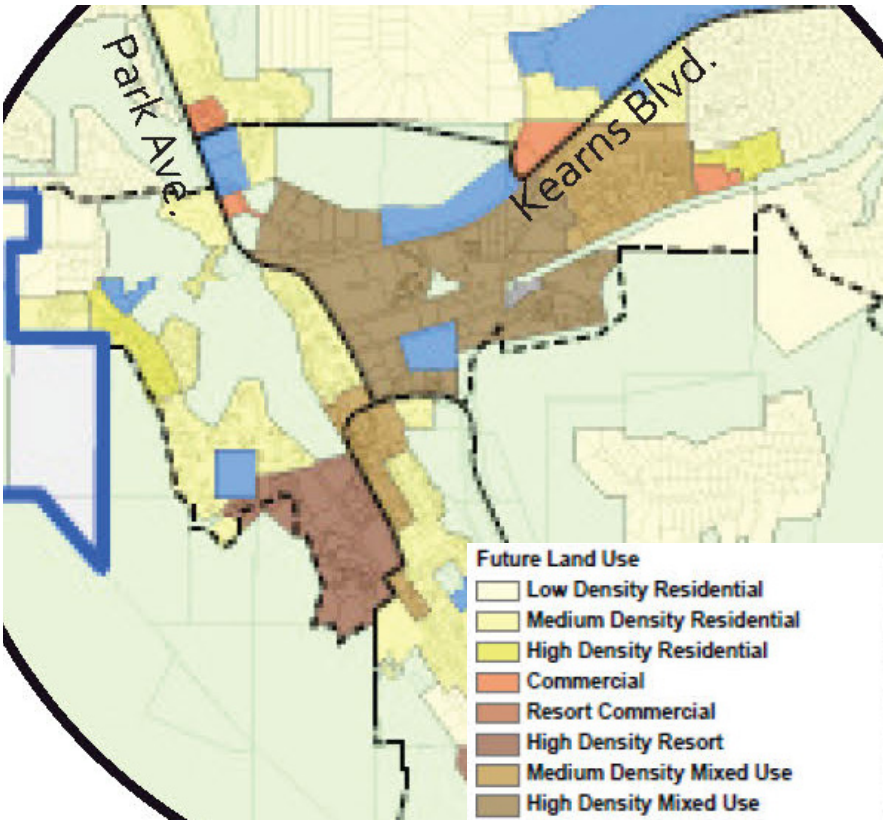


2023 Short-Range Transit Plan
2022 Park City Forward - Long-Range Transportation Plan
2016 Transportation Demand Management Report (TDMR)

Park City General Plan (2014)

The General Plan identifies Bonanza Park as a potential future compact, mixed-use center along a priority transit corridor.

- Future land uses for the neighborhood show a concentration of mixed use to replace commercial land uses.
- There is an opportunity to expand the Transfer of Development Rights (TDR) program for Bonanza Park to receive density from "sending zones."
- Establish a neighborhood economic development tool for the Bonanza Park District to utilize increased tax revenues into the redevelopment area.



Evolution of Place (2012) & General Plan (2014)

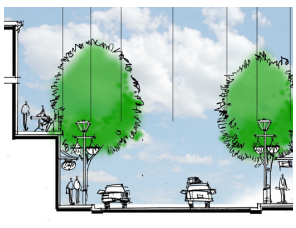
The General Plan described Bonanza Park and Snow Creek as "A mixed use neighborhood in which locals live and work."

- Gentrification is one of the greatest threats to the neighborhood's affordability.
- Light Industrial zoning is within walking proximity of residential units.
- Multifamily residential uses should be concentrated within the Bonanza Park redevelopment area to provide more Life-cycle Housing.
- Establish a limit on nightly rentals to protect the area as a locals neighborhood.

Images in the General Plan Neighborhoods Section reference the 2012 Bonanza Park - The Evolution of Place (2012, draft plan not adopted)









Housing Studies (2021 - 2022)

Both housing studies identified a need for affordable housing units in Park City.

- Park City has an inventory of 650 affordable housing units with a 99% occupancy rate, with 600 units planned for development by 2026 (Housing Needs Assessment).
- The city's affordable inventory meets the housing needs of about 6% of the workforce. The 600 units planned would bring the share to 11%, about 400 units short of the 15% goal.
- Park City will need to add 800 to 1,000 new units in the next five years, adding both rental and for-sale (80-20 ratio) to the inventory with rental units targeted to households at 63% or below AMI (Moderate Income Housing Plan).

Affordable Housing Assessment (2021)
Moderate Income Housing Plan (2022)





Arts & Culture District (2020)

A previous planning study and development proposal for the 5-acre site included the following:

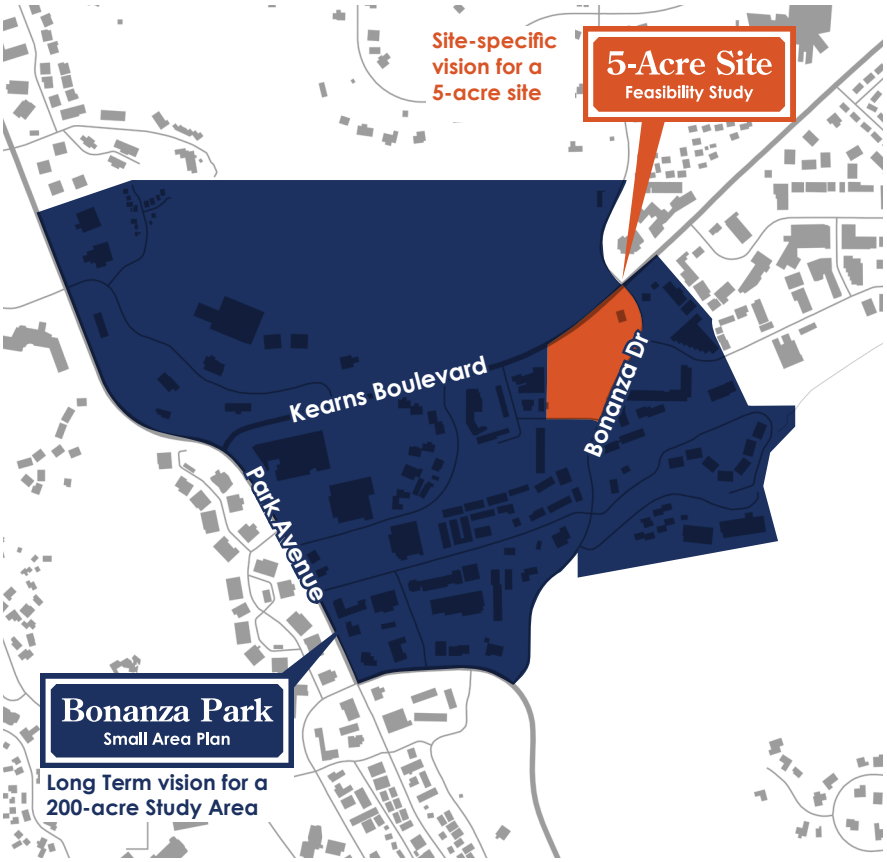
- Two cultural anchors - a permanent location for the Kimball Art Center and Utah offices for Sundance Institute.
- 50 rental units, ranging in size from 400 square feet to 900 square feet. Rents proposed as restricted workforce or otherwise affordable stock, with 8 restricted to artist-in-residency programs and 12 unfinished co-op spaces available to rent.
- A food hall with an anchor tenant as well emerging food purveyors.
- Creative spaces like classrooms, artist exhibition space, and event spaces.



5-Acre Site Feasibility Study (2023-2024, concurrent)

Running concurrently to this process and sharing engagement events, the 5 Acre Site Feasibility Study will craft a community-supported vision for the city-owned property at the intersection of Kearns Boulevard and Bonanza Drive. This feasibility plan, which shared engagement meetings with the Bonanza Park Small Area plan, focused entirely on the 5-acre site and included its own activities, presentation slides, and informational displays. This feasibility study:

- Identified best practices for community-based redevelopment.
- Engaged the community to understand and quantify support for various land uses and densities.
- Identified market and economic feasibility for development scenarios.
- Provided strategic recommendations for implementation next steps.



Bonanza Park History

Looking back to understand Bonanza Park's history and background, and how that will help us shape its future.

Bonanza Park served as Park City's northern entry corridor for nearly 100 years. While Old Town developed with commerce along Main Street and residences tucked within the Old Town canyons, Bonanza Park provided vast undeveloped land on the outskirts of town for small farms, pastures, and community gathering spaces like baseball fields and land for the circuses and carnivals that passed through town.

When rail came to town in the 1880s, two lines converged in Bonanza Park with support uses providing a much-needed link from the mines to the markets. When the first of Ford's "Tin Lizzies" arrived in Park City by rail in 1909, within a few years one of the neighborhood's major roads, Kearns Boulevard, was under construction to connect Park City with the broader region by car.

As more people passed through the neighborhood by car, in the 1930s, local Pop Jenks opened a popular restaurant at the corner of Park Avenue and Kearns Boulevard. In the 1940s, Coffee John's and Fred Ealy's gas station were built alongside.

Also in the 1940s, the open acreage in Bonanza Park became a dumping ground for Pacific Bridge, the company that reprocessed mill tailings, and properties within the neighborhood are now part of the Soils Ordinance Boundary to remediate the soils.

In the 1960s, as Park City transformed from a mining town to a resort town with the opening of Treasure Mountain Resort in 1963, Bonanza Park developed into a commercial and residential neighborhood, and a selling point was plenty of parking at a location away from congested Old Town.



Historical rail lines in Bonanza Park (Park City Museum)

Today, Bonanza Park is a neighborhood many call home and continues to be an area for local gathering, and a neighborhood that will transform in the coming decade through redevelopment.

Photos provided by the Park City Museum, unless noted otherwise



Anderson Lumberyard (current location of Boneyard).



Pop Jenk's Cafe was a popular restaurant on the NE corner of Park Avenue and Kearns Boulevard. Subject to a fire, the location is now home to the Roadhouse Grill.



An early structure in Bonanza Park



Bonanza Park in 1938 (Source: Utah Geological Survey)

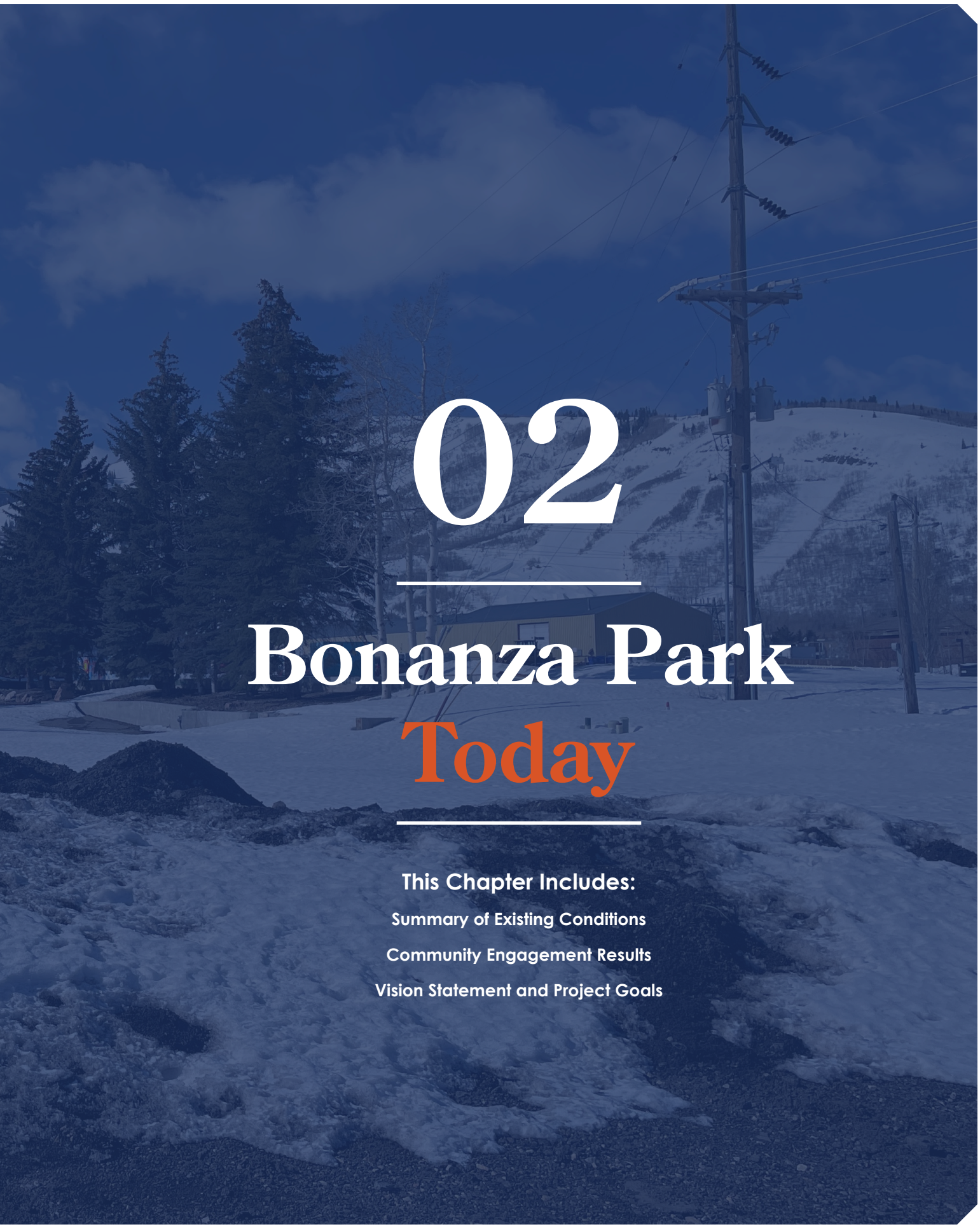


Construction of the Rail Trail



Bonanza Park in 1978 (Source: Utah Geological Survey)





02

Bonanza Park Today

This Chapter Includes:

Summary of Existing Conditions

Community Engagement Results

Vision Statement and Project Goals

Summary of Existing Conditions

Located at the geographical center of Park City, Bonanza Park is home to hundreds of residents, businesses, and daily visitors.

Bonanza Park is a diverse Park City neighborhood located just north of Old Town, centered around the intersection of Kearns Boulevard and Park Avenue. Bonanza Park is long considered where locals live, shop, and dine.

For the purposes of this plan the planning team focused on a 200-acre study area boundary established in Park City's 2014 General Plan, shown on the map in the adjacent page. Generally bound by Park Avenue to the west, Deer Valley Drive to the south, Bonanza Drive and Prospector to the east, and the Park City Cemetery toward Snow Creek Drive to the north, the study area encapsulates much of what Parkites anecdotally described Bonanza Park in the engagement process.

The neighborhood is largely composed of retail, commercial, and municipal uses, as well as large surface parking lots. With 159 businesses employing 1,393 workers (Esri, 2023), Bonanza Park is vital to Park City's local economy. The neighborhood is home to vital services and shopping destinations, such as two full-size groceries, banks, coffee shops, and a variety of restaurants.

Nonetheless, Bonanza Park continues to serve as one of Park City's residential neighborhoods, and is home to a 2023 population of 729 full time residents in 229 housing units (U.S. Census). Bonanza Park is mostly a plan where Parkites rent to live in their residence - a majority, or 54.1%, of the 181 households living in Bonanza Park rent their home, with 45.9% owning their home (Esri, 2020).

Demographics At a Glance

729
2023 Population in 184 Households (U.S. Census)

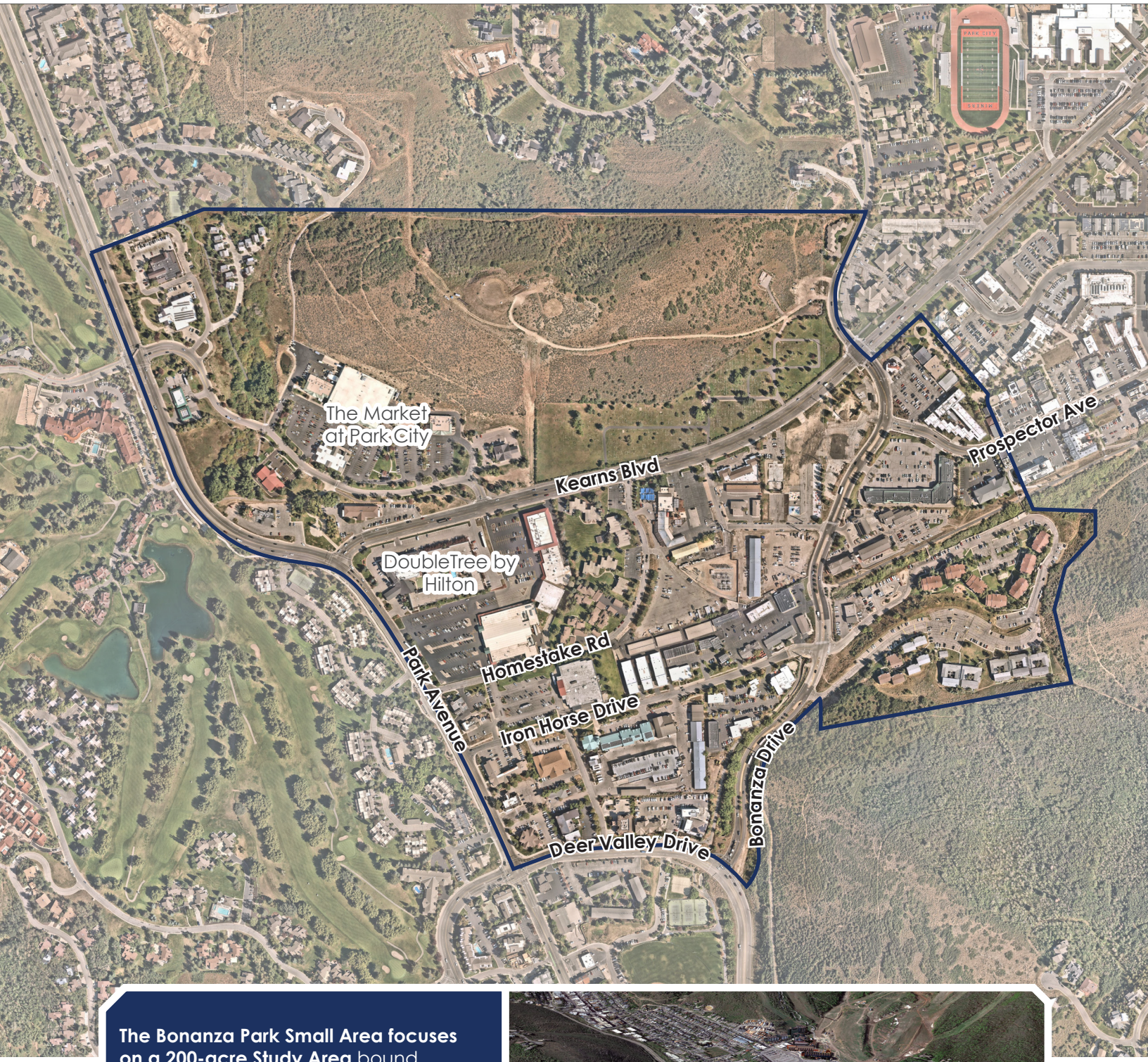
229
2020 Total Housing Units, 43.7% rentals (Esri)

$152,828
Median Household Income - $131,916 in Summit County (Esri)

159
Total Businesses (Esri)

1,393
Total Employees (Esri)

Bonanza Park Study Area



The Bonanza Park Small Area focuses on a 200-acre Study Area bound by Park Avenue, Deer Valley Drive, Bonanza Drive, Prospector Square, and the Park City Cemetery toward Snow Creek Drive. Nonetheless, the Area Plan considered the neighborhood's connections and transitions to its nearby communities, as well as its positioning within Park City.



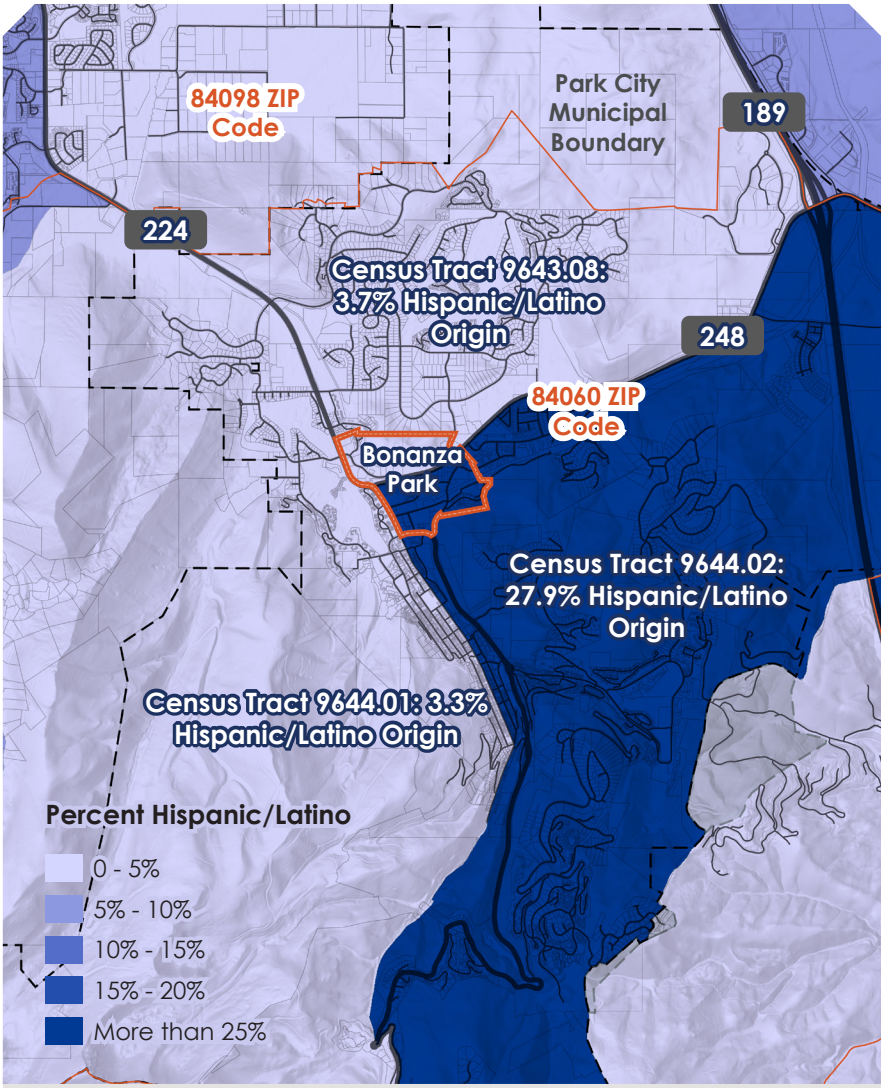
Percent Hispanic/Latino

Of its 2022 estimated citywide population of 8,374 residents, 15.3% are of Hispanic/Latino origin. As a hub for Park City's Latino community, Bonanza Park's 200-acre boundary has 44.3% of its population identifying as having Hispanic/Latino origin. This is a higher number than its surrounding census tracts, as shown on the map to the right (U.S. Census).

Bonanza Park is significant gateway into Park City. Its two main roadways, Park Avenue and Kearns Boulevard, funnel vehicular traffic into and out of the city from nearby State Route 189 and Interstate 80, respectively. As such, many tourists, residents, and commuters experience these corridors and move through Bonanza Park when heading toward Old Town and Park City's ski resorts.

As a geographical center for the city, Bonanza Park sits between vibrant residential and commercial communities. Nestled between the charming residences of Park Meadows, the mixed use character of Prospector, and the picturesque and world-renowned Old Town, Bonanza Park has the opportunity to connect the city.

Despite this centrality, and its location at the crux of various vibrant neighborhoods, Bonanza Park remains a neighborhood where many drive through, but few walk toward. Its auto-oriented physical nature, exacerbated by auto-oriented land uses and development patterns, both challenge connectivity and create an opportunity for this plan to explore.



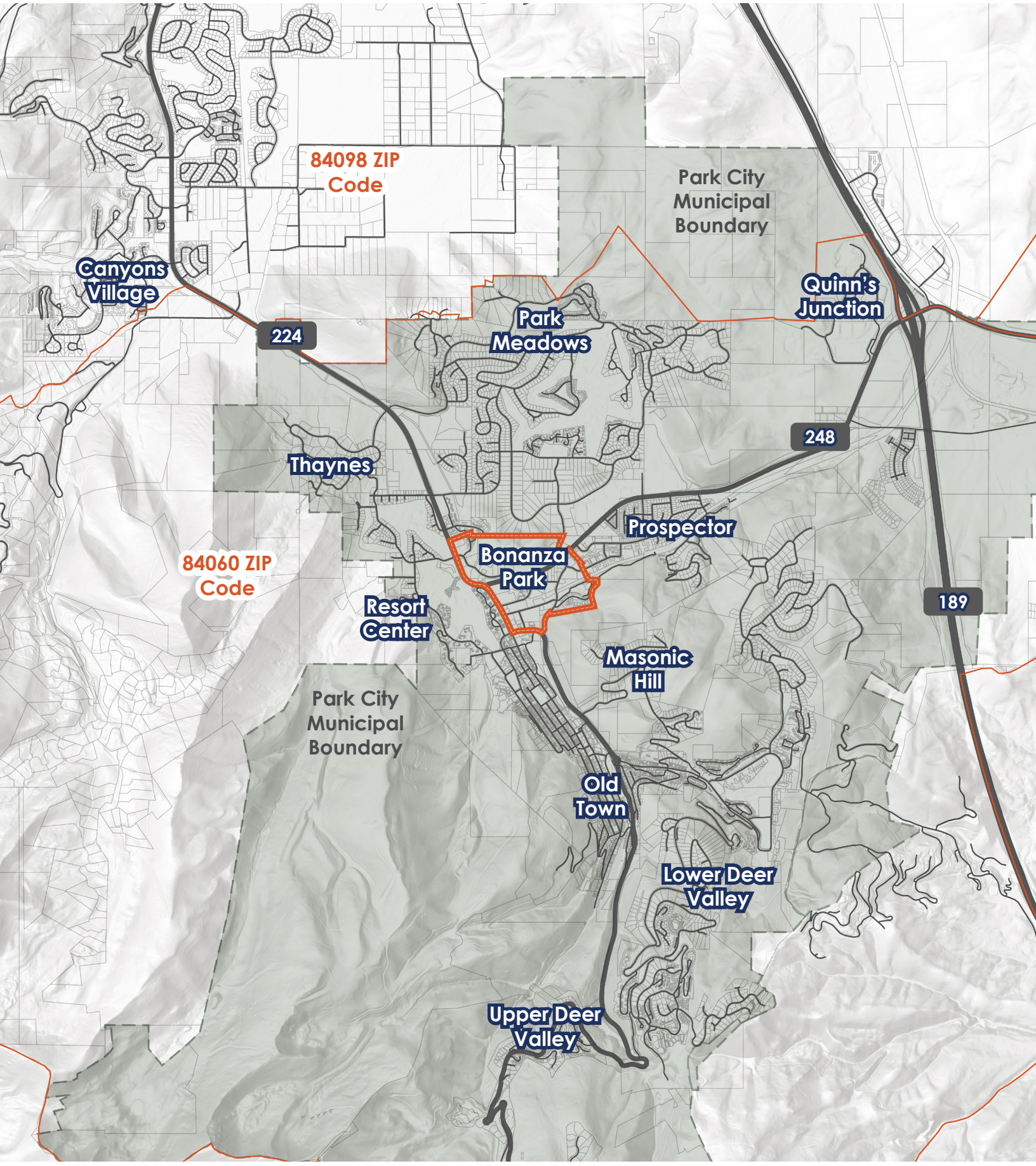
Bonanza Park Boundary 2023 Population by Race/ Ethnicity (Esri)

White	53.7%
Black	0.8%
American Indian	0.4%
Asian	2.9%
Pacific Islander	0.0%
Some Other Race	28.8%
Two or More Races	13.3%

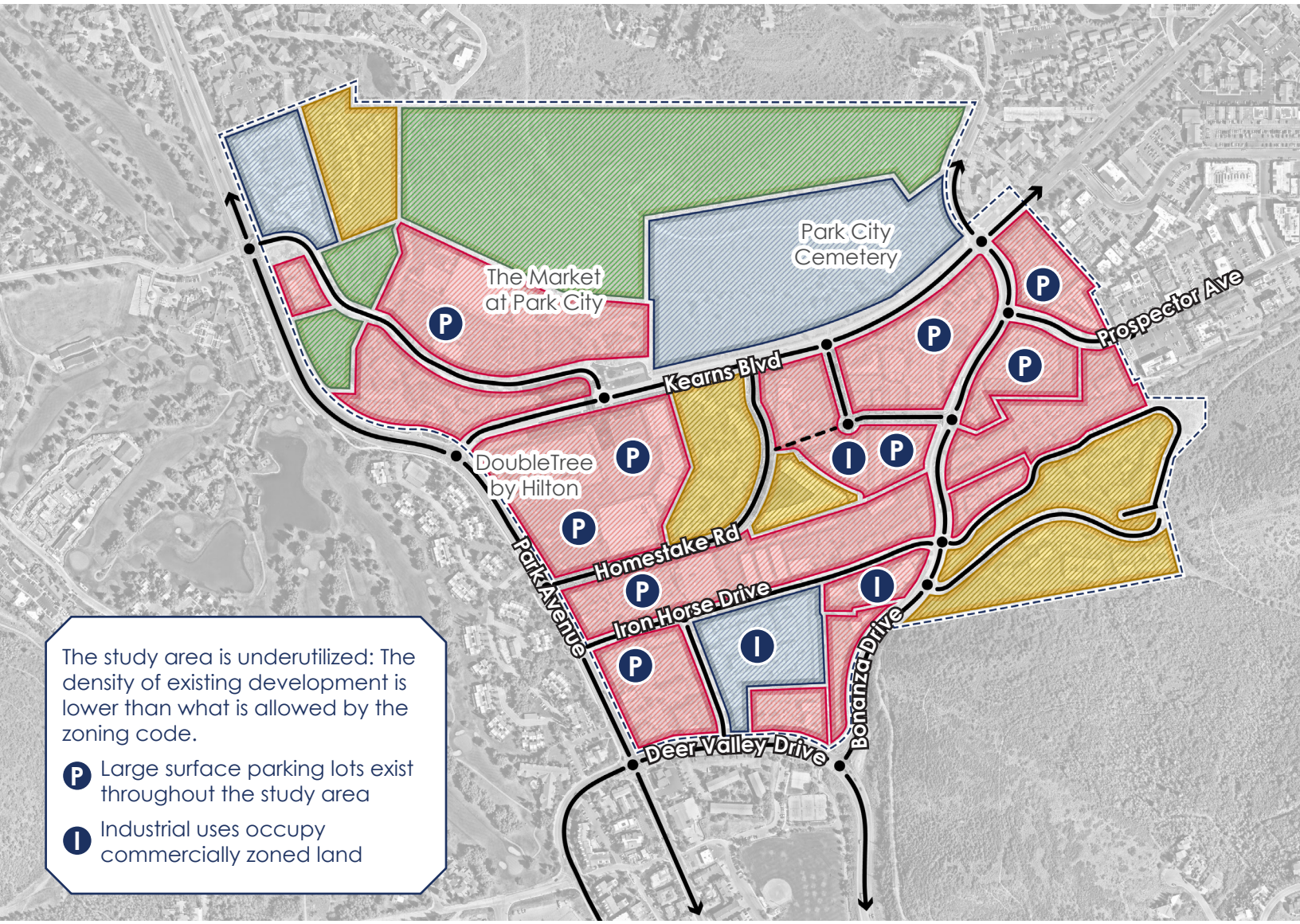
44.3%

Bonanza Park Hispanic Origin of 2023 Population (Esri)

Bonanza Park Regional Context



Existing Land Uses & Underutilized Areas



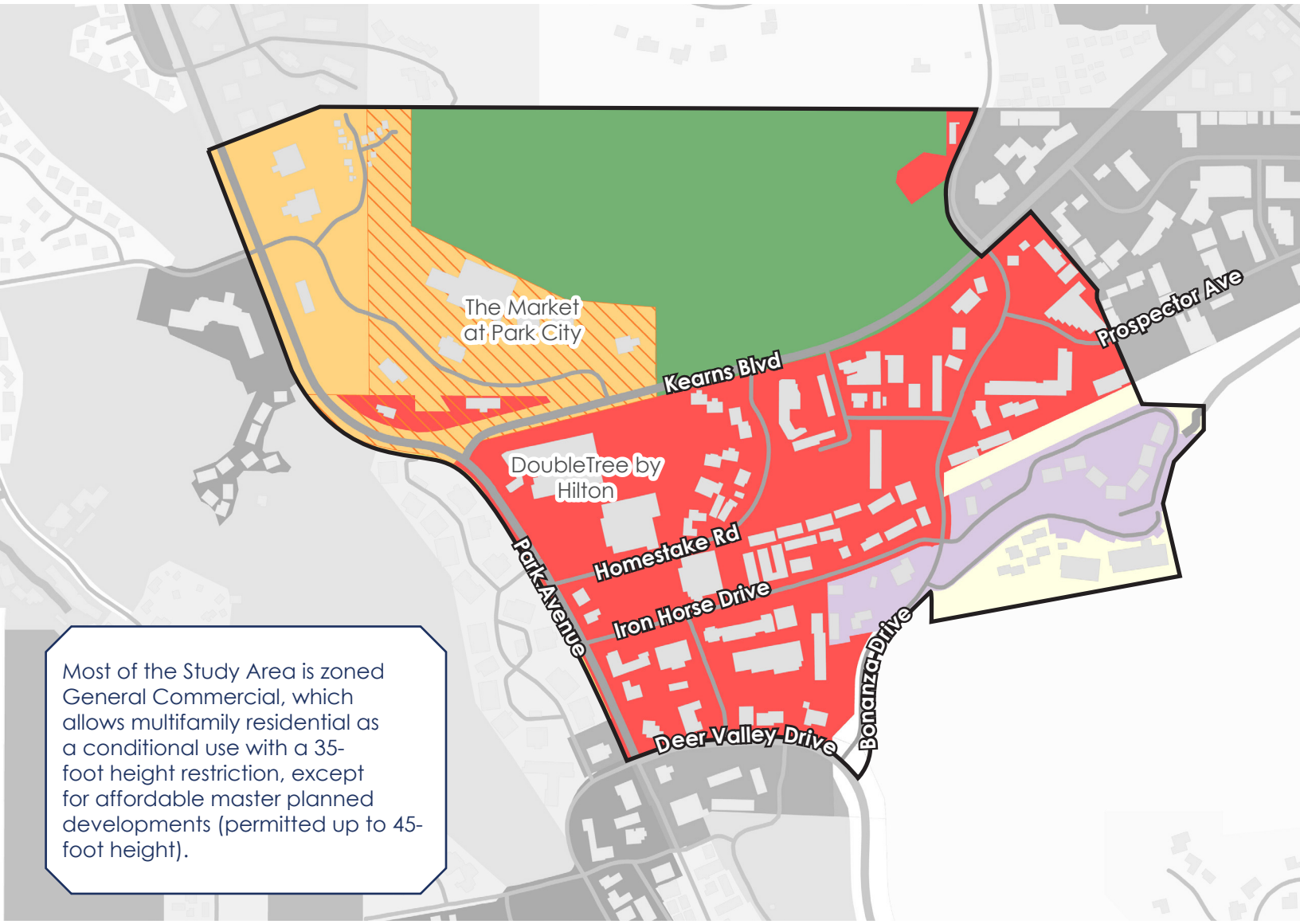
Bonanza Park is primarily composed of commercial and retail uses. Home to two grocery stores, a hotel, restaurants, and shops, the neighborhood is a significant shopping and dining destination for Parkites. As shown on the map, many of these commercial properties were designed with car users in mind, many featuring large surface parking lots along major roads and wide setbacks.

Once considered the "outskirts" of town, Bonanza Park also includes municipal uses often found at the perimeter of a community, not in its geographical center. These include a public works facility, a recycling center, storage facilities, gravel parking areas and storage yards, and an electric substation. These legacy industrial and commercial uses sit adjacent to residential areas, which include multifamily condos, apartments, and affordable cottages.

Much of the 200-acre boundary is dedicated to preserved green spaces with sensitive slopes north of Kearns Boulevard, and the Park City Cemetery.

- Institutional
- Commercial
- Residential
- Open Space

Existing Zoning Districts



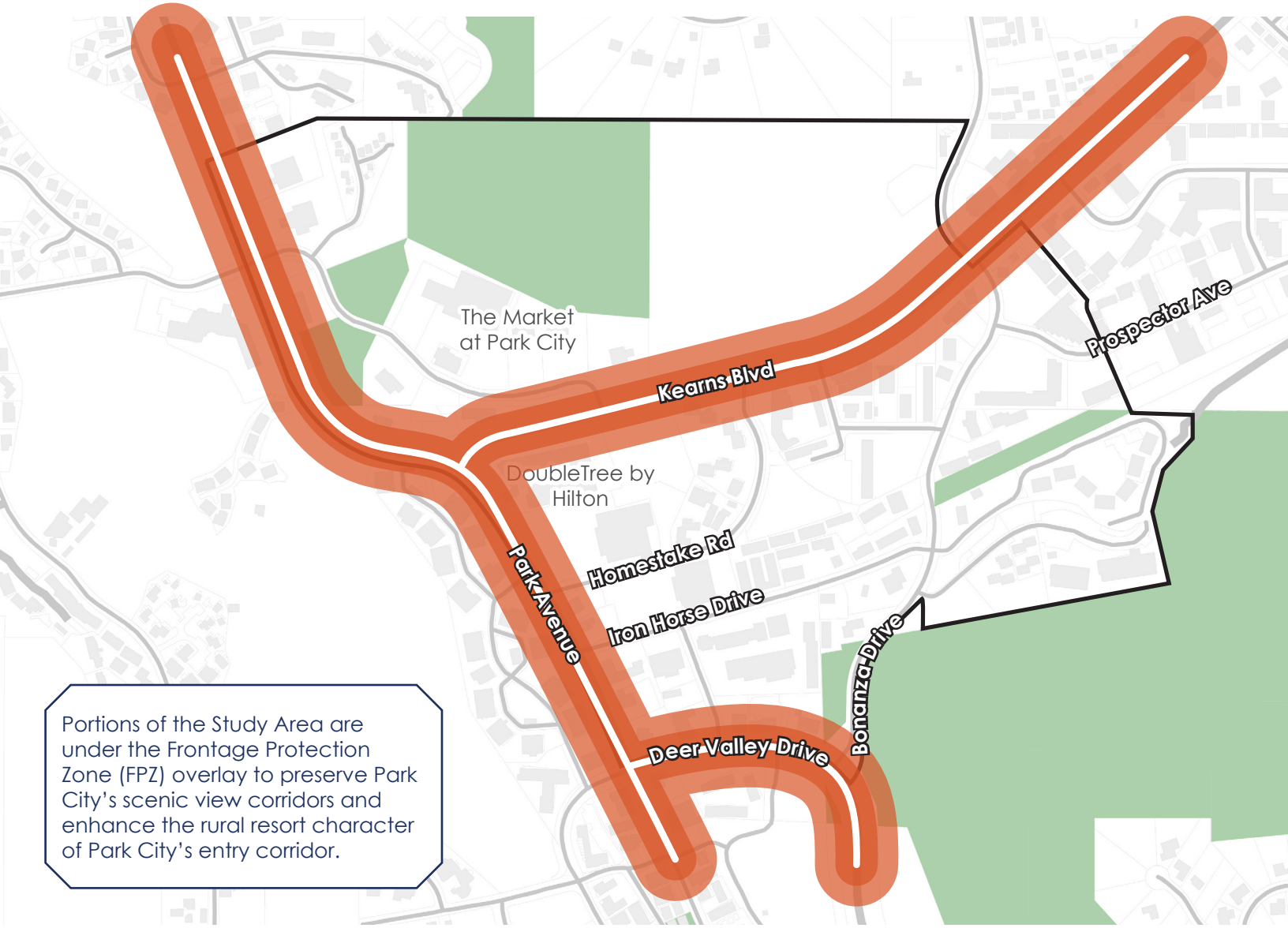
Reflecting the commercial and industrial character of its current land uses, much of the 200-acre study area is currently zoned General Commercial (GC). This zoning district focuses on commercial retail, dining, and hospitality uses by-right, allowing for residential uses as a conditional use. Density is restricted via setback requirements, and a building height limit of 35-feet for most structures, which is approximately three stories. Buildings that qualify for an Affordable Master Plan Development (AMPD) may have a total building height of 45 feet, or approximately four stories.

Reflecting the study area's history as an industrial sector outside the core, much of the eastern portion of the study area is zoned Light Industrial (LI), though the majority of the uses in these parcels are residential apartments.

North of Kearns Boulevard, outside of protected open spaces, much of the study area is zoned Medium Density Residential Development (RDM) with a Regional Commercial Overlay (RCO). This is consistent with the area's main tenant, The Market retail shopping plaza, which includes retail commercial uses.

- GC - General Commercial
- RDM - Res. Development - Medium Density
- RCO - Regional Commercial Overlay
- ROS - Recreation Open Space
- E - Estate
- LI - Light Industrial

Frontage Protection Zone



Portions of the Study Area are under the Frontage Protection Zone (FPZ) overlay to preserve Park City's scenic view corridors and enhance the rural resort character of Park City's entry corridor.

Bonanza Park's key corridors fall under the citywide Frontage Protection Zone (FPZ) Overlay. Within Bonanza Park, the FPZ includes properties with frontage on, and within one hundred feet (100') of the Right-of Way line of Kearns Boulevard, Park Avenue, and Deer Valley Drive.

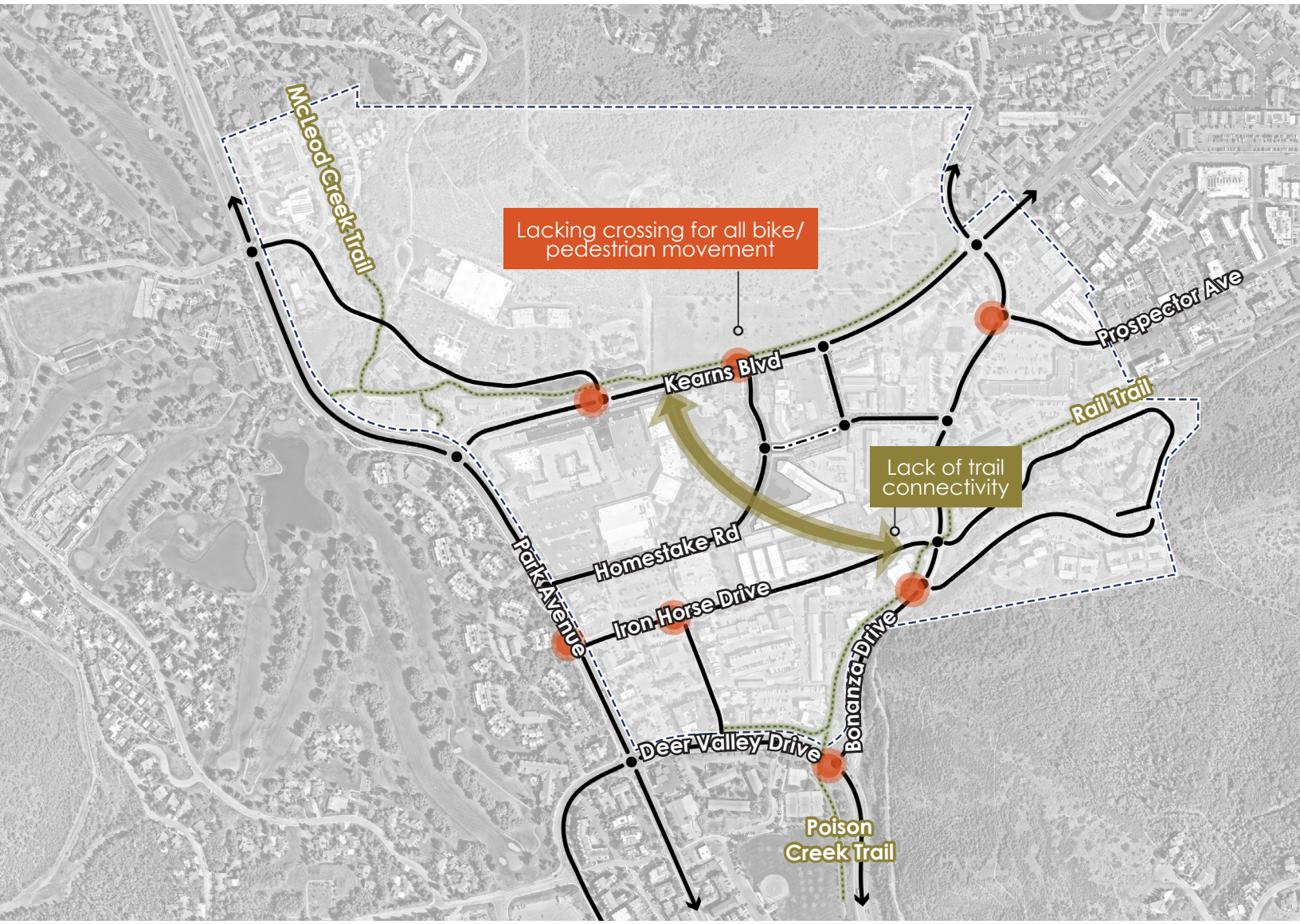
The FPZ restricts any new structures, including buildings or signs, within the first thirty feet (30') of the nearest Right-of-Way along these three corridors. Sidewalks or trails with pedestrian amenities may be built within this setback, with city review and authorization.

All construction activity, including permanent signs, in the Setback Area between thirty feet (30') and one hundred feet (100') from the nearest Right-of-Way line requires a Conditional Use permit.

The FPZ is intended as a regulatory tool to protect scenic view corridors for those coming into Park City, enhancing the area's rural resort character. The wide setback requirements along these corridors protect vistas of surrounding mountains and hills for drivers entering and leaving the city.

Frontage Protection Zone

Bike and Pedestrian Facilities and Connectivity Issues



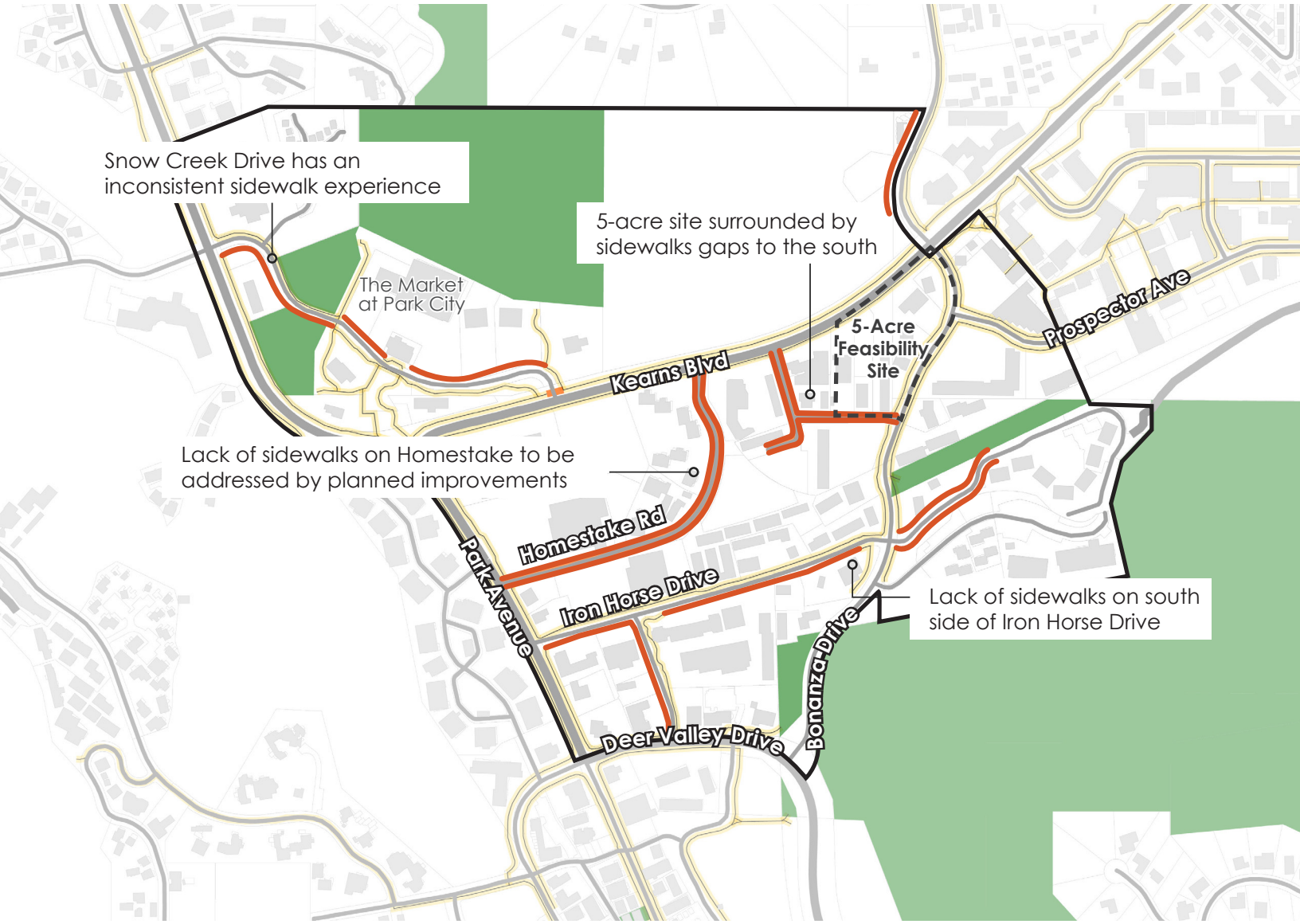
Bonanza Park is home to three regional trail networks - the McLeod Creek Trail north of Kearns Boulevard and along Snow Creek Drive; the Historic Union Pacific Rail Trail running from Bonanza Park to Echo Reservoir; and the Poison Creek Trail running along Park City's eastern edge toward Old Town.

Despite their convergence in Bonanza Park, these trails remain disconnected through the interior portions of the neighborhood. Pedestrians and bike users wishing to move between the Rail Trail/ Poison Creek Trail toward the McLeod Creek Trail are met with a maze of sidewalk gaps, intersections lacking crossings for all bike/ped movement, and a disjointed street network that hinders all connectivity.

As such, moving through Bonanza Park as a cyclist, runner, or pedestrian can be an arduous task requiring cutting through private parking lots, and crossing wide streets with little to no pedestrian infrastructure.

- Existing Street
- Planned Connection
- Existing Trail
- Existing Intersection
- Intersection Lacking Crossings for all Bike/ Ped Movement

Sidewalk Gaps

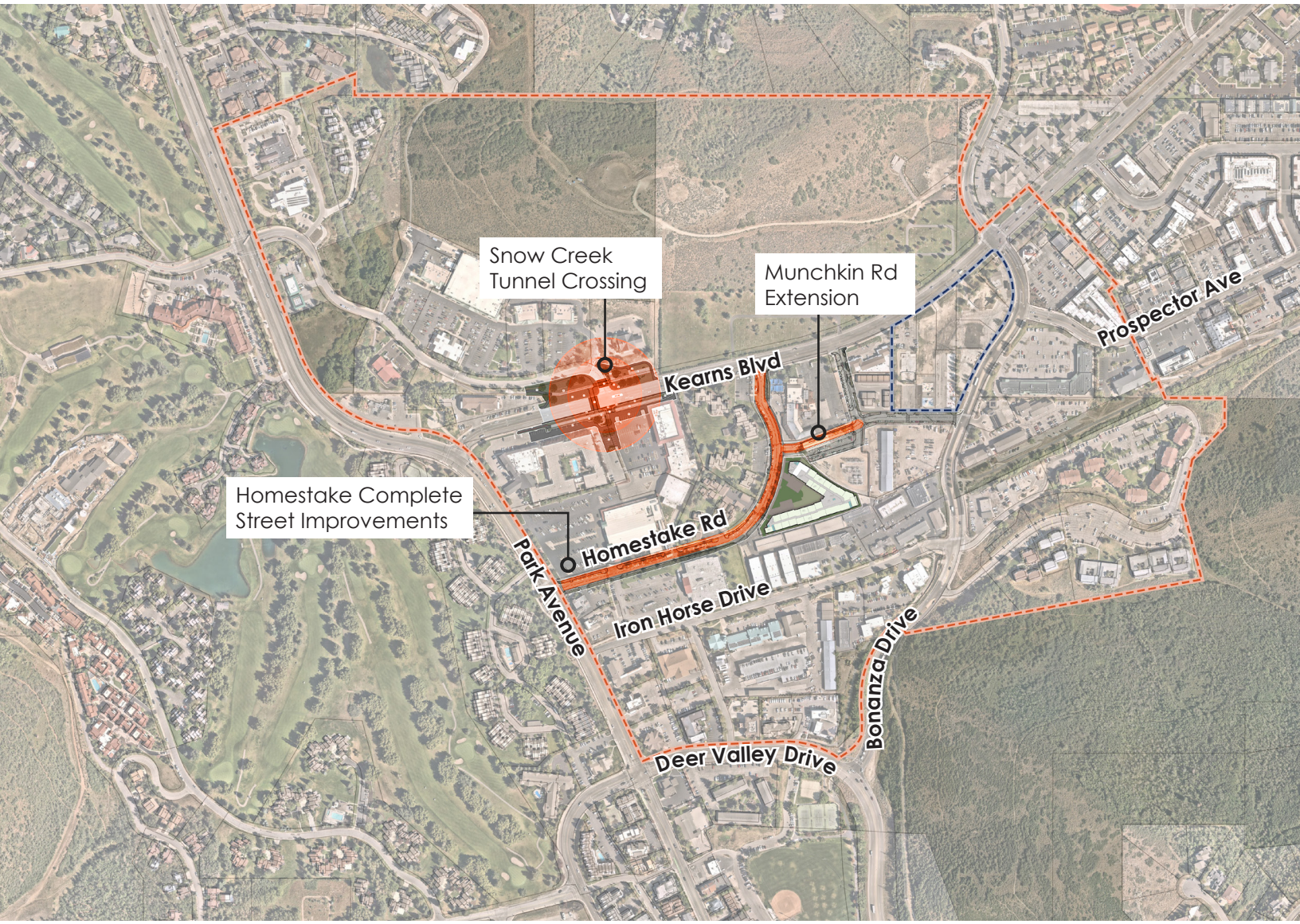


Bonanza Park's pedestrian network is hindered by a widespread prevalence of sidewalk gaps. When walking through the neighborhood, Parkites face challenging conditions as key streets, moving in both east-west and north-south directions, have significant segments lacking sidewalk facilities.

Some of these gaps will be addressed through planned improvements to the street network, detailed in the following page. These include the complete street redesign of Homestake Road, and the Munchkin Road extension. Nonetheless, other key streets remain with sidewalks, such as Iron Horse Drive, which is missing key segments of sidewalk along its south-facing side at a critical juncture toward the rail trail. Likewise, Snow Creek Boulevard lacks sidewalks on segments along both sides of the street at a critical connection between retailers at The Market at Park City shopping center and the McLeod Creek Trail.

Sidewalk Coverage
Sidewalk Gaps

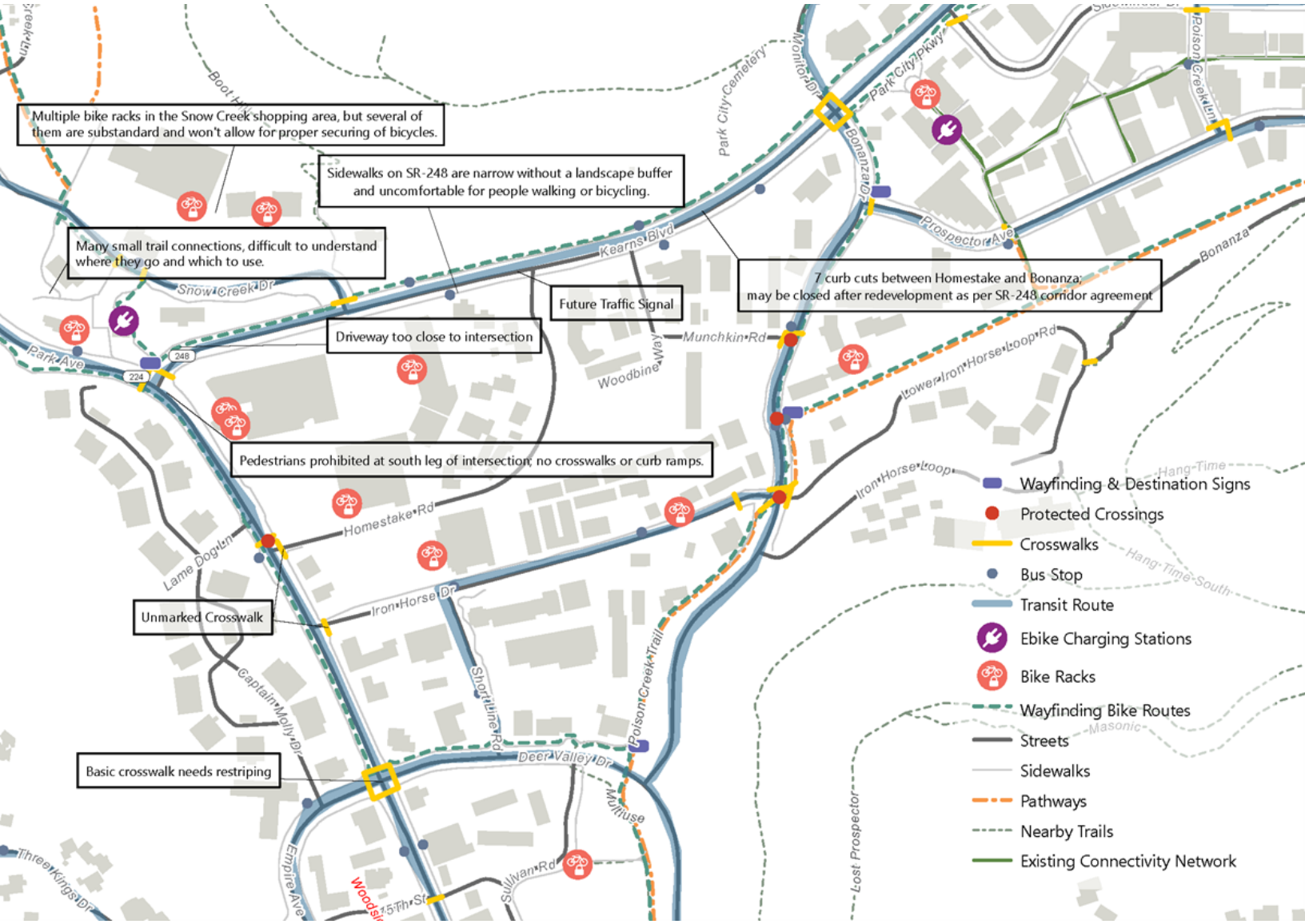
Planned Improvements



Some of the sidewalks and connectivity gaps described earlier in this section will be addressed or improved through the following projects, shown in the map above and detailed below. The descriptions of these projects and their improvements reflect the planning team's understanding as informed by the Plan Alignment described in the first section of this document. They include:

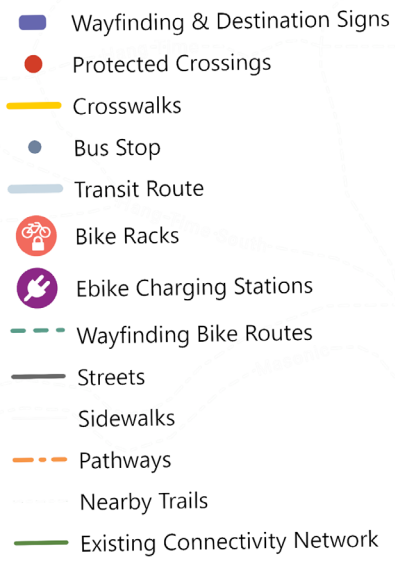
- **Homestake Complete Street Improvements:** Currently functioning as a curbless drive, the future Homestake Road will include sidewalks on both sides, curbs, on-street parking, and marked crossings.
- **Snow Creek Tunnel Crossing:** A potential tunnel crossing may connect under Kearns Boulevard at the intersection with Snow Creek Drive. The tunnels could ease pedestrian travel between The Market at Park City and the McLeod Creek Trail toward the heart of Bonanza Park.
- **Munchkin Road Extension:** The east-west extension of Munchkin Road will connect Homestake Road eastward with Bonanza Drive. Through the addition of sidewalks, and improvements and a one-way conversion of Woodbine Way, this key connection will allow for additional east-west travel through Bonanza Park. The project will require the relocation of the Recycle Utah facility.

Transportation and Mobility Overview



As an appendix to this document, the engineering firm Fehr & Peers conducted a detailed study of existing conditions, modeling the traffic impacts of some of the infill development envisioned in this small area plan. As part of this examination, the planning team included a summary of Bonanza Park's key mobility observations, concerns, and considerations, including the following key take-aways:

- Bonanza Park has a strong multimodal network that is nonetheless hindered by incomplete sidewalks, missing crossings, and limited wayfinding.
- Existing crossings are limited on Park Ave and Kearns Blvd.
- The sidewalk network is incomplete on Snow Creek Drive and Iron Horse Boulevard.
- Wayfinding signage is too infrequent throughout the study area.



Intersection Level of Service



The map above shows Level of Service (LOS) for the PM peak hour traffic conditions. LOS is a term that describes the operating performance of an intersection or roadway. LOS is measured quantitatively and reported on a scale from A to F, with A representing the best performance and F the worst. Typically, LOS D or better is considered acceptable during peak hours.

LOS RATING	Description
A	Free Flow/ Insignificant Delay
B	Stable Operations / Minimum Delays
C	Stable Operations / Acceptable Delays
D	Approaching Unstable Flows / Tolerable Delays
E	Unstable Operations / Significant Delays Can Occur
F	Forced, Unpredictable Flows / Excessive Delays

INTERSECTION	CONTROL	LOS (2023)
SR 224 & Snow Creek Dr	Signal	A
SR 224 & SR 248	Signal	C
SR 224 & Homestake Rd	WB Stop	F
SR 224 & Iron Horse Dr	WB Stop	E
SR 224 & Deer Valley Dr	Signal	F
SR 248 & Snow Creek Dr	SB/NB Stop	C
Homestake Rd & SR 248	NB Stop	C
Woodbine Way & SR 248	NB Stop (right in right out)	C
Bonanza Dr & SR 248	Signal	F
Sidewinder Dr & SR 248	NB Stop	E
Bonanza Dr & Prospector Ave	EB/WB Stop	F
Bonanza Dr & Munchkin Rd	EB/WB Stop	E
Bonanza Dr & Iron Horse Dr	EB/WB Stop	F
Deer Valley Dr & Bonanza Dr***	Signal	B
Woodbine Way & Munchkin Rd	WB/EB Stop	A

***During some days in the winter, queues from SR 248 & Bonanza and SR 224 & Park Avenue frequently spill back through this intersection, sometimes reaching as far back as Aerie Drive. This capacity analysis reflects conditions for Friday, February 17, 2023 , though operations on other days may appear to be worse than the conditions shown.

Community Engagement

The planning process included robust engagement that brought more that 1,500 Park City voices into the conversation.

The Bonanza Park Small Area Plan represents the ideas, comments, and aspirations of the more than 1,500 Parkites that participated in the process. Their passion and dedication to the future of Bonanza Park is evident in the thousands of comments reviewed by the planning team. This Small Area Plan shared much of the engagement events with the concurrent 5-Acre Site Feasibility Study, though topic areas and activities were kept separate. The information and take-aways in this document focus entirely on the Bonanza Park Small Area Plan.

Through three community meetings with more than 500 attendees, two online surveys with almost 1,000 responses, 12 stakeholder roundtables, and a variety of other in-person events, the plan reached all segments of Park City's community. The process was guided by an Advisory Group of 14 individuals with vested interests in the neighborhood, including residents, land owners, business owners, and institutional partners. This group, meeting four times through the process, advised the planning team to ensure that the plan's ideas were effectively communicated, and provided a sounding board for the planning team.

The plan's engagement was divided into three distinct phases, each culminating with a presentation and update to City Council for reflection and direction on next steps. The plan's phases included:

- **Phase 1 Engagement:** This phase included the launch of a project website, stakeholder roundtables, the first community meeting, an online survey, two Advisory Group meetings, and an update to City Council to review engagement results.
- **Phase 2 Engagement:** The second phase included the development of a vision statement, project goals, and initial recommendations. These materials were presented to the Advisory Group at a second meeting, followed by a second community meeting and an online survey. Likewise, the planning team hosted a walking tour with residents, engagement with high school students, and engagement with young families. This phase culminated with an update to Planning Commission and City Council.
- **Phase 3 Engagement:** The third and final phase of engagement included the development of plan recommendations, shared at a fourth Advisory Group Meeting and a third community meeting. This phase culminated with the plan's Adoption Process.


3 Community Meetings
(500+ Attendees)
12 Stakeholder Roundtables
(62 Stakeholders)
1,500+
Park City Voices Engaged
Online/Paper Surveys
(970 Responses)
Ongoing Project Website
Methods
Meetings
Surveys
Advisory Group
Project Website
12 Stakeholder Roundtables
3 Community Meetings
Community Site Tour
Additional Outreach in Spanish
Engagement with Young Families and High School Students
2 Online Surveys
(English & Spanish)

Advisory Group

The Advisory Group represents a broad spectrum of Park City residents, advocates, employers, institutional partners, landowners, and other key stakeholders. The group's key roles and responsibilities through this process included:

- Meet throughout the process at project milestones to review materials that will be shared with the larger Park City community.
- Support and augment the community engagement process by sharing project event information.
- Provide feedback to help the team craft a vision.
- Once the plan is implemented, serve as a partner in the implementation of the plan's concepts and recommendations.

The Advisory Group met four times throughout the process, with the addition of a fifth special meeting to preview phase 1 engagement results prior to being shared with City Council. This additional meeting was requested by Advisory Group members during their second meeting. At the onset of the planning process, members of the Advisory Group, together with City Staff, were invited to join visits and tours of three vibrant cities with examples of successful neighborhoods. These included Toronto, Columbus, OH, and Washington, D.C.

- **Meeting 1:** Occurring virtually on May 23, 2023 this first meeting provided an opportunity for the planning team to meet the group's members, share information about their expected roles and responsibilities, and provide an overview of the planning process to come.







Members of the Advisory Group were invited to join Park City Leaders and City Staff on trips to Toronto, Columbus, OH, and Washington, D.C. to reflect on the successes of other cities.

- **Meeting 2:** The second meeting occurred in-person on July 19, 2023. A consultant presentation provided the result of the Plan Alignment, and an overview of transportation existing conditions. The presentation was followed by a preview of the first community meeting, and a discussion centered around the Advisory Group members' tours of three cities.
- **Special Meeting:** Hosted virtually on August 7, 2023, the planning team provided a preview of the phase 1 engagement results and takeaways to the Advisory Group, followed by discussion.
- **Meeting 3:** Held in-person on October 18, 2023 a day prior to the second community meeting, the consultant team shared the draft vision statement, project goals, and initial land use and connectivity ideas and concepts. The presentation was followed by a discussion that resulted in presentation edits for the second community meeting.
- **Meeting 4:** The fourth and final meeting with the Advisory group was conducted on February 14, 2024. This meeting included a presentation introducing the plan's recommendations, followed by a discussion on how to best refine these prior to sharing with the community at a third and final community meeting.

Stakeholder Roundtables

During the first phase of engagement, the planning team conducted roundtables with Parkites invested in the future of Bonanza Park. These meetings occurred on July 18, the day prior to the first Community Meeting.

Grouped by topic theme, the 15 stakeholder roundtables brought together representations including land owners, residents, transportation experts, hotel operators, economic development officials, local artists, and arts and culture institutions. This engagement was concurrent with the 5-Acre Site Feasibility Study. As such, the city-owned site was also discussed, though this document focuses on the portions of these discussions centered around the Bonanza Park study area.

Through various conversations with stakeholders, the following common themes emerged:

- **Bonanza Park is a "locals neighborhood"** where restaurants and businesses serve locals more than tourists.
- **There is a strong need for additional housing**, especially affordable housing - not enough people live near the site and in Bonanza Park.
- **Bonanza Park lacks walkable connections,** especially on major streets like Bonanza Park and Kearns Boulevard.
- **Future improvements should focus on transportation**, as this is critical to redevelopment. The area has to be convenient for locals to move their way through.



Community Meetings

Community Meetings are an invaluable method for the planning team to share ideas with the community, engage in conversations about how Bonanza Parks works today and what needs to be improved, and collect feedback on how to best move forward in the planning process.

The Bonanza Park Small Area Plan included three community meetings, one in each phase of engagement, attracting more than 500 Parkites. The meeting results are cataloged as part of the engagement phase summaries at the end of this section. The first two meetings were held in tandem with the 5-Acre Site Feasibility Study, while the third and final meeting focused solely on this plan. Meetings were advertised via online and paper flyers, email lists, radio interviews, a printed postcard distributed to all property owners in the city, and support from the Advisory Group.

- **Community Meeting 1:** Held at the DoubleTree Hotel on July 19, 202, this meeting focused on learning and listening form the community. With an open house format, Parkites were asked to share their vision for Bonanza Park, and participate in activities about the types of uses and connections they would like to see happen in the future.
- **Community Meeting 2:** Held at the Park City Library on October 18, 2023 this meeting included a presentation and an open house introducing the project vision statement and goals, and initial land use and connectivity concepts.
- **Community Meeting 3:** The final meeting was held on April 9, 2024 at the Park City Library and included a presentation and open house introducing the plan's recommendations.



250
people attended the first community meeting on July 19 at the Doubletree by Hilton Park City.



150
people attended the second community meeting on October 18, at the Park City Library.

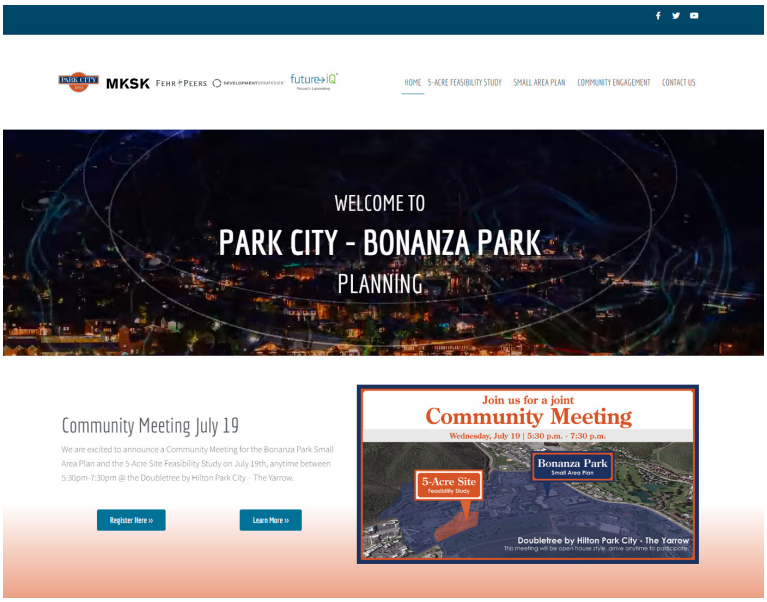


100
people attended the third community meeting on April 9, at the Park City Library.

Online Engagement

Though community meetings are a crucial method to collect feedback and share information, dedicating one's evening to attend a meeting is a challenging task for many. As such, the plan's engagement was amplified through a project website and two online surveys, ensuring that the Parkites unable to participate in-person had a means to share their input and ideas. This plan's online survey results are embedded in the engagement phase summaries at the end of this section. The plan's online presence included:

- **Online Website:** Launched at the beginning of the planning process, the project website www.bonanzapark.com served as a repository of all project information, presentations, updates, and information about upcoming events. The website was continuously updated with new content and featured video interviews with meeting attendees, links to other relevant plans, and interactive tools to visualize online survey results.
- **Online Surveys:** The planning team shared two online surveys during the first two phases on engagement, focusing on gathering input around the content developed for the first and second community meeting. The online surveys gathered 970+ responses total. The results were displayed in the project website, which also included a download link for the raw survey results.
- **Social Media:** Throughout the process, Park City's Communications Department shared all meeting and survey notices via the city's official social media accounts.



The planning team launched two online surveys for the Bonanza Park Small Area Plan during the first and second phases of engagement.

The survey was promoted via Park City's Social Media accounts, distributed via email, publicized in English/ Spanish flyers (digital and print), and shared by project partners via email.

721

Total responses to the **first online survey** between July 19 and August 4 of 2023.

67%

of all survey responses were from the 84060 ZIP Code.

250

Total responses to the **second online survey** between October 30 and November 22 of 2023.

73%

of all survey responses were from the 84060 ZIP Code.

Nontraditional Engagement

To ensure an equitable planning process, the project team committed to engaging with Parkites from all backgrounds, with a focus on reaching groups traditionally underrepresented in a planning process. This effort acknowledges that while many Parkites are comfortable attending in-person events or sharing their input via an online survey, many feel left out of the decision-making, or are unable to fit the plan's engagement activities into their busy schedules.

As such, following each phase of engagement, the planning team reviewed engagement results to identify portions of the community that were not being adequately represented in the process up to that moment in time. As a result, the planning team, in collaboration with City Staff, devised an engagement strategy to better advertise to, and reach, these groups. The events and activities below were pivotal in reaching these communities where they live, work, or attend school.

- **Spanish-Language Engagement:** To engage with Park City's Spanish-speaking population, the planning team hosted a coffee and pastry event at the Park City Library on August 29, 2023. Additionally, the project website included a dedicated Spanish-language page and a full translation of the entire site, with both online surveys made available in Spanish. All meeting flyers and social media graphics were likewise posted both in English and in Spanish, for all phases of engagement.



Engaging with Park City's Spanish-Speaking Community

The planning team provided various project materials in Spanish, including online/paper surveys, informational flyers, and the project website.



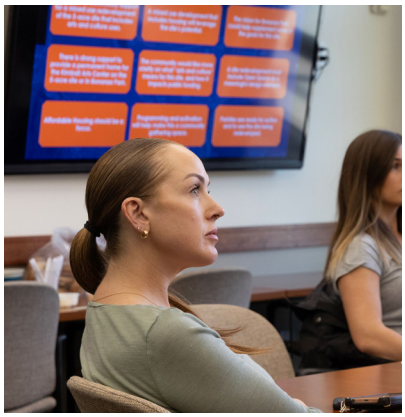
- **Engaging with Young Parkites:** To better understand the needs and hopes of Park City's younger residents, the planning team hosted two engagement sessions with students from Park City High School on October 17, 2023. These sessions centered around a discussion about the strengths, issues, and opportunities in Bonanza Park.
- **Engaging with Young Families:** Park City planning staff hosted two roundtable discussions with Park City's young families to understand their needs and wants for the future of Bonanza Park.
- **Community Site Tour & Walk:** Prior to the second community meeting, the planing team hosted a walking tour of Bonanza Park and the city-owned 5-acre site during the afternoon of October 18, 2023. Attended by more than 50 Parkites, including various members of the Advisory Group, the tour included stops at several neighborhood locations including the Kimball Art Center, the under-construction EngineHouse development, the site of the proposed Park+Kearns development at the current DoubleTree Hotel, and Prospector Square.

Engaging with Young Parkites

The planning team hosted an engagement session with Park City High School Students on October 17, 2023 to discuss their vision for Bonanza Park.









Engaging with Young Families

The planning team facilitated two roundtable sessions with young families in Park City to understand their concerns and vision for the future of this community.

Community Site Tour & Walk

The planning team hosted a community site tour on October 18, through the Bonanza Park Neighborhood, attended by approximately 50 Parkites.











Phase 1 Engagement

The first of three community meetings kicked off phase 1 engagement, where the planning team listened to Parkites voice the strengths, weaknesses, and opportunities for the neighborhood. Stakeholder roundtables were also conducted to group individuals by expertise for more focused conservations around challenges and opportunities in the neighborhood. An online survey that included visuals and prompts from the community meeting was likewise circulated in both Spanish and English for residents who were not able to attend the meeting in person. The feedback received through these means of engagement resulted in the following key takeaways:

- **Bonanza Park is a "Locals' Neighborhood".** Unlike Main Street, which mostly caters to tourists, Bonanza Park is where Parkites shop, dine, and gather.
- **Parks and open spaces are a community priority.** There is a need and desire for additional green spaces where locals can come together as a community.
- **Future redevelopment and infill should focus on creating a destination for locals**. New businesses and destinations should be local and authentically Park City.
- **The 5-acre site cannot alone meet the city's goals.** Whatever happens on the 5-acre site can influence its surroundings, and be complementary to the character of Bonanza Park.
- **The community would like to see arts and culture woven into the neighborhood fabric.** There are opportunities for

Community Meeting: Places Parkites Love



The top 3 favorite places included (1) Kimball Art Center, (2) Restaurants/ Shops on Iron Horse Drive, and (3) the Rail Trail.

Community Meeting: Places Parkites Want Changed or Improved



The top 3 improvements included (1) Finding a new home for the Kimball Art Center, (2) adding more affordable housing, and (3) improving multi-modal connectivity

public art, housing for artists, and galleries or exhibit spaces.

- **The Kimball Arts Center (KAC) is one of Bonanza Park's top assets** and needs a permanent home. The KAC is a cherished destination that should remain in the neighborhood.
- **Moving through the study area should be safer and more intuitive.** Transportation improvements should focus on wide streets and unsafe intersections.
- **The Study Area lacks walkable and bikeable connections.** Improving connectivity to the rail trail and addressing sidewalk gaps are a priority.
- **Bonanza Park is the right place for density** and building height. As the area redevelops, mixed use buildings should embrace walkable streets.
- **Bonanza Park needs more affordable and workforce housing.** For there to be a critical mass, there needs to be a strong resident base.

Favorite Things about the Study Area

Top 5 Mentions (460 Written Responses)

Restaurants: Mentioned 160+ times

Rail Trail: Mentioned 50 times

Proximity/ Location: Mentioned 40 times

Kimball Art Center: Mentioned 39 times

Recycle Utah: Mentioned 32 times

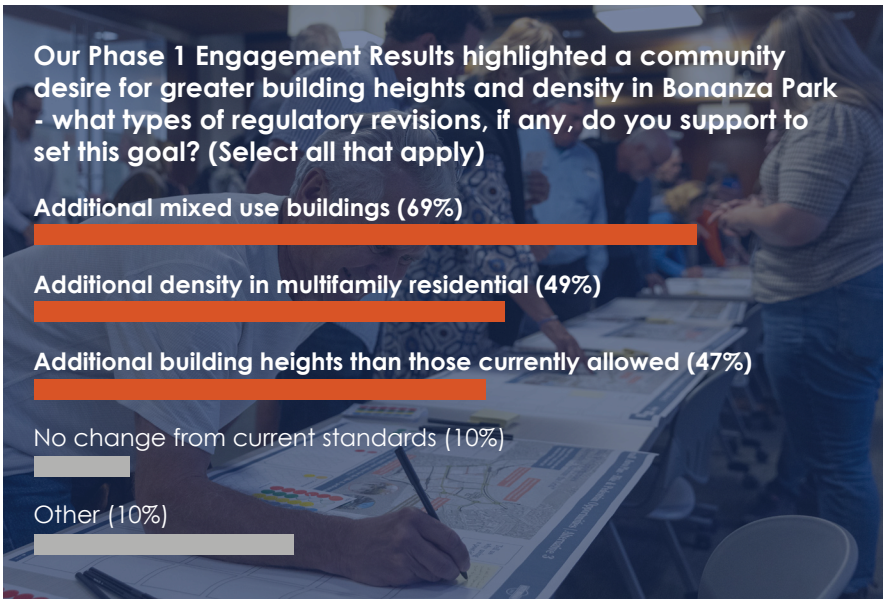


Phase 2 Engagement

During the second phase of engagement, a second community meeting was held to introduce the vision statement, the six project goals, and initial ideas for improving the area's land use and connectivity. The community meeting was accompanied by an online survey in both Spanish and English for those who were not able to attend the meeting.

Prior to the meeting, a walking tour of Bonanza Park took place to give residents the opportunity to discuss neighborhood focus areas directly with the planning team. An engagement session at Park City High School was also conducted to include a youth perspective in the vision for the neighborhood. Through the means of engagement detailed above, the following takeaways were formed around the priorities for future development of Bonanza Park:

- **Additional Density:** While there is support for additional building heights and density in some parts of Bonanza Park, Parkites expect to trade these off with community benefits, such as affordable housing, or public realm improvements.
- **Prioritizing Connectivity:** Parkites would like to prioritize as many long-term connections as possible in Bonanza Park. New connections should be geared toward pedestrians and cyclists, and limit cars. There is a clear priority on improving sidewalks.
- **Local for Locals:** Future uses should focus on serving the needs of locals. There is lack of support for any future hotels, but widespread support for more restaurants/ dining, retail, open space, and multifamily residential.



Key findings from the second phase of engagement

1

Parkites expect to trade off additional density with community benefits, such as affordable housing, or public realm improvements.

Where: Key catalyst sites and long term infill sites

2

Parkites would like to prioritize pedestrian and cyclist connections in Bonanza Park.

Where: Across the entire neighborhood boundary

3

Future uses, such as restaurants/dining, retail, open space, and multifamily, should focus on serving the needs of locals.

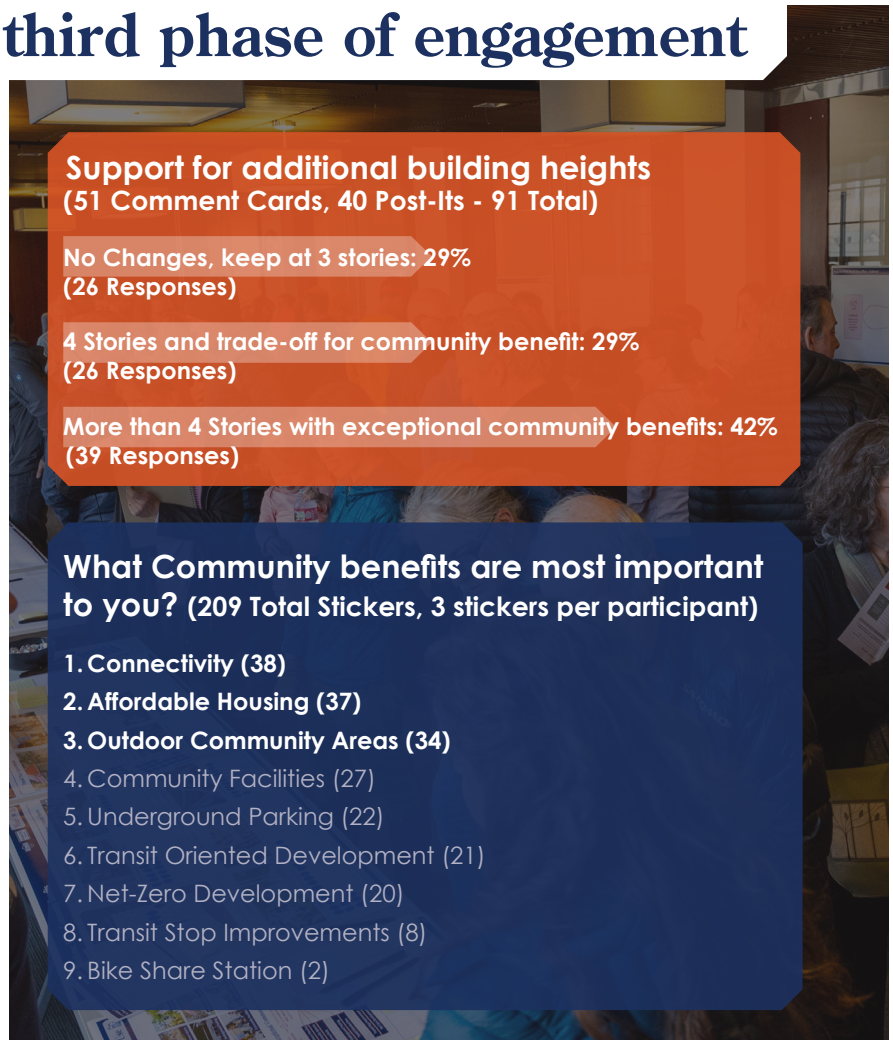
Where: Anywhere where redevelopment occurs in the community

Key answers from the third phase of engagement

Phase 3 Engagement

The third phase of engagement focused on introducing draft recommendations for the Bonanza Park Small Area Plan that support the vision and goals for the neighborhood as expressed by Parkites during the first two phases of engagement. The recommendations were presented during the third and final community meeting, where attendants were given the opportunity to evaluate if anything was missing through interactive activities, a comment card, and one-on-one conversations directly with the planning team. Feedback obtained through community meeting 3 formed the following takeaways:

- **Additional density:** Support was expressed for additional building heights in parts of Bonanza Park in return for community benefits, with connectivity and affordable housing ranking as the most important. Meeting participants expressed widespread support for buildings at four stories, with some supporting more than five stories with exceptional community benefit.
- **Building setbacks:** Parkites expressed that updating the Frontage Protection Zone is a necessary step to protect the mountain views that make Park City unique.
- **Support a neighborhood for locals:** The comments received showed that Parkites supported limiting the amount of new nightly rentals, hotels, and timeshares in Bonanza Park. Many expressed that commercial square footages should be capped (with the exception of grocery stores) to support local businesses as ground floor tenants.



- **Prioritize pedestrian safety:** When establishing future connectivity network, safety features must be included in the design of the road network for pedestrians and bicyclists. Participants overwhelmingly noted that the connectivity framework shared as part of this plan matched their vision for the neighborhood.
- **Connect with adjacent neighborhoods:** The Connectivity network established for Bonanza Park should not only support the neighborhood internally, but also work externally with adjacent neighborhoods, such as Prospector.
- **Establish affordability metrics:** In order to create an inclusive neighborhood, Bonanza Park must work with the development community to build more affordable and workforce housing.
- **Parks and outdoor community spaces are a priority.** There is a need and desire for additional outdoor community gathering spaces where locals can come together.
- **Incorporate art in development and open space design:** Art, especially created by local artists, should be included in the neighborhood and in open spaces whenever possible. Parkites strongly supported the addition of new murals and sculptures.

Vision Statement and Project Goals

This plan is guided by vision and goals established through the planning process.

The recommendations in this plan represent hundreds of voices engaged through community meetings, online surveys, and one-on-one conversations. Through these engagement activities, the planning team asked Parkites to describe the Bonanza Park of today, and to outline their vision for the Bonanza Park of tomorrow.

The result from these comments, ideas, activity results, survey responses, and roundtable conversations are encapsulated in the vision statement and project goals introduced in this section.

Vision Statement

The vision statement is a simple and succinct series of sentences that summarize the community's vision for the future of Bonanza Park. This statement represents a community voice that is authored by the hundreds of comments, ideas, concerns and messages received and reviewed through the plan's engagement. The vision statement was introduced to the community at the second community meeting for their feedback, after which it was refined to reflect the community's priorities.

The vision statement gives clarity to the plan's intent and guided the development of the plan's recommendations. As such, the statement is both descriptive and aspirational - it describes how Parkites perceive Bonanza Park today, and establishes an aspiration for its future. From this vision statement, the planning team developed and refined project goals that guide a series of recommendations under each goal.

This plan is organized through the following three pillars:

Vision Statement

Simple and succinct statement that summarizes the community's vision for the future of Bonanza Park.

Project Goals

Broad outcomes for Bonanza Park desired by the community, organized by the plan's topic areas.

Recommendations

Concrete strategies to achieve a corresponding goal through a specific project, policy, or program.



Descriptive: Bonanza Park Today

↓

Vision Statement

Bonanza Park is a neighborhood where Parkites gather to shop, dine, and express local art and culture. The Bonanza Park of tomorrow will build on this vibrancy to become a more walkable, connected, livable, and inclusive community for current and future Parkites of all ages.

↑

Aspirational: Bonanza Park in the Future



Project Goals

The Bonanza Park Small Area Plan and its recommendations are guided and organized by six project goals developed by the planning team using results from the first phase of engagement. The purpose of these goals is twofold - they establish broad desired outcomes for Bonanza Park that are supported by the community, and they create the topic areas by which the plan's recommendations are organized. In the following section of this report, each project goal is explored with a greater amount of detail, and each goal is supplemented by recommendations that establish concrete strategies to achieve their corresponding goal through specific projects, policies, or programs.

The goals were introduced to the community at the second community meeting. At this meeting and in a follow-up online survey, Parkites were given an opportunity to revise, refine, and add to the project goals. The goals were met with widespread enthusiasm and support, with only minor revisions to language suggested by Parkites, and the suggestions that the goals incorporate environmental sustainability and resilience.

The plan's project goals, introduced below and in the following page, build on what Parkites described as the future for Bonanza Park:



- **Bonanza Park is Mixed Use:** The Bonanza Park of tomorrow will be a mixed use neighborhood with livability in mind. Bonanza Park is an appropriate place for additional density, where more compact development can continue to reflect Park City's small town and resort character.
- **Bonanza Park is User-Friendly:** The future Bonanza Park will be a safe haven for pedestrians, cyclists, and transit riders, while considering vehicular traffic flow. Improvements to existing streets and intersections, and the addition of future connections, will create a safe & intuitive network for current and future users.
- **Bonanza Park is Green:** Bonanza Park will replace its myriad of surface parking lots and paved areas community gathering spaces, pervious surfaces, and new and sustainable development that welcome new residents.
- **Bonanza Park is Local:** Bonanza Park will continue to be a "locals' neighborhood" that serves Parkites through and through. As development and growth occurs, policies should reflect a commitment to encouraging local businesses that reflect the community's authenticity over national chains.
- **Bonanza Park is Inclusive:** Home to much of Park City's naturally-occurring affordable housing, Bonanza Park must remain attainable to Park City's workforce. As such, programs and partnerships should expand the availability of affordable and workforce housing units in the neighborhood.
- **Bonanza Park is Cultural:** As the home to the Kimball Arts Center, Bonanza Park is an emerging hub for Park City's local arts scene. The neighborhood needs to better reflect this energy and activity and weave arts and culture into the community fabric.



Project Goals:
Bonanza Park is...

Mixed Use
Create a mixed use neighborhood with livability in mind.

Local
Support locally-owned business & entrepreneurship.

User-Friendly
Create a safe & intuitive network for pedestrians, cyclists, and transit users.

Inclusive
Expand the availability of affordable and workforce housing units.

Green
Create a more welcoming and sustainable community.

Cultural
Weave arts and culture into the community fabric.





03

Bonanza Park Tomorrow

This Chapter Includes:

Mixed Use | Local | User-Friendly | Inclusive | Green | Cultural



Bonanza Park is...

Mixed Use

Create a mixed use neighborhood with livability in mind.

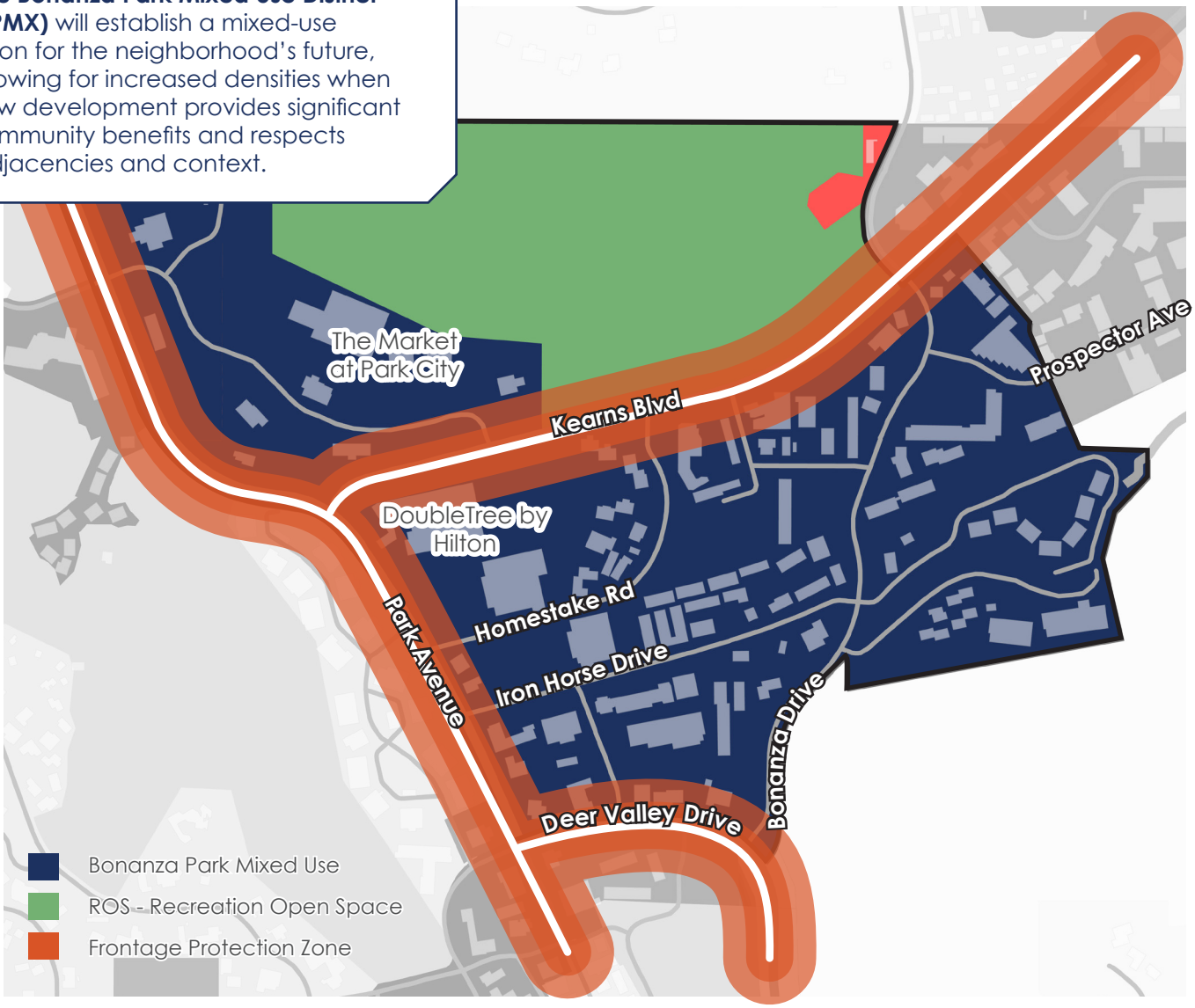
Through the community engagement process, Parkites described a future Bonanza Park where autocentric development would make way toward a more mixed-use and compact development pattern at a pedestrian scale. At community meetings and online surveys, Parkites reiterated that Bonanza Park is an appropriate place for additional density and building heights. Its central location, proximity to Old Town, transit connectivity, and access to regional trail systems, were noted as various factors that contributed to the neighborhood's readiness for mixed-use development.

Across the neighborhood, the development community has recognized the market opportunity in Bonanza Park for additional retail, residential, and hospitality. Proposed developments and active applications, such as the Park + Kearns redevelopment of the DoubleTree Hotel, or the potential redevelopment of the Iron Horse District, will add new housing units and commercial retail to Bonanza Park. As well, a future potential redevelopment of the city-owned 5-acre site on Kearns Boulevard and Bonanza Drive into a mixed-use district with housing, retail, and an arts center, has the potential to transform a landmark corner and gateway into the neighborhood. As such, Bonanza Park is poised to transform – the time to plan and accommodate this growth is now.

This section explores strategies for how to capitalize on this momentum to re-think suburban development patterns and make Bonanza Park a more livable, walkable, and mixed-use community. This section does so through three key recommendations, each explored with greater detail in the following pages:

- **MU1:** Create a Bonanza Park Mixed Use District that allows for increased densities when new development provides significant community benefits.
- **MU2:** Update the Frontage Protection Zone to ensure that Park City's entry corridors remain scenic and awe-inspiring.
- **MU3:** Establish development guidelines for new multifamily and mixed-use buildings to create walkable, human-scale, development that is contextual and sensitive to its environments.

The Bonanza Park Mixed Use District (BPMX) will establish a mixed-use vision for the neighborhood's future, allowing for increased densities when new development provides significant community benefits and respects adjacencies and context.



MU1: Create a Bonanza Park Mixed Use District that allows for increased densities when new development provides significant community benefits.

A future rezoning of Bonanza Park into a new Bonanza Park Mixed Use District (BPMX) will establish regulatory tools to ensure that future growth in the neighborhood reflects a more walkable, mixed-use, and human scale. This potential district, to be written following this plan's adoption with additional and robust community engagement, is a proactive approach to growth management. Understanding that Bonanza Park will continue to attract development activity, the neighborhood's existing zoning districts of General Commercial (GC), Light Industrial (LI), and Medium Density Residential (RDM), are ill-suited to properly guide this growth in the manner that Parkites described through the plan's engagement. The current zoning reflects legacy uses at times no longer in place, allows for autocentric development patterns, and heavily leans toward single-use commercial development with ample surface parking.

The future BPMX District can likely utilize the existing boundary of this Small Area Plan, with the exception of parcels currently zoned as Recreation Open Space (ROS). The latter are properties with protected green space, cemeteries, or trail connections that will not be subject to future redevelopment. The remaining properties in the study area boundary can be rezoned into a new BPMX District

featuring the following potential concepts, to be refined with additional engagement following this process:

- **More residential uses by right:** The new BPXM District should encourage additional housing in Bonanza Park by making residential uses by right, rather than as a conditional use (as is the case currently through the GC Zoning District). Additionally, a rezoning is an opportunity to expand allowed housing types in Bonanza Park to include housing typologies commonly associated with Missing Middle Housing. These may include townhomes, duplexes, triplexes, quad apartments, and cottage courts.
- **Vertical Zoning Standards:** To ensure an active ground level where buildings engage the street and sidewalks, a future BPMX can require active ground level uses as part of vertical zoning standards. These uses should draw pedestrians, cyclists, and transit riders in active streetscapes, and may include commercial retail, restaurants/dining, coffee shops, hardware stores, and childcare/daycare.
- **Building Heights:** To protect the existing scale, character, and charm in Park City as described by those who engaged in this planning process, a future BPMX District is recommended to maintain the existing by-right building height of 35-feet already included in the GC District. Nonetheless, recognizing that many Parkites expressed that there is a desire and need for additional density in Bonanza Park, a BPMX can establish a framework where developers can apply for density bonus in exchange for a community benefit.

Proposed Concepts in a future Bonanza Park Mixed Use Zoning District (BPMX)

More residential uses by right



- Residential uses noted as conditional uses in the General Commercial (GC) district are proposed to be by right in a new BPMX.
- Encourages Missing Middle housing.

Vertical Zoning Standards



- Active ground level uses required.
- Policies to encourage a walkable neighborhood.

Building Heights



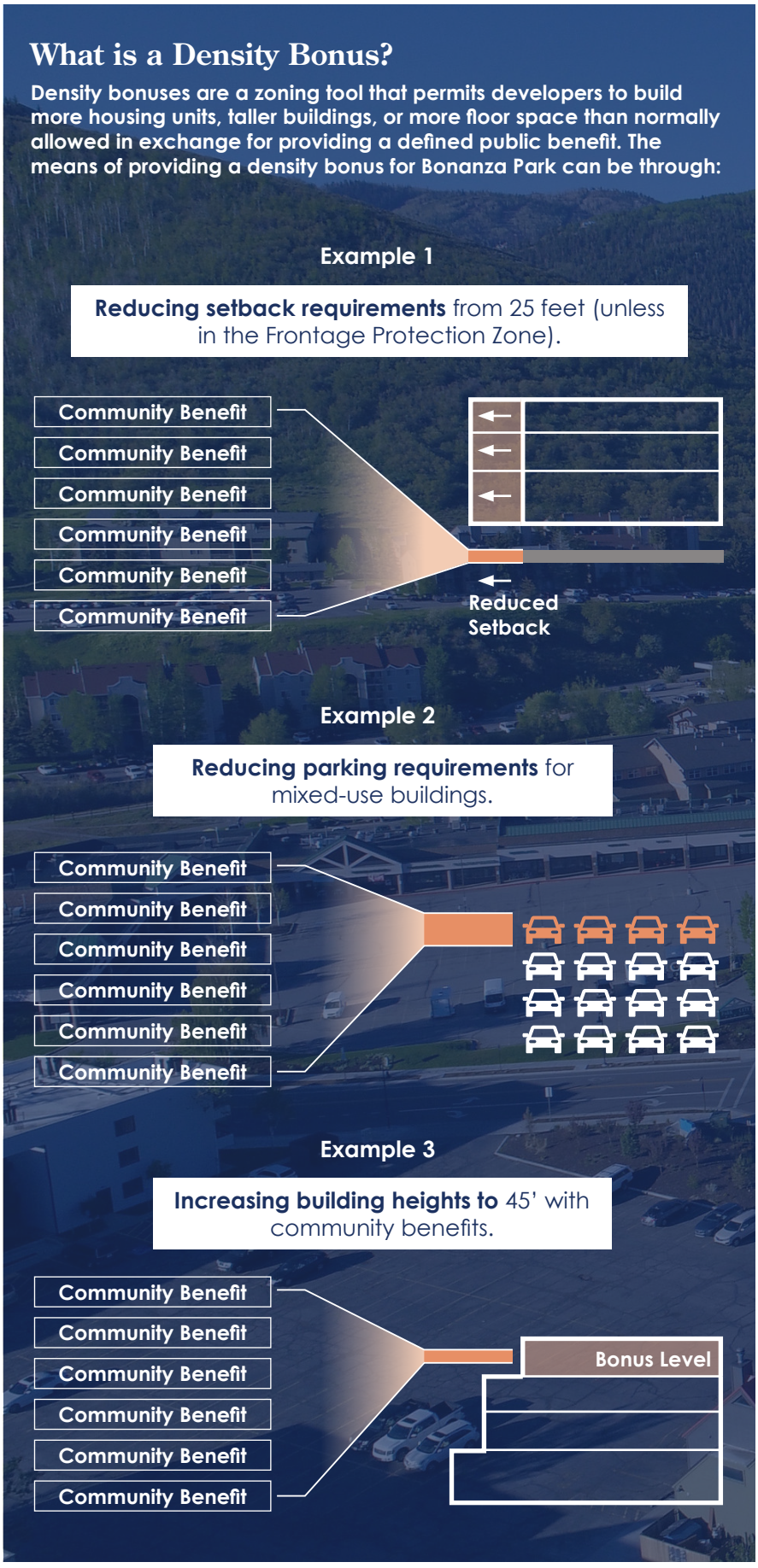
- Base height of 35' (unchanged from General Commercial).
- Opportunities for a density bonus.

Establishing a Density Bonus for Community Benefits

A Density bonus is a zoning tool that permits developers to build more housing units, taller buildings, or more floor space than normally allowed in exchange for providing a defined public or community benefit. Cities across the country have enacted density bonuses, many in exchange for the types of benefits that Parkites described and supported through the engagement process. These community benefits range from affordable housing units, outdoor community spaces, improvements to the site or area's overall connectivity, to more site-intensive benefits like providing underground parking to mitigate the visual impacts of surface parking lots or parking garages.

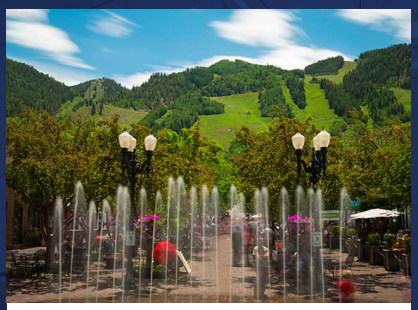
The types of community benefits to consider as part of a density bonus are listed below and should be determined via additional engagement with the community, and be further defined by Park City Staff following this process. The process of how community benefits translate into a density bonus is similarly a next step implementation item.

- **Publicly-accessible outdoor community spaces** suitable for year-round use, and of a high design quality with gathering spaces, seating areas, play structures, and public art.
- **Affordable/Workforce housing** that goes above and beyond what is requirement by code for a master planned or affordable master planned development (currently 20% affordable units for an MPD; 50% for an AMPD) and help meet desired affordability goals for Bonanza Park.



Examples of community benefits supported by the Parkites we engaged in this process:

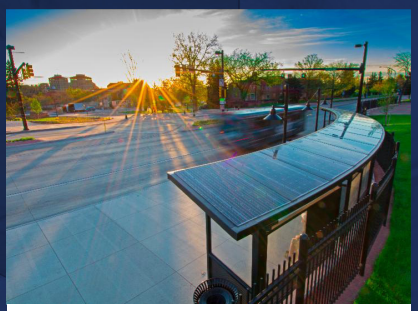
Community Benefits will be weighed into tiers that reflect their relative value and investment.



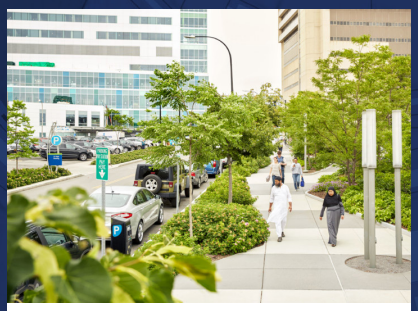
Outdoor Community Spaces



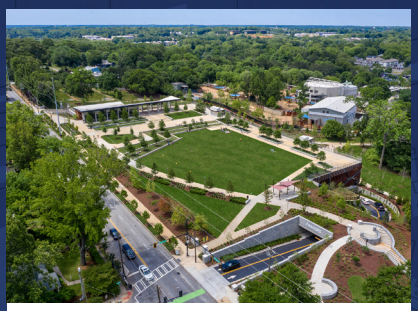
Affordable/Workforce Housing



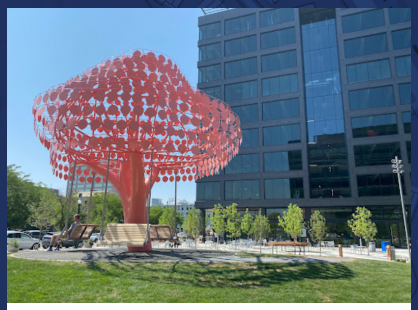
Transit/Mobility Hub



Connectivity



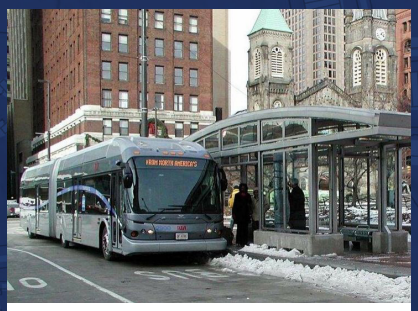
Underground Parking



Art and Placemaking



Community Facilities



Transit Oriented Dev.

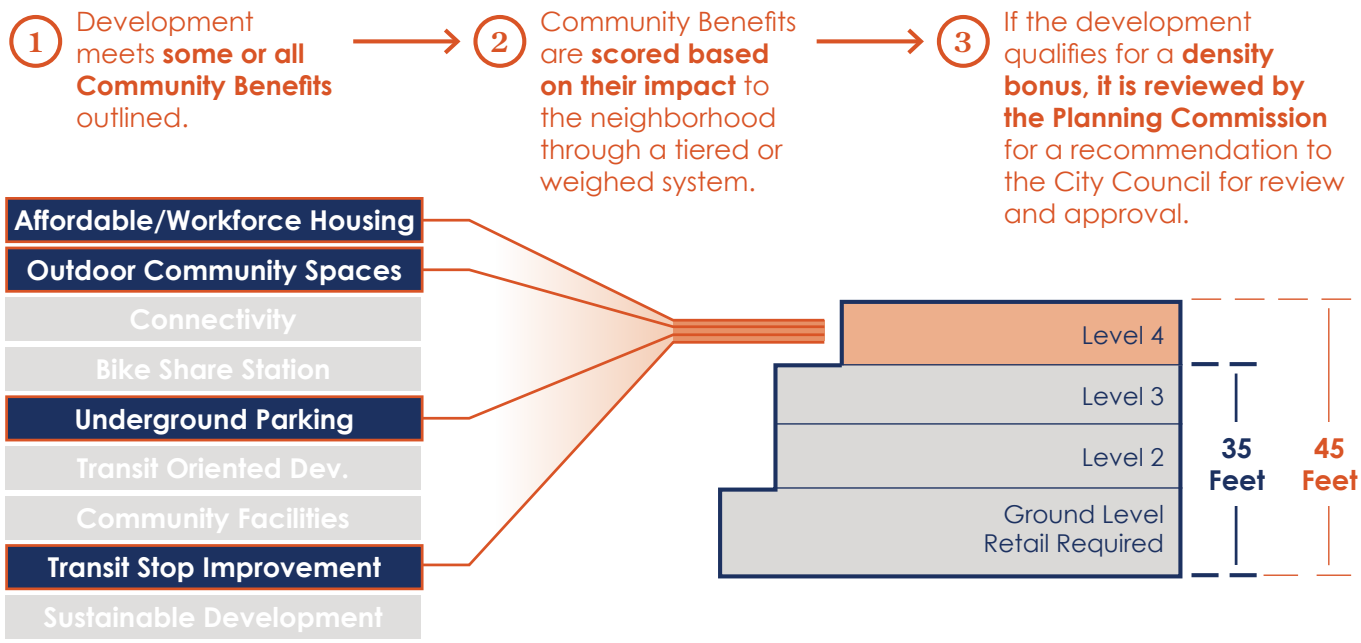


Net Zero Development

- **Transit/Mobility hub** where users can access multiple types of transport modes (bike share, transit, etc.) in a single location. A desired location in Bonanza Park for a transit hub is the Park Avenue transit stop by the Fresh Market. A future hub in this location could include a heated enclosed structures, public restrooms, and other transit amenities.
- **Connectivity improvements**, such as new pedestrian paths or streets that create walkable and connected development patterns and break up existing superblocks, or major improvements such as pedestrian tunnels to nearby neighborhoods.
- **Underground parking** for a significant portion of spaces provided, to mitigate the visual impact of a large parking structure in the neighborhood.
- **Art/Placemaking elements**, such as murals, lighting, and signage that reflect the identity and character of Bonanza Park.
- **Community facilities**, such as daycare or essential services that support a livable residential neighborhood for Parkites.
- **Transit Oriented Development** where higher densities are located near a high frequency transit line.
- **Sustainable Development** that meets or exceeds Park City's net-zero goals.
- **Undergrounding of overhead utilities** to increase the developable area within a single site, make existing sites more attractive, and improve the appearance of new development.

The need for a density bonus in Bonanza Park is more pressing than ever. The development community has

Establishing a Density Bonus for Community Benefits: How does it work?



taken notice of the market opportunity in Bonanza Park and have submitted or proposed redevelopments of key properties in the area. Nonetheless, increased land costs, higher labor costs in construction, and a need for affordable or workforce housing has led the development community to submitting development application with buildings that exceed the allowed heights in the current zoning.

Without regulatory tools in place, the City is forced to negotiate these variances on a case-by-case basis, leading to uncertainty in the development market, and running the risk of not maximizing the community benefit received in exchange for the increased density.

The means of providing a density bonus for Bonanza Park, in exchange for a community benefit though an etsablished system can provide the development community predictable and quantifiable metrics to include in a development application. **As a next step implementation item, Park City Staff should develop a categorization system with tiers that reflect the relative value and investment of each community benefit.**

This weighed system can be applied through a review by the Planning Commission for a recommendation to the City Council for review and approval before the Planning Commission reviews the project.

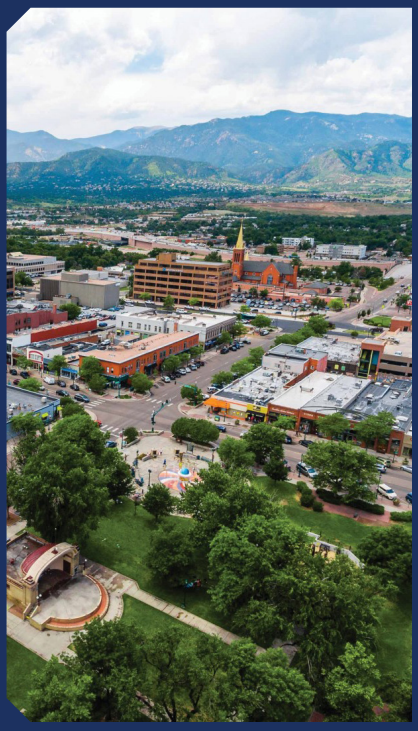
A notable example to follow is the city of Colorado Springs, CO, where a form-based code for their downtown includes a points-based system of community benefits and a point exchange rate table. In Bonanza Park, the community expressed strong support for this trade-off, with a majority of Parkites in the third community meeting supporting the exchange of a community benefit with one or more of the following examples:

- **Example 1:** Reducing setback requirements from 25 feet unless the property falls within the Frontage Protection Zone.
- **Example 2:** Reducing parking requirements for mixed-use buildings, as detailed later in this report in the User Friendly Goal, under the UF4 recommendation.
- **Example 3:** Increasing maximum allowed building height to 45-feet, from the current 35-foot maximum recommended for the BPMX District and within the current GC Zoning.

Increasing maximum building height to 45-feet is consistent with requirements for those applying for an Affordable Master Plan Development (AMPD), in which a developer meets affordability metrics. This recommendation expands this notion even further, through which a developer has additional flexibility to increase building heights, while the Bonanza Park community is able to trade off this impact through a menu of desired community benefits.

Density Bonus Case Studies:

How other communities use this regulatory tool



Colorado Springs, CO

Colorado Springs, Colorado uses density bonuses that allow building elements that exceed zoning requirements in exchange for the inclusion of amenities that benefit the greater community. Density bonus opportunities are split into eight (8) categories:

1. Pedestrian alley improvements
2. Public art and cultural amenities
3. Market rate housing units
4. Affordable housing units
5. Green building design
6. Historic Preservation
7. Underground Parking
8. Bicycle Storage

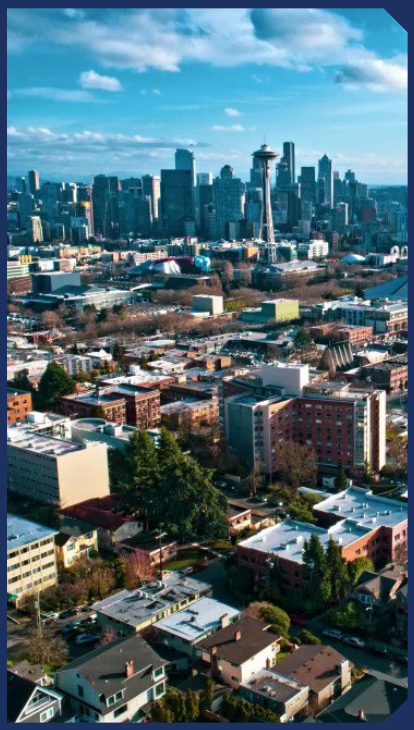
Each density bonus category describes the amenity and the level of improvement that must be achieved in order for the improvements to count toward a density bonus. Points are awarded for each category meeting the minimums, and points are exchanged into additional height allowances. Exchange limits are listed within the Code and all point exchanges are approved through either the Downtown Review Board and/or the City Council.

Seattle, WA

Seattle, Washington uses incentive zoning that allows additional floor area and/or height that exceeds the zoning requirements in exchange for public amenities. Incentive zoning opportunities are split into five (5) amenities options:

1. Affordable Housing
2. Childcare
3. Open Spaces
4. Transferable Development Potential and Rights (TDP/TDR)
5. Regional Development Credits (RDC)

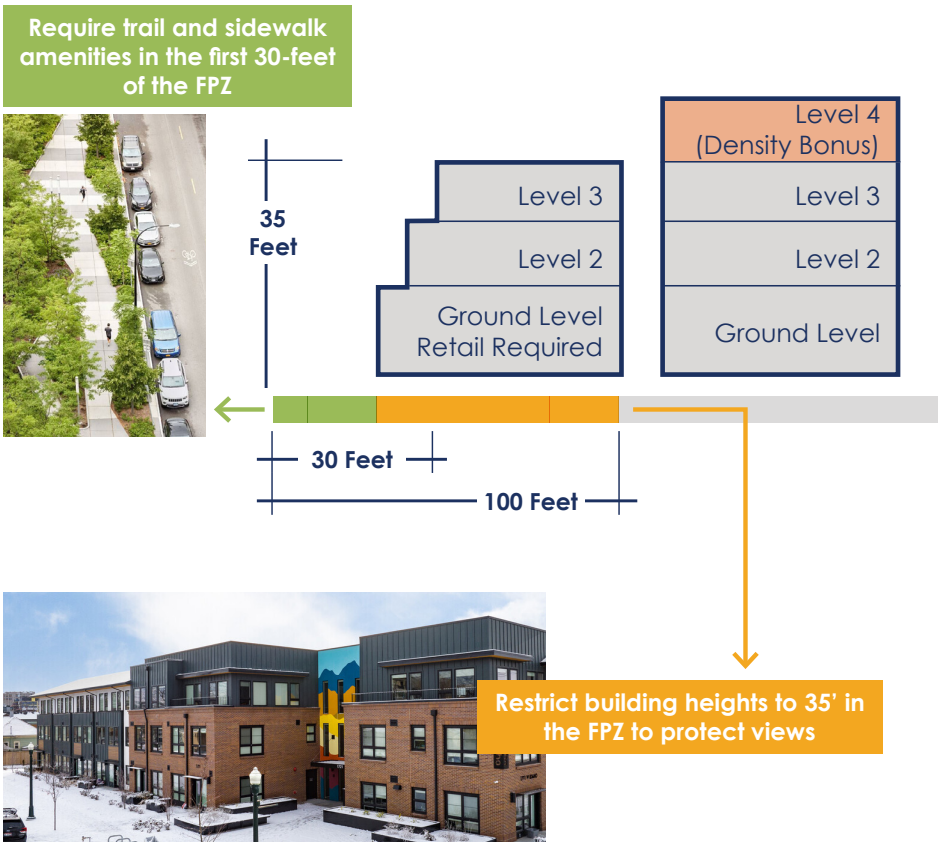
Seattle uses three (3) incentive zoning programs, one specifically to satisfy the requirements for affordable housing within residential developments that allows additional floor area, one voluntary program that offers amenities in exchange for additional floor area and building height and one specifically for Downtown that allows additional floor area. Each incentive option must follow the requirements listed within the zoning code, including but not limited to agreements with the city, review by state and human services director, duration requirements, size/distribution/rent requirements, location requirements, and minimum amenities included.



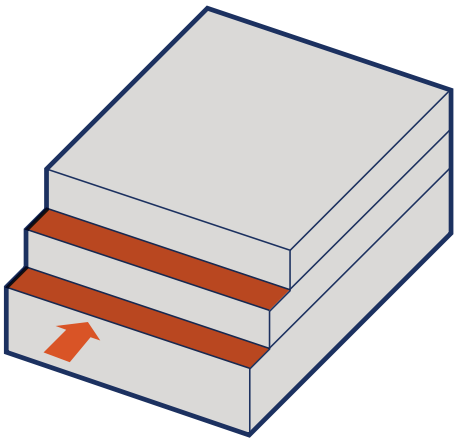
MU2: Update the Frontage Protection Zone to ensure that Park City's entry corridors remain scenic and awe-inspiring.

The Frontage Protection Zone (FPZ) is an existing overlay that protects viewsheds along Park City's entry corridors through a 100-foot zone. Within Bonanza Park, the FPZ impacts Kearns Boulevard, Park Avenue, and Deer Valley Drive. Currently, as outlined in the existing conditions section of this report, no structures, including signs, are allowed within thirty feet (30') of the nearest highway Right-of-Way. All construction activity, including permanent signs, proposed in the area between thirty feet (30') and one hundred feet (100') from the nearest Right-of-Way line requires a Conditional Use Permit. Through the plan's engagement, Parkites expressed widespread support for the FPZ's role in enhancing and preserving Park City's character. Nonetheless, Parkites also supported improving the FPZ to better align with their vision for Bonanza Park. These improvements, noted below, are recommended to be considered as an overall update to the FPZ language:

- **Maintain Planning Commission discretion within the Frontage Protection Zone through the current Conditional Use Permit (CUP) process** to ensure that site-specific criteria can be considered when evaluating buildings within the FPZ. For instance, the Commission may consider designated vantage points, corner lot considerations, site depth, adjacent land uses, desired pedestrian connections, etc.



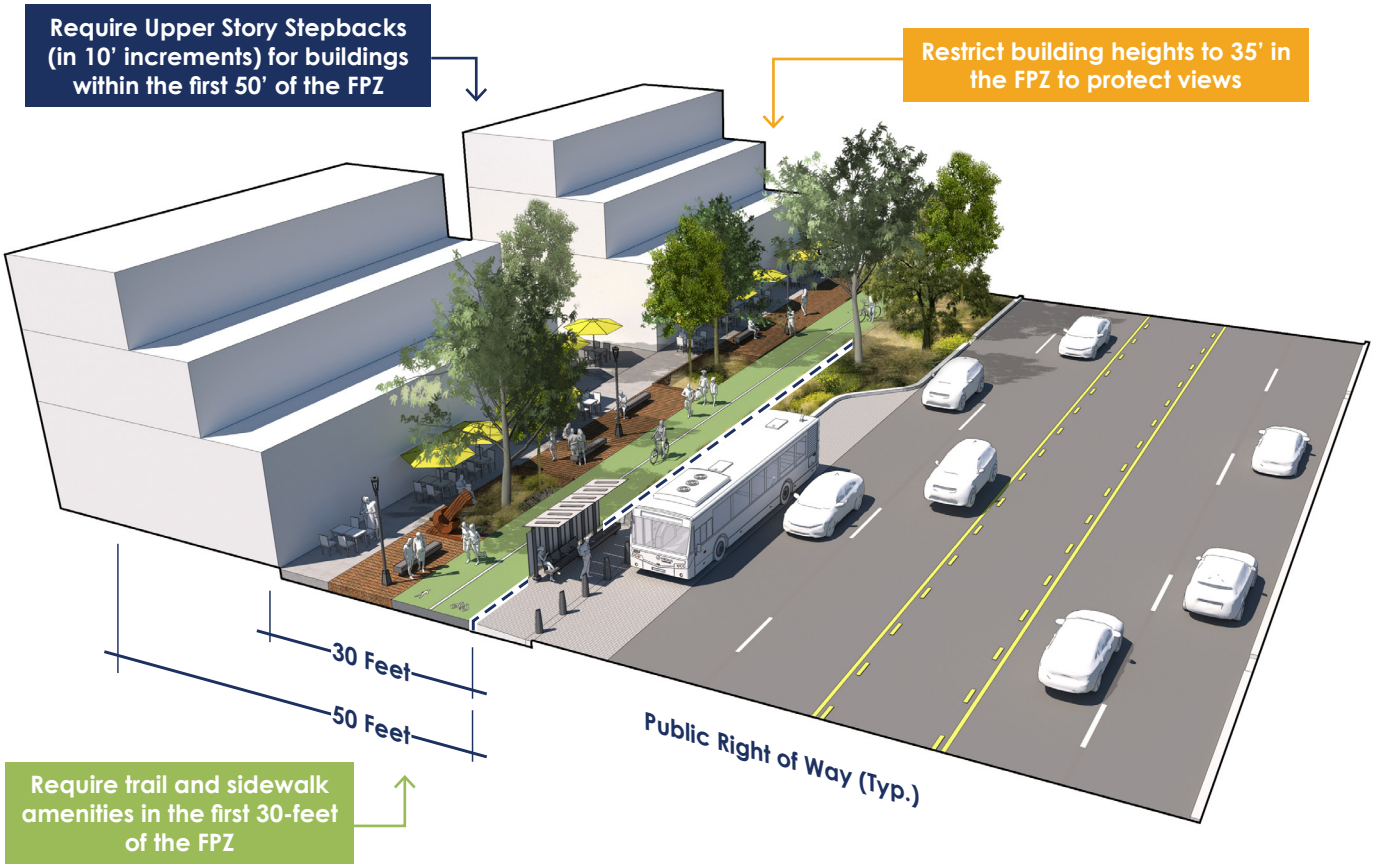




- **Restrict building heights to 35-feet within the FPZ** to mitigate the visual impact of additional development and density on Park City's entry corridors. Building heights along the entirety of the 100-foot FPZ should be restricted to 35-feet, regardless of the underlying zoning or any additional density bonus. Mechanical equipment and elevator shafts should be screened from street visibility.

- **Allow for exceptions that prioritize good design in small or challenging sites.** In corner sites or small sites where the FPZ occupies a majority or a significant portion of the developable area, the Planning Commission is recommended to have discretion to make exceptions that prioritize site-specific designs.
- **Require trail and sidewalk amenities in the first 30-feet of the FPZ** to treat this section as a linear green. While sidewalks and trails are allowed within the first 30-feet of the FPZ, there is an opportunity to ensure that the first 30 feet of the FPZ setback is treated as a linear green with ample sidewalks, multi-use trails, street trees, landscaping, seating, transit facilities, and pedestrian-scale lighting. The design of these linear greens should prioritize the pedestrian and cyclist experience, encouraging the undergrounding of overhead utilities. These new linear greenspaces in the Frontage Protection Zone should be woven into the site design as a means of breaking up superblocks and creating welcoming spaces that invite people into the neighborhood from the perimeter.
- **Allow for arts and culture elements** within the first 30-feet of the FPZ. These may include sculptures, supergraphics, decorative or artistic lighting, play elements, or neighborhood gateway elements.
- **Require Upper Story Stepbacks:** For buildings proposed within the first 50 feet of the FPZ, require upper story stepbacks (in ten-foot increments) along facades facing corridors in the FPZ to preserve mountain views and reduce the visual impact of additional development.

The graphic below depicts the impact of these improvements of the Frontage Protection Zone to new development on the entry corridors in Bonanza Park. New buildings will meet the street with linear greens, gathering spaces, artistic elements, and improved transit infrastructure.



Front Yards

Entrances & Porches

Landscaping & Trees

Windows & Doors

Block Patterns & Sizes

Roofs

Fences

Parking Placement

As part of a Bonanza Park Mixed Use District, ensure that new multifamily and mixed use buildings reflect human scale design for a walkable community by regulating design elements. Excludes single and two-family dwellings.



MU3: Establish development guidelines for new multifamily and mixed-use buildings to create walkable, human-scale, development that is contextual and sensitive to its environments.

With Bonanza Park poised for additional growth, the neighborhood's character, scale, and architectural quality will continue to evolve as new buildings and uses replace surface lots and underutilized parcels. For instance, recent developments like the affordable housing-focused Engine House on Homestake Road, bring in new residents and street life to what was otherwise a surface parking lot.

As this development momentum continues, Parkites expressed through this plan's engagement process that new buildings must reflect the charm, architectural quality, and design sensitivities that have made Park City an international destination and a place with high quality of life for residents. To protect this architectural authenticity, it is recommended that Bonanza Park establish development guidelines for new multifamily and mixed-use buildings proposed within the Bonanza Park study area, whether as a stand-alone regulatory document or as part of a new Bonanza Park Mixed Use District. These guidelines, per state statute, would exclude single and two-family dwellings. Similarly, new design guidelines are not intended to mandate a specific architectural style or preclude from innovative design. Instead, development or design guidelines focus on ensuring good quality design that is human scaled, reflects a walkable setting, and is sensitive to its context and surroundings.

Unlike a Form-Based Code or form-based regulations, development or design standards thus focus on building aspects that are more qualitative in nature to ensure a high design quality in new construction. For instance, they typically address, but are not limited to, aspects like building articulation, site design and orientation, placement or parking lots and structures, location and orientation of yards, entrances, and windows, and location and specifications for landscaping and trees. As well, they can regulate overall development patterns and encourage breaking down Bonanza Park's superblocks into a more compact and connected street grid, where key corridors are activated at the ground level and delivery/trash/recycling areas are consolidated and screened from view, accessed via alleys or service drives.

Their application into an existing community adds predictability to the development process and signals the quality of design expected of the development community.

How these Recommendations can Shape Development

Taken together, these improvements to the base zoning, FPZ, and the addition of development guidelines will shape development. As growth occurs, the recommendations in this section will preserve and enhance viewsheds and ensure that new buildings contribute to Park City's charm and character.

To illustrate this opportunity, the following example graphics demonstrate how improvements to the FPZ would regulate building form along key corridors in Bonanza Park. The developments shown in these graphics are purely hypothetical massing studies along Park Avenue, Kearns Boulevard, and Bonanza Drive. It should be noted that the massing study along Iron Horse Boulevard and Bonanza Drive is outside the FPZ and illustrates how development elsewhere in Bonanza Park may incorporate these regulations as part of a Bonanza Park Mixed Use District.

Kearns Boulevard & Homestake Road



Park Avenue & Woodbine Way



Existing Conditions

Conceptual 3-Story Development



Iron Horse Boulevard and Bonanza Drive

Conceptual 3-Story Development



Existing Conditions





Bonanza Park is...

Local

Support locally-owned business & entrepreneurship.

At community meetings, walking tours, roundtables, and online surveys, Parkites described Bonanza Park as "locals' neighborhood"- a place where Parkites live and go out to dine, shop, and run errands. This was in contrast to Old Town and the Main Street corridor, which many of the Parkites we engaged described as catering toward tourists and out of town visitors. For instance, Parkites described the charm of the Boneyard Saloon and Roadhouse Grill, and how they would likely run into neighbors when dining out. These impromptu meetings, where neighbors converse and can comfortably and naturally gather, create and foster a strong sense of community and belonging. Their happening is not exclusive to the venue in which they occur, but instead enhanced by the authenticity of the venue and how it feels representative of the community's values. As such, Parkites expressed a desire that new businesses and establishments that come into the neighborhood as development and growth occurs continue to reflect the personality and authenticity of Bonanza Park.

Similarly, the Parkites we engaged expressed the value of Bonanza Park being a true neighborhood where Parkites live, work, and recreate. The neighborhood is already home to more than 700 residents and is expected to continue to add residents with new development proposals. As an internationally renowned tourist destination, Park City's appeal is widespread and highly desirable. While the tourism-based economy creates economic opportunities and supports the overall community, it also creates pressures on land values and the housing market through the addition of hotels, timeshares, and nightly rentals. Preserving the neighborhood's character as a place for Parkites continues to be a key community priority. This section does so through the following recommendations:

- **L1:** Limit nightly rentals, hotels, and timeshares to grow the residential base for Bonanza Park, and ensure that new dwellings are supporting a neighborhood for locals.
- **L2:** Limit conventional chain businesses to prioritize locally owned and unique retailers/ restaurants in Bonanza Park.
- **L3:** Cap commercial square footage per building, with exceptions for grocery stores, to incentivize mixed use development.



L1: Limit nightly rentals, hotels, and timeshares to grow the residential base for Bonanza Park, and ensure that new dwellings are supporting a neighborhood for locals.

Bonanza Park is a neighborhood by locals, for locals. As growth occurs, Parkites engaged through this process supported a future land use vision centered around additional mixed-use development that brings in more full-time residents and provides homes for Park City's workforce, and limits the addition of hotels, nightly rentals, and other hospitality uses. With this goal and outcome in mind, there is an opportunity to limit nightly rentals, hotels, and timeshares in the neighborhood.

Limiting Future Hotels

With the exception of the DoubleTree Hotel at the corner of Park Avenue and Bonanza Park and the Park Regency Resort on Prospector Avenue, Bonanza Park is largely commercial in nature with some pockets of residential condos and apartments. Through a rezoning of the neighborhood into a future Bonanza Park Mixed Use District, there is an opportunity to classify major hotels, or those with more than fifteen hotel rooms, as a conditional use. Currently, both major and minor hotels are uses allowed by right in the General Commercial (GC) zoning district. This rezoning will establish an additional check on whether any proposed hospitality uses will impact the overall character of Bonanza Park, providing an opportunity for potential new hospitality uses to establish compatibility standards with the remainder of the neighborhood.

Limiting Nightly Rentals

In the last decade, nightly rentals have disrupted and transformed the hospitality industry, and as a consequence, the neighborhoods where they are located. While they provide visitors additional choice beyond a traditional hotel and may even introduce new visitors and economic activity to an otherwise residential community, their presence is not without negative impacts to housing affordability and impacts to the character of a neighborhood. According to AirDNA, the world leader in nightly rental intelligence data, nightly rentals in the United States, on average, increased home values between 1 to 4 percent over the last four years – though this percentage may be as high as 17 to 20 percent in very specific touristic areas. * Thus, while limiting nightly rentals alone will not fix housing supply shortages and erase affordability concerns, when heavily concentrated in a community, they may have a significant impact. As such, cities with tourism-driven local economies have enacted strategies to limit nightly rentals both citywide, and within specific neighborhood boundaries.

Park City already regulates nightly rentals citywide through zoning and a licensing process. Anyone with the intent to offer paid lodging for a period of under 30 days, if within one of the allowable zoning districts, must apply for a nightly rental license to operate. The entirety of Bonanza Park is within zoning districts that allow nightly rentals. However, with the exception of portions zoned



Light Industrial (LI), lockout units, or dwellings with separate exterior access that include a bathroom but no kitchen, require a Conditional Use Permit.

Strategies to limit nightly rentals in Bonanza Park may include a menu of options, to be considered by City Council as a next step implementation item. These may impact the Bonanza Park study area directly, as either additions to the Regulation Of Nightly Rentals section of the Land Development Code, or as part of a future Bonanza Park Mixed Use District. These may include:

- Establishing a total cap or quota on the total number of nightly rentals in Bonanza Park, as a percentage of the total housing units in the neighborhood, or as a number influenced by the number of nightly rentals currently permitted in Bonanza Park.
- Limiting the number of tenants who can stay in a nightly rental per single stay, to prevent "party houses" in established residential areas.
- Establishing a policy limiting investor-owned nightly rentals, or owners who own and operate multiple nightly rental licenses, while still allowing licenses for homeowners wanting to operate a nightly rental from their primary residence.
- Adopting a full-time resident requirement for nightly rental license holders impacting absentee landlords or out-of-town owners.

These nightly rental policies, however, only work effectively through appropriate enforcement and monitoring of the supply of rentals in the community. It is recommended that any updates to policies impacting nightly rentals in Bonanza Park are evaluated by their ability to be properly enforced.

L2: Limit conventional chain businesses to prioritize locally owned and unique retailers/ restaurants in Bonanza Park.

Parkites responding to surveys and attended meetings described Bonanza Park's current retailers, dining establishments, and shops and one of their top "favorite things" about the neighborhood. Many of Bonanza Park's commercial properties are indeed home to local businesses with local or regional ownership, many of which attended stakeholder roundtables conducted by the planning team in the first phase of community engagement. These owners are highly invested in the success of the community, and champion improvements to the area.

As new businesses move into the area, in both existing commercial buildings, or as part of a redevelopment, there is an opportunity to ensure that new tenants reflect the richness, authenticity, and character of the community. A key strategy for such is to limit conventional chain businesses from operating in Bonanza Park. Park City already defines a conventional chain business through the Land Development Code, as a commercial storefront substantially identical to more than ten (10) other businesses, regardless of ownership or location, based on standardized menu, merchandise, apparel, or architectural design or decor. Strategies to limit chain businesses in Bonanza Park include:

- Limit the total number of chain businesses allowed in the Bonanza Park neighborhood, either as

part of a prohibited use in a new Bonanza Park Mixed Use District, or as an addition to the General Commercial (GC) Zoning District. The Park City municipal code already does so for two zoning districts - the Historic Recreation Commercial (HRC), where no more than seven chain businesses are permitted, and the Historic Commercial Business (HCB) District, where no more than 17 chain businesses are permitted.

- Limit the size of allowed square footage for a chain business to no more than 5,000 square feet to discourage "big box" retail users.
- Limit the proportionate amount of square footage a conventional chain business may occupy within a single building. For instance, a future policy may outline that chain businesses must not occupy more than 30% of the total commercial space in a single building.



L3: Cap commercial square footage per building, with exceptions for grocery stores, to incentivize mixed use development.

In order to incentivize mixed use development over single use commercial development, a future Bonanza Park Mixed Use Zoning District can include regulations that cap the maximum allowable commercial square footages for a single development, building, or application. These recommendations can carve exceptions for potential uses that require a higher total square footage, and are associated with a livable community, such as a full-service grocery store, institutional uses such as an art center or museum, or municipal and civic uses. These terms need to be further defined by Park City Staff following this process, for clarity. For instance, Park City's Land Management Code and its definitions do not currently distinguish a grocery store from other major retail and service commercial uses.

The potential regulations to be considered include the following:

- Limit the allowable commercial square feet for a single building to no more than 15,000 to 29,000 square feet, to ensure that building massing remains at the same scale as the surrounding neighborhood.
- Limit the size of allowed square footage for all commercial uses to no more than 5,000 square feet for a single tenant, to discourage "big box" retail users.
- Require that at least 50% of the total square footage for mixed use buildings that include commercial uses at the ground level are dedicated to residential or commercial office uses.



Bonanza Park is...

User-Friendly

Create a safe & intuitive network for pedestrians, cyclists, and transit users.

From the very first engagement session, Parkites reiterated their support for a more connected, walkable, bikeable, and transit-rich Bonanza Park. At community meetings and stakeholder roundtables, Parkites described moving through the neighborhood as a confusing and often challenging endeavor.

The Mixed Use goal of this plan envisions a more mixed use, compact, and livable Bonanza Park. In order for this type of development vision to thrive, Bonanza Park will require significant investments to its network of streets, sidewalks, and to its overall connectivity. At the neighborhood scale, livability begins and ends with user-friendliness for all users, from pedestrians to cyclists, transit users, and lastly, for those driving a personal car. As such, this section focuses on improvements to the neighborhood's existing infrastructure, and outlines policy recommendations to ensure that new development supports a more connected mobility network, through four key recommendations:

- **UF1:** Establish a future network of pedestrian and bicycle linkages through Bonanza Park to connect with regional trails and improve the area's connectivity.
- **UF2:** When considering development proposals, encourage multiple connections through Bonanza Park to create a more walkable and interconnected block system.
- **UF3:** Leverage future developments to fund and implement mobility improvements, such as traffic calming, crosswalk improvements, transit hubs, and tunnels to surrounding neighborhoods.
- **UF4:** Create a vibrant pedestrian-oriented neighborhood by restricting autocentric uses, lowering parking minimums, and incentivizing underground parking structures.

Understanding that additional development may impact vehicular traffic, a stand-alone mobility component was developed as part of this planning process. This separate report includes a more detailed existing conditions analysis and includes the results of a traffic model measuring impacts to intersection Levels of Service. This technical document was prepared by Fehr and Peers, in collaboration with the planning team.

Potential Bike/Ped Connection Typologies

UF1: Establish a future network of pedestrian and bicycle linkages through Bonanza Park to connect with regional trails and improve the area's connectivity.

To become a more walkable and connected neighborhood, Bonanza Parks needs to focus on building its network of pedestrian and bicycle linkages. This plan recommends doing so through a focus on addressing sidewalk gaps, and an investment into high quality trails, noted as Signature Trails.

Improving Sidewalk and Pedestrian Connectivity

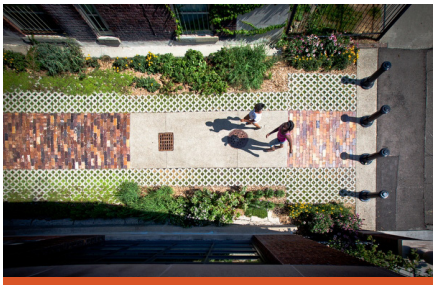
Pedestrian connectivity begins with basic infrastructure – sidewalks. Every street within Bonanza Park must include, at the very least, sidewalks on both sides of the street that meet or exceed Park City's standards. Sidewalk gaps within the neighborhood include the south side of Iron Horse Boulevard, both sides of Shortline Road, and both sides of Homestake Road, though this will be addressed via a complete street redesign of the street. Additionally, there is an opportunity to add sidewalk/trail linkages within the neighborhood core to add mid-block connections in otherwise large superblocks. These interior connections are noted in the accompanying map and include connections between the Rail Trail on Bonanza Drive to Iron Horse Drive and Shortline Road, potential future connections within the superblock at the intersection of Park Avenue and Kearns Boulevard, and internal connections near the city-owned site at Kearns Boulevard and Bonanza Drive.



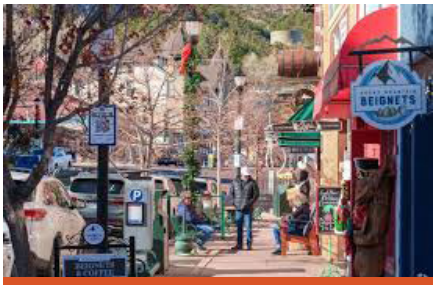
Neighborhood Street



Shared Street "Woonerf"



Alley or Service Drive



Retail Street



Off-Street Trail



On-Street Bike



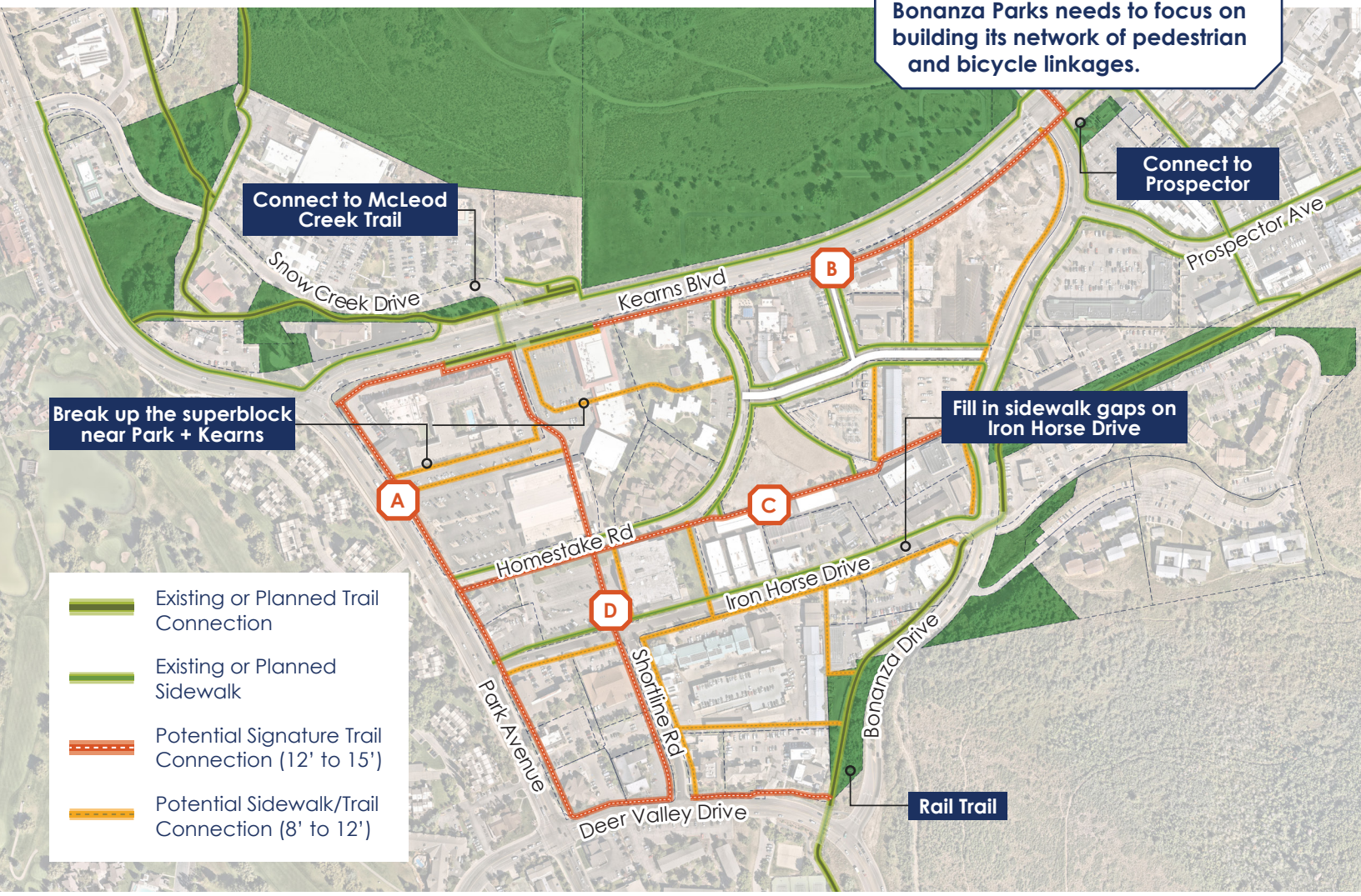
Pedestrian Way



Linear Green

Intersections within the neighborhood core and those between local streets, such as the intersection of Iron Horse Drive and Shortline Road, must prioritize marked pedestrian crossings. At neighborhood thresholds and gateways to nearby communities, such as the connection to Prospector, pedestrian tunnels can provide a more seamless and safe crossing. Park City is already making a similar investment with a tunnel under Kearns Boulevard toward Snow Creek Drive.

The Connectivity Vision for Bonanza Park



Investing in Signature Trails

Bonanza Parks also sits near three regional trail systems of high quality – the Historic Union Pacific Rail Trail to the east, the McLeod Creek Trail to the north, and the Poison Creek Trail to the south. While the rail trail and the Poison Creek trail are seamlessly connected along Bonanza Drive through various pedestrian tunnels, this network remains cut off from the McLeod Creek Trail. Moving from one trail to the other through the neighborhood involves walking along streets missing sidewalks, cutting through surface parking lots, or walking along narrow sidewalks that lack street trees or pedestrian crossings. As such, this plan recommends investing in Signature Trails, or trails matching or exceeding existing regional trail standards, such as 12- to 15-foot widths, landscaped edges, consistent wayfinding and signage, bicycle repair stations, seating areas, and trailheads at key intersections. Trail and trailhead design should also prioritize comfort during the winter months through pedestrian/bicyclist amenities that are seasonal, such as covered bicycle parking, outdoor seating areas/benches, etc.

The addition of these trails is a significant investment in Bonanza Park's future, though may be challenged by a limited amount of space within the existing right of way. As a way to prioritize pedestrian and cyclist movement, future revisions to the Frontage Protection Zone should consider requirements for corner lots and additional setbacks to allow for pedestrian/cyclist movement and circulation through Bonanza Park.

Potential routes for signature trails in Bonanza Park include:

- **A** Park Avenue, between Deer Valley Drive and Kearns Boulevard.
- **B** Kearns Boulevard, along its south side between Park Avenue and Bonanza Drive.

Example of a Signature Trail



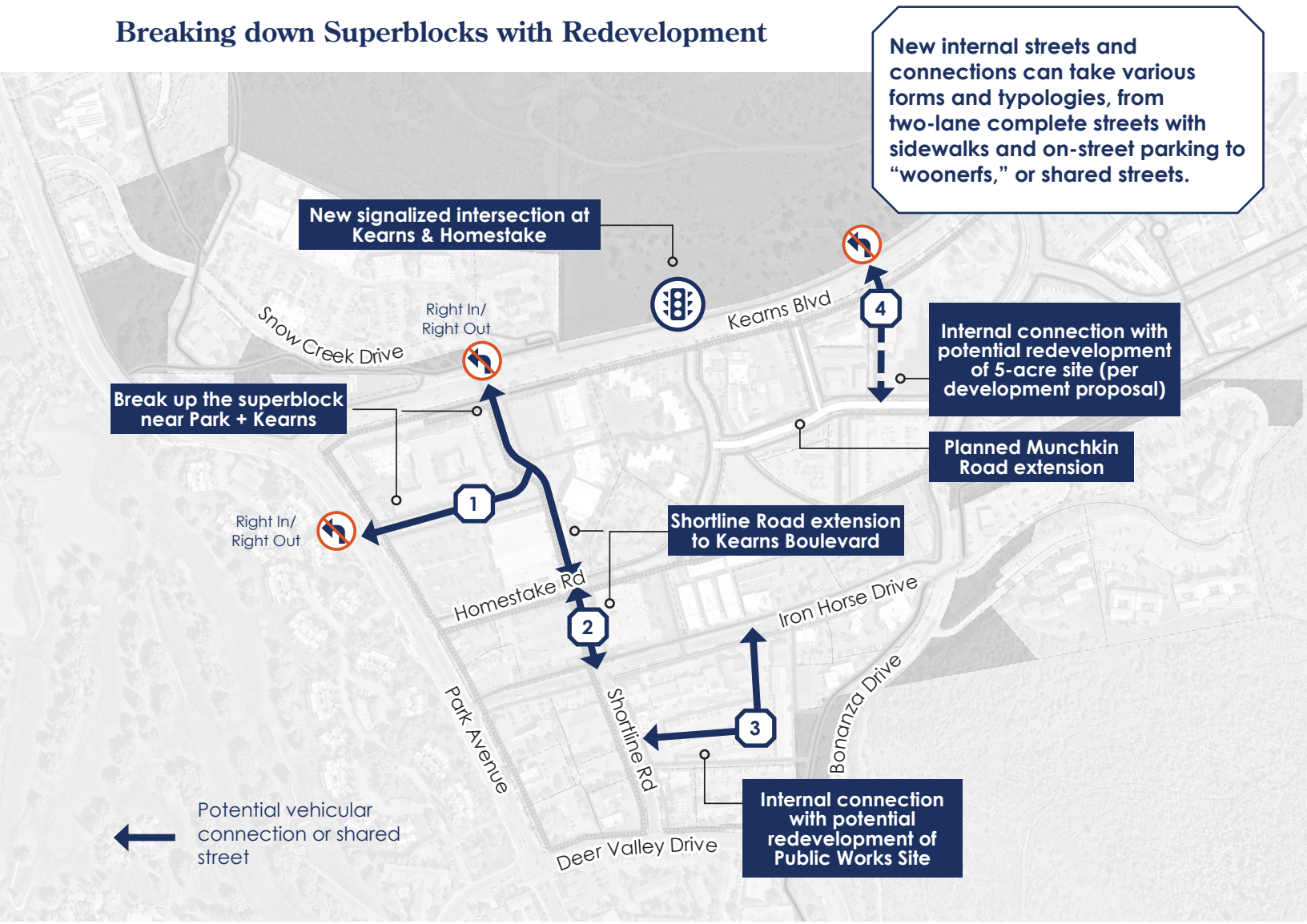




C A new east-west connection between Park Avenue and the Rail Trail, through the south side of Homestake Road and within portions of the Iron Horse District.

D A new north-south connection between Deer Valley Drive and Kearns Boulevard, along Shortline Road, the Walgreens property, and through a future redevelopment of the Fresh Market site toward the proposed Snow Creek Drive Tunnel under Kearns Boulevard.

Breaking down Superblocks with Redevelopment



UF2: When considering development proposals, encourage multiple connections through Bonanza Park to create a more walkable and interconnected block system.

Through the years, Bonanza Park's development patterns has resulted in a disjointed network of overly sized superblocks where internal pedestrian and vehicular connections are often lacking. As redevelopment occurs within these superblocks, there must be a focus on breaking down this superblock pattern into more compact, walkable, and connected blocks. New internal streets and connections can take various forms and typologies, from two-lane complete streets with sidewalks and on-street parking to "woonerfs," or shared streets, where streets are designed to slow down vehicular traffic and prioritize pedestrian and cyclist movement. The internal street network connections to consider as redevelopment occurs are as follows:

1. Superblock between Park Avenue, Kearns Boulevard, and Homestake Road: A future redevelopment of the commercial properties in this area should prioritize created new east-west and north-south connections. Streets connecting to Park Avenue or Kearns Boulevard should remain as right-in/right-out intersections, to lessen impacts to regional traffic.
2. Extension of Shortline Road: With a redevelopment or improvement of the Walgreens site, Shortline Road can be extended toward Homestake Road, eventually connecting with a new north-south connection toward Kearns Boulevard.

Example of a Vehicular and Trail Connection



3 Public Works Site: In the case of a future redevelopment of the Public Works facility on Iron Horse Drive, a new east-west and north-south connection can create a more compact block size near the Rail Trail.

4 City-Owned 5-Acre Site: In a future redevelopment of the city-owned site at the corner of Park Avenue and Bonanza Drive, a new internal connection should be considered between Munchkin Road and Kearns Boulevard.





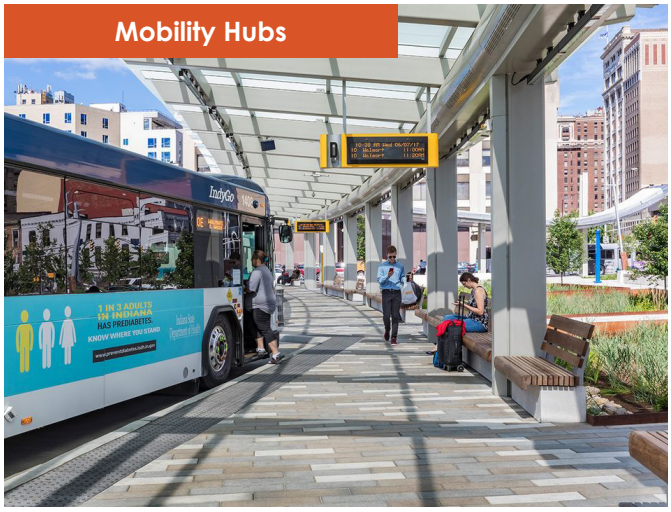
Traffic Calming Measures



Crosswalk Improvements



Mobility Hubs



Pedestrian Connections



UF3: Leverage future developments to fund and implement mobility improvements, such as traffic calming, crosswalk improvements, transit hubs, and tunnels to surrounding neighborhoods.

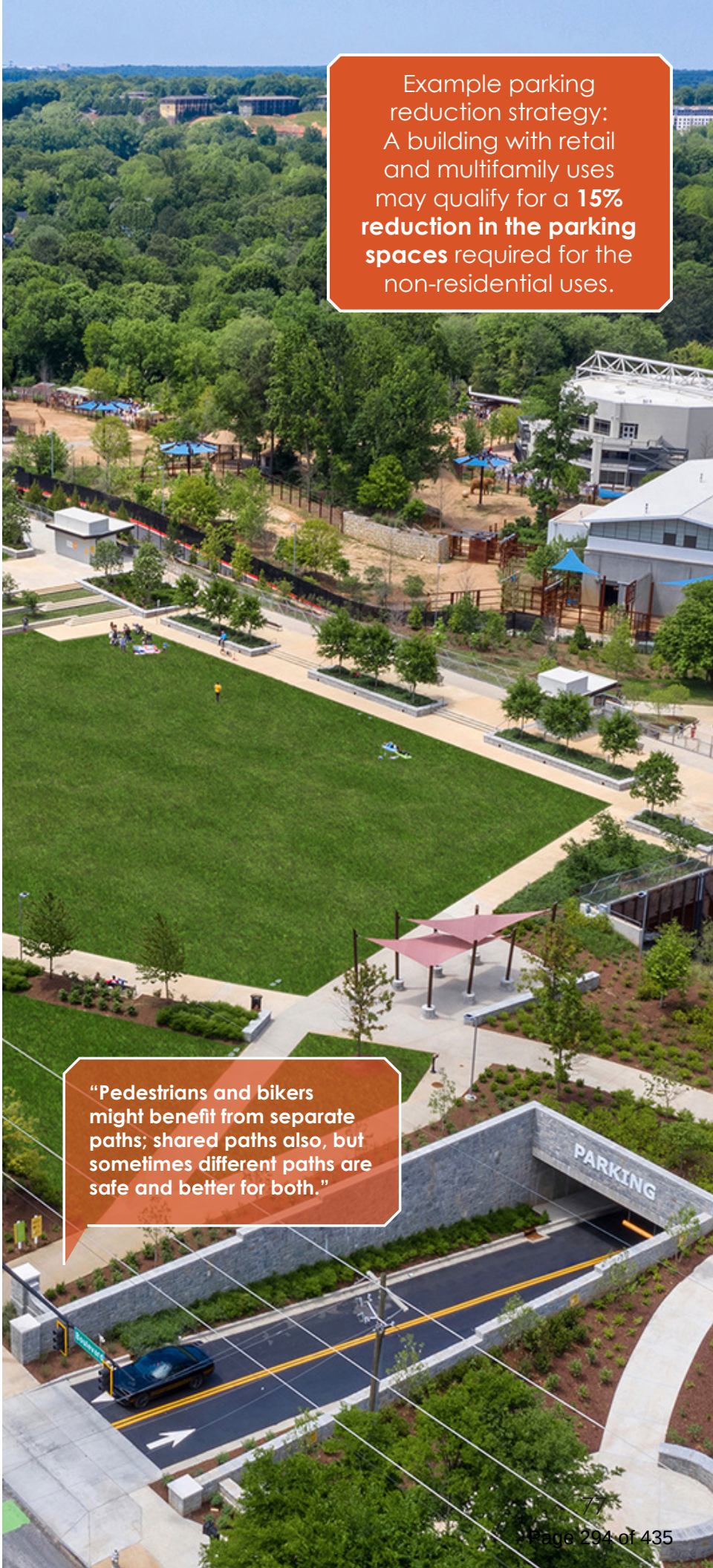
The improvements described in this section are ambitious and will require significant funding. Understanding that municipal funds are limited in accomplishing these goals, there is an opportunity to leverage future developments to fund and implement some of the mobility improvements most needed in Bonanza Drive. While these are investments in the public realm, they may help make Bonanza Park a more vibrant and walkable place, benefiting both existing residents and future residents brought in through new buildings. In collaboration with Park City, developers can choose to provide some of these as a community benefit when applying for a density bonus, as described in the Mixed Use goal, or may choose to pay a fee-in-lieu into a mobility improvement fund. The potential improvements to be considered as high priorities for Bonanza Park include:

- **Traffic calming measures:** Bump-outs at intersections, on-street parking as part of a complete street design, parklets, sidewalks, signage, and street trees.
- **Crosswalk improvements:** Clearly marked crosswalks and pedestrian signage.
- **Mobility Hubs:** Bus shelters (with lighting, seating, cover, and signage), bus pullouts, and access to last-mile connectivity, such as bike share or micro-mobility.
- **Pedestrian Connections:** Continuing to invest in connectivity to the surrounding area, with a focus on creating tunnel or bridge connections with adjacent neighborhoods.

UF4: Create a vibrant pedestrian-oriented neighborhood by restricting autocentric uses, lowering parking minimums, and incentivizing underground parking structures.

As part of a new Bonanza Park Mixed Use District (BPMX), Park City may consider the following strategies to shift the development paradigm in Bonanza Park and ensure that new development supports a walkable environment:

- **Restrict car-centric uses:** In a future BPXD Zoning district, auto related retail, drive-up windows, and gas stations, may be considered as potential prohibited uses.
- **Significantly lower parking minimums for all shared uses:** Lower required parking minimums for mixed use developments, boutique hotels, complementary uses in a single development, or when in close proximity to transit. A shared parking strategy should be developed as an implementation next step. For instance, a building with retail and multifamily uses may qualify for a 15% reduction in the parking spaces required for the non-residential uses, following a parking impact study submitted as part of the development application.
- **Incentivize underground parking:** Included as a community benefit within the proposed BPMX, underground parking should be encouraged and incentivized through a parking reduction. For instance, peer communities have included a 5% reduction of the required parking minimum for parking space included below grade.





Bonanza Park is...

Inclusive

Expand the availability of affordable and workforce housing units.

The Parkites engaged throughout the planning process described a future Bonanza Park where folks of all backgrounds and incomes have access to attainable housing, eco-friendly spaces, improved air quality, and a vibrant local economy built around local businesses. When housing is adequate, other essential elements of community fall more easily into place including healthcare, education, and job opportunities. The common myth that affordable and workforce housing will negatively impact the economy or social qualities of a community is a harmful narrative to communities. Communities flourish when homes are reasonably priced by way of steady rental rates, increased spending power, less stress, more available jobs, and increased tax revenue that can be used to improve infrastructure, educational facilities, and other vital community resources. The U.S. Department of Housing and Urban Development defines affordable housing as housing on which the occupant is paying no more than 30 percent of gross income for housing costs, including utilities. From tenant-based rental assistance to project-based affordable housing, there are multiple options that cities can utilize and incentivize to facilitate the development and preservation of affordable housing. Shortages of affordable and workforce housing are a long-standing challenge throughout the country and in Park City.

In an effort to promote community sustainability, housing has been a focus of Park City since the early 1990's, adopting the first housing policies as early as 1993 intended to create and preserve affordable housing. As a resort town that attracts thousands of visitors every winter season, seasonal workers are an essential part of the workforce with a need for affordable housing, that make it possible for the city to flourish during peak tourism periods.

Park City's Inclusionary Housing Ordinance requires that Master Planned Developments provide affordable units for 20% of the residential units. In 2023, the Five-Year Moderate Income Housing Plan inventoried 651 moderate-income homes citywide, with 439 rental units

and 212 owner-occupied units. Currently this equates to approximately 20% of the total units in Park City, meeting the minimum goal for affordable units citywide. As future development is anticipated within the Bonanza Park and Snow Creek study area, it is critical to continue to incentivize affordable and workforce housing so that Park City's minimum target of units citywide doesn't drop below the 20% threshold. Ideally, future affordable units in Bonanza Park would increase the percentage beyond 20%.

In order to promote a more inclusive Bonanza Park and expand the availability of affordable and workforce housing units, this study provides four recommendations:

- **I1:** Work with the development community to build more affordable and workforce housing in Bonanza Park and help meet citywide goals.
- **I2:** Establish bold affordability metrics to guide decision-making and track short- and long-term success.
- **I3:** Work with residents and property owners to preserve naturally occurring moderate income housing already existing in the neighborhood.
- **I4:** Ensure that new housing and public spaces in Bonanza Park follow Universal Design Principles.

Affordable Housing Case Study:

The Martha | Boise, ID





The Martha is a 2- to 3- story apartment building in Boise, Idaho developed by the Capital City Development Corporation (CCDC), Boise's redevelopment and urban renewal agency. A follow up to the West Downtown Neighborhood Plan, The Martha is the result of a Request for Proposals (RFP) for the redevelopment of CCDC-owned property. The RFP process resulted in a development agreement in 2021, and the project broke ground at the end of 2021, and was completed in 2022.

The development includes 48 mixed-income units with 21 studios, 14 one-bedroom units, and 13 two-bedroom units. All units are affordable to residents earning between 60-120% of Boise's Area Median Income (AMI). The building was designed to reflect the area's historic architecture and scale, and is LEED Silver Certified.

Source: Capital City Development Corporation (CCDC)

Affordable Housing Case Study:

Union Flats | St. Paul, MN





The Union Flats development includes 217 workforce housing units to a neighborhood in St. Paul, MN with little to no affordable options. Built on a formerly contaminated site, the development team used a funding strategy that employed the Low Income Housing Tax Credit Program (LIHTC), among other taxable bonds. The development includes resident amenities like courtyards, a pool and deck, a bike lounge, and proximity to nearby regional rail.

As a LIHTC property, rental rates are designed to be under the St. Paul's AMI, with income restrictions in place.

Source: The National Affordable Housing Management Association



EngineHouse Affordable Housing in Bonanza Park: 99 new deed-restricted units targeting Area Median Incomes (AMI) from 40-80%. Expected to be completed in spring 2025. *(Source: Park City Municipal)*

I1: Work with the development community to build more affordable and workforce housing in Bonanza Park and help meet citywide goals.

Park City has the most aggressive local inclusionary affordable housing obligation in the State of Utah at 20%. Per the City's affordable housing policies, private development providing more than 10 residential units must meet this 20% obligation through one of the following six tools:

1. Building the affordable units on site
2. Build affordable units within City limits
3. Deed restrict existing units
4. Build affordable units outside city limits but within the Park City School District Boundary
5. Convey land to the city within the Park City School District Boundary
6. Pay an in-lieu fee, currently $389,700 per Affordable Unit Equivalent

In addition to these tools, this study recommends exploring additional development agreement options that would ensure that developments seeking public investment align with the needs of the broader Bonanza Park and Park City community, such as providing important community benefits as a part of the overall development. Public incentives combined with private funding can also provide private sector technology and innovation, and potentially spread the cost of infrastructure over a more extended period, freeing up public funds that could be applied to areas where private investment is not appropriate or impossible. Lastly, encouraging the construction of various unit sizes and types including micro-units, apartments, townhouses, and condominiums may lead to multiple price points offered within Bonanza Park.



I2: Establish bold affordability metrics to guide decision making and track short and long-term success.

By setting targets for the number of affordable and workforce units that should be built in Bonanza Park and the desired AMI level, Park City will be able to monitor affordability that will help assess progress and determine if changes to the strategy are necessary. Policy objects such as increasing the affordability of rental housing or expanding affordable housing goals within Bonanza Park. By establishing bold affordability metrics that are specific and measurable, Park City will be able to determine to what extent progress is being made in achieving affordability goals. Specific housing goals provide the detail for effective measurement of success rather than vague goals that simply "promote" affordable housing opportunities. Establishing a baseline that begins in a given year and setting a goal for new housing in a five-year period would be an example of a measurable goal for short-term affordable housing.

I3: Work with residents and property owners to preserve naturally occurring moderate income housing already existing in the neighborhood.

With the addition of the EngineHouse affordable housing development coming online in 2024, Bonanza Park will provide a significant percentage of Park City's 2024 affordable and workforce housing target. Identified as rental housing that is affordable without the use of public subsidies, Naturally Occurring Affordable Housing (NOAH) occupies the space between market-rate units and government-assisted subsidized units. Opportunities to preserve naturally occurring moderate income housing include innovative financing strategies, providing tools to mission driven owners like reliable acquisition financing and mixed-income approach, capital and incentives for responsible NOAH owners, and rental assistance for tenants are a few examples.

I4: Ensure that new housing and public spaces in Bonanza Park follow Universal Design Principles.

Universal design are principles through which public and private spaces are designed to have equal access by people of all ages and abilities, with little or no need for adaptation or specialized design. A key aspect of design that allows for aging-in-place, universal design follows guidelines developed with the American with Disabilities Act (ADA) in mind.

To continue to be a welcoming community for all Parkites, especially those with special requirements or limited mobility, new housing must incorporate elements commonly associated with universal design. These include no-step entries, appropriate widths for doors and hallways, non-slip surfaces on floors and bathtubs, and housing options that include single-story units.



Bonanza Park is...

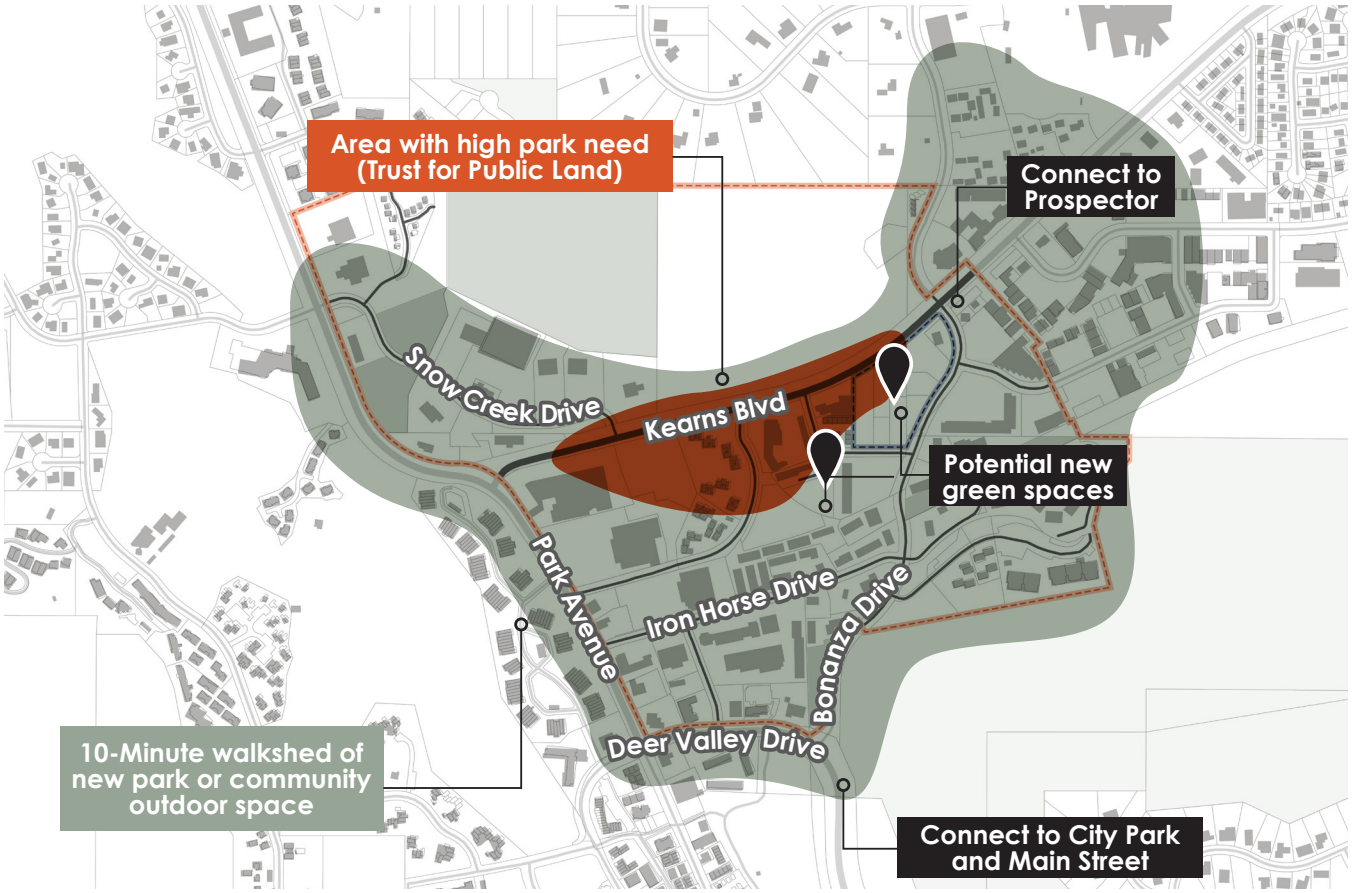
Green

Create a more welcoming and sustainable community.

As Park City and the Bonanza and Snow Creek neighborhoods continue to grow and develop, promoting a greener and more sustainable community that allows people to connect with nature is more important than ever. Sustainable communities provide a wealth of benefits including improved air quality, reduced heat island effects, improved mental and physical health, reduced energy costs, and increased biodiversity. Parks and outdoor community spaces also strengthen social cohesion within a community by offering a range of activities that provide opportunities for people to come together at events like festivals, concerts, and markets. These spaces also promote long-term economic growth by driving tourism, generating income for local businesses, and attracting new residents and businesses to the study area. Finally, community gathering spaces and sustainable development promotes biodiversity and combats the impacts of climate change through vegetation that absorbs carbon from the atmosphere and improves air quality, regulates ecological processes such as pollination and pest control, and serve as conservation areas to protect wildlife and important habitat.

Throughout the arch of the study process including community meetings and online and paper surveys, the incorporation of green and community spaces in future development within the Bonanza and Snow Creek study area received overwhelming community support. Support for a greener, more resilient Bonanza Park is explored through three key recommendations:

- **G1:** Ensure that all current and future Bonanza Park residents are within a safe and comfortable 10-minute walk to a park, outdoor community space, or trail connection.
- **G2:** Provide examples of publicly accessible green spaces or outdoor community spaces as part of a Bonanza Park Mixed Use District to ensure that those added as part of a community benefit are of high quality.
- **G3:** Incentivize sustainable development within Bonanza Park to meet Park City's net zero goals, reduce vehicle trips, and improve access to transit.



G1: Ensure that all current and future Bonanza Park residents are within a safe and comfortable 10-minute walk to a park, outdoor community space, or trail connection.

The addition of new parks and trails within Bonanza Park would provide an opportunity for nearly 1,000 nearby residents to be within a 10-minute walking distance of critical community open space and promote a more sustainable environment for the entire community. Future development should be incentivized to provide new outdoor community spaces through public-private partnerships or development agreements. There is also the opportunity to create a new neighborhood outdoor community space in the heart of Bonanza Park with the potential relocation of the utility substation or as part of the redevelopment of the 5-acre site at the corner of Kearns Boulevard and Bonanza Drive. Finally, a focus on trails and pedestrian connections will ensure that biking and walking to a park or trail is safe and comfortable.

G2: Provide examples of publicly accessible green spaces or outdoor community spaces as part of a Bonanza Park Mixed Use District to ensure that those added as part of a community benefit are of high quality.

While providing a wealth of ecological, economic, social, educational benefits to a community, the appearance, scale, and programming of green spaces and outdoor community spaces may vary widely from project to project. Urban plazas, pocket parks, courtyards, parks, and community gardens are a few examples of green community spaces that have the opportunity to offer high quality community benefit, provide environmental and ecological benefits, and promote social cohesion. Careful consideration should be given to each project within Bonanza Park to offer complementary outdoor spaces and experiences throughout the neighborhood and foster a more sustainable and greener community.

These green space typologies should be formalized as a menu of options available to the development community applying for a density bonus within Bonanza Park as part of a new Bonanza Park Mixed Use (BPMX) District, or when proposing development within the Frontage Protection Zone. For each typology, in a future BPMX or elsewhere, the design of these spaces should be guided by supporting language describing their intended use and context, example imagery of best practices, and recommendations for how to best integrate these spaces with a surrounding development.







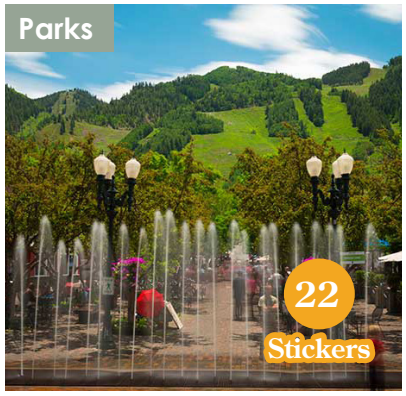


At the third community meeting, Parkites were asked to share what types of publicly accessible green spaces elements they would like to see in Bonanza Park. Those who participated in this activity were given three stickers and asked to distribute them among the green spaces shown.









G3: Incentivize sustainable development within Bonanza Park to meet Park City's net zero goals, reduce vehicle trips, and improve access to transit.

The impact of our buildings and infrastructure on our environment is significant and overarching, both economically, socially, as well as environmentally. The construction industry and new development is a significant contributor to climate change, which poses a threat to overall public health and has significant impacts on our overall environment and the air that we breathe. By incentivizing greener and more sustainable development, Bonanza Park can contribute to a healthier community for all Parkites and can become a more resilient neighborhood.

Park City has a goal to be a net-zero community by 2030, running on 100% renewable energy. As of 2016, buildings within Park City accounted for 60 percent of all carbon emissions, well above the national average. Investing in green technologies and renewable energy resources like solar, wind and geothermal the Bonanza neighborhood can significantly reduce greenhouse gas emissions. Additionally, green infrastructure such as green roofs, parks, bike paths, and public transit can help reduce air pollution and promote a healthier environment, and future development should be incentivized to include these sustainable features. Finally, future developments should incorporate convenient access to transit routes to encourage reduced dependency on personal vehicles.



Park City has a goal to be a net-zero community by 2030, running on 100% renewable energy. As of 2016, buildings accounted for 60 percent of carbon emissions, well above the national average.

Following this process, Park City Staff must further defines what constitutes a "sustainable development." This may be conceived in various forms, such as looking at a development for its total contribution to carbon emissions, its inclusion of sustainable site design elements, or its adherence to existing guidance on sustainable development. For instance, since 2017, Park City's municipal buildings are required to follow net-zero energy performance requirements. These requirements have as a purpose to "balance the annual energy use of all buildings and facilities with on-site renewables, or as close to the site as possible." For private developments, or developments with public-private partnerships, similar or equal standards may be considered to be classified as a sustainable development.

"I do feel that creating nature based spaces is important; the feel of the neighborhood will be more welcoming."



Bonanza Park is...

Cultural

Weave arts and culture into the community fabric.

Quality of life and caring about community are at the core of embracing arts and culture within the places we inhabit. Providing a way for people to engage in public life, successful placemaking incorporates arts and culture at the center of thriving cities and neighborhoods. Arts and culture have the capacity to transform space into place, and the public realm is a perfect example of spaces that have the potential for us all to relate to place and weave art, programming, and activation into our communities as a civic benefit for everyone. Ranging from murals and sculptures to dance performances and orchestras in the park, public and community art have the ability to promote dialogue with the community, especially when the community is engaged in the inception and creation of the expression. Public art also provides economic benefits including job creation and tourism and has the potential to foster youth development in the arts through apprenticeships and education.

The multi-phased engagement approach for the Bonanza Park and Snow Creek Area Plan identified arts and culture as a priority and a goal that should be embraced and encouraged throughout the community, weaving through all aspects of the neighborhood ranging from public infrastructure to new development. This plan does so through the following recommendations:

- **C1**: Use public art and placemaking elements to inspire, delight, and enliven public spaces and streets in Bonanza Park.
- **C2**: Ensure that public art is meaningfully incorporated into development proposals and their community outdoor spaces.

C1: Use public art and placemaking elements to inspire, delight, and enliven public spaces and streets in Bonanza Park.

Current and future improvements and redevelopment within Bonanza Park should incorporate the transformation of space to place by reimagining and reinventing public spaces as the heart of the development or community. By focusing on access & connectivity, sociability, uses & activities, and comfort and image, the community-driven process of incorporating public art and placemaking strategies capitalizes on Bonanza Park's local assets and results in the creation of authentic public spaces that contribute to overall health, happiness, and well-being.

Bonanza Park has the unique opportunity to allow art installations within the Frontage Protection Zone when approved through the Public Arts Advisory Board process and dedicated to the city. There are many examples throughout the country of cities and districts incorporating public art within the streetscapes and traffic calming measures, such as creative crosswalks, wayfinding, and neighborhood signage. Additionally, public art, such as sculptures and murals, could enhance trails and gateways at key neighborhood entrances and thresholds. The existing Rail Trail should be enhanced with public art, interactive placemaking strategies, and creative district signage.





Use public art and placemaking elements to inspire, delight, and enliven public spaces and streets in Bonanza Park







C2: Ensure that public art is meaningfully incorporated into development proposals and their community outdoor spaces.

The inclusion of public art within future development projects received overwhelming public support throughout the planning and engagement process for this project. This goal recommends requiring public and local art to be incorporated into Master Planned Developments, to be reviewed and approved through the Public Arts Advisory Board process. It also recommends that community outdoor spaces be created as part of a new development including public art and colorful, creative, and comfortable seating areas. Lastly, the incorporation of murals, supergraphics, and color serves to break up building facades and reflect the neighborhood's identity.

Community Meeting 3 Engagement Results:

What types of placemaking elements would you like to see?

Creative Intersections



Murals



Swings and Creative Seating



Sculptures



At the third community meeting, Parkites were asked to share what types of placemaking elements they would like to see in Bonanza Park. Those who participated in this activity were given three stickers and were asked to distribute them among the placemaking elements shown.

Play Elements



District Signage & Gateways



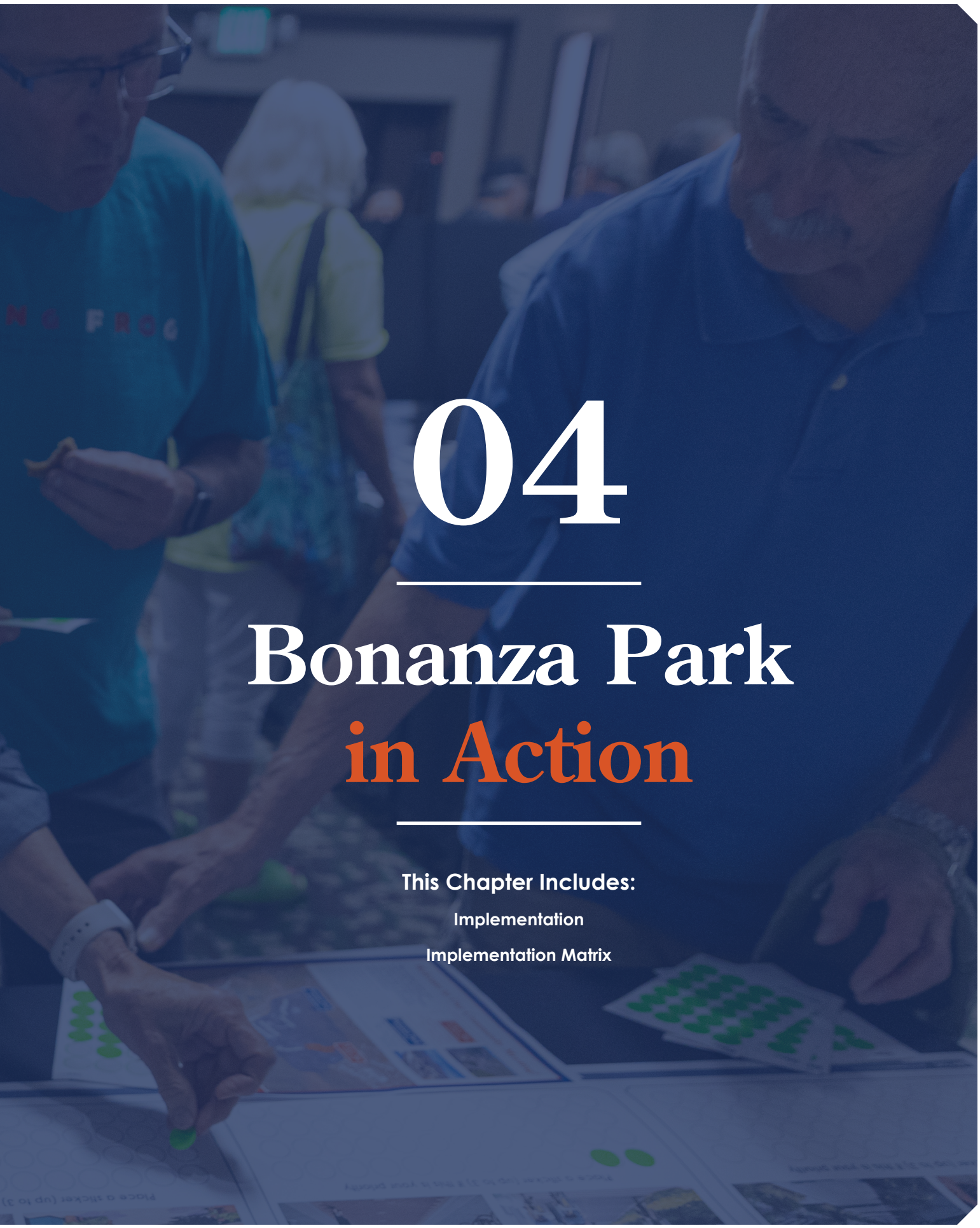
Wayfinding



Creative Lighting







04

Bonanza Park in Action

This Chapter Includes:

Implementation

Implementation Matrix

Implementation

The community-driven vision of the Bonanza Park Small Area Plan will require additional engagement and public-private partnerships.

In the first public meeting, Parkites who chatted with the planning team stressed the importance of having this plan implemented. Following years of unrealized visions in Bonanza Park, **the community is ready for, and is expecting, action.**

The ideas introduced in this document include capital improvement projects and policy recommendations. The Parkites we engaged passionately advocated for each of the six goals and 19 recommendations in this plan. While every recommendation in this plan is feasible, the reality of implementation is that some must be prioritized over others to efficiently allocate resources, and to set up subsequent recommendations for success. As with all municipalities, Park City has limited funding and City Staff has to prioritize their time and expertise.

As such, this plan recommends that the following key recommendations are prioritized as the first enabling steps in implementation:

- **Draft the new Bonanza Park Mixed Use Zoning (BPMX) language:** The BPMX is an umbrella recommendation that will enable and overlap with many of the concepts and ideas in many of the plan's goals. The BPMX will not only establish a zoning tool that is appropriate for the area's existing conditions, it will also guide growth and development for key redevelopment sites in Bonanza Park, such as the city-owned site at the corner of Kearns Boulevard and Bonanza Drive.
- **Update the Frontage Protection Zone (FPZ):** Updates to the FPZ will ensure that development along these key corridors will honor Park City's scale and character. The update is equally important to the rezoning of Bonanza Park to a new BPMX, as it will ensure that any increases to allowable building heights with community benefits, are stepped down toward these scenic corridors.
- **Ensure that all streets in Bonanza Park meet a baseline standard:** All streets in Bonanza Park should include basic pedestrian facilities, such as sidewalks and marked crossings at intersections. The initial focus should be on addressing all sidewalk gaps identified in this plan.

Key first steps in implementing this vision

1

Draft the new Bonanza Park Mixed Use Zoning (BPMX) language, and share with the community through additional engagement prior to rezoning the Bonanza Park study area.

How: Formalize the concepts shared in this document into draft zoning language, after which share with the community via additional engagement. Use the engagement conducted in this process to guide initial considerations on density.

2

Update the Frontage Protection Zone (FPZ) to guide future development in Bonanza Park along parcels impacted by this overlay, and parcels expected to redevelop in the next 5 years.

How: Formalize the ideas introduced in this document into draft ordinance language, after which share with the community via additional engagement. Use the engagement conducted in this process to guide initial considerations on scale.

3

Ensure that all streets in Bonanza Park include a baseline of sidewalks, street trees, lighting, and safe crossings. Work with partners to ensure that transit stops include shelters and seating.

How: Focus on key sidewalks gaps, with a priority on Iron Horse Boulevard and completing the Homestake Road improvements. Work with Prospector Square stakeholders to establish long term connectivity solutions.

Funding Strategy

As Park City considers these implementation priorities, City Staff should continue to explore multiple funding sources and mechanisms. Many of the recommendations in this document, such as addressing sidewalk gaps, investing in trails, improving streetscapes, supporting local businesses, creating affordable housing, and adding outdoor community gathering spaces, are noted as community benefits supported by Parkites. The funding for these improvements is commonly achieved through citywide funds, such as direct financing from the City's General Fund. However, this type of funding is often tightly allocated. As such, improvements can also be achieved through funding mechanisms that leverage private investment and development in Bonanza Park. These funding methods include:



- **Tax Increment Financing (TIF):** Infrastructure improvements are funded through future increases in property values as spurred by redevelopment. TIFs in Utah are flexible and allow for cities to pay for economic development activities, such a site cleanup or utility undergrounding.
- **Community Reinvestment Agency (CRA):** Also called Redevelopment Agencies (RDAs) or Community Development and Renewal Agencies (CDRAs), a CRA is created by a municipality or county to stimulate redevelopment. The CRA is governed by the legislative body creating the entity, such as a City Council, and is authorized to create a project area. The CRA raises funds to help pay for infrastructure improvements, affordable housing, or other development projects. The funding mechanism for a CRA may include Tax Increment Financing (TIF).
- **Public Infrastructure District (PID):** A PID is created by cities or counties to finance public infrastructure for new development and redevelopment. PIDs have the authority to issue debt repayable from property taxes or assessments on the property owners within a district boundary. PIDs are designed to complement other funding strategies, such as Tax Increment Financing (TIF)or assessment areas and bonds, and require the consent of 100% of the property owners and voters within the proposed district boundary.
- **Private-Public Partnerships (PPP):** For improvements near or within city-owned land, a PPP establishes a long term agreement between the City and a private sector entity. A PPP can be leveraged to improve infrastructure in return for incentives.
- **Community Land Trust (CLT)**: A CLT is an effective tool in building and maintaining affordable housing. A CLT may act as a development arm, acquiring land and maintaining its ownership to ensure affordable pricing.


Funding Mechanism Options:
Tax Increment Financing (TIF)
Community Reinvestment Agency (CRA)
Public Infrastructure District (PID):
Private-Public Partnerships (PPP)
Community Land Trust (CLT)

Implementation Matrix

The following matrix is a tool to guide the plan's implementation. The matrix suggests timeframes, partners, and establishes priorities.

The planning team has crafted the following matrix to guide the plan's implementation process. The matrix is organized by project goal, listing the recommendations under each goal as introduced in the Bonanza Park Tomorrow chapter of this document.

Following plan adoption, Park City staff will begin the process of making the ideas in this plan a reality. Recognizing that the bold ideas in this plan will require cooperation with private and public entities and organizations, the matrix includes potential partners that will need to collaborate on implementation.

As well, the matrix suggests an implementation timeline for each recommendation, based on the planning team's understanding of staff resources, allocated funding, and general support from the plan's engagement process. The timelines suggested in the matrix are listed below:

- **Quick Wins:** Policies and projects that can begin right away, and completed in less that six months to a year.
- **Short Term:** Policies and projects that can begin right away or within less than a year, and may take up to one year to complete.
- **Medium Term:** Policies and projects that may need other items to be implemented first, and could take 2 to 5 years to complete.
- **Long Term:** Policies and projects that are long term efforts or ongoing, and will take more than 5 years to commence and/or complete.

This matrix is a dynamic tool intended to be evaluated on a yearly basis. Upon every year, city staff is recommended to check in on each goal's status to evaluate the implementation's success and to identify needed adjustments or changes. As recommendations are completed, others might be added due to unforeseen or unexpected follow-up needs. Likewise, City Staff is expected to leverage and capitalize on funding as it becomes available, or to speed up certain recommendations if community priorities shift.

As such, this implementation matrix ensures accountability, keeping both Park City and the Parkites that will partner in these ideas on track and on schedule.

	Recommendations	Timeline	Potential Partners
	**Mixed Use: Create a mixed use neighborhood with livability in mind**		
MU1	Create a Bonanza Park Mixed Use District that allows for increased densities when new development provides significant community benefits.	Short Term	Park City Municipal, Bonanza Park residents
MU2	Update the Frontage Protection Zone to ensure that Park City's entry corridors remain scenic and awe-inspiring.	Short Term	Park City Municipal, Bonanza Park residents
MU3	Establish development guidelines for new multifamily and mixed-use buildings to create walkable, human-scale, development that is contextual and sensitive to its environments.	Medium Term	Park City Municipal, Bonanza Park residents, area developers
	**Local: Support locally-owned business & entrepreneurship**		
L1	Limit nightly rentals, hotels, and timeshares to grow the residential base for Bonanza Park, and ensure that new dwellings are supporting a neighborhood for locals.	Short Term(as part of BPMX Process)	Park City Municipal, Visit Park City, Bonanza Park residents and hotel operators
L2	Limit conventional chain businesses to prioritize locally owned and unique retailers/ restaurants in Bonanza Park.	Short Term(as part of BPMX Process)	Park City Municipal, Bonanza Park residents and business leaders
L3	Cap commercial square footage per building, with exceptions for grocery stores, to incentivize mixed use development.	Short Term(as part of BPMX Process)	Park City Municipal, Bonanza Park residents and business leaders
	**User-Friendly: Create a safe & intuitive network for pedestrians, cyclists, and transit users**		
UF1	Establish a future network of pedestrian and bicycle linkages through Bonanza Park to connect with regional trails and improve the area's connectivity.	Short Term	Park City Municipal, Bonanza Park residents, Utah DNR, UDOT
UF2	When considering development proposals, encourage multiple connections through Bonanza Park to create a more walkable and interconnected block system.	Medium Term	Park City Municipal, Bonanza Park residents and business leaders

	Recommendations	Timeline	Potential Partners
UF3	Leverage future developments to fund and implement mobility improvements, such as traffic calming, crosswalk improvements, transit hubs, and tunnels to surrounding neighborhoods.	Long Term	Park City Municipal, Bonanza Park residents, area developers
UF4	Create a vibrant pedestrian-oriented neighborhood by restricting autocentric uses, lowering parking minimums, and incentivizing underground parking structures.	Short Term(as part of BPMX Process)	Park City Municipal, Bonanza Park residents, area developers
	**Inclusive: Expand the availability of affordable and workforce housing units**		
I1	Work with the development community to build more affordable and workforce housing in Bonanza Park and help meet citywide goals.	Long Term: Ongoing Effort	Park City Municipal, Bonanza Park residents, area developers, local housing trusts
I2	Establish bold affordability metrics to guide decision-making and track short- and long-term success.	Quick Win	Park City Municipal, Bonanza Park residents, area developers, local housing trusts
I3	Work with residents and property owners to preserve naturally occurring moderate income housing already existing in the neighborhood.	Long Term: Ongoing Effort	Park City Municipal, Bonanza Park multifamily housing residents, multifamily property owners, local housing trusts
I4	Ensure that new housing and public spaces in Bonanza Park follow Universal Design Principles.	Short Term	Park City Municipal, Bonanza Park residents, area developers
	**Green: Create a more welcoming and sustainable community**		
G1	Ensure that all current and future Bonanza Park residents are within a safe and comfortable 10-minute walk to a park, outdoor community space, or trail connection.	Short Term	Park City Municipal, Bonanza Park residents
G2	Provide examples of publicly accessible green spaces or outdoor community spaces as part of a Bonanza Park Mixed Use District to ensure that those added as part of a community benefit are of high quality.	Short Term(as part of BPMX Process)	Park City Municipal, Bonanza Park residents, area developers

	Recommendations	Timeline	Potential Partners
G3	Incentivize sustainable development within Bonanza Park to meet Park City's net zero goals, reduce vehicle trips, and improve access to transit.	Medium Term	Park City Municipal, Bonanza Park residents, area developers
	**Cultural: Weave arts and culture into the community fabric**		
C1	Use public art and placemaking elements to inspire, delight, and enliven public spaces and streets in Bonanza Park.	Quick Win	Park City Municipal, Bonanza Park residents, Park City and Summit County Arts Council, Summit County Public Art Advisory Board, local art community
C2	Ensure that public art is meaningfully incorporated into development proposals and their community outdoor spaces.	Medium Term	Park City Municipal, Bonanza Park residents, area developers, Park City and Summit County Arts Council, Summit County Public Art Advisory Board, local art community


PARK CITY
1884



Bonanza Park

Small Area Plan

Stand-Alone Mobility Component

May 17, 2024 DRAFT

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Stand-Alone Mobility Component

This appendix to the Bonanza Park Small Area Plan discusses transportation and mobility needs in the Bonanza Park Study Area.

This Chapter discusses transportation and mobility needs in the Bonanza Park/ Snow Creek study area, both with and without the development scenarios proposed in this plan. This Chapter addresses background traffic conditions, transit service and ridership, existing challenges to walking and bicycling activity in the study area, and current accessibility for people with limited mobility. It also discusses the impacts of proposed development on traffic conditions at intersections surrounding the study area, identifying some limited mitigation measures for those conditions, and demonstrating the amount of parking that may be needed to serve the development. It also identifies transit strategies and amenities that can support transportation choices for residents and visitors, and recommends a range of other strategies to incentivize travel choices that make more efficient use of the transportation network.

Stand-Alone Mobility Component Contents:

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- Transit Circulation and Ridership 9
- Existing Active Transportation Conditions 13
- Current Accessibility 14

Future Recommendations **15**
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- Additional Transportation Strategies 36

Existing Conditions

Vehicle Mobility

Introduction

The purpose of this section is to document the traffic analysis conducted as part of the Bonanza Park and Snow Creek Small Area Plan. The project encompasses proposed development in the study area. This memorandum documents the Existing (2023) conditions, analyzing the Friday PM peak hour for President's Day weekend, 2023 (capturing commuter peak traffic as well as peak ski season holiday weekend traffic).

Analysis Methodology

Level of Service (LOS) is a term that describes the operating performance of an intersection or roadway. LOS is measured quantitatively and reported on a scale from A to F, with A representing the best performance and F the worst. Table 1 provides a brief description of each LOS letter designation and an accompanying average delay per vehicle for both signalized and unsignalized intersections. The Highway Capacity Manual 6th Edition (HCM 2016) methodology was used in this study to remain consistent with "state of the practice" professional standards. This methodology has different quantitative evaluations for signalized and unsignalized intersections. For signalized intersections, the LOS is provided for the overall intersection (weighted average of all approach delays). For this study, the traffic analysis software Synchro was used to analyze the HCM results at the study intersections. This study is generally consistent with the recently adopted Traffic Impact Study guidelines governed by Park City (June 2023).

Table 1: Level of Service Descriptions

LOS	Description	Signalized Intersections	Unsignalized Intersections
		Avg. Delay (sec/veh)[1]	Avg. Delay (sec/veh)[2]
A	*Free Flow / Insignificant Delay* Extremely favorable progression. Individual users are virtually unaffected by others in the traffic stream.	< 10.0	< 10.0
B	*Stable Operations / Minimum Delays* Good progression. The presence of other users in the traffic stream becomes noticeable.	> 10.0 to 20.0	> 10.0 to 15.0
C	*Stable Operations / Acceptable Delays* Fair progression. The operation of individual users is affected by interactions with others in the traffic stream	> 20.0 to 35.0	> 15.0 to 25.0

D	*Approaching Unstable Flows / Tolerable Delays* Marginal progression. Operating conditions are noticeably more constrained.	> 35.0 to 55.0	> 25.0 to 35.0
E	*Unstable Operations / Significant Delays Can Occur* Poor progression. Operating conditions are at or near capacity.	> 55.0 to 80.0	> 35.0 to 50.0
F	*Forced, Unpredictable Flows / Excessive Delays* Unacceptable progression with forced or breakdown of operating conditions.	> 80.0	> 50.0

1. Overall intersection LOS and average delay (seconds/vehicle) for all approaches.
2. Worst movement LOS and delay (seconds/vehicle) only.

Source: Fehr & Peers descriptions, based on *Highway Capacity Manual, 6th Edition*.

Background

Study Intersections

This study analyzes the existing conditions of traffic operations of the Bonanza Park and Snow Creek area. The existing conditions are specifically addressed at the following study intersections, noting their existing intersection controls:

- SR-224 & Snow Creek Dr (signal)
- SR-224 & SR-248 (signal)
- SR-224 & Homestake Rd (WB stop)
- SR-224 & Iron Horse Dr (WB stop)
- SR-224 & Deer Valley Dr (signal)
- SR-248 & Snow Creek Dr (SB stop)
- Homestake Rd & SR-248 (NB stop)
- Woodbine Way & SR-248 (NB stop)
- Bonanza Dr & SR-248 (signal)
- Sidewinder Dr & SR-248 (NB stop)
- Bonanza Dr & Prospector Ave (EB/WB stop)
- Bonanza Dr & Munchkin Rd (EB/WB stop)
- Bonanza Dr & Iron Horse Dr (EB/WB stop)
- Deer Valley Dr & Bonanza Dr (signal)
- Woodbine Way & Munchkin Rd (WB stop)

Existing Background Conditions

The existing background conditions analysis examines the study intersections and roadways during the peak evening travel period (4:45 pm to 5:45 pm, based on

observed traffic volumes throughout the study area) under existing traffic and geometric conditions. Through this analysis, existing traffic operational deficiencies were identified to serve as a basis for the study area build conditions.

Roadway System

The primary roadways included in the analysis for this study are described below.

- **Bonanza Drive** has a posted speed limit of 25 and is classified as a minor arterial in the study area. Bonanza Drive has one northbound lane and one southbound lane divided by a 14-foot median and a two-way left turn lane (TWLTL) throughout its entirety.
- **Deer Valley Drive** has a posted speed limit of 35 and is classified as a principal arterial in the study area. Between SR-224 and Bonanza Drive, Deer Valley Drive has two westbound lanes, two eastbound lanes, and a TWLTL.
- **Homestake Road** has a posted speed limit of 25 and is classified as a major collector in the study area. Homestake Road has no lane markings.
- **Iron Horse Drive** has a posted speed limit of 25 and is classified as a major collector in the study area. Iron Horse Drive has no lane markings.
- **Munchkin Road** has no posted speed limit and is classified as a local road in the study area. Munchkin Road has no lane markings.
- **Prospector Avenue** has a posted speed limit of 25 and is classified as a major collector in the study area. Prospector Avenue has one westbound lane and one eastbound lane with sharrows.
- **Sidewinder Drive** has a posted speed limit of 25 and is classified as a major collector in the study area. Sidewinder Drive has no lane markings aside from sharrows.
- **Snow Creek Drive** has a posted speed limit of 25 and is classified as a local road in the study area.
- **SR-224** has a posted speed limit of 40 and is classified as a principal arterial in the study area. SR-224 has two northbound lanes, two southbound lanes, and one TWLTL from Snow Creek Drive to Deer Valley Drive.
- **SR-248** has a posted speed limit of 35 and is classified as a principal arterial in the study area. From SR-224 to Sidewinder Drive, the road has two westbound lanes, two eastbound lanes, and a TWLTL. Moving east from Sidewinder Drive, the road has one westbound lane, one eastbound lane, and a TWLTL.
- **Woodbine Way** has no posted speed limit and is classified as a local road in the study area. Woodbine Way has no lane markings.

Traffic Volumes

Fehr & Peers collected traffic counts at the study intersections to establish existing conditions for the study area. Counts were collected from 4:00 PM to 6:00 PM on Friday,

January 20, 2023 (during Sundance Film Festival), and on Friday, February 17, 2023 (President's Day weekend). The counts were compared between the two Fridays, and it was observed that the counts in February were higher in most locations. The February counts were used for analysis for this study.

Analysis Results

Using Synchro software and the HCM 6 delay thresholds described in the *Analysis Methodology* section of this memorandum, the existing 2023 background weekday PM peak hour LOS were computed for each study intersection. The results of this analysis are reported in Table 2.

Fehr & Peers initially performed a traffic operations analysis on the study intersections based on the counted demand volumes at each intersection. Since the Synchro software uses a deterministic model based on HCM calculations at each study intersection, it has limitations in capturing delays at intersections due to queue spillback from downstream intersections. The initial analysis showed acceptable LOS along SR-248 and Bonanza Drive. However, field observations indicated queues from downstream intersections on SR-248 (the merge point east of Bonanza Drive, and Comstock Drive) spilling back to the study intersections, affecting the demand volumes. Fehr & Peers modified the Synchro analysis to account for the latent demand due to the congested conditions, as shown in the "updated" results for some intersections in Table 2.

The modifications of the Synchro analysis included observing videos from the intersection turning movement counts to estimate the latent demand at the Bonanza Drive & SR-248 intersection. The volumes along SR-248 were then modified by adding the estimated latent demand at the intersections. Additionally, the LOS at the Bonanza Drive & SR-248 intersection was modified to be LOS F qualitatively based on the observed conditions.

Table 2: Existing Conditions LOS Results

Intersection					Worst Movement[1]			Overall Intersection[2]	
ID	Location	Period	Control	Results	Movement [3]	Delay Sec/Veh	LOS	Avg. Delay Sec/Veh	LOS
1	SR-224 & Snow Creek Dr	PM	Signal	Initial	-	-	-	7	A
2	SR-224 & SR-248	PM	Signal	Initial	-	-	-	22	C
3	SR-224 & Homestake Rd	PM	WB Stop	Initial	WB L/R	59	**F***	-	-
4	SR-224 & Iron Horse Dr	PM	WB Stop	Initial	WB L/R	38	**E***	-	-
5	SR-224 & Deer Valley Dr	PM	Signal	Initial	-	-	-	102	**F**

6	SR-248 & Snow Creek Dr	PM	SB Stop	Initial	SB Left	23	C	-	-
7	Homestake Rd & SR-248	PM	NB Stop	Initial	NB L/R	15	B	-	-
				Updated	NB L/R	-	C	-	-
8	Woodbine Way & SR-248	PM	NB Stop	Initial	NB L/R	18	C	-	-
9	Bonanza Dr & SR-248	PM	Signal	Initial	-	-	-	30	C
				Updated	-	-	-	-	**F****
10	Sidewinder Dr & SR-248	PM	NB Stop	Initial	NB Left	34	D	-	-
				Updated	NB Left	-	**E***	-	-
11	Bonanza Dr & Prospector Avenue	PM	EB/WB Stop	Initial	WB Left	198	**F**	-	-
12	Bonanza Dr & Munchkin Rd	PM	EB/WB Stop	Initial	WB L/T/R	33	D	-	-
				Updated	WB L/T/R	-	**E***	-	-
13	Bonanza Dr & Iron Horse Dr	PM	EB/WB Stop	Initial	EB Left	213	**F**	-	-
14	Deer Valley Dr & Bonanza Dr	PM	Signal	Initial	-	-	-	12	B
				Updated	-	-	-	-	B***
15	Woodbine Way & Munchkin Rd	PM	WB Stop	Initial	WB L/R	9	A	-	-

Notes:
1. This represents the worst movement LOS and delay (seconds/vehicle) and is only reported for unsignalized intersections.
2. This represents the overall intersection LOS and delay (seconds/vehicle) and is only reported for signalized intersections.
3. NB=Northbound, SB=Southbound, EB=Eastbound, WB=Westbound
   *Unsignalized intersections with high levels of delay, though capacity is sufficient to serve volume with reasonable queues.
   **HCM methodology indicates LOS D based on demand volume, however, field observations suggest unacceptable operations due to downstream queue spillback.
   ***During some days in the winter, queues from SR-248 & Bonanza and SR-224 & SR-224 frequently spill back through this intersection, sometimes reaching as far back as Aerie Drive. This capacity analysis reflects conditions for Friday, February 17, 2023 , though operations on other days may appear to be worse than the conditions shown.

Source: Fehr & Peers.

As shown in Table 2, the study intersections operate at acceptable LOS (LOS D or better) for the weekday PM peak hour, except for the following locations:

- SR-224 & Homestake Rd – LOS F
    - This is caused by the stop-controlled westbound approach attempting find a gap in traffic to turn left onto SR-224

- SR-224 & Iron Horse Dr
    - This is caused by the stop-controlled westbound approach attempting find a gap in traffic to turn left onto SR-224, despite left turn restrictions from Iron Horse between 3pm-6pm
- SR-224 & Deer Valley Dr
    - This signalized intersection experiences high delays due to high volumes in the eastbound, westbound, and southbound approaches.
- Bonanza Dr & SR-248
    - This intersection operates unacceptably due to queue spillback from the downstream delays due to the signal at Comstock Drive and the merge. However, in isolation this intersection would be able to handle the current demand, or with improvements downstream at the lane drop or the signal at Comstock Drive.
- Sidewinder Dr & SR-248
    - This is caused by the stop-controlled northbound approach attempting find a gap in traffic to turn left onto SR-248.
- Bonanza Dr & Prospector Ave
    - This is caused by the stop-controlled westbound approach attempting find a gap in traffic to turn left onto Bonanza Drive.
- Bonanza Dr & Munchkin Rd
    - This is caused by the stop-controlled westbound approach attempting find a gap in traffic to turn left onto Bonanza Drive.
- Bonanza Dr & Iron Horse Dr
    - This is caused by the stop-controlled eastbound approach attempting find a gap in traffic to turn left onto Bonanza Drive.

Transit Circulation and Ridership

Between Park City Transit and High Valley Transit, up to 12 different transit routes go through the study area depending on the season. These trips vary from every 15 minutes to only 6 trips daily. Most of the routes have a winter frequency of 20-30 minutes in the winter, dropping to 30 minutes during summer service. All of the routes that interact with the study area are listed in Table 3, with their respective operator and frequencies.

Table 3: Transit Route Frequency. Source: Park City Transit & High Valley Transit

Route	ID	Operator	Winter Frequency	Summer Frequency
Red	1	Park City Transit	20-30 min	30 Minute
Green	2	Park City Transit	20-30 min	30 Minute
Blue	3	Park City Transit	20-30 min	30 Minute
Yellow	5	Park City Transit	20-30 min	30 Minute
Silver	6	Park City Transit	40 min	40 min
Grey	7	Park City Transit	20 min	Suspended
Brown	8	Park City Transit	20 min	Suspended
White*	10	Park City Transit	15-30 min	*Transfers to High Valley Transit Spring 2024
Teal	50	Park City Transit	20 min	20 min
Spiro / 224 Local	101	High Valley Transit	15 min	15 min
Gateway / Kamas Valley Commuter	102	High Valley Transit	6 daily trips	6 daily trips
Wasatch Back Connector	106	High Valley Transit	8 daily trips	8 daily trips

Table 4 shows the current amenities available to users at each transit stop in the study area, as observed in the field. Most stops in the study area only have a sign to denote the stop and no amenities for users.

Table 4: Current Transit Amenities

Location	Sign	Bench	Trash	Shelter
2060 Snow Park Drive	x			
1550 Snow Creek Drive	x	x	x	x
SR-248, west of Homestake (WB)	x			
SR-248, west of Homestake (EB)	x			
SR-248/Woodbine (WB)	x			
SR-248/Woodbine (EB)	x			

SR-248, west of Bonanza (EB)	x			
SR-248, east of Sidewinder (WB)	x	x	x	x
Monitor/bank access (NB)	x			
Monitor/bank access (SB)	x			
Bonanza, south of Prospector (NB)	x			
Bonanza, north of Munchkin (SB)	x			
Bonanza/Rail Trail (NB)	x			
Bonanza/Rail Trail (SB)	x	x	x	
Iron Horse near picture framing shop (WB)	x			
Iron Horse near Walgreens (WB)	x			
Short Line (SB)	x			
SR-224/Homestake (NB)	x	x	x	x
SR-224/Homestake (SB)	x	x	x	x
SR-224 near Roadhouse Grill (NB)	x			
SR-224 near Hotel Park City (SB)	x			
Prospector east of Bonanza (EB)	x			
Prospector east of Pretty Bird (EB)	x			

Figure 1 and Figure 2 show the winter (2022-2023) and summer (2023) ridership for the study area stops. The stops with the highest ridership are the Fresh Market and the surrounding Park Ave Condos and Walgreens stops. The Fresh Market stop is located at approximately 1760 Park Avenue (also referred to as SR-224) and is the most frequented stop in the study area year-round. This stop is a primary connection point, serving both Park City Transit and High Valley Transit, providing connections between the two agencies. Additionally, this stop is located next to many services, including a grocery store, pharmacies, and several hotels. The Iron Horse Drive stops on Bonanza also show significant ridership. These stops are located next to the Park City Rail Trail, several small businesses, and high-density housing accessed via the Iron Horse Loop Road. These are all areas that typically show higher transit ridership due to the concentrations of housing and retail.

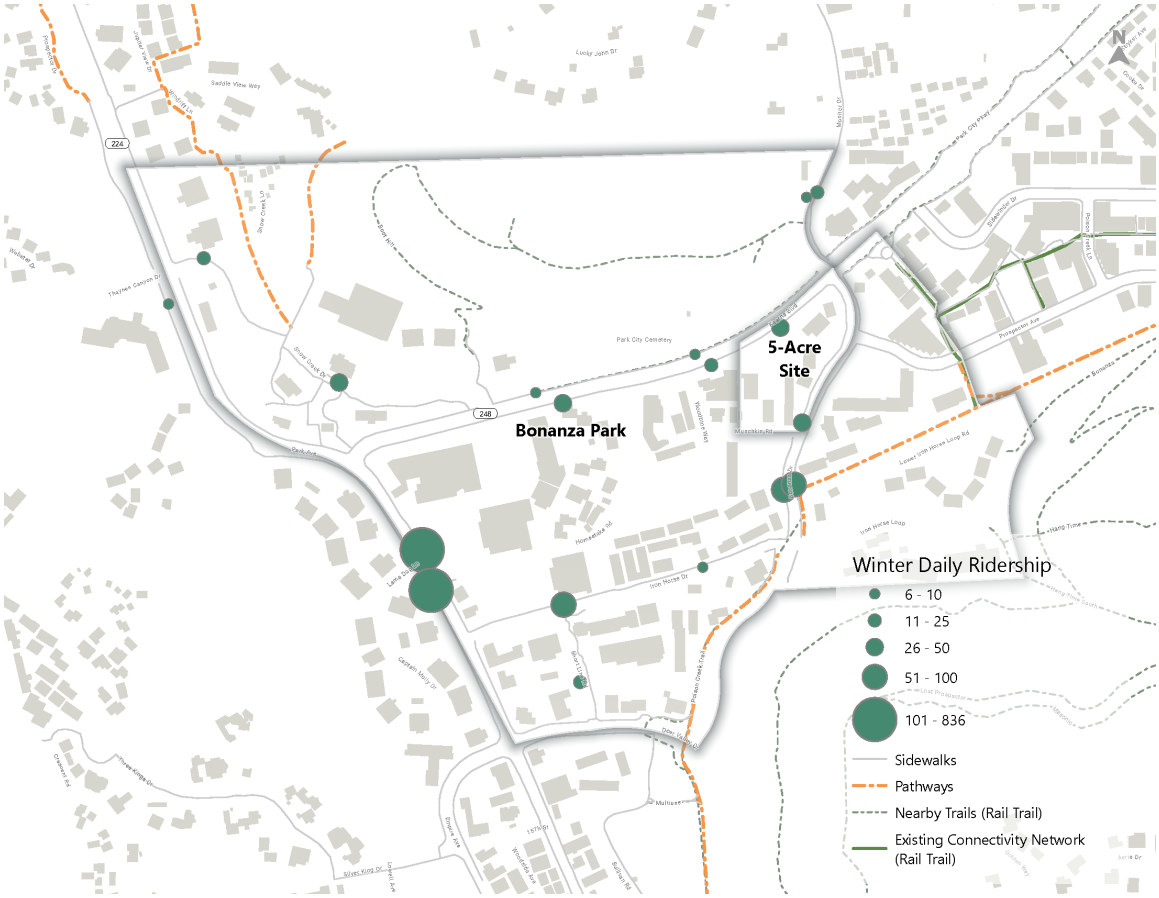


Figure 1: Average Transit Stop Daily Ridership for the 2022-2023 winter season. Source: Park City Transit.

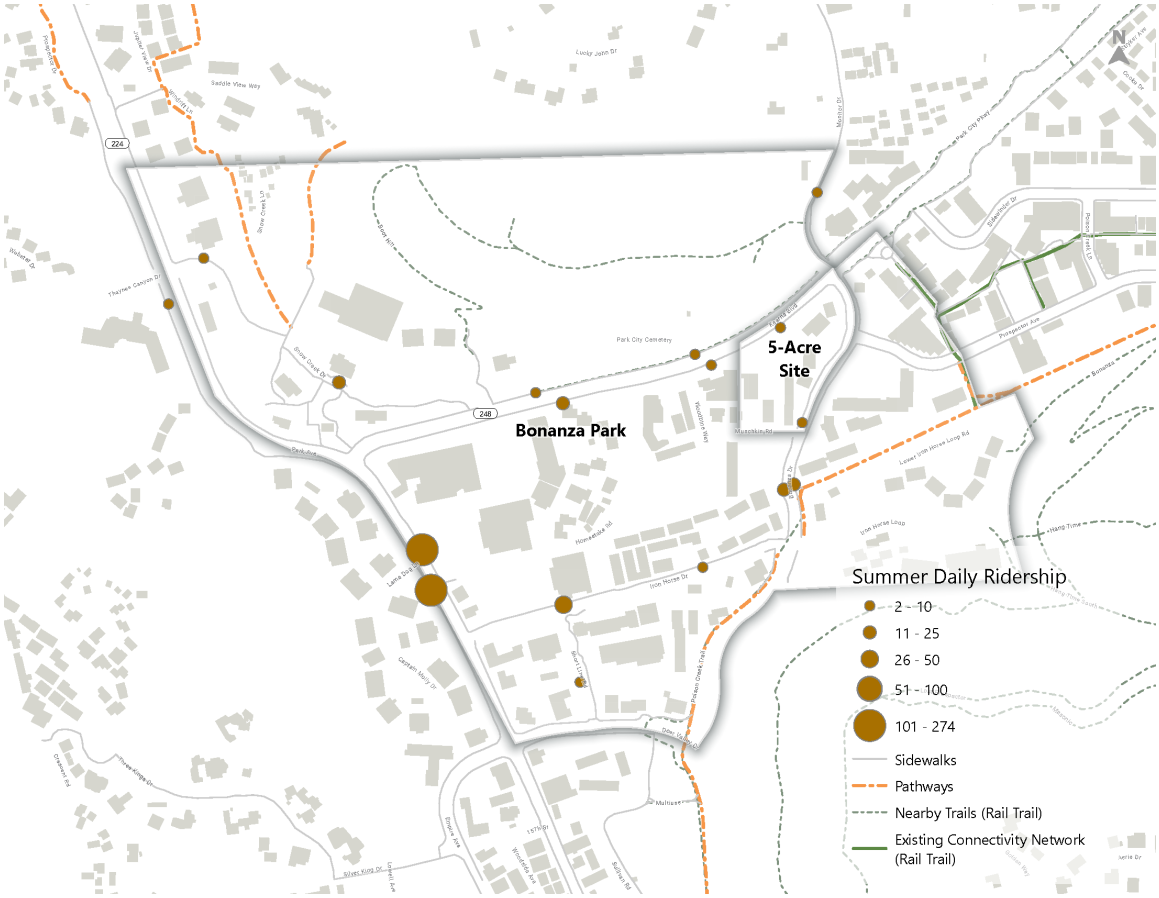


Figure 2: Average Transit Stop Daily Ridership for April - December 2023. Source: Park City Transit

Existing Active Transportation Conditions

Conditions for people walking and bicycling in the study area vary widely depending on the roadway. For example, Bonanza Drive has bicycle lanes, consistent sidewalks, a tunnel connecting the Rail Trail to the Poison Creek Trail, a pedestrian crossing with a Rapid Rectangular Flashing Beacon, and wayfinding signage for trail users. In contrast, many of the roads internal to the Bonanza Park portion of the study area lack consistent sidewalks, bicycle facilities, or crosswalk markings. Figure 3 shows an overview of active transportation facilities in the study area, including on-street facilities, bike racks and e-bike stations, crosswalks, and existing sidewalks and trail.

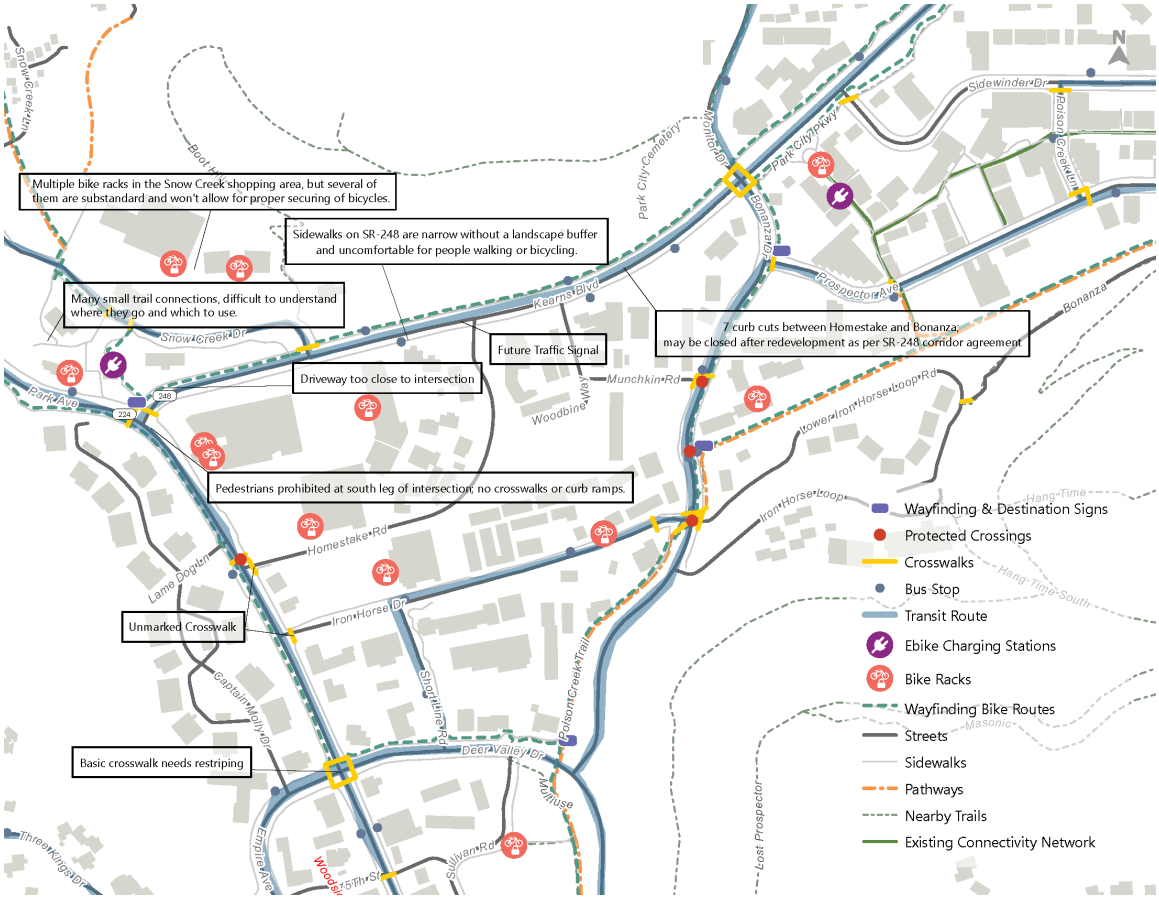


Figure 3: Existing Active Transportation Conditions

While the area generally has a strong active transportation network and connects well to other parts of the City (especially via paved trails), this connectivity is hindered by the inconsistent sidewalk network with the area, limited crossing opportunities on major roads such as SR-248 and SR-224, and infrequent wayfinding signage (or existing wayfinding signage that is difficult to interpret, such as the colored dots marking different trail segments). Additionally, the current layout of the Bonanza Park area makes it impenetrable to people attempting to cross through by walking or bicycling – internal

roads curve through the space or dead-end, leaving few opportunities to cross through the space north to south. In the Snow Park area, trails make twists and turns that are likely navigable only by people who already know the way, and then end uncomfortably at the intersection of SR-224 and SR-248. For people on bicycles, there is little indication on how to continue into the Bonanza district or to points south such as Main Street; the only option is to continue on the sidewalk along either SR-224 or SR-248, until a better option reveals itself.

Current Accessibility

The study area was assessed for accessibility based on the latest Public Right-of-Way Accessibility Guidelines (PROWAG) published in 2023. Currently, some roadways in the interior of the study area (such as Short Line Road, Homestake Road, and Munchkin Road) do not have accompanying sidewalks, forcing pedestrians into roadways or adding crossings and travel time to their desired route. A complete pedestrian network will benefit all users, and increase the safety of pedestrians traveling in the study area. Additionally, the Public Right-of-Way Accessibility Guidelines state that sidewalks or a similar pedestrian access route are needed to connect all accessible elements, spaces, and pedestrian facilities in the study area.

The major intersections at the site all have pedestrian signals, but most lack features required in the latest PROWAG updates including audio messages and tactile arrows. These are most consistently lacking at intersections under UDOT's full jurisdiction, such as the intersection of SR-224 and SR-248. Most non-signalized intersections and driveways have the appropriate signage and detectable warning surfaces, but the lack of consistent sidewalks in the area limit intersection accessibility.

Several intersections have detectable warning surfaces that were heavily worn, damaged, or missing at major intersections with heavy vehicular traffic. This was especially notable at the intersection of SR-224 and Deer Valley Drive. These detectable warning surfaces may no longer adequately perform and should be repaired or replaced. Additionally, detectable warning surfaces should be sized accordingly with the curb cut and crosswalk they service. The southernmost pedestrian crossing at the intersection of SR-224 and SR-248 is wider than the crosswalk it serves, potentially leading pedestrians into the intersection. The design of a curb ramp should not indicate pedestrian travel is permitted if a crosswalk is not available, as is currently indicated on the southern and western legs of the intersection of Bonanza Drive and Iron Horse Drive.

Future Recommendations

Private Vehicles

Plus-Project Traffic Scenarios

Plus-project traffic scenarios were analyzed for the Bonanza Park/Snow Creek small area plan, to assess how the development proposed in the plan might potentially change traffic conditions. All plus-project traffic scenarios are for the PM peak hour. The analysis of project-based traffic built upon traffic models developed for the existing conditions analysis described earlier in this chapter. To analyze plus-project conditions, a future background volume was calculated for the project area. To calculate the background volume, the land uses within the project extents were used to develop trip generation rates according to ITE and applied to the network. Those volumes were then subtracted from existing conditions volumes to get existing conditions minus the current project boundary uses, and these volumes were used as the background volume for plus-project trips. All plus-project traffic scenarios were based on the preferred land use plan developed for the study area, which had two versions: a high-density version and a low-density version. The primary difference between the two versions was the amount of residential units proposed: 4,925 multi-family residential units in the high-density version, and 3,844 multi-family residential units in the low-density version. All other land uses (hotel, dorms, art center, professional office, retail, restaurants, and grocery store) were the same for each version. The land use plan is described in more detail elsewhere in this Small Area Plan. The plus-project analysis results are described for each scenario in the following sections. A comparison of all scenarios including the existing background conditions can be found in Table 5. More detailed information about individual scenarios is provided in the following section.

Table 5: Comparison of Existing and Future Density Scenarios

Intersection				Existing Conditions	Existing + High Density Project	Existing + Low Density Project	2032 + High Density Project	2032 + Low Density Project
ID	Location	Period	Control	LOS	LOS	LOS	LOS	LOS
1	SR-224 & Snow Creek Dr	PM	Signal	A	C	C	C	C
2	SR-224 & SR-248	PM	Signal	C	**F**	**F**	**F**	**F**
3	SR-224 & Homestake Rd	PM	WB Stop	**F**	**F**	**F**	**F**	**F**
4	SR-224 & Iron Horse Dr	PM	WB Stop	**E**	**F**	**F**	**F**	**F**

5	SR-224 & Deer Valley Dr	PM	Signal	**F**	**F**	**F**	**F**	**F**
6	SR-248 & Snow Creek Dr	PM	SB/NB Stop (right in right out)	C	B	B	B	B
7	Homestake Rd & SR-248	PM	Signal (plus-project only)	C	C	C	C	C
8	Woodbine Way & SR-248	PM	NB Stop (right in right out)	C	B	B	C	C
9	Bonanza Dr & SR-248	PM	Signal	**F**	**F**	**F**	**F**	**F**
10	Sidewinder Dr & SR-248	PM	NB Stop	**E**	**F**	**F**	**F**	**F**
11	Bonanza Dr & Prospector Avenue	PM	EB/WB Stop	**F**	**F**	**F**	**F**	**F**
12	Bonanza Dr & Munchkin Rd	PM	EB/WB Stop	**E**	**F**	**F**	**F**	**F**
13	Bonanza Dr & Iron Horse Dr	PM	EB/WB Stop	**F**	**F**	**F**	**F**	**F**
14	Deer Valley Dr & Bonanza Dr*	PM	Signal	B	B	B	B	B
15	Woodbine Way & Munchkin Rd	PM	WB/EB Stop	A	D	D	D	D
27	SR-224 & Project Drive	PM	WB Stop (right in right out)	N/A	**F**	**F**	**F**	**F**

Notes:

*During some days in the winter, queues from SR-248 & Bonanza and SR-224 & SR-224 frequently spill back through this intersection, sometimes reaching as far back as Aerie Drive. This capacity analysis reflects conditions for Friday, February 17, 2023 , though operations on other days may appear to be worse than the conditions shown.

Source: Fehr & Peers.

Existing + High Development Density Project

This scenario evaluated how traffic conditions would look if the high-density land use plan were built out immediately, assuming project-related traffic would be added on top of the calculated background traffic circulating on the network, the calculation for which was detailed above Table 5. Table 6 provides the results of this analysis.

Table 6: Existing Plus Project: High Density Development

Intersection				Worst Movement[1]			Overall Intersection[2]	
ID	Location	Period	Control	Movement[3]	Delay Sec/Veh	LOS	Avg. Delay Sec/Veh	LOS
1	SR-224 & Snow Creek Dr	PM	Signal	-	-	-	30	C
2	SR-224 & SR-248	PM	Signal	-	-	-	**155**	**F**
3	SR-224 & Homestake Rd	PM	WB Stop	**WB L/R**	**>200**	**F**	-	-
4	SR-224 & Iron Horse Dr	PM	WB Stop	**WB L/R**	**>200**	**F**	-	-
5	SR-224 & Deer Valley Dr	PM	Signal	-	-	-	**177**	**F**
6	SR-248 & Snow Creek Dr	PM	SB/NB Stop (right in right out)	NBR	14	B	-	-
7	Homestake Rd & SR-248	PM	Signal	-	-	-	26	C
8	Woodbine Way & SR-248	PM	NB Stop (right in right out)	NBR	15	B	-	-
9	Bonanza Dr & SR-248	PM	Signal	-	-	-	**136**	**F**
10	Sidewinder Dr & SR-248	PM	NB Stop	**NBL**	**>200**	**F**	-	-
11	Bonanza Dr & Prospector Avenue	PM	EB/WB Stop	**EB L/R**	**>200**	**F**	-	-
12	Bonanza Dr & Munchkin Rd	PM	EB/WB Stop	**WB L/T/R**	**>200**	**F**	-	-
13	Bonanza Dr & Iron Horse Dr	PM	EB/WB Stop	**EB T/R**	**>200**	**F**	-	-
14	Deer Valley Dr & Bonanza Dr	PM	Signal	-	-	-	14	B
15	Woodbine Way & Munchkin Rd	PM	WB/EB Stop	WB L/T/R	33	D	-	-
27	SR-224 & Project Drive	PM	WB Stop (right in right out)	**WBR**	**140**	**F**	-	-

Notes:

1. This represents the worst movement LOS and delay (seconds/vehicle) and is only reported for unsignalized intersections.
2. This represents the overall intersection LOS and delay (seconds/vehicle) and is only reported for signalized intersections.
3. NB=Northbound, SB=Southbound, EB=Eastbound, WB=Westbound

Source: Fehr & Peers.

The following points may be noted about this scenario:

- The intersection of SR-224 (SR-224) and Snow Creek Drive degrades from an LOS A to LOS C. This is a function of the amount of development proposed in the Snow Creek area as a result of this small area plan: 1,048 multi-family housing units, 241 hotel or condo units, 6,106 square feet of professional office, and 14,232 square feet of retail space. Moreover, only two intersections can serve this development (SR-224/Snow Creek, and SR-248/Snow Creek) and of those two, a signal is only possible at SR-224/Snow Creek. This means that much of the traffic circulating in and out of the Snow Creek area will be relying on the SR-224/Snow Creek intersection for access.
- The intersection of SR-224 (SR-224) and SR-248 (SR-248) degrades from an LOS C to an LOS F. This is primarily due to the volume of traffic generated by proposed land uses within this Small Area Plan.
- The intersection of SR-224 and Iron Horse Drive degrades from a LOS E to an LOS F. While this intersection currently restricts left turn movements from Iron Horse onto SR-224 between 3 – 6 pm, drivers make this movement anyway. The delay experienced by those drivers contributes to the poor LOS in both the existing and plus-project scenarios.
- The intersection of SR-248 and Snow Creek Drive improves from an LOS C to LOS B. Currently, all turning movements are allowed out of Snow Creek Drive onto SR-248, with some drivers experiencing delay as they attempt to turn left out of Snow Creek Drive. The plus-project scenarios assume that Snow Creek Drive will become right-in/right-out only, eliminating the delay experienced by drivers formerly attempting to turn left out of Snow Creek Drive.
- The intersection of Woodbine Way and SR-248 improves from an LOS C to B. While cars are allowed to make a left turn out of Woodbine Way in the existing conditions, this will become right-in/right-out in the plus-project scenarios, limiting the delay experienced by vehicles attempting to turn left.
- The intersection of SR-248 and Sidewinder Drive degrades from an LOS E to LOS F. This is a result of increased delay for drivers attempting to turn left out of Sidewinder Drive onto SR-248, due to increased traffic and fewer gaps on SR-248.
- The intersection of Munchkin Road and Bonanza Drive degrades from an LOS E to an LOS F. While people attempting to turn left off Munchkin onto Bonanza are already experiencing high levels of delay due to limited gaps in the traffic stream, this will become worse in the plus-project conditions due to increased traffic volumes on Bonanza Drive as well as higher numbers of cars attempting to make the left turn from Munchkin.

- The intersection of Woodbine Way and Munchkin Road degrades from an LOS A to an LOS D. Currently the development in this part of Bonanza Park is low-intensity, industrial in nature, and generates relatively few traffic trips. The changes proposed in the land use plan will add a significant amount of housing, retail, restaurants, and other types of development that will draw many more people to the site, which contributes to the drop in LOS as part of this plus-project scenario.

Existing + Low Development Density Project

This scenario evaluated how traffic conditions would look if the low-density land use plan were built out immediately, assuming project-related traffic would be added on top of the calculated background traffic. Table 7 provides the results of this analysis.

Table 7: Existing Plus Project: Low Density Development

Intersection				Worst Movement[1]			Overall Intersection[2]	
ID	Location	Period	Control	Movement[3]	Delay Sec/Veh	LOS	Avg. Delay Sec/Veh	LOS
1	SR-224 & Snow Creek Dr	PM	Signal	-	-	-	25	C
2	SR-224 & SR-248	PM	Signal	-	-	-	**147**	**F**
3	SR-224 & Homestake Rd	PM	WB Stop	**WB L/R**	**>200**	**F**	-	-
4	SR-224 & Iron Horse Dr	PM	WB Stop	**WB L/R**	**>200**	**F**	-	-
5	SR-224 & Deer Valley Dr	PM	Signal	-	-	-	**170**	**F**
6	SR-248 & Snow Creek Dr	PM	SB/NB Stop (right in right out)	NBR	14	B	-	-
7	Homestake Rd & SR-248	PM	Signal	-	-	-	26	C
8	Woodbine Way & SR-248	PM	NB Stop (right in right out)	NBR	15	B	-	-
9	Bonanza Dr & SR-248	PM	Signal	-	-	-	**126**	**F**
10	Sidewinder Dr & SR-248	PM	NB Stop	**NBL**	**>200**	**F**	-	-
11	Bonanza Dr & Prospector Avenue	PM	EB/WB Stop	**EB L/R**	**>200**	**F**	-	-
12	Bonanza Dr & Munchkin Rd	PM	EB/WB Stop	**WB L/T/R**	**>200**	**F**	-	-

13	Bonanza Dr & Iron Horse Dr	PM	EB/WB Stop	**EB T/R**	**>200**	**F**	-	-
14	Deer Valley Dr & Bonanza Dr	PM	Signal	-	-	-	14	B
15	Woodbine Way & Munchkin Rd	PM	WB/EB Stop	WB L/T/R	31	D	-	-
27	SR-224 & Project Drive	PM	WB Stop (right in right out)	**WBR**	**126**	**F**	-	-

Notes:
1. This represents the worst movement LOS and delay (seconds/vehicle) and is only reported for unsignalized intersections.
2. This represents the overall intersection LOS and delay (seconds/vehicle) and is only reported for signalized intersections.
3. NB=Northbound, SB=Southbound, EB=Eastbound, WB=Westbound

Source: Fehr & Peers.

As shown in the table, the traffic results for the existing + low-development density scenario are the same as for the high-density scenario. The decrease in housing units (1,081 units) is not enough to result in improved LOS because the amount of non-residential development proposed is still high, and has a heavy influence on travel patterns throughout the area. All traffic-related observations noted for the existing + high-development density scenario also apply to this scenario.

2032 Background + High Development Density Project

This scenario evaluated how traffic conditions would look if the high-density land use plan were built out by 2032. This accounts for both project-related traffic, as well as additional traffic increases in the area that will occur resulting from growth planned elsewhere in Park City and the region by 2032. Table 8 provides the results of this analysis.

Table 8: 2032 Plus Project: High Density Development

Intersection				**Worst Movement[1]**			**Overall Intersection[2]**	
ID	**Location**	**Period**	**Control**	**Movement[3]**	**Delay Sec/Veh**	**LOS**	**Avg. Delay Sec/Veh**	**LOS**
1	SR-224 & Snow Creek Dr	PM	Signal	-	-	-	30	C
2	SR-224 & SR-248	PM	Signal	-	-	-	**157**	**F**
3	SR-224 & Homestake Rd	PM	WB Stop	**WB L/R**	**>200**	**F**	-	-
4	SR-224 & Iron Horse Dr	PM	WB Stop	**WB L/R**	**>200**	**F**	-	-
5	SR-224 & Deer Valley Dr	PM	Signal	-	-	-	**182**	**F**

6	SR-248 & Snow Creek Dr	PM	SB/NB Stop (right in right out)	NBR	14	B	-	-
7	Homestake Rd & SR-248	PM	Signal	-	-	-	27	C
8	Woodbine Way & SR-248	PM	NB Stop (right in right out)	NBR	18	C	-	-
9	Bonanza Dr & SR-248	PM	Signal	-	-	-	**141**	**F**
10	Sidewinder Dr & SR-248	PM	NB Stop	**NBL**	**>200**	**F**	-	-
11	Bonanza Dr & Prospector Avenue	PM	EB/WB Stop	**EB L/R**	**>200**	**F**	-	-
12	Bonanza Dr & Munchkin Rd	PM	EB/WB Stop	**WB L/T/R**	**>200**	**F**	-	-
13	Bonanza Dr & Iron Horse Dr	PM	EB/WB Stop	**EB T/R**	**>200**	**F**	-	-
14	Deer Valley Dr & Bonanza Dr	PM	Signal	-	-	-	15	B
15	Woodbine Way & Munchkin Rd	PM	WB/EB Stop	WB L/T/R	33	D	-	-
27	SR-224 & Project Drive	PM	WB Stop (right in right out)	**WBR**	**154**	**F**	-	-

Notes:
1. This represents the worst movement LOS and delay (seconds/vehicle) and is only reported for unsignalized intersections.
2. This represents the overall intersection LOS and delay (seconds/vehicle) and is only reported for signalized intersections.
3. NB=Northbound, SB=Southbound, EB=Eastbound, WB=Westbound

Source: Fehr & Peers.

As shown in the table, the traffic results for the 2032 + high-development density scenario are mostly the same as for the existing conditions scenarios. All traffic-related observations noted for the existing development density scenarios also apply to this scenario; the only difference in results between this scenario and the existing conditions scenarios is that the intersection of Woodbine Way and SR-248 performs slightly worse, slipping from an LOS B to LOS C. This is likely because vehicles making right turns out onto SR-248 are dealing with more traffic on SR-248 in 2032, and will need to wait longer until an adequate gap in traffic allows them to turn right.

2032 Background + Low Development Density Project

This scenario evaluated how traffic conditions would look if the low-density land use plan were built out by 2032. This accounts for both project-related traffic, as well as additional

traffic increases in the area that will occur resulting from growth planned elsewhere in Park City and the region by 2032. Table 9 provides the results of this analysis.

Table 9: 2032 Plus Project: Low Density Development

Intersection				Worst Movement[1]			Overall Intersection[2]	
ID	Location	Period	Control	Movement[3]	Delay Sec/Veh	LOS	Avg. Delay Sec/Veh	LOS
1	SR-224 & Snow Creek Dr	PM	Signal	-	-	-	25	C
2	SR-224 & SR-248	PM	Signal	-	-	-	**148**	**F**
3	SR-224 & Homestake Rd	PM	WB Stop	**WB L/R**	**>200**	**F**	-	-
4	SR-224 & Iron Horse Dr	PM	WB Stop	**WB L/R**	**>200**	**F**	-	-
5	SR-224 & Deer Valley Dr	PM	Signal	-	-	-	**176**	**F**
6	SR-248 & Snow Creek Dr	PM	SB/NB Stop (right in right out)	NBR	14	B	-	-
7	Homestake Rd & SR-248	PM	Signal	-	-	-	27	C
8	Woodbine Way & SR-248	PM	NB Stop (right in right out)	NBR	18	C	-	-
9	Bonanza Dr & SR-248	PM	Signal	-	-	-	**131**	**F**
10	Sidewinder Dr & SR-248	PM	NB Stop	**NBL**	**>200**	**F**	-	-
11	Bonanza Dr & Prospector Avenue	PM	EB/WB Stop	**EB L/R**	**>200**	**F**	-	-
12	Bonanza Dr & Munchkin Rd	PM	EB/WB Stop	**WB L/T/R**	**>200**	**F**	-	-
13	Bonanza Dr & Iron Horse Dr	PM	EB/WB Stop	**EB T/R**	**>200**	**F**	-	-
14	Deer Valley Dr & Bonanza Dr	PM	Signal	-	-	-	14	B
15	Woodbine Way & Munchkin Rd	PM	WB/EB Stop	WB L/T/R	31	D	-	-
27	SR-224 & Project Drive	PM	WB Stop (right in right out)	**WBR**	**139**	**F**	-	-

Notes:

1. This represents the worst movement LOS and delay (seconds/vehicle) and is only reported for unsignalized intersections.

2. This represents the overall intersection LOS and delay (seconds/vehicle) and is only reported for signalized intersections.
3. NB=Northbound, SB=Southbound, EB=Eastbound, WB=Westbound

Source: Fehr & Peers.

As shown in the table, the traffic results for the 2032 + low-development density scenario are the same as for the high-density scenario. The decrease in housing units (1,081 units) is not enough to result in improved LOS because the amount of non-residential development proposed is still high, and has a heavy influence on travel patterns throughout the area. All traffic-related observations noted for the 2032 + high-development density scenario also apply to this scenario.

Mitigation Strategies

Most of the traffic conditions demonstrated in the plus-project scenarios are a direct result of the amount of development proposed in the land use plan for the Bonanza Park/Snow Creek area. Some mitigation measures may help alleviate poor traffic LOS conditions in a limited way. This could include:

- Install a traffic signal at the intersection of Bonanza Drive and Iron Horse Drive. This would allow traffic from Iron Horse Drive to more easily make left turns onto Bonanza Drive, and could potentially create gaps in the traffic flow to allow more opportunities for left turns onto Bonanza from Prospector Drive and Munchkin Road as well. The tradeoff associated with these benefits would be added delay for traffic traveling north and south on Bonanza Drive.
- Install a traffic signal at the intersection of Homestake Road and SR-248. UDOT and Park City already have a corridor agreement in place that allows for a signal to be installed in this location when warranted, and the addition of the proposed development at this site could likely generate enough traffic to warrant the signal. This signal is already assumed in the plus-project traffic analyses discussed in this chapter, and results in an acceptable LOS at this intersection in all plus-project scenarios.
- Limiting left turns at some intersections of side streets with major roads could improve LOS results, by eliminating the amount of waiting anticipated for vehicles attempted to make left turns onto very busy streets. While eliminating the left-turn movement could have a positive impact on LOS, it could have a corresponding negative impact at other intersections that drivers would be re-routed through to get where they want to go. These intersections could include:
    - Sidewinder Drive and SR-248
    - Bonanza Drive and Prospector Drive
    - Iron Horse Drive and SR-224
    - Shortline Road and Deer Valley Drive

These mitigation strategies have not been modeled. Therefore, their potential impact on traffic conditions for the plus-project scenarios is not known at this time.

Private Vehicle Strategies

A majority of traffic to and from the Bonanza Park/Snow Creek area is likely to be via private vehicle. Therefore, a robust transportation grid is needed within the site to connect to the external roadway network, in order to maximize connectivity, route choice, and dispersion of site-generated traffic across multiple access points. In addition to the transportation network proposed in the Bonanza Park/Snow Creek land use plan, Park City may wish to consider the following strategies.

- **Provide e-charging for every residential complex, businesses, and civic space built within the area.** This will encourage the use of electric vehicles within and to/from the project area, and reduce the overall environmental impact of the development. While EV's currently make up a small portion of overall vehicle registrations, EV adoption is forecast to increase considerably between now and 2050. Providing e-charging helps incentivize the faster adoption of electric vehicles, resulting in cleaner air and lower greenhouse gas emissions.
- **Provide facilities for car share and ride share.** Businesses such as ZipCar® allow residents to own fewer vehicles while maintaining the option to use a car when needed. Designated parking spaces for car shares throughout the study area would allow for residents to easily and safely access shared vehicles when needed. Ride share vehicles (Lyft®, Uber®) typically do not have designated parking places, but they could have designated curbside spots in more business-oriented parts of the development to accommodate safer entry/exit from ride share vehicles. Sections of the project area especially prone to event-related traffic, such as any proposed arts center near the Bonanza/SR-248 intersection, may want to specify curbside areas for ride share pickup/dropoff.
- **Provide buffering on-street parking designs** that can help provide a barrier between travel lanes and pedestrian and bicycle facilities. This makes these facilities safer and more comfortable while reducing the need for vehicles to share the road with other users.
- **Implementing traffic calming measures** to improve life quality for everyone in the development by reducing speeds, reducing traffic noise, and improving safety.

Shared Parking Analysis and Recommendations

When multiple land uses are present in an area, several separate trips may be consolidated into a single area, potentially reducing the number of parking spaces needed in an area. This potential is maximized when the variety of land uses have peak parking needs at different times, such as the combination of office space, retail, and housing. Two shared-use parking analyses were completed for the Bonanza Park study area, one with high development density and one with a lower housing density. A summary of the shared parking analysis by zone is shown below in Table 10 for the high-

density scenario, and Table 11 for the low density scenario. These analyses were completed with the proposed parking codes, anticipated to be passed in May 2024.

Table 10: High Density Shared Used Parking Analysis Results

Shared Parking High Density Demand Summary										
Development Blocks A-D, using Park City Parking Rates Modified Rates										
Development District / Area	Customer/Visitor		Employee/Resident		Reserved		Total		Shared Parking Reduction	
	Weekday	*Weekend*	*Weekday*	*Weekend*	*Weekday*	*Weekend*	*Weekday*	*Weekend*	*Weekday*	*Weekend*
A1-A6	531	535	132	128	1,415	1,415	2,078	2,078	12%	12%
B1-B13	622	538	249	218	2,427	2,427	3,298	3,184	20%	23%
C1-C7	241	209	112	106	1,004	1,004	1,356	1,319	12%	15%
D1-D8	564	512	192	176	1,988	1,988	2,744	2,676	13%	15%

Table 11: Low Density Shared Used Parking Analysis Results

Shared Parking Low Density Demand Summary										
Development Blocks A-D, using Park City Parking Rates Modified Rates										
Development District / Area	Customer/Visitor		Employee/Resident		Reserved		Total		Shared Parking Reduction	
	Weekday	*Weekend*	*Weekday*	*Weekend*	*Weekday*	*Weekend*	*Weekday*	*Weekend*	*Weekday*	*Weekend*
A1-A6	536	537	133	130	931	931	1,600	1,597	12%	12%
B1-B13	628	548	250	219	2,014	2,014	2,892	2,782	21%	24%
C1-C7	245	214	112	106	802	802	1,159	1,122	12%	15%
D1-D8	568	519	193	177	1,626	1,626	2,387	2,322	13%	15%

Public Transit

Transit can be an effective means of providing multimodal regional transportation access to future residents while strengthening the livability and safety of their community. By aggregating trips to and from the project area, transit serves to reduce traffic congestion and air pollution experienced within the immediate area and can also support the utilization of the active transportation network by helping close distance gaps between destinations.

Public Transit Strategies

Ensuring that transit can be provisioned in the future is an attractive way of cultivating regional interest in investment while building a promise of future connectivity for residents. This could include the following strategies:

1. **Preserve space to accommodate future premium transit** (e.g., green space that could be converted to BRT stations and guideways). Banking land for future fixed guideway transit preserves the ability to cost effectively add transit to the development at a later point. It also allows the land to be used as public open space, such as trails or community gardens, until it is converted to transit use, providing an additional amenity to residents. The Park City Forward plan identifies potential high-capacity transit in the future on both SR-224 as well as SR-248, and the layout of future development at the Bonanza Park and Snow Creek areas may need to accommodate future right-of-way for potential transit lanes or stations.
2. **Provide a highly permeable and connected street network**. The network should incorporate quality active transportation facilities to increase first/last mile connections to transit stops, promoting conditions which support high ridership. This has the additional benefit of building an attractive environment as the region deliberates future transit investments.
3. **Apply level of service (LOS) standards to all modes of transportation**. Include and prioritize the evaluation LOS of active transportation and transit along with vehicular traffic when assessing traffic impacts. Some traffic congestion may be considered acceptable in key locations if it results in safer and more comfortable conditions for people walking and biking. This approach also considers that transit vehicles carry more occupants than cars.
4. **Establish modal priorities for Park City streets.** For example, Salt Lake City's Typology Design Guide identifies streets on which pedestrians or bicyclists are a higher priority than vehicles, providing recommendations on streetscape design to make those corridors more comfortable for people walking or bicycling. These types of policies could be adopted at a project-wide level or applied on a case-by-case basis to individual streets. One possibility would be to make Bonanza Drive a transit-priority street, dedicating ample curbside space near high-ridership transit stops to provide enhanced amenities, and to keep internal roads such as Homestake, Short Line, and Munchkin as bicycle-pedestrian streets with extremely

slow speeds, narrow lanes, traffic calming features, and other measures to elevate bicycles and pedestrians above other transportation users.

Transit Stop Amenities

The assessment of existing transit conditions indicated that winter season ridership is generally higher than summer season ridership on PC Transit routes, and that most stops throughout the study area have less than 50 riders per day. Most stops in the study area have only a sign, with some having a trash can, bench, or a shelter.

Near Term Recommendations

Based on recent ridership patterns, the number of routes served, and the average headway, Table 12 below lists potential recommended amenities for each stop. Stops with higher ridership or longer wait times typically need greater amenities than those with few riders or frequent service intervals. Improved amenities improve the transit experience for users, especially in the strong winter conditions often present in Park City.

Table 12: Proposed Transit Stop Amenities

Stop	Recommended Amenities
Fresh Market	Digital Sign, Light Fixture, Custom Shelter, Two benches, Trash Can, ADA Pad, Pole, Sign
SR-224 Condos	Digital Sign, Light Fixture, Custom Shelter, Two benches, Trash Can, ADA Pad, Pole, Sign
Ironhorse Dr West	Light Fixture, 6*16' Shelter, Two benches, Trash Can, ADA Pad, Pole, Sign
Ironhorse Dr East	Light Fixture, 6*16' Shelter, Two benches, Trash Can, ADA Pad, Pole, Sign
Walgreens	6*16' Shelter, Two benches, Trash Can, ADA Pad, Pole, Sign
Liquor Store-N	6*16' Shelter, Bench, Trash Can, ADA Pad, Pole, Sign
Munchin Rd	4*8' Shelter, Bench, Trash Can, ADA Pad, Pole, Sign
SR-248 & Bonanza	4*8' Shelter, Bench, Trash Can, ADA Pad, Pole, Sign
Homestake	4*8' Shelter, Bench, Trash Can, ADA Pad, Pole, Sign
Copperbottom	4*8' Shelter, Bench, Trash Can, ADA Pad, Pole, Sign
Wells Fargo	4*8' Shelter, Bench, Trash Can, ADA Pad, Pole, Sign
Kimball Art Center	4*8' Shelter, Bench, Trash Can, ADA Pad, Pole, Sign
Police Station	4*8' Shelter, Bench, Trash Can, ADA Pad, Pole, Sign
Hotel PC 224	Bench, Trash Can, ADA Pad, Pole, Sign
Zions Bank	Bench, Trash Can, ADA Pad, Pole, Sign
Windy Ridge	Bench, Trash Can, ADA Pad, Pole, Sign
PC Cemetery	Bench, Trash Can, ADA Pad, Pole, Sign
Wells Fargo W	Bench, Trash Can, ADA Pad, Pole, Sign

Recommendations Aligned with Future Plans

Park City's Short Range Transit Plan, adopted in 2020, indicates route changes proposed in the study area:

- Red Route: proposed 30-minute service along SR-224 and SR-248 throughout the day and evening;
- Yellow Route: proposed 15-minute service on Bonanza Drive, Iron Horse, and Short Line Road from 6:30 am to 6:30 pm during the winter season, 15-minute service during peak commute times during summer and shoulder season, and 30-minute service during the rest of the day/evening hours;
- Green Route: proposed 15-minute service on SR-224 from 6:30 am to 6:30 pm during the winter season, 15-minute service during peak commute times during sumer and shoulder season, and 30 minute service during the rest of the day;
- Teal Express Route: proposed 15-minute service on Bonanza Drive during the peak summer and winter seasons during peak commute times;
- Pink Express Route: proposed 10-minute service on Bonanza Drive during peak commute times in the winter, and 20-minute service during midday in the winter, with 20-minute service throughout the day for the rest of the year;
- Blue Route: 30-minute service throughout the day on SR-224 and SR-248 during the shoulder season; and
- White Express: 15-minute service in the peak, 30-minute service in the off-peak, on SR-224 and operated by High Valley Transit.

As service changes are implemented, Park City may wish to monitor ridership further along the revised routes and determine whether the transit amenities proposed in this chapter remain appropriate based on observed ridership.

Active Transportation

Street design is one of the key factors that users consider when determining which transportation mode to use for a trip. The design of a robust transportation network considers all modes of transportation and balances the need to provide throughput capacity while serving all users. For the project area, an overarching guideline is to provide mobility options and safe access to bicycles and pedestrians. A well-connected active transportation network supports residents and visitors by providing attractive active transportation options.

Bicycle Strategies

Quality cycling infrastructure provides efficient access to nearby destinations, while also supporting the health and connectivity of a community. Only a small portion of the population will ride bikes on streets that have not made any accommodations for biking or lack pathways; therefore, to ensure residents and visitors are able to fully enjoy cycling benefits, bicycle infrastructure should be fully incorporated into the design of the Bonanza Park/Snow Creek area. These amenities can adjust to different street contexts, like width and speed, and balance the needs of all roadway users by incorporating the following strategies:

- **Provide protected bicycle/active transportation facilities**. Protected facilities are safer and more attractive for a variety of users because they provide additional separation from automobile traffic. Providing facilities like buffered bike lanes and separated multi-use paths (particularly on or adjacent to roadways with high speeds and/or high traffic volumes) improves safety and makes bicycling or walking a more desirable option for residents and visitors, including children and the elderly.
- **Plan for e-bikes**. With e-bikes readily available for rental within Park City, pathways throughout the project area need to accommodate cyclists traveling at a wide range of speeds. Moreover, some visitors to the area who are renting e-bikes may not have the skill sets necessary to adequately maneuver these vehicles, which are heavier and travel much faster than a standard bicycle. The recent Park City Rail Trail Master Plan envisioned a wider trail cross-section to accommodate this range of users and travel speeds; new pathways proposed within the Bonanza Park/Snow Creek area should similarly consider a larger path to safely accommodate users. Educational materials on how to safely ride an e-bike can be provided at rental shops, and placards placed along pathways to remind visitors that a fall from an e-bike could ruin their planned vacation or even result in death.
- **Provide end-of-trip facilities**. Bicycle repair stands offer an air pump and basic tools to make minor bike repairs, encouraging bicycle use by removing concerns related to common maintenance and repair issues. Bike showers and lockers help promote bicycling and walking as a commute option by providing storage and

hygiene facilities after active transportation. Some of these features will be part of the udpated Park City zoning ordinances as potential transportation demand management strategies for new developments, anticipated for adoption in 2024.

- **Organize and publish cycling information.** This could include bicycle route and facility maps, locations of nearest bicycle racks or locker storage facilities, and bicycle safety information (including tips on safely using e-bikes and local/state regulations on their use).
- **Include multi-use paths along SR-248**. Multi-use paths at least 12' wide would provide a safe and pleasant cycling experience along the new alignment. A pathway on one or both sides will require on-going coordination with UDOT and other partners during the design phase.
- **Provide marked on-street bicycle waiting areas at signalized intersections**. This provides a visible designated area at the front of a traffic lane for bicyclists to wait at traffic signals. Bike boxes are especially beneficial for facilitating direct left turns at the intersection approach for bicycle traffic.
- **Provide colored bicycle lane paving through intersections**. Carry lane markings through the intersection to indicate where cyclists will be operating within the intersection, alerting automobile traffic to the presence of cyclists and guiding cyclists through the intersection.

Pedestrian Strategies

Providing quality pedestrian infrastructure gives residents and visitors the option to walk to destinations. Whether they walk the entire trip, or just walk from their car or transit to their destination, everyone must inevitably use pedestrian facilities. Ensuring a comprehensive set of pedestrian design considerations enhances the quality of life in the project area, reduces constraints, and improves safety for everyone, especially the young and elderly. To meet this demand and support the needs of all people, the following strategies are recommended:

- **Provide sidewalks of at least 6' on all roadways**. Wide sidewalks are important to ensure that people can walk alongside one another and comfortably navigate devices such as strollers and wheelchairs. Areas with higher anticipated pedestrian activity should implement even wider sidewalks. In Park City, wider sidewalks are especially useful when dealing with snow storage issues during winter conditions.
- **Provide pedestrian refuge islands/medians** at intersections with more than one lane in each direction. This improves safety for people crossing and can help to soften automobile traffic speeds. Research suggests that pedestrian refuge islands reduce conflict with vehicles and are associated with a notable reduction of pedestrian collisions.
- **Provide pedestrian countdown timers at all signalized intersection crossings** and consider the implementation of leading pedestrian intervals (LPI) at busier

intersections to address safety concerns. LPIs allow pedestrians to enter the crosswalk before vehicles are given a green indication. This increases pedestrian visibility and the likelihood that auto traffic will yield to pedestrians.

- **Provide accessible Pedestrian Actuation Buttons** to ensure that people of all ages and abilities can safely cross streets.
- **Include bulb-outs/curb extensions at most intersections**. This extends the sidewalk or pedestrian space to narrow the roadway. Bulb-outs/curb extensions reduce crossing distances for pedestrians and help to slow traffic, particularly turning vehicle movements, improving pedestrian safety.
- **Use raised crosswalks on low volume streets** to slow traffic and provide improved visibility for pedestrians. Raised crosswalks provide safety thanks to slower speeds and make crossings more accessible for people living with mobility issues.
- **Reduce curb corner radii on neighborhood roadways** to manage traffic speeds in residential areas. Sharper corners reduce speeds, helping create safer streets.
- **Provide streetscape improvements** such raised planters, special pavers, special street lighting, flags, banner poles, and hanging baskets that exceed minimum standards. These support a sense of place and make streets a safer, more comfortable environment for all users.
- **Provide benches** in areas where pedestrians might naturally wait or sit to enjoy the outdoors or rest.
- **Provide trash and recycle receptacles**, especially in areas with higher anticipated pedestrian activity.
- **Include streetlights and pedestrian-scaled lighting** to support safety and comfort for all users of a street.

Accessibility

The Public Right of Way Access Guidelines were updated in 2023. As the study area is redeveloped, the existing AT network may need to be adapted to match current guidelines. The recommended updates noticed by staff during observational visits are listed below, but exact design specifications will need to be determined during project development. The technical specifications referenced below are available from the US Access Board. [1]

Sidewalks:

Provide sidewalks that connect all accessible elements, spaces, and pedestrian facilities in accordance with CFR title 36 Chapter 11 part 1191 section 206. Ensure that sidewalks

[1] https://www.access-board.gov/prowag/

are at least 48" wide throughout the study area. When sidewalks are less than 60" wide, a 60" by 60" passing space shall be provided at least every 200'.

Curb Ramps:

Ensure that the clear width of the curb ramp run or blended transition is at least 48" wide. On a shared use path, the width of the curb ramp or blended transition shall match the width of the shared use path. Confirm that all curb ramps, landings, or a minimum of 48" for a blended transition shall be contained wholly within the width of the crosswalks they serve.

Perpendicular Ramps:

When a change in direction is required to use or access a curb ramp, a 48" by 48" clear area shall be provided at the bottom of the curb ramp, and outside of vehicular travel lanes. At a shared use path, the width of this clear area shall be as wide as the shared use path.

A landing space shall also be provided at the top of the curb ramp, and at minimum be at least 48" by 48", or match the width of the shared use path where applicable. When this curb ramp is crossed by a sidewalk, the edges of the curb ramp shall be flared.

Parallel Ramps:

When a change in direction is not needed to use a curb ramp, a minimum landing area of 48" by 48" shall be provided at the top of the curb ramp.

Blended Transitions:

When a blended transition serves more than one sidewalk, and has a running slope greater than 1:48, a bypass route shall be provided between the sidewalk so users may bypass the blended transition.

Detectable warning surfaces:

In the future, ensure that detectable warning surfaces remain in good condition. During the site visit staff found several locations where the detectable warning surface has been worn away entirely. The width of the detectable warning surface should be limited to the width of the crosswalk they serve. If a driveway has a stop or yield control device, and detectable warning surface should be provided.

Signals:

Pedestrian push buttons shall be located no further than 5 feet from the side of the crosswalk they serve, between 1.5 and 10 feet from the edge of the curb or pavement, and be parallel to the direction of travel. These buttons should also be equipped with a high visual contrast tactile arrow pointing in the direction of travel.

When possible, push buttons on the same corner should be at least 10 feet apart. When it is not possible to provide 10 feet of spacing during the alteration of an existing intersection, the pedestrian buttons may be placed closer together, but will also need to provide an information message compliant with 308.3.2.

Accessible intersections should provide an audio and vibrotactile indication during the walk interval. Additionally, a locator tone shall be provided by the pedestrian signal at an appropriate volume as defined in PROWAG section 307.8. During the walk phase, pedestrian signals shall provide audible and vibrotactile indications during the walk interval. Outside of this interval, the locator tone shall be provided. Both the locator tone and speech walk message need to be compliant with PROWAG 308.3.1 and 308.3.2 depending on the configuration. When a pedestrian push button is provided for an RRFB or similar crossing, the message will state the status of the beacon instead of an audible walk indication during a walk interval. If there is time remaining for a pedestrian to cross during the accessible walk interval, the accessible walk indication should be recalled with a button press.

Transit Shelters and stops:

At transit stops, provide a boarding and alighting area at least 60" wide by 96" perpendicular to the curb for each accessible entrance or exit. Ensure that this boarding area connects to a sidewalk. When a shelter is provided, ensure that it has an appropriately sized clear space at the edge of the seat to not block the area within 18 inches of the front of the seat.

Transportation Demand Management (TDM)

Transportation demand strategies provide communities with tools to influence people's travel behavior. These strateges can encourage people to make fewer trips, to travel at different times of day when the roadway network is less congested, or to travel using a different mode of transportation. The strategies described below often require partnerships between public and private agencies, and can be included in development agreements through negotiations between Park City and private property owners. Additional transportation demand management strategies are likely to be adopted into the Park City ordinance (section 15-3-1) in 2024.

Telecommute

Encouraging more telecommute trips, also known as remote work or teleworking, can reduce traffic congestion, lower greenhouse gas emissions, improve work-life balance, and increase productivity. While telework was gaining in popularity before COVID-19, technology surrounding remote work quickly evolved as most businesses were forced to temporarily adopt a remote work model. Many businesses have since returned to "business-as-usual," but others have adopted a hybrid work model where employees spend part of their time in the office and part of their time working from home. Fiber connectivity throughout the project area enhances the ability for telework through faster Internet connections. TDM strategies can complement telework by promoting alternative modes of transportation when employees do need to commute. This can include incentives for carpooling, public transit subsidies, and providing access to shared mobility options.

TDM Program Coordinator

A TDM Program Coordinator is typically responsible for facilitating strategies that reduce vehicular travel demand and shift behavior away from single occupant vehicles. For example, a TDM program coordinator could provide services such as providing information on typical peak drive times, transit trip times to major destinations, transit schedules, routes, and fares, and organizing carpools/vanpools. They could educate residents and visitors on tips for walking to work, pedestrian safety, and good walking shoes. They can also help facilitate collaboration with local transportation agencies and transit providers to integrate TDM strategies into broader transportation plans and policies. They could also help organize transit incentives for employees such as additional pay for carpoolers, flexible work times, and other tools to reduce peak hour trips. A position like this could be funded solely for the Bonanza Park/Snow Creek area or as a consortium of local developers with similar desires to reduce vehicular traffic through TDM strategies.

Influence Parking Behavior

Park City can use incentives and disincentives related to parking supply, pricing, and management to encourage residents and visitors to rely on other modes of transportation, thereby reducing trips onto and out of the Bonanza Park/Snow Creek study area. These could include "unbundling" parking from residential lease or purchase agreements, requiring residents to pay for parking separately or receive a lower cost in exchange for giving up parking (this concept could be applied to office lease space as well, encouraging employees to receive some financial incentive or other compensation in exchange for giving up a parking spot). Park City could also provide preferential parking for carpool or vanpool vehicles, placing those users closer to building entrances. In addition, the City could opt to provide funding for off-site, regional satellite park-and-ride lots instead of accommodating the desired amount of parking within the study area.

Delivery Management

The delivery of goods and service can add congestion to the network, and could be coordinated in order to minimize its impact. Park City could identify a centralized location for deliveries in each sub-area of the Bonanza Park/Snow Creek area in order to limit delivery vehicle circulation on the network. Similarly, the TDM Program Coordinator could work with tenants to plan for delivery of goods at off-peak times for applicable businesses, to shift that vehicle traffic out of the most congested times of day.

Shared Office Space

Shared office space, also known as coworking spaces, are setups where individuals or businesses share a common workspace. These are flexible environments where professionals from different industries or backgrounds work alongside each other in a shared office setting. These shared spaces often provide services such as reception services, mail handling, IT support, and amenities such as a kitchen or wellness facilities. They should also include video-conferencing facilities and equipment, especially in a format that can be shared among multiple businesses. These types of spaces are a great complement to teleworking initiatives to reduce not only the number of work trips completed during the week but also the distance traveled to access an office or meeting space.

On-Site Amenities and Services

While strategies often focus on reducing the number and distance home-based work trips, these only make up a portion of daily travel undertaken by households in the area. In fact, the 2012 Utah Travel Study identified 58% of trips in the Wasatch Front were home-based non-work trips, including school, shopping, medical, and personal trips. By providing on-site services and amenities such as a grocery store, medical offices, dental offices, cafeterias, restaurants, automated teller machines, child care facilities and other

services in the Bonanza Park/Snow Creek area, Park City can reduce the number of long distance trips generated by the project onto the external street network.

Additional Transportation Strategies

As transportation technology evolves, more options may come available to help transport people, goods, and services across the region. This section identifies potential transportation technology strategies that could become a reality in the timeframe that the development in this plan is proposed.

Drone Delivery Storage Lockers and Infrastructure

Drone delivery, a disruptive emerging technology, can potentially reduce the number of vehicles required to deliver or pick up goods. Drone delivery is already operating in parts of the Wasatch Front, and is expected to have a service area of more than 1 million people and a 50-mile service radius in the next five years. One concern related to drone delivery is package pickup/dropoff location. New technologies and service providers are attempting to address this by providing electronic package receptacles, otherwise known as smart mailboxes, or drone delivery stations for use in suburban environments to safely store drone deliveries until they can be retrieved.

Drone delivery also requires infrastructure to facilitate the delivery of goods and services. This could include launch and landing sites; control centers staffed with operators to monitor drone operations; and charging stations.

eVTOL Heliports

Electrical Vertical Take-Off and Landing (eVTOL) aircraft take-off and land vertically like a helicopter. These innovations in transportation technology are powered by batteries and carry two to six passengers including a pilot. While they are not yet operating commercially in the United States, they may be a reality by the time the redevelopment of Bonanza Park/Snow Creek is finalized. These would not be practical for many types of trip, but could have the potential to serve some Park City visitors (and residents) wishing to make the trip between Salt Lake City's airport and Park City a much shorter one. A necessary component of eVTOL technology would be heliports (or vertiports). A heliport would include the take-off and landing spot plus an additional safety area surrounding the landing pad. In addition to the landing pad itself, the heliport would need to provide charging capabilities for the aircraft to use in between runs.

Bonanza Park
Small Area Plan

July 2, 2024

Members of Park City Council:

It is our pleasure to have shared a draft of the draft Bonanza Small Area Plan with City Council at the Thursday, July 27 meeting. This vision for Bonanza Park represents more than 1,500 Parkites engaged through community meetings, stakeholder roundtables, online surveys, and an engaged Advisory Group. Since we presented this plan, our team has collected the feedback received from City Councilors and Planning Commission and asks for clarification on the questions and comments listed below:

- **What is the preferred method for administering community benefits toward a density bonus?** The plan currently outlines this on page 59. As recommended by Planning Commission feedback, the plan recommends a weighed or tiered system, with community benefits determined as a next step implementation item. Council and Planning Commission suggested a joint meeting to discuss this, which we very much support and could even include in the implementation chapter. We recommend scheduling this joint session for August 22, 2024.

- **What are the appropriate building heights for Bonanza Park?** The plan currently recommends maintaining the base height of 35 feet with a density bonus to allow for 45 feet. Would the Council like to recommend the Planning Commission evaluate additional height as part of the implementation process?

- **Related to the Frontage Protection Zone:** The map below shows the FPZ boundary within Bonanza Park.



  - **The purposes of the FPZ** include preserving Park City's scenic view corridors, preserving and enhancing the rural resort character of Park City's entry corridor, providing a significant landscaped buffer between development and highway uses, and allowing for future pedestrian and vehicular improvements along the highway corridors.

    - **This FPZ buffer requires a minimum 30-foot setback.** This setback allows for future transit improvements, including a potential dedicated bus lane, transit hubs, and transit stations, as well as wider multi-modal pathways that accommodate pedestrian, bike, and e-bike connections in a landscaped buffer along two state highways.
    - **The Planning Commission unanimously recommends the FPZ remain** to allow for a linear green connection for multi-modal transportation options, and also as a buffer from the rural resort character to the Bonanza Park neighborhood. The linear green allows for multi-modal access to ground-level activity and open space within the interior of the neighborhood.
    - The FPZ serves a purpose supported by the community. While supported by our engagement results, two councilors suggested it could be reconsidered. **Does a majority of the Council want to direct the Planning Commission to reconsider the Frontage Protection Zone as part of the implementation phase? If so, with what considerations?**

- Related to Plan Implementation, **Council asked for a more detailed timeline on implementation**, below are some suggestions:
    - **Adopt the plan** so that the Planning Commission can begin the important and challenging work implementing the plan.
    - **The City was awarded a grant for consultant services** to support the implementation of the plan. If the plan is adopted, the goal is to have a draft code by the end of this year.
    - **As part of the implementation process, have joint PC-CC work sessions** to discuss community benefits, and launching community engagement, beginning August 22.
    - **Conduct additional engagement with the community and stakeholders**. An initial phase would focus on prioritizing community benefits, conducting stakeholder roundtables, and chatting with local developers and landowners. A second phase would socialize the main elements of the BPMX and confirm its support.

Our team looks forward to your feedback and support as we work toward making this vision for Bonanza Park a reality.

Bonanza Small Area Plan Team

City Council Staff Report

Subject: Donation Ordinance
Author: Mindy Finlinson, Finance Manager
Department: Finance
Date: July 11, 2024

Recommendation
Adopt Ordinance 2024-15 (Exhibit A), establishing uniformity in policy, process, and timelines regarding accepting donations.

Executive Summary
Ordinance 2024-15 standardizes and codifies a donation policy intended to increase transparency, internal controls, and efficiencies regarding the City's acceptance of donations. Its provisions establish a review process that considers the intentions of the donor, the needs and desires of the community, and the City benefits and costs associated with proposed donations, including long-term costs of maintenance and care of the donation.

Analysis
Historically, the City formalized 3 distinct donation policies: 1) for the donation of Public Art reviewed by the Art Board, 2) for Library donations for money, personal property, or real estate governed by City code section 2-4-15, and 3) for nonmonetary donations in public parks, facilities, open space, and trails. The proposed ordinance serves to codify a Citywide donation policy while still carving out the donation policies for Public Art and the Library as these require input from designated boards.

The City has received an uptick in donation requests, specifically at the Police and Recreation Departments, and this policy will provide clear guidance for all participants. The ordinance proposes 3 distinct buckets that donations fall into: 1) donations of money, cash equivalents, and negotiable securities, 2) donations of real property, and 3) nonmonetary donations (except real property). Each bucket has separate thresholds which would trigger either City Manager approval or City Council approval:

	City Manager Acceptance	City Council Approval
Cash & Cash Equivalents	Less Than $10,000	$10,000 And Above
Real Property	-	All
Nonmonetary Donations	Less Than $5,000	$5,000 And Above

The proposed policy would also require a standardized form when a written donation agreement is required. The Finance Department will use the form for internal controls and tracking purposes such as listing the donor, identifying which project the funds are

for, which department is receiving the funds, and who will monitor expenditures of the donation. A written donation agreement is required under any of the following criteria:

a) Value of cash or cash equivalent donation is $10,000 or more.
b) Donation is for real property.
c) Value of nonmonetary donation (excluding real property) is $5,000 or more.

The City has the discretion to require a donation agreement before accepting a donation of less than any of the above amounts.

Additionally, the donation agreement lays out the obligations of both parties as follows:

Obligations of Donor

A. Donor shall provide the Donation, as described.
B. Donor shall deliver the Donation to City in accordance with any applicable City policies and ordinances, and other adopted standards.
C. Donor shall not be responsible to pay the cost of the long-term maintenance, relocation, and removal of the Donation.

Obligations of City

A. City shall accept the Donation.
B. City shall be responsible for on-going maintenance, repair or replacement of the Donation provided funds are available.
C. City shall not be responsible for any loss or theft of or damage or wear to the Donation.
D. City shall own and keep the Donation and use it for the desired purpose.
E. City is not obligated to replace the Donation if it becomes lost, stolen, damaged or worn.
F. City reserves the right to remove the Donation for safety reasons, deterioration, neglect, or vandalism, or if City is unable to finance ongoing maintenance or repairs of the Donation.
G. City waives any requirement that Donor bear the costs of necessary permits, approvals, project management, design, installation, and manufacture of the Donation.

Attachment

Exhibit A – Ordinance 2024-15
Exhibit B – Donation Agreement

Ordinance No. 2024-15

AN ORDINANCE AMENDING TITLE 2 OF THE MUNICIPAL CODE OF PARK CITY, UTAH TO INCLUDE CHAPTER 7, DONATIONS TO CITY

WHEREAS, the City seeks to encourage and facilitate donations to the City;

WHEREAS, the City seeks to balance the needs and desires of the community with the benefits and costs to the City associated with donations;

WHEREAS, the City seeks to establish uniformity in policy, process and timelines regarding the acceptance of donations to the City; and

WHEREAS, the Park City Council has determined that adoption of this ordinance promotes the best interests of the City;

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

Section I. Amendment and Repealed. Title 2 of the Municipal Code of Park City is hereby amended to include Chapter 7 to read as outlined in Exhibit A. Resolution 10-11, which pertains to Memorial and Community Project Donations, is hereby repealed in its entirety.

Section II. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

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

PASSED AND ADOPTED this 11th day of July, 2024.

PARK CITY MUNICIPAL CORPORATION

_____

Mayor Nann Worel

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

City Attorney’s Office

EXHIBIT A

2-7 DONATIONS TO CITY

2-7-1 PURPOSE

The purpose of this Chapter is to establish policy and guidelines for acceptance of donations to the City. Its provisions establish a review process that considers the intentions of the donor, the needs and desires of the community, and City benefits and costs associated with proposed donations, including long term costs of maintenance and care of donated property.

2-7-2 SCOPE

A. Except as provided in subsection B of this section, the provisions of this Chapter shall apply to any donation made, or proposed to be made, to the City.

B. This Chapter does not apply to:

1. A grant;
2. A donation consisting solely of volunteer labor;
3. A donation governed by state or federal law;
4. A donation of Public Art governed by Resolution 18-2020, which is reviewed by the Art Board; or
5. A donation to the Library governed by Title 2, Chapter 4, Section 15 of this Code.

2-7-3 DEFINITIONS

As used in this Chapter:

A. **Cash Equivalent.** An asset that can be readily converted into a known amount of cash or that can be exchanged for a specified value of goods or services in the same manner as an equivalent value of cash.

B. **Donation.** Anything (including multi-year contributions) other than a grant, that is contributed to the City by a donor without receiving valuable consideration from the City. It includes a building or structure, an endowment, an improvement, land, materials, money, a cash equivalent, a negotiable security, or volunteer labor paired with another type of donation, but does not include a contribution or payment associated with a sponsorship, naming right, or other similar arrangement.

C. **Donor.** An individual or organization that makes a donation to the City, including a trust, estate, firm, partnership, joint venture, club, company, joint stock company, corporation, limited liability company, association, society, or any other group of individuals acting together, whether mutual, cooperative, fraternal, nonprofit, or otherwise.

D. **Excess Funds.** Money, or another kind of donation that has been converted to money, contributed by a donor to the City that is unexpended after completion of the purpose for which a donation is used.
E. **Grant.** A monetary or non-monetary contribution received pursuant to a formal application process and a formal award, or any contribution received from a governmental entity.
F. **Nonmonetary Donation.** A donation to the City that cannot be classified as a donation of money, a cash equivalent, a negotiable security, or real property.
G. **Volunteer.** A person who donates service under the direction of a City official, employee, or agent; without pay or other compensation except expenses actually and reasonably incurred as approved by the City.
H. **Volunteer Labor.** Work provided by a volunteer under the direction of a City official, employee, or agent, that advances or contributes to a City objective.

2-7-4 POLICY

A. Park City encourages donations from individuals and entities that support programs and services the City provides to the public. The City shall evaluate whether to accept a proposed donation based on the provisions of this Chapter and pertinent City policies and procedures. The City shall have sole discretion to determine whether to accept or decline a proposed donation. The intent of the City is to help donors reach their intended goals while at the same time taking action consistent with the mission, goals, plans, resources, and limitations of the City as a whole.

B. A person who wishes to make a donation is encouraged to contact the recipient City department to discuss the proposed donation and the process for review and acceptance thereof.

C. Subject to the provisions of this Chapter and in compliance with any applicable law, the City may accept a donation for the purpose of providing an improvement on City property, including an improvement constructed with volunteer labor. Any improvement shall be completed in conformance with applicable City policy and ordinances, development requirements, and other adopted standards.

D. A donation may be used for any public purpose, subject to the provisions of this Chapter and any applicable donation agreement. If it becomes impossible or impractical to administer the donation in accordance with the wishes of the donor, an alternate purpose, which most closely aligns with the donor's intent, will be determined by the City.

E. This Chapter shall not be construed to create any right for an individual or organization to make an improvement on City property.

F. The City Manager, or the City Manager’s designee, in consultation with the finance department, is authorized to establish policies and procedures related to donations that are consistent with this Chapter.

2-7-5 DONATIONS OF MONEY, CASH EQUIVALENTS, AND NEGOTIABLE SECURITIES

A. All donations of money, a cash equivalent, or a negotiable security less than $10,000 may be accepted by the City Manager or the City Manager's designee in consultation with the finance department. All donations of money, a cash equivalent, or a negotiable security equal to or greater than $10,000 must be approved by City Council prior to acceptance of the donation.

B. Before any donation of a negotiable security may be accepted, the City Manager or designee must determine, in consultation with the finance department, that the proposed donation is in accordance with applicable law and the proposed donation is either:

   1. Not subject to conditions or specifications; or

   2. Subject to conditions or specifications approved pursuant to applicable provisions of this Chapter.

C. A negotiable security may be held or sold at a marketable rate and the proceeds of such sale used consistent with any accepted donor conditions or specifications and, if there are no such conditions or specifications, in accordance with subsection C of this section or any other applicable provisions of this Chapter.

D. A donation of money, a cash equivalent, or proceeds of the sale of a negotiable security shall be delivered to the finance department and deposited in a fund or account designated by the finance director or designee.

2-7-6 DONATIONS OF REAL PROPERTY

A. All donations of real property require City Council approval. Except as otherwise provided in subsection B of this section, the Council may accept a donation of real property that:

   1. Is consistent with the policy and objectives of any applicable master plan;

   2. Is free of any mortgage or liens against the property;

   3. Does not create an unfunded financial liability for the City;

   4. Does not have any hazardous waste or condition that would cause the City to become a potentially responsible party as provided in the Comprehensive Environmental Response Compensation and Liability Act of 1980 (CERCLA), as amended;

   5. Will be transferred to the City in conformity with applicable City ordinances and policies; and

   6. Is located within the City, the City's annexation policy area, or the City's watershed protection area.

B. If the requirements of subsection A of this section cannot be met, the City Manager, or the City Manager's designee, in consultation with the finance department, may recommend to the City Council that the real property donation nevertheless be accepted, subject to any conditions the City Manager, or designee, deems prudent. The City Council shall thereafter determine whether to accept or reject the proposed donation or propose additional/different conditions.

2-7-7 NONMONETARY DONATIONS (EXCEPT REAL PROPERTY):

All nonmonetary donations less than $5,000 may be accepted by the City Manager or the City Manager's designee in consultation with the finance department. All nonmonetary donations equal to or greater than $5,000 must be approved by City Council prior to acceptance of the donation.

2-7-8 OWNERSHIP OF IMPROVEMENTS

Any donated improvement made on public property becomes City property and is subject to the laws, policies, and procedures of the City.

2-7-9 DONATION AGREEMENT

A. The City shall not accept a donation of money, a cash equivalent, or a negotiable security equal to or greater than $10,000 unless the donor enters into a donation agreement approved by the City Manager or City Manager's designee. The City has the discretion to require a donation agreement before accepting a donation of less than this amount.

B. The City shall not accept a donation of real property unless the donor enters into a donation agreement approved by the City Manager or designee.

C. The City shall not accept a non-monetary donation equal to or greater than $5,000 unless the donor enters into a donation agreement approved by the City Manager or designee. The City has the discretion to require a donation agreement before accepting a donation of less than this amount.

D. The City may enter into a donation agreement with a donor that provides a framework under which the donor may make, under the agreement, multiple donations to the City over a specified period of time. Such agreement does not need to identify the total number of donations to be made and does not need to identify each donation with specificity. However, the parameters and the framework the City and the donor will use to identify and approve each separate donation must be set out in the agreement. Any agreement providing for multiple donations over a specified period of time cannot take effect unless it is first approved by the City Manager or designee.

E. The City Manager, City Attorney, and Finance Manager, of their respective designees, with cause specified in writing, may jointly waive any of the requirements in this section with respect to a particular donation.

2-7-10 DONATION ACKNOWLEDGMENT

When required by applicable law or internal revenue service regulations, the finance department shall provide a letter to each donor that formally acknowledges the donation. The letter must include a statement that because the City is subject to the provisions of the Government Records Access and Management Act, the City cannot guarantee anonymity of a donor.

2-7-11 TAX LIABILITY

The City shall make no representation or guarantee as to the tax implications of any donation made to the City. Information provided by the City, its officials, employees, or agents in connection with a donation is not intended to be a substitute for professional advice. Each donor is responsible for documenting the value of the donation for tax purposes.

2-7-12 USE OF EXCESS FUNDS

Any excess funds for which the donor has not provided a specific disposition in the donation agreement shall be transferred to a City fund pursuant to the City's budget process upon the earlier of either:

A. The expiration of five years after the date the City took possession of the donation; or

B. The City's fulfillment of the purpose of the donation.

2-7-13 DAMAGED, LOST, STOLEN, OR WORN DONATIONS

A. The City is not obligated to replace any donation or improvement that is lost, stolen, damaged, or worn.

B. Except as otherwise provided in a donation agreement, the City may remove any donated improvement for reasons including safety, deterioration, neglect, vandalism, or the City's inability to finance ongoing maintenance or repairs.

2-7-14 CONFLICTS OF LAW

If any provision of this Chapter conflicts with a provision of an applicable state or federal law or regulation, such law or regulation shall control.

DONATION AGREEMENT

THIS DONATION AGREEMENT ("Agreement") is made and entered into as of the date this agreement is recorded, by and between PARK CITY MUNICIPAL CORPORATION, a Utah municipal corporation ("City"), and the "Donor," identified below. Donor and City are sometimes referred to collectively as the "parties."

Donor Name: _____

Address: _____ _____ _____ _____
Street Address City State Zip Code

Phone Number: _____ Email Address: _____

Description of Donation: _____

Purpose of Donation: _____

_____

Estimated Value: _____

RECITALS

A. Donor desires to donate to the City the items or services described above (the "Donation").

B. City desires to accept the Donation. The City Manager or City Manager designee has determined that the Donation is in accordance with applicable law and is not subject to any conditions other than those specified in this Agreement.

D. City and Donor desire to enter into this Agreement to set forth the terms upon which Donor shall make the Donation to City, in accordance with Title 2, Chapter 7 of the Municipal Code of Park City.

AGREEMENT

In consideration of the foregoing recitals and the following mutual promises and consideration, the parties agree as follows:

SECTION 1. Obligations of Donor.

A. Donor shall provide the Donation, as described.

B. Donor shall deliver the Donation to City in accordance with any applicable City policies and ordinances, and other adopted standards.

C. Donor shall not be responsible to pay the cost of the long-term maintenance, relocation, and removal of the Donation.

SECTION 2. Obligations of City.

A. City shall accept the Donation.

B. City shall be responsible for on-going maintenance, repair or replacement of the Donation provided funds are available.

C. City shall not be responsible for any loss or theft of or damage or wear to the Donation.

D. City shall own and keep the Donation and use it for the desired purpose.

E. City is not obligated to replace the Donation if it becomes lost, stolen, damaged or worn.

F. City reserves the right to remove the Donation for safety reasons, deterioration, neglect, or vandalism, or if City is unable to finance ongoing maintenance or repairs of the Donation.

G. City waives any requirement that Donor bear the costs of necessary permits, approvals, project management, design, installation, and manufacture of the Donation.

SECTION 3. Terminations.

Either party may terminate this Agreement at any time prior to receipt and acceptance of the Donation by City for any reason or no reason by providing written notice**.**

SECTION 4. Notices.

A. Regular Notice. Notices to City provided for herein shall be sufficient if sent by certified mail postage prepaid, for which a delivery receipt is required, addressed to:

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

B. Notices to the Donor, if sent by certified mail postage prepaid, for which a delivery receipt is required, addressed to:

INSERT ADDRESS OF DONOR

SECTION 5. Captions.

The captions in this Agreement are for convenience and reference only and in no way define, limit, describe or enhance the scope or intent of this Agreement nor in any way affect this Agreement.

SECTION 6. Amendments.

This Agreement may be amended, but only with the written consent of both parties.

SECTION 7. Entire Agreement.

This Agreement, and any attached and incorporated exhibit, constitutes the entire agreement between City and Donor relating to the subject matter of this Agreement.

SECTION 8. Governing Law.

This Agreement shall be construed in accordance with, and governed by the substantive laws of, the State of Utah, without reference to principles governing choice or conflicts of laws.

SECTION 9. Severability.

If any provisions or portions thereof of this Agreement shall to any extent be held to be invalid or unenforceable, the remainder of this Agreement or the application of such provisions or portions thereof shall not be affected thereby and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by the law, so long as the intent of the parties can be maintained.

SECTION 10. Assignment and Delegations.

This Agreement shall be binding upon and inure to the benefit of the parties and their respective legal representatives, successors, agents, heirs and assigns.

SECTION 11. No Third Party Beneficiaries

This Agreement is intended for the sole benefit of City and Donor, and there are no third party beneficiaries to this Agreement.

SECTION 12. Representation Regarding Ethical Standards for City Officers and Employees:

Donor represents that it has not: (1) provided an illegal gift or payoff to a City officer or employee or his or her relative or business entity; (2) retained any person to solicit or secure this agreement upon an agreement or understanding for a commission, percentage, brokerage or contingent fee; (3) knowingly breached any of the ethical standards set forth in the Municipal Code of Park City, Title 3; or (4) knowingly influenced, and hereby promises that it will not knowingly influence, a City officer or employee to breach any of the ethical standards set forth in the Municipal Code of Park City, Title 3.

SECTION 13. Government Records Access and Management Act

City is subject to the requirements of the Government Records Access and Management Act, Utah Code, Title 63G, Chapter 2 or its successor (GRAMA). All materials submitted by the Donor pursuant to this Agreement are subject to disclosure unless such materials are exempt from disclosure pursuant to GRAMA. The burden of claiming an exemption from disclosure shall rest solely with the Consultant. Any materials for which the Consultant claims a privilege from disclosure shall be submitted marked as "Confidential" and accompanied by a statement from the Donor explaining the Donor's claim of exemption from disclosure. City will promptly notify the Donor of any requests made for disclosure of documents submitted under a claim of confidentiality. The Donor may, at the Donor's sole expense, take any appropriate actions to prevent disclosure of such material. The Donor specifically waives any claims against City related to disclosure of any materials required by GRAMA.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first written above.

DONOR

_____
Signature

_____
Printed Name

_____
Date

PARK CITY MUNICIPAL CORPORATION

_____
Signature

_____
Printed Name

_____
Date

ATTEST AND COUNTERSIGN:

_____ _____
City Recorder Recordation Date

APPROVED AS TO FORM
Park City Attorney's office

_____
Signature

_____
Printed Name

_____
Date

City Council Staff Report

Subject: Nonprofit Services Advisory Committee
Author: Hans Jasperson
Department: Budget
Date: July 11, 2024

Recommendation

Consider a resolution to establish the Nonprofit Services Committee as a public body. Review and discuss additional recommendations to guide the organization, policies, and procedures of the Nonprofit Services Advisory Committee, including:

- Defining the nonprofit service categories to be funded next year through Public Service Contracts and Emergent Community Needs Grants;
- Mapping these nonprofit service categories to the priorities from City Council's 2024 Spring Annual Council Retreat; and
- Establishing a diverse Nonprofit Services Advisory Committee that adequately represents a broad range of perspectives from Park City residents and stakeholders.

Background

At the May 23, 2024, City Council Meeting, we proposed a new committee to advise the Council on awarding Public Service Contracts and Emergent Community Needs Grants. The Council agreed with the proposal and directed that the new committee should:

- Be established as a public body subject to the Utah Open Public Meetings Act;
- Consist of diverse members of the Park City community appointed by the Mayor, with the advice and consent of Council;
- Not include Council liaisons to maintain more political independence;
- Evaluate applications, interview applicants, and make award recommendations to Council;
- Be provided with detailed reports of all City support to nonprofits (public service contracts, rental subsidies, fee waivers, grants, etc.) to use when evaluating proposals; and
- Make recommendations to the Council on the new Emergent Community Needs Grant Program (which would begin in FY26), including eligibility criteria, grant cycle, overall funding level, and award amounts.

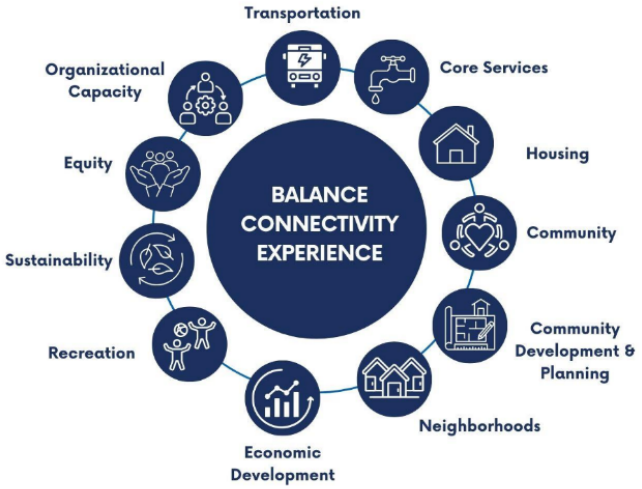
The Council also considered a proposed list of nonprofit services that would be prioritized for funding as part of revamping the award process. The Council generally agreed with the categories but requested more detail on how these service categories align with the priorities from the City Council's 2024 Annual Retreat.

Analysis

Aligning Nonprofit Services with Council Priorities

During the 2024 City Council Retreat, 11 priority focus areas were identified (see Figure 1). Park City nonprofits provide many services crucial to addressing these 11 priorities. Still, other priorities may be better addressed in-house, through inter-governmental or private-sector partnerships.

Figure 1



To ensure City resources are used to leverage the best strengths of local nonprofit service providers, we propose that the Committee should focus on services that target the following priorities:

- **Core Services** – Services that provide for the health, safety, and well-being of local Park City residents;
- **Community** – Services that increase accessibility to community resources, create safe, attractive gathering places, and expand and enhance events to maintain local and civic pride;
- **Housing** – Services that increase the availability of affordable housing for the City's and essential services workforce; and
- **Recreation** – Services that promote balance, connectivity, and experience through recreation.

Exhibit A describes the types of nonprofit services and activities associated with the 11 priorities. Each applicant for Public Service Contracts or Emergent Community Needs Grants must target one or more of these priorities in their application.

Nonprofit Programs and Services Must Also Promote Equity

Equity and inclusion continue to be essential values to Park City—equity was reaffirmed as one of the 11 Council priorities in the Retreat and a critical priority for the entire Park City community. Rather than being placed in a separate category of services, equity should be woven into the delivery of all nonprofit services, as its implications are pervasive and supported across numerous services already provided by PCMC. All applicants must show how their programs or services promote equity.

Specifically, applicants will need to demonstrate how they:

- Engage diverse perspectives, differing ideas, and individuals from different backgrounds; and
- Address disparities in outcomes due to race, ethnicity, income, ability, age, gender, sexual identity, and other factors.

Establishing the Nonprofit Services Advisory Committee
To ensure maximum transparency and accountability to Park City residents, the Council directed the Committee should be a public body, as defined by the Utah Open and Public Meetings Act. Public bodies are created by statute, ordinance, or resolution. A draft of a proposed resolution to form the Committee is attached as Exhibit B.

In a separate staff report at the same City Council meeting, the City Attorney's Office recommends consolidating all non-land use boards and commissions into one chapter (Title 2, Chapter 7) within the Municipal Code. The Council may consider adopting the Committee language separately by resolution or ordinance as part of the proposed consolidation of boards and commissions.

The proposed provisions for establishing the Committee include:

- **Purpose and Authority –** Evaluates applications and provides recommendations to Council on Public Service Contract and Emergent Community Needs Grants;
- **Organization –** Consists of 5-7 members, and at least 3 must reside within municipal boundaries. Priority will be given to members with diverse perspectives who have experience with nonprofits or experience with any of the essential services the City aims to provide through Public Service Contracts;
- **Appointment authority –** Mayoral appointment authority, with the advice and consent of the Council;
- **Terms –** Sets term lengths to three years (beginning July 1 and ending June 30), would allow members to serve two consecutive full terms, and encourages staggering terms to maintain continuity on public bodies;
- **Removal of members –** The Mayor can remove members for cause and unexcused or cumulative absences; and
- **Conflict of Interest –** Members may not be employed by or serve on a nonprofit board that will likely apply for funding through the City.

We hope to form a Committee with broad and diverse community perspectives and professional experience.

Committee Policies and Procedures
Once the Committee is established and members are appointed, the Committee will formulate additional internal policies and procedures. A non-voting staff liaison will be assigned to work with the Committee and ensure that policies and procedures conform to Council priorities, applicable statutes, and the City's Public Service Contract policies.

Chapter 6 of the City's Budget Policies & Objectives outlines the policies for administering the Public Service Contracts and Emergent Community Needs Grants. These policies include:

- **Eligibility Criteria** – All organizations seeking funding must demonstrate:
    - Organizational accountability and sustainability;

    - The need for their program and the specific benefit to local Park City residents (including how the program aligns with Council priorities);
    - Fiscal stability; and
    - Fair market value for services provided.
- **Bid Process** – Funding must be awarded through a competitive bid process, with applications evaluated by the Committee and final funding decisions subject to Council approval.
- **Contract Terms** – Public Service Contracts will have a term of up to four years; Emergent Community Needs Grants will have no more than one to two years.
- **Performance Measures and Accountability** – All award recipients must submit regular performance measures and demonstrate that the program is providing the services delineated in the agreement.

Summary

The Nonprofit Services Advisory Committee will play a crucial role in furthering Council and community goals by carefully evaluating proposals from nonprofit organizations and recommending funding for services that will achieve those goals. Establishing the Committee as an independent public body will enhance transparency and allow the Council to devote more time to other critical City priorities.

Exhibits

Exhibit A – Nonprofit Essential Services and Council Priorities

Exhibit B – Proposed Resolution Establishing the Nonprofit Services Advisory Committee

Exhibit A – Nonprofit Essential Services and Council Priorities

Core Services - Provide for the health, safety, and well-being of local residents	
Emergency Assistance	- Serve the emergency needs of residents facing economic hardship, such as unemployment/underemployment or homelessness. - Coordinate access to a variety of services to address the basic needs of residents and improve their economic status.
Food Pantry	- Provide emergency food to Park City individuals and families facing food insecurity.
Medical Treatment	- Support the medical needs of those in Park City who are uninsured, including diagnosis, treatment, screening, referrals to specialist and social agencies, educational programs, physical therapy, and women's health programs.
Mental Health Services	- Align with one or more Summit County Mental Health Goals: 1) Expand access to services; 2) Increase prevention and education; 3) Ensure the success and sustainability of programs; 4) Establish systems to support life during recovery and reintegration into the community; 5) Ensure equity of programs and services.
Safe Haven	- Provide a safe haven for individuals and families seeking shelter. - Provide domestic violence prevention, awareness, and outreach services to the community.
Community – Increase accessibility; maintain community pride	
Arts & Culture	- Increase investment in arts & culture; sustain and develop the City's economy through cultural tourism. - Enrich the lives of residents through participation or education in arts & culture.
Childcare & Youth Services	- Support affordable daycare and educational services for the City's workforce families. - Provide afterschool and summer activities to support the healthy development of local youth.
Senior Services	- Organize programs at the Park City Senior Center. - Conduct outreach to lonely and isolated seniors in the community.
Housing – Increase availability of affordable housing	
- Assist local residents in securing affordable housing through education and/or direct support. - Provide outreach and advocacy on housing issues to local residents and stakeholders. - Expand the availability of affordable housing for local residents.	
Recreation - Promote balance, connectivity, and experience through recreation	
- Expand access to a wide range of recreation for local residents, especially youth or marginalized individuals and groups. - Improve the safety, affordability, or environmental sustainability of recreational opportunities for local residents.	

Resolution 16-2024

A RESOLUTION ESTABLISHING THE NONPROFIT SERVICES ADVISORY COMMITTEE

WHEREAS, the City has appropriated funding for Public Service Contracts and Emergent Community Needs Grants to support specific nonprofit services that meet a demonstrated need in the community and are aligned with City goals; and

WHEREAS, the City Council desires to establish an independent advisory committee to review applications for Public Service Contracts and Emergent Community Needs Grants and make award recommendations to Council; and

WHEREAS, committee recommendations are advisory only, and all final decisions regarding Public Service Contract appropriations remain with the City Council;

NOW, THEREFORE, BE RESOLVED by the City Council of Park City, Utah, that:

SECTION 1. The City Council hereby establishes the Nonprofit Services Advisory Committee (the "Committee").

SECTION 2. Purpose and Authority.
The Committee provides recommendations to the City Council on the Public Service Contract and Emergent Community Needs Grant programs, which are established in the City's Budget Policies & Objectives. The Committee's duties include:

A. Evaluating applications;
B. Interviewing applicants; and
C. Making award recommendations to the City Council.

SECTION 3. Organization.

A. The Committee will consist of not less than five members and not more than seven members.
B. At least three members must be Park City residents.
C. There should be priority for members who have experience working for or with a nonprofit organization or who have experience with essential services, including medical, mental health, housing, and senior services.

SECTION 4. Appointment; Advice and Consent

A. Appointments to the Committee shall be made by the Mayor with the advice and consent of the City Council.
B. Employees of Park City Municipal Corporation are not eligible for membership on the Committee.
C. Spouses and family members of City employees may be considered for appointment to the Committee if the member's role is not advisory to the employee's department or job responsibilities.

SECTION 5. Term

A. Member appointments to the Committee will be made for three-year terms beginning on July 1 and expiring on June 30, except when:
    1. An appointment is to fill a vacancy during an unexpired term, in which case, the appointment shall be for the unexpired term.
B. Committee members shall be limited to two consecutive full three-year terms.
C. A Committee member whose term has expired may continue to serve until a replacement committee member is appointed.
D. Committee member terms should be staggered to promote continuity on the committee.

SECTION 6. Vacancy

Vacancies occurring in the membership of the Committee shall be filled by appointment by the Mayor with the advice and consent of the Council for the unexpired term.

SECTION 7. Oath of Office

Committee members shall take the oath of office required by law for City officers and file the oath with the City Recorder.

SECTION 8. Conflicts of Interest

A. Committee members are subject to the City's Conflict of Interest Code, Title 3, Chapter 2, and the Municipal Officers' and Employees' Ethics Act, Title 10, Chapter 3, Part 13 of the Utah Code, or its successor.
B. Members may not be employed by or serve on the board of a nonprofit organization that applies for or is likely to apply for grant funding through PCMC.

SECTION 9. Removal from Office

Any Committee member may be removed from office by the Mayor for cause prior to the expiration of the term for which the member was appointed. Any member failing to attend two committee meetings without advance notice or four total meetings in one calendar year may be removed from the Committee by the Mayor. If another section of the Park City Code conflicts with the procedures in this section, this section will control for committee members.

SECTION 10. Compliance with the Open and Public Meetings Act

Every meeting of the Committee shall conform with the Open and Public Meetings Act, as set forth in Title 52, Chapter 4 of the Utah Code or its successor, including the requirements for public notice, open meetings, closed meetings, meeting minutes, and electronic meetings.

SECTION 11. Election of Committee Officers

The Committee shall select one of its members as chair and another member as vice-chair who shall perform the duties of the chair during the absence or disability of the chair. These positions shall be for one-year terms.

SECTION 12. Quorum and Committee Action

A. A quorum is a majority of members who have been appointed to and are currently serving on the Committee.
B. The Committee may hold a meeting and take action only when a quorum is present.

PASSED AND ADOPTED this 11th day of July, 2024.

PARK CITY MUNICIPAL CORPORATION

_____
Mayor Nann Worel

Attest:

_____
Michelle Kellogg, City Recorder

Approved as to form:

_____
Margaret Plane, City Attorney

City Council Staff Report

Subject: Administration of Public Bodies
Author: Michelle Downard, Luke Henry
Department: Executive, City Attorney's Office
Date: July 11, 2024

Recommendation

Review and discuss an ordinance to consolidate and streamline the overall administration of boards, commissions, and committees (excluding boards and commissions found in the Land Management Code), collectively called public bodies, including the appointment process and terms.

Background

Over time, the City Council has created some Park City public bodies by ordinance and some by resolution. The Board of Appeals, Library Board, and Recreation Advisory Board were created by ordinance and can be found in the Park City Code. The Citizens Open Space Advisory Committee (COSAC), Deed Restriction Advisory Committee, Neighborhoods First - Streets Committee, Police Complaint Review Committee, and Public Art Advisory Board were created through resolution. Each ordinance and resolution provides information about the specific board and how it is supposed to function. In addition, on May 23, 2024, the City Council supported establishing the Nonprofit Services Advisory Committee outlined in more detail in a separate staff report during the same City Council meeting date as this report.

Public bodies are managed individually by Department Managers or designees, are highly functional, and play an important role in including community members and stakeholders in the administration of City policy, programs, and initiatives. Public meetings are noticed and managed consistently with the Open and Public Meetings Act, providing high transparency. Over time, the different methods of designing and managing public bodies to meet the intended purposes have created confusion, particularly about where to find managing resolutions and ordinances, and the respective authority of the City Council and Mayor.

This report attempts to summarize and consolidate the underlying governance structure of PCMC's public bodies by offering a potential solution to provide more clarity and consistency in their management.

Land use-related public bodies, including the Appeal Panel, Board of Adjustment, Historic Preservation Board, and Planning Commission, are currently outlined within the Land Management Code and are not recommended to be included in these changes.

Analysis

Currently, all of Park City's public bodies are governed by the ordinances or resolutions that created them, along with any changes the Council has made and internal policies that the individual bodies have adopted to supplement what the Council provided. This

means that sometimes the rules governing public bodies can differ from one body to the next, and the rules can be difficult to find.

Adopting a uniform set of rules for public bodies, with exceptions where needed, would increase administrative efficiency and transparency. For example, appointments would generally occur for all public bodies at the same time each year (member terms would expire on June 30, and new appointments would start on July 1), and the same appointment process would apply to all public bodies.

In addition to adding uniformity, we propose consolidating all of Park City's public bodies (excluding those that reside in the Land Management Code) in one location within Park City's Code. The consolidation would give each public body a code section that explains the purpose and authority of the public body and describes specific rules and information that apply to that public body. This would supplement and, at times, override the uniform rules. Consolidating the bodies in this way would allow members of the public to understand better what the public bodies do and how they function without searching through old ordinances and resolutions, which can be difficult to locate.

Council could make a number of policy decisions about the uniform rules or the specific rules that apply to each public body. The proposed ordinance includes what appeared to be the most common set of rules across the City's various boards. For example, most boards use a three-year term for members, so the proposed uniform rule uses a three-year term.

Policy decisions that were made in the uniform rules include:

- Appointment authority;
- Terms (length, limits, beginning/ending dates, staggering); and
- Removal of members.

Appointments: The proposed uniform rule would give the Mayor appointment authority, with the advice and consent of the Council. This follows the general rule outlined in the State of Utah's Code (Utah Code § 10-3-104(1)(c)(v)).

Terms: The proposed uniform rule would set term lengths to three years, beginning on July 1 and ending on June 30. It would allow members to serve two consecutive full terms. The rule also encourages staggering member terms to maintain continuity in public bodies.

Member terms on PCMC public bodies are mostly set at three years. Still, one public body has one-year terms (Deed Restriction Advisory Committee), one has two-year terms (Neighborhoods First - Streets Committee), and others don't specify term length (Board of Appeals and COSAC). These varying terms can cause confusion when more recently appointed members can reach the end of their term sooner than others.

Removal of members: The proposed uniform rule would allow the Mayor to remove members for cause and also allow the Mayor to remove members for unexcused or cumulative absences.

Recommendation

To streamline appointment and administrative processes for Park City's public bodies, the City Council may consider consolidating all non-land use-related boards and commissions into one code chapter with a uniform set of policies and establish the Nonprofit Services Advisory Committee.

While increasing transparency, consistency, and clarity with one consolidated code chapter, this structure still allows for variations based on the purpose and needs of each public body but expressly stated so the deviation is noted and justified, and easier to locate.

EXHIBITS

Exhibit A – Draft Park City Municipal Code Chapter 2-7

Exhibit B – Proposed Ordinance Enacting Title 2, Chapter 7, and Moving and Amending Sections 2-4-13, 2-4-14, and 2-4-15 of the Municipal Code of Park City to Create a Consolidated Code Chapter Governing Park City's Boards, Committees, and Commissions

Exhibit A

2-7-1 Purpose

The purpose of this chapter is to establish common rules for the City boards, commissions, and committees enumerated in section 2-7-2.

2-7-2 City Boards and Commissions Named

A . For the purposes of this chapter, the term "City board" or "board" means the following City boards, commissions, and committees:

1. Board of Appeals
2. Citizens Open Space Advisory Committee
3. Deed Restriction Advisory Committee
4. Library Board
5. Neighborhood First Street Committee
6. Nonprofit Services Advisory Committee
7. Police Complaint Review Committee
8. Public Art Advisory Board
9. Recreation Advisory Board

B. The following boards and commissions are not covered by this chapter:

1. Appeal Panel (Park City Code Title 15, Chapter 1, Section 18)
2. Board of Adjustment (Park City Code Title 15, Chapter 10)
3. Historic Preservation Board (Park City Code Title 15, Chapter 11)
4. Planning Commission (Park City Code Title 15, Chapter 12)

2-7-3 Conflicts of Law

If a provision of this chapter conflicts with a federal, state, or local law applicable to a particular City board, such law shall supersede the conflicting provision. If rules for a specific board, commission, or committee found in this chapter conflict with the common rules, the specific rules will control. The contents of this chapter will supersede any conflicting resolution or policy established for any specific board by the board.

2-7-4 Appointment; Advice and Consent

A. Appointments of City board members shall be made by the Mayor with the advice and consent of the City Council unless otherwise provided by this code or other law regarding a particular City board. City boards should represent a cross-section of the City. Individuals should serve on only one board at a time, thus allowing more people to serve on boards.

B. Employees of Park City Municipal Corporation are not eligible for membership on a City board unless an exception in this code or other law applicable to a particular board allows such appointments.

C. Spouses and family members of City employees may be considered for appointment to a City board when the board is not advisory to the employee's department or job responsibilities.

2-7-5 Term

A. Member appointments to City boards will be made for three-year terms beginning on July 1 and expiring on June 30, except when:

1. A provision of state law or this code applicable to a particular board specifies a different term; or
2. An appointment is to fill a vacancy during an unexpired term, in which case, the appointment shall be for the unexpired term.

B. Board members shall be limited to two consecutive full terms.

C. A board member whose term has expired may continue to serve until a replacement board member is appointed.
D. Board member terms should be staggered to promote continuity on the board.

2-7-6 Vacancy

Vacancies occurring in the membership of a City board shall be filled by appointment by the Mayor with the advice and consent of the council for the unexpired term.

2-7-7 Oath of Office

Board members shall take the oath of office required by law for City officers and file the oath with the City Recorder.

2-7-8 Conflicts of Interest

City board members are subject to the City's Conflict of Interest Code, Title 3, Chapter 2, and the Municipal Officers' and Employees' Ethics Act, Title 10, Chapter 3, Part 13 of the Utah Code, or its successor.

2-7-9 Removal from Office

Any City board member may be removed from office by the Mayor for cause prior to the expiration of the term for which the member was appointed. Any member failing to attend two board meetings without advance notice or four total meetings in one calendar year may be removed by the Mayor. If another section of the Park City Code conflicts with the procedures in this section, this section will control for board members.

2-7-10 Compliance with the Open and Public Meetings Act

Every meeting of a City board shall conform with the Open and Public Meetings Act, as set forth in Title 52, Chapter 4 of the Utah Code or its successor, including, the requirements for public notice, open meetings, closed meetings, meeting minutes, and electronic meetings.

2-7-11 Board Meetings

A. Each City board shall convene regular meetings, the frequency of which shall be determined by the board except as otherwise provided by rules set forth in this code applicable to a particular board.
B. Special meetings may be ordered by a majority of the board or the board chair.
C. Except as otherwise provided by law, City boards may establish their own policies and rules of procedure governing the board and the proper conduct of its meetings provided that those policies and procedures do not conflict with the provisions of this Chapter.

2-7-12 Election of Board Officers

Each City board shall select one of its members as chair and another member as vice-chair who shall perform the duties of the chair during the absence or disability of the chair. These positions shall be for one-year terms.

2-7-13 Quorum and Board Action

A. A quorum is a majority of members who have been appointed to and are currently serving on a particular City board.
B. A City board may hold a meeting and take action only when a quorum is present.

2-7-14 Board of Appeals

A. **Purpose and Authority.** The Board of Appeals shall hear all appeals filed according to the International Building Code, Chapter 5 of the Abatement of Dangerous Buildings Code for Park City, as adopted by Title 11, Chapter 6 of the Park City Code, and Chapter 12 of the Housing Code of Park City, as adopted by Title 11, Chapter 5 of the Park City Code. Any appeal made to the Board of Appeals pursuant to the International Building Code shall be filed within 30 days of approval or denial of the permit. The time for appeal of actions under the Abatement of Dangerous Buildings Code and the Housing Code shall be as specified in each of those respective codes, but in no instance longer than 30 days. All decisions and findings of the Board of Appeals will be in writing to the Chief Building Official with a copy provided to the appellant.

B. **Organization.** The Board of Appeals consists of three members who are qualified by experience and training to pass upon matters pertaining to building construction. The Chief Building Official shall be an ex officio member and shall act as Secretary of the Board of Appeals.

C. **Rules and Regulations.** The Board of Appeals shall adopt reasonable rules and regulations for conducting its investigations. A copy of all rules and regulations adopted by the Board of Appeals shall be delivered to the Chief Building Official who will make them available to the public without cost.

2-7-15 Citizens Open Space Advisory Committee

A. **Purpose and Authority**. The Citizens Open Space Advisory Committee will:

1. Investigate and recommend a strategy for the acquisition of open space, including recommending specific parcels for acquisition and prioritizing available lands for acquisition; and
2. Recommend improvements to open space to protect critical natural amenities and provide safe public access.

B. **Organization.** Members may be appointed when dedicated open space funding is available. The committee will disband when dedicated open space funding is exhausted.

2-7-16 Deed Restriction Advisory Committee

A. **Purpose and Authority**. The Deed Restriction Advisory Committee will make recommendations to the City Manager about the acquisition of deed restrictions pursuant to the Live Park City – Lite Deed Restriction Program using the following criteria:

1. Supports and maintains a permanent, year-round resident population that grows a diverse community where a wide range of demographics, economics, occupations, and family household sizes are served.
2. Consistent with housing policies adopted by the Park City Municipal Code for the acquisition of deed restrictions.
3. Demonstrated demand exists within the resident housing market for the type of residential product (studio, flat, townhome, duplex, single family, etc.) that is to be deed restricted.
4. Fulfills a demonstrated need within a defined segment (for rent, sale, owner occupied, etc.).
5. Demonstrates a quantifiable return on investment based upon appraisals.
6. The market value of the deed restriction is comparable in value to other existing deed restrictions within the community as demonstrated by an appraisal.
7. Most cost-effective and efficient use of the City's limited supply of financial resources;

8. A transaction cap of $200,000 per dwelling unit is to be deed-restricted unless approved by the City Council.

B. **Organization.** The Deed Restriction Advisory Committee will consist of five members. Members must be residents of Park City.

2-7-17 Library Board

A. **Purpose and Authority**. The Library Board of Directors may with the approval of the governing body have control of the expenditure of the Library Account, of construction, lease or sale of Park City Library buildings and land, and of the operation of the Library. The Library Board will be responsible for the maintenance and care of the Library and will establish policies for its operation.

B. **Organization.** The Library Board will consist of not less than five members and not more than nine members. Members must be Park City residents. Not more than one member of City Council may be, at any one time, a member of the Library Board. Directors shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from Library funds.

C. **Rules and Regulations**. The Library Board of Directors shall make, amend and revoke rules and regulations, not inconsistent with the law, for the governing of the Library. The Library shall be free to the use of the inhabitants of Park City, subject to the rules and regulations adopted by the Board. The Board may exclude from the use of the Library any and all persons who shall willfully violate such rules. The Board may extend the privileges and use of the Library to persons residing outside of the City upon such terms and conditions as it may prescribe by its regulations.

D. **Annual Reports**. The Library Board of Directors shall make an annual report to the governing body of the City on the condition and operation of the library, including a financial statement. Such a report may be in the form of budget documents submitted each year to the City Council. The Directors shall also provide for the keeping of such records as shall be required by the Utah State Library in its request for an annual report from the public libraries, and shall submit such an annual report to the State Library.

E. **Personnel**. The Library Board of Directors shall appoint a competent person as Librarian to have immediate charge of the Library with such duties and compensation for the Librarian's services as it shall fix and determine. The Librarian shall act as the executive officer for the Library Board. The Board shall appoint, upon the recommendation of the Librarian, other personnel as needed. The Board may delegate the authority of this section to the City Manager and provide for the inclusion of Library personnel in the City personnel system pursuant to section 10-3-1104 of the Utah Code, or its successor.

F. **Donations**. Any person desiring to make donations of money, personal property, or real estate for the benefit of the Library shall have the right to vest the title to the money, personal property or real estate so donated, in trust for the benefit of the Library. All monetary donations shall be held in the City treasury to the credit of the Library account, and may not be used for any purpose except that of the Library. These funds shall be drawn upon by the authorized officers of the City only upon presentation of the properly authenticated vouchers or purchase order of the Board.

2-7-18 Neighborhoods First - Street Committee

A. **Purpose and Authority**. The Neighborhoods First - Streets Committee implements portions of the Neighborhoods First - Streets Program, which aims to enhance neighborhood livability and

safety by reducing speeding traffic with traffic calming solutions. By measuring the impacts of these solutions with the help of clear evidence and documented processes, the Neighborhoods First - Streets Committee works to improve compliance with posted speed limits, stop signs, and other traffic control devices.

B. **Organization**.

1. The Neighborhoods First - Streets Committee will be made up of a representative from each of the following:
   i. The Park City Engineering Department,
   ii. The Park City Police Department,
   iii. The Park City Public Works Department,
   iv. The Park City Fire Department,
   v. The Park City Transportation Department,
   vi. A Park City Resident Advocate,
   vii. A Park City Resident, and
   viii. Summit County Government Representative.
2. **Selection Process**. All of the representatives will be selected by the department or organization they are representing except the Park City Resident Advocate will be selected by the City Manager and the Park City Resident will be appointed by the Mayor with the advice and consent of the City Council. City employees may act as representatives for all positions except for the Park City Fire Department, Park City Resident, and Summit County Government positions.

2-7-19 Nonprofit Services Advisory Committee

A. **Purpose and Authority.** The Nonprofit Services Advisory Committee provides recommendations to the City Council on the Public Service Contract and Emergent Community Needs Grant programs which are established in the City's Budget Policies & Objectives. The Committee's duties include:

1. Issuing RFPs;
2. Evaluating applications;
3. Interviewing applicants; and
4. Making award recommendations to the City Council.

B. **Organization.** The Nonprofit Services Advisory Committee will consist of not less than five members and not more than seven members. At least three members must be Park City residents. There should be priority for members who have experience working for or with a nonprofit organization or who have experience with essential services including medical, mental health, housing, and senior services.

C. **Conflict of Interest.** Members may not be employed by or serve on the board of a nonprofit organization that applies for or is likely to apply for grant funding through PCMC.

2-7-20 Police Complaint Review Committee

A. **Purpose and Authority.** The purpose of the Police Complaint Review Committee is to act in the capacity of an advisory body, which will review proposed complaint dispositions of complaints filed against police personnel and/or police procedure, if formally requested, and to provide recommendations to the Chief of Police on those complaints reviewed.

B. **Organization**.

1. The Police Complaint Review Committee will consist of five eligible community members and one appointed City staff member as the City Manager's designee. An attorney from the City Attorney's Office will be assigned to act as a legal liaison to the Committee by the City Attorney. The Chief of Police shall be an ex officio member and shall provide all necessary staff support and information to the Committee. The City Council may appoint a Council Liaison.
2. The City Manager's appointed designee shall act as the Chairperson for the Committee and in the absence of the Chairperson, the Chairperson pro-tem shall perform the duties of the Chairperson. The Chairperson shall be a non-voting member. The Chairperson pro-tem shall be elected by a majority vote of the members of the Committee at the first meeting of the Committee each calendar year.
3. Members of the Committee shall perform their services on the Committee without pay or other compensation, except for payment of reimbursement of expenses actually and reasonably incurred and as approved by the Chief of Police. Community members shall be deemed volunteers as defined in Title 67, Chapter 20, of the Utah Code, as amended, or any successor statute. Members shall be immune from any liability with respect to any decision or action taken in the performance of their duties and responsibilities on the Committee as provided by Title 63G, Chapter 8, of the Utah Code, as amended, or any successor statute.

C. **Eligibility for Membership.** To be eligible for appointment to the Committee, a person shall be at least 21 years of age. No person may have any felony convictions, or misdemeanor convictions where a dishonest act or false statement is an element of the offense. If a Committee member, during his or her term, is formally charged with such an offense, the Committee member shall immediately notify the Chief of Police of such charge(s). Post-appointment convictions shall be a basis for removal.

D. **Members' Ethics.** In addition to being bound by Title 3 of the Park City Code, if a conflict of interest arises with respect to a particular complaint review, the Committee member(s) shall recuse themself from that review. Any violation of this provision or the provisions incorporated herein by reference shall be grounds for removal from the Committee.

E. **Training.** Each member must receive training specified by the Chief of Police, regarding police policy, practice, procedure, and the duties of the Committee. Training may include attendance at police training classes and participation in ride-a-longs during police shifts.

F. **Community Requested Review of Proposed Complaint Disposition.** The Police Department will establish and publicize the processes by which a proposed complaint disposition can be reviewed by the Committee.

G. **Complaint Review Process.**

1. When a review is requested, the Chief of Police, acting as the department liaison, shall supply all the sitting Committee members with all pertinent documents and investigative materials related to the original complaint and investigation. Any information furnished by the complainant shall be forwarded to the Committee.
2. The Committee shall meet within a reasonable time after receiving a request for review.
3. After the review meeting, the Committee shall reach a conclusion and provide an advisory recommendation. Committee advisory recommendations may include:
   i. further investigative action or review by the Chief of Police to clarify and/or to expand the investigation or review;
   ii. review of department policy or procedure for adjustment, revision, or modification; or
   iii. both.
4. Within 30 calendar days after receiving the Committee's report, the Chief of Police shall ensure that the individual requesting the review and the original complainant, if they are

not the same person, are notified of the intended actions of the Chief of Police via a 'Letter of Final Disposition.' The reports containing the Committee's conclusions and recommendations will not be disclosed to the original complainant, the person requesting the review, or any other member of the public, except under Title 63G of the Utah Code.

5. A copy of the Committee's conclusion(s) and recommendation(s) will be forwarded to City Council members.
6. All Committee documents will be maintained in the Administrative Offices of the Chief of Police in a secured location in accordance with Record Retention Schedules.

H. **Cooperation and Coordination.** The Chief of Police shall provide complete and prompt cooperation to the Committee members in the discharge of its duties.

I. **Committee Actions.** The recommendations of the Committee shall not be deemed to bind the Chief of Police or the City Manager in their final disposition. Nothing in this document shall be construed to be a delegation of the powers of the Chief of Police, City Manager, or the Mayor and City Council.

J. **Committee Policy and Procedures Review.** Policy and procedures for the Committee will be reviewed for changes and updates on an annual basis. This review will be open to the public.

2-7-21 Public Art Advisory Board

A. **Purpose and Authority.** The Public Art Advisory Board will create and propose updates for a public art policy and plan, make recommendations to the City Council regarding public art placement and expenditures, and establish future funding opportunities for public art.

B. **Organization.** The Public Art Advisory Board will consist of eight members.

C. **Policy.** The Public Art Advisory Board will be governed by a policy that will be adopted by Council.

2-7-22 Recreation Advisory Board

A. **Purpose and Authority.** The Recreation Advisory Board's purpose and duties are as follows:

1. To advise the City Council and staff on parks and recreation policy as requested by the City Council.
2. To support and promote the policies and programs of the Recreation Department.
3. To advise and support staff on staff-recommended budget priorities concerning parks and recreation projects and programs.
4. To serve as a liaison between the community and public agencies on parks and recreation issues within Park City.
5. To stimulate and initiate community involvement and support for City Council annual and long-term goals and priorities, and all parks, recreation and beautification projects and programs.

B. **Organization.** The Recreation Advisory Board will consist of between five and nine members, and one additional representative from the City Council who is a non-voting member. Members shall be residents of Park City and shall serve without compensation.

Exhibit B

Ordinance No. 2024-16

AN ORDINANCE ENACTING TITLE 2, CHAPTER 7, AND MOVING AND AMENDING SECTIONS 2-4-13, 2-4-14, AND 2-4-15 OF THE MUNICIPAL CODE OF PARK CITY TO CREATE A CONSOLIDATED CODE CHAPTER GOVERNING PARK CITY'S BOARDS, COMMITTEES, AND COMMISSIONS

WHEREAS, Park City has created boards, committees, and commissions over time through the adoption of resolutions and ordinances.

WHEREAS, the rules governing those boards, committees, and commissions differ and are not found in a consolidated location.

WHEREAS, the City Council finds that consolidating the rules for boards, committees, and commissions into one location and providing more uniform rules for governance will aid in transparency and administration.

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

Section 1. Title 2, Chapter 7, of the Municipal Code of Park City is hereby enacted to read as shown in Exhibit A. Sections 2-4-13, 2-4-14, and 2-4-15 of the Municipal Code of Park City are hereby moved into Title 2, Chapter 7, and amended to read as shown in Exhibit A.

Section 2. This ordinance supersedes any conflicting provisions of previously adopted ordinances and resolutions.

Section 3. This ordinance will be effective on the day of publication.

PASSED AND ADOPTED this 11th day of July, 2024.

PARK CITY MUNICIPAL CORPORATION

_____

Mayor Nann Worel

Attest:

_____

City Recorder's Office

Approved as to form:

_____

City Attorney's Office

City Council Staff Report

Subject: FY25 Employee Handbook
Authors: Sarah Mangano and Tricia S. Lake
Department: Human Resources & Attorney's Office
Date: July 11, 2024

Recommendation

Review and consider adopting the PCMC Employee Handbook and consider a resolution adopting the revised personnel policies and procedures.

After years of incremental changes, a major overhaul is in the best interest of modernizing the organization's policies and procedures.

Executive Summary

The Human Resources Department and City Attorney's Office revised and edited the existing Personnel Policies and Procedures Manual and renamed the document to create a modern Employee Handbook. The proposed changes are attached in Exhibit B and highlighted below.

The revised handbook also contains new recommendations from the City's insurer, URMA, requiring a legal review to ensure compliance with state and federal laws, including FLSA, ADA, drug and alcohol testing, and other mandated programs.

Background

The PCMC Employee Policies and Procedures Manual (P&PM) and Administrative Policies Manual are basic guidelines for employment at PCMC. They include policies such as vacation administration, reasons for termination, financial guidelines, expense reimbursement, and purchasing card policies. These manuals are updated yearly to comply with legal, risk management, and City needs.

PCMC operates with two separate policy manuals: Administrative and Employee Policies and Procedures. This report conducts a comprehensive review of both documents, condensing the manuals into one, removing defunct policies, and modifying the language to reflect PCMC's values and how they relate to our employees.

The attached Employee Handbook is the conclusion of this collaborative work effort.

Analysis

Beginning November 2023, the City Attorney's Office and the Human Resources team have worked with outside counsel to PP&PM has been revised and updated over the last 15 years and has grown to almost 100 pages. The new Handbook is half the length and includes updated versions of policies that have served Park City and its employees, as well as reflect current laws and best practices. The language and layout were also modified to be more welcoming and inclusive of all employees, such as utilizing gender-neutral pronouns.

Additional departments, such as IT and Communications, were also consulted regarding

specific policies.

The significant proposed policy changes are outlined below.

4.8 & 5.6
The Payroll Deductions Policy has been removed as it is no longer necessary. A requirement to return City property upon separation from the City has been added.

4.13
The Bonus categories have been modified. Lump sum merit, perfect attendance bonuses, and instant bonuses are eliminated because they no longer reflect best practices. The cost savings bonus for an extra special occupational achievement, payable after savings are realized, has increased from $3,000 to $5,000 to keep pace with inflation. These are uncommon, but support and boost morale.

4.14
Release time has been removed as a current benefit due to inconsistent application across departments. Through the Healthy Living Committee, we will explore more equitable wellness benefits.

5.5 & 5.6/7.9
The City Vehicles Policy is updated to create a new policy clearly outlining City vehicle use that comports with new insurance policies and personal use.

5.8&4.9/4.3
Personal Conduct & Hygiene and Rules of Conduct Policies are combined under Workplace Conduct.

6.1
Veteran's Day has been added as a recognized City holiday. We estimated the cost at approximately $50,000, which will fluctuate annually, and was included in the FY25 budget. Historically, the City had not observed the Veterans Day Holiday on the Federal Holiday schedule.

7.9
Added a Uniform Policy to standardize the uniform policies Citywide.

Exhibits:
Exhibit A – Park City Employee Handbook
Exhibit B – Park City Handbook Revisions Table
Exhibit C – Resolution 15-2024

Welcome to Park City Municipal Corporation.

We are excited that you have chosen to work at Park City Municipal Corporation and look forward to a productive and successful work relationship. We hope your work experience is meaningful and rewarding. You are an important member of our team and we look forward to your contributions to our mountain town. To help you understand how our organization works, we are providing you with the Employee Handbook. The Handbook explains the ins and outs of City employment, discusses our commitments to provide a safe, healthy, and fair work environment, and highlights our expectations for your successful employment with Park City.

The information contained in this Handbook is intended to serve as a guide to employment at Park City. Nothing in this Handbook or any other policy or procedure prepared by the City is intended to be or shall be construed as constituting a contract or contract term of any kind, either express or implied, regarding any and all terms and conditions of your employment with the City, including without limitation with respect to your duties, compensation, discipline procedure or duration of employment or any other obligation on the part of the City. The City hereby reserves the right to unilaterally alter, amend or revoke any policy contained in this Handbook, and to amend or revoke any other City policy, practice, or procedure.

Park City is committed to providing equal employment opportunities for all and to creating a work environment that is free of unlawful discrimination, and, in addition to the many important policies in this Handbook, we direct your attention to the Equal Employment Opportunity policies in section I.

Understanding Park City's Handbook

It is the responsibility of all Park City Municipal Corporation (Park City or the City) employees, including managers and supervisors, to be familiar with Park City Municipal Corporation's Employee Handbook (the Handbook). Except as expressly provided otherwise in the Handbook, the Handbook applies to Full-Time Regular Employees, Part-Time Employees, Seasonal Employees, Student Interns, and Volunteers. The forms discussed below are available on the City's Payroll Portal. Please review the Handbook and sign the acknowledgement form confirming your understanding of these important policies.

Individual departments within the City may establish additional policies. However, these department policies may not be less restrictive than the policies set forth here.

The City has exclusive authority to interpretthe Handbook.

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I. Our Commitment to Equal Opportunity in the Workplace

1.1 Commitment to Diversity

Park City is committed to creating and maintaining a workplace where all employees have an opportunity to participate in and contribute to the success of our operations and where employees are valued for their skills, experience, and unique perspectives.

1.2 Equal Employment Opportunity

Park City supports equal employment opportunity for all applicants and employees in compliance with state and federal laws. It does not discriminate against employees or applicants for employment on any prohibited basis, including race, color, sex, age, pregnancy, childbirth or pregnancy-related condition, religion, gender identity, sexual orientation, national origin, disability, or veteran status. This policy applies to all terms and conditions of employment, including hiring, promotion, termination, layoff, leave of absence, compensation, and training. Employees are expected to treat each other with dignity and respect at all times. If you believe that you or any other employee have been subject to discriminatory treatment, you should contact the HR Department, the City Attorney, the City Manager, your supervisor or department manager, or any other supervisor or manager with whom you feel comfortable.

1.3 Anti-Sexual Harassment

It is the City's policy and expectation that all employees have a right to work in an environment free from sexual harassment. Sexual harassment is a violation of federal law under Title VII of the Civil Rights Act of 1964, as amended, and is also against state law. Park City will not tolerate or permit sexual harassment at our workplace in any form, and such conduct may result in disciplinary action up to and including discharge.

Sexual harassment may take various forms and may be verbal, physical, or visual. Sexual harassment may include offensive sexual flirtations, advances or propositions, verbal abuse of a sexual nature, graphic verbal commentaries about individuals or individuals' bodies, degrading words or names, sexually suggestive displays, emails, pictures, or objects in the workplace. A manager's, supervisor's, or co-worker's threat or insinuation, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's work environment or any conditions of employment may also be sexual harassment. While these examples are not a complete list of what may be deemed to be sexual harassment under the law, sexual harassment problems should be avoided if employees act professionally and treat each other with respect.

The City will not permit any such conduct that interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. If any individual believes that they have been sexually harassed, they must notify their supervisor or any other officer, supervisor, or manager with whom the employee feels comfortable. Any employee, including supervisors and managers, who has knowledge of any incident of sexual harassment, is required to report such information to the HR Department, the City Attorney, the City Manager, their supervisor or

department manager or any other supervisor, or manager with whom the employee feels comfortable. Any employee who brings a complaint in good faith will not be adversely treated by the City. The complaint will be properly investigated, and any necessary and appropriate remedial action will be taken.

1.4 Anti-Harassment

Park City wants to provide its employees with a workplace free of tensions involving matters that are not related to the services offered by the City. The City will not tolerate disparaging or degrading remarks or animosity in the workplace based on any protected classification, including race, color, sex, age, pregnancy, childbirth or pregnancy-related condition, religion, gender identity, sexual orientation, national origin, disability, or veteran status. Such conduct may result in disciplinary action up to and including termination. Further, such harassment may be a violation of state or federal law. If any employee believes that they have been subject to harassment based on a protected classification, the employee should notify the HR Department, the City Attorney, the City Manager, his or her supervisor or department manager or any other supervisor, or manager with whom the employee feels comfortable. If you are a supervisor and have knowledge of any incident of harassment, you must report the matter to the HR Department, the City Attorney, the City Manager, your supervisor or department manager, or any other manager with whom you feel comfortable. An employee who brings a complaint in good faith will not be adversely treated by the City. The complaint will be properly investigated, and any remedial action, which is necessary and appropriate, will be taken.

1.5 Anti-Retaliation

Park City prohibits retaliation of any kind against employees who, in good faith, report harassment or discrimination or assist in investigating such complaints. If an employee feels they have been subjected to any form of retaliation, the employee should notify their supervisor, the HR Department or any other supervisor, or manager with whom the employee feels comfortable.

1.6 Complaint Procedure

Any employee, including supervisors and managers, who has knowledge of any incident of discrimination, harassment, or retaliation, is required to report such information to the HR Department, the City Attorney, the City Manager, their supervisor or department manager, or any other supervisor or manager with whom the employee feels comfortable. An employee who brings a complaint in good faith will not be adversely treated by the City. All complaints will be properly investigated, and any remedial action, which is necessary and appropriate, will be taken. Confidentiality will be protected to the extent possible.

1.7 Accommodations

The City will provide reasonable accommodations to qualified applicants and employees with disabilities so that they can perform their essential job functions. When notified, the City will engage in an interactive process to determine whether a reasonable accommodation is necessary

and possible, without undue hardship to the City, for an otherwise qualified applicant or employee with a known physical or mental disability.

Park City will also reasonably accommodate the religious beliefs or practices of applicants and employees. In addition, the City provides reasonable accommodation for employees related to pregnancy, childbirth, breastfeeding, and related conditions, as required by law.

An employee or applicant who believes that they need a reasonable accommodation should contact their immediate supervisor, department manager, or the HR Department.

The City may provide a light duty assignment to an eligible employee in response to a request for a reasonable accommodation or pursuant to work restrictions ordered by an appropriate health care provider. Light duty assignments are developed at the City's discretion based on availability of light duty assignments, physical capability, skills, City needs, and the availability of light-duty assignments. Light duty assignments will be re-evaluated as necessary. The City will determine appropriate work hours, shifts, duration,and locations of all light duty assignments.

II. Understanding Your Compensation

2.1 Employee Pay

The City operates within the guidelines of an established Pay Plan. The Pay Plan attempts to ensure the uniform and equitable application of pay based on factors including employee duties, classification, qualifications, and relevant market data. The City believes rewarding performance and not longevity is an equitable way of compensating employees. All employee pay, including raises and adjustments, is subject to budget constraints and revenue availability and may be altered at any time.

The City's Pay Plan contains a list of grades and positions supported by written job descriptions detailing job duties and the qualifications necessary for a position. The classification system is not static and is not intended to fix positions permanently into grades. Instead, the system is periodically reviewed to adapt to changing conditions.

2.2 Work Week and Pay Periods

The standard work week for all non-public safety personnel begins on Sunday at midnight and ends Saturday at 11:59 p.m. of the same week. The standard work week for all sworn Police Officers is defined by the biweekly pay period of 80 hours. The standard pay period for all sworn Police Officers begins on Sunday at midnight and ends Saturday at 11:59 pm of the following week; equating to an 80 hour biweekly pay period. Employees must approve timecards by 10:00 am on the Monday following the end of the pay period. Managers must approve timecards the same day by noon. Employees are paid every other Friday for the proceeding pay period either by direct deposit or traditional paychecks.

2.3 Timekeeping

All non-exempt employees must clock in to work by an approved time-keeping method. This may include a physical time clock, phone app, or computer check-in. Employees must use the time-keeping method approved by their supervisor or department. Employees are expected to be "clocked in" and ready to work at their work location when their shift starts. Falsifying time clock entries or allowing any employee to punch in or out for another employee is prohibited.

2.4 Overtime

For non-exempt and non-public safety employees, overtime is time worked above a 40-hour workweek. For non-exempt public safety employees, overtime is defined as hours worked above 80 hours during the biweekly pay period. Sick leave, vacation, and other non-worked hours do not apply toward accrual of overtime hours.

While the City pays employees for all overtime worked, an employee must obtain their supervisor's approval for overtime hours before working overtime hours. Employees should consult their supervisor or department manager for clarification on department-specific practices.

Without overtime approval from their supervisor, all hourly employees must conclude their day's work at the established time. Any non-exempt employee must obtain their supervisor's approval to conduct City business during unscheduled work hours. This includes phone calls, texts, and emails for City business during unscheduled work hours.

2.5 Bonuses

The bonus program is designed to recognize a specific incident such as seasonal work, sales, or other on-the-job accomplishments and contributions.

1. Cost Savings Bonus:
    a. An employee may receive up to 10% of cost savings, not to exceed $5,000, that would be realized in the first year following implementing an employee's cost savings idea. Any cost savings bonus requires the prior written approval of the City Manager. Nominations must be in writing and forwarded to the Human Resources Department.
2. Part-Time and Seasonal Employee End-of-Season Bonus:
    a. A part-time or seasonal employee may receive a bonus based on approved end-of-season time and shift requirements, safety, accident record, and specific department criteria. Each department paying these bonuses must have the criteria by which the bonus is calculated. This is considered a non-discretionary bonus.
3. Pro Shop Bonus:
    a. Employees whose positions are related to merchandise sales or services may be eligible for a bonus based on sales or pro shop revenue generation.

Employees who receive these bonuses are not eligible for end-of-season bonuses. This is considered a non-discretionary bonus.

2.6 On-Call Pay

Employees who are assigned to work on-call will be paid wages consistent with federal law governing on-call pay. On-call pay rates are set at the department level.

2.7 Break Time and Lunch Period

Policies covering break time and lunch periods vary by department. Employees should contact their department manager or the HR Department for details.

2.8 Bilingual Stipend

Park City will pay a fixed amount of $40 per pay period for Full-Time Regular Employees and $20 per pay period for Part-Time Employees who participate in the City's Bilingual Stipend program. Program participants must be proficient in a non-English language that the City deems necessary to service its constituents, which languages include Spanish and American Sign Language. Additional languages will be considered as needed.

Employees in positions with a demonstrated public need for bilingual skills may be eligible to participate. The HR Department in coordination with department managers will determine which positions are eligible for the bilingual stipend.

Employees requesting the Bilingual Stipend must meet these criteria:

a. Employee must be available to offer translation services during regularly scheduled work hours.

b. A current list of certified bilingual employees will be maintained by the HR Department.

c. Employee must pass a third-party-prepared proficiency test certifying the employee's ability to speak and write English and Spanish, another necessary language, or use sign language. Before requesting a proficiency test, employees must receive written approval from their department manager.

d. Employees who fail the proficiency test may retake the exam after three months with approval from their department manager.

e. The bilingual stipend will only be paid for pay periods where the employee receives straight time pay hours at a minimum of 15 hours per week.

f. If an employee transfers from a position that is eligible for the bilingual stipend to a position that is not eligible, the stipend will end.

g. Eligibility will be reviewed annually by the Human Resources department to verify whether the employee receiving the bilingual stipend is performing bilingual services.
h. If an employee refuses to perform assigned bilingual duties, then the department manager may immediately revoke the employee's stipend.

Funding for the bilingual stipend will be in the HR Department budget. The HR Department will administer the stipend, including reviewing applications, scheduling proficiency tests, and issuing certifications.

2.9 Employee Referral Bonus

Park City will pay a cash bonus of $1,000 to an eligible City employee who refers a job applicant that the City hires, under the terms below.

a. The bonus pay schedule is:

    1. $500 is paid after the referred candidate is hired and completes 30 days of employment.

    2. $500 is paid after the referred candidate is hired and is released from probation or at the end of a work season (i.e., winter transit driver), whichever comes first.

b. These City employees are eligible to participate in the Employee Referral Bonus program:

    1. Employees in good standing including Part-Time, Full-Time, or Seasonal may earn a referral bonus.

    2. The referral must represent the candidate's first contact with the City; previous employees, including Part-Time and Seasonal employees, are not eligible for the referral bonus program until two years after their resignation or termination date.

    3. The applicant must enter the referring employee's name on the application.

    4. Referrals must be hired within 180 days of the original referral date.

    5. All candidates will be evaluated on merit; submitting a referral does not guarantee the candidate an employment offer.

c. These employees are not eligible to participate in the Employee Referral Bonus program:

    1. HR Department personnel;

2. Managers with hiring authority over referred candidate.

Hiring decisions will not be discussed with the referring employee.

2.10 Education Assistance

Eligible employees may be reimbursed for up to 100 percent of tuition and other educational fees for the successful completion of undergraduate, graduate, and post-graduate courses in accredited colleges or universities, and for professional certifications and training. Eligible programs include professional-level certifications, course training, and accreditations. Educational Assistance payments are only available for educational programs that align with the City's operational goals and budgetary constraints.

a. City employees who are eligible to participate in the Education Assistance program include:

   1. Full-Time Regular Employee who are released from probation, meet all performance expectations, and have no formal disciplinary action within the previous 18 months.

   2. Employees must apply for and receive approval before enrolling in courses. The approval process may take 30 days.

   3. Employees must have an individual development plan, approved by an immediate supervisor, establishing that the education is relevant to the employee's current position or another position for which the employee is reasonably qualified. The individual development plan must not interfere with the employee's duties and must be clearly aligned with the employee's education and City needs.

   4. The employee must obtain the academic goal within the time projected in the individual development plan or in an amended individual development plan.

b. The City will pay reimbursements to eligible employees as follows:

   1. One hundred percent of tuition, including all mandatory fees, and textbooks capped at $10,000 per calendar year. The first $5,250 will be paid tax-free. If the reimbursement exceeds $5,250, the remaining $4,750 will be considered taxable income.

   2. Reimbursement will only be paid for a passing grade of C- or higher grade based on a sliding scale: A=100% B=90% C or a Pass in a Pass/Fail course = 80%. Employees must provide satisfactory proof of grades.

   3. Employee must complete the appropriate forms found under Employee Forms on the Payroll Portal to ensure prior approval and payment.

4. Reimbursement will be administered by Accounts Payable within the Finance Department and mailed to the employee's address listed in the Payroll Portal unless the employee contacts Accounts Payable to request in-person pickup.

5. Employees who voluntarily separate from employment with the City within one year of the last reimbursement will be required to repay the City the most recent disbursement.

2.11 Business Travel

The City will reimburse eligible employees for approved business travel expenses under these guidelines:

a. This policy does not cover short trips during work hours made by employees during their regularly assigned work duties on behalf of the City.

b. Department manager approval for employees and Deputy City Manager Approval or designee approval for department managers must occur prior to making travel and accommodation arrangements, without which expenses are non-reimbursable.

c. Travel reimbursements greater than $2,500 must be approved by the City Manager or designee.

d. Employees are expected to submit an Expense Report within five days after the first business day back at the employee's typical office assignment. Employees must document travel-related expenditures with itemized receipts, invoices, or other supporting documentation. Submitted expenses may be rejected by the Finance Department for failure to comply with this policy. Expenses that are not submitted for reimbursement within 60 days will not be reimbursed.

e. Employees must pay for personal meals with their daily per diem, and not with a P-Card. Employees who charge personal meals to a P-Card are required to reimburse the Finance Department for those charges. Authorized group meals are not subject to this subsection.

f. After receiving approval for travel from their manager, employees should book flights in advance to avoid premium pricing.

g. Employees should incur the lowest reasonable travel expenses and must not travel more than necessary or book extravagant board and lodging. Employees should attempt to reduce the environmental impacts of their travel, including by using commercial airlines, public transit, and fuel-efficient vehicles.

h. Transportation should not exceed a class rating of economy or coach, or the equivalent.

i. Rental cars should be selected based on the size needed for the group traveling together and only if business activities are not held close to lodging. Employees should decline all additional rental car insurance offered by the rental company; these charges will not be reimbursed.

j. Personal car mileage reimbursement follows the standard mileage rate set by the IRS accessed at www.irs.gov. The rate set by the IRS includes gasoline, which is not separately reimbursable. An employee electing to travel by personal vehicle instead of commercial air will be reimbursed for the least expensive mode of transportation. The employee must provide a comparison showing total travel costs for airfare versus total cost of driving and the lowest cost shall be reimbursed. This documentation must be attached to the Expense Report.

k. Employees should prioritize hotels affiliated with or hosting the reason for business travel (i.e., location of the conference or training). If alternate accommodations are required, the cost should be comparatively priced to the hotels in the area. Itemized hotel receipts are required for reimbursement.

l. Employees must request Meal and Incidental Per Diem, seven days in advance of travel, based on location-specific rates, determined by U.S. General Services Administration's GSA Per Diem Rates and Per Diem Worksheet. Employees are not required to retain or provide receipts. Employees must return the per diem cash advance within ten days of travel being cancelled or changed. The employee is responsible for any cash per diem that is lost or stolen.

m. On the first and the last day of travel the per diem is pro-rated according to the GSA rates table.

n. Examples of expenses that are not approved business travel expenses include: alcohol, gambling, pet fees, laundry services, toiletries, entertainment, upgrades, late/early check-in fees, parking or moving violation tickets, and personal services.

o. Airport parking will be reimbursed based on the cost of the daily economy lot fee.

p. Round-trip mileage from the employee's home to the airport (minus the employee's regular commuting mileage to work) will be reimbursed using the standard mileage rate set by the IRS.

q. The City is not financially responsible for any personal expenses or travel arrangements if an employee chooses to travel with a partner, child, or pet and

will not reimburse for their accommodation, leisure expenses, or any other travel expenses.

r. If an employee receives prior approval to add vacation time onto a business trip, any cost variance in airfare, car rental, or accommodation must be clearly identified on the Expense Report. Employees are required to pay for these expenses.

2.12 Recording Time While Traveling on Business

Non-exempt employees traveling on business must record time worked as follows:

a. If an employee is given a one-day assignment at a different location (e.g., a conference, training session), the employee is entitled to compensation for time spent commuting to the assignment location that exceeds the employee's normal time spent commuting to the employee's regular work location. For example, if an employee who regularly commutes from Kimball Junction to City Hall in approximately 17 minutes is given a one-day assignment in Salt Lake City, and the travel time to Salt Lake City from Kimball Junction is approximately 28 minutes, then the employee should record actual work time reflecting approximately 11 minutes of additional work time (i.e., recorded hours should reflect actual time spent commuting).

b. If an employee is required to travel away from home overnight for work, all travel time during the employee's normal working hours will be counted as work time. This includes travel time during normal working hours on nonworking days. For example, if an employee regularly works from 9:00 a.m. to 5:00 p.m., Monday through Friday, any travel time between 9:00 a.m. to 5:00 p.m. will be counted as work time on Saturday and Sunday as well as on Monday through Friday. Travel time outside of the employee's regular working hours will not be counted as work time. If an employee with regular working hours from 9:00 a.m. to 5:00 p.m. takes a three-hour flight for an overnight work assignment, and the employee's flight leaves at 8:00 a.m. and lands at 11:00 a.m., then the employee should record two hours of their travel time as work time but should not record the first hour of the flight or any time commuting to the airport as work time because that travel time occurred outside of the employee's regular working hours.

c. Employees should record actual time worked on the timecard for the days they are attending a conference, training, session, etc. (e.g., 8:00 a.m. – 5:00 p.m., with a one-hour lunch or 7:00 a.m. – 5:00 p.m. with a one-hour lunch).

III. Understanding Your Benefits

3.1 Health and Wellness Benefits

The City offers an array of health and wellness benefits detailed in the Employee Benefits Guide which is available on the Payroll Portal or from the HR Department.

3.2 Flex Work Schedule

The City offers several possible flex work schedules to eligible employees. Eligibility for flex work scheduling is determined on a case-by-case basis based on the City's operational needs. Flex work schedules are not appropriate for all employees or positions and are not a universal employee benefit. The type of role, attendance record, tenure with the organization, and job performance are all factors considered when deciding whether a flex work schedule is appropriate.

Flex work is defined broadly to include schedules different from the City's standard on-site, full-time workweek consisting of five consecutive eight-hour workdays with consistent start and end times for each workday.

a. Flex work schedule options may include:

   1. Flexible start times: An employee works eight hours per workday, but there is flexibility in an employee's set scheduled starting and ending times (e.g., 8:00 a.m. – 5:00 p.m., or 9:00 a.m. – 6:00 p.m.).

   2. Compressed 10 Schedule: An employee works ten hours per workday, reducing the workweek to four days a week (e.g., Monday-Thursday, Wednesday-Sunday, or Friday-Tuesday).

   3. Compressed 9 Schedule (9-9's): An employee works four nine-hour workdays during the week and one four-hour day (e.g., Monday through Thursday and four hours each Friday).

   4. Hybrid Work Location: An employee works remotely at a pre-approved location other than the designated physical location of the position. An employee may work partially on-site and partially off-site on a set day or number of days during the traditional work week.

   5. Remote Work Location: An employee works remotely from a location outside of the normal pre-approved on and off-site locations for up to 30 days. Employees are eligible to request a remote work location every third year outside of extenuating circumstances.

b. The department manager in coordination with the HR Department is responsible for identifying if any of the flex work options are feasible within the department by considering the following factors:

   1. Managers may review and determine if the entire department or an entire shift must convert to one or more of the above flex work scheduling options.

2. Managers should consider how well the employee has demonstrated the skills and work habits that lead to a successful flex work schedule. The manager must assess the impact and the outcome in terms of production, quality, and absenteeism, and whether one or a combination of the above schedules is in the best interests of the department.

3. A six-month trial period may apply to assess the impact and effectiveness of the schedule. After successful completion of the trial period, the flex work schedule will be reviewed at least annually thereafter to ensure continued success. The flex work schedule may be canceled for any reason. An employee wishing to change or cancel a flex work schedule must obtain written approval from their manager.

4. To help ensure that the employee continues working effectively under a flex work schedule, managers should develop a flex work plan.

5. The nature of the employee's work and responsibilities must be conducive to a flex work schedule without causing significant disruption to performance or service delivery.

c. Use of equipment and supplies is subject to the following guidelines:

1. Additional costs for remote internet and utilities are not reimbursed.

2. All equipment provided by or purchased by the City remains the property of the City and must be returned when the employee terminates employment. Employees should promptly report any city-provided equipment malfunction to their supervisor and, when necessary, to the IT Department.

3. The employee will establish an appropriate work environment within their home for work purposes. The City will not be responsible for costs associated with the initial setup of the employee's home office such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

4. The City will supply the employee with appropriate office supplies and equipment (pens, paper, etc.).

5. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment.

d. Employees working remotely are subject to the following security guidelines:

1. Employees must protect the City's records and documents from unauthorized disclosure or damage and must comply with the Information Technology Policy, 4.10.

2. Employees working remotely are expected to ensure the protection of proprietary City and customer information accessible from their home office.

3. Employees using City provided software and hardware will adhere to the manufacturer's licensing agreements, including the prohibition against unauthorized duplication.

4. A designated representative of the City may visit the employee's remote work site to inspect for possible work hazards and suggest modifications, perform routine maintenance of equipment and supplies, assess and monitor security arrangements of equipment and documents, and perform incident investigations. The representative may take pictures of the remote work site. The City will provide reasonable notice prior to a remote work location visit.

IV. Understanding Your Responsibilities as a City Employee

4.1 Attendance and Punctuality

Timely and regular attendance is an expectation of performance for all Park City Municipal Corporation employees. Accordingly, employees must adhere to the following guidelines.

a. Absences: An employee is deemed absent when they are unavailable for work as assigned or scheduled and such absence was not scheduled or approved in advance.

b. Tardiness: An employee is deemed tardy when the employee fails to report to work at the assigned/scheduled work time, leaves work prior to the end of assigned/scheduled work time without prior supervisor approval, or takes an extended meal or break period without prior supervisor approval.

c. Voluntary Resignation: An employee who is absent for two consecutive days without giving proper notice to a supervisor is deemed to have voluntarily resigned their employment with the City. At that time, the voluntary resignation will be formally noted in the employee's personnel file.

d. Communications about schedules: Employees must notify their supervisors or department managers if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must receive advance approval if they wish to arrive early or leave early from an assigned shift. When requesting planned time away from work, employees must notify their supervisor or department manager when an absence is due to a documented or approved

leave of absence (e.g., Military Leave, FMLA) to ensure appropriate tracking of leave utilization and absenteeism.

e. Holiday Related Absences: It is a violation of this Attendance and Punctuality Policy for an employee to be routinely tardy or absent immediately before or after holiday leave.

4.2 Code of Ethics

Park City employees are expected to foster public confidence in the integrity of City government. City Code and State Law establish ethical standards that govern City employees. These standards are found in Park City Code, Title 3; the Municipal Officers and Employees Ethics Act, Utah Code Title 10, Part 3; and the Utah Public Officers' and Employees Ethics Act, Utah Code Title 67, Part 16.

These laws require employees to disclose actual or potential conflicts of interest between public and personal duties. They require employees to disclose relationships with businesses that are regulated by the City. They prohibit employees from using City employment for personal benefit or gain. And they prohibit employees from accepting gifts. Please consult the HR Department regarding your obligations under these laws.

4.3 Workplace Conduct

Employees are expected to comply with all policies in this Handbook. These guidelines outline the basic rules governing how we perform our jobs.

a. Appropriate employee conduct includes:

1. Employees will dedicate themselves to the highest ideals of professionalism, honor, and integrity to merit the trust, respect, and confidence of the public they serve.

2. Employees will dress and conduct themselves in a professional manner.

3. Employees will report to work on time and as scheduled.

4. Employees will abide by the provisions of all City ordinances, policies, and procedures.

5. During work hours, employees will devote their time, attention, and efforts to City business.

6. Employees will adhere to all safety guidelines, rules, and policies.

7. Employees will demonstrate courteous and respectful behavior in all dealings with both coworkers and the public.

b. Inappropriate actions include:

1. Falsifying documents or providing false or intentionally misleading information.

2. Neglect of duty.

3. Sleeping on the job.

4. Insubordination.

5. Actions that discredit the name, reputation, or public mission or interest of the City regardless of whether the employee is convicted, pleads guilty, or is otherwise subject to a legal judgment.

6. Committing any action that may constitute a crime or violation of applicable law, either on-duty or off-duty, where such action adversely reflects on the employee's ability to perform assigned duties.

7. Failure to comply with federal, state, or local law, where such action adversely reflects on the employee's ability to perform assigned duties or is contrary to the public service.

8. Stealing, destroying, damaging, or defacing (or threatening to steal, destroy, damage, or deface) City property, work-related documents, work areas, or personal property of others while at work or in connection with work.

9. Refusing to comply with requests for information associated with a workplace investigation.

10. Failing to comply with safety guidelines, rules, or policies.

11. Accessing or sharing private, confidential, or protected information without authorization.

12. Engaging in abusive, combative, aggressive, violent, or threatening language or behavior.

13. Subjecting others to ridicule or undermining workplace relationships.

14. Unauthorized electronic surveillance of employees. No employee may make an audio or video recording of another employee by any means unless each of the following criteria is met:

A. a legitimate business purpose exists for the recording;

B. the recording device is in plain view; and

C. the employee being recorded audibly acknowledges on the recording that they have full knowledge of and consent to the recording.

The above list provides examples of inappropriate behavior; it is not a comprehensive list of inappropriate behavior.

4.4 Outside Employment

Full-Time Regular Employees must request permission to accept outside employment, including self-employment, from their manager and the HR Department. The City Manager or their designee must approve outside employment and any material changes to outside employment status. Outside Employment Request Forms are available from the HR Department or on the Payroll Portal. The request should include any pertinent information about the outside employer, and the nature and hours of the employment. Outside employment shall not interfere with the employee's duties as a City employee.

Approval of outside employment is valid until May 15 following its approval. By May 15 of each year, all Full-Time Regular Employees must complete a new Outside Employment Request Form and have their manager, the HR Department, and the City Manager re-approve the outside employment position.

4.5 Solicitations

To protect City employees, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift. Employees may also not distribute written materials during working time and in "working areas," which include all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time. Nonemployees may not solicit or distribute materials anywhere on City property at any time. Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

4.6 Gratuities

Employees in select positions, who are authorized by the head of their department to accept tips or other types of gratuity (anything of monetary value), must report tips on their timecard as wages commensurate with the IRS tips reporting guidelines referenced in Publication 531, *Reporting Tip Income.* Employees may not directly or indirectly solicit or accept any gift including money,

services, loan, travel, entertainment, or hospitality that is above the value in Park City Code Title 3 or State Law. Gifts that would tend to improperly influence a reasonable person in their duties or that are primarily to reward the employee for official action taken are prohibited.

4.7 Youth Protection

The City has no tolerance for mistreatment of children. Employees or Volunteers reasonably suspected of abuse or against whom a complaint is received will be removed from involvement with youth programs pending investigation. Every suspicion of misconduct or allegation of abuse or other misconduct involving children shall be reported immediately to the Park City Police Department and to the HR Department. City staff shall not take it upon themselves to investigate allegations of abuse by parents, guardians, City staff or Volunteers, or any other person, but rather must report all suspicions or allegations or complaints to Police and HR. City staff shall cooperate fully as necessary with investigations conducted by appropriate state agencies. City employees and Volunteers should always, when reasonably possible, be accompanied by another City employee or Volunteer when working with minor children.

4.8 Employment of Family Members

No member of an employee's immediate family shall be under the direct or indirect supervision of an immediate family member unless an exception has been granted by the City Manager. Exceptions are generally disfavored. The immediate family includes parents, siblings, aunts, uncles, grandparents, stepparents, children, spouse, parents-in-law, siblings-in-law, children-in-law, stepchildren, grandchildren, and domestic partners.

4.9 Working with Minor Children

The City does not allow employment of workers less than 14 years of age. The City also requires a signed note from the parents or legal guardian of employees under age 16 approving work duties. The note must be submitted to the HR Department with new hire paperwork.

Employees ages 14-17 are subject to the following restrictions:

a. 14-15-year-old restrictions:

1. Work must take place during non-school hours.

2. No more than 3 hours of work is permitted on a school day.

3. No more than 18 hours of work is permitted in a school week.

4. No more than 8 hours of work is permitted on a non-school day.

5. No more than 40 hours on a non-school week.

6. Work must take place between the hours of 7 a.m. and 7 p.m. (except from

June 1through Labor Day, when evening hours are extended to 9 p.m.);

7. No hazardous work is permitted, including transportation, public utilities, or operating power-driven machinery.

8. No driving in connection with their employment.

b. 16-17-year-old restrictions:

1. No hazardous work is permitted, including transportation, public utilities, or operating power-driven machinery.

2. No driving in connection with their employment.

Employees under 18 years of age are entitled to a meal period of at least 30 minutes, not later than five hours from the beginning of their shift. A rest break is required for minors of at leastten minutes for every three-hour period that is worked.

4.10 Information Technology (IT)

a. Use of City IT Equipment: IT systems and services are provided for City business. This includes computer equipment, laptops, tablets, phones, printers, photocopiers, email services,software, internet access, wireless services, and data storage. City IT systems may not be used in a way that may be unlawful, disruptive, offensive to others, in conflict with City business operations, or harmful to morale.

Employees have no expectation of privacy when using City equipment, data, or networks. Electronic files and messages sent and received, using City systems or City-provided Internet access, including web-based messaging systems, are subject to monitoring, inspection, release, and archiving by City.

Employees are responsible for the security of the equipment and data. Employees may not store, copy, share, or transmit any confidential data, including passwords, social security numbers, bank routing information, and credit card numbers outside of appropriate City IT system.

All City records must be maintained according to City retention policies and litigation holds.

b. Use of City Internet Services: City IT equipment, systems, network, and internet access are intended for business use. The City may monitor, inspect, release, archive, and copy all messages, content, and files on its computer system or network-enabled device at any time and without notice. Information obtained

from the internet or from approved Artificial Intelligence (AI) may not be reliable and should be verified for accuracy before it is used for City business.

c. IT Security Controls: Cybersecurity protections are essential to maintain operational continuity. The IT department reserves the right to make real-time changes to remediate threats and safeguard systems and data to meet compliance and audit expectations. Employees must ensure that all devices comply with mandated updates to remain active on the network. Failure to comply may result in the device being disabled until compliance is achieved.

Repeated failure of simulated phishing attempts may result in required additional training, an account being disabled, or a performance plan established by the department manager in consultation with IT.

4.11 Cell Phones and other Electronic Devices

The City may provide cell phones and other electronic devices to employees. City-issued cell phones and other electronic devices are subject to the City's Information Technology Policy 4.10. If an employee incurs charges for use of City-provided electronic devices for non-City business, then the employee must reimburse the City for such charges.

Non-exempt City employees may not use City-issued cell phones and electronic devices for any work-related activities during non-working hours, unless such use is pre-approved by a supervisor.

Employees must report lost cell phones and electronic devices to the IT Department in a timely manner. Employees should not use personal devices or accounts to handle sensitive City information or business records.

Employees should not use mobile phone devices for work or personal purposes while operating any motor vehicle, unless otherwise permitted by law.

4.12 Email Standardization and Usage

Professional email transmission is important to maintaining the positive image of the City. Employees must use a white email background. All signature elements including logo, font, and color must comply with the City's style reference guide which is available from the Community Engagement team.

4.13 Social Media

City employees must coordinate with the Community Engagement Manager with respect to creating or utilizing City-maintained social media sites (such as X, Facebook, YouTube, internet blogs or chat rooms). City-authorized social media sites must have a designated staff member assigned to maintain and moderate content.

Employees may maintain personal social media sites on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. Unless the expression or expressive activity is in direct conflict with the essential City-related interests, the City considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

Employees who identify themselves as City employees or discuss matters related to the City on their personal social media sites must include a prominent disclaimer stating that a post expresses personal views, not the views of the City, for example: "The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the City or its business. Employees who post information on a social media site that is in violation of this policy or federal, state, or local law are not shielded from disciplinary action by a disclaimer.

A social media site is a public place, and employees should avoid inappropriate comments. For example, employees posting on their personal social media sites must not divulge City confidential, protected, proprietary, or private information. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates this policy.

Nothing in this policy limits City employees' rights under any applicable federal, state, or local laws, including rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

4.14 Personnel Files

City personnel files shall be maintained in a secure, centralized location under the control of the HR Department. The following individuals or entities generally have access to a personnel file: HR Department staff, a current employee who are is the subject of the file, a person acting under the current employee's power of attorney or with a signed release from the employee, a union representative when the HR Department has written consent from the employee, supervisory staff, and the City Attorney's office.

An employee's medical records and records related to certain investigations may be kept separate from an employee's central personnel file.

City personnel files are subject to the Government Records Access Management Act (GRAMA).

4.15 Personal Property

The City assumes no responsibility for damage to or loss of personal property. The City will insure tools required by mechanics in Fleet Services Department, but Fleet employees are responsible for taking reasonable steps to secure tools.

4.16 Personal Use of Public Property

Employees are expected to honestly and efficiently protect and conserve City property. Any personal use of City property by an employee that is not prohibited by law or City policy is specifically authorized by this policy. This policy does not grant employees an inherent right to use City property.

In general, incidental personal use is allowed where the incidental use provides value to the City that substantially outweighs any personal benefit received by the employee. Any use that significantly interferes with the mission or operations of the City or that significantly compromises the integrity of City property is not incidental and is not authorized.

a. The City specifically authorizes the incidental use of:

1. Communication Devices. Incidental use of City communication devices, including phones, computers, and tablets, that complies with City policy is permissible. *See* Information Technology, 4.10; Cell Phones and Other Electronic Devices, 4.11.

2. Physical Facilities, Real Property, Equipment, and Supplies. Incidental use of City facilities and real property, such as meeting family members or friends for short periods of time, that complies with City policy is permissible.

3. Vehicles. Employees who are authorized to use City vehicles must be aware of and comply with specific policies governing vehicle use. *See* Driving on City Business and Use of City Vehicles, 7.8.

V. Understanding Your Status as a City Employee

5.1 Classifications of Employment

a. Probationary Employees: A non-public safety, Full-Time Regular City employee is classified as a Probationary Employee during the first six months of employment. Such an employee may be released from probationary status following a second quarterly review. A public safety sworn or non-sworn employee is classified as a Probationary Employee during the first 12 months of employment. Such an employee may be released from probationary status following a fourth quarterly review. Managers must submit an Employee Position Change Form to release an employee from probation.

Department managers may recommend releasing employees from probationary status before the time referenced above for exemplary service by submitting to the City Manager an Employee Position Change Form explaining the justification for early release from probation. Only under specially approved circumstances will an employee be allowed to serve a probationary period of fewer than three months.

A probationary period may be extended beyond the initial six or twelve-month period for up to six additional months if performance, attitude, ethics, or workplace conduct issues warrant extending the probationary period. A written performance evaluation must accompany any probationary period extension. A second written evaluation will be required at the end of the extended period. Employees listed in section 8.3 are not subject to this policy.

b. Full-Time Regular Employees: Employees who work no less than an average of 32 hours per week during any month are classified as Full-Time Regular Employees and are eligible for the City's core benefits. *See* the Employee Benefits Manual on the Payroll Portal or contact the HR Department for benefit details. Full-Time Regular Employees are generally expected to work a 40-hour workweek.

c. Acting Employees: The City Manager may fill any vacancy with an Acting Employee who may serve until another employee assumes the position's duties. An Acting Employee who serves more than 30 consecutive days will receive compensation at no less than the minimum salary range for that position during the acting appointment.

d. Part-Time Employees: Employees who work between one and 1500 hours per year (28.8 hours per week average) over 12 months are classified as Part-Time Employees. Part-Time Employees with multiple appointments in the City may not work more than 1500 hours total per 12-month period for all positions held. Employees and managers are expected to monitor the time worked to maintain totals below allowable averages.

Part-time positions are not eligible for core benefits other than those required by law. Under limited circumstances, should Part-Time Employee's hour averages rise to 30 hours per week, they may become eligible for medical or retirement benefits provided that the employee meets the definition of a full-time employee under the Affordable Care Act or the Utah State Retirement and Insurance Benefits Act.

e. Seasonal Employees: Employees who are hired for a position open during a specific season defined at hire, such as parks maintenance crews, golf employees, seasonal recreation program staff members, snow removal crews, are classified as Seasonal Employees. Seasonal Employees may work full-time or part-time hours.

Seasonal Employees may not work past the seasonal declared end date without permission from the HR Department.

f. Volunteers: An individual who performs hours of service for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation may be classified as a Volunteer. The department must prepare a Volunteer Job Description for each position requiring volunteers. The description must be approved by the HR Department before the volunteer position is available for recruitment or filling. The department must submit to the HR Department all Volunteer Job Applications and Volunteer Acknowledgement forms before the department is authorized to offer the applicant the volunteer position.

5.2 Transfers

A transfer is the assignment of an employee to a new position. Transferred employees are subject to a probationary period. When a job vacancy is announced, any City employee may apply to transfer to the position. All qualified applicants will be considered, although no City employee is ensured of selection. Any proposed changes in pay must be effective on the first day of a City-established pay period.

5.3 Hiring Practices

Department managers must submit hiring recommendations for Full-Time Regular Employees to the HR Department. The HR Department will submit the recommendations to the City Manager for final review and approval. A Full-Time Regular Employee may only fill a budgeted position.

Department managers must submit hiring recommendations for Part-Time and Seasonal employees to the HR Department for approval. Supervisors and department managers are accountable for ensuring that Part-Time and Seasonal employees do not exceed the allowable and approved number of hours for such positions.

5.4 Performance Evaluations

The City endeavors to conduct regular performance reviews to assist in an employee's development. Employee performance reviews are part of the employee's personnel file. Full-Time Regular Employees will receive quarterly reviews.

5.5 Promotions

Promotions will be documented in writing by an employee's manager, including information about the employee's new title, responsibilities, and pay.

5.6 Resignation and Discharge

To resign in good standing, employees must give their supervisor two calendar weeks' prior notice. The department manager or supervisor shall advise the HR Department of resignations.

Employees may not use any paid leave, such as vacation, funeral, and sick leave, during the final two weeks of employment without approval from the HR Department.

The City Manager may discharge any City employee at any time subject to applicable law and to the appeal procedure described in the Handbook. *See* Employee Transfer and Discharge Appeal Rights and Procedure, 8.3. An employee discharged by the City may be denied future employment with the City and may be ineligible for accrued vacation pay. *See* Vacation Leave Policy, 6.2.

If an employee is involuntarily terminated, wages will be paid within one business day of termination. Final wages for employees who voluntarily resign will be paid on the next scheduled pay date. Discharged employees must promptly return all City property to the employee's supervisor or department manager.

5.7 References

Supervisors and managers who receive requests for employment references must refer those requests to the HR Department. In response to requests for references, the HR Department will verify job titles, dates of employment, and wage information.

VI. Time Away from Work

6.1 Holiday Pay and Premium Pay

The City provides 12 paid holidays and a Floating Holiday, as defined below, to Full-Time Regular Employees:

a. New Year's Day

b. Martin Luther King Jr. Day

c. Presidents' Day

d. Memorial Day

e. Juneteenth

f. Independence Day

g. Pioneer Day

h. Labor Day (also known as Miners Day in Park City)

i. Thanksgiving

j. Friday after Thanksgiving

k. Christmas Eve

l. Christmas

Full-Time Regular Employees who work 8-hour shifts will be eligible to receive 8 hours of holiday pay. Full-Time Regular Employees who are permanently assigned to work shifts of 10 or more hours will be eligible to receive 10 hours of holiday pay.

If the holiday falls on a Saturday, the City will observe the holiday on the Friday. If the holiday falls on a Sunday, the City will observe the holiday on the following Monday. Only the City Manager may change the holiday schedule.

In addition, Full-Time Regular Employees are eligible for an 8-hour "Floating Holiday," subject to a supervisor's approval. The Floating Holidayis granted on the first day of the year to eligible employees and must be taken in the calendar year it is given, or it is forfeited.

All non-exempt City employees are eligible for premium pay for working on holidays (excluding a Floating Holiday). Premium pay is equivalent of an additional one-half an employee's regular hourly pay.

6.2 Vacation Leave

a. Vacation Accruals: City employees are eligible for paid vacation. Vacation time off begins to accrue on the first day of full-time regular employment. Employees are encouraged to take their vacation in blocks of time whenever possible. Vacation leave must be pre- approved by the employee's department manager. The vacation allowance for Full-Time Regular Employees is based on length of employment with the City. In some instances, equivalent experience may count toward vacation accrual, as determined at the discretion of the HR Department. See the chart below for accrual rates.

Total Years of Service	Hours Earned Per Month	Hours Earned Per Year	Maximum Accrual
Less than 5 years	10 hours	120	320
5 years but less than 10 years	12 hours	144	320
10 years but less than 15 years	14 hours	168	320
15 years but less than 20 years	18 hours	216	320
20+ years	20 hours	240	320

Employees may accrue up to a maximum of 320 hours. Vacation hours accrue on a use it or lose it basis up to 320 hours, with unused hours rolling over from year to year. Once the employee accrues 320 hours of vacation, the employee will no

longer accumulate vacation leave until the bank falls below the maximum accrual of 320 hours. Vacation does not accrue while an employee is on unpaid leave.

b. Requesting Leave: Employees seeking to use vacation time must submit a request in advance to their supervisor or department manager. Approval will be based on departmental needs and staffing. The guideline is for every week of vacation requested, an employee should provide the same number of months in advance notice, (e.g., make the request for a two-week vacation two months before in advance). Vacation leave is scheduled by the hour. If an employee on a 10-hour day schedule takes a day of vacation, they will need to use 10 hours of vacation time.

c. Hardship Cash-Out: Employees may request to cash out up to 50% of their accrued vacation time one time per calendar year, provided that the employee has 40 hours of vacation time remaining, subject to approval by the HR Department, at the department's discretion. Hardship cash-outs must be for emergencies such as an illness or accident, loss of property, or another extraordinary and unforeseen circumstances. Such payments are subject to required withholdings.

d. Leaving the City: Employees are not entitled to use vacation time during the final two weeks of their employment. In addition, if an employee is discharged, resigns prior to successfully completing a probationary period, or fails to resign having provided two weeks' notice, the employee is not entitled to payment of accrued, but unused vacation.

6.3 Sick Leave

City employees may be eligible for sick leave. Sick leave is paid leave available to a Full-Time Regular Employee suffering from an injury, illness, or disability that prevents them from performing their usual duties and responsibilities. Eligible employees may be entitled to a total of 140 hours per calendar year. An employee may not carry over sick leave from one year to the next and accrued but unused sick leave is not payable upon termination.

Employees must notify their supervisor about any non-emergency, medically-necessary surgeries or procedures in advance. The request should be accompanied by a health care provider's note which must specify medical necessity, the anticipated duration of an absence, and whether the absence will be continuous or intermittent. At the end of 21 consecutive days due to the employee's illness, employees may be eligible for Short-Term Disability benefits and may opt to supplement pay with a vacation payout. *See* Vacation Leave Policy, 6.2.

Employees returning to work with physical restrictions must adhere to Return to Work from Medical Leave Policy, 6.7. Employees may not substitute vacation hours instead of sick leave and must exhaust all paid time off before taking unpaid leave.

Sick leave used by employees for illnesses or injuries eligible for FMLA status will also be counted toward the 12 weeks of eligibility for Family Medical Leave. Time will be recorded as Sick Leave FMLA on timesheets. *See* FMLA Policy, 6.6.

6.4 Family Care Leave

City employees may be eligible for family care leave. Family care leave is paid leave granted to eligible employees whose presence is medically necessary to provide primary care for their immediate family. The City may require reasonable evidence, including verification from a health care provider, that a City employee is the primary care giver and the employee's care is medically necessary. For the purposes of this policy, immediate family is defined as dependents, children, spouses, parents, domestic partners, and legal guardians. Eligible employees may be entitled to family care leave in an amount not to exceed 120 hours of family care leave per medically-necessary occurrence in a calendar year. An employee may not carry over family care leave from one year to the next and accrued but unused family care leave is not payable upon termination.

Employees must notify their supervisor about the need for family care leave in advance. The request should generally be accompanied by a health care provider's note verifying that the employee is the primary care provider for the family member, that the employee's care is medically necessary, and indicate the anticipated duration of an absence and whether care is needed continuously or intermittently. Family care leave used by employees for illnesses or injuries eligible for FMLA status will also be counted toward the 12 weeks of eligibility for Family Medical Leave.

6.5 Parental Leave

Birthing, non-birthing, and adoptive parents who are City employees may be eligible for parental leave. Paid leave up to 360 hours will be granted to Full-Time Regular Employees, for pre-partum and post-partum care and recovery, as well as providing care and assistance for the birth or adoption of the new family member. This includes pre-birth doctor's visits and sick leave due to pregnancy care, time off for adoption services, and surrogacy appointments. Once parental leave hours are exhausted, additional unpaid hours may be granted under the Family Medical Leave Act (FMLA). *See* FMLA Policy, 6.6. Employees may supplement unpaid time with a vacation payout. *See* Vacation Leave Policy, 6.2. Parental leave will run concurrently with available FMLA leave. *See* FMLA Policy, 6.6. Once parental leave is exhausted, an employee may be eligible for additional sick leave with approval from the employee's manager and the HR Department.

Nursing mothers who are City employees are entitled to reasonable unpaid breaks during work time for lactation purposes. A private place, other than a bathroom, will be provided.

6.6 Family and Medical Leave Act Leave

Under the FMLA, City employees are eligible for up to a total of 12 workweeks of unpaid leave during any 12-month period (26 weeks for military caregiver) under certain qualifying

conditions. Details and conditions of FMLA leave are described in the federal notice "Employee Rights and Responsibilities Under the Family and Medical Leave Act," a copy of which is available here, fmlaen.pdf (dol.gov), and also on the Payroll Portal or through the HR Department. The City calculates the 12-month period in which leave for the above purposes may be taken on a "rolling" basis, meaning that the 12-month period is measured backward from the date an employee uses any FMLA leave.

6.7 Return to Work From Medical Leave

When an employee returns from any form of approved medical leave (such as FMLA leave, disability leave, or sick leave) with work restrictions ordered by an appropriate health care, the employee must report that information to their immediate supervisor before reporting for duty. The City will then determine whether that employee may return to their regular duties, whether modifications will be made, or if there is no modified work available.

6.8 Other Leave

a. Unpaid Personal: City employees may be entitled to personal leave, subject to approval by the City Manager, for life's extenuating circumstances. Employees must submit written requests for personal leave to the City Manager. The City's operational needs and the employee's length of service, past performance record, and reason for the requested absence will be considered. Personal leaves of absence are without pay and additional benefits, unless specifically pre-approved by the City Manager.

b. Military: The City provides leave for military service in accordance with applicable law. Any employee who needs time off for military service should immediately notify the HR Department and the employee's supervisor. If an employee is unable to provide notice, a family member should notify the employee's supervisor as soon as possible.

c. Juror and Witness: City employees are eligible for juror and witness leave under applicable law. Employees must present any summons or subpoena to their supervisor as soon as possible after receiving the notice. If an employee is released after four hours or less of service, the employee must report to work for the remainder of that workday. Employees are not required to use available leave to perform juror and witness service. Full-time regular employees will be paid their regular hourly wage for the hours served. Full-time regular employees shall endorse their fees received from the court, minus mileage, to Park City Municipal's Finance window, to receive their regular hourly wage.

d. Bereavement: Bereavement leave will be granted for a maximum of five days or up to 40 hours with pay in the event of the death in an employee's parents, grandparents, siblings, stepparents, children, step-children, spouse, or domestic partner and in-laws of the same relations as above. In the event of a

non-immediate family member, a maximum of one day with pay may be granted at the discretion of the department manager.

VII. Workplace Safety and Productivity

7.1 Safety

The City's goal is to make every reasonable effort to keep public and work areas free of hazardous conditions. Each employee's responsibility is to work safely and take all reasonable steps to prevent accidents or injuries. If an employee is injured in connection with employment, regardless of the severity of the injury, the employee must immediately notify their supervisor, seek necessary medical attention and complete a Workers' Compensation form found on the City's Payroll Portal or from department supervisors. That form must be forwarded to the HR Department. It is the supervisor's responsibility to notify the HR Department of the injury.

7.2 Background Checks and Criminal Matters

The City values a safe environment for our constituents and employees and reserves the right to conduct employee background checks when appropriate. All background checks will be conducted in compliance with the Fair Credit Reporting Act (FCRA) and other applicable laws. For certain positions, background checks will be conducted on all job applicants. These positions have been pre-determined due to tasks such as working with proprietary, confidential, or sensitive information, or security or financial responsibilities. A background check will only be used for evaluating the applicant for employment. However, the City reserves the right to conduct a criminal background check for a current employee if circumstances indicate criminal activity by the employee may have occurred.

Background checks for public safety positions are performed in-house by public safety personnel and follow a separate procedure. Please see the Public Safety Policy Manual for further details.

Employees in safety sensitive positions, including law enforcement, must advise the HR Department if the employee is arrested for, makes a plea of guilty or no contest to, or is convicted of a felony crime or other criminal conduct that reasonably bears upon the legitimate business objectiveness of the City. The City reserves the right to evaluate the continued employment of any employee who is arrested for, makes a plea of guilty or no contest to, or is convicted of a felony crime, in accordance with applicable law.

7.3 Workplace Violence

Park City provides a safe workplace for all employees. All employees and volunteers should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes all acts of harassment,including harassment that is based on any characteristic protected by federal, state, or local law. Conduct in violation

of this policy includes directly or indirectly causing physical injury, threatening physical or psychological harm, creating a reasonable fear of injury or harm, or intentionally damaging property.

Employees may only carry a firearm in the workplace or while conducting work on behalf of the City as expressly permitted under Utah law. Peace Officers and Law Enforcement Officials may carry weapons as authorized by Utah law.

Employees must immediately report violations of this policy to a supervisor, the department manager, or the HR Department. Employees are encouraged to bring their disputes or differences with other employees to the attention of their supervisors or the HR Department before the situation escalates.

At any time, if employees or the public are threatened or may be in danger, please contact the Park City Police Department or dial 911 immediately.

7.4 Smoking

All government buildings are designated as "smoke-free" under the Utah Clean Air Act. Smoking includes tobacco, marijuana, and e-cigarettes. Smoking out of doors must conform to the rules set forth in the Utah Clean Air Act. Smoking is prohibited during the operation of City equipment or while driving City vehicles.

7.5 Drug and Alcohol

The City is committed to establishing a workplace where drug and alcohol use does not disrupt the work environment. Accordingly, all City employees are subject to the following policy governing drug and alcohol use and testing.

a. Definitions:

1. "Alcohol" means ethyl alcohol or ethanol.
2. "Illegal Drugs" means any drug made illegal under federal, state, or local law. Because marijuana (even with a prescription) is illegal under federal law, it is considered an Illegal Drug under this policy.
3. "Controlled Substance" means any substance that is not an Illegal Drug and that is recognized as a drug in the United States Pharmacopeia, the National Formulary, the Homeopathic Pharmacopeia, or other drug compendia, or supplement to any of those compendia.

b. General Policy: Employees must report to work in a condition fit to safely and effectively perform their assigned duties. Therefore, employees are prohibited from the following, while on duty, or while operating a City-owned vehicle:

1. The illegal or unauthorized use, possession, transportation, manufacture, sale or other distribution of Illegal Drugs or Controlled Substances.

2. The possession or consumption of alcohol.
3. Being under the influence of or impaired by alcohol or an Illegal Drug or Controlled Substance.

Subject to the terms of this policy, the use of Illegal Drugs or Controlled Substances prescribed to an employee by a licensed physician, and used by the employee, in accordance with Utah state law, is not necessarily prohibited by this policy, unless the City reasonably concludes that the employee is impaired by the use of such substances while on the job or on City property or that the City reasonably concludes that such use is incompatible with an employee's position, job duties or job responsibilities.

Any employee who is unfit to work due to the effects, symptoms or side effects of Alcohol, Illegal Drugs or Controlled Substances, or otherwise violates this Policy will be subject to disciplinary action up to and including termination. The City will not, however, discipline employees for voluntarily reporting or otherwise seeking help for drug or alcohol problems before becoming subject to discipline or termination under this policy.

7.6 Drug Testing

All drug and alcohol testing will be conducted by a licensed independent medical clinic or laboratory, which will follow testing standards established by the state or federal government. Testing will be conducted under procedures established by the clinic/laboratory to ensure the privacy of the employee, while also protecting against tampering with or alteration of the test results. The City retains the right to require testing under the following circumstances:

a. New applicants for employment. Any new applicant for employment may be subject to testing for purposes of maintaining safety and service quality. All offers for employment are contingent on the confirmation of a negative test result.

b. Reasonable suspicion of employee impairment. Employees may be subject to testing based on observations by supervisors of apparent workplace use, possession, or impairment. The HR Department must be consulted before sending an employee for reasonable suspicion testing.

c. Investigation of workplace accidents or theft. Employees may be subject to testing as part of the investigation of any workplace accident, or incident of workplace theft, where the City has reason to believe that employee intoxication or impairment may be a contributing factor in the accident or incident.

Employees will be paid for time spent in alcohol/drug testing and may be suspended pending the results of the drug/alcohol test. The City will pay all costs of testing, including transportation.

Employees who refuse to submit to a test or who adulterate, dilute, or otherwise tamper with a test specimen may be subject to disciplinary action up to and including termination. If a prospective employee refuses to give written consent to a drug screening test or adulterates, dilutes, or otherwise tampers with a test specimen, such refusal or tampering may result in the

applicant's disqualification from consideration for employment.

The City will endeavor to make reasonable accommodations when appropriate.

7.7 Fitness for Duty Medical Examinations

The City may require that any applicant complete a "fitness for duty" medical examination or functional analysis testing to determine whether an applicant can perform essential job functions with or without reasonable accommodation. City required examinations will be conducted by a City-approved provider and at the City's expense.

7.8 Driving on City Business and Use of City Vehicles

a. Designation of Ownership: All vehicles owned and operated by the City shall, in a conspicuous place on both sides of the vehicle, display an identification mark designating the vehicle as the property of the City. This policy does not require such a display on vehicles that are exempt under state law.

b. Motor Vehicle Driving Records: As a means of promoting a safe work environment, driver's license checks will be performed for all applicants after a conditional offer of employment has been made and for all employees if driving may be necessary to conduct City business. Criteria that may indicate an unacceptable driving record includes:

   1. Three or more moving violations in past 24 months.

   2. Reckless driving in the past 24 months.

   3. Two or more at-fault accidents in the past 36 months.

   4. DUI or impaired driving in the past 72 months.

   5. Leaving the scene of an accident in the past 72 months.

   6. Any combination of the above.

c. Employees who operate a vehicle on City business must notify their supervisors within one day if they are arrested for DUI, impaired driving, or if they have had their driver's license suspended or revoked.

d. Should an unacceptable driving record render the employee "uninsurable" by the City's insurance carrier, they will be unable to drive any vehicle for City business. Employees with an unacceptable driving record, a revoked license, or who are uninsurable may be subject to disciplinary action, including termination of employment.

e. On-Duty Use of City Vehicles: City vehicles are to be used for official City business purposes only and shall carry no passengers in them other than as needed for official City business. An employee authorized to drive a City vehicle must have a valid State issued driver's license and other licensure as required to perform their job functions. City employees may use City vehicles for transportation needs when available and appropriate while performing City business. If a City vehicle is not available, or it is not practical to use a City vehicle, the department manager may approve the use of a personal vehicle thereby authorizing reimbursement to the individual for such use. Reimbursement will be based on the current IRS mileage reimbursement rate. In the event of an accident, the employee's personal automobile liability and property damage insurance coverage applies first.

f. Off-Duty Use of City Vehicles: Authorization for off-duty use of a City vehicle may be granted to a Full-Time Regular Employee by the department manager and approved by the City Manager based on a demonstrated need for such vehicle to be taken home to serve the public interest. The demonstrated need must be based on one of these criteria:

1. The vehicle is assigned as a qualified take-home vehicle to a sworn and certified law enforcement officer of the Park City Police Department pursuant to the department's take home vehicle policy;

2. The nature of the employee's work requires immediate response to emergency situations, regardless of frequency, that require the use of specific safety or emergency equipment that cannot be reasonably carried in the employee's personal vehicle;

3. Due to an isolated incident of use when, because of the lateness of the hour or other circumstances, it is impractical or impossible to return such vehicle to City custody at the end of an on-duty shift;

4. Due to emergency circumstances, the ability of the employee to access their primary location of employment is compromised such that the employee may be unable to reasonably retrieve such vehicle from, or return such vehicle to, City custody. The employee in such circumstance must obtain prior written consent from their Department Manager describing the limited time period during which the employee is authorized to take the vehicle home, along with a description of the circumstances necessitating the temporary authorization; or

5. Authorization is otherwise recommended by the Department Manager and approved by the City Manager.

g. Liability Coverage: Liability Coverage provided by the City for an employee's authorized off-duty use of a City vehicle is limited to circumstances wherein the

City vehicle is being used by an employee to commute to and from the employee's place of work with the City and the employee is not performing duties or services for the City.

h. Maintenance: It shall be the duty and responsibility of the driver or operator of a City vehicle to see that it is properly serviced, maintained, and cleaned. This includes having the appropriate servicing performed on the vehicle at appropriate intervals as set forth by the Fleet Services Department.

i. Accident Involvement and Damage Reporting Requirements: If a City vehicle is involved in an accident, an employee must comply with Utah law and reporting requirements. Within 24 hours the driver must report the accident to the employee's supervisor, the City Attorney's Office, and the Fleet Services Department. Fleet Services will not conduct a vehicle repair without authorization from the City Attorney's Office.

7.9 Uniforms

Departments may have additional rules specific to their uniforms. Each department has guidelines for specific clothing and personal protective equipment (PPE) that is required for each role.

a. Distribution and Maintenance: Uniforms are issued in accordance with Department guidelines. In order to best represent the City, it is the responsibility of each employee to maintain their uniform to ensure it is free from stains, holes, rips, and tears. Damaged or lost uniforms should be reported to the department manager.

b. Uniform Allowance or Reimbursement: Departments will decide to either reimburse an employee for the purchase of a uniform or have the Department purchase the uniform.

c. Exceptions and Accommodations: In situations where accommodation for medical or religious beliefs is required, please reach out to the HR department to request accommodation.

d. Uniform Return Upon Termination: Uniforms that contain Park City logo and other City-owned clothing, should be returned to the Department on or prior to the last day of employment.
   - Seasonality may have an impact on the type of uniform and PPE required, please refer to department guidelines.

VIII. Disciplinary Action and Appeal Procedures

8.1 Disciplinary Action

We have confidence in City employees' commitment to excelling at work. However, occasions sometimes arise when the City must address an employee's performance. Generally, the City attempts to provide employees with notice of performance deficiencies and an opportunity to improve or correct deficiencies. The following steps are a guide for addressing an employee's performance. The City does not need to apply each step or follow them in a particular order.

a. Verbal Counseling: A supervisor may verbally counsel an employee by advising the employee of the issue and describing the action necessary to correct it. The supervisor should prepare a written record of verbal counseling and submit the record to the HR Department.

b. 1st Written Counseling: In the event of continued deficiencies, a supervisor may counsel an employee in writing by advising the employee of the issue and describing the action necessary to correct it. The supervisor should submit the written counseling to the HR Department.

c. 2nd Written Counseling: In the event of ongoing deficiencies, a supervisor may counsel an employee in writing by advising the employee of the issue and describing the action necessary to correct it. The supervisor should submit the written counseling to the HR Department.

d. Termination: In the event deficiencies are not corrected, the City may end its employment relationship with the employee. Discharged employeesmay have rights of appeal. *See* Employee Transfer and Discharge Appeal Rights and Procedure Policy, 8.3.

An employee's performance or misconduct may lead to any level of disciplinary action, up to and including termination.

Employees must sign written counseling notices verifying they have received the counseling, even if they do not agree with the contents of the notice. If an employee refuses to do so, a supervisor shall have another supervisor confirm the refusal, and both supervisors will sign the notice indicating the employee's refusal.

8.2 Discharge and Pre-Termination Meeting

While the City hopes to enjoy a productive relationship with all employees, sometimes it is necessary to consider whether an employee will remain employed. Full-Time Regular Employees who have satisfactorily completed their probationary period may only be terminated pursuant to this policy. Only the City Manager or designee may discharge a Full-Time Regular employee. A Full-Time Regular Employee subject to termination may elect to participate in up to two pre-termination meetings. First, before a proposed termination is finalized, a Full-Time Regular Employee shall have the right to discuss the reasons for their discharge in a pre-

termination meeting with their department manager. Second, before a proposed termination is finalized, a Full-Time Regular Employee shall also have the right to discuss the reason for their discharge in a pre-termination meeting with the City Manager.

8.3 Employee Transfer and Discharge Appeal Rights and Procedure

Except as otherwise provided in Utah Code Section 10-3-1105 as amended, a Full-Time Regular Employee who has satisfactorily completed their probationary period, who is discharged, suspended for more than two days without pay, or involuntarilytransferred from one position to another with less remuneration for any disciplinary reason, shall have the right to appeal the suspension without pay, involuntary transfer or discharge to a Transfer and Discharge Hearing Officer as set forth in State Law. At-will employees (including Part-Time, Seasonal, Probationary, and certain appointed employees) are not subject to this policy and have no appeal right.

Appeals to the Employee Transfer and Discharge Hearing Officer shall be taken by filing written notice of the appeal with the City Recorder within ten calendar days of the discharge, suspension without pay, or involuntary transfer. Upon the filing of the appeal, the City Recorder shall refer a copy of the same to the Hearing Officer. Upon receipt of the referral from the City Recorder, the Hearing Officer shall conduct a public hearing, take and receive evidence and fully hear and determine the matter which relates to the reason for the discharge, suspension, or transfer. The Employee may appear in person and be represented by counsel (at the expense of the employee) or another representative, confront the witness whose testimony is to be considered, and to examine the evidence to be considered by the Hearing Officer.

The Hearing Officer may subpoena witnesses and compel the production of evidence, but the scope of the inquiry is limited to determining if the facts support the allegations made against the employee and that the disciplinary decision is proportionate to the alleged misconduct and consistent with discipline imposed against other similarly situated employees with appeal rights. The Hearing Officer is not required to follow the Utah Rules of Civil Procedure or the Utah Rules of Evidence.

The decision of the Hearing Officer shall be certified to the City Recorder no later than 15 days after the day on which the hearing is held, except as provided in Section 10-1106(5)(a)(iii). The City Recorder shall certify the decision to the employee affected and the head of the department from whose order the appeal was taken. If a Hearing Officer finds in favor of the employee, the Hearing Officer shall provide that the employee receive the employee's salary for the period of time during which the employee is discharged or suspected without pay less any amounts the employee earned from other employment during this period of time or any deficiency in salary for the period during which the employee was transferred to a position of less remuneration. The decision of the Hearing Officer may be reviewed by the Court of Appeals by filing with that court a petition for review within 30 days of the decision.

The following employees are not subject to the procedures set forth in this section 8.3:

Budget & Strategic Planning Director

Chief Building Official
Chief of Police
Community Engagement Manager
City Attorney
City Engineer
City Manager
City Recorder
City Treasurer/Accounting Manager
Deputy City Attorney
Deputy City Manager
Director of Economic Development & Analytics
Emergency Manager
Environmental Sustainability Manager
Executive Assistant
Finance Director (Manager)
Golf Course Manager
Housing Director
Human Resources Director
Ice Rink General Manager
IT & Customer Service Director
Library Director
Police Captain
Planning Director
Public Utilities Director
Public Works Director
Recreation Director
Transportation Director

Previous Policy/ Updated Policy Number	Policy Name	Notes
2.2(c)/5.2	Appointments – Promotional Probation Appointment	Policy removed because an additional probation period for a promotion was outdated and unnecessary. See policy 5.2 governing probation for transfers to a new position.
2.2(g)	Appointments – Special Employment Agreement	Policy removed because these contractual agreements are no longer best practice. No employees are governed by these agreements any longer.
2.2(i)/5.1(f)	Appointments – Community Service	Consolidated into new volunteer policy 5.1(f).
2.3	Rehire policy.	Policy removed because unnecessary, outdated, and redundant.
4.12/2.1 & 2.5	Wage Increases	Consolidated with 2.1 (Employee Pay) and and abbreviated bonus policy
4.14	Release Time	Policy Removed not an equitable policy for all employees.
4.27/3.1	Recreation Benefits	Consolidated into 3.1 (Health and Wellness Benefits). Annual updated benefits guide houses these benefits.
3.6	Phased Out Retirement Policy	Policy removed because outdated and retirement is governed by the Utah Retirement Systems (URS), not the employee handbook.
3.8/5.6	Final Paycheck	Incorporated into section 5.6 (resignation and discharge)
3.9	Separation Agreement	Policy from the handbook because it risks unnecessarily raising employee expectations and codifying a severance policy.
4.12(e)	Pay upon promotion	Policy removed because unnecessary.

Previous Policy/ Updated Policy Number	Policy Name	Notes
4.13, (c); 2.6	Bonus categories	Revised and updated bonus policies to comport with new pay plan philosophy. Instant bonuses, lump sum merit and perfect attendance bonuses are eliminated. Increase cost savings to a maximum of $5,000 from $3,000.
4.7	Garnishments & Wage Attachments	Policy removed as unnecessary restatements of the law and because these details are not typically communicated in handbooks.
4.8/5.6	Payroll Deductions	Policy removed because unnecessary. A sentence was added to Resignation and Discharge regarding return of City property
2.2(e)/5.1(d)	Benefits eligibility regulations	Omitted reference to City Standard Measurement Period and referred instead to Affordable Care Act and Utah State Retirement and Insurance Benefits Act.
5.16	Strikes and Work Stoppages	Policy removed to reflect updated National Labor Relations guidelines and rulings.
5.22	Consumer Reports	Removed policy. Updates in hiring guidelines and regulations. Also reference in pre-employment documents. Not relevant to current employees.
5.5 and 5.6/7.8	City Vehicles	Combined and updated to create new policy (*see* 7.8).
3.3	Demotion	Removed outdated policy.
3.4 and 3.7	Reorganization and Reduction in Force	Removed outdated policies.
5.8 and 5.9/4.3	Personal Conduct and Hygiene Policy and Rules of Conduct	Merged two policies together. New policy is Workplace Conduct (4.3)

Previous Policy/ Updated Policy Number	Policy Name	Notes
6.4	Exit Interview	Removed policy as is a practice.
4.22 and 6.5	Americans With Disabilities Act	Revised and incorporated in EEO policies in section 1.6 and 1.7.
4.28	Peak Time	Removed outdated policy. Created before work from home practices were enabled.
6.1	Holiday	Inclusion of Veteran's Day as City recognized holiday
Section 7	Emergency Management	Removed these policies. Specific to emergency management, not employee handbook.
7.9 (new manual)	Uniform Policy	New Policy added

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Resolution No. 15-2024

A RESOLUTION ADOPTING THE REVISED EMPLOYEE HANDBOOK, EFFECTIVE AUGUST 1, 2024 FOR PARK CITY MUNICIPAL CORPORATION

WHEREAS, personnel policies and procedures may be adopted and amended at the discretion of the City Council and are subject and subordinate to applicable federal and state laws, rules, and regulations, and local ordinances; and

WHEREAS, purpose of the handbook is to provide for guidance regarding the fair and consistent administration of city personnel, but neither any contract nor implied contract rights are created hereby; and

WHEREAS, the City Manager, City Attorney's Office, and Human Resources Department has reviewed the proposed amendments of the Revised Employee Handbook and recommends adoption by the City Council; and

WHEREAS, the City Council deems it in the best interest of the employees of Park City Municipal Corporation to formally adopt them;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Park City, Utah as follows:

SECTION 1. ADOPTION . The Employee Handbook, dated August 1, 2024, attached hereto, is hereby adopted and the 2023 version is hereby repealed including any temporary amendments thereto adopted by the City Manager

SECTION 2. EFFECTIVE DATE. This Resolution shall take effect on August 1, 2024.

PASSED AND ADOPTED this 11th day of July, 2024.

PARK CITY MUNICIPAL CORPORATION

_____
Mayor Nann Worel

Attest:

_____
Michelle Kellogg, City Recorder

Approved as to form:

_____
City Attorney’s Office