PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
October 16, 2025

The Council of Park City, Utah, will hold a special 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/87819070369

CLOSED SESSION - 2:15 p.m.

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

WORK SESSION

3:25 p.m. - Discuss Water Fund Revenue Outlook

4:25 p.m. - Discuss Proposed Code for Waste and Recycling Requirements for Park City Businesses and Waste Haulers

5:10 p.m. - Break

REGULAR MEETING - 5:30 p.m.

I. ROLL CALL

II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments

Staff Communications Reports

1. July 2025 Sales Tax Report

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

IV. CONSIDERATION OF MINUTES

1. Consideration to Approve the City Council Meeting Minutes from September 24, 2025

V. CONSENT AGENDA

1. Request to Authorize the City Manager to Execute a Professional Services Agreement with Park City Historical Society and Museum, dba Park City Museum, in a Form Approved by the City Attorney's Office, for Historical Services, Not to Exceed $116,812 for Four Years

2. Request to Authorize the City Manager to Execute a Professional Services Agreement with Park City Historical Society and Museum, dba Friends of Ski Mountain Mining History,

in a Form Approved by the City Attorney's Office, for Historic Restoration of the Thaynes Mine Complex, Not to Exceed $200,000

3. Request to Authorize the City Manager to Execute a Construction Agreement with Woodward Co., Not to Exceed $194,000, in a Form Approved by the City Attorney's Office, to Expand the Park City Police Department Parking Lot

4. Request to Authorize the Recreation Advisory Board to Recommend New Name Options for the Park City Community Center Consistent with the Administrative Policy for Naming of Public Areas

VI. OLD BUSINESS

1. Consideration of the Public Benefits Analysis for the Appropriation of Additional Funds in the Amount of $754,497 towards the EngineHouse Affordable Housing Project; and Consideration to Approve the Appropriation
(A) Public Hearing (B) Action

2. Golf Consultant Analysis Presented by True Club Solutions

3. Consideration to Adopt Resolution 21-2025, a Resolution Amending the Fee Schedule
(A) Public Hearing (B) Action

VII. ADJOURNMENT

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: **Water Fund Revenue Outlook**
Authors: **Budget and Finance Team**
Department: **Budget, Finance, and Public Utilities**
Date: **October 16, 2025**

Recommendation

Approve an immediate strategy to strengthen the Water Fund's financial position and provide guidance on additional contingency measures to offset the projected $1.3 million FY26 revenue shortfall caused by recent water rate structure changes.

Executive Summary

Following the August 14 presentation on the City's enterprise funds and cost recovery policies, Council requested further discussion on two main topics:

- Water Fund: Options to address the potential revenue shortfall and
- Enterprise Fund Review (scheduled for November 6): Review advantages and disadvantages of consolidating the Golf Fund into the General Fund, along with an examination of overall cost recovery policies for the Recreation and Ice divisions.

The Water Fund faces a projected revenue shortage stemming from rate structure changes, which include retroactive refunds for July and August, which are our highest water consumption months.

For the FY26 budget, Council adopted a modified water rate structure for Single Family Residential and Irrigation customers that reduced annual water service fee revenue by approximately $1.1M. To maintain positive future water fund cash balances, this loss was offset by cost-cutting measures, including eliminating several staff positions, reducing operations and maintenance budgets, and reducing water's ongoing capital replacement budget. On September 4, Council approved another rate modification, further reducing projected Water Fund revenue by $1.3M and resulting in a projected negative cash balance by the end of FY26 shown in table below.

Council requested strategies that would offset this shortfall. While the General Fund could be used to subsidize the Water Fund, reliance on this approach should remain temporary. Rating agencies place significant emphasis on self-supporting utilities, rate-setting autonomy, and sustainable revenues. Ongoing subsidies could jeopardize the City's water enterprise credit rating.

Water Revenues	Old Rate Structure	New Rate Structure	% of total
Service Fees	$ 20,700,000	$ 19,400,000	72%
Surplus Lease to Weber Basin	$ 4,088,097	$ 4,088,097	15%
Water Impact Fees	$ 1,367,325	$ 1,367,325	5%
Deer Valley Snowmaking	$ 750,000	$ 750,000	3%
City Water Charges	$ 346,658	$ 346,658	1%
Other Fees and Interest	$ 818,677	$ 818,677	3%
Total Revenue	**$ 28,070,757**	**$ 26,770,757**	

Water Expenses	FY 2026 Budget	% of total
Debt Services	$ (9,405,237)	35%
Personnel	$ (5,185,228)	19%
Operations Materials, Supplies & Services	$ (5,338,512)	20%
Water Supply Contracts	$ (3,627,417)	14%
Interfund Transfer	$ (1,671,443)	6%
Annual Capital	$ (1,565,398)	6%
Total Expenses	**$ (26,793,235)**	

Beginning Cash Balance	**$ 1,860,588**	**$ 1,860,588**
Net Income	**$ 1,277,522**	**$ (22,478)**
One Time Capital	**$ (2,500,000)**	**$ (2,500,000)**
Ending Cash Balance	**$ 638,110**	**$ (661,890)**

*Table does not include the internal reciprocal transfer (accounting entry)
* One Time Capital is Hwy 224 Interconnect

Analysis

Enterprise Funds

Generally Accepted Accounting Principles provide that enterprise funds may be used to report any activity for which a fee is charged to external users for goods or services. Furthermore, a given activity must be accounted for in an enterprise fund if it meets *any* of the following criteria:

- There is outstanding debt that is backed solely by fees and charges.
- Laws or regulations require that fees and charges be set to recover costs, including capital costs (depreciation, replacement or debt service); or
- There is a pricing policy that fees and charges be set to recover costs, including capital costs (depreciation, replacement, or debt service).

Enterprise fund accounting is designed to highlight the extent to which fees and charges are sufficient to cover the cost of providing goods and services. For that reason, it often is used voluntarily for subsidized activities to highlight the cost of the subsidy. A public transit system is a good example of an activity that is commonly accounted for in an enterprise fund voluntarily.

Enterprise funds allow for clear, traceable accounting of the cost of providing a service, enabling city leaders, stakeholders, and residents to better understand the financial performance of individual operations. This clarity supports data-driven decisions regarding rate structures, service levels, and infrastructure planning. Enterprise funds support long-term planning and stability by enabling multi-year capital improvements, reserve funds, and maintenance schedules to be managed within a dedicated revenue stream and are not subject to annual General Fund budget fluctuations.

Water Fund

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

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

Additionally, under the Indenture (bond documents), water rate revenues are pledged to pay for (1) operations and maintenance of the water system, (2) annual debt service, and (3) a minimum 20% margin above debt service. This 20% buffer ensures that debt service coverage remains at 1.2x. Other permissible revenue sources include water impact fees, charges to municipal facilities, and sales of excess water to external customers. The current debt structure cannot be modified until 2030, when the 2020 bonds reach their call date, at which time refinancing or restructuring could be considered.

Recommended Immediate Strategy

We have analyzed a broad range of options to address the potential deficit, narrowing our suggestions using criteria such as best practice, sustainability, and fiscal responsibility.

We do not recommend implementing an official budget adjustment at this time, as several factors, including potential increases in revenue or decreases in expenses, may mitigate the deficit. Instead, we are providing Council with a menu of contingency options that can be implemented if a deficit scenario is realized. Council may choose to implement one or a combination of these options. We propose a follow-up review of the Water Fund financials in early spring to determine if a formal adjustment is necessary. We recommend implementing the following strategy immediately, regardless of whether a deficit scenario is realized.

Eliminate the Phased-In Municipal Water Charges

As part of the FY26 budget process, the Council approved charging City facilities for water usage, which generates approximately $343K (with $255K from the General Fund and $86K from the Golf Fund) which represents 1/3 of the full rate. The Council elected to phase these charges in over three years to avoid undue financial impact.

We now recommend implementing the full rate immediately, which would bring total fee revenue to about $1M in FY26. Since $343K is already included in the Budget, implementing the full payment would generate an additional $660K ($487K from the General Fund and $172K from the Golf Fund) in revenue for FY26. As well as an additional $349K revenue in FY27. This would help avoid a near-term negative cash balance. We acknowledge that increasing contributions from the General and Golf Funds could create additional expense pressure on those budgets. We will continue to regularly review and report on revenue and expenses of those funds and will return to the Council if operating deficits become a concern.

Additional Strategies for Contingency & Long Term- Stability

Administrative Interfund Transfer (Admin IFT) Review

Utah law permits enterprise funds to pay their proportionate share of administrative and overhead costs provided by the General Fund, provided the charges are reasonable, supportable, and properly documented. These typically include services from departments such as Finance, Human Resources, Information Technology, the City Attorney's Office, and Building Maintenance. While the City is not required to charge enterprise funds for internal administrative services, it is considered best practice. IFTs must be applied with a consistent methodology across all funds.

The Water Fund contributes approximately $1.3 million annually in interfund transfers (IFTs) for these overhead services. We are actively reviewing the Admin IFT and expect to implement an updated methodology and revised amounts in the FY27 budget, which may result in a reduction to the Water Funds annual IFT contribution.

Flexibility in Capital Financing

The City has the legal flexibility to fund Water Capital Projects using the General Fund or other non-enterprise sources. The Water Indenture only mandates that water rates cover operations, maintenance, and debt service obligations—it does not require that capital improvements be financed solely by water rates.

Accordingly, the Council may lawfully use General Fund transfers, grants, or sales tax bond proceeds to finance water capital projects. This flexibility provides an important lever to manage ratepayer impact.

Long-Term Policy and Caveats

While the General Fund can provide initial capital support, the long-term financial expectation is that utility users, not general taxpayers, should sustain the system. Continuous reliance on General Fund resources to construct enterprise assets is discouraged, as it blurs the distinction between ratepayer-supported utilities and taxpayer-supported services.

Important Caveat for City Projects

When a general City project (such as a park or affordable housing development) requires new or upgraded water infrastructure (e.g., upsized lines or new connections), it is both appropriate and legally defensible for the project developer (the City) to fund the associated water improvements. Moving forward, the City intends to adopt a more deliberate approach, ensuring that City-sponsored projects bear the cost of their own necessary water infrastructure requirements. Note that once a project results in a utility asset (like a new pipeline), the ongoing operations and maintenance costs must be borne by the Water Enterprise Fund.

Impact Fees

Increasing existing water impact fees to reflect updated actual costs related to new development have been identified as a potential tool to help offset water user fees. Impact fees are a widely used financing mechanism in many cities and represent a useful tool in long-term infrastructure planning. Under this approach, new development contributes to the cost of expanded water infrastructure necessitated by growth. Staff plans to bring this item back for Council consideration at a later date.

It is important to note that, under the Utah Impact Fees Act, these revenues may only be used for capital projects directly attributable to new growth. They cannot be used to subsidize existing operations, maintenance, or replacement of current infrastructure. Even with these limitations, impact fees are widely used by cities across Utah and represent a valuable component of long-term infrastructure financing strategies.

General Fund Transfer

As a last resort, we can consider a one-time transfer from the General Fund balance. In the prior fiscal year, Council authorized a $1M transfer from the General Fund balance to the Water Fund. This action was intended as a temporary measure to account for the reduction in revenue from the three-year phased approach to charging municipal facilities for water beginning in FY26. The transfer served as a bridge while the new charges could be phased in.

While water debt service and operations are pledged to be funded through water rates rather than external subsidies, occasional financial contributions are permissible. The principal risk, however, lies in creating an ongoing reliance on General Fund revenues because neither the full faith and credit nor the taxing power of the City is pledged. A one-time transfer from the General Fund balance is permissible as a temporary measure.

City Council Staff Report

Subject: **Waste Reduction Code Updates**
Author: **Luke Cartin and Celia Peterson**
Department: **Sustainability**
Date: **10/16/2025**

Recommendation
Provide feedback on the proposed code for waste and recycling requirements for Park City businesses and waste haulers.

Analysis
On June 12, 2025, City Council directed staff to propose code updates that would increase waste diversion and extend the life of the Summit County landfill. Curbside recycling and collection is available to Park City residents, however businesses haven't been required to show proof of waste or recycling accounts. This has led to illegal dumping, low commercial recycling, and confusion around community wide diversion rates. Proposed code updates will collect better data to measure impact, require proof of waste and recycling accounts, and create accountability. It focuses on haulers, businesses, and enforcement.

Authorized hauler requirements:

- The proposed code would create requirements for waste haulers that will lead to better data collection and clarity around what is able to be collected. The proposed code is similar to what is required for haulers in Salt Lake City. It requires waste and recycling haulers to:
  - Register with Park City
  - Identify what items they haul (trash, food waste, recycling, cardboard, etc.), and where they haul these items to
  - Properly label bins serviced by the hauler (example: *Cardboard Only* written on a cardboard bin)
  - Report on weights hauled annually

Commercial business requirements:

- The proposed code would mandate that businesses have proof of active waste and recycling services with an authorized hauler as a requirement for business license application or renewal. It allows master associations (such as Prospector Square Property Owners Association or Historic Park City Alliance) to provide proof of active waste and recycling for their members. There could be an exemption for home-based or small businesses that produce a nominal amount of waste. Businesses can self-haul their waste and recycling but must register and comply with the authorized hauler requirements.

Enforcement:

- Proof of active accounts would be required for a business to receive a business license. This proposed code also empowers the Chief Building Official (or designee) to request proof of waste accounts and gives the ability to impose fines for repeat violators. It requires timely cleanup of spills and overflowing containers to protect the community.

Timing:

- These code updates could come into effect in stages. For example, the authorized hauler requirements and enforcement could start in April 2026, with commercial waste reduction requirements 6 months later in October 2026.

Staff have hosted multiple meetings with key stakeholders, including HPCA, Summit County, Recycle Utah, individual businesses, and the Park City Chamber. City staff will increase outreach efforts if Council decides to move forward to potentially adopting the code.

Questions for Council to consider:

- Do you agree on the timing of when this ordinance would come into effect?
  - Authorized hauler requirements in April 2026
  - Business license requirements in October 2026
- Does Council support an exemption for small businesses based on an average weekly waste (such as a 95-gallon bin)?

Exhibits

A *Authorized Hauler Requirements*
B *Business License Code Updates*

Exhibit A: Authorized Hauler Requirements

Park City Municipal Code

Title 6 Health; Nuisance Abatement; Noise

Chapter 1 Abatement of Garbage and Other Deleterious Material

Section 6-1-14: Authorized Hauler Requirements

A. DEFINITIONS
   1. WASTE: Waste includes, but is not limited to, trash intended for landfill disposal, recyclable materials such as paper, plastics, metals, and cardboard, source-separated food waste and other organic materials, and glass.
   2. AUTHORIZED HAULER. Any waste hauler who has been approved by the City to provide waste hauling services within City boundaries. If a Waste Generator, as defined in Section 4-1-1, hauls its own waste they must register as an Authorized Hauler.
   3. OVERFLOWING CONTAINER. Any container with waste that is either protruding from the top of the container or placed outside of the container

B. WASTE AND RECYCLING HAULER REQUIREMENTS

Only Authorized Haulers may provide waste hauling services within City boundaries. Authorized Haulers must:

1. Register with the City and pay the City an annual authorized hauler registration fee according to the fee schedule in effect at the time.

2. Deliver recyclables, green waste and food waste to a facility that recycles more than fifty percent, by weight, of incoming material.

3. Not take customers' recyclables, green waste, or food waste that have been separated for collection to a landfill or other site for disposal.

4. Collect recyclables at least twice per month, or more as specified by agreement.

5. Provide containers or collection methods for trash and recyclable items that comply with Park City Code and Summit County health regulations.

6. Provide appropriate signage for all containers that clearly identifies which containers to use for waste and recycling that are serviced by the hauler. Signage shall be aligned with City guidance to promote best practices for reducing contamination and improving diversion rates.

7. Maintain copies of service agreements and receipts that show proper delivery of diverted items to appropriate facilities. Such documents shall be available for inspection by the City at the Authorized Hauler's place of business during normal business hours and must be maintained for a minimum of three years.

8. Provide an annual report to the City identifying, at a minimum, the following information:

   a. The total weight of green waste material delivered to compost facilities during the previous year by quarter, the total weight of recyclable items delivered to recycling facilities during the previous year by quarter, and the total weight of waste delivered to landfills during the previous year by quarter.

   b. Percent of total accounts within Park City that subscribe to green waste or recycling services.

   9.The Authorized Hauler's failure to file reports required by this section shall constitute cause for termination or suspension of the hauler's authorized permit status.

10.. Failure to comply with any of these requirements may lead to revocation of Authorized Hauler status in the future.

C. ENFORCEMENT

The Chief Building Official or their designee(s) shall have the primary responsibility for enforcement of this Section. If the Chief Building Official determines that a violation of this section has occurred, they will issue a written warning notice to the Authorized Hauler than a violation has occurred. Subsequent violations of this section shall be punishable by an administrative fine not to exceed $500.

Park City Municipal Code

Title 4: Licensing

4-1-1: Definitions

. . .

RED IS PROPOSED DRAFT LANGUAGE

WASTE GENERATOR. A business that operates from a non-residential address and produces more than one cubic yard of solid waste or recyclable items on an average week. Home-based businesses are exempt.

. . .

4-2-16 Waste Generator Requirements.

In addition to the business license application requirements in section 4-3-1, a Waste Generator shall provide a waste plan, available for inspection by the City upon request, that includes:

A. Frequency and account information of any waste services provided to the business, including self-hauling.
B. Waste, green waste, recycling and food waste collection facilities at the business including location and size of bins on site.
C. Businesses are required to have at least one waste hauling account and at least one recycling account or provide proof of being part of master accounts that provide hauling services for both landfill waste and recycling.
D. If a business chooses to self-haul landfill waste or recycling it must register as an authorized hauler as defined in section 6-1-14.
E. Designated area(s) for landfill waste and recycling container(s) accessible by an authorized hauler.
F. Designated areas for refuse and recycling containers that are convenient to use by customers, occupants, employees, or residents .
G. Recycling information that must be distributed to each person occupying or working on the property within 14 days after commencement of recycling service and annually thereafter.
H.

4-3-1 License Application

A. **Application With Inspection.** All Business license applications with a physical location within City limits require a passed Business License Inspection from the Building Department to ensure life safety standards, proper measurements for fee calculation, and Code compliance.

1. A Business License Inspection will only be scheduled if:

    1. A Certificate of Occupancy has been issued by the Building Department;

    2. A Letter of Completion has been issued by the Building Department; or

    3. There is already an existing licensed Business occupying the space and a building permit is not required to accommodate the new Business.

2. Applications for Business licenses shall be made in writing to the Finance Manager or their designee. Each application shall include the:

    1. Name of the applicant and DBA, if applicable;

    2. Location and contact information of the Business;

    3. Date of application;

    4. Payment of the applicable License Fee and tax, based on the information recorded on the Business License Inspection or previous Business License at that location if within the HRC or HCB Districts as defined in the Land Management Code; or estimated amount if undergoing significant construction or tenant improvements;

    5. Name and contact information of the local Business agent who is authorized to receive service of process and any communication regarding applicant's license, if applicable;

    6. Federal entity identification number;

    7. State sales tax reporting number, if applicable;

    8. Copy of the Business License Inspection report showing passed;

    9. State contractor's license number, if applicable;

    10. State real estate broker's license number, if applicable;

11. A Waste Generator shall provide either:

    a) Proof of an active account or accounts with Authorized Haulers, as defined in section 6-1-14 of the Park City Code, for waste, including business account numbers,

       OR

    b) A letter from a business HOA, property management company, or other collective entity that allows businesses to use their account with an Authorized Hauler, as defined in section 6-1-14 of the Park City Code.

12. Other information, as needed, for the purpose of guidance of the Finance Manager in issuing the license.

B. **Applications Without an Inspection.** If the Business is a Conventional Chain Business located within a Storefront Property in the HRC or HCB Districts, the applicant may apply for a Business license without an inspection only if the applicant provides a letter of intent agreement between the landlord and tenant with monetary or other proprietary terms redacted if necessary.

   1. The applicant will be notified in writing within ten business days of affirmation or denial of the application.

   2. Within one hundred and twenty (120) days from the day of application a signed lease or memorandum of lease must be submitted to Finance with monetary or other proprietary terms redacted if necessary or the application shall be denied.

   3. The Business license application will be denied after 180 days from application unless the applicant has submitted and paid for a building permit.

   4. The Business license application shall be deemed denied if it is pending more than twenty-four (24) months from application date.

   5. Any denial can be appealed pursuant to Section 4-3-15.

   6. Prior to the license being issued, the applicant must provide a Passed Business License Inspection report to the Finance Department. The Finance Department will recalculate the License Fees based on the final Square Footage and either issue a refund or collect additional fees and issue the License.

C. **Subsequent Changes.** Any change in the above information furnished by the applicant shall be forwarded in writing, within ten (10) days of the change, to the Finance Manager or their designee. License application forms shall be prepared and kept on file by the Finance Department.

City Council Staff Report

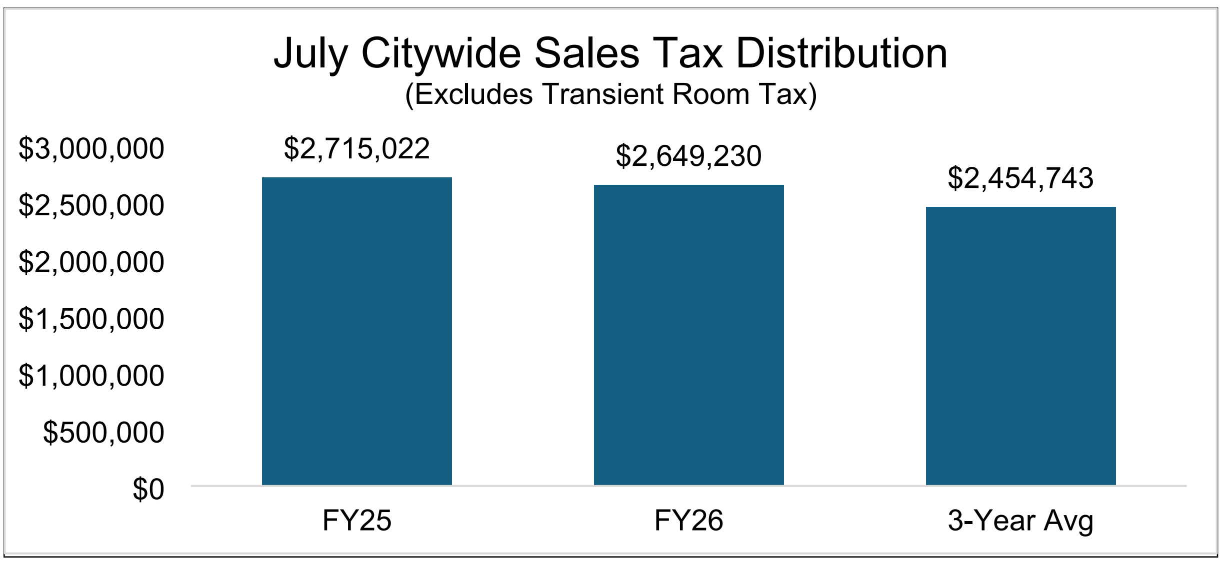
Subject: July Sales Tax Report
Author: Budget Team
Department: Budget
Date: October 16, 2025

Sales Tax Distribution

The following bullets summarize the July sales tax distribution:

Citywide Sales Tax Distribution Summary (excludes Transient Room Tax):
Monthly (July):
Revenue: $2,649,230 — down $65,792 (-2.4%) vs. July 2024; up $127,889 (+5.1%) vs. budget.

Trailing Quarter (May – July):
Revenue: $7,215,235 — up $129,790 (+1.8%) vs. same period last year; up $460,716 (+6.8%) vs. budget.



General Fund Distribution Summary:
Monthly (July):
Revenue: $1,434,792 — down $33,771 (-2.3%) vs. July 2024; up $67,523 (+4.9%) vs. budget.

Trailing Quarter (May – July):
Revenue: $3,868,828 — up $69,016 (+1.8%) vs. same period last year; up $205,998 (+5.6%) vs. budget.

Transient Room Tax (TRT) Distribution Summary:

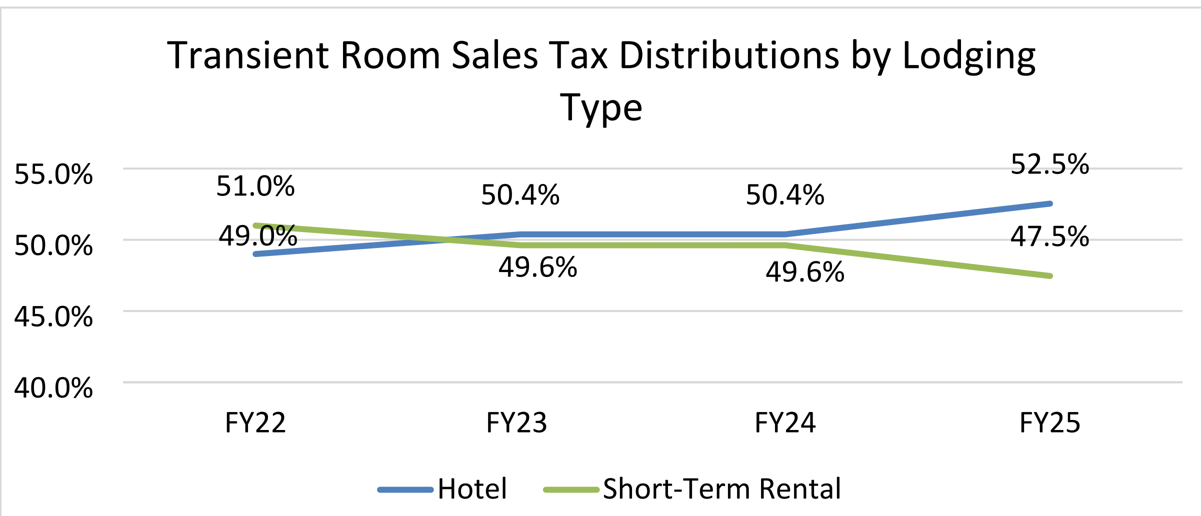
Monthly (July):
Revenue: $212,771 — down $23,241 (-9.8%) vs. July 2024; down $8,789 (-4%) vs. budget.

Trailing Quarter (May – July):
Revenue: $460,735 — down $78,512 (-14.6%) vs. same period last year; down $49,117 (-9.6%) vs. budget.

Sales Tax Analysis

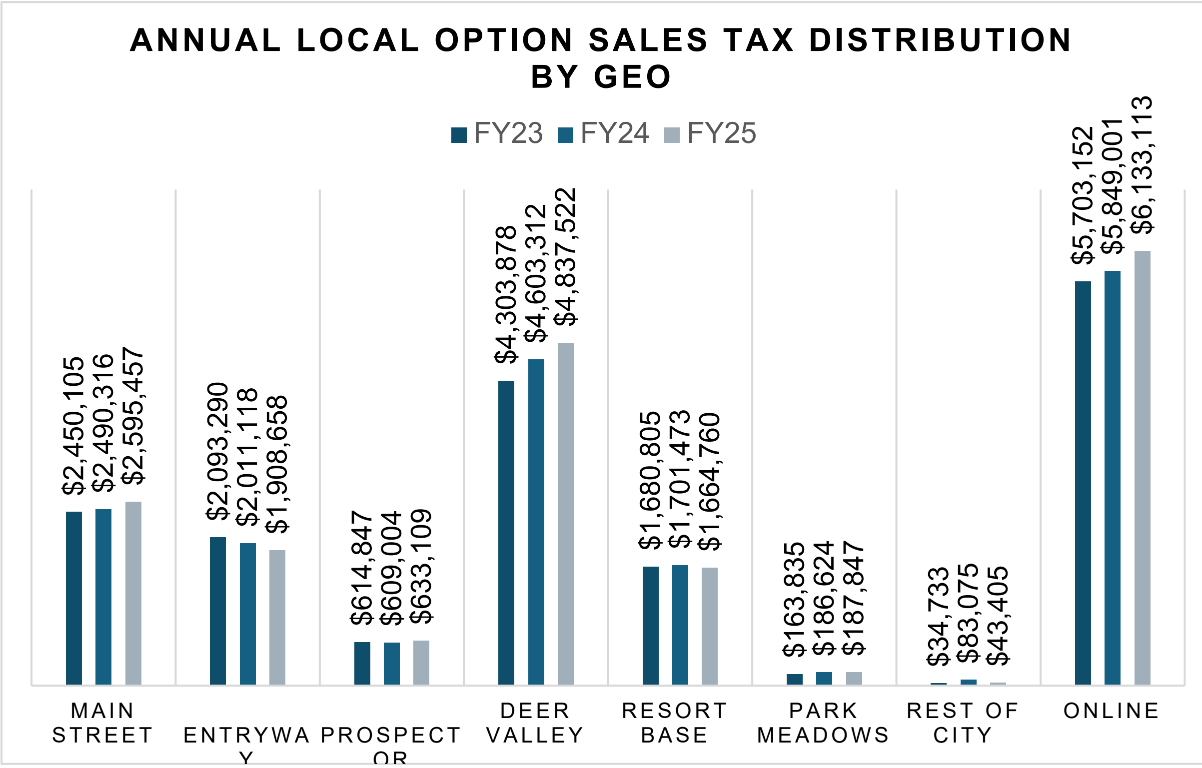
Citywide sales tax distributions (excluding TRT) began FY26 slightly below last July's performance, though revenues exceeded the July budget. On a trailing-quarter basis, distributions totaled $7.2 million, up 1.8% year-over-year and 6.8% ahead of budget, indicating broad-based strength across the tax base. The General Fund, Capital Fund, and Transportation Fund distributions show the same pattern: ahead of budget but slightly below July 2024.

By contrast, the TRT distribution underperformed compared to last year and the budget. FY25 TRT data indicate a shift in lodging mix, with short-term rental revenue declining by 5.8% and traditional hotel revenue increasing by 2.7%. This change in visitor lodging behavior may temper near-term TRT growth. We will continue to monitor lodging trends as ski-season bookings develop.



Preliminary indicators for August suggest a modest increase in lodging demand compared to the same period last year, while cell phone data indicate visitation levels roughly consistent with those of 2024. As a result, August's sales tax distribution is expected to closely track the prior-year performance.

We will continue to monitor visitor patterns and discretionary spending while coordinating with the Park City Chamber of Commerce to track global, national, and local economic indicators. This ongoing analysis will help ensure that revenue forecasts remain aligned with current conditions, enabling proactive adjustments as trends evolve.

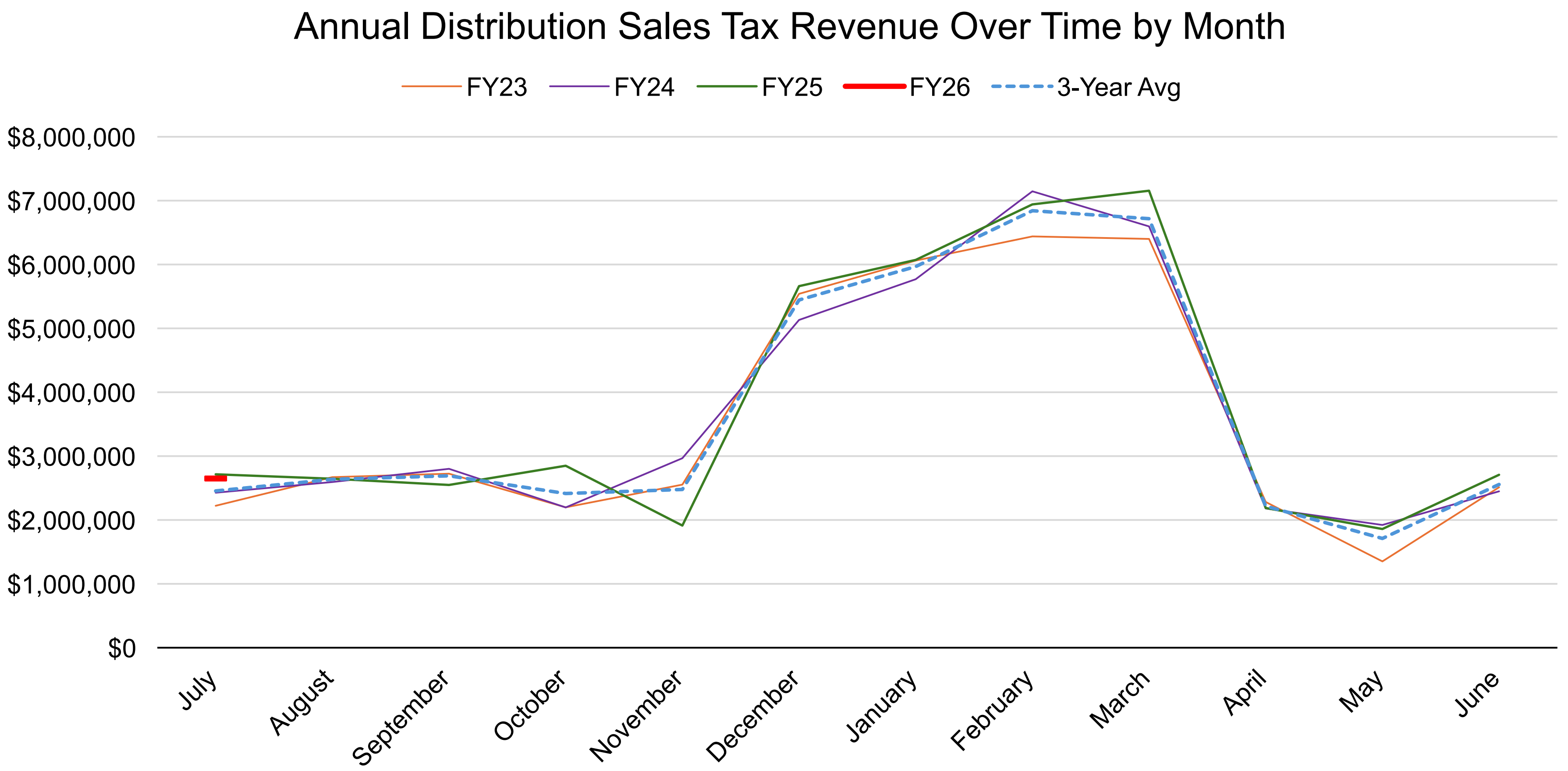


Exhibits

Exhibit A: FY26 July Sales Tax Distribution
Exhibit B: FY26 July Sales Tax Revenue by Filing Month

July Sales Tax Distribution
Appendix I

Sales Tax Distribution



Source: Park City Municipal Corporation. As of October 2025. Note: Excludes Transient Room Sales Tax.

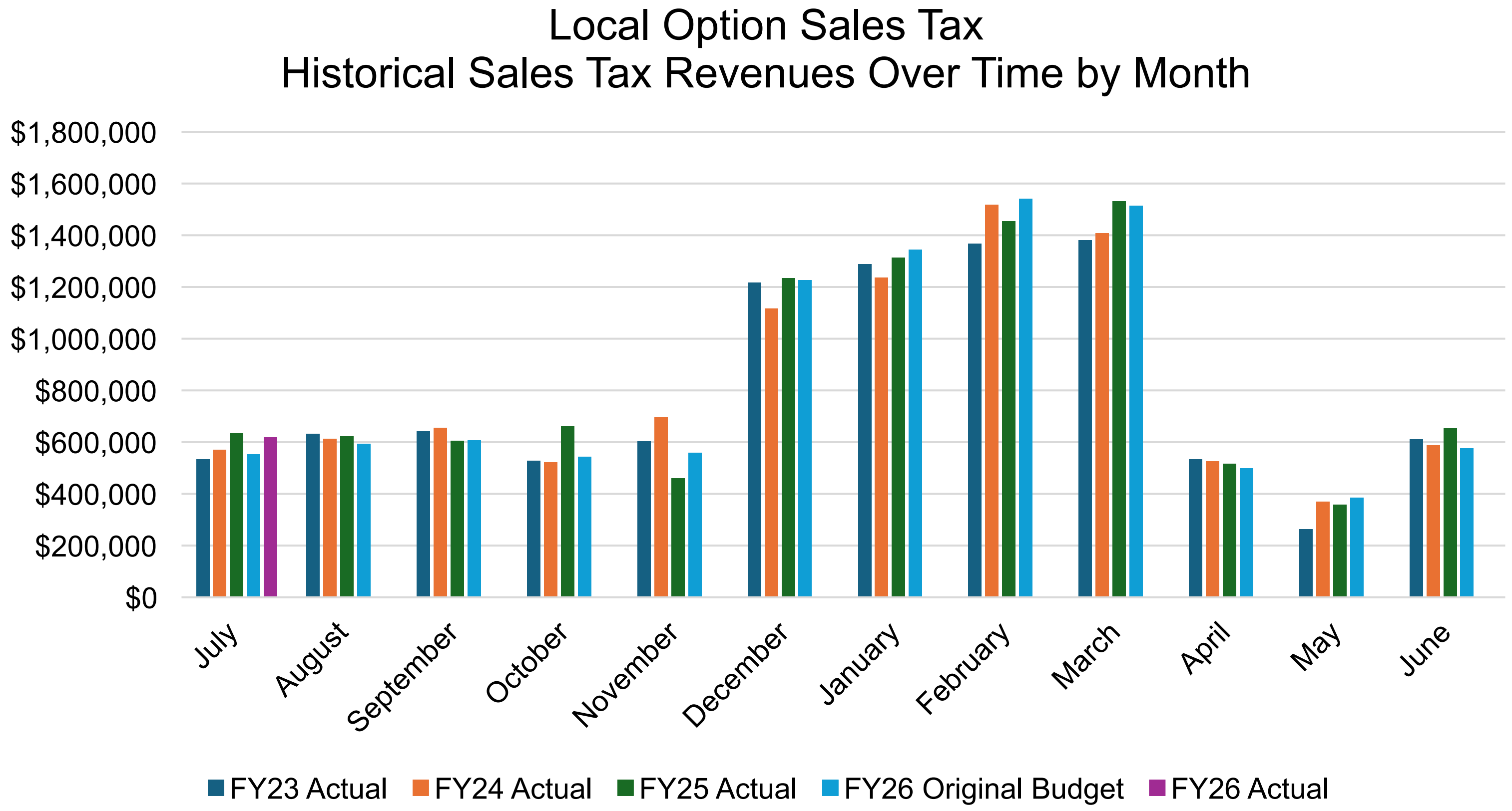
Local Option Sales Tax Distribution

Local Option Sales Tax - Monthly							
Month	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Original Budget	FY26 Actual	FY26 v FY25, % Variance	Actuals vs Budget
July	$532,806	$570,791	$634,037	$553,095	$619,299	-2.32%	11.97%
August	$631,245	$612,827	$623,012	$594,110	$0	-100.00%	-100.00%
September	$641,829	$655,342	$604,981	$606,408	$0	-100.00%	-100.00%
October	$526,872	$521,364	$661,089	$544,006	$0	-100.00%	-100.00%
November	$603,371	$695,129	$460,257	$558,263	$0	-100.00%	-100.00%
December	$1,216,593	$1,116,760	$1,233,701	$1,226,749	$0	-100.00%	-100.00%
January	$1,288,403	$1,236,790	$1,312,696	$1,344,635	$0	-100.00%	-100.00%
February	$1,366,459	$1,518,413	$1,453,765	$1,541,707	$0	-100.00%	-100.00%
March	$1,380,769	$1,408,614	$1,530,462	$1,513,548	$0	-100.00%	-100.00%
April	$534,284	$525,152	$515,667	$499,391	$0	-100.00%	-100.00%
May	$264,260	$370,168	$357,004	$385,423	$0	-100.00%	-100.00%
June	$611,246	$586,773	$652,449	$575,918	$0	-100.00%	-100.00%
Total	**$9,598,138**	**$9,818,123**	**$10,039,119**	**$9,943,252**	**$619,299**	**-93.83%**	**-93.77%**
			$10,865,411				

Local Option Sales Tax - Culmulative							
Month	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Original Budget	FY26 Actual	FY26 v FY25, % Variance	Actuals vs Budget
July	$532,806	$570,791	$634,037	$553,095	$619,299	-2.32%	11.97%
August	$1,164,051	$1,183,618	$1,257,049	$1,147,205	$0	-100.00%	-100.00%
September	$1,805,880	$1,838,960	$1,862,030	$1,753,613	$0	-100.00%	-100.00%
October	$2,332,752	$2,360,324	$2,523,119	$2,297,619	$0	-100.00%	-100.00%
November	$2,936,124	$3,055,453	$2,983,376	$2,855,882	$0	-100.00%	-100.00%
December	$4,152,716	$4,172,213	$4,217,077	$4,082,631	$0	-100.00%	-100.00%
January	$5,441,119	$5,409,003	$5,529,773	$5,427,266	$0	-100.00%	-100.00%
February	$6,807,579	$6,927,416	$6,983,537	$6,968,973	$0	-100.00%	-100.00%
March	$8,188,348	$8,336,030	$8,513,999	$8,482,521	$0	-100.00%	-100.00%
April	$8,722,631	$8,861,182	$9,029,667	$8,981,912	$0	-100.00%	-100.00%
May	$8,986,891	$9,231,350	$9,386,670	$9,367,334	$0	-100.00%	-100.00%
June	$9,598,138	$9,818,123	$10,039,119	$9,943,252	$0	-100.00%	-100.00%

Source: Park City Municipal Corporation. As of October 2025.

Local Option Sales Tax Distribution



Source: Park City Municipal Corporation. As of October 2025.

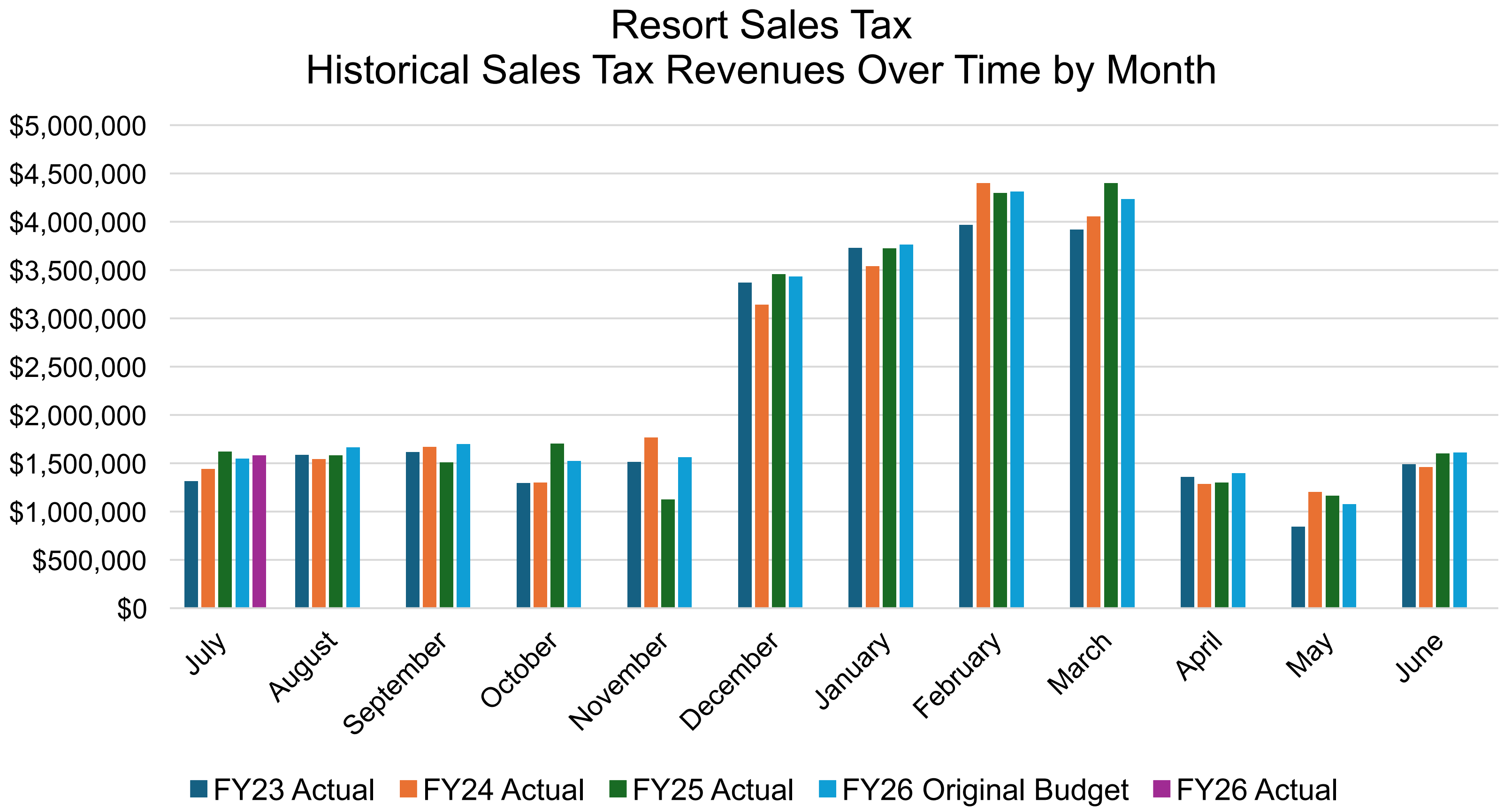
Resort Sales Tax Distribution

Resort Sales Tax - Monthly							
Month	**FY23 Actual**	**FY24 Actual**	**FY25 Actual**	**FY26 Original Budget**	**FY26 Actual**	**FY26 v FY25, % Variance**	**Actuals vs Budget**
July	$1,312,332	$1,442,948	$1,618,474	$1,547,644	$1,581,268	-2.3%	2.17%
August	$1,586,065	$1,541,605	$1,580,122	$1,662,411	$0	-100.00%	-100.00%
September	$1,615,491	$1,668,124	$1,508,595	$1,696,822	$0	-100.00%	-100.00%
October	$1,296,056	$1,299,701	$1,700,690	$1,522,212	$0	-100.00%	-100.00%
November	$1,512,524	$1,764,089	$1,125,600	$1,562,105	$0	-100.00%	-100.00%
December	$3,368,390	$3,140,247	$3,458,333	$3,432,630	$0	-100.00%	-100.00%
January	$3,729,527	$3,538,256	$3,722,264	$3,762,495	$0	-100.00%	-100.00%
February	$3,965,502	$4,397,749	$4,295,595	$4,313,930	$0	-100.00%	-100.00%
March	$3,920,247	$4,053,790	$4,399,342	$4,235,138	$0	-100.00%	-100.00%
April	$1,356,848	$1,283,854	$1,302,002	$1,397,372	$0	-100.00%	-100.00%
May	$844,454	$1,202,996	$1,163,996	$1,078,471	$0	-100.00%	-100.00%
June	$1,491,338	$1,462,232	$1,598,674	$1,611,507	$0	-100.00%	-100.00%
Total	**$25,998,774**	**$26,795,590**	**$27,473,687**	**$27,822,735**	**$1,581,268**	**-94.24%**	**-94.32%**

Resort Sales Tax - Culmulative							
Month	**FY23 Actual**	**FY24 Actual**	**FY25 Actual**	**FY26 Original Budget**	**FY26 Actual**	**FY26 v FY25, % Variance**	**Actuals vs Budget**
July	$1,312,332	$1,442,948	$1,618,474	$1,547,644	$1,581,268	-2.30%	2.17%
August	$2,898,396	$2,984,553	$3,198,596	$3,210,054	$0	-100.00%	-100.00%
September	$4,513,887	$4,652,677	$4,707,191	$4,906,876	$0	-100.00%	-100.00%
October	$5,809,943	$5,952,378	$6,407,882	$6,429,088	$0	-100.00%	-100.00%
November	$7,322,467	$7,716,467	$7,533,482	$7,991,193	$0	-100.00%	-100.00%
December	$10,690,858	$10,856,714	$10,991,815	$11,423,823	$0	-100.00%	-100.00%
January	$14,420,385	$14,394,970	$14,714,079	$15,186,318	$0	-100.00%	-100.00%
February	$18,385,887	$18,792,719	$19,009,674	$19,500,247	$0	-100.00%	-100.00%
March	$22,306,135	$22,846,508	$23,409,016	$23,735,385	$0	-100.00%	-100.00%
April	$23,662,982	$24,130,362	$24,711,018	$25,132,757	$0	-100.00%	-100.00%
May	$24,507,436	$25,333,358	$25,875,014	$26,211,228	$0	-100.00%	-100.00%
June	$25,998,774	$26,795,590	$27,473,687	$27,822,735	$0	-100.00%	-100.00%

Source: Park City Municipal Corporation. As of October 2025.

Resort Sales Tax Distribution



Source: Park City Municipal Corporation. As of October 2025.

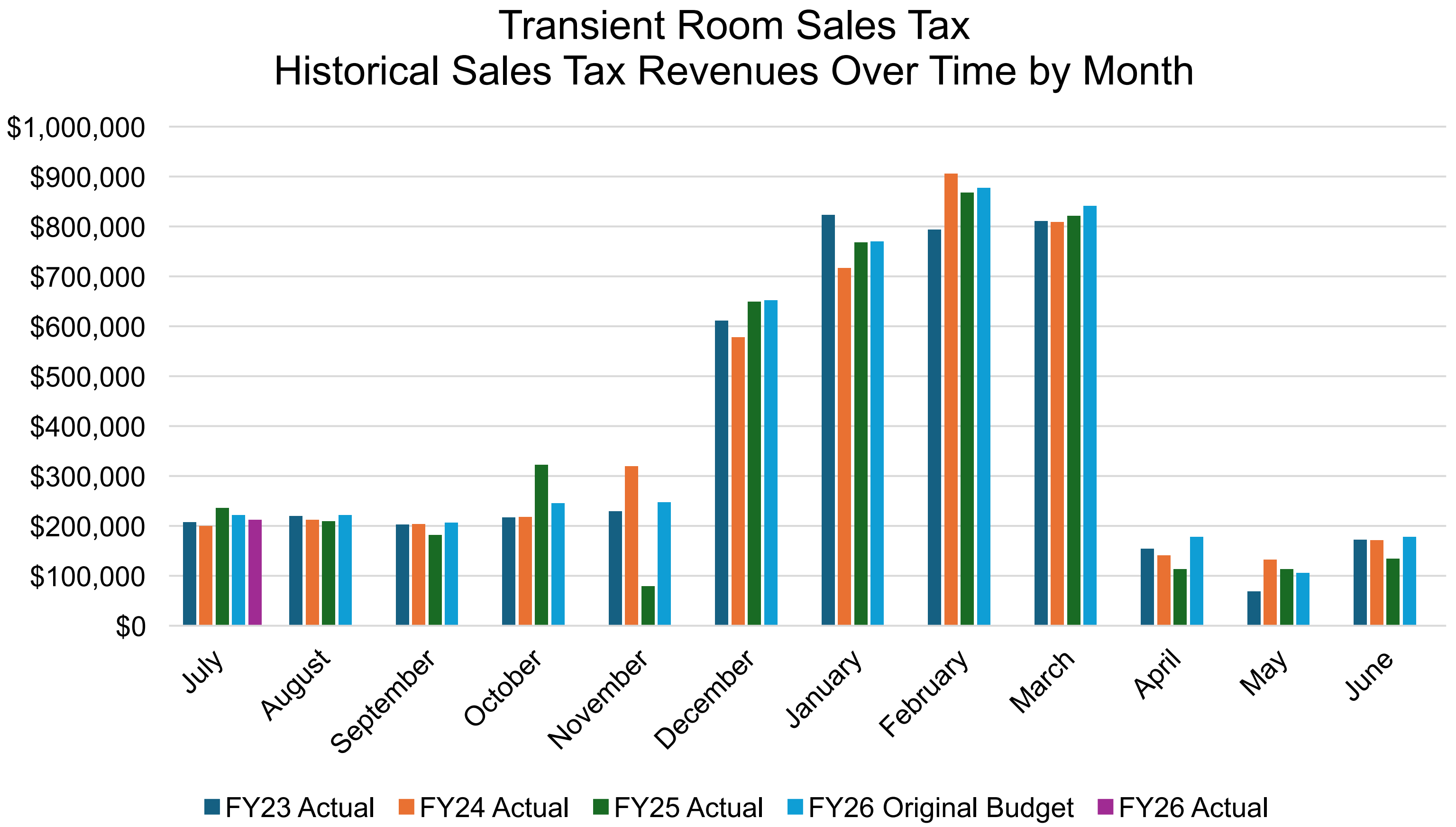
Transient Room Tax Distribution

Transient Room Sales Tax - Monthly							
Month	**FY23 Actual**	**FY24 Actual**	**FY25 Actual**	**FY26 Original Budget**	**FY26 Actual**	**FY26 v FY25, % Variance**	**Actuals vs Budget**
July	$207,936	$199,624	$236,013	$221,560	$212,771	-9.85%	-3.97%
August	$219,874	$212,683	$209,093	$222,213	$0	-100.00%	-100.00%
September	$203,178	$203,721	$181,611	$206,746	$0	-100.00%	-100.00%
October	$217,406	$217,701	$322,638	$245,749	$0	-100.00%	-100.00%
November	$229,493	$319,441	$78,992	$247,178	$0	-100.00%	-100.00%
December	$611,583	$577,710	$649,471	$652,349	$0	-100.00%	-100.00%
January	$823,076	$717,139	$768,614	$770,260	$0	-100.00%	-100.00%
February	$793,379	$906,424	$868,234	$877,010	$0	-100.00%	-100.00%
March	$811,367	$809,258	$821,500	$841,139	$0	-100.00%	-100.00%
April	$154,497	$141,257	$113,692	$178,138	$0	-100.00%	-100.00%
May	$69,124	$132,111	$113,891	$105,629	$0	-100.00%	-100.00%
June	$172,713	$171,123	$134,073	$178,466	$0	-100.00%	-100.00%
Total	**$4,513,625**	**$4,608,192**	**$4,497,823**	**$4,746,438**	**$212,771**	**-95.27%**	**-95.52%**

Transient Room Sales Tax - Culmulative							
Month	**FY23 Actual**	**FY24 Actual**	**FY25 Actual**	**FY26 Original Budget**	**FY26 Actual**	**FY26 v FY25, % Variance**	**Actuals vs Budget**
July	$207,936	$199,624	$236,013	$221,560	$212,771	-9.85%	-3.97%
August	$427,810	$412,307	$445,106	$443,773	$0	-100.00%	-100.00%
September	$630,988	$616,027	$626,717	$650,519	$0	-100.00%	-100.00%
October	$848,393	$833,728	$949,356	$896,268	$0	-100.00%	-100.00%
November	$1,077,886	$1,153,169	$1,028,347	$1,143,447	$0	-100.00%	-100.00%
December	$1,689,469	$1,730,880	$1,677,819	$1,795,795	$0	-100.00%	-100.00%
January	$2,512,545	$2,448,018	$2,446,433	$2,566,056	$0	-100.00%	-100.00%
February	$3,305,925	$3,354,443	$3,314,667	$3,443,066	$0	-100.00%	-100.00%
March	$4,117,292	$4,163,701	$4,136,167	$4,284,205	$0	-100.00%	-100.00%
April	$4,271,788	$4,304,958	$4,249,859	$4,462,342	$0	-100.00%	-100.00%
May	$4,340,912	$4,437,069	$4,363,750	$4,567,971	$0	-100.00%	-100.00%
June	$4,513,625	$4,608,192	$4,497,823	$4,746,438	$0	-100.00%	-100.00%

Source: Park City Municipal Corporation. As of October 2025.

Transient Room Tax Distribution



Source: Park City Municipal Corporation. As of October 2025.

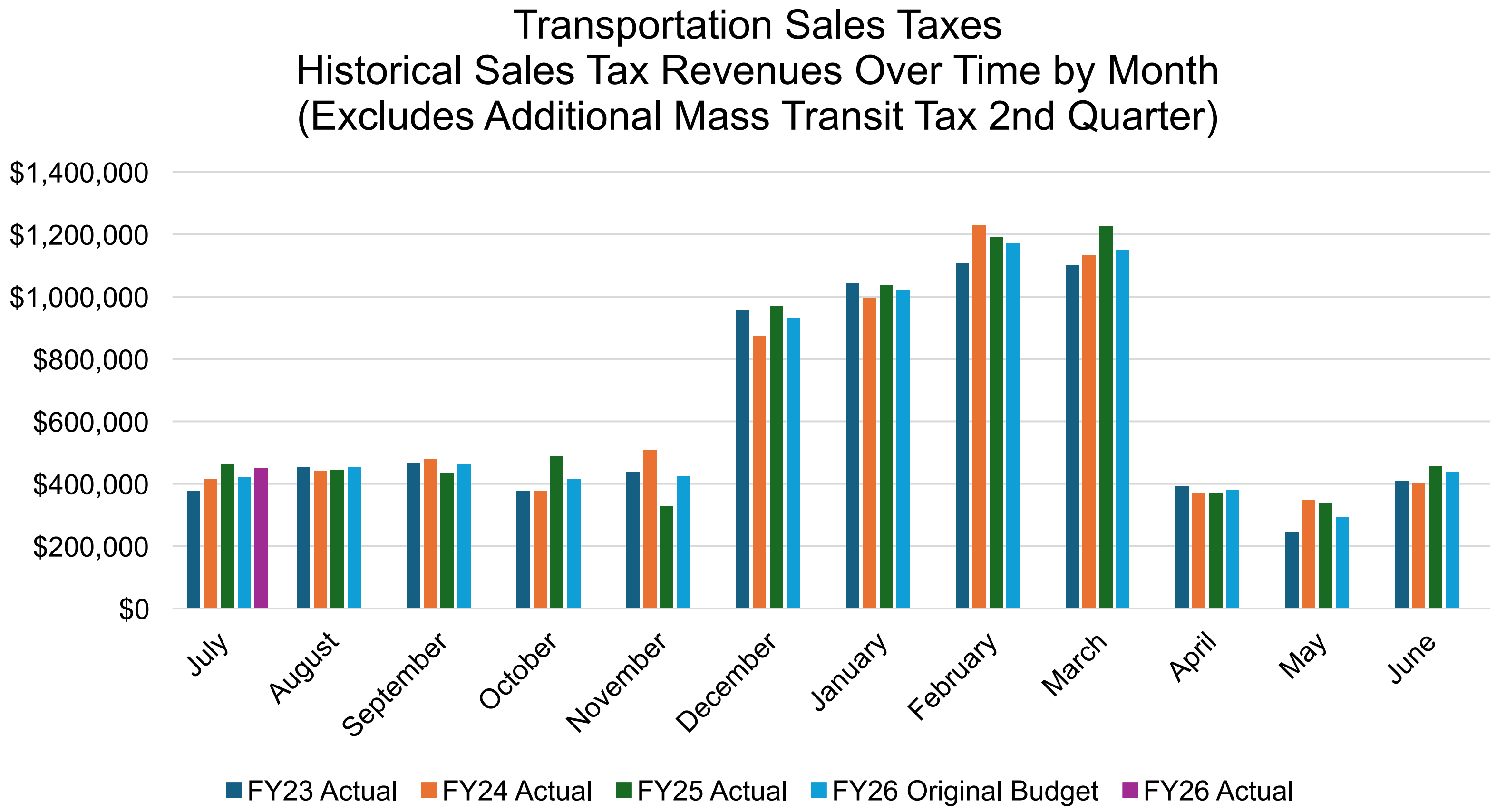
Transportation Sales Taxes Distributions

Transportation Sales Taxes - Monthly							
Month	**FY23 Actual**	**FY24 Actual**	**FY25 Actual**	**FY26 Original Budget**	**FY26 Actual**	**FY26 v FY25, % Variance**	**Actuals vs Budget**
July	$377,116	$413,216	$462,510	$420,603	$448,663	-2.99%	6.67%
August	$453,180	$439,674	$442,599	$451,793	$0	-100.00%	-100.00%
September	$467,427	$477,474	$434,807	$461,145	$0	-100.00%	-100.00%
October	$375,061	$375,137	$487,245	$413,691	$0	-100.00%	-100.00%
November	$437,648	$507,667	$326,755	$424,533	$0	-100.00%	-100.00%
December	$955,716	$874,845	$969,064	$932,885	$0	-100.00%	-100.00%
January	$1,043,825	$994,634	$1,036,865	$1,022,532	$0	-100.00%	-100.00%
February	$1,107,890	$1,229,933	$1,191,877	$1,172,396	$0	-100.00%	-100.00%
March	$1,099,522	$1,134,098	$1,225,418	$1,150,982	$0	-100.00%	-100.00%
April	$390,607	$371,011	$369,760	$379,764	$0	-100.00%	-100.00%
May	$242,686	$348,567	$337,613	$293,096	$0	-100.00%	-100.00%
June	$409,441	$399,687	$456,269	$437,959	$0	-100.00%	-100.00%
Total	**$7,360,119**	**$7,565,943**	**$7,740,783**	**$7,561,379**	**$448,663**	**-94.20%**	**-94.07%**

Transportation Sales Taxes - Culmulative							
Month	**FY23 Actual**	**FY24 Actual**	**FY25 Actual**	**FY26 Original Budget**	**FY26 Actual**	**FY26 v FY25, % Variance**	**Actuals vs Budget**
July	$377,116	$413,216	$462,510	$420,603	$448,663	-2.99%	6.67%
August	$830,296	$852,890	$905,110	$872,396	$0	-100.00%	-100.00%
September	$1,297,723	$1,330,364	$1,339,916	$1,333,541	$0	-100.00%	-100.00%
October	$1,672,784	$1,705,501	$1,827,162	$1,747,232	$0	-100.00%	-100.00%
November	$2,110,432	$2,213,168	$2,153,917	$2,171,765	$0	-100.00%	-100.00%
December	$3,066,148	$3,088,013	$3,122,981	$3,104,650	$0	-100.00%	-100.00%
January	$4,109,973	$4,082,647	$4,159,846	$4,127,182	$0	-100.00%	-100.00%
February	$5,217,863	$5,312,580	$5,351,723	$5,299,578	$0	-100.00%	-100.00%
March	$6,317,384	$6,446,678	$6,577,141	$6,450,560	$0	-100.00%	-100.00%
April	$6,707,992	$6,817,689	$6,946,901	$6,830,324	$0	-100.00%	-100.00%
May	$6,950,678	$7,166,256	$7,284,514	$7,123,420	$0	-100.00%	-100.00%
June	$7,360,119	$7,565,943	$7,740,783	$7,561,379	$0	-100.00%	-100.00%

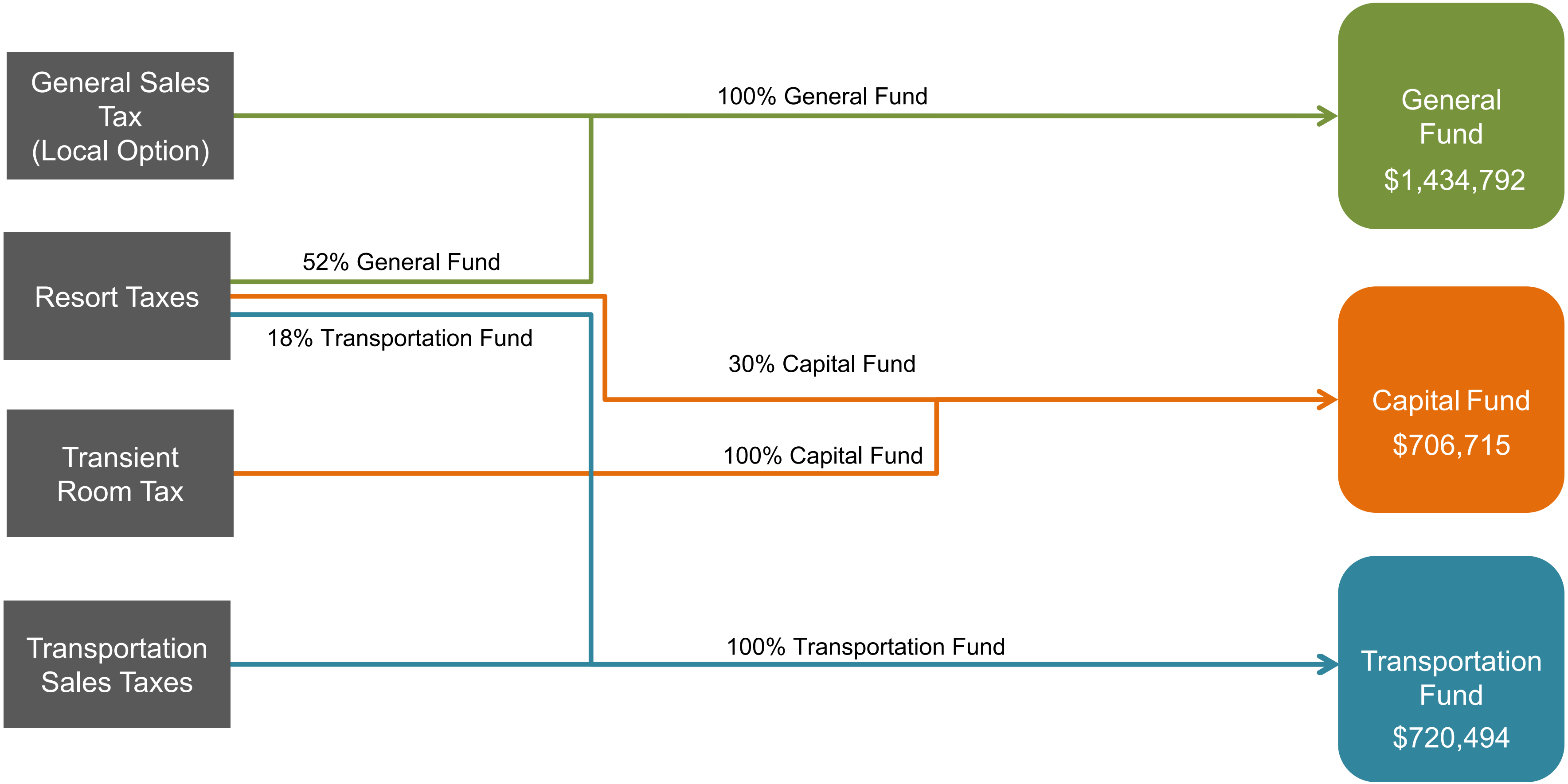
Source: Park City Municipal Corporation. As of October 2025. Note: Transportation Sales Tax does not include the Additional Mass Transit Tax.

Transportation Sales Tax Distributions



Source: Park City Municipal Corporation. As of October 2025.

July Sales Tax Revenue by Fund



Source: Park City Municipal Corporation. As of October 2025.

June Sales Tax Filings Revenue
Appendix II

PARK CITY
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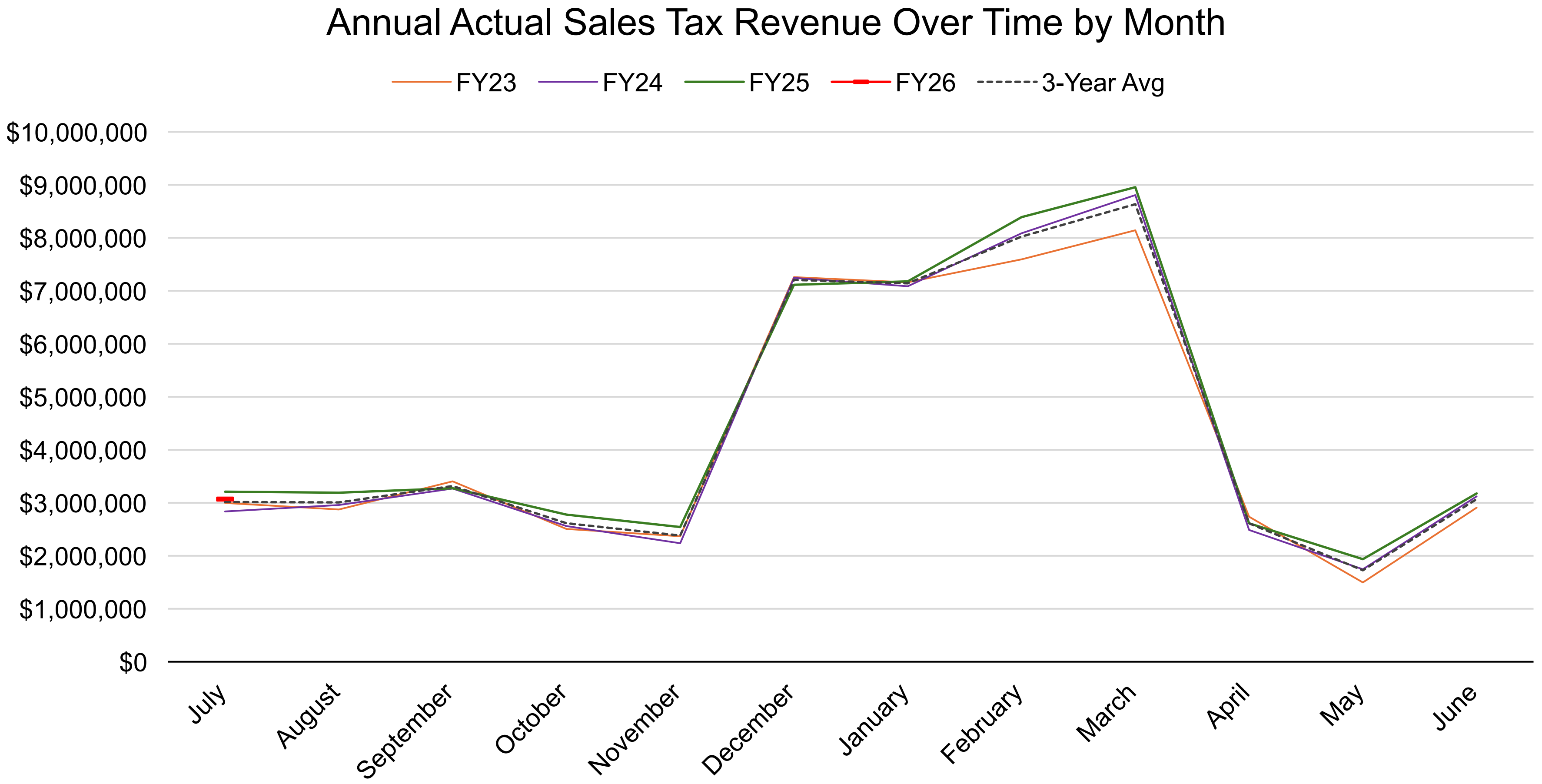
Sales Tax Revenue



Source: Park City Municipal Corporation. As of October 2025. Note: Excludes Transient Room Tax. Includes 100% of the Local Option Tax.

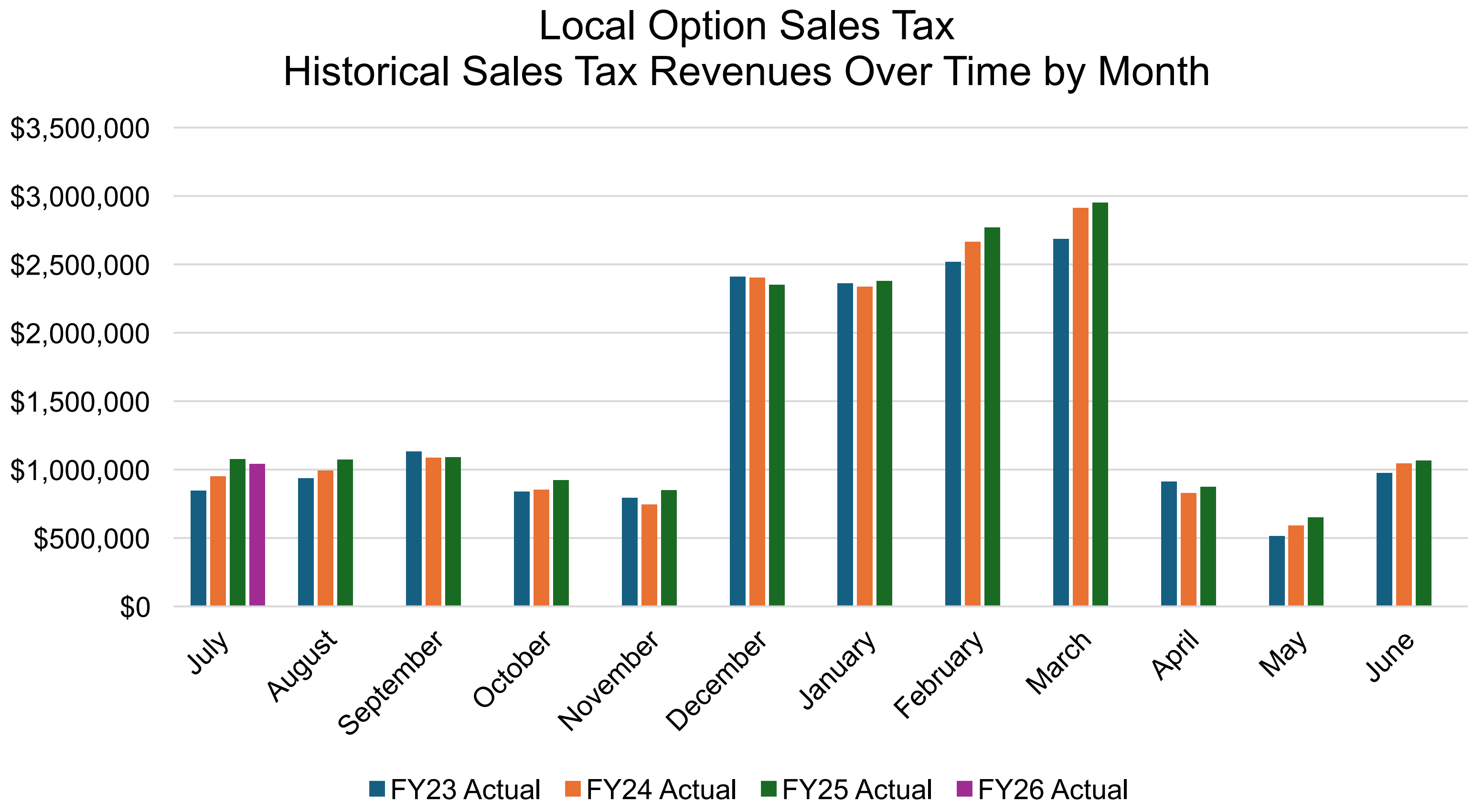
Local Option Sales Tax

Local Option Sales Tax - Monthly					
Month	**FY23 Actual**	**FY24 Actual**	**FY25 Actual**	**FY26 Actual**	**FY26 v FY25, % Variance**
July	$845,542	$952,571	$1,077,912	$1,041,046	-3.42%
August	$935,861	$993,974	$1,073,691	$0	-100.00%
September	$1,132,460	$1,088,379	$1,090,064	$0	-100.00%
October	$838,395	$852,950	$924,756	$0	-100.00%
November	$793,974	$746,885	$851,775	$0	-100.00%
December	$2,409,687	$2,403,227	$2,351,719	$0	-100.00%
January	$2,363,474	$2,338,844	$2,379,923	$0	-100.00%
February	$2,519,980	$2,664,505	$2,771,548	$0	-100.00%
March	$2,687,903	$2,913,722	$2,953,360	$0	-100.00%
April	$912,078	$830,182	$873,897	$0	-100.00%
May	$513,292	$592,345	$652,322	$0	-100.00%
June	$976,701	$1,045,840	$1,065,348	$0	-100.00%
Total	**$16,929,347**	**$17,423,424**	**$18,066,315**	**$1,041,046**	**-94.24%**

Local Option Sales Tax - Culmulative					
Month	**FY23 Actual**	**FY24 Actual**	**FY25 Actual**	**FY26 Actual**	**FY26 v FY25, % Variance**
July	$845,542	$952,571	$1,077,912	$1,041,046	-3.42%
August	$1,781,403	$1,946,545	$2,151,603	$0	-100.00%
September	$2,913,863	$3,034,924	$3,241,667	$0	-100.00%
October	$3,752,257	$3,887,873	$4,166,423	$0	-100.00%
November	$4,546,231	$4,634,759	$5,018,198	$0	-100.00%
December	$6,955,918	$7,037,986	$7,369,917	$0	-100.00%
January	$9,319,392	$9,376,830	$9,749,840	$0	-100.00%
February	$11,839,372	$12,041,334	$12,521,388	$0	-100.00%
March	$14,527,276	$14,955,057	$15,474,748	$0	-100.00%
April	$15,439,354	$15,785,239	$16,348,645	$0	-100.00%
May	$15,952,646	$16,377,584	$17,000,967	$0	-100.00%
June	$16,929,347	$17,423,424	$18,066,315	$0	-100.00%

Source: Park City Municipal Corporation. As of October 2025.

Local Option Sales Tax



Source: Park City Municipal Corporation. As of October 2025.

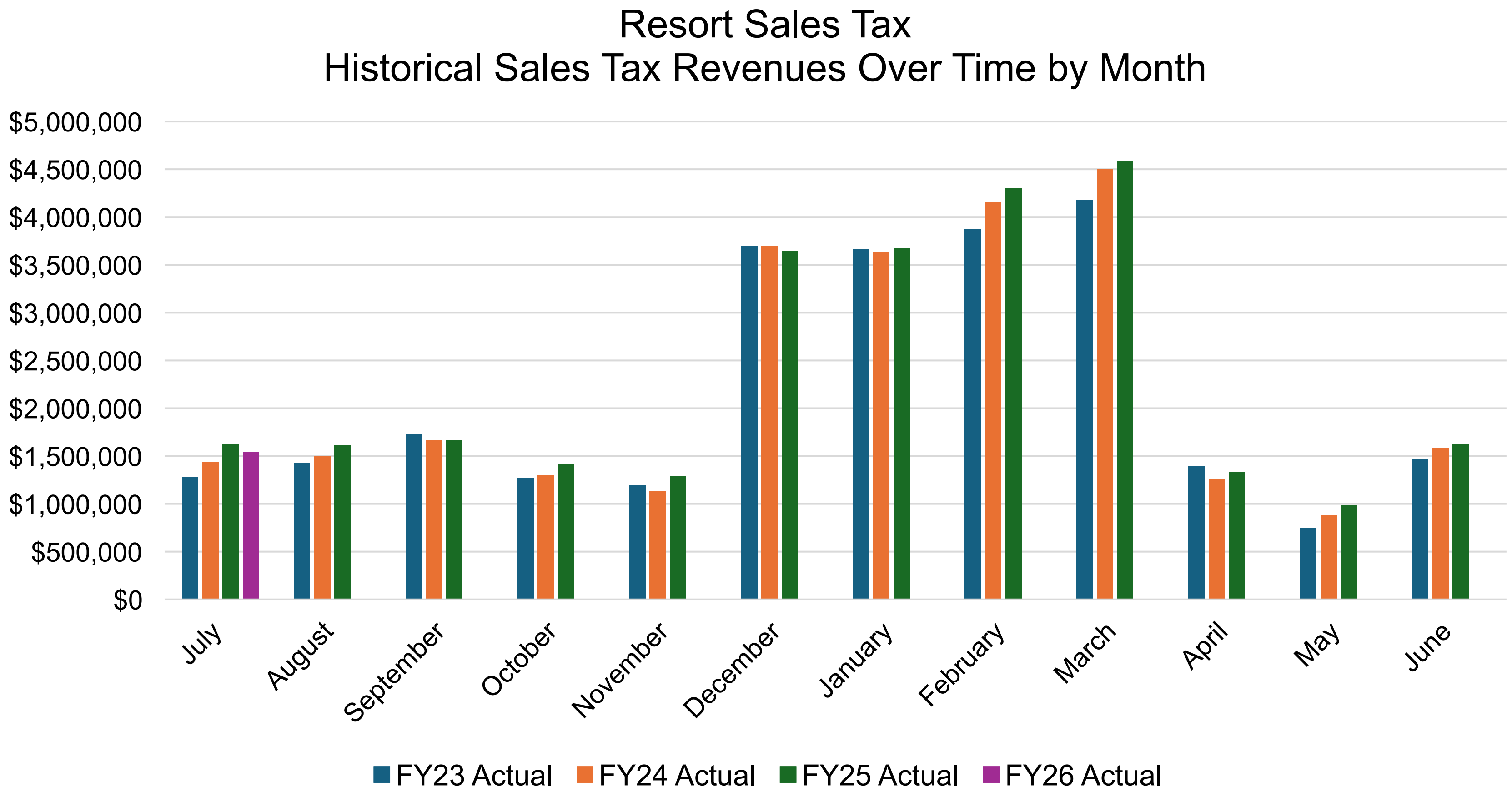
Resort Sales Tax

Resort Sales Tax - Monthly					
Month	**FY23 Actual**	**FY24 Actual**	**FY25 Actual**	**FY26 Actual**	**FY26 v FY25, % Variance**
July	$1,276,703	$1,438,701	$1,626,501	$1,546,584	-4.9%
August	$1,424,981	$1,499,775	$1,614,544	$0	-100.00%
September	$1,733,687	$1,664,089	$1,667,712	$0	-100.00%
October	$1,271,637	$1,302,674	$1,414,884	$0	-100.00%
November	$1,195,718	$1,134,399	$1,285,747	$0	-100.00%
December	$3,700,500	$3,701,486	$3,641,604	$0	-100.00%
January	$3,666,936	$3,632,486	$3,677,045	$0	-100.00%
February	$3,874,189	$4,151,019	$4,303,454	$0	-100.00%
March	$4,174,225	$4,505,010	$4,591,954	$0	-100.00%
April	$1,398,831	$1,263,058	$1,330,832	$0	-100.00%
May	$748,409	$877,851	$985,610	$0	-100.00%
June	$1,473,164	$1,584,508	$1,618,318	$0	-100.00%
Total	**$25,938,980**	**$26,755,056**	**$27,758,205**	**$1,546,584**	**-94.43%**

Resort Sales Tax - Culmulative					
Month	**FY23 Actual**	**FY24 Actual**	**FY25 Actual**	**FY26 Actual**	**FY26 v FY25, % Variance**
July	$1,276,703	$1,438,701	$1,626,501	$1,546,584	-4.91%
August	$2,701,684	$2,938,476	$3,241,045	$0	-100.00%
September	$4,435,371	$4,602,565	$4,908,757	$0	-100.00%
October	$5,707,008	$5,905,239	$6,323,641	$0	-100.00%
November	$6,902,726	$7,039,638	$7,609,388	$0	-100.00%
December	$10,603,225	$10,741,124	$11,250,993	$0	-100.00%
January	$14,270,161	$14,373,610	$14,928,038	$0	-100.00%
February	$18,144,350	$18,524,629	$19,231,492	$0	-100.00%
March	$22,318,576	$23,029,639	$23,823,446	$0	-100.00%
April	$23,717,407	$24,292,696	$25,154,278	$0	-100.00%
May	$24,465,815	$25,170,548	$26,139,887	$0	-100.00%
June	$25,938,980	$26,755,056	$27,758,205	$0	-100.00%

Source: Park City Municipal Corporation. As of October 2025.

Resort Sales Tax



Source: Park City Municipal Corporation. As of October 2025.

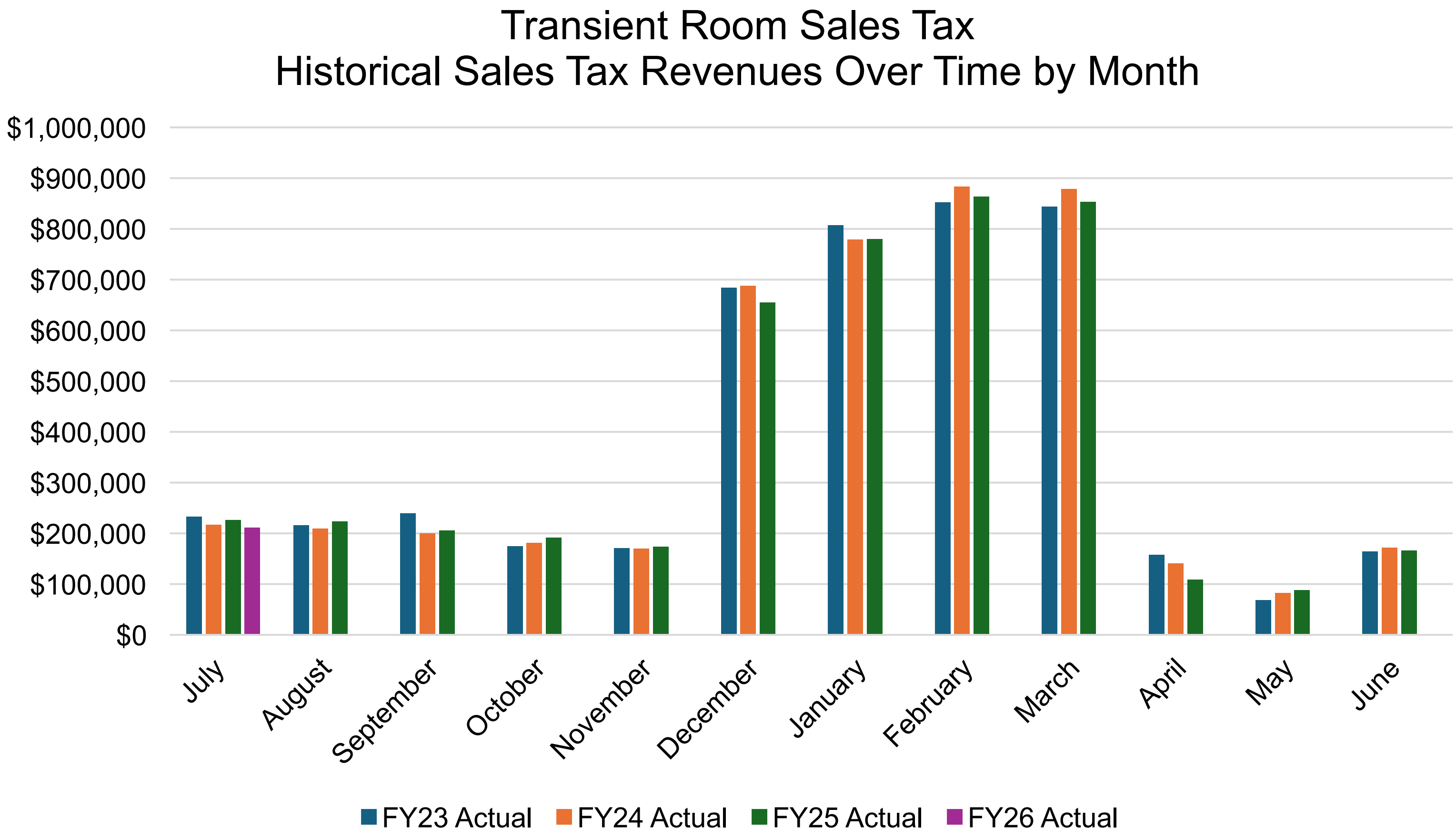
Transient Room Tax

Transient Room Sales Tax - Monthly					
Month	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Actual	FY26 v FY25, % Variance
July	$232,611	$216,818	$225,852	$211,124	-6.52%
August	$215,889	$209,397	$223,423	$0	-100.00%
September	$239,365	$199,374	$205,050	$0	-100.00%
October	$174,220	$180,961	$191,188	$0	-100.00%
November	$171,062	$169,907	$173,100	$0	-100.00%
December	$683,571	$687,358	$654,257	$0	-100.00%
January	$806,674	$778,951	$779,985	$0	-100.00%
February	$851,654	$883,396	$863,693	$0	-100.00%
March	$843,928	$878,123	$852,928	$0	-100.00%
April	$157,703	$140,881	$109,003	$0	-100.00%
May	$68,221	$82,512	$87,861	$0	-100.00%
June	$163,767	$171,796	$166,263	$0	-100.00%
Total	**$4,608,665**	**$4,599,476**	**$4,532,603**	**$211,124**	**-95.34%**

Transient Room Sales Tax - Culmulative					
Month	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Actual	FY26 v FY25, % Variance
July	$232,611	$216,818	$225,852	$211,124	-6.52%
August	$448,500	$426,215	$449,275	$0	-100.00%
September	$687,865	$625,589	$654,325	$0	-100.00%
October	$862,085	$806,550	$845,513	$0	-100.00%
November	$1,033,147	$976,457	$1,018,613	$0	-100.00%
December	$1,716,718	$1,663,816	$1,672,870	$0	-100.00%
January	$2,523,392	$2,442,767	$2,452,856	$0	-100.00%
February	$3,375,045	$3,326,163	$3,316,549	$0	-100.00%
March	$4,218,974	$4,204,286	$4,169,477	$0	-100.00%
April	$4,376,677	$4,345,168	$4,278,480	$0	-100.00%
May	$4,444,898	$4,427,680	$4,366,341	$0	-100.00%
June	$4,608,665	$4,599,476	$4,532,603	$0	-100.00%

Source: Park City Municipal Corporation. As of October 2025.

Transient Room Tax



Source: Park City Municipal Corporation. As of October 2025.

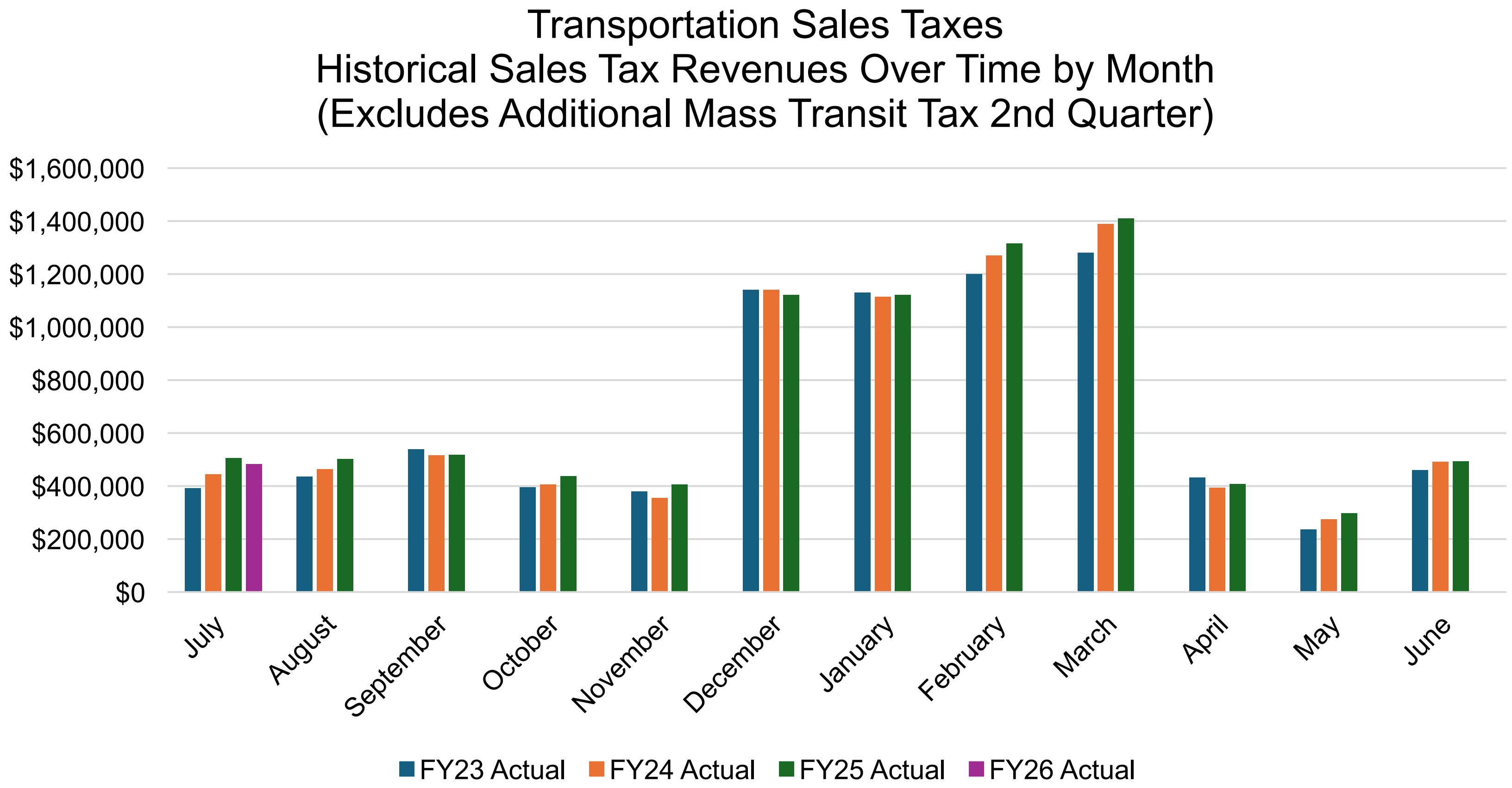
Transportation Sales Taxes

Transportation Sales Taxes - Monthly					
Month	**FY23 Actual**	**FY24 Actual**	**FY25 Actual**	**FY26 Actual**	**FY26 v FY25, % Variance**
July	$391,306	$445,211	$505,210	$482,346	-4.53%
August	$436,354	$464,113	$502,183	$0	-100.00%
September	$538,897	$516,088	$517,136	$0	-100.00%
October	$396,141	$405,234	$437,242	$0	-100.00%
November	$378,840	$355,292	$405,105	$0	-100.00%
December	$1,141,173	$1,140,023	$1,120,783	$0	-100.00%
January	$1,130,569	$1,115,084	$1,121,700	$0	-100.00%
February	$1,199,723	$1,270,970	$1,315,987	$0	-100.00%
March	$1,280,586	$1,388,491	$1,410,795	$0	-100.00%
April	$432,997	$393,819	$407,704	$0	-100.00%
May	$236,841	$275,396	$297,968	$0	-100.00%
June	$460,068	$490,988	$492,897	$0	-100.00%
Total	**$8,023,496**	**$8,260,708**	**$8,534,709**	**$482,346**	**-94.35%**

Transportation Sales Taxes - Culmulative					
Month	**FY23 Actual**	**FY24 Actual**	**FY25 Actual**	**FY26 Actual**	**FY26 v FY25, % Variance**
July	$391,306	$445,211	$505,210	$482,346	-4.53%
August	$827,660	$909,324	$1,007,392	$0	-100.00%
September	$1,366,557	$1,425,412	$1,524,528	$0	-100.00%
October	$1,762,698	$1,830,646	$1,961,770	$0	-100.00%
November	$2,141,539	$2,185,938	$2,366,875	$0	-100.00%
December	$3,282,711	$3,325,960	$3,487,658	$0	-100.00%
January	$4,413,280	$4,441,044	$4,609,358	$0	-100.00%
February	$5,613,003	$5,712,014	$5,925,345	$0	-100.00%
March	$6,893,589	$7,100,505	$7,336,140	$0	-100.00%
April	$7,326,587	$7,494,324	$7,743,844	$0	-100.00%
May	$7,563,428	$7,769,721	$8,041,812	$0	-100.00%
June	$8,023,496	$8,260,708	$8,534,709	$0	-100.00%

Source: Park City Municipal Corporation. As of October 2025. Note: Transportation Sales Tax does not include the Additional Mass Transit Tax. Includes 100% of the Additional Transportation Local Tax sales.

Transportation Sales Taxes



Source: Park City Municipal Corporation. As of October 2025. Note: Transportation Sales Tax does not include the Additional Mass Transit Tax (2nd Quarter). Includes 100% of the Additional Transportation Local Tax sales.

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

September 24, 2025

The Council of Park City, Summit County, Utah, met in open meeting on September 24, 2025, at 11:00 a.m. in the Council Chambers.

SPECIAL 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 Heather Sneddon, Deputy City Manager Margaret Plane, City Attorney Michelle Kellogg, City Recorder	**Present**
None	**Excused**

II. NEW BUSINESS

1. Discuss Design and Strategy Preferences for the Bonanza 5-Acre Site Redevelopment:
Steve Swisher and Lisa Dove-Swisher, GTS Development, David Brint and Carly Brinla, Brinshore Development, Katie Wilking, Berkshire Hathaway, and Joel Jennings, Method Architecture, presented this item. Steve Swisher reviewed the goals for this project and hoped construction could begin fall of 2026. He displayed a drawing of his vision for this mountain town village. Council Member Dickey thought this version was harmonious with established buildings in town. Swisher explained the site was accessible from all sides. The village green was 1.15 acres of programmable open space. He noted there were two entrances to the underground parking area.

Swisher displayed a solar analysis for the site. Council Member Dickey asked if it would change by reducing the height of Building One to three stories instead of four stories.

Swisher didn't think it would make a big difference. In the summer, the shade from buildings would have a positive effect. In the winter, three stories would be slightly better for less shade in that open space.

Council Member Rubell thought this site still felt like a housing development that was forcing community gathering. He was not a fan of buildings blocking the sun. Council Member Parigian asked about the housing number. Brinla stated the Council supported the middle option which would provide 112 units. Council Member Parigian didn't think enough residential units were in this development and he felt this area was where housing needed to be. He didn't understand why the Council didn't want more housing. Council Member Rubell agreed this was a good place for housing, but he wanted to get the HOPA project going. He thought if this district was done right, housing would be close by with connecting trails, and parking would be in place which would enable developers to build with parking reductions and shared parking agreements. He asserted shared parking could be a lever used to reduce costs. He expressed concern with the traffic circulation on the corner. He agreed with the strategy and suggested more space between buildings and shorter buildings or more variation at the site.

Council Member Toly was not sure about having a four-story building after seeing the shadows. She noted there was less open space in the middle of the site and asked what changed. Swisher explained the buildings moved a bit. Also, the first time they measured, they included the frontage protection zone (FPZ). This time they did not include the FPZ and he stated this version was more realistic because they couldn't program space all the way to Kearns. Council Member Toly indicated she received a lot of comments from the public regarding a desire for more open space. Swisher indicated the Library Field was 1.67 acres, just to give an idea of the size of the space. He thought the open space would feel expansive when the project was completed.

Council Member Ciraco agreed the HOPA project would give the City a lot of affordable housing so he was not as sensitive about increasing the housing at this site. He heard the public wanting a gathering space more than an affordable housing project. Regarding the shadows, he thought the shade would be beneficial in the summer, so this wasn't completely negative. Council Member Dickey agreed with Council Member Ciraco's comments. Regarding affordable housing, Council Member Dickey looked at the neighborhood in total and agreed there would be a lot of affordable housing. This would be the green space for the rest of the neighborhood. He felt the open space was not as open as the public wanted. He suggested doing a solar study with the three-story building so the Council could compare the two. He wanted to understand the subsidy required of the City, so they could determine if this had the strategic importance to the community for Council to make this size of investment. Council Member Ciraco felt it would be helpful to know how much of the open space was located in the FPZ. Swisher stated they would have site plans at the next meeting, and they would address that then.

Council Member Rubell felt the massing was heavy and the longer buildings restricted the site. He hoped to see Buildings One and Two feel more open. Swisher suggested creating three buildings from those two. Brinla stated splitting the buildings would decrease the number of residential units and increase the cost. Council Member Rubell clarified he asked for a lighter feel to the site, but not necessarily more buildings. Council Member Dickey didn't want to keep scaling things out, eventually they would break the financial model, and he was concerned about that. Swisher stated they would discuss cost at the end of the discussion.

Swisher indicated this site was a key area for open space and they would continue to look at that. Council Member Parigian stated the splash pad would not be used year-round, and wanted to have things at the site that were used all year. Brinla noted they wanted to make the splash pad an art installation that could be enjoyed year-round. Brint stated a splash pad could be used 3-4 months of the year, but then other areas would be used at other times of the year. Council Member Rubell asserted that each Council member had ideas but that wasn't necessarily direction for the developers. They expected the consultants to come back with the feasibility of these suggestions. He asked that the recommendation be something that would be best for the site.

Wilking discussed the retail spaces for the area. She envisioned a welcoming flexible environment where the community would naturally gather. Some options included a brewery, restaurant/café, coffee shop, bike/outdoor shop, fitness studio, daycare, makerspaces, life skills hub, University of Utah extension, and family-friendly draws. Council Members Rubell and Ciraco liked all the ideas presented. Council Member Toly asked how many retail spots would be available. Wilking stated there would be flexible space sizes and they could pick the right size for the right business. They would narrow down the uses that residents would want to see there and then they would make the spaces work. Council Member Toly asked if the co-working space would be around 3,000 square feet. Wilking stated it depended, and noted a coffee shop could be a co-working space. Council Member Dickey felt the family friendly draw was key.

Swisher stated there would be a creative space for arts. They talked to PC Create about having a retail space for their art. They also talked to Brian about having music on the green. Brinla stated she talked to Park City Summit County Arts Council, and they proposed a multidisciplinary art space, where classes and performances could take place and events could happen without requiring a long-term lease. Swisher added that in their discussions with arts organizations, there was not much interest in having a permanent spot. In talking with Jocelyn Scudder, Arts Council Executive Director, she had stated they were finalizing their master plan and this kind of space was identified as a need. Council Member Toly noted changing rooms were needed in this design, to which Brint indicated they planned for a kitchen and storage space and they would look at a changing area as well. Council Member Parigian asked if this was a black box, to which Swisher stated no, but it was in response to Council and stakeholder feedback. Council Member Parigian liked this concept. Brinla clarified this was a practice space but not a theatre-type space. Swisher stated this was a space that could be used for an hour or for a couple of days. Council Member Rubell suggested working with staff so GTS could see what was happening with other projects around town to see how the projects would complement each other, and discussing that at the next meeting.

Mayor Worel stated there were not many places for teens to gather in the area and she felt this site would be welcoming to them. She suggested getting feedback from the Youth Council. Brinla asked if the multidisciplinary art space concept was something the Council wanted them to incorporate into the site. Council Member Rubell supported it if it was complementary to other projects. He thought it would be cool to have a community theatre set up that would accommodate uses that weren't available now. Council Member Parigian didn't want another arts and culture district, and he thought this was too big and too much. He thought a small place that local residents could rent would be better. Council Member Ciraco referred to the community center and asked that those uses not be duplicated in this project. Council Member Dickey thought it was too small for a theatre but too big for other uses and stated they would have the community center. Brint stated this space could be sectioned off.

Council Member Toly asked if outdoor dining would go into the village green. Swisher thought the ends of Buildings Three and Six would be the best spots for outdoor dining. Council Member Parigian asked how many restaurants were envisioned for the site. Wilking estimated one sit down restaurant, a minimum of one coffee shop, and a brewery or a third food type. Council Member Parigian didn't think this served the locals because there weren't as many choices. Wilking stated they were aiming for a hang out vibe. Swisher added they wanted a balance of uses that would appeal to a variety of people. This area would evolve as the City evolved.

Brinla reviewed the proposed AMI/unit mix for the residential units. They planned on having 19 units at 30%-40% AMI, 48 units at 50%-60% AMI range, 22 units at 70%-80% AMI, and 23 unrestricted units at 80%-120% AMI. They liked having a mix of AMIs so as a tenant's income increased, they would not have to move out of their units. Council Member Rubell thought serving the community workforce was the goal and he wanted the housing to go to the local workforce. Brinla stated they would do targeted marketing. Council Member Rubell wanted a priority for community workforce. Council Member Toly suggested master leasing with local businesses. Brinla stated she would look at that but she had to follow fair housing requirements. Brint stated they could master lease the unrestricted units, but they could not do that for the restricted units.

Council Member Rubell supported housing for workforce and the community. He didn't want to rely on marketing to reach the community. If priority could not be given because of funding, they he wanted to look at other funding mechanisms. He asked to discuss the options at the next meeting, even if it meant that the project was more expensive. Council Member Ciraco indicated that 30% AMI was not doable in Park City and stated the HOPA project would have that low AMI. Brinla offered to make the units in that category all 40% AMI if the Council desired. Council Member Dickey felt the Housing Team could share data on how the existing housing stock was filled.

Swisher stated the parking garage needed to be ventilated, waterproofed, and have an eight-foot ceiling. One level with 300 spaces would roughly cost $21,674,120. An additional level of parking would total 554 spaces and would cost $44,399,312. Council Member Rubell clarified he favored additional parking on this site to enable other projects to have more open space. He asked if there was a recovery analysis on this, to which Swisher stated no. Council Member Rubell asked to see that so the Council would know how long it would take to pay for the parking, and then talk about it at the next meeting. Brinla asked why Council Member Rubell wanted the additional level of parking when underground parking could be built with a different project. Council Member Rubell replied speed to market and this was a great location for capturing vehicles. He noted Transit would also be at this site.

Council Member Toly indicated this was a huge amount of money for parking and she didn't want it used to park skiers. She asked for information from the City Engineer and Transportation Team to see how it would affect traffic. She thought it would be less expensive to build a parking garage at Gordo. Council Member Rubell indicated he hadn't seen data that Gordo parking would be less expensive and he asked staff to bring back that data. Council Member Ciraco thought the additional parking on this site could offset the code changes to minimize parking. Council Member Rubell felt this opened up many opportunities and added it could also enable the uses at this community gathering space that would be promoted. Council Member Ciraco supported seeing a recovery analysis for this parking. Council Member Dickey didn't want out-of-town cars to use this parking but he felt shared parking was a good idea. Since this was at the edge of town, he didn't know if that was the right spot for shared parking, but he was open to exploring it.

Brinla displayed the project revisions and the associated cost implications. Mayor Worel asked what the additional cost was for ventilation and water pumps in the parking garage, to which it was indicated 15%. Council Member Rubell indicated there were strategies that could be employed to offset these additional costs that were not taxpayer subsidies and he gave some examples. Brint stated he would leave those strategies to the City to work out, but he needed an exact number to put in a pro forma in order to finance the project.

Heather Sneddon, Deputy City Manager, asked if the majority of the Council wanted a cost recovery analysis for the parking and data on what the traffic implications would be with all that parking. Council Member Rubell also asked to know more on the traffic circulation for the area. The Council agreed to have staff bring back data. Council Member Dickey also wanted to know what was being accomplished with the additional parking spaces. Council Member Toly asked if the type of use was needed in order for staff to understand a cost recovery. Sneddon indicated staff would look at it.

Council Member Parigian stated the Council was against more housing because it generated more traffic, yet they wanted additional parking which would add more traffic. Council Member Rubell stated this was strategic to have a say in keeping the workforce local in order to reduce traffic, but the additional parking would allow residents to park there and catch a bus to another area. Council Member Parigian asked how having a resident park there or someone out of town park there would be different. Council Member Rubell explained that the parking would not increase the number of cars in town but would capture the cars before they got deeper into town. Council Member Ciraco stated the additional parking at this site would also help the City reduce parking requirements in other developments. He thought that would result in having less asphalt at other sites. Council Member Rubell asked for a traffic analysis to see if the parking would work. Regarding housing on the site, he preferred fewer units so there would be less density.

III. ADJOURNMENT

With no further business, the meeting was adjourned.

____
Michelle Kellogg, City Recorder

City Council Staff Report

Subject: Award Contract for Park City Historical Services
Author: Hans Jasperson
Department: Budget, Debt, & Grants
Date: October 16, 2025

Recommendation

Review and consider a request to authorize the City Manager to execute a Professional Services Agreement with Park City Historical Society and Museum (dba Park City Museum), in a form approved by the City Attorney's Office, for historical services, totaling $116,812 over four years.

Executive Summary

The Park City Museum, a long-standing nonprofit partner of the City, provides essential historical and visitor services to the community. In addition to offering subsidized rent, the City has supported these services through annual service contracts, most recently funded at $25,000 per year. A new four-year agreement is proposed, beginning at $25,000 in FY26, with inflationary adjustments in FY27 through FY29 to better reflect the actual cost of services provided. The proposed agreement continues a decades-long partnership that supports the preservation of Park City's unique heritage and enhances the visitor experience

Analysis

Park City Museum is a local nonprofit whose mission is to "preserve, protect, and promote Park City's history and heritage." The Museum is located on Main Street in the historic City Hall, built in 1885, just a year after the city's incorporation. Also home to the Police and Fire Departments, the Territorial Jail, and later the Public Library, the building survived the Great Fire of 1898 and was rebuilt as a civic landmark. The Museum has since expanded with over 6,000 square feet added to the historic structure. For decades, the City has been an integral partner with the Museum in preserving and sharing Park City's unique history.

The Museum operates on City-owned property under a 99-year lease signed in 2003. The terms of the lease were updated in 2007 to reduce rent to $1 per year and provide bridge financing (through the Municipal Building Authority) for the Museum's renovation and expansion (October 11, 2007, City Council Staff Report, p. 1-9). The updated lease anticipated that the Museum would seek an annual Special Service Contract to assist with operational and staffing needs, including historical programs, preservation and management of historical artifacts, education outreach programs, and historical research services to residents, visitors, and City staff.

The 2007 agreement stipulates that "if the Museum fails to apply for a Special Service Contract or if such contracts are discontinued, the Museum shall at a minimum provide operation of the Museum, preservation and management of historical artifacts, and public educational outreach programs regarding the history of Park City (October 11, 2007, City Council Staff Report, p. 28)."

For most of the past 20 years, the Museum has applied for and received Special Service Contracts (awarded through a competitive grant process to local nonprofits in exchange for valuable services to the community). However, as part of the revamp of the Special Service Contract process in FY21, the category of Park City historical services was taken out of this grant process, and a separate line item was created in the budget (June 11, 2020, City Council Staff Report, p. 13-14). The City subsequently issued an RFP for Park City historical services, with the Museum being the only respondent.

Since that time, the City has awarded the Museum $25,000 annually for historical services, with the most recent contract expiring on June 30, 2025. The FY26 Budget includes a $25,000 line item for these services. However, the Museum's most recent contract performance report shows total expenditures of $34,515—nearly $10,000 more than the City's contribution (Exhibit A). While these contracts are not intended to fully cover the cost of services, the award amount has not been adjusted for inflation in several years. Additionally, anticipated revenue reductions—such as cuts to the Utah Department of Arts and Museums and the departure of the Sundance Film Festival—are expected to place added strain on the Museum's operating budget. If approved by Council, the City would enter into a new agreement with the Museum extending through June 30, 2029, with the following annual payments:

	Payment	YOY Increase	Notes
FY26	$25,000	-	Currently budgeted
FY27	$30,000	20%	Accounts for inflation from July 2021 to June 2026
FY28	$30,600	2%	Based on Federal Reserve Target Inflation Rate
FY29	$31,212	2%	Based on Federal Reserve Target Inflation Rate

In August 2025, the City issued a formal notice of intent to waive the competitive procurement process, and no comments were received. Awarding this contract through a Standard Procurement Process is not practical or in the City's best interest, as previous RFPs for these services yielded no competing proposals. The Park City Museum is uniquely qualified to provide the specialized historical services required—such as archive management, expert-led heritage tours, and operation of the Park City History Research Library—and has a longstanding record of successfully delivering these services for the City.

Funding

Council approved $25,000 for historical services in the FY26 General Fund operating budget. Annual payments for FY27–FY29 would also be funded through the General Fund and would be contingent on future Council appropriations.

Exhibits

Exhibit A – Park City Historical Society and Museum FY 25 Performance Measures

July 23, 2025

Hans Jasperson, *Budget Analyst*
Park City Municipal Corporation
PO Box 1480
Park City, UT 84060

Dear Hans,

Please find attached our report on the status of our performance measures as outlined in Schedule 'A' of the Professional Services Agreement. This report covers the period July 1, 2024 through June 30, 2025. Should you have any questions please don't hesitate to contact me.

Our Research Library remains a vital asset to the community and the number of in-person and online requests remain very strong. Our total number of local researchers requesting assistance grew by 8% over last year, and the number of historic photograph requests grew by 3%. On behalf of the Board of Trustees I thank you for your continued support of the Park City Museum and our efforts to protect, preserve, and promote Park City history.

Sincerely,

Morgan Pierce
Executive Director

528 Main Street, P.O. Box 555, Park City, Utah 84060
The Park City Historical Society & Museum is a non-profit 501(c)3 corporation. Tax ID# 94-2792051

Attachment A – Performance Measures: July 1, 2024 to June 30, 2025 (12 months)

1. Costs associated with staffing and operating the Park City History Research Library (open 5 days a week and staffed by a professionally trained Research Librarian)

Expenses (12 months)	
Library Staff Wages and Salaries	$19,415 (1/3 Research Librarian Time)
Payroll Taxes (Employer)	$ 1,946
Health Insurance	$ 2,929
Workers Comp. Insurance	$ 195
Archives Insurance	$ 1,000
Utilities	$ 5,650
Equipment and Software	$ 611
Supplies	$ 2,768
Total for 12 months	**$ 34,514 (compared to $25,000 annual city funds)**

2. Numbers of locals and visitors requesting research assistance: 208 (8% increase)

3. Number of genealogy research requests: 27

4. Number of City staff research requests: 17 (and 20 additional requests from non-profits)

5. Number of in-person researchers: 78

6. Number of historic photograph requests: 95 (3% increase)

7. Number of historic photograph views: 257,433 (7% increase)

8. Number of historical tours offered: More than 190+ tours of the Museum, Main Street,, Glenwood Cemetery, Park City Mountain and Deer Valley, summer hikes, and ski tours.

City Council Staff Report

Subject: Award Contract for Thaynes Mine Historic Preservation
Author: Hans Jasperson
Department: Budget, Debt, & Grants
Date: October 16, 2025

Recommendation

Review and consider a request to authorize the City Manager to execute a Professional Services Agreement with Park City Historical Society and Museum (dba Friends of Ski Mountain Mining History), in a form approved by the City Attorney's Office, for historic restoration of the Thaynes Mine Complex, totaling $200,000.

Executive Summary

The City was awarded $200,000 from the 2025 Summit County Restaurant Tax Grant to restore the historic Thaynes Mine Complex. The Friends of Ski Mountain Mining History (FOSMMH) was a co-applicant with the City and is actively managing a multi-phase preservation project at the Thaynes site. The City intends to subgrant the $200,000 to FOSMMH through a proposed Professional Services Agreement. The scope of services includes repairs of the hoist house, garage door facade, ore shed facade, shaft tower, and watchman shed at the Thaynes Mine Complex (Exhibit A).

Analysis

Friends of Ski Mountain Mining History (FOSMMH) is a volunteer group under the Park City Historical Society and Museum, dedicated to preserving Park City's mining heritage. Since 2015, FOSMMH has partnered with stakeholders, including the City, to successfully preserve a dozen historic mining structures, leveraging over $2 million in grants, donations, in-kind support, and partnerships.

In 2024, the City, in partnership with FOSMMH, was awarded a $200,000 Summit County Restaurant Tax Grant to support the preservation of the Silver King Mine. That project remains on track for completion in October 2025. Building on that success, the City and FOSMMH secured a second $200,000 Restaurant Tax Grant in spring 2025 for historic preservation of the Thaynes Mine. Because Restaurant Tax funds designated for cultural facilities must be awarded to governmental entities, the City served as the primary applicant and official recipient, with FOSMMH identified as the project manager.

Thaynes Mine Complex, which includes the headframe, hoist house, fire hut, watchman's cabin, ore shed, and skier's subway exit facade, is situated on Park City Mountain Resort (the Resort). The City holds historic preservation licenses for various structures that comprise the Thaynes Mine Complex and several other historic mining structures located on the Resort.

The Thaynes Mine Complex is significant to Park City's history and identity as both a mining and ski town. Silver King Coalition owners built the mine in 1937, but it was closed in 1947 when the price of silver collapsed. The equipment was repurposed during the 1960s to serve as a ski lift. An electric motor pulled skiers in purpose-built cars through the Spiro Tunnel to the base of the Thaynes Shaft. Then the hoist lifted skiers up a 1,800-foot shaft to ski in Thaynes Canyon.

While some of the mine complex structures still stand, others are severely damaged or have completely collapsed. Heavy snowfall in the winter of 2022-2023 caused the complete collapse of the mine building's roof. There were concerns that the hoist house was unsalvageable, but further inspection revealed that the walls were intact. In 2024, FOSMMH contractors removed the collapsed roof and debris from the hoist house and stabilized the walls against further winter damage.

FOSMMH is currently undertaking a multi-step project to restore the Thaynes Mine Complex and eventually open parts of it to the public. The first steps, completed in 2024 and 2025, involved removing asbestos, inspecting the damaged hoist house, and sealing off the mine shaft for safety purposes. The $200,000 Restaurant Tax Grant will help repair the hoist house, including the installation of a new roof and windows. Other planned repairs include fixing the garage door area (once used as the skier subway exit), the shaft tower, the ore shed facade, and the watchman shed. In addition to these repairs, the other collapsed buildings and debris must be removed from the site. The final stage of the project, scheduled for completion in 2027, will enable guided tours of the site.

Because FOSMMH was a co-applicant on the grant and is already managing ongoing work at the Thaynes Mine site, a competitive procurement process was unlikely to produce beneficial competition. As a result, it was determined that following the standard procurement process for managing the grant funds would not be practical or in the best interest of the City or the project. In August 2025, the City issued a formal notice of intent to waive the competitive procurement process. No comments were received during the public comment period.

Funding

100% of the funding for this contract is provided through the 2025 Summit County Restaurant Tax Grant.

Exhibits

Exhibit A – 2025 Summit County Restaurant Tax Application, Thaynes Mine Historic Preservation and Sustainable Tourism Initiative

2025 Summit County Restaurant Tax Grant Application

Organization Name: **PARK CITY MUNICIPAL CORPORATION (PCMC)**

Project Name**: THAYNES MINE HISTORIC PRESERVATION AND SUSTAINABLE TOURISM INITIATIVE**

Project Manager: **FRIENDS OF SKI MOUNTAIN MINING HISTORY (FOSMMH)**

Person Authorized to Sign Contract **MATT DIAS**

Person Authorized to Sign Contract Email **MATT.DIAS@PARKCITY.ORG**

Grant Submitted By: **PARK CITY MUNICIPAL CORPORATION**

Mailing Address: **MARSAC AVENUE, PO BOX 1480, PARK CITY, UTAH 84060**

Phone Number: **435-615-5008**

Person responsible for grant application: **JEANA CAMPBELL**

Phone Number: **435-901-2385**

Email: **JEANA@THEGRANTPRO.COM**

Organization's designation (check one): ☐ Non-Profit or ☒ **Government Entity**

Federal Tax ID Number: **87-6000260**

Date of Non-Profit Incorporation: **MARCH 1, 1884**

Amount of this Grant Request: $300,000

Total Annual Operating Budget of Requesting Organization: $95,772,574

The Committee will score your application on the following criteria:

1. **Does the project meet the intent and requirements of the State/County Statute and the Restaurant Tax by-laws? (If it does not, then the application will receive no score.)**
   a. **YES** – The project meets the intent and requirements of the State/County Statutes and the Restaurant Tax by-laws as detailed here:
      i. **REQUIREMENT:** Promote tourism as set out by the Utah State Statue and the County Council: financing tourism promotion, which means an activity to develop, encourage, solicit, or market tourism that attracts transient guests to the county, including planning, product development, and advertising:
         1. **DEVELOP:** Historic preservation for sustainable heritage tourism.
         2. **ENCOURAGE:** Out-of-county visitors to participate in cultural and/or heritage activities while traveling
         3. **PRODUCT:** Preserved historic structures allow visitors to interact directly with them. Thus, a TANGIBLE asset is produced.
         4. **MARKET/ADVERTISE:** Together, Summit County and the Park City Chamber of Commerce & Visitors Bureau (PCCVB) developed a Sustainable Tourism Plan with the Global Sustainability Council's 38 dimensions of Sustainable Tourism. The plan dictates: *"…a future where authenticity reigns…where we celebrate our (Summit County's) … MINING and railroad history…"*
            a. **This project aligns with PCCVB Sustainable Tourism Plan:**
               i. OBJ 1: Cultivate local pride and respect for the Park City & Summit County experience. Highlight: Celebrating who we are.
               ii. OBJ 7: Foster the development and management of Summit County's art and culture tourism assets. Highlight: Walking through history.
      ii. **REQUIREMENT:** The entity applying and receiving the award must be a not-for-profit, government entity, or government subdivision.
         1. **GOVERNMENT ENTITY:** PCMC is the government entity applying for the funding and is responsible for the project's outcomes.
      iii. **REQUIREMENT:** Revenue from the imposition of taxes may be used for financing tourism promotion and the development, operation, and maintenance of (a) an airport facility, (b) a convention facility, (c) a cultural facility, (d) a recreation facility, or (e) a tourist facility.
         1. **A CULTURAL FACILITY:** The project will finance tourism promotion through historic preservation for heritage tourism.
      iv. **REQUIREMENT:** Revenue from the tax used for facilities/physical assets shall only be provided to government-owned or operated entities, and proof of ownership/operation must be shown in a legal contract as part of the grant request.
         1. **GOVERNMENT OPERATED:** The project involves a physical asset, Thaynes Mine, which is protected by Historic Preservation Easements held by Park City Municipal Corporation, a government-operated entity. The proof is attached in a legal contract.

2. **How does the proposal increase tourism in the area, especially overnight visitors?**
   a. **HERITAGE TOURISM** strongly influences travelers to travel to Utah:
      i. 2022 Utah Visitor Profile and Insight Report:
         1. 11% of in-state travelers traveled for cultural/heritage sites
         2. 18% of out-of-state travelers traveled to experience heritage tourism
         3. Heritage tourism travelers to Utah stayed 46% longer and spent 82% more
         4. Heritage tourism is the fastest-growing travel segment, estimated at 40% of all tourism worldwide.
3. **Likelihood of successful completion and the availability of other sources of funding or co-funding.**
   a. Friends of Ski Mountain Mining History, in close partnership with Park City Municipal Corporation, has successfully preserved 12 historic mining structures for heritage tourism using various funding sources totaling over $2 million from grants, private donations, in-kind contributions, and leveraging partnerships.
   b. FOSMMH, in collaboration with community organizations, has a qualified team of project managers, structural engineers, and historic preservation experts.
4. **What is the nature of the project? For example, does the project provide a tangible asset or enhance or provide the community, or is it a tourism promotion?**
   a. Preservation of a **TANGIBLE CULTURAL ASSET**.
5. **The ability to leverage grant funds, other sources of funding, and positive partnerships.**
   a. FOSMMH/PCMC leveraged over $2 million in funding to preserve 12 historic structures by:
      i. In-kind gifts to reduce costs of materials and services
      ii. In-kind gifts such as Vail's Epic Promise to solicit private donations
      iii. Matching gifts to secure grants and donations
      iv. Reducing risks by increasing the number of grantors and donors contributing to the success
      v. Securing over 40 stakeholders and 600 private donors (and growing!)
6. **Potential for the project to generate more dollars for the fund in the future**.
   a. **HERITAGE TOURISM:** traveling to experience the places and activities that authentically represent the stories and people of the past and present
   b. **FORBES MAGAZINE**: Heritage tourism is the fastest growing tourism segment with an estimated $171B annual spend
   c. In 2021, mining heritage tourism gained so much recognition it has become its own tourism segment.
         1. Heritage tourism travelers to Utah stayed 46% longer and spent 82% more
         2. Heritage tourism is the fastest-growing travel segment, estimated at 40% of all tourism worldwide.
7. **Is the proposed event/project a new or seed funding proposal/application?**
   a. The proposed project is: **NEW**
   b. In 2024, Summit County Restaurant Tax invested $200,000 into the final phases of the Silver King Coalition Mine Complex. This project aims to preserve the historic structure Thaynes Mine.

8. **Size of the request related to the amount of sustainable tourism generated (Return on Investment).**
The World Tourism Organization defines sustainable tourism as "tourism that takes full account of its current and future economic, social and environmental impacts, addressing the needs of visitors, the industry, the environment and host communities".
   a. Preserving the Thaynes Mine complex offers a multifaceted return on investment, spanning economic, cultural, and social benefits. Economically, it enhances tourism by catering to the growing demand for authentic, one-of-a-kind experiences. Socially, it strengthens community pride and reinforces Park City's identity as a historic mining town rather than just another generic destination. However, perhaps the most significant ROI is ensuring that Park City retains its rich heritage rather than fading into the mold of Anytown, USA. With such a rare opportunity to safeguard a piece of its past, the real loss would be failing to invest for future generations.
      i. $250,000 ROI Potential:
         1. Global Cultural Tourism is increasing 15% annually
         2. Cultural tourism fastest-growing, an estimated 40% of all tourism worldwide.
         3. U.S Heritage Travelers = $123.6 billion
         4. International Heritage Travelers = $171 billion
         5. 30% of adults say cultural or heritage event influenced their choice of destination
         6. Rural arts organizations attract more outside visitors than urban arts organizations (31% vs 14%). These visitors spend money on admissions, parking, dining, etc., contributing directly to local economies.
         7. 49% of cultural **travelers will pay more** for sites with heritage tourism activities
         8. 4.1 million more international travelers visited a historic place than went to the beach, a casino, or a golf course.

What is your organization's mission statement and primary focus?

PARK CITY MUNICIPAL CORPORATION	FRIENDS OF SKI MOUNTAIN MINING HISTORY
Mission: Evolving and sustaining a complete community.	**Mission:** Preserve, protect, and promote Park City's history and heritage.
Focus: A thriving mountain town, an engaged and effective government and citizenry, preserving and enhancing the natural environment, and an inclusive and healthy community.	**Focus:** Saving Park City's unique mountain mining heritage and promoting our rich mining history.

The applicant hereby acknowledges that the submitted information is correct to the best of his or her knowledge. Applicant agrees to allow County to post all information.

Narrative Questions:

1. **Describe the proposed project and state the project name.**

BACKGROUND: There is no denying that mines have played a pivotal role in human economies and societies for thousands of years. Modern research indicates that the oldest existing mine dates back over 40,000 years. In other words, humans have been miners longer than farmers! Furthermore, mining has been so central to our development that several key historical periods are aptly named after the metals that underpinned human activities during those times. Therefore, it makes sense to believe that old mines and the infrastructure and customs associated with them deserve to be honored by future generations and are a vital part of the cultural heritage of an area. Historically, most mines have been abandoned at the end of their useful lives.

The Wasatch Mountains are littered with hundreds of mining shafts, derelict buildings, and rusty old machinery. Too often, these remnants are all that remain of a once-vibrant mining era that brought people, money, business, and development. However, their economic and social impact on the surrounding community has slowly faded from living memory. These "derelict buildings" significantly contribute to the area's heritage and are partly responsible for shaping the identities of the modern communities that have developed. Recognizing this heritage is essential for the community regarding cultural contributions and the lessons (both good and bad) learned from that experience. Today, the enterprising spirits of the Friends of Ski Mountain Mining History are transforming these abandoned mining relics into tourism attractions that are again drawing people and their money into the town. Granted, these days, it isn't miners looking to work in the mines but heritage tourists interested in old mines and the culturally rich history accompanying them.

What type of heritage tourism exists in Summit County? According to the 2021 Global Sustainable Tourism Council (GSTC) Destination Assessment, conducted as part of Summit County's Sustainable Tourism assessment, cultural sustainability was among the lowest-scoring areas. GSTC's recommendation: the Destination Stewardship Council should '...***form partnerships with organizations attempting to restore and preserve historic sites, offer tours, and manage campaigns and fundraisers***…" Preserving the past is the future of Summit County's tourism.

PROPOSED PROJECT: Park City Municipal Corporation (PCMC) is collaborating with Friends of Ski Mountain Mining History (FOSMMH) on a **NEW PROJECT** to develop heritage tourism by preserving the integrity of the deteriorating, historic **THAYNES MINE COMPLEX (Thaynes Mine), which includes the headframe, hoist house, fire hut, watchman's cabin, skier's subway exit facade,** is situated on Park City Mountain (PCM). Park City Mountain and Deer Valley Resort are **the only two ski areas in North America where you can ski by historic mining structures**. PCMC and The Friends have successfully preserved eight of the nine structures at the two resorts. Currently, the Thaynes Mine is an integral part of PCMR's popular **Silver to Ski tours**, conducted twice daily by Vail Resorts during the ski season. The Thaynes Mine is also a popular destination for the Park City Museum's Mine Hikes in the summer. It is easily accessible on several mountain bike trails. As such, once preserved, FOSMMH will include an audio-assisted hiking guide via mobile devices to guide hikers, bikers, and skiers through the area's history. The Park City Chamber of Commerce offers a similar guide, called TravelStorys. The **Thaynes Mine complex is the last of the high-priority structure**s identified in 2016 to preserve and **create a rich, sustainable heritage tourism development to draw visitors from around the world for generations.**

HISTORY: Silver King Coalition owners built the Thaynes Mine in 1937 to continue prospecting the surrounding area. Unfortunately, the price of silver collapsed, and the Thaynes Shaft was closed to mining in 1947. The equipment was resurrected to serve from 1965 through 1969 as the world's most unique ski lift. An electric motor pulled skiers in purpose-built cars through the Spiro Tunnel to the base of the Thaynes Shaft. Then the Nordberg Electric Hoist lifted skiers up an 1800' shaft to ski in Thaynes Canyon. The Thaynes lift operated as the primary lift on windy days when the Gondola couldn't run and otherwise to delight intrepid skiers with the fascinating world of underground mining.

In 2018, FOSMMH began preserving the Thaynes Waste Rock Conveyor, finishing in 2020. The focus since then has been on preserving the Silver King Mine Complex, which Summit County Restaurant Tax invested $200,000 in 2024 to complete the final phases in 2025. Now, with much urgency, since recent record snowfall years in 2022 and 2023 have further damaged the Thaynes Mine complex, PCMC/FOSMMH is seeking support to save this structure as an iconic treasure of Summit County's mining heritage tourism. **The Thaynes Mine complex is a source of historic pride for Summit County: it began with mining, introduced skiing, and can continue to thrive with tourism, if preserved.**

PHASE I –Asbestos Abatement	$104,000 (Fully Funded)	Complete 2024
PHASE II – Engineering Evaluation	$17,820 (Fully Funded)	Complete 2025
PHASE III –Cleanup & Plug Shaft	$140,000 (Fully Funded)	Proposed 2025
PHASE IV – Designs & Permitting	$40,000 (Need Funding)	Proposed 2025
PHASE V - Construct Repairs	$551,00 (Need Funding)	Proposed 2026
PHASE VI - Install Security	$36,000 (Need Funding)	Proposed 2026
PHASE VII – Audio Assisted Guide/Open for Tourism	$30,000 (Need Funding)	Proposed 2027

PROJECT NAME:

THAYNES MINE COMPLEX HISTORIC PRESERVATION & SUSTAINABLE TOURISM INITIATIVE

PROJECT SEEKS TO: **PCMC/FOSMMH proposes to address Phases IV, V, and VI in 2025-26,** specifically including repairing the Hoist House, removing the collapsed structures, and preserving the Skier's Subway Exit Façade. Upon completion of all phases planned for 2026, the Thaynes Mine exterior will be largely restored to look like it did in 1937 when it was initially built, as seen in historical photos. The goal is **adaptive reuse,** making the **"...sites and programs come alive… allowing visitors to interact with them directly..."** by conducting guided heritage tours of the interior of the **Thaynes Mine, which tells the story of how Park City went from a mining town to a ski town. Included will be an audio-assisted guide explaining the Thaynes Mine complex, the conveyor, and the history of the Skier Subway.**

HOW / IMPLEMENTATION:

PHASE IV – Designs and Permitting: Preliminary engineering was completed in 2024 to determine what construction for stabilization purposes is feasible. During 2025 final engineering will be completed to repair the Thaynes hoist house, reconstruct the garage door façade that served as the skier subway exit, and protect the shaft tower which is currently open to the elements. Repairs to the foundation of the watchman shed will also be designed. These design documents will be used to complete the HDDR permit application for the city. It is planned to submit this completed package to the PCMC Planning and Building departments in early 2026.

PHASE V - Construct repairs of the hoist house, garage door facade, shaft tower, and watchman shed
The hoist house walls will be straightened as needed and upgraded with additional steel structure and cable braces. An entirely new, steel roof structure will be erected and attached to the reinforced walls. This roof structure will be covered with galvanized steel decking to form a strong roof able to withstand future snow loads. The interior walls will be repaired as required and the interior cleaned up and painted. The hoist house and shaft tower are fitted with steel window frames containing broken glass window panes. The windows of the hoist house have been covered with steel plates that will be removed. All the 487 broken window panes in the hoist house and shaft tower will be cleaned out and replaced with acrylic plastic window panes. The garage door façade that is famous as the skier subway exit on the Thaynes mine building will be rebuilt with a steel frame and corrugated sheathing to match the historic garage door façade. The collapsed shaft building will be removed down to the concrete foundations. A new steel structure will be built in front of the current opening to the shaft tower with a roof and walls to protect the shaft and cages from the weather. The front of this new structure will be covered with chain link so visitors to the site can see the cages in the headframe, including the yellow painted cage that was used in the 1960s as a ski lift. The watchman shed in front of the garage door façade is structurally in good shape but the wood foundation under it has failed. The shed will be jacked up off its current foundation and a new foundation of treated wood will be installed under it. The shed will then be placed on the new foundation and the interior floor will be repaired.

PHASE VI - Install a security & electrical system in and around the completed hoist house: Once the hoist house repairs are completed it will be connected to the nearby 120v power supply and interior LED lights and switches will be installed. A security system with cameras and digital video recorder will be installed with the ability to record and report any potential vandalism in real time.

PHASE VII – Open for tourism (*partial funding request*): Once the above-described repairs are made FOSMMH propose to add guided tours of the Thaynes mine site to the current Park City Museum's list of historic tours. These will leave Park City and be transported with a small bus to the site. The history of the Thaynes site will be described from observation locations on the outside of the hoist house. The interior of the hoist house will then be visited with descriptions offered for the various items of mining equipment still present in that building. Additional options to expand accessibility to everyone is a free, audio-assisted app to tell the history and provide visuals via mobile devices - similar to the PCCVB's TravelStorys.

Key components of successful heritage tourism projects:

1. FUNDING! Sustaining Park City's historical and heritage tourism requires financial support. **Utah's Recreation and Tourism Matters of the Institute for Outdoor Recreation and Tourism adopted the Five Principles of Heritage Tourism Success produced by the National Trust for Historic Preservation (NTHP):**

● **Principle 1: Collaborate -** Due to the various organizations, businesses, governments, areas, and individuals involved in any heritage tourism development effort, efficient and widespread collaboration is imperative for success.
● **Principle 2: Find the Fit -** Every community is different, and this certainly holds true for the characteristics that determine suitability for—and eventual success at—heritage tourism development.
● **Principle 3: Make Sites and Programs Come Alive -** Creating memories for heritage tourists involves more than just reciting facts or printing them on a sign. Sites and exhibits are more effective by being visually stimulating or, better yet, by allowing visitors to interact with them directly.
● **Principle 4: Focus on Quality and Authenticity**—Accurately and competently presenting your community's heritage and/or culture(s) will give visitors the most interesting and unique experience you can offer. An area that presents a "real" experience is more likely to produce long-term heritage tourist interest.
● **Principle 5: Preserve and Protect**—It is vital to preserve and protect your community's historical and cultural resources—both in community planning and heritage tourism development—regarding historic buildings, local customs, and a sense of community.

2. Total funding requirement for this project (not the entire organization): **$800,000**
3. Total dollar amount for this grant request: **$300,000**
4. Project timetable:

TASK	TIMETABLE
Phase III - Cleanup of the remaining collapsed structures (PCMC/VAIL).	Q2-Q3 2025
Phase IV - Prepare final designs for permitting and construction.	Q4 2025
Phase IV - Prepare and submit all components of HDDR permit package	Q1 2026
Phase V - Construct repairs of hoist house, garage door facade, shaft tower, and watchman shed	Q2-Q3 2026
Phase VI - Install a security & electrical system in and around the completed hoist house.	Q3 2026
Phase VII - Audio Guide / Open for Tourism	Q1-Q3 2026

5. If receiving this grant, can you complete the project and report within the 18-month time frame? **YES**

6. Please provide the following information on the estimated number of visitors and how you estimate the figures. Total out-of-county day visitors and overnight visitors; how they are calculated: **N/A – Project is NEW**

If your visitor numbers are not quantifiable, please include another method that may be used to measure the economic value of your project to Summit County, i.e. national TV PR value, etc. Provide the value and method.

The proposed project's potential ROI will be significant for Sustainable Heritage Tourism in Summit County, which is in critical need of improvement according to Park City's Sustainability Plan. To collect the number of visitors in the future, trails counters could be used in addition to formal tour numbers. Trail counters are successfully used by Mountain Trails Foundation to collect users of the trail system. **Summit County's mining history is a marketable asset for nearly every entity in Utah's tourism promotion plans.**

ECONOMIC VALUE and METHOD of PRESERVING and SUSTAINING HERITAGE TOURISM

- To understand the potential **ROI of Sustainable Heritage Tourism for Park City**, compare studies conducted by the World Tourism Organization's Statistical Framework for Measuring the Sustainability of Tourism:
  - Heritage tourism is forecast to increase by 15% in the coming years
  - Heritage tourism is the fastest-growing segment of the tourism industry, an estimated 40% of all tourism worldwide
- The Advisory Council on Preservation and the Importance of Heritage Tourism provides significant measurements of the economic value potential of this project:
  - *"A high percentage of domestic and international travelers participate in cultural and/or heritage activities while traveling, and those that do* ***stay longer, spend more, and travel more often****. Heritage tourism* ***creates jobs and business opportunities****, helps protect resources, and often* ***improves the quality of life for local residents****."*
- **U.S Heritage Tourism Travelers = economic impact of $123.6 billion.**
  - Spend more: $623 vs. $457
  - Use a hotel, motel or B&B: 62 percent vs. 55 percent
  - Are more likely to spend $1,000+/-: 19 percent vs. 12 percent
- **International Heritage Tourism Travelers = $171 billion.**
  - The State of the American Traveler says heritage visitors stay an average of 3 days longer
  - 30% of adults state heritage events influenced their choice of destination on their last trip.
- **Park City Chamber of Commerce & Visitors Bureau's 2022 Sustainability Plan encourages and supports "…heritage tourism by fostering public appreciation for the social, economic, and educational benefits of historic preservation…".**
- 2022 Utah Visitor Profile and Insight Report **HERITAGE TOURISM strongly influences travelers** to travel to Utah:
  - Heritage tourism travelers to Utah **stayed 46% longer and spent 82% more**

7. Describe how you will attract patrons FROM OUTSIDE SUMMIT COUNTY to this facility or event.

METHODS TO ATTRACT OUTSIDE SUMMIT CO VISITORS:

- When considering a marketing method to attract out-of-county visitors, the project refers to the Utah Office of Tourism 2022 Visitor Profile and Insights Report: ***"When planning their trip, out-of-state visitors relied on a wider variety of planning sources, such as search engines, destination websites, and online travel agencies."***
- PCMC/FOSMMH partners conduct national and international marketing programs to attract visitors. These partners understand the value and growing interest in heritage tourism and, therefore, highlight mining history programs.
- Partnerships with community organizations leading tourism promotion in Summit County with top search engines, destination websites, and integration with travel agencies: **Click on each for more details.**

CROSS PROMOTION:

Deer Valley Resort
Park City Mountain/Vail
Park City Chamber and Visitors Bureau
Park City Museum
Ski Utah
Visit Park City Website, Main Page

SPECIFIC AVENUES FOR PROMOTION:

The State of the American Traveler #1 Avenue for Travelers to promote heritage destinations: **Video Posts**

Trails Less Traveled
Park City Mountain
Park City Museum
Deer Valley
Park City Museum Website and Events Page

SOCIAL MEDIA:

Park City Museum's Social Media Outlets: Instagram, Facebook, YouTube

Friends of Ski Mountain Mining
History YouTube
Visit Park City Blog
Park City Historic Mining Hiking Trail Route

PRINT:

Visit Park City offers a printed guide for mailing or a digital version.

Visit Park City Travel E-Newsletter
Park City Mountain Home Page
Park City Mountain Activities Page

Articles in Popular Travel Magazines:

Snow Magazine
Park City Magazine

FUTURE PLANS PHASE VII:

Partnerships with hospitality agencies such as Airbnb - the leading resource for out-of-state visitors coming to Utah according to Utah according to the Utah Visitor Profile Report

TIMEFRAME: June 2025 – October 2026

ATTRACTING NEW OUT-OF-COUNTY PATRONS:

- Utah tourism is focused on preserving heritage tourism. Through its new sustainable tourism campaign, "Forever Mighty," Utah is encouraging visitors to travel more responsibly. The campaign asks visitors to ***"…Support local businesses, honor community, history and heritage…"***
- Studies by the Travel Industry of America show that it **[heritage tourism] is the No. 1 reason people travel** — especially people in the 35-54 age group," says Wilson Martin, Utah State historic preservation officer and a member of the state's Cultural Heritage Council.
- According to the 2023 Visitor Profile and Insight Report, AirBnB is the #1 source for out-of-state visitors to Utah.
- A new era of travel has emerged in recent years, one that prioritizes meaningful experiences over traditional tourist destinations…the trend is known as "**experiential travel**"…seeking more immersive, cultural, and unique travel experiences…" – Hospitality Economic Times, 2025
- In Phase VII - Launching Tourism, PCMC/FOSMMH will finalize partnerships with local and national hospitality agencies to **curate one-of-a-kind experiences with historians to design bespoke activities** that align with Summit County's character and location.

8. Provide a detailed budget for this project utilizing this worksheet:

Projected Project Revenue – Detail	Revenue	Notes (If Needed)
Park City Mountain Resort*	$6,667	Committed
Park City Municipal Corporation*	$6,667	Committed
Private Donations	$396,666	Pending – Ongoing Fundraising
In Kind Donations	$40,000	Pending – Ongoing Fundraising
Grants:	---	---
PCCVB Sustainability	$30,000	Requesting in 2025 (awarded historically)
PCMC Historic District Grant	$30,000	Requesting in 2025 (awarded historically)
Promontory Foundation	$10,000	Requesting in 2025 (awarded historically)
David Kelly Johnson Foundation	$10,000	Requesting in 2025 (awarded historically)
Rest Tax Grant	$300,000	Requesting in 2025 (awarded historically)
Total Revenue:	**$830,000**	**Includes funding for contingency**
Projected Project Expense – Detail	Expense	Notes (If Needed)
Engineering design and HDDR permit to complete	$40,000	Phase IV
Repair hoist house	$418,000	Phase V
Rebuild garage door façade at skier subway exit	$14,000	Phase V
Shaft tower roof and walls	$55,000	Phase V
Stabilize watchman shed	$30,000	Phase V
Repair hoist house and shaft tower windows	$34,000	Phase V
Install electrical and security system	$36,000	Phase VI
Audio Assisted Guide	$30,000	Phase VII
Subtotal of above:	$657,000	Estimates based on previous preservations
Contingency	$173,000	Contingency for unforeseen issues associated with working on a historic building
Total Expense:	**$830,000**	

Organization budgets on 1 (one) page are allowed, no additional financial documents will be reviewed by the committee**.**

9. Please add clarifying details to explain the budget in number 8 here (if necessary).

● **BUDGET NARRATIVE:**

Revenue:
Since 2018, the fundraising campaign of preserving the Thaynes Mine has **successfully raised over $400,000** for Phases I-III. PCMC/FOSMMH's robust fundraising efforts will continue until the project is complete. Although FOSMMH has been successful with fundraising, **the project needs support from Summit County.**

- **Committed funds:**
  - Park City Mountain Resort: in 2015, PCMR made a 15-year agreement to preserve mining structures at Park City Mountain for $6667 annually
  - Park City Municipal Corporation: in 2015, PCMC made a 15-year agreement to preserve mining structures at Park City Mountain for $6667 annually
- **Private Donations:**
  - The goal for the next **9 months is to raise $800,000** to complete Phase IV, V, and VI by October 2026.
    - FOSMMH will leverage in-kind support from Vail's Epic Promise to host major donors for First Tracks in March 2025 and again at a special fundraising event in July 2025 at the Mid-Mountain Lodge. **The goal is $50,000 in 2025 and again in 2026.**
    - Live PC Give PC November 2025 will focus on fundraising for Phase IV-VII (2024 raised over $100,000). **The goal is $100,000.**
    - **MINERS CLUB**: In February of 2025, FOSMMH launched an exclusive major donor campaign to raise funds to support the preservation of the Thaynes Mine. **The goal is $650,000 in new major gifts in 2025 and 2026.**
- **In-Kind Donation:**
  - Utah Division of Oil, Gas and Mining are funding the closure and capping of the Thaynes Shaft leveraging federal funding = $206,000 (included in the $400,000 previously raised for the Thaynes Mine project)
  - TBD - Pacific Steel has committed to providing the steel decking for the new Hoist House roof at their cost.
  - Park City Historical Society generously donates its resources to support the efforts of FOSMMH - the amount is invaluable!
- **Grants:**
  - PCCVB Sustainability Grant: $30,000 was awarded in 2024; a maximum of $30,000 is sought for sustainable tourism in 2025.
  - PCMC Historic District Grant - awarded $38,000 in 2023; seeking another $30,000 in 2025 for historic preservation of Thaynes Mine complex.
  - Promontory Foundation - awarded $10,000 in 2024; seeking $10,000 for historic preservation of Thaynes Mine - currently partnering with their members to conduct ski tours to build awareness of ski mountain mining structures in Summit County
  - REST TAX—In 2024, the project requested funding for Silver King historic preservation and was awarded $200,000. **PCMC/FOSMMH is seeking continued support to complete the entire**

sustainable mining heritage tourism preservation efforts, with Thaynes Mine being the final high priority project.

Expense:

- **PHASE IV:** Preliminary engineering drawings have been created, final designs will be completed in Q2 and Q3 2026. The estimated costs are not from contractor bids but from the FOSMMH project manager, based on his several years of experience working on FOSMMH preservation projects.
- **PHASE V:** See Phase 4 above. **Preservation Projects are an iterative process** that requires field assessment, analysis of questions raised by assessment, evaluation in the field again, and repeating. FOSMMH has preliminary designs and concepts. Final designs and bids will be completed in 2025.
- **PHASE VI: Security System**: The materials and installation cost for the security system were estimated at $26,000, and PCMC/FOSMMH estimated the 110v AC connection to the nearby ski lift at $10,000. Thus, the security system's total cost estimate is $36,000.
- **PHASE VII: Audio-Assisted Guide:** Offering visitors the opportunity to download a free app and explore and learn about Summit County's mining history at their own pace. Creates increased accessibility and inclusivity while sustaining heritage tourism. Learn more about the benefits of audio guides. $30,000

10. List potential and status of any other sources of funding or positive partnerships for this project. Also provide any community partners, sponsors, volunteers and their contributions. Any matching grant monies or leveraged support should be listed here.

OTHER POTENTIAL SOURCES of FUNDING

- Since 2015, PCMC/FOSMMH has leveraged over $4 million to preserve 12 historic mining structures in Summit County
- Over **$1 million raised** in two years for Silver King Coalition Mine Complex
- Leveraging in-kind support from Vail's Epic Promise to host **exclusive major donor fundraising events to raise funds for Phase V&VI**
- With the understanding grant applications are not guarantees of funding, FOSMMH is continuing to apply for **NEW (no prior award)** grants, in addition to REST TAX, in 2025
  - T-Mobile Historic Preservation Grant $50,000 for historic preservation
- FOSMMH has the **hardest-working volunteers in UTAH**! In the event they can raise more than the remaining funding needed for Phases IV-VI, any eligible funds would be reserved for sustaining the maintenance of the seven mining structures at PCMR

POSITIVE PARTNERSHIPS: - PCMC/FOSMMH has over 20 partners, sponsors, and grantors:

● Vail's Epic Promise
● KPCW
● Summit Lands Conservancy
● Preservation Utah
● Friends of Ski Mountain Mining History/Park City Municipal Corporation
● Utah State Historic Preservation Office
● Mountain Trails Foundation
● Park City Chamber of Commerce & Visitors Bureau
● Park City Community Foundation
● Park City Museum and Historical Society
● Utah Department of Oil Gas & Mining - Abandoned Mine Reclamation Program (AMRP)
● Utah Department Outdoor Recreation
● Promontory Foundation
● Mining History Association
● Park City Rotary
Park City Sunrise Rotary

SPONSORS:

● Sotheby's Cares
● Montage Deer Valley
The Pendry Park City
● Rocky Mountain Power Foundation

- Silver Star Owners Association
- Deer Valley Resort
- The Mining Association of Utah

VOLUNTEERS:

- 60+ members of the/FOSMMH Committee

Is your organization applying for, or has received, monies from other Summit County sources including but not limited to, RAP or TRT?: ☒ Yes or ☐ No

Provide all Summit County funding, for requests provide current year (2025) requests and prior year (2024) allocations from any Summit County Sources on this worksheet.

Funding	Partner Name	Amount Requested	Amount Received	Notes
2025 Summit County Restaurant Tax	**PCMC/FOSMMH**	**$300,000**	**Pending**	**Preserving Thaynes Mine for Heritage Tourism**
2025 Summit County Restaurant Tax	**PCMC**	**$150,000**	**Pending**	**Mcleod Creek Bridges**
2025 Summit County Restaurant Tax	**PCMC**	**$10,000**	**Pending**	**Bike Racks for Transit 2 Trails**
2024 Summit County Restaurant Tax Grant	**PCMC/FOSMMH**	**$250,000**	**$200,000**	**Preserving Silver King Coalition Mine for Heritage Tourism**
2024 Summit County Restaurant Tax Grant	**PCMC/Park City Library**	**$115,572.70**	**$95,572**	**Upgrading the Santy Auditorium stage to support a wider range of artistic, cultural, and literary events.**
2024 Summit County RAP Tax	**PCMC**	**$300,000**	**$200,000**	**PC MARC aquatics improvements**
2024 Summit County RAP Tax	**PCMC**	**$27,092**	**$27,092**	**PC Ice Arena hockey scoreboard**

11. If you received Restaurant Tax Grant Funding in **2023**, please complete the following questions:

a. Have you received all the funding that you were granted? **xYes** or ☐ No

b. Was the project or event completed? **X Ye**s or ☐ No

c. Did you reach all the goals for the funding requested? **x Yes** or ☐ No

d. How did you measure success?
The new Pisten Bully Trail Groomer has helped PCMC and our partner Mountain Trails Foundation expertly groom miles of winter trails for optimal hiking, running, winter biking, and Nordic skiing. The Meadow Drive Trailhead was completed in 2024. It improved access to important Summit County points of interest, such as McPoling Farm and the 2002 Olympic Memorial.

e. If your project or event is complete, have you fulfilled your obligation to supply the County Manager's office with your required financial reporting documentation? **X Yes** or ☐ No

f Was it submitted by the deadline: **X Yes** or ☐ No

If No, why?
Click here to enter text.

City Council Staff Report

Subject: Construction Agreement with Woodward Co. to Expand the Park City Police Department Parking Lot
Author: Steven Dennis PE, PMP
Department: Engineering
Date: October 16, 2025

Recommendation

Consider authorizing the City Manager to execute a construction agreement with Woodward Co. Utah LLC (Woodward), in a form approved by the City Attorney's Office, not to exceed $194,000 for expansion of the Park City Police Department parking lot. This contract will be fully funded through public safety impact fees.

Executive Summary

In April 2006, the Planning Commission approved a conditional use permit (CUP) to construct the existing Park City Police Station with 31 parking stalls (10 publicly accessible and 21 secured). Since 2006, the full-time police force has grown by 30%, with a sizeable increase in part-time and volunteer support staff. Additionally, numerous events, briefings, and trainings at the Police Station have resulted in vehicles being parked on the shoulder of SR-224, creating hazards for our staff and the public alike.

On June 25, 2025, the Planning Commission approved a modification to the CUP to expand parking to add 9 stalls. This will reduce the number of times overflow parking occurs on SR-224, which will become increasingly dangerous with the construction of the SR-224 BRT Project.

Analysis

On December 21, 2023, a design professional service contract with Gilson Engineering was executed to design and create construction documents for the parking lot expansion.

On September 25, 2025, we received bids from 6 contractors in response to our invitation to bid. Woodward was the lowest bidder and has the necessary qualifications to perform the work. Construction is anticipated to start immediately and wrap up by mid-November.

The proposed work falls entirely within City rights-of-way or City-owned property and complies with the wetland setbacks and electric vehicle charging requirements from the Land Management Code.

Funding

The project budget is $237,220, 100% of which comes from public service impact fees. No additional funding is being requested at this time. Table 1 summarizes the allocation of the current project funds.

Table 1

Scope of Work	Amount
Design	$42,600
Construction	$194,000

Exhibit(s)

A. New Parking Lot Layout

Exhibit A


ZONE SETBACK
SNOW STORAGE AREA
42'-1"
R5'-0"
9'-0"
R400'-0"
20'-0"
24'-0"
9'-0"
22'-0"
R3'-0"
26'-0"
5'-0"
R10'-0"
R7'-0"
8'-0"
SNOW STORAGE AREA
SNOW CREEK DRIVE

City Council Staff Report

Subject: Naming the Park City Community Center
Author: Jessica Moran, Recreation, Marketing & IT Division Manager
Department: Recreation
Date: October 16, 2025

Recommendation

Review and consider options for developing a new name for the Park City Community Center consistent with the Administrative Policy for Naming of Public Areas.

Background

The new Park City Community Center in City Park is expected to be complete in December 2026. As part of the construction process, the building is in need of an official name to allow for the design, approval and construction of appropriate signage in accordance with Code requirements. If City Council supports exploring a name other than Park City Community Center (PCCC), the new name will need to be approved by Council per the City's Administrative Policy for Naming Public Areas.

Analysis

Similar to the Park City Municipal Athletic & Recreation Center (PC MARC), the Recreation Team is interested in choosing a name that also lends itself to a useful and memorable acronym or other abbreviation, if appropriate. While Park City Community Center (PCCC) would seem like a straightforward option, the Recreation Team has identified existing acronyms used locally that would likely cause confusion, including:

- **PCCC** – Park City Christian Center
- **PCCC** – Park City Community Church

Given the similarity, retaining PCCC as the building's identifier may create challenges in public communication, branding, and wayfinding.

The City's **Administrative Policy for Naming of Public Areas** (Exhibit A) emphasizes clarity, community relevance, and avoidance of duplication or confusion with existing names when naming public areas.

With Council support, the Recreation Team would like to pursue an alternative name for the facility to ensure it is distinctive, memorable, and aligned with community identity.

The proposed process for naming the facility includes the following steps:

1. **Engage the Recreation Advisory Board (RAB):** The Recreation Team proposes working with RAB to develop and vet potential names consistent with the City's administrative policy.
2. **Council Approval:** The Recreation Team would then return to City Council with a recommended name for final review and approval.

If Council supports this strategy, staff will begin work with RAB immediately and anticipate returning to Council with a recommended name before the end of the year. This is a time-sensitive item, as the contractor has requested the name be determined by December 2025 to facilitate the design of signage.

Exhibit A: Administrative Policy for Naming of Public Areas

Naming of Public Areas

Purpose

The purpose of this policy is to establish a uniform procedure for the naming of public areas throughout Park City by selecting appropriate names that would add increased community recognition to the public area. Not all public areas must be named; however, this policy provides a mechanism to request naming of a public area. Recommendations from concerned citizens and special interest groups may be considered. If no citizen recommendations are made or consensus obtained, then City Staff may initiate naming recommendations.

Authorization

The City Council shall have the authority for naming public areas by passing or rejecting a resolution at the City Council meeting.

Definition

Public areas means publicly owned and/or operated facilities, city projects, significant public landmarks, parks, playgrounds, natural areas, streets, stairs, trails, and public spaces.

Objectives

Provide name identification

Insure consistency for naming public areas

Facilitate and encourage significant financial and civic contributions to the City

Provide community recognition

Qualifying Name

The geographic location of the public area

An outstanding feature of the public area

An adjoining subdivision

A commonly recognized historical event, group, or individual

Individual who has provided exceptional community service, typically in excess of ten years

The articulated preference of residents of the neighborhood surrounding the public area and/or user groups of the public area

Public areas may be named for living persons provided either (1) they have made a significant contribution of land or money and the donor stipulates naming of the facility as a condition of the donations or (2) when the individual has made an unusually outstanding public service contribution

Recommendations from concerned citizens and special interest groups may be considered.

Naming Public Areas

The following guidelines will be used when naming public areas:

A permanent name should be assigned as soon as possible. Duplication of other public area names in the City should be avoided.

Recommendations from concerned citizens and special interest groups may be considered.

Prominent geographic features or local reference points (i.e., hill, stream, notable tree, street, community or neighborhood) should be considered when possible for a potential name.

Consideration for naming a public area in honor of a person should only be given if one of the following criteria has been met:

For an individual (excluding nationally significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the public area, or to the City overall. The suggested name must be accompanied by a biographical sketch, which shall provide evidence of contributions.

Major contribution must have been made to the City.

Substantial donation made to the City for a public park, trail on City land, City project or facility wherein the donor stipulates a name as being consideration of the donation for a specific period of time.

Outstanding community leader who has made significant civic contributions to the City and has given highly productive support to the City. Typically, such service should be in excess of ten years, unless unique circumstances justify extraordinary recognition.

Outstanding individuals who have demonstrated excellence or exceptional service to the citizens of the City. Typically such service should be in excess of ten years unless unique circumstances justify extra-ordinary recognition.

Renaming

An existing name of a public area particularly one of local or national importance or outstanding feature, should not be changed unless there are extraordinary circumstances of local or national interest.

The renaming of public areas is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.

Only those public areas named for location or subdivision should be considered for renaming. Property named by deed restriction shall not be considered for renaming, unless the City obtains the consent of the Grantor.

Public areas named after individuals should not be changed unless it is found that the individual's personal character is or was such that the continued use of the name for a park or facility would not be in the best interest of the community.

In order for a public area to be considered for renaming the following should occur: the recommended name must qualify according to Section V of this policy, and be accompanied by a petition from the particular public area users.

Other Naming Alternatives

Public areas that are donated to the City may be named by deed restriction by the donor. The naming and acceptance of land is subject to the guidelines set forth in Section VI and a pproval by the City Council.

A facility within a public area, i.e., playground, picnic shelter, meeting room, etc., may be named separately from the public area subject to Section V of this policy.

Effective: June 12, 2008

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Tom Bakaly, City Manager

City Council Staff Report

Subject: EngineHouse Public Benefit Analysis 2025 Update
Author: Chris Eggleton, Ryan Blair and Cate Brabson
Department: Housing and Economic Development
Date: October 16, 2025

Recommendation

(I) Consider the formal public benefits analysis and study under the legal criteria for the appropriation of additional funds in the amount of $754,497 towards the EngineHouse affordable housing project, (II) hold a public hearing, and (III) consider whether to approve the appropriation.

Summary

On June 22, 2023, staff presented to City Council a required public benefit analysis and study regarding the proposed below market rate ground lease with the developer on the EngineHouse affordable housing project. The EngineHouse project was developed via the strategic use of a public-private partnership tool to deliver more affordable housing in the City. After an analysis of the required factors, the study concluded that entering into a below market rate lease with JF EngineHouse Partners, LLC (JF) was an appropriate use of City resources. After a public hearing was held, the City Council voted to adopt the conclusions of the required study. The Council found that a waiver of a lease fee for the real property was an appropriate corporate purpose and the costs to the City were justified by the tangible and intangible benefits.

Recently, JF approached the City to request that an additional $754,497 be allocated by the City to JF to compensate for what it contends are unexpected and excessive landfill dump fees accrued by JF on the project. The staff report from August 26, 2025, summarizes the request and contains an audit and analysis of JF's supporting documentation. Environmental staff found that $586,605 could be accounted for in invoices from contractors attributed to landfill dump fees. An additional $186,252 was attributed to trucking and dump fees. The total of these two amounts is $772,749. However, JF requested $754,497, which is $18,252 less than this total, and is the amount considered for this analysis.

In that meeting, the Council reviewed JF's request and asked for another public benefit analysis, applying the legal criteria as required. After reviewing and publication of this analysis, and following a public hearing, the City Council may appropriate the additional requested funds.

Legal Framework

Under Utah Code § 10-8-2(1)(a)(i), municipalities may appropriate funds and resources for "corporate purposes only." A corporate purpose is one that, "in the judgment of the municipal legislative body, provides for the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of the inhabitants of the city." Utah Code § 10-8-2(3).

When there is an expenditure or transfer of property that is not approved as a line item in a budget or budget amendment, or is not (as here) objectively in exchange for the City receiving fair market value, then a municipal legislative body must make a separate determination, after a study is conducted and published and after holding a public hearing, that the appropriation is for an appropriate corporate purpose.

Generally, the municipal legislative body establishes the criteria it uses to make a determination of appropriate corporate purpose when considering a public benefits analysis. Utah Code § 10-8-2(3)(b)(i). The legislative body is directed by law to measure the value received "on a project-by-project basis over the life of the project" and "may consider intangible benefits received by the municipality in determining net value received." Utah Code § 10-8-2(3)(a), (c). Notably, the legislative determination of value received "shall be presumed valid unless it can be shown that the determination was arbitrary, capricious, or illegal." Utah Code § 10-8-2(3)(b)(ii).

One purpose of the public benefits analysis process is to ensure transparency. Where, as here, the entity receiving the benefit is a for-profit entity, a study ("Study") that demonstrates the purpose for the appropriation must be undertaken and posted for review by the public at least 14 days before the public hearing. Utah Code § 10-8-2(3)(e). The following factors are to be considered in the Study:

(i) what identified benefit the municipality will receive in return for any money or resources appropriated.

(ii) the municipality's purpose for the appropriation, including an analysis of the way the appropriation will be used to enhance the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of the inhabitants of the municipality; and

(iii) whether the appropriation is necessary and appropriate to accomplish the reasonable goals and objectives of the municipality in the area of economic development, job creation, *affordable housing*, blight elimination, job preservation, the preservation of historic structures and property, and any other public purpose.

Utah Code § 10-8-2(3)(e)(i)-(iii) (emphasis added). The following Study examines the current JF request under each of these factors.

Study: Public Benefits Analysis

Factor 1: Identified Benefits

Based on the documented housing needs assessment, the June 22, 2023 public benefit analysis identified 8 benefits to the City of the original EngineHouse affordable housing project appropriation , which are summarized below. We consider these to be a valid measuring tool for analyzing JF's additional funding request because the City can further support and preserve these benefits.

1. Affordable Housing Units
    a. The neighborhood will be provided with a new housing resource known as "EngineHouse" which will consist of 123 new rental housing units. Of those, 99 units will be affordable [and] deed restricted.
    b. Affordable units will be offered at 60% AMI, well below the current market rental rate.
2. Market-Rate Housing Units
    a. 24 units will consist of market-rate units.
    b. The integration of affordable and market-rate units creates a diverse and dynamic community in the core of Park City.
3. Publicly Accessible Open Courtyard Green Space
    a. The EngineHouse will provide approximately 20,000 square feet of greenspace entryway that remains open to the public year-round. This amenity will provide an outdoor social gathering area for residents of EngineHouse and the neighborhood alike.
4. Promotion of Alternative Transportation
    a. EngineHouse provides 500 square feet of internal bicycle storage and e-bike charging facilities for residents, which will accommodate 50+ bicycles.
    b. Additionally, bicycle parking and storage are available external to the facility for residents, guests, and neighbors with space for up to 15 bicycles.
    c. The EngineHouse's Condition of Approval also offers the potential for Summit County Bike Share to provide a location onsite if it so chooses.
5. Music and Child Playrooms
    a. EngineHouse will provide interior rooms for music study and child play areas available for residents.
6. Electric Vehicle Charging Stations
    a. The development provides a minimum of two electric vehicle charging stations with accommodation of future growth to 20 charging stations.
7. Rideshare Integration
    a. The EngineHouse site plan provides two dedicated surface parking spaces for rideshare services.
8. Accommodation for Future Roadway Infrastructure
    a. The development's site plan also accommodates future infrastructure investment in Munchkin Road, which will significantly increase connectivity in the Bonanza Park area. The site plan also provides for the accommodation of increased pedestrian connectivity on Homestake Road.

As an additional benefit in return for JF's present appropriation request, JF will offer PCMC three (3) "floating" market rate units for employees of PCMC as follows:

- EngineHouse will set aside three (3) market rate units for PCMC employees. All market rate units include one (1) parking space at the standard additional cost to the tenant.
- Once a set-aside unit becomes available (e.g. notice to vacate issued), JF will notify PCMC of the upcoming available unit. The Unit floorplan (1-, 2- or 3-bedrooms) and location will be subject to the specific availability at that time.
- PCMC will then have 30 calendar days to provide an applicant for the available unit.
- If no acceptable applicant is identified by PCMC within 30 days of the notice, the unit will be released from the set-aside and made available for rent by the general public.
- If an applicant is presented but does not qualify for the available unit, PCMC will have the option to present a subsequent applicant; however, under no circumstances will the unit be held but not rented for more the 30 calendar days.
- Applicants must be PCMC employees at the time of application. If a PCMC employee leaves employment during their lease term, they may remain in their unit; however, that unit will no longer count toward the three-unit PCMC allocation after lease renewal. JF will offer the next available unit to a PCMC employee until the three-unit allocation is restored.
- PCMC has the right to lease a unit and assign it in the future to an employee, but any future employee must go through the appropriate application screening for approval before the lease is assigned.
- Rental pricing will be set at the time units become available, based on current market rates for the respective floorplan, and may increase annually upon renewal. PCMC units will be treated equitably with all other market-rate units.

- In the event a unit is released to the general public and the PCMC employee set-aside unit count falls below three (3), then the next available market rate unit will be offered to a PCMC employee under this process (unless the project is obligated to fulfill the “Next Available Unit Rule” per Section 42 of the IRS code).

- The employee set-aside program will comply with all compliance, statutory, or other regulatory requirements under the fair housing programs, as well as compliance with the project’s debt, tax credit, and other capital obligations. In the event of conflict, compliance, statutory, or other regulatory requirement, including capital obligations, will take priority.
- This program will be mutually exclusive from the ninety-nine (99) deed-restricted Section 42 units.

Factor 2: Purpose.

Continued support of EngineHouse will help expand the stock of deed-restricted affordable housing and create a fundamental investment in the core of Park City, allowing residents to live in an area with direct access to Park City’s transit and trails, shopping and dining, public transit, schools, and more. In addition, the opportunity to access 3 market rate units for City employees could not otherwise be achieved without a “master lease” approach with the City incurring the risk and administrative responsibilities. By making it possible for employees to live within Park City, the additional units strengthen the City’s ability to recruit and retain talent, while reducing long commutes that contribute to traffic congestion and environmental impacts. Living closer to work also relieves stress and uncertainty of securing housing in a highly competitive market, creating stability for employees and supporting a stronger connection to the community they serve.

Factor 3: Necessary and Appropriate to Accomplish Reasonable Goals and Objectives.

Under this factor, Council must evaluate “whether the appropriation is necessary and appropriate to accomplish the reasonable goals and objectives of the municipality in the area of economic development, job creation, affordable housing, blight elimination, job preservation, the preservation of historic structures and property, and any other public purpose.”

The City has an urgent need for affordable housing as demonstrated in the June 22, 2023 Study. The EngineHouse project is set to open before the end of this year and will deliver on its promise of 99 deed-restricted units. The development of the EngineHouse affordable housing project will provide opportunities for housing units at 60% of AMI, constructed using a sustainability EUI rating of 28, and provide a catalyst for the evolution of the Bonanza Park Area, thus satisfying the City’s goals of thoughtful economic development and affordable housing. With the addition of 3 units set aside for City employees, it serves the City’s goals of recruitment and retention of employees. The costs to the City of providing below-market terms and the additional funds requested to offset the expense incurred under our prior ordinance are outweighed by both the tangible and intangible benefits to the City.

We recommend that the Council approve the appropriation of the requested funds for the public purpose of accomplishing the City’s goals and objectives in the area of economic development, job creation, affordable housing, and job preservation.

Funding

The City’s budget team has identified two capital projects that could serve as a source of funding. The first is CP0267 Soil Remediation and the second is CP0588 Housing Program Public Private Partnership funding source. Council could also direct staff to appropriate the funds from another source through a budget adjustment.

City Council Staff Report

Subject: True Club Solutions Golf Consultant Analysis
Authors: Vaughn Robinson and Jessica Morgan
Department: Golf
Date: October 16, 2025

Executive Summary

During the March 27 enterprise fund budget discussion, Council directed the golf team to hire a consultant to conduct an operational and capital review of the golf course. Council emphasized the importance of developing a long-term plan for course renovations and requested a review of financials, retail, and fees.

The golf team issued an RFP and three qualified consulting firms submitted proposals. Following evaluation, True Club Solutions (TCS) was selected as the top-ranked consultant. TCS, a division of Troon headquartered in Scottsdale, Arizona, was chosen for its extensive experience with more than 100 municipal and similar golf courses nationwide. The firm specializes in short-term, project-based advisory services and leverages Troon's decades of daily experience managing over 940 golf and hospitality facilities worldwide. As the only club advisory firm with direct access to Troon's operational expertise, TCS brings a unique perspective in assessing current operations and long-term strategic opportunities.

Ryan Stemsrud, Director of Operations & Analytics at TCS, and Brian Hampson, Senior Vice President of Science & Agronomy at TCS, will be presenting their analysis and recommendations. Their review covers key operational and financial areas, including revenue management, sales and marketing, golf course maintenance and agronomy, capital planning and renovations, food and beverage, retail merchandising, financial analysis and forecasting, and an evaluation of potential liabilities.

City Council Staff Report

Subject: Building, Planning, & Engineering Fee Resolution
Author: Hans Jasperson
Department: Budget, Building, Planning, Engineering
Date: October 16, 2025

Recommendation

Review and consider approving Resolution 21-2025, a Resolution Amending Section 1 of the Park City Fee Schedule.

Background

This item is returning after being discussed in a work session on August 26, 2025. At that meeting, a majority of Council members supported the recommendations presented in the work session.

The City charges Building, Planning, and Engineering (BPE) fees to recover costs associated with development-related services, as authorized under Utah law. In early 2025, the City retained Eight20 Consulting (dba TeamZac) to conduct a new cost-of-service study (Exhibit D). That study was completed in July 2025 and presented to the City Council on August 26, 2025. The study provided updated cost estimates and policy recommendations to align BPE fees with actual service costs, promote equity, and support sustainable service delivery.

The last comprehensive cost-of-service study was completed in 2010, with fees implemented below full cost recovery to reflect policy priorities. Since then, only incremental updates have been made, despite rising service delivery costs, increased development activity, and higher construction values.

Analysis

The 2025 fee study used detailed cost and time data to develop recommended fee adjustments that reflect the current cost of service delivery and aim to achieve full cost recovery where feasible. The most significant recommendation was to reduce the Building Permit fee—from 1.05% to 0.61% of construction valuation—reflecting increased construction values and improved departmental efficiency in recent years.

The study also proposed major adjustments to Planning Department fees, many of which had not kept pace with actual service costs. Given the magnitude of some increases, the study included a phased implementation option. The majority of Council supported this phased approach to ease the transition for applicants and stakeholders.

If adopted, Resolution 21-2025 will amend Section 1 of the Park City Fee Schedule to implement the following changes:

Planning Fees
The proposed Planning fee changes include a phased implementation of fee increases over a three-year period (see Exhibit C). If fully implemented, most Planning fees are projected to reach full cost recovery by FY28, with two exceptions. In recognition of their broader public benefit, fees for Appeals and Historic Design Reviews are set below full cost recovery to avoid creating financial barriers for applicants.

Fees proposed for phased increases include:
- Subdivision Plat & Condominium Plat
- Conditional Use Permit
- Zoning Map Amendments
- Board of Adjustment – Variance
- Historic Review
- Land Management Code Review
- Minor General Plan Amendment
- Sign Review
- Annexation
- Transfer of Development Rights

Other notable changes include:
- A revised structure for Master Planned Developments, including a new fee for extensions of the review period;
- Removal of outdated Architectural and Design Review fees; and
- Inclusion of the Planning Director Determination fee, which was approved by Council in 2011, but omitted from previous versions of the schedule.

Building Fees
Under the proposed resolution, the Building Permit fee will be reduced from 1.05% to 0.61% to reflect stabilized departmental costs and rising construction valuations. The fee multiplier will be recalculated annually and adjusted as needed to ensure continued cost recovery and compliance. The fee will be divided into three categories: Single-Family, Multi-Family, and Commercial. This will enable construction valuation data to be tracked by category, providing better information for future adjustments.

Other proposed changes to Building fees include:
- Replacing valuation-based Sub-Permit fees with a 1.32% multiplier;
- Updating Fire Inspection fees using a $77 hourly rate;
- Increasing the Soil Sample fee to $203;
- Replacing Flatwork Permit percentage fee with a flat $83; and
- Adjusting after-hours and re-inspection fees based on updated labor rates.

Engineering Fees
Fees for Small Wireless Facility applications, right-of-way use, and pole collocation are set by state law and are unchanged. Other Engineering fees will be updated using the department's newly calculated $110 hourly rate to recover full costs. These changes include:

- Increasing hourly inspection rates from $90 to $110 (deposit rates unchanged);
- Increasing the Right-of-Way Permit Application Fee from $200 to $220;
- Updating the Bonding Amounts for Work in the Right of Way to reflect current unit costs and include additional items, ensuring the bonding amount adequately covers the cost of restoring public infrastructure if a contractor fails to complete repairs;
- Increasing the Road Closure Permit from $100 to $220; and
- Adding a new $110 Encroachment Agreement Application Fee.

These updates are intended to ensure that development-related fees remain equitable, transparent, and aligned with the actual cost of service delivery, while supporting long-term financial sustainability.

Exhibits

- **Exhibit A** – Resolution 21-2025, a Resolution Amending Section 1 of the Park City Fee Schedule
- **Exhibit B** – Redlined Changes to Section 1 of the Park City Fee Schedule
- **Exhibit C** – Three-Year Phased Implementation Plan for Planning Fees
- **Exhibit D** – Park City Fee Study Update 2025

Resolution No. 21-2025

A RESOLUTION AMENDING SECTION 1 OF THE PARK CITY FEE SCHEDULE

WHEREAS, it is necessary to update the fee resolution to reflect the changing costs of performing services; and

WHEREAS, an independent cost-of-service study for Building, Planning, and Engineering fees was conducted and recommendations were presented to the City Council on August 26, 2025; and

WHEREAS, a public hearing was held on October 16, 2025, to receive public comments on the user fee changes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Park City, Utah, as follows:

SECTION 1. FEE SCHEDULE AMENDMENTS. Section 1 of Park City Fee Schedule is hereby re-adopted with changes as outlined in Exhibit B.

SECTION 2. EFFECTIVE DATE. This resolution shall take effect on October 20, 2025.

PASSED AND ADOPTED this 16th day of October, 2025.

PARK CITY MUNICIPAL CORPORATION

____

Mayor Nann Worel

Attest:

____

Michelle Kellogg, City Recorder

Approve as to form:

____

City Attorney’s Office

SECTION 1. CONSTRUCTION AND DEVELOPMENT RELATED FEES

1.1 PLANNING FEES

1.1.1 Plat/Subdivision~~-~~*

Plat Amendment	~~$900.00~~$1,400.00 per application
Subdivision	~~$290.00~~$355.00 per lot/parcel
~~Administrative Lot Line~~Simple Boundary Adjustment	~~$300.00~~$800.00 per application
Extension of Approval	~~$330.00~~$540.00 per application

Condominium*

Condominium or Timeshare Conversion	~~$450.00~~$452.00 per unit
Condominium Plat	~~$450.00~~$528.00 per unit
~~Amendment to~~ Condominium Plat Amendment	~~$100.00~~$295.00 per unit affected
Extension of Approval	~~$330.00~~$540.00 per application

1.1.2 Master Planned Development (MPD) Process~~-~~*

Pre-Master Planned Development ~~$1,200.00~~$594.00

Application includes one formal staff review and a Planning Commission ~~review of compliance with General Plan that includes a public hearing~~work session. If the applicant files for a formal Master Planned Development, the ~~$1,200~~$594.00 will apply toward the application fee.

Master Planned Development	~~$560.00~~$437.00 per unit equivalent
Affordable Master Planned Development	~~$560.00~~$437.00 per unit equivalent
Modification to an MPD	~~$330.00~~$100.00 per unit equivalent
Extension of Review Period	50% of the original fee charged every 18 months after initial submittal (unless application is on an approved hold)

1.1.3 Conditional Use Permit (CUP)*

Planning Commission Review	~~$1,140~~$1,567.00 per application
Steep Slope Review	~~$1,330.00~~$1,579.00 per application
Administrative Staff Review	~~$330.00~~$760.00 per application
~~Extension or~~ Modification of CUP	~~$330.00~~$727.00 per application
Extension of Review Period	50% of the original fee charged every 12 months after initial submittal (unless application is on an approved hold)

1.1.4 ~~Zone Changes~~Zoning Map Amendments~~-~~* ~~$1.650.00~~$2,125.00

1.1.5 Board of Adjustment~~-~~*

Variance ~~$940.00~~$1,258.00 per application

~~1.1.6 Architectural and Design Review Historic District Site~~

~~New residential construction <1000 sf~~	~~$200.00 per application~~
~~New residential construction >=1000 sf~~	~~$750.00 per application~~
~~Commercial review~~	~~$200.00 per unit equivalent for the first 10 units, $15.00/ue after~~

~~Non-Historic District/Site~~

~~New Residential – SF/Duplex~~	~~$200.00 per application~~
~~Multi-Family/Commercial~~	~~$100.00 per unit equivalent up to 10 units then $15.00/ue after~~

~~Residential Additions~~	~~$100.00 per application~~
~~Commercial Additions~~	~~$100.00 per unit equivalent up to 10 units then $15.00/ue after~~

1.1.6 Historic Review~~-~~*

Historic Design Review - no increase in existing area	~~$210.00~~$497.00
Historic Design Review - increase in existing area	~~$1,030.00~~$1,518.00
Determination of Significance	~~$350.00~~$889.00
Certificate of Appropriateness for Demolition	~~$300.00~~$863.00

1.1.7 Land Management Code ~~Review~~ Amendment* ~~$2,000.00~~$2,346.00 per application

1.1.8 Minor General Plan Amendment * ~~$2,000.00~~$2,672.00 per application

1.1.9 Sign Review

Master Sign Plan ~~Review~~	~~$320.00~~$402.00
Amendment to Master Sign Plan	~~$120.00~~$241.00
Individual Sign Permit~~s~~	~~$120.00~~$200.99 (~~$118.80~~$199.00 plus 1% state ~~tax~~surcharge)
Sign permit under Master Sign Plan	~~$130.00~~$215.13 (~~$128.70~~$213.00 plus 1% state ~~tax~~surcharge)
Temporary Sign Permit	~~$60.00~~$115.14 (~~$59.40~~$114.00 plus 1% state ~~tax~~surcharge)

1.1.10 Annexation~~-~~* ~~$5,850.00~~$7,816.00

Annexation Fiscal Impact Analysis	~~$1,550.00~~$1,010.00 *plus actual cost of City~~-~~approved consultant fee*
Modification to Annexation Agreement	~~$4,150.00~~$3,919.00

1.1.11 Appeals Fees~~-~~*

Appeals to Board of Adjustment	$500.00
~~Appeals to City Council~~	~~$500.00~~
Appeals to Historic Preservation Board	$500.00
Appeals to Planning Commission	$500.00
~~Appeals to Appeals Panel~~	~~$500.00~~
Appeals to Administrative Hearing Officer	$500.00

1.1.12 Transfer of Development Rights

~~TDR –~~ Development Credit Determination	~~$100.00~~
10 units or less	$109.00
11 units or more	$277.00
MPD or Annexation	$277.00

1.1.13 Refund of Withdrawn Planning Applications

In the case of a withdrawal of an application, the associated fees shall be refunded, less the actual cost for professional services rendered by City staff.

1.1.14 Reactivation Fee

For projects that have been inactive by the applicant for more than six months, a Reactivation Fee of 50% of the original application fee will be assessed.

1.1.15 Attorney or Other Professional Services

Reimbursement for actual expenses incurred.

1.1.16 Public Notice Mailing Fee

In addition to the Application Fee ~~listed~~, the Applicant ~~will also be~~is responsible for a separate payment for the mailing of ~~a property~~public notice. A ~~$1.00~~$1.13 fee will be assessed per piece of mail ~~that needs to be sent~~sent. ~~The specifics on which Applications require property notices to be sent and to whom can be found in~~See Land Management Code § 15-1-12 *Notice* and § 15-1-21~~,~~ *Notice Matrix*.

1.1.17 Bicycle Parking Fee in Lieu

Applicants may pay a fee in lieu ~~at~~ of $150 per U-rack for outdoor bicycle parking and $500 per square foot for enclosed bicycle parking when approved by the Planning Commission. See Land Management Code § ~~Section~~ 15-3-9(F).

1.1.18 Other Plan Review — $126 per hour

1.1.19 Planning Director Determination

Determination of Non-Conforming Status	$100.00
Determination of Non-Complying Status	$100.00

*Projects under these classifications will ~~may~~ be assessed the additional cost of ~~the property posting and courtesy mailing~~ the mailed public notice ~~as~~ required by the Land Management Code ~~regulations~~ at the time of submittal.

1.2 BUILDING FEES

1.2.1 Impact Fee Schedule

Impact fees are now located in the Park City Municipal Code, Title11, Chapter 13.

1.2.2 Building Permit

Total Valuation	Free – Calculated by the actual value of construction, excluding the value of on-site renewable energy systems (including solar voltaic systems, ground source heat pumps and solar hot water)
~~$1.00 and up~~ Single-Family Permit	~~1.05%~~0.61% of the total valuation of construction as herein above described with a minimum fee of ~~$50.00~~$83.00, plus 1% state surcharge
Multi-Family Permit	0.61% of the total valuation of construction as herein above described with a minimum fee of $83.00, plus 1% state surcharge
Commercial Permit	0.61% of the total valuation of construction as herein above described with a minimum fee of $83.00, plus 1% state surcharge

1.2.3 Plan Check Fees

A. **Deposit.** Buildings requiring plan checks at the time of building permit application:

Residential Buildings	$500.00
Commercial Buildings	$2,000.00

This deposit is non-refundable in the event permits are not issued.

B. **Fee.** Except as otherwise provided herein, the plan check fee shall be equal to sixty- five percent (65.0%) of the building permit fee for that building. The plan check fee for identical plans shall be charged at a rate of ~~$54.26~~$83.00 per hour of total Community Development staff time.

As used herein, identical plans means building plans submitted to Park City that:

1. Are substantially identical to building plans that were previously submitted to and reviewed and approved by Park City; and
2. Describe a building that is:
   a. located on land zoned the same as the land on which the building described in the previously approved plans is located; and
   b. subject to the same geological and meteorological conditions and the same law as the building described in the previously approved plans.

1.2.4 Mechanical Permit — 1.32% of the total valuation of construction, ~~P~~plus 1% state surcharge

~~See fee table below. Building Department enters the total valuation for materials and labor for each sub-permit into the Fee Table to determine the permit fee.~~

~~Total Valuation~~	~~Fee~~
~~$1.00 to $1,300.00~~	~~$50.00~~
~~$1,301.00 to $2000.00~~	~~$50.00 for the first $1,300.00 plus $3.05 for each additional $100.00, or fraction thereof, to and including $2,000.00~~
~~$2,001.00 to $25,000.00~~	~~$69.25 for the first $2,000.00 plus $14.00 for each additional $1,000.00, or fraction thereof, to and including $25,000.00~~
~~$25,001.00 to $50,000.00~~	~~$391.75 for the first $25,000.00 plus $10.10 for each additional $1,000.00, or fraction thereof, to and including $50,000.00~~
~~$50,001.0 to $100,000.00~~	~~$643.75 for the first $50,000.00 plus $7.00 for each additional $1,000.00, or fraction thereof, to and including $100,000.00~~
~~$100,001.00 to $500,000.00~~	~~$993.75 for the first $100,000.00 plus $5.60 for each additional $1,000.00, or fraction thereof, to and including $500,000.00~~
~~$500,001.00 to$1,000,000.00~~	~~$3,233.75 for the first $500,000.00 plus $4.75 for each additional $1,000.00, or fraction thereof, to and including $1,000,000.00~~
~~$1,000,001.00 and up~~	~~$5,608.75 for the first $1,000,000.00 plus $3.65 for each additional $1,000.00, or fraction thereof~~

1.2.5 Electrical Permit — 1.32% of the total valuation of construction, plus 1% state surcharge

~~See fee table below.~~

~~Total Valuation~~	~~Fee~~
~~$1.00 to $1,300.00~~	~~$50.00~~
~~$1,301.00 to $2000.00~~	~~$50.00 for the first $1,300.00 plus $3.05 for each additional $100.00, or fraction thereof, to and including $2,000.00~~
~~$2,001.00 to $25,000.00~~	~~$69.25 for the first $2,000.00 plus $14.00 for each additional $1,000.00, or fraction thereof, to and including $25,000.00~~

~~$25,001.00 to $50,000.00~~	~~$391.75 for the first $25,000.00 plus $10.10 for each additional $1,000.00, or fraction thereof, to and including $50,000.00~~
~~$50,001.0 to $100,000.00~~	~~$643.75 for the first $50,000.00 plus $7.00 for each additional $1,000.00, or fraction thereof, to and including $100,000.00~~
~~$100,001.00 to $500,000.00~~	~~$993.75 for the first $100,000.00 plus $5.60 for each additional $1,000.00, or fraction thereof, to and including $500,000.00~~
~~$500,001.00 to$1,000,000.00~~	~~$3,233.75 for the first $500,000.00 plus $4.75 for each additional $1,000.00, or fraction thereof, to and including $1,000,000.00~~
~~$1,000,001.00 and up~~	~~$5,608.75 for the first $1,000,000.00 plus $3.65 for each additional $1,000.00, or fraction thereof~~

1.2.6 Plumbing Permit 1.32% of the total valuation of construction, plus 1% state surcharge

~~See fee table below.~~

~~Total Valuation~~	~~Fee~~
~~$1.00 to $1,300.00~~	~~$50.00~~
~~$1,301.00 to $2000.00~~	~~$50.00 for the first $1,300.00 plus $3.05 for each additional $100.00, or fraction thereof, to and including $2,000.00~~
~~$2,001.00 to $25,000.00~~	~~$69.25 for the first $2,000.00 plus $14.00 for each additional $1,000.00, or fraction thereof, to and including $25,000.00~~
~~$25,001.00 to $50,000.00~~	~~$391.75 for the first $25,000.00 plus $10.10 for each additional $1,000.00, or fraction thereof, to and including $50,000.00~~
~~$50,001.0 to $100,000.00~~	~~$643.75 for the first $50,000.00 plus $7.00 for each additional $1,000.00, or fraction thereof, to and including $100,000.00~~
~~$100,001.00 to $500,000.00~~	~~$993.75 for the first $100,000.00 plus $5.60 for each additional $1,000.00, or fraction thereof, to and including $500,000.00~~
~~$500,001.00 to$1,000,000.00~~	~~$3,233.75 for the first $500,000.00 plus $4.75 for each additional $1,000.00, or fraction thereof, to and including $1,000,000.00~~
~~$1,000,001.00 and up~~	~~$5,608.75 for the first $1,000,000.00 plus $3.65 for each additional $1,000.00, or fraction thereof~~

1.2.7 International Fire Code Fee Issuance Fee ~~$20.00~~$154.00

In Addition:

~~Aircraft Refueling Vehicles~~	~~$30.00~~
Open Burning	~~$50.00~~$96.00
Candles and Open Flames in Assembly Area	~~$50.00~~$174.00
~~Compressed Gas~~	~~$30.00~~
Explosives or Blasting Agents	~~$150.00~~$77.00
Fireworks (Displays)	~~$150.00~~$154.00
Firework (Sales)	~~$75.00~~$77.00
~~Flammable Liquids~~	~~$15.00~~
~~Flammable or Combustible Liquid Tanks~~	~~$130.00~~
Hot Work (Welding)	~~$15.00~~$77.00
Liquefied Petroleum Gases (Heaters and Devices up to 5 Units)	~~$55.00~~$77.00
Liquefied Petroleum Gases (Heaters and Devices) Each Additional Unit	~~$11.00~~$77.00
Liquefied Petroleum Gases on an Active Construction Site (125+ gal)	~~$130.00~~$77.00
Places of Assembly	~~$50.00~~$154.00
Vehicles (Liquid or Gas Fueled) within a Building	~~$130.00~~$77.00
Others not Listed	~~$15.00~~$154.00

Tents $154.00

~~Tents, air-supported structures and trailers $.20 per square foot. Temporary structures built to permanent standards will be subject to fees set forth in Section 1.2.2. For plans already on file and approved, the fee will be reduced to $.13 per square foot.~~

1.2.8 Grading Plan Review and Permit Fees 1.32% of the total valuation of construction, plus 1% state surcharge

~~See fee table below.~~

~~Total Valuation~~	~~Fee~~
~~$1.00 to $1,300.00~~	~~$50.00~~
~~$1,301.00 to $2000.00~~	~~$50.00 for the first $1,300.00 plus $3.05 for each additional $100.00, or fraction thereof, to and including $2,000.00~~
~~$2,001.00 to $25,000.00~~	~~$69.25 for the first $2,000.00 plus $14.00 for each additional $1,000.00, or fraction thereof, to and including $25,000.00~~
~~$25,001.00 to $50,000.00~~	~~$391.75 for the first $25,000.00 plus $10.10 for each additional $1,000.00, or fraction thereof, to and including $50,000.00~~
~~$50,001.0 to $100,000.00~~	~~$643.75 for the first $50,000.00 plus $7.00 for each additional $1,000.00, or fraction thereof, to and including $100,000.00~~
~~$100,001.00 to $500,000.00~~	~~$993.75 for the first $100,000.00 plus $5.60 for each additional $1,000.00, or fraction thereof, to and including $500,000.00~~
~~$500,001.00 to$1,000,000.00~~	~~$3,233.75 for the first $500,000.00 plus $4.75 for each additional $1,000.00, or fraction thereof, to and including $1,000,000.00~~
~~$1,000,001.00 and up~~	~~$5,608.75 for the first $1,000,000.00 plus $3.65 for each additional $1,000.00, or fraction thereof~~

1.2.9 Soil Sample Fee ~~$100.00~~$203.00

1.2.10 Demolition Permit Fee 1.32% of the total valuation of construction, plus 1% state surcharge

~~Total Valuation~~	~~Fee~~
~~$1.00 to $1,300.00~~	~~$50.00~~
~~$1,301.00 to $2000.00~~	~~$50.00 for the first $1,300.00 plus $3.05 for each additional $100.00, or fraction thereof, to and including $2,000.00~~
~~$2,001.00 to $25,000.00~~	~~$69.25 for the first $2,000.00 plus $14.00 for each additional $1,000.00, or fraction thereof, to and including $25,000.00~~
~~$25,001.00 to $50,000.00~~	~~$391.75 for the first $25,000.00 plus $10.10 for each additional $1,000.00, or fraction thereof, to and including $50,000.00~~
~~$50,001.0 to $100,000.00~~	~~$643.75 for the first $50,000.00 plus $7.00 for each additional $1,000.00, or fraction thereof, to and including $100,000.00~~
~~$100,001.00 to $500,000.00~~	~~$993.75 for the first $100,000.00 plus $5.60 for each additional $1,000.00, or fraction thereof, to and including $500,000.00~~
~~$500,001.00 to$1,000,000.00~~	~~$3,233.75 for the first $500,000.00 plus $4.75 for each additional $1,000.00, or fraction thereof, to and including $1,000,000.00~~
~~$1,000,001.00 and up~~	~~$5,608.75 for the first $1,000,000.00 plus $3.65 for each additional $1,000.00, or fraction thereof~~

1.2.11 Flatwork Permit $83.83 ($83.00 plus 1% state surcharge)

~~Total valuation.~~
~~$1.00 and up~~ ~~1% of the total valuation of construction as herein above described with a minimumfee of $15.00. Flatwork permits are subject to Plan Check fees as described above.~~

1.2.12 Other Inspections and Fees

Inspections Outside Normal Business Hours*	~~$150.00~~$124.00 per hour (min~~.~~imum charge 2 ~~hrs~~hours)
Re-Inspection Fee	~~$150.00~~$124.00 per hour (min~~.~~imum charge 1 h~~r.~~our)
Additional Inspection Services*	~~$75.00~~$83.00 per hour (min~~.~~imum charge 1 h~~r.~~our)
Starting Work Without a Permit (First Offense)	Double (x2) the Building Permit Fee
Continuing Work Without a Permit (Second Offense)	Quadruple (x4) the Building Permit Fee
For use of outside consultants for plan reviews, inspections or both	Actual cost**

*Or the total hourly cost to the City, whichever is greatest. This cost shall include supervision,overhead, equipment, hourly wages and fringe benefits of the employee involved. These services will be offered based on inspector availability.

** Actual Cost includes administrative and overhead costs.

1.3 ENGINEERING FEES

1.3.1 Construction Inspection Fees

Prior to receiving a building permit, a notice to proceed or plat approval, developers shall pay a fee equal to six percent (6%) of the estimated construction cost as determined by the City Engineer. In projects with private street systems that limit city inspection requirements to water, drainage, and other improvements, but not to streets, the inspection fee shall be four percent (4%) of the estimated construction cost of the improvements to be inspected as determined by the City Engineer. The city, upon notice to the developer, may charge the developer a fee of ~~$90.00~~$110.00 per man-hour to recoup costs to the city above the fee charged. The city may also charge ~~$90.00~~$110.00 per man-hour for re-inspections of work previously rejected.

1.3.2 Permit to Work in Public Right-of-Way

Application Fee is ~~$200.00~~$220.00. In addition, the applicant shall:

A. Prepare and submit, in accordance with the table below, an estimated cost for the total work to be performed. Any item of work not listed on the table below shall be included in the list of items at a price agreed to by the applicant and City Engineer's office. The applicant shall either:

1. Post an irrevocable letter of credit issued by a bank authorized to do Business in the State of Utah or an out-of-state bank, provided that a bank authorized to do Business in Utah confirms in writing that it will honor the letter of credit naming Park City Municipal Corporation as the payee of funds drawn against the letter of credit and guaranteeing the availability or cash bond equal to the estimated total cost; or
2. Submit a cashiers check equal to the estimated total cost.

At a minimum, letter of credit or cashier's check shall be $2,000. The letter of credit or bond shall remain in effect for a period of one (1) year from the date the work is actually completed to guarantee the adequacy of repairs made to the streets.

Bonding Amounts for Work in the Right of Way

Item	Measurement	Unit Costs
Removal of Gutter	LF	$10.80
Replacement of Gutter	LF	$78.00
Removal of Asphalt	SF	$8.70
Replacement of Asphalt	SF	$15.60
Removal of Cross Street Gutter	SF	$13.50
Replacement of Cross Street Gutter	SF	$86.40
Removal of Sidewalk	SF	$7.80
Replacement of Sidewalk	SF	$30.00
Excavation of Trench	CF	$3.00
Excavation of Trench in Soils Dist	CF	$8.80
Flow fill of Trenching	CF	$8.80
Installation of Waterline (Up to 4" Diameter)	LF	$100.00
Installation of Waterline (6-12" Diameter)	LF	$150.00
Installation of Water Meter Vault (Up to Vault for 1.5" Meter)	EA	$5,500.00
Installation of Water Meter Vault (Vault for 2-4" Meter)	EA	$7,500.00
Installation of Fire Hydrant	EA	$10,000.00
Valve Collaring (Including raising and concreting)	EA	$500.00
Installation of Valves (Up to 6")	EA	$2,500.00

B. Applicant shall submit proof of insurance.

Starting work in the right of way without a permit (first offense) – Double (x2) the work in the right of way application fee

Continuing work without a permit (second offense) – Quadruple (x4) the work on the right of way application fee

1.3.3 Fees for the Processing of Small Wireless Facility Applications
Fees shall be consistent with Utah Code Section 54-21-503:

A. An application fee of $100 for the collocation of a small wireless facility on an existing or replacement utility pole for each small wireless facility on the same application.

B. An application fee of $250 for each application to install, modify, or replace a utility pole associated with a small wireless facility.

C. An application fee of $1,000 per application for an activity that is not a permitted use described in Utah Code Section 54-21-204 to (a) install, modify, or replace a utility pole; or (b) install, modify, or replace a new utility pole associated with a small wireless facility.

1.3.4 Fees for Use or Occupancy of Right-of-Way for Small Wireless Facilities

Fees shall be consistent with Utah Code Section 54-21-502:

A. For the right to use or occupy a right-of-way:
   1. for the collocation of a small wireless facility on a utility pole in the right-of-way; o
   2. for the installation, operation, modification, maintenance, or replacement of a utility pole in the right-of-way

B. A wireless provider will pay a fee equal to the lesser of:
   1. 3.5% of all gross revenue related to the wireless provider's use of the right-of-way for small wireless facilities; or
   2. $250 annually for each small wireless facility.

C. However, if a wireless provider is subject to the municipal telecommunications license tax under Title 10, Chapter 1, Part 4, Municipal Telecommunications License Tax Act of the Utah Code, this section does not apply.

1.3.5 Fees for Collocating a Small Wireless Facility on a City Pole

Fees shall be consistent with Utah Code Section 54-21-504:

A. $50 per City pole per year to collocate a small wireless facility on a City pole.

1.3.6 Road Closure Permit

Application fee is ~~$100.00~~$220.00

Closing the road without a permit (first offense) – Double (x2) the work in the right of way application fee.

Closing the road without a permit (second offense) – Quadruple (x4) the work on the right of way application fee

1.3.7 Encroachment Agreement Application

The applicant must complete and submit an encroachment agreement that shall include an exhibit depicting the right of way, the encroachment limits within the right of way and a clear ~~description~~representation of the proposed encroachment(s) (landscaping, sidewalk, etc.).

Application fee is $110.00

Exhibit C: Three-Year Phased Implementation of Planning Fees

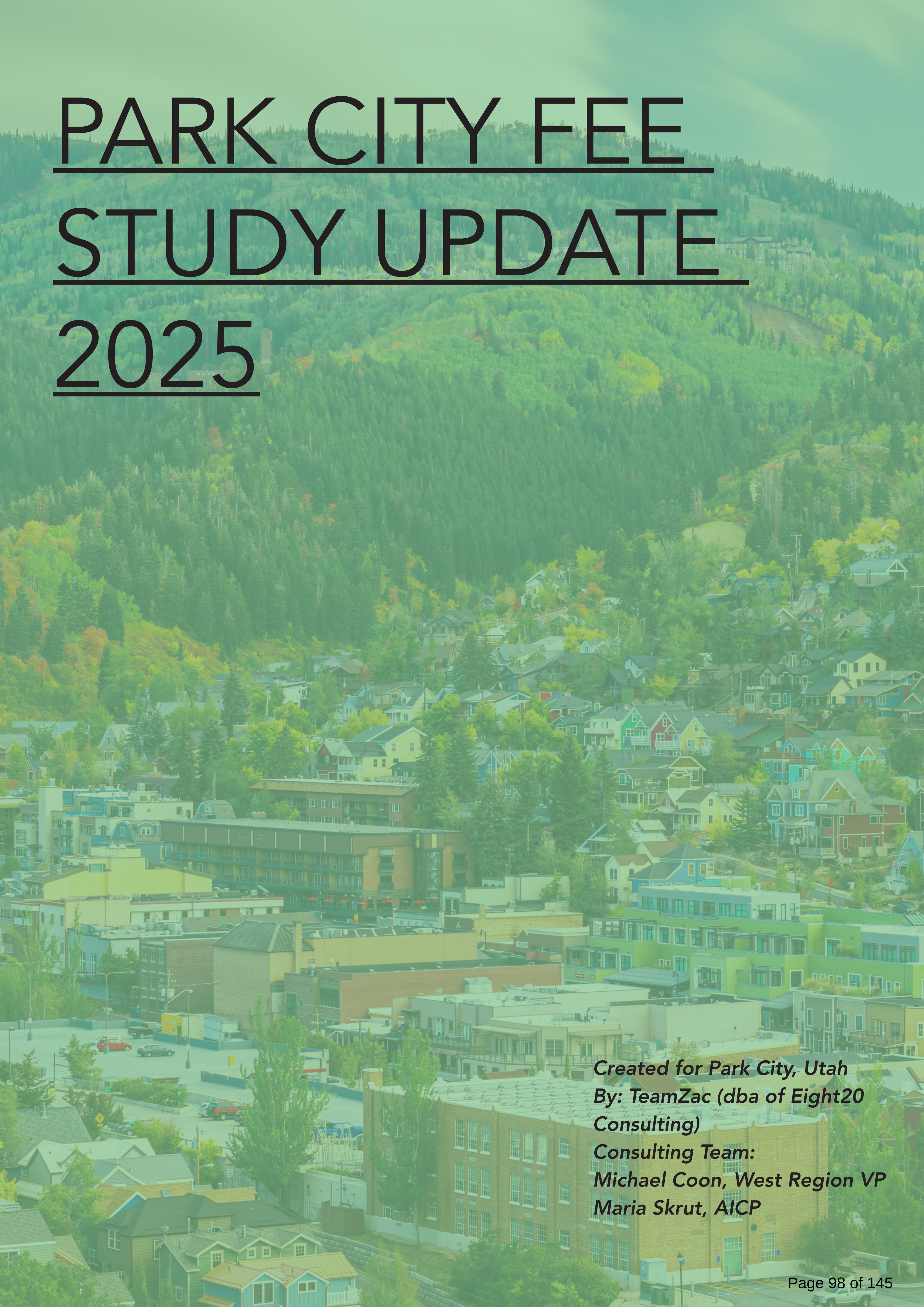
	Fee Type	Current Fee	Current Unit	FY 2026 Fee	FY 2026 Cost Recovery	FY 2027 Fee	FY 2027 Cost Recovery	FY 2028 Fee	FY 2028 Cost Recovery
1.1.1	Plat/Subdivision								
	Plat Amendment	$900	application	$1,400	58%	$1,912	79%	$2,424	100%
	Subdivision	$290	lot/parcel	$355	73%	$420	87%	$485	100%
	Lot Line Adjustment (now Simple Boundary Adjustment)	$300	application	$800	50%	$1,203	75%	$1,605	100%
	Extension of Approval	$330	application	$540	56%	$750	78%	$960	100%
	Condominium								
	Condominium/Timeshare Conversion	$450	unit	$452	99%	$454	99%	$457	100%
	Condominium Plat	$450	unit	$528	77%	$606	88%	$685	100%
	Condominium Plat Amendment	$100	unit affected	$295	43%	$490	72%	$685	100%
	Extension of Approval	$330	application	$540	56%	$750	78%	$960	100%
1.1.2	Master Planned Development (MPD) Process								
	Pre-Master Planned Development	$1,200	application	$594	100%	$594	100%	$594	100%
	Master Planned Development	$560	unit equivalent	$437	100%	$437	100%	$437	100%
	Affordable Master Planned Development	$560	unit equivalent	$437	100%	$437	100%	$437	100%
	Modification to an MPD	$330	unit equivalent	$100	100%	$100	100%	$100	100%
	Extension of Review Period	New	application	50%	100%	50%	100%	50%	100%
1.1.3	Conditional Use Permit (CUP)								
	Planning Commission Review	$1,140	application	$1,567	65%	$1,994	82%	$2,421	100%
	Steep Slope Review	$1,330	application	$1,579	76%	$1,828	88%	$2,078	100%
	Administrative Staff Review	$330	application	$760	47%	$1,190	73%	$1,621	100%
	Modification of CUP	$330	application	$727	48%	$1,124	74%	$1,520	100%
	Extension of Review Period	**New**	application	50%	100%	50%	100%	50%	100%
1.1.4	Zoning Map Amendments	$1,650	application	$2,125	69%	$2,600	85%	$3,075	100%
1.1.5	Board of Adjustment - Variance	$940	application	$1,258	66%	$1,576	83%	$1,894	100%
1.1.6	Historic Review								
	Historic Design Review (no increase in existing area)	$210	application	$497	25%	$497	25%	$995	50%

Exhibit C: Three-Year Phased Implementation of Planning Fees

	Fee Type	Current Fee	Current Unit	FY 2026 Fee	FY 2026 Cost Recovery	FY 2027 Fee	FY 2027 Cost Recovery	FY 2028 Fee	FY 2028 Cost Recovery
	Historic Design Review (increase in existing area)	$1,030	application	$1,518	61%	$2,006	80%	$2,493	100%
	Determination of Significance	$350	application	$889	45%	$1,428	73%	$1,968	100%
	Certificate of Appropriateness for Demolition	$300	application	$863	43%	$1,426	72%	$1,989	100%
1.1.7	Land Management Code Amendment	$2,000	application	$2,346	77%	$2,692	89%	$3,039	100%
1.1.8	Minor General Plan Amendment	$2,000	application	$2,672	67%	$3,344	83%	$4,015	100%
1.1.9	Sign Review								
	Master Sign Plan	$320	application	$402	71%	$484	85%	$567	100%
	Amendment to Master Sign Plan	$120	application	$241	50%	$362	75%	$483	100%
	Individual sign permit (plus 1% state tax)	$120	application	$199	56%	$278	78%	$357	100%
	Sign permit under Master Sign Plan (plus 1% state tax)	$130	application	$213	56%	$296	78%	$378	100%
	Temporary Sign Permit (plus 1% state tax)	$60	application	$114	52%	$168	76%	$221	100%
1.1.10	Annexation								
	Annexation	$5,850	application	$7,816	67%	$9,782	83%	$11,748	100%
	Annexation Fiscal Impact Analysis	$1,550	application	$1,010	100%	$1,010	100%	$1,010	100%
	Modification to Annexation Agreement	$4,150	application	$3,919	100%	$3,919	100%	$3,919	100%
1.1.11	Appeals Fees								
	Appeals to Board of Adjustment	$500	application	$500	23%	$500	23%	$500	23%
	Appeals to Historic Preservation Board	$500	application	$500	26%	$500	26%	$500	26%
	Appeals to Planning Commission	$500	application	$500	25%	$500	25%	$500	25%
	Appeals to Administrative Hearing Officer	$500	application	$500	18%	$500	18%	$500	18%
1.1.12	TDR - Development Credit Determination								
	Development Credit Determination - 10 units or less	$100	application	$109	87%	$118	94%	$126	100%
	Development Credit Determination - 11+ units	$100	application	$277	44%	$454	72%	$630	100%
	Development Credit Determination - MPD or Annexation	$100	application	$277	44%	$454	72%	$630	100%
1.1.13	Refund of Withdrawn Planning Applications	Fee less city costs	application		100%		100%		100%
1.1.14	Reactivation Fee	50%	occurrence	50%	100%	50%	100%	50%	100%
1.1.15	Attorney or Other Professional Services	varies	actual costs		100%		100%		100%

Exhibit C: Three-Year Phased Implementation of Planning Fees

	Fee Type	Current Fee	Current Unit	FY 2026 Fee	FY 2026 Cost Recovery	FY 2027 Fee	FY 2027 Cost Recovery	FY 2028 Fee	FY 2028 Cost Recovery
1.1.16	Public Notice Mailing Fee	$1.00	piece of mail	$1.13	100%	$1.13	100%	$1.13	100%
1.1.17	Bicycle Parking Fee in Lieu	$150	per U-rack	**No Change**					
1.1.18	Other Plan Review	**New**	hourly	$126	100%	$126	100%	$126	100%
1.1.19	Planning Director Determination								
	Determination of Non-Conforming Status	$100	per application	**No Change**					
	Determination of Non-Complying Status	$100	per application	**No Change**					



PARK CITY FEE STUDY UPDATE 2025

Created for Park City, Utah
By: TeamZac (dba of Eight20 Consulting)

Consulting Team:
Michael Coon, West Region VP
Maria Skrut, AICP

TeamZac was founded in 2011 by co-founders Patrick Lawler and Chad Janicek. Both MPAs and local government managers, they saw a need for innovative approaches to the field of city management.

In 2013, they launched their first service: a web-based sales tax analytics platform called ZacTax. Over the years, ZacTax has evolved into a robust and powerful platform, which now includes property tax analytics, fiscal health analysis of development patterns, and economic development scoring. It remains TeamZac's flagship service, and is used by more than 270 cities and local governments across Texas, California, and Colorado.

TeamZac has also evolved in that time, growing into a multifaceted consultancy. We have expanded both our range of services as well as our range of expertise. With a team of seven full-time employees, we now provide financial management, fiscal analysis and forecasting, economic development consulting, city planning support, and management consulting.

Our team is comprised of professional managers with years of local government experience. We have held a variety of positions in cities from 1,000 to 1,000,000 in population. In short, we know what it's like to be in your shoes.

Our commitment goes beyond compliance and growth. We care about the long-term health of the communities we serve, which means we do things like provide mentoring, listen to your community, share best practices, and look for innovate approaches to finding the solutions that your community needs.

For over a decade, TeamZac has been dedicated to providing innovative tools and solutions to help local governments make better decisions.

Our expertise and technology empower local governments to make more informed strategic decisions. To date, TeamZac has collaborated with 270 local governments, with the goal of empowering local government professionals to navigate complex landscapes and drive positive economic outcomes for their communities.

CONTENTS

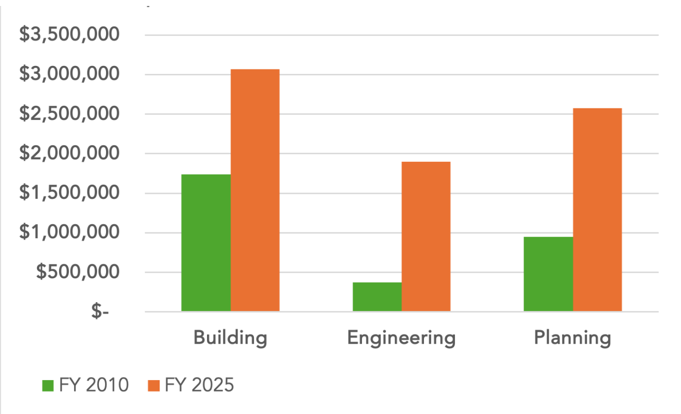
FEE STUDY INTRODUCTION

INTRODUCTION

The Planning, Building, and Engineering Department Fee Study Update reviews and adjusts fees to better reflect the true cost of services. The goal is to ensure equity, improve cost recovery, and support efficient service delivery.

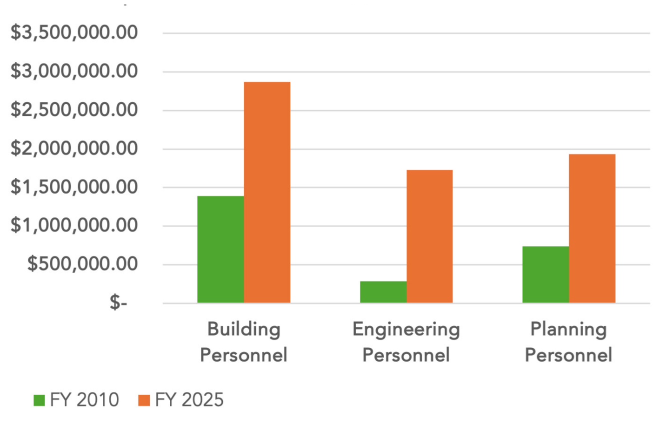
In January 2025, Park City engaged TeamZac to conduct an update to its fee study. The City's most recent comprehensive fee study update and cost of service analysis was completed in 2010, with individual updates and adjustments made periodically since then. Given the 15-year gap, TeamZac was tasked with collecting current operational data to perform a full cost-of-service analysis, reflecting present-day staff time and service delivery expenses. The graph below illustrates a comparison of operational costs in 2010 versus projected costs in 2025, highlighting the need for updated fees aligned with today's realities.

CHART 1: DEPARTMENT BUDGET COMPARISON 2010 VS 2025



As shown in Chart 1, departmental budgets have increased significantly since 2010. The Building Department's budget has grown by 76%, the Engineering Department by 412%, and the Planning Department by 173%. These figures reflect total departmental budgets, including all personnel and overhead costs. Chart 2, below, isolates the change in personnel costs from 2010 to 2025, offering a clearer view of the impact of staffing and labor-related expenses on the overall budget growth.

CHART 2: DEPARTMENT PERSONNEL BUDGET COMPARISON 2010 VS 2025



As shown in Chart 2, personnel costs have changed significantly between 2010 and 2025. To accurately assess current cost recovery needs, our team collected and analyzed staffing and budget data from each department. We conducted a comprehensive review of all existing fees, evaluating both their continued relevance and the staff time required to administer each service. Through a series of meetings with

Building, Planning, and Engineering (BPE) staff, it became evident that the current fee structure does not consistently reflect the current cost of services. As a result, some fees now need to be adjusted down, while others need to be increased to reflect the current 2025 cost of services.

To estimate the cost of services, TeamZac distributed surveys to each BPE department. These surveys listed all current fees and asked staff to estimate the average time they spend processing each permit type. This process also helped identify instances where staff from one department contribute time to permit types primarily managed by another department. In addition to allocating staff time from the BPE departments, when appropriate, staff time was also allocated for employees from the City Attorney's Office, Geographic Information Systems (GIS) Program, and the Budget, Debt, & Grants Department.

The Building Department was treated somewhat differently due to the nature of its cost structure; instead of time estimates, we used the percentage of the department's budget allocated to each project type. All results were reviewed and validated with the BPE department directors to ensure accuracy and remove outliers that could distort the data.

To calculate service costs, the average staff time spent processing each application type was multiplied by a fully-burdened-hourly rate. Notably, this rate study uses an updated methodology for calculating the fully-burdened-hourly. Previously the fully-burdened-hourly rate was calculated by multiplying the hourly rate of an employee by an indirect cost multiplier of 28.3%. In this study the fully-burdened-hourly rate is calculated by dividing the budget for the applicable programs within each department by the estimated working hours for staff within those programs. The updated methodology for calculating the fully-burdened-hourly rates aims to account for all aspects of processing BPE permit applications by allowing for the recovery of costs associated with vehicles, software, equipment, etc.

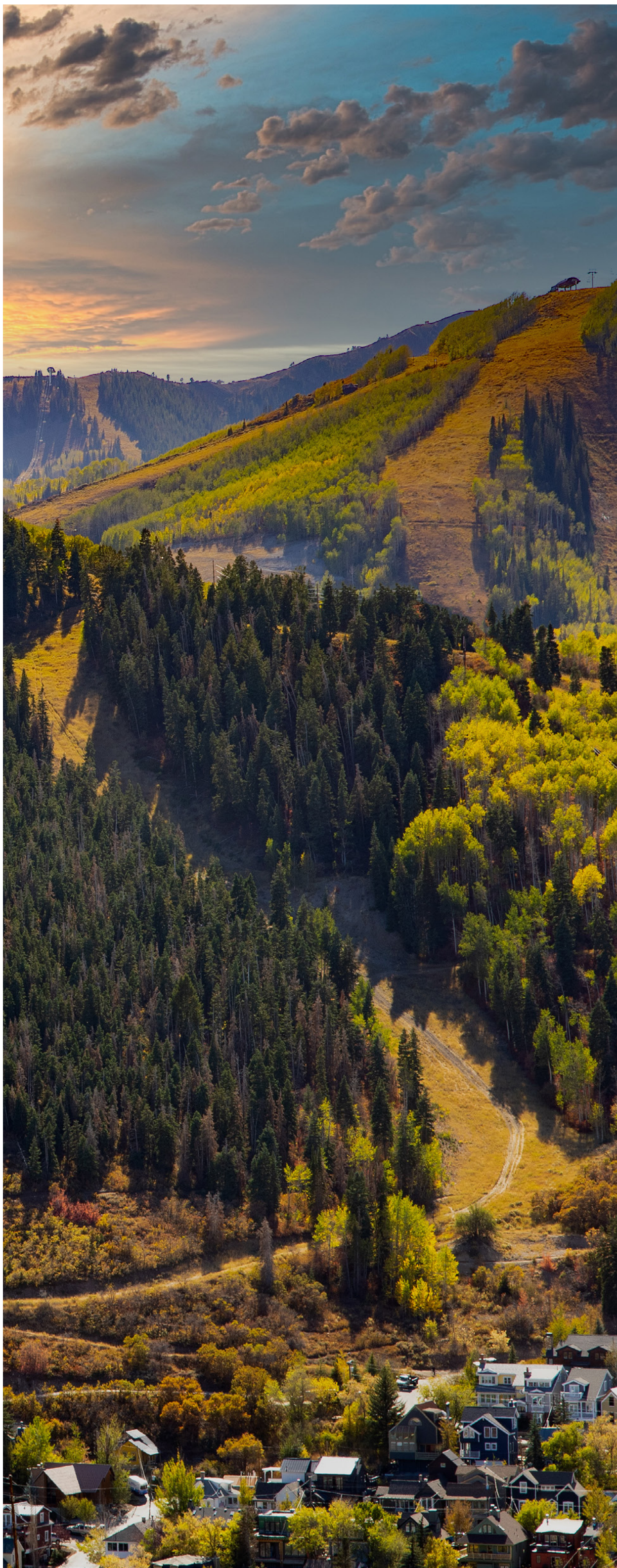
It's important to note that state regulations impose certain limitations on municipal fee structures in Utah. For example, Utah Code § 10-9a-510 prohibits municipalities from imposing development related fees that exceed the reasonable cost of processing an application. This section of state code also limits Plan Check Fees to 65% of the associated building permit fee. Several fees within the Engineering Department are also subject to limits by state law and were evaluated accordingly.

With the extensive data collected, TeamZac has developed a set of recommended fee adjustments that help reflect the current cost of services across the BPE departments. In general, the recommendations found within this study look to achieve a full cost recovery—or as close to 100% as possible—to support the long-term fiscal sustainability of Park City.

Since 2010, Park City has undergone multiple levels of changes, the level of staffing has gone up, streamlining processes have been implemented, and salaries have increased. Due to changes like these and other changes within the community and local economy, it is considered a best practice to update the fees for the BPE departments on a regular basis. In this study, some recommended fee increases are significant, but this can be largely attributed to the 15-year gap since the last study. To help ease the transition and minimize potential impacts on the community, we have included an alternative phasing strategy for planning fees that is included in Appendix 3.

In addition to conducting a cost-of service analysis, TeamZac reviewed and compared Park City's recommended fees with the adopted fee schedules of five peer jurisdictions identified by Park City staff: Aspen, Colorado; Boulder, Colorado; Summit County, Utah; Wasatch County, Utah; and Salt Lake City, Utah. Each jurisdiction operates within a unique context, so directly matching every fee methodology is not the goal. However, examining how other jurisdictions structure and apply their fees provides valuable perspective.

While some of the comparison fees use methodologies similar to Park City's, most of the comparison fee structures are not directly comparable. Any recommended changes in methodology are based on Park City's specific service needs rather than modeled after practices in other cities. For the fees that could be reasonably compared, Park City's proposed fee updates are generally consistent with those of its peers.



1.1.0 PLANNING DEPARTMENT

During the assessment of current planning fees, including a review of staff time spent on each permit type and an analysis of the cost of services, it was discovered that most of the existing fees are not sufficient to recover current service costs. Referring to Chart 1 and 2 above, the Planning Department has seen an increase of 173% for their overall budget and an increase of 161% in the personnel budget since 2010.

The current planning fees have not generated adequate revenue to cover the time and resources spent on each application. In calculating the updated fees, it became evident that some would represent significant increases. To avoid placing a sudden financial burden on applicants and the broader community, TeamZac currently recommends a phased-in approach for three of the planning fees. Two of these fees are the most common applications and are referenced in section 1.1.1. The third fee referenced in section 1.1.2 is included in the phasing approach to encourage participation in the City's historic preservation program. Alternatively, there is an option to phase in all the proposed increased to planning fees, this phased plan can be found in Appendix 6 and the revenue impacts of this alternative approach are referenced in Appendix 3.

1.1.1 PLAT/SUBDIVISION FEES

Within this section, there are two fees recommended for phased implementation with full cost recovery by Fiscal Year 2028. The fees are Plat Amendments and Lot Line Adjustment.

The first major fee recommended for phasing is the Plat Amendment fee. Plat Amendments are among the most frequently processed application types by the Planning Department and are expected to have the most noticeable impact on applicants. The current fee is $900 per application. The 2010 fee study recommended that this fee be increased to $1,194 for full cost recovery, but a partial increase to $900 was implemented—reflecting 75% cost recovery. At the time, staff estimated that 23.9 hours were spent per application. In the current study, due to efficiencies and streamlined processes implemented within the department, the average staff time has decreased to 19.8 hours per application.

Despite the reduction in hours, the recommended fee is about 17% higher than the 2010 recommendation due to increases in personnel and overhead costs over the past 15 years. TeamZac recommends adopting a fee of $1,400, which achieves a 58% cost recovery and aligns with Summit County's current fee for similar services. The fee would then be phased in over the next two years to achieve full cost recovery by FY 2028.

The second major fee recommended for phased implementation is the Lot Line Adjustment[1] – Administrative Fee. The current fee is $300 per application. In 2010, it was estimated that these applications required 15.3 hours of staff time. The current study estimates an average of 13.3 hours per application. The 2010 study suggested a fee of $981 for full cost recovery; however, a 31% cost recovery rate was implemented, resulting in the current $300 fee. To reduce the impact on applicants, TeamZac recommends increasing the fee to $800, which achieves a 50% cost recovery and aligns with Summit

1 In 2025, the Utah Legislature enacted S.B. 104, replacing the term "lot line adjustment" with "simple boundary adjustment" in state law. While this fee study refers to lot line adjustments, this terminology reflects the regulations in place at the time of the study's completion. Park City's Land Management Code has since been updated to incorporate the state's new definitions, and the fee name will be revised to "simple boundary adjustment" upon adoption of the new fee schedule to ensure consistency with current law.

County's current fee for similar services. The fee would then be phased in over the next two years to achieve full cost recovery by FY 2028.

These two fees are among the highest in terms of cost recovery due to the critical time spent on each application.

Table 1: Plat/Subdivision Fee Phased Recommendation

Plat/ Subdivision	Current Fee	2010 Proposed Fee	Recommended Fee	Cost Recovery
Plat Amendment*	$900	$1,194	$1,400	58%
Subdivision	$290 Per lot/ parcel	$218 Per lot/ parcel	$485 Per lot/ parcel	100%
Lot Line Adjustment – Administrative*	$300	$981	$800	46%
Extension of Approval	$330	$680	$960	100%
Condominium/Timeshare Conversion	$450 Per unit	$42 Per unit	$457 Per unit	100%
Condominium Plat	$450 Per unit	$525 Per unit	$685 Per unit	100%
Amendment to Condominium Plat	$100 Per unit	$47 Per unit	$685 Per unit	100%
Extension of Approval	$330	$680	$960	100%

**Reference Appendix 1 for phased recommendations*

1.1.2 MASTER PLANNED DEVELOPMENT (MPD) PROCESS

Master Planned Developments (MPDs) are large-scale projects. Due to the extended timelines and varying staff involvement, establishing a single, upfront fee that accurately reflects the full cost of services can be challenging. After analyzing staff time spent across all phases of the MPD process, it was determined that the current fee structure should only cover the first 18 months following the initial submittal. If the project review extends beyond this 18-month period, and is not on an officially approved hold, an "Extension of Review Period" fee would be applied. This extension fee would require the applicant to pay an additional 50% of the original project fee to continue the review for another 18 months.

The implementation of this extension fee has allowed TeamZac to recommend a slight reduction in the initial MPD and Pre-MPD fee while still achieving full cost recovery. The Pre-MPD includes one formal staff review and Planning Commission work session. If the applicant files for a formal MPD,the $594 fee will apply towards the MPD application fee.

Please refer to the table two for the recommended fee schedule for the Master Planned Development (MPD) process.

Table 2: Master Planned Development (MPD) Process Fee Recommendation

MPD Process Fee	Current Fee	2010 Proposed Fee	Recommended Fee	Cost Recovery
Pre-Master Planned Development	$1,200/ application	N/A	$594/application	100%
Master Planned Development	$560/ unit equivalent	$103/ unit equivalent	$437/ unit equivalent	100%
Affordable Master Planned Development	$560/ unit equivalent	Didn't exist	$437/ unit equivalent	100%
Modification to an MPD	$330/ unit equivalent	$680/ unit equivalent	$100/ unit equivalent	100%
Extension of Review Period	New, per application	Didn't exist	50% of Original Fee	100%

1.1.3 CONDITIONAL USE PERMIT (CUP)

TeamZac recommends adopting the full cost recovery for all the CUP fees. The average staff time spent on these application types has decreased since the 2010 fee study, but the overall cost of services, including personnel and departmental overhead, has significantly increased. This has created a substantial gap between the current fees and the actual cost of service.

An "Extension of Review Period" fee is also recommended for CUPs. After analyzing staff time for CUP applications, it was determined that the current fee structure should only cover the first 12 months following the initial submittal. If the project review extends beyond this 12-month period, and is not on an officially approved hold, an "Extension of Review Period" fee would be applied. This extension fee would require the applicant to pay an additional 50% of the original project fee to continue the review for another 12 months.

Please refer to table three for the recommended fee amounts and the proposed schedule to reach full cost recovery.

Table 3: Conditional Use Permit Phased Recommendation

Conditional Use Permit	Current Fee	2010 Proposed Fee	Recommended Fee	Cost Recovery
Planning Commission Review	$1,140	$1,753	$2,421	100%
Steep Slope Review	$1,330	$2,426	$2,078	100%
Administrative Staff Review	$330	$462	$1,621	100%
Extension or Modification	$330	$680	$1,520	100%
Extension of Review Period	New	N/A	50% of Original Fee	100%

1.1.4 ZONING MAP AMENDMENTS

In addition to recommending a fee increase, the name of this fee is recommended to change from Zoning Changes to Zoning Map Amendments. The new recommended name reflects the type of project better than the previous name. Zoning Map Amendments are not a common application type; however, when submitted, they require a significant amount of staff time, estimated at 27 hours per application. The current fee covers the full cost of services based on 2010 service costs. However, due to increased personnel salaries and departmental overhead over the past 15 years, a disparity has emerged between the fee and the actual service cost. To align with current cost recovery objectives, it is recommended that the fee be adjusted to $3,075 per application.

1.1.5 BOARD OF ADJUSTMENT – VARIANCE

The current fee for a Board of Adjustment Variance application is $940. While the hourly rate to provide these services has increased, the average staff time to conduct these services has decreased for each of these applications. In 2010 the average time spent on these applications was 30.8 hours; in the current study those hours have dropped to 15.2. The 2010 fee study recommended a fee of $1,937; however, the adopted fee was $940, achieving 49% cost recovery. Based on updated calculations reflecting current personnel and overhead costs, the recommended fee to achieve full cost recovery is $1,894 per application.

1.1.6 ARCHITECTURAL AND DESIGN REVIEW

During meetings with the Planning Department, it was determined that this entire section should be removed from the fee schedule, as it no longer applies to any current application type. Reference Appendix 2 for a full list of fees being removed.

1.1.7 HISTORIC REVIEW

Historic preservation plays a vital role in maintaining cultural heritage and fostering a strong community identity. While some fees related to historic preservation are recommended for increases, it is important to emphasize that the initial administrative costs for these projects remain free for applicants. Fees are only applied to specific processes such as design review, determinations of significance, and certifications.

To acknowledge the broad public benefit of historic preservation, the fee for "Historic Design Review (no increase in existing area)" is recommended to begin at only 25% cost recovery in the first year, with a phased approach to reach 50% cost recovery by Fiscal Year 2028.

The remaining three historic preservation fees require significant staff time—averaging 15 hours per application. Therefore, full cost recovery is recommended for these fees. However, applicants may be eligible for grant programs provided by the City, which are intended to help offset these costs and support the continued investment in historic preservation.

Table 4: Historic Review Recommendation

Historic Review	Current Fee	2010 Proposed Fee	Recommended Fee	Cost Recovery
Historic Design Review (no increase in existing area)*	$210	$259	$497	25%
Historic Design Review (increase in existing area)	$1,030	$1,360	$2,493	100%
Determination of Significance	$350	$1,149	$1,968	100%
Certificate of Appropriateness for Demolition	$300	$36	$1,989	100%

**Reference Appendix 1 for phased recommendations*

1.1.8 LAND MANAGEMENT CODE REVIEW

Land Management Code Review is not a common application type; however, when submitted, they require a significant amount of staff time—estimated at 24 hours per application. While the current fee of $2,000 provided full cost recovery based on 2010 service costs, the increase in personnel salaries and departmental overhead over the past 15 years has created a gap between the fee and the actual cost of service. To align with current cost recovery goals, it is recommended that the fee be adjusted to $3,039 per application.

1.1.9 MINOR GENERAL PLAN AMENDMENT

Minor General Plan Amendment applications are not a common application; however, when submitted, they require a significant amount of staff time—estimated at 32 hours per application not only from the Planning Department but also from the City's GIS staff. The current fee of $2,000 does not provide full cost recovery. In 2010, this fee was not included in the study and was not updated. The increase in personnel salaries and departmental overhead since 2010 has created a gap between the fee and the actual cost of service. To align with current cost recovery goals, it is recommended that the fee be adjusted to $4,015 per application.

1.1.10 SIGN REVIEW

Full cost recovery is recommended for sign review applications. In 2010, the adopted fees did not reflect the estimated full cost recovery. As a result, current fees are below actual service costs. Unlike other sections, the proposed fee increases in this section are not as substantial, making full implementation more feasible. This approach supports fiscal sustainability and aligns fees with the full cost of services.

Table 5: Sign Review Recommendation

Sign Review (plus 1% state tax on all fees)	Current Fee	2010 Proposed Fee	Recommended Fee	Cost Recovery
Master Sign Plan Review	$320	$548	$567	100%
Amendment to Master Sign Plan	$120	$184	$483	100%
Individual sign permit	$120	$228	$357	100%
Sign permit under master sign plan	$130	$228	$378	100%
Temporary Sign Permit	$60	$216	$221	100%

1.1.11 ANNEXATION

Annexation applications require a significant amount of staff time to process. For a standard annexation application, it is estimated that approximately 101 hours of staff time are needed to complete the review and approval process. Based on the current cost of service analysis, the existing fee does not adequately reflect the time and resources required for these applications. In the 2010 fee study, it was recommended that the Annexation Fee be increased to $8,316 to achieve full cost recovery; however, only 70% of that cost was adopted. Increases in personnel and overhead costs since 2010 have only increased the fee amount that would be needed to obtain full cost recovery. To close that gap and achieve full cost recovery, the recommended fee for a standard annexation application is a flat rate of $11,748. This is the only proposed increase among the three annexation-related fees. For the other two, based on updated staff time estimates and cost of service calculations, a slight decrease in fees is recommended. See the table below for the proposed fee schedule and phased implementation approach.

Table 6: Annexation Fee and Phased Recommendation

Annexation Applications	Current Fee	2010 Proposed Fee	Recommended Fee	Cost Recovery
Annexation	$5,850	$8,316	$11,748	100%
Annexation Fiscal Impact Analysis*	$1,550	Not Included	$1,010	100%
Modification to Annexation Agreement	$4,150	Not Included	$3,919	100%

**plus actual cost of City approved consultant*

1.1.12 APPEALS FEES

Currently, full cost recovery for the Appeals Fees can range as high as $2,709. In 2010, the highest fee for full cost recovery would have been $2,148. This study recommends that the appeal fees remain at $500. Full cost recovery is not recommended due to concerns that assessing a fee to recover all the costs could create an undue financial hardship for some individuals.

1.1.13 TRANSFER OF DEVELOPMENT RIGHTS

The Transfer of Development Rights Determination fee was implemented in 2011, following the 2010 fee study update. An increase is recommended for the three fees in this section to reflect the updated cost of services. To better align costs with the level of effort required, it is recommended that this fee be divided into three distinct categories rather than a single, one-size-fits-all charge. The fee for smaller projects (10 units or fewer) would be $126, while larger projects (11 units or more) would incur a fee of $630. Projects involving an MPD or Annexation would also incur a fee of $630. This approach ensures that smaller proposals bear only the minimal cost needed, while still achieving full cost recovery for larger, more time-intensive proposals.

Table 7: Transfer of Development Rights Recommendation

Transfer of Development Rights	Current Fee	2010 Proposed Fee	Recommended Fee	Cost Recovery
Development Credit Determination - 10 units or less	$100	N/A	$126	100%
Development Credit Determination - 11+ units	$100	N/A	$630	100%
Development Credit Determination - MPD or Annexation	$100	N/A	$630	100%

FEES RANGING FROM 1.1.14 THROUGH 1.1.17

The fees for Refund of Withdrawn Planning Applications, Reactivation, and Attorney or Other Professional Services were reviewed and analyzed; it is recommended for them to remain unchanged. The Mailing fee (1.1.17) was updated to reflect current USPS charges passed through to the City. This fee does not include any labor or other City-related costs.

NEW PLANNING FEES ADDED, 1.1.18-1.1.19

A new fee titled "Other Plan Review" (1.1.18) has been introduced to provide an hourly fee for any additional plan review services for which no other specific fee has been established. This fee is charged at a flat hourly rate of $126. This is a fully burdened hourly rate.

The second new fee is titled "Applicant-Requested

Continuation of Public Meeting" (1.1.19). This fee addresses situations in which an applicant, after their item has already been published on the agenda, requests a continuation to a future agenda. These requests often require substantial staff time to review revised materials and prepare updated documentation for the next public meeting. The proposed fee is a flat rate of $252 per occurrence, plus any necessary costs associated with the replication of public notices and mailings associated with the application in question. In the event of unforeseen circumstances, the fee may be waived by the Planning Director. After further conversations, due to concerns expressed by the Planning Commission, implementation of the 1.1.9 fee is not currently recommended

PLANNING DEPARTMENT REVENUE SUMMARY

Based on the current fees and the average number of applications for the past 3 years, the current planning revenues average about $222,371 per year. If the recommended fees were to be adopted, the new revenue estimates would be $379,642, increasing the Planning Department's revenue by $157,271. Revenue implications for each update can be referenced in Appendix 3.

All Appendices referenced can be seen a the end of the report

1.2.0 BUILDING DEPARTMENT

1.2.2-3 BUILDING PERMIT AND PLAN CHECK

The Building Permit Fee in Park City is based on the total construction valuation of a project and is collected when the permit is issued. The Plan Check Fee, by contrast, is calculated as a percentage of the Building Permit Fee and is collected to cover the cost of staff time required for plan review and approval. While the Building Permit Fee supports inspection services following permit issuance, the Plan Check Fee reflects the effort involved in evaluating the proposed construction plans prior to approval.

Due to the wide variety of construction project types in Park City, it is difficult to estimate exact staff time spent on plan review and inspections. As a result, TeamZac used an alternative methodology to determine the current cost of services. Specifically, we relied on the Building Department's internal assessment of the budget allocated to both the Plan Check and Building Permit processes. In our calculations, we included both personnel costs and applicable overhead expenses, such as vehicle usage.

To determine the Building Permit Fee, we used the International Code Council (ICC) methodology that applies a permit fee multiplier—a percentage rate applied to the project's construction value. Working closely with City staff, we analyzed three years of historical permit data to calculate an average construction valuation. We then divided the portion of the department's budget related to inspections (i.e., Building Permit activities) by that three-year average to calculate the appropriate fee multiplier:

PERMIT FEE MULTIPLIER

$$\frac{\$1{,}515{,}630}{\$250{,}350{,}288} = .0061\ (0.61\%)$$

The previous fee multiplier, updated for FY 2023, was increased to 1.05% (or 0.0105) from 1% to account for inflation. Our analysis found that given the current costs to provide building permit services and the average annual building permit values that the multiplier needs to be decreased. The newly calculated multiplier of 0.61% represents a 42% reduction, aligning the fee with current costs of service. The minimum fee is also recommended to change from $50 to $83 to recover at least one hour of staff time.

Regarding the Plan Check Fee, we applied a similar methodology using the BPE departments' budgets for plan review services. All three departments—Planning, Building, and Engineering—contribute staff time to the plan check process. We calculated the Plan Check percentage by dividing the total related departmental budgets by the average construction valuation, and then by the Building Permit Fee:

PLAN CHECK FEE MULTIPLIER

$$\frac{\$1{,}043{,}308}{\$250{,}350{,}288} = .0042$$

Utah Code § 10-9a-510, however, imposes a cap on Plan Check Fees, limiting them to no more than 65% of the Building Permit Fee. Although our calculated percentage exceeded this threshold, the City is required to comply with the statutory cap. As such, the Plan Check Fee will remain at 65%, and it is important to acknowledge that the City will incur a cost-recovery shortfall due to this legal restriction.

Per the City's municipal code, for projects requiring a plan check at the time of building permit application, applicants are required to submit a plan check deposit. This deposit is credited toward the total Plan Check Fee if and when the permit is issued. However, the deposit is non-refundable in cases where a permit is not issued, allowing the City to recover the costs associated with plan review services that occur prior to permit approval.

TeamZac reviewed the current deposit amounts and calculated hourly rates for staff across relevant departments. Based on this analysis, we determined that the existing deposit amounts—$500 for residential projects and $2,000 for commercial projects—are appropriate and sufficient to help offset the costs incurred when a project is withdrawn or does not proceed to permitting.

1.2.4-6,1.2.8,1.2.10 MECHANICAL, ELECTRICAL, PLUMBING, GRADING, AND DEMO PERMIT FEES (SUB-PERMITS)

Sub-permits are required for all Mechanical, Electrical, Plumbing, Grading, and Demolition inspections associated with new residential and commercial development, as well as remodels or improvements to existing structures. There are several methodologies for calculating sub-permit fees—such as by BTUs, square footage, amps, or number of fixtures—which add complexity and inconsistency to determining the actual cost of service.

In 2010, Park City adopted a valuation-based model for sub-permit fees, where fees decreased as project valuation increased. However, our team's review of revenue collected from sub-permits versus the portion of the Building Department's budget allocated to these services showed that sub-permit fees continue to fall short of full cost recovery.

To address this gap, TeamZac evaluated alternative methods for calculating sub-permit fees and recommends adopting a fee multiplier model, similar to the approach used for the main Building Permit Fee. This method more accurately identifies the revenue needed to recover the costs associated with sub-permit services and allows the City to better align fee revenue with actual departmental expenditures.

While the Building Permit Fee is recommended to be reduced, sub-permit fees are generating less revenue than the current estimated cost of services. As a result, switching to the multiplier method will help bring sub-permit fees into alignment with actual costs and will increase revenue from these permits accordingly.

In 2024, sub-permit revenue totaled $542,351, while the operating costs for these services amounted to $589,421, resulting in a deficit of $47,061. To determine the appropriate fee multiplier, our team divided the sub-permit operating budget by the average project valuation for sub-permits over the past three years:

SUB-PERMIT FEE MULTIPLIER

$$\frac{\$589{,}421}{\$44{,}635{,}476} = .0132\ (1.32\%)$$

TeamZac recommends that Park City adopt a 1.32% Sub-Permit Fee Multiplier to ensure full cost recovery for these services. We also recommend that this multiplier be reviewed and updated on a regular basis to account for changes in construction valuation and departmental operating costs.

1.2.7 INTERNATIONAL FIRE CODE ISSUANCE FEE

All Fire Code inspection fees were reviewed in collaboration with City staff and recalculated based on actual staff time and an established hourly rate.

During this review, five outdated or unnecessary fees were removed, and four fees were revised to adopt a flat-rate structure for simplicity and consistency.

Following internal review and research, City staff recommended that all remaining Fire Code inspection fees be assessed using a flat rate based on the average time spent on each inspection type. TeamZac supported this recommendation and calculated a fully-burdened-hourly rate of $77 for fire safety personnel, based on the department's current budget.

While all fees were adjusted to reflect updated operating costs since the 2010 fee study, the core methodology for calculating Fire Code inspection fees remains largely unchanged, with updates focused on improving transparency, consistency, and cost recovery.

Table 8: Fire Code Issuance Fee Recommendation

Fire Code Fee type	Current Fee	Recommended Fee (per application)
Aircraft Refueling Vehicles	$30	Removed
Open Burning	$50	$96
Candles and Open Flames in Assembly Area	$50	$174
Compressed Gas	$30	Removed
Explosives or Blasting Agents	$150	$77
Fireworks (Displays)	$150	$154
Firework (Sales)	$75	$77
Flammable Liquids	$15	Removed
Flammable or Combustible Liquid Tanks	$30	Removed
Hot Work (welding)	$15	$77

Fire Code Fee type *Continued.*	Current Fee	Recommended Fee (per application)
Liquefied Petroleum Gases (heaters and devices up to 5 units)	$55	$77
Liquefied Petroleum Gases (heaters and devices) each additional unit	$11	$77
Liquefied Petroleum Gases on an active construction site (125+ gal)	$130	$77
Places of Assembly	$50	$154
Vehicles (liquid or gas fue-led) within a building	$130	$77
Others not listed	$15	$154
Tents	$0.20 per sqft	$154
Temporary Structures Build to Permanent Standards	$0.13 per sqft	Removed

1.2.9 SOIL SAMPLE FEE

The current Soil Sample Fee has only been recovering the direct cost of the lab testing and has not accounted for the staff time required to conduct and process the test. To determine a more accurate fee that reflects the full cost of service, TeamZac calculated a fully-burdened-hourly rate for the Building Department's inspection staff, which was determined to be $83 per hour. The soil sample testing itself costs the City $100, and the average time spent by staff on each test is approximately 1.25 hours. Using this information, the total cost of service for one soil sample was calculated as $203, which includes both the testing cost and the staff time required to complete the process. TeamZac recommends setting the Soil Sample Fee at $203 to ensure full cost recovery.

1.2.11 FLATWORK PERMIT FEE

Currently, Flatwork Permits are charged at 1% of the total project valuation. However, in discussions with Building Department staff, it was determined that this valuation-based structure does not accurately reflect the nature of these projects. Regardless of project size or cost, Flatwork Permits generally require the same level of staff time and effort. Based on input from staff, TeamZac was provided with the average time spent on Flatwork permit reviews, which is typically no more than one hour. Using the established fully-burdened-hourly rate for inspection staff of $83, our team recommends transitioning to a flat rate fee of $83 per permit. This update ensures the fee aligns with the actual staff time required and provides a more equitable and predictable structure for applicants.

Although using an hourly rate structure, the City should come back an update this flat rate fee as personnel salaries change.

1.2.12 OTHER INSPECTIONS AND FEES

Additional inspection fees apply when inspections beyond the standard scope are required, such as when a project fails an inspection or when inspections are requested outside of normal business hours. These fees are being updated solely to reflect the current fully-burdened-hourly rates and the City's overtime policy. Fees related to permit violations remain unchanged, as those penalties are tied to the permit fee for the specific project type. Since permit fees have been updated to reflect current costs, the associated violation penalties remain appropriately aligned.

Table 9: Other Inspections and Fees Recommendation

Other Inspections and Fees	Current Fee	Recommended Fee
Inspections outside normal business hours	$150 per hour	$124 per hour
Re-inspection fee	$150 per hour	$124 per hour
Additional inspection services	$75 per hour	$83 per hour
Starting work without a permit (first offense)	permit fee * 2	permit fee * 2
Continuing work without a permit (second offense)	permit fee * 4	permit fee * 4

You may notice that the hourly rate for Inspections Outside of Normal Business Hours and Re-Inspection Fees has decreased. This adjustment more accurately reflects the actual cost of service incurred for these types of inspections, based on staff's current fully-burdened-overtime rate. The updated rates ensure that fees are aligned with the full cost of providing these services, without overcharging applicants.

BUILDING DEPARTMENT REVENUE SUMMARY

Over the past three years, average annual revenue under the current fee structure has been $5,157,299. If the recommended fees are adopted, projected annual revenue would decrease to $3,406,337—a reduction of $1,750,962 for the Building Department. The updated fees reflect actual operational expenses, including contributions from Plan Check fees that support both Planning and Engineering operations. Revenue impacts associated with each fee adjustment can be found in Appendix 3.

All Appendices referenced can be seen a the end of the report

1.3.0 ENGINEERING DEPARTMENT

In discussions with the Engineering Department, it was noted that the majority of the department's individual fees are governed by Utah Code § 54-21-502, 54-21-503, and 54-21-504. These include fees for Small Wireless Facility (SWF) Applications, Occupancy of ROW for SWFs, and Collocation of SWFs on City-owned poles. As such, those fees were not adjusted. However, the remaining engineering fees were updated to reflect the actual cost of service, ensuring full cost recovery. To calculate these fees, TeamZac collaborated with staff to determine the department's current fully-burdened-hourly rate and estimate the staff time associated with each project type. The same methodology used across other departments—grounded in time and overall cost recovery—was then applied to the Engineering Department to maintain a consistent and equitable fee structure.

The current fully-burdened-hourly rate for engineering staff is $110 per hour. The following fees reflect this new rate.

1.3.1 CONSTRUCTION INSPECTION FEES

The current deposit rates for both public and private street projects are recommended to remain unchanged. These deposits are intended to cover the City's inspection costs associated with the project. In the event that the actual inspection costs are lower than the deposit amount, any unearned funds should be returned to the applicant. Conversely, if inspection costs exceed the initial deposit, the applicant will be billed for the difference. This approach ensures that the City is reimbursed for actual costs while maintaining fairness for applicants.

Table 10: Construction Inspection Fees Recommendation

Construction Inspection Fees	Current Fee	Recommended Fee
Public Streets	6% Estimated construction cost	6% Estimated construction cost
Private Streets	4% Estimated construction cost	4% Estimated construction cost
Additional Hourly Recoup Charge	$90 per hour	$110 per hour
Re-inspection charge	$90 per hour	$110 per hour

1.3.2 PUBLIC RIGHT-OF-WAY (ROW) PERMIT – APPLICATION FEE

The Public Right-of-Way (ROW) Permit fee is recommended for adjustment to reflect the updated hourly rate necessary for full cost recovery. The current fee of $200 falls short by approximately $20 and does not fully cover the cost of providing the service. To address this gap, the fee should be updated to $220, ensuring the City is adequately reimbursed for staff time and associated overhead.

1.3.6 ROAD CLOSURE PERMIT

Road Closure Permit Fee is recommended for adjustment to reflect the updated hourly rate necessary for full cost recovery. The current fee of $100 falls short by approximately $120 and does not fully cover the cost of providing the service. To address this gap, the fee should be updated to $220, ensuring the City is adequately reimbursed for staff time and associated overhead.

1.3.7 ENCROACHMENT AGREEMENT APPLICATION

This is a newly added fee to the schedule. In discussions with engineering staff, it was noted that this permit type is common but was previously missing from the existing fee schedule. On average, these projects require approximately one hour of staff time. To ensure full cost recovery, the proposed fee reflects the estimated time and the department's fully-burdened-hourly rate, resulting in a recommended fee of $110 per application.

ENGINEERING DEPARTMENT REVENUE SUMMARY

Based on the current fees and the average number of applications for the past 3 years, the current engineering revenues average about $67,600 per year. If the recommended fees were to be adopted, the new revenue estimates would be $137,390, increasing the Engineering Department's revenue by $69,790. Revenue implications for each update can be referenced in Appendix 3.

All Appendices referenced can be seen a the end of the report


4FT
Park Ave.
8th Street

STUDY IMPLEMENTATION

Fee studies are fundamentally based on the cost of services. Keeping service cost data up to date is a best practice and enables City staff to evaluate the fee schedule regularly and recommend adjustments as needed. To ensure the City's fee schedule remains accurate, equitable, and reflective of actual service delivery costs, we recommend the following:

1. Conduct a Full Fee Schedule Review Every Two Years

City staff should evaluate the full fee schedule biennially to assess whether current fees align with service costs, policy goals, and market comparability. Adjustments should be proposed when significant discrepancies are identified.

2. Apply Inflationary Adjustments in Off-Cycle Years

In off-cycle years, consider inflationary adjustments for all fees except the multipliers used for building fees. Since some building fees are calculated by applying a multiple to the estimated construction cost, applying an inflationary adjustment to the multiplier could result in the duplication of any inflationary factors already included in the construction cost estimate. For all other rates, it is recommended that they be adjusted as needed using a cost-of-living index or annual budget growth to account for inflationary changes.

3. Maintain Transparent Documentation

Supporting data—including time estimates, cost assumptions, and calculations—should be retained and updated with each review to ensure transparency, accountability, and defensibility.

To ensure the City's fee schedule remains accurate, equitable, and reflective of actual service delivery costs the implementation recommendations should be followed.

teamzac

APPENDIX COLUMN DESCRIPTIONS

APPENDIX 1

- Fee Type: Name of the specific fee being evaluated.
- Current Fee: The fee amount currently charged.
- Current Unit: The unit used to apply the current fee (e.g., per hour, per square foot).
- Recommended Fee: The proposed fee based on cost-of-service analysis and feedback from City staff.
- Recommended Unit: The proposed unit for the recommended fee. Most remain unchanged; some vary if methodology has been updated.
- Recommended Cost Recovery: Target percentage of cost recovery. Most fees aim to recover 100% of costs, though a few are phased in over three years.
- Year 1 Fee: Recommended fee for the first year of a phased-in approach (where applicable).
- Year 1 Cost Recovery: Estimated cost recovery percentage for Year 1.
- Year 2 Fee: Recommended fee for the second year of the phased-in approach.
- Year 2 Cost Recovery: Estimated cost recovery percentage for Year 2.
- Year 3 Fee: Recommended fee for the third and final year of the phased-in approach.
- Year 3 Cost Recovery: Estimated cost recovery percentage in Year 3, typically reaching full recovery.
- Notes: Additional context or relevant considerations for the specific fee.

APPENDIX 2

- Removed Fee: Fee types recommended for removal due to redundancy, low usage, or misalignment with current practices.
- New Fees: Newly proposed fee types to address service needs or improve clarity.
- Methodology Modifications: Adjustments to fee types—approved by City staff—to better reflect departmental practices and simplify billing.
- Department: The City department responsible for administering the fee.
- Fee Category: The broader grouping under which the fee type falls.
- Fee Type: Name of the specific fee being evaluated.
- Fee Charge: Current amount charged.
- Notes: Additional context or relevant considerations for the specific fee.

APPENDIX 3

- Fee Type: Name of the specific fee being evaluated.
- 3-Year Avg. Revenue – Current Fee: Average annual revenue generated under the current fee, based on application volume over the past three years.
- 3-Year Avg. Revenue – Recommended Fee: Projected average three-year annual revenue if the recommended fee is adopted.
- Difference to Current (Recommended Fee): Projected change in revenue compared to the current fee (increase or decrease).
- 3-Year Avg. Revenue – Year 1 Phased Fees: Projected revenue for Year 1 of the phased-in approach.
- Difference to Current (Phased Year 1): Revenue change from current fee to Year 1 of the phased fee.

APPENDIX 4

- Department: The City department being evaluated, with associated budget data.
- FY 2010: Department's total budget for fiscal year 2010.

- FY 2025: Department's total budget for fiscal year 2025.
- % Increase: Percentage change in total budget from FY 2010 to FY 2025.
- Budgets: Specific budget components (e.g., personnel) included for comparison across years.

APPENDIX 5

- Current Fee: The fee amount currently charged.
- Current Unit: Unit used to apply the current fee.
- 2010 Cost Recovery: Proposed fee from the 2010 study aimed at cost recovery.
- 2010 Cost Recovery %: Estimated recovery percentage from the 2010 fee study.
- 2010 Est. Hours Per Application: Staff time per application, estimated in 2010.
- 2010 Avg. Units Per Application: Average number of units (e.g., applications, lots) per application in 2010.
- Notes: Additional information or clarifications.
- FY 2025 Est. Hours: Estimated staff time per application in the current study.
- Change in Hours: Difference in staff hours from 2010 to FY 2025.
- Current Est. Units/App.: Estimated number of units per application based on current trends.
- Change in Units: Difference between 2010 and current average units per application.
- Proposed Fee: New fee based on cost-of-service analysis and staff input.
- % Change from Current Fee: Percentage change from current fee to proposed fee.
- % Change from 2010 Cost Recovery: Percentage change from the 2010 proposed fee to the current proposed fee.

APPENDIX 6

- Fee Type: Name of the specific fee being evaluated.
- Current Fee: The fee amount currently charged.
- Current Unit: The unit used to apply the current fee.
- FY 2026 Fee: Recommended fee for Year 1 of the phased-in approach.
- FY 2026 Cost Recovery: Estimated cost recovery in FY 2026.
- FY 2027 Fee: Recommended fee for Year 2 of the phased-in approach.
- FY 2027 Cost Recovery: Estimated cost recovery in FY 2027.
- FY 2028 Fee: Recommended fee for Year 3 of the phased-in approach.
- FY 2028 Cost Recovery: Estimated cost recovery in FY 2028, typically reaching full cost recovery.
- Notes: Additional context or relevant considerations for the specific fee.

Park City

2025 Fee Study

Appendix 1: Park City Fee Summary

Fee Type	Current Fee	Current Unit	Recommended Fee	Recommended Unit	Recommended Cost Recovery	Fee Phasing Schedule Recommendation: Year 1 Fee	Year 1 Cost Recovery	Year 2 Fee	Year 2 Cost Recovery	Year 3 Fee	Year 3 Cost Recovery	Notes
1.1.0 Planning Department												
1.1.1 Plat/Subdivision												
Plat Amendment	$900	application	$1,400	application	58%	$1,400	58%	$1,912	79%	$2,424	100%	Recommend matching Summit County's fee and phasing in full cost recovery by FY 27-28
Subdivision	$290	lot/parcel	$485	lot/parcel	100%							
Lot Line Adjustment - Administrative	$300	application	$800	application	50%	$800	50%	$1,203	75%	$1,605	100%	Recommend matching Summit County's fee and phasing in full cost recovery by FY 27-28
Extension of Approval	$330	application	960	application	100%							
Condominium												
Condominium/Timeshare Conversion	$450	unit	$457	unit	100%							
Condominium Plat	$450	unit	$685	unit	100%							
Amendment to Condominium Plat	$100	unit affected	$685	unit affected	100%							
Extension of Approval	$330	application	$960	application	100%							
1.1.2 Master Planned Development (MPD) Process												
Pre-Master Planned Development	$1,200	application	$594	application	100%							
Master Planned Development	$560	unit equivalent	$437	unit equivalent	100%							
Affordable Master Planned Development	$560	unit equivalent	$437	unit equivalent	100%							
Modification to an MPD	$330	unit equivalent	$100	unit equivalent	100%							
Extension of Review Period	**New**	application	50%	application	100%							50% of original fee charged every 18 months after initial submittal (unless application is on an approved hold)
1.1.3 Conditional Use Permit (CUP) *												
Planning Commission Review	$1,140	application	$2,421	application	100%							
Steep Slope Review	$1,330	application	$2,078	application	100%							
Administrative Staff Review	$330	application	$1,621	application	100%							
Extension or Modification	$330	application	$1,520	application	100%							
Extension of Review Period	**New**	application	50%	application								50% of original fee charged every 12 months after initial submittal (unless application is on an approved hold)
1.1.4 Zoning Map Amendments *	$1,650	application	$3,075	application	100%							
1.1.5 Board of Adjustment - Variance *	$940	application	$1,894	application	100%							
~~1.1.6 Architectural and Design Review~~												
~~Historic District/Site~~												
~~New residential construction <1000 sf~~	~~$200~~	~~application~~										**Fee Removed**
~~New residential construction >=1000 sf~~	~~$750~~	~~application~~										**Fee Removed**
~~Commercial review - 10 units or less~~	~~$200~~	~~unit equivalent~~										**Fee Removed**
~~Commercial review - >= 11 unit equivalents~~	~~$15~~	~~unit equivalent~~										**Fee Removed**
~~Non-Historic District/Site~~												
~~New Residential - SF/Duplex~~	~~$200~~	~~application~~										**Fee Removed**
~~Multi-Family/Commercial - 10 units or less~~	~~$100~~	~~unit equivalent~~										**Fee Removed**
~~Multi-Family/Commercial - >= 11 unit equivalents~~	~~$15~~	~~unit equivalent~~										**Fee Removed**
~~Residential Additions~~	~~$100~~	~~application~~										**Fee Removed**
~~Commercial Additions - 10 units or less~~	~~$100~~	~~unit equivalent~~										**Fee Removed**
~~Commercial Additions - >= 11 unit equivalents~~	~~$15~~	~~unit equivalent~~										**Fee Removed**
1.1.7 Historic Review *												
Historic Design Review (no increase in existing area)	$210	application	$497	application	25%	$497	25%	$746	38%	$995	50%	Recommend lower cost recovery in recognition of the general benefits provided by a strong historic review program with phasing in up to 50% cost recovery by FY 27-28.
Historic Design Review (increase in existing area)	$1,030	application	$2,493	application	100%							
Determination of Significance	$350	application	$1,968	application	100%							
Certificate of Appropriateness for Demolition	$300	application	$1,989	application	100%							
1.1.8 Land Management Code Review *	$2,000	application	$3,039	application	100%							
1.1.9 Minor General Plan Amendment *	$2,000	application	$4,015	application	100%							

Appendix 1: Park City Fee Summary

						Fee Phasing Schedule Recommendation						
Fee Type	Current Fee	Current Unit	Recommended Fee	Recommended Unit	Recommended Cost Recovery	Year 1 Fee	Year 1 Cost Recovery	Year 2 Fee	Year 2 Cost Recovery	Year 3 Fee	Year 3 Cost Recovery	Notes
1.1.10 Sign Review												
Master Sign Plan Review	$320	application	$567	application	100%							
Amendment to Master Sign Plan	$120	application	$483	application	100%							
Individual sign permit	$120	application	$357	application	100%							($353.46) plus 1% state tax
Sign permit under master sign plan	$130	application	$378	application	100%							($374.25) plus 1% state tax
Temporary Sign Permit	$60	application	$221	application	100%							($218.81) plus 1% state tax
1.1.11 Annexation *												
Annexation	$5,850	application	$11,748	application	100%							
Annexation Fiscal Impact Analysis	$1,550	application	$1,010	application	100%							plus actual cost of City approved consultant fee
Modification to Annexation Agreement	$4,150	application	$3,919	application	100%							
1.1.12 Appeals Fees *												
Appeals to Board of Adjustment	$500	application	$500	application	23%							
Appeals to City Council (Land Use Authority)	$500	application	$500	application	18%							
Appeals to Historic Preservation Board	$500	application	$500	application	26%							
Appeals to Planning Commission	$500	application	$500	application	25%							
Appeals to Appeals Panel	$500	application	$500	application	18%							
1.1.13 TDR - Development Credit Determination												
Development Credit Determination - 10 units or less	$100	application	$126	application	100%							Modified
Development Credit Determination - 11+ units	$100	application	$630	application	100%							Modified
Development Credit Determination - MPD or Annexation	$100	application	$630	application	100%							Modified
1.1.14 Refund of Withdrawn Planning Applications	Fee less city costs	application	Fee less city costs	application	100%							In the case of a withdrawal of an application, the associated fees shall be refunded, less the actual cost for professional services rendered by City staff.
1.1.15 Reactivation Fee	50%	occurrence	50%	occurrence	100%							For projects that have been inactive by the applicant for more than six months a Reactivation Fee of 50% of original application fee will be assessed
1.1.16 Attorney or Other Professional Services	varies	actual costs	varies		100%							Actual Cost
1.1.17 Mailing Fee	$1.00	piece of mail	$1.13	piece of mail	100%							In addition to the Application Fee listed, the Applicant will also be responsible for a separate payment for the mailing of a property notice. A $1.13 fee will be assessed per piece of mail that needs to be sent. The specifics on which Applications require property notices to be sent and to whom can be found in Land Management Code § 15-1-21, Notice Matrix.
Other Plan Review 1.1.18	**New**	hourly	$126	hourly	100%							Hourly fee for any additional plan review for which no other specific fee has been established
1.1.19 Applicant Requested Continuation of Public Meeting	**New**	occurrence	$252	occurrence	100%							If an applicant requests the continuation of a public meeting after the publication of the agenda packet or after the publication of any required public notices, the applicant will be charge this fee in addition to any necessary costs associated with the replication of public notices and mailings associated with their application. In the event of unforeseen circumstances, this fee may be waived by the Planning Director.

Appendix 1: Park City Fee Summary

	Fee Type	Current Fee	Current Unit	Recommended Fee	Recommended Unit	Recommended Cost Recovery	Fee Phasing Schedule Recommendation						Notes
							Year 1 Fee	Year 1 Cost Recovery	Year 2 Fee	Year 2 Cost Recovery	Year 3 Fee	Year 3 Cost Recovery	
1.2.0 Building Department													
1.2.1	Impact Fee Schedule												Not a part of the study
1.2.2	Building Permit												
	Minimum Fee	$50	valuation	$83	valuation								Minimum fee changed to match an current hourly rate
	Single Family Permit	1.05%	valuation	0.61%	valuation								
	Multi-Family Permit	1.05%	valuation	0.61%	valuation								
	Commercial Permit	1.05%	valuation	0.61%	valuation								
1.2.3	Plan Check Fees												
	Commercial Deposit	$2,000	application	$2,000	application								Deducted from total fee
	Residential Deposit	$500	application	$500	application								
	Plan Check	0.65	% building permit	0.65	% building permit	94%							Staying the same, 6% loss in cost recovery due to 65% limit
	Plan Check for identical Plans	$54	hourly	$83	hourly	100%							New Hourly Rate Calculated
1.2.4	Mechanical Permit	1%		1%									State Surcharge
	~~$1 - $1,300~~	~~$50.00~~	-										Method Changed
	~~$1,300.01 - $2,000~~	~~$50.00~~	~~$100.00~~										Method Changed
	~~$2,000.01 - $25,000~~	~~$69.25~~	~~$1,000.00~~										Method Changed
	~~$25,000.01 - $50,000~~	~~$391.75~~	~~$1,000.00~~										Method Changed
	~~$50,000.01 - $100,000~~	~~$643.75~~	~~$1,000.00~~										Method Changed
	~~$100,000.01 - $500,000~~	~~$993.75~~	~~$1,000.00~~										Method Changed
	~~$500,000.01 - $1,000,000~~	~~$3,233.75~~	~~$1,000.00~~										Method Changed
	~~$1,000,000.01+~~	~~$5,608.75~~	~~$1,000.00~~										Method Changed
	All Mechanical Permits	**varies**		1.32%	valuation	100%							
1.2.5	Electrical Permit												
	~~$1 - $1,300~~	~~$50.00~~	-										Method Changed
	~~$1,300.01 - $2,000~~	~~$50.00~~	~~$100.00~~										Method Changed
	~~$2,000.01 - $25,000~~	~~$69.25~~	~~$1,000.00~~										Method Changed
	~~$25,000.01 - $50,000~~	~~$391.75~~	~~$1,000.00~~										Method Changed
	~~$50,000.01 - $100,000~~	~~$643.75~~	~~$1,000.00~~										Method Changed
	~~$100,000.01 - $500,000~~	~~$993.75~~	~~$1,000.00~~										Method Changed
	~~$500,000.01 - $1,000,000~~	~~$3,233.75~~	~~$1,000.00~~										Method Changed
	~~$1,000,000.01+~~	~~$5,608.75~~	~~$1,000.00~~										Method Changed
	All Electrical Permits	**varies**		1.32%	valuation	100%							
1.2.6	Plumbing Permit												
	~~$1 - $1,300~~	~~$50.00~~	-										Method Changed
	~~$1,300.01 - $2,000~~	~~$50.00~~	~~$100.00~~										Method Changed
	~~$2,000.01 - $25,000~~	~~$69.25~~	~~$1,000.00~~										Method Changed
	~~$25,000.01 - $50,000~~	~~$391.75~~	~~$1,000.00~~										Method Changed
	~~$50,000.01 - $100,000~~	~~$643.75~~	~~$1,000.00~~										Method Changed
	~~$100,000.01 - $500,000~~	~~$993.75~~	~~$1,000.00~~										Method Changed
	~~$500,000.01 - $1,000,000~~	~~$3,233.75~~	~~$1,000.00~~										Method Changed
	~~$1,000,000.01+~~	~~$5,608.75~~	~~$1,000.00~~										Method Changed
	All Plumbing Permits	**varies**		1.32%	valuation	100%							
1.2.7	International Fire code Fee Issuance Fee	$20	application	$154.00	application								Removed, fee's updated to reflect hourly rate
	~~Aircraft Refueling Vehicles~~	~~$30~~	~~application~~										Removed
	Open Burning	$50	application	$96	application	100%							
	Candles and Open Flames in Assembly Area	$50	application	$174	application	100%							
	~~Compressed Gas~~	~~$30~~	~~application~~										Removed
	Explosives or Blasting Agents	$150	application	$77	application	100%							
	Fireworks (Displays)	$150	application	$154	application	100%							
	Firework (Sales)	$75	application	$77	application	100%							
	~~Flammable Liquids~~	~~$15~~	~~application~~										Removed
	~~Flammable or Combustible Liquid Tanks~~	~~$30~~	~~application~~										Removed
	Hot Work (welding)	$15	application	$77	application	100%							
	Liquefied Petroleum Gases (heaters and devices up to 5 units)	$55	application	$77	application	100%							
	Liquefied Petroleum Gases (heaters and devices) each additional unit	$11	unit	$77	application	100%							
	Liquefied Petroleum Gases on an active construction site (125+ gal)	$130	application	$77	application	100%							
	Places of Assembly	$50	application	$154	application	100%							
	Vehicles (liquid or gas fueled) within a building	$130	application	$77	application	100%							
	Others not listed	$15	application	$154	application	100%							
	Tents	$0.20	sqft	$154	application	100%							
	~~Temporary Structures Build to Permanent Standards~~	~~$0.13~~	~~sqft~~										Removed

Appendix 1: Park City Fee Summary

	Fee Type	Current Fee	Current Unit	Recommended Fee	Recommended Unit	Recommended Cost Recovery	Fee Phasing Schedule Recommendation: Year 1 Fee	Year 1 Cost Recovery	Year 2 Fee	Year 2 Cost Recovery	Year 3 Fee	Year 3 Cost Recovery	Notes
1.2.8	Grading Plan Review and Permit Fees												
	~~$1 - $1,300~~	~~$50.00~~	-										Method Changed
	~~$1,300.01 - $2,000~~	~~$50.00~~	~~$100.00~~										Method Changed
	~~$2,000.01 - $25,000~~	~~$69.25~~	~~$1,000.00~~										Method Changed
	~~$25,000.01 - $50,000~~	~~$391.75~~	~~$1,000.00~~										Method Changed
	~~$50,000.01 - $100,000~~	~~$643.75~~	~~$1,000.00~~										Method Changed
	~~$100,000.01 - $500,000~~	~~$993.75~~	~~$1,000.00~~										Method Changed
	~~$500,000.01 - $1,000,000~~	~~$3,233.75~~	~~$1,000.00~~										Method Changed
	~~$1,000,000.01+~~	~~$5,608.75~~	~~$1,000.00~~										Method Changed
	All Grading Plan Review and Permit Fees	**varies**		1.32%	Valuation	100%							
1.2.9	Soil Sample Fee	$100	application	$203	application	100%							
1.2.10	Demolition Permit Fee												
	~~$1 - $1,300~~	~~$50.00~~	-										Method Changed
	~~$1,300.01 - $2,000~~	~~$50.00~~	~~$100.00~~										Method Changed
	~~$2,000.01 - $25,000~~	~~$69.25~~	~~$1,000.00~~										Method Changed
	~~$25,000.01 - $50,000~~	~~$391.75~~	~~$1,000.00~~										Method Changed
	~~$50,000.01 - $100,000~~	~~$643.75~~	~~$1,000.00~~										Method Changed
	~~$100,000.01 - $500,000~~	~~$993.75~~	~~$1,000.00~~										Method Changed
	~~$500,000.01 - $1,000,000~~	~~$3,233.75~~	~~$1,000.00~~										Method Changed
	~~$1,000,000.01+~~	~~$5,608.75~~	~~$1,000.00~~										Method Changed
	All Demolition Permit Fee	**varies**		1.32%	Valuation	100%							
1.2.11	Flatwork Permit					100%							
	~~Total valuation. $1.00 and up~~	~~1%, $15 minimum~~	~~valuation~~										Method Changed
	Flatwork Permit Fee	**New**		$83	application	100%							
1.2.12	Other Inspections and Fees												
	Inspections outside normal business hours	$150	hourly	$124	hourly	100%							determined based on hourly rate x 1.5 of OT policy
	Re-inspection fee	$150	hourly	$124	hourly	100%							determined based on hourly rate x 1.5 of OT policy
	Additional inspection services	$75	hourly	$83	hourly	100%							
	Starting work without a permit (first offense)	permit x 2	occurrence	permit x 2	occurrence								
	Continuing work without a permit (second offense)	permit x 4	occurrence	permit x 4	occurrence								

Appendix 1: Park City Fee Summary

	Fee Type	Current Fee	Current Unit	Recommended Fee	Recommended Unit	Recommended Cost Recovery	Year 1 Fee	Year 1 Cost Recovery	Year 2 Fee	Year 2 Cost Recovery	Year 3 Fee	Year 3 Cost Recovery	Notes
							Fee Phasing Schedule Recommendation						
1.3.0 Engineering Department													
1.3.1	Construction Inspection Fees												
	Public Streets	6%	Estimated cost	6%	Estimated cost	100%							Deposit to cover City's inspection costs. Any unearned fee revenue should be returned to the applicant and any inspection costs above the initial deposit will be billed to the applicant.
	Private Streets	4%	Estimated cost	4%	Estimated cost	100%							Deposit to cover City's inspection costs. Any unearned fee revenue should be returned to the applicant and any inspection costs above the initial deposit will be billed to the applicant.
	Additional Hourly Recoup Charge	$90	hourly	$110	hourly	100%							City staff time, if needed
	Re-inspection charge	$90	hourly	$110	hourly	100%							City staff time, if needed
1.3.2	Public ROW Permit - Application Fee	$200	application	$220	application	100%							
1.3.3	Small Wireless Facility Applications												
	Small Wireless Facility	$100	application	$100	application	As directed by State Law							Per application fee stipulated by Utah Code Section 54-21-503
	Utility Pole - Small Wireless Faciality	$250	application	$250	application	As directed by State Law							Per application fee stipulated by Utah Code Section 54-21-503
	State Non-Permitted Use	$1,000	application	$1,000	application	As directed by State Law							Per application fee stipulated by Utah Code Section 54-21-503
1.3.4	Occupancy of ROW for Small Wireless Facilities												
	Option A	3.50%	Gross facility revenue	3.50%	Gross facility revenue	As directed by State Law							Utah Code Section 54-21-502, State law requires lower of two options
	Option B	$250	facility	$250	facility	As directed by State Law							Utah Code Section 54-21-502, State law requires lower of two options
1.3.5	Collocating SWF on City Pole	$50	pole	$50	pole	As directed by State Law							Per pole charge stipulated by Utah Code Section 54-21-504
1.3.6	Road Closure Permit	$100	application	$220	application	100%							
1.3.7	Encroachment Agreement Application	New		$110	application	100%							

Appendix 2: Overview of Fee Type Changes

Removed Fees No Longer in Use

	Department	Fee Category	Fee Type	Fee Charge	Note
1.1.6	Planning	Architectural and Design Review - Historic District/Site	New residential construction <1000 sf	$200	per application
1.1.6	Planning	Architectural and Design Review - Historic District/Site	New residential construction >=1000 sf	$750	per application
1.1.6	Planning	Architectural and Design Review - Historic District/Site	Commercial review - 10 units or less	$200	per unit equivalent
1.1.6	Planning	Architectural and Design Review - Historic District/Site	Commercial review - >= 11 unit equivalents	$15	per unit equivalent
1.1.6	Planning	Architectural and Design Review - Non-Historic District/Site	New Residential - SF/Duplex	$200	per application
1.1.6	Planning	Architectural and Design Review - Non-Historic District/Site	Multi-Family/Commercial - 10 units or less	$100	per unit equivalent
1.1.6	Planning	Architectural and Design Review - Non-Historic District/Site	Multi-Family/Commercial - >= 11 unit equivalents	$15	per unit equivalent
1.1.6	Planning	Architectural and Design Review - Non-Historic District/Site	Residential Additions	$100	per application
1.1.6	Planning	Architectural and Design Review - Non-Historic District/Site	Commercial Additions - 10 units or less	$100	per unit equivalent
1.1.6	Planning	Architectural and Design Review - Non-Historic District/Site	Commercial Additions - >= 11 unit equivalents	$15	per unit equivalent
1.2.7	Building	Fire Fees	Aircraft Refueling Vehicles	$30	per application
1.2.7	Building	Fire Fees	Compressed Gas	$30	per application
1.2.7	Building	Fire Fees	Flammable Liquids	$15	per application
1.2.7	Building	Fire Fees	Flammable or Combustible Liquid Tanks	$130	per application
1.2.7	Building	Fire Fees	Temporary Structures Build to Permanent Standards	$0	per square foot

New Fees

	Department	Fee Category	Fee Type	Fee Charge	Note
1.1.18	Planning	Other Plan Review		$126	Hourly fee for any additional plan review for which no other specific fee has been established
1.1.19	Planning	Applicant Requested Continuation of Public Meeting		$252	If an applicant requests the continuation of a public meeting after the publication of the agenda packet or after the publication of any required public notices, the applicant will be charge this fee in addition to any necessary costs associated with the replication of public notices and mailings associated with their application. In the event of unforeseen circumstances, this fee may be waived by the Planning Director.
1.1.2	Planning	Master Planned Development (MPD) Process	Extension of Review Period	50%	50% of original fee charged every 18 months after initial submittal (unless application is on an approved hold) Applies to modifications as well.
1.1.3	Planning	Conditional Use Permit (CUP) *	Extension of Review Period	50%	50% of original fee charged every 12 months after initial submittal (unless application is on an approved hold)
1.2.2	Building	Building Permit	Single-Family	0.61%	Separated to track project valuation for future multiplier updates
1.2.2	Building	Building Permit	Multi-Family	0.61%	Separated to track project valuation for future multiplier updates
1.2.2	Building	Building Permit	Commercial	0.61%	Separated to track project valuation for future multiplier updates
1.3.7	Engineering	Encroachment Agreement Application Fee		$110	per application

Methodology Modifications

	Department	Fee Type	Current Fee Method	New Method	Notes
1.2.4	Building	Mechanical	ICC Valuation Table	Multiplier	Changed to match methodology for Building Permit fees
1.2.5	Building	Electrical	ICC Valuation Table	Multiplier	Changed to match methodology for Building Permit fees
1.2.6	Building	Plumbing	ICC Valuation Table	Multiplier	Changed to match methodology for Building Permit fees
1.2.7	Building	Tents	$/per sqft	Flat fee based on staff time	With current inspection processes there is little variation in the staff time required to conduct the inspections based on the size of the tent
1.2.8	Building	Grading	ICC Valuation Table	Multiplier	Changed to match methodology for Building Permit fees
1.2.10	Building	Demolition	ICC Valuation Table	Multiplier	Changed to match methodology for Building Permit fees
1.2.11	Building	Flatwork	Multiplier	Flat fee based on staff time	With current inspection processes there is little variation in staff time required to conduct the inspections based on the construction value of the project

Park City
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Appendix 3: Revenue Change Analysis

	Fee Type	3-Year Avg. Revenue Current Fee	3-Year Avg. Revenue Recommended Fee	Difference to Current	Alternative Phasing Schedule: 3-Year Avg. Revenue Year 1 Phased Fees	Alternative Phasing Schedule: Difference to Current
1.1.0 Planning Department						
1.1.1	Plat/Subdivision					
	Plat Amendment	$19,200	$29,867	$10,667	$29,867	$10,667
	Subdivision	$7,153	$11,963	$4,810	$8,757	$1,604
	Lot Line Adjustment - Administrative	$500	$1,333	$833	$1,333	$833
	Extension of Approval	$3,630	$10,560	$6,930	$5,940	$2,310
	Condominium					
	Condominium/Timeshare Conversion	$2,550	$2,590	$40	$2,561	$11
	Condominium Plat	$17,083	$26,005	$8,922	$20,044	$2,961
	Amendment to Condominium Plat	$1,933	$13,243	$11,310	$5,703	$3,770
	Extension of Approval	$3,300	$9,600	$6,300	$5,400	$2,100
1.1.2	Master Planned Development (MPD) Process					
	Pre-Master Planned Development	$0	$0	$0	$0	$0
	Master Planned Development	$40,747	$31,797	-$8,950	$31,797	-$8,950
	Affordable Master Planned Development	No Data	No Data		No Data	
	Modification to an MPD	$32,230	$9,767	-$22,463	$9,767	-$22,463
	Extension of Review Period		New - Unknown		New - Unknown	
1.1.3	Conditional Use Permit (CUP) *					
	Planning Commission Review	$25,970	$55,152	$29,182	$35,697	$9,727
	Steep Slope Review	$7,537	$11,775	$4,238	$8,948	$1,411
	Administrative Staff Review	$12,540	$61,598	$49,058	$28,880	$16,340
	Extension or Modification	$3,300	$15,200	$11,900	$7,270	$3,970
	Extension of Review Period		New - Unknown		New - Unknown	
1.1.4	Zoning Map Amendments *	$1,100	$2,050	$950	$1,417	$317
1.1.5	Board of Adjustment - Variance *	$5,013	$10,101	$5,088	$6,709	$1,696
1.1.7	Historic Review *					
	Historic Design Review (no increase in existing area)	$8,400	$19,880	$11,480	$19,880	$11,480
	Historic Design Review (increase in existing area)	$8,927	$21,606	$12,679	$13,156	$4,229
	Determination of Significance	$233	$1,312	$1,079	$593	$360
	Certificate of Appropriateness for Demolition	No Data	No Data		No Data	
1.1.8	Land Management Code Review *	$5,333	$8,104	$2,771	$6,256	$923
1.1.9	Minor General Plan Amendment *	No Data	No Data		No Data	
1.1.10	Sign Review					
	Master Sign Plan Review	No Data	No Data		No Data	
	Amendment to Master Sign Plan	No Data	No Data		No Data	
	Individual sign permit	$1,228	$3,616	$2,388	$2,016	$788
	Sign permit under master sign plan	$1,587	$4,570	$2,983	$2,575	$988
	Temporary Sign Permit	$911	$3,322	$2,411	$1,714	$803
1.1.11	Annexation *					
	Annexation	$1,950	$3,916	$1,966	$2,605	$655
	Annexation Fiscal Impact Analysis	No Data	No Data		No Data	
	Modification to Annexation Agreement	$1,383	$1,306	-$77	$1,306	-$77
1.1.12	Appeals Fees *	$2,667	$2,667	$0	$2,667	$0
1.1.13	Transfer of Development Rights	No Data	No Data		No Data	
1.1.14	Refund of Withdrawn Planning Applications	No Data	No Data		No Data	
1.1.15	Reactivation Fee	No Data	No Data		No Data	

Appendix 3: Revenue Change Analysis

	Fee Type	3-Year Avg. Revenue Current Fee	3-Year Avg. Revenue Recommended Fee	Difference to Current	Alternative Phasing Schedule: 3-Year Avg. Revenue Year 1 Phased Fees	Alternative Phasing Schedule: Difference to Current
1.1.16	Attorney or Other Professional Services	No Data	No Data		No Data	
1.1.17	Mailing Fee	$5,966	$6,742	$776	$6,742	$776
New	Other Plan Review		New - Unknown		New - Unknown	
New	Applicant Requested Continuation of Public Meeting		New - Unknown		New - Unknown	
	Planning Total Average Annual Revenue	**$222,371**	**$379,642**	**$157,271**	**$269,600**	**$47,229**

Appendix 3: Revenue Change Analysis

	Fee Type	3-Year Avg. Revenue Current Fee	3-Year Avg. Revenue Recommended Fee	Difference to Current
1.2.0 Building Department				
1.2.2	Building Permit			
	Single Multiplier for all projects	$2,795,306	$1,609,791	-$1,185,516
1.2.3	Plan Check Fees			
	Plan Check	$1,816,949	$1,046,364	-$770,585
1.2.4	Mechanical Permit			
	All Mechanical Permits	$176,318	$234,455	$58,136
1.2.5	Electrical Permit			
	All Electrical Permits	$153,271	$197,449	$44,178
1.2.6	Plumbing Permit			
	All Plumbing Permits	$132,583	$173,909	$41,327
1.2.7	International Fire code Fee Issuance Fee	No Data	No Data	
	Open Burning			
	Candles and Open Flames in Assembly Area			
	Explosives or Blasting Agents			
	Fireworks (Displays)			
	Firework (Sales)			
	Flammable Liquids			
	Flammable or Combustible Liquid Tanks			
	Hot Work (welding)			
	Liquefied Petroleum Gases (heaters and devices up to 5 units)			
	Liquefied Petroleum Gases (heaters and devices) each additional unit			
	Liquefied Petroleum Gases on an active construction site (125+ gal)			
	Places of Assembly			
	Vehicles (liquid or gas fueled) within a building			
	Others not listed			
	Tents			
1.2.8	Grading Plan Review and Permit Fees			
	All Grading Plan Review and Permit Fees	$80,178	$142,097	$61,918
1.2.9	Soil Sample Fee	No Data	No Data	
1.2.10	Demolition Permit Fee			
	All Demolition Permit Fee	$2,692	$2,273	-$420
1.2.11	Flatwork Permit	No Data	No Data	
1.2.12	Other Inspections and Fees	No Data	No Data	
	Inspections outside normal business hours			
	Re-inspection fee			
	Additional inspection services			
	Starting work without a permit (first offense)			
	Continuing work without a permit (second offense)			
	Building Changed Average Annual Revenue	**$5,157,299**	**$3,406,337**	**-$1,750,962**

Alternative Phasing Schedule	
3-Year Avg. Revenue Year 1 Phased Fees	Difference to Current

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Park City

2025 Fee Study

Appendix 3: Revenue Change Analysis

	Fee Type	3-Year Avg. Revenue Current Fee	3-Year Avg. Revenue Recommended Fee	Difference to Current	Alternative Phasing Schedule: 3-Year Avg. Revenue Year 1 Phased Fees	Alternative Phasing Schedule: Difference to Current
1.3.0 Engineering Department						
1.3.1	Construction Inspection Fees	No Data	No Data			
	Public Streets					
	Private Streets					
	Additional Hourly Recoup Charge					
	Re-inspection charge					
1.3.2	Public ROW Permit - Application Fee	$14,800	$16,280	$1,480		
1.3.3	Small Wireless Facility Applications	No Data	No Data			
	Small Wireless Facility					
	Utility Pole - Small Wireless Faciality					
	State Non-Permitted Use					
1.3.4	Occupancy of ROW for Small Wireless Facilities	No Data	No Data			
	Option A					
	Option B					
1.3.5	Collocating SWF on City Pole	No Data	No Data			
1.3.6	Road Closure Permit	$52,800	$116,160	$63,360		
1.3.7	Encroachment Agreement Application	New	$4,950	$4,950		
	Engineering Changed Average Annual Revenue	**$67,600**	**$137,390**	**$69,790**		
	BPE Changed Average Annual Revenue	**$5,447,270**	**$3,923,369**	**-$1,523,901**		

Park City

2025 Fee Study

Appendix 4: FY 2010 to FY 2025 Budget Comparison

Department	FY 2010	FY 2025	% Increase
Building	$ 1,739,143	$ 3,065,446	76%
Engineering	370,235	1,895,748	412%
Planning	945,294	2,577,457	173%
Total General Fund Operating Budget	**$ 28,473,513**	**$ 51,910,670**	**82%**

Budgets	FY 2010	FY 2025	% Increase
Building Personnel	$ 1,391,955	$ 2,867,596	106%
Engineering Personnel	284,132	1,727,198	508%
Planning Personnel	740,099	1,932,802	161%
Total General Fund Personnel	**$ 13,797,490**	**$ 36,971,577**	**168%**

Appendix 5: 2010 Fee Study Comparison

1.1.0 Planning Department	Current Unit	Current Fee	2010 Cost Recovery	2010 Cost Recovery %	2010 Est. Hours Per Application	2010 Avg. Units Per Application	Notes	FY25 Est. Hours	Change in Hours	Current Est. Units/ App.	Change in Units	Proposed Fee	% Change from Current Fee	% Change from 2010 Cost Recovery
1.1.1 Plat/Subdivision														
Plat Amendment	application	$900	$1,194	75%	23.9	1.0		19.8	(4.2)	1.0	-	$1,400	55.6%	17.3%
Subdivision	lot/parcel	$290	$218	133%	26.4	6.0		19.8	(6.7)	5.0	(1.0)	$485	67.2%	122.6%
Lot Line Adjustment - Administrative	application	$300	$981	31%	15.3	1.0		13.3	(2.0)	1.0	-	$800	166.7%	-18.4%
Extension of Approval	application	$330	$680	49%	10.6	1.0	All Extensions and Modifications were grouped together in 2010 Study	7.8	(2.8)	1.0	-	$960	190.9%	41.2%
Condominium														
Condominium/Timeshare Conversion	unit	$450	$42	1065%	26.8	29.0		22.3	(4.5)	6.0	(23.0)	$457	1.6%	982.0%
Condominium Plat	unit	$450	$525	86%	24.3	3.0		22.3	(2.0)	4.0	1.0	$685	52.2%	30.5%
Amendment to Condominium Plat	unit affected	$100	$47	213%	22.5	31.0		22.3	(0.3)	2.0	(29.0)	$685	585.0%	1362.2%
Extension of Approval	application	$330	$680	49%	10.6	1.0	All Extensions and Modifications were grouped together in 2010 Study	7.8	(2.8)	1.0	-	$960	190.9%	41.2%
1.1.2 Master Planned Development (MPD) Process														
Pre-Master Planned Development	application	$1,200	$1,809	66%	27.0	No Data		4.8	(22.3)	1.0	-	$594	-50.5%	-67.2%
Master Planned Development	unit equivalent	$560		$103				119.5	51.0	31.0	(14.0)	$437	-22.0%	326.0%
Affordable Master Planned Development	unit equivalent	$560	Fee Type Did Not Exist				Staff hours estimated to be same as MPD	119.5	119.5	31.0	(14.0)	$437	-22.0%	326.0%
Modification to an MPD	unit equivalent	$330		$680			All Extensions and Modifications were grouped together in 2010 Study	26.5	16.0	No data	N/A	$100	-69.7%	-85.3%
Extension of Review Period	application	New		Fee Type Did Not Exist				N/A	N/A	N/A	N/A	50%	N/A	N/A
1.1.3 Conditional Use Permit (CUP) *														
Planning Commission Review	application	$1,140	$1,753	65%	31.7	1.0		19.8	(11.9)	1.0	-	$2,421	112.4%	38.1%
Steep Slope Review	application	$1,330	$2,426	55%	37.1	1.0		16.8	(20.3)	1.0	-	$2,078	56.2%	-14.3%
Administrative Staff Review	application	$330	$462	71%	10.9	1.0		13.0	2.1	1.0	-	$1,621	391.2%	250.5%
Extension or Modification	application	$330	$680	49%	10.6	1.0	All Extensions and Modifications were grouped together in 2010 Study	12.2	1.7	1.0	-	$1,520	360.6%	123.6%
Extension of Review Period	application	New		Fee Type Did Not Exist				N/A	N/A	N/A	N/A	50%	N/A	N/A
1.1.4 Zoning Map Amendments *	application	$1,650	$1,632	101%	26.0	1.0		27.0	1.0	1.0	-	$3,075	86.4%	88.5%
1.1.5 Board of Adjustment - Variance *	application	$940	$1,937	49%	30.8	1.0		15.2	(15.6)	1.0	-	$1,894	101.5%	-2.2%
1.1.7 Historic Review *														
Historic Design Review (no increase in existing area)	application	$210	$259	81%	25.7	1.0		15.9	(9.8)	1.0	-	$497	136.7%	91.8%
Historic Design Review (increase in existing area)	application	$1,030	$1,360	76%	134.9	1.0		19.9	(115.0)	1.0	-	$2,493	142.0%	83.3%
Determination of Significance	application	$350	$1,149	30%	17.8	1.0		15.8	(2.0)	1.0	-	$1,968	462.3%	71.3%
Certificate of Appropriateness for Demolition	application	$300	$36	838%	1.0	1.0		15.9	14.9	1.0	-	$1,989	563.0%	5457.9%

Appendix 5: 2010 Fee Study Comparison

		Current Unit	Current Fee	2010 Cost Recovery	2010 Cost Recovery %	2010 Est. Hours Per Application	2010 Avg. Units Per Application	Notes	FY25 Est. Hours	Change in Hours	Current Est. Units/ App.	Change in Units	Proposed Fee	% Change from Current Fee	% Change from 2010 Cost Recovery
1.1.8	Land Management Code Review *	application	$2,000	$1,726	116%	26.8	1.0		24.3	(2.5)	1.0	-	$3,039	52.0%	76.0%
1.1.9	Minor General Plan Amendment *	application	$2,000		Not Included		1.0		32.0	32.0	1.0	-	$4,015	100.8%	unknown
1.1.10	Sign Review														
	Master Sign Plan Review	application	$320	$548	58%	8.5	1.0		4.5	(4.0)	1.0	-	$567	77.2%	3.4%
	Amendment to Master Sign Plan	application	$120	$184	65%	3.5	1.0		3.8	0.3	1.0	-	$483	302.5%	162.6%
	Individual sign permit	application	$120	$228	53%	4.3	1.0		2.8	(1.5)	1.0	-	$357	197.5%	56.7%
	Sign permit under master sign plan	application	$130	$228	57%	4.8	1.0		3.0	(1.8)	1.0	-	$378	190.8%	65.4%
	Temporary Sign Permit	application	$60	$216	28%	4.0	1.0		1.8	(2.3)	1.0	-	$221	268.3%	2.5%
1.1.11	Annexation *														
	Annexation	application	$5,850	$8,316	70%	122.5	1.0		101.0	(21.5)	1.0	-	$11,748	100.8%	41.3%
	Annexation Fiscal Impact Analysis	application	$1,550		Not Included				10.0	N/A	1.0	N/A	$1,010	-34.8%	N/A
	Modification to Annexation Agreement	application	$4,150		Not Included				31.5	N/A	1.0	N/A	$3,919	-5.6%	N/A
1.1.12	Appeals Fees *														
	Appeals to Board of Adjustment	application	$500	$1,073	47%	16.0	1.0		17.3	1.3	1.0	-	$500	0.0%	-53.4%
	Appeals to City Council (Land Use Authority)	application	$500	$2,012	25%	30.3	1.0		21.5	(8.8)	1.0	-	$500	0.0%	-75.1%
	Appeals to Historic Preservation Board	application	$500	$2,148	23%	35.3	1.0		15.0	(20.3)	1.0	-	$500	0.0%	-76.7%
	Appeals to Planning Commission	application	$500	$1,484	34%	23.5	1.0		16.0	(7.5)	1.0	-	$500	0.0%	-66.3%
	Appeals to Appeals Panel	application	$500		Fee Type Did Not Exist				21.5	N/A	1.0	N/A	$500	0.0%	New
1.1.13	Transfer of Development Rights														
	Development Credit Determination - 10 units or less	application	$100		Fee Type Did Not Exist				1.0	1.0	1.0	N/A	$126	26.0%	N/A
	Development Credit Determination - 11+ units	application	$100		Fee Type Did Not Exist				5.0	5.0	1.0	N/A	$630	530.0%	N/A
	Development Credit Determination - MPD or Annexation	application	$100		Fee Type Did Not Exist				5.0	5.0	1.0	N/A	$630	530.0%	N/A
1.1.14	Refund of Withdrawn Planning Applications	application	Fee less city costs		Not Included				-	N/A	1.0	N/A	Fee less city costs	N/A	N/A
1.1.15	Reactivation Fee	occurrence	50%		Not Included				-	N/A	1.0	N/A	50%	0.0%	N/A
1.1.16	Attorney or Other Professional Services	actual costs	Varies		Not Included				-	N/A	1.0	N/A	Varies	0.0%	N/A
1.1.17	Mailing Fee	piece of mail	$1.00		Not Included				-	N/A	1.0	N/A	$1.13	13.0%	N/A
New	Other Plan Review	hourly	New		Fee Type Did Not Exist				1.0	N/A	1.0	N/A	$126	N/A	N/A
New	Applicant Requested Continuation of Public Meeting	occurrence	New		Fee Type Did Not Exist				2.0	N/A	1.0	N/A	$252	N/A	N/A

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		Current Unit	Current Fee	2010 Cost Recovery	2010 Cost Recovery %	2010 Est. Hours Per Application	2010 Avg. Units Per Application	Notes	FY25 Est. Hours	Change in Hours	Current Est. Units/ App.	Change in Units	Proposed Fee	% Change from Current Fee	% Change from 2010 Cost Recovery
Appendix 5: 2010 Fee Study Comparison															
1.2.0 Building Department															
1.2.2	Building Permit														
	Minimum Fee	valuation	$50		Not Included				1.0	N/A	< $13,607	N/A	$83	66.0%	N/A
	Single-Family/Two-Family Permit	valuation	1.05%	0.74%	102%	N/A	N/A	2025 study proposes to split fee to collect data on different construction types	N/A	N/A	N/A	N/A	0.61%	-41.9%	-17.1%
	Multi-Family Permit	valuation	1.05%	0.74%	102%	N/A	N/A	2025 study proposes to split fee to collect data on different construction types	N/A	N/A	N/A	N/A	0.61%	-41.9%	-17.1%
	Commercial Permit	valuation	1.05%	0.74%	102%	N/A	N/A	2025 study proposes to split fee to collect data on different construction types	N/A	N/A	N/A	N/A	0.61%	-41.9%	-17.1%
1.2.3	Plan Check Fees														
	Deposit - Residential	application	$500	$500	100%	N/A	N/A		N/A	N/A	N/A	N/A	$500	0.0%	N/A
	Deposit - Commercial	application	$2,000	$2,000	100%	N/A	N/A		N/A	N/A	N/A	N/A	$2,000	0.0%	N/A
	Plan Check	% building permit	65%		Not Included			State law limits to 65%	N/A	N/A	N/A	N/A	65%	0.0%	N/A
	Plan Check for Identical Plans	hourly	$54	$54	100%	N/A	N/A		N/A	N/A	N/A	N/A	$83	53.0%	N/A
1.2.4	Mechanical Permit		1%					State Surcharge					1%	0.0%	N/A
	All Mechanical Permits	valuation	$358	$307	N/A	N/A	N/A	Sub-Permit Average Fee	N/A	N/A	$36,087	N/A	1.32%	33.1%	55.4%
1.2.5	Electrical Permit														
	All Electrical Permits	valuation	$298	$217	N/A	N/A	N/A	Sub-Permit Average Fee	N/A	N/A	$29,091	N/A	1.32%	28.9%	76.8%
1.2.6	Plumbing Permit														
	All Plumbing Permits	valuation	$305	$371	N/A	N/A	N/A	Sub-Permit Average Fee	N/A	N/A	$30,346	N/A	1.32%	31.3%	8.1%
1.2.7	International Fire code Fee Issuance Fee	application	$20	$10	N/A	N/A	N/A		2.0	N/A	1.0	N/A	$154	670.0%	1440.0%
	Open Burning	application	$50	$10	N/A	N/A	N/A		1.3	N/A	1.0	N/A	$96	92.0%	860.0%
	Candles and Open Flames in Assembly Area	application	$50	$10	N/A	N/A	N/A		2.3	N/A	1.0	N/A	$174	248.0%	1640.0%
	Explosives or Blasting Agents	application	$150	$150	N/A	N/A	N/A		1.0	N/A	1.0	N/A	$77	-48.7%	-48.7%
	Fireworks (Displays)	application	$150	$120	N/A	N/A	N/A		2.0	N/A	1.0	N/A	$154	2.7%	28.3%
	Firework (Sales)	application	$75		Not Included				1.0	N/A	1.0	N/A	$77	2.7%	N/A
	Hot Work (welding)	application	$15		Not Included				1.0	N/A	1.0	N/A	$77	413.3%	N/A
	Liquefied Petroleum Gases (heaters and devices up to 5 units)	application	$55	$15	N/A	N/A	N/A		1.0	N/A	1.0	N/A	$77	40.0%	413.3%
	Liquefied Petroleum Gases (heaters and devices) each additional unit	unit	$11		Not Included			Recommend change to flat fee for more than 5 units	1.0	N/A	N/A	N/A	$77	N/A	N/A
	Liquefied Petroleum Gases on an active construction site (125+ gal)	application	$130		Not Included				1.0	N/A	1.0	N/A	$77	-40.8%	N/A
	Places of Assembly	application	$50	$15	N/A	N/A	N/A		2.0	N/A	1.0	N/A	$154	208.0%	926.7%
	Vehicles (liquid or gas fueled) within a building	application	$130		Not Included				1.0	N/A	1.0	N/A	$77	-40.8%	N/A
	Others not listed	application	$15	$15	N/A	N/A	N/A		2.0	N/A	1.0	N/A	$154	926.7%	926.7%
	Tents	sqft	$0.20	$269	N/A	N/A	N/A	Recommend change to flat fee	2.0	N/A	N/A	N/A	$154	N/A	-42.8%

Appendix 5: 2010 Fee Study Comparison

		Current Unit	Current Fee	2010 Cost Recovery	2010 Cost Recovery %	2010 Est. Hours Per Application	2010 Avg. Units Per Application	Notes	FY25 Est. Hours	Change in Hours	Current Est. Units/ App.	Change in Units	Proposed Fee	% Change from Current Fee	% Change from 2010 Cost Recovery
1.2.8	Grading Plan Review and Permit Fees														
	All Grading Plan Review and Permit Fees	valuation	varies		Not Included			Recommend change to single multiplier	N/A	N/A	N/A	N/A	1.32%	N/A	N/A
1.2.9	Soil Sample Fee	application	$100		Not Included			Recommend recovering staff costs	1.3	1.3	1.0	-	$203	103.0%	N/A
1.2.10	Demolition Permit Fee														
	All Demolition Permit Fee	valuation	varies		Not Included			Recommend change to single multiplier	N/A	N/A	N/A	N/A	1.32%	N/A	N/A
1.2.11	Flatwork Permit														
	Flatwork Permit Fee	valuation	1%		Not Included			Recommend change to flat fee	1.0	N/A	1.0	N/A	$83	N/A	N/A
1.2.12	Other Inspections and Fees														
	Inspections outside normal business hours	hourly	$150	$75	100%	N/A	N/A		1.0	-	N/A	N/A	$124	-17.3%	65.3%
	Re-inspection fee	hourly	$150	$75	100%	N/A	N/A		1.0	-	N/A	N/A	$124	-17.3%	65.3%
	Additional inspection services	hourly	$75	$75	100%	N/A	N/A		1.0	-	N/A	N/A	$83	10.7%	10.7%
	Starting work without a permit (first offense)	occurrence	permit x 2		Not Included			penalty/fine	N/A	N/A	N/A	N/A	permit x 2	0.0%	N/A
	Continuing work without a permit (second offense)	occurrence	permit x 4		Not Included			penalty/fine	N/A	N/A	N/A	N/A	permit x 4	0.0%	N/A

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Appendix 5: 2010 Fee Study Comparison

		Current Unit	Current Fee	2010 Cost Recovery	2010 Cost Recovery %	2010 Est. Hours Per Application	2010 Avg. Units Per Application	Notes	FY25 Est. Hours	Change in Hours	Current Est. Units/ App.	Change in Units	Proposed Fee	% Change from Current Fee	% Change from 2010 Cost Recovery
1.3.0 Engineering Department															
1.3.1	Construction Inspection Fees														
	Public Streets	estimated cost	6%	Insufficient data to calculate in 2010 Study due to recent changes in service delivery				Deposit for services provided by contract inspectors	N/A	N/A	N/A	N/A	6%	0.0%	N/A
	Private Streets	estimated cost	4%	Insufficient data to calculate in 2010 Study due to recent changes in service delivery				Deposit for services provided by contract inspectors	N/A	N/A	N/A	N/A	4%	0.0%	N/A
	Additional Hourly Recoup Charge	hourly	$90	$75	100%	1.0	No data		1.0	-	N/A	N/A	$110	22.2%	46.7%
	Re-inspection charge	hourly	$90	$75	100%	1.0	No data		1.0	-	N/A	N/A	$110	22.2%	46.7%
1.3.2	Public ROW Permit - Application Fee	application	$200	$205	98%	4.5	1.0		2.0	(2.5)	1.0	-	$220	10.0%	7.3%
1.3.3	Small Wireless Facility Applications														
	Small Wireless Facility	application	$100		Fee Type Did Not Exist			State mandated fee - no applications received	N/A	N/A	N/A	N/A	$100	0.0%	N/A
	Utility Pole - Small Wireless Facialty	application	$250		Fee Type Did Not Exist			State mandated fee - no applications received	N/A	N/A	N/A	N/A	$250	0.0%	N/A
	State Non-Permitted Use	application	$1,000		Fee Type Did Not Exist			State mandated fee - no applications received	N/A	N/A	N/A	N/A	$1,000	0.0%	N/A
1.3.4	Occupancy of ROW for Small Wireless Facilities														
	Option A	gross facility revenue	3.5%		Fee Type Did Not Exist			State mandated fee - no applications received	N/A	N/A	N/A	N/A	3.5%	0.0%	N/A
	Option B	facility	$250		Fee Type Did Not Exist			State mandated fee - no applications received	N/A	N/A	N/A	N/A	$250	0.0%	N/A
1.3.5	Collocating SWF on City Pole	pole	$50		Fee Type Did Not Exist			State mandated fee - no applications received	N/A	N/A	N/A	N/A	$50	0.0%	N/A
1.3.6	Road Closure Permit	application	$100		Fee Type Did Not Exist				2.0	N/A	1.0	N/A	$220	120.0%	N/A
1.3.7	Encroachment Agreement Application	application	New		Fee Type Did Not Exist				1.0	N/A	1.0	N/A	$110	N/A	N/A

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Appendix 6: Alternative 3-Year Phasing for Planning Fees

	Fee Type	Current Fee	Current Unit	FY 2026 Fee	FY 2026 Cost Recovery	FY 2027 Fee	FY 2027 Cost Recovery	FY 2028 Fee	FY 2028 Cost Recovery	Notes
1.1.0 Planning Department										
1.1.1	Plat/Subdivision									
	Plat Amendment	$900	application	$1,400	58%	$1,912	79%	$2,424	100%	Recommend matching Summit County's fee and phasing in full cost recovery by FY 27-28
	Subdivision	$290	lot/parcel	$355	73%	$420	87%	$485	100%	
	Lot Line Adjustment - Administrative	$300	application	$800	50%	$1,203	75%	$1,605	100%	Recommend matching Summit County's fee and phasing in full cost recovery by FY 27-28
	Extension of Approval	$330	application	540	56%	750	78%	960	100%	
	Condominium									
	Condominium/Timeshare Conversion	$450	unit	$452	99%	$454	99%	$457	100%	
	Condominium Plat	$450	unit	$528	77%	$606	88%	$685	100%	
	Amendment to Condominium Plat	$100	unit affected	$295	43%	$490	72%	$685	100%	
	Extension of Approval	$330	application	$540	56%	$750	78%	$960	100%	
1.1.2	Master Planned Development (MPD) Process									
	Pre-Master Planned Development	$1,200	application	$594	100%	$594	100%	$594	100%	1
	Master Planned Development	$560	unit equivalent	$437	100%	$437	100%	$437	100%	
	Affordable Master Planned Development	$560	unit equivalent	$437	100%	$437	100%	$437	100%	
	Modification to an MPD	$330	unit equivalent	$100	100%	$100	100%	$100	100%	
	Extension of Review Period	New	application	50%	100%	50%	100%	50%	100%	50% of original fee charged every 18 months after initial submittal (unless application is on an approved hold)
1.1.3	Conditional Use Permit (CUP) *									
	Planning Commission Review	$1,140	application	$1,567	65%	$1,994	82%	$2,421	100%	
	Steep Slope Review	$1,330	application	$1,579	76%	$1,828	88%	$2,078	100%	
	Administrative Staff Review	$330	application	$760	47%	$1,190	73%	$1,621	100%	
	Extension or Modification	$330	application	$727	48%	$1,124	74%	$1,520	100%	
	Extension of Review Period	**New**	application	50%	100%	50%	100%	50%	100%	50% of original fee charged every 12 months after initial submittal (unless application is on an approved hold)
1.1.4	Zoning Map Amendments *	$1,650	application	$2,125	69%	$2,600	85%	$3,075	100%	
1.1.5	Board of Adjustment - Variance *	$940	application	$1,258	66%	$1,576	83%	$1,894	100%	
1.1.7	Historic Review *									
	Historic Design Review (no increase in existing area)	$210	application	$497	25%	$497	25%	$995	50%	Recommend lower cost recovery in recognition of the general benefits provided by a strong historic review program with phasing in up to 50% cost recovery by FY
	Historic Design Review (increase in existing area)	$1,030	application	$1,518	61%	$2,006	80%	$2,493	100%	
	Determination of Significance	$350	application	$889	45%	$1,428	73%	$1,968	100%	
	Certificate of Appropriateness for Demolition	$300	application	$863	43%	$1,426	72%	$1,989	100%	
1.1.8	Land Management Code Review *	$2,000	application	$2,346	77%	$2,692	89%	$3,039	100%	
1.1.9	Minor General Plan Amendment *	$2,000	application	$2,672	67%	$3,344	83%	$4,015	100%	
1.1.10	Sign Review									
	Master Sign Plan Review	$320	application	$402	71%	$484	85%	$567	100%	
	Amendment to Master Sign Plan	$120	application	$241	50%	$362	75%	$483	100%	
	Individual sign permit	$120	application	$199	56%	$278	78%	$357	100%	Less 1% state tax
	Sign permit under master sign plan	$130	application	$213	56%	$296	78%	$378	100%	Less 1% state tax
	Temporary Sign Permit	$60	application	$114	52%	$168	76%	$221	100%	Less 1% state tax

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Fee Type	Current Fee	Current Unit	FY 2026 Fee	FY 2026 Cost Recovery	FY 2027 Fee	FY 2027 Cost Recovery	FY 2028 Fee	FY 2028 Cost Recovery	Notes
Appendix 6: Alternative 3-Year Phasing for Planning Fees									
1.1.11 Annexation *									
Annexation	$5,850	application	$7,816	67%	$9,782	83%	$11,748	100%	
Annexation Fiscal Impact Analysis	$1,550	application	$1,010	100%	$1,010	100%	$1,010	100%	Plus actual cost of City approved consultant fee
Modification to Annexation Agreement	$4,150	application	$3,919	100%	$3,919	100%	$3,919	100%	
1.1.12 Appeals Fees *									
Appeals to Board of Adjustment	$500	application	$500	23%	$500	23%	$500	23%	
Appeals to City Council (Land Use Authority)	$500	application	$500	18%	$500	18%	$500	18%	
Appeals to Historic Preservation Board	$500	application	$500	26%	$500	26%	$500	26%	
Appeals to Planning Commission	$500	application	$500	25%	$500	25%	$500	25%	
Appeals to Appeals Panel	$500	application	$500	18%	$500	18%	$500	18%	
1.1.13 TDR - Development Credit Determination									
Development Credit Determination - 10 units or less	$100	application	$109	87%	$118	94%	$126	100%	Modified
Development Credit Determination - 11+ units	$100	application	$277	44%	$454	72%	$630	100%	Modified
Development Credit Determination - MPD or Annexation	$100	application	$277	44%	$454	72%	$630	100%	Modified
1.1.14 Refund of Withdrawn Planning Applications	Fee less city costs	application		100%		100%		100%	In the case of a withdrawal of an application, the associated fees shall be refunded, less the actual cost for professional services rendered by City staff.
1.1.15 Reactivation Fee	50%	occurrence	50%	100%	50%	100%	50%	100%	For projects that have been inactive by the applicant for more than six months a Reactivation Fee of 50% of original application fee will be assessed
1.1.16 Attorney or Other Professional Services	varies	actual costs		100%		100%		100%	Actual Cost
1.1.17 Mailing Fee	$1.00	piece of mail	$1.13	100%	$1.13	100%	$1.13	100%	In addition to the Application Fee listed, the Applicant will also be responsible for a separate payment for the mailing of a property notice. A $1.13 fee will be assessed per piece of mail that needs to be sent. The specifics on which Applications require property notices to be sent and to whom can be found in Land Management Code § 15-1-21, Notice Matrix.
1.1.18 Other Plan Review	**New**	hourly	$126	100%	$126	100%	$126	100%	Hourly fee for any additional plan review for which no other specific fee has been established
1.1.19 Applicant Requested Continuation of Public Meeting	**New**	occurrence	$252	100%	$252	100%	$252	100%	If an applicant requests the continuation of a public meeting after the publication of the agenda packet or after the publication of any required public notices, the applicant will be charge this fee in addition to any necessary costs associated with the replication of public notices and mailings associated with their application. In the event of unforeseen circumstances, this fee may be waived by the Planning Director.