PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
May 15, 2025

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/89256831395

CLOSED SESSION - 2:00 p.m.

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

WORK SESSION

4:25 p.m. - FY26 Budget Follow-Up and Fee Discussion

4:55 p.m. - Fraud Risk Assessment Update

5:10 p.m. - Break

REGULAR MEETING - 5:30 p.m.

I. ROLL CALL

II. PRESENTATIONS

1. Consideration to Approve Resolution No. 08-2025, a Resolution Proclaiming June 2025, as Pride Month in Park City
   (A) Action

2. Presentation of the 2025 Cindy Matsumoto Historic Preservation Award and Consideration to Approve Resolution No. 09-2025, a Resolution Proclaiming May 2025 as Historic Preservation Month in Park City
   (A) Action

3. Park City - Summit County Arts and Culture Interim Report by Jocelyn Scudder, Arts Council Executive Director

III. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments

Staff Communications Reports

1. EngineHouse, 1875 Homestake Road Project Update

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

V. CONSENT AGENDA

1. Request to Authorize the City Manager to Execute an Agreement with Ineo Systrans USA Inc. in a Form Approved by the City Attorney's Office for the Purchase of Computer Aided Dispatching (CAD)/Automatic Vehicle Location (AVL) System Not to Exceed $1,200,000

2. Request to Authorize the City Manager to Enter into Agreements in a Form Approved by the City Attorney's Office with: Asphalt Preservation for Type II Slurry Seals, Not to Exceed $151,689.60; C&B Asphalt for Bike and Golf Cart Path Overlays Not to Exceed $179,056.00; Morgan Asphalt for Rotomilling, Pavement Overlays, and Utility Adjustments Not to Exceed $1,139,329.52; Asphalt Preservation for Crack Sealing Not to Exceed $64,980.00

3. Request to Authorize the City Manager to Execute a Contract with Trevor Dahl and Garth Franklin in a Form Approved by the City Attorney's Office and Recommended by the Public Art Advisory Board (PAAB) for the Creation of Artistic Pool Fencing Panels for the PC MARC Pool Renovation

VI. OLD BUSINESS

1. Consideration of a Request from Studio Crossing LLC to Waive $1.6 Million in Impact and Development Permit Fees for the Voluntary Affordable Housing Portions of the Studio Crossings Project
   (A) Public Hearing (B) Action

2. Consideration to Approve Ordinance No. 2025-08, an Ordinance Amending the Municipal Code of Park City Title 15, Chapter 1, Sections 8, 18, and 21, Regarding Land Use Appeal Authorities
   (A) Public Hearing (B) Action

3. Discuss Wildlife Crossings Pilot Program

VII. WORK SESSION

1. 1800 Park Avenue Project Discussion (more information to follow)

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: FY26 Budget Follow Up and Fee Discussion
Department: Budget, Human Resources
Date: May 15, 2024

Summary Recommendation

In preparation for the FY26 City Manager's Recommended Budget, the Budget Team worked with the City Council to consider adjustments to some of the fees within the FY26 Fee Schedule (Exhibit A).

The City Council's feedback is requested in anticipation of the final Fee Schedule adoption, which is planned for June 12, 2025.

Additionally, the Human Resources Team presents a recommendation for a Cost-of-Living Adjustment (COLA) for Park City employees in fiscal year (FY) 2026. Each year during the budget process, the City has the opportunity to adjust employee wages to help attract, retain, and motivate its workforce.

Maintaining a qualified workforce has become increasingly difficult due to several factors including the lack of affordable housing, competition with other regional employers (both public and private), and inflation. The costs related to recruitment, onboarding, training, and lost productivity due to employees transitioning to jobs closer to where they live can range between $10,000 and $75,000 per position, role dependent. In response, Park City has successfully reduced turnover from over 13% to under 6%, due to its competitive compensation and benefits strategy, along with improvements in the hiring process.

Fee Schedule Background

The City implements various charges and fees to support essential services, such as construction and development, utilities, parking, public records requests, recreation, and business licensing. Rather than relying entirely on taxes, fees ensure that people pay for the specific services they use. This helps distribute costs fairly while keeping the municipality running smoothly. The fees charged by the City comply with Utah State Code and Government Finance Officers Association (GFOA) guidelines.

Fee Schedule Analysis

Fees are evaluated by comparing the full cost (both direct and indirect) of providing a service with its associated revenue. As the cost of providing many services rises with inflation, departments have sought to balance cost recovery while continuing to provide affordable and accessible services to City residents. Departments using an enterprise fund strive to recover 100% of their costs (operations and capital) with fee revenue, while other departments in the General Fund may have cost recovery percentages, per previous City Council policy direction and within our adopted budget policies.

After discussions with the City Council, the following departments have changes to the FY26 Fee Schedule:

- Water
- Stormwater
- Parking
- Golf
- Library
- Ice
- Public Works

A redlined copy of the Fee Schedule can be found in Exhibit A, and the proposed changes are summarized below. Potential benefits to the City or to residents are noted where applicable:

Water and Stormwater Fees (Section 2)
Park City's Water Fund is funded entirely by water service fees/rates (ratepayers), surplus water leases, and water impact fees collected to offset the costs of new development on other rate payers. To maintain funding for operations and capital investments, we plan revenue and expense budgets using a multi-year financial model that projects:

- Revenue from water service fees, impact fees, surplus water leases, and other fees;
- Annual water rate increases to keep pace with the cost of service;
- Required Water Fund balances and debt coverage ratios;
- Goal Water Fund balance of 25% of operational expenses per City policy;
- Budgets for operations and capital projects; and
- Changing environmental and regulatory requirements.

- Summary of Changes
  - A 4.5% increase for most rates
  - Changed the Single-Family Residential rate structure from a single-tiered rate structure to three plans based on lot size. As a result, customers using less than the 90th percentile will see a decrease in their bills
  - A new rate structure for irrigation, consisting of three Irrigation rate plans based on different lot sizes and irrigated area per meter
  - Changed the reconnection fee for irrigation accounts to prevent customers from disconnecting during the winter months. An amount equal to the prior monthly base rate will be assessed for each month when the account is disconnected, up to six months
  - Increased stormwater Equivalent Surface Unit rate by 3% to keep pace with inflation
  - Rate changes almost always result in customer questions. We aim to create an implementation plan, yet are prepared to manage customers given the considerable changes underway

- Benefits of Changes
  - Minimally increase water rates to lessen pressure on residents (ratepayers), while maintaining the health of the Water Fund

- Provide Single Family Residential customers with more economical rate options while continuing to incentivize efficiency and penalize high or well above average water use
- Ensuring better public policy consistency across Commercial, Single Family Residential, Multifamily, and Irrigation

Parking Fees (Section 7)
The Parking Fund is a subset of the Transportation Fund. However, 100% of parking revenues pay for parking operation and capital expense, separate from the Transportation Fund.

- Summary of Changes
  - Added trailhead parking fees for Bonanza Flat, Empire Pass, and "Y" Lot trailhead parking areas to support the new program
- Benefits of Changes
  - Along with the enhanced Transit to Trails Program, this will improve traffic and parking congestion, public safety, transit ridership and accessibility, and residential access to the Bonanza Flat Conservation Area (BFCA)
  - Park City Municipal residents can register for a free parking permit, which will utilize license plate recognition systems, allowing for convenient free parking in the BFCA

Golf Fees (Section 8.5)
The Golf Enterprise Fund receives revenue from greens fees, cart rental, pro-shop sales, golf lessons, and other miscellaneous fees and services. All revenues collected are used to fund golf course operating and improvement costs. The financial objective for the Golf Fund is to break even after operations and build a fund balance to cover capital expenses, such as course improvements, new golf cart fleets, and more. Annual revenues are about $2.5M per year, and operating costs are about $2.1M. The remainder goes to support capital projects and large equipment purchases. The fund balance is $2.8M, with a plan to draw down to around $800k over the next five years to pay for Golf's relatively new capital investment plan.

Starting in FY26, the Golf Course will start to pay for its own water usage. The course actively conserves water and uses less than the average golf course. Since the course uses untreated water for greens and fairways, it qualifies for the lower "raw" water rate, while bathrooms and other facilities at the course will be charged at the standard retail rate. The total annual charge is around $300,000 per year. This will be phased in over a three-year period. To ensure long-term financial stability, green fees will concurrently increase over the next three years. Annual fee adjustments will be based on the additional revenue needed to cover water costs. The Golf Fund will be prepared to pay the full estimated water fee in FY28 with these adjustments.

On March 27, the Council considered two golf fee alternatives that were prepared based on previous Council input. Since then and based on additional Council input, we propose the additional changes below:

- Provide a half-punch pass option for half the price of the full punch pass. For example, a Park City School District resident or golf association member could purchase a full punch pass (10 18-hole rounds or 20 9-hole rounds) for $600.00 or a half-punch pass (5 18-hole rounds or 10 9-hole rounds) for $300.00
- Offer the Park City Municipal Resident rate to association golfers during league play
- Offer the Park City Municipal Resident rate to active military service members, retirees, and veterans

Exhibit C lists all of the proposed changes to golf fees for FY26. These changes aim to prioritize City residents while still benefiting customers who have long supported the golf course, such as residents of the Park City School District and members of the local golf associations. The proposed rates also provide benefits to seniors, members of the military, and youth.

- Summary of Changes:
    - New season pass for municipal residents
    - New punch passes for non-municipal residents inside the Park City School District boundaries and golf association members
    - Removed Utah Resident Rate
    - Offered resident rates to members of the military and golf association members during league play
    - No increases to municipal resident rates
    - Expanded employee pass benefit to employees of the Park City Fire District
- Benefits of Changes:
    - Prioritizes municipal residents, while also providing some benefits to residents of the Park City School District, seniors, military, golf association members, and youth
    - Ensures adequate revenue to begin covering water costs in FY26

Finally, the Golf Team is also procuring an outside entity to provide an operational and capital assessment of its business practices (Exhibit B), as requested by the City Council.

Library Fees (Section 8.6 & 8.10)

- Summary of Changes:
    - Removed $1.00 charge for interlibrary loans
    - Added a “dark days” fee for the Jim Santy Auditorium for when the theatre is closed to the public because of equipment set up for a future performance
    - Consolidated the Projection Fees and Lighting Fees sections into one section
- Benefits of Changes:
    - Increases accessibility of materials for library patrons

- Ensures that auditorium renters fairly compensate the Library for all the days the space is occupied and unavailable to rent to others

Ice Arena Fees (Section 9)
The Ice Department relies on user fees to cover most operating expenses. Capital expenses come out of the City's General Capital Fund. The original Ice Arena construction and its upkeep and maintenance are not paid from user fees. Fees come from rentals, leagues, and sales. Annual expenses are about $1.4M, while revenues come in around $1.1M.

Before last year, the Ice Department did not have a cost recovery goal, but it has averaged over 80% cost recovery in recent years. The City Council directed that Ice follow Recreation's goal, and a 70% cost recovery goal was initiated in FY25.

During the March 27 meeting, the Council requested an analysis of the Ice Department's fee revenue by zip code. Resident rates are available to Snyderville Basin residents, and Ice extends these rates to Summit and Wasatch Counties. The Council wanted to know how charging a non-resident rate to residents of Wasatch County would impact Ice's cost recovery.

The analysis (Exhibit D) showed minimal financial impact on cost recovery (less than 1%), and extending non-resident rates to additional Summit County areas outside Snyderville Basin would yield similarly negligible results. However, such changes would double costs for families and could reduce participation in ice sports. While we recommend continuing resident rates for all Wasatch Back residents in FY26, we will update this analysis annually as the region continues to grow and change to allow the City Council an annual assessment of its existing policy.

- Summary of Changes:
  - No fee increases for FY26
  - Removed the Drop-in Skating class fee
  - Added an Invited Coach Fee
  - Removed the Curling Instructor and the Curling Equipment Fee
- Benefits of Changes:
  - Because Ice increased some fees in FY25 in anticipation of paying for water use, no increases are proposed for FY26
  - Rate structure ensures adequate cost recovery, while providing world-class programs to residents

Public Works and Streets Miscellaneous Fees (Section 10.4 to 10.13)
- Summary of Changes:
  - Increased dumpster fees
  - Updated various street equipment fees, such as loaders, sweepers, Vactor trucks, snowplows, and dump trucks
  - Updated various materials fees, such as salt, road base, and sand
  - Updated rates for personnel

- Benefits of Changes:
  - Continues to provide affordable equipment and services for the community while covering increasing costs

Construction and Development Fee Study
The Planning, Building, and Engineering Departments are working with the Budget team to conduct a comprehensive third-party fee study, which, in some cases, hasn't been conducted in over a decade. Despite this, many of the costs associated with administering various applications and permits, such as personnel, materials, and vehicles, have increased over time. At the same time, high construction values have contributed to increases in building permit fee revenues. The comprehensive study underway aims to ensure that the fees more accurately reflect the cost of service for each fee type, inflation, and the unique nature of Park City's building, planning, and engineering divisions.

A work session is planned for August 14 after the study is completed. At that time, the Council will have several options, including waiting until the FY27 Budget or amending the budget mid-year.

Recreation and Ice Cost Recovery Update
On April 24, we presented capital budgets for Recreation and Ice. Both Recreation and Ice have a cost recovery goal of 70% - meaning at least 70% of their operating budgets should be recovered through revenues other than taxes. The Council asked to see a financial analysis of both of these departments, with consideration of their capital expenses. Given the amount of work involved, we plan to return on August 14 to review this analysis and discuss policy options moving forward. Similar to the above, if the City Council seeks changes as a result, those can be accommodated in a mid-year budget adjustment.

COLA Executive Summary
In 2024, Park City worked with NFP to conduct an independent compensation study comparing the City's wages to other mountain towns and Utah municipalities. The results were implemented in July 2025, placing employee roles in new salary bands based on similar job functions. Each salary band is designed to allow employees to move and grow through their band over about eight years, assuming they perform well and maintain good standing. We are confident that the relatively new salary bands implemented this past year will be accurate and create a quality career and earning trajectory for our employees.

This year, rising living costs, particularly for housing, groceries, gas, and commute times, continue to affect our local economy and our ability to compete regionally for employees. For the FY26 budget, we reviewed several local and regional economic conditions, including inflation rates, trends in other cities, and Federal government actions. The findings were:

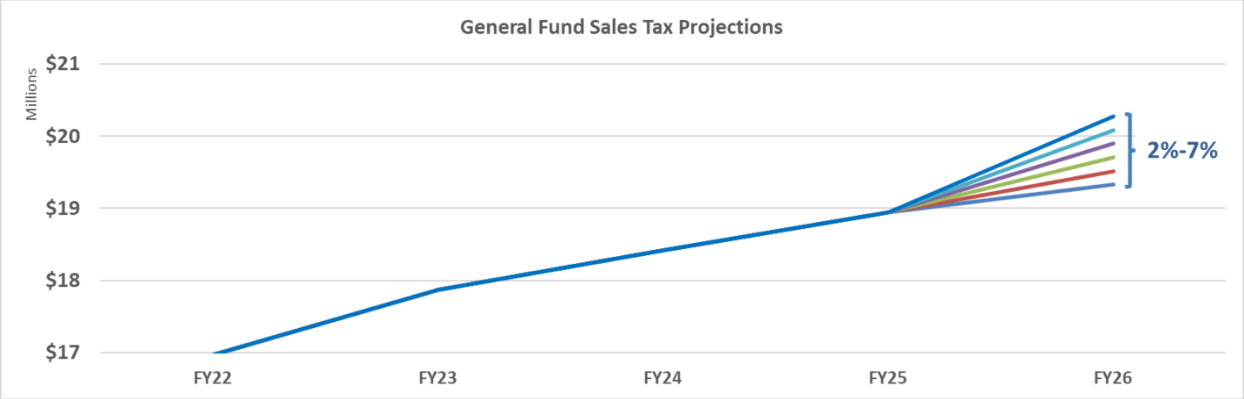
Source	COLA
Heber City	2.80%
Summit County, Utah	3.30%
Wasatch County, Utah *	2.5)%
Salt Lake City	4.00%
Federal Social Security	2.50%
Mountain West CPI	2.50%
Aspen, Summit County, Snowmass Colorado	4-7%

**Additionally, Wasatch County requested a 2.5% merit increase.*

As we start the budget process, we must have General Fund revenue projections as a target when determining capacity for budget requests, pay, and health insurance costs. We solidify these projections in March while the budget committees make their recommendations to the Executive Team. At this point in the year, we don't have sales tax data for some of the biggest months of the year (Jan-Mar). This means we are forecasting the current fiscal year and the preceding one. Due to a lot of national economic uncertainty at the time of these projections, we intentionally forecasted these projections at the lower end of our normal projections.

However, sales tax distributions for the first three months of the winter season are 3.5% ($626,533) ahead of last year. December through February generate roughly 43% of the City's annual sales tax revenue, so even modest year-over-year growth in these months materially strengthens the year-end outlook. Local indicators such as lodging occupancy and resort visitation point to a favorable March, suggesting results should land close to the amount budgeted. At the national level, however, consumer confidence has softened, and the global outlook is increasingly cautious, driven partly by uncertainty over tariffs and trade policy. Given these conditions, we remain cautiously optimistic but will continue closely monitoring sales tax collections and update Council if conditions change.

Since sales projections are coming in at current budgeted or expected levels, we feel more confident in raising our initial sales tax projection from a 3% increase over the current fiscal year to 4%. By way of context, over the last ten years, the annual sales tax median increase has been 7%. The additional sales tax projection would generate $200k more in General Fund revenues than our previous projection. Due to our efficiency measures undertaken in this budget process and a renegotiation of health insurance premiums, current revenue projections will cover the 2.5% COLA cost estimate.



Recommendation

The recommended COLA increase is 2.5% to keep abreast of local and national inflationary costs. Below is a chart outlining costs to the general fund at several levels.

COLA	Approximate Cost (including taxes and benefits)
3%	$1,106,400
2.75%	$1,014,200
2.5%	$922,000
2%	$737,600
1.5%	$553,200

Exhibits

A – FY26 Fee Schedule Redlined Copy
B – Golf Course RFP
C – FY26 Golf Proposed Golf Fee Summary
D – Ice Arena Wasatch Back Cost Recovery Analysis

PARK CITY FEE SCHEDULE – Effective July 1, ~~2024~~2025

TABLE OF CONTENTS

Section 1. CONSTRUCTION AND DEVELOPMENT RELATED FEES.....3
- 1.1 Planning Fees
- 1.2 Building Fees
- 1.3 Engineering Fees
- 1.4 Administrative Code Enforcement (ACE) Fees

Section 2. UTILITY FEES.....10
- 2.1 Water Impact Fees
- 2.2 Monthly Water Metered Services Fee Schedule
- 2.3 Water Violation Penalties
- 2.4 Water Service Reinstatement Fee
- 2.5 Water Meter Fees
- 2.6 Water Labor Rate
- 2.7 Water Parts & Supplies Rate
- 2.8 Fire Hydrant Meter Deposit Fee
- 2.9 Renter Deposit
- 2.10 Non-Mailed Shut-Off Notice Fee
- 2.11 Improper Water Shut-Off or Turn-On
- 2.12 Storm Water Fee

SECTION 3. SPECIAL MEETINGS FEES.....17
- 3.1 Special Council Meeting
- 3.2 Type 2 CSL Special Meeting

SECTION 4. BUSINESS LICENSING.....17
- 4.1 Business Licenses
- 4.2 Convention Sales and Hospitality Licenses
- 4.3 Beer and Liquor Licensing Fee
- 4.4 Solicitors Licensing Fee
- 4.5 Outdoor Sales

SECTION 5. MISCELLANEOUS LAW ENFORCEMENT FEES.....19
- 5.1 Direct Access Alarms
- 5.2 Contract Law Enforcement Services

SECTION 6. GRAMA (Government Records Access and Management Act) FEES.....20
- 6.1 Copies
- 6.2 Copies from outside copiers
- 6.3 Copies retrieved from Utah State Archives or other storage facility
- 6.4 Compiling Documents in a form other than that normally maintained by the City, pursuant to U.C.A. 63G-2-203 (2022)
- 6.5 Fee Waiver for Public Benefit
- 6.6 Requests for Police Records

SECTION 7. PARKING, METER RATES, VIOLATIONS, TOWING, AND IMPOUND FEES…21
- 7.1 Purpose and Philosophy
- 7.2 Fines for meter violations
- 7.3 Fines for mobility-disabled space violations
- 7.4 Fines for time limit parking violations
- 7.5 Fines for all other parking violations
- 7.6 Parking Permits
- 7.7 Special Event Parking
- 7.8 Tow and Storage Fees

7.9 Immobilization Fee
7.10 Fees for Special Use of Public Parking
7.11 Garage and Surface Lot Parking Rates
7.12 Meter rates
7.13 Meter payment by cell phone
SECTION 8. RECREATION SERVICES AND FACILITY RENTAL FEES 26
8.1 Purpose and Philosophy
8.2 Cost Recovery
8.3 Establishing User Fees
8.4 PC MARC
8.5 Golf Fees
8.6 Library Fees
8.7 Cemetery Fees
8.8 Park Pavilion Rental Fees
8.9 Miners Hospital Community Center Fees
8.10 Park City Library Room Rental Rates
SECTION 9. ICE ARENA AND FIELDS RENTAL FEE SCHEDULE.....36
9.1 Establishing User Fees/Field Fees/Ice Arena Admission Fees
9.2 Cost Recovery
9.3 Recreation Program Fees
9.4 Fee Increases
9.5 Discounting Fees
9.6 Fee Waivers
9.7 Establishing Fields User Fees
SECTION 10. MISCELLANEOUS FEES.....40
10.1 Fee for in lieu of providing public parking
10.2 Returned Check Charge:
10.3 News Rack Application and Permit
10.4 Bleachers
10.5 Banner Installation
10.6 Parks Clean Up, Labor and Equipment
10.7 Public Safety
10.8 Parking Reservation Fees (Parking Department)
10.9 Barricades (cost per barricade)
10.10 Dumpsters
10.11 Streets Equipment and Materials Equipment
10.12 Materials
10.13 Personnel
10.14 Special Event Application Fee (Processing and Analysis)
10.15 Trail Use Fees
10.16 Credit Card Transaction Fees
SECTION 11. MUNICIPAL ELECTION FILING FEES.....43

SECTION 1. CONSTRUCTION AND DEVELOPMENT RELATED FEES

1.1 PLANNING FEES

1.1.1 Plat/Subdivision *

Plat amendment	$900.00 per application
Subdivision	$290.00 per lot/parcel
Administrative lot line adjustment	$300.00 per application
Extension of Approval	$330.00 per application

1.1.2 Master Planned Development (MPD) Process *

Pre-Master Planned Development	$1,200.00

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

Master Planned Development	$560.00 per unit equivalent
Affordable Master Planned Development	$560.00 per unit equivalent
Modification to an MPD	$330.00 per unit equivalent

1.1.3 Conditional Use Permit (CUP) *

Planning Commission Review	$1,140.00 per application
Steep Slope Review	$1,330.00 per application
Administrative Staff Review	$330.00 per application
Extension or Modification	$330.00 per application

1.1.4 Zone Changes * $1,650.00

1.1.5 Board of Adjustment *

Variance	$940.00 per application

1.1.6 Architectural and Design Review

Historic District/Site

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

Non-Historic District/Site

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

1.1.7 Historic Review *

Historic Design Review (no increase in existing area)	$210.00
Historic Design Review (increase in existing area)	$1,030.00
Determination of Significance	$350.00
Certificate of Appropriateness for Demolition	$300.00

1.1.8 Land Management Code Review * $2,000.00 per application

1.1.9 General Plan Amendment * $2,000.00 per application

1.1.10 Sign Review

Master Sign Plan Review	$320.00
Amendment to Master Sign Plan	$120.00
Individual sign permit	$120.00 ($118.80) plus 1% state tax
Sign permit under master sign plan	$130.00 ($128.70) plus 1% state tax
Temporary Sign Permit	$60.00 ($59.40) plus 1% state tax

1.1.11 Annexation * $5,850.00

Annexation Fiscal Impact Analysis	$1,550.00
plus actual cost of City approved consultant fee	
Modification to Annexation Agreement	$4,150.00

1.1.12 Appeals Fees *

Appeals to Board of Adjustment	$500.00
Appeals to City Council	$500.00
Appeals to Historic Preservation Board	$500.00
Appeals to Planning Commission	$500.00
Appeals to Appeals Panel	$500.00

1.1.13 TDR – Development Credit Determination $100.00

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

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

1.1.16 Attorney or Other Professional Services
Reimbursement for actual expense incurred

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

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

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

1.2 BUILDING FEES

1.2.1 Impact Fee Schedule Impact fees are now located in the Park City Municipal Code, Title

11, Chapter 13.

1.2.2 Building Permit

Total Valuation	Free – Calculated by the actual value of construction, excluding the value of on-site renewable energy systems (including solar voltaic systems, ground source heat pumps and solar hot water)

$1.00 and up 1.05% of the total valuation of construction as herein above described with a minimum fee of $50.00.

1.2.3 Plan Check Fees

a. Deposit. On buildings requiring plan checks at the time of building permit application, the applicant shall pay a deposit of $500.00 for residential buildings; and $2,000.00 for commercial buildings. The deposit shall be credited against the plan check fee when the permit is issued. This deposit is non-refundable in the event permits are not issued.

b. Fee. Except as otherwise provided herein, the plan check fee shall be equal to sixty-five percent (65.0%) of the building permit fee for that building. The plan check fee for identical plans shall be charged at a rate of $54.26 per hour of total Community Development staff time. As used herein, identical plans means building plans submitted to Park City that: (1) are substantially identical to building plans that were previously submitted to and reviewed and approved by Park City; and (2) describe a building that is: (A) located on land zoned the same as the land on which the building described in the previously approved plans is located; and (B) subject to the same geological and meteorological conditions and the same law as the building described in the previously approved plans.

1.2.4 Mechanical Permit
Plus 1% State Surcharge

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

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

1.2.5 Electrical Permit

See fee table below.

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

1.2.6 Plumbing Permit

See fee table below.

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

1.2.7 International Fire Code Fee Issuance Fee $20.00

In Addition:

Aircraft Refueling Vehicles	$30.00
Open Burning	$50.00
Candles and Open Flames in Assembly Area	$50.00
Compressed Gas	$30.00
Explosives or Blasting Agents	$150.00
Fireworks (Displays)	$150.00
Firework (Sales)	$75.00
Flammable Liquids	$15.00

Flammable or Combustible Liquid Tanks	$130.00
Hot Work (welding)	$15.00
Liquefied Petroleum Gases (heaters and devices up to 5 units)	$55.00 Liquefied
Petroleum Gases (heaters and devices) each additional unit	$11.00 Liquefied
Petroleum Gases on an active construction site (125+ gal)	$130.00 Places of
Assembly	$50.00
Vehicles (liquid or gas fueled) within a building	$130.00
Others not listed	$15.00

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

1.2.8 Grading Plan Review and Permit Fees

See fee table below.

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

1.2.9 Soil Sample Fee $100.00

1.2.10 Demolition Permit Fee

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

$500,001.00 to$1,000,000.00	$3,233.75 for the first $500,000.00 plus $4.75 for each additional $1,000.00, or fraction thereof, to and including $1,000,000.00
$1,000,001.00 and up	$5,608.75 for the first $1,000,000.00 plus $3.65 for each additional $1,000.00, or fraction thereof

1.2.11 Flatwork Permit

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

1.2.12 Other Inspections and Fees

Inspections outside normal business hours*	$150.00 per hour (minimum charge 2 hours)
Re-inspection fee	$150.00 per hour (minimum charge 1 hour)
Additional inspection services*	$75.00 per hour (minimum charge 1 hour)
Starting work without a permit (first offense)	Double (x2) the building permit fee
Continuing work without a permit (second offense)	Quadruple (x4) the building permit fee For use of outside consultants for plan reviews, inspections or both	Actual cost**

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

** Actual Cost includes administrative and overhead costs.

1.3 ENGINEERING FEES

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

1.3.2 Permit to Work in Public Right-of-Way

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

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

    - Post an irrevocable letter of credit issued by a bank authorized to do Business in the State of Utah or an out-of-state bank, provided that a bank authorized to do

Business in Utah confirms in writing that it will honor the letter of credit naming Park City Municipal Corporation as the payee of funds drawn against the letter of credit and guaranteeing the availability or cash bond equal to the estimated total cost; or

- Submit a cashiers check equal to the estimated total cost.

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

Bonding Amounts for Work in the Right of Way

Item	Measurement	Unit Costs
Removal of Gutter	LF	$10.80
Replacement of Gutter	LF	$78.00
Removal of Asphalt	SF	$8.70
Replacement of Asphalt	SF	$15.60
Removal of Cross Street Gutter	SF	$13.50
Replacement of Cross Street Gutter	SF	$86.40
Removal of Sidewalk	SF	$7.80
Replacement of Sidewalk	SF	$30.00
Excavation of Trench	CF	$3.00
Excavation of Trench in Soils Dist	CF	$8.80
Flow fill of Trenching	CF	$8.80

2. Applicant shall submit proof of insurance.

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

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

1.3.3 Fees for the Processing of Small Wireless Facility Applications

Fees shall be consistent with Utah Code Section 54-21-503:

- An application fee of $100 for the collocation of a small wireless facility on an existing or replacement utility pole for each small wireless facility on the same application.
- An application fee of $250 for each application to install, modify, or replace a utility pole associated with a small wireless facility. An application fee of $1,000 per application for an activity that is not a permitted use described in Utah Code Section 54-21-204 to (a) install, modify, or replace a utility pole; or (b) install, modify, or replace a new utility pole associated with a small wireless facility.

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

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

- For the right to use or occupy a right-of-way:
  (a) for the collocation of a small wireless facility on a utility pole in the right-of-way; or
  (b) for the installation, operation, modification, maintenance, or replacement of a utility pole in the right-of-way

  a wireless provider will pay a fee equal to the lesser of:
  (a) 3.5% of all gross revenue related to the wireless provider's use of the right-of-way for small wireless facilities; or
  (b) $250 annually for each small wireless facility.
- However, if a wireless provider is subject to the municipal telecommunications license tax under Title 10, Chapter 1, Part 4, Municipal Telecommunications License Tax Act of the Utah Code, this section does not apply.

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

Fees shall be consistent with Utah Code Section 54-21-504:
- $50 per City pole per year to collocate a small wireless facility on a City pole.

1.3.6 Road Closure Permit

Application fee is $100.00

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

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

1.4 ADMINISTRATIVE CODE ENFORCEMENT (ACE) FEES

1.4.1 Civil Fee Schedule

Daily Violation Fee	$100.00 per day
Re-inspection Fee	$75.00
1.4.2 Operating without a Type 2 CSL	$800.00 per violation

SECTION 2. UTILITY FEES

2.1 WATER IMPACT FEES. Water Impact Fees are located in the Park City Municipal Code, Title 11, Section 13.

2.2 MONTHLY WATER METERED SERVICES FEE SCHEDULE:

2.2.1 Base Rates & Meter Price (For all water billed on or after July 1, ~~2024~~2025).

2.2.1.1 Single Family Residential

~~Meter~~ Lot Size	~~FY25~~ Base Rate
~~3/4"~~0 - .25 Acres (Small)	$75.00~~57.73~~

.26 - .74 Acres~~1~~ (Medium) ~~"~~	$75.00~~77.93~~
~~1.5"~~.75 Acres or Larger (Large) ~~Or larger~~.	$75.00~~92.42~~

2.2.1.2 Multi-Family Residential

Meter Size	~~FY25~~ Base Rate
3/4"	$78.19~~74.82~~
1"	$132.69~~126.98~~
1.5"	$283.45~~271.24~~
2 "	$591.105~~65.65~~
3"	$1,538.311~~,472.07~~
4"	$2,792.712~~,672.45~~
6"	$5,264.345~~,037.65~~

2.2.1.3 Commercial

Meter Size	~~FY25~~ Base Rate
3/4"	$93.83~~89.79~~
1"	$159.23~~152.37~~
~~1~~.5"	$340.14~~325.49~~
2 "	$709.33~~678.78~~
3"	$1,845.85~~1,766.36~~
4"	$3,351.253~~,206.94~~
6"	$6,317.216~~,045.18~~

2.2.1.4 Irrigation

~~Meter Size~~Acres Irrigated	~~FY25~~ Base Rate
~~3/4"~~Less than or Equal to 1 Acre	$150
~~1"~~Greater than 1 Acre, Less than or Equal to 2 Acres	$300
~~1.5"~~Greater than 2 Acres, Less than or equal to 3 Acres	$450
~~2"~~Greater than 3 Acres, Less than or equal to 4 Acres	$600
~~3"~~Greater than 4 Acres, Less than or equal to 5 Acres	$750
~~4"~~Greater than 5 Acres, Less than or equal to 6 Acres	$900
Greater than 6 Acres, Less than or equal to 7 Acres	$1,050
Greater than 7 Acres, Less than or equal to 8 Acres	$1,200
Greater than 8 Acres, Less than or equal to 9 Acres	$1,350
Greater than 10 Acres, Less than or equal to 11 Acres	$1,500
Greater than 11 Acres, Less than or equal to 12 Acres	$1,650
Greater than 12 Acres, Less than or equal to 13 Acres	$1,800
Greater than 13 Acres, Less than or equal to 14 Acres	$1,950
Greater than 14 Acres, Less than or equal to 15 Acres	$2,100
Greater than 15 Acres, Less than or equal to 16 Acres	$2,250
Greater than 16 Acres, Less than or equal to 17 Acres	$2,400

Meter Size	Meter Price
¾"	$1,052.64

1"	$1,209.82
1.5	$1,721.20
2"	$3,044.46
3"	$3,601.75
4"	$6,275.95
6"	$9,764.14

2.2.1.5 Construction Base Rate: $385.61~~369.00~~

2.2.1.6 Necessitous Base Rate: $5.79~~5.54~~

2.2.1.7 New Meter Price

Meter Size	Meter Price
¾"	$1,052.64
1"	$1,209.82
1.5	$1,721.20
2"	$3,044.46
3"	$3,601.75
4"	$6,275.95
6"	$9,764.14

2.2.2 Water Consumption Rates. The following water consumption rates apply. Relief in the event of a leak may be granted, consistent with the leak policy.

2.2.2.1 Single Family Residential

	Block 1 (Inc. in Baserate)	Block 2 (Indoor)	Block 3 (Outdoor Optimized)	Block 4 (Outdoor Mild Conservation)	Block 5 (Outdoor without Conservation)
Price per 1,000 gallons	$~~7.19~~ 0.00	$~~9.49~~7.00	$~~12.26~~10.00	$20.00~~17.28~~	$~~24.14~~75.00
~~Gallons in~~Small ~~Block~~	0-~~52~~,000	~~25~~,001-~~510~~,000	~~510~~,001-20,000	20,001 – ~~2530~~,000	Over ~~2530~~,0001-~~40,000~~
Medium	0-2,000	2,001 – 5,000	5,001 – 30,000	30,001 – 40,000	Over 40,000
Large (	0-2,000	2,001 – 5,000	5,001 – 40,000	40,001 – 60,000	Over 60,000

2.2.2.2 Multi-Family Residential

	Block 1	Block 2	Block 3	Block 4	Block 5	Block 6
Price per 1,000 gallons	$7.19			$17.28	$24.14	$36.21
3/4" Meter Allowance in Block	0- 5,000	5,001 – 10,000	10,001 – 20,000	20,001 – 30,000	30,001-40,000	Over 40,000
1" Meter, Allowance in Block	0- 10,000	10,001 – 20,000	20,001 – 30,000	30,001 - 40,000	40,001-70,000	Over 70,000
1.5" Meter, Allowance in	0- 20,000	20,001 – 30,000	30,001- 50,000	50,001 – 90,000	90,001-130,000	Over 130,000

Block						
2" Meter, Allowance in Block	0 - 30,000	30,001- 50,000	50,001 – 90,000	90,001– 130,000	130,001-150,000	Over 150,000
3" Meter, Allowance in Block	0 - 40,000	40,001 – 110,000	110,001 – 150,000	150,001 – 200,000	200,001-400,000	Over 400,000
4" Meter, Allowance in Block	0 - 130,000	130,001 – 150,000	150,001 – 200,000	200,001 - 400,000	400,001-600,000	Over 600,000
6" Meter, Allowance in Block	0--150,000	150,000 – 200,000	200,001 – 400,0000	400,001 – 800,000	800,001-1,000,000	Over 1,000,000

2.2.2.3 Commercial

	Block 1	Block 2	Block 3	Block 4	Block 5
Price per 1,000 gallons	$9.929.49	$12,8112.26	$18.0617.28	$25.2324.14	$37.8436.21
3/4" Meter, Allowance in Block	0 - 5,000	5,001 – 10,000	10,001- 20,000	20,001-30,000	Over 30,000
1" Meter, Allowance in Block	0 – 10,000	10,001 – 30,000	30,001-90,000	90,001-150,000	Over 150,000
1.5" Meter, Allowance in Block	0 – 30,000	30,001 – 50,000	50,001-130,000	130,001- 400,000	Over 400,000
2" Meter, Allowance in Block	0 – 50,000	50,001 – 90,000	90,001-200,000	200,001-600,000	Over 600,000
3" Meter, Allowance in Block	0 – 130,000	130,001 – 150,000	150,001- 400,000	400,001-1,000,000	Over 1,000,000
4" Meter, Allowance in Block	0 – 150,000	150,001 – 400,000	400,001-800,000	800,001-1,000,000	Over 1,000,000
6" Meter, Allowance in Block	0 – 200,000	200,001 – 100,000,000	1,000,001- 1,600,000	1,600,001- 1,800,000	Over 1,800,000

2.2.2.4 Irrigation

	Block 1	Block 2	Block 3
~~Acres Irrigated~~ Price per 1,000 gallons	~~Base Rate~~ $10.00	$20.00	$75.00
Less than or Equal to 1 Acre	0-100,000	100,001-110,000	Over 110,001
Greater than 1 Acre, Less than or Equal to 2 Acres	0-200,000	200,001-220,000	Over 220,001
Greater than 2 Acres, Less than or equal to 3 Acres	0-300,000	300,001-330,000	Over 330,001
Greater than 3 Acres, Less than or equal to 4 Acres	0-400,000	400,001-440,000	Over 440,001
Greater than 4 Acres, Less than or equal to 5 Acres	0-500,000	500,001-550,000	Over 550,001
Greater than 5 Acres, Less than or equal to 6 Acres	0-600,000	600,001-660,000	Over 660,001
Greater than 6 Acres, Less than or equal to 7 Acres	0-700,000	700,001-770,000	Over 770,001
Greater than 7 Acres, Less than or equal to 8 Acres	0-800,000	800,001-880,000	Over 880,001
Greater than 8 Acres, Less than or equal to 9 Acres	0-900,000	900,001-990,000	Over 990,001
Greater than 10 Acres, Less than or equal to 11 Acres	0-1,000,000	1,000,001-1,100,000	Over 1,100,001
Greater than 11 Acres, Less than or equal to 12 Acres	0-1,100,000	1,100,001-1,210,000	Over 1,210,001

Greater than 12 Acres, Less than or equal to 13 Acres	0-1,200,000	1,200,001-1,320,000	Over 1,320,001
Greater than 13 Acres, Less than or equal to 14 Acres	0-1,300,000	1,300,001-1,430,000	Over 1,430,001
Greater than 14 Acres, Less than or equal to 15 Acres	0-1,400,000	1,400,001-1,540,000	Over 1,540,001
Greater than 15 Acres, Less than or equal to 16 Acres	0-1,500,000	1,500,001-1,650,000	Over 1,650,001
Greater than 16 Acres, Less than or equal to 17 Acres	0-1,600,000	1,600,001-1,760,000	Over 1,760,001

~~n~~

	Block 1	Block 2	Block 3	Block 4
Price per 1,000 gallons	$12.26	$17.28	$24.14	$36.21
3/4" Meter, Allowance in Block	0 – 10,000	10,001 – 30,000	30,001-90,000	Over 90,000
1" Meter, Allowance in Block	0 – 30,000	30,001 – 90,000	90,001-200,000	Over 200,000
1.5" Meter, Allowance in Block	0 – 110,000	110,001 – 150,000	150,001-600,000	Over 600,000
2" Meter, Allowance in Block	0 – 110,000	110,001 – 150,000	150,001-600,000	Over 600,000
3" Meter, Allowance in Block	0 – 110,000	110,001 – 150,000	150,001-600,000	Over 600,000
4" Meter, Allowance in Block	0 – 110,000	110,001 – 150,000	150,001-600,000	Over 600,000
6" Meter, Allowance in Block	0 – 110,000	110,001 – 150,000	150,001-600,000	Over 600,000

2.2.2.5 Construction $15.60~~14.93~~ per 1,000 gallons

2.2.2.6 Necessitous

The Necessitous Base Rate includes 10,000 gallons. Water consumption above 10,000 gallons is charged per the Single-Family Residential rate structure in paragraph 2.2.2.1.

2.2.2.7 Contract Rules

The City will honor the rates as they are set by a Council approved contract.

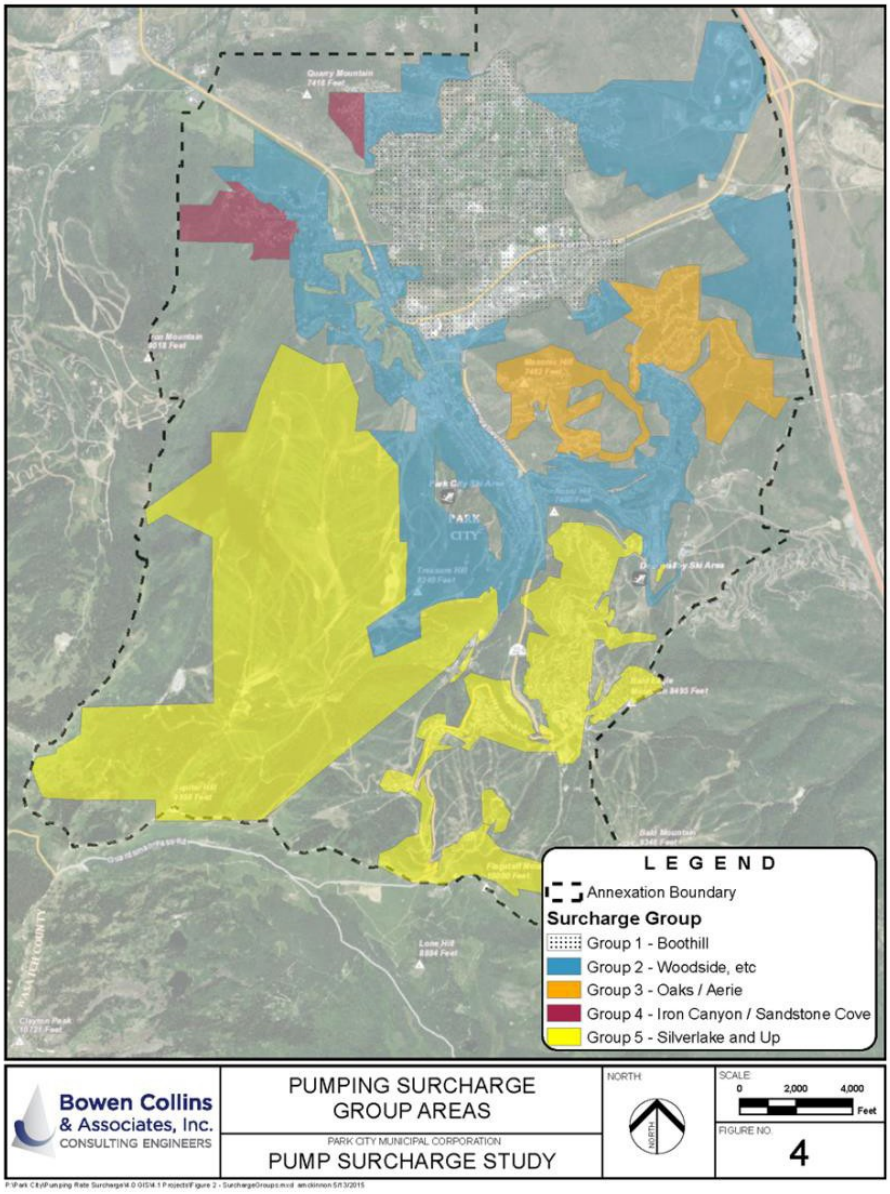
2.2.2.8 Municipal Irrigation Raw Water $5.34 per 1,000 gallons with base rates as set for Irrigation.

2.2.3 Energy Surcharge ~~(For all water billed on or after July 1, 2024)~~. All water billed under 2.2.2, except for paragraph 2.2.2.7 Contract Rules, shall be billed a location dependent Energy Surcharge, comprised of a Pumping Surcharge and an Efficiency Optimization Surcharge.

2.2.3.1. Surcharge Group

The following table and associated map identify an account's Surcharge Group Number. Conflicts between the map and the table will be resolved by reference to the table.

Surcharge Group No.	Surcharge Group	Pressure Zone Numbers Included in Group
1	Boothill	29
2	Woodside, etc	8,10,17,18,19,20,21,22, 23,24,25,26,27,42,48,49,30,32
3	Oaks / Aerie	11,12,13,14,15,16
4	Iron Canyon / Sandstone Cove	28,31
5	Silver Lake and Up	1,37,2,3,4,5,6,7, 34,38,39,40,41



2.2.3.2 Energy Surcharge

An Energy Surcharge shall be assessed by Surcharge Group and at a price per 1,000 gallons by as follows:

Group No	**Energy Surcharge**
1	$0.710.68
2	$1.691.62
3	$2.952.82
4	$3.703.54
5	$5.044.82

2.3 WATER VIOLATION PENALTIES

$150.00	first violation
$200.00	second violation
$400.00	third violation
$500.00	fourth violation
$750.00	for the fifth violation and for each subsequent violation within that calendar year.

2.4 WATER SERVICE REINSTATEMENT FEE

The reinstatement fee for all account types except irrigation shall be assessed at reconnection, based on the amount of time since the account was last active.

Time since last active	Amount
0-30 days	$100.00
31-60 days	Two months' base rate as previously billed.
61-90 days or more	Three months' base rate as previously billed.

For irrigation accounts, the water reinstatement fee shall be assessed at reconnection and be the prior monthly base rate charge multiplied by the number of months disconnected, up to a maximum of six months.

2.5 WATER METER FEES

2.5.1	Water Meter Testing Fee	$500.00
2.5.2	New Meter Reinspection Fee	$150.00

2.6 WATER LABOR/EQUIPMENT OR SUPPLIES RATE

2.6.1	Water Labor during business hours	$50.00 per hour (rounded up to the nearest half-hour)
2.6.2	Water Labor after hours	$70.00 per hour (rounded up to the nearest half-hour)
2.6.3	Backhoe, Mini Excavator, Skid Steer, Thawing Machine, Crane Truck, or 2-Ton Dump Truck	$45.00 per hour (rounded up to the nearest half-

2.7 WATER PARTS & SUPPLIES RATE Cost + 15% stocking fee

2.8 FIRE HYDRANT METER DEPOSIT FEE

2 Inch Meter	$1,950.00
¾ Inch Meter	$500.00
Fire hydrant wrench deposit fee	$50.00
Meter Radio	$200.00

2.9 RENTER DEPOSIT $175.00

2.10 NON-MAILED SHUT-OFF NOTICE FEE $75.00

2.11 IMPROPER WATER SHUT-OFF OR TURN ON $250.00

2.12 STORMWATER FEE

2.12.1 An Equivalent Surface Unit or ESU $~~7.28~~7.50

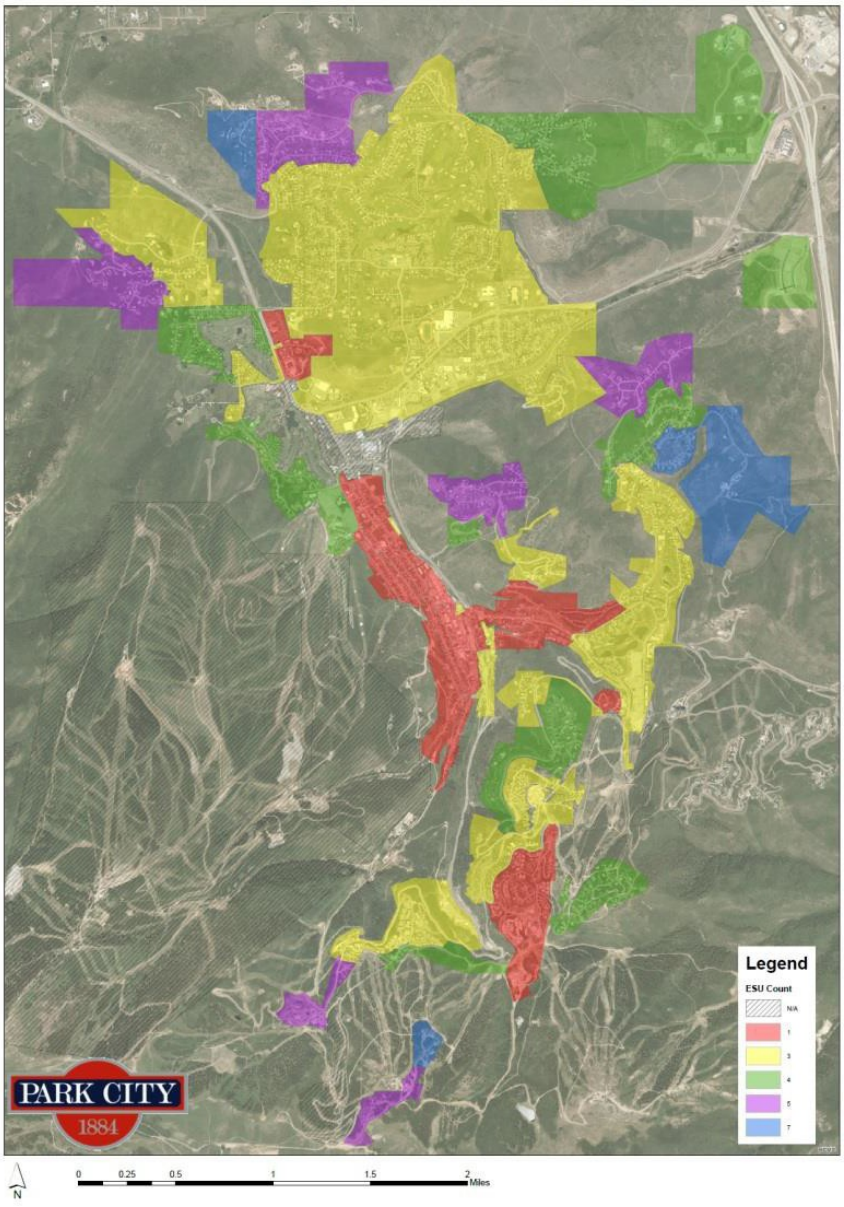
2.12.1.1 Green Infrastructure Reduction

After submittal of a complete application for a Green Infrastructure ESU reduction, an account may be eligible for a reduction of up to 20% of the ESU fee listed in 2.12.1.2.

2.12.2 Single Family Residential Initial Assignment

A Single Family Residential property shall be assigned an ESU number based on the following map. The assignment may be changed based on an evaluation of an individual property.

Park City Stormwater Utility Map



~~The default Residential ESU Map was updated to reflect the construction that has occurred in Park City Heights. A new average in the Phase I decreases the default ESU count of 4 to a default of 2. All other zones remain the same.~~

2.12.3 Multi-Family Residential Initial Assignment
A Multi-Family Residential property shall be assigned 1 ESU per dwelling unit. This assignment may be changed based on an evaluation of an individual property.

SECTION 3. SPECIAL MEETINGS FEES

3.1 SPECIAL COUNCIL MEETING — $270.00 for initial 30 minutes and $133.00 per 30 minutes thereafter

When a special council meeting (not regularly scheduled) must be called to accommodate an applicant for a license, permit or any other issue not requested by Council or staff, the applicant will be assessed a $270 fee per application. If the meeting is longer than 30minutes the applicant will be charged an additional $133 per 30 minute increment thereafter.

3.2 TYPE 2 CSL SPECIAL MEETING — $76.00 per applicant

SECTION 4. BUSINESS LICENSING

4.1- 4.5.

PARK CITY BUSINESS LICENSE FEE SCHEDULE									
	Transit Service Enhancement Fee		Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee		
	Rate	Unit of Measure	Rate	Unit of Measure	Rate	Unit of Measure	Rate Renewals	Rate New/ Inspec-tions	Unit of Mea-sure
Ski Resort	$0.26	Skier Day	$0.01	Skier Day		-	$22.00	$149.00	License
Lodging	$19.25	Per Bedroom	$9.49	Per Bedroom		-	$17.00	$149.00	License
Restaurant	$0.23	Per Sq. Ft.	$0.10	Per Sq. Ft.		-	$22.00	$149.00	License
Outdoor Dining	$0.06	Per Sq. Ft.	$0.03	Per Sq. Ft.		-	$22.00	$149.00	License
Retail	$0.23	Per Sq. Ft.	$0.10	Per Sq. Ft.		-	$22.00	$149.00	License

Large Retail (>12,000 sq. ft.)	$0.16	Per Sq. Ft.	$0.07	Per Sq. Ft.		-	$22.00	$149.00	License

	Transit Service Enhancement Fee		Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee		
	Rate	**Unit of Measure**	**Rate**	**Unit of Measure**	**Rate**	**Unit of Measure**	**Rate Renew-als**	**Rate New/ Inspec-tions**	**Unit of Mea-sure**
Office, Service, Other	$0.21	Per Sq. Ft.	$0.01	Per Sq. Ft.	-	-	$22.00	$149.00	License
Warehouse	$0.06	Per Sq. Ft.	$0.00	Per Sq. Ft.	-	-	$22.00	$149.00	License
Resort and Amusement	$1.04	Per User	$0.05	Per User	-	-	$22.00	$149.00	License
For-Hire Ground Transportation Vehicles	$37.50	Per Vehicle	$1.75	Per Vehicle	$45.58	Per Vehicle	$71.83	$71.83	License
Other Commercial Vehicles and Trailers	$7.50	Per Vehicle	$0.29	Per Vehicle	-	-	$22.00	$74.00	License
Employee Based	$3.75	Per Employee	$0.15	Per Employee	-	-	$22.00	$149.00	License
Commercial Vending, Game and Laundry Machines	$18.75	Per Machine	$0.73	Per Machine	-	-	$22.00	$149.00	License
Escort Services	$3.75	Per Employee	$0.15	Per Employee	$46.19	Per Employee	$22.00	$149.00	License

Solicitor	$10.50	Per Solicitor	$2.50	Per Solicitor	-	-	$74.00	$74.00	License

	Transit Service Enhancement Fee		Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee		
	Rate	**Unit of Measure**	**Rate**	**Unit of Measure**	**Rate**	**Unit of Measure**	**Rate Renew-als**	**Rate New/ Inspec-tions**	**Unit of Mea-sure**
Alcoholic Beverage/ Single Event Alcoholic Beverage	$27.92	Per License	$12.50	Per License	$45.58	Per License	$100.00	$100.00	License
Type 1 CSL	$0.23	Per Sq. Ft.	$0.10	Per Sq. Ft.	-	-	-	$149.00	License
Type 2 CSL	$288.00	Per License	$125.00	Per License	$45.58	Per License	-	$372.00	License
Type 3 CSL	-	-	-	-	-	-	-	$149.00	License
Outdoor Sales	*In addition to regularly issued business license							$5.00	License
Outdoor Sales-Promotion by Merchants Association	*In addition to regularly issued business license							$4.00	License
Outdoor Sales-Seasonal Plants								$50.00	License

SECTION 5. MISCELLANEOUS LAW ENFORCEMENT FEES.

5.1 Direct Access Alarms

$100.00 Per alarm connected through a direct access device, and not per alarm company, for the initial installation of the alarm.

$50.00 Per year, per alarm for subsequent years or parts thereof.

5.2 Contract Law Enforcement Services

Police Officer (per employee, per hour - four hour minimum)	$100.00
Holiday (per employee, per hour - four hour minimum)	$200.00

SECTION 6. GRAMA (Government Records Access and Management Act) FEES.

6.1 Copies. Copies made at a city facility: $.10 per page for black and white and $1.00 for color*. Double-sided copies shallbe charged as two pages. **For police records requests, see Section 6.6.*

6.2 Copies from outside copiers. The city reserves the right to send the documents out to be copied and the requestor shall pay the actual cost to copy the documents, including any fee charged for pick-up and delivery of the documents.

6.3 Copies retrieved from Utah State Archives or other storage facility. In addition to the copy fee, the requester must pay the actual cost for staff time and mileage (computed using thecurrent official federal standard mileage rate).

6.4 Compiling Documents in a form other than that normally maintained by the City, pursuant to U.C.A. 63G-2-203 (2022). In the event the City compiles a record in a form other than that normally maintained by the City, the actual costs under this section may include the following:

(2)(a)(i) the cost of staff time for compiling, formatting, manipulating, packaging, summarizing,or tailoring the record either into an organization or media to meet the person's request;

(ii) the cost of staff time for search, retrieval, and other direct administrative costs for complying with a request; and

(iii) in the case of fees for a record that is the result of computer output other than word processing, the actual incremental cost of providing the electronic services and products, together with a reasonable portion of the costs associated with formatting or interfacing the information for particular users, and the administrative costs as set forth in Subsections (2)(a)(i) and(ii).

(b) An hourly charge under Subsection (2)(a) may not exceed the salary of the GRAMA coordinator in each affected department.

6.5 Fee Waiver for Public Benefit. The City may fulfill a record request without charge if it determines that: releasing the record primarily benefits the public rather than a person; the individual requesting the record is the subject of the record, or an individual specified in U.C.A. Subsection 63G-2-202(1) or (2); or the requester's legal rights are directly implicated by the information in the record, and the requester is impecunious.

6.6 Requests for Police Records

$15.00 per police report/traffic accident report
$25.00 per media transfer via USB drive or download
$30.00 per video needing redaction for up to two (2) officers
$50.00 per video needing redaction for up to three (3) officers
$5.00 per printed color photograph
$15.00 per fingerprinting request

SECTION 7. PARKING, METER RATES, VIOLATIONS, TOWING, AND IMPOUND FEES

7.1 PURPOSE AND PHILOSOPHY. Parking Services applies fees and fines through permitting and enforcement in order to regulate and maintain parking compliance. Paid parking and application of code and fees are imperative pieces of Transportation Demand Management. The parking department is maintained as an enterprise revenue fund. Additional revenues are allocated to capital improvement projects and maintenance to benefit the Old Town and historic residential districts.

7.2 Fines for meter violations are as follows:

First thru Fifth (1st - 5th) violation per registered owner(s):

Effective July 1, 2022
$50.00 from the date of violation until fourteen (14) days following the violation, escalating to:
$55.00 after 14 days;
$58.00 after 30 days;
$60.00 after 60 days

More than five (>5) violations per registered owner(s):

Effective July 1, 2022
$75.00 from the date of violation until fourteen (14) days following the violation, escalating to:
$80.00 after 14 days;
$85.00 after 30 days;
$90.00 after 60 days

7.3 Fines for mobility-disabled space violations are as follows:

Effective July 1, 2022
$300.00 from the date of violation until fourteen (14) days following the violation, escalating to:
$325.00 after 14 days;
$350.00 after 30 days;
$375.00 after 60 days

7.4 Fines for time-limit parking violations are as follows:

Effective July 1, 2022
$50.00 from the date of violation until fourteen (14) days following the violation, escalating to:
$55.00 after 14 days;
$58.00 after 30 days;
$60.00 after 60 days

Second thru Fifth (2nd - 5th) violation per registered owner(s):

Effective July 1, 2022
$60.00 from the date of violation until fourteen (14) days following the violation,

escalating to:
$65.00 after 14 days;
$70.00 after 30 days;
$75.00 after 60 days

More than five (>5) violations in the previous three years per registered owner(s):

Effective July 1, 2022
$75.00 from the date of violation until fourteen (14) days following the violation, escalating to:
$80.00 after 14 days;
$85.00 after 30 days;
$90.00 after 60 days

7.5 Fines for all other parking violations are as follows:

Effective July 1, 2022
$60.00 from the date of violation until fourteen (14) days following the violation, escalating to:
$65.00 after 14 days;
$70.00 after 30 days;
$75.00 after 60 days

Second thru Fifth (2nd - 5th) violation per registered owner(s):

Effective July 1, 2022
$60.00 from the date of violation until fourteen (14) days following the violation, escalating to:
$65.00 after 14 days;
$70.00 after 30 days;
$75.00 after 60 days

More than five (>5) violations in the previous three years per registered owner(s):

Effective July 1, 2022
$75.00 from the date of violation until fourteen (14) days following the violation, escalating to:
$80.00 after 14 days;
$85.00 after 30 days;
$90.00 after 60 days

7.6 Parking Permits.
China Bridge Parking Permits –Business Permit: Businesses with a Main Street area address and a valid business license are eligible to purchase a parking permit(s) valid for China Bridge and Gateway covered areas. The permit is not valid during major events. Alternative parking areas may be provided for these events. This permit allows parking beyond the 6 hour limit not to exceed 72 hours at one time in a parking space. Cost for this permit is up to $500.00 annually, up to $250.00 if purchased after April 1st of each calendar year. A replacement permit can be purchased for $200.00 subject to approval by the Parking Manager.

Drop & Load Parking Permits - $200 per vehicle annually, $100 replacement permit Ground Transportation, Lodging and TNC Companies with a valid business license per Title 4-8 and Title 9 are eligible to purchase a parking permit(s) valid for Drop and Load areas during timeframes, seasons, Special Events, and locations as approved by the Parking Manager and City Manager. Drop and Load parking permits may be transferable between vehicles.

Old Town Employee Parking Permit - $30 per month Old Town employees with a Main Street area business address may apply for a monthly paid permit for $30 per month. This permit allows for parking all hours (except where signed otherwise) in the China Bridge parking structure. This permit is non-transferrable and not a shareable permit. Quantities are limited with a first-come first-served basis. The permit is NOT valid during major events. Alternative parking locations maybe provided. Payments for this permit are automatically charged to the account holder until it is cancelled by the account holder.

Residential Business Permit – up to $25.00 per day – businesses operating and requiring parking in residential permit zones including nightly rentals, landscaping, plumbing, etc. Replacement permit cost is $20.00

7.7 Special Event and Peak Day Parking. The City Manager or designee may implement Special Event Parking Permit Fees, Special Event Meter Rates and/or Special Event Parking Fines for events held under a Special Event Permit. The fee for Special Event Meter Rates will not exceed $60.00 per space per day. Fines for special event parking violations are $200.00 from the date of violation until fourteen (14) days following the violation, escalating to:

$215.00 after 14 days;
$235.00 after 30 days;
$250.00 after 60 days

7.8 Tow and Storage Fees. Vehicles towed from City parking and stored in private lots are subject to Utah State allowed amounts as outlined in the Park City Police Department Towing Rate Schedule. Vehicles relocated from/to City parking are subject to administrative/towing fees up to $100.

7.9 Immobilization Fee $50.00

7.10 Fees for Special Use of Public Parking are as follows:
Main Street, Heber Avenue, Park Avenue (Heber to 9th St): Daily rate of $20.00 per space

Swede Alley: Daily rate of $15.00 per space

Sandridge, South City Park, Residential Permit Zones: Monthly rate of $25.00 per space

a.	Up to two spaces for vehicle parking with approved and active building permit (issued in concert with the Building Department):	$100.00
b.	Vehicle Permits:	$75.00 per space per month
c.	Dumpster or Equipment Permit:	$75.00 per space per month

Pay station removal for construction: $1,000.00

Application Fee: $50.00

Applications are reviewed by appropriate divisions, such as Parking Services, Transportation, Police, Building Departments, and Special Events

7.11 Garage and Surface Lot Parking Rates (Effective July 1, 2022):

Peak Season, December through April 15

China Bridge:

Midnight - 8:00 a.m. – FREE, no hourly max
8:00 a.m. -6:00 p.m. $1.00/hour, 5th hour $30, no hourly max
6:00 p.m.-Midnight – $3.00/hour, no hourly max
Hourly rate may be modified, and may not exceed $4.00/hour
FREE for Main Street permit holders

Swede Alley, & Bob Wells Plaza:

Midnight - 8:00 a.m. – FREE, no hourly max
8:00 a.m. -5:00 p.m. $1.00/hour, 4 hour max
5:00 p.m.-Midnight – $4.00/hour, 4 hour max
Hourly rate may be modified, and may not exceed $4.00/hour

Flagpole:

FREE for Main Street permit holders

North Marsac:

Midnight. - 8:00 a.m. – FREE, 24 hour max
8:00 a.m. -5:00 p.m. $1.00/hour, 5th hour $30, no hourly max
5:00 p.m.-Midnight – $2.00/hour, 24 hour max
Hourly rate may be modified, and may not exceed $3.00/hour

South Marsac:

FREE, 2 hour max

West Heber, between Main Street and Park Avenue:

FREE Load Zone, 2 hour max.
No Parking 2:00 a.m.-6:00 a.m.
5:00 p.m.-Midnight – $5.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed $5.00/hour

Park Avenue:

Resident Permit Required – shared 2 hour free parking zone- resident permit exempt from visitor time limitation

East Heber, between Main Street and Swede Alley:

FREE Load Zone, 2 hour max.
No Parking 2:00 a.m.-6:00 a.m.

Gateway top level:

FREE for Main Street permit holders

Peak Season June through September

China Bridge:

Midnight - 6:00 p.m. – FREE, no hourly max
6:00 p.m.-Midnight – $3.00/hour, no hourly max
Hourly rate may be modified, and may not exceed $4.00/hour
FREE for Main Street permit holders

Swede Alley & Bob Wells Plaza:

Midnight – 5:00 p.m. -- FREE, 4 hour max
5:00 p.m.-Midnight – $4.00/hour, 4 hour max
Hourly rate may be modified, and may not exceed $4.00/hour

Flagpole:

FREE for Main Street permit holders

North Marsac:

Midnight. - 5:00 p.m. – FREE, 24 hour max
5:00 p.m.-Midnight – $2.00/hour, 24 hour max
Hourly rate may be modified, and may not exceed $3.00/hour

South Marsac:

Midnight-5:00 p.m. – FREE, 2 hour max
5:00 p.m.-Midnight – FREE, 2 hour max

West Heber, between Main Street and Park Avenue:

FREE Load Zone, 2 hour max.
No Parking 2:00 a.m.-6:00 a.m

Park Avenue

Resident Permit Required
– Shared 2 hour free parking zone- resident permit exempt from visitor time limitation

East Heber, between Main Street and Swede Alley:

FREE Load Zone, 2 hour max.
No Parking 2:00 a.m.-6:00 a.m.

Upper and Lower Sandridge:

FREE, 24 hour max

Gateway top level:

FREE for permit holders

Non-Peak Season, April 15 through May and October through November

China Bridge:
Midnight – 6:00 p.m. – FREE, no hourly max
6:00 p.m.-Midnight $1.00/hour, no hourly max

Swede Alley, & Bob Wells Plaza:
Midnight – 5:00 p.m. – FREE, 4 hour max
5:00 p.m.-Midnight –$3.00/hour, 4 hour max
Hourly rate may be modified, and may not exceed $3.00/hour

North Marsac:
FREE, 24 hour max

Upper and Lower Sandridge
FREE, 24 hour max

7.12 Main Street and BrewPub Meter rates are as follows (Effective July 1, 2022):

Peak Season, June through September and December through April 15
Midnight – 11:00 a.m. – FREE, no hourly max
11:00 a.m.-5:00 p.m. –$3.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed $3.00/hour
5:00 p.m.-Midnight –$5.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed $5.00/hour

Non-Peak Season, April 15 through May and October through November
Midnight – 11:00 a.m. – FREE, no hourly max
11:00 a.m.-5:00 p.m. –$2/hour, 3 hour max
Hourly rate may be modified, and may not exceed $2.00/hour
5:00 p.m.-Midnight –$3.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed $4.00/hour

No less than one hour can be purchased with a credit card. For event rates, see Section 7.7.

Effective December 15, 2017 Tokens will no longer be an acceptable method of payment.

7.13 Trailhead Parking Fees

Bonanza Flat, Bloods Lake, Empire Pass, and "Y" Lot Trailhead Parking Areas
Daily 5:00 p.m. – 8:00 a.m. – FREE, no hourly max
Monday-Thursday 8:00 a.m. – 5:00 p.m. - $5.00/hour
Hourly rate may be modified, and may not exceed $8.00/hour
Friday, Saturday, Sunday and/or identified as high-demand days 8:00 a.m. – 5:00 p.m. - $8.00/hour
Hourly rate may be modified and may not exceed $8/hour

7.14 Meter payment by cell phone:

Users sign up for a free account. ~~Meter rates in Section 7.12 apply; no~~ No less than one hour can be purchased. City pays the convenience fee charged by the service provider.

SECTION 8. RECREATION SERVICES AND FACILITY RENTAL FEES

8.1 PURPOSE AND PHILOSOPHY. Recreation Services, the Parks Department, Miners Hospital Community Center and the Library are supported primarily by tax dollars through the City's General Fund. The Golf Course has been established as an enterprise fund and should be primarily supported by revenues other than taxes. This policy applies to Recreation Services and the Golf Course Enterprise fund.

The purpose of this section is to establish a level of operations and maintenance cost recovery for programs, activities and facilities, and direction for establishing fees and charges for the use of and/or participation in the programs, activities and facilities offered by the Recreation Services, Golf Course, Library, and Miners Hospital Community Center.

It is the intent of the City to offer its Recreation Services programs, activities and facilities to the entire community. To help offset the cost of providing these services, and since the primary beneficiaries of these services are users, it is appropriate to charge fees that are adequate to fund operation of the facility in line with other like programs.

8.2 COST RECOVERY. It is the intent of the City to recover roughly 70% of the operations and maintenance expenses incurred by the Recreation Department, PC MARC, and Ice Arena and 100% of the operations and maintenance expenses incurred by the Golf Course through sources of revenue other than taxes. The City's cost recovery plan is described in detail in the City's budget document. User fees should not be considered the only source for accomplishing this objective. Revenues may also include:

- Increases in program participation.
- Fees charged for non-recreational use of facilities (conventions/special events)
- Rental income
- New programs or activities
- Private sponsorship of programs or activities
- Public agency grants or contributions.

8.3. ESTABLISHING USER FEES. Fees shall be set at a level which ensures program quality and meets the objectives of the City Council.

8.3.1 Area Resident Discount: Those people whose primary residence is within the Park City School District limits; are currently paying property tax within Park City School District limits; or are holding a valid Park City business license and leasing or renting office space within Park City may receive a discount on user fees for the PC MARC ~~and Golf Course~~. The Golf Manager may also offer additional discounts to those people who reside within the Park City Municipal boundaries.

8.3.2 Recreation Program Fees: The Recreation Department, the PC MARC and the Golf Course offer a variety of organized programs and activities. Due to the fluctuations in the number of participants and frequent changes in circumstances, program fees are established on a program-by-program basis by dividing the number of projected participants by the estimated program costs. Fees are then published on the city's website. In most cases, fees will be kept commensurate with fees charged by others providing like service.

8.3.3 Fees for Non-Recreational Activities at the PC MARC: The fees charged for non-recreational or special event use will be competitive with the marketplace providing the fees cover a minimum of: a) the costs involved in the production of the event; and, b) recovery of lost revenue.

The PC MARC facility is principally for recreation. Non-recreation activities usually will be charged up to fifty percent (50%) more than the minimum. No fee waivers for non-recreational or special event use will be permitted. However, the City Council may authorize the City to pay all or a portion of the fee in accordance with the master festival ordinance provisions.

8.3.4 Fee Increases: Recommendations for fee increases may be made on an annual basis. The City will pursue frequent small increases as opposed to infrequent large ones. Staff will be required to provide an annual review and analysis of the financial posture of the Golf Course Fund along with justification for any recommended increase. When establishing fees, the City will consider rates charged by other public and private providers as well as the ability of the users to pay.

To establish and maintain the Council's objective of 70% cost recovery, the Recreation Director will have the authority to annually increase fees up to $.50 or 10%, whichever is greater. Any requested increase over that amount will require Council action.

Fee increases will take place only if they are necessary to achieve the City Council's objective and maintain program quality, and only with the authorization of the Recreation Director or the City Council.

8.3.5 Discounting Fees: The Recreation Director may, at their discretion, discount fees when:

- Offering special promotions designed to increase use.
- Trying to fill non-prime time.
- Introducing new programs or activities.
- Playing conditions are below standard due to weather or facility disrepair.

8.3.6 Fee Waivers: The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity, or facility for reasons of financial hardship. The Recreation Director may, at their discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

8.3.7 Sliding Fee Scale: The purpose of this program is to provide both adult & youth residents of the Park City School District (PCSD) with the opportunity to apply for a reduced fee for certain recreation activities. The fee reduction is based on Summit County's Area Median Income (AMI) and the applicant's gross family income. The discounts range from 30 to 70% depending on Gross Family Income.

Sliding Fee Scale

	Family Size					
% of AMI	**One**	**Two**	**Three**	**Four**	**Five**	**Six**

Below 30% AMI Receive 70% discount	Less than ~~$32,130~~35,406 Gross Income (GI)	Less than ~~$36,720~~40,464 GI	Less than ~~$41,310~~45,522 GI	Less than ~~$45,900~~50,580 GI	Less than ~~$49,572~~54,626 GI	Less than ~~$53,244~~58,673 GI
31% to 50% AMI Receive 50% discount	~~$53,550~~59,010	~~$61,200~~67,440	~~$68,850~~75,870	~~$76,500~~84,300	~~$82,620~~91,044	~~$88,740~~97,788
51% to 70% AMI Receive 30% discount	~~$74,970~~82,614	~~$85,680~~94,416	~~$96,390~~106,218	~~$107,100~~118,020	~~$115,668~~127,462	~~$124,236~~136,903

8.4. PC MARC:

8.4.1 PC MARC Fees

Punch Card Admission. For ease of administration and convenience to users, a punch card system has been established for use of the PC MARC programs and activities. The purchase of a punch card may result in a savings off the regular rate.

Punch Passes	**Resident**	**Visitor**
Youth (3 to 17) 10 Punch	$35.00	$70.00
Adult 10 Punch	$90.00	$180.00
Senior & Military 10 Punch	$80.00	$160.00

Tennis and Pickleball Fees

Court Fees

	Resident	**Visitor**
Indoor Court	$36.00	$72.00
Outdoor Court	$16.00	$32.00

Youth Clinics Pre-Registration
45 Minute Clinic: $17.50/day
1.5 Hour Clinic: $30.00/day

Youth Clinic Drop-In
45 Minute Clinic: $23.00
1.5 Hour Clinic: $35.00

Other Tennis and Pickleball Fees

Private Lesson 1 Hour	$90.00
Private Lesson 1/2 hour	$50.00
Semi Private Lesson 1 hour (Per person max 2)	$48.00
Group of 3 (Per person)	$38.00
Group of 4 (Per person)	$33.00
Adult Clinic 1 hour	$20.00
Adult Clinic 1.5 hours	$30.00
Ball Machine per hour	$14.00

Indoor Tennis Courts Non-Athletic (Daily)	$3,000.00
Outdoor (Professional/Group Fee) Court Fee	$32/hr

Daily Drop-In	**Resident**	**Visitor**
Toddlers 2 & Under	Free	Free
Youth (3 to 17)	$5	$10
Adult	$10	$20
Senior 65+ & Military	$9	$18

Insurance Drop-In Class Fee $9.00

Facility Passes:

Individual Resident Rate

Term	**Facility Rate**	**Class Add On**	**Total**
1 Month	$55	$30	$85
3 Month	$150	$82	$232
6 Month	$270	$151	$421
12 Month	$492	$279	$771

Individual Visitor Rate

Term	**Facility Rate**	**Class Add On**	**Total**
1 Month	$100	$50	$150

Senior 65+ & Military Individual Rate

Term	**Facility Rate**	**Class Add On**	**Total**
1 Month	$50	$30	$80
3 Month	$135	$82	$217
6 Month	$248	$151	$399
12 Month	$453	$279	$732

PC MARC Racquet Sports Passes- Resident Only

Term	**Single**
1 Month	$242
3 Month	$572
6 Month	$935
12 Month	$1,463

Gymnasium	**Resident**	**Visitor**
Full Gym Hourly	$65	$140
Half Gym Hourly	$35	$80
Daily Full Gym 10 hrs max	$400	$800

Fitness Studios	$70.00 Hourly Resident	$140.00 Hourly Non-Resident

Other Fees

Non-Contract Personal Training	$60.00 per hour
Personal Training Daily Fee	$25.00 per session
Personal Training Monthly Fee	$440.00 per month
Personal Training Annual Fee	$4,400.00 per year
Birthday Party per hour	$130
Party Room per hour	$100
Inflatable Set Up Fee	$100
Pool Per Hour	$200.00plus guards

8.5 GOLF FEES. The Park City Municipal Golf Course is an 18-hole course and 6,743 yards in length. The fees listed below are established fees, however they may be altered for certain types of tournament play. To receive a resident discount, proof of residency must be presented to the golf starter. ~~Season passes are available only to those who possess a pass from the previous year~~. Playing conditions on the course may vary due to weather constraints, particularly early and late in the season. The Golf Manager may, at his discretion, discount the established fees to encourage use of the course when playing conditions are less than optimum.

Regular Season- Memorial Day through September
Off-Season- Pre-Memorial Day, October and November

~~Resident Season Pass~~	~~$1,350.00~~
~~Junior Pass~~	~~$425.00~~
~~Jr./Sr. Punch Pass~~	~~$400.00~~
~~Non-Resident Sr. Punch Pass~~	~~$500.00~~
~~Corporate Pass~~	~~$3,400.00~~
~~10-Play Punch Pass*~~	~~$400.00~~
~~Resident 18 Hole~~	~~$45.00~~
~~Resident 18 Hole with Cart~~	~~$65.00~~
~~Utah Resident 18 Hole~~	~~$60.00~~
~~Utah Resident 18 Hole with Cart~~	~~$80.00~~
~~Non-Resident 18 Hole~~	~~$70.00~~
~~Non-Resident 18 Hole with Cart~~	~~$90.00~~
~~Resident 9 Hole~~	~~$22.50~~
~~Resident 9 Hole with Cart~~	~~$32.50~~
~~Utah Resident 9 Hole~~	~~$30.00~~
~~Utah Resident 9 Hole with Cart~~	~~$40.00~~
~~Non-Resident 9 Hole~~	~~$35.00~~
~~Non-Resident 9 Hole with Cart~~	~~$45.00~~

~~Resident Off-Season 18 Hole~~	~~$35.00~~
~~Non-Resident Off-Season 18 Hole~~	~~$40.00~~
~~Cart Fee 18 Hole~~	~~$20.00~~
~~Cart Fee 9 Hole~~	~~$10. 00~~
~~Small Range Bucket~~	~~$5.00~~
~~Large Range Bucket~~	~~$10.00~~
~~Rental Clubs for 18 Holes (includes 6 golf balls)~~	~~$60.00~~
~~Rental Clubs for 9 Holes (includes 3 golf balls)~~	~~$30.00~~
~~Lodging/Advance booking 18 Hole with cart~~	~~$110.00~~
18 Holes	
Green Fee (Non-resident)	$90.00
Green Fee (Resident Rate)	$45.00
Green Fee (Military Rate)	$45.00
Off-Season Green Fee (Non-resident)	$50.00
Off-Season Green Fee (Resident Rate)	$36.00
Off-Season Green Fee (Military Rate)	$36.00
Advanced Booking	$125.00
9 Holes	
Green Fee (Non-resident)	$45.00
Green Fee (Resident Rate)*	$22.50
Green Fee (Military Rate)	$22.50
Off-Season Green Fee (Non-resident)	$25.00
Off-Season Green Fee (Resident Rate)*	$18.00
Off-Season Green Fee (Military Rate)	$18.00
Passes	
Resident Season Pass*	$1,350.00
Corporate Season Pass	$3,400.00
Jr. Season Pass	$425.00
Resident 10-Punch Pass*	$400.00
Area 10-Punch Pass†	$600.00
Sr. 10-Punch Pass	$600.00
Resident 5-Punch Pass*	$200.00
Area 5-Punch Pass†	$300.00
Sr. 5-Punch Pass	$300.00
Season Cart Pass	$600.00
Employee Punch Pass	$225.00
Employee Family Punch Pass	$360.00
Rental Fees	
Cart Fee 18 Holes	$20.00

Cart Fee 9 Holes	$10.00
Rental Clubs	$70.00
Range Small Bucket	$6.00
Range Large Bucket	$12.00
Evening Rates	
Pre-Twiglight (after 6:00 pm)	$20.00
Twighlight (after 7:00 pm)	$15.00

*Available only to those people who reside within the Park City Municipal boundaries
†Available to those people who reside within the Park City School District and golf association members

8.6. LIBRARY FEES. The Park City Library Board routinely reviews non-resident fee options and recommends changes. Library services, which are funded by the General Fund, are provided without charge to property owners, residents, and renters within the City's boundaries. Non-resident card fees are charged to those who request borrowing privileges but live outside the City's taxing area. On September 8, 2002, the Library Board voted to change the fee charged to some non-resident library users.

Non-Resident Card Fees	
Household	$40.00 per year
Non-Resident Card Fees - Household (6 months)	$20.00
Students residing in Summit County	Free
Educators in Park City School District	Free
~~Interlibrary Loans~~	~~$1.00 charge per item~~

8.7. CEMETERY FEES.

	Resident Fees	Eligible Non-Resident Fees
Single adult grave	$300.00	N/A
Opening and closing adult grave	$900.00	$1,000
Removal of adult from one grave to another within cemetery	$1,500.00	$1,500.00
Removal of infant from one grave to another within cemetery	$1,000.00	$1,000.00
Removal of adult for interment outside cemetery	$1,500.00	$1,500.00
Removal of infant for interment outside cemetery	$550.00	$550.00
Additional charge for after hour burials including Saturdays, holidays, weekends	$300.00	$400.00
Interment of cremated remains	$250.00	N/A
Monument grave marker maintenance	$150.00	$150.00

Memorial Wall plaque space	$250.00	$$550.00
Cremation Garden:		
Companion Premium Post	$600.00	
Companion Peak Marker	$1,150.00	
Companion Boulder	$1,530.00	
Family Bench	$1,215.00	
Individual Premium Post	$470.00	
Individual Peak Marker	$600.00	
Family Pedestal without top	$1,300.00	
Family Pedestal with top	$2,000.00	
Opening and Closing	$250.00	

8.7.1. Cemetery Fee Waivers. Any or all of the fees associated with the operation of the Park City Cemetery may be waived by the Cemetery Sexton, however such consideration is focused on persons who provided exceptional community service or residents with proven financial hardship. Grave sites, located in the "Veterans Section" for Park City veterans, firemen and police officers will be provided free of charge and fees will be waived for, cemetery services. Family members wishing to be buried in this section of the cemetery will be charged for lots and services.

8.8. PARK PAVILLION RENTAL FEES. It is not mandatory that a fee be paid for the use of a park pavilion. However, those persons having reserved a pavilion and paid the reservation fee shall have the exclusive use to use that pavilion over others. Reservation fees for park pavilion use are as follows:

Rotary, South-End of City Park Jack Green Bandstand Pavilions	Half Day	Full Day
Residents within Park City School District	$85.00	$150.00
Non-residents/commercial	$170.00	$300.00

8.9. MINERS HOSPITAL COMMUNITY CENTER FEES. This facility is located at 1354 Park Avenue. Reservation fees for use of the Miners Hospital Community Center are as follows:

Group 1: Activities which are free and open to the public, or educational/informational.
Group 2: Activities which are open for public participation but charge a fee for participation such as fundraisers, conferences or other promotional events.
Group 3: Activities which are closed to the public such as private receptions, conferences or parties.
Group 4: Activities which are held between the hours of 6:00 p.m. and 8:00 a.m.

Location	Group 1	Group 2	Group 3	Group 4

Miners Hospital 1st Floor	Free	$18/Hour	$23/Hour	$30/Hour
Miners Hospital 2nd Floor	Free	$18/Hour	$23/Hour	$30/Hour

Miners Hospital 3rd Floor	Free	$15/Hour	$20/Hour	$25/Hour
Miners Hospital Basement	Free	$15/Hour	$20/Hour	$25/Hour

Cancellation Policies for entire building reservations:

For two hour reservations, a $25.00 handling fee will be charged for cancellations received less than one week prior to rental.

For half-day reservations, a $50.00 handling fee will be charged for cancellations received less than two weeks prior to rental.

For whole day reservations, a $75.00 handling fee will be charged for cancellations received less than two weeks prior to rental.

Notes:
All fees are due no less than two weeks in advance of the rental.
A $65.00 cleaning fee is required on all rentals.
A $500.00 damage deposit is required on all rentals, which is refundable if the facility is left in satisfactory condition.

8.10. PARK CITY LIBRARY ROOM RENTAL RATES

Park City Library Rooms are located at 1255 Park Avenue. The rates for the spaces are as follows:

Group 1: Activities which are free and open to the public during library hours. Groups such as book clubs, support groups, government institutions, Library/City partners, HOAs, and other affiliated community organizations, as approved by the Library Director.

Group 2: Activities during Library hours which are open for public participation but charge a fee for entry or activities which are closed to the public.

Group 3: Activities which are outside of Library operating hours or promote or solicit business. This includes businesses that offer initial free services/consultations /presentations, and then later charge a fee or contact attendees

Non-Profits: Receive one free contiguous rental of up to four hours per month, which may be split between multiple rooms within the Library's operational hours.

Dark Days: Applicable to the Jim Santy Auditorium only. A dark day is when a theater is closed to the public and there are no performances or use of the space, but there is equipment set up for a future performance. This is only available to the group whose equipment is in the auditorium.

Location	Room	Occ.	Group 1	Group 2	Group 3	Non-Cleaning Fine
Library 1st Floor	Entry Hall	43	Unavailable	Unavailable	$300/Hour (Unavailable during library hours)	$20/hour, $40 minimum
Library 1st Floor	Entry Hall Patio	90	Unavailable	Unavailable	$400/Hour (Unavailable during library hours)	$20/hour, $40 minimum
Library 1st Floor	Public Meeting Room 101	34	Free	$25/Hour	$50/Hour	$20/hour, $40 minimum
Library 2nd Floor	Study Rooms 1 - 8	3 - 6	Free	Free (Unavailable outside library hours)	Free (Unavailable outside library hours)	$20/hour, $40 minimum
Library 2nd Floor	Meeting Room 201	34	Free	$25/Hour	$50/Hour	$20/hour, $40 minimum
Library 2nd Floor	North Conference Room	12	Free	$20/Hour	$40/Hour	$20/hour, $40 minimum
Library 2nd Floor	South Conference Room	12	Free	$20/Hour	$40 (unavailable outside Library hours)	$20/hour, $40 minimum
Library 3rd Floor	Public Meeting Room 301	34	Free	$25/Hour	$50/Hour	$20/hour, $40 minimum
Library 3rd Floor	Jim Santy Auditorium	~~516~~ 424	Free (Dark Day: One free day, then $200/day)	$95/Hour (Dark Day: $300/day)	$200/Hour (Dark Day; $600/day)	$~~20~~50/hour, $~~40~~100 minimum
Library 3rd Floor	Community Room	85	Free	$75/Hour	$150/Hour	$20/hour, $40 minimum

Santy Technology Fees:

Projection Fees:

Users must hire a third-party approved projectionist for use of auditorium technology (projection, lights, microphones). Projectionists have their own fee scale. Users pay projectionists directly. A list of approved projectionists is available upon request.

~~Users may rent the Projection Booth and have a trained projectionist manage technology needs. The Projection Booth rents for $500 per event rental ($250 for Non- Profits), with a hired projectionist approved by the Park City Library. Projectionists havetheir own fee scale; Users pay projectionists directly. A list of approved projectionists is available upon request.~~

~~Lighting Fees: Stage lighting may be rented when approved by the Library Director orhis/her designee. Any change in the direction of lighting must be made by a pre- approved vendor at the expense of the User. The User shall pay the vendor directly. Lighting must be returned to the original direction before vacating the rental. The Projection Booth and a projectionist must be reserved to utilize lighting.~~

Notes:

1. Advance reservations and standard lease agreement required, tenants included.
2. It is the responsibility of the User to review the *Park City Library Room Use and Rental Policy*.
3. Special parking arrangements may be required for events for more than 250 participants and guests.
4. All rates are subject to change without notice.
5. All deposits and fees are to be paid in advance.
6. Rental rates for auditorium equipment are calculated separately.
7. The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity or facility for reasons of financial hardship. The Library Director may, at her discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

SECTION 9. ICE ARENA AND FIELDS RENTAL FEE SCHEDULE.

9.1. Establishing User Fees. Fees shall be set at a level which ensures program quality and meets the objectives of the City Council. Area rates apply to residents of Park City, Summit County and Wasatch County. Outside rates apply to requests outside Summit and Wasatch Counties.

Field Fees	
Additional Restroom Cleaning	$30.00 per clean

Ice Arena Admission Fees	Local Area Rates	Outside Area Rates
*discount for pre-registration		
Public Skate – 5 years & under	Free	Free
Public Skate – youth & adult	$7.00	$14.00
Cheap Skate (includes skate rental)	$7.00	$14.00
Group Rates (20+) includes skate rental	$7.00	$14.00
School Rate – includes skate rental	$7.00	$14.00

Skate Rental	$4.00	$4.00
Stick & Puck	$9.50	$9.50
Drop-in Hockey	$12.00	$12.00
Coached Drop-in Hockey	$14.00	$14.00
Freestyle*	$10.50	$10.50
Drop-in Curling	$260.00/lane	$280.00/lane
~~Drop-in Skating Class~~	~~$20.00~~	~~$25.00~~
Off-Ice Programming:		
Strength & Conditioning, Ballet*	$12.00	$12.00
Visiting Coach Fee	$16.00	$16.00
Invited Coach Fee	$10.00	$10.00

~~Curling Instructor Fee $50/per hour/per instructor~~

Annual Passes	
Bronze (Public Skate): (Includes Skate Rental)	$300.00
Hourly Ice	
Local Rate, Not-for-Profit (Summit or Wasatch County Resident)	$245.00
Non-Resident, Not-for-Profit	$300.00
Camp	$320.00
For-profit	$465.00

*Organizations who provide a certificate of insurance listing PCMC as additionally insured and are a 501(c)3 organization can receive a tax-free rate.

Room Rental

Multi-purpose Rooms $40/hr. (per room)

User Groups can use the Party Room for 24 hours per year at no cost, but rooms must be booked in advance.

Birthday Parties	
Birthday Party Package	$185.00
Instructor	$50/per 30 minutes

~~Equipment (per hour)~~

~~Curling $50/hour/lane~~

Event Fees	
Rentals 1-50 people	$50
Rentals 51-100 people	$100
Rentals 101+ people	$200
Bleachers	$200/day
Catering Fee	$150
Scheduling Impact Fee	$150
Overnight Rental Staffing	$100/hour per employee

Skate Services

Fees listed below are for services requested for 24 hours or more. An additional fee may be paid for services requested within 24 hours. Punch cards available for overnight services only. There is no discount for skate sharpening punch cards, they are available for convenience. Pre-payment is required for all skate sharpening.

Hockey Skate Sharpening	$10.00
Figure Skate Sharpening	$12.00
Custom Radius	$30.00
Figure Skate Sealing	$30.00
Rivets Replacements	$2.50 (ea.)
Figure Skate Blade Mounting (per pair)	$25.00
Skate Fitting (without purchase)	$20.00

Locker Rental (Annual Fee)	First Floor	Second Floor
Regular Locker	$185.00	$135.00
Large Locker	$215.00	$165.00

Gate Fees

The Park City Ice Arena will take 25% of any gate fees collected for an event.

Advertising Fees and Sponsorship Fees	
Dasher Board Ads	$1,600
Wall Banners	$2,500
Glass Decals	$400
Program Sponsorship	Varies by program
Information Screen	$150/month

9.2. Cost Recovery: It is the intent of the City to recover roughly 70% of the operations and maintenance expenses incurred by the Ice Arena through sources of revenue other than taxes (see Section 8.2 above).

9.3. Recreation Program and Pass Fees: The Park City Ice Arena offers a variety of organized programs and passes. Due to the fluctuations in the number of participants and frequent changes in circumstances, program fees are established on a program-by-program basis.

9.4. Fee Increases: Recommendations for fee increases may be made on an annual basis. The City will pursue frequent small increases as opposed to infrequent large ones. Staff will be required to provide an annual review and analysis of the financial posture of the Ice Arena Fund along with justification for any recommended increase. When establishing fees, the City will consider rates charged by other public and private providers as well as the ability of the users topay.

The City Manager will have the authority to annually increase fees up to $.50 or 10%, whichever isgreater. Any requested increase over that amount will require Council action. Fee increases will take place only if they are necessary to achieve the City Council's objective and maintain program quality, and only with the authorization of the City Manager or the City Council.

9.5. Discounting Fees: The Ice Arena Manager may discount fees when:

a. Offering special promotions designed to increase use.

b. Trying to fill non-prime time.
c. Introducing new programs or activities.
d. Playing conditions are below standard due to weather or facility disrepair.

9.6. Fee Waivers: The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity or facility for reasons of financial hardship. The Ice Arena Manager may, at their discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

The Ice Arena is pleased to offer the Fee Reduction program as a means for individuals to apply for reduced costs associated with our youth programs. Not all programs are eligible for fee reduction. Applicants must be residents of Summit or Wasatch Counties. Program fees may be discounted up to 75% off for students inthe Park City School District who qualify for free or reduced lunch. Fees may be discounted for specified activities based on an individual's Average Median Income (AMI). Families qualifying for Fee Reduction may receive Public Skate admission and Skate Rental for a combined $3.00 per person.

9.7 Establishing Fields User Fees**:** Fees shall be set at a level which ensures field quality and meets the objectives of the City Council. Resident rates apply to residents of Park City School District. Visitor rates apply to requests outside of the Park City School District Boundaries. In order to receive the resident rate a minimum of 75% of the participants must be residents of the Park City School District. A service charge of 2% will be applied to credit card charges over $5,000.

	Resident Fees		Visitor Fees	
Field/Venue	**Hourly**	**Full Day**	**Hourly**	**Full Day**
City Park Grass Field	$60	$300	$120	$600
City Park Softball Field	$60	$300	$120	$600
City Park Volleyball Court	$30	$150	$50	$250
North 40 Grass Field North	$60	$300	$120	$600
North 40 Grass Field South	$60	$300	$120	$600
North 40 Full Complex		$420		$840
PCHS Dozier Field	$100	$500	$200	$1,000
PCHS Baseball Field	$60	$300	$120	$600
PCHS Softball Field	$60	$300	$120	$600
PCHS Little League Field	$60	$300	$120	$600
PCHS Ball Fields Complex		$630		$1,260
TMMS Pony Field	$60	$300	$120	$600
TMMS Little League South	$60	$300	$120	$600

TMMS Little League Admin	$60	$300		$120	$600
TMMS Grass Field	$60	$300		$120	$600
TMMS Full Complex		$630			$1,260
PCSC Stadium Grass Field	$60	$300		$120	$600
PCSC Stadium Softball Field	$60	$300		$120	$600
PCSC Field D Multi-Purpose	$60	$300		$120	$600
PCSC Turf Field Multi-Purpose	$100	$500		$200	$1,000
PCSC Full Complex		$980			$1,960
	Per Day	**3-Month Season**		**Per Day**	**3-Month Season**
Commercial Use of Outdoor Rec Facility (non-exclusive)	$60	$300		$80	$500

Youth Stakeholder Fee	$275.00/team per season
Adult Stakeholder Fee	$325.00/team per season
Additional Restroom Cleaning	$50.00
Field Prep (Softball/Baseball)	$100.00 Field Set
Up (Lacrosse, Soccer, Football)	$383.00
Field Lights - PCSC & City Park	$25.00/hr.
Baseball Fence	$45.00 /field
Outfield Vinyl Fencing one week of use	$337.00 /field
Concession Stand Fee	$25.00/use

SECTION 10. MISCELLANEOUS FEES. The following fees are set to insure cost recovery and use fees for additional City services associated with but not limited to Special Event Permits and approved filming activity

10.1	Fee for in lieu of providing public parking	$40,000.00 per stall
10.2	Returned Check Charge:	$25.00
10.3	News Rack Application and Permit	$50.00 per application $75.00 per three-year permit

10.4 Bleachers

Bleacher Rental (per bleacher, per day)	$800.00
Bleacher Delivery and Pick Up (per event, all bleachers)	$201.00

10.5 Banner Installation

Street Banner Installation-entire Main	$1,16.70
Street Banner Installation-every other Main	$893.10
Street Banner Installation-every 3rd	$669.50
Street banner Installation- Roundabout	$450.65
Street Banner Installation- Kearns	$2,013.00

(Includes state permit, barricades and signage, required during install)

Street Banner Removal- Kearns	$1,515.00

10.6 Parks Clean Up, Labor and Equipment

Pressure Washing (per hour, incl. operator)	$105.05
Pavilion Cleaning	$225.00
Extra Trash Cans	$10.00
Trash Bags	$2.10

10.7 Public Safety

Police Officer (per employee, per hour - four hour minimum)	$100.00
Holiday (per employee, per hour - four hour minimum)	$200.00
Mobile Command Trailer (Placement, Day One, Removal)	$250.00
Mobile Command Trailer (each additional day)	$100.00

10.8 Parking Reservation Fees (Parking Department)

Application Fee	$22.25
Main Street, Heber Avenue, Park Avenue (Heber to 9th St)	$20.00
Swede Alley Parking Space (per space, per day)	$13.25

10.9 Barricades (cost per barricade)

Crowd Control Barricades	$10.00
Portable Electronic Sign/Message Board (per day)	$200.20
Temporary Signs (each)	$25.00
Street Barricades (per day/per barricade)	$1.50
Vertical Panels	$1.55
Delineators	$1.55
Type 3 Barricade	$4.00
Arrow Board	$125.00
Flagging (per person/per hours)	$85.00

10.10 Dumpsters

8 Yard (delivery + haul off fee)	$460.00
30 yard (delivery + haul off fee)	$~~430.00~~750.00
Landfill fee for 30 yard dumpster (per ton)	$~~37.00~~55.00

10.11 Streets Equipment and Materials Equipment (2 hour min. - billable rate is portal to portal, cost includes operator, fuel, maintenance)

Large Loader (per hour, 1 staff)	$~~175.44~~192.98
Small Loader (per hour, 1 staff)	$~~122.32~~134.55
Street Mechanical Sweeper (per hour, 1 staff)	$~~256.02~~281.62
Heavy Duty Vactor Truck (IDDE, Haz spills)	$292.40
~~Unimog with Snow Blower (per hour, 1 staff)~~	~~$270.30~~
Unimog Snowplow (per hour, 1 staff)	$~~150.20~~165.22
Loader with Blower (per hour, 1 staff)	$~~371.71~~408.88
1 Ton Truck with dump (per hour, 1 staff)	$~~92.06~~101.27
2 Ton Truck with dump (per hour, 1 staff)	$~~147.14~~161.85
Bucket Truck (per hour, 2 staff)	$~~200.01~~220.01
Tandem Axle Trailer (per hour)	$~~40.00~~44.00
Skid Steer (Cat 262 - per hour, 1 staff)	$~~95.03~~104.53
Add Grinder	$~~12.92~~14.21
Add Snow Blower	$~~10.80~~11.88

Backhoe (per hour, 2 staff)	$~~167.88~~184.67
Air Compressor (per hour, 1 staff)	$~~71.40~~78.54
Graffiti Truck (per hour, 1 staff)	$~~127.59~~140.35

10.12 Materials

Salt (per ton)	$~~67.50~~74.25
Road base (per ton)	$~~27.00~~29.70
Sand (per ton)	$~~24.00~~26.40
Cold Patch (per ton)	$~~136.05~~149.66
Hot Mix (per ton)	$~~100.43~~110.47

10.13 Personnel (total compensation per employee, per hour, during regular business hours)

Parks Department (PCMC Parks employee)	$~~38.50~~46.20
Streets Department (Streets employee)	$~~38.50~~46.20
Special Events Department (staff)	$~~42.25~~50.70
Cleaning Labor – restrooms, buildings and other (contract labor)	$~~60.00~~72.00

10.14 Special Event Application Fee (Processing and Analysis)

Level Five Event	$10,376
Level Four Event	$3,836
Level Three Event	$1,810
Level Two Event	$976
Level One Event	$820
Community Identifying Event	10% of fees listed above
First Amendment Event	$ 40.00
Film Permit Application Fee	$ 80.00

As according to section 4A-2-11, Fee Reduction requests for Special Events will be reviewed twice a year. All event fee reduction requests must be submitted to the Special Events Department prior to the application deadlines as outlined in the municipal code.

10.15 Trail Use Fees

Event Participation 'Caps'

Event participation numbers may be 'capped' at the following unless approval from City Council is provided.

Running/Snowshoeing	500
Biking	350
Triathlon	350
Cross Country Skiing	350
OTHER	TBD

Trail Use Fee and Deposit Schedule

ACTIVITY	NUMBERS	LOCAL NON-PROFIT	OUT OF AREA NON-PROFIT	LOCAL PROFIT	OUT OF AREA PROFIT	DEPOSIT
Mountain Biking	30-350	1% x $200 x number of participants	2% x $200 x number of participants	1.5% x $200 x number of participants	3% x $200 x number of participants	TBD

Cross Country Skiing*	30-350	.5% x $200 x number of participants	1% x $200 x number of participants	1% x $200 x number of participants	1.5% x $200 x number of participants	TBD
Triathlon*	30-350	1.5% x $200 x number of participants	2.5% x $200 x number of participants	2% x $200 x number of participants	3.5% x $200 x number of participants	TBD
Running/Walking/Snow shoe*	30-500	.5% x $200 x number of participants	1% x $200 x number of participants	1% x $200 x number of participants	1.5% x $200 x number of participants	TBD
Other (Events that may propose significant impacts to the system)	TBD	TBD	TBD	TBD	TBD	TBD

If Council approves additional participation above a capped quota of participants, add $3.00/participant in addition to fees provided below.

Cost per trail maintenance/mile $200.

*All winter events that propose to use the winter trails system may be subject to a grooming fees of $35.00/hr. This fee may include pre-event preparation of the trails and post event maintenance of the trails.

10.16 Credit Card Transaction Fees

Effective July 1, 2019, there will be a 2.00% service fee for all non-utility credit card payments equal to or greater than $5,000.

SECTION 11. MUNICIPAL ELECTION FEES

11.1 Fees for municipal elections are as follows:

$150.00 Mayoral filing fee*

$100.00 Council filing fee*

*Fees are waived for candidates who prefer to collect 100 signatures of Park City registered voters.

Park City Municipal Corporation ("PCMC" or "City")

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

Golf Course Operational and Improvement Assessment

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

REQUEST FOR PROPOSALS (NON-BID)

PCMC is inviting proposals from qualified persons or firms (Respondent) to evaluate the golf course's operational performance and capital needs to guide future capital investments, strategic planning, and long-term sustainability of the efficient operations of the Park City Municipal Golf Course.

PROPOSALS DUE: By [insert due date]
Submit proposals electronically *via Utah Public Procurement Place ("U3P)*. The proposals will be opened after the submission deadline.

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

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

PROJECT LOCATION: Park City Municipal Golf Course

PROJECT DESCRIPTION (brief): Consulting Services for the Park City Municipal Golf Course_

PROJECT DEADLINE (if applicable): _____

OWNER:	Park City Municipal Corporation P.O. Box 1480 Park City, UT 84060
CONTACT:	*[insert name and title]* *[provide email]*

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

I. Introduction.

PCMC is seeking proposals from qualified vendors to provide a comprehensive evaluation of the golf course's operational performance and capital needs to guide future investments, strategic planning, and long-term sustainability. The selected vendor will assess the overall quality of the golf course and recommend areas for potential operational improvements and efficiencies, and capital investments.

II. Scope of Project.

Objectives:

1. Identify areas for potential cost savings and revenue enhancement.
2. Provide recommendations for improving operational efficiency.
3. Provide recommendation to enhance the existing capital improvement plan.

Operational Performance Assessment

1. Analyze financial performance, including revenue streams, expense management, and pricing strategies. Specifically review season passes and pricing strategies.
2. Evaluate customer service practices and overall guest experience.
3. Review maintenance practices and turf management protocols
4. Analyze golf programming – Tournaments, leagues, and instructional programs.
5. Assess pro shop operations and merchandise management.
6. Review current software and technology in use for golf course operations.
7. Analyze utilization rates and tee time management practices.
8. Provide an overview of the PCMC governance structure compared to best practices and trends.
9. Conduct a review of management practices, including staffing levels, organizational structure, and job responsibilities.

Capital Needs Assessment: Conduct a thorough assessment of the existing golf course conditions, and golf course assets, including buildings, equipment, and infrastructure.

1. Assesses needs of renovation for the following:
    a. Tee box reconstruction and leveling
    b. Fairway re-contouring and drainage improvements
    c. Bunker renovation, including sand replacement and drainage system upgrades
    d. Green complex redesign and reconstruction, ensuring proper slopes for efficient drainage
    e. Installation of new cart paths or repair of existing paths

2. Analysis of irrigation system including full replacement of infrastructure including:
    a. irrigation control system
    b. Implementation of soil moisture sensors for targeted irrigation
    c. Irrigation mainline
    d. Irrigation lateral lines
    e. Sprinkler heads
3. Enhance course aesthetics through strategic landscaping improvements:
    a. Removal of invasive plant species
    b. Introduction of native plants and trees to improve course aesthetics and playability
    c. Creation of naturalized areas to reduce maintenance requirements
4. Evaluate clubhouse facilities, restrooms, and common areas.
5. Review cart paths and signage
6. Review maintenance facilities and equipment.
7. Create a long term master plan for ongoing course improvements and operational enhancements.
8. Evaluate any liabilities.

Market Analysis

1. Conduct a demographic analysis of the local and regional market.
2. Analyze competition from other golf courses and recreational facilities in the area.
3. Identify market trends and opportunities for growth or diversification.
4. Assess the golf course's position within the local market.

Financial Projections

1. Provide 5-year financial projections based on the recommended improvements
2. Develop a capital expenditure budget for proposed improvements.
3. Analyze potential funding sources and financing options for capital projects.

Deliverables

1. Comprehensive written report detailing findings, analysis, and recommendations.
2. Executive summary highlighting key findings and prioritized recommendations.
3. Detailed capital improvement plan with cost estimates and timelines.
4. Five-year financial projections and capital expenditure budget.
5. Digital copies of all data, analysis, and supporting documentation.
6. Presentation of findings and recommendations to PCMC staff and City Council.

Timeline

1. Conduct an initial kick-off meeting with PCMC golf course leadership.

2. Conduct a meeting with leaders of the men's and women's PCMC golf course league leadership.
3. Conduct a mid-project review meeting to present preliminary findings and gather feedback with stakeholders.
4. Present final report and recommendations to PCMC City Council.
5. Complete all deliverables by September 30, 2025.

III. Contents of Proposal and Evaluation Criteria.

Proposals will be evaluated on the criteria listed below. ***Proposals are limited to 40 pages.***

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

Submission Contents

1. Vendors should submit a detailed response to the evaluation criteria below.
2. Vendors should include 3 references, at least 2 of which should be municipal courses.
3. Vendors should submit their cost in a separate document.

Evaluation Criteria:

1. Qualifications and Experience
    a. Relevant experience in golf course consulting and operational analysis including any work with municipal courses.
    b. Expertise of proposed project team
    c. Quality and relevance of provided past projects
2. Methodology and Work Plan
    a. Thoroughness of proposed analysis and evaluation methods
    b. Clarity and feasibility of project timeline and deliverables
    c. Innovative approaches to data collection and analysis
3. Quality of Sample Reports and Deliverables
    a. Clarity, organization, and presentation of sample reports.
    b. Depth and usefulness of analysis and recommendations in samples.
4. Cost Proposal – Uploaded separately and not included in the page count
    a. Vendor will provide hourly rates for key personnel that will be assigned to the project, and an average hourly rate will be used to determine their cost effectiveness.

The selection committee will consider all documents, the presentation/interview if applicable, the response to the RFP, information gained while evaluating responses, and any other relevant information to make its determination. The committee will select the Respondent which, in the committee's sole judgment, is best able to provide a comprehensive evaluation of the golf course's operational performance and capital needs to guide future investments, strategic planning, and long-term sustainability of the Park Cities Municipal Golf Course.

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

IV. Government Records Access and Management Act.

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

a. Respondent must not stamp all materials confidential. Only those materials for which a claim of confidentiality can be made under GRAMA, such as trade secrets, pricing, non-public financial information, etc., should be stamped.

b. Respondent must submit a letter stating the reasons for the claim of confidentiality for every type of information that is stamped "Confidential." Generally, GRAMA only protects against the disclosure of trade secrets or commercial information that could reasonably be expected to result in unfair competitive injury. Failure to timely submit a written basis for a claim of "Confidential" may result in a waiver of an exemption from disclosure under GRAMA.

c. For convenience, a Business Confidentiality Request Form ("BCR Form") is attached to this RFP as ***Attachment 1***. Respondent must submit a completed BCR Form at the time of submission of any proposal.

V. Ethics.

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

REPRESENTATION REGARDING ETHICAL STANDARDS: Respondent represents that it has not: (1) provided an illegal gift or payoff to a city officer or employee or former city officer or employee, or his or her relative or business entity; (2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, or brokerage or contingent fee, other than bona fide employees of bona fide commercial selling agencies for the purpose of securing business; (3) knowingly breached any of the ethical standards set forth in the City's conflict of interest ordinance, Chapter 3.1 of the Park City Code; or (4) knowingly influenced, and hereby promises that it will not knowingly influence, a city officer or employee or former city officer or employee to breach any of the ethical standards set forth in the City's conflict of interest ordinance, Chapter 3.1 of the Park City Code.

VI. Selection Process.

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

The selection process will proceed on the following anticipated schedule:

a. A selection committee comprised of qualified persons, which may include City staff or representatives from other public and private stakeholders, will open, review and evaluate all proposals.

b. The selection committee may conduct interviews with Respondents in the competitive range. If applicable, interview requirements will be provided to those Respondents selected for further consideration.

c. Final selection of the top-ranked proposal and preparation of contract.

d. All contracts with an aggregate cost over the term that exceeds $100,000 require approval of the City Council.

e. Contract execution.

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

VII. PCMC Standard Agreement Required.

a. The successful Respondent will be required to enter into PCMC'S standard *Professional Services Agreement, Design Professional Services Agreement.* A form of the standard agreement is attached to this RFP as **Exhibit "A"** and incorporated herein.

b. **ANY REQUEST FOR CHANGES RELATED TO INDEMNIFICATION OR INSURANCE PROVISIONS CONTAINED IN PCMC'S STANDARD AGREEMENT MUST BE SUBMITTED NO LATER THAN THE QUESTION SUBMITTAL DEADLINE. ANY REQUESTED CHANGES TO PCMC'S STANDARD INSURANCE AND INDEMNIFICATION PROVISIONS MAY BE APPROVED IN THE SOLE DISCRETION OF PCMC.**

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

VIII. General Provisions.

a. No Representations or Warranty. It is the responsibility of each Respondent to carefully examine this RFP and evaluate all of the instructions, circumstances and conditions which may affect any proposal. Failure to examine and review the RFP and other relevant documents or information will not relieve Respondent from complying fully with the requirements of this RFP. Respondent's use of the information contained in the RFP is at Respondent's own risk and no representation or warranty is made by PCMC regarding the materials in the RFP.

b. Cost of Developing Proposals. All costs related to the preparation of the proposals and any related activities are the sole responsibility of the Respondent. PCMC assumes no liability for any costs incurred by Respondents throughout the entire selection process.

c. Equal Opportunity. PCMC is committed to ensuring equitable and uniform treatment of all Respondents throughout the advertisement, review, and selection process. The procedures established herein are

designed to give all parties reasonable access to the same fundamental information.

d. Proposal Ownership. All proposals, including attachments, supplementary materials, addenda, etc., will be retained as property of PCMC and will not be returned to the Respondent.

e. Modification of RFP. PCMC reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding the contract execution. PCMC will provide written notice to Respondents of any cancellation and/or modification.

f. Financial Responsibility. No proposal will be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to PCMC, upon debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the PCMC, or that may be deemed irresponsible or unreliable by PCMC. Respondents may be required to submit satisfactory evidence demonstrating the necessary financial resources to perform and complete the work outlined in this RFP.

g. Local Businesses. PCMC's policy is to make reasonable attempts to promote local businesses by procuring goods and services from local vendors and service providers, in compliance with Federal, State, and local procurement laws.

IX. Exhibits (if applicable)

Attachment 1: Business Confidentiality Request form

Attachment 1

BUSINESS CONFIDENTIALITY REQUEST FORM

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

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

Name: _____
Address: _____

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

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

( ) The described portion of the record is a trade secret as defined in Utah Code § 13-24-2.

( ) The described portion of the record is commercial or non-individual financial information the disclosure of which could reasonably be expected to result in unfair competitive injury to the provider of the information or would impair the ability of the governmental entity to obtain the necessary information in the future and the interest of the claimant in prohibiting access to the information is greater than the interest of the public in obtaining access.

( ) The described portion of the record would cause commercial injury to, or confer a competitive advantage upon a potential or actual competitor of, a commercial project entity as defined in Utah Code § 11-13-103(4).

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

_____

_____

_____

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

Signature of Claimant: _____

Date: _____

Exhibit C - FY 26 Proposed Golf Fee Summary

	FY25	FY26	Notes
18 Holes[1]			
Green Fee (Non-resident)	$70.00	$90.00	
Green Fee (Resident Rate)	$45.00	$45.00	Municipal Residents Only
Green Fee (Military Rate)		$45.00	New
Green Fee (Utah Resident)	$60.00		Removed
Off-Season Green Fee (Non-resident)	$40.00	$50.00	
Off-Season Green Fee (Resident Rate)	$36.00	$36.00	Municipal Residents Only
Off-Season Green Fee (Military Rate)		$36.00	New
Advanced Booking	$110.00	$125.00	
Passes[2]			
Resident Season Pass (New)		$1,350.00	Municipal Residents Only
Corporate Season Pass	$3,400.00	$3,400.00	
Jr. Season Pass	$425.00	$425.00	
Resident 10-Punch Pass	$400.00	$400.00	Municipal Residents Only
Area 10-Punch Pass		$600.00	Residents of PCSD, Associations
Sr. 10-Punch Pass	$500.00	$600.00	
Season Cart Pass	$450.00	$600.00	
Employee Punch Pass	$225.00	$225.00	Includes PC Fire District
Employee Family Punch Pass	$360.00	$360.00	Includes PC Fire District
Rental Fees			
Cart Fee 18 Holes	$20.00	$20.00	
Cart Fee 9 Holes	$10.00	$10.00	
Rental Clubs	$60.00	$70.00	
Range Small Bucket	$5.00	$6.00	
Range Large Bucket	$10.00	$12.00	
Evening Rates			
Pre-Twiglight	$18.00	$20.00	
Twighlight	$12.00	$15.00	

[1] 9 Hole Green fees are 50% of 18-hole Green Fees; association members will be offered the resident rate for green fees during league play

[2] A half-punch pass option (5 18-hole rounds or 10 nine-hole rounds) can be purchased for half the price of the full punch pass

Exhibit D - Ice Arena Wasatch Back Cost Recovery Analysis

Park City Municipal and Snyderville Basin Special Recreation District (Basin) entered an interlocal agreement in 2002 to develop the Ice Arena. The agreement requires there be no fee differential between Park City residents and Snyderville Basin residents. Since opening in 2006, The Ice Arena has extended the resident rates to patrons from all of Summit and Wasatch counties.

The facility charges residents and visitors separate rates for public skating and ice rental. Hourly ice rink rental rates include a discount for residents as well as local nonprofits. Fees for drop-in programs like Stick & Puck, pick-up hockey games, and Freestyle, as well as all classes and leagues, have no fee differential based on residency.

The table below shows the projected impact on the Ice Arena's cost recovery in FY26 if the resident rate were limited to Snyderville Basin residents. The current rate for public skating at the Ice Arena is $7.00 for residents, while the non-resident rate is $14.00.

Figure 1. FY26 Ice Arena Cost Recovery Impact Based on Residency Type

	No Change to Residency Definition	Wasatch to Non-Res	Other Summit Non - Res	Comined Wasatch & Other Summit Non-Res
Revenues	$1,104,117.00	$1,108,036.00	$1,107,311.00	$1,111,215.00
Expenses	$1,468,741.00	$1,468,741.00	$1,468,741.00	$1,468,741.00
Cost Recovery (Goal 70%)	75.17%	75.44%	75.39%	75.66%
Cost Recovery % Increase	0.00%	0.35%	0.29%	0.64%
General Fund Subsidy	$364,624.00	$360,705.00	$361,430.00	$357,526.00

Note: Projections for expenses in FY 2026 are based on budget requests (net impact $38,888) and include the 30% pro-rated water fee ($20,026). Revenues are estimated using FY 2024 actuals plus anticipated revenue resulting from FY 2025 fee increases ($32,000).

Projections for maintaining the current resident rate boundaries in FY 2026 show less than a 1% impact on cost recovery. This supports staff's recommendation to retain the existing residency boundaries in the FY 2026 fee schedule.

As the only publicly accessible ice arena in the Wasatch Back, the facility plays a unique role in introducing residents to ice sports. Public Skate often serves as the first point of contact before individuals pursue additional programming. Increasing the cost for these groups may reduce their opportunity for exposure, potentially limiting long-term participation in ice-related activities.

As the Wasatch Back, particularly Wasatch County, continues to grow, we will continue to update this analysis to ensure we are prioritizing the Ice Arena for Park City residents.

City Council Staff Report

Subject: Internal Audit and Cost of Service Study
Author: Mindy Finlinson, Finance Manager
Department: Finance
Date: May 15, 2025

Recommendation

In response to a City Council request and additional discussions regarding undertaking an additional internal audit or audit exercises, review and discuss:

1. The appropriate level of organizational focus
2. Select one capital project and one department to undertake the additional procedural processes:
    a. An Agreed Upon Procedures Review; and
    b. Cost of Services Study.

Park City Municipal Corporation (PCMC) completes an external audit each fiscal year, culminating in the publication of the Annual Comprehensive Financial Report (ACFR). The City Council reviews the annual audit and ACFR each year. For example, the audit for the fiscal year ending June 30, 2024, was completed and presented to the City Council for acceptance at its meeting on December 19, 2024.

As required, these audits are conducted in accordance with generally accepted accounting principles (GAAP) and auditing standards. The resulting reports are made publicly available on the City's Finance & Accounting webpage. This practice ensures transparency and accountability in the City's financial operations.

Executive Summary

As part of the October 10, 2024 City Council discussion regarding the Utah State Auditor's annual fraud risk assessment conducted by Park City, the City Council requested the Finance Department propose an additional internal review or supplemental audit function in addition to our annual external financial statement audit. The City has recently implemented additional protections due to the Fraud Risk Assessment, including a fraud hotline and a yearly ethics statement. Since the inception of the State's Fraud Risk Assessment program, Park City has scored "low risk" for 4 of the past 5 years.

Using Utah's Fraud Risk Assessment, a formal internal audit will also satisfy 1 of 2 additional areas that Park City does not currently score and move the City's score from "low risk" to "very low risk". We propose utilizing an Agreed Upon Procedures (AUP) Review to meet this standard.

In addition, the City Council also suggested we propose some concepts to complete an additional internal audit, or what is sometimes described as a Cost of Service (COS)

assessment. COS assessments can be used to better understand and compare and contrast service delivery efficiency and identify potential areas for cost optimization.

The City can leverage an existing pool of financial and auditing support contracts to support this work. We consulted with Squire & Co., a nationally recognized accounting firm headquartered in Utah with over 50 years of experience, which will help define the potential scope of the AUP review and a COS study.

- **Agreed-Upon Procedures Review**
  The intent is to assess internal controls, ensure compliance with procurement guidelines, and provide greater transparency and accountability on capital spending. This is not a full audit or review; it is a customized set of procedures specifically agreed upon by the auditor and the City. Some key features of an AUP Review:
    - The Client defines the scope.
    - No Opinion or Assurance is given. The auditors just report on factual findings.
    - Used for Specific Purposes: Used for targeted verification rather than a full audit.

  An AUP review is a flexible and focused way for an independent party to examine specific financial or operational data closely without the cost or depth of a full audit.

- **Cost of Service Study**
  This study can support more informed decision-making in specialty areas, guide future budget planning, and help align service delivery with community expectations. A COS study is somewhat common in large public or private utilities to evaluate the cost of providing services to its customers, and whether the existing costs are comparable to those of peers. These studies also factor in unique aspects or challenges of the service provider, such as the age of systems, environmental factors, and more. The typical purpose of a COS study is to:
    - Allocate costs fairly among customer classes.
    - Help set rates that are aligned with the cost of providing service.
    - Provide support for rate changes or regulatory filings.
    - Promote transparency and equity in pricing.

  It usually has three main steps:
    1. Functionalization: Group costs based on function.
    2. Classification: Break down those costs by how they behave:
        a. Fixed costs (don’t change with usage);
        b. Demand-related costs (based on peak usage);
        c. Energy/volume-related costs (based on how much is consumed).
    3. Allocation: Distribute those costs to different customer classes based on how much each group uses or contributes to those functions.

Analysis

These initiatives will require more time and resources. We identified several recent capital projects as possible candidates for the AUP review due to their size and relatively recent completion:

- Main Street Waterline Project;
- Rossi Hill Utility and Road Construction;
- Marsac/City Hall Retaining Wall;
- Neighborhood Parks – Prospector; and
- Street Light LED Conversion Project.

We also identified the following departments for a COS study due to their scope and volume of customers:

- The Golf Department;
- The Library Department;
- The Water Department; and
- The IT Department

Funding

Once Council selects a capital project and department, we will consult with Squire and return to Council with a detailed breakdown of the associated fees and funding requirements.

City Council Staff Report

Subject: Pride Month Resolution
Author: Michelle Kellogg, City Recorder
Department: Executive
Date: May 15, 2025

Summary Recommendation

Pursuant to a request by Summit Pride and consent from three or more City Council members, consider a resolution proclaiming June 2025 as Pride Month in Park City and supporting Pride Month activations.

Analysis

In addition to the proposed Resolution, Summit Pride also requested the following activities:

- Displaying Pride banners on City light poles on Main Street for June.
- Installing transit decals exhibiting “Ride with Pride” for June. The design will be consistent with the prior year’s theme, “Ride with Pride.”

Exhibits

Exhibit A: Pride Month Resolution

Resolution 08-2025

RESOLUTION PROCLAIMING JUNE 2025, AS PRIDE MONTH IN PARK CITY

WHEREAS, Pride Month is a time to celebrate the LGBTQ+ community's history, achievements, and ongoing fight for equality, while also acknowledging the struggles and injustices faced by LGBTQ+ individuals. It serves as a platform for education, awareness, and advocacy, promoting acceptance and understanding of the diverse LGBTQ+ community; and

WHEREAS, Utah Pride began with a small, informal gathering of Salt Lake City's LGBTQ+ community in 1974; and

WHEREAS, Park City welcomes residents and visitors from the LGBTQ+ community, their friends and family members, and straight allies who show their support; and

WHEREAS, Park City is committed to learning how to advance inclusion for LGBTQ+ residents by creating and supporting policies and programs that stand against discrimination and by promoting equality and opportunity for all community members; and

WHEREAS, Pride Month is a reminder that we should never let up in our efforts to ensure full equality, inclusion, and empowerment for our LGBTQ+ community.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council:

1. Hereby proclaim June 2025 as Pride Month.
2. Hereby authorize Pride banners on City light poles on Main Street during June 2025.
3. Hereby authorize transit decals exhibiting "Ride with Pride" during June 2025.

PASSED AND ADOPTED this 15th day of May, 2025.

PARK CITY MUNICIPAL CORPORATION

_____

Mayor Nann Worel

Attest:

_____

Michelle Kellogg, City Recorder

Approved as to form:

_____
City Attorney’s Office

Resolution No. 09-2025

A RESOLUTION PROCLAIMING MAY 2025
HISTORIC PRESERVATION MONTH IN PARK CITY

WHEREAS, Park City was established as a mining camp after the discovery of silver at the Flagstaff Mine in 1868 and ore at the Ontario Claim in 1872;

WHEREAS, many historic resources celebrate and honor Park City's Settlement & Mining Boom Era (1868-1893), Mature Mining Era (1894-1930), and Mining Decline & Emergence of Recreation Industry (1931-1962);

WHEREAS, Park City has two National Historic Districts – the Main Street Historic District listed in 1979 and the Mining Boom Era Residences Thematic District listed in 1984;

WHEREAS, over 400 sites are designated Landmark or Significant Historic Sites on Park City's Historic Sites Inventory;

WHEREAS, 12 mining sites are designated on Park City's Historic Sites Inventory;

WHEREAS, historic preservation is an economic driver for Park City's Old Town and Historic Main Street is the heart of our community;

WHEREAS, Historic Character is one of the core values in the Park City General Plan;

WHEREAS, the seven-member Historic Preservation Board of Park City preserves the City's unique historic character, recommends ordinances to encourage historic preservation, communicates the benefits of historic preservation for the education, prosperity, and general welfare of residents, visitors, and tourists, and administers the Historic District Grant Program;

WHEREAS, the Park City Museum and Friends of Ski Mountain Mining History preserve and prioritize Park City's history and the rehabilitation of the City's mining structures;

WHEREAS, the Utah State Historic Preservation Office recognizes May as Archaeology and Historic Preservation Month;

NOW, THEREFORE BE IT RESOLVED, that the Park City Council declares the month of May 2025 to be "Historic Preservation Month" in Park City.

SECTION 1. EFFECTIVE DATE. This Resolution shall take effect upon adoption.

PASSED AND ADOPTED this 15th day of May 2025.

PARK CITY MUNICIPAL CORPORATION

Mayor Nann Worel

ATTEST:

Michelle Kellogg, City Recorder

APPROVED TO FORM:

City Attorney's Office

City Council Staff Report

Subject: Park City – Summit County Arts & Culture Interim Report
Author: Chris Eggleton
Department: Economic Development
Date: May 15, 2025

Executive Summary

Receive an update from the Arts Council of Park City & Summit County (Arts Council) on the Arts & Culture Master Plan to help them gather feedback on specific arts and culture priorities for Park City. In addition, the Arts Council seeks to secure a resolution of support from the Park City Council for this plan later this summer.

Analysis

The Arts & Culture Master Plan aims to create a collective vision for the role that arts and culture play in Park City and Summit County by leveraging the existing foundation built by organizations and creators across the county. Specifically, the plan will:

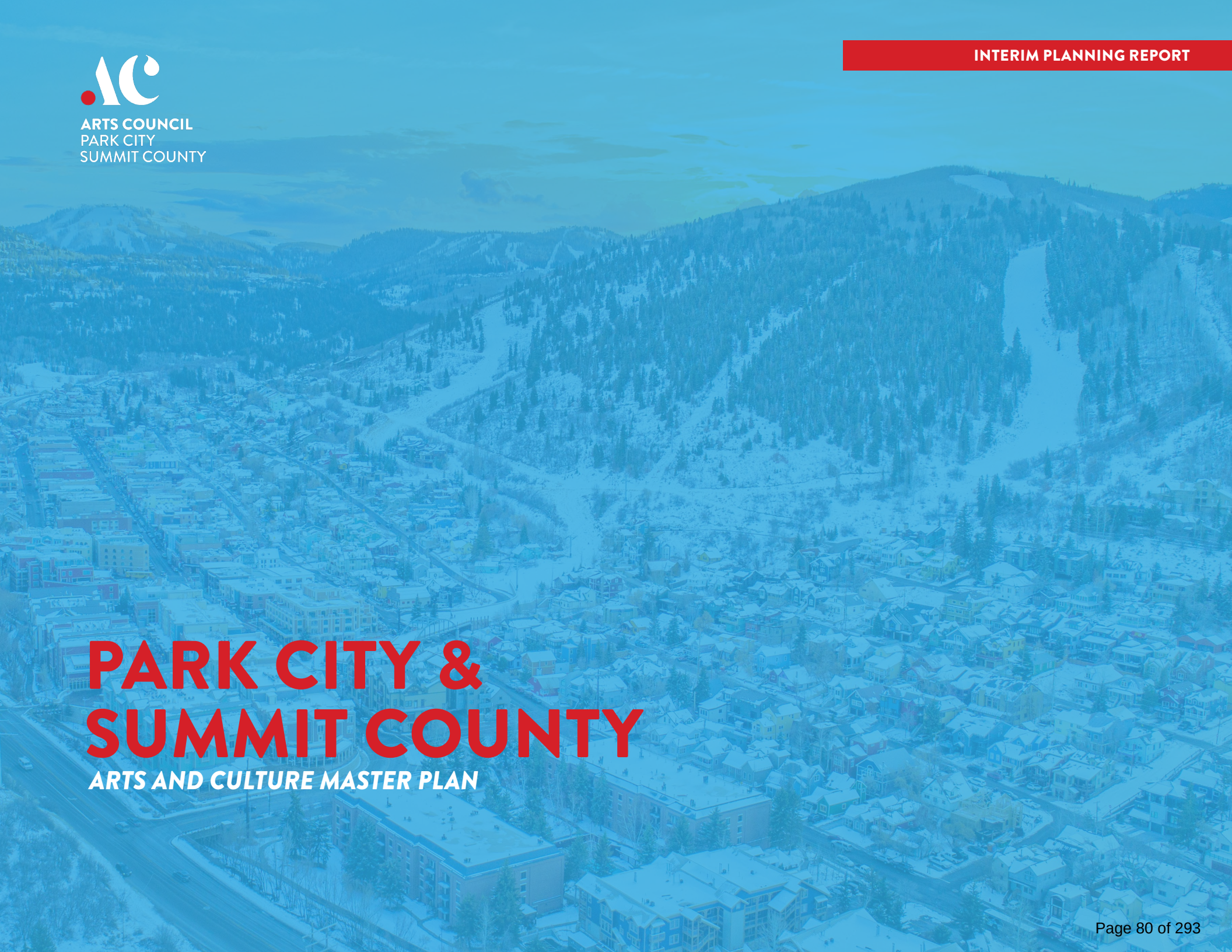
- Identify critical opportunities grounded in the existing conditions of Park City/Summit County for building creative capacity locally and bringing sustainability and stability to the creative sector.
- Recommend policy measures to support a thriving arts and culture ecosystem for adoption at both the municipal and county level.
- Recommend potential project ideas and capital investment opportunities to support the plan strategies.
- Provide programming recommendations that are aligned with needs identified by stakeholders and community members throughout Summit County.
- Identify gaps in the local creative economy as compared to benchmark communities across the Western United States.
- Identify operational needs and collaboration opportunities to support the growing arts and culture ecosystem.
- Provide a menu of financial resources for exploration in implementing plan recommendations.

On May 23, 2024, Park City Council supported the Plan through a Public Service Contract for $45,000 over two years.

Exhibits

Exhibit A – Arts & Culture Master Plan for Park City/Summit County Interim Report

ARTS COUNCIL
PARK CITY
SUMMIT COUNTY



PARK CITY & SUMMIT COUNTY

ARTS AND CULTURE MASTER PLAN

PARK CITY/SUMMIT COUNTY ARTS COUNCIL

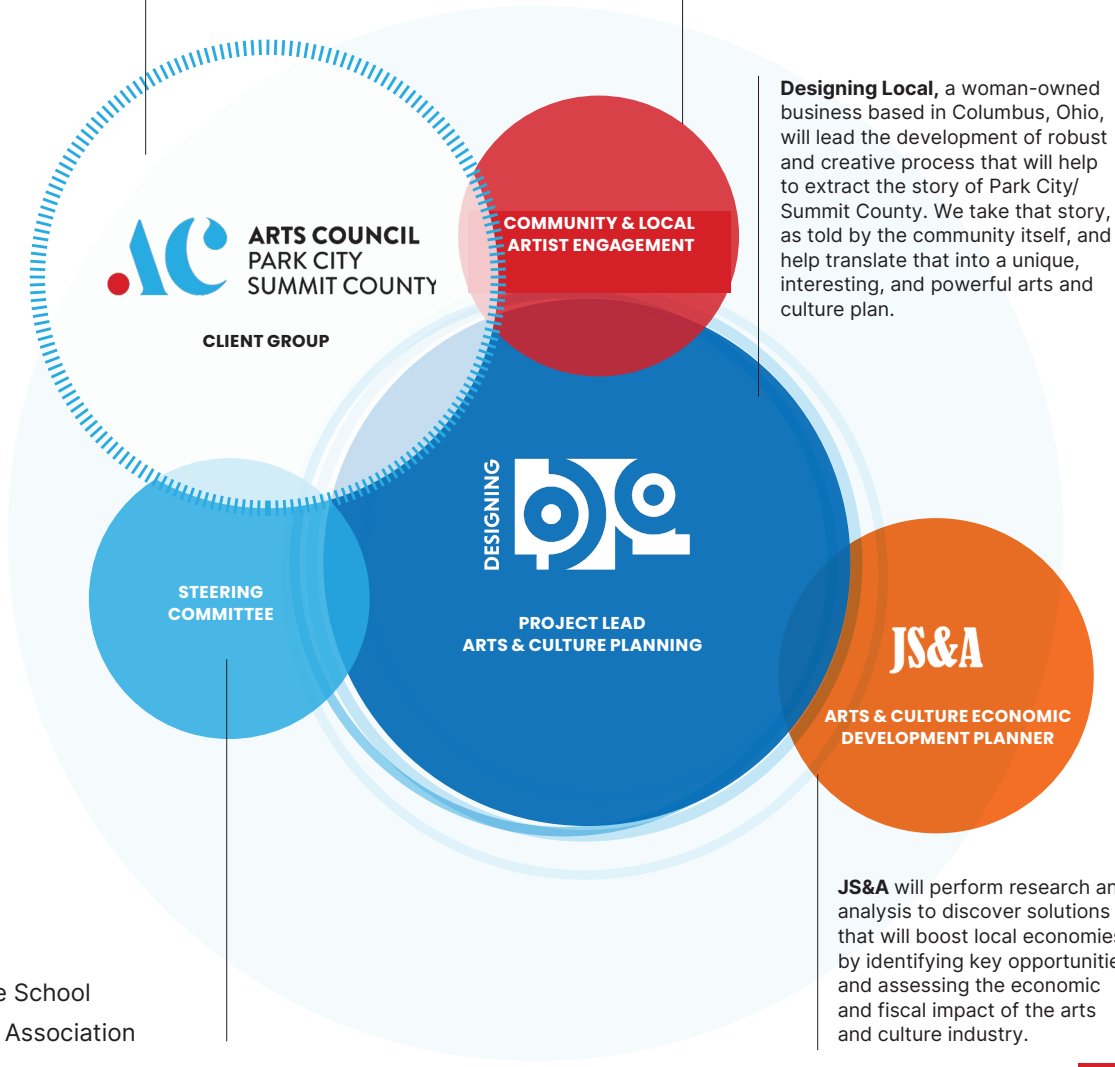
Jocelyn Scudder, Executive Director and Project Manager
Jake McIntire, Co-Project Manager

STEERING COMMITTEE MEMBERSHIP

Lynn Wood, Coalville City Council, North Summit Unite
Becca Gerber, Chamber of Commerce & Visitors Bureau
Shayne Scott, Summit County
Canice Harte, Summit County
Dan Compton, Summit County
Madlyn McDonough, Summit County
Jenny Diersen, Park City Municipal
Sarah Pearce, Park City Municipal
Casey Metzger, Top Shelf Services
Kate Wynn, Kamas Valley History
Sara Huey, Park City Mountain
Hannah Tyler, Deer Valley
Ember Conley, Park City Performing Arts
Aldy Milliken, Kimball Art Center
Randy Barton, Egyptian Theatre
Brian Richards, Mountain Town Music
Katy Wang, Park City Film
Laurice Marier, Sundance Institute
Anna Nizhoni, Sundance Institute, Visual Artist
Morgan Pierce, Park City Museum
Diego Zegarra, Park City Community Foundation
Mitch Bedke, Park City Artist Association
Whitney Ryan, Canyons Village Management Association
John Simmons, Canyons Village Management Association
Virginia Solomon, U of U Art Historian, Summit Pride
Katie Stelpflug, Blue Jayne Studio, Artist
Rebeca Gonzales, Park City Education Foundation, Ecker Hill Middle School
Ginger Wicks, Historic Park City Alliance, Park City Area Restaurant Association

The Client Group will consist of the Arts Council of Park City & Summit County, Project Steering Committee, and Local Governments. This small group of critical people will be the primary entity that will provide support. A representative designated by the Client Group will directly coordinate with Designing Local for all logistical considerations.

A public engagement series will be highly interactive that include local artists in order to get in-depth feedback to understand the wants and needs of the community.

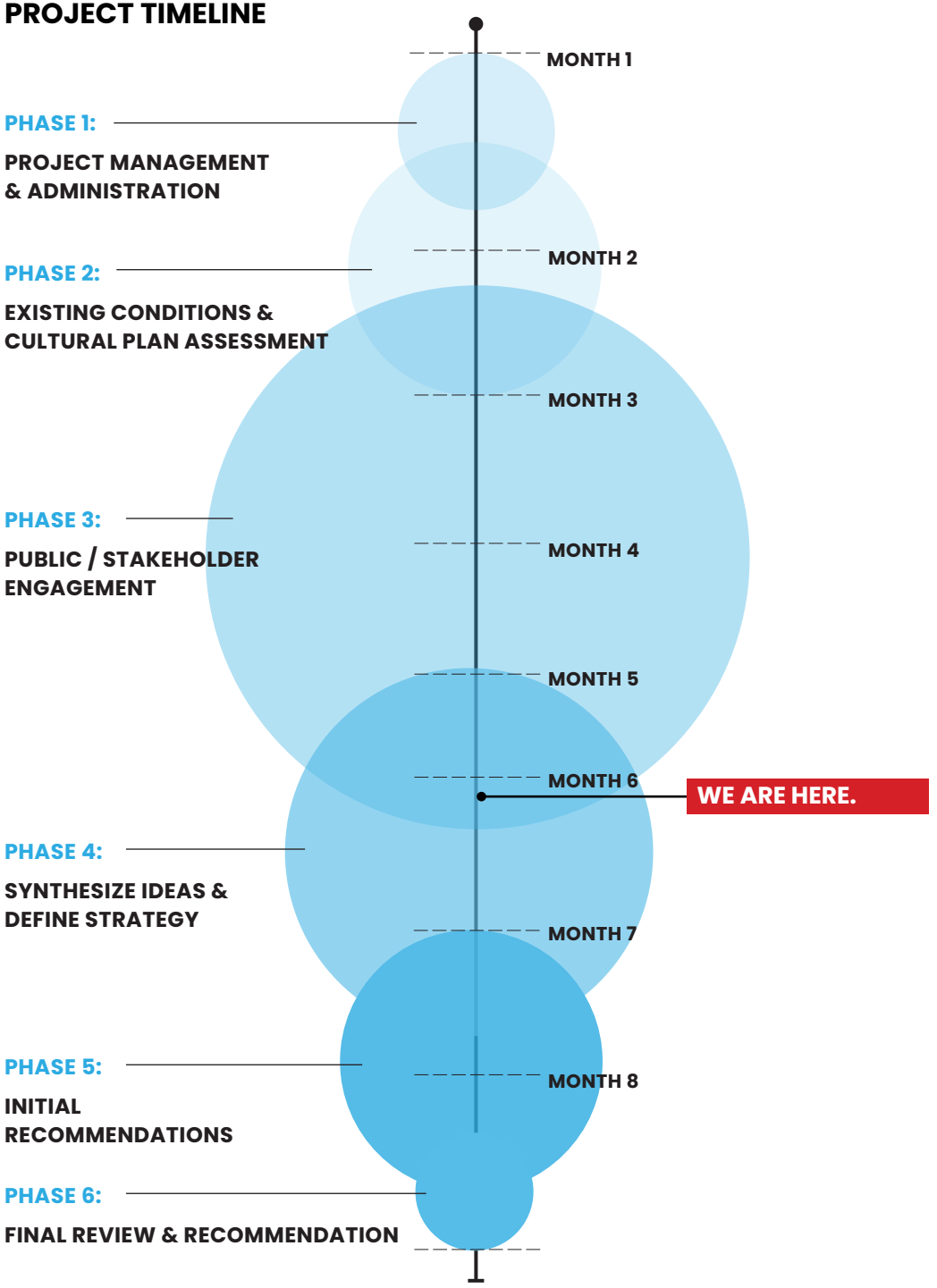


Designing Local, a woman-owned business based in Columbus, Ohio, will lead the development of robust and creative process that will help to extract the story of Park City/ Summit County. We take that story, as told by the community itself, and help translate that into a unique, interesting, and powerful arts and culture plan.

JS&A will perform research and analysis to discover solutions that will boost local economies by identifying key opportunities and assessing the economic and fiscal impact of the arts and culture industry.



PROJECT TIMELINE



PHASE 1:

PROJECT MANAGEMENT & ADMINISTRATION

PHASE 2:

EXISTING CONDITIONS & CULTURAL PLAN ASSESSMENT

PHASE 3:

PUBLIC / STAKEHOLDER ENGAGEMENT

PHASE 4:

SYNTHESIZE IDEAS & DEFINE STRATEGY

PHASE 5:

INITIAL RECOMMENDATIONS

PHASE 6:

FINAL REVIEW & RECOMMENDATION

GOALS

OUTCOMES OF THE PROCESS

This plan aims to create a collective vision for the role that arts and culture will play in Summit County by leveraging the existing foundation built by organizations and creators across the county. This plan will define a community-driven strategy for arts and culture for the region. This will include recommendations that build upon prior planning and analysis efforts like Project ABC and the Sustainable Tourism Plan as well as strategies to provide visibility and elevation to the arts and culture sector, prioritization, and serve to help build capacity at the local level.

SPECIFICALLY THIS PLAN WILL:

- Identify critical opportunities grounded in the existing conditions of Park City/Summit County for building creative capacity locally and bringing sustainability and stability to the creative sector.
- Recommend policy measures to support a thriving arts and culture ecosystem for adoption at both the municipal and county level.
- Recommend potential project ideas and capital investment opportunities to support the plan strategies.
- Provide programming recommendations that are aligned with needs identified by stakeholders and community members throughout Summit County.
- Identify gaps in the local creative economy as compared to benchmark communities across the Western United States.
- Identify operational needs and collaboration opportunities to support the growing arts and culture ecosystem.
- Provide a menu of financial resources for exploration in implementing plan recommendations.

SUSTAINABLY INTEGRATE

The Master Plan will align with the Summit County Sustainable Tourism plan, fulfilling key local initiatives

SPUR MOMENTUM & GROWTH

Fostering excitement and anticipation, the Master Plan will cultivate momentum and energy to propel the future growth of the local Arts & Culture landscape.

VISION FOR THE FUTURE

Community-created, grounded in local conditions and supported by economic and data-driven findings.

REVAMP LOCAL STRATEGIES

Building upon the original Project ABC plan, we will assess, refine, and deepen its strategic recommendations to reflect current needs and aspirations.

PROVIDE VISIBILITY & PRIORITIZATION

In order to celebrate the impact of Arts & Culture within the community, solidifying its position as a local priority.

BUILD THE CAPACITY

This process is committed to identifying and implementing systems, processes, policies, and funding mechanisms that strengthen the capacity and opportunities available to the cultural sector.

ENGAGE THE COMMUNITY

We are committed to actively engaging the cultural community and fostering a spirit of collective ownership and renewed energy within the arts sector. We will achieve this through broad outreach and collaboration with a diverse cross-section of Summit County residents, ensuring all voices and perspectives contribute to the plan and its implementation.

COMMUNITY ENGAGEMENT

COMMUNITY ENGAGEMENT TO DATE

Survey: 209 Responses
Stakeholder Interviews: 15 of 20
Thought Exchange Workshops: 4 out of 7
Pop-up Community Events: 5 out of 5

STAKEHOLDER INTERVIEWS

The team has conducted a series of one-on-one interviews with 15 individuals to date and anticipates convening 5-10 additional conversations. These conversations are

1. What is your relationship with Arts & Culture in Park City/Summit County?
2. What are the biggest successes & challenges you think are faced in your specific sector of arts and culture or generally in the arts and culture ecosystem?
3. What is your vision for arts and culture in Park City/Summit County?
4. How, in your opinion, can Park City/Summit County expand its arts and culture presence? What are the opportunities?
5. How are people across Summit County best engaged?

THOUGHT EXCHANGE WORKSHOPS

Gathering characterized by preparation, powerful questions, and an equitable structure. Participants sit comfortably in a circle. All are invited to participate and all voices are considered equally important. The structure is simple with a beginning (opening, introductions, check-in), middle (speaking about the topic), and an end (closing and check-out).

The following prompts were utilized to guide the conversations:

General Questions:

1. What is your relationship with Arts & Culture in the community?
2. What do you consider to be the most important aspects of Arts & Culture in Park City/Summit County?
3. How do you currently engage with Arts & Culture in our community?
4. What barriers, if any, prevent you from engaging more fully with Arts & Culture?

Arts & Culture Programming:

5. What types of Arts & Culture programs or events would you like to see more of?
6. Are there any specific arts or cultural traditions that you would like to see celebrated or preserved?

Economic Impact of Arts & Culture:

7. What role can Arts & Culture play in supporting local businesses and entrepreneurs?

POP-UP COMMUNITY EVENTS

Free-flowing gathering with informal entry and exit, including passive activities designed to engage attendees, inspire connection, gather qualitative (and/or quantitative data). May feature a portion where all attendees are hosted in facilitated dialogue.

Activities centered around sentiment gathering and current perception of the arts and culture ecosystem, identifying priorities for investment in programming, facilities and amenities, and arts and culture focused resources as well as placemaking and art intervention opportunities across the county.









ENGAGEMENT THEMES

CHALLENGES

Funding and Resources: Funding for the arts is a recurring concern, particularly in comparison to other priorities like recreation, human services, and affordable housing. This is compounded by a perceived lack of support from some government leaders.

Visibility and Accessibility: Many feel that the arts are not prominent or accessible enough, especially outside of Main Street and Park City proper. This limits opportunities for both artists and the broader Summit County community.

Community Engagement: While certain events draw large crowds, there's a sense that deeper, sustained engagement with the arts is lacking, particularly among locals and those outside the affluent circles.
"Arts for whom?": A tension exists between catering to tourists versus serving the local community. This raises questions about the kind of art being promoted and who benefits from it. Is this where we discuss local versus international artists?

Cost of Living and Artist Support: The high cost of living makes it difficult for artists to live and work in the area, hindering the development of a vibrant, organic arts community. Existing support systems are seen as insufficient.

OPPORTUNITIES

Expanding the Arts Ecosystem: There's a desire for a more diverse and vibrant arts scene, including murals, public art installations, and a dedicated arts district. This would create more opportunities for artists and enrich the community. Should we discuss the findings of the Bonanza Plan here?

Leveraging Existing Assets: Sundance Film Festival and the Kimball Arts Center are recognized as valuable assets that can be further leveraged to elevate the arts and culture scene. Other assets aren't as readily shared as many of the other assets were, individuals and culture adjacent organizations and programs.

Integrating Art into other sectors: Opportunities exist to integrate art into recreation, education, and the built environment, making it more accessible and engaging for a wider audience.

Historical and Cultural Heritage: The Region's pre European history, rich mining history, and the growing Latino community offer unique opportunities for cultural expression and community building through the arts. How do we highlight these three pieces of history and culture in an authentic way?

Collaboration and Partnerships: Stronger collaboration between artists, organizations, businesses, and government entities is crucial to overcome challenges and realize the full potential of the arts.

THEMES

Community Building: Art is repeatedly recognized for its power to build community, foster connections, and enhance quality of life.

Accessibility and Inclusivity: There's a strong desire for a more inclusive and accessible arts scene that caters to all residents, not just the wealthy or tourists.

Economic Development: The arts are seen as an important driver of economic development, attracting tourists and contributing to a vibrant community. While this should be considered, there is strong evidence to honoring the other non monetary value arts and culture brings.

Sense of Place: Art can play a crucial role in shaping the identity and character of Park City/Summit County, reflecting a fuller history, local culture, and values.

ENGAGEMENT NEXT STEPS

1. Bolster responses across underrepresented zip codes through direct outreach to civic leaders.
2. Conduct a series of final stakeholder interviews, bringing the total one-on-one conversation count to twenty individuals.
3. Final call for the survey in Mid-March.
4. Engagement report in Early April.
5. Analyze these findings against other community sentiment work done recently within the county.


mazing
Butterflies

BENCMARKING ANALYSIS

BACKGROUND & PURPOSE

The Comparison City Analysis examines the relative size of Summit County's arts and cultural establishment supply, benchmarking each against eight comparable counties. The analysis also compares how Park City compares against the respective major towns in each county. These comparable cities and counties were selected for their similarities in size, tourism orientation, and prominence as outdoor recreation destinations. By comparing Summit County's arts and culture establishments and employment metrics, the analysis aims to identify opportunities for growth and strategies to enhance the region's arts and cultural offerings.

BENCHMARK COMMUNITIES

1. Aspen, CO (Pitkin County)
2. Bend, OR (Deschutes County)
3. Breckenridge, CO (Summit County)
4. Jackson Hole, WY (Teton County)
5. Boulder, CO (Boulder County)
6. Ketchum, ID (Blaine County)
7. Flagstaff, AZ (Coconino County)
8. Santa Fe, NM (Santa Fe County)

METHODOLOGY & DATA SOURCES

This analysis uses an existing set of arts and culture-related NAICS codes (see Appendix for the full list of codes used for analysis) developed for previous arts-related studies in Ogden to pull business and employment data for all entities registered under the associated NAICS codes. These "arts and cultural establishments" are for-profit or non-profit entities with a business registration location within the limits of Park City or Summit County.

Benchmark communities were selected based on relatively similar high-tourism orientations, particularly for winter sport recreations, and similar mountainous geographies in the Western U.S. Benchmark communities represent the counties within which the benchmark cities/towns are located. ESRI Business Analyst was used to pull 2024 business and employment data. ESRI leverages business data sourced from Data Axle, a leading national economic and business data provider. Population data based on 2022 U.S. Census American Community Survey estimates.

PITKIN COUNTY



ASPEN, CO

BENCHMARK COMMUNITY PROFILE

Aspen, Colorado is a mountain town known for its rich history, stunning natural beauty, world-class skiing, and vibrant cultural scene. Situated in the heart of the White River National Forest and surrounded by the majestic Elk Mountain Range, Aspen offers its 6,000 permanent residents and 14,000+ average daily visitors an unparalleled experience of everyday life.

Aspen's history dates to the late 19th century, when silver prospectors flocked to the area and transformed it into one of the most productive silver-mining regions in the United States. The town's silver boom left an indelible mark, evident in its heritage and its historic buildings. Following a period of decline, Aspen experienced a revival in the mid-20th century as it became a world-class skiing destination.

Beyond skiing, Aspen boasts an array of cultural attractions that enrich its community and draw visitors from around the world. The Aspen Institute, a renowned arts think tank, hosts numerous programs and events that foster dialogue, leadership, and action on critical societal issues. The Institute's commitment to the arts is reflected in its Harman/Eisner Artist in Residence Program and the Arts Track at the Aspen Ideas Festival. Other notable cultural institutions in Aspen include the Aspen Historical Society, which preserves and showcases the town's rich heritage, and Aspen Words, a literary center that promotes writing and reading. The Aspen Art Museum features contemporary art exhibitions, while the Red Brick Center for the Arts provides a platform for local artists. Aspen also hosts signature events such as the FOOD & WINE Classic in Aspen, a culinary fest, and Wintersköl™, a winter celebration.



		COUNTY
ARTS & CULTURE ESTABLISHMENTS		
ESTABLISHMENTS PER CAPITA		59
ESTABLISHMENTS CITY TO COUNTY RATIO		55%
SHARE OF ALL ESTABLISHMENTS		5.1%
ARTS & CULTURE SECTOR EMPLOYMENT		
EMPLOYMENT PER CAPITA		446
EMPLOYMENT CITY TO COUNTY RATIO		68%
SHARE OF ALL EMPLOYMENT		3.2%
POPULATION, TOURISM, AND GENERAL FUND REVENUE		
TOTAL RESIDENTIAL POPULATION		17,325
ANNUAL TOURISM SPENDING		$873,300,000
COUNTY GENERAL FUND REVENUE		$55,521,287

KEY ARTS & CULTURAL INITIATIVES

The Aspen Institute: Founded as a place to combine art, philosophy, and civil dialogue, the Aspen Institute promotes a free, just, and equitable society. It includes programs such as the Harman/Eisner Artist in Residence Program and the Arts Track at the Aspen Ideas Festival. The Aspen Institute was created to fulfill the "Aspen Idea".

Public Art Plan: Aspen is developing its first Public Art Plan to incorporate art into public spaces. Community engagement is a key part of this process. Public art in Aspen aims to provoke discussion, create memorable spaces, celebrate cultural heritage, and connect communities.

City Arts and Culture Grants: The City of Aspen supports non-profit organizations and individuals who contribute to the cultural vibrancy of the community through arts and culture grants. In 2024 the city allocated $941,900 in grants to local arts and culture organizations. Examples include the Cultural Vibrancy Fellowship ($60,000) and the Asset & Acquisition Assistance grant ($250,000). The Cultural Vibrancy Fellowship supports local artists directly for their creative pursuits and fosters relationship building within the artistic community. The Asset & Acquisition grant is intended to help eligible arts & cultural non-profits make the most of their facilities and provide the assets and equipment necessary to offer the best community experience possible.

Events and Festivals: Aspen hosts internationally acclaimed gatherings, art exhibitions, performances, and lectures. Examples of signature events include the FOOD & WINE Classic in Aspen and Wintersköl™. The Aspen Ideas Festival also provides a platform for convening and engaging in meaningful dialogue.

	Arts & Culture Establishments			Arts & Culture Sector Employment			Population, Tourism, and General Fund Revenue	
	Establishments per Capita	Establishments City to County Ratio	Share of All Establishments	Employment per Capita	Employment City to County Ratio	Share of All Employment	Total Residential Population	General Fund Revenue
Aspen, CO	70	55%	4.3%	755	68%	4.0%	6,952	$102,092,611
Bend, OR	26	70%	4.0%	379	82%	6.5%	99,442	$90,968,000
Boulder, CO	40	54%	5.5%	712	57%	6.8%	106,598	$200,500,000
Breckenridge, CO	56	33%	3.7%	534	30%	3.8%	5,017	$33,879,769
Flagstaff, AZ	16	70%	3.7%	191	56%	3.4%	76,177	$89,940,758
Jackson Hole, WY	88	99%	6.4%	903	86%	6.1%	10,748	$31,472,908
Ketchum, ID	92	59%	5.1%	857	47%	5.4%	3,490	$36,067,548
Santa Fe, NM	43	80%	5.9%	312	73%	3.7%	87,617	$131,774,432
Park City, UT	**41**	**40%**	**3.0%**	**353**	**35%**	**1.9%**	**8,379**	**$48,894,906**

WHAT MAKES ASPEN DIFFERENT?

Aspen's uniqueness is rooted in the "Aspen Idea," a philosophy conceived by Walter and Elizabeth Paepcke, which harmonizes mind, body, and spirit to promote personal and societal betterment. This vision provides avenues for intellectual discourse, outdoor recreation, and spiritual exploration. Envisioned as a "community of peace," Aspen allows individuals to earn a living, enjoy healthy activities, and benefit from arts, music, and education. The Paepckes' efforts infused Aspen with cultural activities and established a stable economy, sparking its "renaissance." This combination of cultural sophistication, outdoor adventure, and spiritual depth attracts a global audience, solidifying Aspen's reputation as a sanctuary for holistic well-being.

	CITY	COUNTY
ARTS & CULTURE PLAN	NO	NO
PUBLIC ART PLAN	YES*	NO
PERCENT FOR ART PROGRAM	YES	NO

*PLAN COMPLETION DATE SET FOR FEBRUARY 2024

DESCHUTES COUNTY



BEND, OREGON

BENCHMARK COMMUNITY PROFILE

Bend is a city celebrated for its stunning natural canvas, spanning pristine lakes, majestic mountains, and a dormant volcano. Beyond these breathtaking landscapes, it thrives as a dynamic center for arts and culture. A rich artistic scene unfolds through galleries, public art installations, and cultural festivals like the Bend Film Festival and First Friday Art Walk. The historic Tower Theatre hosts live performances, while the Tin Pan Alley Art Collection infuses creativity into everyday spaces. A robust community of artists, musicians, and makers contributes to the city's vibrant cultural identity.

With nearly 100,000 residents and over 1 million annual visitors, Bend emphasizes community engagement, providing numerous avenues for residents to influence its future. Its dynamic cultural landscape is enhanced by a thriving craft beer and cannabis industry, a lively music scene, and locally owned restaurants and bars that act as creative hubs. While outdoor enthusiasts are drawn to Bend for world-class skiing, climbing, and mountain biking, the city's ability to seamlessly blend adventure with artistic expression creates a uniquely inspiring environment for both living and visiting.



		COUNTY
ARTS & CULTURE ESTABLISHMENTS		
ESTABLISHMENTS PER CAPITA		19
ESTABLISHMENTS CITY TO COUNTY RATIO		70%
SHARE OF ALL ESTABLISHMENTS		3.6%
ARTS & CULTURE SECTOR EMPLOYMENT		
EMPLOYMENT PER CAPITA		230
EMPLOYMENT CITY TO COUNTY RATIO		82%
SHARE OF ALL EMPLOYMENT		5.1%
POPULATION, TOURISM, AND GENERAL FUND REVENUE		
TOTAL RESIDENTIAL POPULATION		199,352
ANNUAL TOURISM SPENDING		$1,111,000,000
COUNTY GENERAL FUND REVENUE		$58,338,006

KEY ARTS & CULTURAL INITIATIVES

Art in Public Places (AiPP): A nonprofit organization committed to bringing permanent, world-class art installations to public spaces in Bend. AiPP commissions art that enhances natural landscapes and enlivens public spaces, judged on artistic excellence, interactivity, innovative qualities, originality, and durability. The community can participate in the selection process by viewing design renderings of finalists and providing input.

Bend Cultural Tourism Fund (BCTF): A grant program created to enhance Bend's economy through cultural tourism. It supports cultural opportunities that draw visitors to Bend, such as musical productions, art exhibits, and film festivals. The BCTF is funded by Visit Bend using typically 10% of the organization's annual public funding received from the City of Bend through their Transient-Room-Tax.

Bend Foundation: This foundation donates funds to support new public art, collaborating with the City of Bend and Art in Public Places to enhance a thriving and creative community in Central Oregon. One recent project was to place large-scale sculptures in several roundabouts in the city.

First Friday Art Walk: Galleries and shops open their doors, bands play in the street, and carts offer food and drinks.

Festivals: Downtown Bend hosts festivals such as Oktoberfest and Winterfest. Bend Fall Festival, Bend Christmas Parade, Pole Pedal Paddle, July 4th Pet Parade & Old-Fashioned Festival, Bite of Bend, Balloons Over Bend and Night Glow & Children's Festival are some yearly traditions.

	Arts & Culture Establishments			Arts & Culture Sector Employment			Population, Tourism, and General Fund Revenue	
	Establishments per Capita	Establishments City to County Ratio	Share of All Establishments	Employment per Capita	Employment City to County Ratio	Share of All Employment	Total Residential Population	General Fund Revenue
Aspen, CO	70	55%	4.3%	755	68%	4.0%	6,952	$102,092,611
Bend, OR	26	70%	4.0%	379	82%	6.5%	99,442	$90,968,000
Boulder, CO	40	54%	5.5%	712	57%	6.8%	106,598	$200,500,000
Breckenridge, CO	56	33%	3.7%	534	30%	3.8%	5,017	$33,879,769
Flagstaff, AZ	16	70%	3.7%	191	56%	3.4%	76,177	$89,940,758
Jackson Hole, WY	88	99%	6.4%	903	86%	6.1%	10,748	$31,472,908
Ketchum, ID	92	59%	5.1%	857	47%	5.4%	3,490	$36,067,548
Santa Fe, NM	43	80%	5.9%	312	73%	3.7%	87,617	$131,774,432
Park City, UT	**41**	**40%**	**3.0%**	**353**	**35%**	**1.9%**	**8,379**	**$48,894,906**

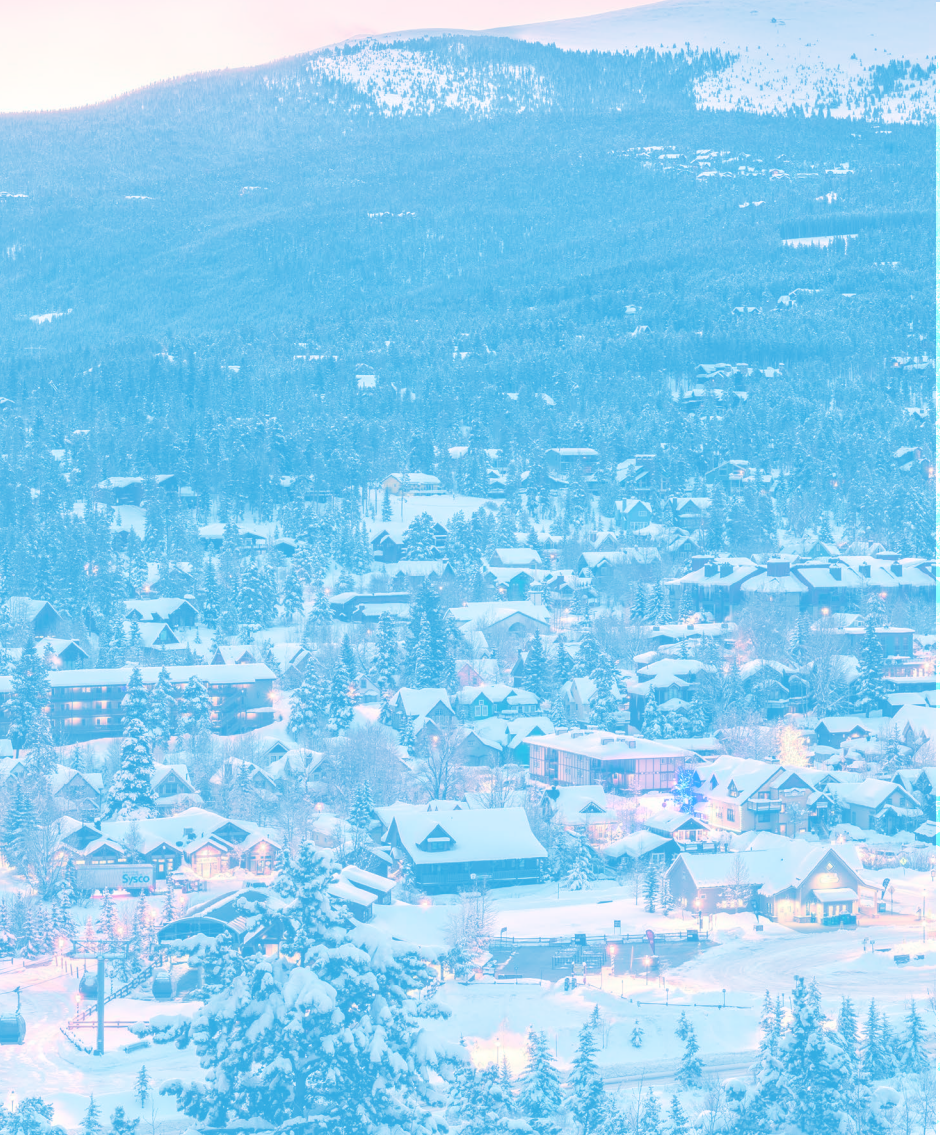
WHAT MAKES BEND DIFFERENT?

Bend's distinctiveness stems from its dynamic fusion of arts, culture, and community spirit. The city distinguishes itself by integrating art into its daily environment, with public art installations enhancing natural and public spaces. This approach fosters an atmosphere where art is accessible and woven into the city's fabric. Additionally, Bend's thriving festival culture transforms the city into a series of lively celebrations throughout the year. This reflects a community that values shared experiences, enjoying art, music, food, and local traditions.

	CITY	COUNTY
ARTS & CULTURE PLAN	NO	NO
PUBLIC ART PLAN	NO	NO
PERCENT FOR ART PROGRAM	YES	YES*

*EXCLUSIVE TO THE CONSTRUCTION OF PUBLIC LIBRARIES

SUMMIT COUNTY



BRECKENRIDGE, COLORADO

BENCHMARK COMMUNITY PROFILE

Breckenridge stands as a premier mountain destination, seamlessly blending rich history, outdoor adventure, and a vibrant cultural scene. This historic Colorado town welcomes visitors year-round with world-class skiing, scenic trails for hiking and biking, and a charming downtown filled with unique, locally owned establishments. Beyond its outdoor allure, Breckenridge offers a lively après-ski culture, diverse culinary experiences, and an energetic nightlife, making it an ideal destination for both adventure and relaxation.

Arts and culture are deeply woven into Breckenridge's identity, showcased through its engaging public art collection and the renowned Breckenridge Arts District. The town's public art program features thoughtfully selected pieces that reflect local history and the surrounding mountain environment, fostering community engagement and dialogue. The Breckenridge Arts District, nestled within restored historic buildings, hosts workshops, exhibits, and artist-in-residence programs, inviting visitors to participate in hands-on creative experiences, from ceramics to painting. With the implementation of the Public Art Master Plan in 2016, Breckenridge continues to evolve as a cultural hub, ensuring that art remains an integral part of the town's character.



		COUNTY
ARTS & CULTURE ESTABLISHMENTS		
ESTABLISHMENTS PER CAPITA		27
ESTABLISHMENTS CITY TO COUNTY RATIO		33%
SHARE OF ALL ESTABLISHMENTS		3.6%
ARTS & CULTURE SECTOR EMPLOYMENT		
EMPLOYMENT PER CAPITA		289
EMPLOYMENT CITY TO COUNTY RATIO		30%
SHARE OF ALL EMPLOYMENT		3.9%
POPULATION, TOURISM, AND GENERAL FUND REVENUE		
TOTAL RESIDENTIAL POPULATION		30,955
ANNUAL TOURISM SPENDING		$1,196,000,000
COUNTY GENERAL FUND REVENUE		$56,034,606

KEY ARTS & CULTURAL INITIATIVES

BreckCreate: This organization supports and promotes arts, culture, and creative experiences through performances, visual arts, workshops, festivals, and historic tours. BreckCreate manages cultural arts venues which house much of Breckenridge's non-profit sector and arts community. BreckCreate typically receives $2 million per year in public funding through a general fund allocation.

Public Art Master Plan: BreckCreate spearheaded the creation of a Public Art Program Master Plan + Policy to give creative direction to the Breckenridge Public Art Program. The Master Plan builds on the town's previous plan with community input to chart the course of public art in Breckenridge. The Master Plan is a visioning piece that establishes the creative direction for a public art program and is distinct from the Public Art Policy, which guides daily work. The plan ensures the Public Art Program enhances the sense of place while positioning Breckenridge as a destination for creativity.

Breckenridge Social Equity Advisory Commission Grant: The town of Breckenridge funds $2,500 grants to organizations working to uphold goals within community building, equity growth, and advocacy.

Breckenridge Arts District: Considered the region's epicenter of creativity, it brings together studios, galleries, performance spaces, historic landmarks, public art, restaurants, cafes, and other creative businesses. It is a lively arts campus of renovated historic structures that function as studio spaces for classes, workshops, affordable rentals by local artists, and visiting artist-in-residence programs. The Breckenridge Arts District is a Certified District in the Colorado Creative Industries Creative District Program.

Public Art Program: Breckenridge has a public art program that includes a permanent collection, temporary and ephemeral installations, and public art-related programming. The public art collection engages locals and visitors and inspires conversation about the town's environment and history.

Film: Breck Film delivers film experiences year-round through the Breck Film Society and the annual Breck Film Festival. The Breck Film Festival is held in September and celebrates the art of filmmaking.

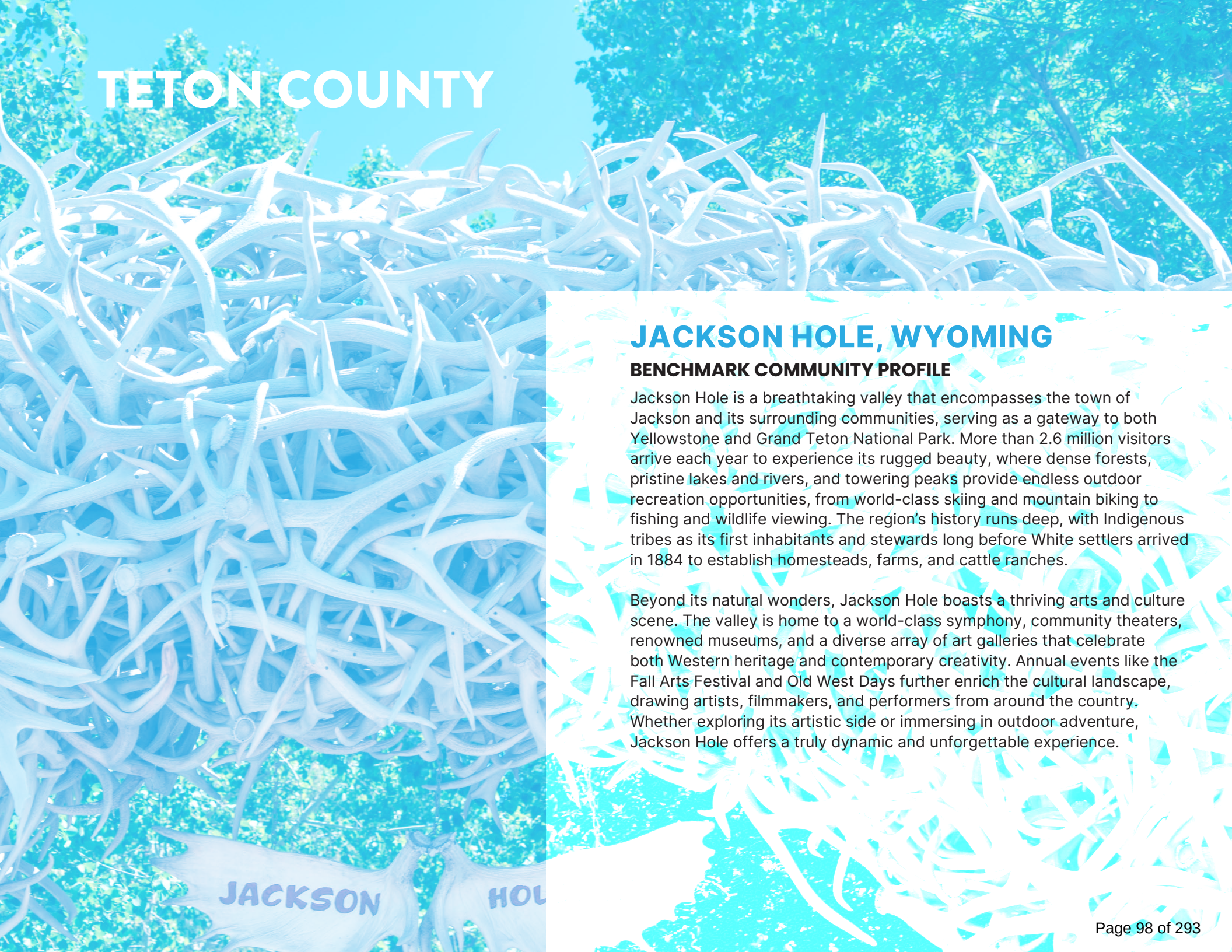
	Arts & Culture Establishments			Arts & Culture Sector Employment			Population, Tourism, and General Fund Revenue	
	Establishments per Capita	Establishments City to County Ratio	Share of All Establishments	Employment per Capita	Employment City to County Ratio	Share of All Employment	Total Residential Population	General Fund Revenue
Aspen, CO	70	55%	4.3%	755	68%	4.0%	6,952	$102,092,611
Bend, OR	26	70%	4.0%	379	82%	6.5%	99,442	$90,968,000
Boulder, CO	40	54%	5.5%	712	57%	6.8%	106,598	$200,500,000
Breckenridge, CO	56	33%	3.7%	534	30%	3.8%	5,017	$33,879,769
Flagstaff, AZ	16	70%	3.7%	191	56%	3.4%	76,177	$89,940,758
Jackson Hole, WY	88	99%	6.4%	903	86%	6.1%	10,748	$31,472,908
Ketchum, ID	92	59%	5.1%	857	47%	5.4%	3,490	$36,067,548
Santa Fe, NM	43	80%	5.9%	312	73%	3.7%	87,617	$131,774,432
Park City, UT	**41**	**40%**	**3.0%**	**353**	**35%**	**1.9%**	**8,379**	**$48,894,906**

WHAT MAKES BRECKENRIDGE DIFFERENT?

Breckenridge distinguishes itself through its harmonious blend of outdoor pursuits, a dynamic arts and culture scene, and a preserved historic mountain town atmosphere. The town is celebrated for its access to skiing, mountain biking, and hiking, alongside a diverse array of cultural experiences. Breckenridge's arts scene is considered a central element of the town's identity, with many artists drawing inspiration from the surrounding landscapes. The town's rich history, reflected in its well-preserved historic district, adds to its unique charm. Breckenridge provides varied avenues for self-expression and cultural exploration through visual and performing arts, museums, film, literature, and more.

	CITY	COUNTY
ARTS & CULTURE PLAN	I/P*	NO
PUBLIC ART PLAN	YES	NO
PERCENT FOR ART PROGRAM	NO	YES

*IN PROGRESS

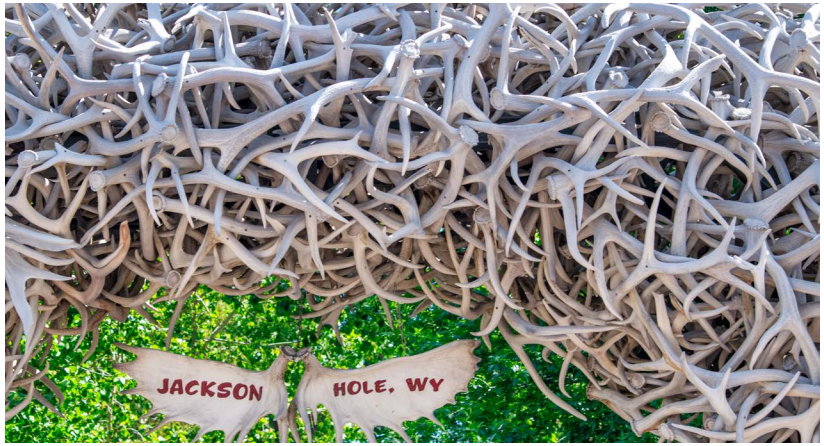


JACKSON HOLE, WYOMING

BENCHMARK COMMUNITY PROFILE

Jackson Hole is a breathtaking valley that encompasses the town of Jackson and its surrounding communities, serving as a gateway to both Yellowstone and Grand Teton National Park. More than 2.6 million visitors arrive each year to experience its rugged beauty, where dense forests, pristine lakes and rivers, and towering peaks provide endless outdoor recreation opportunities, from world-class skiing and mountain biking to fishing and wildlife viewing. The region's history runs deep, with Indigenous tribes as its first inhabitants and stewards long before White settlers arrived in 1884 to establish homesteads, farms, and cattle ranches.

Beyond its natural wonders, Jackson Hole boasts a thriving arts and culture scene. The valley is home to a world-class symphony, community theaters, renowned museums, and a diverse array of art galleries that celebrate both Western heritage and contemporary creativity. Annual events like the Fall Arts Festival and Old West Days further enrich the cultural landscape, drawing artists, filmmakers, and performers from around the country. Whether exploring its artistic side or immersing in outdoor adventure, Jackson Hole offers a truly dynamic and unforgettable experience.



		COUNTY
ARTS & CULTURE ESTABLISHMENTS		
ESTABLISHMENTS PER CAPITA		40
ESTABLISHMENTS CITY TO COUNTY RATIO		99%
SHARE OF ALL ESTABLISHMENTS		4.2%
ARTS & CULTURE SECTOR EMPLOYMENT		
EMPLOYMENT PER CAPITA		482
EMPLOYMENT CITY TO COUNTY RATIO		86%
SHARE OF ALL EMPLOYMENT		3.5%
POPULATION, TOURISM, AND GENERAL FUND REVENUE		
TOTAL RESIDENTIAL POPULATION		23,346
ANNUAL TOURISM SPENDING		$1,700,000,000
COUNTY GENERAL FUND REVENUE		$76,261,134

KEY ARTS & CULTURAL INITIATIVES

Arts for All Grant: Teton County and the Town of Jackson provide Arts for All funding to local arts and culture organizations and individual artists. These grants support art programs, broaden public access to the arts, enhance arts education, support the production and presentation of new works, and provide ongoing operating assistance. JH Public Art facilitates the Arts for All grant process.

Center for the Arts: The Center for the Arts is a 78,000 square foot arts campus located in Jackson Hole originally envisioned and planned for in 1991. Following a five-year planning process including, a needs assessment, an existing facilities assessment, a site selection study, a feasibility study, and an economic impact study all supported the need for an art center in Jackson, the facility was funded and established as a 501(c)3 non-profit organization which operates the campus today. Now the facility is home to over 20 arts and culture organizations providing arts experiences and resources to the community and is the region's primary third space for the arts.

Cultural Events and Festivals: Jackson hosts cultural events and festivals such as the Fall Arts Festival and Old West Days. The Fall Arts Festival is a premier cultural event in the Rocky Mountain West. Old West Days celebrates the spirit and culture of the West and Jackson Hole.

Public Art Program: Public art is integrated into the environment through Jackson Hole Public Art, which partners to include art in public design and produces artist-driven, community-minded projects. Jackson Hole Public Art places temporary and permanent artworks and produces community-minded, artist-driven projects for public spaces.

	Arts & Culture Establishments			Arts & Culture Sector Employment			Population, Tourism, and General Fund Revenue	
	Establishments per Capita	Establishments City to County Ratio	Share of All Establishments	Employment per Capita	Employment City to County Ratio	Share of All Employment	Total Residential Population	General Fund Revenue
Aspen, CO	70	55%	4.3%	755	68%	4.0%	6,952	$102,092,611
Bend, OR	26	70%	4.0%	379	82%	6.5%	99,442	$90,968,000
Boulder, CO	40	54%	5.5%	712	57%	6.8%	106,598	$200,500,000
Breckenridge, CO	56	33%	3.7%	534	30%	3.8%	5,017	$33,879,769
Flagstaff, AZ	16	70%	3.7%	191	56%	3.4%	76,177	$89,940,758
Jackson Hole, WY	88	99%	6.4%	903	86%	6.1%	10,748	$31,472,908
Ketchum, ID	92	59%	5.1%	857	47%	5.4%	3,490	$36,067,548
Santa Fe, NM	43	80%	5.9%	312	73%	3.7%	87,617	$131,774,432
Park City, UT	**41**	**40%**	**3.0%**	**353**	**35%**	**1.9%**	**8,379**	**$48,894,906**

WHAT MAKES JACKSON HOLE DIFFERENT?

Jackson Hole's arts and culture scene is uniquely defined by the interplay between its breathtaking natural landscape and a strong sense of Western heritage. This fusion attracts a diverse array of artists and cultural events. The Teton landscape serves as a powerful source of inspiration, contributing to Jackson Hole's recognition as a top art market. This vibrant culture is showcased through events like the Fall Arts Festival and Old West Days. The area features numerous art galleries and museums, some located in unexpected settings. Public art is thoughtfully integrated into the environment through Jackson Hole Public Art, which collaborates to incorporate art into public design and create artist-driven, community-focused projects.

	CITY	COUNTY
ARTS & CULTURE PLAN	NO	NO
PUBLIC ART PLAN	NO	NO
PERCENT FOR ART PROGRAM	YES	YES

BOULDER COUNTY



BOULDER, COLORADO

BENCHMARK COMMUNITY PROFILE

Boulder, Colorado, shines as a vibrant community deeply rooted in artistic heritage and cultural appreciation. The city's stunning natural beauty, with preserved open spaces, trails, and abundant sunshine, provides an inspiring backdrop for its thriving creative ecosystem. Since the 19th century, Boulder has attracted a diverse array of artists, from painters and photographers to musicians and performers, establishing a strong foundation for its cultural identity. Today, the city boasts a dynamic business environment and a diverse marketplace, home to over 130 cultural organizations and numerous venues offering a wide range of artistic disciplines and events.

Boulder's commitment to community well-being is evident in its focus on creativity as a cornerstone for resident prosperity and joy. The City of Boulder actively champions arts and culture through initiatives like the Public Art Program, the Community Cultural Plan, and Cultural Grants, fostering a supportive environment for artists and creative professionals. Recognizing affordability challenges, the city collaborates with stakeholders to address livability concerns and provide professional development, enhancing the business and leadership skills of its creative workforce. Through these efforts, Boulder cultivates an environment where residents and visitors alike can engage with a rich tapestry of cultural experiences and contribute to a thriving, inclusive community.



		COUNTY
ARTS & CULTURE ESTABLISHMENTS		
ESTABLISHMENTS PER CAPITA		24
ESTABLISHMENTS CITY TO COUNTY RATIO		54%
SHARE OF ALL ESTABLISHMENTS		4.8%
ARTS & CULTURE SECTOR EMPLOYMENT		
EMPLOYMENT PER CAPITA		403
EMPLOYMENT CITY TO COUNTY RATIO		57%
SHARE OF ALL EMPLOYMENT		6.9%
POPULATION, TOURISM, AND GENERAL FUND REVENUE		
TOTAL RESIDENTIAL POPULATION		328,658
ANNUAL TOURISM SPENDING		$962,000,000
COUNTY GENERAL FUND REVENUE		$255,715,652

KEY ARTS & CULTURAL INITIATIVES

Public Art Program: Aims to commission innovative artworks of enduring value, reflecting diverse artistic expressions and enhancing public spaces. The Public Art Program allocates 1% of capital improvement project budgets exceeding $100,000 for public art. The city also seeks community input for the selection of public art projects.

Cultural Grants: Provides funding opportunities focused on organizational sustainability and capacity building for cultural organizations.

Community Cultural Plan: A nine-year plan to integrate creativity into the community's social, physical, and cultural environment. Key programs include General Operating Support grants for cultural organizations and public art programs. A one-time enhancement of $165,250 will update the Community Cultural Plan, aligning the Office of Arts + Culture's operations with community cultural priorities. Additional one-time funding includes $40,000 for Community Connectors-in-Residence programming and $1.4 million for University Hill streetscape renovations that integrate artistic elements.

	Arts & Culture Establishments			Arts & Culture Sector Employment			Population, Tourism, and General Fund Revenue	
	Establishments per Capita	Establishments City to County Ratio	Share of All Establishments	Employment per Capita	Employment City to County Ratio	Share of All Employment	Total Residential Population	General Fund Revenue
Aspen, CO	70	55%	4.3%	755	68%	4.0%	6,952	$102,092,611
Bend, OR	26	70%	4.0%	379	82%	6.5%	99,442	$90,968,000
Boulder, CO	40	54%	5.5%	712	57%	6.8%	106,598	$200,500,000
Breckenridge, CO	56	33%	3.7%	534	30%	3.8%	5,017	$33,879,769
Flagstaff, AZ	16	70%	3.7%	191	56%	3.4%	76,177	$89,940,758
Jackson Hole, WY	88	99%	6.4%	903	86%	6.1%	10,748	$31,472,908
Ketchum, ID	92	59%	5.1%	857	47%	5.4%	3,490	$36,067,548
Santa Fe, NM	43	80%	5.9%	312	73%	3.7%	87,617	$131,774,432
Park City, UT	**41**	**40%**	**3.0%**	**353**	**35%**	**1.9%**	**8,379**	**$48,894,906**

WHAT MAKES BOULDER DIFFERENT?

Boulder distinguishes itself through a unique blend of factors, including its strong commitment to arts and culture, innovative urban planning, and dedication to community well-being. The city's Community Cultural Plan guides investments in cultural organizations, public art, and creative industries, emphasizing creativity as essential for the community's overall health. Boulder is recognized for its proactive approach to open space preservation and its dedication to civic engagement, encouraging residents to actively participate in shaping the city's future.

	CITY	COUNTY
ARTS & CULTURE PLAN	YES	NO
PUBLIC ART PLAN	I/P	NO
PERCENT FOR ART PROGRAM	YES	YES

*STATE LED PERCENT FOR ART PROGRAM

BLAINE COUNTY





KETCHUM, IDAHO

BENCHMARK COMMUNITY PROFILE

Ketchum and Sun Valley, nestled in Idaho's scenic Wood River Valley, offer a captivating blend of outdoor adventure and cultural richness. With a combined population of about 5,200, these neighboring towns are renowned for Sun Valley's legacy as America's first destination ski resort, drawing visitors year-round for world-class skiing, hiking, and mountain biking. Beyond the slopes, a vibrant arts scene thrives, with more than a dozen galleries, several live theater companies, and marquee cultural events like the Sun Valley Film Festival and free summer symphony concerts at the Sun Valley Pavilion. Anchoring the region's artistic landscape is the Sun Valley Museum of Art (SVMoA), Idaho's oldest arts organization and one of only five institutions in the state accredited by the American Alliance of Museums. SVMoA offers diverse programs spanning visual arts, music, film, and the humanities, fostering deep connections between visitors and contemporary artists.

Ketchum shares this commitment to the arts, featuring a dynamic array of public art and cultural programming. The Ketchum Arts Commission curates rotating exhibitions and performances, free to the public, enriching the town's creative spirit. Notable initiatives include Cover Art, which transforms city infrastructure with original artwork, and Art on Fourth, a juried outdoor sculpture exhibition. Performance Art exhibitions further showcase the town's thriving gallery and theater scene. Together, Ketchum and Sun Valley offer a unique blend of natural beauty and artistic expression.



		COUNTY
ARTS & CULTURE ESTABLISHMENTS		
ESTABLISHMENTS PER CAPITA		23
ESTABLISHMENTS CITY TO COUNTY RATIO		59%
SHARE OF ALL ESTABLISHMENTS		3.50%
ARTS & CULTURE SECTOR EMPLOYMENT		
EMPLOYMENT PER CAPITA		260
EMPLOYMENT CITY TO COUNTY RATIO		47%
SHARE OF ALL EMPLOYMENT		4.50%
POPULATION, TOURISM, AND GENERAL FUND REVENUE		
TOTAL RESIDENTIAL POPULATION		24,248
ANNUAL TOURISM SPENDING		$468,400,000
COUNTY GENERAL FUND REVENUE		$22,840,503

KEY ARTS & CULTURAL INITIATIVES

Percent for Art Ordinance: Ketchum's Percent for Art Ordinance dedicates a percentage of the cost of certain public works projects to public art. The current ordinance, updated in 2014, stipulates that 5% of public works project costs be dedicated to public art. This percentage is among the highest in the nation.

Sun Valley Museum of Art (SVMoA): SVMoA connects people to contemporary art and artists through exhibitions, education, programs, and projects, serving as the cultural anchor of the Wood River Valley with year-round programming in visual arts, music, film, and the humanities. Founded in 1971, SVMoA is accredited by the American Alliance of Museums and offers free admission.

Ketchum Arts Commission Projects & Events: The Ketchum Arts Commission oversees initiatives ranging from exhibiting and maintaining the city's art collection to curating rotating exhibitions and performances that are free and open to the public.

	Arts & Culture Establishments			Arts & Culture Sector Employment			Population, Tourism, and General Fund Revenue	
	Establishments per Capita	Establishments City to County Ratio	Share of All Establishments	Employment per Capita	Employment City to County Ratio	Share of All Employment	Total Residential Population	General Fund Revenue
Aspen, CO	70	55%	4.3%	755	68%	4.0%	6,952	$102,092,611
Bend, OR	26	70%	4.0%	379	82%	6.5%	99,442	$90,968,000
Boulder, CO	40	54%	5.5%	712	57%	6.8%	106,598	$200,500,000
Breckenridge, CO	56	33%	3.7%	534	30%	3.8%	5,017	$33,879,769
Flagstaff, AZ	16	70%	3.7%	191	56%	3.4%	76,177	$89,940,758
Jackson Hole, WY	88	99%	6.4%	903	86%	6.1%	10,748	$31,472,908
Ketchum, ID	92	59%	5.1%	857	47%	5.4%	3,490	$36,067,548
Santa Fe, NM	43	80%	5.9%	312	73%	3.7%	87,617	$131,774,432
Park City, UT	**41**	**40%**	**3.0%**	**353**	**35%**	**1.9%**	**8,379**	**$48,894,906**

WHAT MAKES KETCHUM DIFFERENT?

Ketchum and Sun Valley distinguish themselves through a unique partnership, offering a harmonious blend of outdoor recreation and cultural vibrancy. Sun Valley holds the distinction of being America's first destination ski resort, while SVMoA serves as a cultural hub, providing diverse programming. Ketchum complements this with its commitment to public art and accessible cultural events. Together, they create an environment where residents and visitors can seamlessly transition from exhilarating outdoor adventures to enriching cultural experiences. This synergy fosters a unique sense of place, attracting those seeking both inspiration and connection.

	CITY	COUNTY
ARTS & CULTURE PLAN	NO	NO
PUBLIC ART PLAN	NO	NO
PERCENT FOR ART PROGRAM	YES	NO

COCONINO COUNTY



FLAGSTAFF, ARIZONA

BENCHMARK COMMUNITY PROFILE

Flagstaff, Arizona, captivates with its year-round cool weather, ideal stargazing conditions, and stunning natural landscapes. This vibrant city of 76,000 residents welcomes over 6 million visitors annually, drawn to its rich cultural institutions and historical monuments. Flagstaff's lively community embraces arts and culture, with a downtown area that serves as a central hub, boasting historic buildings that house art galleries, theaters, museums, and cultural centers.

Flagstaff's commitment to public art is evident in the 40+ pieces scattered throughout the city, each narrating a unique story and reflecting the area's heritage. These public art pieces, ranging from university murals to abstract steel installations, find inspiration in the natural surroundings and culture of Flagstaff and northern Arizona. They can be explored through dedicated walking and biking tours, inviting residents and visitors alike to engage with the city's artistic spirit. In addition to public art, Flagstaff is home to a variety of cultural institutions, including the Museum of Northern Arizona, which houses an impressive collection of over 5 million Southwestern artifacts. The city's cultural calendar is filled with festivals and events that celebrate its diversity and artistic talent.



		COUNTY
ARTS & CULTURE ESTABLISHMENTS		
ESTABLISHMENTS PER CAPITA		13
ESTABLISHMENTS CITY TO COUNTY RATIO		70%
SHARE OF ALL ESTABLISHMENTS		3.6%
ARTS & CULTURE SECTOR EMPLOYMENT		
EMPLOYMENT PER CAPITA		180
EMPLOYMENT CITY TO COUNTY RATIO		56%
SHARE OF ALL EMPLOYMENT		3.7%
POPULATION, TOURISM, AND GENERAL FUND REVENUE		
TOTAL RESIDENTIAL POPULATION		144,705
ANNUAL TOURISM SPENDING		$1,832,100,000
COUNTY GENERAL FUND REVENUE		$80,083,586

KEY ARTS & CULTURAL INITIATIVES

Public Art Program: Coordinated by the Beautification and Public Art Commission, this program features over forty pieces of public art that visually represent the area's heritage, drawing inspiration from the natural surroundings and local culture. A Public Art Map is available for those wishing to explore these installations.

Lead Arts Agency and Grantmaking Agency: These agencies utilize revenues from a 2% local tax on hotel and restaurant businesses to enhance the arts, science, and culture sectors. This funding is used for direct activities and grants to non-profits and creatives, with the goal of developing artistic opportunities and establishing Flagstaff as a place of beauty and culture. The City of Flagstaff invites Statements of Qualifications (SOQ) for an organization(s) to serve as the Lead Arts Agency for the City and the grantmaking agency for the City's Arts, Science and Culture community grant funding.

Beautification in Action Grants: This mini-grant program supports streetscape art and beautification projects like landscape projects, offering grants up to $7,500. Applications are accepted bi-annually.
Publicly Accessible Art Restoration Grants: This mini-grant program is for the restoration of publicly accessible art projects. Grants of up to $7,500 are available and must be matched with funding from other sources. Applications are accepted year-round.

Cultural Events and Festivals: Flagstaff hosts a variety of festivals throughout the year, celebrating its cultural diversity and artistic talent. These include the First Friday ArtWalk, Flagstaff Folk Festival, the Flagstaff Mountain Film Festival, the Heritage Festival at the Museum of Northern Arizona, Flagstaff Art in the Park, Hopi Festival of Arts and Culture, and the Celtic Festival.

	Arts & Culture Establishments			Arts & Culture Sector Employment			Population, Tourism, and General Fund Revenue	
	Establishments per Capita	Establishments City to County Ratio	Share of All Establishments	Employment per Capita	Employment City to County Ratio	Share of All Employment	Total Residential Population	General Fund Revenue
Aspen, CO	70	55%	4.3%	755	68%	4.0%	6,952	$102,092,611
Bend, OR	26	70%	4.0%	379	82%	6.5%	99,442	$90,968,000
Boulder, CO	40	54%	5.5%	712	57%	6.8%	106,598	$200,500,000
Breckenridge, CO	56	33%	3.7%	534	30%	3.8%	5,017	$33,879,769
Flagstaff, AZ	16	70%	3.7%	191	56%	3.4%	76,177	$89,940,758
Jackson Hole, WY	88	99%	6.4%	903	86%	6.1%	10,748	$31,472,908
Ketchum, ID	92	59%	5.1%	857	47%	5.4%	3,490	$36,067,548
Santa Fe, NM	43	80%	5.9%	312	73%	3.7%	87,617	$131,774,432
Park City, UT	**41**	**40%**	**3.0%**	**353**	**35%**	**1.9%**	**8,379**	**$48,894,906**

WHAT MAKES FLAGSTAFF DIFFERENT?

Flagstaff distinguishes itself through a vibrant and unique arts and cultural scene deeply rooted in its history, diverse community, and striking natural environment. The downtown area serves as a cultural hub, with historic buildings housing art galleries, theaters, and museums. The city's commitment to public art is evident in its diverse collection of installations, each reflecting the area's heritage and natural beauty. Flagstaff fosters a strong sense of community, supported by numerous local artists, musicians, and cultural organizations. The city celebrates its cultural diversity and artistic talent through a variety of annual festivals and events, creating a dynamic and engaging environment for residents and visitors alike.

	CITY	COUNTY
ARTS & CULTURE PLAN	NO	NO
PUBLIC ART PLAN	NO	NO
PERCENT FOR ART PROGRAM	NO	YES



SANTA FE COUNTY

SANTA FE, NEW MEXICO

BENCHMARK COMMUNITY PROFILE

Santa Fe, nestled in the foothills of the Rocky Mountains, stands as the oldest and highest capital city in the United States. Established by Spanish colonists in the early 17th century, the city played a pivotal role in trade and expansion through the Santa Fe Trail, connecting it to the eastern United States. Today, Santa Fe is a vibrant cultural destination, renowned for its rich artistic heritage, distinctive architecture, and dynamic culinary scene. The city's commitment to preserving its roots is evident in its signature "Santa Fe Style," which draws inspiration from traditional adobe dwellings and defines its unique aesthetic.

With a wealth of museums and a thriving gallery scene, Santa Fe is an internationally recognized arts hub. Visitors can explore world-class institutions like the Georgia O'Keeffe Museum, the Museum of International Folk Art, and contemporary art spaces celebrating both local and global creativity. The city's art markets, including the renowned Santa Fe Indian Market and Spanish Market, showcase Indigenous and Hispanic traditions, further solidifying its status as a cultural epicenter. Beyond the arts, Santa Fe is a culinary destination, offering a diverse range of flavors, from traditional New Mexican cuisine to globally inspired dishes, making it a feast for both the eyes and the palate.



		COUNTY
ARTS & CULTURE ESTABLISHMENTS		
ESTABLISHMENTS PER CAPITA		13
ESTABLISHMENTS CITY TO COUNTY RATIO		70%
SHARE OF ALL ESTABLISHMENTS		3.6%
ARTS & CULTURE SECTOR EMPLOYMENT		
EMPLOYMENT PER CAPITA		180
EMPLOYMENT CITY TO COUNTY RATIO		56%
SHARE OF ALL EMPLOYMENT		3.7%
POPULATION, TOURISM, AND GENERAL FUND REVENUE		
TOTAL RESIDENTIAL POPULATION		144,705
ANNUAL TOURISM SPENDING		$1,200,000,000
COUNTY GENERAL FUND REVENUE		$80,083,586

KEY ARTS & CULTURAL INITIATIVES

Art in Public Places Program: Established in 1985, this program allocates a percentage of capital construction project costs towards the acquisition of public art. In 2006, this allocation was increased to two percent under the leadership of then-Mayor Larry A. Delgado. The program's goals are to enrich the visual environment, celebrate Santa Fe's historical and cultural identity, boost community involvement in the arts, enhance Santa Fe's reputation as an arts hub, and stimulate economic growth. The Arts and Culture Department manages the program. A community selection committee reviews artist qualifications and proposals. The city's Public Art Portfolio consists of more than 80 artworks in a variety of media, styles and themes.

Culture Connects: This initiative emphasizes equity, inclusion, and access in the arts, reflecting Santa Fe's diverse cultural beliefs, heritage, traditions, and artistic expressions. It aims to foster strong, culturally rich, and vibrant neighborhoods through community engagement.

Community Youth Mural Program: From 1995 to 2001, this program engaged young people in creating murals on city buildings in collaboration with artists.

Youth Arts: The Arts and Culture Department supports a range of opportunities for young people to benefit from the community's cultural resources. This includes ensuring access to in-school and after-school arts education programs, fostering mentoring programs in the creative sector, and partnering with youth organizations.

	Arts & Culture Establishments			Arts & Culture Sector Employment			Population, Tourism, and General Fund Revenue	
	Establishments per Capita	Establishments City to County Ratio	Share of All Establishments	Employment per Capita	Employment City to County Ratio	Share of All Employment	Total Residential Population	General Fund Revenue
Aspen, CO	70	55%	4.3%	755	68%	4.0%	6,952	$102,092,611
Bend, OR	26	70%	4.0%	379	82%	6.5%	99,442	$90,968,000
Boulder, CO	40	54%	5.5%	712	57%	6.8%	106,598	$200,500,000
Breckenridge, CO	56	33%	3.7%	534	30%	3.8%	5,017	$33,879,769
Flagstaff, AZ	16	70%	3.7%	191	56%	3.4%	76,177	$89,940,758
Jackson Hole, WY	88	99%	6.4%	903	86%	6.1%	10,748	$31,472,908
Ketchum, ID	92	59%	5.1%	857	47%	5.4%	3,490	$36,067,548
Santa Fe, NM	43	80%	5.9%	312	73%	3.7%	87,617	$131,774,432
Park City, UT	**41**	**40%**	**3.0%**	**353**	**35%**	**1.9%**	**8,379**	**$48,894,906**

WHAT MAKES SANTA FE DIFFERENT?

Santa Fe's unique character stems from its blend of history, culture, and geography. Known as "The City Different," Santa Fe is the oldest and highest capital city in the U.S., situated at 7,200 feet in the Rocky Mountains. Its history encompasses Native American, Spanish, and Wild West influences, making it a culturally rich destination. Santa Fe boasts a vibrant arts scene with over 250 art galleries and 19 world-class museums. The city's architecture reflects its historical roots with long, low adobe structures. Surrounded by the natural beauty of the Rio Grande valley and national forest, Santa Fe enjoys a four-season climate with clean air and abundant sunshine.

	CITY	COUNTY
ARTS & CULTURE PLAN	YES	NO
PUBLIC ART PLAN	NO	NO
PERCENT FOR ART PROGRAM	YES	NO

INITIAL FINDINGS

A benchmarking assessment was conducted to establish how Park City and Summit County's arts and cultural economies compare to other tourism-oriented communities in the western US**. The assessment found that Park City and Summit County's arts and cultural economies are relatively underdeveloped compared to these benchmark communities.** This gap represents an opportunity to step up municipal support to better leverage the arts as an economic development driver.

Invest in organizations that provide the backbone for arts and cultural activity and economic impact. Local arts organizations often play a central role in catalyzing the growth of small arts-related businesses and leveraging the arts to bring additional spending to downtown areas. They organize markets that showcase local goods, manage facilities where collaborative creative production takes place, and can efficiently administer grants to support strategic public art projects and other cultural programming.

Diversify the arts and cultural sector beyond landmark annual events. A strong cultural sector not only is a major driver of tourism and related spending, but is also a critical long-term driver of resident retention, investment, and fiscal resiliency. Park City and Summit County, facing the upcoming decline (and possible loss) of the Sundance Film Festival, face a key need to maintain their brand as Utah's preeminent cultural hub and diversify it's arts and cultural sector to reduce dependency on events.

Measuring success on an ongoing basis to track progress within the arts and culture sector. City and County councils and staff can use this set of benchmark communities as an ongoing source of ideas for future arts-related investments.
As of 2024, Park City and Summit County trail most benchmark communities in terms of arts and cultural establishments and employment per capita. Arts and cultural employment also make up approximately 3.5% to 5% of overall employment in most benchmark communities (compared to 1.9% in Park City and 2.7% in Summit County). City and County staff can use these three metrics as KPIs to track the growth (or decline) of the local arts and cultural economy over time -- ideally on a three-year basis.

BENCHMARKING NEXT STEPS

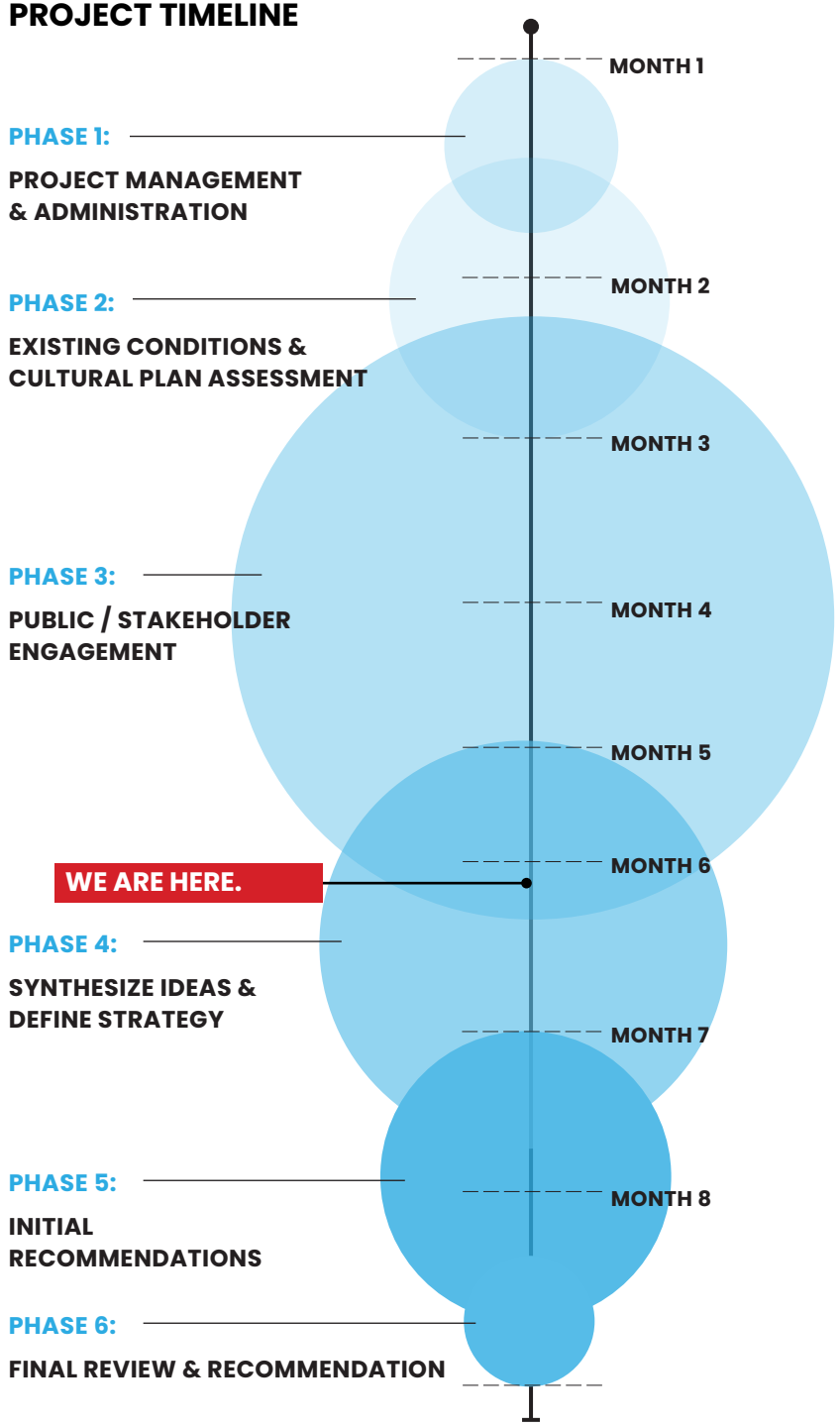
1. Conclude analysis by measuring policy and public initiatives against economic indicators.
2. Draw conclusions based on identified gaps in the local arts and culture sector compared to benchmark communities.
3. Identify potential policy and investment recommendations that are supported by benchmark analysis findings.

NEXT STEPS

NEAR-TERM PROJECT DELIVERABLES

1. Final Call for Survey & Stakeholder Calls
2. Engagement Report
3. Asset Inventory Map
4. County Council Work Sessions
5. Final Analysis of Benchmarking
6. Recommendation Draft and Review

PROJECT TIMELINE



ARTS COUNCIL
PARK CITY
SUMMIT COUNTY

ARTS COUNCIL
PARK CITY
SUMMIT COUNTY

PARK CITY & SUMMIT COUNTY

ARTS AND CULTURE MASTER PLAN

PROJECT
UPDATE

ENGAGEMENT UPDATE

STAKEHOLDER CONVERSATIONS
21 individual conversations to date

POP-UP SERIES
- Lucky Ones Coffee
- Swaner Preserve and EcoCenter
- Summit County Library: Public Art & Creative Placemaking Roundtable
- Blue Jayne Studio
- Gallery MAR
- Mix' Place

THOUGHT EXCHANGES
- 50+ attendees in sessions targeting: Local Artists, Community Members, Philanthropy, Latino Arts, and High School Students.

SURVEY
- 280 responses to date



INITIAL FINDINGS

CHALLENGES

Funding and Resources: Funding for the arts is a recurring concern, particularly in comparison to other priorities like recreation, human services, and affordable housing. This is compounded by a perceived lack of support from some government leaders.

Visibility and Accessibility: Many feel that the arts are not prominent or accessible enough, especially outside of Main Street and Park City proper. This limits opportunities for both artists and the broader Summit County community.

Community Engagement: While certain events draw large crowds, there's a sense that deeper, sustained engagement with the arts is lacking, particularly among locals and those outside the affluent circles.

"Arts for whom?": A tension exists between catering to tourists versus serving the local community. This raises questions about the kind of art being promoted and who benefits from it. Is this where we discuss local v international artists?

Cost of Living and Artist Support: The high cost of living makes it difficult for artists to live and work in the area, hindering the development of a vibrant, organic arts community. Existing support systems are seen as insufficient.



INITIAL FINDINGS

OPPORTUNITIES

Expanding the Arts Ecosystem: There's a desire for a more diverse and vibrant arts scene, including murals, public art installations, and a dedicated arts district. This would create more opportunities for artists and enrich the community. Should we discuss the findings of the Bonanza Plan here?

Leveraging Existing Assets: Sundance Film Festival and the Kimball Arts Center are recognized as valuable assets that can be further leveraged to elevate the arts and culture scene. Other assets aren't as readily shared as many of the other assets were individuals and culture adjacent organizations and programs.

Integrating Art into other sectors: Opportunities exist to integrate art into recreation, education, and the built environment, making it more accessible and engaging for a wider audience.

Historical and Cultural Heritage: The Region's prehistory, rich mining history, the Olympic legacy, and the growing Latino community offer unique opportunities for cultural expression and community building through the arts. How do we highlight these three pieces of history and culture in an authentic way?

Collaboration and Partnerships: Stronger collaboration between artists, organizations, businesses, and government entities is crucial to overcome challenges and realize the full potential of the arts.



PILLARS OF THE PLAN

Community Building: Art is repeatedly recognized for its power to build community, foster connections, and enhance quality of life.

Accessibility and Inclusivity: There's a strong desire for a more inclusive and accessible arts scene that caters to all residents, not just the wealthy or tourists.

Economic Development: The arts are seen as an important driver of economic development, attracting tourists and contributing to a vibrant community. While this should be considered, there is strong evidence to honoring the other non monetary value arts and culture brings.

Sense of Place: Art can play a crucial role in shaping the identity and character of Park City/Summit County, reflecting a fuller history, local culture, and values.

COMMUNITY BUILDING

Guiding Pillar

ACCESSIBILITY + INCLUSIVITY

Guiding Pillar

ECONOMIC DEVELOPMENT

Guiding Pillar

SENSE OF PLACE

Guiding Pillar

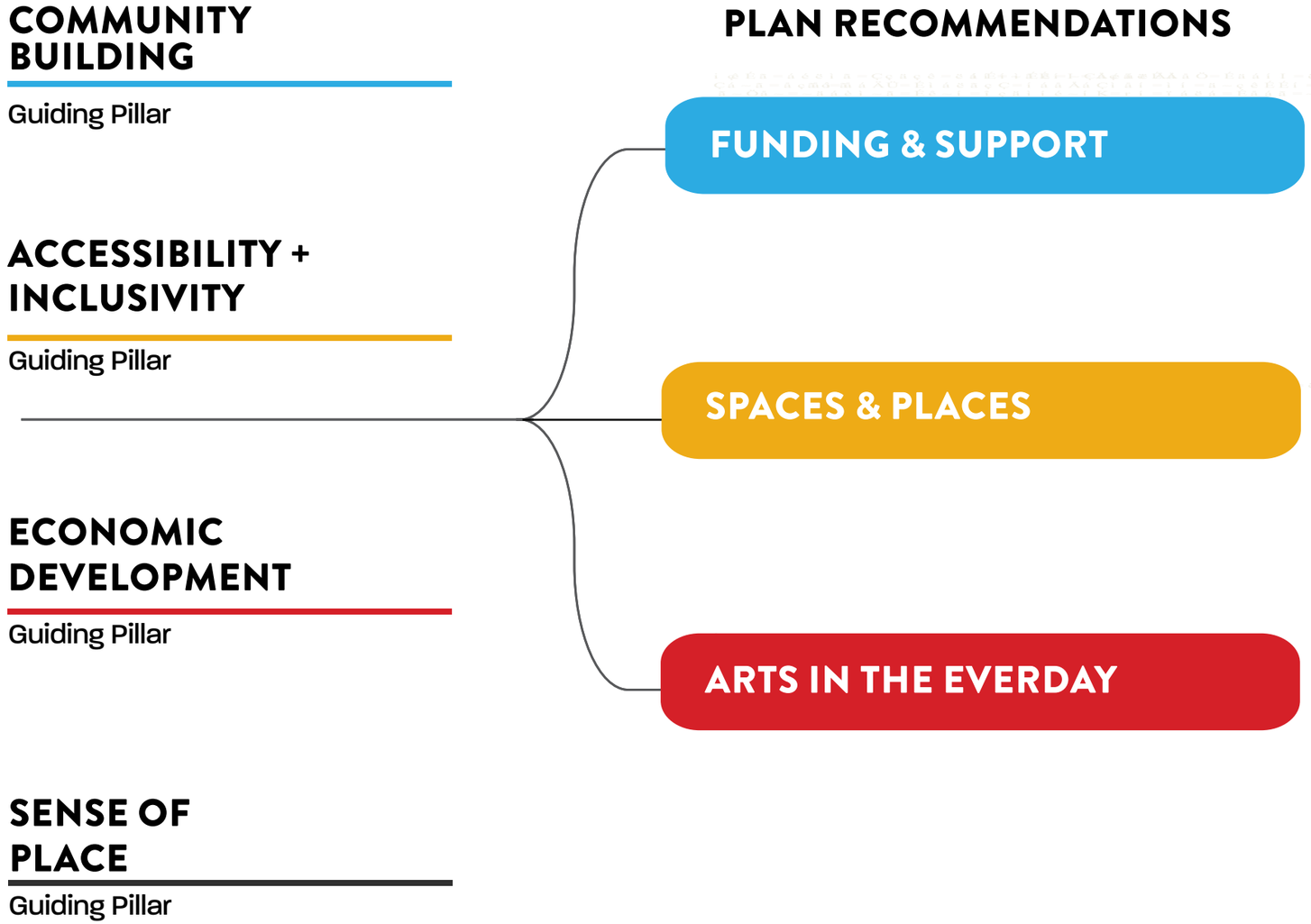
PILLARS OF THE PLAN

Community Building: Art is repeatedly recognized for its power to build community, foster connections, and enhance quality of life.

Accessibility and Inclusivity: There's a strong desire for a more inclusive and accessible arts scene that caters to all residents, not just the wealthy or tourists.

Economic Development: The arts are seen as an important driver of economic development, attracting tourists and contributing to a vibrant community. While this should be considered, there is strong evidence to honoring the other non monetary value arts and culture brings.

Sense of Place: Art can play a crucial role in shaping the identity and character of Park City/Summit County, reflecting a fuller history, local culture, and values.



PLAN CONTENT OUTLINE

CH. 1 INTRODUCTION & PROJECT BACKGROUND

- Why this plan?
- Prior planning and initiatives
- Community character & history
- Existing Arts and Culture Conditions
  - Assets
  - Legacy
  - AEP6 Data
  - Kem C. Gardner Data

CH. 2 VISION FOR THE FUTURE

- Engagement Report + Themes
- Vision Statement
- Key Pillars of Opportunity
- Guiding Values

CH. 3 ARTS & CULTURE BENCHMARKING

- Benchmark Analysis
- Combined Understanding (AEP6, JS+A, Kem C. Gardner
- Key Takeaways + Critical Opportunities

CH. 4 BIG IDEAS

#1 SPACES & PLACES

- County-wide Opportunity Areas
- Current Conditions
- Future Vision
- Proposed Steps for the realization of the idea

#2 FUNDING & SUPPORT

- Current Conditions
- Future Vision
- County-level Opportunities
- Municipal-level Opportunities

#3 ARTS IN THE EVERYDAY

- Current Conditions
- Future Vision
- Programming & Project Opportunities

BENCHMARK
ANALYSIS

BENCHMARK ANALYSIS

SELECTED COMMUNITIES

- Aspen, CO (Pitkin County)
- Bend, OR (Deschutes County)
- Breckenridge, CO (Summit County)
- Jackson Hole, WY (Teton County)
- Boulder, CO (Boulder County)
- Ketchum, ID (Blaine County)
- Flagstaff, AZ (Coconino County)
- Santa Fe, NM (Santa Fe County)

QUANTIFY

Economic metrics that provide insight to the impact of arts and culture locally and demographics and community statistics that ground the connections

QUALIFY

Conditions that impact the communities' arts and culture ecosystems alongside the strategies and investments employed to support thriving ecosystems

ANALYZE

How are the strategies and investments at play contributing to better results across the benchmarks? How can similar strategies be leveraged throughout Summit County?

	Arts & Culture Establishments			Arts & Culture Sector Employment			Population, Tourism, and General Fund Revenue		
	Establishments per Capita	Establishments City to County Ratio	Share of All Establishments	Employment per Capita	Employment City to County Ratio	Share of All Employment	Total Residential Population	Annual Tourism Spending	General Fund Revenue
Boulder Co., CO	24	54%	4.8%	403	57%	6.9%	328,658	$962,000,000	$255,715,652
Blaine Co., ID	23	59%	3.5%	260	47%	4.5%	24,248	$468,400,000	$22,840,503
Coconino Co., AZ	13	70%	3.6%	180	56%	3.7%	144,705	$1,832,100,000	$80,083,586
Deschutes Co., OR	19	70%	3.6%	230	82%	5.1%	199,352	$1,111,000,000	$58,338,006
Pitkin Co., CO	59	55%	5.1%	446	68%	3.2%	17,325	$873,300,000	$55,521,287
Santa Fe Co., NM	29	80%	5.4%	243	73%	4.2%	154,481	$1,200,000,000	$82,786,433
Summit Co., CO	27	33%	3.6%	289	30%	3.9%	30,955	$1,196,000,000	$56,034,606
Teton Co., WY	40	99%	4.2%	482	86%	3.5%	23,346	$1,700,000,000	$76,261,134
Summit Co., UT	**41**	**37%**	**3.1%**	**200**	**35%**	**2.7%**	**42,254**	**$1,444,009,151**	**$49,900,000**

	Arts & Culture Establishments			Arts & Culture Sector Employment			Population, Tourism, and General Fund Revenue	
	Establishments per Capita	Establishments City to County Ratio	Share of All Establishments	Employment per Capita	Employment City to County Ratio	Share of All Employment	Total Residential Population	General Fund Revenue
Aspen, CO	70	55%	4.3%	755	68%	4.0%	6,952	$102,092,611
Bend, OR	26	70%	4.0%	379	82%	6.5%	99,442	$90,968,000
Boulder, CO	40	54%	5.5%	712	57%	6.8%	106,598	$200,500,000
Breckenridge, CO	56	33%	3.7%	534	30%	3.8%	5,017	$33,879,769
Flagstaff, AZ	16	70%	3.7%	191	56%	3.4%	76,177	$89,940,758
Jackson Hole, WY	88	99%	6.4%	903	86%	6.1%	10,748	$31,472,908
Ketchum, ID	92	59%	5.1%	857	47%	5.4%	3,490	$36,067,548
Santa Fe, NM	43	80%	5.9%	312	73%	3.7%	87,617	$131,774,432
Park City, UT	**41**	**40%**	**3.0%**	**353**	**35%**	**1.9%**	**8,379**	**$48,894,906**

BENCHMARK ANALYSIS

CRITICAL TAKEAWAYS

- Park City and Summit County's arts and cultural economies are relatively underdeveloped compared to selected set of tourism-oriented towns and counties in the western US.
- There is an opportunity to identify best practices from these benchmark communities and step up municipal support, both in terms of grants and cultural amenities, to better leverage the arts as an economic development driver.
- The anticipated drop in tourism spending due to the possible loss of Sundance further boosts the opportunity to invest in local arts and cultural establishments, particularly given the secondary economic impacts of arts and cultural activity has on a range of local industries.

CRITICAL IMPACT OPPORTUNITIES

Cultural Infrastructure: Communities like Aspen, Breckenridge, Jackson Hole, Santa Fe, and Sun Valley, have subsidized spaces for the arts, whether direct investments like Breckenridge's arts campus or subsidies through long-term land leases like Jackson Hole, Wyoming.

Arts & Culture Grant Programs: Communities like Aspen, Bend, Breckenridge, have substantial arts and culture grant programs distributed through their city budgets in addition to RAP tax equivalents like sales tax and TRT excises.

	Arts & Culture Establishments			Arts & Culture Sector Employment			Population, Tourism, and General Fund Revenue		
	Establishments per Capita	Establishments City to County Ratio	Share of All Establishments	Employment per Capita	Employment City to County Ratio	Share of All Employment	Total Residential Population	Annual Tourism Spending	General Fund Revenue
1	Pitkin Co., CO	Teton Co., WY	Santa Fe Co., NM	Teton Co., WY	Teton Co., WY	Boulder Co., CO	Boulder Co., CO	Coconino Co., AZ	Boulder Co., CO
2	Teton Co., WY	Santa Fe Co., NM	Pitkin Co., CO	Pitkin Co., CO	Deschutes Co., OR	Deschutes Co., OR	Deschutes Co., OR	Teton Co., WY	Santa Fe Co., NM
3	Santa Fe Co., NM	Deschutes Co., OR	Boulder Co., CO	Boulder Co., CO	Santa Fe Co., NM	Blaine Co., ID	Santa Fe Co., NM	**Summit Co., UT**	Coconino Co., AZ
4	Summit Co., CO	Coconino Co., AZ	Teton Co., WY	Summit Co., CO	Pitkin Co., CO	Santa Fe Co, NM	Coconino Co, AZ	Santa Fe Co., NM	Teton Co., WY
5	Boulder Co., CO	Blaine Co., ID	Deschutes Co., OR	Blaine Co., ID	Boulder Co., CO	Summit Co., CO	**Summit Co., UT**	Summit Co., CO	Deschutes Co., OR
6	Blaine Co., ID	Pitkin Co., CO	Summit Co., CO	Santa Fe Co., NM	Coconino Co., AZ	Coconino Co., AZ	Summit Co., CO	Deschutes Co., OR	Summit Co., CO
7	**Summit Co., UT**	Boulder Co., CO	Coconino Co., AZ	Deschutes Co., OR	Blaine Co., ID	Teton Co., WY	Blaine Co., ID	Boulder Co., CO	Pitkin Co., CO
8	Deschutes Co., OR	**Summit Co., UT**	Blaine Co., ID	**Summit Co., UT**	**Summit Co., UT**	Pitkin Co., CO	Teton Co., WY	Pitkin Co., CO	**Summit Co., UT**
9	Coconino Co., AZ	Summit Co., CO	**Summit Co., UT**	Coconino Co., AZ	Summit Co., CO	**Summit Co., UT**	Pitkin Co., CO	Blaine Co., ID	Blaine Co., ID

FURTHER UPDATES

- Per Capita General Fund Revenue
- Proportion of City/County Population
- Centralized Arts Facilities Case Studies & Funding
- Detailed Breakdown of Grant Funds and Fund Source
- Description of methodology for each indicator in footnotes

THANK YOU!

City Council
Staff Communications Report

Subject: EngineHouse, 1875 Homestake Road Project Update
Author: Sara Wineman, Housing & Development Coordinator
Department: Housing
Date: May 15, 2025

Executive Summary

The EngineHouse project, a public-private partnership with J. Fisher, continues to make significant progress towards providing affordable housing. The project has achieved key construction milestones and is on track for completion in Fall 2025.

Crews excavated approximately 41,000 tons of dirt, reusing about 9,000 tons on site to support sustainability and efficiency goals. To date, around 4,000 cubic yards of concrete have been poured, forming the foundation and structural elements of the building. With major site work complete and vertical construction well underway, the next phase of interior build-out and exterior finishes is already in process.

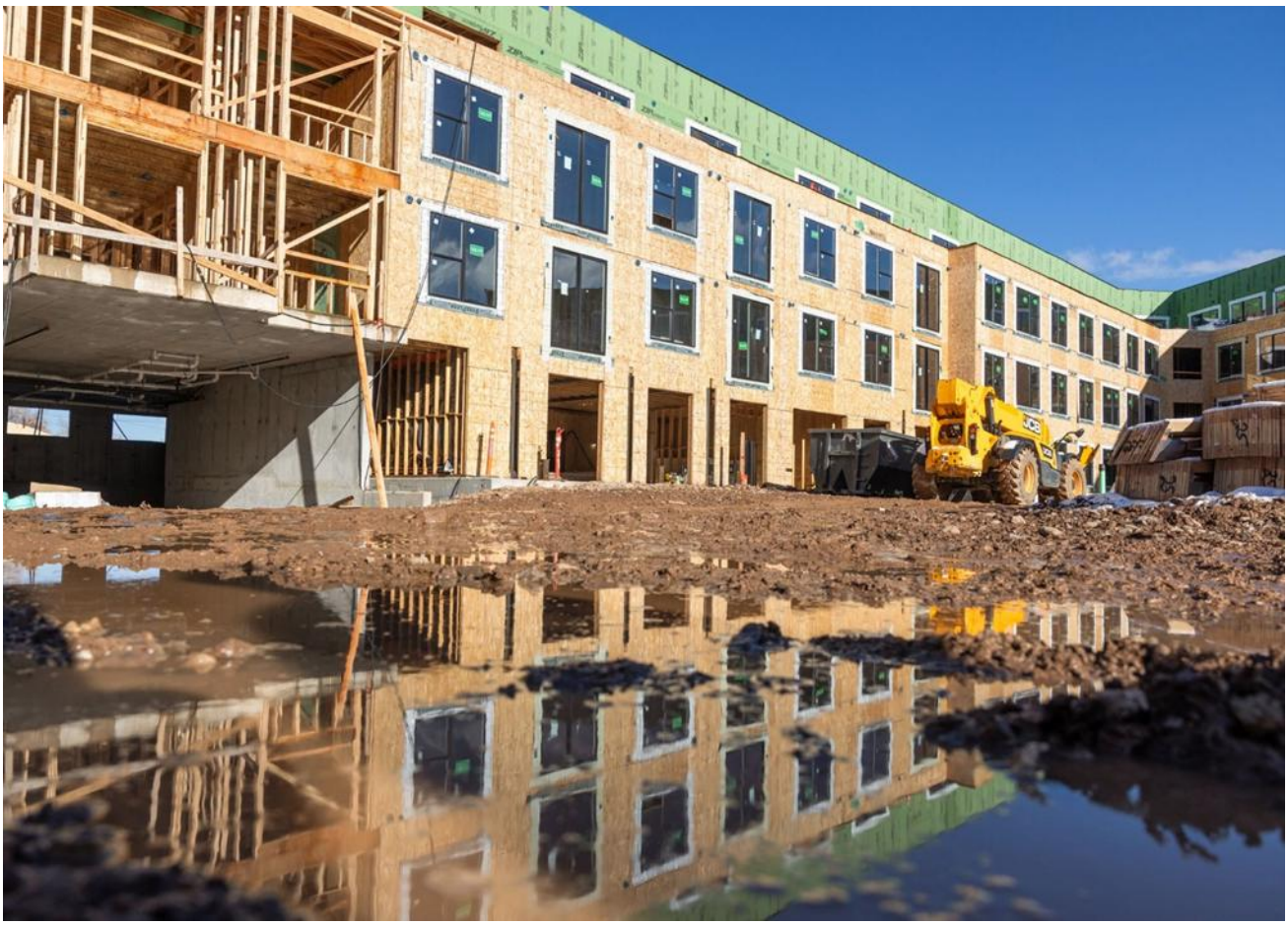


Figure 1. EngineHouse Exterior Progress (2025)

Project Overview

The EngineHouse will deliver 123 rental housing units, of which 99 will be affordable to households earning 60% of the Area Median Income (AMI), with the remaining 24 units offered at market rates. In 2025, 60% of AMI in Summit County for a 1-person household is $70,800. These units fill a considerable void in the supply of affordable rental units currently available within Park City.

The required unit mix and type are listed below, comprise of one, two, and three bedroom units:

Detailed Unit Mix and AMI			
Unit Type	**AMI**	**Count**	**Avg. SF**
1-Bedroom	60%	23	650 SF
	Market	5	
2-Bedroom	60%	71	880 SF
	Market	17	
3-Bedroom	60%	5	1,100 SF
	Market	2	
Total		**123**	

The EngineHouse will also provide 140 parking spaces, including 128 in an underground garage and 12 surface spaces, exceeding the Land Management Code (LMC) requirement of 127.5 spaces and the Affordable Master Planned Development (AMPD) minimum of 77 spaces. And by placing the majority of its parking underground, the EngineHouse preserved 29% of the site's open space, surpassing the 20% minimum required by the code.

The EngineHouse fully complies with the City's relatively new AMPD standards, including a maximum building height of 45 feet and minor exceptions for elevator shafts and mechanical equipment. Also, a 10-foot step-back was also incorporated at the maximum height to minimize visual impacts and reduce shadowing.



Figure 2. EngineHouse Interior Progress (2025)

Construction Milestones

2023

The EngineHouse made significant progress in 2023, beginning with an October Bonanza Park Neighborhood Tour to introduce the project to the community and generate early engagement and answer questions.

Construction began in November with the pouring of footings and continued steadily through the end of the year, supported by favourable weather. By late 2023, all footings were complete, crews had installed pylons on the south side of the property, and construction of retaining walls was underway.

2024

Throughout 2024, the EngineHouse continued to make steady and visible progress, advancing from early foundation work to significant vertical construction. All footings, retaining walls, and the parking garage were completed. Crews poured the first post-tension slab, requiring coordinated early morning concrete pours. Framing and vertical construction began in multiple building sections, including the northeast wing and the ground-floor southeast section. By year-end, drywall and bath fixtures were delivered. Vertical build of the western wing also began, and the project site saw a substantial transformation as it moved into interior build-out phases.



Figure 3. EngineHouse Adjacent Property Repairs (2024)

The project also addressed several onsite challenges, including erosion and encroachments on neighboring property. These resulted in a retaining wall, water drainage mitigation, and adjacent asphalt repairs. Security fencing was also added to better define and protect the construction and property perimeter.

Public interest also gained traction after two on-site local stakeholder and media walkthroughs.

Looking ahead, leasing inquiries have increased since J. Fischer launched www.the-enginehouse.com, allowing the public to sign up for project updates and to be notified when leasing applications open.



Figure 4. EngineHouse Below Grade Parking Prep (2024)



Figure 5. EngineHouse Footing Prep (2024)



Figure 6. EngineHouse Exterior Progress (2024)



Figure 7. EngineHouse Council + Staff Project Tour (2024)



Figure 8. EngineHouse Council + Staff Project Tour (2024)

2025

In 2025, the EngineHouse advanced through critical construction milestones and is nearing full completion. The year began with the final post-tension deck pour in December 2024, followed by significant progress with framing, interior build-out, and window installation. Building wrap and siding installation began shortly after, signalling the transition from structural work to finishing touches.

Both wings of the building went fully vertical, resulting in a much tighter site footprint. To support the next construction phase, the parking garage was completed in early 2025 and serves as a laydown area, alleviating space constraints and supporting interior construction logistics.

City staff continued to monitor construction closely. A multi-departmental site tour involving City Council members and representatives from Engineering, Housing, Communications, Economic Development, and the City Attorney's Office was conducted.

As of April 15, 2025, the roof is 99% complete. Nearly all interior rough wiring, plumbing, and mechanical work within the units has been finished. Crews began insulating and installing drywall in the corridors and will follow with insulating and hanging drywall in individual units. As weather conditions improve, sitework, including preparation for concrete and landscaping, will move forward, along with continued progress on exterior finishes.

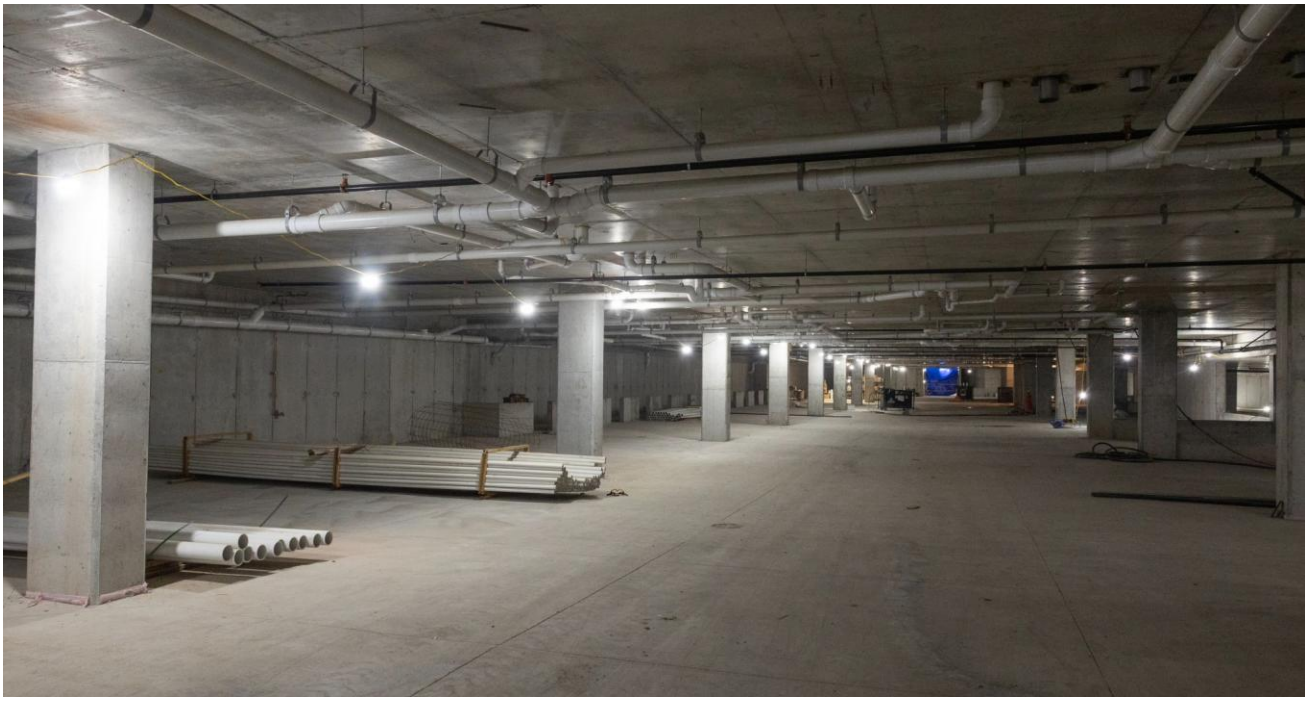


Figure 9. EngineHouse Parking Garage (2025)



Figure 10. EngineHouse Interior Progress (2025)

Background

- 2016 - Resolution HA 01-2016 passed by City Council, goal established to create 800 new affordable units by 2026
  (Resolution HA 01-2016)
- 2017 – 1875 Homestake Road purchased by PCMC
- 2019 - Public/private partnerships (PPP) identified by City Council as a key strategy to help accelerate affordable housing progress.
- 2020 - PCMC forms Public/Private Partnership (PPP) Task Force to explore the components necessary to promote the creation of affordable housing by private developers.
- February 11, 2021 - City Council directed Staff to develop Requests for Qualifications (RFQ) for 1875 Homestake Road
  (Discussion Items, Item 1; Staff Report and Exhibits, Minutes **|** Meeting Recording)
- March 11, 2021 – City Council provides feedback to proposed Requests for Qualifications (RFQ)
  (New Business, Item 3; Staff Report and Exhibits | Minutes | Meeting Recording)
- December 9, 2021 - Council approves a Memorandum of Understand (MOU) in response to RFQ with JF Development.
  (New Business, Item 3; Staff Report and Exhibits | Minutes | Meeting Recording)
- January 27, 2022 - PCMC executes a professional services contract with Specific Performance, Inc to structure and negotiate a PPP and to advance the affordable housing development.
  (New Business, Item 4; Staff Report and Exhibits | Minutes | Meeting Recording)
- February 9, 2022 – Project update to City Council.
  (Historical Context & Strategic Discussions, Item 1; Staff Report and Exhibits | Minutes | Meeting Recording)
- March 17, 2022 – Strategic Housing Work Session
  (Work Session; Staff Report and Exhibits | Minutes | Meeting Recording)
- April 7, 2022 – Continued Strategic Housing Work Session
  (Work Session; Staff Report and Exhibits | Minutes | Meeting Recording)
- April 28, 2022 – Project update to Council, including initial design.
  (Work Session; Staff Report and Exhibits | Minutes | Meeting Recording)
- June 9, 2022 – Project update to Council and MOU Ammendment Approval.
  (Old Business, Item 1; Staff Report and Exhibits | Minutes | Meeting Recording)
- June 9, 2022 – J. Fisher secured $27M in Private Activities Bonds (PABs), $970K from Utah's Olene Walker Housing Loan Fund, and preliminary approval from Utah Housing Corporation (UHC) for Federal Low-Income Housing Tax Credits (LIHTC).
- July 27, 2022 - Planning Commission Work Session.
  (Item 4.A; Staff Report and Exhibits | Minutes | Meeting Recording)
- August 24, 2022 - Planning Commission Site Visit and Public Hearing.
  (Item 5.B; Staff Report and Exhibits | Minutes | Meeting Recording)

- September 28, 2022 - Planning Commission Public Hearing.
  (Item 6.C; Staff Report and Exhibits | Minutes | Meeting Recording)
- October 26, 2022 - Planning Commission Public Hearing and Approval.
  (Item 6.E; Staff Report and Exhibits | Minutes | Meeting Recording)
- March 9, 2023 - Project update to City Council.
  (Work Session; Staff Report and Exhibits | Minutes | Meeting Recording)
- April 12, 2023 – Planning Commission Ratification of Development Agreement.
  (Item 6.B; Staff Report and Exhibits | Minutes | Meeting Recording)
- June 7, 2023 – Planning Commission Resolution 11-2023 Approval
  (Meeting Recording)
- June 22, 2023 – Ground Lease Terms Discussion with City Council
  (Work Session; Staff Report and Exhibits | Minutes | Meeting Recording)
- July 13, 2023 – Ground Lease Approval from City Council
  (Old Business, Item 1; Staff Report and Exhibits | Minutes | Meeting Recording)
- October 4, 2023 – Groundbreaking at 1875 Homestake Road

City Council Staff Report

Subject: Transit Technology Replacement
Author: Franklin Williams, Transportation ITS Manager
William DeGroot, Transit Manager
Department: Transportation
Date: May 15th, 2025

Recommendation

Authorize the City Manager to execute a Professional Services Agreement (PSA) with Ineo Systrans USA Inc., in a form approved by the City Attorney's Office, to purchase and support Computer Aided Dispatching and Automated Vehicle Location (CAD/AVL) systems for a three-year term. The total contract value will not exceed $1.2 Million.

Executive Summary

The technology components currently installed on the majority of Park City Transit's fleet have reached end of life (EoL) and require replacement. EoL occurs when hardware can no longer be upgraded to work with other systems or software, or when manufacturers stop producing or supporting it. On November 21, 2024, the Council approved a contract amendment to extend our current CAD/AVL contract to December 31, 2025. Transportation agreed to return to the Council to obtain a new contract authority following a formal procurement process.

On December 9, 2024, a Request for Proposal ("RFP") was published on the Utah Public Procurement Place ("U3P") website. The RFP included options to renew for an additional two terms of three years each if the Transit Department seeks an extension. The proposed agreement also includes further options to add additional modules for increased functionality as PCT continues to evolve its services.

On January 17, 2025, eight proposals were deemed responsive and given to a selection committee ("the Committee") for evaluation. Ineo Systrans achieved the highest evaluation, including manageable project timelines to mitigate disruptions and ensure the new system is in place for the winter 2025-2026 service.

Background

Park City Transit (PCT) deployed its original CAD/AVL system in 2011, with Avail Technologies Inc. Generally, these systems provide detailed information about how a transit system performs relative to the level of service planned and budgeted. This original technology deployment was a significant first step in the digital transformation of operations while also providing real-time public arrival and departure information public.

What is a CAD/AVL system? For the Dispatching (CAD) portion of operations, the benefits include greater efficiency in resource management (human and vehicle), managing disruptions of service and route detours, and improved incident response. Regarding vehicle location (AVL), the benefits include: real-time visibility of vehicles, which provides insights into schedule adherence, routing, on-time performance, and

real-time data that can be shared with public-facing information sources (apps, alerts, signs, etc.) to enhance the rider experience. Additionally, in combination, these systems create data-driven decision-making capabilities from historical and real-time data streams. Lastly, this data ensures we comply with Federal mandates and work rules, transit operations data reporting, air quality, and ADA compliance.

Of note, the new solution will facilitate the use of multiple mobile apps for real time transit information, such as Google, Transit, Moovit, etc., allowing the user to select the app that best suits their needs.

Funding

The funding source is the Transportation Fund Balance. The approved budget for this project is $1.2 million from the CAD/AVL Replacement CIP.

Of note, the RFP was completed following FTA-compliant procurement processes, allowing the Transit department to apply for future grant opportunities to help fund this system.

City Council Staff Report

Subject: **2025 Pavement Management Program**
Author: **Troy Dayley**
Department: **Public Works**
Date: **May 15, 2025**

Recommendation

Request to authorize the City Manager to enter into agreements in a form approved by the City Attorney's Office with:

A. **Asphalt Preservation** for Type II Slurry Seals, in the amount of **$151,689.60**
B. **C&B Asphalt** for Bike and Golf Cart Path Overlays in the amount of **$179,056.00**
C. **Morgan Asphalt** for Rotomilling, Pavement Overlays, And Utility Adjustments in the amount of **$1,139,329.52**
D. **Asphalt Preservation** for Crack Sealing in the amount of **$64,980.00**

(Asphalt Preservation, awarded bid schedules A & D)

Executive Summary

Pavement Management is a critical part of maintaining our transportation network, including the integrity of infrastructure and the quality of street surfaces. In alignment with direction from residents and Council to focus on essential services, this program supports the long-term health and safety of our roadways. The primary performance measure for the Pavement Management Program is to maintain an average Remaining Service Life (RSL) of 10 years or higher. Contracting service providers to complete the necessary pavement treatments is essential to achieving this goal. An Invitation for Bid (IFB) procurement process was advertised and open from March 21 to April 11, 2025.

Our typical annual pavement management program includes approximately 6,000 tons of Hot Mix Asphalt (HMA), 80,000 square yards of Slurry Seal, and 18 tons of Crack Seal, based on the current conditions of our road network. Staff determined that an increase in quantities is necessary for the 2025 Pavement Program.

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

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

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

Remaining Service Life (RSL) Scale

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

Internal pavement condition inspections occur annually to identify the overall condition of Park City's roadways. Additionally, every three years an independent contractor is hired to complete a street condition assessment. Prior to the 2024 pavement program, a comprehensive review of our street network was performed. The contractor provided condition ratings for each street. Currently our average RSL of all Park City pavements is 9.61years necessitating an increase in quantities.

Analysis

Slurry Seal

Slurry is made from emulsified asphalt (a mixture of oil and fine sand aggregate). Applied to existing asphalt, once the street is cleaned, slurry is applied from the back of a large truck using a screed to create a thin layer of material. This year, there are 82,440 square yards of slurry seal.

It's anticipated the Small Wireless Facilities project and Main Street Slurry Seal treatment will occur around the same time. Staff will work closely with the Toro Blanco Team to mitigate conflicts.

Overlay Bike paths

Historically, multi-use path treatments consisted of sealcoating. Moving forward, the strategy is shifting toward applying new asphalt surfaces as the foundational treatment, supplemented by sealcoating in subsequent years. This year we are recommending approximately 1,444 Tons of asphalt along Golf Course Cart Paths and City Pathways as part of the overall maintenance program.

Pavement Overlays, Rotomilling, and Utility Adjustments

The pavement management program identified 7,111 tons of asphalt to be applied to City streets and one parking lot as part of the overall program. Manholes, water valves, gas valves, and monument markers must be lowered prior to an overlay, due to the rotomilling process. Total Rotomilling in 2025 is projected to be approximately 538,432 square feet. Contractors will raise utilities back to the same grade as the new pavement surface once overlay is completed. This year,100 water valves/survey monuments and 114 manholes have been identified for adjustment.

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

Funding

This program is funded largely by the Pavement Management CIP Fund. Each year, a small percentage of funding is held for emergency use (winter damage, sinkholes, crude oil price increases, etc.).

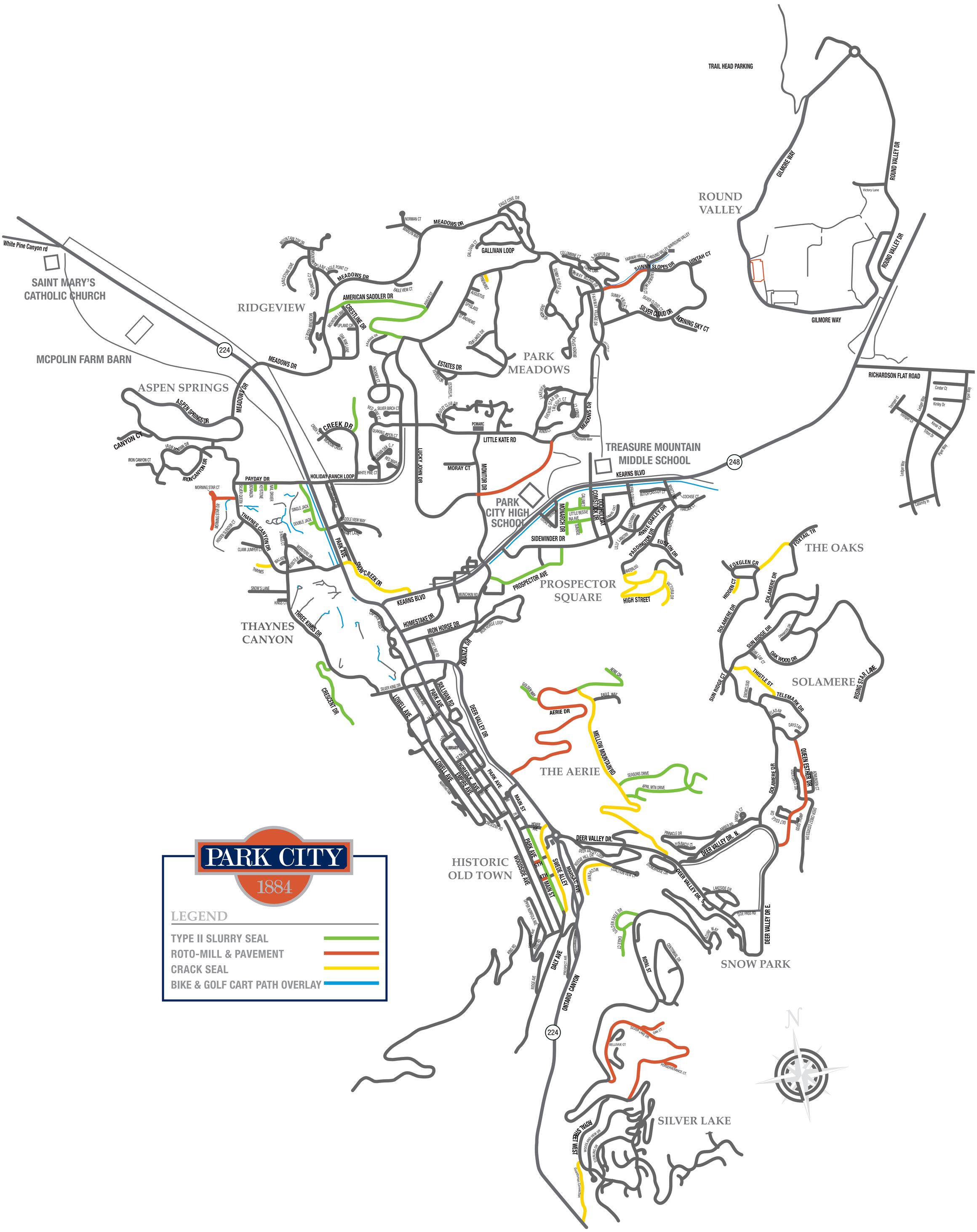
Total cost to complete the 2025 Pavement Management Program: $1,535,055.12
Funding sources as of July 1, 2025, are as follows:

$ 625,408.00 - Utah Class C Road Fund
$1,461,170.00 - Pavement Management General Fund
$ 192,944.00 - Walkability Maintenance
$ 60,000.00 - Golf Course CIP Fund

Exhibits

Exhibit A: 2025 Pavement Map

2025 PAVEMENT MANAGEMENT PROGRAM



City Council Staff Report

Subject: Artistic Pool Fencing Panels for the PC MARC Pool Renovation
Author: Stephanie Valdez
Department: Economic Development and Public Art
Date: May 15, 2025

Recommendation

Consider a request to authorize the City Manager to execute a contract with Trevor Dahl and Garth Franklin in a form approved by the City Attorney's Office and recommended by the Public Art Advisory Board (PAAB) for the creation of artistic pool fencing panels for the PC MARC Pool Renovation.

Executive Summary

On May 16, 2024, the City Council approved the PAAB's Strategic Plan for 2024, which included the Pool Fencing at the PC MARC.

In 2023, City Council approved funding to renovate the PC MARC outdoor aquatic facilities as part of the FY24 capital budget (Staff Report, page 1). The PAAB collaborated with the Recreation Department to issue a call to artists to design and create artistic fencing panels to enclose the pools at the PC MARC as part of a comprehensive renovation. The goal was to blend functionality and creativity, with security as the top priority, while ensuring privacy for nearby residents.

On February 11, 2025, a Call For Artists for the Artistic Pool Fencing Panels for the PC MARC Pool Renovation was released, with proposals due March 21, 2025.

The RFP included the following key elements:

- Privacy and Security. The fencing must serve a critical security purpose by acting as an effective barrier to protect both pool-goers and the surrounding community. To ensure maximum safety, the largest opening in the fencing must not exceed 4 inches, while also providing adequate privacy for those using the pool.
- Artistic and Creative Design. The design should capture the essence of Park City's recreational spirit, contributing to a welcoming atmosphere for all visitors. A twosided design is highly encouraged to maximize visibility and aesthetic appeal from all angles.
- Seamless Integration. The fencing should fit into the frame of the posts and rails, ensuring a cohesive and polished look.
- Park City History and Mining Theme. Preference will be given to designs that incorporate elements of Park City's rich history, especially its mining heritage.
- Durability and Maintenance. Materials used must be weather-resistant, low maintenance, and suitable for outdoor use to ensure the long-lasting quality of the panels. Suggested materials include metal, colored and tempered glass, or similar durable options.

• Local Artists. Preference will be given to proposals submitted by local artists who have a strong connection to Park City.

Analysis

We received six submissions from a variety of artists. The PAAB reviewed the artwork submissions and voted on the recommendation at their meeting on April 14, 2025.

After a thorough and thoughtful evaluation process, the PAAB recommends artist team Trevor Dahl and Garth Franklin's submission as described in Exhibit A.

Funding

The Artistic Pool Fencing Panels for the PC MARC Pool Renovation budget is $75,000, funded as part of the 1% for Arts described in Resolution No: 18-2020 amending the Public Art Advisory Board and Public Art Policies.

Exhibits

Exhibit A- Proposal for Artistic Pool Fencing Panels for the PC MARC Pool Renovation Recommendation – by Trevor Dahl/Garth Franklin

v





GOOD HAPPY STUFF & FRANKLIN WOODWORKING

RFP RESPONSE

Artistic Pool Fencing Panels

March 21, 2025

PROPOSAL

This proposal is a collaboration between two established local public artists Garth Franklin and Trevor Dahl, based in Park City and Salt Lake City, respectively. Our plan for this project is to utilize Trevor Dahl's distinct and appealing design aesthetic by laser cutting his hand-drawn designs into Cor-ten steel panels. Garth Franklin will utilize his steel fabrication experience and workshop to ensure the panels are an exact fit to the designated fencing specifications and have appropriate weight and rigidity, as well as a straightfoward fastening system for installation. Combining function, strength, durability, and aesthetic , these artistic fencing panels depict imagery of local animals, seasons, and Park City's mining heritage. The contrast of the clean design and beautiful rusted patina is sure to bring interest and charm to the public pool environment.

EXECUTION & TIMELINE

1. 10 panels are designed and cut files are prepared - **1 week**

2. Files will be submitted to Cypress Metals in South Salt Lake for laser cutting services.

3. Cypress wil laser cut twenty 22 ga thick Cor-ten steel panels of Trevor's designs - **3 weeks**

4. Panels will be transported to Franklin Woodworking in Salt Lake City - **1 day**

5. Panels will be welded together and grinded to look seamless, completing the full 94" x 62" size - **4 days**

6. Panels will be welded into a 1" x .12" tube steel picture frame for rigidity and to produce a finished look with covered edges - **4 days**

7. Deburring and softening all edges for a touchable surface - **3 days**

8. Cor-ten steel panels and picture frame will be treated with Cor-ten rust accelerator to form a protective rust layer that will hinder further corrosion and maintain steel strength - **2 days**

9. Finished panels will be transported to the PC Marc on a flatbed truck and unloaded - **1 day**

10. Panels will be mounted **between fence posts** or hung **on horizontal fence bars and fence posts** using 3/8" 16 bolts and nuts. We will want to confer with the relevant contractor early in the fabrication process to confirm the best method of fastening - **3 days**

MATERIALS

Cor-ten Steel plate steel - Cor-ten steel is a highly durable and long lasting steel product that forms a protective rust layer that hinders further corrosion. It has a low carbon content that reduces the risk of cracking or warping in extreme weather.

A 94” x 62” x 22 ga panel will weigh just under 50 lbs

1” x .12 tube steel - overbuilt picture frame to highlight panels, keep panels flat, and acts as mounting points for installation

MAINTENANCE

Cor-ten steel is a highly durable and long lasting steel product that forms a protective rust layer that hinders further corrosion. It has a low carbon content that reduces the risk of cracking or warping in extreme weather. Therefore it is the perfect candidate for a laser cut fence as it will maintain the same rusted appearance throughout it’s lifetime and not require upkeep or maintenance.

3/8” 16 grade 8 bolts - overbuilt highest quality bolts for longevity and ease of installation.

ESTIMATED BUDGET

Artists’ Fee	$15,000
Materials	$10,000
Laser Cutting	$8,000
Panel Design Labor	$3,000
Proposal Creation Labor	$2,000
Metal Fabrication Labor	$10,000
Installation Labor	$10,000
Transportation Costs	$1,500
Insurance	$1,000
Shop Overhead & Storage	$10,000
Contigency	$5,500
Budget Total	**$75,000**

PANEL DESIGNS



Specific panels can be redesigned upon request if we are awarded the job.

GARTH FRANKLIN is a Park City-residing artist and furniture maker known for his timeless designs and meticulous craftsmanship. Blending traditional hand-tool techniques with modern fabrication methods, he creates pieces that embody both human connection and contemporary precision. Working primarily with wood and steel, his portfolio spans from heirloom-quality chairs to a monumental 20-foot steel dinosaur. With over a decade of experience, he has crafted custom furniture, large-scale structures, and public art installations, each reflecting his dedication to durability, artistry, and innovation.

franklinwoodworking.com @franklinwoodworking franklinwoodworking@gmail.com

EXPERIENCE

Franklin Woodworking Salt Lake City, UT - *Custom Builder*

December 2016 - Present

Owner, operator, designer, lead fabricator of custom furniture, retail spaces, and public art.

The Furniture Joint Salt Lake City, UT - *Custom Builder*

May 2015 - December 2016

Custom wood and metal fabrication of furniture and retail spaces

EDUCATION

Colby College, Waterville, ME - *Biochemistry*

September 2009 - May 2013

Majored in Biochemistry, member of furniture makers and pottery club, four years of varsity lacrosse

PROJECTS

Custom Furniture - Franklin Woodworking

A decade of designing and building custom furniture to the highest fine woodworking and metal fabrication standards. Large public art builds an installations. Additionally, large free standing structures including saunas, treehouses, and pergolas.

Hoodah - Public art in the Granary District, SLC 2023

15 neighborhood icon and mascot. Wood and steel construction.

Kosmo - Public art in the Granary District, SLC 2024

20' steel dinosaur neighborhood icon and mascot.

My Dad's House - Creative Director and Lead Builder

Burning Man 2022, 2023, 2024

Camp Creative Director and Lead builder for 60-person camp to construct a faux house for 2 week event in the Black Rock Desert.

SKILLS

CAD 3D rendering & design

Fine woodworking

Timber framing

Metal fabrication

Own & operate CNC router, laser cutter, 3d printer

Project management

Custom installation specialist

LANGUAGES

English

French

TREVOR DAHL (aka Good Happy Stuff) is a Salt Lake City-based muralist and artist known for his whimsical approach to archetypal subject matter. Trevor employs his distinct style to explore ideas about the world and the human psyche, and seeks to use public art to bring soulfulness to public spaces. His vast portfolio spans large scale murals, sculpture, commercial illustration, animation, and painting and he is an active artistic voice in the Salt Lake valley, consistently involved in public and private projects.

goodhappystuff.com @goodhappystuff trevor@goodhappystuff.com

EDUCATION

Utah State University | *Associate of the Arts*
Dean's Academic Scholarship
Logan, UT | 2013-2015

PUBLIC ART / SPECIAL PROJECTS

The Road Home Mural - *The Road Home, Salt Lake City, UT (April 2025)*
500 sq/ft grant-funded mural on the facade of SLC homelessness nonprofit.

Wake The Great Salt Lake - *SLC Arts Council / Bloomberg Philanthropies (May 2025)*
1,500 sq/ft grant-funded mural highlighting the impending dry lakebed environmental crisis.

The Past, Present, & Future of South Jordan - *City of South Jordan, UT (2025)*
(2) 8x24' vinyl-applied murals for newly constructed train station & baseball stadium.

Sonoran Desert Vinyl Mural - *Volk Company / Wxllspace (2025)*
(1) 6 x 135' vinyl-applied mural for commerical real estate property in Tuscon, AZ.

Hidden Waters Sculpture - *Seven Canyons Trust / The BLOCKS (2025)*
3 x 2 x 1' water droplet sculpture placed in downtown Salt Lake City.

South Jordan City Hall Crosswalk Murals - *The City of South Jordan (2024)*
(2) 12x12' crosswalk murals in the South Jordan Towne Center plaza

South Salt Lake Mural Festival - *The City of South Salt Lake (2024)*
30x30' mural painted along the UTA S-train line in Sugarhouse, Salt Lake City. PRESS

The BLOCKS Open Streets Mural - *Salt Lake City's Growth (2023)*
10x17' freestyle doodle mural in the heart of SLC's downtown (Main & 260 S)

KRCL Radio 90.9 FM Mural - *The Great & Wondrous Salt Lake (2023)*
22x80' freestyle doodle mural on the radio station's headquarters office building and related merch.

The Odd Star - *Creative Direction / Production Management (2022 - 2024)*
Coordinating and curating art installations and immersive community experiences in a 70,000 sq/ft arts warehouse in the heart of Guadalupe neighborhood, SLC.

Salt Lake City Garbage Truck Wrap Illustrations - *Salt Lake Department of Sustainability (2022)*
(2) 4x13' vinyl wrap illustrations for new trash collection trucks in SLC, UT. PRESS

Spy Hop Murals - *Kahlert Youth Media Arts Center (2021)*
Extensive murals, design & branding for new Arts Center in Central 9th neighborhood, SLC. PRESS

GRANTS & AWARDS

Wake the Great Salt Lake (Upcoming) - *Salt Lake City Arts Council / Bloomberg Philanthropies (2025)*
1,500 sq/ft mural in SLC highlighting the impending dry lakebed environmental crisis

Project Support FY2025 - *Salt Lake City Arts Council (2025)*
Funding awarded for proposed mural for SLC homelessness nonprofit The Road Home.

Salt Lake City Department of Public Art - *(2019-2025)*
Pre-Qualified Artist Pool for city-funded public art projects

City of Palo Alto Public Art Program - *(2025-2030)*
Pre-Qualified Artist Pool for city-funded mural projects

Eccles Art Center Plein Air Competition - *3rd Place (2023)*

Element 11: Psychological Drawing Workshops - *(2023)*
Funding awarded for drawing workshops with live piano and speaking from Jungian coach Jared Ray Gilmore.

SELECT EXHIBITIONS

2025

"En Plein Air" Group Exhibition - *SEG Foundation / The BLOCKS, The Delta Center, Salt Lake City, UT (March 26)*
"Archetypal Doodles" Solo Exhibition - *Sprague Branch Library, Salt Lake City, UT (March 29)*
"Good Friday" Solo Exhibition - *Red Flower Gallery, Salt Lake City, UT (April 18)*

2024

The Mural Fest - *South Salt Lake City, UT* PRESS
Jung Society Featured Artist: "Metamorphosis" - *UMOCA, Salt Lake City, UT*
SLC Artists - *Edison House, Salt Lake City, UT*
Trevor Dahl & VITA - *Fice Gallery, Salt Lake City, UT* PRESS
Indigenous Fashion Show Benefit - *Material Gallery, Salt Lake City, UT*
Artists of Utah's 35x35: The Zillenial Edition - *Finch Lane Gallery, Salt Lake City, UT* PRESS
- Highlighting 35 Utah artists under the age of 35
Love Letters to the West Side - *Mestizo Institute of Culture & Arts, Salt Lake City, UT*
Statewide Annual - *Bountiful Davis Art Center*

2023

FRIENDS of Great Salt Lake for the Alfred Lambourne Arts Program - *Salt Lake City, UT*
Golden Hour Plein Air Competition - *Bountiful Davis Art Center*
Works on Paper - *The Odd Star Gallery, Salt Lake City, UT*
Common Autonomy - *The Odd Star Gallery, Salt Lake City, UT*
Edison House Art Walk - *Edison House, Salt Lake City, UT*
Sex, Gender, & Sexuality - *Glitter Armada, Salt Lake City, UT*
Element 11 - *Stargazer Ranch, Park Valley, UT*
Building Man - *Jenkstar Ranch, Green River, UT*
Save Our Great Salt Lake - *2006 Space Oddity Gallery, Salt Lake City, UT*

2022

Inagural Group Exhibition - *2006 Space Oddity Gallery, Salt Lake City, UT*
Central Station Mural Jam - *Tres Ximeneies Park, Barcelona, Spain*

REFERENCES

BRITNEY HELMERS
Program Director, The BLOCKS
britney@downtownslc.org
Mobile: (513) 519-0807

JOCELYN SCUDDER
Executive Director, Park City Arts Council
jocelyn@pcsarts.org
Mobile: (413) 847-0975

ANDREW SHAW
Special Projects Coordinator, Salt Lake City Arts Council
andrew.shaw3@slc.gov
Office: (801) 535-6519
Mobile: (801) 502-3128





Thank you for the consideration!

City Council Staff Report

Subject: Fee Waiver Request – Studio Crossing LLC
Author: JJ Trussell, Assistant Building Official
Department: Building
Date: April 24, 2025

Recommendation
Consider a request from Studio Crossing LLC to waive $1.6 million in impact and development permit fees for the voluntary affordable housing portions of their project.

Executive Summary
On May 10, 2024, Studio Crossing LLC (the Applicant) requested roughly $2.4 million in waivers, which represented all fees associated with all 208 affordable units in their mixed-use development project at Kearns Blvd and Quinn's Dr. The application was submitted during the permitting process, as approvals were being finalized.

The City's Fee Adjustment Committee, based on the eligibility criteria in the Administrative Policy for the Adjustment or Waiver of Construction and Development and Impact Fees (Fee Waiver Policy), recommended that the City Council consider waiving fees for 143 total units, excluding 65 units which are a development obligation. This recommendation totals $1,666,116 in fee waivers.

This item was brought to the City Council for consideration on August 15, 2024, and was directed to return with an adjusted amount for the City Council to approve, waiving fees for 166 units. Staff returned on September 5, 2024, where the item was continued after significant discussion about the fiscal impacts and incentivizing affordable housing, to allow the Applicant to return with more information requested by the City Council.

Analysis
The City Council may use their discretion to waive development and impact fees in any amount for affordable housing. The Fee Waiver Policy identifies *voluntary* affordable housing as eligible for a waiver, and the Fee Adjustment Committee recommendation of 143 units is based on their interpretation of the housing obligation in the Amended Annexation.

Within the context of affordable housing, the Fee Waiver Policy does not consider AMI levels or any other affordability metric to determine eligibility, which has been an important issue for the City Council in previous Council sessions. Staff would be happy to return to discuss potential changes to the Fee Waiver Policy to align with the City Council's desire to improve our affordability metrics.

Staff recommends the following conditions of approval for any fee waiver for affordable housing, consistent with requirements for other affordable housing developments within the City:

The applicant shall record a deed restriction against all affordable units in a form approved by the City Attorney's office controlling the rental rates as agreed to in the DEVELOPMENT AGREEMENT FOR THE QUINN CAPITAL PARTNER'S STUDIO CROSSINGS ANNEXATION AND MASTER PLANNED DEVELOPMENT recorded on January 17, 2024 as entry #01214657 in the Summit County Recorder's office. The deed restriction shall include a requirement to provide to the City's Affordable Housing team an annual compliance report in a form approved by the City Attorney as to the use of the affordable units, the rates being assessed, and the location of tenant employment.

Funding

All fees are calculated according to the adopted fee schedule. Building, Planning, and Engineering (permit fees) are assessed according to the cost of providing the services related to the development. The General Fund absorbs the waiver of these fees.

Impact fees are distinct from permit fees and are only assessed on new developments that increase the demand for public services, such as public utilities, parks, police, and streets. These are calculated by the number of new units, their use, and their new square footage. The waiver of impact fees will reduce the future funds available for water infrastructure, streets, parks, recreation, and public safety capital projects.

The City Council waived approximately $2,519,000 development and impact fees for affordable housing during fiscal year 2024, for HOPA Phase I (approved May 16, 2024) and EngineHouse (approved July 13, 2023). Impact or development fees have been waived so far in FY25 have been for the MARC Pool

Exhibits

A	Studio Crossing Fee Adjustment/Waiver Application
B	Fee Summary
C	Applicant Presentation

HOGGAN LEE HUTCHINSON

Justin Keys
Justin@hlhparkcity.com
Direct: 435.731.9195

January 30, 2025

VIA EMAIL

Park City Municipal Corporation
Chief Building Official Dave Thacker
dave.thacker@parkcity.org
Park City, Utah 84060

Re: Construction, Development, and Impact Fee Adjustment/Waiver Application

Dear Mr. Thacker,

Please accept this brief letter as a request to renew Studio Crossing, LLC's Construction, Development, and Impact Fee Adjustment/Waiver Application requesting a total impact fee waiver of $1,913,012. Because the Studio Crossings project will greatly contribute to City Council's priorities and will provide substantial public benefit, we respectfully request that you approve our request for a fee waiver.

The construction of affordable housing has consistently been one of City Council's top priorities. For example, in its most recent visioning session, City Council identified affordable housing as the "top" priority under its goal to create an "Inclusive and Healthy Community." It also identified as priorities delivering "middle income" and "attainable" housing.

Affordable and attainable housing is scarce in Park City due to the high cost of housing units. Every year the demand for housing increases. This demand, coupled with the increasing cost of construction has pushed the average sold price of a home in Park City proper to over $2,700,000.[1] This is well above the price point for a middle income, let alone lower income bracket household.

One of the ways that Park City incentivizes the construction of affordable housing is through impact fee waivers. For example, Park City recently granted $1.7 million in impact fee waivers for the Engine House project, a for-profit affordable housing project that is delivering 99 affordable units. This results in an impact fee waiver award of $17,171 per affordable unit for Engine House. Similarly, Park City awarded an impact fee waiver of $800,000 to HOPA Phase I, which results in

[1] *See* Summit Sotheby 2023-2024 Report.

an impact fee waiver of $17,777 per affordable unit. Here, Studio Crossing is seeking $1,913,012 in impact fee waivers, resulting in only $9,197 in impact fee waivers per affordable unit delivered.

In 2016, the Park City Council set a goal to build 800 new affordable housing units by 2026. As of the 2021 Park City Housing Needs Assessment, only 153 units of Park City's 800-unit goal were constructed. The Studio Crossing project alone includes 208 deed restricted affordable housing units. In other words, it delivers more than 25% of the units needed to meet Park City's 2026 affordable housing goal. It is the single largest affordable housing project in Park City to date. And unlike other recent affordable housing projects, Studio Crossings is being constructed entirely at the developer's cost—with no public funding or financing. This impact fee waiver is the only public contribution sought by the Applicant to cover the high cost to construct these affordable units.

Studio Crossing is also contributing to City Council's "Thriving Mountain Town" priority statement. Under that statement, Council indicated that a critical need is "Transportation: Congestion Reduction, Local and Regional." Here, the proposed project will have a dedicated public transit stop. This will aid in reducing traffic on Hwy 248 by providing affordable housing opportunities directly on the transit line. Studio Crossing is also providing improved connections to regional and local trails along with a bike fix it station and "e" bike station. This will allow residents in Studio Crossings to commute into town and to surrounding Quinn's Junction employers using the trail system. Obviating the need to use the road systems for a commute entirely.

The Studio Crossing project is replete with community and public amenities being constructed at Studio Crossing's cost, including pickleball courts, a public plaza, water features, a playground, and a multitude of other parks and trails. All of this will provide an activated community improving the daily life of our full-time affordable housing residents.

In short, the Studio Crossing project meets many of the City Council's priorities, including two of the three priorities identified as "critical." Given the many community benefits resulting from this development, we strongly encourage you to approve the maximum impact fee waiver allowed under Park City's code.

Very Truly Yours,
HOGGAN LEE HUTCHINSON



Justin J. Keys

Construction, Development, and Impact Fee Adjustment/Waiver Application

Park City Municipal Corporation

Please provide electronic copies of this application, comprehensive project plans, and all other requested information to the Building Department.

Applicant Contact Information

Name Studio Crossings, LLC

Address 1776 Park Avenue, #145 Park City, UT 84060 Attention: Gary Crandall

Phone (435) 731-9195 E-mail justin@hlhparkcity.com

Permit(s) _____

Indicate the applicable Criteria for Eligibility:

X Affordable Housing Project ☐ Non-Profit

☐ Project Receiving a Historic District Grant ☐ Youth Group

Indicate the applicable items for which a waiver is being requested (all that apply):

☐ Plan Review Fees

☐ Condo Plat Application Fee

☐ CUP Application Fee

☐ MPD Application Fee

X Building Permit Fee

☐ Other: Please explain _____

☐ Annexation Application Fee

☐ Plat Amendment Application Fee

☐ Historic District Design Review

X Water Fees (interior or exterior)

X Parks, Trails, Open Space, Police

Total construction cost of subject project: $ 56,430,072

Requested Fee Waiver Total:

$ 2,410,754.90

Project Description: Please provide no more than two pages of narrative addressing the project's contribution to City Council Priorities, a description of the substantial public benefit the project will provide, and documentation demonstrating your organization's eligibility for a fee waiver adjustment.

Signed: _____ **Date:** 5/20/24

HOGGAN LEE HUTCHINSON

Justin Keys
Justin@hlhparkcity.com
Direct: 435.731.9195

April 25, 2024

VIA EMAIL

Park City Municipal Corporation
Impact Fee Waiver Committee
Attn: Jason Glidden
Jason.glidden@parkcity.org
PO Box 1480
Park City, Utah 84060

Re: Construction, Development, and Impact Fee Adjustment/Waiver Application

Dear Committee Members,

Please accept this brief letter as a supplement to Studio Crossing, LLC's Construction, Development, and Impact Fee Adjustment/Waiver Application. Because we feel that the Studio Crossings project will greatly contribute to City Council's priorities and will provide substantial public benefit, we respectfully request that you approve our request for a fee waiver.

The construction of affordable housing has consistently been one of City Council's top priorities. For example, in its most recent visioning session, City Council identified affordable housing as the "top" priority under its goal to create an "Inclusive and Healthy Community." It also identified as priorities delivering "middle income" and "attainable" housing.

Affordable and attainable housing is scarce in Park City due to the high cost of housing units. Every year the demand for housing increases. This demand, coupled with the increasing cost of construction has pushed the average sold price of a home in Park City proper to over $2,700,000.[1] This is well above the price point for a middle income, let alone lower income bracket household.

In 2016, the Park City Council set a goal to build 800 new affordable housing units by 2026. As of the 2021 Park City Housing Needs Assessment, the City added only 153 units of its 800-unit goal. That needs assessment and a presentation to City Council by Cascadia Partners (the City's third-party affordable housing consultant) were the inspiration for the Studio Crossing project.

[1] *See* Summit Sotheby 2023-2024 Report.

Studio Crossing is a re-envisioning of a previously entitled commercial development. The Applicant applied to convert existing commercial entitlements to an affordable housing centered mixed-use development. The result is a development built around more than 200 affordable housing units, with 60,000 square feet of support commercial, and no more than 100 market rate townhomes and condos.

The Studio Crossing project alone delivers 25% of the units needed to meet Park City's 2026 affordable housing goal. It is the single largest affordable housing project in Park City to date. And unlike other recent affordable housing projects, Studio Crossings is being constructed entirely at the developer's cost. This impact fee waiver is the only public contribution being sought by the Applicant to aid in covering the high cost to construct and finance these affordable units.

The Studio Crossing project is also delivering a diversity of housing types including townhomes and stacked condominiums that are missing in the local market. Smaller footprint townhomes and condominiums provide an attainable market rate housing opportunity in Park City. Neighborhood condominiums and townhomes are lacking in the local market and offer a lower price point housing opportunity for households that make too much money to qualify for affordable housing.

Finally, the Studio Crossing Project is contributing to City Council's "Thriving Mountain Town" priority statement. Under that statement, Council indicated that a critical need is "Transportation: Congestion Reduction, Local and Regional." Here, the proposed project will have a dedicated public transit stop. This will aid in reducing traffic on Hwy 248 by providing affordable housing opportunities directly on the transit line.

Studio Crossing is also providing improved connections to regional and local trails along with a bike fix it station and County e-bike station. Studio Crossing is providing the ground and electricity for the e-bike station free of charge. This will allow residents in Studio Crossings to commute into town and to surrounding Quinn's Junction employers using the trail system. Obviating the need to use the road systems for a commute entirely.

In short, the Studio Crossing project meets many of the City Council's priorities, including two of the three priorities identified as "critical." Given the many community benefits resulting from this development, we strongly encourage you to approve the maximum impact fee waiver allowed under Park City's code.

Very Truly Yours,
HOGGAN LEE HUTCHINSON

Justin J. Keys

Total fees eligible for waiver $1,666,116.45

Totals for all 3 buildings (eligible amount)
Permit fees - $373,282.94
Impact fees - $1,292,833.51

PLAN23-499 (All Affordable Building) 104 Units – 65 Units are required by Housing ordinance and are ineligible for waiver
Permit fees - $92,789.76 (Eligible) $154,649.61 (65 of 104 Units ineligible for waiver, 62.5% of Building Fees)
Impact fees - $445,485.43 (Eligible) $543,099.70 (65 Units ineligible for waiver $8,355.38 each)

PLAN23-726 (Mixed Use North Building) 52 Units
Permit fees - $140,246.59 (Eligible) $46,748.87 (Commercial Space ineligible, calculated 25% of building value)
Impact fees - $423,674.04 (Eligible) $85,034.00 (Commercial Space ineligible for waiver, calculated by area)

PLAN23-725 (Mixed Use South Building) 52 Units
Permit fees - $140,246.59 (Eligible) $46,748.87 (Commercial Space ineligible, calculated 25% of building value)
Impact fees - $423,674.04 (Eligible) $98,410.59 (Commercial Space ineligible for waiver, calculated by area)

Welcome to **STUDIO CROSSING**

YOUR HOME in Quinns Junction

HISTORY OF THE FILM STUDIO AND CRANDALL CAPITAL (2012)

- Original Developer Forced Park City Film Studios on Park City
- Threatened State Legislation to Spot Zone Development
- Due to inability finance development projected stalled while partially built







TIMELINE AT STUDIO CROSSINGS

2019

MAR: First phase of original master plan development: Hotel

MAY: Regional Housing Needs Assessment by James Wood

SEPT: Hotel ready to permit, Justin Keys approached Crandalls about considering TheCommons project and doing more affordable housing

DEC: Meeting with Mark Harrington and Matt Diaz about affordable housing, advised to get community input in Quinn's Junction and PC

2020 021

JAN: Community Input Meetings with Quinns Junction area

FEB: Meeting with PC Planning Staff for General Plan Review

APRIL: MPD Amendment Pre-submission meeting with PC Planning

JUNE: Bruce Erickson PC Planning Staff meeting MPD Amendment

SEPT: Community Input Meetings with Quinns Junction area

NOV: Community Input Meetings with Quinns Junction area

2021

JAN: PC Planning review meeting towards City Council meeting

APRIL: City Council Work Session to review Studio Crossings

MAY: 2on2 meetings with Mark Joyce and Nann Worel

JULY: City Council Work Session to review Studio Crossing

SEPT: 2on2 meetings with Mark Joyce and Nann Worel

NOV: City Council Work Session to review Studio Crossing

DEC: City Council Vote on Studio Crossings and send to Planning Commission

2022

JAN: Community Input Gathering PC Planning Review

FEB: PC Planning Staff Review

MAY: Planning Commission Work Session to review Studio Crossings

AUGUST: Planning Commission Work Session to review Studio Crossings

OCT: UOT Engineering & Traffic Review

NOV: Planning Commission Unanimous Approval of MPD Amendment

DEC: City Council Meeting

2023

AUGUST: Planning Commission

SEPT: City Council PLAT Amendment

OCT: Groundbreaking ceremony

NEWPARK

A thriving mixed use development that is home to various dining, shopping, and community events. 122,303 square feet of prime retail with Best Buy as its anchor tenant.

THE COMMONS

Over 22,000 sq ft of street level commercial space with generous outdoor seating. 38 affordable for rent apartments on the 2nd and 3rd floors with a mix of Studios, 1 Bedroom, 2 Bedroom, and 3 Bedroom units.

THE TERRACES

One of Park City areas fastest selling project of its size. 60-unit, 72,647 square feet, family oriented condo development.

UTAH FILM STUDIOS

State of the art film studio that rivals any facility worldwide. Approximately 100,000 square feet, Utah Film Studios is comprised of: production offices, a mill, and three 15,000 square foot sound stages.

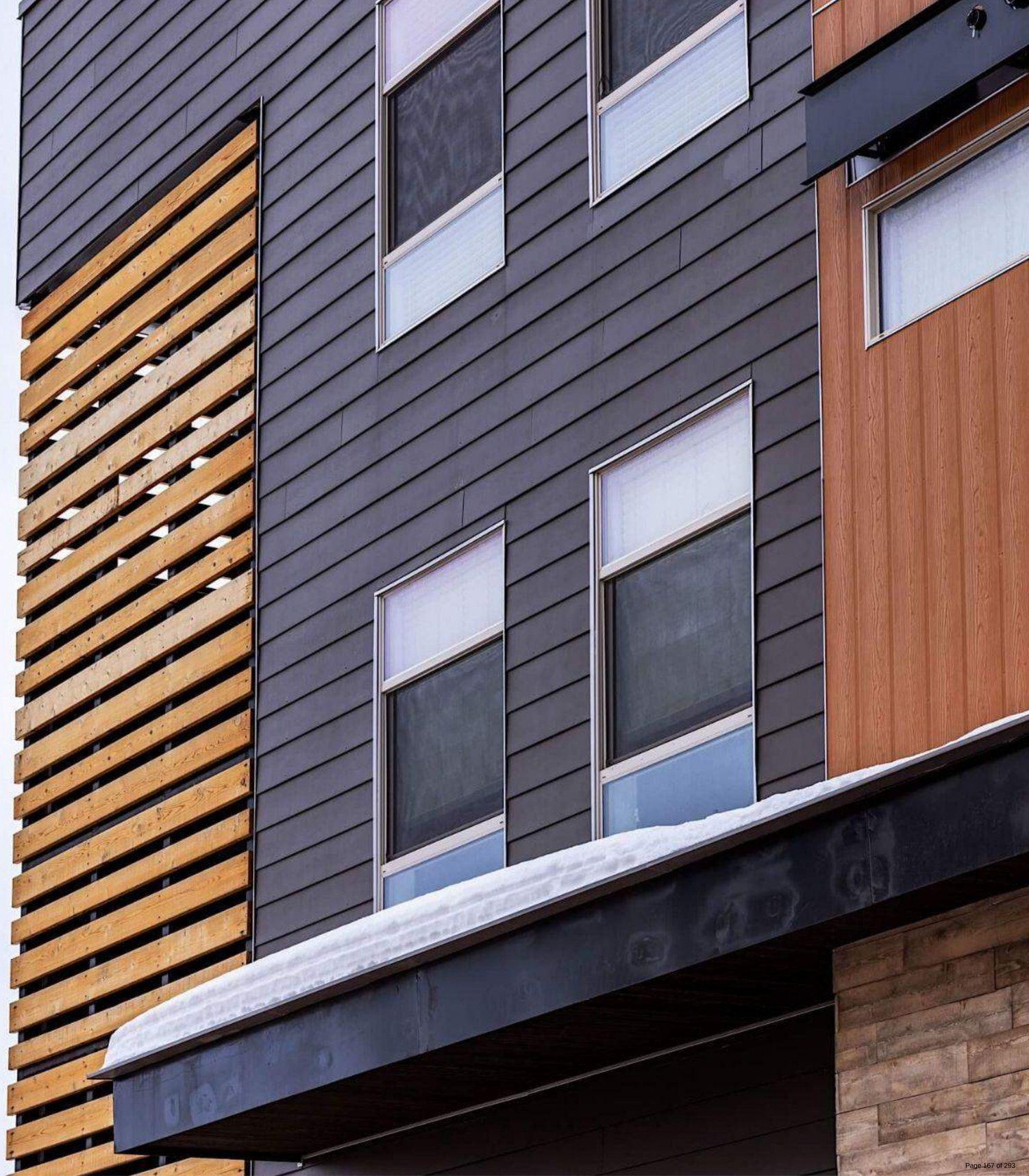
Local Family
Local Developments
Building Communities for all

PROVEN TRACK RECORD: THE COMMONS IN NEWPARK

- **38 affordable for rent apartments**
- 12,000 sqft of street level commercial space
- Mix of Studios, 1 Bedroom, 2 Bedroom, and 3 Bedrooms
- Multi-modal living in the heart of Newpark Towne Center
- Adjacent to Swaner Nature Preserve
- Convenient to both community restaurants and trails

PROVEN TRACK RECORD: THE COMMONS IN NEWPARK

- **38 affordable for rent apartments**
- 12,000 sqft of street level commercial space
- Mix of Studios, 1 Bedroom, 2 Bedroom, and 3 Bedrooms
- Multi-modal living in the heart of Newpark Towne Center
- Adjacent to Swaner Nature Preserve
- Convenient to both community restaurants and trails



PROVEN TRACK RECORD: THE COMMONS IN NEWPARK

- **38 affordable for rent apartments**
- 12,000 sqft of street level commercial space
- Mix of Studios, 1 Bedroom, 2 Bedroom, and 3 Bedrooms
- Multi-modal living in the heart of Newpark Towne Center
- Adjacent to Swaner Nature Preserve
- Convenient to both community restaurants and trails

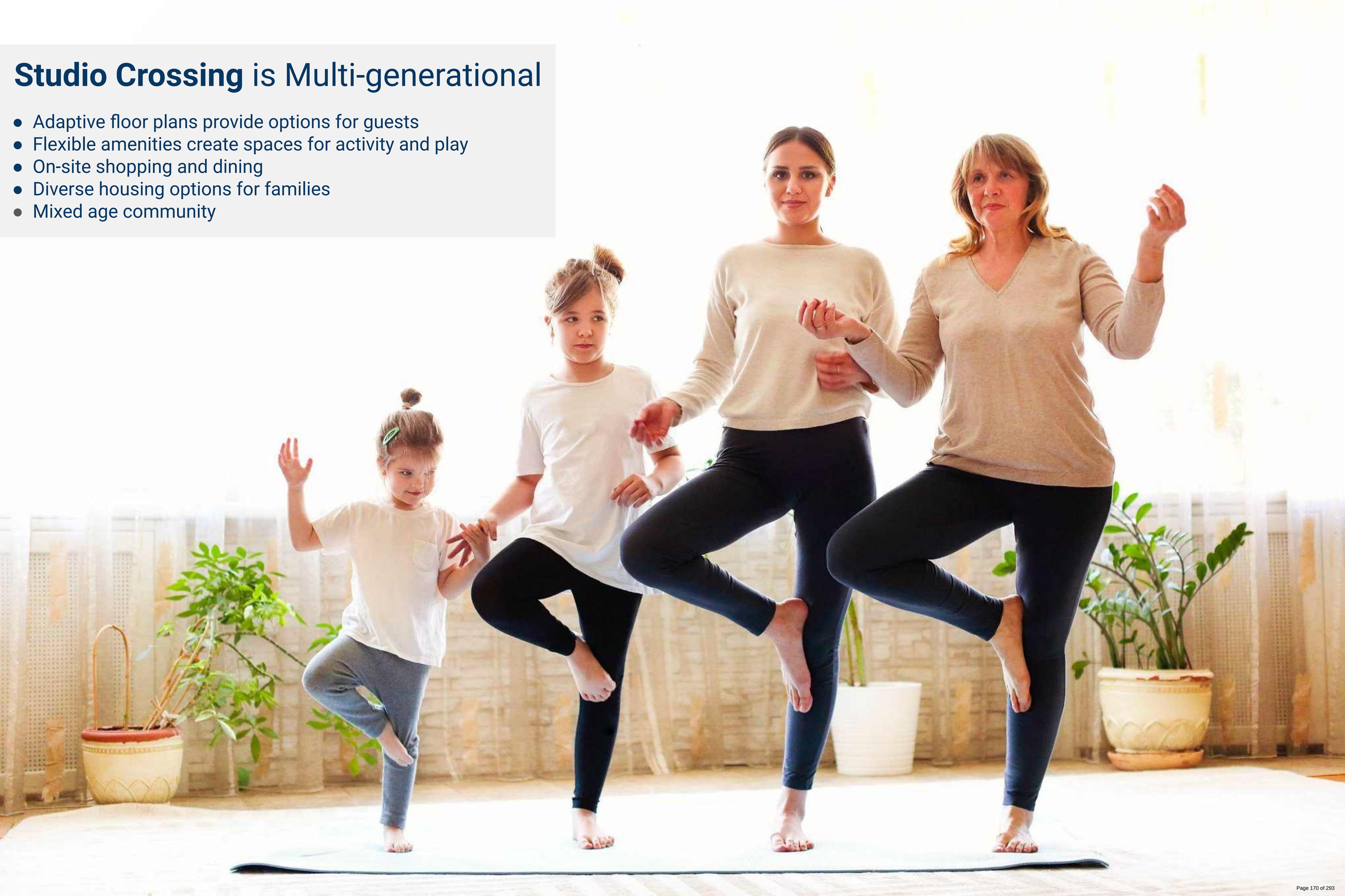
PROVEN TRACK RECORD: THE COMMONS IN NEWPARK

- **38 affordable for rent apartments**
- 12,000 sqft of street level commercial space
- Mix of Studios, 1 Bedroom, 2 Bedroom, and 3 Bedrooms
- Multi-modal living in the heart of Newpark Towne Center
- Adjacent to Swaner Nature Preserve
- Convenient to both community restaurants and trails



Studio Crossing is Multi-generational

- Adaptive floor plans provide options for guests
- Flexible amenities create spaces for activity and play
- On-site shopping and dining
- Diverse housing options for families
- Mixed age community



Studio Crossing is aging in place

- One level living
- Less than a mile to park city hospital
- Immediate access to historic rail trail for bicycling and walking
- Community atmosphere
- Access to transit options

*https://www.kpcw.org/park-city/2022-10-10/summit-county-senior-housing-survey-points-to-a-lack-of-supply

PLANNING COMMISSION COMMENTS (08/10/22)	WE LISTENED, UPDATED (10/26/22)
01. Protect the EPOC Zone, no exceptions	Building heights and locations have been lowered and shifted to be compliant with the Entry Protection Overlay Corridor Zone
02. Not in favor of height exceptions for buildings (48’ original design)	Building heights have been lowered, (1) at 45’ (3) at 40’ (52) at 25’
03. UDOT coordination of SW Entry/Exit	Met with UDOT 8/31, no issues with proposed design, UDOT prefers median curb in lieu of original porkchop design, next meeting October 04 setup for engineering review
04. More information on the community amenities	10 Amenities highlighted and analyzed in presentation
05. Narrow down allowed commercial uses, more community focused	Community Commercial has been further refined and narrowed down to focus on small scale community benefit
06. Shared parking study needed	Original and shared parking study included in Planning packet, our parking count is succinctly in between code requirements and shared parking study
07. Would you consider less than 80% AMI, especially for the single income households?	Our team met with Jason Gidden and Housing team and revised AMI **60%, 70%, 80% (STUDIOS RENTED (20 UNITS) AT 60% AMI AND (60) AT 70% AMI)**
08. Can you provide more information on sustainability?	5 Different sustainable organizations studied through 6 divisions, findings and proposed sustainability objectives (LEED, USGBC, PASSIVE, ETC)
09. More Rail Trail connection information	Our team met with Heinrich Deters and Rick Fournier with Mountain Trails Foundation 8/31 and all agree a Rail Trail Connection can be easily be made
10. Concern about the 4 story affordable building blocking the view of the project from the interstate, can we step it down?	Affordable Housing building height lowered, rotated and moved closer to the Plaza in order to promote community connectivity and to hide parking
11. Can you consider deed restrictions on nightly rentals?	**Proposed Partnership with Park City for LITE DEED RESTRICTION** **Affordable housing will require a minimum 6 month lease and qualify** **Nightly rentals are allowed in the RCO Zone** Nightly rental restrictions greatly impact for-sale home ownership Current Entitlement MPD allows 100% nightly rentals

SITE AND BUILDING LEGEND:

01 3-STORY MARKET RATE CONDOS WITH UNDERGROUND PARKING

02 TRANSIT STOP & E-BIKE PARKING BUS STOP AND PICKUP CENTER

03 COMMUNITY FOCUSED COMMERCIAL 1-STORY

04 COMMUNITY POCKET PARKS

05 60%, 70 & 80% AMI AFFORDABLE HOUSING 3 STORY BUILDING WITH COMMERCIAL

06 COMMUNITY PLAZA FEATURE AND DINING AREAS

07 E-BIKE DOCKING STATION

08 HISTORIC RAIL TRAIL PLANNED CONNECTION ALREADY PAID

09 80% AMI AFFORDABLE HOUSING 4 STORY ALL HOUSING

10 RESIDENT USE AMENITY MULTI-USE SPORTS COURT

11 MARKET RATE TOWNHOMES 2-STORY WITH GARAGE

12 CAMPUS RESIDENT USE GREEN OPEN SPACE WITH TRAILS

13 ELECTRIC CAR CHARGING STATIONS

14 UDOT MEDIAN, RIGHT TURN ONLY

NO BUILD ZONE

20' ALLOWED BUILDING HEIGHT ZONE

25' ALLOWED BUILDING HEIGHT ZONE

14 RIGHT TURN ENTRY/EXIT

SR248

STOPLIGHT INTERCHANGE

12' WIDE TRAIL SYSTEM ALONG PROPERTY

EXISTING PC FILM STUDIOS

HWY 189

N

OVERALL PHASING PLAN

01 MIXED USE COMMUNITY COMMERCIAL WITH AFFORDABLE HOUSING ABOVE

02 TRANSIT BUS STOP AND PROPOSED BIKE SHARE MULTI-MODAL STOP

02 COMMUNITY COMMERCIAL ONE STORY BUILDINGS AND THREE SEASON PLAZA

03 50 MARKET RATE TOWNHOMES APPROXIMATELY 1,500 SF EACH

04 ALL-AFFORDABLE APARTMENT HOUSING BUILDING

05 50 MARKET RATE CONDOS ONE-STORY LIVING WITH SHARED AMENITIES

NO BUILD ZONE

20' ALLOWED BUILDING HEIGHT ZONE

25' ALLOWED BUILDING HEIGHT ZONE

PHASE 05

PHASE 03

PHASE 02

PHASE 02

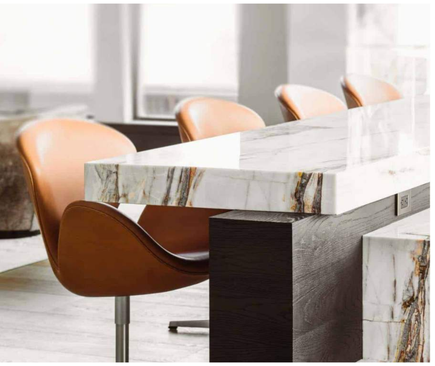
PHASE 01

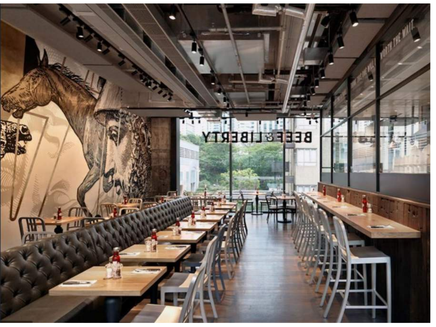
PHASE IV Earlier

N

PHASE 01: MIXED USE AFFORDABLE HOUSING











PHASE 02: MIXED-USE AFFORDABLE HOUSING

BUILDING 01:

- LEVEL 01: RETAIL
- LEVEL 02: 80% AMI HOUSING
- LEVEL 03: 80% AMI HOUSING

BUILDING 02:

- LEVEL 01: RETAIL
- LEVEL 02: 80% AMI HOUSING
- LEVEL 03: 80% AMI HOUSING

- 40’ TOTAL HEIGHT
- 45,000 SF X 2 BUILDINGS = **90,000 SF TOTAL**

PHASE 01

N

PHASE 02: COMMUNITY FOCUSED COMMERCIAL













PHASE 03 INFORMATION:

- COMMUNITY FOCUSED SMALL SCALE
- COMMERCIAL, RETAIL OR RESTAURANT
- EACH BUILDING IS 15,000 SF OF RETAIL
- 2 BUILDINGS = **30,000 SF TOTAL**

PHASE 02

N











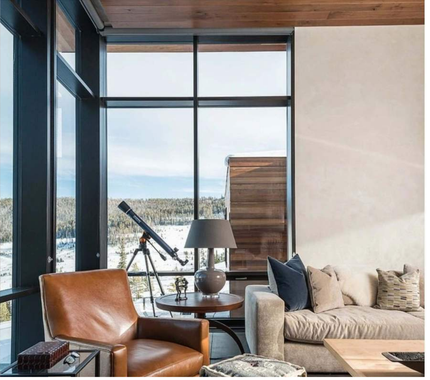
PHASE 03 INFORMATION:

- COMMUNITY PLAZA AREA
- OUTDOOR DINING OUTSIDE OF EACH COMMERCIAL SPACE
- WATER FEATURED INSTALLED THROUGH CENTER OF PLAZA
- DESIGNATED AREAS FOR POTENTIAL CHRISTMAS TREE LIGHTING
- SET UP TO MAXIMIZE VIEWS TO THE SOUTH

PHASE 03

N

PHASE 03: MARKET RATE TOWNHOMES











PHASE 03

PHASE INFORMATION FOR APPROX 50 BUILDINGS:

- 2 & 3 BEDROOM TOWNHOMES
- 1,500 - 1,700 SF UNITS, 2 STORIES
- 50 PARKING STALLS DEDICATED TO TOWNHOMES
- 5 LIVABLE CLUSTERS OF 10 TOWNHOMES
- **82,000 SF MARKET RATE FOR-SALE UNITS**

- **MAXIMUM** 100 MARKET RATE UNITS TOTAL

N

PHASE 04: AFFORDABLE HOUSING

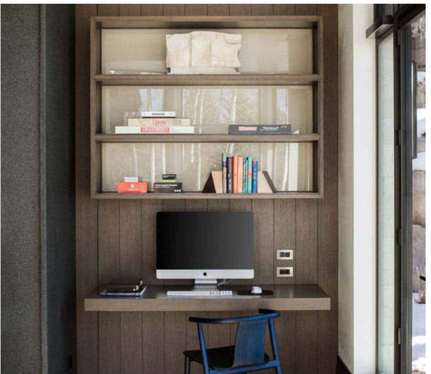












PHASE INFORMATION FOR 1 BUILDING:

- LEVEL 01: 60%, 70% 80% AMI HOUSING
- LEVEL 02 60%, 70% 80% AMI HOUSING
- LEVEL 03: 60%, 70% 80% AMI HOUSING
- LEVEL 04: 60%, 70% 80% AMI HOUSING

- EACH FLOOR IS ~11' TALL = 45' TALL BUILDING
- TOTAL BUILDING SIZE = **58,632 SF**

PHASE IV Earlier

N

PHASE 05: MARKET RATE CONDOS













PHASE INFORMATION FOR 1 BUILDING:

- LEVEL 01: MARKET RATE CONDOS
- LEVEL 02: MARKET RATE CONDOS
- LEVEL 03: MARKET RATE CONDOS

- 40’ TALL BUILDING
- **60,000 SF MARKET RATE CONDOS**

- APPROXIMATELY 50 UNITS
- EACH UNIT UNDER 2,000 SF

- **MAXIMUM** 100 MARKET RATE UNITS TOTAL

N

2012 Approved MPD - Studio Support Commercial



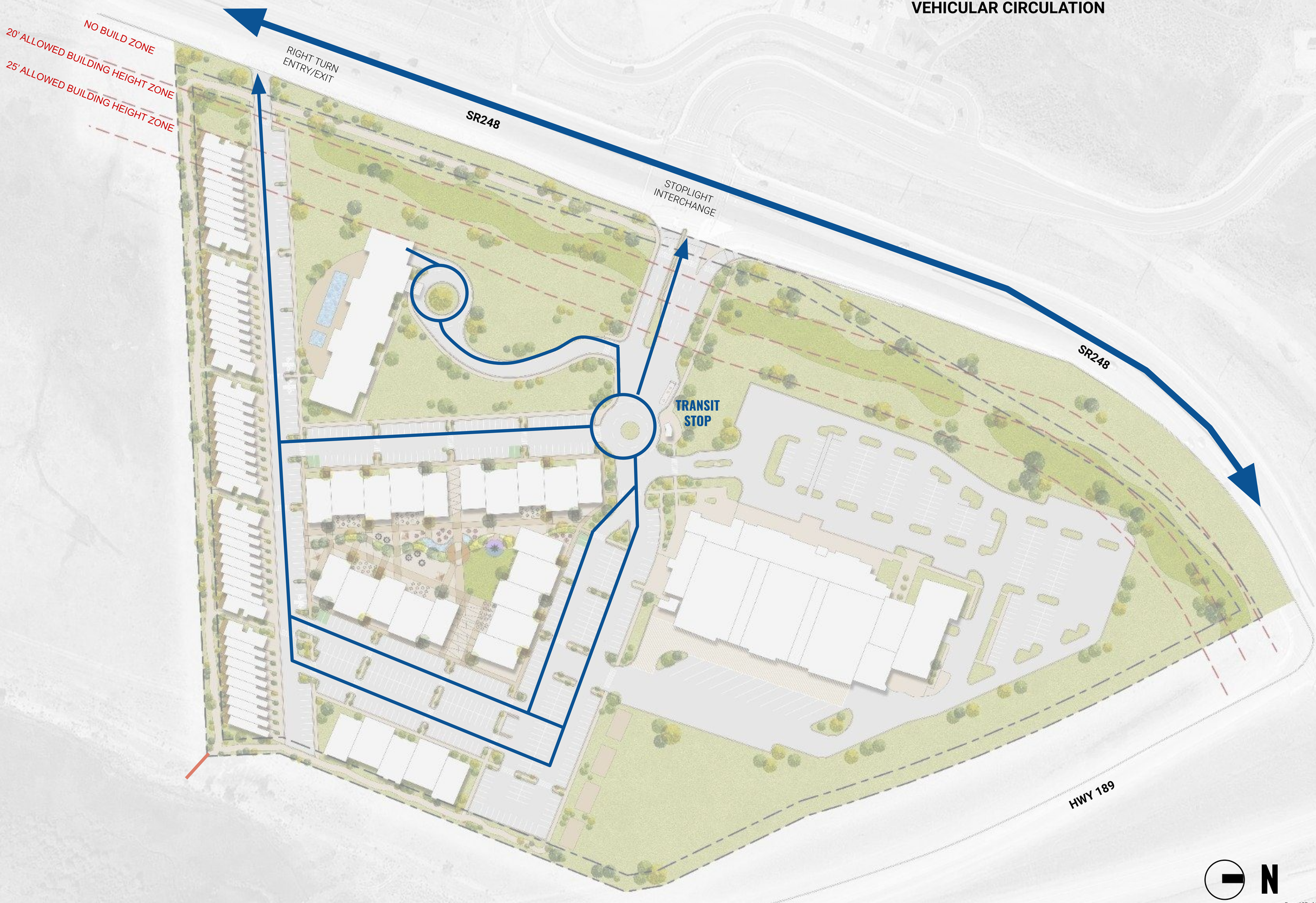
BLDG #	BLDG USE	SQFT	BUILDING HEIGHT
1A	Hotel Lodging (100 keys)	112,00	40’
1B	Recording Studio	2,500	16’
1C	Stage Venue	700	28’
1D	Residence (Omitted)	0	
1E	Grand Ballroom	16,000	28’
1F	Atrium	0	28’
2	Screening Rooms / Theater	15,000	40’
3	Entertainment Venue	14,500	40’
4	Mixed Use	33,350	28’
5	Mixed Use	25,625	28’
6	Sound Effects Stage	15,700	40’
6A	Office	37,200	38’
7	Sound Stages	47,375	60’
7A	Workshop	20,000	28’
7B	Production Support / Offices	24,000	34’
8	Workshop Office	10000	18’
9	Guard House	50	10’

2022 Proposed MPD - Affordable Community



BLDG #	BLDG USE	SQFT	BUILDING HEIGHT
01	Residential Condo building	60,000	40’
02	Commercial Buildings	15,000 ea / 30,000 Total	25’
03	Mixed Use Affordable Housing	45,000 ea / 90,000 Total	40’
04	Affordable Housing	58,632 sf	45’
05	Market Rate Townhomes	1,500 ea / 82,000 Total	25’
06	Bus Transit Pick Up	0	15”
07	*(EXISTING) Sound Stages*	*47,375*	*60’*
07A	*(EXISTING) Workshop*	*20,000*	*28’*
07B	*(EXISTING) Production Support / Offices*	*24,000*	*34”*

VEHICULAR CIRCULATION



DIFFERENT MODES OF CIRCULATION

- PEDESTRIAN CIRCULATION
- BICYCLE CIRCULATION
- RAIL TRAIL CONNECTION

NO BUILD ZONE

20' ALLOWED BUILDING HEIGHT ZONE

25' ALLOWED BUILDING HEIGHT ZONE

RIGHT TURN ENTRY/EXIT

SR248

CONNECTION TO ROUND VALLEY RAILS, PARKS, ICE RINK, DOG PARK, HOSPITAL, PEOPLE'S CLINIC

SR248

RAIL TRAIL CONNECTION

N

CODE REQUIRED COMMERCIAL PARKING BASED ON PROPOSED COMMERCIAL USE MIX ASSUMPTIONS (GRAYSHELL COMMERCIAL SPACE)

USE	1,000 SF	PARKING RATIO	PARKING REQ.
RESTAURANT	12	1 PER 100 SF	120
GENERAL OFFICE	6	3 PER 1000 SF	18
MEDICAL OFFICE	6	5 PER 1000 SF	30
MINOR RETAIL	18	3 PER 1000 SF	54
MAJOR RETAIL	18	5 PER 1000 SF	90
TOTAL	**60**		**312**

LMC §15-3-7, PARKING IN MASTER PLANNED DEVELOPMENTS AND CONDITIONAL USE PERMITS, ALLOWS THE PLANNING COMMISSION TO REDUCE THE INITIAL PARKING REQUIREMENT WITH THE SUBMITTAL OF A PARKING STUDY SHOWING PARKING USES WILL OVERLAP, COMMERCIAL SPACES WITHIN THE PROJECT WILL SERVE THOSE RESIDING WITHIN THE PROJECT RATHER THAN THE GENERAL PUBLIC, OR OTHER FACTORS THAT SUPPORT THE CONCLUSION THAT THE PROJECT WILL GENERATE LESS PARKING THAN THE CODE WOULD OTHERWISE REQUIRE.

THE APPLICANT HAS SUBMITTED A SHARED PARKING ANALYSIS (SEPARATE FILE NOT IN PRESENTATION) TO HELP ANALYZE A REASONABLE PARKING REDUCTION FOR THE COMMERCIAL PORTION OF THE SITE, SO THE APPLICANT DOES NOT NEED TO AMEND THE MPD AS COMMERCIAL USES CHANGE OVER TIME. THE PLANNING DEPARTMENT ALSO RECOMMENDS THAT ALL COMMERCIAL USES REQUIRE AN ADMINISTRATIVE CUP TO ENSURE THAT THE PARKING REDUCTION IS NOT EXCEEDED.

CODE REQUIRED PARKING AND SUBSEQUENT PARKING REDUCTION PROPOSED

TOWNHOMES/CONDO (OVER 1,000 SF)	100 DWELLING UNITS	1.5	STALLS/DWELLING UNIT	150
AFFORDABLE HOUSING (BELOW 1,000 SF)	170 DWELLING UNITS	1	STALLS/DWELLING UNIT$_2$	170
AFFORDABLE HOUSING (OVER 1,000 SF)	15 DWELLING UNITS	1.5	STALLS/DWELLING UNIT	22.5
RETAIL	60,000 SQUARE FEET	3.5	SEE PROPOSED COM MIX	312
			LOT 1B TOTAL REQUIRED:	**654.5**
			LOT 1B TOTAL PROVIDED:	**566**
			PARKING REDUCTION:	**88.5**

NO BUILD ZONE

20' ALLOWED BUILDING HEIGHT ZONE

25' ALLOWED BUILDING HEIGHT ZONE

RIGHT TURN ENTRY/EXIT

SR248

STOPLIGHT INTERCHANGE

12 GARAGES

12 GARAGES

12 GARAGES

12 GARAGES

12 GARAGES

72 UNDERGROUND PARKING STALLS

320 EXISTING STALLS

AREA FOR PARKING IF REDUCTION IS NOT GRANTED

HWY 189

N

TRAIL CONNECTIVITY



DENSITY

USE	ORIGINAL	CHANGED	ACTUAL
STUDIOS	**77** AT 80% AMI	**27** AT 60% AMI **50** AT 70% AMI	**27** AT 60% AMI **50** AT 70% AMI **3** AT 80%
ONE BED	**63** AT 80% AMI	**63** AT 80% AMI	**80** AT 80% AMI
TWO BED	**30** AT 80% AMI	**30** AT 80% AMI	**32** AT 80% AMI
THREE BED	**15** AT 80% AMI	**15** AT 80% AMI	**16** AT 80% AMI
TOTAL	**185 UNITS**	**185 UNITS**	**208 UNITS**

REQUIRED AFFORDABLE HOUSING

Studio Crossings Residential Density

Market Rate SQFT	REU	AUE	Net Livable Space
142,000	**71**	**14.2**	**12,780**

*Affordable Unit Equivalent (AUE): A two-bedroom unit with 900 square feet of Net Livable Space shall be considered one Affordable Unit Equivalent

Studio Crossings Assumed Use Based on Newpark Retail Mix

Use	FT	Use Mix	SQFT	Employees	Net Livable Space
Commercial Retail	3.3	73.4%	44,028	145.3	
Medical	2.9	8.7%	5,219	15.1	
Personal Services	1.3	6.1%	3,640	4.7	
Restaurant	6.5	11.9%	7,113	46.2	
Total Commercial Density			60,000	211.4	
Mitigation rate X 0.2				42.3	
AUEs / 1.5				**28.2**	**25,367.44**

*Affordable Unit Equivalent (AUE): A two-bedroom unit with 900 square feet of Net Livable Space shall be considered one Affordable Unit Equivalent

Total Affordable Housing Obligation

Net Livable Space	AUE
38,160	**42.40**

1 AUE = 900 SF

CURRENT STUDIO AFFORDABLE HOUSING OBLIGATION:

- SECTION 4.5 OF THE MPD EXPRESSLY STATES THAT "PURSUANT TO THE ANNEXATION AGREEMENT, NO AFFORDABLE HOUSING IS REQUIRED FOR THIS MPD."
- ARTICLE II, SECTION 2.5(C) OF THE ANNEXATION AGREEMENT (PAGE 3) STATES THAT NO OPEN SPACE, SETBACKS, OR AFFORDABLE HOUSING REQUIREMENTS MAY BE IMPOSED ON THE MPD.
- CONDITION OF APPROVAL 8 STATES "THE PLAT SHALL NOTE THAT IF LOT 1B IS NOT DEVELOPED IN ACCORDANCE WITH THE ZONING AND ANNEXATION ORDINANCE 2012-12, THE CITY'S CURRENT AFFORDABLE HOUSING RESOLUTION SHALL APPLY."

REQUIRED AFFORDABLE HOUSING:

- 27 - STUDIOS - 400 SQ FT = 10,800 SQ FT
- 23 - 1 BEDROOMS - 600 SQ FT = 13,800 SQ FT
- 10 - 2 BEDROOMS - 800 SQ FT = 8,000 SQ FT
- 5 - 3 BEDROOMS - 1,100 SQ FT = 5,500 SQ FT
- 65 UNITS = 38,100 SQ FT
- CIRCULATION = 5,715 SQ FT

- **TOTAL BUILDING SIZE = 43,815 SQ FT**
- MEETS CITY'S CURRENT HOUSING RESOLUTION @ 900 SF / 42.4 AUEs

2012 IBI PROPOSED OPEN SPACE
TOTAL SITE (LOT 1A + 1B)
495,713 sf = 11.60 acres = 39.3% (Within Property Lines)
841,579 sf = 19.54 acres = 66.1% (Edge of Pavement)

2022 UPDATE PROPOSED OPEN SPACE
TOTAL SITE (LOT 1A + 1B)
710,490 sf = 16.31 acres = 55.8% (Within Property Lines)
1,035,634 sf = 24.25 acres = 83% (Edge of Pavement)

LOT 1B (GREEN) BY ITSELF
458,447 sf = 10.52 acres = 36% (Within Property Lines)
804,313 sf = 18.46 acres = 63.17% (Edge of Pavement)







Organizations:

1. **LEED PRINCIPLES**
2. **ENERGY STAR**
3. **PASSIVE HOUSE**
4. **2030 COMMITMENT**
5. **USGBC LANDSCAPE**

KEY:

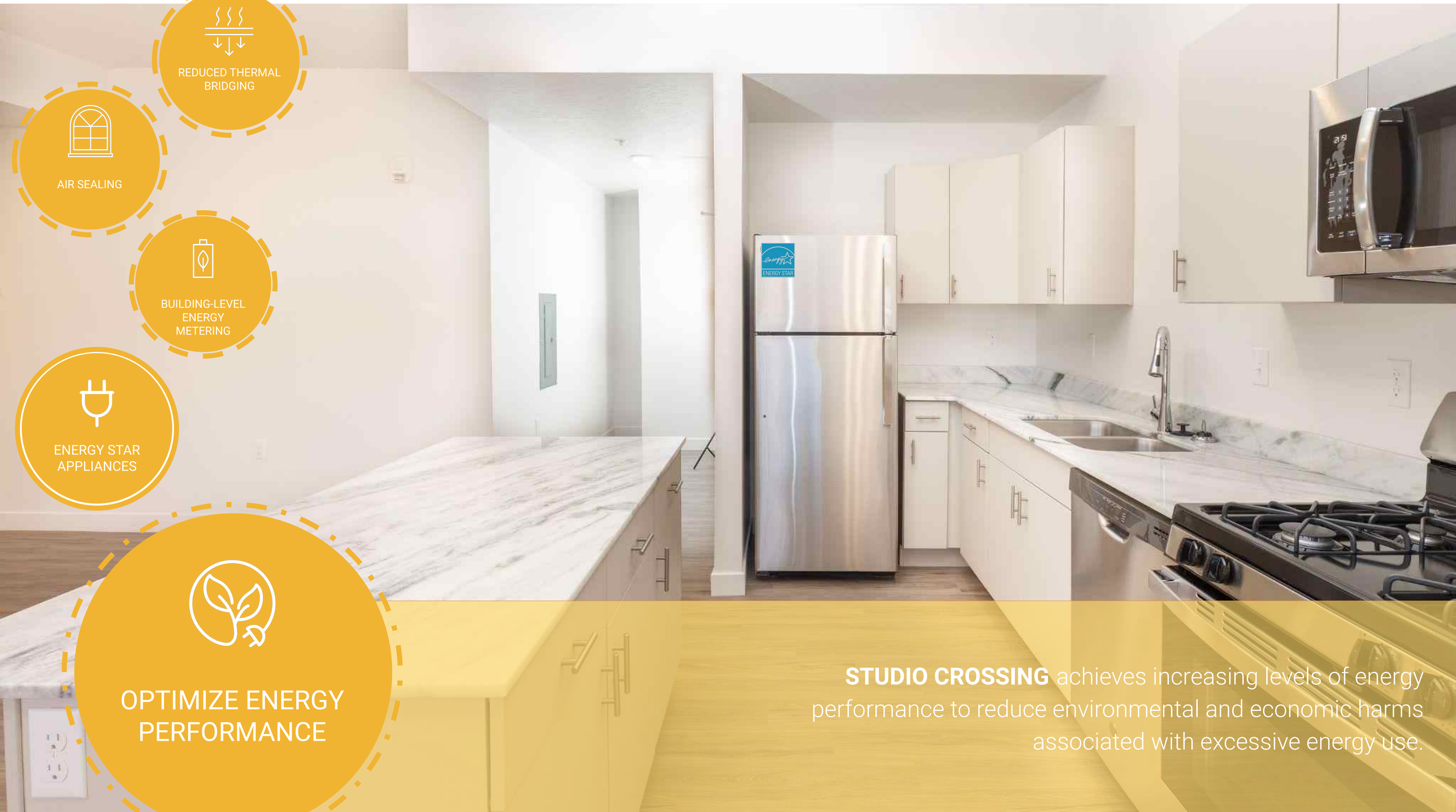
Standard Complies With -

One Organization

Two Organizations

Three Organizations

Four+ Organizations



STUDIO CROSSING achieves increasing levels of energy performance to reduce environmental and economic harms associated with excessive energy use.

RAINWATER MANAGEMENT

LIGHT POLLUTION REDUCTION

PLANT SELECTION

SITE ASSESSMENT

OPEN SPACE

STUDIO CROSSING creates exterior open space that encourages interaction with the environment, social interaction, passive recreation, and physical activities. The development provides 5 more acres of open space over current MPD.



STUDIO CROSSING connects building occupants with the outdoors to reinforce circadian rhythms, and reduce the use of electrical lighting by introducing daylight into the space.


WATER METERING
OPTIMIZE PROCESS WATER USE
OUTDOOR WATER USE REDUCTION
INDOOR WATER USE REDUCTION
WATER EFFICIENCY
STUDIO CROSSING creates exterior open space that encourages interaction with the environment, social interaction, passive recreation, and physical activities.



STUDIO CROSSING works to reduce the disproportionate burden of landfills and incinerators that is generated by building occupants' waste through reduction, reuse and recycling service and education.

REDUCED PARKING FOOTPRINT To minimize the environmental harms associated with parking facilities, including automobile dependence, land consumption, and rainwater runoff.	Site design aims to reduce automobile independence by keeping a range of amenities accessible through walkable site connectivity. Rainwater runoff is minimized through landscape buffers.
ACCESS TO QUALITY TRANSIT To encourage development in locations shown to have multimodal transportation choices or otherwise reduced motor vehicle use. Reduces greenhouse gas emissions, air pollution, and other environmental and public health harms.	Transit stop pick up located directly on site. Pick up is easily accessible by multi use paths. Aims to reduce greenhouse gas emissions and carbon footprint.
OPTIMIZED ENERGY PERFORMANCE To reduce the environmental and economic harms of excessive energy use by achieving a minimum level of energy efficiency for the building and its systems	Residential spaces aim to improve energy performance through Energy Star washer and dryers, refrigerators, light fixtures, etc.
ADVANCED ENERGY METERING To support energy management and identify opportunities for additional energy savings by tracking building-level and system level energy use.	Building wide energy meter checks will be conducted in order to track building and system energy usage and look for ways to improve energy efficiency long term.
LIGHT POLLUTION REDUCTION To increase night sky access, improve nighttime visibility, and reduce the consequences of development for wildlife and people.	All street lights on site will be downward facing lights. Additional lights on residential buildings will be motion sensor to reduce light pollution and save energy.
PLANT SELECTION To make ecologically conscious landscaping decisions. Selection includes choosing non invasive plant species, drought tolerant plants, and local species to promote a healthy biodiversity.	Site plan features local, drought tolerant, low water plants in order to control excessive water usage on site while promoting a healthy biodiversity.
LOW-EMITTING MATERIALS To reduce concentrations of chemical contaminants that can damage air quality and the environment, and to protect the health, productivity, and comfort of occupants.	Committed to consciously selecting low-emitting building materials. Building materials will be energy efficient in order to maintain resident comfort and conserve energy.
OPTIMIZE INDOOR AIR QUALITY PERFORMANCE To contribute to the comfort and well-being of all building occupants by establishing minimum standards for indoor air quality (IAQ).	Indoor air quality minimum standards will be created and enforced on site.
BUILDING-LEVEL WATER METERING To encourage development in locations shown to have multimodal transportation choices or otherwise reduced motor vehicle use. Reduces greenhouse gas emissions, air pollution, and other environmental and public health harms.	Building wide water meter checks will be conducted in order to track building and system water usage and look for ways to improve water conservation long term.
INDOOR WATER USE REDUCTION To encourage development in locations shown to have multimodal transportation choices or otherwise reduced motor vehicle use. Reduces greenhouse gas emissions, air pollution, and other environmental and public health harms.	Residential units will be built with low-flow plumbing fixtures, high efficiency toilets, and high efficiency washing machines in order to conserve water.
MATERIAL INGREDIENTS To select products for which the chemical ingredients in the product are inventoried using an accepted methodology and for selecting products verified to minimize the use and generation of harmful substances. To reward raw material manufacturers who produce products verified to have improved impacts.	Committed to consciously selecting low-emitting building materials. Building materials will be energy efficient in order to maintain resident comfort and conserve energy.
STORAGE AND COLLECTION OF RECYCLABLES To reduce the disproportionate burden of landfills and incinerators that is generated by building occupants' waste through reduction, reuse, and recycling service and education.	Committed to properly disposing of and, where possible, recycling of construction materials during the building process on site.



STUDIO CROSSING Amenities

NO BUILD ZONE

20' ALLOWED BUILDING HEIGHT ZONE

25' ALLOWED BUILDING HEIGHT ZONE

RIGHT TURN ENTRY/EXIT

SR248

STOPLIGHT INTERCHANGE

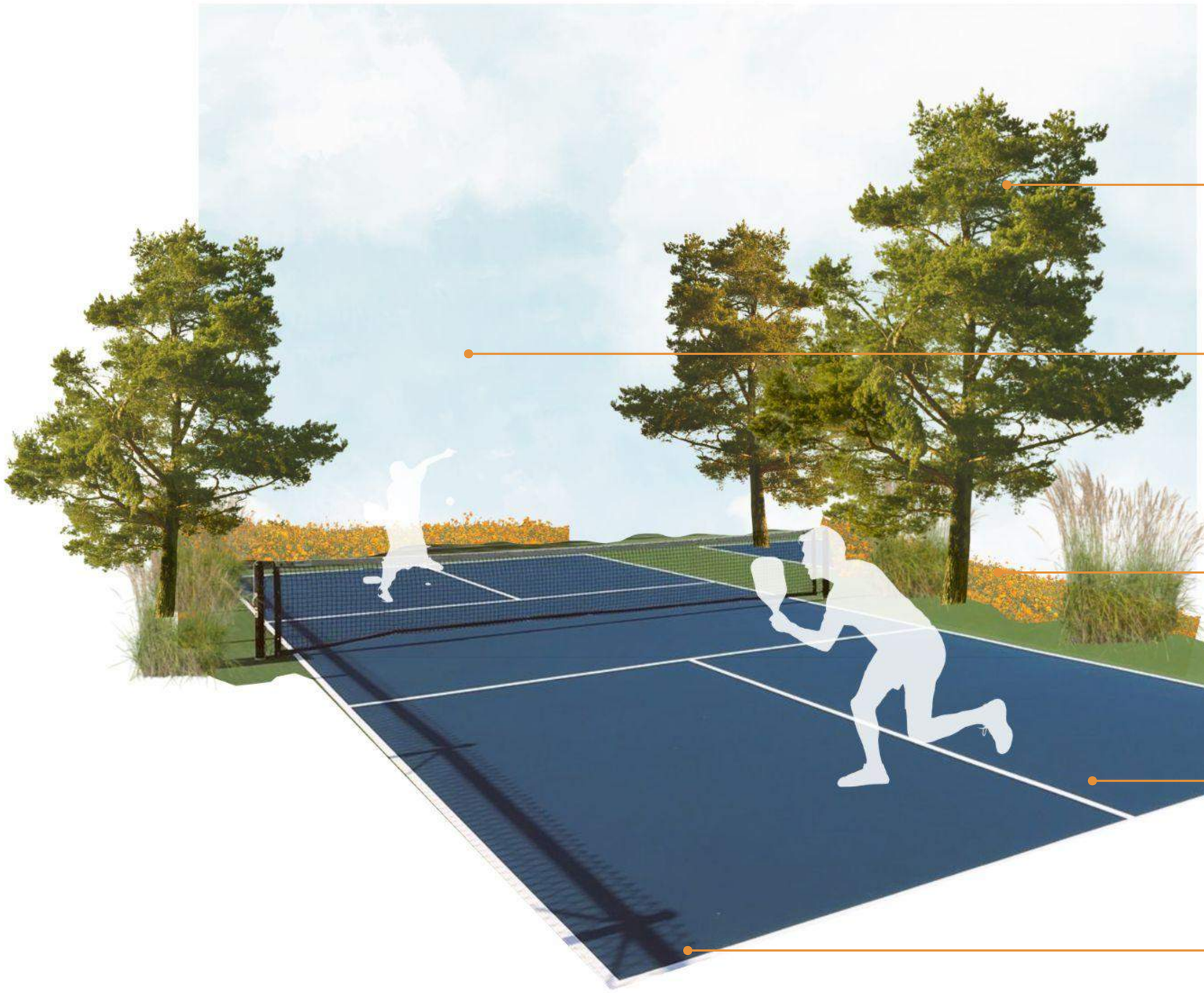
SR248

AMENITY LEGEND:

- 01 MULTI-USE COURTS
- 02 COMMUNITY PLAZA
- 03 CHILDREN'S PLAYGROUND
- 04 E-BIKE & BIKE FIX-IT STATION
- 05 PLAZA STAGE
- 06 BUS TRANSIT PICK UP
- 07 POCKET PARK
- 08 OUTDOOR SEATING
- 09 BIKE & PEDESTRIAN TRAIL

N

AMENITY 01 *MULTI-USE COURT*



Drought tolerant trees on perimeter for shading and reduce heat island effect

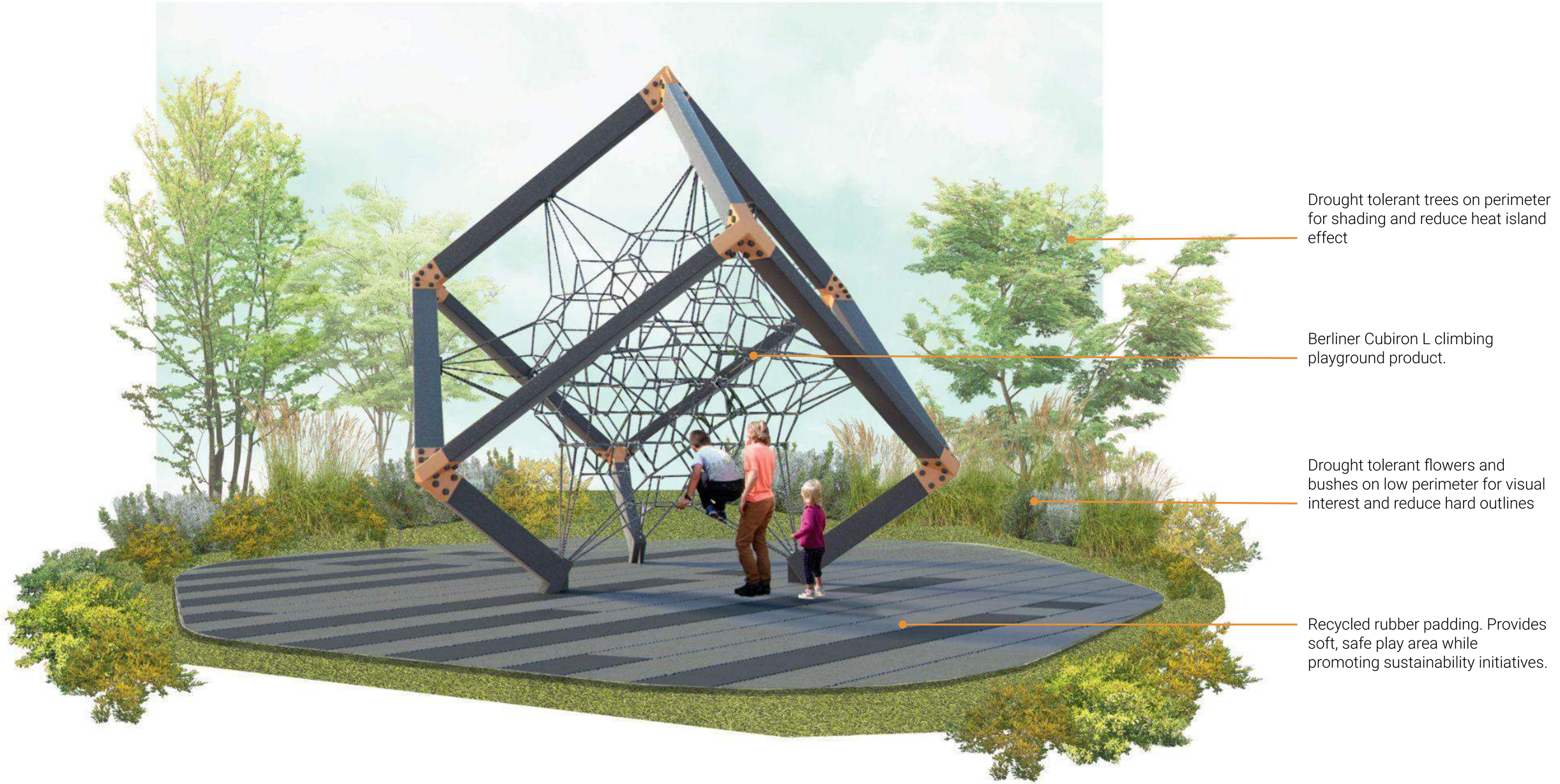
Courts are situated to capture great views of the surrounding mountains and promote safe play with openness

Drought tolerant flowers and bushes on low perimeter for visual interest and reduce hard outlines

Multi-use court could have multiple striping options for pickleball, half-court basketball, and other community sports

Porous pavement design to let rainwater drain to the ground, reduce water run-off

AMENITY 03 *CHILDREN'S PLAYGROUND*



AMENITY 04 *BIKE FIX-IT STATION*



Paved 12’ wide multi use trail system to maintain a safe path for pedestrians, dog walkers, and cyclists.

Bike fix-it station. Includes all the tools necessary to perform basic bike repairs and maintenance, from changing a flat to adjusting brakes and derailleurs

AMENITY *07 COMMUNITY POCKET PARKS*



Situated amongst landscaping to give tenants an opportunity to interact with nature right outside their homes

Parks provide areas of rest and reflection off of the trail system

Paved 12’ wide multi use trail system to maintain a safe path for pedestrians, dog walkers, and cyclists.

AMENITY 02 *COMMUNITY PLAZA*



AMENITY 03 *CHILDREN'S PLAYGROUND*



AMENITY 08 *OUTDOOR SEATING*



AMENITY 08 *OUTDOOR SEATING*



City Council Staff Report

Subject: Land Use Appeal Authority Review
Author: Margaret Plane and Mark Harrington
Department: City Attorney's Office
Date: May 15, 2025

Recommendation

In response to a recent City Council request which was prompted by a vacancy on the Appeal Panel, consider the final recommendations of the Planning Commission to revise the land use appeal authority options as outlined in the draft Ordinance, attached as Exhibit A, conduct a public hearing, and consider approving the Ordinance.

The proposed ordinance tracks the recommendation from the Planning Commission on April 23, 2025. The Planning Commission recommended:

- Replace the Appeal Panel with Land Use Hearing Officer(s). The Planning Commission recommends appointing two or more Hearing Officers to use on a random and rotating basis.

- Shift HDDR appeals back to HPB.

- The Planning Commission agreed that the state's new prohibition on conducting public hearings as part of appeals means that a de novo standard of review no longer made sense. Consequently, the Planning Commission supported changing from "de novo" to "on the record" standard of review, deferential to the primary land use authority (expertise of the Planning Commission and staff).

- The Planning Commission agreed with several Council members who discussed ensuring that a Hearing Officer couldn't substitute their judgment for the discretionary approvals, such as height, setback or parking exceptions in MPDs. Accordingly, the Commission recommends that appeals of discretionary exceptions proceed directly to District Court for appeal, a path which is authorized in state law.

- The draft Ordinance complies with HB 368, which modifies Utah Code section 10-9a-701 to prohibit the City from holding public hearings as part of appeals or variances. This change is included in the Draft Ordinance. Therefore, there are no public notice requirements for the hearings before the Hearing Officer(s).

- The Draft Ordinance contains some minor clarifications to the process. Appeal briefing deadlines will remain stipulated on a case-by-case basis or as approved by the Hearing Officer, rather than hard-coded in the LMC.

- The Planning Commission had several substantive recommendations regarding standing. The Planning Commission recommends maintaining our local standing to appeal for those owning property within 300 feet, maintaining standing for those who comment on the public record provided they are primary or secondary residents, own property or a business in Park City. The Commission also favored removing the appeal right of government officials.

- Confirms City Council Existing Settlement Authority and Incorporates New State Law Re: Consent Agreements.

Background

The City Council conducted a work session to review the status of the City's appeal authorities on February 27, 2025. Council input was provided to the Planning Commission. On April 23, 2025, the Planning Commission conducted a public hearing and forwarded a unanimous positive recommendation as outlined below.

The City currently has three land use appeal authorities[1]: Planning Commission, Appeal Panel, and Board of Adjustment. The Planning Commission hears appeals of Final Action by the Planning Director or Planning Staff; the Appeal Panel hears appeals from Planning Commission decisions including master planned developments, conditional use permits, and plats; and the Board of Adjustment hears appeals of staff-level Historic District Design Review (HDDR), Historic Preservation Board decisions, and staff-level non-complying structure or non-conforming use status.

The City Council created the Appeal Panel in 2023 to handle appeals that previously went to the Council. This City Council action relied on the Planning Commission's review and unanimous recommendation to amend the LMC and establish the three-member Appeal Panel where members serve three-year terms. (Staff Report.) The City Council approved the amendments on July 13, 2023. (Staff Report.) Since the Panel was appointed on February 1, 2024 (City Council Packet, Item II.1; Minutes, p. 5), it has received five appeals and held seven hearings over more than 15 hours.[2]

The Supplemental Memorandum attached to this report focuses on appeals of land use decisions which must go through a local process before going to court. This is often referred to as a requirement to "exhaust administrative remedies." A local appeals process for land use decisions is practical because land use codes cannot anticipate every application of the code to specific properties and applications. Disagreements about how to apply the code to specific land use applications are inevitable and local appeals are meant to be more efficient and closer to the local government than a court process. Accordingly, judicial standards of review for legislative and quasi-judicial appeals are very deferential to the final local decision.

---

[1] State law also requires other appeal paths which are not the subject of this report. For example, Building Code appeals go to Board of Appeals (Park City Code § 2-8-14) and geologic hazard decisions are appealed to a panel of experts (Utah Code § 10-9a-703).
[2] See attached summary of Appeal Panel hearings, attached as Exhibit A.

The Supplemental Memorandum outlines the City's current appeal authorities and the options under state law. It then identifies some considerations associated with each option and evaluates how appeal authorities may conduct their review (standard of review) and who may appeal (standing). After considering the overview, the Council addressed the following questions and other considerations.

- Next Step: Conduct a public hearing and consider approving the draft Ordinance.

SUPPLEMENTAL MEMORANDUM

OUTLINE

I. CURRENT APPEAL AUTHORITIES
   a. APPEAL AUTHORITY OPTIONS
   b. APPEAL AUTHORITY CONSIDERATIONS
II. STANDARD OF REVIEW
   a. STANDARD OF REVIEW OPTIONS
   b. STANDARD OF REVIEW CONSIDERATIONS
III. STANDING TO APPEAL
   a. STANDING OPTIONS AND CONSIDERATIONS
IV. SETTLEMENT AUTHORITY
V. FEEDBACK FROM BOARD CHAIRS

INTRODUCTION

Land Use appeals are governed by the Municipal Land Use, Development, and Management Act (LUDMA) and Park City's Land Management Code (LMC).[3] Land use appeals are based on either legislative or administrative decisions.

LUDMA calls legislative decisions "land use regulations." (Utah Code § 10-9-103(34).) Appeals of land use regulations are decided in district court and may not be heard by a local appeal authority.

LUDMA calls administrative decisions "land use decisions." (Id. at -103(32).) Any decision that is not legislative is a land use decision. Under state law, appeals of land use decisions must be heard by an internal appeal authority established by the City. A person challenging a land use decision must file a timely appeal with the internal appeal authority before going to court. This Memorandum focuses on land use decisions.

VI. CURRENT APPEAL AUTHORITIES

The City has three land use appeal authorities: Planning Commission, Appeal Panel, and Board of Adjustment. The appeal authorities are established in the LMC, found in Park City Code section 15-1-18. The LMC requires appeal authorities to review factual matters de novo (which means "anew" or "fresh") and to review the land use authority's legal decisions for correctness. The law requires the appeal authority to interpret land use regulations to favor a land use application unless the regulation plainly restricts the land use application. More about these standards is in section II below.

The Appeal Panel is the newest authority, and it was created by the City Council to shift appeals away from the legislative body for several reasons. Over the last 20 years, the Utah Legislature has changed the Municipal Land Use, Development, and Management

[3] Utah Code Title 10, Chapter 9a; Park City Code Title 15.

Act (LUDMA) to facilitate municipalities moving away from legislative bodies as appeal authorities. (Utah Code §§ 10-9a-701 to -708.) LUDMA was also amended in part to decrease the risk of due process violations and improper ex parte communications as a basis to challenge appeal decisions by legislative bodies. Other reasons cited for the shift included the incompatibility of legislative and quasi-judicial decisions and the growing complexity of the issues. The panel is represented by outside counsel.

When the Appeal Panel was created in 2023, the Planning Commission and City Council also considered whether to appoint an individual or a professional hearing officer instead of adopting a panel, and whether to shift all appeals to the Board of Adjustment (BOA). Both avenues are common in many Utah cities and towns. Ultimately, the Planning Commission recommended a panel over an individual officer. By removing itself as the appeal authority, the Council gave itself more leeway to engage with the public, for example in neighborhood meetings and other discussions about land use applications. It also allowed direct negotiations and eliminated the risk of accusations of bias or pre-determinations if the Council had to hear an appeal. The Council unanimously approved the recommendation.[4] No changes were made to the BOA, although two City Council members asked about shifting appeals to the BOA or shifting BOA appeals to the new Panel.

a. APPEAL AUTHORITY OPTIONS

LUDMA allows cities to adopt more than one appeal authority. The options include:

- Legislative Body.[5]
- Board of Adjustment.
- Individual hearing officer or administrative law judge.[6]
- Other appeal authority (appeal board or panel).

[4] When considering the appeal process for Treasure Hill, an appeal panel was recommended rather than a hearing officer because of concerns that one individual would be the last decision maker before district court on such a large project (Ordinance No. 10-15; Council Meeting Minutes, April 1, 2010, p. 2).

[5] Very few jurisdictions ever used their legislative bodies as land use appeal authorities on administrative appeals—Boards of Adjustment were the standard choice. An exception was those employing older forms of government, such as three-member County Commissions where individual commissioners exercised executive, administrative, and legislative authority. Utah Code §§ 10-9a-707(5)(b) also allows the Council and appealing party to agree to allow a third party to hear the appeal.

[6] Another individual could be appointed. For example, some counties have used the county manager as the appeal authority.

Here are Park City's appeal authorities and the types of appeals they hear, with proposed changes in redline:

Appeal Authority	Appeals Heard
Planning Commission	Appeals of Final Action by the Planning Director or Planning Staff. [No Change]
Board of Adjustment	Appeals of staff-level Historic District Design Review decisions or Historic Preservation Board decisions.[Return to HPB] Appeals of Planning Director determinations regarding Non-Complying Structure or Non-Conforming Use Status.[No Change]
Appeal Panel	Planning Commission decisions, including Master Planned Developments, Conditional Use Permits, and Plats.[Shift to Hearing Officer(s)]
Historic Preservation Board* ** Not currently an appeal authority.*	Until 2014, the Historic Preservation Board (HPB) was the initial appeal authority for appeals of decisions regarding the design guidelines for historic districts and sites. However that changed in 2014 after an appeal raised the issue of successive appeals prohibited by Utah Code §§ 10-9a-701(4)(d). A District Court judge found the staff HDDR approval, with an appeal to HPB and another appeal to BOA, violated the state code section. Additionally, members of HPB were participating in both the HDDR process and sitting as an appeal authority. The HPB recommended shifting HDDR appeals to the BOA to preserve their ability to provide input during the pre-application meetings and to avoid the claim of successive appeals. After that, the state mandated that applicants have the option of appealing historic decisions to city councils but quickly amended LUDMA to prohibit city councils sitting as historic land use authorities. [Return Appeals of staff-level Historic District Design Review decisions to Historic Preservation Board.]

b. APPEAL AUTHORITY CONSIDERATIONS

Here are some **general appeal authority best practices** to consider:[7]

[7] Best practices and considerations are based on publications drafted by Craig M. Call from the Utah Land Institute.

1. Not the legislative body. The appeal authority review is quasi-judicial and not policy driven. It may be difficult for elected officials to take off policy hats and become quasi-judicial officers, especially in the face of off-point policy arguments. A quasi-judicial officer looks at facts and applies the law like a judge would. By not acting as the appeal authority, the legislative body retains settlement authority and the ability to participate in public engagement.
2. Does not need to include city residents. Some land use practitioners and policy makers recommend expertise without regard to residency.
3. Could be an authority shared with other communities.
4. Must have extensive experience as land use attorney or planning professional.

Here are some considerations related to sending **appeals to a board or panel**:

1. A panel may include local community members in the process.
2. A local panel is considered to be more likely to defer to the original decision-making land use authority, so may be preferred by the planning commission and the legislative body. This may also make it more likely that decisions will be based on policy instead of the facts and the law.
3. Decisions may be less likely to be legally correct. Best practice is to hire outside counsel, which includes a cost.
4. It requires more training and support, including:
   a. Meeting and public notice requirements, including scheduling, notices, minutes;
   b. Establishing the record; and
   c. Training the board on legal standards and quasi-judicial procedures (especially difficult if meetings infrequent or members change).
5. Staff preparing and panel approving final decisions is often slower.

Here are some considerations related to sending **appeals to a hearing officer**:

1. Independent and apolitical decisions may be less popular with locals and local officials.
2. Decisions are more likely to be legally correct.
3. Decisions are usually issued more quickly.
4. Covers all functions for meetings and public notice requirements (hearings are not public meetings).
5. Less training and staff support required.
6. Cost likely increased.

II. STANDARD OF REVIEW [RECOMMENDATION TO SHIFT TO "ON THE RECORD REVIEW" WITH DEFERENCE TO INITIAL LAND USE AUTHORITY]

Council may also select the standard of review an appeal authority uses. A "standard of review" is how much deference an appeal authority gives to the lower authority. LUDMA gives two options which are detailed below: "de novo review" or "on the record review."

Under either standard of review, the appeal authority must do two things. The appeal authority must determine the “correctness” of the land use authority's interpretation and application of the plain meaning of the land use regulations. To review for “correctness” just means that the appeal authority reviews the decision to see if it was right—or correct—without giving any deference to the decision that is being appealed.

The appeal authority must also interpret and apply a land use regulation to favor a land use application unless the land use regulation plainly restricts the land use application. In other words, an appeal authority may only deny a land use application where the code clearly does not allow what is being requested. See Utah Code § 10-9a-707(4); LMC 15-1-18(G). Where there is a question about how to apply a land use regulation, it must be resolved in favor of the property owner.

Here is Park City’s standard and scope of review, which is used by all the appeal authorities:

Appeal Authority Standard and Scope of Review LMC 15-1-18(G)
Reviews factual matters de novo or fresh, giving no deference to the land use authority's determination of factual matters. Reviews the land use authority's interpretation and application of the plain meaning of the land use regulations for correctness. Interprets and applies a land use regulation to favor a land use application unless the land use regulation plainly restricts the land use application. The scope of review is limited to specific issues raised in the written appeal, unless the appeal authority grants approval to enlarge the scope.

a. STANDARD OF REVIEW OPTIONS

De Novo Review: Under de novo review, the appeal authority hears the application or issue on appeal all over again, as if the appeal authority were the original land use authority assigned to make the decision. Said another way, the appeal authority steps into the shoes of the original decision maker. The appeal authority does not give any deference to the land use authority’s determination of factual matters. This is the default standard in LUDMA and the standard the City uses.

On the Record Review: Under an on-the-record review, the appeal authority reviews the evidence, law, and reasoning of the original land use authority and determines if the decision was legally correct. The authority literally reviews the record—it does not take any new evidence—and it must uphold the decision if the record includes “substantial evidence” supporting every essential finding of fact and if the decision is consistent with

relevant law. If the appellant fails to marshal the evidence to demonstrate it was insufficient, the appeal must be denied.

"Substantial evidence" is the amount and "quality of relevant evidence that is adequate to convince a reasonable mind to support a conclusion." *Six Blue Bison LLC v. Alpine City*, 2023 UT App 89, ¶ 15. Said another way, the appeal authority looks at the favorable and unfavorable evidence in the record and decides whether a reasonable mind could reach the same result. The authority does not substitute its judgment for the land use authority or reweigh the evidence—it just asks whether a reasonable mind could reach the same result.

b. STANDARD OF REVIEW CONSIDERATIONS

Here are some considerations related to **de novo review**:

1. Option to create a new record.
2. Public hearing is permissible but may perpetuate public clamor.
3. Appeal authority can manage the record and better insulate the city from losing the case if it goes to court. But the decision is not made by an entity with the view or expertise of the planning commission or land use authority.
4. The appeal authority may remand the matter back to the Planning Commission. If there is no remand, then the appeal authority imposes a new decision with immediate effect. This may be more efficient with fewer reconsiderations.

Here are some considerations related to an **on the record review**:

1. Defers to the land use authority that made the decision being appealed. This may make the review more politically palatable because it defers to those officials.
2. Provides more insulation for local government from district court reversal because of a second opportunity to validate the record before going to court.
3. This kind of review is not intuitive for a citizen appeals board.
4. Avoids further public hearings, allowing just those with protected property interests to participate in the hearing.
5. If the decision is not upheld on appeal based on the lack of substantial evidence, then the remedy is to remand back to the land use authority for further review, not to reverse the decision.

III. STANDING TO APPEAL [RECOMMENDATION TO MAINTAIN 300' STANDING, THOSE WHO COMMENT ON THE RECORD/HEARING IF PARK CITY RESIDENT, OWN PROPERTY OR BUSINESS, AND STATE STANDARD OF ADVERSELY AFFECTED PARTY]

Standing is the legal requirement that you have a legally protectable interest in an issue in order to have the matter be heard by an appeal authority or a court. Said another way, standing requires a showing of a distinct and palpable injury that gives a personal stake in the outcome of the legal dispute.

Standing can also be defined in code—this is called statutory standing and it is where the legislative body authorizes a class of parties to file suit and enforce a statutory scheme. While the standard of review is how the appeal authority conducts its review, standing is who is authorized to appeal.

a. STANDING OPTIONS AND CONSIDERATIONS

The LMC's definition of standing is different from the definition in LUDMA, and Council may wish to consider whether to align the two definitions. Here are the definitions of standing under the LMC and LUDMA:

Standing	
LMC § 15-1-18(D)	**STANDING TO APPEAL**. The following has standing to appeal a Final Action: 1. Any Person who submitted written comment or testified on a proposal before the Planning Department, Historic Preservation Board or Planning Commission; 2. The Owner of any Property within three hundred feet (300') of the boundary of the subject site; 3. Any City official, Board or Commission having jurisdiction over the matter; and 4. The Owner of the subject Property.
LUDMA, Utah Code § 10-9a-801(2)(a)	A person bringing a land use appeal must be an "adversely affected party" or a "land use applicant." A "land use applicant means a property owner, or the property owner's designee, who submits a land use application regarding the property owner's land." Utah Code § 10-9a-103(29). An "adversely affected party means a person other than a land use applicant who: (a) owns real property adjoining the property that is the subject of a land use application or land use decision; or (b) will suffer a damage different in kind than, or an injury distinct from, that of the general community as a result of the land use decision." Utah Code § 10-9a-103(2).

The LMC's broader definition allows more people to challenge land use decisions. Under LUDMA, making public comment or being within 300 feet of the property at issue do not confer standing and provide grounds for an appeal.

Here are some policy considerations related to **standing**.

1. Does the current language provide a broader check on the original land use authority and staff?
2. Does hearing from third parties early in the process provide a benefit?
3. The current difference between broad LMC standing to the local appeal authority and more narrow judicial review standing is confusing. Residents may waste time and money thinking they may appeal to district court when they can't.
4. A broader standing definition may be used as leverage to delay or it may be used as a part of a larger strategy in disputes largely between private parties.

IV. SETTLEMENT AUTHORITY

Following a recent land use court case, the legislature clarified that local governments may approve developments contrary to their land use ordinances by means of settlement or other development agreement, provided that the approval follows the same process as adopting a land use regulation. This means that statutory requirements, including public hearings, a recommendation from Planning Commission, and approval by the Council at a public meeting, must be met. (Utah Code § 10-9a-532(2)(a)(iii).) We point this out to demonstrate that although the City Council is no longer an appeal authority, the Council as legislative body of the municipality retains final say (and accountability) for contested land use decisions.

2025 Legislative Session Update: SB 262[8]
This past session, the state legislature adopted a new section in LUDMA specifically addressing the legislative body's ability to enter into a consent agreement to settle a land use appeal, without going through the process outlined above for Utah Code § 10-9a-532. As a result, starting May 7, 2025, the Council could enter into a consent agreement without a Planning Commission recommendation or a public hearing.

V. FEEDBACK FROM BOARD CHAIRS

In preparation for this discussion with Council on February 28, 2025, we met with the chairs of the Planning Commission, Appeal Panel, Board of Adjustment, and Historic Preservation Board to hear their input. We provided the chairs with a draft memorandum similar to this report, but did not solicit formal recommendations from them or their boards and commissions. At a high level, all of the chairs appreciated the creation of the new Appeal Panel, but leaned toward further evaluation of replacing it with a professionally trained hearing officer who would review appeals on the record. Eliminating public comment was generally supported. The reaction on whether to modify "standing" was mixed. And HPB recognized that they have expertise in the design

[8] 10-9a-804. Consent agreement.
(1)A legislative body may, by resolution or ordinance, settle litigation initiated under Section 10-9a-801 regarding a land use decision with a property owner through a consent agreement.
(2)A legislative body shall approve the consent agreement under Subsection (1) in a public meeting in accordance with Title 52, Chapter 4, Open and Public Meetings Act.
(3)A legislative body is not required to present to a planning commission on any matter covered by a consent agreement.

standards which may be a better fit for HDDR appeals; while BOA recognized their successful application of the code to HDDR appeals.

Exhibit A

Appeal Panel

1. March 4, 2024, Appeal of the Planning Commission's July 13, 2022 denial of a Conditional Use Permit for a Private Recreation Facility at 1115 Aerie Drive (Packet; Minutes) – appeal granted on the LOD issue and remanded an SLO question to the Planning Commission;
2. April 30, 2024, Appeal of the Planning Commission's February 21, 2024 approval of a home and accessory building at 220 King Road (Packet; Minutes) – appeal denied on the approval of the CUP and steep slope CUP and remanded three questions about the SLO to the Planning Commission;
3. May 6, 2024, Appeal of the Planning Commission's March 13, 2024 approval to amend the Smith Subdivision Parcel B Plat to shift existing building pads out of wetlands (Packet; Minutes) – appeal denied;
4. May 20, 2024, Appeal of the Planning Commission's March 13, 2024 denial of a plat amendment at 844 Empire Avenue, continued to June 3, 2024 (Packet; Minutes) – appeal granted;
5. June 17, 2024, Appeal of the Planning Commission's May 8, 2024 approval of a Conditional Use Permit for a Private Recreation Facility at 1115 Aerie Drive (Packet; Audio) – appeal denied;
6. July 15, 2024, Ratification of Final Action Letter denying the appeal of the Planning Commission's approval for 220 King Road (Packet; Minutes) – April 30 appeal denied;
7. November 4, 2024, Appeal of the Planning Commission's Conditions of Approval 21 and 23 for a Steep Slope Conditional Use Permit at 121 Sampson Avenue (Packet; Audio) – appeal granted.

Board of Adjustment

1. April 16, 2024, Appeal of Planning Director's denial of a Historic District Design Review modification for a roof extension at 1049 Lowell Avenue (Packet; Minutes) – appeal denied.
2. May 21, 2024, Appeal of Planning Director's denial of a Historic District Design Review modification for retaining walls and hot tub installation on a steep slope at 341 Ontario (Packet; Minutes) – appeal denied.
3. November 12, 2024, Appeal of Planning Director's approval of a Historic District Design Review for 220 King Road (Packet; Audio) – appeal granted in part.
4. Appeal of Planning Director's requirement of Conditions of Approval for the Historic District Design Review for 220 King Road – appeal withdrawn.
5. November 19, 2024, Appeal of Planning Director's denial of a Historic District Design Review modification to increase the building footprint at 1234 Rothwell Road (Packet; Audio) – appeal denied.

ORDINANCE NO. 2025-08

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF PARK CITY TITLE 15, CHAPTER 1, SECTIONS 8, 18 AND 21 REGARDING LAND USE APPEAL AUTHORITIES

WHEREAS, the City Council held a work session on February 27, 2025, to review options for potential changes to the City's land use appeal authorities, and associated standards;

WHEREAS, the City Council desires efficient administration of its land use codes and due process for land use applicants;

WHEREAS, after receiving informal input from several Board and Commission chairs and advice from the City Attorney's Office, the City Council referred several matters related to land use appeal authorities to the Planning Commission for consideration and possible recommendations for Land Management Code amendments;

WHEREAS, the Planning Commission held a public hearing on April 24, 2025, and forwarded a positive recommendation to the City Council; and

WHEREAS, the proposed Land Management Code amendment is consistent with the purposes of the Utah Municipal Land Use, Development, and Management Act Section 10-9a-102, Purposes – General land use authority.

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

SECTION 1. FINDINGS. The recitals above are hereby incorporated herein. The City Council finds that the amendments herein improve the efficient administration of City's land use appeal authority process, scope of review, and due process.

SECTION 2. AMENDMENT TO MUNICIPAL CODE OF PARK CITY ("MCPC") LAND MANAGEMENT CODE TITLE 15. CHAPTER 1, SECTION 18. MCPC 15-1-18 is hereby amended as attached on Exhibit A.

SECTION 3. AMENDMENT TO MUNICIPAL CODE OF PARK CITY ("MCPC") LAND MANAGEMENT CODE TITLE 15. CHAPTER 1, SECTIONS 8 AND 21. MCPC 15-1-8 is hereby amended to replace "Appeal Panel" with "Hearing Officer" and MCPC 15-1-21 is

hereby amended to remove the hearing notice column for Variances and Appeals to the Appeal Panel.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective upon publication.

PASSED AND ADOPTED THIS ____ DAY OF _____ 2025.

PARK CITY MUNICIPAL CORPORATION

_____
Nann Worel, Mayor

Attest:

_____
City Recorder

Approved as to form:

_____
City Attorney's Office

EXHIBIT A

15-1-18 Appeals And Reconsideration Process

A. **STAFF.** Final Action by either the Planning Director or Planning Staff may be appealed to the Planning Commission. Final Action regarding the Design Guidelines for Historic Districts and Historic Sites shall be reviewed by the ~~Board of Adjustment~~ Historic Preservation Board.

B. **HISTORIC PRESERVATION BOARD (HPB)**. The City or any Person with standing adversely affected by any decision of the Historic Preservation Board may be appealed to the Board of Adjustment, except that HPB Final Action on appeals from Planning Staff or the Planning Director regarding the Design Guidelines for Historic Districts and Historic Sites may be appealed to District Court in Summit County.

C. **PLANNING COMMISSION**. The City or any Person with standing adversely affected by a Final Action by the Planning Commission on appeals of Staff action may petition the District Court in Summit County for a review of the decision. Final Action by the Planning Commission concerning Conditional Use permits (excluding those Conditional Use permits decided by Staff and appealed to the Planning Commission; final action on such an appeal shall be appealed to the District Court) and MPDs may be appealed to a City Land Use Hearing Officer ~~the Appeal Panel~~. Only those decisions in which the Planning Commission has applied a land Use ordinance to a particular Application, Person, or Parcel may be appealed to an appeal authority.

1. ~~**APPEAL PANEL MEMBERSHIP AND**~~ **LAND USE HEARING OFFICER APPOINTMENT AND QUALIFICATIONS.** ~~The Appeal Panel shall have three (3) members.~~ The ~~decision to appoint and the~~ appointment of the Land Use Hearing Officer ~~Appeal Panel~~ shall be made ~~by the City Council at a duly noticed public meeting~~ after publicly noticed request for qualifications. Qualifications shall include a weighted priority for ~~the following~~: ~~Park City or Area residency,~~ five years or more of prior experience in an adjudicative or local government land use position~~,~~ and~~/or~~ a legal ~~or planning~~ degree. A Land Use Hearing Officer ~~Each member of the Appeal Panel~~ shall have the ability to:
    a. Conduct quasi-judicial administrative hearings in an orderly, impartial and highly professional manner.
    b. Follow complex oral and written arguments and identify key issues of local concern.
    c. Master non-legal concepts required to analyze specific situations.
    d. Absent any conflict of interest, render findings and determinations on cases heard, based on neutral consideration of the issues, sound legal reasoning, and good judgment.
2. **PROCESS**. Any hearing before ~~the~~ a Land Use Hearing Officer ~~Appeal Panel~~ shall be recorded and may be held electronically upon the approval of the Land Use Hearing Officer ~~publicly noticed., include a public hearing, and meet all requirements of the Utah Open and Public Meetings Act~~. The City Recorder or designee shall maintain a written record of the hearing

and Final Action. Any appeals pending at the time this section is adopted, or filed before September 15, 2025, will be heard by outside counsel to the former Appeal Panel unless a Hearing Officer has been appointed under subsection C of this section.

3. **TERM**. The ~~City Council shall~~ appointment of Land Use Hearing Officer(s)~~the Appeal Panel. The appointment of the individual members of the panel~~ shall be for terms of three (3) years.

D. **STANDING TO APPEAL**. The following have~~s~~ standing to appeal a Final Action:

1. A Land Use Applicant: a property owner, or the property owner's designee, who submits a Land Use Application regarding the property owner's land. ~~Any Person who submitted written comment or testified on a proposal before the Planning Department, Historic Preservation Board or Planning Commission~~;
2. An Adversely Affected Party: a person other than a Land Use Applicant who:
    a. ~~The Owner of~~ owns Property within three hundred feet (300') of the boundary of the subject site; or
    b. will suffer a damage different in kind than, or an injury distinct from, that of the general community as a result of the Land Use Decision.
3. A Property Owner, Business Owner, or Resident Who Commented: a person who submitted written comment or testified on a proposal before

the Planning Department, Historic Preservation Board, or Planning Commission and is also either:

a. a person who owns real property within Park City municipal boundaries; or

b. a person who owns a business that operates within Park City municipal boundaries; or

c. a person who is a resident of Park City. A resident is a person who is registered to vote in the Park City municipal boundaries and who resides within Park City municipal boundaries at the time the comment is submitted.

4. ~~Any City official, Board or Commission having jurisdiction over the matter~~; ~~and~~

5. ~~The Owner of the subject Property.~~

E. **TIMING**. All appeals must be made within ten (10) calendar days of the Final Action except for an appeal from a decision by the historic preservation authority which is a decision by Staff regarding the Design Guidelines for Historic Districts and Historic Sites or a decision by the Historic Preservation Board regarding a land use application, the applicant may appeal the decision within thirty (30) days after the day on which the historic preservation authority issues a written decision. The reviewing body, with the consultation of the appellant, shall set a date for the appeal. All appeals shall be heard by the reviewing ~~body~~ authority within forty-five (45) days of the date that the appellant files an appeal unless all parties, including the City, stipulate otherwise.

F. **FORM OF APPEALS**. Appeals to the Planning Commission, Board of Adjustment, or Historic Preservation Board must be filed with the Planning Department. Appeals to a Land Use Hearing Officer ~~the Appeal Panel~~ must be filed with the City Recorder. Appeals must be by letter or petition, and must contain the name, address, and telephone number of the petitioner; the petitioner's relationship to the project or subject Property; and a comprehensive statement of all the reasons for the appeal, including specific provisions of the law, if known, that are alleged to be violated by the action taken. The Appellant shall pay the applicable fee established by resolution when filing the appeal. The Appellant shall present to the appeal authority every theory of relief that it can raise in district court. ~~The Appellant shall provide courtesy mailing to all parties who received mailed notice for the action being appealed within fourteen (14) days of filing the appeal.~~

G. **BURDEN OF PROOF AND STANDARD OF REVIEW**. The appeal authority shall act in a quasi-judicial manner. The appellant has the burden of proving that the land use authority erred. The appeal authority shall review factual matters on the record, with ~~de novo, without~~ deference to the land use authority ~~determination of factual matters~~. The appeal authority shall determine the correctness of the land use authority's interpretation and application of the plain meaning of the land use regulations, and interpret and apply a land use regulation to favor a land use application unless the land use regulation plainly restricts the land use application. All appeals must be made in writing. Review of petitions of appeal shall ~~include a public hearing and shall~~ be limited to

consideration of only those matters raised by the petition(s).~~, unless the appeal authority grants either party approval to enlarge the scope of the appeal to accept information on other matters. New evidence may be received so long as it relates to the scope of the appeal.~~ The land use authority may not review discretionary or quasi-legislative approvals pursuant to the zoning ordinance, including but not limited to granting additional height, setbacks, or parking exceptions pursuant to performance zoning or site improvements in MPD and AMPD applications. Appeals of such determinations shall be directly to District Court in Summit County.

H. **NON-ADVERSARIAL PROCESS.** For all appeals before a Land Use Hearing Officer ~~the Appeal Panel~~, and any Board or Commission, the following shall apply:

1. The procedural hearings and reviews established by the City's regulatory procedures does not adopt or utilize in any way the adversary criminal or civil justice system used in the courts.
2. The role of City staff, including legal staff, is to provide technical and legal advice and professional judgment to each appeal authority ~~decision making body~~, as they are not advocates of any party or position in a dispute, notwithstanding the fact that their technical and legal advice and professional judgment may lead them to make recommendations concerning the matter.

3. In the absence of clear evidence in the record that a staff member has lost impartiality as a technical adviser, the City's need for consistent, coherent and experienced advisers outweighs any claims of bias by the applicant.

I. **WRITTEN FINDINGS REQUIRED**. The Land Use Hearing Officer shall prepare, or the appeal authority shall direct staff to prepare, detailed written Findings of Fact, Conclusions of Law and the Order.

J. ~~**APPEAL PANEL**~~ **LAND USE HEARING OFFICER ACTION ON APPEALS**.

1. The Land Use Hearing Officer ~~Appeal Panel~~, with the consultation of the appellant and City staff, shall set a date for the appeal.
2. The City Recorder shall notify the Property Owner and/or the Applicant of the appeal date. The City Recorder shall obtain the findings, conclusions and all other pertinent information from the Planning Department and shall transmit them to the Land Use Hearing Officer ~~Council~~.
3. The Land Use Hearing Officer ~~Appeal Panel~~ may affirm, reverse, or affirm in part and reverse in part any properly appealed decision of the Planning Commission. The Land Use Hearing Officer ~~Appeal Panel~~ may remand the matter to the appropriate body with directions for specific Areas of review or clarification. ~~Appeal Panel review of petitions of appeal shall include a public hearing and be limited to consideration of only those matters raised by the petition(s), unless the Panel by motion, enlarges the scope of the appeal to accept information on other matters.~~
4. ~~Staff~~ The Land Use Hearing Officer must prepare written findings within fifteen (15) working days of the hearing ~~Appeal Panel vote~~ on the matter.

K. **CITY COUNCIL RETAINS FINAL AUTHORITY ~~CALL-UP~~**. Subject to the requirements of Utah Code Sections 10-9a- 532(2)(a)(iii) and 10-9a-804, as amended, the City Council may modify any Final Action of any land use application by settlement, development agreement, or consent agreement. Such approvals must be at an open, public meeting..~~Within fifteen (15) calendar days of Final Action on any project, the City Council, on its own motion, may call up any Final Action taken by the Planning Commission or Planning Director for review by the Appeal Panel. The call-up shall require the majority vote of the Council. Notice of the call-up shall be given to the Chairman of the Commission and/or Planning Director by the Recorder, together with the date set by the Council for consideration of the merits of the matter. The Recorder shall also provide notice as required by Sections 15-1 -12 and 15-1-18 (K) herein. In calling a matter up, the Council may limit the scope of the call-up hearing to certain issues. The City Council, with the consultation of the Applicant, shall set a date for the call-up. The City Recorder shall notify the Applicant of the call-up date. The City Recorder shall obtain the findings, and all other pertinent information and transmit them to the Council.~~

L. **NOTICE**. There shall be no additional notice for appeals of Staff determination other than listing the matter on the agenda, unless notice of the Staff review was provided, in which case the same notice must be given for the appeal. Notice of appeals of Final Action by the Planning Commission and Historic Preservation Board; notice of all appeals to the Hearing Officer ~~Appeal Panel~~, or reconsiderations, ~~or call-ups~~ shall be given as provided in Section 15-1-21. ~~by~~:

1. ~~Publishing the matter once at least fourteen (14) days prior to the first hearing in a newspaper having general circulation in Park City;~~
2. ~~Mailing courtesy notice at least fourteen (14) days prior to the first hearing to all parties who received mailed courtesy notice for the original action.~~
3. ~~Posting the Property at least fourteen (14) days prior to the first hearing; and~~
4. ~~Publishing notice on the Utah Public Notice Website at least fourteen (14) days prior to the first hearing.~~

M. **STAY OF APPROVAL PENDING REVIEW OF APPEAL**. Upon the filing of an appeal, any approval granted under this Title will be suspended until the appeal body, pursuant to this Section 15-1-18 has acted on the appeal.

N. **APPEAL FROM THE HEARING OFFICER~~APPEAL PANEL~~**. The Applicant or any Person aggrieved by City action on the project may appeal the Final Action by ~~the~~ a Land Use Hearing Officer ~~Appeal Panel~~ to a court of competent jurisdiction. The decision of ~~the~~ a Land Use Hearing Officer ~~Appeal Panel~~ stands, and those affected by the decision may act in reliance on it unless and until the court enters an interlocutory or final order modifying the decision.

O. **RECONSIDERATION**. The City Council, and any Board or Commission, may reconsider at any time any legislative decision upon an affirmative vote of a majority of that body. The City Council, and any Board or Commission, may reconsider any quasi-judicial decision upon an affirmative vote of a majority of that body at any time prior to Final Action. Any action taken by the deciding body shall not be reconsidered or rescinded at a special meeting unless the number of

members of the deciding body present at the special meeting is equal to or greater than the number of members present at the meeting when the action was approved.

HISTORY

Adopted by Ord. 00-25 on 3/30/2000

Amended by Ord. 06-22 on 4/27/2006

Amended by Ord. 09-10 on 3/5/2009

Amended by Ord. 09-23 on 7/9/2009

Amended by Ord. 10-15 on 4/15/2010

Amended by Ord. 12-37 on 12/20/2012

Amended by Ord. 14-37 on 7/17/2014

Amended by Ord. 15-35 on 10/12/2015

Amended by Ord. 15-53 on 12/17/2015

Amended by Ord. 16-15 on 3/24/2016

Amended by Ord. 2016-44 on 9/15/2016

Amended by Ord. 2017-04 on 2/16/2017

Amended by Ord. 2017-42 on 8/3/2017

Amended by Ord. 2018-46 on 8/2/2018

Amended by Ord. 2020-34 on 7/9/2020

Amended by Ord. 2022-16 on 5/26/2022

Amended by Ord. 2023-36 on 7/13/2023

City Council Staff Report

Subject: Wildlife Crossings Pilot Program Grant Opportunity
Author: Kate Swedburg, Grant Administrator
Alex Roy, Assistant Transportation Planning Manager
Department: Transportation Planning
Date: April 10, 2025

Recommendation

Provide feedback on the Federal Highway Administration's (FHWA) Wildlife Crossings Pilot Program summary and provide direction on strategies.

Executive Summary

At the January 9, 2025, City Council meeting, the Council requested staff review and report on the FHWA Wildlife Crossings Pilot Program. A Staff Communication was provided for Council review on March 20, 2025, and the Council requested that this item be moved to a later date, allowing for Council feedback and public comment. This report presents a summary of the grant program.

FHWA Wildlife Crossings Pilot Program Overview

The FY2026 FHWA Wildlife Crossings Pilot Program (WCPP) provides a grant opportunity to address both Wildlife Vehicle Collisions (WVCs) and habitat fragmentation. It addresses safety and environmental challenges while encouraging innovative solutions that benefit wildlife and communities. The full Notice of Funding Opportunity (NoFo) for this program is presented in **Exhibit A**.

The program supports both construction and non-construction activities. Construction funding covers engineering, design, technology, permitting, right-of-way acquisition, fencing, and building wildlife crossings. Non-construction funding supports planning, research, and education projects, including hotspot analyses of WVCs or wildlife safety outreach.

The application period runs from May 1 to August 1, 2025, with funding available in FY26. Given potential shifts under the new federal administration, monitoring this opportunity is crucial to assess any changes in funding levels, eligibility, or project priorities. While all funding carries some risk, this grant appears more stable than others.

Additionally, this opportunity aligns with the latest DOT Order, which prioritizes minimizing safety risks and economic disruptions while maximizing benefits for families and communities. Given these priorities, a wildlife-vehicle collision mitigation project could enhance community safety and cohesion, making it a strong candidate for funding.

Proposals must demonstrate how they will improve motorist safety and habitat connectivity, detailing safety concerns, solutions, expected impacts, and maintenance plans. They should also address affected species, ecological benefits, and habitat challenges.

To strengthen their competitiveness, projects should align with at least three secondary goals, such as leveraging investments, fostering economic development, advancing innovation, promoting education and outreach, supporting research, or contributing to species survival.

FHWA Wildlife Crossings Program Funding includes:

- Up to $80M funding for FY26 from the Federal Highway Administration
- 60% promised for rural projects ($48M)
- 20% non-federal match requirement

SR-224 Wildlife Crossings Program Suitability

SR-224 is one of the main gateway corridors into Park City. The roadway is owned by UDOT and serves both Park City and unincorporated Summit County, with High Valley Transit (HVT) managing the current bus routes in the corridor. Park City has previously worked with UDOT, Summit County, and HVT to implement WVC reduction strategies, including decreasing to a consistent 45 MPH speed limit, adding signage, and collaborating with Save People-Save Wildlife to install animal silhouettes. UDOT Region 2 leadership has stated they do not support an overpass along SR-224 in the White Barn proximity.

Park City's Transportation Planning team has identified two potential strategies regarding the FHWA Wildlife Crossing Program.

- Prepare an application as the lead grant applicant for a non-construction project. This approach will help determine the design and location of the project, evaluate new technologies such as animal sensor activated warnings, and identify ways to promote education and outreach.

- Work with UDOT and Summit County on an application for non-grade separated WVC improvements. The location and design have not been determined but would likely include fencing.

These alternatives have been briefly discussed with regional partners. The Park City Transportation Planning Department intends to pursue the first strategy, which was the recommendation of the regional partners as well. If we are not selected for funding, we remain willing to work with our regional governmental partners to improve WVC conditions in the region.

Attachments

Exhibit A: Notice of Funding Opportunity (NoFo)
Exhibit B: Examples of Past Awards 2022-2025

U.S. DEPARTMENT OF TRANSPORTATION
Federal Highway Administration
Notice of Funding Opportunity for Fiscal Years (FY) 2024-2026 Wildlife Crossings Pilot Program (WCPP)

AGENCY: U.S. Department of Transportation (DOT), Federal Highway Administration (FHWA)

ACTION: Notice of Funding Opportunity (NOFO)

SUMMARY:

SUMMARY OVERVIEW OF KEY INFORMATION: NOFO for Fiscal Years (FY) 2024-2026 WCPP	
Issuing Agency	FHWA
Program Overview	The purpose of this NOFO is to provide grants on a competitive basis for projects that seek to achieve a reduction in the number of wildlife-vehicle collisions (WVC); and improve habitat connectivity for terrestrial and aquatic species (Title 23, United States Code (U.S.C.), Section 171).
Objectives	1) Improve safety by reducing WVCs; 2) Improve habitat connectivity for terrestrial and aquatic species.
Eligible Applicants	• A State department of Transportation (State DOT); • A metropolitan planning organization (MPO); • A unit of local government; • A regional transportation authority; • A special purpose district or public authority with a transportation function; • An Indian Tribe; • A Federal Land Management Agency (FLMA); or • Or a group of the above entities.
Eligible Project Types	Non-construction and construction projects, ranging from statewide plans and corridor studies to design and construction.
Funding	This NOFO announces two application periods: • FY 2024 and FY 2025 Funding: up to $145 million • FY 2026 Funding: up to $80 million FHWA also intends to award $2,269,418 in unawarded FY 2023 funds under this NOFO. The actual amount available to be awarded under this notice will be subject to the availability of funds.
Deadline	This NOFO announces two application periods: • FY 2024 and FY 2025 Application Opens: June 6, 2024 • FY 2024 and FY 2025 Application Period Deadline: September 4, 2024, 11:59 p.m. ET • FY 2026 Application Period Opens: May 1, 2025

	• FY 2026 Application Period Deadline: August 1, 2025, 11:59 p.m. ET
Cost-Share	The Federal share for projects under the WCPP is 80 percent of total project costs unless an exception applies (23 U.S.C. 120). This program operates using the same Federal share provision as is generally applicable to Federal-aid projects. See Section C.2 of the NOFO for more information on cost share requirements.

The purpose of this NOFO is to solicit applications for the FY 2024-2026 WCPP and will result in the distribution of up to $227,269,418 in awards. The actual amount available to be awarded under this notice will be subject to the availability of funds.

This NOFO describes the application requirements, selection and evaluation criteria, applicable program and Federal requirements, and available technical assistance during the grant solicitation period.

DATES:

Applications for FY 2024 and FY 2025 must be submitted electronically through grants.gov no later than 11:59 p.m., Eastern Time, on September 4, 2024. The Grants.gov "Apply" function will close on September 5, 2024, and will reopen on May 1, 2025, to allow for applicants to submit applications for the FY 2026 application period. Applications for FY 2026 funds must be submitted electronically through grants.gov starting on May 1, 2025, and no later than 11:59 p.m., Eastern Time, on August 1, 2025.

Applicants are encouraged to submit applications in advance of the relevant application deadline; however, applications will not be evaluated, and awards will not be made, until after the respective application deadline.

ADDRESSES:

Applications must be submitted electronically through grants.gov. Refer to Assistance Listing (formerly known as the Catalog of Federal Domestic Assistance Number): 20.205, Highway Planning and Construction.

FOR FURTHER INFORMATION:

Applicants are encouraged to refer to FHWA's Website at https://highways.dot.gov/federal-lands/programs/wildlife-crossings for more program information, including fact sheets, additional resources, and points of contact. The DOT Navigator is also a tool with additional information and guidance to assist applicants in applying for DOT funding. The Navigator includes checklists for the climate change and workforce priorities to assist applicants in responding to these criteria.

FHWA plans to conduct outreach regarding the WCPP in the form of Webinars for Tribes and all applicants. For more information, and to join the Webinars, see

https://highways.dot.gov/federal-lands/programs/wildlife-crossings. Applicants are encouraged to read the NOFO prior to the Webinar and submit questions ahead of time to wildlifecrossings@dot.gov. The Webinar will be recorded and posted on FHWA's Website at https://highways.dot.gov/federal-lands/programs/wildlife-crossings. If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

FHWA staff are available for general questions about the WCPP and NOFO. To ensure applicants receive accurate information about eligibility or the program, the applicant is encouraged to contact FHWA directly, rather than through intermediaries or third parties, with questions. In addition, FHWA will post answers to questions at https://highways.dot.gov/federal-lands/programs/wildlife-crossings. However, FHWA will not review applications in advance and will not provide technical assistance to any applicant, including providing guidance on how to address any information that should be included in an application.

FOR FURTHER INFORMATION CONTACT:

Freida Byrd
Agreement Officer
Office of Acquisition and Grants Management (HCFA-42)
Federal Highway Administration
U.S. Department of Transportation
1200 New Jersey Avenue, SE.
Washington, DC 20590
Email: wildlifecrossings@dot.gov (preferred)
Phone: (202) 366-6547

Alternate:

Hector R. Santamaria
Agreement Officer/Team Leader
Office of Acquisition and Grants Management (HCFA-42)
Federal Highway Administration
U.S. Department of Transportation
1200 New Jersey Avenue, SE.
Washington, DC 20590
Email: wildlifecrossings@dot.gov (preferred)
Phone: (202) 493-2402

Office hours are from 7:30 a.m. to 4:00 p.m., Eastern Time, Monday through Friday, except Federal holidays.

SUPPLEMENTARY INFORMATION:

Each section of this NOFO contains information and instructions relevant to the application process for WCPP grants. The applicant should read this notice in its entirety so that they have the information they need to submit eligible and competitive applications.

Table of Contents

A. Program Description 5

B. Federal Award Information 8

C. Eligibility Information 12

D. Application and Submission Information 16

E. Application Review Information 30

F. Federal Award Administration Information 45

G. Federal Awarding Agency Contacts 52

H. Other Information 53

This notice contains collection of information requirements subject to the Paperwork Reduction Act. The use of Standard Forms 424, 424A, 424C, and SF-LLL has been approved by the Office of Management and Budget (OMB) under Control Number 2105-0520. Notwithstanding any other provision of law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the Paperwork Reduction Act, unless that collection displays a currently valid OMB control number.

NOTE: FHWA uses www.grants.gov for receipt of all applications. Applicants must register and use the system to submit applications electronically. Applicants are encouraged to register in advance of the submission deadline and to register to receive notifications of updates/amendments to this NOFO. Approval of user registrations for the site may take multiple weeks. It is the applicant's responsibility to monitor this site for any updates to this NOFO.

SECTION A – PROGRAM DESCRIPTION

1. Overview

In creating the WCPP, Congress found that there are more than 1 million wildlife[1] vehicle[2] collisions (WVC) annually that result in tens of thousands of serious injuries and hundreds of fatalities on U.S. roadways. (*See* 23 U.S.C. 171(a)(1), 171(a)(2)(B)). These WVCs pose a persistent danger to human safety, and FHWA estimated[3] the total annual cost associated with these WVCs as being over $8 billion (*See* 23 U.S.C. 171(a)(2)-(3)). In addition, Congress found that WVCs pose a danger to wildlife survival and are a major threat to the survival of species (23 U.S.C. 171(a)(2)(A)(ii), 171(a)(4)).

The Infrastructure Investment and Jobs Act of 2021 (Pub. L. 117-58, November 15, 2021, also known as the Bipartisan Infrastructure Law or BIL) authorized a total of $350 million for FYs 2022 through 2026 to be awarded by DOT, through FHWA, for the competitive WCPP. The WCPP is authorized under Section 11123(b) of BIL, and codified at 23 U.S.C. 171, with the goal of reducing WVCs while improving habitat connectivity and conservation for terrestrial and aquatic species (23 U.S.C. 171(b)). Grants are available for all project activities, including but not limited to research, planning, design, and construction. The WCPP seeks applications from State DOTs,[4] MPOs,[5] units of local government,[6] regional transportation authorities, special purpose districts, public authorities with a transportation function, Indian Tribes,[7] and FLMAs who are seeking projects to reduce WVCs and improve habitat connectivity for terrestrial and aquatic species.

The total amount of funding available in this NOFO is up to $227,269,418[8] across two application periods, combined FY2024 and FY2025 and subsequently FY2026. Applications must be submitted electronically through grants.gov no later than 11:59 p.m., Eastern Time, on September 4, 2024, for the combined FY 2024 and FY 2025 application period, which is making up to $145 million available. The opening date for the FY 2026 application period is May 1,

---

[1] For the purposes of this NOFO, wildlife is defined as native wild animals. Livestock, domesticated animals, and animals with domesticated ancestors are not wildlife.

2 For the purposes of this NOFO, a vehicle is defined as a motor vehicle operating on a roadway.

[3] Federal Highway Administration (2008). Wildlife-Vehicle Collision Reduction Study. Report to Congress. Available at: https://www.fhwa.dot.gov/publications/research/safety/08034/08034.pdf . Last accessed on March 22, 2023.

[4] For the purposes of the WCPP, a "State" refers to the 50 States, the District of Columbia, and Puerto Rico (*See* 23 U.S.C. 101(a)(28)). A State DOT refers to the department of a State responsible for highway construction.

[5] For the purposes of the WCPP, an MPO is defined as the policy board of an organization established as a result of the designation under 23 U.S.C. 134(d) (*See* 23 U.S.C. 134(b)(2)).

[6] For the purposes of this NOFO, units of local government are defined using the definition found in Title 2, Code of Federal Regulations (CFR), Part 200.1.

[7] For the purposes of the WCPP, an Indian Tribe is defined per the definition in 23 U.S.C. 207(m)(1), including a Native village and a Native Corporation, as those terms are defined in section 3 of the Alaska Native Claims Settlement Act (43 U.S.C. 1602).

[8] Section 11101(d)(1) of BIL authorizes from the Highway Trust Fund $350 million to carry out the WCPP from FY 2022 through 2026. This NOFO solicits applications for the $70 million authorized for FY 2024, $75 million authorized for FY 2025, $80 million authorized for FY 2026, and $2,269,418 in unawarded FY 2023 funding. However, due to the imposition of the annual limitation on obligations on the Federal-aid highway program's contract authority, a lesser amount of this funding may be available for award.

2025. Applications must be submitted electronically through grants.gov no later than 11:59 p.m., Eastern Time, on August 1, 2025, for the FY 2026 application period which is making up to $80 million available. Funding amounts are subject to the availability of funds. See Section D.4 for more information regarding submission dates.

The primary goals of the WCPP are to improve safety, protect motorists and wildlife by reducing WVCs, and improve habitat connectivity for terrestrial and aquatic species. Reduction of WVCs and improvement of terrestrial and aquatic habitat connectivity are the primary merit criteria that will be used in reviewing applications, and each of the primary merit criteria are of equal importance.

2. DOT Administration Priorities

DOT seeks to fund projects that advance the Departmental priorities of safety, equity, climate and sustainability, workforce development, job quality, and wealth creation as described in the DOT Strategic Plan, DOT Research, Development and Technology Strategic Plan, and in executive orders (E.O.).[9] These DOT Priorities will be considered in the selection process as provided in Section E.1.d and E.2 of this NOFO, which outlines the Selection Considerations and describes the process for selecting projects that further these goals.

Section F.3 of this NOFO describes program requirements, and progress and performance reporting requirements for selected projects, including the relationship between that reporting and the program's selection criteria, and the Administration's Priorities and Departmental Strategic Plan goals, as appropriate.

3. Additional Information

a. The WCPP is described in the Federal Assistance Listings under the assistance listing program title "Highway Planning and Construction" and assistance listing number 20.205.

b. DOT and FHWA are committed to considering project funding decisions holistically among the various discretionary grant programs available in BIL. DOT and FHWA also recognize that applicants may be seeking funding from multiple discretionary grant programs and opportunities. An applicant may seek the same award amounts from multiple DOT discretionary opportunities or seek a combination of funding from multiple DOT opportunities. The applicant should identify any other DOT programs and opportunities they intend to apply for (or use if the Federal funding is already available to the applicant), and what award amounts they will be seeking, in the appropriate sections of this NOFO, including Section D.2.c.ii.

[9] E. O. 14008, Tackling the Climate Crisis at Home and Abroad (86 FR 7619).
E.O. 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR 7009). E.O. 14025, Worker Organizing and Empowerment (86 FR 22829), and E.O. 14052, Implementation of the Infrastructure Investment and Jobs Act (86 FR 64335).

c. This is the second NOFO for the WCPP. The FY 2024 – FY 2026 WCPP NOFO is similar to FY 2022 and FY 2023 WCPP NOFO. Changes have been made to the application period timeframes in Sections A and D, and rating criteria in Section E. Applicants should read the NOFO in its entirety when applying for this funding opportunity.

SECTION B – FEDERAL AWARD INFORMATION

1. Award Amount Available

The total amount of funding available for awards under this NOFO is up to $145 million for the FY 2024 and FY 2025 application period, and up to $80 million for the FY 2026 application period, along with $2,269,418 in unawarded FY 2023 funding. FHWA intends to use this NOFO, combined with funding awarded under the FY 2022 through 2023 NOFO, to award all funding provided by Section 11101(d)(1) of BIL. The actual amount available to be awarded under this NOFO will be subject to the availability of funds.

2. Award Size and Anticipated Number of Awards

There is no minimum or maximum award size; however, applicants are encouraged to submit applications for large-scale projects with total project costs of $200,000 or greater. On December 5, 2023, FHWA announced grant selections for FY 2022 and FY 2023 application period including 10 non-construction projects requesting between $200,000 and $1.2 million, and 9 construction projects requesting between $1.5 million and $25 million. FHWA anticipates awarding between 15-50 grants using FY 2024 and FY 2025 funds and between 5-25 grants using FY 2026 funds with anticipated awards ranging from $200,000 to $25 million, although FHWA may also make awards outside of this range. The number of awards will be ultimately determined by the number and quality of applications received in response to this NOFO and the availability of funding. FHWA also reserves the right to award less than the maximum amount presented in the application. The Federal Government is not obligated to make any Federal award as a result of the announcement, and the announcement of an award does not guarantee funding to the successful applicant. FHWA will only obligate funds to successful applicants upon execution of a grant agreement.

3. Statutory Funding Provisions

FHWA will award 60 percent or more of available funds for projects located in rural areas (23 U.S.C. 171(g)). The definition of "rural areas" is found in 23 U.S.C. 101(a)(25) and refers to all areas of a State that are not urban areas. For the purpose of this NOFO, in line with 23 U.S.C. 101(a)(35), an urban area is an FHWA Adjusted Urban Area, a map of which can be found at: National Highway System | HEPGIS (arcgis.com). All locations not entirely designated as urban will be considered rural. FHWA will consider projects that are in both urban and rural areas as rural.

4. Types of Projects

FHWA seeks to award non-construction and construction projects[10] under WCPP. Examples of non-construction projects include, but are not limited to the following:

[10] The term "construction" means the supervising, inspecting, actual building, and incurrence of all costs incidental to the construction or reconstruction of a project under this program. This includes preliminary engineering,

- Research on safety innovations to reduce WVCs;
- Research and monitoring on the effectiveness of WVC mitigation;
- Development of mapping tools to document WVCs;
- Analysis of impacts of WVCs and best practices to reduce WVCs;
- Planning studies to identify terrestrial and aquatic wildlife migration corridors and roadway barriers to habitat that lead to WVCs;
- Developing or updating Statewide Transportation and Wildlife Action Plans;
- Tracking wildlife and mapping WVCs; or
- Outreach activities to educate the public on the hazards of WVCs.

Examples of construction projects include, but are not limited to the following:

- Design and pre-construction of an underpass or overpass for wildlife passage;
- Environmental permitting and right-of-way acquisition to construct a wildlife crossing structure;
- Adaptation or replacement of a culvert or bridge structure to accommodate connectivity for terrestrial species that are experiencing WVCs;
- Construction of a wildlife overpass or underpass and fencing;
- Preservation or restoration of habitat necessary to secure the effectiveness of a crossing project; or
- Construction of multiple crossing structures in an area to connect habitat for terrestrial or aquatic species.

See Section C.3.c for more information on eligible projects and activities.

5. Type of Award

If the grant recipient is any Eligible Entity other than an Indian Tribe or an FLMA, then, pursuant to 23 U.S.C. 171(f)(2)(A)(ii), the State DOT of the State in which the project is located must administer the grant. For these entities, the State DOT must directly administer the project on behalf of the entity or administer and oversee the project by serving as a pass-through entity for the entity (23 U.S.C. 171(f)(2)(A)(ii)). These entities may not request for FHWA to directly administer the grant. FHWA cannot award a grant to these entities if the State DOT does not agree to administer the grant.

If a grant recipient is a State DOT or if a State DOT will serve as a pass-through entity to the Eligible Entity or an Eligible Partner of the Eligible Entity, WCPP funds will be awarded upon the execution of a project agreement, which is a type of grant agreement for administration of funds to a State DOT in the FHWA Fiscal Management Information System (FMIS).

If the grant recipient is an FLMA or Indian Tribe, then, pursuant to 23 U.S.C. 171(f)(2)(A)(i), FHWA must administer the grant. Grant funds will be administered with advanced payment,

---

engineering, design-related services directly relating to the construction of a highway project, reconstruction, resurfacing, restoration, rehabilitation, and preservation, acquisition of rights-of-way, relocation assistance, improvements that directly facilitate and control traffic flow, and improvements that reduce the number of WVCs. *See* 23 U.S.C. 101(a)(4). The term "non-construction" means any activity that is not considered to be "construction."

where appropriate, upon the execution of a grant agreement with FHWA or through existing agreements, and FHWA's Office of Federal Lands Highway will administer the project (23 U.S.C. 171(f)(2)(A)(i)). These entities may not request the State DOT to administer the grant. If the grant recipient is not an FLMA or Indian Tribe, grant awards will be administered on a reimbursement basis. In such situations, WCPP funds will reimburse recipients only for eligible costs incurred and for work performed after a grant agreement has been executed, allowable expenses are incurred, and valid requests for reimbursement are submitted. At FHWA's sole discretion, alternative funding arrangements may be considered on a case-by-case basis.

Grant recipients may subaward funds.

6. Availability of Funds

Selected projects will be funded with either FY 2023, FY 2024, FY 2025, or FY 2026 funds. For FY 2024 and FY 2025 funds jointly awarded for the first application period, FHWA expects to obligate FY 2024 funds before FY 2025 funds. To determine whether a project selected to receive a WCPP grant will be funded with FY 2023, FY 2024, or FY 2025 funds, FHWA will consider the estimated project start date provided in the application. Funds will be assigned after announcement of projects selected to receive an award during the grant agreement development process.

The obligation deadlines for FY 2023, FY 2024, FY 2025, and FY 2026 WCPP funds available under this NOFO are described below. FY 2025 funds cannot be obligated before October 1, 2024, and FY 2026 funds cannot be obligated before October 1, 2025. Once obligated, WCPP grant funds are available until expended (subject to requirements and policies regarding inactive obligations).

Fiscal Year	Obligation Deadline	Expenditure Deadline
FY 2023	September 30, 2026	Available until Expended
FY 2024	September 30, 2027	Available until Expended
FY 2025	September 30, 2028	Available until Expended
FY 2026	September 30, 2029	Available until Expended

Obligation of a WCPP grant occurs after a selected applicant enters a grant agreement with the FHWA and FHWA authorizes the project to proceed. For construction, this is generally after the applicant has satisfied applicable administrative requirements, including transportation planning; environmental review requirements, including those under the National Environmental Policy Act (NEPA); real property and right-of-way acquisition requirements in accordance with 49 CFR 24 and 23 CFR 710; and compliance with 23 CFR 635 subpart C "Physical Construction Authorization" for State DOT applicants or 2 CFR 200.318 – 327 for non-State DOT applicants.

If a WCPP grant includes pre-construction and construction activities, FHWA may obligate funding in phases to provide funding for specific activities where administrative requirements are not required or have already been met. For example, FHWA may use a phased obligation to obligate funding at the execution of a grant agreement for environmental review activities and then obligate funding for construction once the environmental review activities are completed.

7. Previous WCPP Grant Applications

Applicants may apply for funding in multiple application periods under this NOFO. Applicants to the FY 2022-2023 NOFO, including those that were awarded funds under that NOFO, may apply for funding in either or both application periods under this NOFO. There is no preference for applications or applicants who have previously applied or been selected or not selected for the WCPP.

FHWA will not carry over applications from the FY 2024 and FY 2025 application period to the FY 2026 application period. Each application will be evaluated independently. Applications that were not awarded WCPP funding and are still seeking funding under the WCPP NOFO, will need to be resubmitted for each subsequent application period.

FHWA intends to award funding for the FY 2024 and FY 2025 application period prior to the beginning of the application period for FY 2026 funds. Applications for projects that previously received WCPP funding under the FYs 2022-2023 NOFO may seek additional funding for the projects under this NOFO and applications that receive an award under the FY 2024 and FY 2025 application period may seek additional funding under the FY 2026 application period. FHWA, however, will not provide additional funding under this NOFO for the same application previously awarded funding. Applications for projects that previously received funding will need to clearly identify the phase and deliverables of the project for which it is seeking additional funding under this NOFO. For example, the resubmission of an identical application that received funds will not be considered; however, an application that clearly identifies how the use of prospective funding will advance additional stages of the project will be considered.

8. Period of Performance

If a grant recipient will be a State DOT or if a State DOT will serve as a pass-through entity to a non-State DOT entity awarded a grant, as described in Section B.5, the DOT Payment System will be "Current Bill" in FMIS and the start of the period of performance will begin on the date that WCPP funds are authorized in FMIS and end on the project end date in FMIS.

If a grant recipient will be a Tribe or FLMA, the DOT Payment System will be "DELPHI iSupplier" and the start of the period of performance will begin on the effective date of the grant agreement as executed by FHWA and the recipient, which will obligate the WCPP, and end on the project end date of the period of performance that is listed in the grant agreement.

SECTION C – ELIGIBILITY INFORMATION

To be selected for a grant, an applicant must meet the eligibility requirements under this Section C, including: Eligible Applicants; Cost Sharing (Non-Federal Match Requirement); and identified requirements in Other. Applications that do not meet these threshold eligibility requirements will not be evaluated as described in Section E.

1. Eligible Applicants

Eligible applicants for the WCPP are the following individual entities or a group of such eligible entities (23 U.S.C. 171(c)):

1) A State DOT;
2) An MPO;
3) A unit of local government;
4) A regional transportation authority;
5) A special purpose district or public authority with a transportation function;
6) An Indian Tribe; or
7) An FLMA.

FHWA encourages multiple eligible applicants to submit a joint application. Such applications must identify a lead applicant as the primary point of contact (POC) and identify the primary recipient of the award. Joint applications should include a description of the roles and responsibilities of each applicant and be signed or include a letter of support by each applicant.

Eligible applicants can apply for funding from the WCPP in concert with Eligible Partners, and if funding is received, may provide such funding to Eligible Partners of the project in accordance with the terms of the grant agreement (23 U.S.C. 171(f)(2)(B)). Eligible Partners include the following entities or a group of the following entities:

1. An MPO;
2. A unit of local government;
3. A regional transportation authority;
4. A special purpose district or public authority with a transportation function;
5. An Indian Tribe;
6. An FLMA;
7. A foundation, nongovernmental organization, or institution of higher education; or
8. A Federal, Tribal, regional, or State government entity.

An Eligible Entity that receives a WCPP grant and enters into a partnership with an Eligible Partner must establish measures to verify that the Eligible Partner complies with the conditions of the WCPP in using WCPP funds (23 U.S.C. 171(f)(3)). FHWA encourages applicants to include such measures they plan to implement in their applications. Regardless of whether an Eligible Partner is involved, the Eligible Applicant remains responsible for meeting the conditions of the grant agreement. Applicants are asked to describe their role with expected partners and other applicants in their applications. For more information, see Section D.2.c.I.

2. Cost Sharing (Non-Federal Match Requirement)

Cost sharing (non-Federal match) means the portion of total eligible project costs not paid using Federal funds, including WCPP funds.

As the WCPP is under Title 23, U.S.C., the Federal share for projects under the WCPP is 80 percent of total eligible project costs, unless an exception, such as ones noted below, applies (23 U.S.C. 120(b)). This means that, unless a verified exception applies, awardees must provide at least 20 percent of the total project cost (not 20 percent of the Federal share) as a non-Federal match. For example, on a $5 million project, the maximum Federal share would be $4 million and the minimum required non-Federal matching share would be $1 million. For more information, see https://www.fhwa.dot.gov/bipartisan-infrastructure-law/fedshare_fact_sheet.cfm. Additional information on non-Federal matching requirements can be found at https://www.fhwa.dot.gov/legsregs/directives/policy/fedaid_guidance_nfmr.pdf.

There are some flexibilities that may allow the Federal share to increase to more than 80 percent of project costs, which would mean that the awardee would have to provide a smaller matching share. For example, pursuant to 23 U.S.C. 120(c)(1), the Federal share for certain safety projects may be 100 percent of the cost of such construction projects. In addition, 23 U.S.C. 120(a) and (b) authorize an upward adjustment, also known as a sliding scale, to the Federal share for projects in States containing Federal and nontaxable Indian lands. The amount of the upward adjustment is based on the percentage of Federal nontaxable Indian lands in the State.[11]

Unless specifically authorized by Congress, all matching funds must come from non-Federal sources. Examples of programs where Federal funds can be used for the matching share include the Tribal Transportation Program under 23 U.S.C. 202 and the Federal Lands Transportation Program under 23 U.S.C. 203; per 23 U.S.C. 120(k), such funds can be used toward the matching share for the WCPP for a project that provides access to or within Federal or Tribal land. Again, it is important to note that other Federal funds cannot be used as an applicant's matching share unless that ability is specifically provided by Congress in statute, such as the clear language of 23 U.S.C. 120(k). Applicants could not, for example, use Highway Safety Improvement Program funds under 23 U.S.C. 148 to serve as the matching share for a safety-related project under the WCPP.

Beyond Federal funds that are specifically authorized to be used as matching funds, the matching share can come from private, local, Tribal, and State funds. In accordance with 2 CFR 200.306, grant recipients may use in-kind or cash contributions toward the match requirements so long as those contributions meet the requirements of 2 CFR 200.306(b). Matching funds are subject to the same Federal requirements as WCPP funds.

Applicants should document cost sharing in their application, including the ability to provide the 20 percent match under 23 U.S.C. 120(b) or, if the applicant believes a different matching share applies, a justification as to why that Federal share percentage applies and documentation

[11]FHWA publishes guidance with the specific share allowable in each State based on the sliding scale.

indicating their ability to provide that alternative matching share.[12] FHWA will make the final determination on the match percentage required for each awarded project. For that reason, and since applications that do not provide a sufficient matching share will not be eligible to receive WCPP funds, FHWA recommends applicants document their ability to provide a 20 percent matching share as well as document any alternative matching share that the applicant believes is applicable. In addition, as noted in Criterion #2.1 in Section E.1.b, pursuant to 23 U.S.C. 171(e)(2)(A), FHWA will consider the extent to which a proposed project is likely to leverage Federal investment by encouraging non-Federal contributions to the project.

For each project that receives a grant under this notice, FHWA expects the project to be completed using at least the level of non-Federal funding that was specified in the application.

FHWA will not consider previously incurred costs or previously expended or encumbered funds toward the matching requirement for any project. Matching funds are subject to the same Federal requirements described in Section F.2 as awarded funds.

3. Other

a. Number of Applications

There is no limitation on the number of applications that may be submitted by an eligible applicant.

Each application must be complete and able to stand on its own merits. FHWA encourages joint applications from eligible applicants with a lead applicant identified. Further, only one project may be included in each application. An Eligible Entity may not bundle multiple disconnected projects as a single application, but one project may include multiple related components. If a project consists of multiple components of the same project, an applicant should submit one application containing all such components. When determining whether multiple activities are components of the same project, and can be included in a single applicant, or should be treated as different projects, and therefore should be provided as separate applications, FHWA will consider factors such as geographic proximity, WVC and connectivity problems, and the goals and objectives of the components of the project.

b. State Department of Transportation Consultation

All applicants, other than FLMAs and State DOTs, shall include documentation of consulting with the State DOT in which applicant is located (23 U.S.C. 171(d)(2)). For Tribes, such consultation shall be required only for projects that are not located on Tribal lands.

Where this requirement applies, State DOT consultation is an eligibility requirement, and FHWA will not review applications that fail to provide sufficient documentation of consultation under the criteria in Section E, and such applications will not be eligible for funding. FHWA may refer to the consultation outcome as part of the review process. Examples of documentation of consultation with the State DOT include, but are not limited to, letters, agreements, and signed

[12] See Section D.2.c.ii for more information about documenting cost sharing in the application.

meeting minutes. Applicants are not required to form an agreement with the State DOT to administer the project during the consultation process.

c. Eligible Projects and Project Costs

Eligible projects must seek to achieve a reduction in WVCs and, in seeking to achieve a reduction in WVCs, also improve habitat connectivity for terrestrial and aquatic species. (23 U.S.C. 171(b)). Eligible projects may be non-construction or construction projects (23 U.S.C. 171(b)).[13] Construction projects include all activities that lead to a built project, while non-construction projects include all other projects, such as research projects and planning studies. See Section B.4 for examples of types of projects.

Eligible project costs may include the following eligible grant activities for non-construction projects: planning, research, public outreach, and feasibility analyses.

Eligible project costs may include the following eligible grant activities for construction projects: environmental review, preliminary engineering and design work, preservation, replacement, reconstruction, rehabilitation, acquisition of real property and rights-of-way, environmental mitigation, permitting, public outreach project monitoring, construction contingencies, and operations.

Evaluation expenses, and the purchase of equipment such as cameras and detection systems for monitoring is allowable unless prohibited by statute or regulation.

FHWA recognizes that some potential projects may focus on subsets of activities within the project development lifecycle (e.g., just environmental studies and reviews or preliminary engineering) or propose to build upon or complete project activities (e.g., construction of a project after its design has been completed). FHWA will allow proposed projects that include one or multiple such subsets.

All project costs must conform to 2 CFR 200.403 and FHWA reserves the right to make cost eligibility determinations on a case-by-case basis. Submission of an eligible project is an eligibility requirement.

[13]Since the statute is silent and the range of eligible activities that may constitute a "project," FHWA broadly construes this eligibility to include both construction and non-construction activities.

SECTION D – APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

All application materials may be found on Grants.gov at http://www.grants.gov.

Once at Grants.gov, select the Search Grants tab. Then enter one of the following:

- Opportunity Number: 693JJ324NF00023
- Opportunity Name: FY 2024-2026 Wildlife Crossings Pilot Program
- Assistance Listing Number: 20.205

When at one of these Webpages, select the opportunity, which will open to a Webpage with several tabs. The first tab is a synopsis of the opportunity. Select the Application Package tab to download the forms needed to submit an application.

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. If potential applicants are unable to download the application package from the Internet, they may send a written request for a paper copy to the NOFO POC, listed on Page 2 of this NOFO.

2. Content and Form of Application Submission

a. Application Submittals

All applications must be submitted electronically through grants.gov.

The application must include the following required forms, submitted as individual pdf documents, based on the type of project:

Required Forms for Non-Construction Project Applications:	**Required Forms for Construction Project Applications**:
Standard Form 424 (Application for Federal Assistance)	Standard Form 424 (Application for Federal Assistance)
Grants.gov Lobbying Form (Certification Regarding Lobbying)	Grants.gov Lobbying Form (Certification Regarding Lobbying)
Disclosure of Lobbying Activities form (SF-LLL)	Disclosure of Lobbying Activities form (SF-LLL)
Standard Form 424A (Budget Information for Non-Construction Programs)	Standard Form 424C (Budget Information for Construction Programs)
Project Abstract	Project Abstract
Project Narrative	Project Narrative

In addition, the Key Contacts form is optional for all applications. Applicants may also submit any letters of support or endorsement for consideration by FHWA.

All mandatory Standard Forms (SF) of the 424 family are available for download at https://www.grants.gov/forms/forms-repository/sf-424-mandatory-family.

Forms can also be found with the grant opportunity on Grants.gov under "package forms," where the forms are grouped as mandatory forms and optional forms. Under "package forms," forms listed as mandatory are required for both non-construction and construction project applications; forms listed as optional are required based on the type of project.

In Standard Form 424, applicants may leave fields 5a, 5b, 6, 7, and 13 blank.

The Standard Form 424A or 424C, as applicable, should be supported by a budget narrative explaining each element of cost (See Section B.2.c.ii). FHWA reserves the right after an application is selected for award, to request additional supporting information and or documentation for purposes of confirming costs proposed are allowable (2 CFR 200.403) Reasonable (2 CFR 200.404) and Allocable (2 CFR.405).

The applicant should ensure they include the information outlined in the WCPP Application Checklist, provided as Attachment 1, in their application.

Within the Project Narrative, applicants do not need to specifically reference the three aspects of Project Readiness described in Section E.1.c. Information provided by the applicant in the Project Readiness section of the Project Narrative on the project budget and on the technical capabilities of the project should allow FHWA to undertake the three Project Readiness assessments described below.

FHWA recommends that the Project Abstract and Project Narrative be prepared with standard formatting preferences (i.e., a single-spaced document, using a standard 12-point font such as Times New Roman, with 1-inch margins on 8½ x 11 inch size paper). Applicants may include maps, graphics, and tables. Text in tables and captions may be smaller than 12-point font but must be legible. The Project Abstract should not exceed 1 page in length. The Project Narrative should not exceed 25 pages in length. Appendices may include documents supporting assertions or conclusions made in the 25-page Project Narrative and do not count toward the 25-page limit.

If possible, Website links to supporting documentation should be provided rather than copies of these supporting materials. If supporting documents are submitted, applicants should clearly identify within the Project Narrative the relevant portion of the Project Narrative that each supporting document supports. FHWA recommends including a table of contents, and using appropriately descriptive final names (e.g., "Project Narrative," "Maps," "Memoranda of Understanding and Letters of Support," etc.) for all attachments.

To the extent practicable, applicants should provide supporting data and documentation in a form that is publicly available and directly verifiable by FHWA. FHWA may, but is not required to, request additional information, including additional data, to clarify supporting data and documentation submitted in an application, but FHWA encourages applicants to submit the most relevant and complete information they can provide. FHWA also encourages applicants, to the extent practicable, to provide data in a form that is publicly available or verifiable. To ensure a

fair and unbiased evaluation of applications, FHWA will not request additional information to perfect incomplete applications.

The project narrative and project abstract must be attached to Item 15 of the SF-424. The WCPP Application Checklist should not be included as part of an application. To add an attachment to Item 15 of the SF-424:

- Click on "Add Attachments" in Item 15 to open the first pop-up window. Click "Add Attachment" and a second pop-up File Explorer/Directory window will appear, from which you can choose files to attach. Attachments can be added one at a time or all at once by holding down the CTRL key and selecting multiple files. Select "Open" to add the selected files as attachments.
- Click "Done" to finalize the attachments.
- Click "View Attachments" to see a list of files that have been added as attachments.

DOT may share application information within DOT or with other Federal Agencies if DOT determines that sharing is relevant to the respective program's objectives.

b. Project Abstract

The Project Abstract should summarize the scope of work and type of project that would be completed under the award. Applicants should briefly describe the project scope and location, and anticipated goals and outcomes, including how the project supports the program goals of improving safety by reducing WVCs; and, in doing so, improving habitat connectivity for terrestrial and aquatic species. Applicants are also encouraged to briefly describe how the project supports the goals of safety, climate change and sustainability, equity and reducing barriers to opportunity, and labor and workforce.

The Project Abstract should not exceed one page in length.

c. Project Narrative

FHWA recommends that the Project Narrative include the following sections. Following this outline will also assist evaluators in locating relevant information.

I. Basic Project Information - Description, Location, and Parties	See D.2.c.i
II. Budget Narrative - Grant Funds, Sources, and Uses of all Project Funding	See D.2.c.ii
III. Project Merit Criteria	See D.2.c.iii
IV. Project Readiness	See D.2.c.iv
V. Selection Considerations	See D.2.c.v

The Project Narrative should provide information necessary for FHWA to determine that the project satisfies project requirements described in Section C for the grant program and to assess the selection criteria specified in Section E.1. While applicants do not need to specifically reference the three aspects of Project Readiness described in Section E.1.c in the Project Narrative, information provided by the applicant in the Project Readiness section of the Project Narrative on the project budget and on the technical capabilities of the project should allow FHWA to undertake the three Project Readiness assessments described below.

i. Basic Project Information – Project Description, Location, and Parties

The applicant should provide a concise description of the project including a discussion of the proposed project's history and a description of any previously incurred costs.

The applicant may further use this section to place the project into a broader investment context, including information on other infrastructure investments being pursued by the applicant or other entities in the transportation corridor, wildlife corridor, or habitat, including other conservation grant programs administered by other Federal, State, or local agencies.

An application may describe a project that contains more than one component and may describe components that may be carried out by parties other than the applicant. FHWA expects, and will impose requirements on fund recipients to ensure, that all components included in an application will be delivered as part of the WCPP Project, regardless of whether a component includes Federal funding. The status of each component should be clearly described. FHWA may award funds for a component instead of the larger project if that component: (1) independently meets all eligibility requirements described in Section C; (2) independently aligns well with the selection criteria specified in Section E.1; and (3) meets NEPA requirements with respect to independent utility. Independent utility means that the component will represent a transportation improvement that is usable and represents a reasonable expenditure of FHWA funds, even if no other improvements are made in the area and will be ready for intended use upon completion of that component's construction. All project components that are presented together in a single application must demonstrate a relationship or connection between one another. Applicants should be aware that, depending upon the relationship between project components and applicable Federal law, FHWA funding of only some project components may make other project components subject to Federal requirements as described in Section F.2.

FHWA strongly encourages applicants to identify in their applications the project components that have independent utility and separately detail costs and requested WCPP grant funding for those components. If the application identifies one or more independent project components, the application should clearly identify how each independent component addresses selection criteria and produces benefits on its own, in addition to describing how the full proposal, of which the independent component is a part, addresses the selection criteria in Section E.1.

As applicable to the specific type of project, the applicant should describe the project location, including a detailed geographical description of the proposed project (such as the latitude and longitude), a map of the project's location and connections to existing transportation infrastructure, and geospatial data describing the project location. Tribal applicants should

indicate whether their proposed project will be located on Tribal land. As indicated in Section C.3.b, the requirement that applicants consult with the State DOT in the State in which the applicant is located does not apply for Tribal applicants where the project is located on Tribal land.

The application should also identify whether the project is located in an urban or rural area per the definition for this program described in Section B.3 of this NOFO. If the project is located in an urban area, the applicant should identify the Adjusted Urban Area; and whether the project is located in one of four federally designated community development zones (Opportunity Zones, Empowerment Zones, Promise Zones, or Choice Neighborhoods). Information provided may be used for DOT's internal data tracking. [14]

This section of the application should further provide details about the lead applicant. Applicants should include information on their experience, qualifications, facilities, equipment, and administrative resources available to successfully execute a grant agreement with FHWA and obligate funds prior the applicable funding obligation deadline. Applicants should also include information on their ability to fulfill the responsibilities associated with managing a Federal grant award, including their ability to manage funds, maintain financial and administrative records, and fulfill reporting requirements. This section should describe the lead applicant's demonstrated experience with receipt and expenditure of Federal highway program funds under Title 23, U.S.C. or other Federal funding sources. FHWA will consider the degree of experience as part of the project readiness evaluation. If an application is rated highly under other criteria, but the applicant has no or limited experience with the receipt and expenditure of Federal highway program funds, FHWA may contact the applicant prior to final selection of awards to discuss technical resources that may be available to assist the applicant in obtaining the capacity and expertise to ensure compliance with all applicable Federal requirements and timely delivery of the project.

The WCPP funds may be provided by an Eligible Applicant to Eligible Partners, including an MPO; a unit of local government; a regional transportation authority; a special purpose district or public authority with a transportation function; an Indian Tribe; an FLMA; a foundation, nongovernmental organization, or institution of higher education; or a Federal, Tribal, regional, or State government entity. An Eligible Entity that enters into a partnership with an Eligible Partner must establish measures to verify that the Eligible Partner complies with the conditions of the WCPP in using WCPP funds (23 U.S.C. 171(f)(3)). FHWA will treat the relationship between an Eligible Entity and Eligible Partner the same as would exist between an Eligible Entity and subrecipient under 2 CFR 200.332. Regardless of whether a grant recipient forms a partnership or provides a subaward, the grant recipient remains responsible for compliance with program requirements, all applicable Federal, State, and local laws, and the terms and conditions of the grant agreement.

[14] Community development zones can be identified using the following Websites:
Opportunity Zones: https://opportunityzones.hud.gov;
Empowerment Zones: https://www.hud.gov/hudprograms/empowerment_zones;
Promise Zones: https://www.hud.gov/program_offices/field_policy_mgt/fieldpolicymgtpz;
Choice Neighborhoods: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/cn

The applicant should describe in detail the role of any expected Eligible Partner and all of the other public and private parties who are expected to be involved in delivering the project, including a specific description of the role of each entity in delivering the project and their experience with applicable wildlife crossing and aquatic organism passage guidelines or standards.

ii. Budget Narrative- Grant Funds, Sources, and Uses of all Project Funding

The application should include information regarding the project's budget that is sufficient for FHWA to evaluate the project's financial completeness. This is in addition to the submission of SF-424A (Budget Information for Non-Construction Programs) or SF-424C (Budget Information for Construction Programs), which are required forms separate from the project narrative in which the budget should be included. See Section E.1.c for more information on how FHWA will evaluate an applicant's financial completeness.

The applicant should describe the project's budget in detail and the plans for covering the full cost of the project from all sources (including the Federal share and non-Federal matching share). Project budgets should show how different funding sources will share in each activity and present those data in dollars and percentages. The budget should identify other Federal funds the applicant is applying for or has been awarded, if any, that the applicant intends to use. Funding sources should be grouped into three categories: (1) non-Federal; (2) current application WCPP Federal funding being requested; and (3) other Federal with specific amounts from each funding source.

If the project contains components, the budget should separate the costs of each project component. If the project will be completed in phases, the budget should separate the costs of each phase. The budget should be detailed enough to demonstrate that the project satisfies the WCPP statutory cost-sharing requirements described in Section C.2 and those associated with any additional category of Federal funding. The application should include information showing that the applicant has budgeted sufficient contingency amounts to cover unanticipated cost increases and plans to address potential cost overruns, as well as plans to fund future maintenance, operations, and preservation costs after proposed project completion, as applicable.

The project budget should identify all Federal funds to be used for future eligible costs of the project, including the requested WCPP grant amount, other Federal grants that have been awarded to the project or for which the project intends to apply in the future, and any Federal formula funds that have already been programmed for the project or are planned to be programmed for the project. For each category of Federal funds to be used for future eligible project costs, the project budget should indicate the amount, nature, and source of any required non-Federal match for those funds.

In addition to the information described above, this section should provide complete information on how all project funds may be used. For example, if a source of funds is available only after a condition is satisfied, the application should identify that condition and describe the applicant's control over whether it is satisfied. Similarly, if a source of funds is available for expenditure

only during a fixed period, the application should describe that restriction. The budget should clearly identify any expenses expected to be incurred between the applicant being selected for award, and obligation of WCPP funds because such expenses, except as authorized by DOT, are not eligible for reimbursement and may not be used toward the non-Federal match requirements. Complete information about project funds will ensure that FHWA's expectations for award execution align with any funding restrictions unrelated to FHWA, even if an award differs from the applicant's request.

If needed, FHWA may request additional budget information to clarify an application. FHWA encourages applicants to submit the most relevant and complete information they can provide.

iii. Project Merit Criteria

The applicant should describe how the proposal meets the Primary Merit Criteria listed in Section E.1.a. and the Secondary Merit Criteria listed in Section E.1.b. Applicants are encouraged to organize their Project Narrative to address each criterion in order with the applicable heading to assist evaluators in locating the relevant information.

iv. Project Readiness

The application should also include information that, when considered with the project budget information, is sufficient for DOT to evaluate whether the project is reasonably expected to be delivered in a timely manner.

To assist FHWA's project readiness assessment, the applicant should provide the information requested on technical feasibility, project schedule, project approvals, and project risks, each of which is described in greater detail in the following sections. Applicants are not required to follow the specific format described below, but this organization, which addresses each relevant aspect of project readiness, promotes a clear discussion that assists project evaluators.

Section E.1.c describes how FHWA will evaluate project readiness based on the information provided in the application. Applicants also should review that section before considering how to organize their application.

1. Technical Feasibility

As applicable, the applicant should demonstrate the technical feasibility of the project (e.g., conceptual or proposed, engineering or design studies, and activities); the development and/or application of design criteria and/or a basis of design; the basis for the cost estimate presented in the application, including the identification of contingency levels appropriate to its level of design; and any scope, schedule, and budget risk-mitigation measures. Applicants should include a detailed statement of work or technical and management plan that focuses on any applicable technical and engineering aspects of the project and describes in detail the project to be completed.

The applicant must demonstrate compliance with Title VI/Civil Rights requirements, to ensure that no person is excluded from participation, denied benefits, or otherwise subjected to discrimination under any program or activity, based on race, color, national origin, sex, age, or disability.

Prior to submission, applicants may obtain guidance from:

- An agency in the State with jurisdiction over fish and wildlife to ensure accurate, current, and reliable data and understand the State agency's priorities with respect to habitat connectivity;
- A Federal Agency with jurisdiction for the protection of species and habitat;
- The State DOT or other State agency responsible for maintaining trend analysis and statistics on WVCs;
- The State DOT responsible for updating the State Freight Plan that includes strategies and goals to decrease the impacts of freight movement on wildlife habitat loss;
- Institutions of higher education regarding landscape ecology, and current data;
- Experts in landscape ecology and habitat connectivity;
- FHWA data on proven safety countermeasures;
- FHWA reports such as Wildlife-Vehicle Collision Reduction Study: Report To Congress (2008), Wildlife Crossing Structure Handbook Design and Evaluation in North America (2011), and Wildlife Vehicle Collision Reduction and Habitat Connectivity Pooled Fund Study (2022); and
- Other authoritative sources.

2. Project Schedule

The applicant should include a detailed project schedule that identifies all major project milestones for their type of project. Examples of such milestones may include State and local planning approvals (programming on the Statewide Transportation Improvement Program (STIP)); start and completion of the NEPA and other Federal environmental reviews and approvals, including permitting, design completion, right-of-way acquisition, approval of plans, specifications, and estimates; procurement; State and local approvals; project partnership and implementation agreements, including agreements with railroads; and construction. The project schedule should be sufficiently detailed to demonstrate that milestones will occur in a timely manner to meet obligation deadlines per Section B.6. The schedule should, for example, demonstrate:

- All necessary activities will be complete to allow WCPP funds to be obligated and expended in a timely manner consistent with the proposed project schedule and that any unexpected delays will not put the funds at risk of expiring before they are obligated; and

- All real property and right-of-way acquisition necessary for the project will be completed in a timely manner in accordance with 49 CFR 24, 23 CFR 710, and other applicable legal requirements or a statement that no acquisition is necessary. A plan for securing any required right-of-way agreements should be included. If applicable, this section should describe a right-of-way acquisition plan that minimally disrupts communities and maintains community cohesion.

3. Required Approvals

i. Environmental Permits and Reviews

The application should provide documentation of receipt (or the schedule for anticipated receipt) of all environmental approvals and permits necessary for the project to meet the project delivery timeline specified in the project schedule and necessary to meet obligation deadlines per Section B.6, including satisfaction of all Federal, State, and local requirements and completion of the NEPA process. Specifically, in this section the applicant may elaborate on the NEPA evaluation process. If the final agency action with respect to NEPA occurred more than 3 years before the application date, the applicant should describe a proposed approach for updating this material in accordance with applicable NEPA reconsideration requirements. This section should also provide:

- Any information on reviews, approvals, and permits by other Federal and State agencies. An application should indicate whether the proposed project requires reviews or approval actions by other agencies, indicate the status of such actions, and provide detailed information about the status of those reviews or approvals and should demonstrate compliance with any other applicable Federal, State, or local requirements, and when such approvals are expected. Applicants should provide a Website link or other reference to copies of any reviews, approvals, and permits prepared.
- Environmental studies or other documents—preferably through a Website link—that describe in detail known project impacts, and possible mitigation for those impacts.
- A description of discussions with FHWA regarding the project's compliance with NEPA and other applicable Federal environmental reviews and approvals.
- A description of public engagement about the project that has or will occur, including details on the degree to which public comments and commitments have been integrated into project development and design, as well as of any future public engagement which is planned.

ii. State and Local Approvals

The applicant should demonstrate receipt (or the schedule for anticipated receipt) of State and local approvals required for the project, such as State and local environmental and planning approvals, and STIP or Transportation Improvement Program (TIP) funding. Additional support from relevant State and local officials is not required; however, an applicant should demonstrate that the project has broad public support.

MPOs, units of local government, regional transportation authorities, special purpose districts, or public authorities with a transportation function, and Tribes with projects not located on Tribal lands are required to consult with the State DOT in which applicant is located (23 U.S.C 171(d)(2)). Therefore, those applicants must demonstrate consultation with the State DOT in their application to be eligible to receive an award.

State DOTs are required to administer WCPP grants for MPOs, units of local government, regional transportation authorities, special purpose districts, or public authorities with a transportation function for that State in which the project is to be carried out (23 U.S.C. 171 (f)(2)(A)(ii)). Therefore, those applicants should demonstrate agreement from the State DOT to administer the grant and include documentation of any necessary State DOT approvals and oversight requirements in their application. The existence and documentation of such an agreement at the time of application is not required in order to be eligible to receive an award; however, FHWA will take this information into consideration when evaluating project readiness. All applicants should have such an agreement in place before the obligation of funding.

iii. Federal Transportation Requirements Affecting State and Local Planning

The planning requirements applicable to the Federal-aid highway program apply to all WCPP projects.[15] Applicants should demonstrate that a project that is required to be included in the relevant State, metropolitan, and local planning documents has been or will be included in such documents. If the project is not included in a relevant planning document at the time the application is submitted, the applicant should submit a statement from the appropriate planning agency that actions are underway to include the project in the relevant planning document. Applicants should provide links or other documentation supporting this consideration.

Because projects have different schedules, the construction start date for a construction grant will be specified in the grant agreement signed by FHWA and the grant recipient, will be based on critical path items that the applicant identifies in the application, and will be consistent with relevant State and local plans.

iv. Assessment of Project Risks and Mitigation Strategies

Project risks, such as procurement delays, environmental uncertainties, increases in real estate acquisition costs, uncommitted local match, pushback from stakeholders or impacted communities, or lack of legislative approval, affect the likelihood of successful project start, timely obligation, and completion. The applicant should identify all material risks to the project and the strategies that the lead applicant and any project partners have undertaken or will undertake to mitigate those risks.[16] The applicant should assess the greatest risks to the project and identify how the project parties will mitigate those risks.

---

[15] In accordance with 23 U.S.C. 134 and 135, all projects requiring an action by FHWA must be in the applicable planning and programming documents (e.g., metropolitan transportation plan, TIP, and STIP). Further, in air quality non-attainment and maintenance areas, all regionally significant projects, regardless of the funding source, must be included in the conforming metropolitan transportation plan and TIP. Inclusion in the STIP is required under certain circumstances. To the extent a project is required to be on a metropolitan transportation plan, TIP, and/or STIP, it will not receive a grant until it is included in such plans. Projects not currently included in these plans can be amended by the State and MPO. Projects that are not required to be in long range transportation plans, STIPs, and TIPs will not need to be included in such plans to receive a grant.

[16] FHWA considers an applicant's lack of experience with receipt and expenditure of Federal highway funds under Title 23, U.S.C. a material risk.

To the extent they are unfamiliar with the Federal-aid highway program, applicants should contact the FHWA Division Office in their State as found at Field Offices Federal Highway Administration (dot.gov) for information on what steps are prerequisite to the obligation of Federal funds to ensure that their project schedule is reasonable and that there are no risks of delays in satisfying Federal requirements. Indian Tribes should contact the Office of Tribal Transportation, and FLMAs should contact the Office of Federal Lands Highway for additional information specific to those processes.

v. Selection Considerations

The applicant should include a section to describe how the application aligns with and advances the Selection Considerations listed in Section E.1.d such as safety, climate change and sustainability, equity, and workforce development, job quality, and wealth creation. This information will be considered as provided in the selection process described in Section E.2.

3. Unique Entity Identifier (UEI) and System for Award (SAM)

Applicants must follow the instructions on grants.gov to successfully use the Website to apply. Use of grants.gov may entail the following steps for those setting up new accounts or first-time users:

1) Register with SAM at www.SAM.gov
2) Obtain a valid UEI;
3) Create a grants.gov account; and
4) Respond to the registration email sent to the E-Business POC from grants.gov , and log in at grants.gov to authorize the Applicant as the Authorized Organization Representative (AOR). Please note that there can be more than one AOR for an organization.

For grants.gov training resources, including video tutorials, refer to: Home | GRANTS.GOV. For assistance with grants.gov registration and application submittal, refer to the Grants.gov Support Center: Support | GRANTS.GOV.

Applicants are required to use a UEI issued during the SAM.gov registration process to do business with DOT.

Each applicant is required to:

a. Be registered in SAM before submitting their application;
b. Provide a valid UEI in their application; and
c. Continue to maintain an active SAM registration with current information at all times during which the applicant has an active Federal award or an application or plan under consideration by a Federal awarding agency.

Please see https://grants.gov/applicants/applicant-registration/ for more information on the SAM.gov registration process.

FHWA may not make a Federal award to an applicant until the applicant has complied with all applicable UEI and SAM requirements. If an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

NOTE TO APPLICANTS: **SAM.gov requires the registrant to provide a UEI number to complete the registration. These processes can take several weeks to complete so should be started well before the applicable application deadline.**

4. Submission Dates and Times

This NOFO announces two application periods. For the combined FY 2024 and FY 2025 application period, where FHWA intends to award up to $145 million in FY 2024 and FY 2025 funds and $2,269,418 in unawarded FY 2023 funds, the application period will begin on June 6, 2024 and applications must be submitted electronically through grants.gov no later than 11:59 p.m., Eastern Time, on September 4, 2024.

The Grants.gov "Apply" function will close on September 5, 2024, and will reopen on May 1, 2025, to allow for the submission of applications for the FY 2026 application period. For the FY 2026 application period, where FHWA intends to award up to $80 million in FY 2026 funds, applications must be submitted electronically through grants.gov starting on May 1, 2025, and no later than 11:59 p.m., Eastern Time, on August 1, 2025.

Applications will not be carried over from the FY 2024 and FY 2025 application period to the FY 2026 application period, and interested applicants will need to resubmit applications for the FY 2026 application period.

The applicable application deadline (September 4, 2024, at 11:59 p.m. Eastern Time for the FY 2024 and FY 2025 application period; and August 1, 2025, at 11:59 p.m. Eastern Time for the FY 2026 application period) is the date and time by which the full and completed application, including all required sections, has been successfully uploaded into grants.gov.

FHWA will additionally announce the FY 2026 application period on the program Webpage: https://highways.dot.gov/federal-lands/programs/wildlife-crossings.

Applicants are encouraged to submit applications as soon as possible once the applicable application period begins; however, applications will not be evaluated, and awards will not be made, until after the application deadline. A late application will not be reviewed or considered unless the Government determines that doing so is in FHWA's best interest. FHWA will not consider late applications that are the result of failure to register or comply with grants.gov applicant requirements in a timely manner. If Applicants are unable to use the system due to verifiable technical difficulties, applicants must follow the instructions listed in Section D.7.e below.

5. Intergovernmental Review

An application under this NOFO is not subject to the State review under E.O. 12372.

6. Funding Restrictions

a. Unless authorized by FHWA in writing after FHWA's announcement of WCPP awards, any costs incurred prior to FHWA's obligation of funds for a project ("pre-award costs") are ineligible for reimbursement per 2 CFR 200.458.

b. Grant funds may not be used to support or oppose union organizing, whether directly or as an offset for other funds.

7. Other Submission Requirements

a. Scalable Project Options

Applicants are encouraged to identify scaled funding options in case insufficient funding is available to fund an application at the full requested amount. If an applicant advises that a project is scalable, the applicant must provide an appropriate minimum funding amount that will fund an eligible project that achieves the objectives of the program and meets all relevant program requirements. The applicant must provide a clear explanation of how the project budget would be affected by a reduced award. FHWA may award a lesser amount whether a scalable option is provided.

b. Submission Location

Applications must be submitted to grants.gov.

c. File Types and Size

Applicants should submit documents in .docx or pdf format.

For the submitted application package, FHWA suggests that pictures, graphics, and other large files be reduced in number and quality to keep the size of the files of the application manageable and in line with the grants.gov maximum size of 200 megabytes for the entire grant application package.

d. Consideration of Applications

Only eligible applicants who comply with all submission deadlines described in this notice and electronically submit a valid and complete applications through grants.gov will be considered for award. Applicants are strongly encouraged to make submissions in advance of the deadline.

e. Incomplete Applications

FHWA may, but is not required to, request additional information, to allow an application to confirm, correct, or complete missing information in the project application.

f. Late Applications

Applicants experiencing technical issues with grants.gov that are beyond the applicant's control must contact WildlifeCrossings@dot.gov prior to the applicable application deadline with the username of the registrant and details of the technical issue experienced. The applicant must provide:

1) Details of the technical issue experienced;
2) Screen capture(s) of the technical issues experienced along with corresponding grants.gov "Grant tracking number;"
3) The "Legal Business Name" for the applicant that was provided in the SF-424;
4) The POC name submitted in the SF-424;
5) The UEI associated with the application; and
6) The grants.gov Help Desk Tracking Number.

To ensure a fair competition of limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to complete the registration process before the deadline; (2) failure to follow grants.gov instructions on how to register and apply as posted on its Website; (3) failure to follow all instructions in this NOFO; and (4) technical issues experienced with the applicant's computer or information technology environment.

After FHWA reviews all information submitted and contact the grants.gov Help Desk to validate reported technical issues, FHWA staff will contact late applicants to approve or deny a request to submit a late application through grants.gov. FHWA will not accept appeals of FHWA's decision to approve or deny a request for a late application. If the reported technical issues cannot be validated, late applications will be rejected as untimely.

g. Compliance with Section 508 of the Rehabilitation Act of 1973

DOT and FHWA encourage applicants to submit documents that are compliant with Section 508 of the Rehabilitation Act of 1973. Section 508 guidelines are available at https://www.access-board.gov/ict/.

SECTION E - APPLICATION REVIEW INFORMATION

FHWA will award WCPP funds based on project selection criteria, and the application review process as described in this Section E. Section E.1 describes the project selection criteria. The criteria incorporate the primary and secondary statutory considerations listed in 23 U.S.C. 171(e).

FHWA will rate applications independently against the project selection criteria based on the data and information provided in the application. There is no preference for applications or applicants who have previously applied or been selected for the WCPP.

Each project selection criteria lists the criterion-specific considerations that FHWA will use to assign ratings of *Strong Alignment*, *Alignment*, or *No Alignment* for each criterion. Section E.2 describes the application review using these ratings and selection process including the different FHWA teams and levels of review. FHWA will first review an application using the Primary Merit Criteria described in Section E.1.a. As described further in Section E.2, FHWA will then review applications rated *Strongly Recommended* or *Recommended* in the Primary Merit Criteria using the Secondary Merit Criteria described in Section E.1.b. Following that, FHWA will then review remaining applications rated *Strongly Recommended* or *Recommended* in the Secondary Merit Criteria through a Project Readiness review as described in Section E.1.c.

1. Criteria

a. Primary Merit Criteria

Pursuant to 23 U.S.C. 171(e)(1) and to further the purpose of this program, there are two primary merit criteria. Each of the primary merit criteria are of equal importance.

Criterion # 1.1: Reduction of Wildlife Vehicle Collisions. FHWA will assess the extent to which the proposed project is likely to protect motorists and wildlife by reducing the number of WVCs.

The application should include the following information where it is available and relevant to the proposed project: (1) the current and projected WVC problem in the proposed project area; and the severity, impacts, and costs of those WVCs; (2) type and configuration of any transportation facility on the landscape within the proposed project area, relevant existing and projected traffic analyses of the relevant area, existing and projected WVC data (including road departures) for the project area, effectiveness of any deployed WVC mitigation measures within the project area, and planned transportation projects that may affect species within the project area; (3) species involved in WVCs within the proposed project area, travel (migratory or movement) corridors that may contribute to WVCs within the proposed project area, roadside habitats and connected habitat corridors of species involved in WVCs within the proposed project area, and other contributing factors that may lead to WVCs as a result of existing conditions within the proposed project area; (4) the specific actions that the project will take to improve safety by reducing WVCs, and; (5) the magnitude of and timeframe for the expected reduction in the number of WVCs as a result of the project, expected improvements to safety of motorists and wildlife based

on the proposed project, and a description of the long term maintenance needs for any constructed infrastructure.

In describing how the proposed project will address safety by reducing WVCs, applicants should provide sufficient project details such as descriptions of fencing or other features to demonstrate that WVCs will be reduced.

In providing information responsive to (1) through (5) above, applicants should include supporting information such as anecdotal knowledge; Tribal, State, or regional plans (e.g., transportation safety plans); data; modeling; or graphics to support conclusions.

In evaluating the extent to which the information provided demonstrates that the project will improve safety by reducing WVCs, FHWA will consider the context and intensity of harm to motorists and wildlife, and the degree to which the project mitigates or removes those harms by reducing WVCs.

> *Strong Alignment*: The application demonstrates that the project will significantly improve safety by reducing WVCs.
>
> *Alignment*: The application demonstrates that the project will moderately improve safety by reducing WVCs.
>
> *No Alignment*: The application does not demonstrate or poorly demonstrates improving safety by reducing WVCs.

Criterion #1.2: Improvement of Terrestrial and Aquatic Habitat Connectivity. FHWA will assess the extent to which the proposed project is likely to improve terrestrial and aquatic habitat connectivity.

The application should include the following information where it is available and relevant to the proposed project: (1) the current and projected terrestrial or aquatic habitat connectivity problem within the proposed project area; (2) the specific species population(s) that will benefit from improved habitat connectivity caused by the project; (3) the ranges, and travel corridors of such species population(s); (4) surrounding land use of the proposed project area, including any crucial habitat[17] or protected land status and connectivity to the larger landscape; (5) the impact to relevant wildlife movement from transportation and other landscape features within the proposed project area; (6) the specific actions that the project will take to improve habitat connectivity, and; (7) the potential benefit of the proposed project regarding habitat connectivity for terrestrial and aquatic species. If there is a potential for construction of the proposed project to increase human- wildlife interaction, the applicant should explain how the project and increased interactions will not conflict with the goal of improving habitat connectivity.

[17] Crucial habitats are places containing the resources, including food, water, cover, shelter, and wildlife corridors that contribute to survival and reproduction of wildlife, are necessary to prevent unacceptable declines, or facilitate future recovery of wildlife populations.

In providing information responsive to (1) through (7) above, applicants should include supporting information such as anecdotal knowledge; Tribal, State, or regional plans (e.g., transportation and wildlife corridor plans, or State Wildlife Action Plans); surveys; data; modeling; or graphics to support conclusions.

Applicants should provide sufficient project details that demonstrate how the proposed project will improve habitat connectivity, such as fencing lengths and spacing of new and existing crossings.

In evaluating the extent to which the information provided demonstrates that the project will improve habitat connectivity, FHWA will consider the context and degree of the impact of current habitat barriers, and the degree to which the project improves connectivity by removing or reducing those barriers and providing connectivity.

> *Strong Alignment*: The application demonstrates how the project will significantly improve wildlife habitat connectivity for terrestrial or aquatic species.
>
> *Alignment*: The application demonstrates how the project will moderately improve wildlife habitat connectivity for terrestrial or aquatic species.
>
> *No alignment*: The application does not demonstrate or poorly demonstrates an improvement to wildlife habitat connectivity for terrestrial and aquatic species.

b. Secondary Merit Criteria

Pursuant to 23 U.S.C. 171(e)(2) and to further the purpose of this program, there are six secondary merit criteria. Secondary merit criteria will only be evaluated for applications with either *Strong Alignment* or *Alignment* in both Primary Merit Criterion #1.1 and #1.2.

As described further in Section E.2, it is not necessary for applicants to receive a *Strong Alignment* or *Alignment* rating for all Secondary Merit Criteria in order to receive a WCPP grant.

Criterion #2.1: Leveraging Investments. FHWA will assess the extent to which the proposed project is expected to leverage Federal investment by encouraging future non-Federal contributions[18] to the project, including projects from public-private partnerships. Expended contributions will not be considered for this criterion.

The application should include relevant information on (1) the extent to which the proposed project is supported by contributions, other than funds received under the program, to advance, implement, construct, maintain, or operate the completed deliverable; and (2) the source(s) of the other dedicated non-Federal contributions, including documentation of their current and long-term availability.

[18] Non-Federal contributions include Federal funding that qualifies as a non-Federal match for this program. For more information on such funding, see Section B.2.

Strong Alignment: The application documents substantial, dedicated non-Federal contributions above what is required for non-Federal share.

Alignment: The application documents dedicated non-Federal contributions.

No Alignment: The application does not document or poorly documents the inclusion of dedicated non-Federal contributions.

Criterion #2.2: Economic Development and Visitation Opportunities. FHWA will assess the extent to which the proposed project is expected to support local economic development and improve visitation opportunities.

The application should include relevant information on how the proposed project will equitably support or enable local economic development and improve visitation opportunities in the local area of the proposed project. Projects may demonstrate that they support or enable local economic development by, for example, demonstrating how the project will directly or indirectly create good-paying jobs or improve the passage of freight through the project area. Projects may demonstrate that they improve visitation opportunities by, for example, demonstrating how the project will attract visitors to wildlife viewing, hunting, or fishing opportunities.

Strong Alignment: The application describes how the project will support the local economy and improve visitation opportunities.

Alignment: The application describes how the project will either support the local economy or improve visitation opportunities.

No Alignment: The application does not demonstrate or poorly demonstrates support of the local economy or improvement of visitation opportunities.

Criterion #2.3: Innovation. FHWA will assess the extent to which the proposed project will incorporate innovative technologies, including advanced design techniques and other strategies to enhance efficiency and effectiveness in reducing WVCs and improving habitat connectivity for terrestrial or aquatic species.

The application should include relevant information on how and the extent to which the proposed project will utilize new technologies and innovations to (1) enhance the efficiency and effectiveness of the project in reducing WVCs; and (2) enhance the efficiency and effectiveness of the project in improving habitat connectivity for terrestrial and aquatic species.

Strong Alignment: The application describes how the proposed project will employ at least one new technology or innovation that is expected to substantially enhance the project's efficiency and effectiveness in reducing WVCs or improving habitat connectivity for terrestrial or aquatic species.

Alignment: The application describes how the proposed project will employ at least one new technology or innovation that is expected to enhance the project's efficiency and

effectiveness in reducing WVCs or improving habitat connectivity for terrestrial or aquatic species.

No Alignment: The application does not demonstrate or poorly demonstrates incorporation and application of new or innovative technologies that are expected to enhance the proposed project's efficiency and effectiveness in reducing WVCs and improving habitat connectivity for terrestrial or aquatic species.

Criterion #2.4: Education and Outreach. FHWA will assess the extent to which the proposed project will provide educational and outreach opportunities.

The application should include relevant information on how the proposed project will equitably provide outreach and educate the public on (1) the impacts of WVCs to motorist safety, wildlife injury and mortality, and habitat connectivity; (2) best practices and innovations to incorporate safety and habitat connectivity into transportation design; (3) the impacts of the project to improving motorist safety and habitat connectivity; and (4) best practices, innovations, and individual efforts the public can take to reduce WVCs, protect motorists and wildlife, and improve habitat connectivity. In responding to (1) through (4) above, applicants should include supporting information such as any outreach or education plans.

In evaluating the effectiveness of outreach, FHWA will consider the extent and level of active engagement of educational and outreach opportunities.

Strong Alignment: The application describes how the proposed project will effectively and equitably engage and educate the public on WVCs, motorist safety, or habitat connectivity.

Alignment: The application describes the proposed project's plan to engage the public on WVCs, motorist safety, or habitat connectivity.

No Alignment: The application does not demonstrate or poorly demonstrates a plan for public engagement on WVCs, motorist safety, or habitat connectivity.

Criterion #2.5: Monitoring and Research. FHWA will assess the extent to which the proposed project will include monitoring and research to allow FHWA or others to evaluate, compare effectiveness of, and identify best practices in selected projects.

The application should include relevant information on how the proposed project will: (1) identify historical trends and baseline conditions for the area to be affected by the project; (2) establish methodologies, criteria, and metrics for monitoring the area to be affected by the project, including the timeframes for monitoring; (3) record and track relevant data including locations of WVCs, the location of wildlife, the total reduction in WVCs, and improvement of habitat connectivity; (4) evaluate the effectiveness of the project; (5) identify best practices; and (6) make data, results, information, or reports available. See Section F.2.b for data collection and monitoring requirements and information on allowable costs for such activities.

In evaluating the effectiveness of the monitoring and research plan, FHWA will consider the robustness of protocols, extent of monitoring, and the applicant's stated plan to assess project effectiveness and identify best practices.

> *Strong Alignment:* The application demonstrates that the proposed project includes an effective plan to monitor, evaluate, and report on WVCs or habitat connectivity.
>
> *Alignment*: The application demonstrates that the project includes data collection and monitoring efforts for WVCs or habitat connectivity.
>
> *No Alignment:* The application does not demonstrate or poorly demonstrates data collection or monitoring efforts for WVCs or habitat connectivity.

Criterion #2.6: Survival of Species. Pursuant to 23 U.S.C. 171(a)(4) and 23 U.S.C. 171(e)(2)(F), FHWA will assess the extent to which the proposed project is expected to benefit birds, fish, reptiles, mammals, and amphibians that are federally Threatened or Endangered Species and species that are Proposed or Candidates for listing.[19]

The application should indicate if species that benefit from the proposed project are federally Threatened or Endangered Species, or Proposed or Candidate for listing, and information on how those species are expected to benefit from the project.

In evaluating the directness of the benefit to these species, FHWA will consider the suitability of project features for the species, and the species' mobility, movement patterns, and habitat relative to the project area.

> *Strong Alignment*: The application demonstrates that the proposed project is expected to directly benefit one or more federally-listed Threatened or Endangered Species or Proposed or Candidate for listing.
>
> *Alignment*: The application demonstrates that the proposed project is expected to indirectly benefit or may provide direct benefits in the future for one or more federally-listed Threatened or Endangered Species, Proposed or Candidate for listing species.
>
> *No Alignment*: The application does not demonstrate or poorly demonstrates a benefit to any Threatened and Endangered, Proposed or Candidate species for listing.

c. Project Readiness

FHWA will consider project readiness to assess the likelihood of a successful project. In the project readiness analysis, FHWA will consider three components: Technical Assessment, Environmental Review and Permitting Risk, and Financial Completeness. The evaluation of these components will be based on information contained within the application. See Section D for information on what to include in the application. The application should contain a section

[19] See Section 4 of the Endangered Species Act (16 U.S.C. 1533; see 50 CFR 17.11).

that explicitly addresses Environmental Review and Permitting Risk (described in Section D.2.c.iv.3).

In addition, applicants that are required to consult with the State DOT per Section C.3.b or have the State DOT administer their grant per Section B.5, must include a section that explicitly addresses that consultation and should include a section that addresses coordination with the State DOT to administer the grant. Otherwise, the Technical Assessment and Financial Completeness Assessment will be based on information contained throughout the application.

Project readiness will only be evaluated for applications that are *Strongly Recommended* or *Recommended* in both Primary and Secondary Merit Criteria, as further detailed in Section E.2.

Technical Assessment. The Technical Assessment will assess the applicant's capacity to successfully deliver the project in a technically sound manner and in compliance with applicable Federal, State, and local requirements based on factors including, but not limited to, the recipient's experience working with Federal Agencies, civil rights compliance (including compliance with Title VI of the Civil Rights Act of 1964 and accompanying FHWA regulations, the Americans with Disability Act, and Section 504 of the Rehabilitation Act), previous experience with DOT or FHWA discretionary grant awards, the technical experience and resources dedicated to the project, and the ability for applicants to maintain the project in accordance with Federal law. This assessment will result in a rating of "certain," "somewhat certain," or "uncertain." Lack of previous project delivery in accordance with Federal requirements will not by itself result in a rating of "uncertain," but may result in a rating of "somewhat certain."

In order to ensure successful and timely project delivery, MPOs, units of local government, regional transportation authorities, special purpose districts, or public authorities with a transportation function should include information on their support from the State DOT in the State where the project is located indicating that the State DOT will administer a WCPP grant for the subject project pursuant to 23 U.S.C. 171(f)(2)(A)(ii). Selected applicants will need an agreement with the State DOT prior to FHWA obligating funds to the State DOT as a pass-through entity. While applicants do not need this agreement prior to submitting an application, FHWA recommends that applicants include information on support from their State DOT. FHWA will not be able to authorize a project where the application does not demonstrate an agreement with the State DOT to administer the project, where applicable, and may consider applications requiring State DOT agreement but lacking indication of State DOT support as possessing less certainty during the Technical Assessment.

Environmental Review and Permitting Risk. The FHWA will assess the project's environmental approvals and likelihood of the necessary approvals affecting timely project obligation and completion, which will result in a rating of "low risk," "moderate risk," or "high risk." See Section B.6 for obligation deadlines and requirements.

Applicants should provide the information described in Section D.2.c.iv.3, which FHWA will use to assess (1) the extent the proposal describes the environmental review and permitting process for the proposed project, including a realistic timeline, key milestones to be achieved,

and the status of permitting and environmental compliance; (2) the status of NEPA and other necessary reviews or approvals, and whether the applicant has secured necessary Federal, State, and local permits or approvals, or how the proposed project will timely complete the environmental review and permitting process; and (3) components of the project that could prevent the project from obtaining needed environmental approvals or significantly extend the time for approvals and project completion, and any proposed response plan.

Financial Completeness. FHWA will review the availability of matching funds and whether the application presents a complete funding package, and will receive a rating of "complete," "partially complete," or "incomplete."

The Project Readiness Ratings will be evaluated using the table below:

Rating	**1**	**2**	**3**
Technical Assessment	*Uncertain*: The team is not confident in the applicant's capacity and capability to deliver this project in a technically sound manner that satisfies applicable Federal, State, local, and program requirements.	*Somewhat Certain*: The team is moderately confident in the applicant's capacity and capability to deliver the project in a technically sound manner that satisfies applicable Federal, State, local, and program requirements. The project may need additional assurances, oversight, or resources.	*Certain*: The team is confident in the applicant's capacity and capability to deliver the project in a technically sound manner that satisfies applicable Federal, State, local, and program requirements.

Rating	1	2	3
Environmental Review and Permitting Risk	*High Risk*: There are known environmental concerns associated with the project that would preclude timely implementation. The project may not have completed or begun NEPA or there are known environmental, or litigation concerns associated with the project.	*Moderate Risk*: There are potential environmental review, or permitting concerns, but these can likely be addressed without significant delays. The project may not have completed NEPA or secured necessary Federal permits, and it is uncertain whether they will be able to do so in the time necessary to meet the project schedule.	*Low Risk*: The project does not have or has already completed the NEPA process and other environmental reviews, or it is highly likely that they will be able to complete the NEPA process and other environmental reviews in the time necessary to meet requirements and their project schedule.
Financial Completeness	*Incomplete*: The project lacks definite funding from other Federal or non-Federal sources and sound fiscal management approaches.	*Partially Complete*: Project funding appears stable and highly likely to be available in time to meet the project's schedule.	*Complete*: The project's funding from other Federal and non-Federal sources is fully committed and there is demonstrated funding available to cover contingencies and cost increases.

The Project Readiness Ratings will then be translated to a high, medium, or low overall rating, using the table below:

Project Readiness Rating	Description
High	All 3s OR two 3s and one 2
Medium	One 3 and two 2s OR all 2s
Low	Any 1s

d. Selection Considerations

After completing the merit review, among projects of similar merit, DOT may prioritize projects that advance the Departmental priorities of safety, equity, climate and sustainability, and workforce development, job quality, and wealth creation as described in the DOT Strategic Plan, DOT Research, Development and Technology Strategic Plan, and in executive orders.

i. Safety

DOT and FHWA are committed to advancing safe, efficient transportation, including in the WCPP. As part of FHWA's commitment to safety, FHWA seeks to fund projects that provide substantial safety benefits and advance safe, efficient transportation under the WCPP. The National Roadway Safety Strategy (NRSS), issued January 27, 2022, commits DOT to respond to the current crisis in roadway fatalities by "taking substantial, comprehensive action to significantly reduce serious and fatal injuries on the Nation's roadways," in pursuit of the goal of achieving zero roadway deaths and serious injuries through a Safe System Approach which focuses on five key objectives: safer people, safer roads, safer vehicles, safer speeds, and post-crash care.

FHWA will prioritize projects that demonstrate the extent to which the project will improve the overall safety of the traveling public, mitigate any significant safety risks that could result after the project completion, does not negatively impact the safety of the traveling public, and any relevant group applicable to the program, and align with the NRSS. FHWA will consider the benefits of reduced public burden and economic drain caused by WVCs, such as loss of income, medical costs, costs of replacing property damage, and decline in productively and quality of life.

ii. Climate Change and Sustainability

FHWA will prioritize projects for which reducing greenhouse gas (GHG) emissions and improving climate resilience are a primary project purpose. Applicants are encouraged to use the DOT Navigator Climate checklist in responding to this selection consideration. Applications that align with this selection consideration will be those that use data-driven and evidence-based methods to demonstrate that the project will significantly reduce GHG emissions in the transportation sector; and incorporate evidence-based climate resilience measures or features that advances objectives in the National Climate Resilience Framework.

iii. Equity

FHWA will also prioritize projects that will create positive outcomes that will reduce, mitigate, or reverse how a community is experiencing disadvantage through increasing affordable transportation options, improving health or safety, reducing pollution, connecting Americans to good-paying jobs, fighting climate change, and/or improving access to nature, resources, transportation or mobility, and quality of life. Applicants are strongly encouraged to use the USDOT Equitable Transportation Community (ETC) Explorer (arcgis.com) to understand how their project area is experiencing disadvantage in any of five areas that transportation projects with a direct relationship. FHWA will

prioritize investments while mitigating economic displacement economically susceptible residents and businesses. Some examples include the preservation and/or production of affordable housing; expanding affordable, safe transportation and mobility optionsto areaswhere good jobs are concentrated; and supporting entrepreneurship, smallbusiness growth, tourismand access to capitalthrough local hiring. FHWA also will prioritize investments where the applicant will engage the public, including disadvantaged communities, during all phases of the project, including planning, design, construction, and implementation.Three Major Components of DOT's Justice40 Initiative | US Departmentof Transportation.

iv. Workforce Development, Job Quality, and Wealth Creation

FHWA will prioritize projects that demonstrate the extent to which the project will support the creation of good-paying jobs with the free and fair choice to join a union including through the use of a project labor agreement, promote investments in high-quality workforce development programs with supportive services to help train, place, and retain people in good-paying jobs or registered apprenticeships. These programs should have a focus on women, people of color, and others that are underrepresented in infrastructure jobs (people with disabilities, people with convictions, etc.), and adopt local and economic hiring preferences for the project workforce or include other changes to hiring policies and workplace cultures to promote the entry and retention of underrepresented populations. DOT and FHWA also will prioritize projects that use the WCPP to support wealth creation, consistent with DOT Equity Action Plan, through the inclusion of local inclusive economic development and entrepreneurship considerations, such as the utilization of Disadvantaged Business Enterprises, Minority-owned Businesses, Women-owned Businesses, or 8(a) firms.

2. Review and Selection Process

The WCPP grant application review and selection process consists of an intake and eligibility review, a technical review, a senior-level review, and selection of projects to award grants by the FHWA Administrator. All teams and evaluators will be composed of DOT staff.

a. Intake and Eligibility Review

For each application received, the Technical Evaluation Team will conduct an application intake and eligibility review based on the statutory eligibility requirements in Section C. The eligibility review will assess whether the applicant is an Eligible Entity, meets cost share requirements, submitted an Eligible Project, and has completed the required consultation with the State in which the Eligible Entity is located, if applicable. FHWA will also review whether the applicant submitted all required documents, as specified in Section D.2.a. Only applications from eligible entities that submit a complete application in conformance with the instructions in this NOFO will be further evaluated against the project selection criteria in Section E.1 that occurs in the Technical Review phase. Applications that are not eligible will be given a rating of *Not Eligible* and will not be evaluated further.

b. Technical Review

For eligible projects that advance to the Technical Review phase, the Technical Evaluation Team will consider whether the application is responsive to the project selection criteria in Sections E.1.a. and E.1.b. Each application will receive a rating of *Strong Alignment*, *Alignment*, or *No Alignment* for both Primary Merit Selection Criterion. Based on these ratings, applications will be rated as *Strongly Recommended*, *Recommended*, or *Not Recommended* for the Primary Merit Selection Criteria category. Applications that are rated as *Not Recommended* for the Primary Merit Selection Criteria will not be evaluated further and will not receive funding under this application cycle.

All applications that are rated *Strongly Recommended* or *Recommended* for the Primary Merit Selection Criteria will be evaluated under the Secondary Merit Selection Criteria described in Section E.1.b. For each of the six Secondary Merit Selection Criteria, applications will be rated as *Strong Alignment*, *Alignment*, or *No Alignment.* Following the rating of each criterion, applications will receive a rating of *Strongly Recommended*, *Recommended*, or *Not Recommended* for the Secondary Merit Selection Criteria category.

i. Primary Merit Criteria

The Technical Evaluation Team will evaluate all eligible applications for their alignment with the two Primary Merit Criteria in Section E.1.a.

> *Strongly Recommended* applications have (1) *Strong Alignment* with both Primary Merit Criteria; or (2) *Strong Alignment* with one Primary Merit Criteria and *Alignment* with the other Primary Merit Criteria.
>
> *Recommended* applications have *Alignment* with both Primary Merit Criteria.
>
> *Not Recommended* applications have *No Alignment* with one or both Primary Merit Criteria.

The Technical Evaluation Team will only continue to evaluate applications that receive a *Strongly Recommended* or *Recommended* rating. Applications that are *Not Recommended* will receive an overall rating of *Not Recommended* and will not receive funding under this application cycle.

ii. Secondary Merit Criteria

Only applications that are *Strongly Recommended* or *Recommended* from the Primary Merit Criteria will be evaluated for their alignment with the six Secondary Merit Criteria in Section E.1.b by the Technical Evaluation Team.

> *Strongly Recommended* applications have (1) *Strong Alignment* with two or more of the six Secondary Merit Criteria; and (2) *Alignment* with all the remaining Secondary Merit Criteria.

Recommended applications are applications that are not evaluated as *Strongly Recommended* and which have *Alignment* or *Strong Alignment* with at least three of the six Secondary Merit Criteria.

Not Recommended applications have *No Alignment* with four or more of the six Secondary Merit Criteria.

Applications that receive a rating of *Not Recommended* for the Secondary Merit Criteria will receive an overall rating of *Not Recommended* and will not receive funding for this application cycle.

c. Project Readiness Evaluation

Only applications that are *Strongly Recommended* or *Recommended* from the Primary Merit Criteria and *Strongly Recommended* or *Recommended* from the Secondary Merit Criteria will undergo a Project Readiness Evaluation. As described in Section E.1.c, FHWA will undertake a Technical Assessment, Environmental Review and Permitting Risk Assessment, and Financial Completeness Assessment for each such project. Based on the results of those assessments, projects will receive a Project Readiness rating of *High*, *Medium*, or *Low* as described in Section E.1.c.

Applications that receive a rating of *Low* for their Project Readiness rating will receive an overall rating of *Not Recommended* and will not receive funding for this application cycle.

d. Overall Rating

The Technical Evaluation Team will assign overall application ratings based on the ratings for the Primary Merit Criteria, Secondary Merit Criteria, and Technical Assessment as follows.

Applications that are rated as *Highly Recommended* are those that receive ratings of (1) *Strongly Recommended* in Primary Merit Criteria; (2) either *Strongly Recommended* or *Recommended* in Secondary Merit Criteria; and (3) either *High* or *Medium* in Project Readiness.

Applications that are rated as *Recommended* are those that receive ratings of (1) *Recommended* in Primary Merit Criteria; (2) either *Strongly Recommended* or *Recommended* in Secondary Merit Criteria; and (3) either *High* or *Medium* in Project Readiness.

Applications that are rated as *Not Recommended* are those that receive ratings of (1) *Not Recommended* in Primary Merit Criteria; (2) *Not Recommended* in Secondary Merit Criteria; or (3) *Low* in Project Readiness.

Not Eligible applications are those that do not meet eligibility requirements in Section C as considered by the Intake and Eligibility Review described under Section E.2.a and were not evaluated for Project Selection Criteria.

All *Highly Recommended* and *Recommended* applications will be reviewed by the FHWA Office with jurisdiction over the project; applications from Tribes will be reviewed by FHWA's Office of Tribal Transportation, applications from FLMAs will be reviewed by FHWA's Federal Lands Highway Division Office in the area where the project is located, and all other applications will be reviewed by FHWA's Division Office in the State in which the project is located. FHWA offices will review the respective applications and evaluate whether there are any aspects in the delivery of the proposed projects that may prevent the project from timely moving forward upon receipt of a WCPP grant.

The Technical Evaluation Team will also evaluate each *Highly Recommended* and *Recommended* application against its alignment with the Selection Considerations.

The Technical Evaluation Team will send to the FHWA Senior Review Team (SRT) the overall application rating for each *Highly Recommended* and *Recommended* application and evaluation of alignment with the Selection Considerations.

Applications that are *Not Recommended* or *Not Eligible* will not be provided to the SRT at any point.

e. Senior-Level Review

The FHWA SRT consists of senior FHWA officials who have been requested to serve by the FHWA Administrator. The SRT, which may include, the FHWA Administrator's participation in the SRT review process, advises the FHWA Administrator on which *Highly Recommended* and *Recommended* projects the FHWA Administrator should select for funding. The SRT will advance as many *Highly Recommended* applications to the FHWA Administrator as possible for grant awards, considering the requirement that 60 percent of available funds must be awarded to projects in rural areas.

The SRT may also advance *Recommended* applications or advance a *Recommended* project over a *Highly Recommended* project, after considering the application's alignment with the Selection Considerations, the rankings of individual Primary and Secondary Merit criterion, the results of each assessment for Project Readiness, and geographic diversity, while ensuring the effective use of Federal funds and compliance with the requirement that 60 percent of the funds be awarded to projects in rural areas.

In addition to recommending applications to the FHWA Administrator, the Senior Level Review Team may also advise the FHWA Administrator on options for reduced awards, or awards under a different funding category than identified in the application, ensuring consistency with the requirement that 60 percent of the funds be awarded to projects in rural areas.

f. Administrator Selections

The FHWA Administrator makes final project selections from the list of applications provided by the SRT. The FHWA Administrator has the authority to award WCPP grants. The FHWA Administrator has the discretion to determine which applications best address the goals of the WCPP, the Selection Considerations, geographic diversity, as well as ensuring the effective use of Federal funding. If necessary to meet the requirements of 23 U.S.C. 171(g), the SRT may provide additional recommended applications to the Administrator based on the process described in Section E.2.e.

FHWA is not obligated to make any award as a result of this notice.

3. Additional Information

a. FHWA may, during the selection process, enter into discussions with an applicant that may include mutually agreeing upon a lesser amount of a potential award than originally requested in the application if necessary due to the quantity, size and scope of the applications received in response to this notice and the results of the application review process. Discussions may include scalable project options as described under Section D.7.a of this notice. Discussions do not obligate FHWA to make an award.

b. Prior to award, each selected applicant will be subject to a risk assessment as required by 2 CFR 200.206. As part of this review, FHWA will review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently the Federal Awardee Performance and Integrity Information System (FAPIIS). An applicant may review information in FAPIIS and comment on any information about itself that a Federal awarding Agency previously entered. FHWA will consider comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants. FHWA reserves the right to deny an award based on the results of the risk assessment.

SECTION F – FEDERAL AWARD ADMINISTRATION INFORMATION

1. FEDERAL AWARD NOTICES

Following the evaluation outlined in Section E, the FHWA Administrator will announce awarded projects by posting a list of selected projects at the FHWA Newsroom. Notice of selection is not authorization to begin performance or to incur costs for the proposed project. Following that announcement, FHWA will contact the POC listed in the SF 424 to initiate negotiation of the grant agreement for authorization. Recipients of WCPP grant awards will not receive lump-sum cash disbursements at the time of award announcement. Instead, FHWA will reimburse WCPP grant funds or provide advance payment of WCPP grant funds only after a project agreement has been executed. For a grant provided to a State DOT or where a State DOT is serving as a pass-through entity, FHWA will reimburse grant funds to recipients only after a grant agreement has been negotiated and executed, allowable expenses are incurred, and valid requests for reimbursement are submitted. For a grant provided to an Indian Tribe or FLMA, FHWA will provide grant funds only after a grant agreement has been negotiated and executed. FHWA intends to provide grants funds to Indian Tribes and FLMAs as advance payments if applicants meet the conditions of 2 CFR 200.305(b)(1).

If the negotiations regarding a grant agreement do not result in an acceptable submittal, FHWA reserves the right to terminate the negotiation and decline to fund the Applicant. Only the Agreements Officer or other authorized representative can commit FHWA and bind the Federal Government to the expenditure of funds.

Unless authorized by FHWA in writing after FHWA's announcement of WCPP awards, any costs that a recipient incurs before FHWA executes a grant agreement for that recipient's project are ineligible for reimbursement and are ineligible match for cost share requirements.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

All direct awards will be administered pursuant to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found in 2 CFR Part 200, as adopted by DOT at 2 CFR Part 1201. In addition, applicable Federal laws, rules, and regulations set forth in 23 U.S.C., and 23 CFR, shall apply to awards provided under this program.

In connection with any program or activity conducted with or benefiting from funds awarded under this notice, recipients of funds must comply with all applicable requirements of Federal law, including, without limitation, the Constitution of the United States; the conditions of performance, non-discrimination requirements, and other assurances made applicable to the award of funds in accordance with regulations of DOT; and applicable Federal financial assistance and contracting principles promulgated by OMB. In complying with these requirements, recipients must ensure that no concession agreements are denied, or other contracting decisions made on the basis of speech or other activities protected by the First Amendment. If FHWA determines that a recipient has failed to comply with applicable Federal requirements, FHWA may terminate the award of funds and disallow previously incurred costs, requiring the recipient to reimburse any expended award funds.

In particular, E.O. 14005 directs the executive branch departments and agencies to maximize the use of goods, products, and materials produced in, and services offered in, the United States through the terms and conditions of Federal financial assistance awards. If selected for an award, grant recipients must be prepared to demonstrate how they will maximize the use of domestic goods, products, and materials in constructing their project. Any grant projects involving vehicle acquisition must involve only vehicles that comply with applicable Federal Motor Vehicle Safety Standards (FMVSS) and Federal Motor Carriers Safety Regulations (FMCSR), or vehicles that are exempt from FMVSS or FMCSR in a manner that allows for the legal acquisition and deployment of the vehicle or vehicles.

The online clauses entitled "General Terms and Conditions for Assistance Award" apply to direct awards to FLMAs and Tribes, and are available in full text online at: https://www.fhwa.dot.gov/cfo/contractor_recip/gtandc_generaltermsconditions.cfm

Please visit the WCPP Website for the General Terms and Conditions for FY 2022-2023 WCPP awards: https://highways.dot.gov/federal-lands/programs/wildlife-crossings-pilot-program/wcpp-terms-and-conditions-fy22-23. The FY 2024-2026 WCPP Terms and Conditions will be similar to the FY 2022-2023 WCPP Terms and Conditions, but it will include relevant updates consistent with this notice.

a. Public Access to Documents

The applicant agrees that any resulting deliverables/documentation submitted to the FHWA under the grant agreement may be posted online for public access and/or shared by FHWA with other interested parties. FHWA anticipates the documents cited herein may be posted on an FHWA Website or another appropriate website.

b. Data Rights

The recipient must make available to FHWA copies of all work developed in performance with the project agreement, including but not limited to software and data. Data rights under the project agreement shall be in accordance with 2 CFR 200.315, Intangible property.

c. Public Access Requirements and Compliance for Research Projects

In response to the White House Office of Science and Technology Policy memorandum dated February 22, 2013, entitled Increasing Access to the Results of Federally Funded Scientific Research, DOT is incorporating Public Access requirements into all funding awards (grants) for scientific research. This section sets forth the requirements a recipient receiving funding for a research project must satisfy to be in full compliance with the DOT Public Access plan. For all wholly or partially Federal funded scientific research agreements, the recipient hereby agrees to comply with the requirements of the DOT Public Access plan. A recipient of research funding is required to include these obligations in any sub-awards or other related funding agreements. The full requirements of the DOT Public Access plan requirements include, but are not limited to, the following:

i. **Copyright License.** Recipient hereby grants to DOT a worldwide, non-exclusive, non-transferable, paid-up, royalty-free copyright license, including all rights under copyright, to all Publications and Digital Data Sets as such terms are defined in the DOT Public Access plan, resulting from scientific research funded either fully or partially by this funding agreement. Recipient herein acknowledges that the above copyright license grant is first in time to any and all other grants of a copyright license to such Publications and/or Digital Data Sets, and that DOT shall have priority over any other claim of exclusive copyright to same.

ii. **Reporting and Compliance Activities.** Recipient hereby agrees to satisfy the reporting and compliance requirements as set forth in the DOT Public Access plan, including, but not limited to, the submission and approval of a Data Management plan, the use of Open Researcher and Contributor ID numbers, the creation and maintenance of a research project record in the Transportation Research Board's Research in Progress database, and the timely and complete submission of all required publications and associated digital data sets as such terms are defined in the DOT Public Access plan. Additional information about how to comply with the requirements can be found at: https://ntl.bts.gov/public-access/how-comply.

d. Critical Infrastructure Security, Cybersecurity, and Resilience

It is the policy of the United States to strengthen the security and resilience of its critical infrastructure against all hazards, including physical and cyber risks, consistent with Presidential Policy Directive 21 – Critical Infrastructure Security and Resilience, and the National Security Memorandum on Improving Cybersecurity for Critical Infrastructure Control Systems. Each applicant selected for WCPP grant funding must demonstrate, prior to the signing of the grant agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the project. Projects that have not appropriately considered and addressed physical and cyber security and resilience in their planning, design, and project oversight, as determined by the Department and the U.S. Department of Homeland Security, will be required to do so before receiving funds.

e. Domestic Preference Requirements

As expressed in E.O. 14005, *Ensuring the Future Is Made in All of America by All of America's Workers* (86 FR 7475), it is the policy of the executive branch to maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. Funds made available under this notice are subject to the domestic preference requirement at the Build America, Buy America Act (Pub. L. No 117-58, div. G 70901–70927), as well as FHWA's Buy America requirements (23 U.S.C. 313) and Buy American requirements (41 U.S.C. 8301 et seq.), as applicable. FHWA expects all applicants to comply with that requirement.

The applicability of Federal requirements to a project may be affected by the scope of the NEPA reviews for that project. For example, under 23 U.S.C. 313(h), Buy America requirements apply

to all contracts that are eligible for assistance under Title 23, U.S.C., and are carried out within the scope of the NEPA finding, determination, or decision regardless of the funding source of such contracts if at least one contract is funded with Title 23 funds, like in the case of one NEPA finding for an entire corridor with multiple phased projects for separate segments.

f. Civil Rights and Title VI

As a condition of a grant award, grant recipients should demonstrate that the recipient has a plan for compliance with civil rights obligations and nondiscrimination laws, including Title VI of the Civil Rights Act of 1964 and implementing regulations (49 CFR part 21), the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act, and all other civil rights requirements and accompanying regulations. This should include a current Title VI plan, completed Community Participation plan, and a plan to address any legacy infrastructure or facilities that are not compliant with ADA standards. DOT's and FHWA's Office of Civil Rights may work with awarded grant recipients to ensure full compliance with Federal civil rights requirements.

g. Federal Contract Compliance

As a condition of receiving a grant award and consistent with E.O. 11246, Equal Employment Opportunity (30 FR 12319, and as amended), all federally assisted contractors are required to make good faith efforts to meet the goals of 6.9 percent of construction project hours being performed by women, in addition to goals that vary based on the geographic area in which the project is located for construction work hours and for work being performed by people of color.[20] Under Section 503 of the Rehabilitation Act and its implementing regulations, affirmative action obligations for certain contractors include an aspirational employment goal of 7 percent workers with disabilities.

The U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) is charged with enforcing E.O. 11246, Section 503 of the Rehabilitation Act of 1973, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974. The OFCCP has a Mega Construction Project Program through which it engages with project sponsors as early as the design phase to help promote compliance with non-discrimination and affirmative action obligations. The OFCCP will identify projects that receive an award under this notice and are required to participate in OFCCP's Mega Construction Project Program from a wide range of federally-assisted projects over which OFCCP has jurisdiction and that have a project cost above $35 million. DOT will require project sponsors with costs above $35 million that receive awards under this funding opportunity to partner with OFCCP, if selected by OFCCP, as a condition of their award.

h. Project Signage and Public Acknowledgements

Recipients are encouraged for construction and non-construction projects to post project signage and to include public acknowledgements in published and other collateral materials (e.g., press releases, marketing materials, Website, etc.) satisfactory in form and substance to DOT, that

[20] https://www.dol.gov/sites/dolgov/files/ofccp/ParticipationGoals.pdf

identifies the nature of the project and indicates that "the project is funded by the Bipartisan Infrastructure Law." In addition, grant recipients employing project signage are required to use the official Investing in America emblem in accordance with the Official Investing in America Emblem Style Guide. Costs associated with signage and public acknowledgements must be reasonable and limited. Signs or public acknowledgements should not be produced, displayed, or published if doing so results in unreasonable cost, expense, or burden to the grant recipient. Grant recipients are encouraged to use recycled or recovered materials when producing signs.

3. REPORTING

a. Progress Reporting on Grant Activities

Each applicant selected for WCPP grant funding must submit progress reports and Federal Financial Reports (SF-425) to monitor project progress and ensure accountability and financial transparency in the WCPP. Details including the reporting frequency can be found in the Grant Agreement and General Terms and Conditions.

b. Reporting of Matters Related to Recipient Integrity and Performance

If the total value of a selected applicant's currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10 million for any period of time during the period of performance of this Federal award, then the applicant, during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system (currently FAPIIS) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

c. Performance and Program Evaluation

As a condition of grant award, grant recipients may be required to participate in an evaluation undertaken by DOT, or another agency or partner. The evaluation may take different forms such as an implementation assessment across grant recipients, an impact and/or outcomes analysis of all or selected sites within or across grant recipients, or a benefit/cost analysis or assessment of return on investment. DOT may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grant recipients must agree to: (1) make records available to the evaluation contractor; (2) provide access to program records, and any other relevant documents to calculate costs and benefits; (3) in the case of an impact analysis, facilitate the access to relevant information as requested; and (4) follow evaluation procedures as specified by the evaluation contractor or DOT staff. Applicants must agree to provide the required data or, if applicable, access to right-of-way or adjacent wildlife corridors for long-term data collection by FHWA or agencies with wildlife jurisdiction. As appropriate, applicants must agree to supply any supporting design reports outlining site conditions (e.g., geomorphic, and biological) and the constructed "as-built" plans including documented post-construction

conditions specific to WVCs and habitat connectivity which will establish baseline conditions for future monitoring.

Recipients and sub-recipients are also encouraged to incorporate program evaluation including associated data collection activities from the outset of their program design and implementation to meaningfully document and measure the effectiveness of their projects and strategies. Title I of the Foundations for Evidence-Based Policymaking Act of 2018, Pub. L. No. 115–435 (2019) urges Federal awarding agencies and Federal assistance recipients and sub-recipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means "an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency" (codified at 5 U.S.C. 311). Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6, Section 290).

For grant recipients, evaluation expenses are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such expenses may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation (2 CFR part 200).

d. WCPP Project Specific Reporting Requirements

Each applicant selected for WCPP grant funding must collect and report to FHWA information on the project's performance based on performance indicators FHWA identifies related to program goals (e.g., reducing the number of WVCs and improving habitat connectivity for terrestrial and aquatic species) and other information as requested by FHWA. Performance indicators should include measurable goals or targets that FHWA will use internally to determine whether the project meets program goals and whether grant funds achieve the intended long-term outcomes of the WCPP. FHWA will work with grant recipients to establish a recommended two to four performance measures that enable FHWA to measure and evaluate the outcomes of each individual grant. Indicators may document changes from an established baseline such as number of WVCs within the project area or degree of ecological benefit from habitat connectivity (e.g., considering pre-project baselines or post-project outcomes). Other indicators or metrics may consist of monitoring or maintenance activities where construction occurs, including those proposed to occur after completion of project construction. Performance reporting is expected continue for several years after project construction is completed.

e. Other

FHWA reserves the right to request additional information, if deemed needed, to better understand the status of the project. The successful applicant will provide additional financial reporting beyond the regular reporting frequency if such statements are necessary to address

FHWA's Stewardship and Oversight responsibility of the funds. The successful applicant also agrees to allow periodic project inspections and FHWA will provide notice for such inspections.

SECTION G – FEDERAL AWARDING AGENCY CONTACTS

For questions concerning this NOFO and the WCPP, please contact the POC listed on page 2 of this NOFO.

In addition, DOT will post answers to questions and requests for clarifications on FHWA's Website at https://highways.dot.gov/federal-lands/programs/wildlife-crossings. To ensure applicants receive accurate information about eligibility or the program, the applicant is encouraged to contact FHWA directly, rather than through intermediaries or third parties, with questions.

SECTION H – OTHER INFORMATION

1. Protection of Confidential Business Information

All information submitted as part of or in support of any application shall use publicly available data or data that can be made public and methodologies that are accepted by industry practice and standards, to the extent possible. If the applicant submits information that the applicant considers to be a trade secret or confidential commercial or financial information, the applicant must provide that information in a separate document, which the applicant may cross-reference from the application narrative or other portions of the application. For the separate document containing confidential information, the applicant must do the following: (1) State on the cover of that document that it ''Contains Confidential Business Information (CBI);'' (2) mark each page that contains confidential information with ''CBI''; (3) highlight or otherwise denote the confidential content on each page; and (4) at the end of the document, explain how disclosure of the confidential information would cause substantial competitive harm. FHWA will protect confidential information complying with these requirements to the extent required under applicable law. If FHWA receives a Freedom of Information Act (FOIA) request for the information that the applicant has marked in accordance with this section, FHWA will follow the procedures described in its FOIA regulations at 49 CFR 7.29. Only information that is in the separate document, marked in accordance with this section, and ultimately determined to be confidential under 40 CFR 7.29 will be exempt from disclosure under FOIA.

2. Publication/Sharing of Application Information

Following the completion of the selection process and announcement of awards, FHWA may publish a list of all applications received along with the names of the applicant organizations and funding amounts requested. Except for the information properly marked as described in Section H.1, FHWA may make application narratives publicly available or share application information within DOT or with other Federal Agencies if FHWA determines that sharing is relevant to the respective program's objectives.

3. DOT Feedback on Applications

Debriefs by FHWA are available to applicants not selected for award to receive information about the evaluation of their application. Contact WildlifeCrossings@dot.gov to request a debrief.

4. Other Funding Opportunities

The WCPP is a new grant program created under the BIL. For safety and conservation related Federal assistance you may refer to other programs including, but not limited to the following:

- FHWA Bipartisan Infrastructure Law Competitive Grant Programs;
- FHWA's Bridge Investment Program;

- FHWA’s Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation Program;
- FHWA’s Tribal Transportation Program;
- FHWA’s Federal Lands Transportation Program;
- FHWA’s National Culvert Removal, Replacement and Restoration Grants;
- National Oceanic and Atmospheric Administration's fish passage initiatives; and
- US Fish and Wildlife Service's National Fish Passage Program.

Exhibit B: Examples of Past WCPP Awards from FY 2022 - 2025

1. US-89 Wildlife Safety Corridor Project

   Amount: $5,497,000
   Project Description: The Utah Department of Transportation will receive approximately $5.5 million to construct three wildlife underpasses and extend existing wildlife fencing along US89. These underpasses will reduce the number of wildlife-vehicle collisions and reconnect mule deer habitat and critical ranges.
   Project Type: Construction
   Applicant: Utah Department of Transportation
   Project Location: Kanab, UT
   Fiscal Year: 2022 - 2023

2. I-90 Missoula to Garrison Wildlife Crossing Feasibility Study

   Amount: $424,242
   Project Description: The Montana Department of Transportation (MDT) will receive $424,242 to complete a feasibility study for installing wildlife crossings across 68 miles on I-90 between Missoula and Garrison, Montana. By identifying key wildlife migration corridors, the study will help MDT determine the need, type, and feasibility of constructing one or more wildlife crossings that will effectively accommodate both wildlife and motorists and ultimately reduce the number of WVCs.
   Project Type: Planning
   Applicant: Montana Department of Transportation
   Project Location: Missoula, MT to Garrison, MT
   Fiscal Year: 2022-2023

3. Glenn Highway Wildlife-Vehicle Collision Mitigation Study

   Amount: $626,659
   Project Description: Alaska Department of Transportation and Public Facilities will conduct a study that will develop a comprehensive solution to preventing vehicle collisions with moose along Glenn Highway, Alaska's busiest highway. The plan will emphasize installation of wildlife crossings between the Airport Heights and Glenn/Parks highway interchanges and will include options for enhancing habitat connectivity for terrestrial and aquatic species.
   Project Type: Study
   Applicant: Alaska Department of Transportation and Public Facilities
   Project Location: Anchorage, AK
   Fiscal Year: 2024 -2025