



**PARK CITY COUNCIL MEETING  
SUMMIT COUNTY, UTAH  
April 25, 2024**

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

Zoom Link: <https://us02web.zoom.us/j/88123813211>

**CLOSED SESSION - 2:30 p.m.**

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

**WORK SESSION**

4:10 p.m. - FY25 Operating Budget Overview

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. Summer 2024 Special Event Transit and Parking Plans
2. Land Management Code Amendment Update
3. 2024 City Council Annual Retreat Summary
4. Bonanza Park Project Timeline

**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 April 4, 2024

**V. CONSENT AGENDA**

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

2. Request to Authorize the City Manager to Execute a Construction Agreement with B. Hansen Construction, Inc. in a Form Approved by the City Attorney's Office Not to Exceed \$548,793 to Improve 19 Bus Stops within Park City
3. Request to Authorize the City Manager to Execute a Construction Agreement in a Form Approved by the City Attorney's Office with Geneva Rock Products for the Homestake Storm Drain Improvement Project Not to Exceed \$762,945
4. Request to Authorize the City Manager to Execute a Design Professional Services Agreement with HDR, in a Form Approved by the City Attorney, Not to Exceed the Amount of \$188,549.15 for the Ability Way Roadway Improvements Project
5. Request to Authorize the City Manager to Execute Four Professional Services Provider Agreements Totaling \$200,000, in a Form Approved by the City Attorney, for Invasive Species Mitigation as Follows: \$60,000 - Optimo Landscaping and Snow Removal LLC; \$50,000 - Ecology Bridge LLC; \$50,000 - Utah State University-Utah Conservation Corps; \$40,000 - Green Leaf Enterprises

## **VI. OLD BUSINESS**

1. Consideration to 1. Waive the Dining Deck Lease Fees Based on the Public Benefit Analysis; and 2. Approve the 2024 Dining Deck Leases  
(A) Public Hearing (B) Action
2. Discuss Transportation Capital Project Funding  
(A) Public Input

## **VII. NEW BUSINESS**

1. Consideration to Approve the 2024 Park Silly Market Supplemental Plan  
(A) Public Hearing (B) Action

## **VIII. ADJOURNMENT**

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

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



# City Council Staff Report

**Subject:** FY25 Operating Budget Overview  
**Department:** Executive, Human Resources & Budget Department  
**Date:** April 25, 2024

## Recommendation

Review and discuss some of the initial FY25 operational budget requests and provide feedback in anticipation of the City Manager's FY25 Recommended Budget, submitted by May 2, 2024.

The draft budget primarily focuses on inflationary increases and the costs of maintaining public service levels. Unlike the last few years, we are not recommending many new positions, programs, or initiatives. Instead, we focus on accommodating the existing needs of departments to keep pace with inflation and a minor reorganization to support Council direction better and improve organizational efficiency.

## Executive Summary

The draft Operating Budget reflects months of collaborative work across various City departments, and below is a breakdown of the key steps:

- **Revenue Projections:** The Budget Department begins by forecasting the City's expected revenue for the upcoming fiscal year. The forecasting model incorporates local, national, and global economic trends. The model helps project revenues for ongoing operational expenses and capital initiatives and has proven accurate in predicting economic conditions;
- **Department Requests:** Managers, working with the Executive Team, submit budget requests outlining needs for the upcoming year;
- **Results Team Review:** An internal committee of seven employees from across the City, known as the Results Team, reviews and scrutinizes departmental requests and makes recommendations to the City Manager based on alignment with City Council and community goals;
- **Executive Team Refinement:** The Executive Team receives the Results Team's recommendations and holistically reviews to ensure alignment with City Council and community goals, including the City Council's Annual Retreat; and
- **Council Review, Discussion, and Adoption:** The draft budget is presented to the City Council for review and modification. Following refinement, the tentative and final budgets are adopted in May and June, respectively, as Utah law requires.

Park City's budget development process emphasizes transparency and collaboration and is considerably longer than peer communities.

## **Key Budget Dates:**

- **May 2:** Presentation and adoption of the FY25 Tentative Budget;
- **May 16 & 23:** Follow-up presentations and discussions on FY25 Budget recommendations;
- **June 6:** Review any outstanding or miscellaneous budget issues, Budget Policies, FY25 Budget requests, and FY24 Budget adjustments; and
- **June 20:** The City Council will take public input, hold a public hearing, and adopt a Final FY25 Budget, Budget Policies, Fee Changes, and Elected and Statutory Officer Compensation.

## **Analysis**

### **FY25 Operating Budget: Prioritizing People, Existing Services, and Focus on Strategic Initiatives.**

This year's operating budget prioritizes four key areas:

1. **Maintaining Core Programs:** The budget ensures the continuation of essential city services relied upon by residents daily;
2. **High Levels of Service:** We remain committed to delivering excellent customer service and accountability across all departments;
3. **Investing in Our Workforce:** Recognizing the importance of employees, the budget implements most of the recommendations from the NFP compensation study; and
4. **Refocus on Community Initiatives:** Refocusing to pursue complex community initiatives, such as Clark Ranch P3, Senior Center P3, Bonanza area, Gordo P3, Recreation P3, Main Street Area, RMP Undergrounding and Relocation, SR-248, City Hall, 2034 Olympic Readiness, and more. We can better coordinate and identify project management leaders.

In addition, the FY25 draft budget supports the Council's Annual Retreat discussion to support a well-**Balanced**, locally-**Connected**, and quality community-**Experience** ten years into the future.

## **FY25 Operating Budget Requests**

The FY25 Budget is categorized into four main areas: 1) One-Time Expenses (OTE); 2) Same Level of Service (SLOS); 3) Personnel and Administrative Infrastructure (pay plan, health and retirement benefits, and contractual obligations); and 4) New Requests. This report highlights General Fund requests in each category. A comprehensive list of all FY25 Operating Budget requests by department can be found in Exhibit A.

### **One-Time Expenses (OTE)**

This category includes special projects or improvements that won't be repeated every year. Because they are finite, we can use alternative funding sources, such as available fund balance, rather than incremental revenue.

**General Plan (\$300k)** – The General Plan was adopted in 2014, and the City Council initiated an update in November 2023 by RFP. Six firms submitted proposals, and a committee was established, including stakeholder representatives from the Planning Commission, PC Chamber, and HPCA, to interview respondents and make recommendations to the Council. A report is being prepared for Council consideration on May 2, 2024.

**Olympic Announcement Community Celebration (\$15k)** – A celebratory event is planned if Utah selects the 2034 Winter Olympics host in July. We plan to collaborate with community partners (UOP, PC Chamber, Resorts, HPCA, etc.) to showcase Park City's local spirit and excitement to host the Games.

### **Same Level of Service (SLOS) requests**

These funds ensure we maintain current public service levels given inflationary pressures, such as library programs, building maintenance supplies, cleaning contracts, and recreation programs.

**Books and Materials (\$8,892)** - Due to inflation, the books and materials Library budget must increase to maintain pace with our book purchasing program. The 10% increase will replenish collections with new and popular titles and replace worn-out materials on par with previous years.

**Recreation (\$41,030)** – Annual certifications, training, and uniforms are required for Recreation employees. The cost of products continues to increase, such as increased expenses for Day Camp transportation and supplies, reservations software, and credit card fees. However, we forecast that 70% cost recovery can be maintained amidst the expenditure increases.

**Traffic Mitigation (\$25k)** – We continue traffic mitigation during major events and peak periods. Feedback to continue providing this level of operational response and services is consistent, and a budget increase is necessary for FY25. This continues the strategic coordination over holidays and weekends.

**Building Maintenance (\$57k)** – Contracts, materials, and supplies remain challenging to procure at previous pricing levels. Mandatory services, such as alarm and inspection testing, have also increased across our municipal facilities.

**Park City Leadership (\$10k)** – The Leadership Park City Program provides important learning and development opportunities for community members and also collects revenue from donations and participant contributions. The cost of travel, supplies, catering, and contract services has steadily increased in recent

years. A budget increase of \$10,000 is necessary to maintain the program. Fortunately, the PC leadership program raises considerable outside funding. The program costs the City approximately \$155K per year yet collects almost \$70K in revenue.

### **Personnel and Administrative Infrastructure**

This covers numerous workforce needs, including employee benefits, the NFP compensation recommendations, and contractual obligations for community dispatch services.

**Contractual Obligations (\$145,323)** – These adjustments reflect the annual contractual increase to our Sundance and Summit County Dispatch contracts, both relying upon the annual CPI.

**Health Benefits (~ \$375k)** – Health insurance is an essential employee benefit. Our provider (Aetna) conducts an annual review with our HR Team, analyzing factors such as prior year usage and projected costs. Through negotiations, we secured a 10.8% increase rather than 18% as proposed. We continue to explore cost-saving measures while balancing access to quality healthcare, such as the FY24 \$500K savings achieved.

**Public Safety Utah Retirement System (\$17k)** – Due to a new Utah law, the Tier II Hybrid URS retirement plan requires additional contributions. For public safety employees, employers are allowed to ‘pick up’ the additional contribution on behalf of employees. Because we budget at Tier I rates (higher than Tier II), this will be budget neutral if we pick up the +2.14% for Park City’s Police Department. Most other cities/towns are covering this additional budgetary item. By doing so, Park City Police Department remains a competitive regional employer.

**FY25 NFP Compensation Study, Performance and Accountability, and Lump Merit Program (~\$1M)** - A quality and motivated workforce is critical to Park City’s success. By investing in our employees and ensuring competitive compensation and benefits, we can attract and retain quality professionals, allowing Park City to deliver exceptional programs and services our community and visitors expect. Below are several areas of focus with regard to implementing the NFP recommendations and renovating the City’s employee evaluation and performance measurement programs.

**Annual Performance:** We are creating a new workforce performance program more directly and frequently tied to actual performance. In 2023, the HR team modified the traditional review process, shifting evaluations from once a year to required and regular quarterly reviews. This shift was driven by employee feedback and a desire to better connect managers, employees, and workplace expectations and accountability.

Already, through a more direct and regular performance review process, we have seen a considerable change in evaluation scores (trending down from an average of 4.5% across the organization to an average of 3.3%, which is likely a more accurate reflection of performance). We believe more frequent performance discussions, for both managers and employees, provides better quality feedback. Previously, the bias (only focusing on what happened recently) was likely artificially inflating evaluations and reducing the impact of the program.

**Reallocation of Lump Sum Merit:** Employees in good standing typically receive a lump sum merit bonus at the end of each year. The merit program was originally created to entice employees to “stay through the season.” Yet Park City has evolved into a year-round destination, and we recommend reallocating the end-of-year funding to employees’ base wages. The benefits are: (1) impacting our lower wage earners the most by putting annual earnings into their weekly earnings instead of holding out until the end of the year; (2) eliminating an arbitrary “retention” program that is no longer necessary in a year-round community; and (3) bringing Park City more in line with other municipalities.

Reallocating the lump sum merit does not eliminate seasonal bonuses for specific functions, such as seasonal transit operators, snow removal, and summer programs. Nor does reallocating the lump sum merit remove the opportunity for an employee to earn a one-time bonus for exemplary performance or cost savings.

Reallocating the lump sum merit funds into the overall FY25 pay plan will help reduce the overall financial impact of implementing the NFP recommendations by - \$950K, which recommends approximately \$1.9M in total, thereby taking the adjustment down to about \$1M.

**New Pay Plan “Bands”:** On March 14, 2024, the City Council reviewed the NFP Compensation Study [results](#) and supported the new philosophy to reflect the unique nature of Park City’s job market.

The NFP methodology ensures that employees in good standing paid at least to the minimum of the new market-rate pay bands.

The NFP pay bands are designed to carry an employee between 8-10 years in the same job in the same band. For example, employees with fewer years of experience would begin at lower levels of the bands, while high performers would be at the middle or higher levels of the new bands.

The simplified pay plan will provide employees in good standing an increase to the mid-point (or competitive market pay) of their pay band OR an increase equal to 7% of their current salary, or whichever is greater.

Implementation caveats include performance, accountability, training, and experience.

While compensation is among many essential factors in an employee's decision about where to work, the last few pay plan adjustments supported by the City Council have paid incredible dividends regarding recruitment and retention. Our recruitment and retention efforts are strong.

Implementation of the NFP pay bands and reallocation of the Lump Sum Merit will be complex. The Communications Team is creating an extensive employee information program.

Again, using the lump sum merit reallocation strategy, the General Fund budget increase is reduced by about \$950K, or down to approximately \$1M for our entire workforce, instead of \$1.9M.

By far and away, the biggest impact of the NFP adjustment will be front-line employees.

For example, an employee who has several years of experience and is high-performing:

Example Grade Table			
Grade	Minimum	Midpoint	Maximum
14	\$ 83,690	\$ 102,520	\$ 121,350
15	\$ 90,675	\$ 113,344	\$ 136,013

FY25 Pay Plan Example					
	Current Salary	Midpoint of Grade	7%	Greater: Midpoint or 7%?	FY25 Pay
Employee A @ Grade 14	\$ 100,000	\$ 102,520	\$ 107,000	7%	\$ 107,000
Employee B @ Grade 15	\$ 100,000	\$ 113,344	\$ 107,000	Midpoint	\$ 113,344

## New Requests

**Lobbyists/Legislative Consultants (\$87,250)** – This budget provides funding for contracted lobbyists and legislative consultants. Their expertise is essential for advocating for Park City's interests during the legislative and policymaking process. A contract renewal was brought before the Council on [November 16, 2023](#), and the adjustment is necessary to honor the contracts.

**Olympic Planning (\$50k)** – Funds for studies, attendance at key meetings with relevant organizations and stakeholders, preparing long-term financial or operational plans, and public outreach. We plan to begin building a balance between FY25 and 2034.

**Strategic Communications (\$50k)** – Strategic and emergency communications support helps communities stay informed during periods of intense activity and

assists our internal professionals and elected officials with outside expertise. A strategic or crisis communication strategy is a commonly used by tool by both public and private organizations. The budget supports additional strategic communications support during high-profile and complex community issues. We plan to draw upon this budget only when elevated services are desired by the Mayor and City Council.

**Restructure Planning Staff (\$87k): Reclass part-time funds to create a full-time Planner I** - The high volume of applications (503 in 2023) and permits (1,271 building permits reviewed) combined with limited part-time staff availability is causing delays in processing and communication. A full-time Planner will improve customer service by ensuring consistent and timely responses. This position will also cover late-night meetings and the Planning Counter during business hours.

**Reclass a Planner II position to a Planner III** - There is a gap between the Planner II and Senior Planner positions. Currently, there isn't professional progression for Planner II positions. Creating a Planner III position will help retain experienced planners and ensure that work is completed with the high level of professionalism the community expects.

**Public Works Procurement and Contracts Coordinator (Net \$81,868) –** Between Operating and Capital expenditures, Public Works budgets total nearly \$20M annually, with the most expenses in contract services, parts, materials, and supplies. The City is committed to responsible spending and obtaining the best value for taxpayers. Rather than relying on State contracts and the City's procurement manager alone, a new Public Works Procurement and Contracts Coordinator will scrutinize hundreds of vendors and contracts to maximize services and value. The position will work closely with our procurement manager to ensure compliance with our Procurement Policies, promote better competition, and secure the best possible quality and price.

Fortunately, Public Works identified budget offsets of more than \$70k to fund the new position request of \$154,668. We believe this will create long-term savings through more effective contract negotiation, which is needed to increase the volume of procurements taking place in this particular area of the organization.

## **Reorganization – Community Initiatives**

A small reorganization is being contemplated to better enable staff to focus on complex and strategic initiatives identified by the City Council as high priorities. Generally speaking, we learned over the last two years that major initiatives such as capital projects, housing public-private partnerships, land acquisition, undergrounding utilities, and major planning initiatives require long-term and specialized project management. A restructuring could also enhance internal efficiency, accountability, and transparency and provide more regular project status updates to the City Council. We recognize that even minor reorganizations require careful planning, execution, and evaluation. Fortunately, we

have two full months to meet with potentially impacted divisions, managers, and employees and create a final communications and implementation plan effective July 1, 2024.

**Exhibit A: FY25 Operating Budget Requests**

**FY25 General Fund Operating Budget Requests**

**SLOS - Same Level of Service Request**

**OTE - One Time Expense**

**MSS - Materials, Services, Supplies**

Department	Subcategory	Request	Request Amount	Recommendation
Building Dept	Personnel	Public Improvements Inspector - shared with Engineering Dept	\$ 59,818	\$ -
Building Maintenance	MSS	SLOS - Keep up with rising costs in parts, materials and supplies, align budget with actuals	\$ 20,000	\$ 20,000
Building Maintenance	MSS	SLOS - Inspections and Testing expenses have increased	\$ 7,000	\$ 7,000
Building Maintenance	MSS	SLOS - Increase to Contracts	\$ 30,000	\$ 30,000
Public Works	Personnel	Procurement Coordinator to support all five Public Works Depts. Each department came up with funds to use as an offset. The total cost with benefits and payroll burdens is around \$150k	\$ 92,801	\$ 81,868
<b>Bldg Maint/Public Works Total</b>			<b>\$ 149,801</b>	<b>\$ 138,868</b>
City Manager/Exec Office	MSS	Contract Services - Loybbist/Legislative, Legal Consulting, etc	\$ 87,250	\$ 87,250
City Manager/Exec Office	MSS	Olympic Planning	\$ 100,000	\$ 50,000
City Manager/Exec Office	MSS	SLOS - Supplies, Postage, Training, Software Licenses, Cellular	\$ 12,154	\$ 12,154
<b>City Manager/Exec Office Total</b>			<b>\$ 199,404</b>	<b>\$ 149,404</b>
City Council	MSS	SLOS - ULCT Membership and Mountain Accord Contribution	\$ 30,000	\$ 30,000
City Council	MSS	SLOS - Travel, Meetings, Conferences	\$ 8,640	\$ 8,640
City Council	MSS	SLOS - Supplies, WiFi, Consulting	\$ 8,988	\$ 8,988
<b>City Council Total</b>		*note - this budget hasn't been adjusted in several years and budget wasn't restored post-Covid	<b>\$ 47,628</b>	<b>\$ 47,628</b>
Community Engagement	MSS	OTE - Camera Lens for Social Media Content and City Photography	\$ 3,000	\$ 3,000
Community Engagement	MSS	OTE - Biannual NCS Survey	\$ 16,800	\$ 16,800
Community Engagement	MSS	Customer Relationship Management (CRM) Software	\$ 10,000	\$ 10,000
Community Engagement	MSS	Strategic Comms Consulting	\$ 100,000	\$ 50,000
<b>Community Engagement Total</b>			<b>\$ 129,800</b>	<b>\$ 79,800</b>
Engineering	Personnel	Public Improvements Inspector - shared with Building Dept.	\$ 63,898	\$ -
Environmental Regulatory	MSS	Monthly sampling at Prospector Drain Biocell	\$ 30,000	\$ 30,000
Housing	MSS	Urban Land Institute (ULI) Housing Council Participation	\$ 2,000	\$ 2,000
Housing	MSS	Online Training for Housing Team	\$ 500	\$ 500
Housing	MSS	ULI Membership for Housing Team	\$ 500	\$ 500
Housing	MSS	Communication/Outreach	\$ 500	\$ 500
Housing	MSS	Beacon Software - AI software for RFP writing. Multiple depts are using, this is the Housing dept portion	\$ 2,000	\$ 2,000
			<b>\$ 5,500</b>	<b>\$ 5,500</b>
Library	MSS	SLOS - Cost for Libby Digital Resource is increasing	\$ 1,029	\$ 1,029
Library	MSS	SLOS - Printer Cartridge and Drums for Public Printing Services	\$ 2,500	\$ 2,500
Library	MSS	SLOS - Hot Spot Program has been funded with a State grant in the past, we will not receive the grant moving forward	\$ 900	\$ 900
Library	MSS	Partnering with Utah Humanities to host an annual book festival as part of the Library Board Strategic Plan	\$ 1,500	\$ 1,500
Library	MSS	SLOS - Room Reservation Software - current software is sunsetting	\$ 5,000	\$ 5,000
Library	MSS	SLOS - Books and Materials - 10% increase to cover inflationary expenses	\$ 8,892	\$ 8,892
Library	MSS	Breakroom Supplies & Snacks	\$ 2,000	\$ 2,000
Library	MSS	Postage for increased outreach, notices, etc	\$ 500	\$ 500
			<b>\$ 22,321</b>	<b>\$ 22,321</b>
Leadership	MSS	SLOS - Supplies	\$ 300	\$ 300
Leadership	MSS	Contract Services - Stipends for Speakers	\$ 3,000	\$ 3,000
		SLOS - Travel/Meeting/Conference Services - Continue providing catering and transpo for monthly meetings, day at the Capitol, Leadership 101 and City Tour. Budget hasn't been increased in several years		
Leadership	MSS		\$ 10,000	\$ 10,000
			<b>\$ 13,300</b>	<b>\$ 13,300</b>
Planning	Personnel	Reclass Planner II to Planner III	\$ 10,716	\$ 10,716
Planning	Personnel	New Full-time Planner I (reclass existing part-time funds)	\$ 76,140	\$ 76,140
Planning	Vehicle	OTE - Planning Vehicle (Prius)	\$ 29,000	\$ -
Planning	MSS	OTE - General Plan	\$ 300,000	\$ 300,000
			<b>\$ 415,856</b>	<b>\$ 386,856</b>
Police	Personnel	New Detective Sargeant to support growing case load. This includes gear and safety equipment	\$ 189,170	\$ -
Police	Personnel	K9 Officer and K9 trained in explosive detection and search & rescue. Includes gear and safety equipment	\$ 156,000	\$ -
Police	Vehicle	OTE - Vehicle and buildout for Detective Sgt	\$ 70,000	\$ -
Police	Vehicle	OTE - Vehicle and special buildout for K9 unit	\$ 102,000	\$ -
Police	MSS	Special Event Officers - Cover cost for Contract Officers at CIE with Fee Waivers	\$ 60,000	\$ 20,000
Police	MSS	SLOS - Equipment, Supplies - Inflationary	\$ 16,483	\$ 16,483
			<b>\$ 593,653</b>	<b>\$ 36,483</b>

Department	Subcategory	Request	Request Amount	Recommendation
Trails	MSS	Supplies and Equipment	\$ 800	\$ 800
			\$ 800	\$ 800
Special Events	MSS	Replace old, destroyed signage	\$ 5,000	\$ 5,000
Special Events	MSS	Outreach and Strategic Communication on Sundance Renewal	\$ 5,000	\$ -
Special Events	MSS	OTE - Community Event for Olympic Bid Announcement	\$ 20,000	\$ 15,000
Special Events	MSS	Main Street Closure for First Half of Sundance	\$ 40,000	
Special Events	MSS	OTE - Shelving, organizational system to get things off the floor and create a safer, more efficient space	\$ 5,000	\$ 5,000
Special Events	MSS	SLOS - Kane Security - Need increase to maintain traffic mitigation at current levels. Over budget in FY23 &24	\$ 50,000	\$ 25,000
			\$ 125,000	\$ 50,000
MARC	MSS	SLOS - Aquatics Certifications and Training	\$ 2,330	\$ 2,330
MARC	MSS	Uniforms - Aquatic swimsuits	\$ 550	\$ 550
MARC	MSS	SLOS - Software Licenses - 5% fee increase to annual maintenance contract	\$ 2,150	\$ 2,150
MARC	MSS	SLOS - Credit Card Fees	\$ 16,000	\$ 16,000
MARC	MSS	Breakroom Supplies	\$ 3,000	\$ -
MARC	MSS	Shower Products	\$ 10,000	\$ -
			\$ 34,030	\$ 21,030
Tennis	MSS	SLOS - Tennis Balls	\$ 10,000	\$ 10,000
Tennis	MSS	SLOS - Bubble Set-up and Takedown	\$ 10,000	\$ -
			\$ 20,000	\$ 10,000
Recreation	MSS	SLOS - Summer Day Camp Transportation and Supplies	\$ 8,000	\$ 8,000
Recreation	MSS	SLOS - Adult Softball	\$ 3,000	\$ 3,000
			\$ 11,000	\$ 11,000
Ice	Personnel	Increased hours for Skate Instructors to support more beginner classes	\$ 4,100	\$ 4,100
Ice	MSS	Misc Contract Services - repairs/maint	\$ 5,000	\$ 5,000
Ice	MSS	SLOS - Postage	\$ 1,725	\$ 1,725
Ice	MSS	SLOS - Cleaning	\$ 5,000	\$ 5,000
			\$ 15,825	\$ 15,825
		<b>New Requests</b>	<b>\$ 463,550</b>	<b>\$ 270,550</b>
		<b>Total Same Level of Service Requests</b>	<b>\$ 270,641</b>	<b>\$ 235,641</b>
		<b>Personnel</b>	<b>\$ 652,642</b>	<b>\$ 172,824</b>
		<b>Contractual Obligations (mandatory)</b>	<b>\$ 145,323</b>	<b>\$ 145,323</b>
		<b>Total One-Time Expenses</b>	<b>\$ 550,800</b>	<b>\$ 339,800</b>

Department	Subcategory	Request	Request Amount	Recommendation
Golf Pro Shop	MSS	SLOS - Contract Services - HVAC, Lighting, Plumbing, Additional HOA dues, Golf Cart Repairs	\$ 10,000	\$ 10,000
Golf Pro Shop	MSS	Inventory for Resale - Currently average 30%+ profit on retail, full revenue offset	\$ 20,000	\$ 20,000
Golf Maint	Personnel	Full-time Assistant Superintendent - \$110k total, offset of \$36k because one less PT seasonal would be needed	\$ 74,000	\$ 74,000
Golf Maint	MSS	Green Waste Removal Costs - Disposing of trees, edging, waste from leveling tee boxes, other improvements around the course	\$ 10,000	\$ 10,000
Golf Maint	MSS	SLOS - Equipment Repair/Maintenance	\$ 2,500	\$ 2,500
Golf Maint	MSS	Chemicals/Fertilizer	\$ 15,000	\$ 15,000
Golf Maint	MSS	Sand and Topsoil - Previously we've only topdressed, additional budget will allow for yearly addition of sand to bunkers	\$ 13,000	\$ 13,000
<b>Golf Fund Total</b>			<b>\$ 144,500</b>	<b>\$ 144,500</b>
Public Utilities - Water	MSS	Equipment, Materials and Supplies - Funds to keep our system operational, long-term. Increased focus on asset management with goal of reducing water breaks and water loss. This request includes funds to repair failing water infrastructure and water leak detection efforts.	\$ 115,639	\$ 115,639
Public Utilities - Water	MSS	Jordanelle Special Service District (JSSD) Agreement - Prepayment expired, now paying for water delivered from JSSD. This will be an ongoing payment and will increase with inflation and other factors. Planned expense since 2010 and has been included in the financial model	\$ 657,738	\$ 657,738
Public Utilities - Water	MSS	Credit Card Fees	\$ 8,500	\$ 8,500
<b>Water Fund Total</b>			<b>\$ 781,877</b>	<b>\$ 781,877</b>
Stormwater	Personnel	Part-time Seasonal to Assist with Spring Runoff - Currently pull people from Street Maintenance, which puts us behind in other projects. Won't fill if Spring runoff is mild.	\$ 70,538	\$ 70,538
<b>Stormwater Fund Total</b>			<b>\$ 70,538</b>	<b>\$ 70,538</b>
Transit Operations	MSS	Contract Services - \$30K for restroom rentals at Richardson Flat and \$150K for contracts expected to move pilots to normal agreements for VMS and traffic management	\$ 180,000	\$ 180,000
Transit Operations	MSS	Marketing/Outreach - Increase local marketing efforts	\$ 20,000	\$ 20,000
Transit Operations	MSS	Training/Conferences	\$ 80,000	\$ 40,000
Transit Operations	Mandatory	Bldg Maint - Increased HOA fee at Prospector Housing	\$ 9,000	\$ 9,000
<b>Transit Fund Total</b>		<b>Increases are offset by savings from discontinuing 10 White</b>	<b>\$ 289,000</b>	<b>\$ 249,000</b>



## City Council Staff Communications Report

**Subject: Summer 2024 Special Event Transit & Parking Plans**

**Author: Jenny Diersen**

**Department: Special Events**

**Date: April 25, 2024**

### Summary

Transportation Demand Management strategies have been used effectively for years to mitigate impacts during major Special Events. With years of predictable data and experience in operations, we are planning slight modifications to this year's Special Event transit and parking plans. While each event is unique operationally, we reviewed all major events in totality to create better predictability for residents and visitors and encourage alternative modes of transportation during our busiest times.

We have determined that the transit and parking modifications can be approved. Furthermore, per section [7.7 of the Fee Schedule](#)), the *City Manager may implement Special Event Parking Permit Fees, Special Event Meter Rates, and/or Special Event Parking Fines for special events. The fee ... will not exceed \$60 per day.* While it is the City Manager's authority to implement special event parking rates (an administrative function in most municipalities), given the sensitive environment surrounding paid parking and transportation in Old Town and access to Main Street, we provide Council updates before implementation.

As outlined in **Exhibit A**, the planned changes are as follows:

- **Transit:** Building on the success of other events and the winter season, we are increasing transit service from Richardson Flat Park & Ride for all major events. Previously, each event organizer had to seek permission from various property owners for offsite parking, which impacts transit scheduling. Training people to use Richardson Flat for event operations will create more dependability and predictability internally and externally.
  - Events that will have 20-minute service from Richardson Flat include:
    - Park Silly Sunday Market: The Richardson Flat Service will have a direct route to Main Street, allowing us a more predictable location in case of School District construction impacts. School district parking will also be available along existing transit lines.
    - Savor the Summit: Savor the Summit previously had additional fee parking options at Deer Valley. We hope the increased transit from Richardson Flat will allow people to keep their cars out of town before heading into the event.
    - Shot Ski: This event previously had typical off-season transit service, including a 40-minute frequency from the Richardson Flat Park and Ride.
  - Events that will have 10-minute service from Richardson Flat include:

- Fourth of July, Arts Festival, Miners Day, and Halloween on Main. Additional park-and-ride options from resort and school district areas are required to mitigate the size and scope of these events.
- **Parking Rates:** In 2017, we started to charge for parking with transit and transportation mitigation to offset impacts to our community. This year, we are planning the following changes (coupled with the transit increases above):
  - Hourly Rate: Increase hourly Special Event parking rates from \$8/hr with \$35 max, to \$9/hr with \$40 max. During some of our busiest times, we observe continued parking maximization. This will be implemented at Park Silly Sunday Market, Savor the Summit, and Arts Festival.
  - Flat Rate: Begin charging a flat rate of \$15 for Shot Ski. In the past, Shot Ski event has not had paid parking. Last year's data shows parking was at its max leading up to and during the event for the first time. This will mirror how we charge for other local events (Halloween and Miners' Day also have a \$15 event parking fee).
  - Holiday Event Parking: Offer free parking in China Bridge after events on major holidays – Fourth of July, Miners Day, and Halloween.
    - Data shows some of our slowest times are after major events. We recommend offering free parking after holiday events. We have also adjusted parking rates to end earlier after events like the Arts Festival and Park Silly Sunday Market to encourage Main Street visitation after events.

With the increased Special Event Parking Rates, we anticipate a modest increase in Special Event Parking Revenues (estimated \$55,000). The total cost of running the additional transit for the new events is \$19,000, and budgeted within the Transportation Budget. We recommend waiving the additional transit costs for the events in year one as we test these innovations.. In response, the event organizers pledge to market the increased transit options.

On March 15, we collaborated with the Historic Park City Alliance (HPCA) events and parking subcommittee to review utilization data and merchant feedback and consider special event parking rates and transit modifications. We understand HPCA supports the proposed special event parking rates with increased transit from Richardson Flat.

We agreed to a robust outreach process to ensure merchants and the community are informed about unique transportation plans for major summer events. Initial door-to-door outreach will be completed at the end of May, and subsequent outreach will be completed one week before each major event and include local and social media. Finally, we updated the [community information webpage](#) where locals, businesses, and visitors can obtain event impact information well before permitted special events occur.

## Exhibits

### A Proposed 2024 Special Event Transit & Parking Plans



## 2024 Special Event Parking Rates & Transit Plans

All event parking rates include options for employee (permit) parking, and off-site parking with free transit, biking, and walking options.

Additional outreach and [Event Specific Information](#) regarding all event operations will be made available one week before each event. For questions, contact [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) or call 435.640.5063.

2024 Major Events	2024 Event Parking Rates	Transit Options
<b>Park Silly Sunday Market:</b> June 2, 9, 16, 23, 30, July 14, 21, September 1, 8, 15, 22	\$9/h max \$40, 10:00 a.m.-4:00 p.m. Free parking in China Bridge after the event until 6:00 p.m.	Free Transit from Richardson Flat and Park City High School every 20 minutes.
<b>Savor the Summit:</b> Saturday, June 22	\$9/h max \$40, 12:00-10:00 p.m.	Free Transit from Richardson Flat every 20 minutes.
<b>Fourth of July:</b> Thursday, July 4	\$30 flat fee until 1:00 p.m. Free parking in China Bridge after the event until 6:00 p.m.	Free Transit from Richardson Flat, Park City High School, Deer Valley Resort and Park City Mountain every 10 minutes.
<b>Kimball Arts Festival:</b> Friday-Sunday, August 2-4	Friday night - \$9/h max \$40, 10:00 a.m.-9:00 p.m. Standard rates after 9:00 p.m. Saturday and Sunday, \$9/h max \$40, 10:00 a.m.-6:00 p.m. Standard rates after 6:00 p.m.	Free Transit from Richardson Flat, Park City High School, Deer Valley Resort and Park City Mountain every 10 minutes.
<b>Miners Day:</b> Monday, September 2	\$15 flat - 9:00 a.m.-1:00 p.m. Free parking in China Bridge after the event until 6:00 p.m.	Free Transit from Richardson Flat and Park City High School every 20 minutes.
<b>Shot Ski:</b> Saturday, October 12	\$15 flat - 9:00 a.m.-1:00 p.m. Free parking in China Bridge after the event until 6:00 p.m.	Free Transit from Richardson Flat every 20 minutes.
<b>Halloween:</b> Thursday, October 31	\$15 flat rate 2:00-6:00 p.m. Free parking in China Bridge after the event.	Free Transit from Richardson Flat, Park City High School, Deer Valley Resort and Park City Mountain every 10 minutes.

# City Council Staff Communication

Subject: Land Management Code Amendments  
Author: Rebecca Ward, Planning Director  
Date: April 25, 2024  
Type of Item: Informational



## Summary

The Land Management Code (LMC) implements the goals and policies of [the Park City General Plan](#).<sup>1</sup> The Planning Commission initiates or recommends Land Management Code amendments and has the primary responsibility to review and recommend amendments to the City Council for consideration.<sup>2</sup> Additionally, amendments to the Land Management Code may be brought forward by the Planning Department upon its own initiative or at the direction of the City Council, Planning Commission, or Historic Preservation Board.<sup>3</sup> Lastly, LMC amendments are often required to comply with changes to the Utah Code.

On January 3, 2024, the Historic Preservation Board held a work session to prioritize LMC amendments related to the Historic Districts ([Packet](#), Item 6; [Minutes](#), p. 3). On March 13, 2024, the Planning Commission conducted a work session to review and discuss LMC amendments in progress and to update Planning Commission liaisons for the amendments ([Packet](#), Item 6; [Audio](#)). This staff communication outlines code amendments in progress by topic:

1. Bonanza Park Small Area Plan
2. Multi-Modal Transportation
3. Sustainability
4. Affordable Housing
5. Historic Preservation
6. Amendments Directed by City Council
7. Amendments Recommended by Staff
8. Updates Required to Comply with State Code

## 1. Bonanza Park Small Area Plan

**The General Plan acknowledges the Bonanza Park neighborhood is an authentic mixed-use neighborhood where locals live and work and identifies opportunities to address challenges unique to the area through a Small Area Plan.**

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<sup>1</sup> Land Management Code [Section 15-1-2](#)

<sup>2</sup> Land Management Code [Section 15-12-15\(B\)\(3\)](#)

<sup>3</sup> Land Management Code [Section 15-1-7\(A\)](#)

On March 2, 2023, the City Council approved a contract with [MKS](#)K and subconsultants [Future IQ](#) and [Fehr & Peers](#) to complete the 200-acre Bonanza Park Small Area Plan ([City Council Agenda](#); [Minutes](#), p. 3). The consultants are now in the last phase of the process.

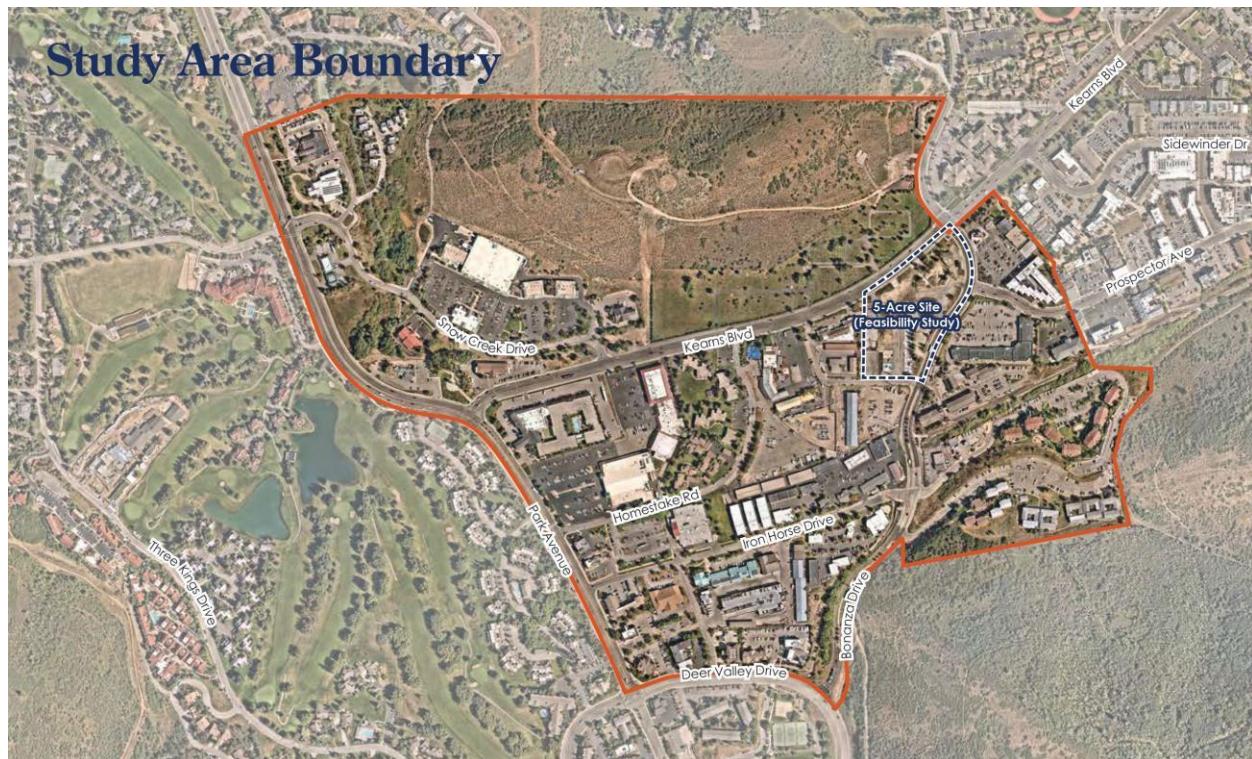


Figure 1 Bonanza Park Small Area Plan Boundary

As part of this initiative, the Mayor appointed a 13-member [advisory group](#) representing a spectrum of residents, advocates, employers, institutional partners, landowners, and other key stakeholders to support and augment the community engagement process, provide feedback to the project management team, and to serve as a partner in the implementation of the completed plan.

The consultants conducted stakeholder roundtables, issued two surveys, and hosted three community meetings. Staff conducted additional outreach with the Senior Center, Historic Park City Alliance, the lodging and restaurant associations, the Prospector Square Property Owners Association, the Chamber, Park City High School students, young families, and community members who speak Spanish. For more information on the Small Area Plan, please visit [bonanzapark.com](http://bonanzapark.com).

While not necessarily different than the goals obtained in previous planning processes, the Phase I and II engagement results affirm the Park City community envisions the following for the neighborhood:

## Project Goals: Bonanza Park is...

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

**Local**   
Support locally-owned business & entrepreneurship.

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

**Inclusive**   
Expand the availability of affordable and workforce housing units.

**Green**   
Create a more welcoming and sustainable community.

**Cultural**   
Weave arts and culture into the community fabric.

The consultants are compiling Phase III input. The draft Small Area Plan is scheduled for Planning Commission review and public hearings on May 22 and June 12, with a possible recommendation for City Council consideration. Pending City Council approval, the City received a matching grant from Mountainland Association of Governments (MAG) for consultant services to implement the Small Area Plan through LMC amendments. MAG issued an RFP for the project and an internal review committee, including two Planning Commissioners and MAG representatives, selected [Design Workshop](#) to provide the consultant services.

## 2. Multi-Modal Transportation

**General Plan Goal 3 – Park City will encourage alternative modes of transportation on a regional and local scale to maintain our small-town character.**

**Community Planning Strategy 3.1: Require development and redevelopment to increase the potential for multi-modal transportation options including public transit, biking, and walking. Require developers to document how a development proposal encourages walking, biking, and public transportation over the single-occupancy vehicle.**

**Community Planning Strategy 3.2: Revise parking requirements to incentivize multi-modal transportation, high efficiency vehicles, and shared parking areas.**

**Community Planning Strategy 3.3: Create a requirement within new development and redevelopment for connectivity and linkage within the City road and trail network.**

**Community Planning Strategy 3.14: Adopt travel demand management programs to encourage commuter trip reduction programs, including prioritized employment hub routes, commuter incentives, and recognition of local businesses that incentivized employee use of alternative modes of transportation.**

The LMC includes broad language regarding connectivity, multi-modal transportation, and parking reductions as part of Master Planned Development review but lacks specific criteria and standards. Additionally, some projects are approved on the condition of long-term mitigation strategies, but without annual reporting, flexibility to adapt as projects evolve over time, or enforcement mechanisms.

To address these challenges, Lisa Wise Consulting submitted [a Final Report](#) recommending amendments to the LMC in part to reduce single-occupancy vehicles by updating parking requirements, setting baseline criteria to support pedestrian-oriented development and walkability, establishing criteria for potential parking reductions, and outlining standards for Transportation Demand Management for projects with long-term reporting requirements.

The consultants reached out to local stakeholders, issued a survey for community input, and conducted an initial work session with the Planning Commission on November 8, 2023 ([Minutes](#), p. 3). The consultants incorporated stakeholder, community, and Planning Commission input and drafted [a Final Report](#). The consultants held a community open house on February 27, 2024, and a Planning Commission work session on February 28, 2024, for input and incorporated the community and Planning Commission's feedback into their formal recommendations, which staff will schedule for Planning Commission review, a public hearing, and a potential recommendation for City Council's consideration. More information is available on the Engage Park City [website](#).

**Community Planning Strategy 3.11: Improve access to, efficiency, and experience of public transit.**

The Transit team received federal grants to expand the electric bus fleet and chargers and the Engineering team is working to overhaul numerous bus stops throughout Park City. Standalone transit facilities are only addressed in the Frontage Protection Zone and the LMC does not address transit facilities that straddle private property and rights-of-way. To facilitate improvements that include transit pull-outs, transit electric charging infrastructure, and bus shelters that straddle private property and rights-of-way, the Transit and Engineering teams applied to amend the LMC. Planning

recommends the City's code allows expanded transit services and infrastructure and the Planning Commission reviewed the proposed amendments on April 10, 2024, and unanimously forwarded a positive recommendation for City Council's consideration on May 16, 2024.

### 3. Sustainability

**General Plan Goal 5 – Environmental Mitigation: Park City will be a leader in energy efficiency and conservation of natural resources reducing greenhouse gas emissions by at least 15% below 2005 levels in 2020.**

**Objective 5A: Encourage development practices that decrease per capita carbon output, decrease vehicle miles traveled, increase carbon sequestration, protect significant existing vegetation, and contribute to the community emission reduction goal.**

**Community Planning Strategy 5.1: Incorporate environmental considerations as an integral part of reviewing future development and redevelopment projects, including incorporation of greenhouse gas goals into land use planning.**

Strategic Action Plan for Building Decarbonization in Park City and Summit County  
Lead Authors: Matt Gossman, Jeff Hansen & Scott Johnson, City of Park City  
Last Updated: 10/2023



The Planning team will continue to coordinate with the Sustainability team on their [Strategic Action Plan for Building Decarbonization in Park City and Summit County](#). In the meantime, we are evaluating amendments to the Master Planned Development Chapter within the LMC to require net zero development when applicants request exceptions. We are also evaluating how to verify and track net zero development to ensure compliance.

**Dark Sky Amendments** – On January 21, 2021, the City Council adopted [Ordinance No. 2021-05](#), enacting dark sky regulations for outdoor lighting. Dark sky lighting is fully shielded, meaning the bulb is not visible, and the light is down directed, with bulbs 3,000 degrees Kelvin or less. The dark sky code requires that non-compliant outdoor light bulbs be replaced with those that are 3,000 degrees Kelvin or less by the end of 2024. As a result, the Planning team is conducting community outreach with partners, including Summit County, to provide information on the purposes of the dark sky code and the requirements for outdoor lighting. We will recommend updates to the dark sky code at the end of the year to reflect the 2024 deadline. For more information, please visit [engageparkcity.com](http://engageparkcity.com).

## 4. Affordable Housing

**General Plan Goal 7 – Life-Cycle Housing: Create a diversity of primary housing opportunities to address the changing needs of residents.**

**Objective 7A: Increase diversity of housing stock to fill voids within housing inventory (including price, type, and size) to create a variety of context sensitive housing opportunities.**

**Objective 7E: Create housing opportunities for the City's aging population.**

**General Plan Goal 8 – Workforce Housing: Increase affordable housing opportunities and associated services for the workforce of Park City.**

**Objective 8A: Provide increased housing opportunities that are affordable to a wide range of income levels within all Park City neighborhoods.**

**Community Planning Strategy 8.5: Evaluate the Land Management Code to remove unnecessary barriers to affordable housing.**

**Incentivizing Accessory Apartments** – When the Planning Commission forwarded recommended amendments regarding lot combinations for residential uses in the Historic Districts, the Planning Commission also forwarded a recommendation for City Council's consideration – to incentivize the construction of Accessory Apartments to increase housing stock for long-term rentals. The City Council voiced support of this recommendation ([Minutes](#), p. 14). As a result, the Housing team is researching model pilot programs and Lisa Wise Consulting developed code amendments. Housing will schedule work sessions and public hearings with the Planning Commission for a potential recommendation to the City Council for consideration.

**Updating the Affordable Master Planned Development Code** – As the Planning Commission reviewed the first two Affordable Master Planned Developments, opportunities were identified to refine and update requirements for mechanical equipment and stepbacks. The Planning Commission conducted several work sessions on the topic and forwarded recommended amendments to the City Council. The City Council reviewed the amendments on February 1, 2024, and requested they be brought back for Council review as part of a broader Affordable Master Planned Development discussion ([Minutes](#), p. 12). Staff will continue to work with the Planning Commission on

updates.

## 5. Historic Preservation

LMC [Section 15-11-5\(D\)](#) charges the Historic Preservation Board with recommending to the Planning Commission and City Council amendments to encourage historic preservation. On January 3, 2024, the Historic Preservation Board held a work session to prioritize LMC amendments related to the Historic Districts ([Packet](#), Item 6 – Work Session; [Minutes](#), p. 3).

**General Plan Goal 15 – Preserve the integrity, mass, scale, compatibility, and historic fabric of the nationally and locally designated historic resources and districts for future generations.**

**Community Planning Strategy 15.4: Annually review the Land Management Code and Chapter 15-13 *Regulations for Historic Districts and Historic Sites* to maintain regulatory consistency.**

The Historic Preservation Board prioritized three amendments this year: illustrating Historic District requirements to provide clarity and consistency, updating opacity requirements to allow flexibility for compatible new infill within the Historic Districts, and codifying requirements to protect historic materials when a structure is panelized or lifted. On April 3, 2024, the Historic Preservation Board reviewed the illustrations and opacity requirements and provided direction to staff ([Packet](#), Items 7A and 7B, [Audio](#)). The codification of requirements to protect historic materials when a structure is panelized or lifted is scheduled for a Historic Preservation Board work session on May 1, 2024.

**General Plan Goal 16 – Maintain the Historic Main Street District as the heart of the City for residents and encourage tourism in the district for visitors.**

**Community Planning Strategy 16.4: is to work with Historic Park City Alliance and the Park City Historical Society to address the needs and concerns of local business owners.**

The Planning Commission and Historic Preservation Board directed staff to establish design standards for temporary structures in the Historic Districts. The Planning Commission and Historic Preservation Board conducted work sessions on the proposed amendments. Staff reviewed the amendments with the Historic Park City Alliance and sought input. On March 6, 2024, the Historic Preservation Board reviewed the proposed amendments and unanimously forwarded a positive recommendation for the Planning Commission. On March 27, 2024, the Planning Commission forwarded a positive recommendation for City Council consideration. These are scheduled

for City Council review on May 23, 2024.

**Community Planning Strategy 15.9: Continue to update criteria for development on steep slopes to prevent incompatible mass/scale within the historic districts based on findings of periodic reviews of ongoing projects.**

The purpose of the Steep Slope Conditional Use Permit amendments is to update the submittal requirements for constructions on Steep Slopes, and to clarify interior height regulations in the Historic Residential Districts.

Occasionally, after the Planning Commission approves a Steep Slope Conditional Use Permit, applicants propose modifications to the plans due to issues discovered on site during construction that were not identified beforehand. To help remediate this, the proposed amendments will establish a trigger for when modifications require further Planning Commission review. The amendments also propose clarification of interior height for consistency across the Historic Residential Districts. Additionally, we are coordinating with Building and Engineering to establish baseline requirements for geotechnical reports.

## **6. Amendments Requested by the City Council**

**Childcare Regulations** – On June 12, 2023, the City Council directed staff to evaluate whether land use regulations for childcare facilities reflect best practices ([Minutes](#), p. 1). The Planning team researched comparable communities and changes to state regulations ([Staff Report](#)). On March 27, 2024, the Planning Commission conducted a work session and directed staff to further evaluate:

- Incorporating changes to regulations for second home childcare facilities.
- Updating the land use permits to reflect state requirements for licensing.
- Reducing parking for employees but keeping parking requirements for drop-off/pick-up.
- Shifting certain reviews from the Planning Commission to staff.
- Establishing criteria the Planning Commission can consider as part of Master Planned Developments to determine when childcare facility requirements or payment of a fee in lieu should be required.
- Considering incentives and creative approaches to provide more options for childcare ([Audio](#)).

Staff is conducting a focus group with stakeholders and will return with updated amendments for Planning Commission review this summer.

**Accessory Uses in Master Planned Developments** – On September 28, 2023, the City Council denied amendments regarding accessory uses in Master Planned Developments and requested a task force. The Mayor appointed a task force to review the proposed amendments and to issue a recommendation. The City Council requested clarification on four items:

- What is the purpose of the amendments?
- What are the financial implications?
- What type of development do the amendments incentivize/disincentivize?
- What is the purpose of the footnote connecting Resort Support Commercial to approved Master Planned Developments?

The task force met December 7, 2023, January 18, 2024, February 22, 2024, and April 3, 2024. The task force is drafting their written findings.

**Radon Mitigation** – The City established a task force to recommend radon mitigation and on February 1, 2024, presented their findings in a [City Council Staff Communication](#). One of the recommendations is to amend the LMC to reduce regulations for the installation of radon mitigation systems and to consider instituting a standard condition of approval that residential construction and additions to existing residential structures provide the basic infrastructure needed for future radon remediation installations. The Planning team is coordinating with the Environmental Regulatory Program Manager and Building Department, as well as two Planning Commission liaisons, Bill Johnson and Rick Shand, to draft recommended amendments, scheduled for an initial Planning Commission work session on May 8, 2024.

## 7. Amendments Recommended by Staff

**Appeal Panel Updates** – On July 13, 2023, the City Council adopted [Ordinance No. 2023-26](#) establishing the City's first appeal panel. On February 1, 2024, the City Council appointed three members to the appeal panel. Staff is working on amendments to establish staggered terms and process and term details for the appeal panel chair.

**Tents and Outdoor Events** – The current criteria established in code for temporary installations of tents is outdated and cumbersome, requiring extensive time to process. The proposed amendments update the review process and establish clear criteria relevant to tents and outdoor events to expedite the staff review process. Tents are proposed to be regulated under an Administrative Permit instead of an Administrative Conditional Use Permit, codifying consistent standards and streamlining review while addressing relevant mitigation. Tents proposed to be installed for more than 14 days will still require Planning Commission review of a Conditional Use Permit.

**Clarifying Parking Regulations for Residential Uses** – Can code-required parking be satisfied within a setback? Staff evaluated the LMC and outlined potential amendments to clarify parking regulations for residential uses to establish conformity across the Zoning Districts, and to potentially carve out exceptions for Historic Sites, Accessory Apartments, and Internal Accessory Dwelling Units. The Planning Commission conducted an initial work session on September 13, 2023 ([Staff Report](#); [Minutes](#), p. 34). These amendments are scheduled for another Planning Commission work session this summer.

**Sensitive Land Overlay Clarifications** – Staff recommends clarifying the triggers for Sensitive Land Overlay review, including annexations, Conditional Use Permits, Master Planned Developments, Affordable Master Planned Developments, and modifications to platted elements.

**Defining Pools** – Over the past few years, the Planning team has received several applications for pools within the Historic Districts. Pools trigger Planning Commission review of a Conditional Use Permit. Applicants have revised submittals, requesting that reduced pools be classified as outdoor swim spas. Additionally, applicants within the Historic District frequently request in-ground hot tubs on steep slopes. To ensure criteria that fully mitigate impacts, especially within the Historic Districts, we recommend clarifying that outdoor pools associated with a single-family dwelling or residential use require a Conditional Use Permit, and defining what distinguishes an outdoor pool from an outdoor hot tubs.

## 8. Updates Required to Comply with State Code

### Mobile Business Amendments

Staff will propose amendments to comply with Utah Code Chapter 56, which creates allowances for what the state defines as an Enclosed Mobile Business. According to the state, *Enclosed Mobile Businesses* include “barber; beauty and cosmetic, including nail, eyelash, and waxing; cycling; cell phone; computer; footwear; media archive and transfer; pet grooming; sewing and tailoring; small engine; and tool.” The state prohibits the City from certain regulations of Enclosed Mobile Businesses, like those imposed for Food Trucks. Staff will recommend updates to the Municipal Code of Park City to:

- Establish Mobile Business as a Use in certain Zoning Districts.
- Define *Mobile Business*, *Enclosed Mobile Business*, *Food Truck*, *Food Cart*, and *Ice Cream Truck*.
- Shift Food Truck regulations in Municipal Code of Park City Title 4 *Licensing* to Title 15 Land Management Code for Planning Department Review.

### Subdivision Reviews

This year, Utah Legislature enacted [H.B. 476 Municipal Land Use Regulation](#)

*Modifications* to clean up language the state imposed in last year's [S.B. 174](#) [Local Land Use and Development Revisions](#) pre-empting municipal review processes for single-family, duplex, and townhome subdivisions. Staff will recommend updates to the recently adopted LMC [Section 15-7.5](#) *Administrative Subdivision Procedure* to reflect the Utah Legislature's 2024 changes.

To review LMC amendments completed in 2023-2024, please visit [this link](#).

## City Council Staff Communications Report

**Subject: 2024 City Council Annual Retreat Summary**

**Authors: Matt Dias, Linda Jager, Clayton Scrivner**

**Department: Executive, Community Engagement**

**Date: April 25, 2024**

### **Summary**

Park City's 2024 annual retreat focused on long-term community values to identify principles and characteristics that can be used to provide organizational focus and strategic resource allocation, both for the 2025 budgeting process and beyond. Each year, the City Council and community values help design public policies, programs, capital projects, and initiatives. In addition, the City Council used the contextual and overarching element of the potential 2034 Winter Olympics to help focus and organize the long-term values discussion.

### **Part I:**

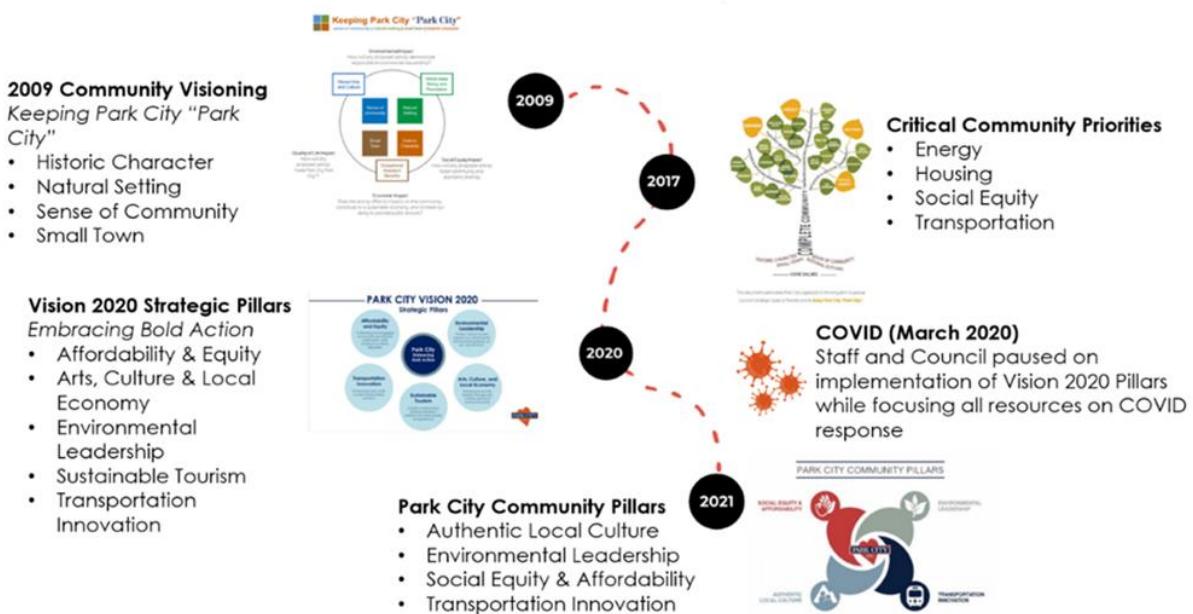
In order to provide a context of past City Council retreats and previous attempts to identify community values, Mayor Worel and Manager Dias provided a historical overview of past visioning and priority-defining efforts. Since 2009, numerous community and strategic planning efforts (decennial community visioning, annual Council retreats, surveys, etc.) helped set organizational focus. For example, most are familiar with *Keep Park City, Park City, Complete Community, Critical Community Priorities, and Community Pillars*.

These efforts enabled effective organizational outcomes, including many unachievable initiatives without Council and community prioritization. These include bus fleet electrification, Old Town Transit and Kimbal Junction Transit Centers, the 800-unit affordable housing goal, the PC MARC renovation, the Engine House and Retreat at City Park and Central Park Condominiums, the PC Library renovation, the Solar Electron Farm, Kearns and Bonanza Pedestrian Tunnels, and major open space acquisitions.

Using an outside facilitator, the City Council emphasized the importance and challenge of evaluating and obtaining authentic community engagement. They also acknowledged an inherent and natural limitation to community engagement; a limited subset typically participates due to time, occupational, and other constraints. Community engagement considerably influences past and future public policy decision-making, and the discussion acknowledged some of the progress made organizationally and new opportunities.

Mayor Worel shared some recent outcomes of past City Council retreats, where Housing and Transportation emerged as the top two *Critical Community Priorities*. The Mayor also summarized the policy discussion that led to adding a social equity "lens" to the decision-making criteria used to evaluate City projects, policies, and initiatives by a previous City Council.

Specifically, examples of past exercises shared with the Council included:



Council members seemed to agree that aligning long-term values and priorities, while not necessarily an actionable goal, can effectively drive meaningful change as they have in the past. They also agreed to recognize essential and core services, such as law enforcement and public works and recreation.

The council then engaged in a series of vision, values, and priorities exercises facilitated by Steven Pierce. Pierce organized an activity where Council members illustrated what Park City looks like now versus what Park City might look like in 10 years, based upon their interactions and experience with the community.

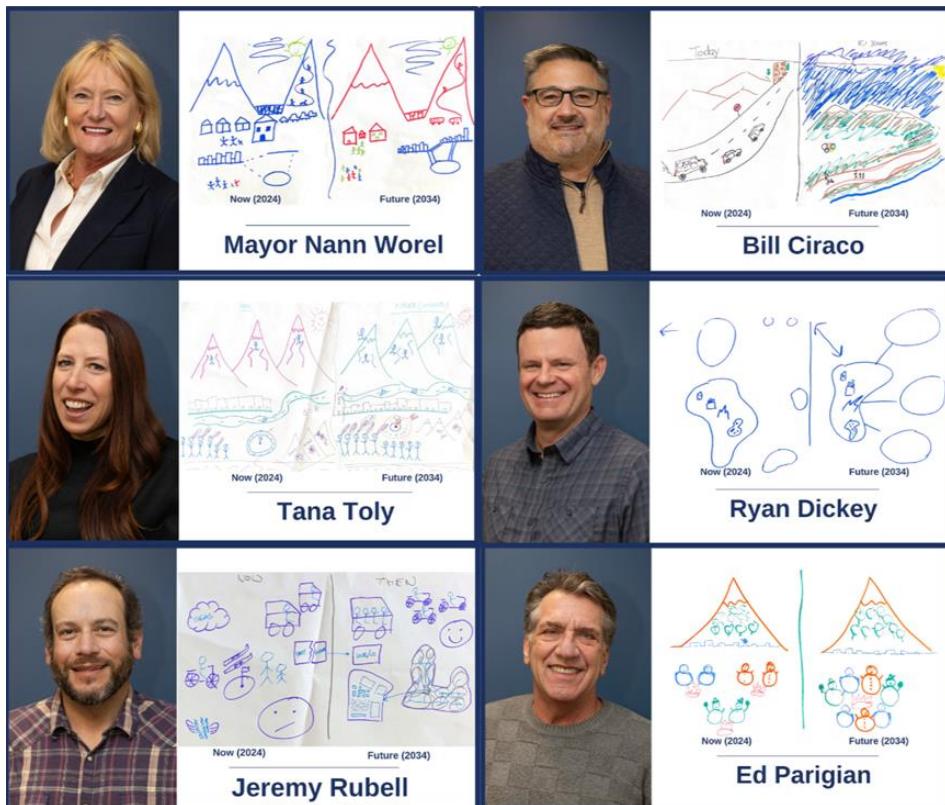
As Council members shared their illustrations, Pierce categorized elements from their descriptions into three general concepts, or "buckets":

**Principles** – Values or big ideas Park City strives to uphold

**People** – How residents or visitors experience Park City

**Priorities** – Areas of focus or specific opportunities identified

Below are the illustrations produced and discussed:



Common themes about what the City Council wanted Park City to look like ten years from now, after considerable discussion and deliberation, included **Balance**, **Connection**, and **Experience**, which all contribute to Park City's ability and desire to remain a locally focused place.

Taken together, the themes can provide a general framework for the City Council and community members to utilize when evaluating community benefits and choosing between competing initiatives. For example:

- **Balance** – Park City should balance the realities of our tourism economy with the residential quality of life and historic character that makes our city special — and seek creative solutions that enhance both the resident and visitor experience;
- **Connection** – Park City should maximize opportunities for interpersonal connection among community members, while also removing barriers that prevent connection of our physical spaces; and
- **Experience** – Park City should seek to maintain and enhance the unique characteristics that makes our city the place of choice to live, work, play, and create for so many — fostering an inclusive and welcoming environment within a family-friendly community.

## **Part II:**

In the afternoon, the City Council engaged in a prioritization discussion about the opportunities that would be most impactful in helping Park City realize the Council's shared vision for the city 10 years in the future. Participants discussed a variety of organizational and community policies, programs, and initiatives, considering the role each might play in moving us closer to a city that embodies the themes of Balance, Connection and Experience as we move forward.

Before the Retreat, Pierce asked City staff to identify a list of often competing community focus areas to demonstrate and help prioritize their potential impacts on Park City's evolution. They identified the following:

- Community Development and Neighborhood Quality of Life
- Economic Development
- Equity
- Housing
- Organizational Capacity
- Recreation
- Resort Base Development
- Sustainability
- Transportation

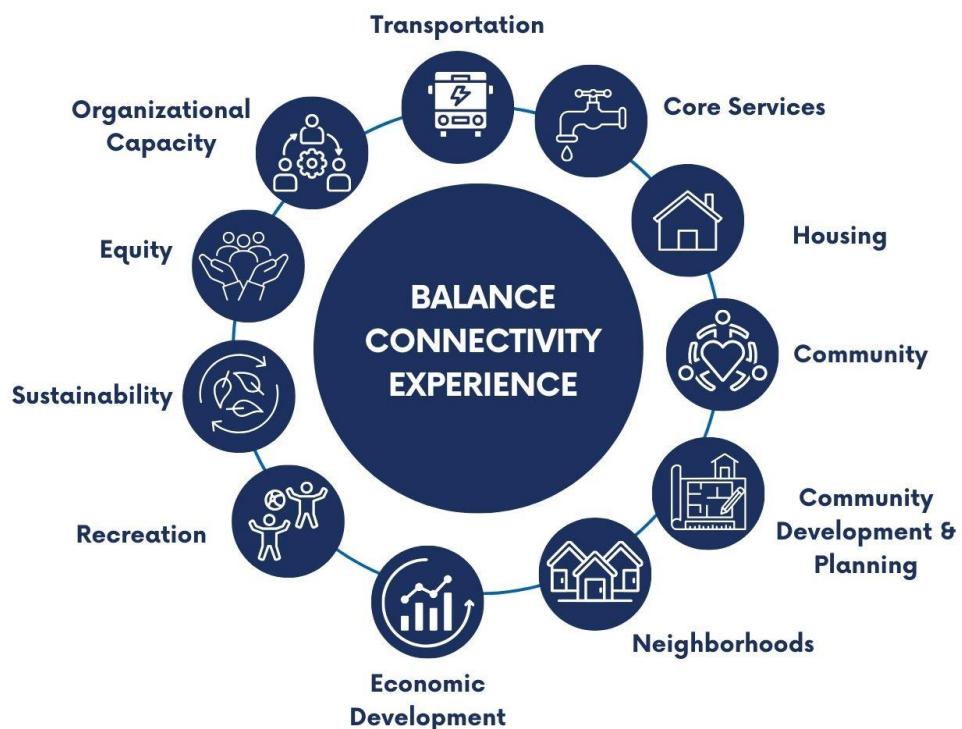
After considerable discussion and deliberation, and after comparing and contrasting the staff-produced list, the City Council sought to supplement it with the following:

- Community (separated out from Community Development and Neighborhood Quality of Life on Staff's initial list)
- Neighborhoods (separated out from Community Development and Neighborhood Quality of Life on Staff's initial list)
- Core Services
- Operational Capacity
- Community Development and Planning (expanded from Resort Base Development on Staff's initial list)

Next, the City Council moved into a priority ranking exercise, using the 11 identified focus areas to gain consensus on which are likely to be relatively more impactful in moving Park City closer to realizing the Council's shared vision by 2035. Participants were united in stating that *all* of these focus areas were of great importance to the Park City community, which Pierce acknowledged while also pushing for further differentiation and prioritization to inform future Council decision making,

The exercise yielded the following results in priority order:

1. Transportation
2. Core Services
3. Housing
4. Community
5. Community Development and Planning
6. Neighborhoods
7. Economic Development
8. Recreation
9. Sustainability
10. Equity
11. Organizational Capacity



## **Summary:**

**Themes:** The need for **transportation improvements, affordable housing initiatives, and preserving neighborhood character** were consistently revisited themes throughout the day. In transportation, three focus areas were identified: pedestrian access, transit service, and parking. Additional themes included:

- Essential **core services**, such as public safety and infrastructure maintenance, are important to ensure the city's continued functionality.
- **Community development and planning** are essential for maintaining relationships with local resorts and ensuring consistency in development projects.
- **Protect neighborhoods** by mitigating short-term rentals and enhancing pedestrian safety.
- Throughout the retreat, **inclusivity** and the importance of **engaging diverse voices** in decision-making and community engagement were identified as a key area of additional focus.

**Outcomes:** As the session concluded, Council members committed to follow up on the priorities identified and work towards tangible outcomes. They acknowledged the need for **intentional and transformational leadership** to address many of the City's most pressing and complex challenges.

As discussions evolve throughout future Council meetings, it was agreed that this is the beginning of the conversation. There was a general consensus that the retreat generated many ideas about where we might want to go in the future — and that the next steps will require taking what was discussed and turning them into actionable initiatives.

In conclusion, the visioning retreat provided a valuable opportunity for the City Council to align its priorities, engage in meaningful discussions with each other, and collectively begin to chart a course for Park City's future.



## City Council Staff Communication

**Subject:** 5-Acre Site Feasibility Study and Small Area Plan Timeline Update  
**Author:** Jennifer K. McGrath, Deputy City Manager  
**Departments:** Executive  
**Date:** April 25, 2024

### Summary

On January 11, 2024, MKSK, the consultant for the Bonanza Park Small Area Plan and the Feasibility Study for the City's five-acre property, presented the Phase II community engagement results. During the City Council discussion, the Council gave the following directions, which are included below. Subsequently, on April 4, 2024, the Council gave direction to consider any and all means to accelerate the project timeline and deliverables.

### Timeline Comparisons

Below is a comparison showing the original timeline and the draft accelerated timeline, as requested:

- The original timeline did not include the consultant team drafting the RFP. Staff would have drafted internally and released in December 2024 or January 2025
- The amended timeline proposed having the consultant team draft the RFP after the Small Area Plan approval, anticipated in August 2024, with a release date in December 2024.
- The proposed amended timeline will have the consultants begin drafting the RFP immediately (May 2024) with a planned release in August/September 2024. This is an acceleration of approximately 4-5 months.

#### Original Timeline



#### First Proposed Timeline



#### New Accelerated Timeline



We understand the desire from the City Council, community stakeholders, and the Advisory Groups to accelerate the timelines and prevent additional project delays. We will continue to evaluate opportunities to accelerate this process.

## **January Direction**

### **Small Area Plan:**

- Proceed with the final Advisory Committee meeting (held on February 14)
- Schedule and hold the third and final Community Meeting (scheduled for April 9)
- Explore clarifications to the Frontage Protection Zone
- Evaluate shared and reduced parking opportunities
- Maximize walkable and bikeable connections
- Include concepts showing different heights within the neighborhood, where the Council directed no more than four stories for evaluation purposes.

### **Feasibility Study/5-Acre Site:**

- Proceed assuming the RMP powerlines are undergrounded
- The redevelopment should utilize a public/private partnership methodology (City is not the developer)
- The Transient Room Tax (TRT) should remain the preferred funding mechanism
- Potential support for a Public Improvement District (PID) if residential areas were not burdened and additional information and details presented
- Support for a variety of mixed- and local uses, including local housing and arts & culture elements
- Enter into direct discussions with the Kimball Art Center (KAC)
- The Council directed a Request for Proposal (RFP/Request for Qualifications (RFQ)) as the final deliverable

([Staff Report](#); [Consultant Presentation](#), [Minutes](#), p. 3)

### **Recent Timeline:**

- On March 7, 2024, the Council held a policy discussion to identify and potentially accelerate the final stages of work associated with completing the MKSK Feasibility Study.
- On March 14, 2024, after reviewing options, the Council directed staff to work with MKSK to draft a Request for Statements of Qualifications (RSOQ).
- On March 19, 2024, we met with MKSK's team to present the accelerated RSOQ request, and they committed to a follow-up meeting on March 29
- On March 29, 2024, MKSK provided an updated RSOQ drafting timeline deliverable, which is on or before May 10, 2024, or about six weeks. MKSK's team is committed to the accelerated schedule, and as such, they have prioritized our latest request while also accommodating their existing client workload.

- On April 4, 2024, Council gave direction to revise the timeline presented, showing an acceleration of the RFP process.

## Additional Information Regarding Timelines

### Feasibility Study

After our latest meetings with the City Council Liaisons (March 27, 2024, and April 18, 2024), we prepared an all-encompassing document showing the interrelated Bonanza area projects underway. For example, the timeline (Exhibit A) shows the tasks and timelines associated with getting an MDP to the Planning Commission on the 5-acre site, such as working with RMP, testing soils, completing the Small Area Plan, and more.

Below is a summary outlining the changes in scope and timelines associated with each study:

### SMALL AREA PLAN

Original Timeframe	Changes/Additions to Scope	Approximate Timeline Implications
Small Area Plan – Original Month 3	Additional Advisory Group Meeting	2 weeks
Small Area Plan – Original Month 3	Additional In-Person public meeting with the Council to present Phase I engagement results	4 weeks
Small Area Plan – Original Months 4-8	Additional In-Person public meeting with the Planning Commission and City Council to present the Phase engagement results	4 weeks
Small Area Plan – Original Months 8-9 (future)	Additional In-Person public meetings with the Planning Commission and City Council for plan adoption discussions	4 – 8 weeks
Small Area Plan - Original Timeline vs New Timeline	10 months	Up to 15 months

### FEASIBILITY STUDY

Original Timeframe	Changes/Additions to Scope	Approximate Timeline Implications
Feasibility – Original Month 3	Additional Advisory Group Meeting	2 weeks (Concurrent with SAP)
Feasibility – Original Month 3	Additional In-Person public meeting with the Council to present Phase I engagement results	4 weeks (Concurrent with SAP)

Feasibility – Original Months 4-8	Additional In-Person public meeting with the Planning Commission and City Council to present the Phase engagement results	4 weeks (Concurrent with SAP)
Original Months 6-10 (future)	Original Phase 3 Deliverable of Planning Concepts and Feasibility Plan Converted to RFP/Contract Outline and Developer “Pitch Kit” to supplement RFP	Moved this task to happen after the Small Area Plan work is completed to ensure the RFP is as comprehensive and accurate as possible. Approx 4 months.
Feasibility - Original Timeline vs First Revised Timeline	10 months	Up to 19-20 months
Feasibility - Original Timeline vs New Accelerated Timeline	10 months	15 months

Finally, we included the anticipated timeline for the Small Area Plan, which is attached as Exhibit B. The original timeline for both the Feasibility Study and the Small Area Plan was approximately 10 months. We signed the MKSK contract in March 2023. As a result of adding scope and modifications to our deliverables noted above, such as additional Advisory Group and in-person Council and Planning Commission meetings, that timeline increased.

### **Additional Information Regarding Requests for Statements of Qualifications (RSOQ)**

In a recent Council discussion regarding accelerating the 5-acre site process, questions arose regarding the differences between Requests for Proposals (RFPs) and Requests for Statements of Qualification (RSOQ), both used in procurement but serving different purposes. This section is meant to address those questions and help identify the differences in the purpose and anticipated deliverables.

#### **Process:**

**RSOQ:** An RSOQ asks potential suppliers or vendors to detail their background, qualifications, and experience providing a specific good or service. In this case, the City seeks to understand skills and experience critical for developing the 5-acre site. The response is not a bid, and the RSOQ process alone does not necessarily result in a contract. An RSOQ may be used to identify qualified vendors to participate in other stages of a multiple-stage procurement process (i.e., only those proposers who successfully respond to the RSOQ will be included in the subsequent RFP) or to create an approved vendor list. See Utah Code 63G-6a-410 for an itemized list of what an RSOQ must include, such as the description of the procurement item and type of project or scope of work, additional process, minimum mandatory requirements, evaluation criteria, etc.

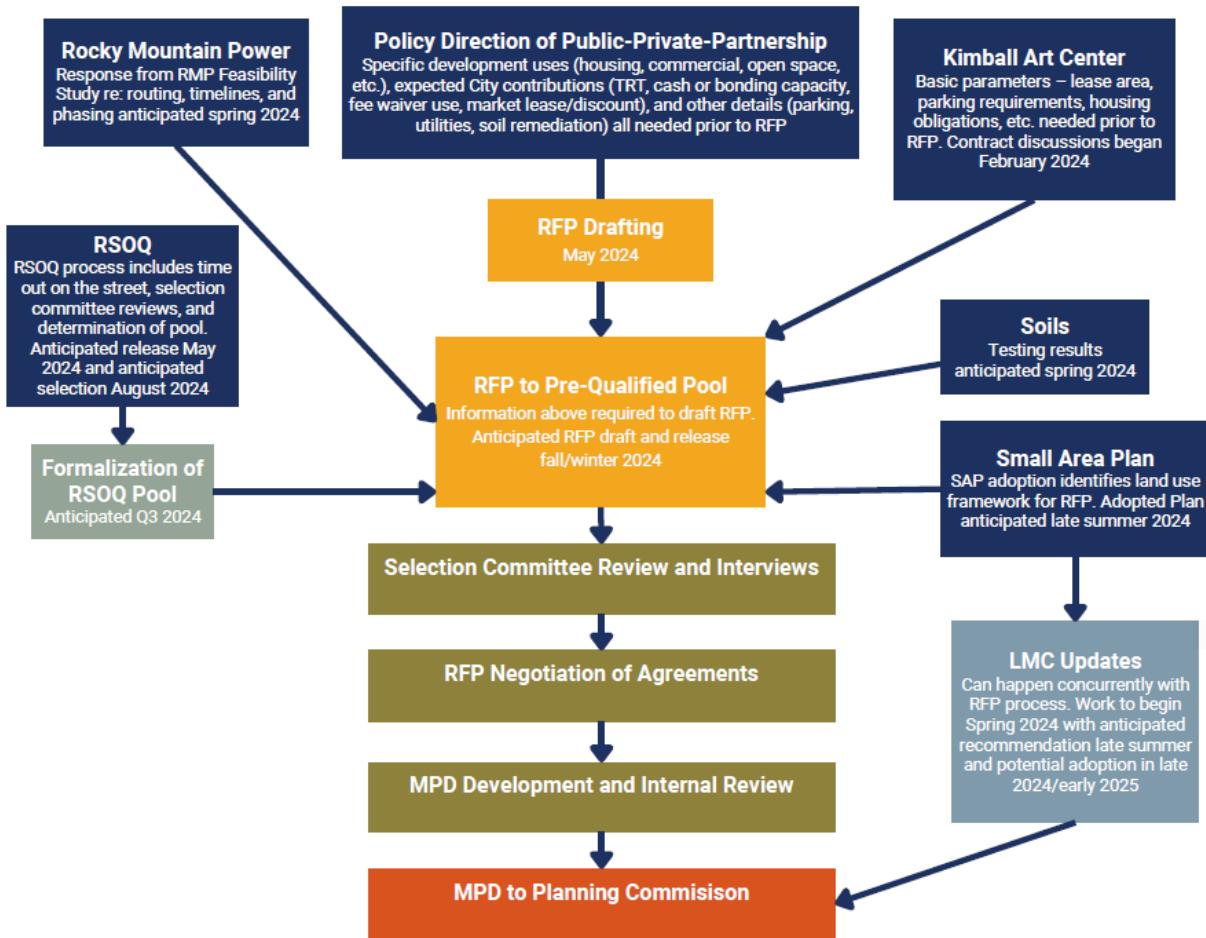
**RFP:** An RFP is issued after clearly defining the project's needs and scope, typically outlining a specific problem or opportunity the City aims to address. Unlike an RSOQ that focuses on qualifications, an RFP dives deeper into the project and details desired outcomes, deliverables, and critical success factors. The RFP acts as a roadmap for potential vendors, details the constraints, and solicits specific solutions and detailed site plans.

**Deliverables:**

**RSOQ:** An RSOQ showcases experience and qualifications, such as details about similar projects completed, relevant certifications, biographies, and other information demonstrating their ability to handle the specific requirements. For this RSOQ, we are also requesting specific information relevant to creative ideas and concepts and the zone specifically. This may include creative construction methodologies, centralized parking approaches, district management, design concepts, and funding strategies.

**RFP:** An RFP establishes a detailed and common set of proposal criteria, which allows for a competitive and transparent process to select one or more vendors. Submissions must be comprehensive, demonstrating an understanding of the project, proposed solutions, and a cost and timeline breakdown for each aspect of the project. It will generally include information pertinent to the evaluation criteria, such as experience and qualifications, conceptual development ideas, financial proforma or methodology, general timeline, and assumptions that may be addressed in contract negotiation.

## Exhibit A



## Exhibit B

### Small Area Plan (SAP)

The current schedule for the Small Area Plan is as follows:

- February 22 – Consultants Design Workshop started their review of existing plans and the Land Management Code. They will follow the adoption process for the Bonanza Park Small Area Plan. Pending adoption, they will recommend Land Management Code amendments to implement the Small Area plan.
- Date TBD – The Advisory Committee will review the traffic analysis and provide input on how this information is presented to the community in the final community meeting.
- April 9 – final community meeting at the Library.
- Week of April 26 – consultants finalize draft plan.

- May 3 – internal teams, including planning, engineering, sustainability, affordable housing, trails and open space, special events, transit, and transportation planning review the draft plan and provide input. Staff input is provided to the consultants.
- May 10 – staff shares draft plan with Advisory Committee for review.
- May 10-22 – staff schedules two-by-twos with Planning Commissioners and City Councilmembers to review proposed Small Area Plan.
- May 22 – MKSK presents proposed Bonanza Park Small Area Plan to the Planning Commission for input and a public hearing.
- June 12 – MKSK presents plan that incorporates May 12 Planning Commission input. The Planning Commission conducts a public hearing and potentially forwards a recommendation to the City Council.
- June 27 – MKSK presents plan to City Council. City Council conducts a public hearing.
- July 11 – City Council potentially adopts plan or continues for further discussion.
- August 15 – Potential City Council final review and adoption.



1  
2  
3 **PARK CITY COUNCIL MEETING MINUTES - DRAFT**  
4 **445 MARSAC AVENUE**  
5 **PARK CITY, UTAH 84060**  
6

7 **April 4, 2024**  
8

9 The Council of Park City, Summit County, Utah, met in open meeting on April 4, 2024,  
10 at 3:00 p.m. in the City Council Chambers.  
11

12 Council Member Toly moved to close the meeting to discuss property and litigation at  
13 3:00 p.m. Council Member Rubell seconded the motion.

14 **RESULT: APPROVED**  
15 **AYES:** Council Members Parigian, Rubell, and Toly  
16 **EXCUSED:** Council Members Ciraco and Dickey

17  
18 **CLOSED SESSION**  
19

20 Council Member Ciraco arrived at 3:04 p.m.  
21

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

24 **RESULT: APPROVED**  
25 **AYES:** Council Members Ciraco, Parigian, Rubell, and Toly  
26 **EXCUSED:** Council Member Dickey

27  
28 **WORK SESSION**  
29

30 **Discuss Potential City Hall Remodel:**

31 Jen McGrath, Deputy City Manager, and Dave Gustafson, Projects Manager, presented  
32 this item. McGrath indicated FFKR had experience working with this historic building  
33 and their expertise was sought for a potential remodel. The last remodel was in 2009.  
34 There was a new Council since the direction to remodel the facility was given last year  
35 and she wanted to discuss the need and wanted to know how the Council felt about a  
36 remodel.  
37

38 Council Member Ciraco wanted to be fiscally responsible and wanted to look at  
39 currently owned City property that could house a City hall with sufficient space for the  
40 employees. Council Member Rubell agreed and asked if there were other places staff  
41 could recommend. Once options were provided, the Council could determine the best

1 path forward, whether it be constructing a new building or remodeling the current  
2 building. Council Member Toly asked if staff could consider retaining some departments  
3 in this building and moving some departments to other locations. Council Member  
4 Parigian asked to incorporate the cost of temporary work spaces for staff along with the  
5 cost of the remodel. With regard to moving City hall, he wanted to know the value of the  
6 current City hall building and what a new City hall would cost. He thought the Gordo  
7 property was being considered for Public Works and now was the time to make some  
8 big decisions. Mayor Worel didn't think staff could determine the cost of a new building.  
9 Council Member Toly suggested this could be part of the Old Town Main Street area  
10 plan. Council Member Rubell stated there was a staff need, so he thought the options  
11 were to remodel, not to remodel and to move staff, or not to remodel and get rid of the  
12 building. He thought strategic alignment would be beneficial, but he didn't want to slow  
13 this down. Council Member Ciraco wanted to see the options and then consider the  
14 decision. He favored moving ahead with the analysis and then seeing how it could be  
15 cohesive with the Main Street Area Plan.

16  
17 McGrath summarized she would look at all City-owned properties, contemplate both an  
18 expansion or continued use at the Marsac with other uses elsewhere, or a separate use  
19 somewhere else. She would come back with order of magnitude costs for a potential  
20 new building, and add to the renovation costs the estimated costs for temporary staffing  
21 sites.

22  
23 Mayor Worel stated there were passionate comments about the City not having gender-  
24 neutral restrooms in this building and asked if Council supported adding gender neutral  
25 restroom(s). The majority of Council agreed to adding a restroom on the third floor.

26  
27 In response to a question on the proposed Council Chambers remodel, McGrath  
28 explained the purpose of the remodel was to improve the technology. The façade of the  
29 dais would hide the new technology. Scott Robertson, IT Manager, stated  
30 improvements were needed because there was no more capacity for cables. There also  
31 needed to be space for seven Planning Commissioners on the dais. It was indicated an  
32 ADA ramp up to the dais was also a necessity. McGrath stated decisions didn't need to  
33 be made today, but it could be discussed further when she came back with the  
34 requested information.

35  
36 Council Members Rubell and Ciraco wanted to wait to decide on the remodel until the  
37 options were presented. Council Member Toly favored the remodel in any capacity.  
38 Council Member Parigian asked what technology upgrades were being contemplated.  
39 Robertson explained the video needed to be supported, the microphone systems were  
40 very old and the amplifier was patched into a concentrator which was not the right way  
41 to do it. He wanted multilanguage support from the video. Daniel Patton, AV Technician,  
42 stated there were ADA requirements and currently the City did not have headsets for  
43 the hearing impaired. Robertson added the back of the room would also receive  
44 upgrades to provide better meeting space. Council Member Parigian asked if the  
45 improvements were required by law or if it was just a wish list. Patton stated ADA for the

PARK CITY COUNCIL MEETING - DRAFT

SUMMIT COUNTY, UTAH

April 4, 2024

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1 hard of hearing was a legal requirement. Council Member Parigian asked if the new  
2 technology could be moved to a new facility. Patton stated some of it could be moved. If  
3 the Council was considering a facility that would take four years, then he recommended  
4 doing the upgrades now. Council Member Parigian requested a prioritization list for the  
5 potential Chambers remodel. Council Members Rubell and Ciraco agreed.

6  
7 McGrath summarized Council direction was to add a gender-neutral restroom on the  
8 third floor, add an ADA ramp in the Chambers, IT will bring a prioritized list of  
9 technological improvement needs to Council, hold off on all other remodel plans for  
10 now, come back to Council with additional pricing information on temporary staffing  
11 locations if a remodel was prioritized, and bring options on current City-owned property  
12 for potential future City hall sites with order of magnitude costs for a new building. Matt  
13 Dias, City Manager, clarified staff would give the Council a full list of City-owned  
14 properties but the focus would only be on the top three or four most viable sites.

15  
16 Mayor Worel opened public input.

17  
18 Virginia Solomon thanked the Council for the gender-neutral restroom in the remodel  
19 plan and stated there were many folks who would use that space, not just the LGBTQ  
20 community.

21  
22 Mayor Worel closed public input.

23  
24 **REGULAR MEETING**

25  
26 **I. ROLL CALL**

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

28  
29 **II. RESOLUTION**

30  
31 **1. Consideration to Approve Resolution No. 01-2024, A Resolution Recognizing**  
**International Dark Sky Week:**

32  
33 Daly Edmunds, Audubon Rockies, and Rebecca Ward, Planning Director, presented  
34 this item. Edmunds asked that the Council pass this resolution and encourage

1 community members to protect the night sky. She indicated a large percentage of bird  
2 migration occurred at night and the dark skies would help them in their flight. She  
3 displayed a radiant image showing the light in Park City at night. She reviewed wasted  
4 light and showed the benefits of targeted lighting in outdoor places.

5  
6 Council Member Parigian moved to approve Resolution No. 01-2024, a resolution  
7 recognizing International Dark Sky Week. Council Member Toly seconded the motion.

8 **RESULT: APPROVED**

9 **AYES:** Council Members Ciraco, Parigian, Rubell, and Toly

10 **EXCUSED:** Council Member Dickey

11  
12 Mayor Worel opened public input. No comments were given. Mayor Worel closed public  
13 input.

14  
15 **2. Consideration to Approve Resolution 03-2024, A Resolution Recognizing the**  
**Zero Food Waste 2030 Compact:**

16 Luke Cartin, Environmental Sustainability Manager, stated the City and County Councils  
17 discussed this item in detail two weeks ago.

18  
19 Mayor Worel opened public input. No comments were given. Mayor Worel closed public  
20 input.

21  
22 Council Member Ciraco moved to approve Resolution 03-2024, a resolution recognizing  
23 the Zero Food Waste 2030 Compact. Council Member Rubell seconded the motion.

24  
25 **RESULT: APPROVED**

26 **AYES:** Council Members Ciraco, Parigian, Rubell, and Toly

27 **EXCUSED:** Council Member Dickey

28  
29 **III. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF**

30  
31 **Council Questions and Comments:**

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

37  
38 Mayor Worel indicated she went out with those delivering Meals on Wheels and she  
39 commended them for the amazing service they provide to the elderly and frail residents  
40 in the community.

41  
42 **Staff Communications Reports:**

1 **1. Water Fee Study Update:**

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

10 **2. Trails & Open Space Capital Projects and Programs Update Summer 2024:**

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

21 **3. 5-Acre Site Feasibility Study and Small Area Plan Timeline Update:**

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

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

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

9  
10 Council Member Rubell stated the expectations were missed, going from a 10-month  
11 timeline to a 19-month timeline, and he wanted it figured out so construction could begin  
12 next spring. As leaders, it was our job to figure this out and be aggressive. Dias stated  
13 he would take the support of Council, including financial support, and accelerate it,  
14 though it might be at a higher cost. He could schedule comprehensive and strategic  
15 work sessions to get this done. Council Member Rubell asked for a new report with a  
16 new timeline to show the aggressive action needed. Council Member Parigian asked  
17 what entitlements were needed, to which Dias stated the planning process needed to  
18 occur. McGrath noted the Homestake Affordable Housing Project took two and a half  
19 years from the release of the RFP to shovel in the ground. That project was a single use  
20 project and affordable master planned development (AMPD) that met code. She stated  
21 the more information and decisions that could be made upfront, the more certainty and  
22 clarity would be provided in the RFP process and the faster the next piece of the  
23 process could be implemented. Council Member Parigian stated they knew what they  
24 wanted for the 5-acre site and they hadn't even seen conceptual drawings. He wanted  
25 to get going on this.

26  
27 Mayor Worel stated they were in conversations with KAC and there were things in the  
28 letter of intent (LOI) that probably didn't apply anymore. Questions needed to be  
29 answered with regard to who would pay for soil remediation, parking, and housing.  
30 These were basic questions the Council needed to address. McGrath would come back  
31 with a list of questions for Council to discuss. Council Member Parigian wanted action  
32 now.

33  
34 Council Member Ciraco indicated the Council wanted to accelerate the process but  
35 decisions needed to be made. Otherwise, the timeline would continue to get extended.  
36 He supported doing anything to help consolidate the timeline. Regarding funding, the  
37 Council talked about using the transient room tax (TRT) funding on this project. Council  
38 Member Toly stated it was not clear whether KAC would own the land, so there needed  
39 to be a discussion on that. She didn't know what the budget would be or what would be  
40 placed on the property. She asked if more people would need to be hired to accelerate  
41 the process. She asked what resources McGrath needed to feel supported. McGrath  
42 stated she would come back with things that needed to be resolved. When answers to  
43 critical pieces were resolved, an RFP would be issued. There was a process the City  
44 needed to follow, including the Planning Commission process. A good RFP would  
45 produce quality proposals and would result in moving forward faster with a public/private

1 partnership. Then that firm could move forward with the MPD application. Once that  
2 went to the Planning Commission, staff could not accelerate it. She wanted to set  
3 reasonable expectations. She was invested in the success of this project and she was  
4 doing everything within her power to make this project a reality.

5  
6 Matt Dias asked if the Council was amenable to having additional meetings, to which  
7 the Council agreed. Council Member Rubell didn't want to wait a few weeks for a new  
8 list. He wanted to move now. He asked to see guideposts on moving ahead. McGrath  
9 stated she would get the list together by the end of next week, but she wanted to make  
10 sure the list was accurate. She didn't want to set the City up for an outcome that was  
11 less than desirable. Council Member Parigan asked to discuss this further and make  
12 decisions. Council Member Ciraco knew McGrath was doing everything she could, and  
13 he asked her to bring questions to the Council that they could give direction on.

14 McGrath asked if the RSOQ should be skipped and that the City go straight to a RFP.  
15 Council Member Rubell stated Council would give direction on the timeline and McGrath  
16 could decide how to make that happen. McGrath indicated skipping the RSOQ and  
17 going straight to the RFP would save time. There was discussion on how to accelerate  
18 the process. McGrath indicated she would email Council an updated staff report with  
19 accelerated timelines.

20  
21 **IV. PUBLIC INPUT (ANY MATTER OF CITY BUSINESS NOT SCHEDULED ON**  
22 **THE AGENDA)**

23  
24 Mayor Worel opened the meeting for any who wished to speak or submit comments on  
25 items not on the agenda.

26  
27 Kris Campbell, 84098, LGBTQ Taskforce, thanked the Council for putting in gender-  
28 neutral restrooms in the City Hall and noted it would help many people.

29  
30 Mayor Worel closed the public input portion of the meeting.

31  
32 **V. CONSIDERATION OF MINUTES**

33  
34 **1. Consideration to Approve the City Council Meeting Minutes from March 7,**  
35 **2024:**

36  
37 Council Member Toly moved to approve the City Council meeting minutes from March  
38 7, 2024. Council Member Ciraco seconded the motion.

39 **RESULT: APPROVED**

40 **AYES:** Council Members Ciraco, Parigan, Rubell, and Toly

41 **EXCUSED:** Council Member Dickey

42  
43 **VI. CONSENT AGENDA**

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

5  
6 Council Member Ciraco moved to approve the Consent Agenda. Council Member  
7 Rubell seconded the motion.

8 **RESULT: APPROVED**

9 **AYES:** Council Members Ciraco, Parigian, Rubell, and Toly

10 **EXCUSED:** Council Member Dickey

11 **VII. NEW BUSINESS**

14 **1. Historic Park City Alliance (HPCA) Annual Update:**

15 Jenny Diersen, Special Events Manager, Ginger Wicks, HPCA Executive Director, and  
16 Monty Coates, Board Chair, were present for this item. Diersen indicated HPCA  
17 oversaw the Main Street merchants. Last year the City entered into a five-year  
18 agreement with HPCA for centralized communication and waste management. The  
19 agreement required an annual update and for the Council to extend the agreement to  
20 the following year. They asked Council to extend the current agreement with HPCA until  
21 June 2025.

22  
23 Coates reviewed that after the business improvement district (BID) expired last fall,  
24 HPCA offered to sell memberships to the businesses in the district. This generated one  
25 third of the revenue the BID generated. The service contract with the City was essential  
26 to the organization. They hired a director who provided services to the businesses and  
27 City staff. The director also performed marketing campaigns for the district which  
28 enhanced sales tax revenues. He felt it was important the City and HPCA work together  
29 to ensure the district remained vibrant.

30  
31 Wicks highlighted the report found in the packet, and noted communication was  
32 essential between HPCA and the Main Street businesses. Half of the communications  
33 came from City staff. She supported City staff regarding waste management. She  
34 worked with every business on Main Street to see if they had contracts for trash pickup.  
35 They also worked with the Parking Department on issues and discussed mitigation  
36 efforts. She noted the Main Street Water Line Improvement Project was communicated  
37 to all the businesses. She asserted staff was great to work with and she felt the  
38 relationship between HPCA and the City had improved.

39  
40 Coates suggested having a requirement in the business licensing renewal process to  
41 show proof of trash service. He also requested that HPCA be a partner in the Main  
42 Street Area Plan. He requested that the Parking Department send parking usage,  
43 revenue, and sales tax quarterly reports to HPCA.

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

11  
12 Council Member Toly asked what businesses should do if the trash bins were  
13 overflowing. Wicks stated there were bins in other locations that weren't overflowing, but  
14 business employees didn't want to walk the extra steps to dump the trash. Cartin noted  
15 the trash pickups were increased, but folks weren't breaking down boxes, so the  
16 containers were full of air. He noted HPCA had been great at educating businesses and  
17 now the implementation of fines was the next step.

18  
19 Council Member Parigian didn't want to fine anyone and asked if there was a cardboard  
20 compactor. Diersen stated there were two compactors, extra bins, and daily pickups in  
21 the winter. She felt the possibilities had been maximized, so they were looking to  
22 change behavior. Council Member Rubell stated the contract was not in the packet and  
23 he didn't know the funding amount. Diersen indicated the contract was for \$80,000 per  
24 year and the report indicated they sought a one-year extension. Council Member Rubell  
25 asked if the HPCA membership was improving. Wicks stated they went to a member-  
26 based association last fall. It was challenging educating the businesses on the  
27 memberships but recently the memberships had been increasing. It was indicated  
28 surveys were sent to all businesses, whether they were members or not. Council  
29 Member Rubell asked how HPCA would continue without City funding. Coates stated  
30 the service would be limited to marketing. Council Member Rubell referred to the  
31 quarterly parking report request and asked if that was public information. Diersen  
32 indicated staff could send them links to the reports. They mainly wanted the information  
33 to pass along to the board and members. The parking use data was not generated on a  
34 regular basis but staff had tools to give that information to them on a long-term basis.

35  
36 Council Member Ciraco asked if a business had to provide information on their security  
37 system within the business licensing process, to which Diersen stated there were  
38 reviews by the Planning Department and Public Safety in the licensing process. Council  
39 Member Ciraco supported fines for waste negligence on Main Street. Regarding the  
40 HPCA contract for \$80,000, he asked how much went to communication and waste  
41 management. Wicks stated she relayed City communications weekly, and it usually  
42 revolved around trash.

43  
44 Council Member Toly stated the City just approved a resolution for zero waste and  
45 Wicks was doing a lot to help the trash problem. There was also a new waterline project

1 on Main Street, and the City needed help communicating that to the businesses. She  
2 supported renewing the contract. Council Member Parigian supported extending the  
3 contract and wanted the annual report in a Council meeting. Wicks stated she liked  
4 presenting to Council, but they were asking for a multi-year contract. Council Member  
5 Ciraco thought communication and waste management on Main Street was important.  
6 He wanted to consider this contract with the other requests for special service contracts.  
7 He favored the annual check-ins. Council Member Rubell had concerns with how this fit  
8 in with the special service contracts. He didn't want to discuss the multi-year contract  
9 until next year. He supported extending this for a year. He stated if quarterly parking  
10 reports only consisted of sending some links, then he supported that. Wicks confirmed  
11 that was all they were requesting. Mayor Worel summarized Council supported a one-  
12 year contract renewal and noted it should be discussed with the other service contracts.  
13 Council Member Rubell asked for a Council discussion about having a similar type  
14 situation with the Prospector Business Association.

15  
16 Mayor Worel opened public input. No comments were given. Mayor Worel closed public  
17 input.

18  
19 **2. Consideration to Approve Resolution 02-2024, a Resolution Adopting the**  
20 **American Public Works Association (APWA) Manual of Standard Specifications,**  
21 **the APWA Manual of Standard Plans, and the Park City 2024 Supplemental**  
22 **Standard Plans and Specifications to be Used for the Design and Construction of**  
23 **Projects:**

24 Becky Gutknecht and John Robertson, Engineering Department, presented this item.  
25 Gutknecht reviewed the standards guided construction practices to ensure better quality  
26 infrastructure. There were unique challenges in the City, so amendments were made to  
27 the specifications to address the challenges. She hoped these standards could be  
28 adopted tonight before the summer capital projects began.

29  
30 Gutknecht stated the amendments included the addition of telecommunication  
31 standards and a road cut moratorium for newly constructed or repaved roads for a  
32 certain number of years. There was also an addition of snowmelt system requirements  
33 and a two-inch waterline lateral minimum requirement.

34  
35 Council Member Rubell asked if these standards applied to the Manual of Uniform  
36 Traffic Controlled Devices (MUTCD). Gutknecht stated this was more specific to the  
37 infrastructure. The MUTCD was specific to signage and signalization. The APWA was  
38 focused on the materials to construct the infrastructure. Robertson noted the MUTCD  
39 was already adopted in City code. They would not conflict with these standards because  
40 these were focused on water and storm drains that tie into roadways.

41  
42 Mayor Worel opened public input. No comments were given. Mayor Worel closed public  
43 input.

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

8  
9 Council Member Toly moved to approve Resolution 02-2024, a resolution adopting the  
10 American Public Works Association (APWA) Manual of Standard Specifications, the  
11 APWA Manual of Standard Plans, and the Park City 2024 Supplemental Standard Plans  
12 and Specifications to be used for the design and construction of projects. Council  
13 Member Ciraco seconded the motion.

14 **RESULT: APPROVED**

15 **AYES:** Council Members Ciraco, Parigian, Rubell, and Toly

16 **EXCUSED:** Council Member Dickey

17  
18 **3. Microtransit Discussion:**

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

32  
33 Mayor Worel asked if staff had data on areas that didn't offer transit, to which  
34 Sanderson affirmed. Council Member Parigian asked if the data meant 4.5 customers  
35 per van per hour, to which Sanderson affirmed. Council Member Parigian asked how  
36 many vans were in the City daily in the winter, to which Fjeldsted stated five vans.  
37 Council Member Toly asked if there was a concept where the bus would stop in Park  
38 Meadows to which Sanderson stated the challenge in Park Meadows was finding  
39 appropriate stops. Council Member Toly asked if the Quinn's Junction route would go to  
40 the ice rink. Sanderson stated the bigger generator was going to the hospital. Council  
41 Member Toly asked if the wait time for the buses would lessen during certain seasons.  
42 Sanderson stated the wait times could lessen depending on the demand.  
43

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

6  
7 Mayor Worel opened public input.

8  
9 Luci Sosnowski, Grab a Cab owner, stated microtransit, Uber, and COVID greatly  
10 reduced her business. She noted several instances of seeing skiers being picked up by  
11 microtransit. She indicated it was her tax dollars that were putting her out of business.  
12 So many businesses were being hurt by microtransit. She suggested using local drivers  
13 to do the microtransit.

14  
15 Katherine Fagin 84060 spent a lot of time talking with Park City Transit Management  
16 about the transit problems in Park Meadows. There were 900 full-time households in  
17 Park Meadows and that should be considered when planning Transit. She urged the  
18 City to provide fixed-route service to this neighborhood.

19  
20 Sean Parker, 84060, stated the microtransit pilot program was silly because it was free  
21 Uber rides. The goal of transit should be extended to deserving communities such as  
22 low-income riders or youth. The vast majority of residents and visitors were privileged,  
23 and they could afford to pay. The only way to subsidize the Montage guests would be to  
24 reduce traffic.

25  
26 Mayor Worel closed public input.

27  
28 Council Member Rubell indicated there were some restrictions with microtransit, such  
29 as no car seats, which made it prohibitive to families. The outcome was that the  
30 residents should be served. He would steer away from the financial cost and focus on  
31 what worked and had the most success. He favored Option Three and liked the idea of  
32 partnering with local operators. He suggested giving families transportation gift cards to  
33 use with local companies. Council Member Toly agreed with Council Member Rubell  
34 and suggested looking at other areas that weren't currently serviced such as Aspen  
35 Springs. She thought focus should be given to Park Meadows. She supported Option  
36 Three and partnering with local businesses. Council Member Rubell asked about the  
37 extended coverage. Sanderson indicated those areas weren't necessarily good for  
38 fixed-route service, but the service could be modified with smaller vehicles. Regarding  
39 funding, there needed to be a framework for where the visioning went. The mindset of  
40 keeping the funding lower than microtransit was to provide more services.

41  
42 Council Member Parigian agreed with Council Member Rubell's comments and favored  
43 Option Three with a hybrid. He asked if there was a possibility of a circulator bus that  
44 took riders to the closest bus stop. Sanderson stated it was possible, but he had to look  
45 at the feasibility and the likelihood of customers using that option. He noted people were

**PARK CITY COUNCIL MEETING - DRAFT**

**SUMMIT COUNTY, UTAH**

**April 4, 2024**

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1 more likely to use transit if they only had one seat (no transfers). It worked well for high-  
2 demand areas, but these areas didn't warrant that. Council Member Parigian asked to  
3 see a concept of a circulator. Council Member Ciraco thought there was low hanging  
4 fruit around the fixed-route, and he wanted to put some of the microtransit money to  
5 fixed-routes. He asked to hear ideas on other services that could be provided in place of  
6 microtransit. Mayor Worel stated Council failed to lay out what the expected outcomes  
7 for the microtransit pilot were. She stated there was consensus to move more to the  
8 fixed-route options and she hoped to see measurables to see the success of those  
9 efforts. She also wanted to look at ways to include local transportation companies in the  
10 City's transit goals.

11  
12 Sanderson summarized Council leaned towards Options Three and Four and asked that  
13 staff flush those options out more, as well as work with local transportation companies.  
14 Council Member Rubell asked if there would be messaging that microtransit was  
15 ending. Sanderson stated the contract was over April 14. He looked to Council for  
16 direction. Council agreed to end microtransit in its current form. Council Member  
17 Parigian asked if microtransit should continue until a new system was put in place.  
18 Council Member Rubell noted microtransit usage decreased significantly after the ski  
19 season ended.

20  
21 **VIII. ADJOURNMENT**

22  
23 **IX. PARK CITY HOUSING AUTHORITY MEETING**

24  
25 **X. ROLL CALL**

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

27  
28 **XI. PUBLIC INPUT (ANY MATTER OF CITY BUSINESS NOT SCHEDULED ON**  
29 **THE AGENDA)**

30  
31 Chair Worel opened the meeting for any who wished to speak or submit comments on  
32 items not on the agenda. No comments were given. Chair Worel closed the public input  
33 portion of the meeting.

1 **XII. NEW BUSINESS**

2

3 **1. Consideration to Waive the Park Meadows Country Club Affordable Housing**

4 **Requirement Generated by a Proposed Maintenance Building Expansion Project:**

5 Mayor Worel disclosed she was a member of the Park Meadows Country Club. Council  
6 Member Ciraco disclosed he was a social member of the Park Meadows Country Club.  
7 Jason Glidden, Housing Manager, and Mike Councilman, Park Meadows Country Club  
8 General Manager, were present for this item. Glidden reviewed the purpose of the  
9 housing mitigation plan was to ensure new development did not adversely affect  
10 affordable housing. He displayed the proposed expansion and indicated it would include  
11 a maintenance building, a lean-to shed to cover vehicles, and a new employee parking  
12 area. The waiver request was based on the fact that this would not increase the number  
13 of employees working at the country club. He noted the facility was located in the  
14 Recreation Open Space zone which did not allow housing.

15

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

24

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

27

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

31 **RESULT: APPROVED**

32 **AYES:** Board Members Ciraco, Parigian, Rubell, and Toly

33 **EXCUSED:** Board Member Dickey

34

35 **2. Consideration of the Affordable Housing Mitigation Plan Proposed by Yarrow**

36 **Hotel Owners, LLC:**

37 Jason Glidden, Housing Manager, presented this item. Craig Elliott and Peter Tomai,  
38 representing the developer, were present as well. Glidden reviewed the background of  
39 the hotel and indicated the proposal was a redevelopment to include 218 market rate  
40 units, 52 deed restricted units, and 27,000 square feet of mixed-commercial. They  
41 proposed to develop more than the required number of affordable units. Glidden stated  
42 this was coming to Council before it went to the Planning Commission for consideration  
43 because if Council had changes to the plan, it would affect the design and they could

1 make the changes before they took it to the Planning Commission. Council Member  
2 Rubell asked to continue this until there was more information.  
3

4 Chair Worel opened the public hearing. No comments were given. Chair Worel closed  
5 the public hearing.  
6

7 Council Member Parigian stated the goal was to match the impact on the community  
8 with the housing. He stated the proposed housing was 80% AMI and none of the jobs in  
9 that development would pay 80% AMI. He didn't think that fit the City's goals and he  
10 wanted to discuss it further. He wanted it to be more of an income-based scenario.  
11 Glidden stated the developer was compliant with the 80% AMI requirement as set forth  
12 in the current housing resolution. Council Member Parigian asserted even though it  
13 wasn't required, they could voluntarily lower the AMI for the housing. Council Member  
14 Ciraco agreed the Council should not get ahead of the Planning Commission. In  
15 general, he liked the concept and he thought it was important to keep a hotel in that  
16 area. He liked the affordable housing location as well.  
17

18 Glidden asked for any comments on the affordable housing part of the development.  
19 Council Member Ciraco stated the affordable housing units didn't need to be occupied  
20 by the employees of the development and noted there were developments with lower  
21 AMIs, so he didn't have an issue with affordability. Council Member Rubell hoped there  
22 was a way the development could establish an average AMI so some units were higher  
23 and some lower.  
24

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

28 **RESULT: CONTINUED TO A DATE UNCERTAIN**

29 **AYES:** Board Members Ciraco, Parigian, Rubell, and Toly

30 **EXCUSED:** Board Member Dickey

31  
32 **XIII. ADJOURNMENT**  
33

34 With no further business, the meeting was adjourned.  
35  
36  
37

Michelle Kellogg, City Recorder



## City Council Staff Report

**Subject: USSS Sponsorship Agreement**

**Author: Tate Shaw, Assistant Recreation Director**

**Department: Recreation**

**Date: April 25, 2024**

### Recommendation

Consider a request to authorize the City Manager to renew a 10-year sponsorship agreement (attachment A) with United States Ski and Snowboard (USSS) in a form approved by the City Attorney.

### Executive Summary

The Park City Recreation Team requests consideration of a 10-year renewal of the current Sponsorship Agreement with USSA, formerly known as the U.S. Ski and Snowboard Association. As part of the Agreement, USSS elite athletes, coaches, and employees use the Park City Municipal Athletic & Recreation Center (PC MARC) at no charge. In return, the PC MARC is licensed to market our facility as "an Official Training Center of the U.S. Ski & Snowboard Team" using the official logos for USSS in various promotional and marketing materials. In addition, USSS athletes and coaches work with our team to create community engagement and learning opportunities for social functions with elite athletes and coaches. Examples including training programs, clinics, and coaching for locals and youth programming.

We believe the interaction and fitness skills learned and enjoyed from working alongside Olympic medalists continue Park City's long-standing tradition and are consistent with Utah's pursuit of the next Winter Olympics. Despite building The Center of Excellence in the Quinn's Junction area, USSS still seeks the use of the PC MARC and its programming and facilities to supplement its athletic programming. The 2019 agreement will be expiring and the interest between both parties is to renew the agreement through the 2034 Olympic Games.

### Analysis

- Park City entered into a sponsorship agreement with USSS in 1997, and the agreement has been renewed six times since then, most recently in 2019.
- The original agreement enabled the former Racquet Club to enter the fitness market as USSS donated much of the fitness equipment within the facility.
- In 2012, additional equipment was donated to the newly opened PC MARC by USSS.
- The PC MARC will be licensed to market the facility as "an Official Training Center of the U.S. Ski & Snowboard Team" using the official USSS logos in publications, clothing, and other marketing materials.

- USSS will work with recreation staff to create opportunities for joint social functions, coaching, and clinics with USSS elite athletes, coaches, and the public.
- USSS elite athletes, coaches, and staff are provided free access to PC MARC, other than access to the racquet sports programs.
- If a USSS pass holder wishes to participate in a fitness class at capacity, they either pay the drop-in fee or give up their spot to a paying customer.
- Historically, the agreement has not had negative impacts on the PC MARC. In 2023, 1096 scans were used for participating USSS athletes and employees, averaging three scans per day.

### **Funding Source**

Funding will be covered under the Recreation operating budget.

### **Attachments**

A USSS PC MARC 2024 Agreement

**2024 SPONSORSHIP AGREEMENT**  
**UNITED STATES SKI AND SNOWBOARD (USSS)**

This sponsorship agreement is between PARK CITY MUNICIPAL CORPORATION, a Utah municipal corporation (“**PCMC**”), and UNITED STATES SKI ASSOCIATION, a Utah nonprofit corporation, doing business as UNITED STATES SKI AND SNOWBOARD ASSOCIATION (“**USSS**”).

USSS is the national governing body for Olympic skiing and snowboarding in the United States and is the national association for skiing and snowboarding under the International Ski and Snowboard Federation (“**FIS**”). It is headquartered in Park City, Utah.

PCMC owns and operates the Park City Municipal Athletic and Recreation Center (the “**MARC**”) as a public facility located at 1200 Little Kate Road in Park City, Utah.

USSS and PCMC desire to allow use of the MARC as an ‘Official Training Center’ for USSS for the use, enjoyment, and benefit of the general public and USSS athletes, coaches, and staff.

PCMC and USSS therefore agree as follows:

1. **Term.** The term of this agreement ends at midnight at the end of 31 December 2034.
2. **Obligations of USSS.**
  - 2.1 USSS shall cooperate with MARC staff to create opportunities for joint events with USSS athletes, coaches, staff, and the public, including youth opportunities when USSS athletes are in the Park City area and are available for such functions. USSS, including its athletes, coaches and staff, will not be required to attend any joint event but shall make reasonable efforts to encourage attendance and participation at such events.
  - 2.2 USSS shall provide MARC staff with a list identifying all current athletes, coaches and staff eligible for free access. USSS shall provide an updated list annually and may make additions at other times by providing additional names to MARC staff.
  - 2.3 USSS athletes, coaches, and staff may participate in MARC classes. However, if a class is full, USSS team members, coaches, and staff will have the option of paying for the class or withdrawing so that the class spot can be used by a paying customer.
  - 2.4 USSS hereby licenses the MARC to use the name and marks of the U.S. Ski and Snowboard Team and to allow the MARC to use the phrase “Official Training Center of the U.S. Ski & Snowboard Team” or similar designation in conjunction with the services provided at the MARC. Any use of a similar designation by the MARC requires the prior approval of USSS, which will not be unreasonably withheld. All marketing materials produced and distributed by PCMC that make reference to any USSS names or marks must provide trademark attribution that the marks are owned by USSS and must be pre-

approved by USSS. In the event that USSS enters into a corporate partnership during the term of this agreement and that corporate partnership would be impacted by or would impact this agreement, USSS will have the right to terminate this agreement after providing thirty (30) days written notice to PCMC. USSS will use commercially reasonable efforts to alter the relationship to accommodate all parties.

2.5 USSS, including its athletes, coaches, and staff, must abide by the MARC's Policies and Procedures and Code of Conduct and PCMC laws and regulations. Failure to comply with this section may result in termination of this agreement or individual participants being excluded from MARC facilities at the discretion of PCMC.

**3. Obligations of PCMC.**

3.1 Unless otherwise stated in this agreement or agreed to by the parties, PCMC shall not charge USSS athletes, coaches, or staff for the use of the MARC or for training or programs administered by MARC staff. The following areas and programs at the MARC are available for free use by USSS, subject to availability, operational hours, and scheduled classes:

- Weight rooms
- Pools
- Aerobics rooms and classes
- Spinning rooms and classes
- Gymnasium
- Locker rooms

USSS and its athletes, coaches, and staff will not have free access to tennis and pickleball courts and racquet sports-related programs. Additionally, PCMC may give priority to regular customers in classes or programs offered to a limited number of participants. In such circumstances, USSS athletes, coaches, and staff will have the option of paying the standard rate for these classes and programs.

3.2 PCMC shall cooperate with USSS to schedule training opportunities for USSS athletes, coaches, and staff.

3.3 PCMC agrees to review and consider providing access to the MARC by guests of USSS upon a request by USSS.

3.4 In the event that the MARC enters into a corporate partnership during the term of this agreement with a national commercial brand, PCMC will have the right to alter or terminate this agreement after providing sixty (60) days written notice to USSS. PCMC will use commercially reasonable efforts to alter the relationship to accommodate all parties.

3.5 PCMC shall not make any reference to the United States Olympic & Paralympic Committee or utilize any Olympic marks, symbols, or terminology in any of its publicity, promotion, advertising, and marketing materials for the MARC, unless specifically authorized in writing to do so by USSS or the United States Olympic & Paralympic Committee.

**4. Insurance and Indemnity.**

4.1 USSS agrees to indemnify and defend PCMC, its employees, and its agents against all losses and reasonable litigation expenses related to the use of the MARC by USSS and its athletes, coaches, staff, guests, and anyone else authorized to use the MARC pursuant to this agreement. The obligation to indemnify and defend specifically includes but is not limited to injuries to persons or property from the use of the MARC for training, classes, or programs. However, this provision does not apply to the extent that PCMC (including its employees and agents) was solely negligent or intentionally caused the losses. If losses result from the concurrent negligence of PCMC, its employees, and its agents, this indemnity provision shall be valid and enforceable only to the extent of the negligence of USSS. Losses include any amount awarded in, or paid in settlement of, any judicial, administrative, or arbitration action, suit, claim, investigation, or proceeding (collectively, "**Proceeding**"). Reasonable litigation expenses include any reasonable out-of-pocket expense incurred in defending a Proceeding or in any related investigation or negotiation, including court filing fees, court costs, arbitration fees, witness fees, and attorneys' and other professionals' fees and disbursements. The provisions of this section shall survive the expiration or termination of this agreement.

4.2 USSS shall maintain commercial general liability insurance on a primary and non-contributory basis in comparison to all other insurance, including PCMC's own policies of insurance, for all claims against PCMC. The policy must be written on an occurrence basis with limits not less than \$2,000,000 per occurrence and \$4,000,000 aggregate for personal injury and property damage. USSS shall provide PCMC with a certificate of insurance evidencing the required coverage and naming Park City Municipal Corporation as an additional insured on or before the effective date of this agreement.

4.3 PCMC shall maintain appropriate property insurance. If damage or destruction to the MARC shall be so extensive as to require substantial rebuilding, the effect of which may require removal of USSS' operations from the premises, either PCMC or USSS may elect to terminate this Agreement by written notice to the other within thirty (30) days after occurrence of such damage or destruction.

## 5. Miscellaneous Provisions

- 5.1 No waiver or failure to act with respect to any breach of this agreement shall be deemed a waiver with respect to any subsequent breach, regardless of its similarity to a previous breach.
- 5.2 Neither party may assign or transfer any part of this agreement to any third party without the other party's prior written approval.
- 5.3 Without limiting the foregoing, for purposes of any obligation in connection with this agreement, USSS shall not be deemed to be a partner or agent of PCMC or any third party.
- 5.4 This Agreement constitutes the entire understanding between the parties regarding the subject matter of this Agreement. Any modification of this agreement must be in writing and signed by both parties.
- 5.5 Failure to comply with any of the provisions stated in this agreement shall constitute a material breach of this agreement and provide cause for termination.
- 5.6 For a notice or other communication to a party under this agreement to be valid, it must be addressed using the information specified below for that party or any other information specified by that party in a notice delivered in accordance with this section.

To PCMC:	To USSS:
Park City Municipal Corporation P.O. Box 1480 Park City, UT 84060-1480 ATTN: Recreation Director  Cc: <a href="mailto:PCMC_Notices@parkcity.org">PCMC_Notices@parkcity.org</a>	United States Ski and Snowboard Association PO Box 100 Park City, UT 84060 ATTN: General Counsel  Cc: <a href="mailto:legal@usskiandsnowboard.org">legal@usskiandsnowboard.org</a>

- 5.7 This Agreement may be executed in counterparts, and copies of executed signature pages shall be fully binding.
- 5.8 This Agreement shall be construed in accordance with the laws of the State of Utah, without regard to conflict of law principles, and, to the extent applicable, United States laws for the appropriate rules and regulations governing trademarks.
- 5.9 Either party may request changes to this Agreement and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding

upon unless such change or addition be in writing and signed by both parties. Such amendments shall be attached to and made part of this Agreement.

- 5.10 The forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement.
- 5.11 Time is of the essence in the performance of the provisions of this Agreement.

Each party is signing this agreement on the date stated opposite that party's signature.

**PARK CITY MUNICIPAL CORPORATION**, a Utah  
municipal corporation

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Matt Dias  
City Manager

Attest:

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City Recorder's Office

Approved as to form:

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City Attorney's Office

**UNITED STATES SKI ASSOCIATION**, a Utah  
nonprofit corporation, doing business as **UNITED  
STATES SKI AND SNOWBOARD ASSOCIATION**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Sophie Goldschmidt, President and CEO

## City Council Staff Report

**Subject:** Bus Stop Construction Phase 1 Contract Award  
**Author:** Philip Adams  
**Department:** Engineering  
**Date:** April 25, 2024  
**Type of Item:** Consent

### Recommendation

Review and consider a request to authorize the City Manager to execute a Construction Agreement with B. Hansen Construction, Inc. in a form approved by the City Attorney's Office not to exceed \$548,793 to improve 19 bus stops within Park City.

### Executive Summary

Hansen Construction will improve 19 stops in the summer of 2024, focusing on accessibility and rider amenity improvements to increase ridership and enhance rider experiences. Shelters are planned for high ridership locations, and the Engineering and Transportation Department partnered with UDOT, the Park City Procurement Manager, and the City Attorney's Office to complete a complex and Federally approved procurement.

### Analysis

On April 27, 2023, the Council approved a Design Professional Services Agreement (DPSA) with HNTB to program manage the design and installation of approximately 72 bus stops across Park City in 3 phases. Engineering and Transportation led the Bus Stop Improvement program with support from Transit, Public Works, and Public Utilities. Additionally, the Engineering Department is coordinating and exploring options related to public art installation at bus stop locations.

On March 14, 2024, the Council authorized the City Manager to execute a DPSA with MODSTREET, Inc. to fabricate and deliver up to 20 new and improved bus shelters for Park City as the first of this three-phased project. The requested approval of the above-referenced Construction Agreement will allow for the installation of new sidewalks, benches, stops, and pads for the shelters currently in production and scheduled for a July 2024 delivery.

Public outreach will continue throughout the project and includes neighborhood liaisons for the Thaynes and Park Meadows neighborhoods. Additional details about the project's outreach can be found in [the December 5 "Bus Stop Improvements Outreach Update Staff Communications."](#)

### Funding

Funding is provided through a combination of Federal grants and local matching funds at an 80/20 cost share. Federal grant funds for this project offer a tremendous opportunity to leverage outside funding to benefit Park City.

<b>Source</b>	<b>Amount</b>
Federal Grant (80%)	\$439,034.40
Matching Funds (20%)	\$109,758.60
	<b>\$548,793.00</b>



Shelter concept - *subject to modifications as dictated by site conditions.*



## City Council Staff Report

**Subject:** Homestake Road Storm Drain Improvement Project Construction Award  
**Author:** Philip Adams  
**Department:** Engineering  
**Date:** April 25, 2024

### Recommendation

Review and consider authorizing the City Manager to execute a Construction Agreement in a form approved by the City Attorney's Office with Geneva Rock Products for the Homestake Storm Drain Improvement Project (Project) Construction not to exceed \$762,945.

### Background

As a major component of the efforts to coordinate and support the implementation of the Bonanza Small Area Plan and neighborhood improvements, it was determined that roadway and pedestrian enhancements were necessary for both Homestake Rd and Munchkin Rd. During the preliminary plan and design development, we broke the construction into two separate construction cycles over a two-year period. The first phase involves the installation of a new 15" reinforced concrete pipe (RCP) line along Homestake Road to enhance the storm drainage infrastructure – currently, there is none, and we anticipate this will become a highly utilized corridor moving forward. The project will begin near Walgreens and terminate at an existing manhole on Kearns Ave in front of the Blind Dog Restaurant. We have coordinated with impacted businesses on our planning and design.

### Analysis

The Invitation to Bid was published on March 14, 2024, and advertised for three weeks on the Utah Public Procurement Place (U3P) and the Park City Municipal Corporation website. A pre-bid meeting was held on March 25, 2024, and four interested parties attended. Electronic bids were required by 3:00 p.m. on April 4, 2024, followed by a public bid opening conducted on Teams. Three bidders bid and Geneva Rock Products was the lowest responsive bidder and, therefore, recommended for the project. We believe the bid to be consistent and reasonable with local pricing to time, materials, and products.

	Firm	Total Bid
1.	<b>Geneva Rock Products</b>	<b>\$762,945.00</b>

**Department Review**

Engineering, Public Works, and Legal have reviewed the construction documents, received bid, and this staff report.

**Funding**

The project is fully funded using Additional Resort Sales Tax funds.



## City Council Staff Report

**Subject:** CP0576 Ability Way Roadway Improvements Design Professional Services Agreement  
**Author:** Philip Adams  
**Department:** Engineering  
**Date:** April 25, 2024

### Recommendation

Consider a request to authorize the City Manager to execute a Design Professional Services Agreement (DPSA) with HDR (Consultant) in a form approved by the City Attorney for design and construction document preparation for the Ability Way Roadway Improvements project, not to exceed \$188,549.15.

### Executive Summary

The National Ability Center (NAC) approached the Engineering Department in 2022, requesting assistance from the City to improve Ability Way. Ability Way is the road used as the main access point for the NAC. The current roadway is narrow and does not allow for the safe passage of all users of the roadway, including NAC visitors, delivery trucks, bikes, and/or pedestrians accessing the Round Valley trail system.

During the 2023 Capital Projects budget process, the City Council approved funding a 12-foot-wide multi-use path running adjacent to the roadway, which will cost up to \$630,000 for the project to widen Ability Way and construct the path on the north shoulder. The new roadway section will have two 11' lanes and a 12' wide multi-use path running adjacent to it.

A section of the roadway is entirely within the NAC's property. The NAC has agreed to participate in funding construction for that section of the road. The required amount of funds for that work will be determined during the design process. The design of that section of the roadway is included in the cost of the HDR services.

To initiate design, the Engineering Department issued a Request for Statements of Qualification (RSOQ) on December 14, 2023. Four firms responded, with HDR being deemed the most qualified by the selection committee.

### Funding

The funds for the roadway improvements project will come from the Additional Resort Sales Tax. An additional \$100,000 has been requested for construction as part of the 2024 Capital Projects process to account for increased labor and materials costs.

### Exhibits

Exhibit A: HDR Statement of Qualifications  
Exhibit B: Scope of Work and Fee Proposal

## EXHIBIT A



January 8, 2024

Philip Adams  
Park City Municipal Corporation  
Philip.Adams@parkcity.org

**RE: CP0576 — Ability Way Roadway Improvements Project**

Dear Philip and Members of the Selection Committee:

Ability Way is relied upon for safe access to the National Ability Center (NAC) and access to numerous multi-use trails. The narrow roadway makes it unsafe for pedestrians and cyclists when vehicles are present and difficult for semi-trucks to make deliveries as they tend to block traffic. Park City supports the need to increase the width of the roadway, as well as install a multi-use trail to improve safety for all users. HDR brings an experienced local transportation team, familiarity with Park City standards, policies, and procedures, and a proven approach to deliver this project in advance of the 2024 construction season.

We bring:

- A **“Design to Budget”** approach where the design and delivery efforts are carefully planned and coordinated to provide a roadway and multi-use trail that have been crafted to minimize time and maximize funding while meeting Park City’s goals.
- **Experienced local staff skilled in preparing roadway design packages.** Our dedicated roadway team works on roadway projects every day and has the detailed knowledge and experience to prepare quality contract documents in compressed timeframes. Specifically our Project Manager Jeff Upright and Design Engineer Kelly Johnston have delivered Park City projects. The HDR team has partnered with Meridian for topographic survey and right-of-way (ROW) engineering and KCI for subsurface utility engineering (SUE).
- **A compact, integrated team with experience delivering quality projects on aggressive schedules.** To aggressively manage the critical path, our in-house environmental experts will work closely with the design team so impacts to resources are minimized. Our design team will also work with our construction team to make sure it is constructable.

We are pleased to present our qualifications for this important project and our team is committed to your success. Lisa Tuck, Area Manager, is authorized to negotiate and sign a contract that may result from this proposal. We have included minor contract modifications (attached in supplemental information). If you have questions or require further information, please contact our Project Manager Jeff Upright at 385.347.7346 or Jeffery.Upright@hdrinc.com.

Sincerely,

Lisa M. Tuck  
Sr. Vice President/Area Manager

Jeff Upright, PE, ENV SP  
Project Manager

# Why HDR

HDR brings many unique features to provide Park City with a high quality, successful roadway improvement project that improves the safety of travelers who use Ability Way. These include our ability to:

**Maximize Available Funding.** Our team's experience delivering similar projects locally and throughout the state, coupled with strong team leadership and the right mix of senior and junior staff, leads to cost-effective and efficient delivery.

**Full-Service Under One Roof.** Our in-house roadway design, environmental, ROW (if needed), construction management, and public outreach managed by a single project manager provides Park City with well-coordinated and efficient delivery of services from planning through construction.

**Deliver a Quality Design Package.** Roadway design is what we do. Our experienced staff can quickly identify issues, formulate solutions, and develop quality contract documents to control costs and keep the project on schedule. With a holistic view, our team understands how to efficiently integrate key design elements into this improvement while collaborating with stakeholders to reduce rework.

## KEY STAFF & TASK LEADS



### Jeff Upright, PE, ENV SP | Project Manager

As the Project Manager (PM), Jeff will actively communicate with Philip Adams and Park City staff to maintain a clear understanding of project needs to meet the schedule. Jeff will hold bi-weekly updates consisting of progress, budget, and forecasting for the upcoming weeks so staffing and resources are readily available to meet project schedules. Jeff has served as both PM and Design Manager on numerous projects over the years and has guided teams on the scheduled delivery of roadway projects. While at another firm, he recently worked with Park City as the Deputy PM and Design Manager for the Quinns Junction Park and Ride and the Park Avenue Bus Shelters project. At HDR, Jeff has acted as the Lead Design Manager for the 3650 South; 2700 West to 3200 West project (Lancer Way) for West Valley City. During the project, he coordinated with various stakeholders and facilitated multiple meetings between various utility owners and city staff for the preparation of a complete roadway re-build in a complex urban

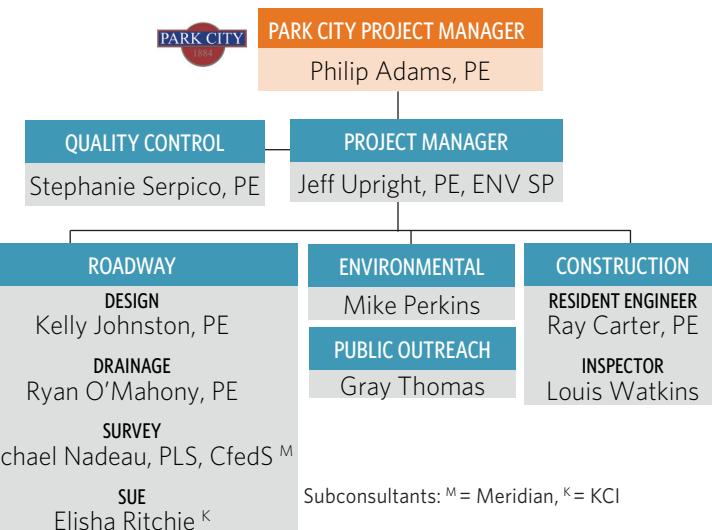


Figure 1. Our team is streamlined to provide effective and efficient project delivery.

corridor. The Lancer Way project has successfully entered the phase of bidding and will ultimately begin construction in Spring 2024.

**Availability:** Jeff will have 50% of his time available to manage and guide this project from start to finish.



### Kelly Johnston, PE | Design

Kelly will coordinate with the other design disciplines to optimize the roadway and multi-use trail design to minimize impacts to adjacent wetlands. In her 11 years of experience, she has prepared dozens of varied roadway designs for both local governments and the Utah Department of Transportation (UDOT). On the Summit County and Park City Intersections Study project, Kelly provided concept designs at several of the intersections, including the addition of lanes, turn lanes, major reconfiguring, and bike and transit lane concepts. For Lancer Way, Kelly prepared the roadway design for the pavement, sidewalk, driveways, landscaping, and coordinated with West Valley City to provide updates on the design.

**Availability:** Kelly will have 35% of her time available to lead the design of this project.



### Ryan O'Mahony, PE | Drainage

Ryan has over 15 years of stormwater analysis and design supporting transportation projects. For the past eight years, Ryan has helped deliver more than 20 roadway improvement and trail projects, both in urban and rural locations. For the Ability Way project, he understands the stormwater and erosion issues, the need to minimize the footprint for stormwater options, and the desire for minimal Park City maintenance impacts. Ryan has an understanding of erosion control best management practices that will be required during construction because of the history of erosion and washout issues from the north side of the roadway.

**Availability:** Ryan will be 40% available to address the drainage needs associated with this project.



### Mike Perkins | Environmental

Mike has 23 years of experience in environmental science and compliance with environmental laws and regulations. His experience includes performing jurisdictional wetland delineations, surveys for sensitive species habitat, environmental permitting and clearances, and preparing and implementing mitigation plans. Recently he successfully completed a migratory bird study for Park City. For this project, Mike and his team will conduct a wetland delineation and habitat assessment for Ute Ladies'-tresses habitat, then coordinate with Park City and permitting agencies to determine how to appropriately address impacts, then prepare documentation for environmental permits, clearances, and mitigation.

**Availability:** Mike will be 35% available for the environmental needs of this project.



### Ray Carter, PE | Resident Engineer

Ray has been a resident engineer (RE) for 15 years, working on local government and UDOT projects. Ray will work with the selected contractor and his team to anticipate and resolve construction issues including those related to traffic control, quality materials, and impacts to residents, stakeholders, and motorists. He will monitor the contract budget and schedule to make sure the project is completed by February 21, 2025 and that it finishes within budget. Similar to the SR-248; Cooke Drive to US-40

Roadway Improvements Project, Ray and his team will partner with you to construct a quality roadway and multi-use trail that will benefit future generations.

**Availability:** Ray will have 35% of his time available to manage the construction of this project.



### Louis Watkins | Inspector

Louis has 15 years of construction experience and has completed several local government and UDOT paving projects, most recently SR-248; Cooke Drive to US-40 for Park City. He is certified to perform the inspection

and testing of all materials placed. Louis will verify that all Park City project standards and contract requirements are met, including traffic control restrictions and accesses, pavement specifications, and Stormwater Pollution Prevention Plan (SWPPP) requirements. He will complete testing in accordance with Park City requirements. Louis will complete a detailed daily report which will document construction activities, including traffic control, safety, environmental compliance, concrete and density test results, quantities placed, and labor, equipment, and materials used on site. He will enter completed items of work for payment, so that pay estimates can be processed quickly and efficiently. He will then upload the report to SharePoint daily, and Philip (and other approved personnel) will have easy access to instantly review it.

**Availability:** Louis will be 50% available to lead the inspection of this project.



### Stephanie Serpico, PE | Quality Control

Stephanie has a long and successful history of leading transportation projects and programs in Oregon. She is skilled at identifying political and project risks and helps to lead alternatives analyses that result in durable and supported decisions. Having worked for the Oregon Department of Transportation for 14 years, she provides Park City an owner's perspective to anticipate and resolve conflicts and build consensus. In addition to her ability to deliver complex, multi-disciplined projects, she has managed numerous projects with alternative analysis phases. For the Ability Way project she will review the contract documents conformance to standards, consistency between discipline sheets and accuracy of quantities in the plans and cost estimate.

**Availability:** Stephanie will be 70% available to perform QC activities on this project.

## PREVIOUS PROJECTS

### 3650 South (Lancer Way); 2700 West to 3200 West | West Valley City & UDOT

HDR recently submitted the final design for a roadway improvement project consisting of widening 3650 South from two lanes to three. The project extends from 2700 West to 3200 West in West Valley City and will improve mobility and safety for additional modes of traffic by adding bike lanes and sidewalks. The project consisted of new curb and gutter, park strip, and sidewalks with an enhanced midblock pedestrian crossing at the Utah Transit Authority (UTA) intermodal transit hub. Extensive coordination with homeowners and public outreach was accomplished to help facilitate the acquisition of 34 parcels impacted by the project. These impacts included ROW strip takes and temporary construction easements. In addition, we coordinated with various stakeholders and negotiated with Rocky

## About Us

For over a century, HDR has partnered with clients to shape communities and push the boundaries of what's possible. Our expertise spans nearly 13,000 employees in more than 225 locations around the world — including more than 100 right here in Utah. Doing nearly \$4 billion of work annually, our engineering, architecture, environmental, and construction services bring an impressive breadth of knowledge to every project. Our optimistic approach to finding innovative solutions defined our past and drives our future.

Mountain Power and a multitude of communication companies to design the 12,470 volt primary power corridor in a joint trench with all parties, thus saving on construction costs and time. A complex storm drainage system was developed to mitigate known nuisance and flooding locations within the corridor and adjacent properties. Additionally, two underground stormwater detention facilities were designed to reduce flows and improve water quality downstream.

**How we overcame project challenges:** Our team, including Jeff, Kelly, and Ryan, coordinated with West Valley City and multiple utility providers (Rocky Mountain Power, Comcast, Lumen, and Utopia) early in the conceptual design phase so areas were established for burying overhead lines. Regular meetings kept the teams engaged and aware of changes within the project. Ultimately all utility companies came to an agreement to provide their conduits and have the project contractor install them in a combined joint trench, thus saving the project time and money.

### SR-248; Cooke Drive to US-40 Roadway Improvements | Park City

This project required complex planning and proactive coordination with the contractor and the public outreach team so residents and several businesses could maintain continual access during major construction activities which included the complete removal and replacement of curb, gutter, sidewalk, street lighting, pedestrian crossings, and a new pedestrian tunnel. Other work involved signal revisions, multiple utility relocations, and a new storm drain system. Ray worked with his team to review, enforce, and when necessary, modify the approved traffic control plan so impacts to adjacent business owners, and commuters were minimized.

**How we overcame project challenges:** Our construction team, including public outreach, worked closely with Park City to coordinate construction activities with Treasure Mountain Junior High School, McPolin Elementary School, and Park City High School. We worked with the contractor to re-sequence construction activities on school days to eliminate delays and potential accidents.

### Summit County and Park City Intersection Improvement Study | UDOT

We prepared a study to evaluate concepts that would reduce travel time delay along SR-224 and SR-248 to reasonable levels and enhance the ability for pedestrian and bicyclists to utilize these intersections safely and comfortably. The concepts will be amended into the statewide rural long-range plan. The intersection concepts considered improvements to accommodate transit service, general vehicle performance, pedestrians, cyclists, and the physically challenged. There is limited capacity for people traveling by vehicle to park so capacity improvements will need to be strategic to not push bottlenecks downstream and further disrupt the community. Our analysis showed the need to evaluate roadway

segments or determine strategies to be pursued further such as the amount of traffic needed to shift to transit or carpool to operate at a reasonable level of service. The final report provides a summary of traffic performance and information for transit, general purpose vehicles, and a compilation of ideas that were considered and why they were or were not moved forward.

**How we overcame project challenges:** This study required extensive coordination with adjacent projects, stakeholders, and agencies. We held numerous public meetings and workshops to identify issues and gain consensus on proposed solutions.

#### Zion National Park South Entrance Roadway Project | National Park Service

HDR is currently working with Zion National Park to develop plans and specifications for improvements to the south entrance of the park. The project goals include redesigning/realigning the south entrance roadways, expanding parking to increase capacity, providing pedestrian path connectivity, improving deficiencies in usability and rebuilding the area while taking into consideration environmental and cultural impacts. Traffic circulation improvements include a new bridge over the Virgin River with travel path, two roundabouts, redesign/renovation of parking lots for large vehicles, switching over the aging propane bus fueling system to an all-electric bus charging system complete with an expansion of the bus charging facilities

#### Figure 2. Critical Elements for a Successful Project

We have researched the project, talked with Park City and NAC staff, and walked the site to determine project risks. Using this information, we identified the critical elements to be addressed for a successful outcome.

**1 Alignment of the new multi-use path.** Our team has designed and constructed numerous multi-use paths. Working with Park City, we will consider a separated path and a connected path while balancing rider comfort and ease of connections to existing trails. We will also work with Park City maintenance to design low cost/maintainable facilities.

**Benefit:** Our experience designing and constructing multi-use paths with similar issues results in cost savings and assurance the designs will be delivered right the first time.

**2 Impacts during construction to the NAC.** Ability Way is the only paved access to the NAC. Our team will collaborate with the NAC to evaluate the use of short, temporary detour routes, like the Mountain Trails Foundation access road, while paving Ability Way.

**Benefit:** Early, transparent communication regarding construction staging provides opportunity to the NAC to provide input and prepare for construction.

**3 Minimize potential impacts to wetlands and Ute Ladies'-tresses habitat.** Our in-house environmental team has current and relevant experience in the area. Working closely with the design team, we will complete desktop environmental assessments prior to fieldwork to advance design plans that minimize impacts to apparent wetlands and Ute Ladies'-tresses habitat. We will schedule full delineation fieldwork, weather permitting, to confirm impacts. Our designers will try to minimize impacts by using steepened slopes where feasible and potentially incorporating a boardwalk. Partnering with Park City, we will coordinate with U.S. Fish and Wildlife regarding potential impacts to Ute Ladies'-tresses habitat and its guidelines for three years of surveys to develop a process that expedites securing environmental permits and approvals in 2024.

**Benefit:** Our in-house environmental team will be integrated in the design from NTP to begin the permitting and mitigation process to expedite approvals.

**4 Addressing drainage and erosion issues on the north side of Ability Way.** When widening the roadway and selecting the alignment of the multi-use path, we will consider drainage options from ditches that perform like bio-swales on the north side to sheet flow on the south.

**Benefit:** Selecting appropriate types of drainage systems maximizes funding for Park City and reduces future maintenance efforts.

**5 Avoid/minimize impacts to underground utilities on south side of Ability Way.** Upon walking the site, our team identified underground waterlines through the wetland areas, underground power and fiber lines near the entrance, and other potential underground utilities in the roadway that service the NAC.

**Benefit:** Early identification of utilities can mitigate project delays and unforeseen project costs.

and bus parking areas, new box culvert to handle large debris laden storm events, pedestrian path rehabilitation and redesign, and provide native plantings and revegetation plans. HDR, utilizing local staff, has currently prepared the 30, 70, and 90% submittal packages for the roadway and bridge design, and is preparing the final packages for bid release.

**How we overcame project challenges:** One major project challenge that is similar to the Ability Way project is the expansion of a roadway corridor near environmentally sensitive areas. We walked the site with Zion Park staff and mapped the historic relevance of trees and other cultural locations along the roadway. In addition, we worked closely with the National Park environmental compliance team to develop solutions for stormwater runoff that included roadside bio-swales and infiltration basins to effectively pre-treat runoff and eliminate costly piping for the stormwater mitigation.

#### PLAN TO ACHIEVE PROJECT SUCCESS

The Ability Way Roadway Improvements project will create a safer, walkable and bikeable environment for all users of Ability Way accessing trails, Gillmore Drive, and the NAC. Our project approach has been crafted to address the critical issues listed below. In order to meet the May 2024 delivery date, our team has already identified the critical path items that need to be addressed early in the development process as shown in Figure 2 below.



Our in-depth knowledge and hands on experience delivering projects for Park City, as well as experience completing environmental permitting and documentation in the area, informed our approach to minimize cost and maintain the schedule while meeting Park City's expectations and deliverables. Our approach and corresponding schedule are summarized in Table 1 and Figure 3.

STEP AND GOAL	KEY ACTIVITIES
<b>1 STEP 1. INITIATION AND KICK-OFF</b> <b>GOAL:</b> Understand project scope details and goals. <b>BENEFIT:</b> Reduce potential rework and maintain schedule.	<ul style="list-style-type: none"> <li>Complete Contracting: review and confirm project scope and develop fee.</li> <li>Establish Technical Foundation: complete roadside Inventory, gather existing survey data, design files, reports/studies/plans, and traffic data.</li> <li>Develop public outreach and communication plan to confirm key stakeholders and potentially affected interests and identify action plan and implementation strategy.</li> </ul>
<b>2 STEP 2. PRELIMINARY DESIGN, DESIGN ACCEPTANCE</b> <b>GOAL:</b> Establish project section and footprint and identify impacts. <b>BENEFIT:</b> Gain approval on 30% design to meet schedule with stakeholder buy-in.	<ul style="list-style-type: none"> <li>Set area of potential impact and schedule environmental and topographic surveys.</li> <li>Develop project footprint to identify impacted utilities and determine if ROW easements are required on NAC property to tie-in multi-use trail.</li> <li>Develop plans and reliable construction cost estimate to help align cost with current funding.</li> <li>Identify technical reports required and begin preparation (stormwater, pavement design, etc.).</li> </ul>
<b>3 STEP 3. 60% PRELIMINARY PLANS PHASE</b> <b>GOAL:</b> Refine design. <b>BENEFIT:</b> Provide budget certainty and schedule clarity; progress permitting and ROW acquisition.	<ul style="list-style-type: none"> <li>Prepare preliminary PS&amp;E set (refined plans, specification list, and estimate).</li> <li>Obtain design exceptions (if needed).</li> <li>Coordinate utility relocations and review relocation plans.</li> <li>Begin ROW appraisals, stake proposed ROW (if needed).</li> <li>Prepare wetland delineation report, biological resources baseline report, and biological assessment.</li> <li>Initiate public outreach process to build public support from project stakeholders.</li> </ul>
<b>4 STEP 4. 90% ADVANCE PLANS PHASE</b> <b>GOAL:</b> Quality documents. <b>BENEFIT:</b> Gain Park City acceptance and approvals.	<ul style="list-style-type: none"> <li>Prepare advance PS&amp;E package (detailed plans, complete specifications/special provisions, estimate, and construction schedule).</li> <li>Complete ROW acquisitions (if needed).</li> <li>Continue progress on permits and clearances.</li> </ul>
<b>5 STEP 5. FINAL PS&amp;E AND BIDDING PHASE</b> <b>GOAL:</b> Complete and accurate bid package for Park City approval. <b>BENEFIT:</b> Reduce potential delay of bid let date.	<ul style="list-style-type: none"> <li>Finalize PS&amp;E package and incorporate all Park City staff comments.</li> <li>Completed bid forms and provide bidding assistance.</li> <li>Obtain final environmental/permits, clearances, and certifications.</li> <li>Prepare and submit electronic files for construction.</li> <li>Respond to bidders' questions, coordinate addenda, provide bid evaluation, and award support.</li> </ul>
<b>6 STEP 6. CONSTRUCTION PHASE</b> <b>GOAL:</b> Manage construction schedule, project costs, and minimize risks to deliver a quality project on-time. <b>BENEFIT:</b> Our seasoned CM team will collaborate with the contractor to mitigate risks and avoid schedule delay.	<ul style="list-style-type: none"> <li>Attend weekly construction meetings.</li> <li>Review and prepare change orders.</li> <li>Coordinate materials testing including soil compaction, concrete testing, and associated lab testing.</li> <li>Review submittals and RFIs.</li> <li>Perform project closeout.</li> <li>Develop record drawings.</li> </ul>

Table 1. Approach to Minimize Costs and Maintain Schedule

ABILITY WAY SCHEDULE		2024												2025				
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	
Preliminary Design	<b>1 Step 1. Initiation and Kick-off</b>	NTP																
	<b>2 Step 2. Preliminary Design/Design Acceptance</b>																	
	Environmental Surveys and Documentation	Identify Impacts	Delineations	Permitting	Agency Approvals													
	Utility Coordination	Coordination																
	ROW/Agreement (if needed)	Appraisal, Negotiations																
	Stakeholder Outreach/Coordination																	
Final Design	<b>3 Step 3. 60% Preliminary Plans, Estimate</b>																	
	<b>4 Step 4. 90% Advance Plans, Specs, Estimate</b>																	
	<b>5 Step 5. Final Bid Package</b>																	
CM	<b>6 Step 6. Construction Management</b>													Construction & Closeout				

Figure 3. Our delivery schedule identifies the tasks, critical milestones, and coordination activities needed to make certain the project stays on schedule.

## EXHIBIT B

### Scope of Work

During the term of this Agreement, the Consultant shall perform professional services for the City of Park City (City) in connection with the above referenced project. This Scope of Work (SOW) shall be used to plan, conduct, and complete the Consultant's work on the project.

#### A. PROJECT BACKGROUND

The purpose of the project is to improve Ability Way from the intersection of Gilmore Way to the National Ability Center (NAC) in Park City, Utah. The existing roadway is a variable pavement width of 18' and will be reconstructed to include two (2) 11' travel lanes with one (1) 12' wide multi-use trail. The roadway improvements are approximately 1,100' in length. There is evidence of wetlands and environmentally sensitive areas within the project limits.

#### B. STANDARDS and GENERAL REQUIREMENTS

Design plans and specifications shall be developed in accordance with the current editions of APWA, Park City Standards, ADA, AASHTO, and the MUTCD Design Standards and Specifications.

Consultant shall submit draft deliverables in electronic format via email.

Each draft and final text-based or spreadsheet-based deliverable shall be provided in MS Office file formats (i.e., MS Word, Excel, etc.).

Additional format requirements may be listed with specific tasks/deliverables throughout the SOW.

#### C. PROJECT ASSUMPTIONS

- City will advertise the project.
- City will coordinate reviews with internal departments within the City.
- City will provide as-builts and information about the NAC facility, detention basin and other various utilities found in the area if available.
- Improvements will stay within the right of way (50') for the proposed roadway widening and multi-use along the Ability Way corridor except where it ties into the NAC.
- Legal descriptions and right of way acquisitions are not included in the scope.

#### D. TASKS and DELIVERABLES

Consultant shall complete tasks and provide deliverables (collectively, the "Services") included in this SOW, unless specifically stated otherwise in a particular task. Consultant shall provide labor, equipment, and materials to manage, coordinate, and complete the work in accordance with the performance and delivery schedules identified in this SOW.

Project Tasks:

- Task 1.0 Management and Administration
- Task 2.0 Topographic Survey and Base Mapping
- Task 3.0 Environmental Documentation
- Task 4.0 Data Collection and Reports

- Task 5.0 Preliminary Design (Conceptual Design)
- Task 6.0 Final Plans, Specifications and Estimate
- Task 7.0 Bidding Assistance
- Task 8.0 Construction Phase Contract Management and Inspection Services (to be added by amendment).

## **D. SCHEDULE AND FEE**

For the purposes of defining the scope of this project, the duration of the design phase of this contract is assumed to be thirteen (13) months, from April 2024 to May 2025.

The construction phase is assumed to be two (2) months, June 2025 to August 2025.

The fee type for this project is time and materials with a not to exceed amount of **\$188,549.15**.

The breakdown of costs for the design phase of the project is as follows:

<b>Consultant</b>	<b>Total</b>
HDR (PM/Engineering/Environmental)	\$175,277.25
Meridian Engineering (Survey Sub)	\$11,475.00
Certus Environmental Solutions, LLC (Cultural Resources sub)	\$1,796.90
<b>Total</b>	<b>\$188,549.15</b>

## **E. TASKS and DELIVERABLES**

### **TASK 1.0 MANAGEMENT AND ADMINISTRATION**

Consultant shall provide management and coordination of Services under this SOW for delivery of Tasks and Deliverables.

#### **Subtask 1.1 Project Management and Administration**

The purpose of this task is to perform project management and administrative functions for the support of the Project. This includes project budget and schedule management, sub-consultant oversight, project invoicing, coordination with City personnel, and the development and maintenance of project finance, project control, document control, and Project closeout systems and procedures.

The following services are included in this task:

- Prepare monthly invoices
- Prepare monthly progress reports
- Prepare and administer subconsultant contracts
- Develop and update project schedule
- Maintain project files and documentation

#### Assumption:

- Project management resources are provided for a thirteen (13) month period, from April 2024 to

May 2025.

**Subtask 1.1 Deliverables:**

- Progress reports and invoices from consultants working on project submitted electronically to City no later than the 20th calendar day of the month following the reporting period.
- Project schedule submitted within seven (7) days of Notice to Proceed (“NTP”). Submit electronically to City (PDF).
- Updated Project Design Schedule, as necessary, via timeline agreed to by City. Submit electronically to City (PDF).

**Subtask 1.2 Project Coordination and Meetings**

The purpose of this task is to provide coordination and direction to the project team and subconsultants and representatives of the City to review progress of design development, understand potential impacts to delivery schedule, anticipate changes in design and schedule that impact cost. Consultant shall facilitate the following meetings:

- Monthly PM check-in meetings with City.
- Bi-weekly consultant team meetings.
- Up to four (4) External Stakeholder Coordination meetings. External stakeholders include but are not limited to NAC, permitting agencies, etc. The purpose of the meeting is to coordinate the project design efforts and elements.

Assumptions:

- Monthly PM meetings will be held in person and occur in Park City unless agreed otherwise, will be one hour in length and up to two (2) consultant staff members will be in attendance.
- Bi-weekly (every two weeks) internal team meetings will be held virtually, one (1) hour in length with up to two (2) consultants in attendance.

**Subtask 1.2 Deliverables:**

- Meeting notes including decisions and action items in Microsoft Word format within five (5) business days following each meeting.
- Monthly invoice and progress reports.

**Subtask 1.3 Quality Control Reviews**

Formal quality control reviews of project deliverables shall be accomplished under the tasks as outlined in this SOW. With each submittal, a verification of quality control shall be provided.

**Subtask 1.3 Deliverable:**

- Verification of Quality Control reviews submitted with deliverables as outlines in this SOW, or as requested by City.

**Task 2.0 TOPOGRAPHIC SURVEY AND BASE MAPPING (SUB: Meridian Engineering)**

Consultant's licensed land surveyor shall be responsible for land surveying practices including conformance to applicable state statutes pertaining to survey and land boundary laws under this SOW.

## **Subtask 2.1 Topographic Survey & Utility Investigation**

The purpose of this task to collect additional topographic survey data and existing utility necessary to complete the final design.

Consultant shall gather topographic data for this Project by utilizing field surveying techniques consistent with preparing a Digital Terrain Model (DTM). The DTM must depict the actual existing ground surface shape to prepare base mapping with one-foot contour intervals.

Consultant shall collect topographical and planimetric data for areas as identified and shall include:

- Consultant will use aerial LiDAR and aerial photogrammetry coupled with conventional survey methods to capture the existing surface inside the project limits. Flight limits will include 100' each side of the edge of Ability Way improvements.
- Establish a horizontal and vertical control point adjacent to the site (rebar & cap, or nail and washer stamped Meridian Eng). Vertical and Horizontal control will be referenced to Summit County benchmark monuments and elevations. Consultant will establish control along the Ability Way corridor for use during construction activities.
- Contours will be mapped at 1'-0" intervals except for grades in excess of 10%. Contour interval will be 2'-0" for sites with grade in excess of 10%.
- Adjacent roadways fronting the property, surface utility features (hydrants, valves and manholes), surface improvements, buildings, canals or ditches, trees with a 6" diameter trunk or larger, fences, and major grade breaks visible at the time of the survey will be shown on the map.
- Storm Drain manholes or catch basins and Sewer manholes will be located and invert measured to establish pipe slope information when practical. Utility access covers that cannot be opened will be noted on the map.
- Surface features of utilities located in the field surveys and the utility maps obtained from the public utility companies will be used to approximate the locations of underground utility lines. Actual locations may vary and must be coordinated by the contractor with Blue Stakes before construction activities begin.
- Spot elevations will be shown on the map at existing structures, curbs, road centerline, and abrupt grade breaks if necessary, to delineate the site topography.
- Large (dense) areas of trees or thick brush will be outlined.

Assumptions:

- Mapping of wetlands is not included in this scope.
- Mapping of environmental borings is not included in this scope.
- New improvements completed, or features requested after the field work is completed will be surveyed at the written request of the Client at the hourly rates indicated below.
- Consultant will provide a current MicroStation drawing of the above survey information for the site development of the subject area including geo-referenced aerial imagery.

## **Subtask 2.2 Right of Way Research and Lath Staking**

- Consultant will research the right of way for Ability Way. Initial research shows Ability Way as a dedicated right of way as shown in the Park City Recreation Complex Subdivision Amended.
- Consultant will place wooden lath with flagging along the north right of way line of Ability Way based on research and analysis of Ability Way.
- This work defined in this task item will not be a full record of survey and the lath set in the field

will be plus/minus along the north right of way line. Otherwise, Consultant will need to follow Utah State Code 17-23-17 and file a Record of Survey with the Summit County Recorder/Surveyor.

- Boundary research, analysis, and platting will be conducted by a Utah Professional Land Surveyor.

#### Task 2.0 Deliverables:

- Topographic Survey Base Map file, with utilities and a digital terrain model.
- Existing Utility Base Map file
- Lath staking along north right line of Ability Way

### **Task 3.0 ENVIRONMENTAL DOCUMENTATION**

The purpose of this task is to support the city in complying with environmental regulations applicable to the Project. Consultant shall evaluate the Project with the use of qualified environmental professionals to identify environmental resources and resource reports, determine expected impacts to environmental resources, prepare environmental permit applications and environmental clearances, and coordinate with regulatory agencies to support permit approvals.

#### **Subtask 3.1 Aquatic Resource Delineation**

Consultant shall complete an aquatic resource delineation to identify the boundaries of wetlands and other aquatic resources within a delineation survey area for the Project. The delineation includes conducting a desktop assessment to provide preliminary data for the design team to evaluate and minimize potential impacts. During the growing season when site conditions are suitable for delineation fieldwork (free of snow cover and unfrozen ground), Consultant shall conduct delineation fieldwork in accordance with current regulations, procedures, and guidance, including the *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0)*. Consultant shall prepare a delineation report that meets the minimum standards required by the Sacramento District of the U.S. Army Corps of Engineers (USACE). The delineation report shall also include information used to determine the jurisdictional status of delineated aquatic resources as waters of the U.S.

#### Assumptions:

- The City will coordinate access as needed for the delineation fieldwork.
- Consultant will submit a draft delineation report to the City for review and then address comments to prepare the report for submittal to USACE as an attachment to the CWA Section 404 permit application (described below under Subtask 3.4).
- We assume USACE will not have comments on the delineation report and will not choose to conduct a field review with the Consultant.

#### Subtask 3.1 Deliverables:

- Draft and Final Aquatic Resources Delineation Report.
- Delineation data in GIS/KMZ format.

### **Subtask 3.2 Biological Assessment**

Section 7 of the Endangered Species Act (ESA) is applicable because impacts from the Project to jurisdictional waters of the U.S. are anticipated. Project Consultant shall complete a biological assessment (BA) to support compliance with the ESA. The biological assessment includes obtaining a species list from the U.S. Fish and Wildlife Service (USWFS) and conducting a desktop assessment to provide preliminary data for the design team to consider. A reconnaissance-level survey to identify and characterize potentially suitable habitat for species protected under ESA shall be conducted concurrently with delineation fieldwork.

Consultant anticipates identifying suitable habitat within the Project action area for Ute ladies'-tresses (ULT; *Spiranthes diluvialis*). Presence/absence surveys for ULT shall be conducted during the flowering window for this species in August 2024.

Consultant shall prepare a BA report that provides required information to support compliance with ESA.

Assumptions:

- Consultant will submit a BA report to the City for review and then address comments to prepare the report for submittal to USACE as an attachment to the CWA Section 404 permit application (described below under Subtask 3.4).
- Informal consultation with the USFWS will occur under Subtask 3.4.

#### **Subtask 3.2 Deliverables:**

- Draft and Final BA Report.
- Suitable habitat data in GIS/KMZ format.

### **Subtask 3.3 Cultural Resources Assessment (SUB: Certus Environmental Solutions LLC)**

The National Historic Preservation Act (NRHP) is applicable because of impacts from the Project to jurisdictional waters of the U.S. are anticipated. Consultant shall conduct a review of the Utah State Historic Preservation Office (SHPO) project, site, and structures records to identify previously reported and/or known cultural resources in an assessment area for the Project. Consultant shall review historical maps, air photos, and other sources to identify potential cultural resources in the assessment area.

During a period when site conditions are suitable for fieldwork (free of snow cover), Consultant shall conduct an intensive-level archaeological survey within the assessment area.

The project may require a permit from the U.S. Army Corps of Engineers due to impacts to wetlands. Issuance of such a permit invokes the National Historic Preservation Act and its implementing regulations at 36 CFR §800.

The area to be assessed for possible cultural resource conflicts comprises a linear corridor along Ability Way measuring approximately 1,100 feet long. The corridor would extend 50 feet from the existing edge of pavement on both sides of the road.

A preliminary review of information about cultural resources in the project area indicates that no prior cultural resource surveys have occurred within the project corridor and that no archaeological sites or historical structures have been documented therein. Given prior ground disturbance in the area, it is

unlikely archaeological resources are present in the assessment area, and no buildings of age are present in the area.

## File Search

- Conduct a review of Utah SHPO project, site, and structures records to identify previously reported and/or known cultural resources in the assessment area.
- Review historical maps, air photos, and other sources to identify potential cultural resources in the survey area and assist in assessing those documented during fieldwork.

Assumptions:

- Only digital files available through the Utah SHPO Sego and HUB websites and other online sources will be consulted.
- The file search area will extend ½ mile from the edge of the project survey corridor.
- Results of the file search will not need to be plotted on report maps.

## Field work

Certus will conduct an intensive-level archaeological survey within the above-referenced assessment area.

Assumptions:

- No written fieldwork authorization will be required prior to the surveys.
- City will help facilitate access to the private property through notification of landowners.
- The survey area will be no larger than described in the section, above.
- A 50-year age cutoff will be used to identify resources that are historical.
- No archaeological sites will be found during the field inventory.
- No historical buildings will require documentation.
- Fieldwork will not be impeded by forces outside the control of Consultant; access to the survey area will be unfettered.
- No subsurface testing will be required.

## Reporting

Consultant will prepare a single technical report for the assessment effort. The report will summarize the file search results, describe the survey methods, incorporate survey results from previous recent inventories in the area, detail the results of the field inspection, offer NRHP eligibility recommendations, and provide recommendations for findings of effect and future action, as appropriate. Work will be conducted in compliance with industry-standard practices and USACE protocols.

Assumptions:

- One report will be prepared for the cultural resource assessment.
- Deliverables will be provided in electronic format.

### Subtask 3.3 Deliverables:

- Deliverables will be provided in digital format per the recently issued Utah State Historic Preservation Office E106 guidelines and will include GIS shapefiles, site forms, cover sheets, etc.

#### **Subtask 3.4    Section 404 Clean Water Act Permit Authorization and Associated Clearances**

Anticipated Project impacts to jurisdictional waters of the U.S. would require authorization under Section 404 of the Clean Water Act. Consultant shall prepare a Preconstruction Notification (PCN) for submittal to USACE to authorize impacts under Nationwide Permit 14. The PCN will include an impact assessment to wetlands and other aquatic resources and Project drawings that identify the Project footprint locations of impacts. The PCN will also include a Project description, measures incorporated to avoid and minimize impacts, the delineation report, BA report, and cultural resources assessment report.

Following submittal of the PCN and in communication with the City, Consultant shall coordinate with USACE to address comments in order for USACE to issue a verification letter authorizing the Project under Nationwide Permit 14. Agency coordination/consultation shall include USFWS regarding impacts to potentially suitable ULT habitat.

Assumptions:

- The Project will qualify for authorization under Nationwide Permit 14
- Pursuant to Section 401 of the Clean Water Act, the Project will qualify to be certified under the Water Quality Certification issued by the Utah Division of Water Quality for Nationwide Permits.
- The Project is assumed to not cause a permanent wetland loss that exceeds 0.10 acre so a compensatory mitigation for wetland impacts will not be required.
- Potential impacts do not include streams so a stream alteration permit and compensatory mitigation for stream impacts will not be required.

#### **Subtask 3.4 Deliverables:**

- PCN submittal including PCN form, project drawings (permitting level), and reports prepared under Subtasks 4.1-4.2.

### **TASK 4            DATA COLLECTION AND REPORTS**

#### **Subtask 4.1    Utility Coordination**

The following task items are included within the project limits:

- Consultant shall obtain utility maps, field locate utility facilities, and identify a representative of each utility that will be involved in the design process.
- Review the as-built and utility information collected from the surveying task and identify if there are potential conflicts with the proposed design. The analysis shall include potential conflicts with buried utilities and identify locations where potholing may be required.
- Meet with the various utilities in an initial utility coordination meeting to validate the accuracy of the as-built and base maps.

Assumptions:

- Visible power, fiber, and waterline markers have been observed while on site.
- If relocation of utilities is required, the owners of utilities will design and relocate accordingly.

Subtask 4.1 Deliverables:

- Preliminary Utility Conflict List and Letters with the 60% Plans submittal
- Final Utility Conflict List and Letters with the 90% Plans submittal
- Utility Relocation Schedule

**Subtask 4.2 Stormwater Management and Drainage Memo**

For this task, Consultant shall prepare a Stormwater Management and Drainage Memo outlining the stormwater management and drainage design for each design milestone: 60%, 90%, and 100%. For the Memo, Consultant shall use data and information collected from available mapping, site visits, and other available methods. The Stormwater Management and Drainage Memo shall include:

- Project description, location, and existing conditions
- Background information relevant for stormwater design (topography, surface soils, surface and vegetative conditions, etc.). This information will be used to determine runoff coefficients, slope and time of concentration utilized in the analysis.
- Location of special features such as mapped wetlands, streams, natural drainage channels, natural depressions, and existing onsite and/or offsite drainage facilities.
- A map of the project drainage basins including existing flow patterns.
- An analysis of existing stormwater conditions and analysis and design of the proposed stormwater management and drainage facilities including culverts, roadside ditches, swales, and energy dissipation.

Assumptions:

- City prefers to use infiltration swales to treat stormwater runoff. No stormwater piping systems are to be designed.
- Runoff volumes will not be calculated in analysis. Rational method will be used to determine peak flow rates.
- Existing stormwater system data is available in existing utility base map, as-built or in GIS format including pipe sizes, materials, and invert elevations.
- City comments on the report will be incorporated into the next design submittal.
- Downstream analysis of stormwater conveyance system is not required.

Subtask 4.2 Deliverables

- Concept Stormwater Management and Drainage Memo to be submitted with the 60% Plans, one (1) electronic copy
- Draft Final Stormwater Management and Drainage Memo to be submitted with the 90% Plans, one (1) electronic copy
- Final Stormwater Management and Drainage Memo to be submitted with the 100% Plans, one (1) electronic copy

**Task 5.0 PRELIMINARY DESIGN (CONCEPTUAL DESIGN)**

### **Subtask 5.1 Design Criteria Development**

Consultant shall develop the project draft Design Criteria based on coordination with City Staff. The Design Criteria will establish the base design criteria used by the project team through the project development.

### **Subtask 5.2 Roadway & Multi-use Path Design**

The purpose of this analysis is to develop a preliminary geometric design of Ability Way from the intersection of Gilmore Way to the NAC parking lot. The improvements include widening the existing roadway to a two (2) lane section with one (1) multi-use path.

Preliminary design tasks include:

- Preparation of horizontal and vertical alignment of Ability Way and the multi-use path.
- Preparation of horizontal and vertical alignment of the Multi-use path paralleling the roadway up to the Ability Way Trail head immediately before the wetland area.
- Conceptual engineers estimate of cost.

Assumptions:

- Multi-use path will be separated from the roadway and will be located on the north side of Ability Way. Path terminates at the Ability Way trailhead immediately before the wetland area.
- Relocation of the light pole at the NAC facility is not included in this scope.

### **Subtask 5.3 Drainage Design**

Prepare conceptual drainage design for the entire project area including roadside ditches, swales, culverts, and energy dissipation.

Task 5 Deliverables:

- Determined design criteria.
- Conceptual design level roll plot showing existing features and right of way as well as proposed improvements and impacts.
- Conceptual engineers estimate of cost.

## **Task 6.0 FINAL PLANS, SPECIFICATIONS, AND ESTIMATE**

This task includes design and preparation of documents for the 60%, 90%, and 100% submittals.

### **Subtask 6.1 Roadway Design**

This task includes the following:

- Refine design based on City comments received on the conceptual design documents.
- Review the grading catch points for impact to right-of-way and make refinements to the model or adjustments to the catch treatment in order to stay within existing right of way.

Subtask 6.1 Deliverables:

- Roadway plans to be included in 60%, 90% and 100% deliverables as shown in Subtasks 6.6, 6.7, and 6.8.

## **Subtask 6.2 Stormwater Management and Drainage Design**

This task includes the following:

- Design of stormwater management and drainage features including culvert, roadside ditches, swales and energy dissipation.
- Prepare the stormwater plan and profiles. Stormwater features will be provided in the roadway plan sheets. Drainage profiles to be included on separate roadway profile sheets.
- Prepare plans and details for the water quality and drainage facilities.

### **Subtask 6.2 Deliverables:**

- Stormwater plans to be included in 60%, 90% and 100% deliverables as shown in Subtasks 6.6, 6.7, and 6.8.

## **Subtask 6.3 Temporary Protection and Direction of Traffic (TP&DT)**

This task includes design and preparation of documents for the 90%, and 100% submittals.

While developing the TP&DT plans, Consultant shall address the needs and control of the NAC, road users, motorists, bicyclists, and pedestrians. The plans must include, as applicable, construction signing, detours, and barrier placement. Consultant shall prepare and submit drawings that show conceptual construction sequence for the project and identify potential impacts to right-of-way and utilities.

### **Subtask 6.3 Deliverables:**

- TP&DT plan to be included in 90% and 100% deliverables as shown in Subtasks 6.7 and 6.8.

## **Subtask 6.4 Erosion Control Plans**

This task includes design and preparation of documents for the 90%, and 100% submittals. Prepare the preliminary and final erosion control plans and details taking into account construction staging and phasing.

### **Subtask 6.4 Deliverables:**

- Erosion Control plans to be included in 90% and 100% deliverables as shown in Subtasks 6.7 and 6.8.

## **Subtask 6.5 Special Provisions, Cost Estimate and Construction Schedule**

- Prepare the bid item list to be included in Division I (provided by City) of the project specifications, known as the “general conditions”. Division I (provided by City) will be provided with the 90% plans and 100% plans.
- Prepare Division II of the project specifications, known as the “special provisions”, provided with the 60%, 90%, and 100% plans. Special provisions will be in accordance with current APWA and City Special Provisions.
- Revise and finalize the special provisions based on the comments received and the pay items listed in the cost estimate. The professional of record will seal the applicable section of the special provisions.
- Prepare the quantity calculations and the cost estimate at each design deliverable (60%, 90% and 100%). Verify the bid items match the payment in the special provisions and the plans. Maintain backup data for costs and quantities.

- Consultant shall prepare a high level, milestone construction schedule, that outlines a reasonable project construction sequence and time frames. The schedule will include anticipated environmental restrictions, and project milestones.

**Subtask 6.5 Deliverables:**

- Bid Item List for General Conditions, Division I, to be included in 90% and 100% deliverable as shown in Subtask 6.7 and 6.8.
- Special Provisions, Division II, and Cost Estimate to be included in 60%, 90% and 100% deliverables as shown in Subtasks 6.6, 6.7 and 6.8.
- Cost Estimate to be included in 60%, 90% and 100% deliverables as shown in Subtasks 6.6, 6.7 and 6.8.
- High level, milestone construction schedule to be included in 100% deliverable as shown in Subtask 6.8.

**Subtask 6.6 60% Plans, Specifications and Estimate and Review Meeting**

This task includes preparation of 60% plans and construction cost estimate, and quality control reviews, as well as incorporating comments from previous reviews.

**Assumptions:**

- 60% review meeting will be held in Park City and will be up to two (2) hours in duration including travel from Salt Lake City.
- Up to three (3) Consultants will attend the review meeting.
- The drainage and erosion control features will be included in the roadway sheets.

**Subtask 6.6 Deliverables:**

- 60% Plans in electronic format (11x17)
- 60% Construction Cost Estimate in electronic format
- 60% meeting agenda submitted electronically to City two (2) business days prior to meeting
- 60% meeting notes submitted electronically to City within three (3) business days of meeting

**Subtask 6.7 90% Plans, Specifications and Estimate and Review Meeting**

This task includes preparation of 90% plans, special provisions, and construction cost estimate, and quality control reviews, as well as incorporating comments from previous reviews.

**Assumptions:**

- 90% review meeting will be held in Park City and will be up to two (2) hours in duration including travel from Salt Lake City.
- Up to two (2) Consultants will attend the review meeting.
- The drainage and erosion control features will be included in the roadway sheets.
- Total sheet count will be 16:
  - Cover (assume 1)
  - Legend (assume 1)
  - General notes (assume 1)
  - Horizontal control (assume 1)
  - Typical section (assume 1)
  - Removals sheet (assume 1)
  - Grading tie-in sheet (assume 2)

- TP&DT sheet (assume 1)
- Roadway plan and profile (assume 2)
- Trail plan and profile (assume 2)
- Detail sheet (assume 3)

**Subtask 6.7 Deliverables:**

- 90% Plans and standard drawings and details in electronic format (11x17).
- 90% Division II Special Provisions in electronic format (MS Word)
- 90% Construction Cost Estimate in electronic format
- 90% meeting agenda submitted electronically to City two (2) business days prior to meeting
- 90% meeting notes submitted electronically to City within three (3) business days of meeting
- 60% Comment Log with initial responses to the City within two (2) weeks of receipt of comments

**Subtask 6.8 100% Plans, Specifications and Estimate**

This task includes preparation of Final PS&E package for bidding purposes. The 100% plans, Special Provisions and construction cost estimate must incorporate revisions agreed to and documented in the 90% Comment Log (Subtask 6.7).

**Assumptions:**

- The drainage and erosion control features will be included in the roadway sheets.

**Subtask 6.8 Deliverables:**

- 100% Plans and standard drawings and details in electronic format.
- 100% Stormwater Management Memo, electronic format
- 100% Division II Special Provisions in electronic format (MS Word)
- Bid item list for Division I General Conditions in electronic format with track changes (MS Word)
- 100% Construction Cost Estimate in electronic format
- High level, Milestone Construction Schedule in electronic format

**TASK 7.0 BIDDING ASSISTANCE**

This task includes the preparation of addenda, as needed, and responding to questions during the bidding phase. Consultant shall respond to questions from Construction Contractors about the plans and specifications during the bidding process.

Consultant shall prepare and deliver the addenda text in a Microsoft Word file. Consultant shall prepare and deliver stamped drawings in PDF. Consultant shall coordinate reviews of addenda with City prior to submittal. Consultant shall prepare required Contract addenda to provide clarification to the bid documents. Consultant shall submit the addenda to City for distribution to bidders.

Consultant shall compile a set of Conformed Construction documents that include addenda issued during the bidding process.

**Assumptions:**

- City will serve as the point of contact for Construction Contractors and suppliers with questions regarding the bid documents and bid process.
- Consultant shall prepare up to two (2) addenda for changes to contract documents during

bidding.

- City will issue and distribute addenda.
- Consultant shall respond to up to five (5) bidder questions during bidding.

**Task 7.0 Deliverables:**

- Bid document addenda; stamped PDF drawings; or special provision revisions, a minimum of three (3) working days prior to bid opening, as coordinated with the City.
- Response to bidder inquiries regarding the contract documents (in PDF format)
- Conformed plans and/or specifications/special provisions that incorporate changes made during bidding and prior to contract award (in PDF format).
- Design/points file for contractor's use in staking in the field during construction in CAD (.dgn) / TXT etc. in zip file/folder

**TASK 8.0 CONSTRUCTION PHASE CONTRACT MANAGEMENT AND INSPECTION SERVICES (TO BE ADDED BY AMENDMENT)**

## City Council Staff Report

**Subject:** 2024 Invasive Species Mitigation Contracts  
**Author:** Logan Jones & Hannah Halsted  
**Department:** Trails & Open Space  
**Date:** April 25, 2024

### Recommendation

Review and consider a request to authorize the City Manager to execute four Professional Services Agreements, totaling not to exceed \$200,000, for invasive species mitigation in a form approved by the City Attorney.

Specific contract amounts and service provider names are as follows:

- \$60,000 - Optimo Landscaping and Snow Removal LLC
- \$50,000 - Ecology Bridge LLC
- \$50,000 - Utah State University - Utah Conservation Corps (UCC)
- \$40,000 - Greenleaf Enterprises

### Background

Park City Municipal Corporation (PCMC) manages more than 5,500 acres of open space, where combating invasive species is a crucial maintenance endeavor. These species pose a significant threat to the integrity of our native ecosystems and escalate the risk of wildfires. The Trails and Open Space Department is dedicated to strategically mitigating invasive species, aiming to safeguard ecosystems and protect recreational amenities and experiences.

### Analysis

The success of invasive species mitigation is often evidenced by its inconspicuous nature—the absence of their presence. While not flashy or attention-grabbing, this outcome signifies the effectiveness of the program. Trails and Open Space is committed to maximizing the impact of our resources to benefit the community. One of the key strategies we employ is leveraging our existing program budget through strategic grant acquisitions and partnerships.

### *Environmental Sustainability in Mind*

We strive to use refined and innovative approaches to treatment methods, alongside ongoing monitoring and recommendations by contracted botanists and ecologists. Emphasizing a commitment to strategic herbicide use, our mitigation strategies explore specific treatment methods tailored to prioritized species. Continuously refining our approach as best practices evolve, we prioritize mechanical or manual techniques, such as hand pulling, over herbicide application. However, recognizing the complexity of certain treatment areas and species and drawing from years of experience, our team acknowledges that herbicide is a tool in select circumstances to combat targeted issues effectively.

## *Procurement*

In March of 2024, we advertised Requests for Proposals for invasive species mitigation specialist. Six proposals were received, and a selection committee identified the following as the most qualified organizations for the identified contract:

- Program strategy, coordination, implementation, and monitoring:
  - Ecology Bridge LLC
- Mechanical Control:
  - Optimo Landscaping and Snow Removal LLC
  - Utah State University UCC
- Herbicide Control:
  - Green Leaf Enterprises

## **Funding and Grant Strategy**

Funding for mitigation efforts comes from the Open Space Maintenance Fund. In the past, PCMC applied for grants directly, but as invasive species issues gained recognition in Summit County, more groups started applying for grants too. Since invasive species don't respect property lines, the best way to get ongoing grant funding was through partnerships.

For example, PCMC played a role in forming the [Summit Cooperative Weed Management Area \(SCWMA\)](#), which brings together various property owners to tackle invasive species. This partnership makes it easier to get funding and carry out projects based on the latest science. By joining SCWMA, PCMC can access more funding without having to write as many grants and, in turn, grant reports, leaving more time for targeted mitigation, restoration, and monitoring on PCMC-owned land.

In the summer of 2024, if approved, PCMC will benefit from seven SCWMA grants totally approximately \$74,596.16 for programs targeting the following invasive species:

- Garlic Mustard, Knapweed, Yellow Starthistle, Yellow Toadflax and Myrtle Spurge



## City Council Staff Report

**Subject: Main Street Dining Deck Update**

**Author: Jenny Diersen**

**Department: Special Events**

**Date: April 25, 2024**

### Recommendation

As a follow-up to the City Council Work Sessions on December 14, 2023, and March 7, 2024, regarding the Main Street Dining Deck Program, hold a public hearing and consider:

1. Waiving the Main Street Dining Deck Lease Fee based on a Public Benefits Analysis (PBA) (**Exhibit A**);
2. Receive an update regarding the Operational Requirements, specifically, the two-meal service requirement; and
3. Approve the 2024 Main Street Dining Deck Leases as amended and outlined (**Exhibit B**).

### Background

On December 14, 2023 ([report](#) p. 211 / [minutes](#) p. 14), we provided a comprehensive update regarding the Main Street Dining Deck Program, including an extensive background, Operating Requirements within Lease Agreements (**Exhibit B**), Dining Deck Lease Costs, and potential impacts of the public utility improvements taking place on Main Street the next three years. In response, the City Council requested:

1. A process to consider waiving or reducing the Main Street Dining Deck Lease fees (disposition of City Property at below Fair Market Value); and
2. A policy that separates Main Street Dining Decks from the fees that the Park City Kimball Arts Festival (PCKAF) charges to maintain decks on Main Street during their Festival. The new policy considers operational and financial impacts on the Festival and Council's request to consider eliminating the PCKAF's ability to charge dining decks for remaining on Main Street. If approved, an amendment to the [KAF agreement](#) is required (p. 8 section C.6.6.1.1.m.).

On March 7, 2024 ([report](#) p. 111 / [minutes](#) p. 11), the City Council provided additional direction:

1. Conduct a PBA on the Main Street Dining Deck Program;
2. Eliminate permitting fees if possible for Main Street Dining Deck participants;
3. Avoid the KAC from charging decks desiring to remain on the street during the PCKAF, including a one-time variance for the requirement to pay the City \$10,000 toward City Service Fees, and provide the KAC with a one-time \$2,000 payment to offset near-term losses. The City Council also requested staff consider longer-term solutions; and
4. Explore amendments to Operational Restrictions for Main Street Dining Decks that do not want to offer the two-meal service requirement.

## **Analysis**

After the March meeting, we completed a PBA understanding several restaurants hope to install dining decks as early as Monday, April 29.

### Dining Deck Lease Fees:

Lease fees were traditionally based on the number of parking spaces a deck displaces and the foregone parking revenue. This valuation concept was created in 2010 and has remained in place without disruption (details in [previous staff reports](#), page 111).

In 2019, the City Council struck a balance between private use of public property and created a standard fee to create more predictability for participants. Since then, the standard fee has been implemented annually except when fees were waived during the COVID pandemic. Today, the valuation of a parking space is estimated at \$93/day. Urban and Main Consulting conducted the PBA for the City, which is attached as **Exhibit A**. Rob Sant from Urban and Mail will present the PBA to the City Council.

Specifically, in terms of the PBA, Utah Code section 10-8-2 states that municipalities may appropriate funds for *corporate purposes only*. Those purposes are, *in the judgment of the municipal legislative body, any purpose that provides for the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of the inhabitants of the municipality*. Section 10-8-2(3), *the City to conduct the PBA requires the municipal legislative body to consider the intangible benefits received by the municipality in determining the net value received*. Moreover, *a determination of value received made by the municipality legislative body shall be presumed valid unless it can be shown that the determination was arbitrary, capricious, or illegal*.

In Summary, based on the PBA, Park City sales tax rates, sales tax revenues, cost-benefit summary, and qualitative benefits, the Main Street Dining Deck Program creates vibrancy on Historic Main Street and supports job preservation, cultivates economic development, and enhances the City's tax base through direct additional sales tax revenues. The costs to the City of waiving the Program's fees are thus justified by the various tangible benefits explored and supported within the PBA.

### Meal Service Requirements

Only two of the nine participating restaurants seek to serve one meal. One participant, Fletchers, has been allowed one meal service as they do not directly impacting parking spaces, but rather a small section of the walkway in Bear Bench Plaza. The other, Shabu, proposes one meal service for the slower months and two meal service in busier months (July and August). Shabu pledges to program the dining deck with water for patrons and four-legged friends during the months without two meal service. They also offered to partner with a neighboring café (Pink Elephant Coffee), allowing them to utilize the space in the morning and afternoon when not used for dinner service. After review from the City Attorney's Office, we understand these types of partnerships will require an additional lease with the partner restaurant.

We support Shabu's request and recommend requiring additional partnerships and use to approve single meal service dining decks periods. Conceptually, we do not support retail use at this time because the Administrative CUPs for the dining deck program are specific to dining use, not other uses.

#### 2024 Dining Deck Participants:

Street Dining began in 2010 with three Main Street restaurants. Since then, it was determined that up to 12 restaurants could participate in the program, creating a balance between adding vibrancy and private activation of public property and other competing needs, such as public parking space turnover and inventory.

To date, we have never had more than nine restaurants participate. Adding decks creates challenges for public safety access, including fire lane requirements and event operations, and concerns from neighboring businesses that prefer parking stalls near their storefront remain for vehicle use.

We recommend maintaining the not-to-exceed number at 12 and re-exploring a new maximum if we obtain additional requests. While we contacted additional restaurants, no new applications have been received. A list of participating restaurants for 2024 and the history of those who have inquired are listed below:

YOY Park City Dining Deck Participants Park City					
2024 Dining Deck Participants					
Name of Restaurant	Address	Years Participated in the Program	Number of Parking Spaces - 20' per parking space	Total Years Participating	Proposed 2024 Dates
Eating Establishment	317 Main	2011 to 2023	1.35	13	April 29 to October 30
Don Gallo (previously Bistro 412)	412 Main	2010 to 2023	1.2	14	May 20 to October 20
Flanagans	438 Main	2011 to 2023	1.24	13	April 29 to October 30
Shabu	442 Main	2011 to 2022	1.18	13	June 25 to October 1*
501 on Main (Previously Zona Rosa)	501 Main	2010 to 2023	1	14	July 1 to October 30
Kanoe (previously named - Silver, Tupelo, the Brick)	508 Main	2016 / 2020 to 2023	1.25	5	July 1 to October 30
Main Street Pizza Noodle	530 Main	2011 to 2023	1.56	13	July 1 to October 30
Fletchers	562 Main	2018 to 2023	1.35 -not parking spaces	6	June 12 to October 1
Bangkok Thai	605 Main	2011 to 2014 / 2020 to 2023	2	8	July 1 to October 30
Past Inquiries					
No Longer Participating In the Program					
Ciseros (currently Firewood)	306 Main	2010 to 2014		5	
Bandits Grill & Bar (currently retail use)	440 Main	2011 to 2017		7	
Inquiries					
Red Banjo	322 Main	2010 - inquired	NA	0	
Pink Elephant Café	509 Main	2021- inquired	NA	0	
Chimayo	368 Main	2021 - inquired	NA	0	
Annex Burger (prior to 2021, this was a retail location, not a restaurant)	449 Main	2021 - inquired	NA	0	
Alpine Distilling	364 Main	2022 - inquired	NA	0	
Freshies	1915 Prospector Ave	2022 - inquired	NA	0	

#### Permitting Process

When any new Dining Deck is considered, the Planning Department reviews and issues Administrative Conditional Use Permits (ACUP) for each restaurant. Once ACUPs are approved, they run with the land (are not required annually). The City Council approves annual leases for public property. A term within the ACUP notes *“an annual review by the City Council, with input from the Planning Department will be conducted each year. City Council may terminate or change the terms of this lease at that time.”* If the ACUP is approved, additional permitting from Building, Engineering, Finance, and Stormwater is required to ensure the decks comply with applicable codes and coordination with Special Events, Parking, and Police.

The Main Street Dining Deck design standards and street topography require considerable financial investment and engineering from restaurant owners compared to most locations due to the grade of Main Street. The Operational Restrictions also ensure compatibility with the Historic District Guidelines. In addition, the Historic Park City Alliance (HPCA) has a [formal position](#) on the Dining Deck program (p. 8).

#### Conclusion & Recommendation

Based on the PBA, we recommend that the City Council hold a public hearing, waive the dining deck fees moving forward, and approve the 2024 Dining Deck Leases with slight modifications as outlined in Exhibit B. While we believe four restaurants will not be able to load in until July 1 due to Main Street Water Line Project impacts, we request that the City Council allow the Special Event Manager to administratively adjust any dates of the leases to help facilitate earlier load in if the impacts of the Main Street Waterline project allow.

We will return at a subsequent meeting to discuss long-term solutions regarding the Arts Festival Dining Deck clause.

#### **Funding**

In 2023, the Dining Deck program brought in \$24,290 in City Fees (revenues), limited to a Lease Fee, Business License Extension Fee, and Building Permit. If the City Council chooses to eliminate the Lease Fee based on the PBA, we will make necessary budget adjustments to the parking fund.

#### **Exhibits**

- A PBA of the Main Street Dining Deck Program
- B Draft Dining Deck Lease & Operational Requirements



# Dining Deck Program Public Benefits Analysis

Park City, Utah  
April 2024

Prepared By:



URBAN & MAIN  
CONSULTING

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## INTRODUCTION

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### Reasons for the Study

The Park City Dining Deck Program (the “Dining Deck Program”) began in 2010 and is entering its 14<sup>th</sup> year. Currently, the Dining Deck Program allows up to twelve Main Street restaurants to place decks on public parking stalls from April 28<sup>th</sup> through October 30<sup>th</sup>. Participating restaurants must provide two meal services seven days a week unless otherwise approved by the City Council. The Dining Deck Program aims to create vibrancy, increase outdoor dining options, provide partnership opportunities with local businesses, and create an overall community benefit.

Historically, the City has required participating restaurants to pay lease fees, which have varied throughout the Dining Deck Program based on market conditions and current parking rates. Participating restaurants also pay Building Permits and Building License extension fees. Since 2019, participating restaurants have paid a standard lease fee of \$2,160 per parking space, 30% of the lost parking revenue in 2019. The City Council is discussing waiving lease fees to promote further the Dining Deck Program (the “Appropriation”). As this is a temporary disposal of City-owned property, a public benefits analysis is required.

This analysis intends to provide Park City (the “City”), a Utah municipality, and the Park City Council with the information required by the Utah Code Section 10-8-2 - Utah Municipal Code – Appropriations – Acquisition and disposal or property – Municipal authority – Corporate purpose – Procedure.

### Urban & Main Consulting

In 2022, Rob Sant founded Urban & Main Consulting (“Urban & Main”), a Utah-based economic development consulting firm specializing in cost studies, financial analyses, economic development strategic planning, tax increment financing, economic/fiscal impact modeling, and community reinvestment creation and management.

Before creating Urban & Main, Mr. Sant spent over a decade working in the public and private sectors, including as Economic Development Division Director of Davis County and Vice President at LRB Public Finance Advisors (LRB), one of the premier financial advisory and economic development consulting firms in Utah. While at LRB, Mr. Sant led the firm's economic development efforts, conducting and overseeing economic development studies, analyses, and plans for various cities across Utah.

Mr. Sant has been part of economic development teams that have been successful in recruiting or retaining numerous Fortune 500 companies in Utah, forming the State's first Housing Transit and Reinvestment Zone, and creating over 25 tax increment financing areas that have generated over \$2 billion in assessed value and more than 10,000 jobs.

Recent projects completed by Mr. Sant include the Retreat at Snow Canyon Economic and Fiscal Impact Analysis, West Davis Corridor Interchange Market Study, Black Rock Mountain Resort Economic Impact Study, The Other Side Village Cost Benefit Analysis, South Salt Lake Downtown Housing and Transit Reinvestment Zone, Tax Increment Forecast Model for the Kimberly Clark expansion, North Farmington Station Economic Impact Study, Davis County Economic Development Strategic Plan, and Roy City's 1900 Southeast Community Reinvestment Area.

As outlined above, Urban & Main has significant experience in economic development and feasibility of development projects. With over a decade of economic development financial services, Urban & Main fully understands what is needed to provide an independent analysis to determine the costs and benefits of development projects.

## SECTION I – LEGAL FRAMEWORK

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Utah Code § 10-8-2 states that municipalities may appropriate funds for “corporate purposes only.” Those purposes are, in the judgement of the municipal legislative body, any purpose that “provides for the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of the inhabitants of the municipality.” Utah Code § 10-8-2(3). A municipal legislative body must make a determination that the “net value received for any money appropriated” is “measured on a project-by-project basis over the life of the project.” The municipal legislative body “may consider intangible benefits received by the municipality in determining net value received.” Moreover, a “determination of value received, made by the municipality’s legislative body, shall be presumed valid unless it can be shown that the determination was arbitrary, capricious, or illegal.”

The legislative body must hold a public hearing before appropriating any funds for a corporate purpose. If the entity receiving the benefit from the City is anything other than a nonprofit corporation, then a study that demonstrates the purpose of the appropriation must be undertaken and posted for public review at least 14 days before a public hearing on the appropriation. The factors to be considered in the study are:

1. What identified benefit the municipality will receive in return for any money or resources appropriated;
2. 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
3. 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, elimination of a development impediment, job preservation, the preservation of historic structures and property, and any other public purpose.

## SECTION II – ANALYSIS OF THE PUBLIC BENEFITS OF THE DINING DECK PROGRAM

### QUANTITATIVE BENEFITS

The Dining Deck Program's quantitative benefit is increased sales tax revenues to the City. A 10-year period was used to analyze the sales tax revenues generated by the dining decks. The analysis assumes the City will approve nine (9) dining decks each year during the analysis period. It is estimated that the Dining Deck Program creates a **\$46,352** fiscal benefit for the City after factoring in lost parking revenue over the 10-year period.

#### *Dining Deck Program Costs*

In 2023, the dining decks eliminated 10.78 public parking spaces. Using a total daily parking collection fee of \$93 per space equates to a loss of \$1,003 per day. The Dining Deck Program runs from May 1<sup>st</sup> to October 30<sup>th</sup> each year<sup>1</sup>. At 182 days, the City is estimated to lose **\$182,462** in annual parking revenue. This equates to a loss of **\$1.78 million** during the 10-year analysis period.

TABLE 1: DINING DECK PROGRAM COSTS

Assumption	Amount
Total Possible Parking Fee per Day	\$93.00
Parking Stalls Covered by 9 Dining Decks	10.78
Total Parking Revenue Loss per Day	\$1,003
2024 Number of Days (Uphill Restaurants)	152
2024 Number of Days (Downhill Restaurants)	130
2024 Dining Deck Parking Revenue Loss	\$140,499
2025-2033 Number of Days	182
2025-2033 Dining Deck Annual Parking Revenue Loss	\$182,462
<b>Total Parking Revenue Loss (10 Years)</b>	<b>\$1,782,659</b>

#### *Dining Deck Program Benefits<sup>2</sup>*

The City receives additional sales tax revenue from food and drink sales on the decks. The analysis assumes the dining decks will accommodate 55 additional outdoor dining tables on Main Street, which wouldn't exist but for the Dining Deck Program. Considering open hours and average dining times of one hour and thirty minutes, the dining deck program would generate 354 tables daily.

TABLE 2 DINING DECK ASSUMPTIONS

Restaurant	Deck Tables	Service Hours	Average Dining Times	Tables per Day
501 on Main	5	14	1.5	47
Don Gallo	7	13	1.5	61
Eating Establishment	6	13	1.5	52
Flanagan's on Main	6	9.5 <sup>3</sup>	1.5	38
Shabu	6	5	1.5	20
Main Street Pizza & Noodle	7	10	1.5	47
Bangkok Thai on Main	6	9	1.5	36
Fletchers	6	4.5	1.5	18
Kanoe	6	9	1.5	36
<b>Total</b>	<b>55</b>			<b>354</b>

<sup>1</sup> The City's Streets and Water Departments have requested additional time this year to replace the water main line and laterals in Main Street from Heber Avenue to Fifth Street and a micro seal coating of Main Street. As a result, the dining decks will be installed between June and July, depending on their location.

<sup>2</sup> The analysis is based on assumptions and not actual data from the participating restaurants.

<sup>3</sup> Flanagan's on Main is open for 13.5 hours on Fridays and Saturdays.

Reviewing menu prices at the participating restaurants and various table sizes, the average ticket prices at participating restaurants used in this analysis ranged from \$77.00 to \$126.54. At 354 tables per day, this produces an average of **\$33,788** in daily gross taxable sales, which generates an average of **\$6.75 million** in annual Dining Deck Program gross taxable sales over the 10-year period.

The Dining Deck Program's gross taxable sales will produce sales tax revenues for the City over the 10-year analysis period. Sales tax revenues are based on the following effective sales tax rates.

TABLE 3 PARK CITY EFFECTIVE TAX RATES

	April 1, 2024 Tax Rate
Local Option Sales & Use Tax	0.60%
Resort Community Tax	1.60%
Transit Tax	0.51%
<b>Total Tax Rate</b>	<b>2.71%</b>

Sales tax revenues were calculated by multiplying the annual gross taxable sales by the abovementioned tax rates. Assuming a two-and-a-half percent yearly growth rate in taxable sales, the Dining Deck Program will generate **\$1.83 million** in City sales tax revenue during the 10-year analysis period.

TABLE 4: CITY SALES TAX REVENUES

Assumption	Amount
Average Gross Taxable Sales	\$6,749,121
Sales Tax Rate	2.71%
Annual Growth	2.50%
Average Sales Tax Revenue	\$182,901
<b>Total Sales Tax Revenue (10 Years)</b>	<b>\$1,829,021</b>

#### Cost/Benefit Summary

Based on the assumptions in this analysis, the Dining Deck Program may produce a **\$46,352** net benefit to the City projected over 10 years, or an average annual net benefit of **\$4,635**. It should be noted that the Dining Deck Program loses money in the first four years. Additionally, this analysis assumed the parking fee would remain at \$93 per day; adjustments to parking rates would impact the costs and benefits outlined in the Study.

The actual economic benefit of the Dining Deck Program is likely higher due to additional indirect and induced benefits. Positive economic impacts will be felt throughout Main Street with the additional vibrancy created by the Dining Deck Program.

TABLE 5 DINING DECK PROGRAM COST/BENEFIT

Revenue	Year 1	Year 2	Year 3	Year 4	Year 5
Sales Tax	\$128,636	\$170,814	\$175,085	\$179,462	\$183,948
<b>Expense</b>					
<b>Parking Revenue</b>	<b>(\$140,499)</b>	<b>(\$182,462)</b>	<b>(\$182,462)</b>	<b>(\$182,462)</b>	<b>(\$182,462)</b>
<b>Net Benefit/(Cost)</b>	<b>(\$11,863)</b>	<b>(\$11,648)</b>	<b>(\$7,377)</b>	<b>(\$3,000)</b>	<b>\$1,486</b>
<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Total</b>
\$188,547	\$193,261	\$198,092	\$203,045	\$208,121	\$1,829,012
(\$182,462)	(\$182,462)	(\$182,462)	(\$182,462)	(\$182,462)	\$1,782,659
<b>\$6,085</b>	<b>\$10,799</b>	<b>\$15,630</b>	<b>\$20,582</b>	<b>\$25,659</b>	<b>\$46,352</b>

## QUALITATIVE BENEFITS

There are numerous qualitative (intangible) benefits created by the Dining Deck Program, which include:

- 1. Vibrant Main Street** – A vibrant Main Street promotes social interaction and connection and supports independent and locally owned businesses. The appealing character and atmosphere of Main Street attracts residents and tourists looking to enjoy a warm summer evening, sampling the local cuisine, and experiencing the local atmosphere. Additional outdoor seating adds to the City's Main Street vibrancy and provides further opportunities for residents and visitors to enjoy the unique architecture and spectacular views. Dining decks help keep Main Street competitive with other shopping, dining, and entertainment districts.
- 2. Increased Walkability** – Increasing dining opportunities along Main Street promotes walkability, as shorter wait times increases the likelihood that visitors will remain within proximity of the restaurant, thus reducing their carbon footprint and decreasing automobile traffic in the City.
- 3. Job Creation and Preservation** – The majority of participating restaurants are open for at least two services seven days a week, preserving jobs during the City's slower seasons. Additionally, the dining decks may create new jobs, as additional staff may be needed to serve them.
- 4. Strong Local Economy** – Main Street has many local small businesses. Buying from local businesses puts money back into the local economy, which benefits both the business and the City's tax base. For every \$100 spent at locally owned businesses, \$68 will stay in the community. That money creates jobs and additional opportunities for local vendors and suppliers. Additionally, local businesses are far more likely to support local causes and nonprofits.
- 5. Safety** – Building vacancies can increase the likelihood of crime. Keeping Main Street active and alive helps residents and visitors feel safe and want to frequent its 200+ unique businesses.

## PURPOSE OF THE APPROPRIATION

The Dining Deck Program supports the City's efforts to enhance the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of the inhabitants of Park City through:

- **Health and Safety:** A lively and active streetscape increases walkability and decreases traffic congestion. Dining decks draw increased foot traffic to Main Street, as many summer and fall customers seek outdoor seating options.
- **Prosperity:** The Program increases the prosperity of the City's inhabitants through the economic impact of a vibrant Main Street. Residents and visitors frequenting the dining decks support the locally owned small businesses on Main Street.
- **Comfort and Convenience:** Additional outdoor dining options enhance the comfort and convenience of the City's inhabitants as the expanded seating minimizes wait times and delivers a heightened experience for patrons.

## ACHIEVING THE CITY'S GOALS

The Appropriation is necessary and appropriate to support the City's reasonable goals and objectives regarding economic development, job preservation, job creation, and enhancing the local tax base through increased sales tax revenues.

The City Council of Park City developed strategic goals and priorities that guide decision-making and ensure the community's vision and values are achieved. One of the four strategic goals was a Thriving Mountain Town, which included the desired outcome of a resilient and sustainable economy. The Dining Deck Program helps stimulate the local economy during the region's slower seasons.

## CONCLUSION

The Dining Deck Program creates vibrancy along Historic Main Street, which supports job preservation, cultivates economic development, and enhances the City's tax base through direct additional sales tax revenues off the decks. The costs to the City of waiving the Program's fees are thus justified by the various tangible and intangible benefits explored in this Study.

## APPENDIX A: SALES TAX REVENUES

### Park City

#### Dining Deck Program Public Benefits Analysis

##### Sales Tax Revenues

Sales Tax Assumptions	
Number of Dining Decks	9
Total Deck Sales per Day	\$33,788
Number of Days (Uphill 2024)	152
Number of Days (Downhill 2024)	130
Number of Days (2025-2033)	182
Local Option Effective Rate	0.6%
Town Option Rate	1.6%
Transit Effective Rate	0.5%
Annual Growth Rate	2.5%
Additional Assumptions	
Discount Rate	6.50%

Time Indexed Sales (\$)/SF	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
Retail Gross Sales	4,746,722	6,303,116	6,460,694	6,622,211	6,787,766	6,957,460	7,131,397	7,309,682	7,492,424	7,679,734	67,491,205
<b>Total Gross Taxable Sales</b>	<b>4,746,722</b>	<b>6,303,116</b>	<b>6,460,694</b>	<b>6,622,211</b>	<b>6,787,766</b>	<b>6,957,460</b>	<b>7,131,397</b>	<b>7,309,682</b>	<b>7,492,424</b>	<b>7,679,734</b>	<b>67,491,205</b>

Sales Tax Summary											
	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total	
City Local Sales Tax	28,480	37,819	38,764	39,733	40,727	41,745	42,788	43,858	44,955	46,078	404,947
Transit Tax	24,208	32,146	32,950	33,773	34,618	35,483	36,370	37,279	38,211	39,167	344,205
Resort Community Tax	75,948	100,850	103,371	105,955	108,604	111,319	114,102	116,955	119,879	122,876	1,079,859
<b>Total Sales Tax Generation</b>	<b>128,636</b>	<b>170,814</b>	<b>175,085</b>	<b>179,462</b>	<b>183,948</b>	<b>188,547</b>	<b>193,261</b>	<b>198,092</b>	<b>203,045</b>	<b>208,121</b>	<b>1,829,012</b>
<b>Loss of Parking Revenue (2024)</b>	<b>140,499</b>	<b>182,462</b>	<b>182,462</b>	<b>182,462</b>	<b>182,462</b>	<b>182,462</b>	<b>182,462</b>	<b>182,462</b>	<b>182,462</b>	<b>182,462</b>	<b>1,782,659</b>
<b>Total Benefit/(Cost)</b>	<b>(11,863)</b>	<b>(11,648)</b>	<b>(7,377)</b>	<b>(3,000)</b>	<b>1,486</b>	<b>6,085</b>	<b>10,799</b>	<b>15,630</b>	<b>20,582</b>	<b>25,659</b>	<b>46,352</b>

**STREET DINING ON MAIN  
OUTDOOR DINING LEASE 2024**

This Street Dining on Main Outdoor Dining Lease 2024 ("Lease") is by and between **PARK CITY MUNICIPAL CORPORATION**, a Utah municipal corporation, (the "City", "Park City", or "Landlord") and \_\_\_\_\_, a Utah corporation, (the "Tenant") located at \_\_\_\_\_, Park City, Utah.

WHEREAS, the City wishes to enable opportunities for restaurants on Main Street to be able to provide additional outdoor dining opportunities; and

WHEREAS, the City's goals include the establishment of new and creative opportunities to facilitate the Main Street experience for residents and visitors alike during the shoulder and summer seasons; and

WHEREAS, the City's goals include the preservation and enhancement of Park City's character regarding Old Town and the desire to strengthen the pedestrian experience along Main Street; and

WHEREAS, the City recognizes the desire of many visitors and residents to dine outdoors along historic Main Street; and

WHEREAS, the City's General Plan recommends utilizing street design techniques to encourage slower traffic speeds and a more intimate pedestrian-oriented scale; and

WHEREAS, the City completed a Public Benefit Analysis in April of 2024, a copy of which is available the Special Events Office ("Public Benefit Analysis");

WHEREAS, the City's goals include maintaining and furthering the resort community's economic opportunities, as well as enhancing the economic viability of Park City's Main Street Business District.

NOW, THEREFORE, the parties agree as follows:

1. PROPERTY. The property affected by this Lease is generally described as the street area and sidewalk directly fronting Tenant's building located at \_\_\_\_\_, which has a length of \_\_\_\_\_ feet (X# of parking spaces), and more specifically described in site plan **Exhibit A**, attached hereto and incorporated herein by this reference, (the "Premises"). The length of the outdoor dining deck per restaurant may not exceed forty feet (40').
2. RENT. Annual rent for the use of the street for the deck is waived per the Public Benefit Analysis completed in April of 2024. Tenant shall be solely responsible

for payment of any and all costs associated with Tenant's performance under this Lease, including but not limited to additional business licensing fees, insurance, sales taxes and other expenses.

3. TERM. Unless otherwise delayed, suspended, or terminated by Summit County health order(s), the term of this Lease shall commence on \_\_\_\_\_, 2024, and shall terminate on October 30, 2024 ("Term") unless terminated earlier as provided herein. Additional term restrictions are attached hereto and incorporated herein by this reference in **Exhibit B** (Street Dining Operational Restrictions). This Lease may be terminated by Park City upon a finding of non-compliance of this Lease or the attached operational restrictions. Failure to remove the deck by October 30<sup>th</sup> will result in loss of eligibility for the following year. The use of the Premises shall not conflict with any previously existing Special Event Permit recipients on Main Street.
4. MAIN STREET IMPROVEMENTS. If at any time the street dining deck needs to be removed due to construction related to Main Street improvements, the City will give each affected street dining business owner a minimum of twenty four-(24) hours to have their decks removed, unless there is an emergency project which then the business owner should remove the deck as soon as possible. The City will not be responsible for any associated costs involving deck removal/placement or potential lost revenue.
5. USE OF PREMISES. Tenant may use the Premises only for outdoor dining services in a manner consistent with applicable Summit County health orders, Section 15-2.6-12(B)(1) of the Park City Land Management Code and the terms of this Lease. As a condition of this Lease, Tenant shall comply with the operational restrictions set forth in Exhibit B. Park City makes no representations regarding the Premises and Tenant accepts the Premises "AS IS."
6. IMPROVEMENTS TO THE PREMISES. Tenant shall not make any improvements to the Premises without first obtaining Park City's written consent. Any improvements approved by Park City shall be completed at Tenant's sole expense and removed at Tenant's sole expense upon expiration of this Lease. No permanent alterations to the City's property are permitted.
7. SIGNS. No signs shall be permitted on the Premises except as specifically approved by the Park City Municipal Corporation Planning Department pursuant to the Park City Sign Code and/or Tenant's Master Sign Plan.
8. INSURANCE.

At its own cost and expense, Tenant shall maintain the following mandatory insurance coverage to protect against claims for injuries to persons or property damage that may arise from or relate to the use and occupancy of the Premises

by Tenant, its agents, representatives, employees, or contractors for the entire duration of this Lease or for such longer period of time as set forth below. Prior to taking possession of the Premises, Tenant shall furnish a certificate of insurance as evidence of the requisite coverage. The certificate of insurance must include endorsements for additional insured, waiver of subrogation, primary and non-contributory status, and completed operations.

- a. Commercial General Liability Insurance. Tenant shall maintain commercial general liability insurance on a primary and non-contributory basis in comparison to all other insurance, including the Landlord's own policies of insurance, for all claims against Landlord. The policy must be written on an occurrence basis with limits not less than \$2,000,000 per occurrence and \$3,000,000 aggregate for personal injury and property damage. Upon request of Landlord, Tenant must increase the policy limits to at least the amount of the limitation of judgments described in Utah Code § 63G-7-604, the Governmental Immunity Act of Utah (or successor provision), as calculated by the state risk manager every two years and stated in Utah Admin. Code R37-4-3 (or successor provision).
- b. Umbrella/Excess Coverage. The insurance limits required by this section may be met by either providing a primary policy or in combination with umbrella / excess liability policy(ies). To the extent that umbrella/excess coverage is used to satisfy the limits of coverage required hereunder, the terms of such coverage must be following form to, or otherwise at least as broad as, the primary underlying coverage, including amending the "other insurance" provisions as required so as to provide additional insured coverage on a primary and non-contributory basis, and subject to vertical exhaustion before any other primary, umbrella/excess, or any other insurance obtained by the additional insureds will be triggered.
- c. Insured Parties. Each policy and all renewals or replacements must name the Landlord (and its officers, agents, and employees) as additional insureds on a primary and non-contributory basis with respect to liability arising out of or related to the use and occupancy of the Premises by Tenant.
- d. Waiver of Subrogation. Tenant waives all rights against Landlord and any other additional insureds for recovery of any loss or damages to the extent these damages are covered by any of the insurance policies required under this Lease. Tenant shall cause each policy to be endorsed with a waiver of subrogation in favor of Landlord for claims arising out of or related to the use and occupancy of the Premises by Tenant, including claims by Tenant, its employees, agents, and contractors.
- e. Quality of Insurance Companies. All required insurance policies must be issued by insurance companies qualified to do business in the state of

Utah and listed on the United States Treasury Department's current Department of Treasury Fiscal Services List 570, or having a general policyholders rating of not less than "A-" in the most current available A.M. Best Co., Inc.'s, Best Insurance Report, or equivalent.

- f. Cancellation. Should any of Tenant's required insurance policies under this Lease be cancelled before the termination or expiration of this Lease, Tenant must deliver notice to Landlord within 30 days of cancellation. Landlord may request and Tenant must provide within 10 days certified copies of any required policies during the term of this Lease.
- g. Additional Coverage. Notwithstanding anything to the contrary, if Tenant has procured any insurance coverage or limits (either primary or on an excess basis) that exceed the minimum acceptable coverage or limits set forth in this Lease, the broadest coverage and highest limits actually afforded under the applicable policy(ies) of insurance are the coverage and limits required by this Lease and such coverage and limits must be provided in full to the additional insureds and indemnified parties under this Lease. The parties expressly intend that the provisions in this Lease will be construed as broadly as permitted to be construed by applicable law to afford the maximum insurance coverage available under Tenant's insurance policies.
- h. No representation. In specifying minimum Tenant's insurance requirements, Landlord does not represent that such insurance is adequate to protect Tenant from loss, damage or liability arising from the use and occupancy of the Premises. Tenant is solely responsible to inform itself of types or amounts of insurance it may need beyond these requirements to protect itself.
9. **HOLD HARMLESS**. Tenant shall defend, indemnify, and hold Park City harmless from all claims, loss, damage, injury or liability (hereafter "Liability") arising out of or resulting from Tenant's use and occupancy of the Premises to the full extent permitted by law and/or the Governmental Immunity Act of Utah, including reasonable attorney's fees, but excluding any liability resulting from acts or omissions of Park City, its officers, employees or agents. Nothing herein shall be construed as a waiver of any of the rights or defenses under the Governmental Immunity Act of Utah (Utah Code § 63G-7-101 et seq., as amended). The obligations hereunder shall be determined under principles of tort law including, but not limited to, the Governmental Immunity Act of Utah. In case of an emergency including but not limited to a flood, storm drain, or utility, the structure may be removed or damaged by response teams at the cost of the Tenant. Tenant shall indemnify, protect and hold the Landlord harmless from and defend (by counsel reasonably acceptable to Landlord) the Landlord against any and all claims, causes of action, liability, damage, loss or expense (including reasonable attorneys' fees and costs and court costs), statutory or otherwise arising out of or

incurred in connection with (i) the use, operation, occupancy or existence of the Premises or the presence of visitors, or any other person, at the Premises during the Term, (ii) any activity, work or thing done or permitted or suffered by Tenant in or about the Premises, (iii) any acts, omissions or negligence of Tenant, any person claiming through Tenant, or the contractors, agents, employees, members of the public, invitees, or visitors of Tenant or any other such person ("Tenant Party" or "Tenant Parties"), (iv) any breach, violation or nonperformance by any Tenant Party of any provision of this Lease or of any law of any kind, or (v) except to the extent resulting from any negligence or intentional torts of Landlord.

10. **ASSIGNABILITY.** Tenant shall not assign or transfer any interest in this Lease without the prior written consent of Park City. Any assignment or transfer without written approval is void.

11. **PROFESSIONAL PERFORMANCE.** Tenant agrees to perform services under this Lease at the highest professional standards, and to the satisfaction of Park City.

12. **APPLICABLE LAW.** This Lease shall be governed by the laws of the state of Utah.

13. **ENTIRE AGREEMENT.** This Lease constitutes the entire and only agreement between the parties and it cannot be altered or amended except by written instrument, signed by both parties.

Each party is signing this Lease on the date stated opposite that party's signature.

**Tenant:**

\_\_\_\_\_, a Utah corporation,  
dba

By: \_\_\_\_\_  
Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**PARK CITY MUNICIPAL CORPORATION,**  
a Utah municipal corporation

By: \_\_\_\_\_  
Nann Worel, Mayor

Date: \_\_\_\_\_

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

City Attorney's Office

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## Exhibit B – Street Dining Operational Restrictions

Street dining may be allowed by the Planning Department upon issuance of an Outdoor Dining Administrative Conditional Use Permit. Street dining is permitted beginning as early as April 29, and shall terminate on October 30th of each year. A total of twelve (12) street dining decks may be accommodated on Main Street based on the layout of the proposed decks. The Applicant must submit an application, pay an application fee, and provide all required materials and plans. Ongoing monitoring will be provided to ensure compliance with these parameters. The Administrative Conditional Use Permit or the Lease may be revoked for failure to comply with these restrictions.

### Required Submittals:

- Dining Site Plan – This plan shall be to scale and indicate: the Applicant's building as it relates to the exact proximity of the street dining deck. The plan shall include accurate locations of proposed chairs, tables, umbrellas, planters, and any other existing public improvements (light fixtures, fire department connections, parking meters, etc.).
- Details/specifications sheets – Shall be submitted for each piece of equipment proposed with the street dining application. This will include all tables, chairs, umbrellas, etc.

### Design Standards:

1. Size. Street dining area shall be limited to the linear frontage a building has on Main Street and shall not exceed nine feet (9') in width. The encroachment of the proposed decks into street will not exceed seven feet, nine inches (7'-9") in width from the curb, as the encroachment of the proposed decks into the sidewalk will not exceed one foot three inches (1'-3"), unless approved by City Council. With the written permission of the adjacent property owner submitted to the City, they may extend into the neighbor's street frontage. Forty-four inches (44") of clear sidewalk width shall be available at all times where the street dining deck is constructed. Each outdoor dining deck shall not exceed forty feet (40') in length.
2. Location/Proximity/Spacing. The City reserves the right to reject an application for an outdoor dining deck:
  - If the proposed deck is too close to a previously existing deck and would eliminate needed parallel parking along Main Street thus creating a concentrated parking issue.
  - If the proposed deck is for a restaurant that does not have direct access at street level.
  - If the proposed deck is for a business with existing outdoor dining space and the expansion of such is deemed excessive.

- If the proposed deck creates too much private use of the public right-of-way that may be deemed detrimental to the health, safety, and welfare of the area.
- The Building, Planning, and Engineering Departments will review the location, proximity, and spacing of each street dining deck as well as impacts of traffic and public safety concerns. A recommendation will be given to the City Council for final review and approval.

3. Hours of Operation. The street dining decks shall be utilized for street dining and shall serve two (2) meal services seven (7) days a week for the duration that the decks are in the Right of Way. Should a restaurant not be able to serve two meal services, they may partner with another restaurant or café to use the space during at least one of the meal service times. The partner restaurant must also enter into a Lease with the City. The restaurants shall collaborate to keep the area clean.
4. Material. Street dining decks may be built of wood or metal platforms and shall have a solid base. The design of the base shall complement the style of the building. The railing shall be painted solid to also complement the building. While outdoor dining deck is not subject to a complete Historic District Design Review (HDDR), the guidelines are applicable to the project.
5. Height. The maximum height of the deck shall not exceed thirty-six inches (36") measured from existing grade to the base/floor of the deck at any given point. The layout of the deck may include a step to meet the maximum height allowed.
6. Advertising. Additional signing or advertising beyond what is allowed by the Park City Sign Code is prohibited.
7. Furniture. All tables and chairs shall be metal, wood, or other comparable material. Plastic furniture shall not be allowed. All furniture must be approved by the Planning Department per the historic district design review.
8. Umbrellas. Umbrellas must be free standing and are prohibited from extending beyond the dining area. Any umbrellas shall be affixed permanently to the deck as required by the International Building Code requirements (including fire standards) and shall not create any public hazard.
9. Lighting. No additional electric lighting is permitted, including exterior building lighting.
10. Planters. Any proposed landscaping or atmosphere pieces shall be reviewed at the time of initial application and shall not create any public hazard or unnecessary clutter. All plant material must be maintained in a manner that ensures their viability throughout the summer outdoor dining season.
11. Use. The use of the Premises shall not conflict with any previously existing Special Events on Main Street.
12. Licensing. The additional square footage of the dining area must be added to

the existing licensed area for the restaurant. The Tenant shall also adhere to other applicable City and State licensing ordinances, including the Department of Alcoholic Beverage Services. It is the responsibility of the Tenant to ensure that all licenses are properly obtained and adhered to.

13. Duration. Street dining is permitted beginning April 29th and shall terminate on October 30th.
14. Health & Safety. The Use shall not violate the Summit County Health Code, Summit County Health Orders, State of Utah Health Orders, the Fire Code, or International Building Code.
15. Music. The use of outdoor speakers and music is prohibited.
16. Maintenance. The dining area shall be clean and maintained in a neat and orderly fashion.
17. Storage. All equipment and other associated materials must be removed and stored on private property during prohibited times (off season). No material associated with the outdoor dining decks may be stored outdoors on-site during the off-season.
18. Removal. Decks must be completely removed from the Right-of-Way prior to the end of business day October 30. If the outdoor dining structure is not removed as required, the City will remove the structure at cost to compensate for the employees and equipment needed to complete the task.
19. Drainage. Design of the deck and its skirting shall not interfere with the existing street drainage. Deck plans shall be reviewed by the City for drainage and may be modified so as to not interfere with the existing drainage patterns of the street. Decks that have drains directly under them or downhill will be required to install screening to ensure waste does not enter the system.
20. Utilities. Access to utilities shall not be hindered by the structures. No outdoor dining decks will be approved if located in an area that blocks access to fire hydrants, etc. No new utility lines shall be installed as a result of the proposed outdoor dining.
21. Aesthetics. Due to the Park City environment and storage of the decks over the years, the decks shall be maintained in a safe and high-quality manner. Prior to final installation and occupancy of each deck, the Tenant shall make sure that the structural members can adequately meet their original design and each deck shall look aesthetically pleasing.
22. Violations. The decks shall be in compliance with all County and State Health Orders in addition to Municipal Code § 11-19-3(H) regarding Prohibition Against Issuance of Municipal Permits. From the time that any Notice of Violation is given, the City may withhold permits for any alteration, repair or construction, which pertains to any existing or new structures or signs on the property or any permits pertaining to the use and development of the real property or the structure where a violation is located. The City may withhold permits until a

Notice of Compliance has been issued by the enforcement official. The City may not withhold permits that are necessary to obtain a Notice of Compliance or that are necessary to correct serious health and safety violations.

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**Subject:** **Transportation Capital Project Funding**  
**Authors:** **John Robertson, City Engineer**  
**Departments:** **Engineering, Budgets, Transportation**  
**Date:** **April 25, 2024**

## **Recommendation**

Discuss the proposed scopes of work, construction schedules, and funding alternatives for three significant transportation projects under consideration. The projects are the Snow Creek Crossing, Homestake Roadway Construction, and Lower Park Avenue Reconstruction.

We are working with the city manager to consider and determine appropriate funding levels and project scope for numerous capital projects to align our efforts and resources to achieve the goals and priorities of the City Council. These three projects are important potential improvements to Park City's underlying infrastructure, yet also require a considerable number of resources that will constrain other capital project opportunities. Therefore, it is necessary to finalize the scope and level of support, including alternatives, prior to advancing projects into final design and construction.

## **Executive Summary**

For well over a decade, successive mayors and councils have contemplated these three key capital projects. Each project is designed to improve safety and connectivity. All three are nearing the final concept design phase or actual construction plan preparation with construction-level estimates, taking two to four years to construct.

Each project received partial funding during the city's previous capital improvement budgeting process. Project budgets of this magnitude are frequently built several years prior to making a final decision.

## **CP0540 Snow Creek Crossing**

### **Project Description/History**

As highlighted in red in Figure 1, this project is the missing connection for the transportation network north and south of town or between SR-248 and Kearns Boulevard and a point of frequent frustration for safe crossings for cyclists and pedestrians. The project is on the active transportation network outlined in [Park City Forward](#) and the [Summit County Active Transportation Plan](#) as a tunnel.

Initially contemplated in the [2007 Walk Study](#) as the "Dan's to Jan's" tunnel, it was located at the intersection of Park Avenue and SR248/Kearns Boulevard. After additional community engagement and analysis by the WALK Committee, the project evolved to a tunnel crossing at the junction of SR248/Kearns Boulevard and Snow Creek Drive.

During public outreach for the Bonanza Small Area plan, the public expressed a desire to prioritize connectivity throughout the area generally, and safe movement of pedestrians and bicyclists. There are many strategies to achieve safe passage, though all require considerable resources and roadway disruptions.

At the [May 12, 2022](#), City Council meeting, bridge and tunnel design options and estimates were presented. The total project estimate of the 3-tunnel option, which was favored by the Council instead of an overpass option, was \$13.5 million and relied upon the remaining \$4.2 million Walk Bonds. Additionally, the City Council requested we consider at-grade crossings as a permanent or temporary solution until there is better synergy with area redevelopment plans.

The Snow Creek Study area is highlighted in red shown in Figure 1 below:

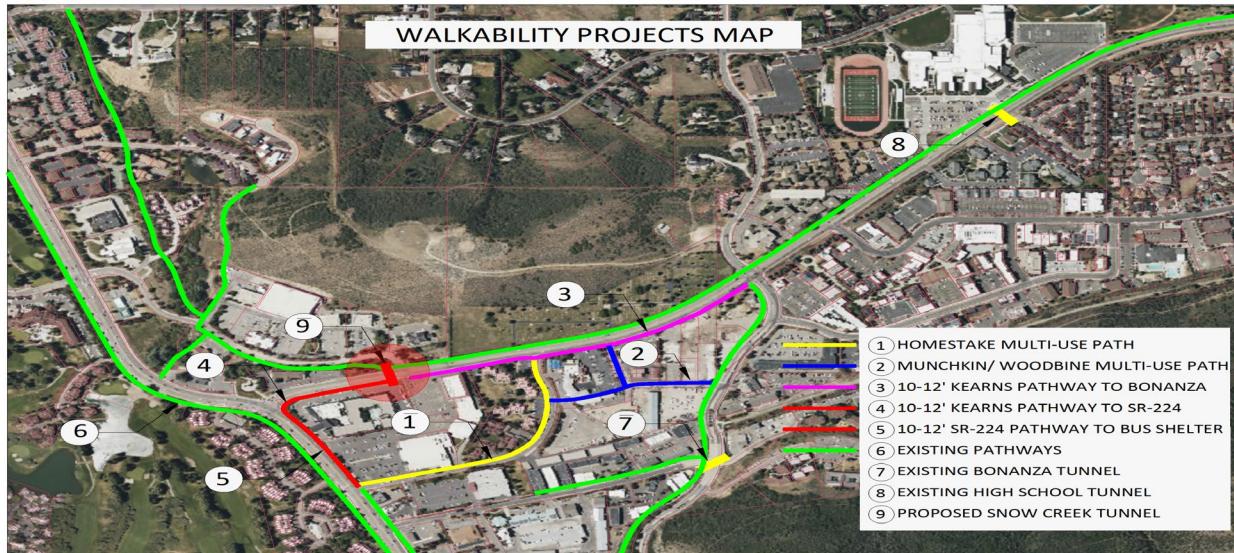


Figure 1 - Active Transportation Connections in the Vicinity of Snow Creek Drive

At a subsequent project update on [June 22, 2023](#), and due to the significant overall project cost for a tunnel, a feasibility/value engineering analysis was sought to minimize costs.

#### Construction Alternatives:

Two construction options for the crossing were analyzed. The first is to proceed with the tunnel configuration and the second identifies several at-grade crossing solutions. The at-grade could be installed in a relatively short time frame, pending UDOT approval, and subsequently measured for effectiveness before permanent improvements are further contemplated pending area redevelopment plans.

Option 1 – Tunnel - Value engineering efforts were developed using: a Risk Workshop, Desktop Geo-Tech Analysis, Utility Test-holing, 3<sup>rd</sup> Party Cost Estimating, Additional Design Work & Stakeholder Coordination, and 3<sup>rd</sup> Party Design Review. The value engineering analysis (Exhibit A) led to the layout shown below (Figure 2). It was determined we could achieve most project goals and resulted in project costs estimated at approximately \$16.8M (Table 2).

Figure 2 – Value Engineering Recommended Option



The value engineering also reaffirmed that the primary risks to the project include right-of-way coordination, subsurface utilities, potential groundwater depth, and disruption to nearby businesses. The proposed budget includes contingencies to cover these items that will be vetted and finalized during the final design process.

Two independent cost estimates were prepared, and the amount for right-of-way costs was the same for both estimates. Table 1 is a side-by-side comparison of the projected 2024 project costs:

Table 1 – Total Tunnel Option – 2024 Independent Cost Estimates

	<b>Horrocks</b>	<b>Construction Control Corporation</b>
Tunnel Construction	\$10,809,527	\$11,180,153
Right of Way	\$857,500	\$857,500
Design & Construction Management	\$1,620,000	\$1,822,297
Consultant VE Contingency Assumptions	\$3,500,108*	\$2,095,587**
<b>Total Project Costs</b>	<b>\$16,787,135</b>	<b>\$15,955,537</b>

\*21% contingency - \*\*13% contingency

It should be noted that the estimates in Table 1 are based on the value-engineered reduced scope of work but is roughly \$3 million more than the estimated project costs for the larger 3-

tunnel preferred option discussed in 2022. This discrepancy is due to inflation rates that spiked up to 12% during the COVID-19 pandemic.

The soonest construction could begin is spring 2025. Due to inflation, the total project costs range shown in Table 1 will also increase. Two critical factors should be considered when evaluating Option 1 as viable.

First, there are significant impacts on the Snyderville Basin Wastewater Reclamation District (District) infrastructure. The District operates a large splitter structure and metering manhole currently located in the roadway just to the east of the SR224/SR248 intersection. To improve safety for their employees and create easier access for maintenance, the District is willing to participate in the project from \$950,000 up to \$1.5 million.

Second, the third-party estimating consultant monitors the heavy civil project industry and forecasts inflation rates will increase at a lower rate than experienced over the last several years (between 8 to 10% next year). To help overcome cost concerns, Transportation Planning submitted a grant application to UDOT requesting \$4 million. The project was not awarded.

Table 2 summarizes the project's total costs if construction begins in 2025 and applies a 10% inflation rate (conservative) for materials and labor costs. Also in Table 2 are the project's current funding levels, including the higher end of the range of funds from the District and a proposal to use the transportation fund to meet the gap in funding.

Table 2 Total 2025 Project Costs & Recommended Budget

<b>Snow Creek Tunnel Option</b> Estimated Project Cost FY25	
<b>Total Project Costs - 2024</b>	<b>\$16,787,135*</b>
10% Inflation	\$1,678,714
<b>Total Project Costs - 2025</b>	<b>\$18,465,849</b>
*Based on Horrocks cost estimate	
<b>FY Recommended Budget</b>	
Walkability Bond Proceed	\$5,066,234
Transportation Fund - Beginning Balance	\$6,791,763
Transportation Fund - County TST	\$1,067,353
Transportation Fund - UDOT Grant	\$3,517,830
Transportation Fund - Transit Sales Tax	\$522,669
SBWRD Funds	\$1,500,000
<b>Total Available Funding 2024</b>	<b>\$18,465,849</b>
<b>Funding Gap - 2025</b>	<b>\$0</b>

Option 2 - At-Grade Options - Several scenarios related to at-grade options, as either interim or permanent solutions, were also considered:

- Placing pedestrians-only, or pedestrians scramble signal phases at the Kearns and Park signalized intersection;
- Refuge Islands at the intersection of Snow Creek and Kearns Boulevard; and

- Placement of a hawk signal like the existing one at Park and Fresh Market at the intersection of Snow Creek and Kearns Boulevard.

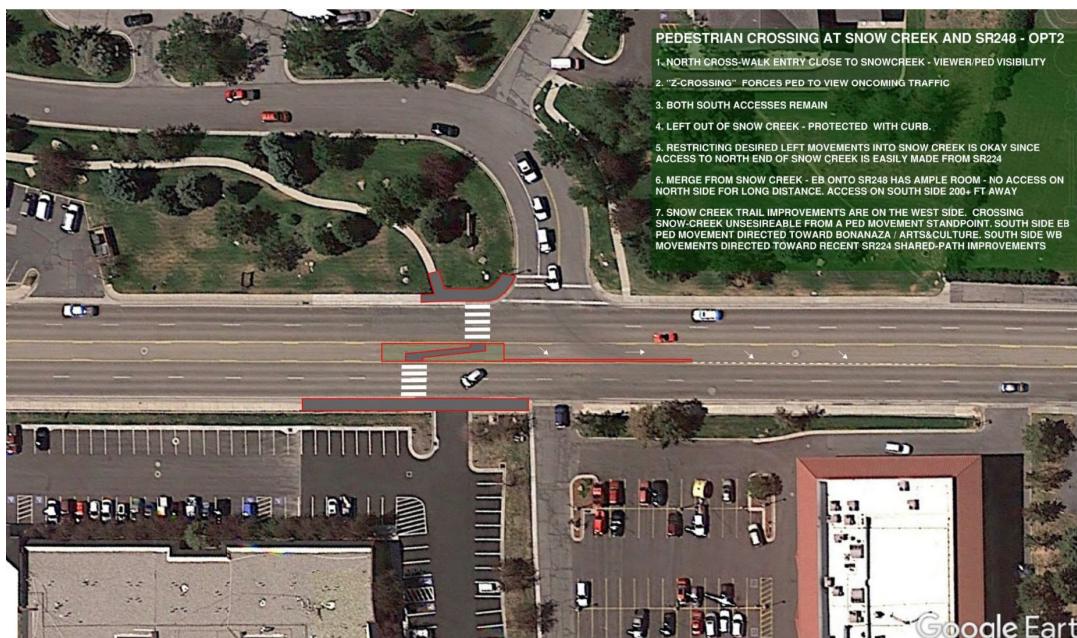
An example of a scramble and refuge island is shown below in Figures 3 & 4.

Figure 3: Pedestrian Scramble



A pedestrian scramble, or pedestrian only phase, at the intersection of SR224 & SR248 was analyzed and rejected due to the need for a separate signal phase at the intersection that decreased the level of service from a LOS C to a LOS F. UDOT does not accept improvements to their system that will lower a level of service. Additionally, UDOT expressed concerns about modifying the intersection with the planned SR-224 BRT coming and the potential need to make additional modifications within a relatively short time frame.

Figure 4: Refuge Island at the Snow Creek SR248 Intersection



Pedestrian refuge islands similar to the crossing shown in Figure 4 were also considered. The main advantage is the costs are relatively low when compared to tunnel construction. The disadvantages are there are still pedestrian/bicycle/vehicle interactions at turning movements, impacts to businesses as turning movements are rerouted, and installation of an at-grade crossing will increase queuing of traffic on SR248 as vehicles wait for users of the cross walk. As shown, the placement of an island will remove a left turn movement toward Snow Creek Drive and the businesses north of SR248. UDOT was interested in further exploration of this option but has not yet considered the impact of the proposed change on traffic along SR248 and businesses.

Summary:

The table below summarize the pros and cons for both Options 1 & 2:

<b>Option 1 - Tunnel @ SR248 &amp; Snow Creek Drive</b>	
<b>Pros:</b>	<b>Cons:</b>
Eliminates vehicle/vulnerable user interactions	Cost (Estimated at \$18.5M (2025))
Consistent with the Bonanza Small Area Plan	Two-year construction time period
Meets the intent of the original "Dans to Jans" connection	Require sidewalk improvements to connect to the Homestake Multi-Use trail
	Requires obtaining right of way to construct.
<b>Option 2 - At Grade Crossing @ SR248 &amp; Snow Creek Drive</b>	
<b>Pros:</b>	<b>Cons:</b>
Cost (Estimated between \$500K to \$1million)	Does not eliminate all vulnerable/vehicular interactions
Installation could occur, with UDOT approval, by Spring of 2025	Requires preparation of studies to obtain UDOT approval
	Restricts access to businesses by eliminating left turns from SR248 to Snow Cr. Dr.

As stated, at-grade options present issues with changing commercial business access and require public outreach to understand impacts before installation. Mid-block and at-grade crossings on a four-lane roadway also require signalization (hawk signal or rectangular rapid flashing beacon) to ensure vehicles are aware of pedestrians. This will lead to longer queues on SR248 at peak traffic times. All efforts require UDOT approval.

Regarding hawk signals, UDOT expressed concerns about the existing at-grade crossing at Park Avenue and Fresh Market. In general, the concerns were due to vehicles turning from the sideroads or driveways adjacent to the signal and not seeing the flashing beacons and pedestrians in the crosswalk. Any proposed at-grade crossing on SR-248 would have similar challenges due to the proximity of driveways. Additionally, UDOT will request a traffic study at an estimated cost of \$10 to \$15K to evaluate the impact to vehicles traveling along SR248 and the negative impact to traffic signal operations at the SR224 and SR248 intersection.

## **P0527 Homestake Road Reconstruction and Walkability Improvements Project**

### **Project History/Description:**

The Homestake Road and Walkability Improvements Project creates important bike and pedestrian connections in the core of Bonanza area and upgrades aging utilities in preparation for the area's redevelopment. Based upon public outreach obtained in the Bonanza Small Area Plan, one of the highest priorities is to improve connectivity. The project proposal includes a multi-use path and large sidewalks to improve safety and connectivity.

In addition to the Engine House, we expect Bonanza Park to redevelop and generate higher demand for bike and pedestrian facilities. Beginning from the existing sidewalks on Park Avenue, a dedicated 12' multi-use path is planned along the south and east sides of the roadway, as well as 6' sidewalks on the north and west sides of the roadway. At the Homestake Road and Kearns Boulevard intersection, the multi-use path continues on the south side of Kearns Boulevard, extending west towards Snow Creek Drive and east towards the city-owned 5-acre site.

Figure 5 illustrates the project improvements.



*Figure 5 - Street View of Homestake Road Looking East near Engine House*

The design work will be completed by the end of 2024. During the July 27, 2023, City Council meeting, the Right-of-Way acquisition activities were authorized, and we began working with property owners to secure temporary construction easements and ROW acquisition. While this work precludes the design completion this summer, an initial utility package of construction work, including a new storm drain system, will be completed.

The project is on course, and the budgeted cost estimates reflect an estimated 2025 construction timeline, including estimated right of way costs, and proposed funding sources for a 2025 construction year are shown in Table 3

Table 3 - Current Project Costs, Available Funding, and Amount to Fully Fund

<b>CP0527 Homestake Roadway Improvements</b>	
Estimated Project Cost FY25	
<b>Total Project Costs - 2024</b>	<b>\$8,545,456</b>
10% Inflation	\$854,544
<b>Total Project Costs - 2025</b>	<b>\$9,400,000</b>
FY Recommended Budget	
IMP Fee-Streets	\$372,817
Additional Resort Sales Tax	\$6,793,838
2015 Sales Tax Bond	\$244,315
2017 Sales Tax Bond	\$1,989,030
<b>Total Available Funding 2025</b>	<b>\$9,400,000</b>
<b>Funding Gap - 2025</b>	<b>\$0</b>

The original project estimate was generated and approved in 2020 just after the COVID-19 pandemic hit and before understanding future impacts to material, supply chains, and labor costs. Additionally, the amount of required right of way had yet to be fully established.

### **CP0385 Lower Park Avenue Improvements**

Project Description/History:

Pedestrian and transportation improvements on Lower Park Avenue (Heber to Deer Valley Drive) were first identified in 1993 during the [Lower Park Avenue Study](#). The study was significant as it was one of the first to identify a community's desire to see traffic-calming features added to the traditional entrance into Old Town and Main Street. The completion of the 2002 [Old Town Improvement Study](#) (OTIS) and its 2011 update identified the need to update and improve public utilities within the area. Park Avenue Complete Streets was also identified as a Phase 1 project in Park City Forward.

In anticipation of a project, the City installed an advisory bike lane (Advisory lanes are marked with a dashed white line, indicating that people can drive over the advisory lane when needing to yield to oncoming motor vehicle traffic.), re-striping, and additional planters to test traffic calming within the project's limits.

Lower Park Avenue is also the last project identified in the OTIS studies yet to be completed. Eight million dollars from the 2019 Sales Tax Bond are currently assigned to the project, and it is important to note that Lower Park RDA funds can only be spent within the RDA limits (see Exhibit B) or for affordable housing.

Replacing water/wastewater/storm drain infrastructure along the corridor was a critical factor during previous OTIS discussions. Given the impact on the road to accommodate the utility

improvements, there is an opportunity to concurrently install modest sidewalk/traffic calming improvements to implement some of the concepts identified in the studies and address accessibility concerns raised over time.

In 2022, Engineering and Transportation Planning conducted outreach along the corridor. The process included visioning work to identify community improvement preferences, and a summary was presented to the City Council on [February 2, 2023](#). As shown in Figure 6, the community supported walking/biking infrastructure as the primary upgrade for the corridor. Parking and bike facilities were also identified as critical components. Moving forward, we can accommodate these in the design process if the City Council continues to support a future capital project.

Figure 6 – Cross Section for Lower Park Avenue discussed with residents



#### Construction Alternatives:

As shown in Figure 6, the design concept requires significant amounts of construction and cost, which may exceed a reasonable return on investment given Park City's overall traffic and congestion challenges. Renovating Park Avenue will provide a complete street, safer corridor, and update infrastructure, but it will not improve traffic and congestion. Thus, we are concerned that our latest estimate, around \$17 million and requiring at least two construction seasons, may face criticism.

The current funding source is \$8 million in RDA bonds. To aid with funding gaps, we applied for Transportation Investment Fund (TIF) dollars from UDOT to supplement project costs. The award will be announced in Fall 2024.

Upon direction from the Executive Department to explore various funding options married with alternatives on multiple capital projects, we present several options for additional consideration and discussion. We are likely to recommend a modest street renovation (utilities, street resurfacing, and minor improvements to sidewalks for pedestrians).

#### Option No. 1

Create a project scope and budget not to exceed the \$8M allocated previously, and source additional funding if awarded (see table below). Utility improvements, limited sidewalks and intersection improvements, and street resurfacing would be completed.

#### Option No. 2

Modestly upgrade to scope and budget to include all necessary utility improvements and additional sidewalk upgrades, and a complete street resurfacing. We estimate it will cost \$12 million due to the length and width of the street. This option requires at least two construction seasons and would include moderate intersection improvements at the most critical locations. This option would also require an additional budget allocation and grant awards if successful.

### Option No. 3

Discontinue the project. Utility improvements would occur over a 5 to 8-year period when enterprise funding is available. This option frees up the \$8 million in bond funds that could be applied to an area project in the future that meets the requirements of RDA eligibility.

Please note that if options 1 or 2 are selected, Public Utilities has confirmed that, due to the Main Street water line replacement project, they cannot commit enterprise funds for water line replacement until after 2026, when that project is completed. If the project begins in 2025, RDA funds that were planned for roadway improvements would need to be shifted to utility work.

### **Funding:**

Current Project Costs, Available Funding, and Required Amount to Fully Fund

<b>CP0385 Lower Park Avenue Improvements Option 1</b>	
Estimated Project Cost FY25	
<b>Total Project Costs - 2025</b>	<b>\$12,000,000</b>
FY Recommended Budget	
2019 Sales Tax Bond	\$8,000,000
LPA RDA	\$4,000,000
<b>Total Available Funding 2025</b>	<b>\$12,000,000</b>
<b>Funding Gap - 2025</b>	<b>\$0</b>

### **Discussion**

Looking ahead to formulating the FY25 budget request, we seek Council input and consideration on:

- How to move forward with the three projects as scoped above and the various funding strategies?
  - a. Snow Creek Crossing
  - b. Homestake Roadway Improvements
  - c. Lower Park Avenue Improvements

### **Exhibits**

Exhibit A: Snow Creek Feasibility Study March 2024

Exhibit B: Lower Park RDA Limits



# SR-248 & Snow Creek Drive Pedestrian Crossing Feasibility Study Update

March 2024

## PREPARED BY:

Horrocks Engineers  
2162 W Grove Pkwy #100, Pleasant Grove, UT 84062

## PREPARED FOR:

Engineering Department  
Park City Municipal Corporation  
445 Marsac Avenue, Park City, UT 84060



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## EXECUTIVE SUMMARY

In 2021, Park City Municipal Corporation (PCMC) contracted with Horrocks Engineers to conduct a feasibility study to screen concepts and provide high-level design, constructibility assumptions, and cost estimates for various active transportation crossing opportunities, including bridge and tunnel structures, for the State Route (SR) 248 and Snow Creek Drive area in Park City, Utah. The 2021 study found that a series of pedestrian tunnels (3) was the preferred alternative to fulfill goals and objectives outlined by the city. The preferred alternative was estimated to cost approximately \$14.5M if constructed in 2022 with inflation adding 12% annually through 2025.

In 2023, PCMC requested that Horrocks perform some additional tasks to further investigate some aspects of the original feasibility study. The task performed as part of this update study include:

1. **Risk Workshop**
2. **Desktop Geo-technical Analysis**
3. **Utility Test-holing**
4. **Third Party Cost Estimating**
5. **Additional Concept Design Work**
6. **Further Stakeholder Coordination**
7. **Third-Party Design Review**
8. **Update Report**

Through the completion of these additional tasks, the project team determined that the project goals could be achieved through a revised design layout, and that primary risks to the project include right-of-way coordination, subsurface utilities, and potential ground water depth. The additional analysis provided a new concept design and an updated estimate. Estimate comparisons are listed below:

- **Original 3 Tunnel Estimate (2024 Cost) - \$18.2M**
- **Original 2 Tunnel Estimate (2024 Cost) - \$14.2M**
- **Revised 2 Tunnel Estimate (2024 Cost) - \$16.8M**

As shown, the overall estimated cost of the project has increased, despite efforts to value engineer and reduce scope. The reasons for this increase are:

1. Items not originally estimated which were discovered during the risk analysis and further design.
2. Additional added costs from SBSWRD for the required sewer reroute which were not included in the original estimate. It should be noted that SBSWRD has expressed interest in participating financially in the sewer portion of the project as long as their standards and long term goals to reroute the splitter structure are satisfied.
3. Greater year over year increase in some unit prices than previously estimated.

## 1 RISK WORKSHOP

On December 18, 2023, a risk workshop was conducted for the project and included consultants, stakeholders, and city staff. Various components of the project were discussed and are outlined in the meeting minutes found in Appendix B.

The risk workshop was an in person meeting held at Park City Hall in the council chambers. The project was introduced to team members and then an open conversation regarding project risks and opportunities was conducted. Each risk or opportunity was evaluated from a cost and schedule implication standpoint and was given a rating. Risks/Opportunities with higher rankings were chosen for further discussion and exploration. A full Summary of the risks discussed can be found in Appendix D.

The key items that were discussed and determined to be critical next steps for the project's success were:

1. **Further defining utility locations from the original feasibility study.**
2. **Exploring sewer reroute opportunities with Snyderville Basin Sewer District in more depth.**
3. **Further coordination with UDOT to determine feasibility of 1) placing the tunnel on a skew under SR-248, 2) reducing the length of the tunnel by placing ramps/walls in UDOT's right-of-way, and 3) verifying the required dimensions of the tunnel per current UDOT standards.**
4. **Reviewing current costs internally and with a third party cost estimator to ensure estimates are accurate and will allow the city to properly allocate funds.**

Following the risk workshop the project team continued with stakeholder coordination, cost estimating, geo-technical analysis, and utility test-holing, and conceptual design.

## 2 GEO-TECHNICAL STUDY

Prior to the December 18, 2023 Risk Workshop, Gerhardt Cole conducted some preliminary desktop analysis of geo-technical features in the project area to better inform the team on potential issues. This desktop study included review of previous geo-technical reports in the area, review of existing photos from construction projects, and review of other readily available data sources.

A compile draft technical memo prepared by Gerhardt Cole can be found in Appendix B outlining their findings.

The principal recommendation that was derived from the study was that groundwater in the area could become a major concern due to the depth of the proposed tunnels and ramps. It was recommended that Gerhardt Cole perform some exploratory drilling in the northwest quadrant of the project area to determine groundwater depth and place a temporary piezometer in the ground to monitor groundwater fluctuation during the seasonal thaw. This work will be completed at the direction of the city once the site is accessible without the need for major snow removal.



## 3 UTILITY TEST-HOLING

Following the December 18, 2023 Risk Workshop, Horrocks performed test-holing in the project area to further locate various utilities. During the 2021 study, utilities were located using GIS data from local agencies and then ground truth that data with ground penetrating radar (GPR). While GPR is considered accurate for conceptual design, it can give false readings and there is a margin of error.

Various gas lines, including one high pressure main and some underground power lines in the area were determined to be close enough to the proposed tunnel design to merit further exploration to determine exact depth.

Test-holing revealed that the lines were within six inches of the anticipated depth and that the design could be adjusted accordingly to accommodate those utility lines in place without the need for relocation assuming the tunnel would not need modification due to groundwater or other design criteria.

## 4 THIRD PARTY COST ESTIMATING

When discussing the scope of work for this study update, the city and Horrocks felt it was necessary to involve a third party cost estimator to ensure estimated construction costs were as accurate as possible. Following the coordination with stakeholders, redesign work, and analysis, Horrocks prepared an updated cost estimate for the project. This estimate was then provided to Construction Control Corporation (CCC) for review. They reviewed the Horrocks generated estimate and prepared their own estimate with recommended revisions. These two estimates were cross checked and combined to create the current project estimate. CCC's draft estimate is provided in Appendix C.

Once the third party estimate was completed Horrocks completed the following exercise:

1. Compare items between estimates. Items missing from Horrocks estimate were added.
2. Compared unit prices. When Horrocks had a lower unit price, it was updated to match CCC's estimate. When CCC had a lower unit price, Horrocks updated theirs to split the difference between the two.
3. Compared overall subtotals. Where CCC had a high subtotal, Horrocks updated to match. When Horrocks had a higher subtotal, the higher number was kept.

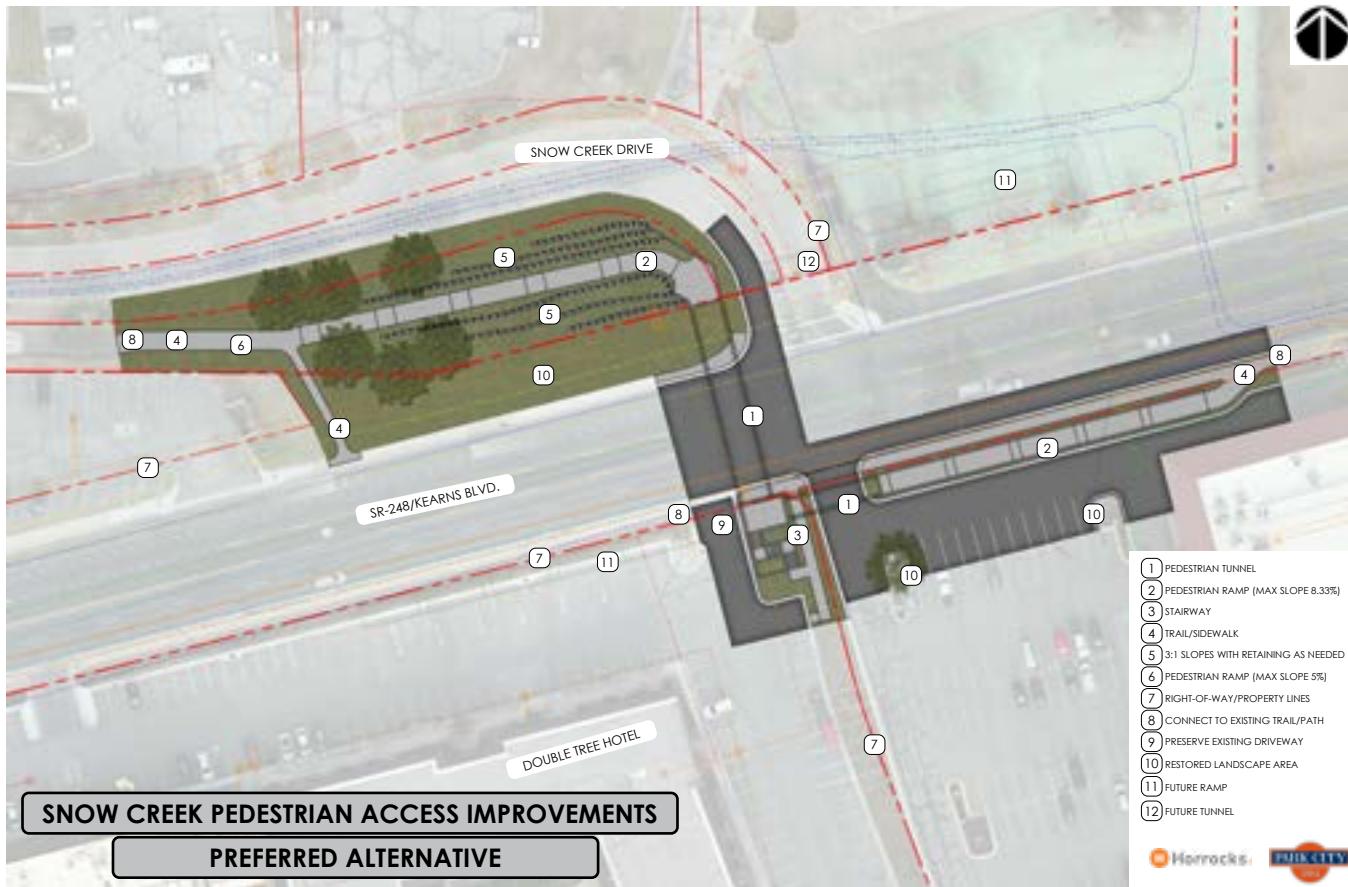
The final results were a CCC estimate of \$15,955,536.74 and a Horrocks estimate of \$16,787,135.75. Both these totals are 2024 construction costs. Escalation of ~12% should be added for each year moving forward.

## 5 ADDITIONAL CONCEPT DESIGN WORK

Using input from the risk workshop, coordination meetings with the city and stakeholders, and internal design review, Horrocks prepared additional concept designs for the project. The preferred concept design, shown below combines the preferred elements and changes from other previous concepts. Key changes from the original study include:

- Elimination of the tunnel under Snow Creek Drive. This tunnel was determined to be the least important for the major circulation routes. The design is laid out though so that the tunnel and Snow Creek and associated ramp can be constructed in the future if desired.
- Elimination of the ramp system in the SW quadrant on the Double Tree Hotel property. This ramp was also determined to be non-essential to meet the project goals of conveying pedestrian traffic from the SE quadrant to the NW quadrant. If desired in the future, the ramp is designed to fit within the frontage protection zone and would be a joint effort between the city and the developer on the double tree site.
- Removal of cast in place walls in the NW quadrant. It was determined that slopes and natural boulder walls would present a cost savings in this area.
- Adding more slope to box culverts. Traditional box culverts are typically sloped at 2% for positive drainage. By implementing a 5% slope (max allowed by ADA standards) the team was able to reduce the lengths of ramps in some areas.

All design concepts from the previous and current studies are included in Appendix F.



## 6 STAKEHOLDER COORDINATION

During the risk workshop for the project, it was determined by the project team that further coordination would be needed with two major stakeholders in the project, UDOT and Snyderville Basin Sewer District. Coordination with UDOT was completed via multiple phone calls and emails regarding project standards and potential deviations from standards. Coordination with Snyderville Basin was conducted via multiple virtual meetings and design reviews where various sewer reroute options and concepts were explored.

### UDOT COORDINATION

The following questions were posed to UDOT which have a direct effect on the overall layout and cost of the final tunnel configuration. Response from UDOT are shown in red.

1. Will UDOT allow a tunnel that crosses SR-248 on a diagonal? We are trying to find a way to reduce the number of tunnels so the project funding matches the estimate. Going on a diagonal is the best way we've found to maintain preferred circulation routes. **A tunnel perpendicular to the centerline of SR-248 is preferred by UDOT. Exceptions can be made, but there must be additional benefits to the project other than just cost savings. Alternate layouts will be subject to UDOT approval.**
2. On the north side of SR-248 there is a significant amount of space between the back of curb and UDOT's ROW. We'd like to discuss shortening that tunnel so that it is closer to the back of curb (while still accommodating clear zone requirements) rather than extending it all the way to the ROW line. UDOT must consider the clear zone for any structure adjacent to or within its right-of-way. If the pedestrian tunnel were to terminate within the right-of-way and ramps or walls be placed therein, additional traffic analysis would be required to assess potential safety concerns. This analysis would likely reveal the need for additional safety measures such as barrier, reinforced structures to handle vehicular collisions or otherwise. If the option of shortening the tunnel is further pursued UDOT will work with the city to determine which additional studies and requirements will be required and the final design will be subject to UDOT review.
3. UDOT's new standards for tunnels is 16' wide inside. When we originally did the feasibility study we planned for a 14' wide tunnel which was the standard at the time. We'd like to discuss which standard will need to be followed. **Because the project feasibility study was started in 2021 and because the project is city funded, UDOT would allow for the previous standard of 14' internal width to be used on the tunnel within its right-of-way. UDOT does recommend and prefer that the city consider the wider tunnel for enhanced user experience and safety.**

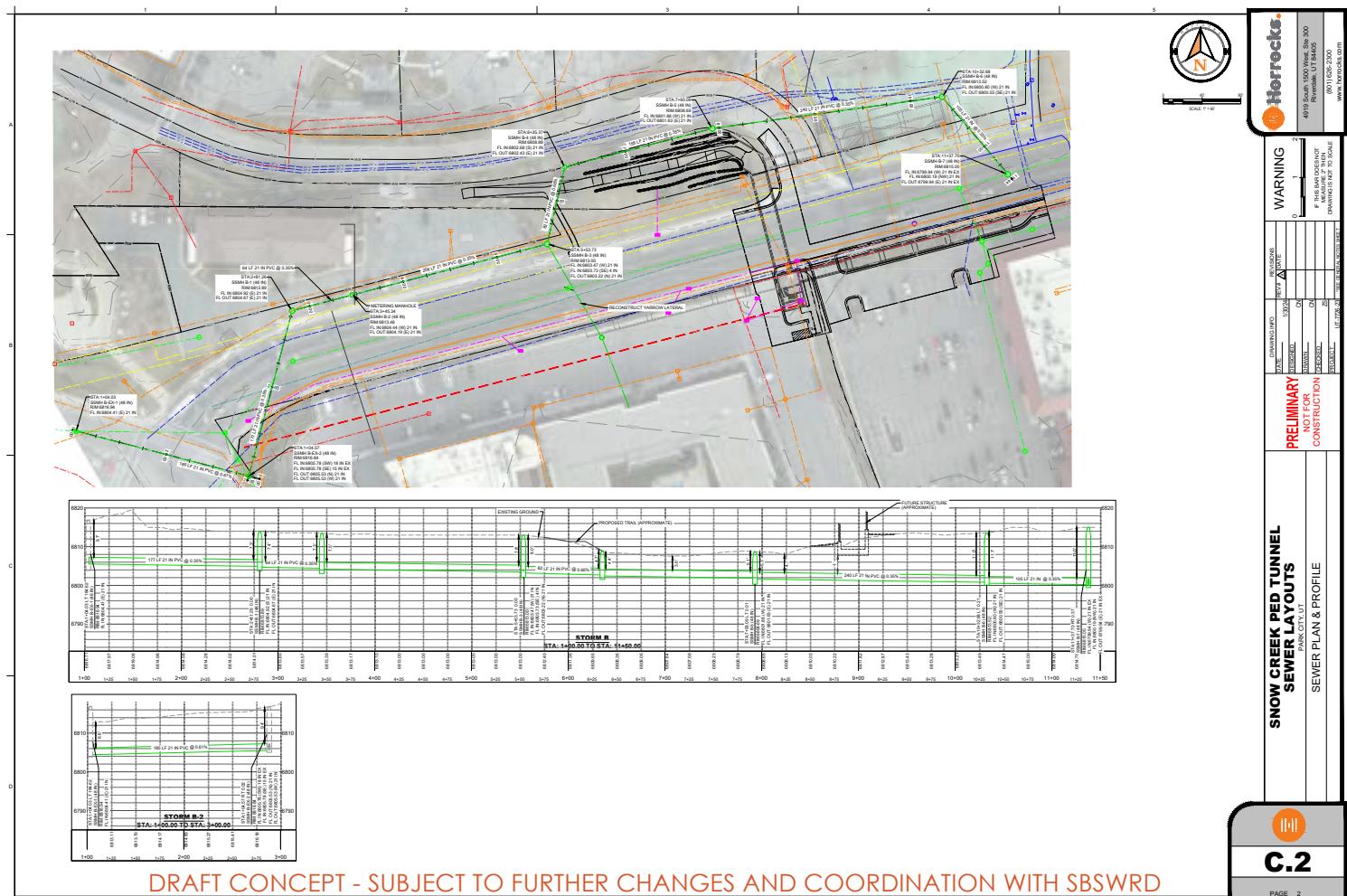
## SNYDERVILLE BASIN SEWER DISTRICT COORDINATION

The project design team and city staff members met with Snyderville Basin Sewer District on multiple occasions to discuss potential sewer reroute options. The existing sewer line in SR-248 is considered to be the primary conflict to the main tunnel and based on the known depth of the sewer must be rerouted for a tunnel to be successfully installed.

The main design principles discussed during meetings with the sewer district that influence the final design were:

- **Providing adequate space for an easement to allow for future maintenance of the sewer line.**
- **Ensuring that minimum slopes on the sewer line are met and proper drops through manholes are incorporated.**
- **Implementing HDPE lining for all new or reconstructed manholes.**
- **Ensuring that bends in the alignment are limited due to the high volumes of flows in this line.**
- **Working with the district to relocate their current splitter structure and metering manhole out of the state highway so that maintenance and monitoring can be completed in a safer manner.**
- **The district was amenable to allowing their line to be placed under shallow portions of the structure for minor distances. Sleeves/casings may be required in these situations.**

Sewer concepts explored with the district are shown in Appendix E.



## 7 THIRD PARTY DESIGN REVIEW

In addition to third party cost estimating, the project team felt it would be beneficial to have a third party design consultant provide input. Ensign Engineering and Land Surveying was subcontracted by Horrocks to provide an independent review of the current design and past feasibility study and provide input for potential design changes or value engineering options.

Ensign reviewed the previous feasibility study, attended the risk workshop, and reviewed the current cost estimate and provided comments and input. All input was discussed with the team and implemented into the current design.

## 8 UPDATE AND CONCLUSION

In summary, the project team reviewed risks, performed further design work and field studies, and updated cost estimates. The current concept plan will meet the city's goals for circulation while limiting the overall capital expenditure and allowing for future expansion and participation from adjacent developers. While the overall cost estimate is higher than the original study, the project team feels that risks have been more thoroughly identified and there will be less risk moving forward with the final design and construction.

# APPENDIX A:

## RISK WORKSHOP MINUTES

## MEETING MINUTES

**Date:** December 18, 2023

**Location:** Park City Municipal Offices – City Council Chambers

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**MAIN PURPOSE/GOAL:** Risk Workshop

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### NEXT STEPS

1. Horrocks and Consultant Team
  - a. Prepare basic plan and profile for sewer reroute so that costs can be further assessed, and Snyderville Basin Sewer can review.
    - i. Setup follow up meeting with Snyderville.
  - b. Perform test holing for utilities. 4 holes are currently scoped. Permits will be gathered for the 2 gas line crossings for the main tunnel, the 1 power line crossing for the main tunnel, and the gas line crossing the sewer reroute.
  - c. Get costs for groundwater drilling and monitoring from Gerhardt Cole. This work is not currently scoped but code be added to the scope or could replace another portion of work that is not necessary.
  - d. Set up follow up meeting with Peter Tang at UDOT to discuss the following items:
    - i. Single tunnel on angle under SR-248.
    - ii. Ending tunnel within UDOT ROW on North side of SR-248
    - iii. Tunnel Width requirements under SR-248
  - e. Update cost estimates internally and with CCC.
  - f. Prepare summary overview for alternative delivery methods.

### ITEM 1: INTRODUCTIONS (30 MINUTES)

**Owner/Presenter:** Park City

- Brief Team Introductions
  - Park City Transit/Trails
    - Logan
    - Alex

## SNOW CREEK PEDESTRIAN TUNNEL RISK WORKSHOP

---

- Scott
- Conor
- Park City Engineering
  - Phillip A.
  - Matt T.
  - Becky G.
  - John R.
- Park City Water/PW
  - Troy D.
  - Griffin L.
- Consultants
  - Robert R. – Ensign
  - Cody S. – Ensign
  - Derek S. – Horrocks
  - Kris P. – Horrocks
  - Richard H. – Horrocks
  - Ryan M. – Gerhardt Cole
- Third Party Utilities
  - Kevin B. – Snyderville Sewer
- Brief Project Introduction/Overview
  - Available Funds - \$11.3M
    - Walk Bond: \$4.4M
    - UDOT AT TIF: \$3.5M
      - Door is not closed to more funding. No overruns have occurred, more a change of scope. Consider approaching UDOT for more money.
    - Transit Fund \$2.3M
    - County TST: \$1M
    - Look into SS4A grants. Ensure that funding amount will offset the increase that comes with federal and By America Standards.

- Bidding can also be structured to include base bids and add alternates but we should have funding to cover the full build, alternates are more of a contingency to accommodate higher than anticipated bids.
- Are there future funding opportunities through MAG/WFRC?
- Additional city funding is contingent upon political support. Current support is moderate, not enough to push additional city spending.
- Current Cost Estimates –
  - These cost estimates are for the full 3 tunnel buildout and assume a 25% contingency and 12% annual escalation.
    - Some utilities are likely low in the estimate. Contingency may cover these shortfalls but more review and updates are necessary.
  - 2024 - \$18.2M
  - 2025 - \$20.4M
  - 2026 – \$22.8M
- Strategies for Success
  - Shortening Tunnels
  - Minimizing Depths
  - Minimize Utility Impacts
  - Minimize CIP Walls
  - Minimize ROW Impacts

### ITEM 2: BRAINSTORMING/RISK WORKSHOP (2 HOURS, 30 MINUTES)

Owner/Presenter: Horrocks/Park City

- Risks and Opportunities – 2.5 Hours
  - Schedule
    - Construction season
      - Early utility relocation is the greatest factor to shortening construction windows or reducing multiple mobilizations and winter downtime by the same contractor. Project should consider breaking construction into two separate packages, one for utilities in the first season, and one for the tunnels/ramps in the second season.

- Inflation
  - Based on input from CCC (3P cost estimator, escalation is trending down, and projected at 12% overall for 2024 and 8% overall for 2025, subject to change.
- Geotechnical
  - Shoring
    - Various shoring methods were discussed as well as temporary walls for construction.
  - Groundwater
    - Ground water is a major concern and is estimated to be right at the bottom of the box. Recommend performing test holes, placing a piezometer, and monitoring multiple times between now and spring to check ground water levels.
- Site Design
  - Circulation
    - Route from cemetery going to the west should not be disregarded, but options exist for surface circulation around the tunnel location. We can potentially eliminate the tunnel under snow creek for now, but plan it as a future phase and make all current infrastructure forward compatible.
    - Primary pathway is southeast to northwest with people coming from the Homestake/A&C district towards the Park Ave North area.
    -
  - Adjacent Site Development
    - Yarrow Development has proposed multiple new site layouts. Newest layout is set back much further from Sr-248 than previous plans. Underground parking is included with the most recent design but appears to be set back far enough to provide space.
      - Group was supportive of pushing the SW ramp connection to either a future phase or having it part of the Yarrow's development agreement. All utility reroutes should be placed to accommodate a future connection by the city or the yarrow and should fit within the 35' frontage protection zone.
      - There are considerations about fitting all infrastructure in the 35' setback while maintaining proper offsets.

- Ramp and walls will be about 14-15' which leaves 20' for sewer and water. 10' offset between sewer and water must be maintained, SBSWRD prefers about a 24' easement for sewer.
- Discussed raising SR-248 to make the tunnel shallower. Determined to be too expensive or problematic.
  - UDOT requires entire road section to be reconstructed.
  - May cause problems with Yarrows plans for underground parking
  - Tie into Snow Creek Problematic.
  - Sewer would be deeper
  - Enough space to actually fit vertical curves?
  - Would need to raise the road 4-5' to get over the sewer and Snyderville does not want tunnel on top of sewer.
- Structures
  - Discussed an option where the tunnel is under Snow Creek.
    - Feasible but may be just as expensive as other options. Requires more CIP connections between boxes that will be underground.
    - Likely not a cost savings to make it functional and forward compatible but may evaluate more in the future.
  - UDOT Standards/Permit
    - Discuss further with UDOT at follow up meeting.
  - Wall Types/Shoring
    - Various wall types discussed.
      - Soil Nail Walls functional but problematic due to UDOT ROW and adjacent utilities.
      - Soldier Pile Walls Functional but costs too high.
      - CIP walls likely best solution but should be reduced to lower cost.
      - Bracing top of ramp walls with “ceiling” helps wall design and could limit the snow fall on the tunnel. Becomes problematic from a safety/natural light aspect though.

- Aesthetics were discussed. Formliner was used on High School wall and looks ok. Formliners acceptable but may be harder to maintain with graffiti.
- Boxes should be left smooth for artwork which is the city's preferred deterrent method for graffiti.
- Artwork in tunnels darken the tunnels significantly and the city has needed to retrofit other tunnels with more light to offset this. We should plan on more lighting to begin with on this tunnel.

- Utilities
  - Sewer
    - Reroute could be very difficult to make work. Slopes through this area are very flat already and the reroute will introduce multiple new manholes and associated drops in manholes. Need to assess further.
    - Snyderville has interest in rerouting their splitter out of SR-248 and are open to contributing to the project, extent TBD. The splitter is SCADA controlled and has a vault on the north side of SR-248 near the Olympic plaza. Segments of sewer directly downstream of the splitter are steeper (2% or so) before flattening through our project area.
    - Snyderville easements are close to 24' and may be difficult to accommodate in the space the project has. Need to discuss methods for reducing the easement. Can a narrower easement be implemented adjacent to the ramp walls where the walls act as temp shoring? Can portions of the sewer line be shielded for future maintenance?
  - High Pressure Gas
    - Need to pothole. Photos from waterline project show gas line about 3.5-4' deep which is deeper than expected and likely would require a reroute.
  - Storm Drain
    - Need to verify groundwater depth. If groundwater is shallow, storm drain from the box and bottoms of the ramp become problematic and injection well method used on high school tunnel will not be feasible.
  - Snow Melt
    - No electric system. Glycol preferred.
    - Need to ensure the snow melt system is easy to expose and maintain. If floor of ramps are part of structure, a wear surface should sit on top and

the glycol system implemented into the wear surface rather than in the structure itself.

- Solar Railing/Elec
  - Solar Railing not needed or desired. Simpler railing can be implemented where required.
- Water
  - Needs to go above sewer at any crossings and have a 18" minimum vertical offset.
- Bidding
  - Alternative delivery options.
    - Traditional Design build not good for this project.
    - CMGC or PDB may be good options. DBB also an option.
  - Need to find a way to prequalify bidders better due to scope of work

### ITEM 3: VALUE ENGINEERING (50 MINUTES)

Owner/Presenter: Horrocks/Park City

- Cemetery Trail Connection East on SR-248
  - Covered above
- SW Ramp Part of Yarrow Development
  - Covered above
- Single Diagonal Tunnel from SE Quadrant to NW Quadrant
  - Covered above

### ITEM 4: NEXT STEPS (10 MINUTES)

Owner/Presenter: Horrocks

- Which items to research further?
  - See action items at beginning of minutes

# APPENDIX B:

## DRAFT GEOTECH MEMO

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## TECHNICAL MEMORANDUM

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To: Zachary Scott  
Horrocks Engineers  
2162 West Grove Parkway, Suite 100  
Pleasant Grove, UT 84062  
(C): 435-659-4771  
[zach.scott@horrocks.com](mailto:zach.scott@horrocks.com)

From: Travis M. Gerber, PhD, PE

Reviewed by: Ryan B. Maw, PE, DGE

Date: December 14, 2023

Job Number: 23-1735

Subject: Geotechnical Preliminary Design and Construction Considerations  
Park City Snow Creek Drive Pedestrian Tunnels **[DRAFT]**

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### INTRODUCTION AND BACKGROUND

In August 2022, Horrocks Engineers (Horrocks) prepared “SR-248 & Snow Creek Drive Pedestrian Crossing Feasibility Study” for Park City Municipal Corporation (City / Owner). We understand from Horrocks that the project configuration currently receiving greatest consideration is “Concept 2” which consists of three tunnel segments: one under SR-248 (Kearns Boulevard), one under Snow Creek Drive, and one under the driveway access of the Metropolitan Holiday Village 4 Cinemas parking lot (see Figure 1). Horrocks has requested that Gerhart Cole (GC) provide geotechnical design and construction considerations (environmental study provided by others) for the project team as the project moves forward. A key aspect of the pedestrian tunnels is that they are planned to be founded at a depth of approximately 20 feet below the existing roadways.

### EXISTING INFORMATION AND REVIEW

Consistent with the current stage of project development, subsurface characterization has been based on a desktop study of readily available information from public sources, information provided by other project team members (including Park City), and our internal files. It is anticipated that as the project progresses to preliminary and then final design, project-specific field and laboratory studies will be performed.

Based on a review of aerial photography, apart from Kearns Boulevard, land use around the project site appears to be undeveloped or agricultural prior to 1953 (date of the earliest aerial photo GC could readily locate in UGS’ archive). By 1978, commercial development arrived, with a building (hotel) constructed in the southeast corner of the intersection of Park Avenue (SR-224) and Kearns Boulevard (SR-248). Snow Creek Drive on the north side of Kearns Boulevard was added between 1993 and 1997.

Surficial geology of the site has been mapped by (Biek, Yonkee, and Loughlin, 2022) as a young to middle aged Quaternary fan alluvium (unit Qafy). The unit is described as being similar to other mapped units consisting of “poorly to moderately sorted [well graded], weakly to non-stratified, clay- to boulder-sized” soils principally deposited “by debris flows and debris floods at the mouths of active drainages.” Near the intersection of Kearns Boulevard and Park Ave (SR-224), the mapped surficial unit becomes young stream alluvium (unit Qaly). This material is described as being “moderately to well-sorted [poorly graded] sand, silty, clay and pebble to boulder gravel.”

The site of the proposed crossings is relatively flat and appears to be subject to a minimal hillside instability (landslide and debris flow) hazard. While relatively steep slopes existing immediately to the north of the subject site, the nearest mapped hillside instabilities are about 0.4 miles to the east-southeast of the site on Masonic Hill (mapped as unit Qms by Biek, Yonkee, and Loughlin (2022) and Biek (2022); being in the same general vicinity as some material reported by Lund and Gill (1984) as being “city refuse dump”) and 0.6 miles to the southeast on the west side of Masonic Hill (see Lund and Gill, 1984). Given the site’s proximity of natural drainage ways to the west, the site may present some hazard with respect to flooding (Lund and Gill, 1984) and higher groundwater.

Consistent with mapping by Lund and Gill (1984), GC is unaware of any mining in the immediate vicinity of the project. However, it should be recognized that records of mining are sparse, imprecise, and incomplete. Absent any mining, we consider the risk of subsidence at the site to be low.

The site is located within a regional area of elevated seismicity. The level of ground shaking at hazard levels typically considered for the design of infrastructure can be considered to be strong to very strong. The liquefaction hazard associated with these ground motions is discussed hereafter. No known faults are mapped in the immediate vicinity of the site. The nearest Quaternary fault is the Frog Valley Fault is located approximately 1.8 miles to the east. The fault is poorly understood, but based on its limited length, it is typically excluded from seismic ground motion hazard analyses. The next closest, potentially significant active fault appears to be the East Kamas Fault, located over 12 miles away to the east of the site. However, based on seismic studies performed by GC in the general area of Park City, the primary contributor to the ground shaking hazard at this site should be the much larger Wasatch Fault Zone, approximately 15 miles to the west.

We were able to find more specific subsurface information pertinent to the proposed project in the following four geotechnical study reports:

1. Letter Report [partial copy] of Soils Investigation for Holiday Inn in Park City; prepared for Comstock Associates; prepared by Rollins, Brown, and Gunnell; dated April 25, 1975. We understand that this site is the location of the present Yarrow (Hilton Double Tree) Hotel, immediately adjacent to the project site.

2. Letter Report [partial copy] of Soils Investigation for Skagg's Building in Park City; prepared for Capson, Morris and McComb; prepared by Rollins, Brown, and Gunnell; dated July 29, 1977. We understand that this site is the location of the present Fresh Market, just south of the project site.
3. Technical Memorandum for Park City Pedestrian Tunnel; prepared for Horrocks Engineers; prepared by GC; dated October 10, 2018. This tunnel crosses under Kearns Boulevard at Park City High School, approximately 3,400 feet east-northeast of the project site. While somewhat distant, this site and study report are considered herein because the project included a pedestrian tunnel and several project team members are familiar with the project.
4. Supplemental [sic] Geotechnical Engineering Study for EngineHouse Affordable Housing, about 1875 Homestake Road; prepared for J Fisher Companies; prepared by CMT Technical Services; dated October 10, 2023. This project is approximately 1,000 feet southeast of the project site.

We were also given two brief accounts of nearby pipeline construction projects: Homestake Road Waterline and Snow Creek Waterline.

The project site (more specifically that portion not north of Kearns Boulevard) is located within Park City's Soil Ordinance Zone (Municipal Code Sec. 11-15-1). This designation signifies that site soils may include historic mine tailings or that site subsurface conditions may otherwise present high levels of heavy metals such as arsenic and lead. Sites in the Soil Ordinance Zone are subject to various requirements affecting soil covering, handling, and disposal. Groundwater handling and disposal during and after construction are also obvious considerations associated with such sites. The applicability of specific requirements depends on the results of environmental testing and the type/amount of contaminants found. At this time, we are unaware of any existing test results which would shed more light on this matter relative this site, or of the reason(s) why this area has been specifically identified/included as part of the ordinance. We speculate it is due to the site's general proximity to historic tailing sites to the east and west .and/or potential importation of tailings as fill as the area of the site was developed.

### **Summary of Existing Subsurface Data**

With respect to the two waterline projects, "no abnormal trench conditions" were found on either project. On the Homestake Road Waterline, trench depth was reported to vary between 5 and 9 feet, and no groundwater was found. In the case of the Snow Creek Waterline, the trench depth was not explicitly reported, and no groundwater was found except near the Olympic Plaza. The depth and quantity of water found there was not reported.

At the Holiday Inn site, soils in the upper 2 to 4 feet of the five test holes (borings) made were found to consist of "black clayey silt," followed by "brown clayey gravel" which extended to total depths of 13 to 17 feet. The gravel tended to being poorly graded and angular. The raw SPT blow counts on the test hole logs suggest the gravel may be in a medium to very dense state (with refusal conditions being experienced during a couple

of sampling attempts), however, it should be recognized that the density state may be overestimated by the presence of oversized particles which artificially increase blow counts. It appears that this is at least part of the reason why the geotechnical consultant described the gravel as being “relatively loose” in the upper part of the profile and becoming denser (“medium”) with depth. In some test holes, this gravel was underlain by several feet of “red clayey sand” to the bottom of the test holes.

Groundwater at the time of the field study (presumably Spring of 1975) ranged from 13 to 15 feet deep below the ground surface at the time of drilling. While we anticipate that soil conditions have not appreciably changed since the study was performed, current groundwater levels at the site may differ.

At the Skagg's Building site, soils in three test pits were found to consist primarily of “clayey gravel” extending down to depths of 15 feet. One exception to this was 2 feet of “black silty topsoil” that was found at the top of one test pit. The clayey gravel was considered to be in a “medium dense” state and similar to that found at the Holiday Inn site. The clayey gravel was judged capable of supporting “moderately high load intensities.” At the time of the study (presumably Summer of 1977), no groundwater was found down to a depth of 15 feet below the ground surface at the time of study.

At the location of the EngineHouse Affordable Housing project on Homestead Road, the three test (bore) holes completed indicate that the upper 19 to 24 feet of soil generally consists of gray to brown, medium dense to very dense “sandy gravel” “with some silt and cobbles.” Below this gravel down to a total depth of 41.5 feet, the soil ranges from “clayey gravel with sand” to “sandy gravel with some clay and cobbles,” with this soil again reported to be in a medium dense to very dense state. Groundwater at the time of drilling (September 2023) was found to begin at depths of 23 to 25 feet below the ground surface at the time of study.

It might be noted that strictly speaking, the study sites from the 1970s and 2023 are all located where geologic unit Qaly is mapped, a unit which is somewhat different than the adjoining unit Qafy in which the tunnels are to be located. It should be recognized that due to its nature, geologic mapping is not a precise activity, is not forcibly correlative at depth, and in the case of this project, the nature of the two units in question are inherently quite similar. As such, we believe that the soil conditions revealed in this studies are informative relative to the current project.

In comparison to these other studies, soils found in the 2018 study for the new tunnel at the high school consisted of: “topsoil overlying potential mine tailings [primarily consisting of gravel] with interbedded clay seams.” The gravels were found to be in “a medium dense to very dense state” down to a depth of about 30 feet. Groundwater depth measured in May 2018 about a month after drilling ranged from about 22 to 23 feet in one test hole and was about 26 feet in a second test hole. About a year later in April 2019, groundwater levels were about 3 to 4 feet higher. Depth to groundwater is expected to vary at least seasonally. These 2018 test holes were located in the same, previously described, geologic unit Qafy of the current tunnel project and adjacent to

another geologic unit (Qhr) identified as “reclaimed land” and derived from a reclaimed mine tailings pond.

## DISCUSSION AND CONSIDERATIONS

As stated previously, one key geotechnical consideration for this project is that the tunnels are planned to be founded at a depth of approximately 20 feet. Portions of the excavation and work for the tunnels are expected to occur at a somewhat deeper depth; in a previous team meeting discussion, it was stated that there is a major gas line within Kearns Boulevard (SR-248), and that this utility would need to go underneath the tunnels. These depths present considerable earth pressures that the structures / tunnels will need to be designed to resist. Shallower installation depths would decrease the structural demands on the lower portions of the tunnels, as well as reduce the overall quantities of excavation, but may not be feasible given the existing utilities. Given these considerations, and the fact that the soils could be sufficiently contaminated by heavy metals to require special handling and disposal (see previous discussion regarding the City’s Soil Ordinance Zone), it seems prudent to keep the tunnels as shallow as possible. Test holes and laboratory testing performed specifically at the site would help reduce uncertainty regarding matters associated with potential contamination and its effects on construction.

It is expected that groundwater will be another key design consideration for the tunnels, particularly at the relatively large depths (20 feet) they are currently planned to be constructed. Unfortunately, recent data regarding groundwater depths at this location is not available. Past and/or nearby data suggest that installation of the tunnels would require at least some dewatering. Although clayey, the gravels which are anticipated to be in the excavation profile/envelope could be quite permeable. Not only might the quantity of groundwater to be handled be large, treatment due to contaminants might also be needed (see previous discussion regarding the City’s Soil Ordinance Zone). Given these considerations, it would again seem prudent to keep the tunnels as shallow as possible. The design and operation/maintenance of the tunnels will also need to address the long-term management of the groundwater in order to provide functionality / serviceability. Consideration should be given by the design team as to how waterproofing (passive method) and/or pumping (active method) could be used to manage groundwater in the long term. Test holes drilled specifically at the site to full depths of interest together with a temporary monitoring well and some laboratory testing would provide useful information to better understand and quantify groundwater related issues. It should be noted that groundwater levels vary at least seasonally, and often from year to year.

Relative to the proceeding, the potential for buoyancy / flotation of the tunnels due to groundwater effects should be evaluated. If groundwater levels relative to the base of the tunnels are high enough, design mitigation measures such as having a thickened base or extension of the base beyond the walls may be required. Based on our current understanding of the site and barring the occurrence of locally perched water in a highly conductive stratum, we believe that groundwater levels at the site will likely be managed using some, but not extraordinary, effort. Influenced by groundwater levels, seismic-induced liquefaction can also produce its own uplift effects on buried structures. An evaluation of the potential for such uplift can be included as part of a future seismic and liquefaction triggering

analyses performed using site-specific data. Based on our current understanding of overall site conditions, we believe uplift hazard stemming from liquefaction is low.

UDOT's Structures Design and Detailing Manual (SDDM; see Section 22.1.2.1) states that:

“Use the LRFD Specifications for the design of culverts and drainage structures. Coordinate with the Structures Design Manager to determine the seismic design requirements when all of the following are true:

- The structure crosses a fault.
- The structure span is greater than 20 ft.
- The structure is used as a pedestrian or vehicle undercrossing.

NCHRP Report 611 Volume 2, presents recommended specifications, commentaries and example problems for the design of buried structures. The UDOT Standard Specifications define design requirements for precast concrete box culverts and three-sided structures.”

Local precedent derived from this guidance has been that tunnels (“box culverts”) such as those being considered for this project are typically not designed for seismic ground shaking. However, adjoining retaining walls (such as wingwalls) are typically designed to resist seismic ground shaking. We recommend the project team confirm with UDOT (in as proposed tunnels will pass under a state road) that this precedent applies for this project.

As we understand it, construction of the tunnels is expected to involve open-cut excavations (per the project's feasibility analysis, other construction methods “such as using a boring or tunneling machine, were considered and eliminated”.) It should be recognized that as the soils appear to be quite granular and potentially wet, they would likely be considered to be OSHA Type C soil, and regulations require such soil be excavated with side slopes of 1.5H:1V or flatter for excavations up to 20 feet in depth. Given this consideration together with the immediate proximity of adjacent improvements, including active roadways, we anticipate that the use of shoring (as compared to sloping) will be desired to reduce impacts of the excavations. One potential risk is that some types of shoring, such as sheet piling, can be difficult to install if dense and/or oversized materials are present. Other systems such as soldier pile and lagging may prove more effective, but more effort than usual (e.g., predrilling and spudding rather than simple driving) might be needed to install the piles. Similar considerations would apply to secant walls; however, unless watertightness is prerequisite for construction, we currently believe that the installation risks and elevated costs associated with secant walls do not merit their use. While existing data does not indicate that the soils are particularly dense, the known soils are reportedly gravels. Based on the geologic nature of these deposits, there could also be cobbles and boulders present. Also, the existing test hole/pit data extends to a maximum depth of only 17 feet, so subsurface soil conditions are unknown to the full depth of the excavation (or deeper, in consideration that shoring often extends well below the depth of the excavation). These characteristics could lead to difficulties in excavation and shoring. It is our present opinion that the probability of encountering a large number of boulders within the excavation and shoring footprints is low but not insignificant. Test holes drilled specifically at the project site

to full depths of interest would help reduce uncertainty regarding this matter and also provide helpful data for Contractors in developing their costs and their means-and-methods.

Of course, maintenance of traffic (MOT) will be a project consideration, correlated with the Contractor's means and methods of tunnel installation, thereby tying geotechnical considerations of excavations and shoring to overall project sequencing and timing. As mentioned previously, the lateral footprint of the excavations could appreciably encroach into existing roadway public accesses depending on the slope of excavations used.

## NEXT STEPS

We understand that the project team plans to hold a workshop to evaluate project considerations as well as likely constraints and risks. As part of this workshop, based on the information and discussion presented above, we believe that the project team should as a minimum consider the following issues:

1. The site is located in the City's Soil Ordinance Zone, and the subsurface is potentially contaminated with heavy metals. This can affect groundwater handling and disposal of excavated spoil.
2. The tunnels are planned to be installed at relatively deep depths, thereby increasing structural design loads, soil excavation quantities, and potential groundwater volumes. Any encroachments on existing buildings should be considered relative to potential impacts on foundation support. Similarly, the footprint of excavations (shored or sloped) should be considered relative to the existing roadways and public accesses. The excavation limits should be outlined and referenced relative to existing infrastructure and utilities to further identify other conflicts.
3. Groundwater levels and soil permeability are unknown, but the presence of gravels and groundwater above the planned tunnel depths is suggested by nearby test holes/pits. As such, groundwater management during and after construction may be needed.
4. Uplift effects on the tunnel may become a notable design consideration if groundwater levels relative to the base of the tunnels are high enough.
5. Granular soil conditions and the potential for cobbles and boulders increase the risk of adverse excavation and shoring installation conditions.

We note that many of the geotechnical-related risks for the project appear can be reduced by reducing the depth of burial for, and height of, the tunnels.

In the near future, we recommend that field and laboratory studies be undertaken to:

1. Better understand risks which the project team may find to be consequential and could be better managed if greater certainty were had, and
2. Provide geotechnical design parameters as the project moves into design and toward construction. Availability of subsurface data helps all stakeholders better understand projects risks, reduces the need for contingencies, levels the field with respect to contractor bidding, and reduces the potential for change orders.

Field studies would require coordination with UDOT and the City relative to permitting.

## LIMITATIONS

The assessments and recommendations presented in this document are based on readily available public information without the benefit of project specific field and laboratory studies. If the project's design or manner of construction changes from what we understand them to be, or if conditions are found later that are different from those described, we should be notified immediately so that we can make revisions as necessary. As the project evolves, we recommend that we review project plans and specifications for compatibility with our assessments and recommendations.

This document was prepared solely for the use of our Client for the referenced project and may not contain sufficient information for other parties or uses.

We represent that our services are performed within the limitations prescribed by our Client, in a manner consistent with the level of care and skill ordinarily exercised by other professional consultants under similar circumstances. No other representation, expressed or implied, and no warranty or guarantee is included or intended. We do not assume responsibility for the accuracy of information provided by others.

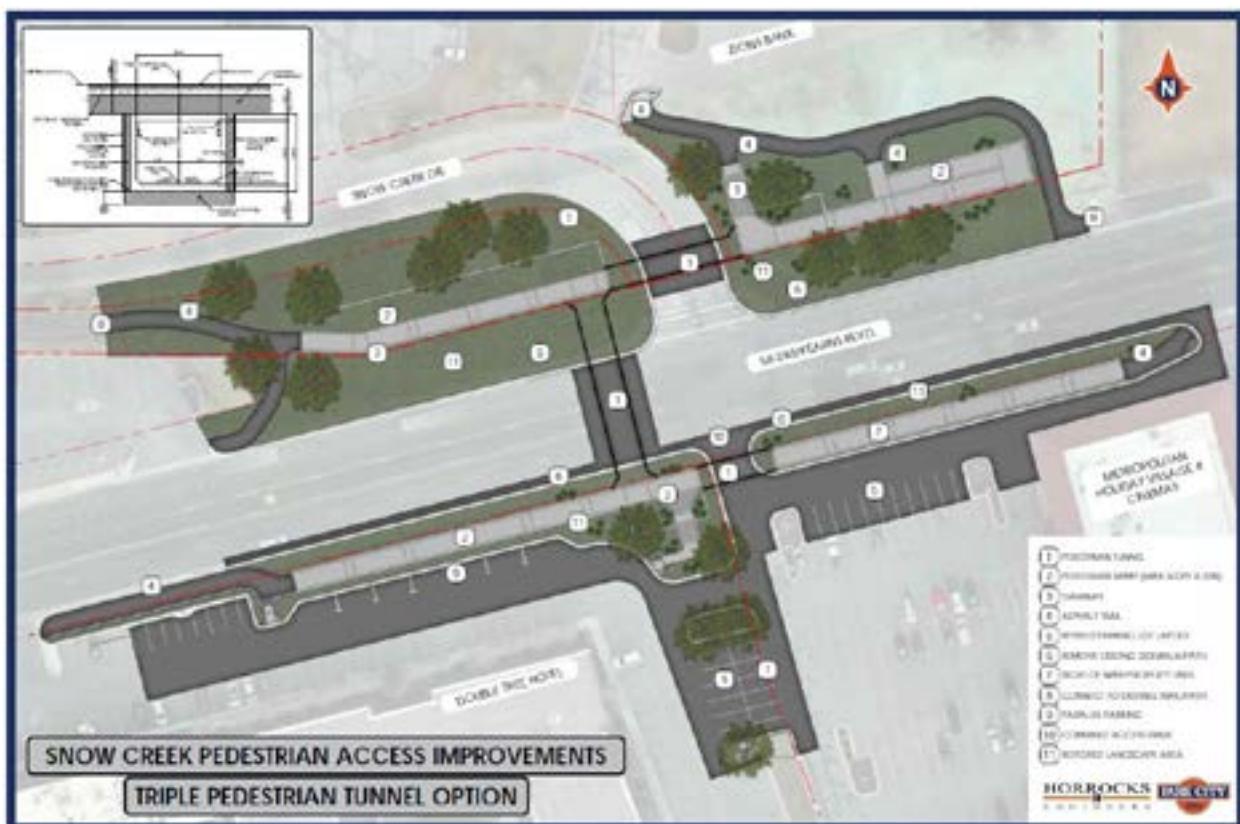


Figure 1: Location and configuration of “Concept 2 – Three Tunnels” from project feasibility study prepared by Horrocks.

# **APPENDIX C:**

## **THIRD PARTY COST ESTIMATE**

PROJECT NAME.....SNOW CREEK PEDESTRIAN CROSSING  
 LOCATION.....PARK CITY, UT  
 ARCHITECT.....HORROCKS  
 STAGE OF DESIGN.....FEASIBILITY STUDY

465,186 SF

CSI #	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
<b>BUILDING COST SUMMARY</b>					
02	EXISTING CONDITIONS			\$ 1.45	\$ 675,856
03	CONCRETE			\$ -	\$ -
04	MASONRY			\$ -	\$ -
05	METALS			\$ -	\$ -
06	WOODS & PLASTICS			\$ -	\$ -
07	THERMAL & MOISTURE PROTECTION			\$ -	\$ -
08	DOORS & WINDOWS			\$ -	\$ -
09	FINISHES			\$ -	\$ -
10	SPECIALTIES			\$ -	\$ -
11	EQUIPMENT			\$ -	\$ -
12	FURNISHINGS			\$ -	\$ -
13	SPECIAL CONSTRUCTION			\$ -	\$ -
14	CONVEYING SYSTEMS			\$ -	\$ -
21	FIRE SUPPRESSION			\$ -	\$ -
22	PLUMBING			\$ -	\$ -
23	HVAC			\$ -	\$ -
26	ELECTRICAL			\$ 0.32	\$ 150,000
27	COMMUNICATION			\$ -	\$ -
28	ELECTRONIC SAFETY & SECURITY			\$ -	\$ -
31	EARTHWORK			\$ 1.64	\$ 763,487
32	EXTERIOR IMPROVEMENTS			\$ 11.75	\$ 5,464,108
33	UTILITIES			\$ 5.81	\$ 2,702,610
<b>SUBTOTAL</b>				\$ 20.97	\$ 9,756,060
GENERAL CONDITIONS		7%		\$ 1.47	\$ 682,924
BONDS & INSURANCE		2%		\$ 0.45	\$ 208,780
OVERHEAD & PROFIT		5%		\$ 1.14	\$ 532,388
DESIGN CONTINGENCY		15%		\$ 3.15	\$ 1,463,409
<b>TOTAL CONSTRUCTION COST</b>				\$ 27.18	\$ 12,643,562
<b>Right of Way</b>					
Right-of-Way Acquisition (South of SR-248)		10500.00	SF	\$35.00	\$367,500.00
Right-of-Way Easement (South of SR-248)		9000.00	SF	\$10.00	\$90,000.00
Right-of-Way Acquisition (North of 248, West of Snow Creek)		14500.00	SF	\$20.00	\$290,000.00
New Sewer Easement for Reroute (Along Yarrow South PL)		11,000	SF	\$10.00	\$110,000.00
<b>Right of Way Subtotal</b>					\$857,500.00
<b>Construction and ROW Total</b>					
<b>Design and Construction Management</b>					
Additional Survey As Needed					\$20,000.00
ROW Design					\$85,000.00
Utility Locating (Pot Holing)					\$65,000.00
*Civil Engineering					\$450,000.00
*Structural Engineering					\$500,000.00
Bidding Assistance and Construction Administration					\$50,000.00
*Construction Management (testing, inspection, as-built drawings,					\$450,000.00
Permits					\$202,296.99
Impact Fees				tbd	
Owners Contingency					\$632,178.08
<b>Subtotal Design and Construction Management</b>					\$2,454,475.07
<b>TOTAL PROJECT COST</b>					\$15,955,536.74

PROJECT NAME.....SNOW CREEK PEDESTRIAN CROSSING

LOCATION.....PARK CITY, UT

ARCHITECT.....HORROCKS

STAGE OF DESIGN.....FEASIBILITY STUDY

465,186 SF

CSI #	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
<b>02</b>	<b><u>EXISTING CONDITIONS</u></b>				
	Clearing and Grubbing	2 AC	\$	16,552.80	\$ 33,106
	Sawcut and Remove Asphalt Pavement (Roadway or Parki	4700 SY	\$	16.20	\$ 76,140
	Remove Existing Strom Drain Inlets and Manholes	1 LS	\$	35,000.00	\$ 35,000
	Abandon/Cap Existing Storm Drain Lines	650 LF	\$	15.00	\$ 9,750
	Sawcut and Remove Asphalt Pavement (Trail)	800 SY	\$	16.20	\$ 12,960
	Remove Curb and Gutter	1400 LF	\$	20.00	\$ 28,000
	Remove Concrete Pavement	2000 SF	\$	2.00	\$ 4,000
	Remove Large Existing Tree	15 EA	\$	1,500.00	\$ 22,500
	Protect Tree In Place	8 EA	\$	1,000.00	\$ 8,000
	Remove and Relocate Existing Bell Feature	1 LS	\$	25,000.00	\$ 25,000
	Remove and Dispose of Existing Retaining Wall	300 LF	\$	100.00	\$ 30,000
	Remove and Dispose of Existing Sewer Manhole	5 EA	\$	2,500.00	\$ 12,500
	Abandon/Remove/Cap Existing 21" Sewer	1100 LF	\$	25.00	\$ 27,500
	Abandon/Remove/Cap Existing 8" Sewer	70 LF	\$	20.00	\$ 1,400
	Traffic Control	1 Allow	\$	300,000.00	\$ 300,000
	Mobilization	1 LS	\$	50,000.00	\$ 50,000
	<b>TOTAL EXISTING CONDITIONS</b>				<b>\$ 675,856</b>
<b>26</b>	<b><u>ELECTRICAL</u></b>				
	<b>Site Electrical and Lighting</b>				
	Lighting & Electrical	1 Allow	\$	150,000.00	\$ 150,000
	<b>Subtotal for site electrical and lighting</b>				<b>\$ 150,000</b>
	<b>TOTAL ELECTRICAL</b>				<b>\$ 150,000</b>
<b>31</b>	<b><u>EARTHWORK</u></b>				
	Site Grading	87,120 SF	\$	2.00	\$ 174,240
	Gravel Under Concrete Paving	167 Ton	\$	75.00	\$ 12,514
	Overexcavation at Paving	6,453 CY	\$	20.00	\$ 129,067
	Engineered Fill	6,453 CY	\$	50.00	\$ 322,667
	Survey	1 LS	\$	75,000.00	\$ 75,000
	SWPPP	1 LS	\$	50,000.00	\$ 50,000
	<b>TOTAL EARTHWORK</b>				<b>\$ 763,487</b>
<b>32</b>	<b><u>EXTERIOR IMPROVEMENTS</u></b>				
	Aspahlt Patching	5,000 SF	\$	6.00	\$ 30,000
	Asphalt Striping	30,150 SF	\$	0.10	\$ 3,015
	Asphalt Pavement (UDOT Spec)	9000 SF	\$	5.25	\$ 47,250
	Asphalt Pavement (City/Private Spec)	18000 SF	\$	3.95	\$ 71,100
	New Asphalt Trail (3" HMA over 6" UTBC)	3150 SF	\$	3.05	\$ 9,608
	Concrete Flatwork (Trail Connections and Sidewalk Replace	3500 SF	\$	8.65	\$ 30,275
	Concrete Flatwork (Ramp Wear Surface)	1800 SF	\$	10.65	\$ 19,170
	New 24" Curb and Gutter	1300 LF	\$	40.00	\$ 52,000
	ADA Ramp With Dectectable Warning Surface	5 EA	\$	965.00	\$ 4,825
	Signage	30 EA	\$	1,000.00	\$ 30,000
	Bollards	16 EA	\$	1,850.00	\$ 29,600
	Landscape and Irrigation	50000 SF	\$	6.00	\$ 300,000

PROJECT NAME.....SNOW CREEK PEDESTRIAN CROSSING  
 LOCATION.....PARK CITY, UT  
 ARCHITECT.....HORROCKS  
 STAGE OF DESIGN.....FEASIBILITY STUDY

465,186 SF

CSI #	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
	<b>Culvert B (Under SR-248)</b>				
	GRANULAR BACKFILL BORROW (PLAN QUANTITY)	156	CU YD	\$ 55.00	\$ 8,580
	FREE DRAINING GRANULAR BACKFILL (PLAN QUANTITY)	111	CU YD	\$ 75.00	\$ 8,325
	SEPARATION GEOTEXTILES	333	SQ YD	\$ 4.95	\$ 1,648
	PRECAST CONCRETE BOX CULVERT	114	LF	\$ 8,000.00	\$ 912,000
	FENCE ON STRUCTURE	60	FT	\$ 50.00	\$ 3,000
	REINFORCING STEEL - COATED (PLAN QUANTITY)	12500	LB	\$ 2.20	\$ 27,500
	STRUCTURAL CONCRETE (EST. QTY 50 CU YD)	50	CY	\$ 1,200.00	\$ 60,000
	STRUCTURAL CONCRETE - FIBER (EST. QTY 20 CU YD)	20	CY	\$ 20.00	\$ 400
	WATERPROOFING MEMBRANE	4826	SQ FT	\$ 16.00	\$ 77,216
	CONCRETE COATING (PLAN QUANTITY)	4055	SQ FT	\$ 4.00	\$ 16,220
	Excavation	2519	CU YD	\$ 20.00	\$ 50,370
	Haul Spoil	2519	CU YD	\$ 25.00	\$ 62,963
	Shoring	4080	SF	\$ 80.00	\$ 326,400
	Foundation Drain	240	LF	\$ 50.00	\$ 12,000
	<b>Culvert C (Under Driveway)</b>				
	GRANULAR BACKFILL BORROW (PLAN QUANTITY)	55	CU YD	\$ 55.00	\$ 3,025
	FREE DRAINING GRANULAR BACKFILL (PLAN QUANTITY)	44	CU YD	\$ 75.00	\$ 3,300
	SEPARATION GEOTEXTILES	131	SQ YD	\$ 4.95	\$ 648
	PRECAST CONCRETE BOX CULVERT	1	LUMP	\$ 8,000.00	\$ 8,000
	FENCE ON STRUCTURE	25	FT	\$ 50.00	\$ 1,250
	REINFORCING STEEL - COATED (PLAN QUANTITY)	3000	LB	\$ 2.20	\$ 6,600
	STRUCTURAL CONCRETE (EST. QTY 12 CU YD)	1	LUMP	\$ 1,200.00	\$ 1,200
	STRUCTURAL CONCRETE - FIBER (EST. QTY 23 CU YD)	1	LUMP	\$ 20.00	\$ 20
	WATERPROOFING MEMBRANE	3009	SQ FT	\$ 16.00	\$ 48,144
	CONCRETE COATING (PLAN QUANTITY)	1420	SQ FT	\$ 4.00	\$ 5,680
	Excavation	944	CU YD	\$ 20.00	\$ 18,889
	Haul Spoil	944	CU YD	\$ 25.00	\$ 23,611
	Shoring	1700	SF	\$ 80.00	\$ 136,000
	Foundation Drain	240	LF	\$ 50.00	\$ 12,000
	<b>Ramps, Walls, and Stairs</b>				
	GRANULAR BACKFILL BORROW (PLAN QUANTITY)	865	CU YD	\$ 55.00	\$ 47,575
	FENCE ON STRUCTURE	500	FT	\$ 50.00	\$ 25,000
	REINFORCING STEEL - COATED (PLAN QUANTITY)	197250	LB	\$ 2.20	\$ 433,950
	STRUCTURAL CONCRETE (EST. QTY 1953 CU YD)	1953	CU YD	\$ 1,000.00	\$ 1,953,000
	EXCAVATION	1200	CU YD	\$ 20.00	\$ 24,000
	Haul Spoil	1200	CU YD	\$ 25.00	\$ 30,000
	WALL MOUNT HANDRAIL FOR RAMPS	350	LF	\$ 125.00	\$ 43,750
	FREESTANDING HANDRAIL FOR RAMPS	400	LF	\$ 325.00	\$ 130,000
	BOULDER RETAINING WALLS (3-4' HEIGHT)(640 LF)	3500	SF	\$ 90.00	\$ 315,000
	<b>TOTAL SITE IMPROVEMENTS</b>				\$ 5,464,108
33	<b>SITE UTILITIES</b>				
	Sewer Manhole 48"	2	EA	\$ 5,850.00	\$ 11,700
	Sewer Manhole 60" - HDPE Lined per SSWRD Standards	4	EA	\$ 8,500.00	\$ 34,000
	Sewer Manhole 60" - HDPE Lined per SSWRD Standards	1	EA	\$ 8,500.00	\$ 8,500

PROJECT ESTIMATE		CONSTRUCTION CONTROL CORPORATION			2/5/2024
PROJECT NAME.....SNOW CREEK PEDESTRIAN CROSSING					
LOCATION.....PARK CITY, UT					
ARCHITECT.....HORROCKS			465,186 SF		
STAGE OF DESIGN.....FEASIBILITY STUDY					
CSI #	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
	8" Sewer Line	150 LF	\$ 450.00	\$ 67,500	
	21" Sewer Line	1000 LF	\$ 700.00	\$ 700,000	
	Asphalt Removal and Replacement for Sewer Reroute	2200 SY	\$ 12.00	\$ 26,400	
	Bypass Pumping for Sewer with Redundant Pump per SBS	20 LS PER DA	\$ 5,000.00	\$ 100,000	
	Retrofit/Reconstruct Yarrow Sewer Connection	1 LS	\$ 35,000.00	\$ 35,000	
	Protect in Place Existing Water Lines	1 LS	\$ 70.00	\$ 70	
	Reroute 12" Water Line	800 LF	\$ 70.00	\$ 56,000	
	Construct New 4" Water Lateral	150 LF	\$ 70.00	\$ 10,500	
	Construct New 1" Water Connections for Landscaping (Hot)	2 EA	\$ 70.00	\$ 140	
	Construct New 1" Water Service Line for Landscaping Con	400 LF	\$ 70.00	\$ 28,000	
	Protect In Place High Pressure Gas Line (4" and 6")	1 LS	\$75,000.00	\$ 75,000	
	Reroute Century Link Lines	1 LS	\$85,000.00	\$ 85,000	
	Reroute Comcast Lines	1 LS	\$165,000.00	\$ 165,000	
	Inlet Catch Basin	4 EA	\$6,000.00	\$ 24,000	
	Storm Drain Manhole 48"	2 EA	\$6,500.00	\$ 13,000	
	Storm Drain Manhole 60"	4 EA	\$8,000.00	\$ 32,000	
	15" RCP Pipe (3-6' Bury)	60 LF	\$80.00	\$ 4,800	
	18" RCP Pipe (3-6' Bury)	200 LF	\$105.00	\$ 21,000	
	24" RCP Pipe (3-6' Bury)	1000 LF	\$150.00	\$ 150,000	
	30" RCP Pipe (3-6' Bury)	1000 LF	\$190.00	\$ 190,000	
	Water Quality Manhole with Injection Well or Sump Pump S	1 LS	\$200,000.00	\$ 200,000	
	Existing Power Relocation Allowance (Misc Box and Condu	1 LS	\$100,000.00	\$ 100,000	
	Pathway Lighting (City Standard Pole with Junction Box)	10 EA	\$15,000.00	\$ 150,000	
	1.5" Power Conduit for Lighting	1000 LF	\$20.00	\$ 20,000	
	Tunnel Lighting (Wall Pack Lights)	20 EA	\$1,500.00	\$ 30,000	
	New Power Connection, Service, and Pedestal/Panel for Li	1 LS	\$150,000.00	\$ 150,000	
	Snow Melt System (Hydronic)	5000 SF	\$ 40.00	\$ 200,000	
	Snow Melt Control System	1 LS	\$ 15,000.00	\$ 15,000	
	<b>TOTAL UTILITIES</b>				<b>\$ 2,702,610</b>

# **APPENDIX D:**

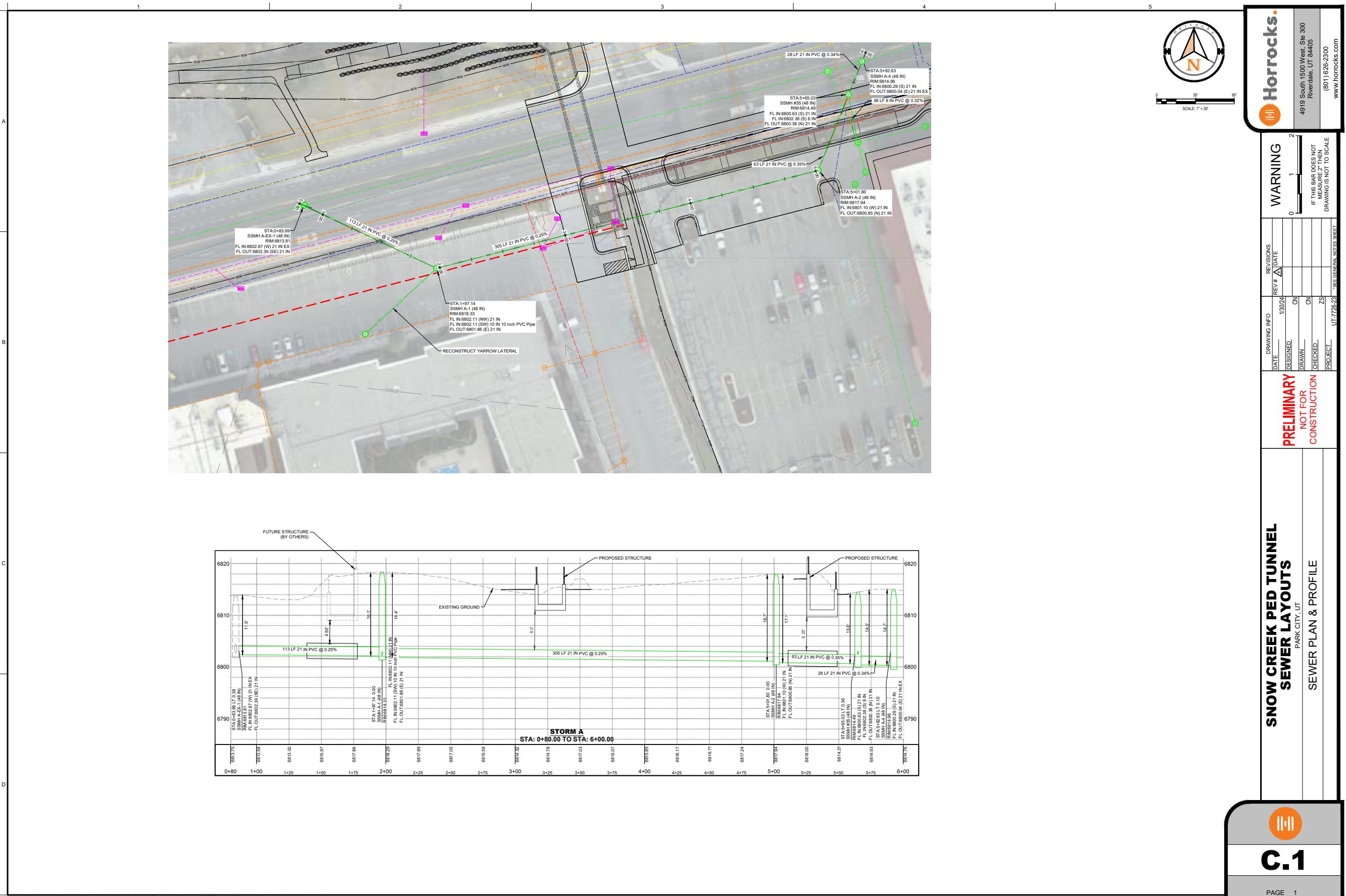
## **RISK WORKSHOP RISK AND OPPORTUNITY MATRIX**

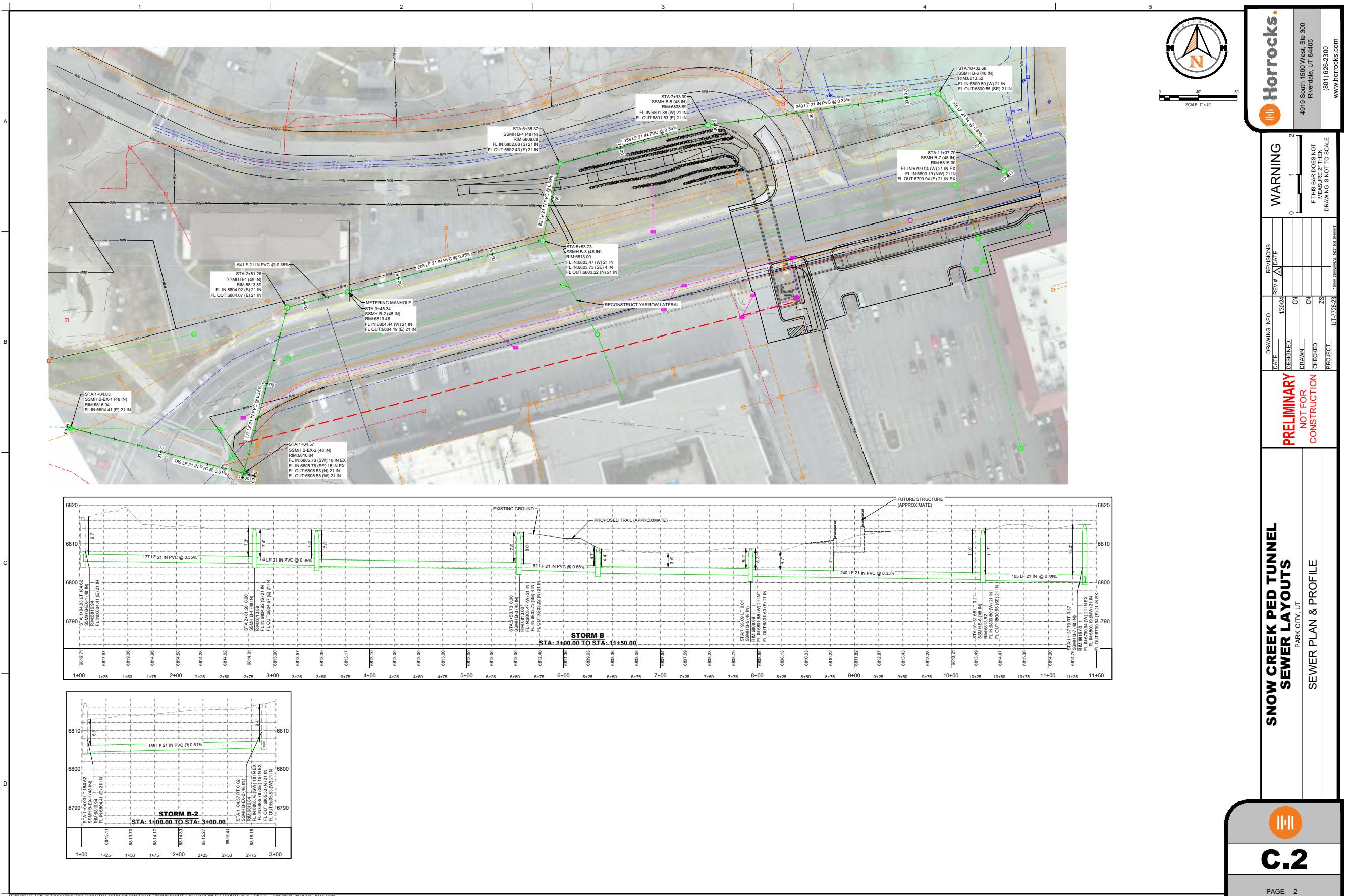
Risk Name	Description	Discipline	Cost Impacts	Schedule Impacts	Probability	Strategy
High Pressure Gas Line Conflict	There is a 4" low pressure and a 6" high pressure gas line on the north side of SR-248 that run parallel to the curb and gutter. The exact depth is unknown but preliminary testing shows them to be close to the tunnel depth	Third Party/Utilities	Low (\$0 - \$500K)	Medium (2-6 mos)	75% - 100%	Reduce
Sewer Conflict	The project crosses a 21" Gravity sewer line. The impact is unavoidable and will require a reroute.	Third Party/Utilities	Low (\$0 - \$500K)	Medium (2-6 mos)	75% - 100%	Reduce
Double Tree/Yarrow Development	The Double Tree/Yarrow Development adjacent to the project has proposed a redevelopment. Their latest plans show more open space along the frontage.	Structures	Medium (\$500K - \$1M)	Medium (2-6 mos)	25% - 50%	Transfer
Storm Drain Conflicts	Various Storm Drain Conflicts with Tunnel and Ramps. How is this handled? If Drainage from Tunnel cannot percolate, is a sump pump needed?	Third Party/Utilities	Low (\$0 - \$500K)	Low (0-2 mos)	5% - 25%	Reduce
UDOT Standards	UDOTs standards are a 16' interior on all new pedestrian tunnels. They also prefer or may require a perpendicular crossing which rules out some options of a diagonal tunnel.	Structures	Medium (\$500K - \$1M)	Low (0-2 mos)	5% - 25%	Undetermined
ROW Acquisition	No preliminary ROW acquisition has been completed. Will adjacent property owners be difficult to work with? Is the city willing to use imminent domain? Does the project legally merit ID?	ROW	Low (\$0 - \$500K)	High (6+ mos)	25% - 50%	Undetermined
Access Goals	What are the preferred access routes? What routes are less important? What routes, if lost, pose the greatest risk to project success? Which routes can be phased easily	Roadway	High (\$1M - \$3M)	Medium (2-6 mos)	50% - 75%	Undetermined
Raise SR-248	Raising SR-248 would allow for less excavation, shorter ramps, shallower tunnel, and a better user experience. It may however introduce more work, problems meeting UDOT standards, and grade issues at Snow Creek Drive.	Roadway	High (\$1M - \$3M)	Medium (2-6 mos)	25% - 50%	Undetermined
Removal of Solar Railing	Previous tunnel projects have used a solar railing system. If this railing is replaced with a simpler railing or fence there is a potential savings	Roadway	Low (\$0 - \$500K)	No Schedule Impacts	50% - 75%	Undetermined
Move Tunnel to centerline of snow creek	move tunnel to center line of snow creek. How to phase? CIP in UDOT ROW?	Structures	Low (\$0 - \$500K)			Undetermined

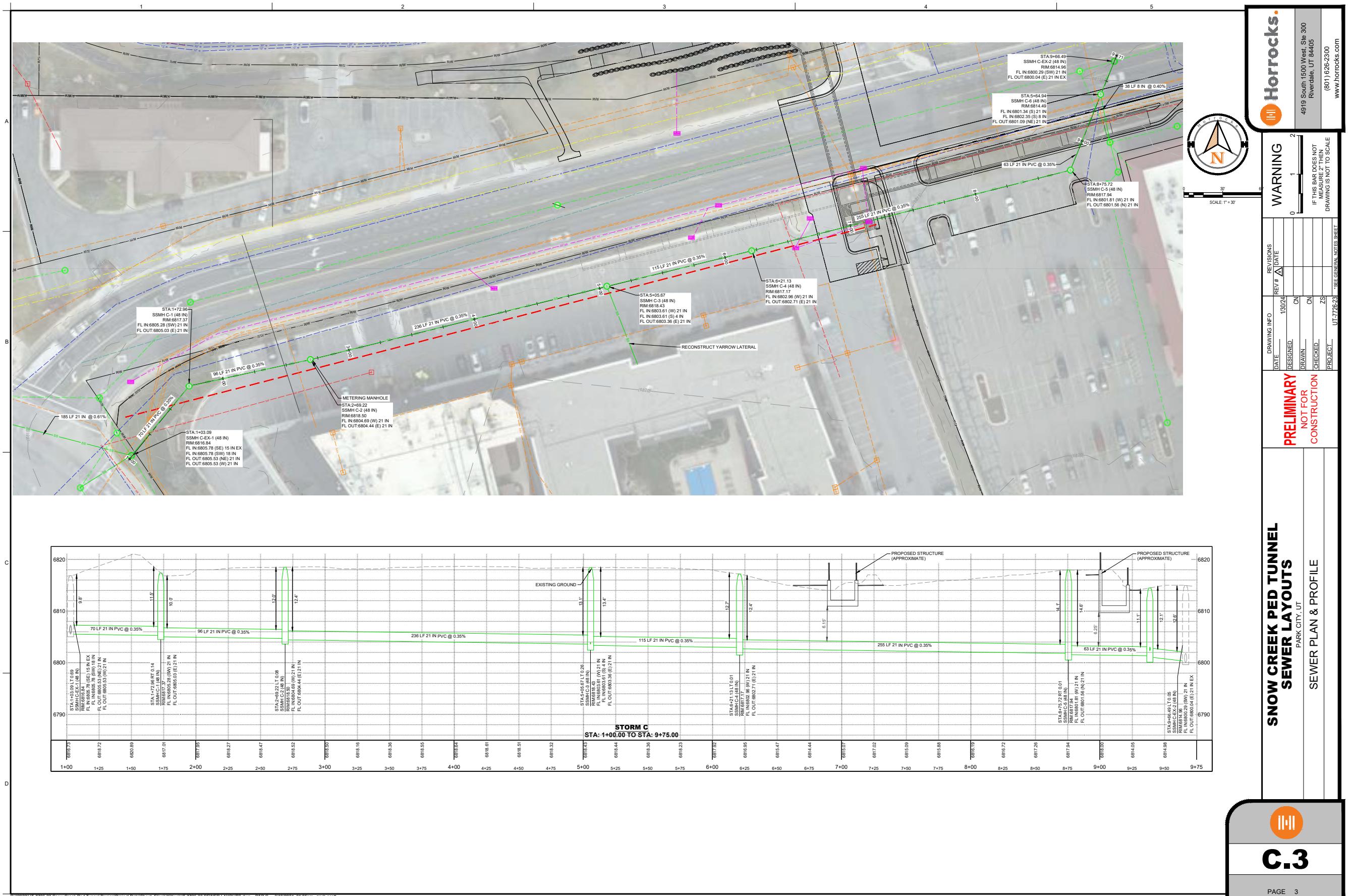
# **APPENDIX E:**

## **DRAFT SEWER REROUTE CONCEPTS**

DRAFT CONCEPT - SUBJECT TO FURTHER CHANGES AND COORDINATION WITH SBSWRD

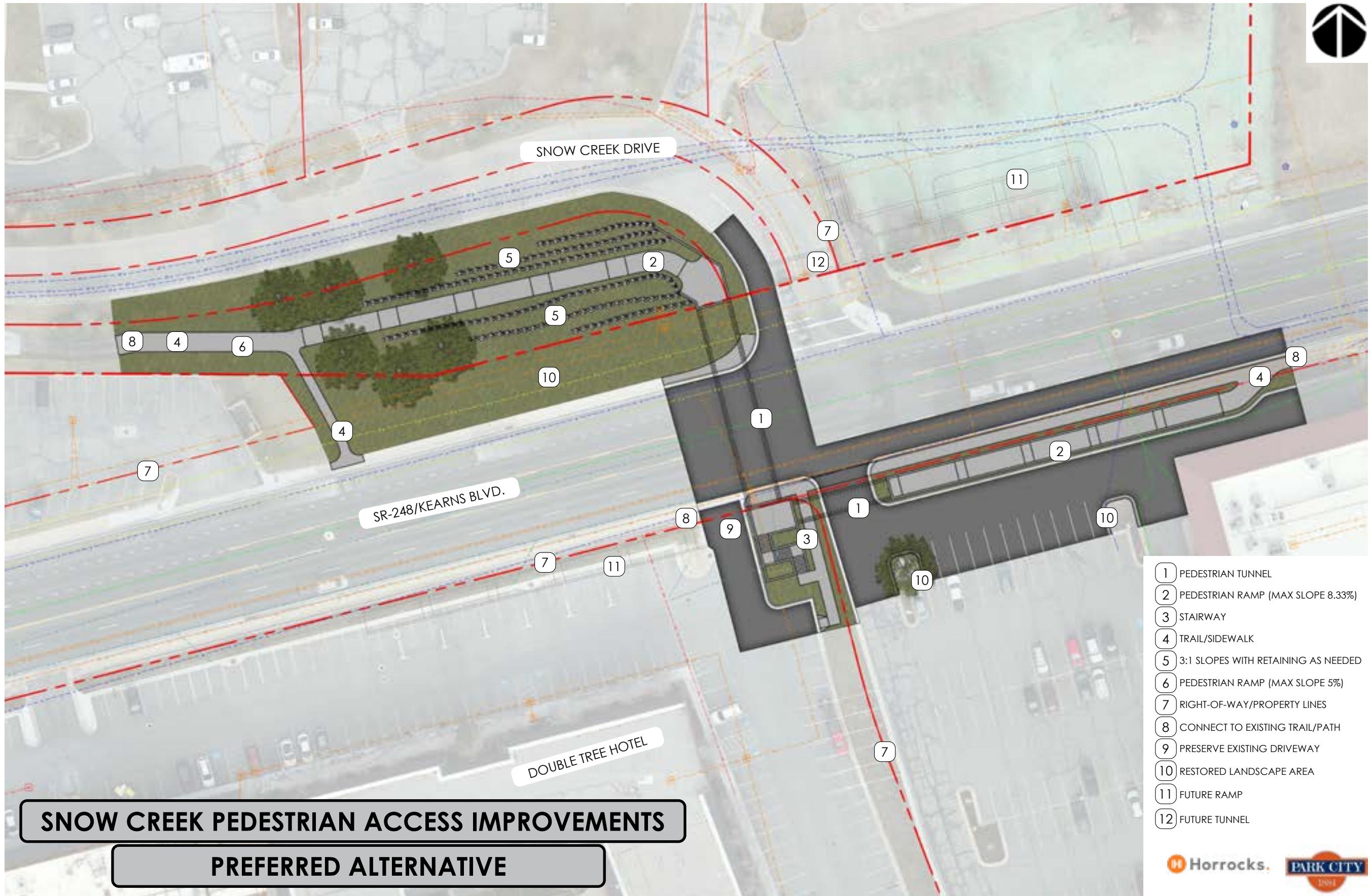


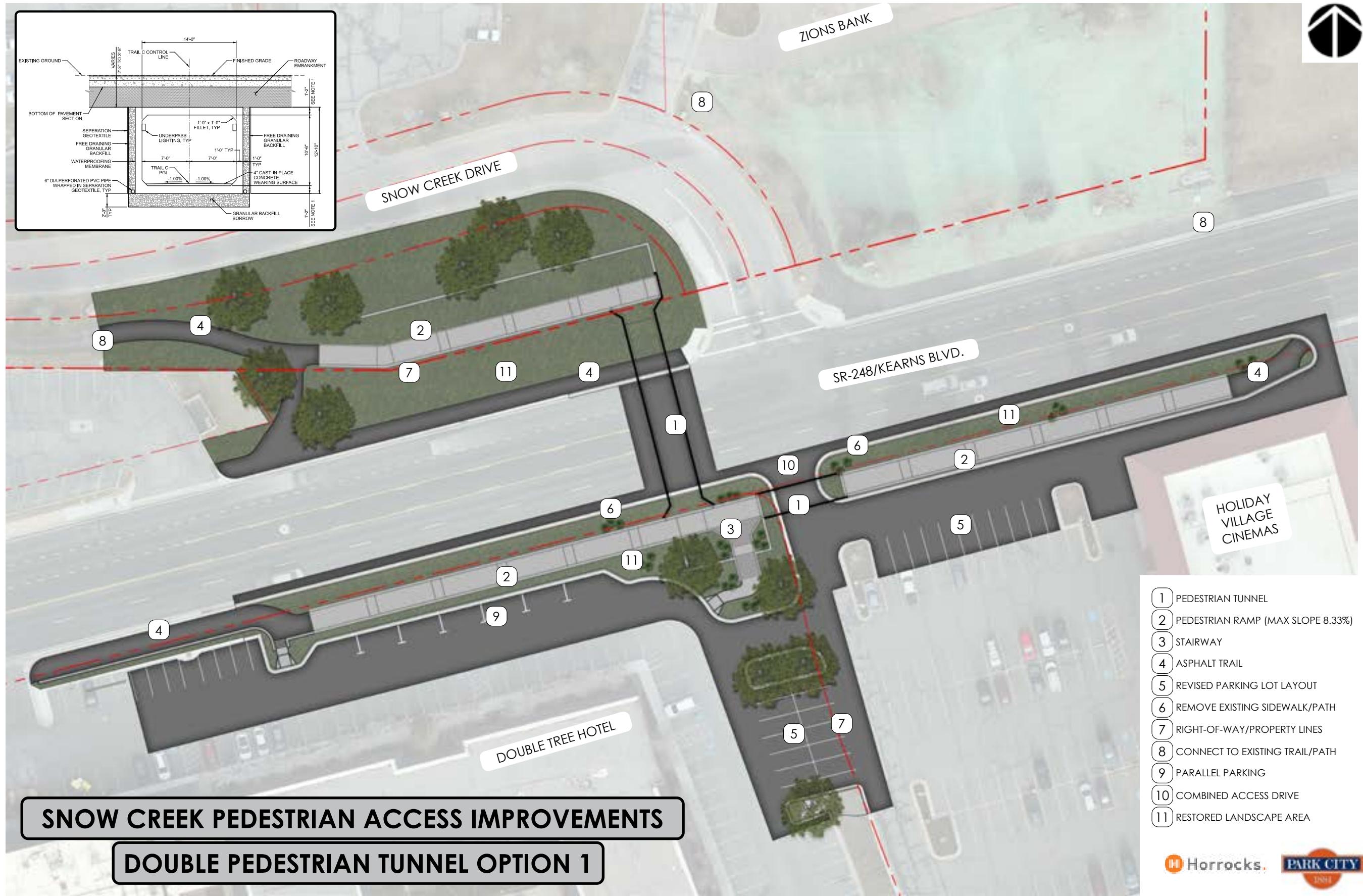


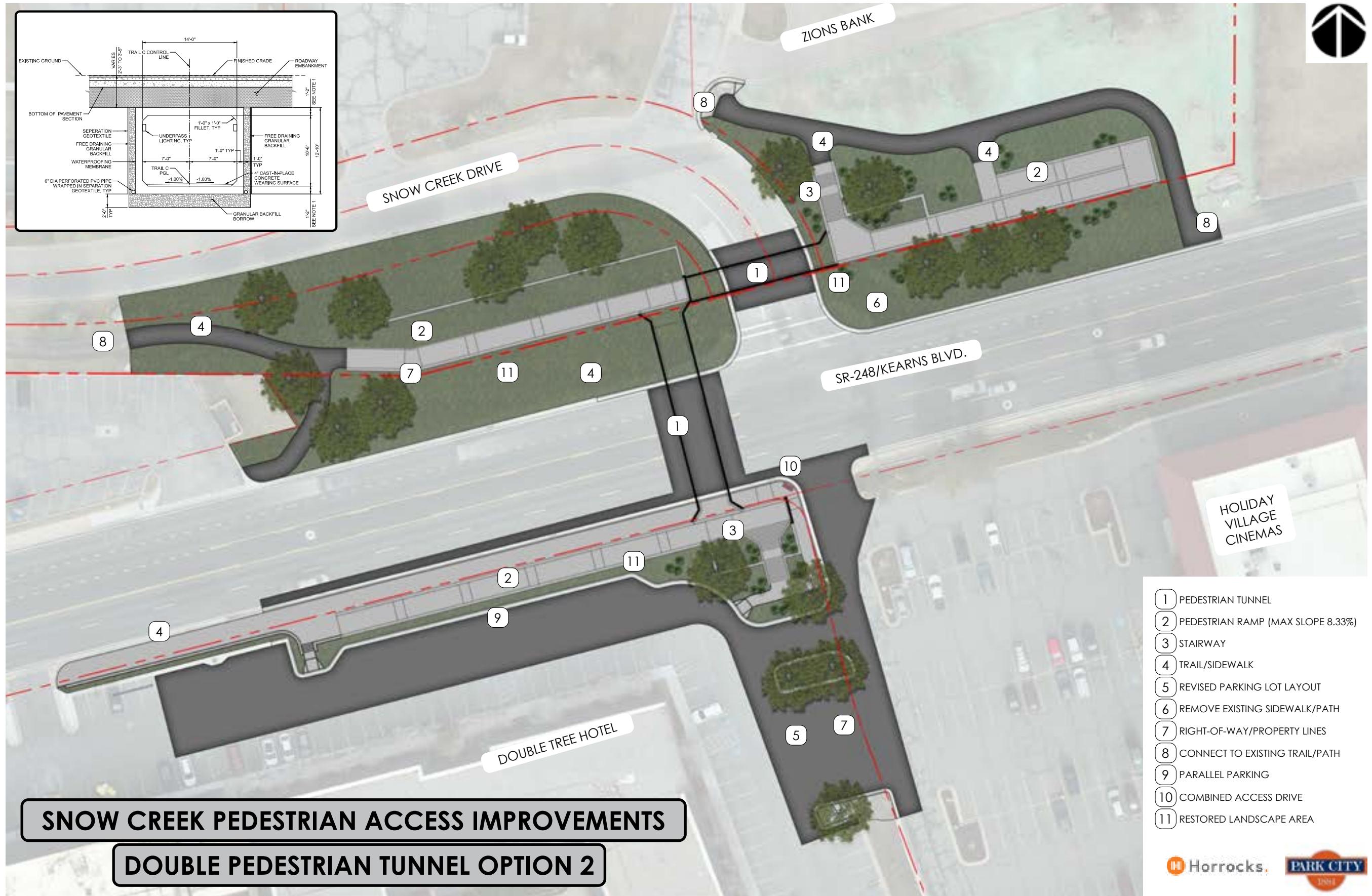


# APPENDIX F:

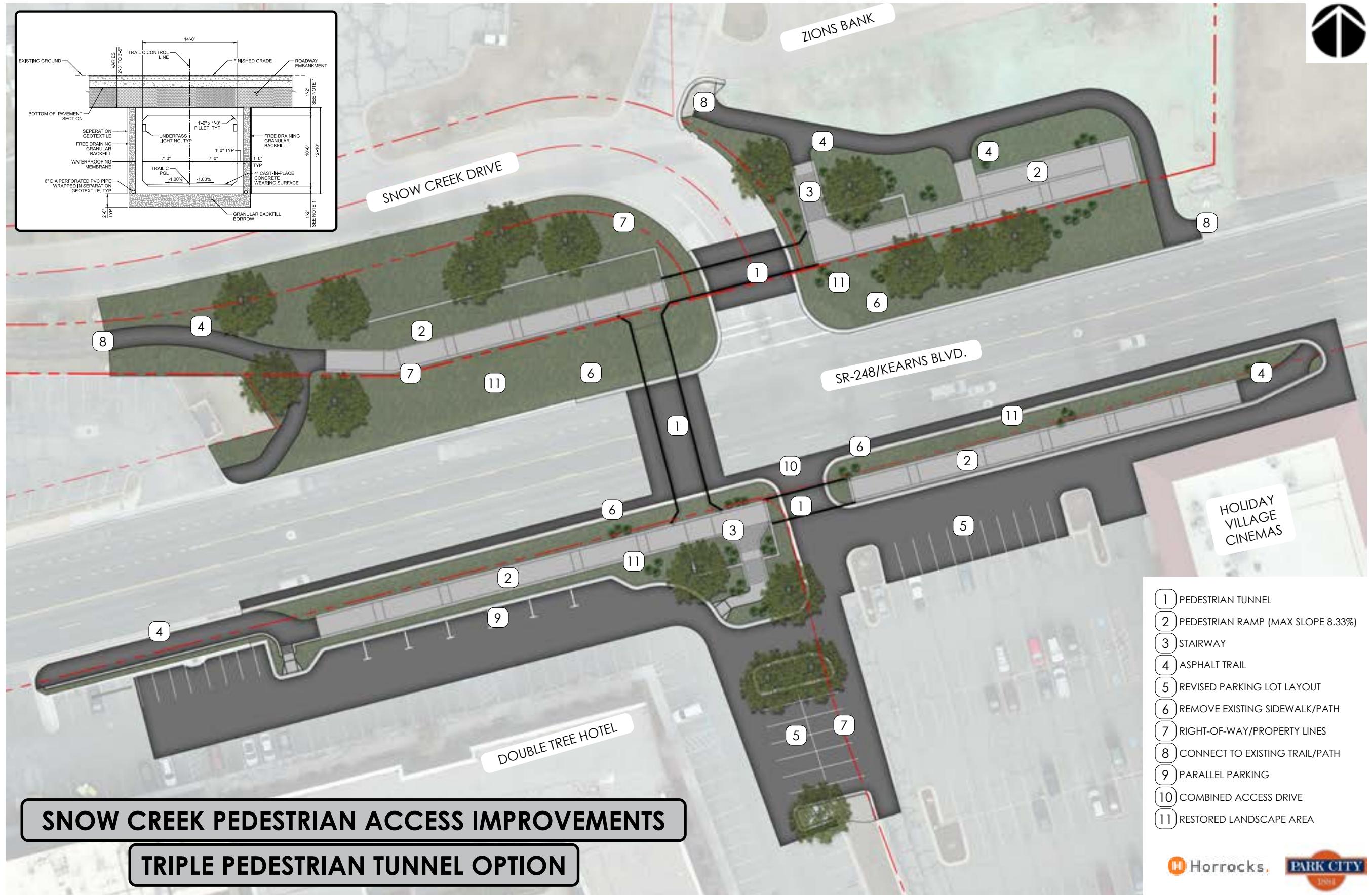
## DRAFT DESIGN CONCEPTS

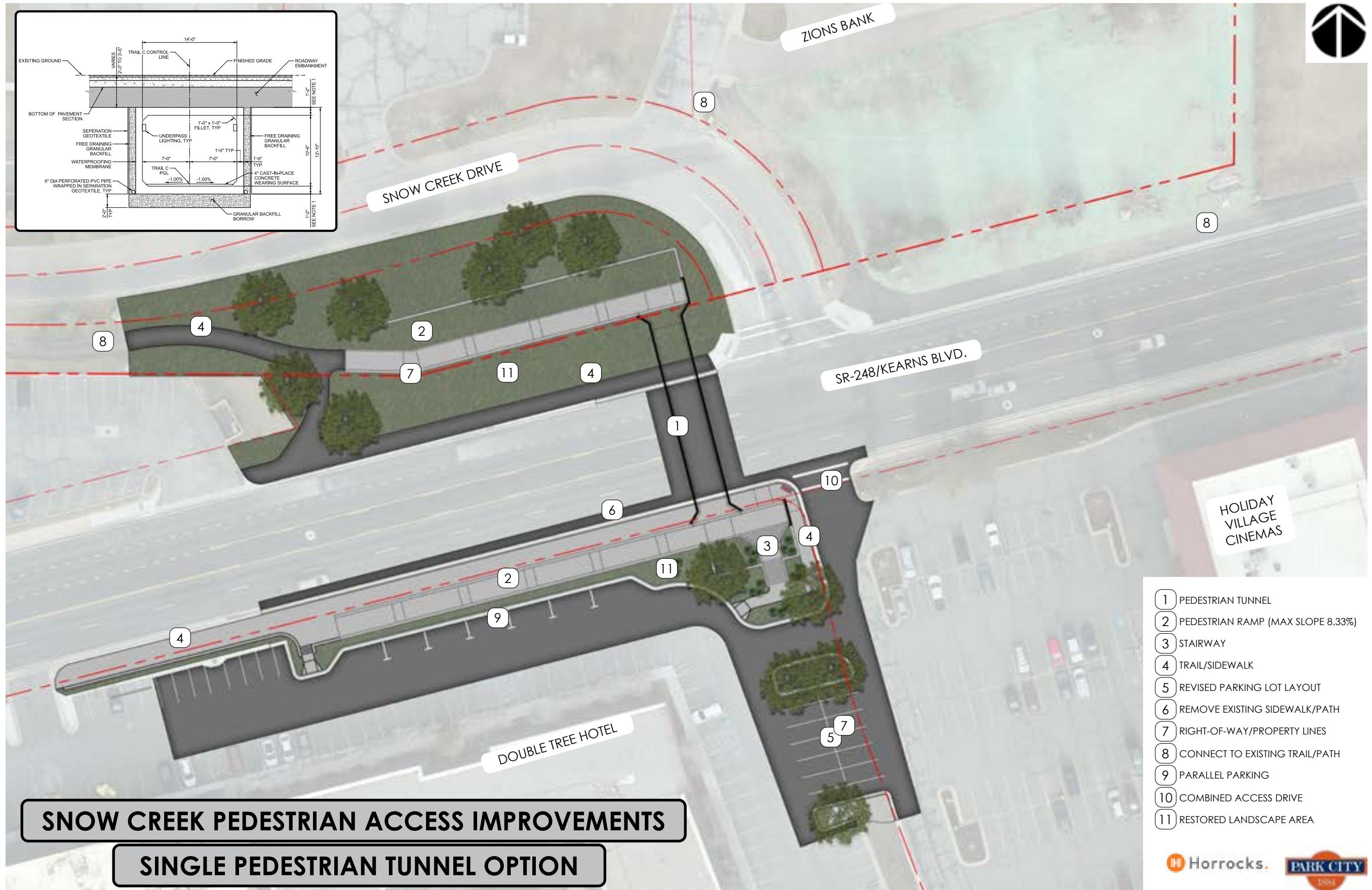


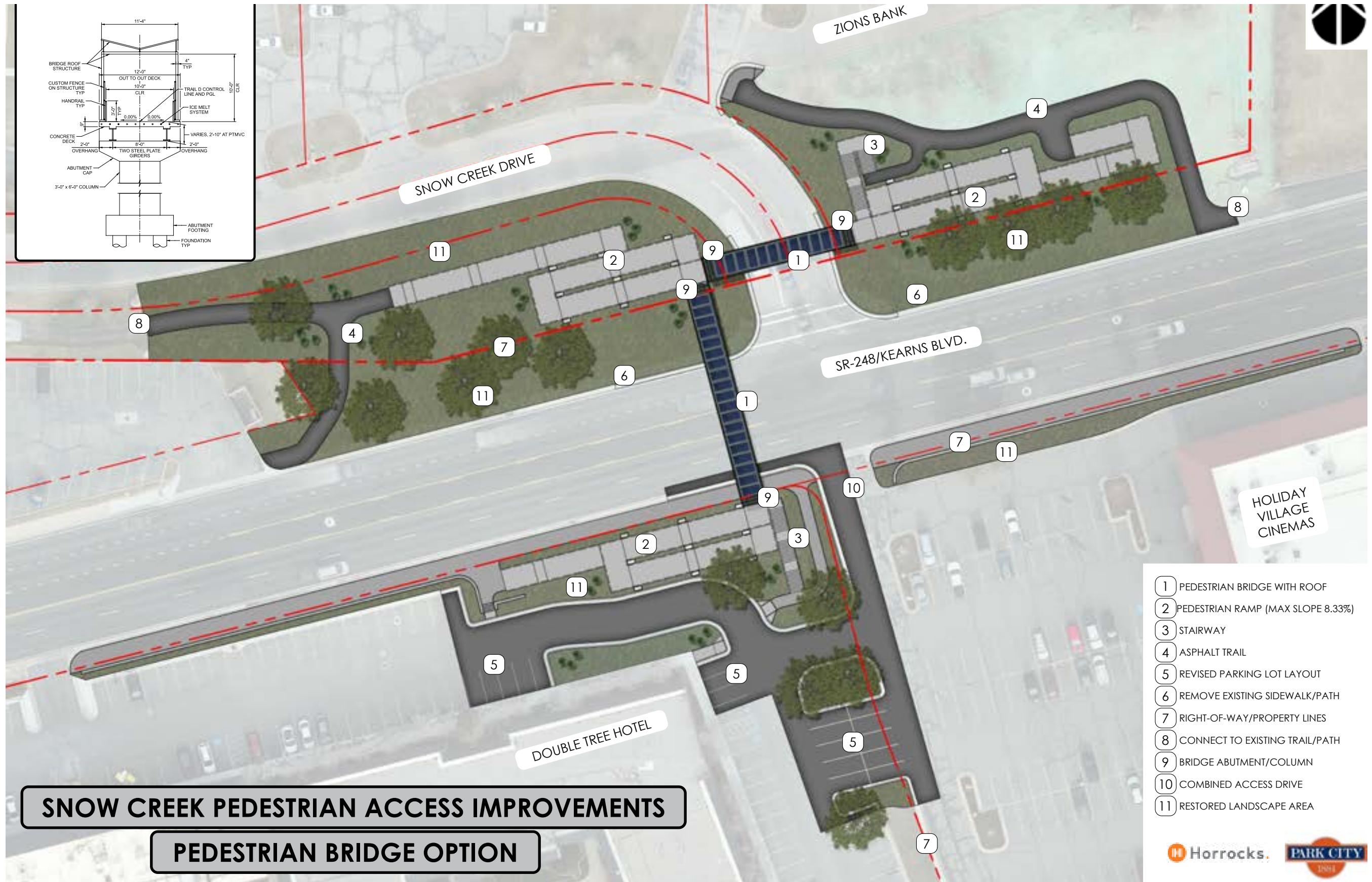


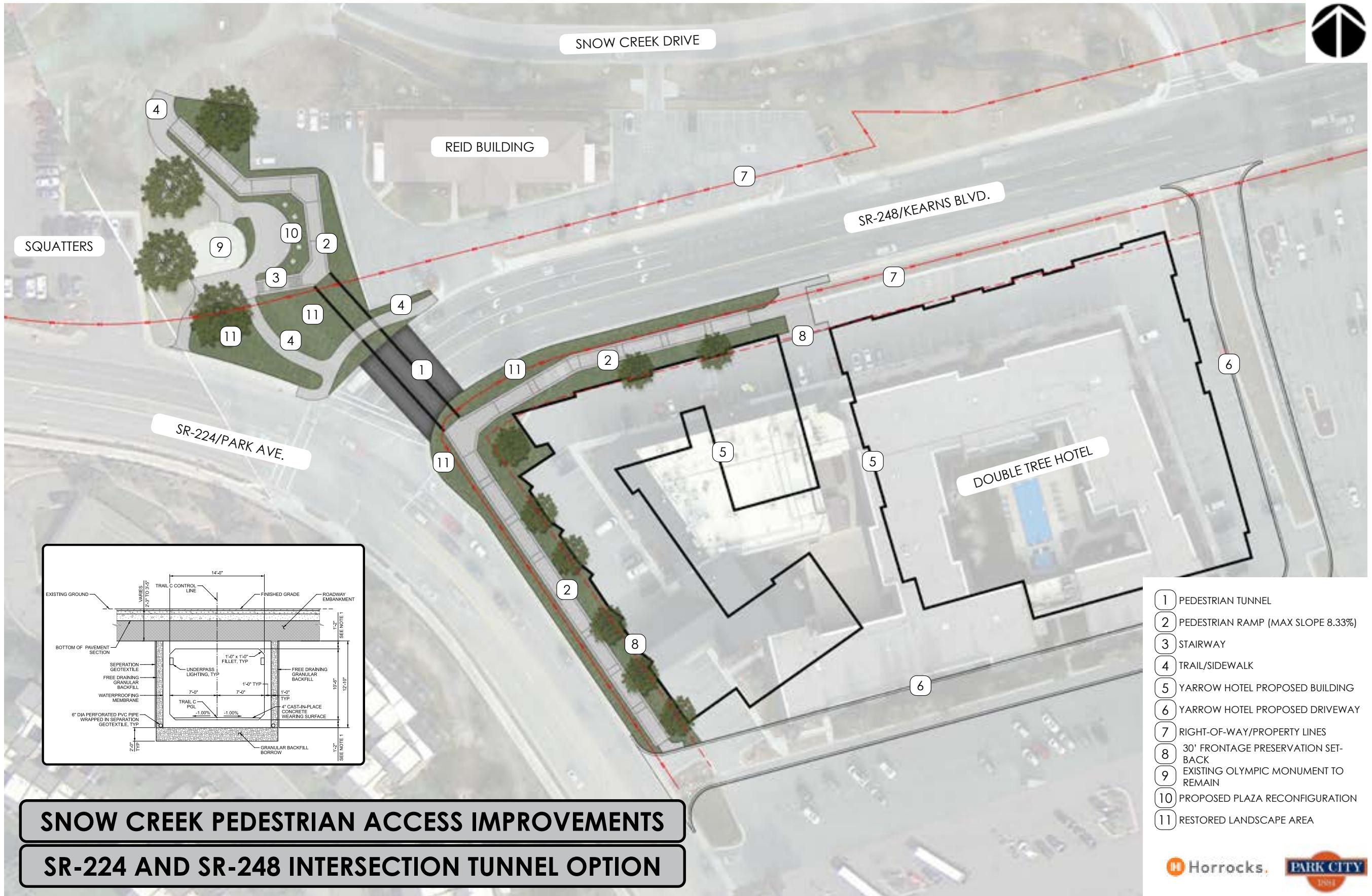












# APPENDIX G:

## CURRENT COST ESTIMATE

**Engineer's Estimate**  
**Horrocks Engineers**

**Project Manager:** Zach Scott  
**Project Engineer/** Richard Hansen (Structures), Zach Scott (Site), Caitlyn Nielson (Sewer)  
**Designer:**

**Snow Creek Pedestrian Crossing Feasibility Study**

Jan-24

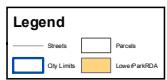
ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL AMOUNT
<b>Overall Project Costs</b>					
1	Mobilization	1 LS		\$500,000.00	\$500,000.00
2	Construction Survey	1 LS		\$75,000.00	\$75,000.00
3	Traffic Control	1 LS		\$300,000.00	\$300,000.00
4	SWPPP/Temporary Environmental Controls	1 LS		\$35,000.00	\$35,000.00
				<b>Sub Total</b>	<b>\$910,000.00</b>
<b>Removal And Demolition</b>					
5	Clearing and Grubbing	2 AC		\$16,000.00	\$32,000.00
6	Sawcut and Remove Asphalt Pavement (Roadway or Parking)	4700 SY		\$22.00	\$103,400.00
7	Remove Existing Strom Drain Inlets and Manholes	1 LS		\$35,000.00	\$35,000.00
8	Abandon/Cap Existing Storm Drain Lines	650 LF		\$18.00	\$11,700.00
9	Sawcut and Remove Asphalt Pavement (Trail)	800 SY		\$17.00	\$13,600.00
10	Remove Curb and Gutter	1400 LF		\$20.00	\$28,000.00
11	Remove Concrete Pavement	2000 SF		\$4.00	\$8,000.00
12	Remove Large Existing Tree	15 EA		\$2,500.00	\$37,500.00
13	Protect Tree In Place	8 EA		\$1,000.00	\$8,000.00
14	Remove and Relocate Existing Bell Feature	1 LS		\$25,000.00	\$25,000.00
15	Remove and Dispose of Existing Retaining Wall	300 LF		\$100.00	\$30,000.00
16	Remove and Dispose of Existing Sewer Manhole	5 EA		\$3,500.00	\$17,500.00
17	Abandon/Remove/Cap Existing 21" Sewer	1100 LF		\$35.00	\$38,500.00
18	Remove existing Yarrow Sewer Connections	1 LS		\$25,000.00	\$25,000.00
19	Abandon/Remove/Cap Existing 8" Sewer	70 LF		\$30.00	\$2,100.00
				<b>Sub Total</b>	<b>\$415,300.00</b>
<b>Roadway/Site</b>					
20	Earthwork and Grading (Does Not Include Tunnel Excavation or Contaminated Soils Disposal)	1 LS		\$175,000.00	\$175,000.00
21	Asphalt Pavement (UDOT Spec)	1000 SY		\$75.00	\$75,000.00
22	Asphalt Pavement (City/Private Spec)	2000 SY		\$50.00	\$100,000.00
23	New Asphalt Trail (3" HMA over 6" UTBC)	350 SY		\$45.00	\$15,750.00
24	Concrete Flatwork (Trail Connections and Sidewalk Replacement)	3500 SF		\$15.00	\$52,500.00
25	Concrete Flatwork (Ramp Wear Surface)	1800 SF		\$15.00	\$27,000.00
26	New 24" Curb and Gutter	1300 LF		\$45.00	\$58,500.00
25	ADA Ramp With Dectectable Warning Surface	5 EA		\$2,500.00	\$12,500.00
27	Roadway Striping	1 LS		\$20,000.00	\$20,000.00
28	Signage	30 EA		\$1,000.00	\$30,000.00
29	Bollards	16 EA		\$1,900.00	\$30,400.00
30	Landscape and Irrigation	50000 SF		\$8.00	\$400,000.00
				<b>Sub Total</b>	<b>\$996,650.00</b>
<b>Utilities</b>					
<b>Sewer</b>					
31	Sewer Manhole 48"	2 EA		\$6,500.00	\$13,000.00
32	Sewer Manhole 60" - HDPE Lined per SSWRD Standards	4 EA		\$28,000.00	\$112,000.00
33	Sewer Splitter Structure with Controls	1 LS		\$200,000.00	\$200,000.00
34	Sewer Manhole 60" - HDPE Lined per SSWRD Standards (Metering Manhole)	1 EA		\$40,000.00	\$40,000.00
35	8" Sewer Line	150 LF		\$100.00	\$15,000.00
36	21" Sewer Line	1000 LF		\$300.00	\$300,000.00
37	Asphalt Removal and Replacement for Sewer Reroute	2200 SY		\$65.00	\$143,000.00
38	Bypass Pumping for Sewer with Redundant Pump per SBSWRD Specifications	20 LS PER DAY		\$5,000.00	\$100,000.00
39	Retrofit/Reconstruct Yarrow Sewer Connection	1 LS		\$65,000.00	\$65,000.00
				<b>Sewer Sub-Total</b>	<b>\$988,000.00</b>
<b>Water</b>					
40	Protect in Place Existing Water Lines	1 LS		\$20,000.00	\$20,000.00
41	Reroute 12" Water Line	800 LF		\$120.00	\$96,000.00
42	Construct New 4" Water Lateral	150 LF		\$70.00	\$10,500.00
43	Construct New 1" Water Connections for Landscaping (Hot Tap, Meter, and Backflow)	2 EA		\$7,500.00	\$15,000.00
44	Construct New 1" Water Service Line for Landscaping Connections	400 LF		\$50.00	\$20,000.00
				<b>Water Sub-Total</b>	<b>\$161,500.00</b>
<b>Natural Gas</b>					
45	Protect In Place High Pressure Gas Line (4" and 6")	1 LS		\$50,000.00	\$50,000.00
				<b>Natural Gas Sub-Total</b>	<b>\$50,000.00</b>

Communications				
46	Reroute Century Link Lines	1 LS	\$85,000.00	\$85,000.00
47	Reroute Comcast Lines	1 LS	\$165,000.00	\$165,000.00
Communications Sub-Total				
				\$250,000.00
Storm Drain				
48	Inlet Catch Basin	6 EA	\$6,000.00	\$36,000.00
49	Storm Drain Manhole 48"	3 EA	\$6,500.00	\$19,500.00
50	Storm Drain Manhole 60"	4 EA	\$8,000.00	\$32,000.00
51	15" RCP Pipe (3-6' Bury)	60 LF	\$80.00	\$4,800.00
52	18" RCP Pipe (3-6' Bury)	200 LF	\$105.00	\$21,000.00
53	24" RCP Pipe (3-6' Bury)	1000 LF	\$150.00	\$150,000.00
54	30" RCP Pipe (3-6' Bury)	1000 LF	\$190.00	\$190,000.00
55	Water Quality Manhole with Injection Well or Sump Pump System	1 LS	\$200,000.00	\$200,000.00
Storm Drain Sub-Total				
				\$653,300.00
Electrical				
56	Existing Power Relocation Allowance (Misc Box and Conduit Relocation)	1 LS	\$100,000.00	\$100,000.00
57	Pathway Lighting (City Standard Pole with Junction Box)	10 EA	\$15,000.00	\$150,000.00
58	1.5" Power Conduit for Lighting	1000 LF	\$20.00	\$20,000.00
59	Tunnel Lighting (Wall Pack Lights)	20 EA	\$1,500.00	\$30,000.00
60	New Power Connection, Service, and Pedestal/Panel for Lighting	1 LS	\$150,000.00	\$150,000.00
Electrical Sub-Total				
				\$450,000.00
Misc				
61	Snow Melt System (Hydronic)	5000 SF	\$85.00	\$425,000.00
62	Snow Melt Control System	1 LS	\$150,000.00	\$150,000.00
Misc Sub-Total				
				\$575,000.00
Utilities Sub-Total				
				\$3,127,800.00
Structures				
Culvert B (Under SR-248)				
63	GRANULAR BACKFILL BORROW (PLAN QUANTITY)	156 CU YD	\$60.00	\$9,360.00
64	FREE DRAINING GRANULAR BACKFILL (PLAN QUANTITY)	111 CU YD	\$75.00	\$8,325.00
65	SEPARATION GEOTEXTILES	333 SQ YD	\$5.00	\$1,665.00
66	PRECAST CONCRETE BOX CULVERT	1 LUMP	\$700,000.00	\$700,000.00
67	FENCE ON STRUCTURE	60 FT	\$250.00	\$15,000.00
68	REINFORCING STEEL - COATED (PLAN QUANTITY)	12500 LB	\$2.25	\$28,125.00
69	STRUCTURAL CONCRETE (EST. QTY 50 CU YD)	1 LUMP	\$60,000.00	\$60,000.00
70	STRUCTURAL CONCRETE - FIBER (EST. QTY 20 CU YD)	1 LUMP	\$10,000.00	\$10,000.00
71	WATERPROOFING MEMBRANE	4826 SQ FT	\$16.00	\$77,216.00
72	CONCRETE COATING (PLAN QUANTITY)	4055 SQ FT	\$5.00	\$20,275.00
73	EXCAVATION (INCLUDING HAUL OFF)	1200 CU YD	\$50.00	\$60,000.00
Culvert C (Under Driveway)				
74	GRANULAR BACKFILL BORROW (PLAN QUANTITY)	55 CU YD	\$65.00	\$3,575.00
75	FREE DRAINING GRANULAR BACKFILL (PLAN QUANTITY)	44 CU YD	\$75.00	\$3,300.00
76	SEPARATION GEOTEXTILES	131 SQ YD	\$5.00	\$655.00
77	PRECAST CONCRETE BOX CULVERT	1 LUMP	\$500,000.00	\$500,000.00
78	FENCE ON STRUCTURE	25 FT	\$250.00	\$6,250.00
79	REINFORCING STEEL - COATED (PLAN QUANTITY)	3000 LB	\$2.25	\$6,750.00
80	STRUCTURAL CONCRETE (EST. QTY 12 CU YD)	1 LUMP	\$11,000.00	\$11,000.00
81	STRUCTURAL CONCRETE - FIBER (EST. QTY 23 CU YD)	1 LUMP	\$28,000.00	\$28,000.00
82	WATERPROOFING MEMBRANE	3009 SQ FT	\$16.00	\$48,144.00
83	CONCRETE COATING (PLAN QUANTITY)	1420 SQ FT	\$5.00	\$7,100.00
84	EXCAVATION (INCLUDING HAUL OFF)	900 CU YD	\$50.00	\$45,000.00
Ramps, Walls, and Stairs				
85	GRANULAR BACKFILL BORROW (PLAN QUANTITY)	865 CU YD	\$65.00	\$56,225.00
86	FENCE ON STRUCTURE	500 FT	\$250.00	\$125,000.00
87	REINFORCING STEEL - COATED (PLAN QUANTITY)	197250 LB	\$2.25	\$443,812.50
88	STRUCTURAL CONCRETE (EST. QTY 1953 CU YD)	1 LUMP	\$2,000,000.00	\$2,000,000.00
89	EXCAVATION (INCLUDING HAUL OFF)	1200 CU YD	\$50.00	\$60,000.00
90	WALL MOUNT HANDRAIL FOR RAMPS	350 LF	\$100.00	\$35,000.00
91	FREESTANDING HANDRAIL FOR RAMPS	400 LF	\$250.00	\$100,000.00
92	BOULDER RETAINING WALLS (3-4' HEIGHT)(640 LF)	3500 SF	\$90.00	\$315,000.00
Misc				
93	Foundation Drains	1 LS	\$75,000.00	\$75,000.00
94	Temporary Shoring and Walls	1 LS	\$500,000.00	\$500,000.00
Sub Total				
				\$5,359,777.50
Right Of Way				
Right-of-Way Acquisition (South of SR-248)		10500.00 SF	\$35.00	\$367,500.00
Right-of-Way Easement (South of SR-248)		9000.00 SF	\$10.00	\$90,000.00

Right-of-Way Acquisition (North of 248, West of Snow Creek)	14500.00 SF	\$20.00	\$290,000.00
New Sewer Easement for Reroute (Along Yarrow South PL and through Theater Parking Lot)	11,000 SF	\$10.00	\$110,000.00
<b>Sub Total</b>			<b>\$857,500.00</b>
<b>ROW AND CONSTRUCTION TOTAL</b>			<b>\$1,667,027.50</b>
<b>Design and Construction Management</b>			
Additional Survey As Needed			\$20,000.00
ROW Design			\$85,000.00
Utility Locating (Pot Holing)			\$65,000.00
*Civil Engineering			\$450,000.00
*Structural Engineering			\$500,000.00
Bidding Assistance and Construction Administration			\$50,000.00
*Construction Management (testing, inspection, as-built drawings,			\$450,000.00
<b>Sub-Total</b>			<b>\$1,620,000.00</b>
*Design Engineering Services estimated at 8-10% of construction cost, CM estimated at approximately 5% of construction cost)			
<b>TOTAL</b>			<b>\$13,287,027.50</b>
15% DESIGN CONTINGENCY (Applies to construction total only)			\$1,750,054.13
15% (CONTRACTOR GENERAL CONDITIONS) (Applies to construction total only)			\$1,750,054.13
<b>GRAND TOTAL</b>			<b>\$16,787,135.75</b>
**2025			\$18,801,592.04
**2026			\$21,057,783.08
**2027			\$23,584,717.05
**2028			\$26,414,883.10
**Inflation based on 12% per year			



## Lower Park Ave RDA



0 750 1,500 Feet



## City Council Staff Report

**Subject:** 2024 Park Silly Sunday Market Supplemental Plan  
**Author:** Chris Phinney  
**Department:** Special Events  
**Date:** April 25, 2024

### Recommendation

Hold a public hearing and consider approving the proposed 2024 Park Silly Sunday Market (PSSM) Supplemental Plan (**Exhibit A**) and Level Four Special Event Permit (**Exhibit B**), based upon findings that the PSSM is operating consistently with the Special Event City Services Agreement (Agreement).

We recommend approval given the lengthy community engagement process conducted last year, and ongoing efforts to work with the PSSM organizers to rebalance an important local event and adequately mitigate neighborhood impacts.

### Executive Summary

The PSSM is a Community-identifying event that started in 2006 on Lower Main Street, creating a 17-day event. Based on community feedback, the PSSM was reduced to 15 days, then 14, and this past year to 11 days. To mitigate impacts, major changes were made to reduce the scope and costs and to manage residential impacts better. Numerous efforts were also made to facilitate collaboration with Main Street merchants.

As part of the Agreement, the PSSM is required to present Supplemental changes annually. This report outlines changes requested by the PSSM, City Operations, and updated City Service fee estimates. The PSSM will return to the Council for a mid-season review (July 11, 2024) and an end-of-season debrief (October 24, 2024).

### Background

There is a long and successful history of PSSM. On October 26, 2023 ([report](#) p. 140 [/minutes](#) p. 9), the City Council approved a new City Services Agreement with the PSSM. The new Agreement included the following terms:

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

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

### **Analysis**

We recommend approving the 2024 PSSM Supplemental Plan based on findings that the PSSM is operating consistently with its Agreement (**Exhibit B**). A full analysis and all details of the 2024 PSSM are included in **Exhibit C**. In summary, the changes to the 2024 PSSM Supplemental Plan are:

- Signage: the PSSM updated their signage placed in the same locations as 2023, approved administratively through the Special Event application process (reviewed with Planning and Parks Departments).

**City Considerations:** Based on historical data and Transportation Demand Management Strategies, several departments recommend changes to Parking and Transit Operations to create consistency for event-goers. (also a Staff Communications in this meeting packet).

#### Parking:

Parking and Special Event Departments recommend increasing event parking rates for PSSM to \$9/hr., with a max of \$40/day (2023 rates, \$8/hr. with a max of \$35/day). Data over the last five years shows that parking fills on Sundays between 10:30 a.m. and 4:30 p.m. On average, parking sessions last two to three hours. Perhaps somewhat surprisingly, a major special event is generally the only time other than a peak holiday evening that Old Town parking reaches capacity. In other words, at existing levels, our pricing strategy continues to show room to grow and change behaviors to motivate the use of transit options.

#### Transit:

PC Transit will run a direct route, with increased 20-minute frequency, from the Richardson Flat Park & Ride to the Old Town Transit Center (OTTC). The School District parking lots will also be available via several existing Transit routes with typical service. The PSSM will promote the Richardson Flat route as the preferred off-site parking location and alternative modes of transportation, such as biking (valet), walking, and carpooling.

### **Funding**

The [Agreement](#) states that the PSSM shall be entitled to a waiver of City Service Fees for 11 markets, up to \$85,000 (Basic City Services (section C.6.1). The estimated fees exceed the contractual threshold by \$8,086 due to an increased transit fees for Richardson Flat. We recommend waiving the additional fees, as they are budgeted within the Transit Department's budget. Please refer to the Staff Communication Report in the Council's packet for additional details.

Additionally, the PSSM will provide bollard and pedestrian management at no cost to the City. Parking revenues from the 2023 PSSM totaled \$339,850. The estimated City fees listed below are covered within existing departmental budgets.

<b>City Service Fee</b>	<b>Estimate</b>
Special Event Permit - Level 4 - CIE Rate	\$384
Building Permits	\$1,562
Parking Removal	\$8,096
Banner Installation	\$700
Public Safety Personnel	\$55,200
VMS & barricades/equipment	\$9,979
Residential Areas Traffic Management	\$2,310
Community Outreach	\$500
Transit	\$14,355
<b>Total City Service Fee Estimate</b>	<b>\$93,086</b>

### **Exhibits**

- A: PSSM Application & Supplemental Plan
- B: Draft PSSM Special Event Permit
- C: Analysis of PSSM

**Print****Save As****Submit**

Special Events Department  
City Hall, Third Floor  
445 Marsac Avenue  
P.O. Box 1480  
Park City, Utah 84060  
[specialevents@parkcity.org](mailto:specialevents@parkcity.org)

# Park City Municipal

**APPLICATIONS DO NOT CONSTITUTE AS A PERMIT.**  
**PERMITS ARE APPROVED BY THE SPECIAL EVENTS DEPARTMENT OR CITY COUNCIL AFTER COMPLETE APPLICATIONS ARE REVIEWED UNDER PARK CITY MUNICIPAL CODE 4A.**

Applications for Level 3, 4, or 5 Special Event Permits are due:

**First Friday in December** for events occurring between March-June,

**First Friday in April** for events occurring between July-October, and

**First Friday in August** for events occurring between November-February.

Events that are determined a 1 or 2 are exempt from these deadlines, but must submit a complete application no later than 30 days prior to an event. **Please Note:** The City reserves the right to restrict the number of event permits annually. Applications for new level 3, 4, or 5 event will not be considered during Peak Time Periods as mentioned in Section 4A-2-3(D). Incomplete applications cannot be reviewed. Applications submitted after the deadlines as described above may be denied. Business/Organization listed as applicant must match the Hold Harmless and Proof of Insurance to be considered for approval. For more information, please visit [www.parkcity.org](http://www.parkcity.org) or contact us at [specialevents@parkcity.org](mailto:specialevents@parkcity.org).

**IF YOU HAVE QUESTIONS OR WOULD LIKE TO SCHEDULE A MEETING BEFORE SUBMITTING YOUR APPLICATION, PLEASE CONTACT:**

Colleen McGinn	colleen.mcginn@parkcity.org	435-615-5187	Chris Phinney	chris.phinney@parkcity.org	435-615-5194
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**APPLICATION FEES & EXPENSES**

First Amendment Event Permit	\$40.00	• Application levels are determined by the Special Events Department after reviewing complete applications.
Level 1 Special Event Permit	\$40.00	• Additional fees for other city services will be estimated and provided to the applicant upon request and receipt of a complete application.
Level 2 Special Event Permit	\$80.00	
Level 3 Special Event Permit	\$160.00	• Applicants may incur additional expenses from other city, county, or state jurisdictions.
Level 4 Special Event Permit	\$320.00	• Fee reductions for city services are considered bi-annually. Fee reduction applications are due on:
Level 5 Special Event Permit	\$640.00	

**April 1st for events July 1 – December 31 and October 1st for events January 1 – June 30.**

**AS THE APPLICANT YOU UNDERSTAND & AGREE TO THE FOLLOWING:**

To insure prompt and accurate processing of your application, ensure that all supplemental materials and documentation accompany your application. Failure to do so will constitute an incomplete application and may delay review and approval processes. I understand a complete application shall include this application plus transportation, parking, and traffic control plan, weather/emergency plan, waste and recycling plan, staff and volunteer plan, community impact outreach and notification plan, vendor or concession plan, sponsor and marketing plan, noise exemption request, site map, and permission for use of properties, as mentioned in Park City Municipal Code 4A-2-3(G), in addition to contingency plan, operations plan, planned rest areas, water, and toilet facilities, and will ensure that participants obey the conditions of the Special Event Permit and all other generally applicable traffic laws, lights, and signs as stated in Section 4A-2-11(B).

Park City Municipal Corporation requires a certificate of insurance in an amount to be determined by the City Attorney's Office according to Section 4A-2-10 of the Park City Municipal Code. Submitting incomplete application information may delay the ability to determine the amount required. The amount of insurance required by the City Attorney's office is final and the applicant shall be required to submit proof of coverage including naming Park City Municipal Corporation, 445 Marsac, P.O. Box 1480, Park City, Utah 84060 as additionally insured prior to the start of any event activity.

After the application is evaluated, the applicant will be responsible for providing proof that he or she has obtained other permits as necessary from city, county, or state agencies.

I understand that as the applicant, I will assume and reimburse the City for any and all costs and expenses determined by Park City Municipal Corporation.

Park City Municipal Corporation may require a deposit to cover such expenses. I may incur costs from other departments or other jurisdictional agencies. I understand I can request an estimate of City Services for the event upon submitting a complete application and that should I choose to, I can request a reduction of fees for some services as pertains to Park City Municipal Code 4A-2-9 through the bi-annual fee reduction application and process.

I understand I am able to request a meeting with the Special Events Department prior to submitting an application and that this application does not constitute as a valid permit. I understand that permits are approved by the Special Events Department or City Council in writing after complete applications are reviewed under the Standards for Permit Approval in Park City Municipal Code 4A-2-4.

**APPLICANT AND SPONSORING ORGANIZATION INFORMATION**

NAME OF EVENT: Park Silly Sunday Market	DATE(S) OF EVENT: 6/2,9,16,23,30, 7/14,21, 9/1,8,15,22
-----------------------------------------	--------------------------------------------------------

FIRST TIME EVENT:	Yes	<input checked="" type="checkbox"/> No	ANNUAL EVENT:	<input checked="" type="checkbox"/> Yes	No	IF ANNUAL, HOW MANY YEARS:	18
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ANNUAL EVENT THAT WILL BE THE SAME AS LAST YEAR:	<input checked="" type="checkbox"/> Yes	No
--------------------------------------------------	-----------------------------------------	----

ANNUAL EVENT THAT WILL HAVE CHANGES FROM LAST YEAR:	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
-----------------------------------------------------	-----------------------------------------	----------------------------------------

NAME OF APPLICANT (FIRST & LAST): Kate McChesney
--------------------------------------------------

TITLE / POSITION: Executive Director
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BUSINESS / ORGANIZATION NAME: Park Silly Sunday Market
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IS BUSINESS / ORGANIZATION A REGISTERED NON-PROFIT?: <input checked="" type="checkbox"/>	Yes, a copy of IRS paperwork is attached	No
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MAILING ADDRESS FOR BUSINESS / ORGANIZATION: PO Box 684229
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CITY, STATE, ZIP: Park City, UT 84068
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# Park City Municipal Corporation

## Special Event Permit Application

Special Events Department  
City Hall, Third Floor  
445 Marsac Avenue  
P.O. Box 1480  
Park City, Utah 84060  
[specialevents@parkcity.org](mailto:specialevents@parkcity.org)

PHYSICAL ADDRESS OF BUSINESS / ORGANIZATION: 348 S 175 W

CITY, STATE, ZIP: Kamas, UT 84036

PHONE (PRIMARY): 435-714-4036

PHONE (SECONDARY):

EMAIL: [kate@parksillysundaymarket.com](mailto:kate@parksillysundaymarket.com)

BUSINESS / ORGANIZATION WEBSITE: [www.parksillysundaymarket.com](http://www.parksillysundaymarket.com)

SOCIAL MEDIA LINKS: [@parksillysunday](http://@parksillysunday)

### DAY OF EVENT PRIMARY CONTACT

ON-SITE DAY OF PRIMARY CONTACT NAME (FIRST & LAST): Kate McChesney

ON-SITE DAY OF PRIMARY CONTACT CELL PHONE: 435-714-4036

ON-SITE DAY OF PRIMARY CONTACT EMAIL: [kate@parksillysundaymarket.com](mailto:kate@parksillysundaymarket.com)

### PUBLIC EVENT INFORMATION

WEB SITE FOR PUBLIC EVENT INFORMATION: [www.parksillysundaymarket.com](http://www.parksillysundaymarket.com)

PHONE NUMBER FOR PUBLIC EVENT INFORMATION: 435-714-4036

EMAIL ADDRESS FOR PUBLIC EVENT INFORMATION: [info@parksillysundaymarket.com](mailto:info@parksillysundaymarket.com)

Event description is attached as a separate document with supplemental materials and contingency plan.

### EVENT LEVEL DETERMINATION

#### THE EVENT WILL INCLUDE THE FOLLOWING ACTIVITIES: (Check all that apply)

<input checked="" type="checkbox"/> FESTIVAL / FAIR	<input type="checkbox"/> PARADE	<input type="checkbox"/> SKI / SNOW BOARD	<input checked="" type="checkbox"/> RUN	<input checked="" type="checkbox"/> BIKE	<input checked="" type="checkbox"/> WALK	<input type="checkbox"/> TRAIL USE	<input checked="" type="checkbox"/> CONCERT	<input type="checkbox"/> CULINARY	<input type="checkbox"/> FILMING
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ARTS & CULTURE EVENT

HOLIDAY CELEBRATION

RECREATION / SPORTING EVENT

OTHER:

#### THE EVENT WILL INVOLVE THE USE OF: (Check all that apply)

<input checked="" type="checkbox"/> MAIN STREET	<input type="checkbox"/> RESORT PROPERTY	<input checked="" type="checkbox"/> SCHOOLDISTRICT PROPERTY	<input type="checkbox"/> PRIVATE PROPERTY	<input type="checkbox"/> CITY PARKS	<input type="checkbox"/> CITY FIELDS	<input type="checkbox"/> CITY FACILITY RENTAL	<input type="checkbox"/> RESIDENTIAL AREAS	<input checked="" type="checkbox"/> PARK CITY LIMITS	<input type="checkbox"/> MULTI-JURISDICTION	<input type="checkbox"/> AMPLIFIED SOUND
-------------------------------------------------	------------------------------------------	-------------------------------------------------------------	-------------------------------------------	-------------------------------------	--------------------------------------	-----------------------------------------------	--------------------------------------------	------------------------------------------------------	---------------------------------------------	------------------------------------------

#### THE TARGET MARKET FOR THIS EVENT IS: (Check all that apply)

<input checked="" type="checkbox"/> YOUTH / FAMILIES	<input checked="" type="checkbox"/> ADULTS	<input checked="" type="checkbox"/> LOCAL	<input checked="" type="checkbox"/> STATE - WIDE	<input checked="" type="checkbox"/> REGIONAL	<input checked="" type="checkbox"/> NATIONAL	<input checked="" type="checkbox"/> INTER NATIONAL	<input checked="" type="checkbox"/> SPECTATORS	<input checked="" type="checkbox"/> PARTICIPANTS	OTHER:
------------------------------------------------------	--------------------------------------------	-------------------------------------------	--------------------------------------------------	----------------------------------------------	----------------------------------------------	----------------------------------------------------	------------------------------------------------	--------------------------------------------------	--------

#### THIS EVENT WILL: (Check all that apply)

<input type="checkbox"/> LIMIT # OF PARTICIPANTS	<input checked="" type="checkbox"/> BE FREE FOR SPECTATORS	<input type="checkbox"/> BE FREE FOR PARTICIPANTS	<input checked="" type="checkbox"/> INCLUDE VENDORS OR SPONSOR	<input checked="" type="checkbox"/> OPEN TO THE PUBLIC
<input type="checkbox"/> LIMIT # OF SPECTATORS	<input type="checkbox"/> CHARGE ADMISSION FOR SPECTATORS	<input type="checkbox"/> CHARGE PARTICIPANTS	<input type="checkbox"/> NOT INCLUDE VENDORS OR SPONSOR	<input type="checkbox"/> PRIVATE EVENT

#### THIS EVENT WILL BE HELD: (Check all that apply)

EVENT DATE(S):

<input type="checkbox"/> MONDAY	<input type="checkbox"/> TUESDAY	<input type="checkbox"/> WEDNESDAY	<input type="checkbox"/> THURSDAY	<input type="checkbox"/> FRIDAY	<input type="checkbox"/> SATURDAY	<input checked="" type="checkbox"/> SUNDAY
<input type="checkbox"/> WEEKLY	<input type="checkbox"/> MONTHLY	<input type="checkbox"/> SERIES	<input type="checkbox"/> ONE DAY			

NUMBER OF EVENT(S): 11

NUMBER OF CONSECUTIVE DAYS:



# Park City Municipal Corporation

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P.O. Box 1480  
Park City, Utah 84060  
[specialevents@parkcity.org](mailto:specialevents@parkcity.org)

ONE DAY EVENT HOUR(S)			
EVENT START TIME: 10am		EVENT END TIME: 5pm	
EVENT SET-UP DATE: 6/2,9,16,23,30, 7/14,21, 9/1,8,15,22		EVENT BREAK-DOWN DATE:	
EVENT SET-UP TIME(S): 7am		EVENT BREAK-DOWN TIME(S): 7pm - 8pm	
MULTIPLE DAY EVENT HOUR(S)			
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
INCLEMENT WEATHER INFORMATION			
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		EVENT BREAK-DOWN DATE:	
EVENT SET-UP TIME(S):		EVENT BREAK-DOWN TIME(S):	
No inclement weather date is required and the event will be held rain or shine. I understand the event may be cancelled or postponed by the city due to hazardous or damaging conditions.			
EVENT ATTENDANCE			
IF ANNUAL EVENT:			
TOTAL EVENT ATTENDANCE OF PREVIOUS YEAR: 183000		TOTAL DAILY EVENT ATTENDANCE OF PREVIOUS YEAR: 15,000	
ESTIMATED # OF PARTICIPANTS:		ESTIMATED # OF VENDORS: 180 each week	
ESTIMATED # OF SPECTATORS:		ESTIMATED # OF VOLUNTEERS: 80 for the season	
ESTIMATED # OF STAFF: 15		ESTIMATED DAILY ATTENDANCE: 15,000	
ESTIMATED HIGHEST TOTAL ATTENDANCE AT ONE TIME: 1200 over the course of 4 blocks		ESTIMATED HIGHEST TOTAL ATTENDANCE OF ENTIRE EVENT: 200,000	
<input checked="" type="checkbox"/>	I anticipate the event to have an attendance of 500 or more people and understand, as the applicant, I may be required to obtain a mass gathering permit from summit county: <a href="http://www.summitcountyhealth.org/">http://www.summitcountyhealth.org/</a>		



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### SIDEWALK & STREET USE

THE EVENT WILL HAVE: (Please check all that apply)

#### STREETS

<input checked="" type="checkbox"/>	STREET CLOSURE MAP IS ATTACHED		<input checked="" type="checkbox"/>	CLOSURE SIGN/MARKING INFORMATION IS ATTACHED			
	ROLLING CLOSURE		PARTIAL CLOSURE		FULL CLOSURE		NO CLOSURE
NAMES OF STREETS TO BE CLOSED:			TIMES (START / END OF CLOSURE):				
Lower Main Street / 5th Ave			START: 7am		END: 8pm		
			START:		END:		
			START:		END:		
			START:		END:		

REASON FOR CLOSURE:

#### SIDEWALKS

<input type="checkbox"/>	SIDEWALK CLOSURE MAP IS ATTACHED		<input type="checkbox"/>	CLOSURE SIGN / MARKING INFORMATION IS ATTACHED			
	PARTIAL CLOSURE		FULL CLOSURE		NO CLOSURE		CROWD CONTROL PLAN

ADDRESS:

ADDRESS OF CLOSURE: (FROM / TO)		TIMES: (START / END OF CLOSURE)		
FROM:	TO:	START:	END:	
FROM:	TO:	START:	END:	
FROM:	TO:	START:	END:	
FROM:	TO:	START:	END:	

REASON FOR CLOSURE:

#### TRAILS

<input type="checkbox"/>	TRAIL COURSE MAP IS ATTACHED		<input type="checkbox"/>	COURSE / SIGN MARKING INFORMATION IS ATTACHED		
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NAMES OF TRAILS TO BE USED:


#### PARADE

ASSEMBLY AREA:	DISBANDING AREA:	# OF PARADE ATTENDEES:
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PARADE IS:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WALKING ONLY	VEHICLES & WALKING	VEHICLES ONLY	WILL HAVE ANIMALS

OTHER PARADE INFO:



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### CITY PARKING FACILITIES REQUEST

#### GENERAL PARKING

HOW MANY PARKING SPACES DOES THE EVENT NEED?



MAIN STREET



CHINA BRIDGE



FLAGPOLE LOT



BREW PUB LOT



SANDRIDGE PARKING LOTS



PARK AVENUE



CITY PARK



MAWHINNEY LOT



QUINNS LOT



RICHARDSON FLATS

OTHER:

WILL THE EVENT PROVIDE TRANSPORTATION SERVICES TO THE EVENT FROM PARKING AREAS?:

YES

NO

WILL THE EVENT HAVE ADA PARKING AVAILABLE?:

YES

NO

WILL THE EVENT WILL REQUIRE PARKING REMOVAL?:

YES

✓

NO

The event will require parking removal as indicated below, and I will complete a special use of public parking application as required with the Park City Parking Services Department

NAME OF AREA OR STREETS: BETWEEN:

START / END TIME: REASON:

NAME OF AREA OR STREETS: BETWEEN:

START / END TIME: REASON:

NAME OF AREA OR STREETS: BETWEEN

START / END TIME: REASON:

NAME OF AREA OR STREETS: BETWEEN:

START / END TIME: REASON:

### TRANSPORTATION

#### WILL THE EVENT PROVIDE ALTERNATIVE TRANSPORTATION OPTIONS?



BUS



BIKE



WALK

NAME OF TRANSPORTATION PROVIDER / COMPANY: Pro Trans

PHONE: 877.255.2631 EMAIL:

THE APPLICANT IS PROVIDING SHUTTLE OR BUS TRANSPORTATION OUTSIDE OF THE CITY'S SCHEDULE AND HAS INCLUDED BUS DROP OFF AREA ON THE SITE MAP ATTACHED WITH THIS APPLICATION.

THE APPLICANT IS PROVIDING BIKE TRANSPORTATION AT THE EVENT AND HAS INCLUDED BIKE PARKING AREAS ON THE SITE MAP WITH THIS APPLICATION.

ADDITIONAL TRANSPORTATION INFORMATION: On holiday weekends, if required, Park Silly will provide shuttle services.

### PUBLIC FACILITY USE

CHECK ALL THAT APPLY:	MINERS HOSPITAL AT CITY PARK	PARK CITY LIBRARY MEETING ROOMS	JIM SANTY AUDITORIUM
	SOUTH CITY PARK	CITY PARK COVERED BBQ AREA	CITY PARK GAZEBO / STAND
	CITY PARK SOFTBALLFIELD	CITY PARK RUGBY FIELD	SKATE PARK AT CITY PARK
	QUINN'S SPORTS COMPL FIELDS	ROTARY PARK	SCHOOL DISTRICT FIELDS
	DIRT JUMP PARK	PARK CITY ICE ARENA	OTHER:



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### TEMPORARY STRUCTURES & FLAMMABLE MATERIALS

I understand all temporary structures and flammable materials must be approved by the Park City Building Department. Such inspections will require a fire/building permit to be submitted 10 days prior to the event, as well as an on-site inspection the day of the event.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEMPORARY BLEACHERS	INFLATABLES	CANOPIES	TEMPORARY BADGES	TEMPORARY LIGHTING

<input checked="" type="checkbox"/> TENTS 10X10 OR UNDER	HOW MANY?: 180
----------------------------------------------------------	----------------

<input checked="" type="checkbox"/> TRAILER	HOW MANY?: 4
---------------------------------------------	--------------

<input checked="" type="checkbox"/> STRUCTURES OVER 6 FEET TALL	PURPOSE: Rock Climbing Wall	HOW MANY:
-----------------------------------------------------------------	-----------------------------	-----------

DOES EVENT HAVE ELECTRICAL NEEDS?:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	DOES EVENT REQUIRE USE OF GENERATORS?:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
------------------------------------	-----------------------------------------	-----------------------------	----------------------------------------	-----------------------------------------	-----------------------------

WILL YOU BE REQUESTING PERMITS FOR FIREWORKS?:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
------------------------------------------------	-----------------------------------------	-----------------------------

WILL THE EVENT REQUIRE THE USE OF FLAMMABLE MATERIALS, FUELS, OR GASES?:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
--------------------------------------------------------------------------	-----------------------------------------	-----------------------------

NAME SUCH MATERIALS: Food Vendors will have propane

### WASTE MANAGEMENT AND RECYCLING

<input checked="" type="checkbox"/> THE EVENT WILL PROVIDE ITS OWN GARBAGE CANS AND WASTE MANAGEMENT.
-------------------------------------------------------------------------------------------------------

<input type="checkbox"/> THE EVENT WILL PROVIDE ITS OWN DUMPSTERS, WHICH IS INDICATED ON THE SITE MAP.
--------------------------------------------------------------------------------------------------------

<input type="checkbox"/> THE EVENT WILL USE THE CITY'S GARBAGE CANS AND WASTE MANAGEMENT, REQUIRING ADDITIONAL FEES.
----------------------------------------------------------------------------------------------------------------------

<input type="checkbox"/> THE EVENT WILL USE THE CITY'S DUMPSTERS, REQUIRING ADDITIONAL FEES.
----------------------------------------------------------------------------------------------

<input type="checkbox"/> THE EVENT WILL HIRE A COMPANY AND PROVIDE RECYCLING SERVICES FOR THE FOLLOWING MATERIALS:
--------------------------------------------------------------------------------------------------------------------

<input type="checkbox"/>						
PLASTIC	PAPER	ALUMINUM	GLASS	CARDBOARD	COMPOST	OTHER

<input checked="" type="checkbox"/> THE EVENT WILL UTILIZE CITY RESTROOM FACILITIES.
--------------------------------------------------------------------------------------

<input checked="" type="checkbox"/> THE EVENT WILL BRING ITS OWN RESTROOMS AND SANITARY STATIONS. (May be required by Summit County Health Department or Park City Building Department)
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

WILL ANIMALS BE AT THE EVENT?:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES, PLEASE DESCRIBE TYPE OF ANIMALS AND WASTE PLANS.
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TYPES OF ANIMALS: Dogs and will provide waste bags

<input type="checkbox"/> I HAVE INCLUDED THE PLACEMENT OF THE ANIMALS IN THE SITE MAP OR LINE UP IN THE CONTINGENCY PLAN
--------------------------------------------------------------------------------------------------------------------------

WILL DOGS BE ALLOWED AT THE EVENT?:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	LEASHED	<input type="checkbox"/> UNLEASHED
-------------------------------------	-----------------------------------------	-----------------------------	---------	------------------------------------

<input type="checkbox"/> The Waste Management Plan and Environmental Management Plan have been attached to this application as described above.
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### FOOD & MERCHANDISE SALES

<input checked="" type="checkbox"/> I understand that all vendors must obtain a Park City Business license. All vendors serving food and drink may also be required to obtain a food service or food handler permit from Summit County.
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

WILL THERE BE SALE OF MERCHANDISE?:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
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WILL THERE BE COMPLIMENTARY FOOD?:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
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WILL THERE BE SALE OF FOOD?:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
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WILL THERE BE ALCOHOL FOR SALE?:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
----------------------------------	-----------------------------------------	-----------------------------

<input checked="" type="checkbox"/> BEER	<input checked="" type="checkbox"/> WINE	<input checked="" type="checkbox"/> LIQUOR
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[specialevents@parkcity.org](mailto:specialevents@parkcity.org)

<input checked="" type="checkbox"/>	I HAVE CONTACTED THE PARK CITY FINANCE DEPARTMENT REGARDING REQUIREMENTS FOR BEER & LIQUOR LICENSES.
<input checked="" type="checkbox"/>	I UNDERSTAND THAT THE UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL MAY REQUIRE OTHER PERMITS.

WILL FOOD ITEMS BE PRE-PACKAGED?:	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
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WILL FOOD ITEMS BE COOKED ON SITE?:	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
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<input checked="" type="checkbox"/>	I UNDERSTAND THAT IF COOKING IS ONSITE, A PARK CITY BUILDING/FIRE PERMIT MAY BE REQUIRED.
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WILL FOOD ITEMS BE PREPARED OFFSITE?:	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
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DESCRIBE ITEMS: snack foods, gourmet foods, prepared foods

### TEMPORARY SIGNS

WILL THERE BE TEMPORARY SIGNS AT THE EVENT?:	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
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<input checked="" type="checkbox"/>	I HAVE ATTACHED A SIGN PLAN DESCRIBING THE CONTENT, SIZES AND LOCATIONS IN THE CONTINGENCY PLAN.
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### SAFETY - SECURITY

<input checked="" type="checkbox"/>	THE EMERGENCY AND SECURITY PLAN HAS BEEN INCLUDED IN THE OPERATIONS PLAN, AS WELL AS CROWD CONTROL, ACCESS, AND FIRST AID. AFTER REVIEW OF THIS APPLICATION, REQUIREMENTS FOR EMTS, FIRE, AND POLICE SERVICES WILL BE DETERMINED AS PART OF THE CONDITIONS OF APPROVAL OF THIS EVENT. THE SPECIAL EVENTS DEPARTMENT WILL BE ABLE TO GIVE THE APPLICANT AN ESTIMATE OF SUCH CITY SERVICE REQUIREMENTS UPON REQUEST.
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THE EVENT WILL HAVE AMPLIFIED SOUND:	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
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THE EVENT WILL REQUIRE LAW ENFORCEMENT SERVICES BEYOND ROUTINE PERIODIC PATROL:	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
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### COMMUNICATION NEEDS

WILL THERE BE INSTALLATION OF AN ANTENNA FOR COMMUNICATION NEEDS?:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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INSTALLATION OF AN ANTENNA FOR COMMUNICATION IS INDICATED IN THE SITE PLAN WITH SPECIFICATIONS.
-------------------------------------------------------------------------------------------------

### MARKETING OF EVENT

PROPER MARKETING OF YOUR EVENT IS VITAL TO ITS SUCCESS. PLEASE CONTACT THE PARK CITY CHAMBER FOR ADDITIONAL INFORMATION AND ASSISTANCE: [www.visitparkcity.com](http://www.visitparkcity.com)

<input checked="" type="checkbox"/>	I HAVE CHOSEN TO LIST INFORMATION REGARDING MY EVENT ON THE PARK CITY CHAMBER'S WEBSITE.
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<input type="checkbox"/>	I HAVE CHOSEN NOT TO LIST INFORMATION REGARDING MY EVENT ON THE PARK CITY CHAMBER'S WEBSITE.
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WHO IS THE TARGET MARKET FOR THIS EVENT?:	we will only be doing local social media marketing
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WHERE IS THE TARGET MARKET FOR THIS EVENT?: (choose all that apply)

<input checked="" type="checkbox"/>	LOCAL	<input type="checkbox"/>	REGIONAL	<input type="checkbox"/>	NATIONAL	<input type="checkbox"/>	INTERNATIONAL
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WILL THIS EVENT BE FILMED AND TELEVISED?: (choose all that apply)	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
-------------------------------------------------------------------	--------------------------	-----	-------------------------------------	----

<input type="checkbox"/>	LOCAL	<input type="checkbox"/>	REGIONAL	<input type="checkbox"/>	NATIONAL	<input type="checkbox"/>	INTERNATIONAL
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PLEASE LIST ALL ADVERTISEMENT INCLUDING MEDIA COVERAGE, NEWSPAPER, AND MAGAZINES:

MEDIA (RADIO/TV):

NEWSPAPER:

MAGAZINES:

OTHER:

PLEASE SELECT RANGE OF MARKETING BUDGET:

<input type="checkbox"/>	\$100 OR UNDER	<input type="checkbox"/>	\$100 - \$500	<input type="checkbox"/>	\$500 - \$1,000	<input checked="" type="checkbox"/>	\$1,000 - \$2,500	<input type="checkbox"/>	ABOVE \$2,500
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# Park City Municipal Corporation

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[specialevents@parkcity.org](mailto:specialevents@parkcity.org)

### APPLICANT AGREEMENT & SIGNATURE

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein, including supporting documentation is complete and accurate.

Name (Printed):	Kate McChesney	
Signature:		Date: 2/2/2024



**PARK CITY MUNICIPAL CORPORATION**  
**Special Event Hold Harmless and Indemnification Agreement**

**This Hold Harmless and Indemnification Agreement must be completed and returned to the Special Event Manager ten (10) working days prior to the event or the event will be cancelled.**

**PLEASE PRINT:**

**Park Silly Sunday Market**

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Name of Business/Organization

**Park Silly Sunday Market**

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Name of Special Event

---

6/2,9,16,23,30, 7/14,21, 9/1,8,15,22

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Date(s) of Event

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to Park City Municipal Corporation that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid legal agreement and binding on such party and enforceable in accordance with its terms.

The person signing this Agreement represents and warrants to Park City Municipal Corporation that it has insurance coverage in place that covers the scope of activities associated with this event. This person further represents and warrants that the insurance coverage limits meet or exceed the coverage required to obtain this permit.

For and in consideration of Park City Municipal Corporation (PCMC) issuing a permit permitting the use of City streets and/or City owned/public property for the conducting of an event to be held as reported above, hereby agrees to defend, hold harmless, and indemnify PCMC, its officers, agents, servants, employees, and their successors, from and against all claims, loss, or demands for damages, including claims for loss of life, personal injury or wrongful death and/or damage to property arising out of the conduct of said Special Event as defined by Title 4 of the Park City Municipal Code, and further agrees that Applicant is indemnifying and holding harmless PCMC irrespective of whether the scope or limits of Applicant's insurance policies adequately cover any of the aforementioned claims or demands.

**Park Silly Sunday Market**

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Name of Business/Organization

---

Signature

---

Kate McChesney

---

Name Printed

---

Executive Director

---

Title

---

PO Box 684229, Park City UT 84068

---

435.714.4036

---

Address and Phone Number

STATE OF UTAH        )  
                          )ss.  
COUNTY OF SUMMIT )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary, personally appeared \_\_\_\_\_, personally known to me/proved to me through identification documents allowed by law, to be the person whose name is signed on the preceding or attached document, and acknowledged that he/she signed it voluntarily for its stated purpose as \_\_\_\_\_ for  
\_\_\_\_\_.

\_\_\_\_\_  
Notary Public



# Outdoor Special Event Emergency Operations Plan (EOP)

## **IMPORTANT – PLEASE READ THIS DOCUMENT IN ITS ENTIRETY**

This outdoor special event emergency operations plan (EOP) is meant to train event volunteers/personnel as well as to create a more specific EOP for events. It is the event organizer/responsible party's duty to train event personnel in the following potential emergencies and to make sure that all key and supervisory event personnel are documented on the attached section with a number to contact them at during the event, their assignment and its location. With this event EOP, a map of all areas that the event will encompass is included. It outlines the area of the event, evacuation routes and ingress/egress for emergency personnel.

### **Fire & Medical Emergencies**

**Police, Fire and Ambulance will respond based on the initial call. Police personnel are trained in first aid and can provide stabilization until the ambulance arrives.**

#### **In Case of a Medical Emergency:**

1. Call 911 (Stay on the telephone if possible until the dispatcher has all needed information). Give the nature of emergency,
2. Location (Your specific site location),
3. Your name and phone number where you can be called back,
4. Do not move victim unless absolutely necessary,
5. And stay on the telephone until the Dispatcher has all needed information and allows you to hang up.

#### **In Case of a Fire:**

1. Call 911 (Stay on the telephone if possible until the dispatcher has all needed information).
2. Give the nature of emergency and the location. Stay on the phone long enough to answer any questions the dispatcher might have. This will ensure that proper equipment and personnel respond. Police will provide rescue, traffic, communications and crowd control.
3. Alert people in the immediate vicinity to evacuate to safest designated areas. [SEE ATTACHED MAP(S)]
4. Use fire extinguisher if the fire is small and you have been trained in how to operate the device.
5. Never breathe the smoke from fire. Stay low and crawl if necessary to avoid it. Smoke from some plastics and other common materials are toxic. Stay upwind so combustion products will blow away you.
6. **DO NOT REENTER THE AREA.** If a life may be in jeopardy, notify the professionals and let them enter with proper equipment. A significant number of fire fatalities result when people who have successfully evacuated a fire area return to retrieve a valued item or to search for someone missing.

### **Weather Related Emergency**

**The on-site event organizer will be responsible for determining if weather conditions become a hazard to personnel/patrons at the activity. Choose the safest alternative.**

#### **Before Any Event:**

Before any event, the on-site event organizer shall research types of weather that may occur during the particular time of year the event is scheduled. Once potential hazardous weather or conditions are identified, mitigation, preparedness and training efforts will be included in the event planning.

#### **Lightning:**

In the event of weather conditions with the potential of lightning activity, careful monitoring of the weather dynamics is required. Such factors as the developing cloud patterns in the area, the lightning, and thunder activity should be considered. In conditions where there is observable thunder and lightning, outdoor activities shall be suspended until thunder can no longer be heard.

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There is no safe place outside when thunderstorms are in the area. Evacuate to substantial buildings, enclosed parking structures and hard-topped vehicles are safe options. A safe building is one that is fully enclosed with a roof, walls and floors, and has plumbing or wiring (excludes temporary, portable, or metal buildings).

## **Lightning Safety Rules:**

- Keep an eye on the sky,
- If you see or hear a thunderstorm coming, immediately suspend outside activity and go to a safe building or vehicle,
- Postpone activities promptly; do not wait for rain.
- If you cannot get to a shelter, stay away from trees,
- If you are out in a field, get to the lowest point,
- Move away from a group of people,
- Avoid metal,
- Avoid contact with electrical equipment or cords,
- Avoid contact with plumbing,
- Stay away from windows and doors, and stay off porches,
- Do not lie on concrete floors and do not lean against concrete walls.

## **Wind:**

Power outages may occur with as little as twenty-five mile per hour winds and can up-root trees with shallow roots. If an event has tents, be cautious of the stability of the structure. All tents must have a City permit, have 50# of weight per leg and be inspected by the PCMC Building Dept. Wind can pose a hazard to participants or spectators, and if the on-site event organizer determines that winds pose a life safety issue, then activities shall be suspended.

## **Hail:**

Most hailstorms develop in the presence of cumulonimbus clouds and other severe weather phenomena. Hailstones can cause serious damage, notably to automobiles, aircraft, skylights, glass-roofed structures, and people. Hailstorms rarely last more than 15 minutes. Some safety tips for hailstorms that an on-site event organizer should know or may want to pass on to participants are as follows:

- If you are outside, get inside.
- If you cannot find shelter, at least find something to protect your head.
- Stay away from windows.

## **Excessive Heat:**

Heat is the number one weather-related killer in the United States, resulting in hundreds of fatalities each year. On average, excessive heat claims more lives each year than floods, lightning, tornadoes, and hurricanes combined. In planning for outdoor activities during a heat wave, consider certain precautions, e.g., can the event be scheduled in the morning or evening hours when it is cooler? The on-site event organizer will offer or encourage participants to:

- Drink or have plenty of water available. Avoid alcoholic and high sugar drinks.
- Encourage participants to wear lightweight, light-colored, and loose-fitting clothing,
- Wear a wide-brimmed hat, sunglasses, and sunscreen.

Provide cooling places with misting stations.

## **Microburst Rainfall:**

Microburst rainfalls occur within a plume of air with high amounts of moisture are directed around a cold-core low or tropical cyclone. Flash flooding can frequently occur in of slow-moving thunderstorms in urban environments where less plants and bodies of water are present to absorb and contain the extra water. Should excessive rainfall occur during an event, the on-site event organizer will:

- Listen to the radio or television for information.
- Be aware that flash flooding can occur. If the event site is in a low-lying area with the potential to flood, move immediately to higher ground.

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- Be aware of streams, drainage channels, and other areas known to flood suddenly.
- Let participants know not to walk through moving water. Six inches of moving water can make you fall.
- Let participants know not to drive in flooded areas. If floodwaters rise around a car, abandon it. Move to higher ground.

## **Ice Storm:**

Ice storms are caused by liquid precipitation freezing on cold surfaces and leads to the gradual development of a thickening layer of ice. The accumulation of ice during the storm can be extremely destructive. Trees and vegetation can be destroyed and ice can down power lines, causing loss of heat and communication lines. Because ice storms are usually slow developing, the on-site event organizer will monitor the weather before, during, and after the event. Mitigation efforts may include sanding or salting walkways, stairways, and roads, shortening the event, or offering shuttle service to minimize the number of cars and/or pedestrians on hazardous roadways.

## **Blizzard:**

- Find a dry shelter. Cover all exposed parts of the body
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

## **Earthquake:**

The danger of an earthquake is high however it is unknown when such earthquake will happen. Should the large earthquake that's predicted happen (that is a 7.0 magnitude in the valley), it may result in a 5.6-5.8 magnitude here in Park City and surrounding areas. Precautions should be in place should the earthquake occur and event personnel should be aware of the danger and the procedures for safety and evacuation.

- Initially Drop Cover and Hold On
- Stay calm and await instructions from emergency personnel or a designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by a designated official. Be aware of falling objects as you exit a structure or hazards on the ground or in the area.



# Outdoor Special Event Emergency Operations Plan (EOP)

## Event Personnel Contact Information Sheet

### Event Details

Event Name: Kate McChesney  
Date(s) of Event: 6/2,9,16,23,30, 7/14,21, 9/1,8,15,22  
Event Location(s): Main Street, Park City  
Street Address of Event: \_\_\_\_\_

### On-site Day of Event Organizer/Responsible Party (please print clearly)

Primary Coordinator  
Name: Kate McChesney  
Mobile Number: 435.714.4036

Co-Coordinator  
Name: Michelle McDonald  
Mobile Number: 435.659.7666

Co-Coordinator  
Name: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_

### Other Event Personnel, i.e. volunteers, security, parking

Name: David McChesney  
Mobile Number: 435.714.8194  
Assignment: Information / Merchandise  
Assignment Location: Information Booth

Roving? – Yes  No

Name: Mitt Motta  
Mobile Number: 801.505.2985  
Assignment: Burly Crew Leader  
Assignment Location: \_\_\_\_\_

Roving? – Yes  No

Name: Daniel Lewis  
Mobile Number: 435.659.5186  
Assignment: Burly Crew Leader  
Assignment Location: \_\_\_\_\_

Roving? – Yes  No



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Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Assignment: \_\_\_\_\_

Assignment Location: \_\_\_\_\_

Roving? – Yes  No

Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Assignment: \_\_\_\_\_

Assignment Location: \_\_\_\_\_

Roving? – Yes  No

Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Assignment: \_\_\_\_\_

Assignment Location: \_\_\_\_\_

Roving? – Yes  No

Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Assignment: \_\_\_\_\_

Assignment Location: \_\_\_\_\_

Roving? – Yes  No

Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Assignment: \_\_\_\_\_

Assignment Location: \_\_\_\_\_

Roving? – Yes  No

Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Assignment: \_\_\_\_\_

Assignment Location: \_\_\_\_\_

Roving? – Yes  No

Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Assignment: \_\_\_\_\_

Assignment Location: \_\_\_\_\_

Roving? – Yes  No

Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Assignment: \_\_\_\_\_

Assignment Location: \_\_\_\_\_

Roving? – Yes  No



# Outdoor Special Event Emergency Operations Plan (EOP)

## Park City Public Safety Contact Numbers

### EMERGENCY – Dial 911

Park City Police Dept ----- 435 -615-5500  
(Non-Emergency Number)

Summit County Sheriffs ----- 435-615-3600  
(Non-Emergency Number)

Park City Building Department - 435-615-5100

Park City Emergency Management - 435-615-5911  
(24hr On-Call Number)

Park City Fire Dist ----- 435-940-2500  
(Non-Emergency Number)

Summit County Health ---- 435-333-1500  
(Non-Emergency Number)

Park City Special Events:  
Colleen McGinn ----- 301-651-6565  
Chris Phinney ----- 435-602-3539  
Jenny Diersen ----- 435-615-5188

## GREEN EVENTS CHECKLIST:

Thank you for helping us to preserve Park City's environment!

We are committed to the preservation and enhancement of the environment for our community and guests.

Please submit this checklist along with your permit application.

Contact your Special Event Coordinator for more information or questions.

Name of Event: Park Silly Sunday Market		Organization/ Business: Park Silly Sunday Market	
Total Estimated Attendance at Event: 13,000		Number of Vendors: 180 per day	
Date of Event: 6/2,9,16,23,30, 7/14,21, 9/1,8,15,22			
Name of person responsible for overseeing green event practices for your event, including training staff and volunteers in sustainable practices: (recycling, composting, reuse, waste and energy reduction, etc.).		Kate McChesney	
Email Address: kate@parksillysundaymarket.com		Cell Phone: 435.714.4036	
Signature of Event Producer:		Date: 2/2/2024	
<input checked="" type="checkbox"/>	<b>Standard</b>	<input checked="" type="checkbox"/>	<b>Extraordinary Measures</b>
<input checked="" type="checkbox"/>	Complete Environmental Management Plan and attach as part of the Supplemental Plan for your event.	<input checked="" type="checkbox"/>	Use vendors that have an environmental policy, recycle and compost, use local food sources, use energy efficient appliances, or otherwise offset their carbon footprint.
<input checked="" type="checkbox"/>	Use electric spider boxes for power needs.	<input checked="" type="checkbox"/>	Eliminate the use of fossil fuels for on site power needs.
<input checked="" type="checkbox"/>	Use sand or other reusable ballasts for securing tents instead of water.	<input checked="" type="checkbox"/>	Commit to and publicize water conservation efforts at event.
<input checked="" type="checkbox"/>	Recycling is required in all areas of the event. Recycling containers must be paired with trash cans.	<input checked="" type="checkbox"/>	Sponsors/Vendors distribute bags, bottles, or serving material made from recycled material, or that can be reused or recycled.
<input checked="" type="checkbox"/>	Event Applicant materials printed on at least 30% post consumer recycled paper. Distributed items must be made from recycled materials that can be reused, recycled or reconsumed.	<input checked="" type="checkbox"/>	Event Applicant does not offer printed materials. All promotional materials are available electronically.
<input checked="" type="checkbox"/>	Remind guests to bring their reusable bags and water bottles. Use, sell, or provide reusable bags and waterbottles.	<input checked="" type="checkbox"/>	Event Applicant does not sell or give away plastic bottled water unless the bottle is compostable. ( <i>To try using watering stations and reusable containers</i> ).
<input checked="" type="checkbox"/>	Reusable banners, eco-friendly promotional material or recycle (i.e., banners into shopping bags).	<input checked="" type="checkbox"/>	Use reusable linens instead of paper or plastic table covers.
<input checked="" type="checkbox"/>	Encourage the use of bicycles, buses, shuttles, carpools or other public transit to and from the event. This must be promoted on event website and marketing.	<input checked="" type="checkbox"/>	Offer a Bike Valet (Summer Events - May through October)
<input checked="" type="checkbox"/>	Enforce a no idling policy for staff, volunteers, vendors and attendees.	<input checked="" type="checkbox"/>	Incorporate alternative transportation plans into your event. Supplement City Transit with additional transit options. (This must be approved before implementing).
<input checked="" type="checkbox"/>	Use eco-friendly serving utensils (compostable, plant-based or made from recycled materials) and eliminate the use of regular plastic cups and pre-packaged servings.	<input checked="" type="checkbox"/>	Provide vegetarian meal options. Be local - offer food or vendor items that are made, grown and produced within 100 miles of Park City.
<input checked="" type="checkbox"/>	Be Styrofoam Free!	<input checked="" type="checkbox"/>	Be Glass Free!
<input checked="" type="checkbox"/>	Prepare food with reusable cutlery and dishes, or products that can be composted.	<input checked="" type="checkbox"/>	Serve food in bulk – (avoid cans, bottles, sugar packets and serve at stations)
<input checked="" type="checkbox"/>	Wastewater must be properly disposed of into the sanitary sewer system, i.e., floor sink or mop sink, etc., and it is prohibited to dispose of gray water into the storm sewer or directly onto the ground.		Tell us what else you are doing. We love new ideas and solutions!!
<b>For Municipal Purposes</b>			
Trash Plan Approved by:		Date:	
Public Works:		Date:	
Health Department:		Date:	
Sustainability Department:		Date:	



## Park City Permit for Relief of Noise Restrictions 2019

A Permit for Relief of Noise Restrictions is required of any person or company that engages in an activity in violation of Park City Code 6-3. Per the Park City Code Section 6-3-11, applications for a permit for relief from the noise restrictions may be made to the Chief of Police as it pertains to special events, community, or private functions or events. Any permit granted by the Chief of Police shall contain all conditions upon which the permit has been granted, including, but not limited to, the effective dates, time of day, location, sound pressure level, or equipment limitation and name and contact information for the on-scene officiator.

Applicant Name: Kate McChesney

Purpose of Activity: Park Silly Sunday Market

Address of Event (property on which noise generating activity will occur): Main Street

Date(s) of Event: (11) Time of Amplified Noise (Include Sound Check): 10am - 4:45pm

Type of Noise Generated: Music

Estimated Number of People in Attendance: 250 by stage

Level of Noise Permitted: 90 decibels - we only ever go to 75 and monitor the entire day

I, Kate McChesney, acknowledge and understand Park City Code 6-3 and certify that all information stated above is correct. As the applicant, I will have amplified sound no higher than a decibel limit of 75 between the times of 10am to 4:45pm (all permits expire at 10:00 PM). Should I violate the terms of the agreement, I will immediately remedy the situation or be subject to the penalties listed below.

Signature:

Date:

2/2/2024

Responsible person who will be attending the event and will be monitoring noise levels:

Onsite Officiator: Mountain Town Music Sound & Kate Phone: 435.714.4036

Please Note:

***The officiator in charge of the event is responsible to monitor and maintain the permissible sound levels spelled out in this permit. Additionally, the officiator is responsible to mitigate complaints received by the Park City Police Department. Failure to mitigate complaints immediately, once brought to the officiator's attention, may result in a criminal citation and/or a revocation of this permit.***

Approved by (PCPD): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Required Information:

**The following residential property owners have no objection to the type of noise that will occur at the location, and at the date and time, given above:**

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**The following residential property owners have objection to the type of noise that will occur at the location, and at the date and time, given above:**

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**Please Note: As per Park City Code Section 6-3-4, the Police Department shall be responsible for the administration of these rules and regulations and any other powers vested in it by law and shall make inspections of any premises and issue orders as necessary to effect the purposes of these regulations, and do any and all acts permitted by law that are necessary for the successful enforcement of these regulations.**

**As per Park City Code Section 6-3-14, the Police Department may upon discovery or report of a violation be able to issue a criminal citation for the violation or may file a report with the City Prosecutor's Office for review and issuance of information and summons to court to answer the charges.**

**As per Park City Code Section 6-3-15, any person who is found guilty of violating any of the provisions of these rules and regulations, either by failing to do those acts required herein or by doing a prohibited act, is guilty of an infraction. Each day such violation is committed, or permitted to continue, shall constitute a separate violation. The City Attorney may initiate legal action, civil or criminal, requested by the Department abate any condition that exists in violation of these rules and regulations. In addition to other penalties imposed by a court of competent jurisdiction, any person(s) found guilty of violating any of these rules and regulations shall be liable for all expenses incurred by the Department in removing or abating any nuisance or other noise disturbance.**

**MUST BE POSTED IN A CONSPICUOUS LOCATION**

PARK SILLY SUNDAY MARKET  
1895 SIDEWINDER DR  
PARK CITY, UT 84060-7565



License Number: B-013196  
Customer Number: 082073  
Issue Date: 10/1/2022  
Expiration Date: 9/30/2023

**BUSINESS LICENSE**

BUSINESS DESCRIPTION: OPEN AIR MARKET  
LEGACY ZONE: 01

KUEHN, KIMBERLY

2023

PARK SILLY SUNDAY MARKET  
PO BOX 684229  
PARK CITY, UT 84068

*Marthas*

CITY MANAGER

*WFinlinson*

FINANCE MANAGER

**NON-TRANSFERABLE**



Park City Municipal Corporation  
445 MARSAC AVE  
P.O.BOX 1480  
PARK CITY, UT 84060

**RECEIPT**

PARK SILLY SUNDAY MARKET  
PO BOX 684229  
PARK CITY, UT 84068

Date Paid :

**License**

B-013196

**Description**

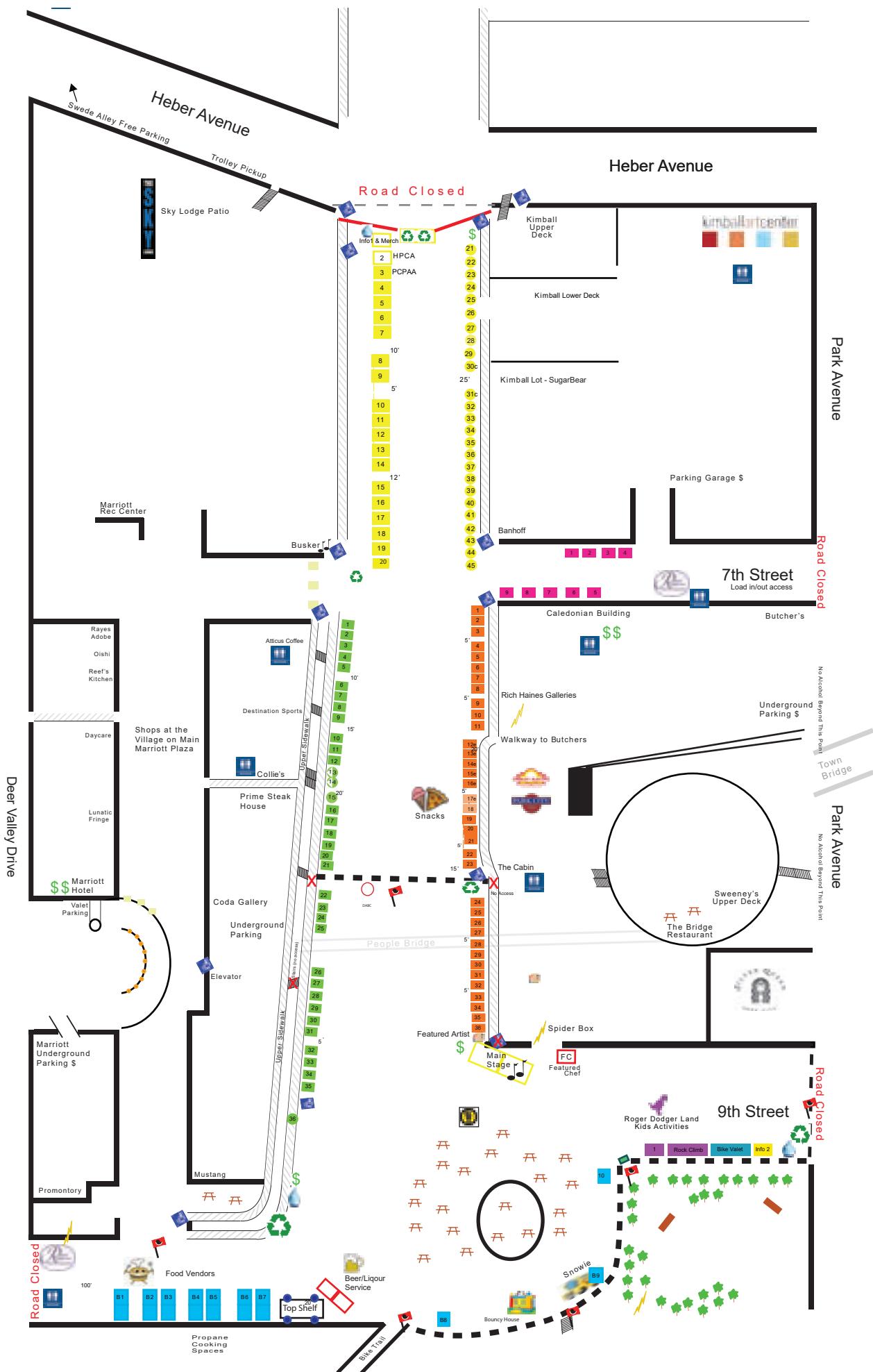
**Amount**

Business License Fee :

Administrative Fee :

Penalty :

Total : \_\_\_\_\_



# Park Silly Signage Plan



Drop	Location	Sign
1	High School	Market Parking
2	Welcome to PC Sign	Park Silly Today
3	DV Drive & Main St	VIP Potty No Main St Access
4	Transit Station	Farmers Market
5	Heber & Main	(2) Farmers Market Information Booth
6	Park Ave & 7th	Road Closed Restroom Restroom / First Aid No Left/Right Turn Zero Waste
7	DABC Line	Zero Waste (7) Red Barriers No Alcohol
8	Park Ave & 9th & Stage	(1) Red Barriers (9) Silver Barriers - Bar No Left/Right Turn (2) Zero Waste (4) No Alcohol Road Closed Wristband Restroom

























## Exhibit A: Draft Special Event Permit

Type of License: Level Four  
Event Name: 2024 Park Silly Sunday Market  
Event Date(s): 11 Sundays, June 2 to 30, July 14 to 21; September 1 to 22, 2024.  
No Market on July 7, 28, or in August.  
Event Location: Lower Main Street between Heber Ave, 9<sup>th</sup> Street and Deer Valley Drive  
Permittee: Park Silly Sunday Market  
Contact Person: Kate McChesney, Executive Director Park Silly Sunday Market  
Approved By: City Council of Park City  
Approval Date: April 25, 2024

The Park Silly Sunday Market is to be held on Lower Main Street (from Heber Avenue to 9<sup>th</sup> Street) on Sundays: June 2 to 30; July 14 to 21; September 1 to 22, 2024 from 10:00 a.m. to 5:00 p.m. (No Market on July 7, 28 or in August.) Use Areas, Operations Plans, Transportation and Parking Plans, Insurance, and Hold Harmless Waiver shall be attached to this permit as an exhibit and finalized no later than May 31, 2024. This Level Four Special Event Permit has been issued under the Park City Municipal Code Section 4A based on the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

### Findings of Fact:

1. Park Silly Sunday Market is a Level Four Special Event. The event is a unique cultural and entertainment activity, held for non-profit purposes, occurring for a limited duration, using and impacting City property, requiring licensing and services beyond the normal scope of business, and creating public impacts through the following:
  - a. Interruption of the safe and efficient flow of transportation in Park City including public rights of way, which may include minimal impacts on streets or sidewalks necessary for pedestrian movement;
  - b. Use of public property and facilities;
  - c. Use of City parking facilities;
  - d. Need for public safety beyond their normal scope of operations;
  - e. Requires licensing and services beyond the normal scope of business; and
  - f. Temporary events that do not normally occur within the permitted venue use.
2. Park Silly Sunday Market is a Level Four event due to:
  - a. Attendance throughout the event time period is estimated to be above 5,000 people and the event is in a non-consecutive series;
  - b. Creates moderate to major impacts to the surrounding area and cannot be held within the existing venue or use areas;
  - c. Has moderate transportation needs including removal of parking, requires a transportation mitigation plan, requires offsite parking plan, road closures, moderate to major residential transportation mitigation, and requires increased Park City Transit or a transportation provider; and
  - d. Requires public safety staffing needs beyond their normal operations including moderate support in the venue and moderate transportation mitigation and public safety personnel.
3. Park Silly Sunday Market is a Community Identifying Event as it:
  - a. Honors Park City's unique community goals and enhances the goodwill that features authentic local culture, including making ties to the people, places, and history of Park City. It is not an outside event that simply partners with local organizations and businesses to check a box.
  - b. The event aligns with the City Council's top priority of transportation, as well as the social equity and environmental sustainability lenses.
  - c. Attendance is targeted primarily at local participation from Park City and Summit County residents, businesses, and employees. PSSM does not conduct any marketing and is not in a

growth model to bring attendance from outside of Summit County.

- d. The event is free and affordable for local Park City and Summit County attendance.
- e. The event offers free and affordable options for underserved populations.

4. The events will end by 5 p.m. each Sunday, and Main Street shall be reopened to traffic and parking by 7:00 p.m., except for September 22, when the street shall be reopened by 8:00 p.m. The Permittee is responsible for organizing and managing load-in and load-out for each vendor, as well as for ensuring that traffic in the area continues to move during this high-traffic time. The Permittee is responsible for establishing and following parking plans for vendors. The Permittee will have volunteers and hired security personnel as well as the help of Park City Police Department to ensure the efficiency of pedestrian management at the intersection of Heber and Main, and traffic, transportation, and public safety throughout the event.
5. PSSM estimates overall attendance in 2024 will be 200,000. This includes 1,200 people spread out over a 4-block radius at any one time, and an average of 15,000 people over the course of the day. PSSM shall work with staff to address the challenges and opportunities created by higher attendance, working to maintain public safety, health, and welfare, as well as minimizing traffic and transportation impacts to the City.
6. The Permittee has secured permission from the school district to use the parking areas at the Schools on Kearns Blvd. (Hwy. 248). The Permittee will use the City's current transit schedule for attendees that use this lot.
7. The Permittee has secured the use of the Richardson Flat Park and Ride as the main offsite parking area for Market days.
8. The Permittee has secured additional private shuttle transit to augment the City's transit service on the expected heavy attendance days on July 21 and September 1, 2024.
9. The Permittee is working with the Park City Parking Services Department on the nonexclusive use of City parking lots for vendors and market attendees. Vendors are not permitted to park on Park Avenue, and ticketing and towing will be enforced by the Park City Parking and Police Departments.
10. The Permittee has established a weather and emergency plan and will train staff and volunteers on the plans. The Permittee has established these plans to maximize the safety of event attendees, volunteers, staff, and the general public. There are no weather dates for the event, but the Permittee is aware that weather could interfere with the event's proposed activities. In the case that the event is canceled due to dangerous weather conditions, the Permittee will notify the public and event participants. The Permittee understands that Park City Special Events, Police, Fire, Building Official/Fire Marshal, and Emergency Management have the right to cancel or postpone the event at any time due to weather or emergency conditions.
11. The events associated with the Park Silly Sunday Market will not require the diversion of so great a number of police, fire, or other essential public employees from their normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.
12. The concentration of persons, vehicles, or animals will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health or safety services. Park Silly Sunday Market agrees to work in good faith with the City and Summit County Health Department to develop and implement health protocols and conduct businesses consistent with Utah requirements.
13. The Special Event will not substantially interfere with any other Special Events during the timeframe or with the provision of City Services in support of other events or governmental functions. Other Special Event Permits have been granted for Sundays, June 1 through September 22, outlined in the table below. Park Silly Sunday Market will not substantially interfere with the logistics and venue for any event for which a license has already been granted and with the provision of City services in support of other such events or governmental functions based on the following:

Name of Event	Location	Time	Attendance
Tour De Suds	South End City Park and various trails and roads	9:00 a.m. to 3:00 p.m.	400
Deer Valley Beer Festival	Silver Lake, Deer Valley	11:00 a.m. to 5:00 p.m.	1,500

14. The size of the crowd and nature of the event will not create an imminent possibility of violent disorderly conduct likely to endanger public safety or cause significant property damage.
15. The Permittee has been working with City Staff and applicable departments to address all event concerns. The Permittee demonstrates an ability and willingness to conduct the event pursuant to the terms and conditions of PCMC 4A-2-4(l) and has not failed to conduct a previously authorized event in accordance with the law or terms of a license.
16. Park Silly Sunday Market, at their cost, will ensure that the bollards are installed and removed every week of the Market. They will coordinate with Public Safety for installation and removal.
17. Staff finds Park Silly Sunday Market is meeting the Measures of Success, is consistent with the measures as outlined in the Special Event City Services Agreement as entered into on March 26, 2024, and supports the Council's goal of creating a complete community that values economic diversity, arts, and culture, and aligns with the goals as outlined in the Park City General Plan. This event creates a community gathering place; encourages and supports the Historic Main Street Alliance and Park City Businesses; and encourages local and regional tourism by supporting continued Main Street vibrancy. The event creates a complete community through its core values and partnerships in Park City with both businesses and the community as a whole and provides diversity and uniqueness. The event furthers Park City's role as a world-class, multi-seasonal community while maintaining balance with our sense of community.

Conclusions of Law:

1. The application is consistent with the requirements of the Park City Municipal Code, Title 4A.

Conditions of Approval:

1. The Permittee, at its cost, shall incorporate such measures as directed by Staff to ensure that any safety, health, or sanitation equipment, and services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety are provided.
2. A fire lane approved by the Fire Marshall will be maintained to provide access across Heber Avenue and Main Street at all times of Market operation. The city shall provide signage to indicate closures and detour options.
3. Under [section 6-3-11](#) of the Municipal Code, a permit for relief from the noise restrictions based on undue hardship has been made to the Chief of Police. The Permittee has been granted a permit for relief from the noise restrictions by the Chief of Police not to exceed 75 decibels between the hours of 12:00 p.m. and 5:00 p.m. No amplified sound shall occur before 12:00 p.m. (noon). The Permittee shall work to orient noise activities to minimize sound impacts on the neighboring residents, businesses, and public facilities. The Park City Police Department may investigate any complaints. If asked by the Park City Special Events or Police Department, the Permittee shall turn the noise down to mitigate noise concerns from surrounding residents, businesses, or public facilities.
4. The Permittee's use of barricade and signage will be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) for the duration of the event.
5. The Permittee is required to provide supplemental documents including a Transportation and traffic control plan, Contingency plans, Site Identification, and a detailed map showing specifics of event operations as described in section 4A-2-7. Such documents shall be reviewed and approved no later than one month before the start of the event with conditions administratively by the Special Events Manager in coordination with the Chief of Police, Transportation Manager, and Chief Building Official.
6. The Permittee shall return to the City Council and give a mid-season and end-of-season review for the 2024 market season.
7. The Permittee shall indemnify and hold the City and its agents, employees, and officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the City arising out of, in connection with, or incident to the execution of this Agreement and/or the Permittee's use of the facility/area or failure to perform any aspect of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the City, its agents, employees, and officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Permittee; and provided further, that nothing herein shall require the Permittee to hold harmless or defend the City, its agents, employees and/or officers from any claims arising from the sole negligence of the City, its agents, employees, and/or officers. The Permittee expressly agrees that the indemnification provided herein constitutes the Permittee's limited waiver of immunity as an employer

under Utah Code Section 34A-2-105; provided, however, this waiver shall apply only to the extent an employee of Permittee claims or recovers compensation from the City for a loss or injury that Permittee would be obligated to indemnify the City for under this Agreement. This limited waiver has been mutually negotiated by the parties and is expressly made effective only for the purposes of this Agreement.

At its own cost and expense, the Permittee shall maintain the following mandatory insurance coverage to protect against claims for injuries to persons or property damage that may arise from or relate to the performance of this Agreement by the Permittee, its agents, representatives, employees, or subcontractors for the entire duration of this Agreement or for such longer period of time as set forth below. Prior to commencing any work, the Permittee shall furnish a certificate of insurance as evidence of the requisite coverage. The certificate of insurance must include endorsements for additional insured, waiver of subrogation, primary and non-contributory status, and completed operations.

- The Permittee shall maintain commercial general liability insurance on a primary and non-contributory basis in comparison to all other insurance, including the City's own policies of insurance, for all claims against the City. The policy must be written on an occurrence basis with limits not less than \$2,000,000 per occurrence and \$4,000,000 aggregate for personal injury and property damage. Upon request of the City, the Permittee must increase the policy limits to at least the amount of the limitation of judgments described in Utah Code § 63G-7-604, the Governmental Immunity Act of Utah (or successor provision), as calculated by the state risk manager every two years and stated in Utah Admin. Code R37-4-3 (or successor provision).
- The Permittee shall maintain automobile liability insurance with a combined single limit of not less than \$2,000,000 per accident for bodily injury and property damage arising out of the ownership, maintenance, and use of owned, hired, and non-owned motor vehicles. This policy must not contain any exclusion or limitation with respect to the loading or unloading of a covered vehicle.
- The Permittee shall maintain workers' compensation insurance with limits not less than the amount required by statute, and employer's liability insurance limits of at least \$1,000,000 each accident, \$1,000,000 for bodily injury by accident, and \$1,000,000 each employee for injury by disease. The workers' compensation policy must be endorsed with a waiver of subrogation in favor of "Park City Municipal Corporation" for all work performed by the Permittee, its employees, agents, and Subcontractors.
- The insurance limits required by this section may be met by either providing a primary policy or in combination with an umbrella / excess liability policy(ies). To the extent that umbrella/excess coverage is used to satisfy the limits of coverage required hereunder, the terms of such coverage must be following form to, or otherwise at least as broad as, the primary underlying coverage, including amending the "other insurance" provisions as required so as to provide additional insured coverage on a primary and non-contributory basis, and subject to vertical exhaustion before any other primary, umbrella/excess, or any other insurance obtained by the additional insureds will be triggered.
- Each policy and all renewals or replacements, except those policies for Professional Liability, and Workers Compensation and Employer's Liability, must name City (and its officers, agents, and employees) as additional insureds on a primary and non-contributory basis with respect to liability arising out of work, operations, and completed operations performed by or on behalf of the Permittee.
- The Permittee waives all rights against City and any other additional insureds for recovery of any loss or damages to the extent these damages are covered by any of the insurance policies required under this Agreement. The Permittee shall cause each policy to be endorsed with a waiver of subrogation in favor of the City for all work performed by the Permittee, its employees, agents, and Subcontractors.
- All required insurance policies must be issued by insurance companies qualified to do business in the state of Utah and listed on the United States Treasury Department's current Department of Treasury Fiscal Services List 570 or having a general policyholders rating of not less than "A-" in the most current available A.M. Best Co., Inc.'s, Best Insurance Report, or equivalent
- Should any of the Permittee's required insurance policies under this Agreement be canceled before the termination or completion of this Agreement, The Permittee must deliver notice to the City within 30 days of cancellation. City may request and the Permittee must provide within 10 days certified copies of any required policies during the term of this Agreement.
- Notwithstanding anything to the contrary, if the Permittee has procured any insurance coverage or limits (either primary or on an excess basis) that exceed the minimum acceptable

coverage or limits set forth in this Agreement, the broadest coverage and highest limits actually afforded under the applicable policy(ies) of insurance are the coverage and limits required by this Agreement and such coverage and limits must be provided in full to the additional insureds and indemnified parties under this Agreement. The parties expressly intend that the provisions in this Agreement will be construed as broadly as permitted to be construed by applicable law to afford the maximum insurance coverage available under the Permittee's insurance policies.

- In specifying minimum Permittee insurance requirements, the City does not represent that such insurance is adequate to protect the Permittee from loss, damage, or liability arising from its work. The Permittee is solely responsible to inform itself of types or amounts of insurance it may need beyond these requirements to protect itself.

8. All plans for tents, stages, and other temporary structures as well as flammable materials shall be submitted to the Building Department for review and permitting no later than Thursday at 5:00 p.m. previous to each market week.
9. The Permittee is required to provide a sufficient number of traffic controllers, signs, and other equipment as required by the City, not limited to barriers, fencing, traffic devices, monitors for crowd control and safety, and such measures as directed by City, County or State Staff in order to ensure that any safety, health, or sanitation equipment, services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety and the environment, adequate offsite parking and traffic circulation in the vicinity of the event and other services or facilities as necessary to ensure compliance with City ordinances in a plan approved by the Transportation Director, Chief of Police and Chief Building Official in accordance with the Transportation Demand Management Plan, Park City Risk Assessment and International Building and Fire Code.
10. All third-party approvals including the Park City School District, Summit County, and State permit approvals required for this event shall be secured by the Permittee by the Thursday prior to each market week and submitted to the Special Events Department.
11. The Permittee is required to submit an Emergency Operations plan to be approved by the Chief of Police and the City's Emergency Manager. The Park City Special Events, Police, Fire, Building Official/Fire Marshal, and Emergency Management have the right to cancel the event upon any condition, violation, or weather that jeopardizes life, safety, or property.
12. The Permittee will provide a vendor list and sign plan for the event by May 22. All handouts, flyers, banners, and other signage shall comply with Park City Municipal Code 12-12.
13. PSSM will extend its operational time by one hour on September 22, 2024, for Silly Fest. PSSM has requested and the City has approved a stage with a band and beer garden that will remain open until 6:00 p.m. on this date. Clearing and reopening of Main Street will happen no later than 8:00 p.m.
14. Estimated City Services in 2024 are estimated at \$78,731. Changes in City Service fees shall be reported at the mid-season and end-of-season review. There is no cash payment from the City to PSSM for this event.
15. PSSM will provide vendor license plate numbers to the Parking Services Department no later than 10:00 a.m. each Sunday. This is to help ensure that vendors are parking in vendor parking areas.
16. PSSM shall report zero waste statistics in pounds for the 2024 season as to allow for comparison to the previous year.
17. PSSM shall maintain an 80% diversion rate during the event and report annually on recycling, compost, and glass diversion in pounds.
18. PSSM shall maintain the following vendor types at no more than: Twelve (12) Jewelers and Twelve (12) On-site Food and Snack Food Vendors per market. Importers are not allowed in the market.
19. PSSM shall have non-exclusive use of the upper and lower Sand Ridge Parking Lots, as well as the Top of China Bridge for Vendor and Staff Parking. Vendors will pay any parking fees that apply to public parking areas. PSSM shall prohibit vendors from parking on Park Avenue. Any vendors that park on Park Avenue or Flagpole Lot are subject to ticket and tow by Park City parking and police department.
20. PSSM has coordinated with the Fire Marshall, and Public Safety Personnel regarding placement of emergency staff and equipment and anticipates that Fire and EMS will be staged on 7<sup>th</sup> Street.
21. PSSM shall have a deadline of the first of the month of each month of the Market for all HPCA vendor requests as pertains to the Vendor Mix requirements. Any unfilled dates for the month that are not fulfilled by the deadline will be filled by other vendors as pertains to the Vendor Mix requirements, and subsequently on the first of each month through September 1, 2024. Any vendors who are scheduled and fail to notify PSSM staff before 5:00 p.m. on the Thursday before the scheduled Sunday will receive a bill for a \$150.00 cancellation/no-show fee. For HPCA - the next

scheduled HPCA member will not be permitted to participate or load in if the cancellation/no-show fee has not been paid. PSSM vendors, who do not pay the fee, will not be permitted to return until the fee has been paid.

22. PSSM shall provide the Utah State Tax Commission and the City with a list of all participating vendors containing the following information: Name, address, and contact information and its Utah State Tax Identification number. PSSM shall also provide a list of all participating not-for-profit organizations. Consistent with Section 4-2 of the Municipal Code, concessions directly related to the event do not require a business license. The Utah State Tax Commission requires a Temporary Special Events Sales Tax License. Each Vendor is responsible for acquiring a Utah State Tax ID Number from the Utah State Tax Commission. PSSM shall require all participating vendors to provide and display their Special Event Permit provided by the State of Utah Tax Commission.
23. PSSM shall aggressively market alternative transportation options including bus, bike, walk, and carpooling. They guarantee to host a Bike Valet at each Market to help with bike parking and actively report those numbers.
24. The Permittee is responsible for securing all City, County, and State permit approvals required for this event by May 31, 2024, and submitted to Park City Municipal Corporation.
25. The approval identification provided with the approval of this permit must be in possession of the Permittee at all times and must be made available for inspection when requested by governmental authorities. The Permittee is responsible for providing a schedule of events and access to any site for purposes of Code Enforcement or public safety as outlined by Park City municipal code 4A-2-4.

PASSED AND APPROVED this Thursday, the 25<sup>th</sup> day of April 2024.

PARK CITY MUNICIPAL CORPORATION

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City Manager, Matt Dias

Attest:

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Michelle Kellogg, City Recorder

Approved as to form:

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Margaret Plane, City Attorney

## Exhibit C: PSSM Analysis

### 2024 Park Silly Sunday Market Supplemental Summary and Analysis

Dates: PSSM will be held on 11 Sundays, including June 2 to 30, July 14 & 21; September 1 to 22, 2024. No Market will be held on July 7, 28, or during August.

Parking rates: Parking rates for the 2024 Market will be \$9/hour with a max of \$40/day during the event.

#### Sustainable Efforts as per section D.9.2.e of the [Special Event City Services Agreement](#):

PSSM will work with Park City on the reduction of the Market's carbon footprint, which will include:

- Identify a staff position that will be in charge of managing waste and for day-of contact and support.
- Create a consistent plan to report and track waste diversion rate for landfill waste, recycling, glass, and compost by pounds. Provide a plan to increase and report on the diversion rate annually compared to the previous two years.
- Recycling is required for all event areas. All trash cans must also have a recycling container.
- Create a plan to increase annually the use of reusable or recyclable event materials (banners, signage, brochures, etc.).
- Eliminate single-use plastic bags and use of Styrofoam. PSSM will require recyclable bags/packaging for all artists and vendors.
- Enforce No Idling policy for vendors, staff, and attendees. Include a contact person who will oversee this enforcement.
- PSSM participates in and provides guidance as well as staff/equipment resources to other events as available.

#### Noise and Noise Monitoring

- Noise cannot be above 75 decibels between 12 p.m. and 5 p.m. No amplified noise may occur before noon.
- Staff will monitor the stage sound levels during the Market to ensure compliance with the Park City Municipal Code. PSSM has requested relief from noise restrictions from the Park City Police Department as allowed under [6-3-11 Relief from Restrictions](#) and required in section B.2.5.3 of the City Services Agreement.

#### Working Group

- Working Group will continue for the 2024 Season, as part of the Supplemental Plan approval.
- Per section D.9.4 of the City Services Contract, Park Silly Sunday Market is required to conduct a Working Group three times during the Market season, which will include (a) two (2) HPCA Representatives, (b) two (2) Park Silly Market Representatives, and (c) two (2) members of the Park City Council. The meetings will be held during the work week to allow for easier scheduling for attendees.
- Staff believe the working group meetings are important and work well, as they allow Market staff, City Staff, Council Representatives, and HPCA time to experience the market, increase communications and transparency, and address challenges and solutions.

## Exhibit C: PSSM Analysis

### City Service Fees

City Service Fee	Estimate
Special Event Permit - Level 4 - CIE Rate	\$384
Building Permits	\$1,562
Parking Removal	\$8,096
Banner Installation	\$700
Public Safety Personnel	\$55,200
VMS & barricades/equipment	\$9,979
Residential Areas Traffic Management	\$2,310
Community Outreach	\$500
<b>Total City Service Fee Estimate</b>	<b>\$78,731</b>

### Hours

The Park Silly Sunday Market will continue to operate from 10:00 a.m. to 5:00 p.m. Set up is to begin no earlier than 6:00 a.m. and the street will be cleared and available for parking no later than 8:00 p.m. on each market day.

#### Exception:

a. The Park Silly Sunday Market requests to extend the close of the Market by one hour on September 22, 2024, for Silly Fest. The Park Silly Sunday Market is requesting to have the stage with a band until 6:00 p.m. and for the beer garden to remain open until this time as well. Clearing and reopening of the street will happen no later than 8:00 p.m. Park Silly Sunday Market is asking for this extension of hours which is consistent with allowances in Section B.2.2, in which Park City shall consider expanded hours and special holiday late closures (Opening Day, Holiday Weekends and Silly Fest). This has been approved in past years.

### Transportation Impacts:

PSSM will work with Park City to review and create an incentive program for attendees who take alternative modes of transportation. This will include the addition of a bike valet located close to the event. Work with Park City to track alternative forms of transportation to the event as an absolute number and a percentage of event attendees. PSSM and Park City will coordinate to lessen vehicle impacts and report on data trends including bike valet, transit ridership, parking counts, and traffic counts annually.

### HPCA Vendor Cancellation & Date Requests

As in 2022, HPCA members who are scheduled and fail to notify PSSM staff before 5:00 p.m. on the Thursday before the scheduled Sunday will receive a bill for a \$150.00 cancellation/no-show fee.

The next scheduled HPCA member will not be permitted to participate or load in if the cancellation/no-show fee has not been paid. This change was made to encourage those HPCA vendors who sign up to show up and prevent holes or last-minute changes to the vendors on the day of the market.

The deadlines for HPCA vendor date requests will remain the same as last year. The deadline for all HPCA requests is May 1, 2024. Any unfilled dates for June that are not reserved by the HPCA May 1 deadline, will be opened to be filled by other at-large vendors as pertains to the Vendor Mix

## Exhibit C: PSSM Analysis

requirements, and subsequently on the first of each month through September 1.

PSSM will also continue to coordinate with Main Street Merchants that extend outside for Car Free Sundays.

### Vendor Mix

PSSM regulates its vendor mix to mitigate potential adverse impacts to brick-and-mortar Main Street Businesses. As outlined in the requirements of the City Services Agreement, the 2024 vendor mix is included below.

No more than twelve (12) on-site food vendors; and twelve (12) jewelers at each market. No importers are allowed.

### Parking & Residential Mitigation

Permanent 'residential parking only' signs in the Old Town Area will be monitored to reduce traffic in Old Town residential areas. Additionally, the west side of Park Avenue between 9<sup>th</sup> Street and 11<sup>th</sup> Street will be resident-only parking. Parking will be removed on Heber Ave to help Transit and pedestrians move safely through the intersection of Main Street and Heber Ave.

To increase coordination, Park Silly Sunday Market continues to require their vendors to submit license plate numbers to the Parking Services staff to help identify vendors who are parked outside of the designated vendor parking areas located at the Upper and Lower Sandridge parking lots and top-level of China Bridge. Oversized vehicles cannot be parked in China Bridge. All vendors are responsible for paying parking rates as posted. PSSM will submit updated vendor plate numbers to the Parking Services Department each Sunday no later than 10 a.m.

### Event Coordination

A summary of events that occur on the same day as the Park Silly Sunday Market 2023 Season is below. According to section [4A-2-5](#) of the municipal code, staff finds that these events will not duly interfere with each other. Staff will continue to work with organizers of both PSSM and the events as outlined below to ensure traffic and transportation plans run smoothly, as well as, that the organizer of each event is mitigating impacts they cause.

DATE	EVENT	A – Geographic Separation	B - Proposed Time & Duration	C – Anticipated
Tour De Suds	South End City Park and various trails and roads	9:00 a.m. to 3:00 p.m.	400	Tour De Suds
Deer Valley Beer Festival	Silver Lake, Deer Valley	11:00 a.m. to 5:00 p.m.	1,500	Deer Valley Beer Festival

Staff will report any other events that are not currently known during the mid-season and end-of-

## **Exhibit C: PSSM Analysis**

season reviews.

### Department Coordination

Park Silly Sunday Market has worked with Staff to set meetings with Public Safety as well as Building, Streets, Parks, Building Maintenance, and Transportation to ensure that operations are well coordinated. At this time, Staff does not anticipate any changes to the Public Safety or Parks & Maintenance logistics. As staff continues to coordinate and implement City-wide transportation standards and increased mitigations, PSSM has agreed to help implement these changes. Staff will report on this at the mid-season review.

### Community Engagement Outreach

Staff and PSSM will work in conjunction to notify Old Town residents and the general public of the market activities as well as parking and transportation changes. This could involve the use of the PCMC event text alert and VMS messaging systems. Additionally, staff will perform outreach to Main Street merchants and Old Town residents in mid-May regarding all summer events.

## Exhibit C: PSSM Analysis

<b>Park Silly Sunday Market – 2024 Season Preview</b> <b>Measures of Success</b>		<u>Legend</u> S – Succeeding in meeting Contracted I - In progress / Meeting Requirements U – Unsatisfactory - Not meeting
<b>Requirements</b>		
<b>Vendor Mix</b>		
Jewelers (allowed per week maximum) i. 2024- 12	<b>Notes:</b> Requirements are currently being met	I
On-site Food Vendors & Snack food Vendors (per week maximum ) i. 2024 - 12	<b>Notes:</b> Requirements are currently being met	I
PSSM will invite two (2) HPCA representatives in the jurying of jewelry vendors.	<b>Notes:</b> The requirement was met by PSSM.	S
PSSM will coordinate three (3) working group meetings with the HPCA and PCMC to identify possible conflicts and/or issues with vendor mix.	<b>Notes:</b> Meeting dates have been selected by HPCA, PSSM, and the City	I
PSSM will provide the City with a list of vendor classification definitions along with preference criteria for vendor mix.	<b>Notes:</b> Requirements have been provided and met.	S
<b>Parking / Traffic / Pedestrian Management</b>		
Create an event parking plan i. Identify vendor vehicles with license plate identification. ii. Identify public parking locations both in Old Town/Main Street along with alternative parking areas. iii. Identify locations where parking will be removed to provide space for the event and mitigate the impacts of the event iv. Continue increased communication between departments and PSSM to encourage parking of vendors in suggested vendor locations.	<b>Notes:</b> PSSM continues to work with Staff & private parking garages to park vendors in appropriate areas. A resident parking area has been established and is being enforced along the west side of Park Ave.  Parking Enforcement continues to communicate with the residents to resolve parking concerns during the Park Silly Sunday Market. This increase in fees for parking in China Bridge and other areas will be monitored. An update will be given to council at the Mid-Season review. Parking fees for China Bridge are planned to be \$9/hr. with a \$40 max/day.	I
Work with Special Events and Transit to get alternate transportation messaging out with: i. Co- Co-messaging with PC Transit Dept. ii. PSSM will create and implement different methods of informing the public (PSAs, print ads) iii. Create and implement a program encouraging non-motorized forms of transportation to the market. ix. Addition of Shuttle Service on expected heavy attendance days – July 21, and September 1, 2024.	<b>Notes:</b> While PSSM does not perform any paid marketing. Social media will focus on transportation alternatives including City transit, bikes, or walking to attend.	I
Submit a Sign Plan to Staff at the time of the Supplemental Plan containing the following: i. Locations ii. Size & Type iii. Message iv. Placement and removal times	<b>Notes:</b> Requirements are currently being met	I
Work with the City to create a pedestrian management plan that addresses the crossings of Heber/Main and Swede Alley	<b>Notes:</b> PSSM is responsible for Pedestrian Management at Heber and Main	I
<b>Market Set-Up and Inspections</b>		
a. Weekly notification to staff of footprint or operational changes	<b>Notes:</b> Staff is working with PSSM to ensure that requirements are met.	S
b. Location of interior sponsor signs	<b>Notes:</b>	I

## Exhibit C: PSSM Analysis

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

## Exhibit C: PSSM Analysis

i. Estimated attendance ii. Zero Waste statistics iii. Breakdown of the number of vendors and types iv. List of non-profit groups attending the market v. Advertising information etc. vi. Transportation and parking counts – to be coordinated with the PCMC Transportation Services Department	This was reported to Council in the 2021 End of Season Report. PSSM is aware of the requirement and will gather the required information for the 2023 report.	
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## PSSM Vendor Types Definition & Vendor Mix

All categories are juried by the PSSM staff by way of required online application details including, but not limited to: product descriptions, photo samples of products, photo of booth display, history/business description including their 'story', list of sources and co-packing use.

**PRIORITY 1: Artisan** - A vendor that sells unique, art and handmade crafts (excluding food and jewelry). Starting materials must be significantly altered and enhanced by the artist. Preferential consideration given to local artists based in the state of Utah.

**PRIORITY 2: Farmer** - A vendor that sells fresh produce from his or her farm and/or a vendor that sells food products made of produce from his or her farm.

**PRIORITY 3: Jeweler** - A vendor that sells unique, handmade jewelry of their own making and design. limited space available in this category (12 per market date).

**PRIORITY 4: Gourmet Food** - A vendor that sells foods or baked goods, made in Utah, which are intended/packaged for off-site consumption. Preferential consideration given to members of Utah's Own.

**PRIORITY 5: Designer** - A vendor that plans the precise form, look or working of an item, excluding jewelry, in writing before such item(s) is manufactured pursuant to that vendor's specific request. To qualify as a designer, the vendor shall be required to submit specific design plans of all item(s) to be sold at the market. Preferential consideration given to local designers based in the state of Utah.

**PRIORITY 6: Young Vendor** - A vendor, 17 years of age or younger, that sells their own unique, handmade goods.

**PRIORITY 7: Food** - A vendor that prepares and sells food for consumption at the Market. First right of refusal is offered through the HPCA membership. Limited space available in this category (12 per market date, 10 of which are propane approved space)

**PRIORITY 8: Service Vendor** -A vendor that provides on-site services to market attendees (ex. - henna, face-painting).