



**PARK CITY COUNCIL MEETING  
SUMMIT COUNTY, UTAH  
May 22, 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/88425830283>

**CLOSED SESSION - 3:30 p.m.**

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

**WORK SESSION**

4:40 p.m. - EPA and Richardson Flat CERCLA Site Update

5:10 p.m. - Break

**REGULAR MEETING - 5:30 p.m.**

**I. ROLL CALL**

**II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF**

Council Questions and Comments

Staff Communications Reports

1. Employee Review and Compensation Score Card
2. Iron Horse Public Works and Transit Facility Update
3. Phoston Spur and US-40 Corridor Studies Update
4. Quinns Junction Area Park and Ride Update

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

**IV. CONSIDERATION OF MINUTES**

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

**V. CONSENT AGENDA**

1. Request to Authorize the City Manager to Execute a Contract with Arts Council of Park City and Summit County, in a Form Approved by the City Attorney's Office, Not to Exceed \$120,000 for Three Years of Services

## **VI. OLD BUSINESS**

1. Consideration to Authorize the City Manager to Execute Two Construction Agreements with Calvin L. Wadsworth Construction Company, LLC, in a Form Approved by the City Attorney's Office Not to Exceed \$1,476,109 to Provide All Required Services to Deliver a Working Snowmelt System within the Limits of the High School Tunnel  
(A) Public Input (B) Action
2. Discuss Proposed Bonanza Park Land Management Code Amendments (staff report to follow)  
(A) Public Hearing (B) Continue to June 26, 2025

## **VII. NEW BUSINESS**

1. Consideration to Approve Ordinance No. 2025-09, an Ordinance Amending Park City Code Section 2-8-20, Adjusting Membership of the Police Complaint Review Committee  
(A) Public Input (B) Action
2. Consideration to Approve the 2025 Park City Kimball Arts Festival Supplemental Plan and Level Five Special Event Permit for August 1-3, 2025  
(A) Public Hearing (B) Action

## **VIII. APPOINTMENTS**

1. Appointment of Emma Garrard, Bailey Quinn, Jess Griffiths, and Phillip Hildebrandt to Fill the Four Vacancies on the Park City Public Art Advisory Board (PAAB) through June 30, 2028  
(A) Action
2. Appointment of Alison Sanderson, Rory Murphy, and Sharon Serpico Hanson (alternate) to the Police Complaint Review Committee for three-year terms beginning on June 30, 2025  
(A) Action

## **IX. ADJOURNMENT**

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

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

# City Council Staff Communications Report



**Subject: PCMC Employee Review and Compensation Overview**  
**Author: Sarah Mangano**  
**Department: Human Resources**  
**Date: May 22, 2025**

## Summary:

This report addresses the City Council's inquiry from March 27, 2025, regarding the connection between the quarterly review process and the new compensation model.

## Background:

In December 2023, the City moved from an annual performance review process to a quarterly performance review process. This allowed for better communication between manager and employee, as well as more direct and timely feedback and coaching to employees. Employees are evaluated on 6-10 questions using a 1-5 scale. At the end of the four quarters, the review scores are averaged for a final annual performance review score.

# 5 Point Ranking



## Definitions

1	2	3	4	5
<b>UNSATISFACTORY</b>	<b>NEEDS SUPPORT</b>	<b>MEETS ALL EXPECTATIONS</b>	<b>EXCEEDS EXPECTATIONS</b>	<b>SENSATIONAL</b>
Unable to complete the necessities of the role. <i>May need to separate employment.</i>	Work is inconsistent. Missed deadlines. Or is brand new within this type of role and is ramping up to full potential. <i>May require additional training or support.</i>	Reliably produces quality work. Regularly meets all deadlines and is an asset to the team. <i>Is exactly what is described in the job description.</i>	Continually takes initiative. Demonstrates strong comprehension of projects. Displays leadership qualities. <i>Is consistently an expert within the role.</i>	Consistently develops innovative solutions to problems/processes. Is a significant contributor to the team. <i>May have outgrown the role as is or is ready for enhanced responsibilities/promotion.</i>

In July 2024, Park City Municipal adopted a new compensation model comprising 14 salary bands. Each salary band is intended to take about 8 years to progress through based on experience and performance. The utilization of this model re-invigorated the pay for performance model.

Beginning in FY26, the City Manager and City Attorney will participate in this performance review process, aligning with all other organizational employees. This will also offer the City Council more frequent opportunities for performance measurement and feedback, compared to the annual review.

**Analysis:**

The City offers two types of salary increases, Cost of Living Adjustments (COLA) and merit increases. COLAs are given to all employees regardless of performance. Merit increases are based on performance with higher performers earning greater increases than lower performers.

In the case of merit increases, the Human Resources and Budget teams created the following equation to calculate increases:

$$FS = CS * (x) \text{salary grade} * (y) \text{performance score} * (z) \text{merit allotment}$$

X	Score Based on Placement in Salary Band
Y	Averaged Performance Review Score
Z	% of Merit Allotment Available as Assigned by Council

An employee who is lower in the salary band will receive a higher “x” score than an employee who is higher in the salary band.

Council sets the merit and COLA budgets annually based on the City Manager recommendation.

As an example, the formula can be applied as follows:

Ending Salary	Starting Salary	Review Score	Salary Band	Merit Budget
\$ 105,400.00	\$ 100,000.00	3	2nd step	3%
\$ 107,200.00	\$ 100,000.00	4	2nd step	3%

The expectation is that the City Manager and City Attorney participate in the aforementioned process.



## City Council Staff Communications Report

**Subject:** Iron Horse Public Works + Transit Facility  
**Author:** Sara Wineman, Troy Dayley, & Tim Sanderson  
**Department:** Economic Development, Public Works, & Transit  
**Date:** 05/22/2025

### Background

Previous City Council discussions included exploring the feasibility, needs, and opportunities of relocating Public Works and Transit operations out of the Iron Horse campus for a variety of reasons. These discussions were part of a broader strategy analysis that considered a potential City Hall renovation or relocation, a potential new City Hall to help activate the Bonanza District, and long-term planning needs for the potential of expanded municipal services, equipment maintenance, storage, and associated staffing growth.

We projected additional square footage of a new potential Transit and Public Works facility to be 132,000 square feet (SF), from 46,000 SF for Transit, and 93,000 SF, from 64,000 SF for Public Works. The Transportation and Public Works Directors proposed this additional square footage to plan for long-term growth and service demands over the next 20 years. After further consultation, however, this square footage amount is not desired if those departments also remain on the Iron Horse campus. The amount of 132,000 SF is proposed only if Public Works and Transit are asked to build and move to a new footprint at an alternate location.

At the 2025 City Council Retreat, the Council determined that City Hall will remain at 445 Marsac Avenue for the foreseeable future ([Minutes](#) p. 2-4 | [Meeting Recording](#)). Following the Council's decision to suspend relocation discussions, additional analysis was requested to evaluate whether the Public Works and Transit facilities at Iron Horse can meet future operational demands. The information below provides an assessment of existing Iron Horse campus facilities and departments and outlines estimates of future needs after consulting further with the departmental leadership.

### Current Facility Assessment

#### Public Works:

Public Works is comprised of five departments: Streets, Stormwater, Fleet, Parks, and Building Maintenance. Together, they occupy 64,000 SF, including both finished and unfinished areas. These functions support Park City's core and essential infrastructure and are staffed by approximately 80 part- and full-time employees who provide service 24 hours a day, 365 days a year. The facility's central location at Iron Horse enables timely and frequent responses to emergencies, weather, requests for services, special events set-ups and breakdowns, and much more. The location allows the front-line team to rapidly and quickly deploy heavy equipment, such as street sweepers, chained

Unimog's, and loaders, directly from the campus without the need for loading and unloading from transport trailers and/or returning for repair and refueling during emergencies and inclement weather. This setup significantly enhances the overall efficiency of our operations.

The Iron Horse location is in the middle of the Bonanza District, which was once a light industrial commercial district with its origins in railroads and mining. Today, it is a growing mixed-use commercial district, interspersed with local small businesses, residential, and predominantly surface-area parking amid redevelopment and rezoning processes pursuant to the recently adopted Bonanza Park Small Area Plan.

### **Transit Operations at Iron Horse:**

Transportation is comprised of four departments: Parking, Traffic, Transit, and Transportation Planning. Transit operations and administration are based on the first, second, and third floors of the Public Works Building at the Iron Horse campus. The square footage is approximately 46,000 SF. This campus is a very practical location for delivering reliable, daily public transit services. In total, 109 part- and full-time employees serve these functions at peak periods.

Separately, the Shortline Building provides 13 studio units for seasonal and some full-time transit operators, while the Bus Building accommodates the entire bus fleet.

### **Analysis:**

Through ongoing discussions with Public Works and Transit, we determined that the Iron Horse facility adequately supports current operational needs and will continue to serve them well in the near term. Several potential growth factors were considered, such as acquiring additional electric buses, more fleet vehicles and heavy equipment, and staffing levels (seasonal and full-time). The only near-term modifications needed are electrical upgrades, which are underway and can be accommodated within the existing facility. Other factors include the following:

- We have adapted to space constraints by securing off-site storage solutions to accommodate our needs. We transition equipment on a seasonal basis, including to the Mine Bench and a parcel leased from RMP in Quinn's Junction.
- We utilize additional locations to rotate equipment, which optimizes our space while ensuring equipment remains in town and accessible when and if needed in an emergency.
- The recent completion of the 3Kings Water Treatment Plant opened up the entire second-level administrative office for other uses, presenting an opportunity to expand our space for administrative functions. It is currently occupied by Transportation Planning.

However, there is one main factor that may create demand for additional space:

- **Expansion of PC Transit** – If services are expanded, additional fleet storage and maintenance space will be necessary, as well as the staff to support the expansion, including operations and administration. Potential expansions could include regional transportation park and ride, express routes, special events, and other requests for more transit operations.

These factors do not necessitate immediate action to support the public works, parks, streets, parking, and transit functions at this time. While our preference is to maintain an operational presence in the center of town, the leadership at the Iron Horse campus is prepared to discuss a relocation if desired. For example, if the Council's goals change, or the economic or redevelopment opportunities are favored, there are some nearby or proximate locations that could be explored, as we have in the past for the Quinns area and other locations.

## City Council Staff Communications Report



**Subject:** Phoston Spur and Interstate 40 Study and Open House  
**Author:** Transportation Department on Behalf of Utah Department of Transportation  
**Department:** Transportation Planning  
**Date:** May 22, 2025

### Executive Summary

The Utah Department of Transportation (UDOT) is conducting two transportation studies in Park City, Summit County, and part of Wasatch County. The first study is the US Route 40 Corridor Study, which examines growth and transportation needs along US-40 from I-80 to SR-32 (River Road) to plan for future mobility through the corridor. The second is the Phoston Spur and Rail Trail Study, funded by the Utah Trail Network (UTN), which evaluates trail connections from the unpaved Rail Trail north of SR 248 to the unpaved Phoston Spur near Richardson Flat Road. Refer to Exhibit A for study area maps. More information is available on the [studies' website](#), by email at [us40area@utah.gov](mailto:us40area@utah.gov), or by calling 385-446-8881. The purpose of this Staff Communication is to provide project information and encourage public participation at the Joint Study Open House.

### Joint Study Open House

UDOT will host a joint open house on June 3, 2025, from 5:00–7:00 PM at the Utah Film Studios Annex, covering both the Phoston Spur and US-40 Corridor Studies. Council members and the public are invited to attend and share their input.

### US-40 Corridor Study Background

Led by UDOT, the US-40 Corridor Study will identify long-term transportation solutions through and across the corridor to improve mobility and safety for all users—drivers, freight, transit, pedestrians, and cyclists.

UDOT is collaborating with Park City, Summit and Wasatch Counties, MIDA, and other stakeholders to gather data on travel patterns, seasonality, freight, and land use. Partners are contributing insights on current trail and transit planning. The study is expected to conclude in summer 2026.

### Phoston Spur and Rail Trail Study Background

This study is included in the initial programming of the UTN, a new program operated by the Trails Division in UDOT. It will identify a preferred trail alignment and design trail connections and a grade-separated crossing over SR-248.

Agency stakeholders are working closely with UDOT to evaluate this important trail connection. Public input, agency coordination, and maintenance planning will guide final recommendations and designs. As the plan moves forward, council will be kept informed on key milestones and included in any policy discussions.

**Exhibit A**



Figure 1: US-40 Corridor Study Area

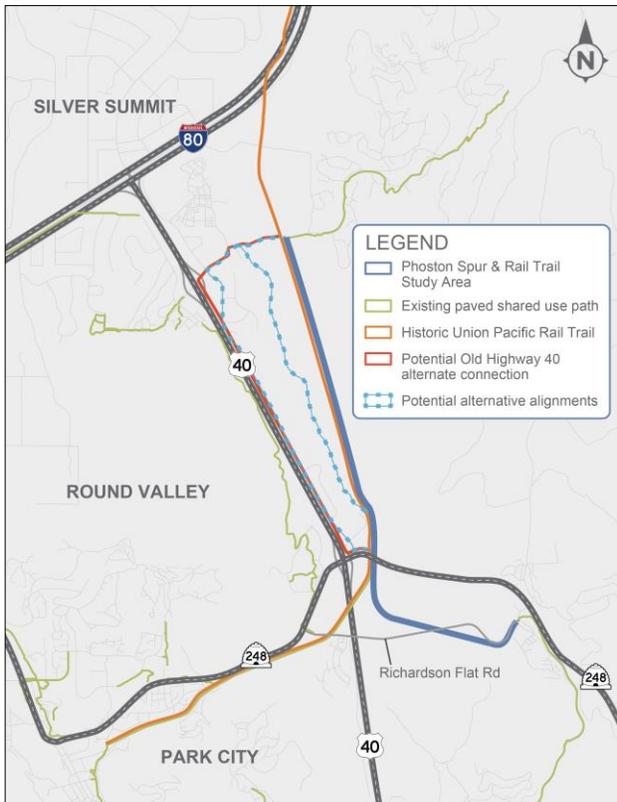


Figure 2: Phoston Spur and Rail Trail Study Area

**City Council  
Staff Communications Report**

**Subject: Quinns Junction Area Park and Ride  
Author: Conor Campobasso, Alex Roy, Julia Collins  
Department: Transportation Planning  
Date: 5/22/2025**



On [April 10, 2025](#), Transportation presented general park and ride concepts for the Quinns Junction area. City Council had several questions related to the viability of developing an expanded park and ride facility at either the existing Richardson Flat park and ride and/or the Gordo property. In addition to this Report, we also procured a transit specialist to conduct the remaining technical analysis requested by the Council.

Any outstanding information will be presented at the park and ride work session scheduled for June 5, 2025. This Staff Communications is intended as an interim update.

<b>Council Question</b>	<b>Initial Response</b>
Is there data to determine who is parking at Richardson Flat?	<p>Using cell phone data, the majority (64%) are from Salt Lake County. Aside from Salt Lake County, the next largest visitation is from Heber at 17%, followed closely by Kamas at 8%.</p> <p><i>(Source: 2024 PlacerAi. Note Park City trips were removed due to impacts of return visits to Richardson Flat Park and Ride)</i></p>
Can the Gordo property be split to have some parking and other uses	<p>Yes. The Gordo property can be divided to accommodate more than one use. A site plan would be necessary after a use determination is made.</p>
How fast would it take people to get either location	<ul style="list-style-type: none"> <li>• From the US40 / SR248 off ramp, the distance and travel time to Richardson Flat is 2.1 miles and 5 minutes.</li> <li>• From the US40 / SR248 off ramp, the distance and travel time to Gordo is 0.7 miles and 2 minutes.</li> </ul> <p><i>(Source: Google Maps attained at 6:45 on May 8, 2025)</i></p>

<p>What environmental analysis would it take to expand Richardson Flat</p>	<p>At a high level, the following would be required and the responsibility of the entity requesting expansion:</p> <ul style="list-style-type: none"> <li>• EPA Comfort Letter <ul style="list-style-type: none"> <li>○ \$5-10k in attorney fees</li> <li>○ Estimate 6 months</li> </ul> </li> <li>• Richardson Flat Park and Ride Material management plan <ul style="list-style-type: none"> <li>○ \$50-70k</li> <li>○ 3+ months to develop</li> <li>○ Outlines what we would do with soils as we build out the lot</li> <li>○ Require coordination with EPA</li> </ul> </li> <li>• Geotech Study and report <ul style="list-style-type: none"> <li>○ \$50k</li> <li>○ 3 months</li> </ul> </li> <li>• Additional costs to implement the materials management plan <ul style="list-style-type: none"> <li>○ Offsite soil disposal costs \$40-\$50/ton</li> </ul> </li> </ul>
<p>What is the access off Highway 40 for both locations</p>	<p>Scenarios will be presented on June 5<sup>th</sup></p>
<p>What is the transit travel time to both locations</p>	<p>Will be presented on June 5<sup>th</sup></p>
<p>How difficult is connecting utilities at Richardson Flat</p>	<p>High level estimates will be presented on June 5<sup>th</sup></p>
<p>What infrastructure would be needed to move/prioritize buses</p>	<p>Will be presented on June 5<sup>th</sup></p>
<p>Transit solutions to connect Gordo and Richardson Flat</p>	<p>Will be presented on June 5<sup>th</sup></p>



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

**April 24, 2025**

The Council of Park City, Summit County, Utah, met in open meeting on April 24, 2025, at 2:00 p.m. in the Council Chambers.

Council Member Toly moved to close the meeting to discuss property, procurement, and personnel at 2:02 p.m. Council Member Parigian seconded the motion.

**RESULT: APPROVED**

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

**EXCUSED:** Council Members Dickey and Rubell

**CLOSED SESSION**

Council Member Rubell arrived at 2:05 p.m.

Council Member Ciraco moved to adjourn from Closed Meeting at 3:15 p.m. Council Member Parigian seconded the motion.

**RESULT: APPROVED**

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

**EXCUSED:** Council Member Dickey

**WORK SESSION**

**3:20 p.m. - Discuss the Park City Housing Resolution and 5-Year MIHP**

**Amendments:**

Sara Wineman and Rhoda Stauffer, Housing Department, presented this item. Stauffer reviewed the Moderate Income Housing Plan (MIHP), which was required by the state, and indicated they wanted to modify the plan by changing the focus from area median income (AMI) percentage to workforce wage (WFW), update the affordable master planned development (AMPD) language and establish a numerical goal equal to 15% of the workforce living in the City limits. Council Member Rubell asked for clarification on B and E of MIHP Goal Two. Stauffer read B: Change zoning classifications to allow for the development of affordable housing. Stauffer stated this was required for Bonanza Park and Clark Ranch to provide affordable housing. Council Member Rubell wanted an assurance this wouldn't be a blanket zoning to make neighborhoods denser. Stauffer

1 noted all zoning amendments would require Council approval. Stauffer read E: Change  
2 the land management code (LMC) to incentivize development of affordable accessory  
3 dwelling units (ADU). Wineman stated the Planning Commission was discussing which  
4 areas could accommodate these units. Council Member Toly referred to Implementation  
5 Strategies Goal One, State Strategy L, and noted the Studio Crossing fees had not  
6 been waived and it should be removed.

7  
8 Wineman reviewed the Housing Resolution revisions, and indicated the definitions were  
9 updated for income targets for affordable rental/for-sale and attainable for-sale, and a  
10 definition added for WFW and the associated calculations. Under Fee Waivers, there  
11 was a proposed sliding scale for City contributions. A City exemption from housing  
12 obligations was added for City capital projects, and unit size maximums were eliminated  
13 and minimums were reduced.

14  
15 Council Member Ciraco asked that the resolution still refer to AMI, but figure out the AMI  
16 percentage that was equal to the 100% WFW for the purpose of housing development  
17 and applying for LIHTC funding. Council Member Toly supported that. Stauffer stated  
18 she could figure that, but she wouldn't put an actual AMI percentage in the resolution or  
19 the resolution would have to be updated annually. Council Member Parigian asserted  
20 the goal was to transition to WFW. Stauffer stated they would have to transition to AMI  
21 when working externally, but for the City's governing document, she hoped to calculate  
22 the target in WFW. Council Member Toly suggested updating the housing resolution  
23 annually to reflect the 100% WFW as an AMI%. The majority of Council agreed to clarify  
24 that 100% WFW equals a certain AMI%, which in 2025 would be 60% AMI.

25  
26 Council Member Toly asked if the resolution should even consider a fee-in-lieu. Stauffer  
27 stated there was a fee-in-lieu item later on the agenda this evening so at times that  
28 option was feasible. Council Member Parigian asked about the proposed maximum unit  
29 size changes. Wineman stated the minimum sizes were in line with LIHTC standards.  
30 They omitted the maximum size since developers didn't build units bigger than they had  
31 to. Wineman noted the current housing obligations were being built right at the minimum  
32 square footage. Stauffer added that the affordable units had to be approved by the City,  
33 and large units would not be approved, but noted she would not delete the maximum  
34 sizes since there were concerns.

35  
36 Council Member Rubell referred to the subsidy chart and asked if it was better or worse  
37 to be prescriptive in the subsidies or to have a range that was more generic in order to  
38 obtain optimal projects. The variable was housing type. Wineman asked if he wanted to  
39 change to unit types instead of WFW. Council Member Rubell thought the subsidy  
40 should be generic and proposed saying the City would provide a subsidy up to 20% of  
41 unit cost and up to 100% of fee waiver based on the project's fit to the strategic goals of  
42 the site. Lower WFW targets would get higher subsidies and fee waivers. Council  
43 Member Parigian indicated the City was only required to build 235 units to reach the  
44 15% goal if all the other projects in the pipeline were realized. Wineman noted that at  
45 the retreat, the Council decided to keep the 15% goal, but nothing was stopping the City

1 from exceeding the goal. Council Member Ciraco stated he knew the City should do  
2 more, but they didn't have limitless resources, and there would be a time where the  
3 resources would diminish. He preferred assigning a number goal instead of a  
4 percentage goal in the future.

5  
6 Stauffer reviewed the next step was to send the MIHP to the Planning Commission to  
7 review, and then it would come back to Council with the Planning Commission's  
8 recommendations on June 5<sup>th</sup> for the Council's approval. Council Member Rubell asked  
9 to change the target goal language from being in the pipeline to being completed.  
10 Stauffer indicated direction at the retreat was that only entitled projects would be  
11 counted. She would revise her graph and noted there were a lot more than 235 units  
12 needed in that case.

13  
14 **4:10 p.m. - Proposed FY26 Capital Budget:**

15 Jessica Morgan, Robbie Smoot, and Jed Briggs, Budget Team, presented this item.  
16 Smoot reviewed the February sales tax distribution was down 2.7% based on the  
17 distribution date, but the actual filing period numbers came in as the highest revenue  
18 February in reporting history. With current projections, they were moving forward with  
19 projects and purchases.

20  
21 Smoot reviewed the capital improvement projects (CIP) process and this year they  
22 made changes to ensure the Council's visions were achieved. They used impact fees to  
23 pay for the Police Department parking lot expansion. They moved the Park Avenue  
24 Reconstruction Project to help fund the senior center and then senior center money was  
25 allocated for other projects since that was a fungible resource. They repurposed \$7.5  
26 million for these priorities. Smoot reviewed the sales tax revenue sources and where  
27 those funds were spent.

28  
29 Briggs reviewed the SR248 corridor project and indicated some of the repurposed  
30 project funds were allocated to this project. This showed the City's commitment to  
31 alleviating traffic in this corridor. He noted federal funding got a lot of these types of  
32 projects done, but they required a local match. This funding would help prepare the City  
33 when those requests were made.

34  
35 Morgan stated the PC MARC Aquatics replacement had a higher budget and funds  
36 were allocated for that. They also requested upgraded locker rooms and a gymnasium  
37 renovation. The Ice Arena requested a lobby upgrade and a container for the outdoor  
38 ice rinks. She stated IT requested computer equipment replacement including in-gear  
39 replacement.

40  
41 Smoot reviewed there was a request for McLeod Creek Bridge replacements with some  
42 of the cost coming from the Council of Governments (COG) and the rest from the City.  
43 Another request was Chambers Avenue landscape improvements on the buffer strip.  
44 Troy Dayley, Public Works Manager, indicated the Quinn's Dog Park Improvements  
45 request was accelerated so it could be done before the dedication.

1 Smoot explained the recurring capital projects including Empire Pass snowplowing,  
2 traffic calming, and walkability maintenance. Morgan added the Police Department  
3 would be budgeting equipment replacement, training, and cloud storage.  
4

5 Council Member Ciraco referred to the IT request and asked if more people worked  
6 from home because of space constraints. Scott Robertson, IT Director, stated they had  
7 hoped to go through a network replacement cycle after COVID, but there were many  
8 manufacturing challenges with high rates of failure. They were advised by their vendor  
9 to wait on that. Another part of post-COVID was that there was now a requirement for  
10 increased processing power to meet a lot of video feeds going through the City, both in  
11 the firewall and the network. Council Member Ciraco thought the cost could be driven by  
12 space issues as well. He also referred to Quinn's Dog Park and confirmed the  
13 dedication would be for renaming the dog park. Troy Dayley stated that dedication was  
14 moved up to July. He also noted Chambers Avenue did not look good and they were  
15 going to landscape it with shrubs and an irrigation system.  
16

17 Council Member Rubell referred to the recreation requests and asked if it was in the  
18 map for cost recovery or if it was in addition to that. Briggs stated cost recovery was part  
19 of operations. For capital projects, cost recovery was not considered. Council Member  
20 Rubell didn't understand the thought of not recovering those softer capital projects.  
21 Council Member Toly asked if Council Member Rubell thought the cost recovery should  
22 be lowered or if fees should be raised. Council Member Rubell stated one of those  
23 options should happen for transparency. Council Member Ciraco agreed. Council  
24 Member Toly asked what other things at the MARC would need to be replaced in the  
25 next few years. Ken Fisher, Recreation Manager, stated the track and fitness flooring as  
26 well as equipment were big expense items that needed to be replaced.  
27

28 Matt Dias, City Manager, clarified there should be additional attention given from an  
29 accounting perspective and a future discussion should take place on how much of those  
30 projects should be covered from the General Fund or other sources and then try to  
31 recover more from patrons. Fisher indicated they focused on the operating side for cost  
32 recovery and noted it didn't include capital costs. User fees didn't include maintenance  
33 or snow removal. To go further, if they were an enterprise fund, they weren't including  
34 IT, HR, and the other costs associated with running the department. Dias indicated  
35 those costs could be figured. Council Member Toly was open to seeing it laid out like a  
36 small business. Council Member Parigian was fine with what the majority of Council  
37 wanted to do with this. Mayor Worel indicated there was support for Council Member  
38 Rubell's suggestion.  
39

40 Council Member Rubell referred to the future park and ride project and noted \$15 million  
41 was from the Deer Valley letter of intent (LOI) and the City allocated another \$10 million,  
42 but the City hadn't gotten to the point of moving forward so he didn't know why we set  
43 aside so much. Dias indicated they repurposed money from other road projects for  
44 something significant. He knew a future corridor project would cost a lot and he wanted  
45 to be prepared, but it was up to Council's discretion. Council Member Rubell asked if

1 the \$10 million could stay in the transportation account and not allocate it to a specific  
2 project, to which Dias affirmed. Collins stated having this money ready would allow the  
3 department to be nimble on both the grant side and the location, which would require  
4 significant investments. Council Member Rubell stated this project already had \$30  
5 million allocated with the additional \$10 million over and above that. Council Member  
6 Toly asserted putting the extra money into this project showed the community the City  
7 was serious about this project. Council Member Ciraco wanted to leave the \$10 million  
8 in the Transportation capital account. Mayor Worel summarized the majority of the  
9 Council did not want to move that amount into the park and ride project. Council  
10 Member Parigian agreed \$5 million should stay in Transportation and he wanted the  
11 other \$5 million to go to the senior center. Briggs stated a staff report would be  
12 presented at next week's meeting and noted they could continue that discussion.  
13

14 Council Member Parigian asked what issues required a \$600,000 renovation of a locker  
15 room. Fisher indicated that was an estimate, but they wanted to make it nice. He noted  
16 steam rooms were expensive. Council Member Parigian didn't see anything wrong with  
17 them. Fisher added they had received complaints on the locker sizes. Council Member  
18 Parigian didn't want to fill up the landfills with good lockers. Fisher indicated there were  
19 broken tiles and general wear and tear. Council Member Toly suggested replacing the  
20 steam room with saunas. Fisher noted a sauna was less maintenance, but a survey  
21 noted the members preferred steam.  
22

23 Council Member Parigian asked about the Kearns Boulevard multipurpose trail. It was  
24 indicated this would be a 12 foot multiuse path with a 3 foot landscape buffer along  
25 Kearns Blvd from Park Avenue to Bonanza. John Robertson stated utilities would need  
26 to be relocated. They were at the high-level study at this point. Council Member  
27 Parigian didn't understand why this trail would need to connect Homestake Road to  
28 Kearns. Robertson explained they had easements along Kearns for the project and it  
29 would tie in close to Homestake as it went to Park Avenue.  
30

31 Smoot discussed Additional Community Resort Tax projects and noted the Kearns trail  
32 was one of those and they recommended funding the design process. There was also  
33 the Ability Way Road Improvements project and it needed additional funding. The  
34 Transient Room Tax (TRT) projects included soils remediation for the Bonanza area.  
35 Briggs stated they were budgeting \$30 million via a bond for the Bonanza area as well.  
36

37 Projects from the Transportation Fund would include leasing vehicles for the Transit 2  
38 Trails program. Additional funding would be needed for trailhead improvements and  
39 access improvements like turnaround areas. They were also purchasing an additional  
40 four buses and chargers. They recommended replacing a Toyota Tacoma for Bonanza  
41 enforcement with a Ford Lightning Electric Vehicle.  
42

43 Morgan reviewed the Water Fund adjustments, including the final completion of the  
44 Main Street Waterline Replacement project. Because of water rate changes,  
45 adjustments were made to reduce capital and operations expenses for mining-

1 influenced water (MIW) treatment and Quinn’s Treatment Plant. She indicated the  
 2 Lower Park RDA budget would go to the 10<sup>th</sup> Street Retaining Wall project and they  
 3 requested an additional amount to replace the stairs. Golf requests were for a new golf  
 4 cart fleet. They were also repairing and replacing features on the green. Morgan noted  
 5 they were also in discussions with consultants for a course renovation.

6  
 7 Council Member Parigian asked if \$305,000 was for the Transit 2 Trails bus lease, to  
 8 which Smoot affirmed. Council Member Parigian referred to Golf and asked about the  
 9 irrigation project plan. Vaughn Robinson stated they currently didn’t have an irrigation  
 10 plan. They estimated the irrigation would need to be replaced in the next three years.  
 11 Council Member Parigian referred to the Lower Park RDA and asked if more funding  
 12 was available for senior center funding. Smoot stated the original funding came from the  
 13 General Fund, so they took the funding out of the General Fund and then used Lower  
 14 Park Avenue RDA money for the senior center. Council Member Parigian asked how to  
 15 fund that project since there weren’t enough funds in the RDA. Smoot indicated the rest  
 16 could come from the General Fund.

17  
 18 Council Member Rubell asked if the bus service to Empire would replace the current  
 19 Transit 2 Trails, to which Smoot affirmed. Bill DeGroot, Transit Manager, stated once  
 20 they were able to lease the buses and receive delivery mid-summer, it would be a  
 21 Transit option instead of a private option. Council Member Rubell referred to the golf  
 22 cart request and asked if it was part of the enterprise fund, which covered operations  
 23 and capital projects, to which Briggs affirmed.

24  
 25 **REGULAR MEETING**

26  
 27 **I. ROLL CALL**

28

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

29  
 30 **II. APPOINTMENTS**

31  
 32 **1. Appointment of Dalton Gackle, Douglas Stephens, Katie Noble, and Randy**  
 33 **Scott to the Historic Preservation Board for Three-Year Terms Through May 1,**  
 34 **2028:**

1 Rebecca Ward, Planning Director, stated Noble was being appointed for her first term,  
2 and Gackle, Stephens, and Scott were being reappointed.

3  
4 Council Member Parigian moved to appoint Dalton Gackle, Douglas Stephens, Katie  
5 Noble, and Randy Scott to the Historic Preservation Board for Three-Year Terms  
6 Through May 1, 2028. Council Member Toly seconded the motion.

7 **RESULT: APPROVED**

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

9 **EXCUSED:** Council Member Dickey

10  
11 **2. Appointment of the Following to the Board of Adjustment: Ruth Gezelius to a**  
12 **Three-Year Term Ending in June, 2028, and Ginny Schulman to a Four-Year Term**  
13 **Ending in 2029:**

14 Rebecca Ward indicated the board member term lengths were adjusted so they would  
15 end on staggered years.

16  
17 Council Member Toly moved to appoint Ruth Gezelius to a three-year term ending in  
18 June, 2028, and Ginny Schulman to a four-year term ending in 2029. Council Member  
19 Parigian seconded the motion.

20 **RESULT: APPROVED**

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

22 **EXCUSED:** Council Member Dickey

23  
24 **III. PRESENTATIONS**

25  
26 **1. Consideration to Approve Resolution 03-2025, a Resolution Recognizing May**  
27 **2025 as Mental Health Awareness Month in Park City:**

28 Linda Jager, Community Engagement Manager, stated the resolution reflected the  
29 City's commitment to support mental health services. Aaron Newman, Summit County  
30 Director of Health, stated there were over 16,000 people in Summit County who were in  
31 active behavioral healthcare. Children in the school system were also receiving these  
32 services. Anna Frachou, Mental Wellness Director, stated they had a great social media  
33 campaign, and 10 events scheduled throughout May.

34  
35 Mayor Worel thanked Newman for all his work on mental health. Council Member Toly  
36 stated this was a topic dear to her and she had witnessed family members who  
37 struggled with it. She encouraged kindness in the community.

38  
39 Council Member Ciraco understood the epidemic of mental health issues with young  
40 people today. He spent time and resources to this effort and asked the community to be  
41 kind.

1 Council Member Toly moved to approve Resolution 03-2025, a resolution recognizing  
2 May 2025 as Mental Health Awareness Month in Park City. Council Member Ciraco  
3 seconded the motion.

4 **RESULT: APPROVED**

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

6 **EXCUSED:** Council Member Dickey

7  
8 **IV. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF**

9  
10 **Council Questions and Comments:**

11 Matt Dias, City Manager, introduced Heather Sneddon and Jodi Emery, the new Deputy  
12 City Managers. He reviewed they would be getting up to speed and meeting staff and  
13 board members. He also noted their prior experience that made them great fits for the  
14 municipality. Emery and Sneddon expressed excitement for this opportunity.

15  
16 Council Member Rubell referred to the Golf fees and stated he wanted the Council's  
17 support to communicate what they were proposing at the golf course. He felt there was  
18 misinformation that was distributed. He noted during the Golf fee discussion, most of the  
19 focus was on 18-hole rounds and he noted some users focused on 9-hole rounds.  
20 Council Member Toly wanted a discussion on the golf leagues as well and look at a  
21 daily rate for league play. Council Member Rubell stated that was better for the fee  
22 discussion. Council Member Toly stated another missing part was the workforce being  
23 able to use the course at a discounted rate. The Council agreed to discuss this further.

24  
25 Council Member Ciraco stated he made a mistake supporting ranked choice voting.  
26 With additional research, he found concerns with voting tabulation software and asked if  
27 the Council wanted to revisit this discussion. Mayor Worel asked Michelle Kellogg, City  
28 Recorder, if the City could take back the resolution to participate in ranked choice  
29 voting. Kellogg explained the resolution could be rescinded but it must take place by  
30 April 30th, so a special Council meeting would need to be held. Council Member Ciraco  
31 requested a special meeting. Council Member Parigian indicated he was against ranked  
32 choice voting so he favored a special meeting. Council Member Toly thought the people  
33 were planning on ranked choice voting and was against revisiting it. Council Member  
34 Rubell agreed with Council Member Ciraco due to the new information they received,  
35 other jurisdictions pulling out, and the software issues. Mayor Worel stated the majority  
36 of the Council wanted a special meeting to discuss ranked choice voting.

37  
38 Margaret Plane asked if the Council wanted to include experts in the software tabulation  
39 and the other information mentioned to be present at the meeting. Council Member Toly  
40 supported having experts in attendance. Council Member Ciraco stated he read the  
41 annual report from RCVC that indicated they had discrepancy in their vote counting, so  
42 if experts were brought in, he would want to see them representing both sides of the  
43 issue. He thought City elections could be close and he didn't want to create a path that  
44 would bring more distrust to the process. Council Member Rubell stated this was a

1 directive and not a request for research so he didn't want software experts to present at  
2 the special meeting. Council Members Parigian and Ciraco agreed with Council  
3 Member Rubell.

4  
5 **Staff Communications Reports:**

6  
7 **1. City Council Protocols:**

8  
9 **2. Community Engagement Quarterly Update:**

10  
11 **3. Main Street Area Plan Progress Update:**

12 Council Member Rubell stated during the retreat there was a lot of conversation on the  
13 scope, but this report did not consider that discussion. He asked that the report be  
14 clarified. Chris Eggleton, Economic Development Director, stated the directive at the  
15 retreat was lengthy and supportive and they were trying to implement that in as short of  
16 time as possible. Council Member Rubell stated the Council wanted the scope limited,  
17 but the report brushed over that. Eggleton stated the work done would be limited to the  
18 direction given at the retreat.

19  
20 **V. PUBLIC INPUT (ANY MATTER OF CITY BUSINESS NOT SCHEDULED ON**  
21 **THE AGENDA)**

22  
23 Mayor Worel opened the meeting for any who wished to speak or submit comments on  
24 items not on the agenda.

25  
26 Sheree Anshel 84098 stated she supported City businesses and recreation facilities and  
27 she wanted to express concern that the City wanted to impose a 100% increase to golf  
28 fees for nonresidents. She felt the City should strive to enhance a community and not  
29 divide it based on zip code. She thought this was a slippery slope that would poison the  
30 community.

31  
32 Andrew Cross and Donna Cross 84060 via Zoom indicated there was a letter in the  
33 paper in support of the Yarrow Development and he hoped to see a world class place  
34 as the City prepared for the Olympics. He thought the City was being dogmatic in  
35 interpretation of the code for this development. He understood the need to keep the  
36 small town feel, but that development was world-class and the developers were  
37 contributing to affordable housing and parking.

38  
39 Dean Focal 84098 stated he paid taxes to the school district and fire district, and didn't  
40 understand why the City wanted to discriminate against its citizens. He read a golf flyer  
41 that reported the highest annual revenue for golf. He thought this was unfair to establish  
42 an attitude against those residing outside of 84060. He also noted there was no military  
43 discount.

1 Dave Dudick, 84060 Men’s Golf League President, represented the men’s and women’s  
2 golf leagues which comprised over 600 fee based users, stated golf was an enterprise  
3 fund that ran on user fees. The leagues were going to lose players because of the fee  
4 increase. The leagues supported the golf course through fees and the golf shop. He  
5 thought offering season passes and cheaper punch passes was enough preferential  
6 treatment for 84060 golfers. He felt the fee base in the past supported the course well.  
7 All league players felt the fee increase was detrimental to the golf course and the  
8 community with the loss of user fees because the fee schedule would price users out of  
9 play.

10  
11 Andrea Waldmann 84098 Women’s 18 Hole League Board Member, read a letter from  
12 the league president.

13  
14 Mayor Worel closed the public input portion of the meeting.

15  
16 Council Member Rubell wanted to clarify facts. He stated the City limits did not include  
17 84098 and taxes from residents in 84098 did not come to the municipality. Water was  
18 paid by residents within the municipality. There were capital injections from the City. He  
19 thought it was a small increase in a fee. The plan was intended to expand the  
20 discounted golf rate to all league members. Mayor Worel noted the fee discussion  
21 would come back on May 15 for those interested in learning more.

22  
23 **VI. CONSENT AGENDA**

24  
25 **1. Request to Authorize the City Manager to Execute an Agreement with Model 1**  
26 **Commercial Vehicles, Inc. in a Form Approved by the City Attorney’s Office for an**  
27 **Operating Lease for Transit Cutaway Buses for a Total Contract Value Not to**  
28 **Exceed \$345,240:**

29  
30 **2. Request to Approve Resolution 04-2025, a Resolution Proclaiming May 2025 as**  
31 **Frontline Worker Appreciation Month:**

32  
33 **3. Request to Approve Resolution 05-2025, a Resolution Proclaiming May 2025 as**  
34 **Wildfire Awareness Month:**

35  
36 **4. Consideration to Approve Resolution 06-2025, a Resolution Prohibiting the Use**  
37 **of Ignition Sources, Open Flames, and Fireworks in Park City:**

38  
39 Council Member Rubell moved to pull Item One from the Consent Agenda. Council  
40 Member Ciraco seconded the motion.

41 **RESULT: APPROVED**

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

43 **EXCUSED:** Council Member Dickey

1 Council Member Toly moved to approve Consent Agenda Items Two through Five.  
2 Council Member Parigian seconded the motion.

3 **RESULT: APPROVED**

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

5 **EXCUSED:** Council Member Dickey

6  
7 **1. Request to Authorize the City Manager to Execute an Agreement with Model 1**  
8 **Commercial Vehicles, Inc. in a Form Approved by the City Attorney's Office for an**  
9 **Operating Lease for Transit Cutaway Buses for a Total Contract Value Not to**  
10 **Exceed \$345,240:**

11 Council Member Rubell asked what the net impact was for Transit 2 Trails, specifically  
12 asking if it would be more or less expensive. Bill DeGroot, Transit Manager, stated in  
13 previous Council discussions the Council wanted the public transit option with other  
14 stops. This contract would initially lease those buses to execute that service to make  
15 sure they could perform that service. Council Member Rubell asked if Transit 2 Trails  
16 budget would be absorbed into this. Luke Cartin, Lands and Sustainability Director,  
17 indicated that through the Bonanza Flat Active Management Plan, they were moving to  
18 a paid parking system with free parking for residents. They were also rolling Transit 2  
19 Trails into the City's Transit system, which was \$80,000, and using the parking revenue  
20 to offset that cost. Julia Collins indicated once the program got running, the paid parking  
21 would cover all the cost for running up to Bonanza Flat. The lease agreement was to  
22 understand what was needed to get up there. Council Member Rubell clarified this plan  
23 included the previous Transit 2 Trails, Purple bus service, and parking revenue. Cartin  
24 noted passengers would no longer need a reservation to get up there.

25  
26 Council Member Rubell moved to authorize the City Manager to execute an agreement  
27 with Model 1 Commercial Vehicles, Inc. in a form approved by the City Attorney's Office  
28 for an operating lease for transit cutaway buses for a total contract value not to exceed  
29 \$345,240. Council Member Toly seconded the motion.

30 **RESULT: APPROVED**

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

32 **EXCUSED:** Council Member Dickey

33  
34 **VII. OLD BUSINESS**

35  
36 **1. Discuss Proposed Bonanza Park Land Management Code Amendments:**

37 Rebecca Ward and Alec Barton, Planning Department, Erik Daenitz, Zions Public  
38 Finance, and Sarah Hall and Bill Johnson, Planning Commissioners, were presented for  
39 this item. Ward stated the small area plan established six goals and these LMC  
40 amendments would facilitate achieving those goals. Barton reviewed the draft code  
41 included Tier A and Tier B enhancements. Tier A addressed deed-restricted affordable  
42 housing, reducing on-site parking and placing at least 90% underground, and  
43 establishing critical street connections. The draft code allowed up to 45 feet tiered

1 height. Tier B included project enhancements, such as a car/bike share program, trail  
2 connection, transit improvements, sustainability plan, childcare facility, incubator space  
3 for locals, and significant outdoor public space. The program requirements to qualify for  
4 increased building height up to 45 feet were two Tier A enhancements or one Tier A and  
5 at least Two Tier B enhancements. A project could qualify for reduced setbacks if  
6 additional enhancements were provided. These enhancements would need Planning  
7 Commission and City Council approval.

8  
9 Ward referred to the frontage protection zone (FPZ), comprising Park Avenue, Kearns,  
10 and Deer Valley Drive, and noted height illustrations to a maximum of 35 feet or 45 feet  
11 with enhancements. Daenitz discussed the feasibility of the mixed used zoning district.  
12 He felt the City would promote and incentivize redevelopment in the zone. There were  
13 positive returns for landowners, especially if residential assets were developed in the  
14 district. He stated the increased height would add density and that was attractive.  
15 Parking reductions up to 25% would be additional cost savings and that was cashflow  
16 on the backend. There was a challenge for feasibility with future landowners because of  
17 the high land cost. He showed three scenarios using mixed use with all scenarios  
18 having underground parking. All the scenarios had a two Tier A enhancement. He  
19 stated all the scenarios had a negative rate of return with investors because of the high  
20 land cost, but the existing landowners had a high feasibility. He stated the scenario  
21 most profitable to a single investor was to implement a public infrastructure district (PID)  
22 so a levy could be implemented.

23  
24 Council Member Toly asked if the scenarios included a certain lot size, noting there  
25 were 24 landowners in this area. Daenitz stated he figured parcels with three acres for  
26 housing, four acres for commercial, and three acres for a hotel. Ward indicated the  
27 incentives in the code could also apply to projects that were under the MPD threshold.  
28 Council Member Rubell stated a major development in that area wouldn't be able to  
29 redevelop even if the proposed code was in place. He asked if this proposal would  
30 accomplish what the Council was trying to accomplish. Ward indicated the draft code  
31 made this zone General Commercial, and nightly rentals would be allowed. There was a  
32 project proposing nightly rental condominiums and that would be allowed with some  
33 conditions. Also the code clarified where height was allowed on the site, in order to  
34 provide clarity to the applicants on the front end. It clarified the FPZ and noted it was  
35 intended to bring additional height into the neighborhood. Council Member Toly asked  
36 what height would be needed, or what nightly rental numbers would be needed, or what  
37 FPZ would be needed to make a project feasible. Daenitz ranked additional  
38 height/density as the top priority for developers, then nightly rentals, then FPZ. Height  
39 for pure market feasibility with zero setbacks was 72 feet. The 30% open space  
40 requirement would add another story to 84 feet in height. Council Member Toly asked  
41 what it would take to get someone to develop in this area. Daenitz stated the top  
42 incentives were additional height, parking reductions, partnerships, nightly rentals or a  
43 boutique hotel. He noted the more tools given allowed more flexibility.

1 Council Member Rubell asked why they should implement the code if the code was  
2 unrealistic in accomplishing the goal. Ward stated the current code was more restrictive  
3 than the draft code. Currently, an applicant could request additional height but not  
4 density. This draft could increase height and density. As long as the project  
5 enhancements were met, they could get a 45-foot height as long as it wasn't in the FPZ.  
6 The draft code reduced setbacks as well. Currently applicants could request a parking  
7 reduction because this was an area that was walkable and pedestrian friendly. The new  
8 code would give a more generous parking reduction. Nightly rentals were currently  
9 allowed. The new code would allow hotels and prohibit nightly rentals in residential  
10 units. Council Member Rubell asked for a complete table showing the existing code and  
11 the proposed code changes and felt this would help the Council understand where there  
12 was relaxing or tightening of the code. He also asked to outline the levers that Daenitz  
13 referred to and discuss ways to mitigate and promote what was trying to be  
14 accomplished.

15  
16 Council Member Toly asked for assurance that development could happen here. The  
17 City needed to be conscious of how this code would affect current landowners. Johnson  
18 asked for clear direction regarding the code.

19  
20 Mayor Worel opened the public hearing.

21  
22 Mary Wintzer 84060 stated she was a general partner for Wintzer Wolf Properties and a  
23 property owner in the Iron Horse district and had 22 business owners in their complex.  
24 They were in the business of growing businesses. These code changes would affect  
25 their ability to successfully function and many of the changes would act as a  
26 disincentive to develop. They owned the last large piece of land in the area and she felt  
27 they were being singled out to fulfill the City's desire for this area. She stated the new  
28 code would take 20 feet of their property for trails. She thought the path for ebikes  
29 should be on the street. She stated the new code changes would increase costs for  
30 them and their small business owners.

31  
32 Jim Doilney 84060 stated he served on the Citizens Open Space Advisory Committee  
33 (COSAC) from 2014-2020 and they helped acquire open space. He asked that Bonanza  
34 Park be preserved as the City's open space and suggested at least 60% of it be kept  
35 free of buildings. He said all the proposed uses were going to happen someplace else  
36 anyway, but a park would never happen there.

37  
38 Jamie Peters 84060 owned two units at Homestake condos to house staff for the local  
39 ski shop businesses. She wanted Homestake included in the Bonanza Small Area Plan.  
40 The existing code allowed nightly rentals, but the HOA prohibited nightly rentals. The  
41 proposed zoning change would take away the condo policy to deny nightly rentals.  
42 Homestake was old and needed significant renovations. She knew the City's goal for  
43 affordable housing but applying new restrictions to existing communities seemed  
44 inequitable. She asked the Council to exempt Homestake Condos from the proposed  
45 code and allow them to retain their current rights.

1  
2 Peter Tomai 84068 stated this would create a downzone of the area and raise building  
3 costs. If they wanted to create a walkable and livable community, it would require  
4 affordable housing and opening up the ground plane, which meant going on a smaller  
5 footprint and higher. He thought open space should be an internal concept and not next  
6 to a highway.

7  
8 Wade Budge representing Wintzer Wolf Properties, stated he thought the Council  
9 should consider if the nightly rental concept was appropriate for this area. Also, it was  
10 true less parking could be a benefit, but structured parking should be factored in. He  
11 was concerned with the owners' 8.2 acres with regard to two proposed trails, and that  
12 was an impact they alone would carry, and they wouldn't be shared with the neighbors.  
13 He thought there could be improvements on Iron Horse instead. He also asked for code  
14 language to protect the existing businesses in that area.

15  
16 Lisa Plane 84060 owned two properties in Prospector and Old Town, and she  
17 suggested that the new senior center be considered for Bonanza Park.

18  
19 Greg Friedman 84060 Claimjumper Condos, noted these condos were the employee  
20 housing for Park City Mountain Resort. He stated any redevelopment in the area would  
21 be required to have underground parking and retail on the first floor. He felt that was a  
22 deterrent to redevelopment. The current zoning allowed for a 35-foot height. With a 45-  
23 foot height, he was concerned someone could apply for a CUP and build even higher.

24  
25 Mayor Worel closed the public hearing.

26  
27 Questions for the Council's consideration:

28 Feasibility: Are there additional considerations the Council would like staff and the  
29 Commission to evaluate prior to the Commission's formal recommendation to Council?

30 Project Enhancements: Does the Council find that additional clarity on project  
31 enhancement criteria is needed?

32 Is Council supportive of the Commission forwarding a recommendation to Council for  
33 project enhancements?

34  
35 Council Member Parigian was not concerned with developers, but he wanted to make  
36 life better for residents and thought there could be room to add more open space and  
37 room for FPZ around the perimeters of the area. Regarding nightly rentals, that was the  
38 money maker in the project. He expressed concern about regulating those. Johnson  
39 asked for feedback on the tiered structure of the project enhancements. Council  
40 Member Parigian didn't like it being changed every two years. He thought the tiers  
41 needed help, especially the Tier Two items. He indicated there should be another Tier  
42 One item, such as childcare, local incubator space, etc. He supported the Commission  
43 forwarding a recommendation to the Council.

44

1 Council Member Rubell asked what the Commission needed from the Council to drive  
2 the direction of the code changes. Johnson asked if the Council wanted to circle back  
3 on any items that had been discussed. Council Member Rubell asked them to bring  
4 back a list of things Council should make decisions on. Johnson noted the Commission  
5 stayed true to the small area plan and the FPZ. He noted they couldn't look at spot  
6 areas, but they looked at the 200 acres as a whole in making their decisions. Council  
7 Member Rubell felt the code was unrealistic and the numbers didn't work. The code as  
8 presented wouldn't result in any development. He thought the variables needed to be  
9 looked at, and which ones could be implemented to make the area developable. Hall  
10 stated the community responded that they didn't want more traffic, but with residential  
11 development there would be more traffic. The Commission couldn't please everyone,  
12 but they were giving an up-zone, residential use by right, clarifying the FPZ, and  
13 allowing for more density. Council Member Rubell wanted responsible redevelopment  
14 and he wanted to understand what the levers were in order to give the Commission  
15 strategic direction so that the code could be shaped to follow it. He wanted a code to  
16 incentivize redevelopment and not inhibit it. Ward asked if the levers - nightly rentals,  
17 parking reductions, flexibility in the FPZ and reevaluating the open space - within those  
18 components, the Commission would evaluate the feasibility so they could see the  
19 impacts as they changed the levers. She asked if there was support for a certain  
20 percentage of nightly rentals, exploring the impacts of FPZ or looking at reduced  
21 parking. Council Member Rubell stated he was open to all those discussions.

22  
23 Council Member Ciraco stated the community wanted a vibrant mixed-use  
24 neighborhood with a lot of amenities that didn't pay for itself. It was never  
25 communicated to the community that they couldn't get it all. The economic data said we  
26 weren't as close as we needed to be to make this feasible. He felt two years of work  
27 would be wasted if the Commission didn't get guidance from the Council. They needed  
28 to figure out what would be acceptable to the community. He wanted feasibility to be  
29 addressed. Hall asked if nightly rentals versus a boutique hotel worked for him. Council  
30 Member Ciraco affirmed and stated he wanted the Double Tree Hotel to stay and  
31 adding another one or two hotels could work. There wasn't an answer to nightly rentals  
32 at the moment. He thought 25% parking reductions was good, but wondered if it could  
33 be better. Regarding FPZ, he thought the 30 feet next to Kearns Boulevard could be  
34 better used on the south with more sun exposure.

35  
36 Council Member Toly asked if the model thought through soil issues, to which Daenitz  
37 stated no. Regarding traffic, she felt there would be more residents living in this area  
38 which would create more interior traffic. She favored parking reductions, but not with the  
39 unintended consequences of pushing parking into other areas. She preferred nightly  
40 rentals sprinkled around the area instead of a hotel. She thought having nightly rentals  
41 could take away from workforce housing in that area. She was open to looking at nightly  
42 rentals, height, and parking reductions. She asked for examples of the levers that  
43 worked with the models presented as well as the unintended consequences. Johnson  
44 noted the capacity would double the population within this 200 acre area so that was  
45 one consequence.

1 Mayor Worel indicated the next step would be to come back to discuss the different  
2 levers and where the Council would land with regard to those levers. Ward asked if the  
3 Council wanted the next discussion to focus on the feasibility and the levers of the draft  
4 code, or did they want a full overview of the proposed zone. Council Member Toly  
5 wanted a robust conversation. Council Member Ciraco agreed and wanted to focus on  
6 the levers with the consultant's input. Council Member Rubell was fine with discussing  
7 the levers. Council Member Parigian stated the levers were the key. He wanted to talk  
8 about the incentives to get developers to develop. Daenitz stated there was a version  
9 where you fit the model to the code or the other extreme was to fit the code to the  
10 model. He thought there was a middle option and he could work on some examples.

11  
12 Mayor Worel summarized the majority of the Council wanted to come back to discuss  
13 levers. Dias stated the Council wanted to discuss the parking, FPZ, height, setbacks,  
14 open space, and density levers that would promote more opportunities and to lean into  
15 the economic models presented by Daenitz. He asked if that was uncomfortable to the  
16 Planning Commissioners. Hall stated they discussed this code over five meetings and  
17 this code was what they were comfortable with. If the Council determined this wasn't  
18 enough, they would need to hear what the Council wanted more of. Dias recommended  
19 that Council have a work meeting to discuss these levers and the Commissioners were  
20 welcome to attend and give their input. Council Member Rubell stated this was what the  
21 Council wanted to discuss months ago. It was indicated Daenitz presented to the  
22 Council two years ago at the beginning of the process. Council Member Toly asserted  
23 the presentation hit her with the reality of what needed to happen.

24  
25 Johnson reviewed the presentation they received from Daenitz and noted the financing  
26 tools were not part of the presentation. He noted their role was to look at the code from  
27 a land use perspective. Dias proposed having a work session on May 22<sup>nd</sup> and the  
28 Planning Commissioners were invited to attend. Council Member Parigian wanted a  
29 second opinion on the models. Council Member Rubell didn't want to be asked about  
30 efficiency if the guidance wasn't followed, and then people were surprised when there  
31 was a slowdown in the process. Ward stated to run the feasibility of the proposed  
32 amendments they needed a code, and she thanked the Commission for the phased  
33 approach in discussing the elements of the code and creating a draft code. There was  
34 the discussion of building the code to the plan, which they did, and they would return on  
35 the 22<sup>nd</sup> with specific information on the levers and the impacts that changes to those  
36 levers could have for the feasibility of the draft code.

37  
38 Mayor Worel asked if the Council wanted a second opinion on the economic models.  
39 Council Members Toly and Ciraco no. Council Member Rubell stated he wanted a  
40 punch list of the decisions to be made and let the Council make those decisions. He  
41 was comfortable with Zions doing the modeling, but he felt it was putting the cart before  
42 the horse talking about the modeling work before they made the policy decisions.

43

1 Council Member Toly moved to continue the proposed Bonanza Park Land  
2 Management Code amendments discussion to May 22, 2025. Council Member Ciraco  
3 seconded the motion.

4 **RESULT: CONTINUED TO MAY 22, 2025**

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

6 **EXCUSED:** Council Member Dickey

7  
8 Council Member Ciraco was excused at 8:10 p.m.

9  
10 **2. Discuss the Irrigation Water Rate Structure Alternative:**

11 Mayor Worel moved this item to the April 28, 2025 special Council meeting with a start  
12 time of 4:00 p.m.

13  
14 **3. Update on City Council Discussions with UDOT on SR224 Bus Rapid Transit**  
15 **(BRT) Project:**

16 Mayor Worel moved this item to a future meeting.

17  
18 **VIII. NEW BUSINESS**

19  
20 **1. Consideration to Approve Ordinance 2025-05, an Ordinance Approving**  
21 **Modifications to the Master Planned Development and Development Agreement**  
22 **for Flagstaff Mountain to Allow for Seven Residential Units:**

23 Alec Barton, Senior Planner, and Wade Budge and Doug Ogilvie representing Redus,  
24 were present for this item. Barton reviewed the applicant sought seven units in  
25 exchange for open space property. If the development agreement was approved, the  
26 applicant would still need to apply for development. The Planning Commission  
27 recommended approving the development agreement amendments with the following  
28 conditions of approval: giving an in-lieu affordable housing fee, having an open space  
29 maintenance transfer fee, having an ownership or access easement for historic mining  
30 structures, having this recorded with Summit County, and requiring land use approvals.  
31 They also wanted the Council to consider Twisted Branch Road.

32  
33 Mayor Worel opened the public hearing.

34  
35 Steve Barsh 84060, owner at One Empire Pass, understood why Park City wanted to  
36 get these trailheads and roads. He was concerned about the view corridor if condos  
37 were constructed. He requested that any development there would not be higher than  
38 the road grade, or they should build by Moon Shadow. There was a landslide behind  
39 Moon Shadow so a couple of hiking trails were closed. It was a steep slope, and he  
40 wondered if a steep slope analysis had been conducted and if a retaining wall was  
41 needed there.

42  
43 Mayor Worel closed the public hearing.

1 Council Member Parigian asked Ogilvie to respond to the public comment. Ogilvie  
2 stated the subsequent action would be approval to build. Plans for development would  
3 not exceed the height of the lowest floor of One Empire Pass. He noted the landslide  
4 was triggered by mining. The geotechnical report said the soil for this site was stable.

5  
6 Plane noted there was one point in the development agreement that needed attention.  
7 Budge stated in the agreement there was a 1% transfer fee, of which the City received  
8 half. They proposed increasing the transfer fee for this development to 1.5%. He also  
9 noted the removal of “will” in the fee in-lieu language found in 2.2.2.5 Affordable  
10 Housing.

11  
12 Council Member Rubell moved to approve Ordinance 2025-05, an ordinance approving  
13 modifications to the master planned development and development agreement for  
14 Flagstaff Mountain to allow for seven residential units as amended. Council Member  
15 Toly seconded the motion.

16 **RESULT: APPROVED**

17 **AYES:** Council Members Parigian, Rubell, and Toly

18 **EXCUSED:** Council Members Ciraco and Dickey

19  
20 **2. Consideration to Authorize the Mayor to Enter into a Property Exchange**  
21 **Agreement with Redus Park City, LLC, which Includes Property in the Flagstaff**  
22 **Development Area in a Form Approved by the City Attorney:**

23 Ryan Blair, Property and Environmental Services Manager, and Wade Budge and Doug  
24 Ogilvie representing Redus, were present for this item. Blair noted Redus requested  
25 adding another open space parcel to the deal that was three acres and was located  
26 uphill from the Mine Bench property.

27  
28 Budge stated they would work cooperatively to make sure the City had all the  
29 information they needed to evaluate the properties and then say yes or no at the end of  
30 the feasibility period. At that point Redus would go through the foreclosure process for  
31 the properties they currently didn't own.

32  
33 Mayor Worel opened public input. No comments were given. Mayor Worel closed public  
34 input.

35  
36 Council Member Rubell stated this was exemplary of a collaboration between a private  
37 organization and a public entity. He felt this was a win for both sides.

38  
39 Council Member Toly moved to authorize the Mayor to enter into a property exchange  
40 agreement with Redus Park City, LLC, which includes property in the Flagstaff  
41 development area in a form approved by the City Attorney. Council Member Rubell  
42 seconded the motion.

1 **RESULT: APPROVED**

2 **AYES:** Council Members Parigian, Rubell, and Toly

3 **EXCUSED:** Council Members Ciraco and Dickey

4  
5 **3. Consideration to Approve Gap Financing Assistance for the Holiday Village**  
6 **and Parkside Apartments (HOPA) Redevelopment Project:**

7 Sara Wineman, Housing Team, and Amy Rowland, CDFA, consultant for Mountainlands  
8 Community Housing Trust, were present for this item. Wineman reviewed HOPA had an  
9 average 45% AMI. Rowland stated they were unsuccessful in getting LIHTC funding the  
10 last two years, and they hoped they could get it this year. The plan was to replace 122  
11 units with seven buildings that totaled 317 units in a seven to 10 year time period.

12  
13 Rowland reviewed the scoring process for LIHTC and stated the project needed more  
14 grants to make the project work. She requested a grant-like loan of \$2 million from the  
15 City. Wineman stated the City didn't have a loan program set up, so they would need to  
16 come back to Council to have a discussion on whether it was a grant or loan, and set up  
17 a loan program to help with this and other projects that could come up. Rowland noted  
18 the \$2 million request would equal a \$44,444 subsidy per unit and the fee waiver would  
19 equal \$14,441 per unit.

20  
21 Mayor Worel asked if they would come to the City in the future requesting additional  
22 help, to which Rowland affirmed. Mayor Worel asked if they could tell the City the total  
23 request for support for the project, to which Rowland responded they didn't know.

24  
25 Council Member Parigian asked how they arrived at the \$2 million amount. Rowland  
26 stated it depended on the amount of tax credits they could apply for. Council Member  
27 Parigian asked if the City would get any designated employee units, to which Rowland  
28 stated no, but the City would have great affordable housing. Council Member Parigian  
29 asked if they needed cash, to which Rowland affirmed.

30  
31 Council Member Rubell stated in an earlier discussion, there was a 1% or 2% interest  
32 rate to offset inflation. He thought the loan commitment letter sounded more like a grant.  
33 Rowland stated she met with Cate Brabson to draft the commitment, and then they  
34 would follow the City's protocols post commitment letter. She anticipated working this  
35 out by June of 2026. Council Member Rubell didn't think the language in the letter met  
36 the intent. He asked if the letter could say the City was offering the money as a loan or a  
37 grant because he was uncomfortable approving the letter as written. Rowland  
38 suggested inserting "soft money loan", "cashflow contingent loan", or "grant from the  
39 City" instead of "contribution".

40  
41 Mayor Worel opened public input. No comments were given. Mayor Worel closed public  
42 input.

1 Margaret Plane, City Attorney, suggested replacing “contribution” with “soft money loan,  
2 or cashflow contingent loan, or grant.” Council Member Rubell was good with that  
3 language and stated a future conversation could be had when the total City amount was  
4 known.

5  
6 Council Member Toly moved to approve gap financing assistance for the Holiday Village  
7 and Parkside Apartments (HOPA) Redevelopment Project as discussed. Council  
8 Member Rubell seconded the motion.

9 **RESULT: APPROVED**

10 **AYES:** Council Members Parigian, Rubell, and Toly

11 **EXCUSED:** Council Members Ciraco and Dickey

12  
13 **4. Consideration to Extend the Main Street Dining Deck Program for a Five-Year**  
14 **Term and to Waive the Lease Fees, and Authorize the City Manager to Sign**  
15 **Updated Leases for up to 12 Main Street Restaurants through 2030, in a Form**  
16 **Approved by the City Attorney:**

17 Dave Thacker, Building Official, and Chris Phinney, Special Events Manager, presented  
18 this item. Thacker reviewed the history of this program and the process for participating.  
19 He noted the request to waive the fees was based on a public benefits analysis  
20 performed in 2024.

21  
22 Mayor Worel asked if a bar could apply since no meal service was required, to which  
23 Thacker affirmed and noted the DABS had to approve the decks. Council Member  
24 Rubell asked about the 12 restaurant cap and didn't want restaurant 13 to be denied  
25 until the following year. Thacker stated they wouldn't be denied, but he would have to  
26 come back to the Council for approval. Council Member Parigian asked why it was  
27 determined to waive the lease fees. Thacker stated the benefit to the community was  
28 greater than the fee. Council Member Rubell added that the sales tax revenue was  
29 higher than the parking fees the City would collect if the deck was not there.

30  
31 Mayor Worel opened the public hearing. No comments were given. Mayor Worel closed  
32 the public hearing.

33  
34 Council Member Parigian asked why they wanted a 5-year lease renewal instead of an  
35 annual renewal. Phinney indicated these same applicants had been on Main Street  
36 since the program began, so the application process would not be as time consuming if  
37 the lease was extended. Council Member Parigian asked for a 3-year lease renewal  
38 period instead of the 5-year renewal that was recommended. He also asked what Arts  
39 Fest thought about it. Phinney explained they would no longer charge restaurants to  
40 have decks during Arts Fest. They would be notified that the City received two  
41 additional requests for dining decks and Arts Fest would possibly lose booth space  
42 because of that. He noted they adjusted their booth set up to allow for emergency  
43 vehicle access.

1 Council Member Toly moved to extend the Main Street Dining Deck Program for a  
2 three-year term and to waive the lease fees, and authorize the City Manager to sign  
3 updated leases for up to 12 Main Street restaurants through 2027, in a form approved  
4 by the City Attorney. Council Member Parigian seconded the motion.

5 **RESULT: APPROVED**

6 **AYES:** Council Members Parigian, Rubell, and Toly

7 **EXCUSED:** Council Members Ciraco and Dickey

8  
9 **5. Consideration to Approve the Proposed 2025 Park Silly Sunday Market (PSSM)**  
10 **Supplemental Plan and Level Four Special Event Permit:**

11 Chris Phinney, Special Events Manager, and Kate McChesney, PSSM, presented this  
12 item. Phinney noted no changes were requested by the market this year and the permit  
13 was the same as last year.

14  
15 Council Member Rubell asked about the number of dates at the end of the season.  
16 Phinney stated that would be addressed at the debrief in October. Last year, the  
17 Council members were supportive of discussing the contract next fall and discussing  
18 additional dates for the 2026 market season. Council Member Rubell asked if PSSM  
19 wanted to discuss the market extension sooner than October. McChesney indicated  
20 their marketing communications went out and all the reservations were filled, but she  
21 was open to having the discussion on adding dates during the mid-term review and then  
22 making a decision during the debrief in October.

23  
24 Mayor Worel opened the public hearing. No comments were given. Mayor Worel closed  
25 the public hearing.

26  
27 Council Member Parigian moved to approve the proposed 2025 Park Silly Sunday  
28 Market (PSSM) Supplemental Plan and Level Four Special Event Permit. Council  
29 Member Toly seconded the motion.

30 **RESULT: APPROVED**

31 **AYES:** Council Members Parigian, Rubell, and Toly

32 **EXCUSED:** Council Members Ciraco and Dickey

33  
34 **IX. ADJOURNMENT**

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

37  
38 \_\_\_\_\_  
Michelle Kellogg, City Recorder



## City Council Staff Report

**Subject:** Public Art Program Manager – Contract Award Notification  
**Author:** Chris Eggleton & Stephanie Valdez  
**Department:** Economic Development / Public Art  
**Date:** May 22, 2025

### Recommendation

Authorize the City Manager to execute a Professional Services Agreement (PSA) with Arts Council of Park City & Summit County (Arts Council), in a form approved by the City Attorney's Office, not to exceed \$120,000 for three years of services (\$40,000 per year).

### Executive Summary

On [March 20, 2025](#) ([minutes](#) p. 13), the City Council approved the procurement of external expertise for a Public Art Program Manager to oversee projects and initiatives for the Public Art Advisory Board (PAAB) for an annual contract amount not to exceed \$40,000, with the City continuing to provide limited administrative support through the City's Art Coordinator. A Public Art Management RFP was released on March 28, 2025, with proposals due April 30, 2025.

After reviewing three proposals, the selection committee of PAAB members Jess Griffiths (Chair) and Sam Osselaer (board member), and Budget Manager Penny Frates recommends awarding the Art Program Manager contract to the [Arts Council](#) having demonstrated a long-standing track record of their ability to manage complex projects, steward public funds responsibly, and support community-driven creative initiatives from ideation to installation.

### Analysis

Founded in 1986, the Arts Council is a nonprofit organization that conducts marketing, creative programming, public art activities, and policy/advocacy work. It is dedicated to advancing arts and culture countywide through advocacy, programming, resources, and community connection.

The Arts Council brings unmatched institutional knowledge and leadership to public art management, having served as the administrator of the PAAB from 2003 to 2014. During this time, the Council developed foundational policies, commissioned early projects, and led community engagement efforts. Although day-to-day PAAB management transitioned to the City's Special Events team in 2014, due to considerable expertise of one of the managers, the Arts Council remained deeply involved as an ex-officio advisor – attending meetings, guiding policy, and maintaining a continuous understanding of the PAAB's history and evolving goals. This long-standing role has built enduring relationships, policy fluency, and a deep familiarity with the City's collection and program priorities. Additionally, since 2017, the Arts Council has

successfully managed the Summit County Public Art Program, further demonstrating its capacity to lead regional public art initiatives in close coordination with government partners and communities.

### **Scope of Services**

The PSA will be for three years, effective July 1, 2025, expiring June 30, 2028. This long-term agreement affords the ability to plan, implement, and evaluate impactful public art initiatives over time in alignment with evolving City goals. Park City's *Percent For Art* program is set to allocate nearly \$1 million across current and potential capital projects over the next several years and we believe that this contract duration will position the Public Art Program for greater success and strategic integration across departments and community partners.

During the term, the Arts Council will facilitate the following services:

**Oversight and Facilitation of PAAB.** Dedicated staff support will be provided to the PAAB to ensure strategic alignment and informed decision-making. Responsibilities include meeting coordination and facilitation, compliance with public meeting requirements, and the provision of expert resources and orientation for board development.

**Project Management for Public Art Projects.** Comprehensive project management delivered across all phases of public art initiatives, in coordination with City staff and PAAB. This includes RFQ/RFP development, equitable artist selection processes, progress tracking, budget oversight, installation logistics, community engagement, and alignment with City goals.

**Long-Range Planning and Policy Support.** Strategic support provided to guide the evolution of Park City's Public Art Program. Efforts focus on aligning public art with City objectives, identifying funding and partnership opportunities, developing annual work plans, and applying relevant Arts & Culture Master Plan findings.

**Documentation, Maintenance, and Collection Management.** The City's public art collection will be maintained through accurate inventory management, scheduled assessments and repairs, and thorough documentation of new works using photography, storytelling, and digital archiving.

**Community Engagement & Outreach.** Engagement strategies designed to foster community connection through public input opportunities, inclusive communications, and partnerships with local schools, nonprofits, and civic groups. Artist opportunities and program updates are promoted via multiple digital platforms and public-facing content.

**Reporting and Accountability.** Clear communication and accountability through regular coordination with City staff, including monthly check-ins, detailed annual reporting to City Council, and documentation of deliverables and outcomes.

## **Funding**

The PSA will procure annual services in the amount of \$40,000 per year (paid in four \$10,000.00 quarterly payments) for a three-year contract. Over the duration of the PSA, the total contract will be \$120,000.00 for the services defined.

Park City's Public Art program uses two funding sources – Percent For Art and the Capital Improvement Projects (CIP) budget. We recommend using the existing Public Art CIP budget to fund this contract.

The Arts Council indicated that the resources will thoughtfully maximize program efficiency, impact, and sustainability. **The estimated annual breakdown of Arts Council staff time** to support the following core areas of Public Art Program & Project Management is as follows:

### **Public Art Administrator – 60%**

Responsible for day-to-day management of the Public Art Program, including RFQ/RFP development, artist coordination, budgeting, documentation, and project tracking. This role also supports the PAAB and ensures continuity through regular meetings and coordination with the City's Art Coordinator.

### **Executive Director, Jocelyn Scudder – 30%**

Provides strategic leadership, oversees long-term planning, and strengthens relationships with City departments and community stakeholders. This role ensures the Public Art Program remains aligned with broader civic goals and serves as a key advocate within City processes.

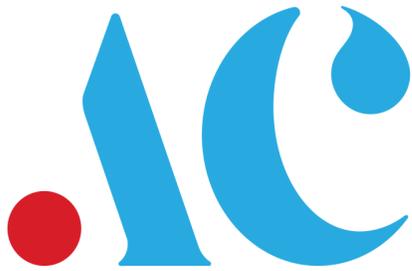
### **Marketing & Community Engagement – 10%**

Focuses on promoting artist opportunities and sharing public art stories through digital marketing, media outreach, and event support. Will work in collaboration with the City's communications team to foster public awareness and engagement.

This allocation leverages the full strength of the Arts Council team, ensuring high-level expertise in management and public engagement while maintaining cost efficiency.

## **Exhibit**

### **A. Proposal - Park City Public Art Program and Project Management**



# ARTS COUNCIL PARK CITY SUMMIT COUNTY

## Proposal for Public Art Program & Project Management



Submitted by: Arts Council of Park City & Summit County

Submitted to: Park City Municipal Corporation

April 30, 2025

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## INTRODUCTION

The Arts Council of Park City & Summit County ('Arts Council') is pleased to submit this proposal in response to Park City Municipal Corporation's ('PCMC') Request for Proposals for Public Art Program and Project Management. As the designated Local Arts Agency for the entire Summit County region—including Park City, North Summit, and South Summit/Kamas Valley—we have a proven track record of managing impactful, community-centered public art programs and projects. Our mission is to serve the Arts & Culture community by driving creative programming, providing valuable resources, and cultivating connections across diverse communities. We envision a community where Arts & Culture is critical, where creatives thrive, and where all people connect through the arts.

We believe public art plays a transformative role in shaping the cultural identity of a place and building inclusive, thriving communities. Our goal is to enhance Park City's vibrant cultural landscape through innovative and strategic public art planning and project execution, in close collaboration with City departments, the Public Art Advisory Board ('PAAB'), and community stakeholders.

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## EXPERIENCE & QUALIFICATIONS

The Arts Council of Park City & Summit County brings decades of experience in managing public art programs and projects throughout Summit County. Since 2017, we have served as the contracted manager and administrator of the Summit County Public Art Program, coordinating with County departments, local communities, and artists to bring meaningful and impactful public art to the region. Our long standing track record demonstrates our ability to manage complex projects, steward public funds responsibly, and support community-driven creative initiatives from ideation to installation.

Our history with Park City's public art efforts stretches back to 1999, when the Arts Council established the first *Art in Public Places* plan, creating a visionary framework for what would become a strong and enduring public art program. In July 2003, the Arts Council successfully advocated for and helped secure an initial \$200,000 in seed funding to launch the Park City Public Art Program. Later that year, in December 2003, Park City Council formally adopted a Public Art Policy that established the Public Art Advisory Board (PAAB), with the Arts Council designated as the administrator.

From 2003 to 2014, the Arts Council managed and administered the PAAB, overseeing the development of foundational policies, early project commissions, and community engagement strategies. In 2014, Park City Municipal transitioned the management of PAAB to its internal Special Events team with arts expertise. Since that time, the Arts Council has served as an ex-officio liaison to the PAAB, attending monthly meetings, advising on policy matters, and maintaining deep knowledge of the board's history, operations, and evolving goals. This long-standing involvement has given our team a unique and comprehensive understanding of the Park City public art landscape, including relationships with past and current board members, familiarity with critical policy documents, and intimate knowledge of the City's public art collections and programmatic priorities.

We serve as the designated Local Arts Agency for Park City, North Summit, and South Summit/Kamas Valley and are the only nonprofit with the sole mandate to advance Arts & Culture across the entirety of Summit County. Our work spans creative programming, marketing and cultural tourism, arts advocacy, and public art strategy and implementation. We are deeply embedded in our

community, which allows us to identify opportunities, build strong partnerships, and facilitate meaningful engagement across diverse populations.

A list of public art projects we have supported includes:

### **Summit County Public Art Program Projects**

- **Jeremy Ranch Roundabout Sculptures** — Two steel sculptures created by DKLA Design of Santa Fe, NM, representing local wildlife to be installed in the newly constructed Jeremy Ranch Roundabouts at exit 141 off I-80 (February 2024 - Summer 2025). While this project is not yet complete, it is on track to be installed within the projected timeline. Budget: \$200,000.
- **Washakie: Through the Lens of Time** — A year-long traveling exhibit hosted by Summit County Libraries (Kimball Junction, Kamas, Coalville) in partnership with the University of Wyoming’s American Heritage Center featuring historic photographs of Chief Washakie who was a prevalent Eastern Shoshone leader during the mid-19th century in Utah (August 2024–May 2025). Budget: \$3,000.
- **Art Pianos for All** — A series of 8 art pianos throughout the County. In addition to developing piano artwork, tuning, and maintaining the pianos, the SCPAAB programs mobile piano concerts in partnership with Utah Symphony | Utah Opera, Mountain Town Music, and local schools to promote accessible music for all people (ongoing). The budget varies for the development of new pianos (average \$2,000 per piano). The SCPAAB budgets \$2,500 annually for ongoing piano maintenance and tuning.
- **Ledges Event Center Sculpture** — A modern sculpture by Romeo Sosa and Sasha Primo depicting the Coalville ledges geographic landmark, in honor of the building’s namesake, developed in partnership with local Indigenous tribal members and Coalville residents (August 2022 - August 2024). Budget: \$38,000.
- **Hoytsville Public Works Mural** — A 300 foot historical mural created by Sasha Primo in collaboration with Hoytsville residents, along with the Ute and Eastern Shoshone Nations located at the Summit County Public Works Building (September 2021 - June 2022). Budget: \$10,000.
- **George Beard Photography Exhibit** — A permanent collection of historical photographs by renowned Summit County photographer George Beard located at the Ledges Event Center in Coalville (September 2020 - June 2021). Budget: \$6,000.
- **Kamas Library Sculpture** — A hanging sculpture by Utah artist Day Christensen consisting of hundreds of multi-colored leaves and grasses made from brass, copper and aluminum, floating throughout the overhead space in the Kamas Library lobby (March 2018 - February 2019). Budget: \$60,000.
- **Summit County Collection Traveling Exhibits** — Rotating displays from the Summit County Collection hosted at County libraries and public buildings (ongoing). Budget: \$1,500 for 3

rotating exhibits annually.

- **The Future is Now Mural Project** — A tunnel mural on the Millenium Trail in Kimball Junction created by New York street artist Bisco Smith and Summit County youth expressing hopes for the future in partnership with Basin Recreation and Skullcandy (June 2017 - June 2018). Budget: \$12,000.
- **Annual Fine Arts Exhibit at the Summit County Fair** — Supports acquisition of new work for the County Collection (ongoing). Budget: \$750 annually.
- **Temporary Public Art Installations** — Including a community photography project *The View from My Door* in locations throughout the County (2017), *Dark Storefronts* portrait project in Newpark (2018), and *Project Your Voice* poetry projections in Park City, Kamas, and Kimball Junction (2019). Budgets: varied based on scope ranging from \$2,000 - \$8,000.

### **Partner Projects Outside the Summit County Public Art Program**

- **Art Snow Globes & Gondolas** — Winter-sports / holiday themed gondola cabins and snow globes featuring local artists in partnership with the Canyons Village Management Association (CVMA) and Historic Park City Alliance (HPCA) (Winter Seasons 2023 & 2024). Budget: \$4,000 per structure.
- **Go Together Mural** — A mural and bike sculpture created by local artists Emily Miquelon and Zafod Beatlebrox located at the DABS building in Prospector raising awareness around LGBTQ+ youth mental health in collaboration with Encircle, Communities that Care, and Parents Empowered (April - September 2022). Budget: \$7,500.
- **Racial Equity Murals** — Park City contracted the Arts Council to help facilitate a series of 4 temporary street murals during the pandemic in lieu of a 4th of July parade that addressed issues surrounding social and racial equity in light of the Black Lives Matter movement and nation-wide protests, showing solidarity and support for the diversity that exists in Utah (July 2020). Budget: \$12,500.
- **Chalk Your Walk** — A neighborhood public art project produced during the pandemic, creating a contest and virtual exhibit of neighborhood sidewalk chalk artwork in collaboration with the Summit County Public Art Board, Park City Public Art Board, and Park City Leadership (Spring/Summer 2020). Budget: \$0, time and website development donated by project partners.
- **Coalville Community Arts Day** — A community sidewalk mural project highlighting themes of togetherness, community empowerment, and wellness painted by North Summit Elementary students in partnership with North Summit School District, and Summit County Health Department (May 2019). Budget: \$500.

These projects reflect our capacity to manage a wide variety of creative initiatives, including site-specific commissions, temporary installations, community murals, and traveling exhibits. Whether working with municipal entities, nonprofit partners, local businesses, or Indigenous communities, our

team brings the cultural competence, project management expertise, and creative insight needed to deliver successful public art outcomes.

### **Organizational Strengths:**

- A seasoned team with public art planning, project management, and community engagement expertise.
- Existing infrastructure for managing public art RFPs, artist contracting, and installation processes.
- Strong connections to artists, creative businesses, local governments, and cultural nonprofits/associations throughout Summit County, Utah.
- Deep relationships with local and regional artists cultivated through years of collaboration on public art projects and creative programs, including CREATE PC Local Artist Collective, Summit Arts Market, Art on the Trails, Summit County Fair Fine Art Show, Día de los Muertos Celebration, and the Latino Arts Festival.
- Proven track record of producing high-quality events and public art installations—consistently delivering projects on time, within budget, and with strong community and stakeholder support.

## **PLAN OF OPERATION / PERFORMANCE**

The Arts Council of Park City & Summit County proposes a comprehensive, collaborative, and community-oriented approach to managing Park City’s Public Art Program. Our method balances strategic planning, administrative oversight, and creative engagement to support both the Public Art Advisory Board (PAAB) and the City’s vision for public art.

To ensure continuity, consistency, and meaningful long-range planning, the Arts Council respectfully requests a 3–5 year contract term with Park City, with annual check-ins. A longer-term agreement allows for the development of deeper relationships, alignment with evolving City goals, and the ability to plan, implement, and evaluate impactful public art initiatives over time. We believe that this stability will position the Public Art Program for greater success and strategic integration across departments and community partners.

### **1. Oversight and Facilitation of PAAB**

We will provide dedicated staff support to PAAB, ensuring the group is well-informed, strategically aligned, and empowered to guide public art decisions. This includes:

- Scheduling and facilitating all PAAB meetings with the City’s Art Coordinator.
- Preparing agendas in coordination with PCMC staff.
- Facilitating PAAB meetings compliance with Open Public Meetings Act requirements.

- Providing research, case studies, and expert guidance on best practices in public art.
- Supporting board development, including orientation for new members.

## **2. Project Management for Public Art Projects**

We will provide strategic and logistical support for all phases of public art projects, working in close partnership with PCMC staff, the City’s Art Coordinator, and the PAAB. This includes:

- Supporting the development and distribution of Requests for Qualifications/Proposals (RFQs/RFPs) by advising on scope, goals, and timelines, and ensuring alignment with the project vision.
- Assisting with artist selection processes, including coordinating selection meetings and ensuring equity and transparency throughout.
- Serving as a liaison to selected artists, helping them navigate City procedures and community expectations from concept through installation.
- Overseeing project progress, tracking timelines and deliverables within budget, and providing on-the-ground support for fabrication and installation.
- Facilitating community engagement activities, including outreach, workshops, and interpretive materials, as appropriate to each project.
- Coordinating with relevant City departments to align public art projects with planning, engineering, sustainability, and parks initiatives.

## **3. Long-Range Planning and Policy Support**

We will continue to help refine Park City’s Public Art Program and related policies, including:

- Supporting alignment of public art strategies with City goals and planning documents.
- Research and advise on potential public-private partnerships and funding strategies.
- Developing annual strategic work plans in consultation with PAAB and PCMC staff.
- Applying Arts & Culture Master Plan findings relevant to the PAAB to help guide future projects.

## **4. Documentation, Maintenance, and Collection Management**

We will help maintain Park City’s public art collection with a focus on stewardship and accessibility:

- Keeping inventory records up to date.
- Supporting maintenance scheduling, assessments, restoration planning, and ongoing repairs.

- Documenting new projects through photography, storytelling, and digital archiving.

## **5. Community Engagement & Outreach**

We believe in building authentic connections between art and community. Our outreach will include:

- Facilitating opportunities for public input on relevant projects.
- Developing accessible materials and communications to keep the public informed.
- Collaborating with local schools, nonprofits, and civic groups to deepen engagement when appropriate.
- Promoting open calls and artist opportunities across Arts Council networks and channels including our monthly CREATE newsletter, social media, website, and RFP portal subscriptions.
- Raise awareness of the Park City Public Art Program ongoing through digital storytelling, blogs, and public speaking opportunities.

## **6. Reporting and Accountability**

We will maintain clear communication with City staff and the PAAB through regular reporting, including:

- Monthly check-ins with PCMC staff.
- Annual reports/presentations to City Council summarizing completed projects, spending, and outcomes.
- Clear documentation of all contracted work and deliverables.

# **REFERENCES**

Dan Compton  
Director, Summit County Department of Heritage and Arts  
[dcompton@summitcountyutah.gov](mailto:dcompton@summitcountyutah.gov)  
801-842-1762

Betsey Devaney  
Vice Chair, Summit County Public Art Advisory Board  
[bbbjkd49@gmail.com](mailto:bbbjkd49@gmail.com)  
435-640-8200

Alex Butwinski  
Former Chair, Arts Council of Park City & Summit County Board of Directors  
Former Board Member, PAAB & SCPAAB  
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Ginger Wicks  
Executive Director, Historic Park City Alliance (HPCA)  
[gingerwicks@icloud.com](mailto:gingerwicks@icloud.com)  
435-640-1168

Whitney Ryan  
Senior Account Director, Bread & Butter Creative Agency  
Former Director of Marketing & Public Relations, Canyons Village Management Association (CVMA)  
[whitney@welovebreadandbutter.com](mailto:whitney@welovebreadandbutter.com)  
530-448-1132

## **ADDITIONAL INFORMATION**

### **Arts Council Team & Capacity**

Our experienced staff, combined with a highly engaged Public Art Advisory Board and a strong network of creative contractors, artists, and partner organizations, positions us to scale, adapt, and deliver impactful public art projects across disciplines and geographies. We manage project timelines, budgets, and stakeholder relationships with a balance of diligence and creativity.

A key strength of engaging the Arts Council in this role is the collaborative power of our full team. Our marketing department will lead RFP/RFQ promotion and play a vital role in telling the story of public art in Park City through digital content, press outreach, and visual storytelling. Our events staff will support the production of public engagement events, helping ensure these gatherings are accessible, inclusive, and well-executed. Our Public Art Administrator brings deep expertise in public art project management, including writing RFPs, managing artist contracts, coordinating selection processes, and overseeing installations through completion.

As part of the Arts Council's organizational culture, every team member actively contributes to and supports public art initiatives as it is a core part of our mission and daily operations. This collective commitment ensures that Park City's Public Art Program receives the attention, energy, and cross-functional support it deserves.

### **Jocelyn Scudder, Executive Director (FTE)**

Jocelyn joined the Arts Council team in August 2017, and has been Executive Director since 2019. She has worked in the Arts & Culture sector for over 20 years, starting her arts career in NYC and CT. She has worked in the Park City/Summit County arts sector since 2013. Before joining the Arts Council, Jocelyn managed the Kimball Art Center's Education Department for 5 years. Jocelyn has a Bachelor of Arts (B.A.) in Fine and Studio Arts from St. Lawrence University. Currently, she serves on the Chamber of Commerce Board of Directors, and is the Chair of the Summit County Heritage and Landmark Commission. She is also certified as a Change Leader with the Utah Division of Arts & Museums, and a member of Park City Leadership Class 22.

**Emma Brake, Events & Accessibility Manager (FTE)**

Emma joined the Arts Council team in November 2019 after years of volunteering for local art events. Emma runs all of the Arts Council's events and programs including the CREATE PC Local Artist Collective, Summit Arts Showcase, Art on the Trails, Monster Drawing Rally, Summit County Fair Fine Arts Show, and Art & Music Gallery Strolls. She also provides expertise and support on the Latino Arts Festival and Día de los Muertos Celebration. Emma's professional background includes hospitality and event planning. In addition to overseeing events, Emma also oversees our organization's Accessibility Plan, and has completed accessibility trainings including the Breaking Barriers Program provided by the Utah Division of Art & Museums and Art Access.

**Kendall Kelley, Marketing & Community Relations Manager (FTE)**

Kendall joined the Arts Council team as the Marketing and Community Relations Manager in May 2024. A New Mexican native, Kendall moved to Park City in 2014, bringing with her a degree in Organizational Communications and over two decades of professional experience in the hospitality and marketing industries. Her tenure as Market Director for local media outlet Dishing Park City highlighted her skills in marketing and community engagement. Kendall now channels that expertise into fostering Arts & Culture in Summit County as the Marketing & Community Relations Manager, overseeing all Arts Council marketing activities including event marketing, cultural tourism marketing campaigns, website development, e-newsletter development, and social media.

**Theodosia Henney, Grants & Public Art Coordinator (PTE)**

Theodosia (Thea) joined the Arts Council team in February of 2020 as a part-time grant writer, and was promoted to her current role at the Arts Council as Public Art Administrator & Grants Coordinator in June 2021. She holds an MFA in Poetry from the University of Minnesota, and has experience as an event coordinator, small press poetry editor, book reviewer, and instructor of undergraduate literature courses. In addition to providing grant writing support for the Arts Council, Thea manages the Summit County Public Art Advisory Board, writing meeting agendas, taking meeting minutes, executing artist contracts, developing public engagement strategies, writing RFQ/RFP's, tracking budgets, and overseeing the installation of public art projects through completion.

**Andrea Zavala, Latino Arts Fest Director, Community Inclusion & Engagement Coordinator (PTE)**

Andrea joined the Arts Council team in March 2022. Originally from Ecuador, Andrea has lived in Park City since 2004. She has a degree in Hospitality Management and a food & beverage background—working at Deer Valley Resort and eventually transitioning to a Sales & Event Coordinator position at 350 Main and The Spur leading events big and small, including their events with the Sundance Film Festival. Andrea speaks Spanish, English, and Portuguese, leading the Arts Council's efforts to be inclusive of the local Latino community through our programming. She oversees all production and operations for the Latino Arts Festival and Día de los Muertos Celebration. She also serves on the Park City Library Board and owns Lola Eclectic Market on Park City's Main Street, which features creative goods from Latin America. She is passionate about ensuring that all communities are celebrated and represented through the arts.

**Claire Wiley, Content & Public Relations Specialist (Contract)**

Claire has supported the Arts Council’s marketing department since 2022, helping tell the story of our work, mission, and impact. Claire developed a love for journalism at an early age, which led to a career in television news. As a broadcast journalist, she refined her interviewing and storytelling skills, earning her an Associated Press award. Claire’s next on-air gig was as a radio show co-host. From there, Claire turned to the world of PR and marketing, helping with brand strategies and creative content. Now, Claire focuses on creating and sharing compelling stories through film and photography. She’s currently the on-air personality for KPCW’s *Local View*, and volunteers with the Egyptian Theatre annually to write and act in the Park City Follies.

**Marissa Day, Development & Events Specialist (Contract)**

Marissa Day brings over a decade of experience in creative direction, exhibit design, and community programming to her role as Events & Development Specialist at the Arts Council of Park City & Summit County. At the Arts Council, Marissa supports the production of public events and plays a key role in fundraising and donor engagement initiatives, helping to bring people together around Arts & Culture. Prior to joining the Arts Council, Marissa served as Creative Director at The Leonardo Museum in Salt Lake City, where she led strategy and development for exhibitions, public programs, and educational outreach. She holds a Master’s degree in Narrative Studies from New York University and a B.A. in Russian Language and Literature from Boston University. Marissa lives in Park City and is actively involved in the nonprofit sphere, including serving on the board of the Swaner EcoCenter, volunteering with Nuzzles & Co., and serving on the Park City Library Board.

**Budget Breakdown**

The City’s annual allocation of \$40,000 will be managed thoughtfully to maximize program efficiency, impact, and sustainability. We propose an estimated annual breakdown of staff time to support the following core areas of Public Art Program & Project Management:

- **Public Art Administrator – 60% (\$24,000/year)**  
Oversight and execution of day-to-day program management, including RFQ/RFP development, artist coordination, Public Art Advisory Board support, budgeting, documentation, and project tracking with the support of the City’s Art Coordinator. The Public Art Administrator and/or Executive Director will attend monthly Public Art Advisory Board meetings and other relevant check-ins as needed to ensure alignment and continuity.
- **Executive Director – 30% (\$12,000/year)**  
Strategic oversight, partner and stakeholder engagement, long-range planning, and program advocacy within City processes and the broader community. The Executive Director provides leadership on public art strategy and will aid with coordination across city departments and community partners, with support from the City’s Art Coordinator.
- **Marketing & Community Engagement – 10% (\$4,000/year)**  
Promotion of artist opportunities to local, regional, and national artists, as well as public art storytelling through marketing campaigns, digital content, and media outreach in collaboration with PCMC’s Community Engagement team. Includes support for producing inclusive and

engaging community events related to public art installations and activations when appropriate.

This budget leverages the full strength of the Arts Council team, ensuring high-level expertise in management, creative storytelling, and public engagement while maintaining cost efficiency and transparency.

### **Arts & Culture Planning & Advocacy**

The Arts Council is actively engaged in regional Arts & Culture planning efforts that inform and support public art initiatives. We are collaborating with the Summit County Planning Department to develop the *Historic Union Pacific Rail Trail Arts and Culture Phasing and Implementation Strategy*, which is scheduled for completion in late Spring 2025. This strategy provides a geographic phasing framework for Arts & Culture activation along the Rail Trail. Concurrently, we are leading the development of the *Arts & Culture Master Plan for Park City and Summit County*, a comprehensive roadmap that will guide the future of Arts & Culture in our region. Set for completion in Summer 2025, the Master Plan will highlight public art as a key component, identifying goals and strategies related to creative spaces, community identity, and the integration of art into everyday life.

### **Vision for the Future of Public Art in Park City**

We envision a public art program that embraces bold ideas, reflects our community, supports local creatives, and strengthens Park City's character and identity. From murals to site-specific artworks and functional public art (playscapes, benches, bus shelters), we're eager to collaborate with the City to advance a public art program that is both deeply rooted in Park City history and culture while also being forward-looking. This includes exploring the potential for more public art on Park City trails, examining current policy to provide increased opportunities for temporary public art projects, and working closely with city departments to find creative ways to integrate public art in capital projects.

### **Commitment to Inclusive Community Engagement**

The Arts Council is deeply committed to public art that reflects the full diversity of our community. Our engagement philosophy centers on listening first, then co-creating with residents, artists, and community partners to ensure projects are authentic, inclusive, and accessible. This has included partnerships with Tribal leaders, LGBTQ+ youth, BIPOC communities, and rural towns across Summit County.

### **Additional Work / Contracting / Insurance**

The Arts Council is always open to considering additional work beyond the scope outlined in this proposal. Should additional responsibilities or projects arise, we will collaborate with the City to define the scope of work and agree upon associated fees in writing prior to initiating any new tasks. We understand the importance of clarity and mutual agreement when it comes to expanding roles, and we are committed to a transparent, collaborative process. The Arts Council can meet all insurance requirements outlined in the RFP and accompanying documents. We have reviewed the City's standard service contract in full and are prepared to comply with all stated terms and conditions.

## **CONCLUSION**

The Arts Council has been a trusted leader and partner in shaping Park City’s public art landscape for over 25 years. From crafting the City’s first *Art in Public Places* plan in 1999, to managing the Public Art Advisory Board through its formative years, to serving as a consistent ex-officio liaison and advocate ever since, our organization has played an integral role in building the foundation of Park City’s vibrant public art program.

Today, we are uniquely positioned to lead the next chapter of Park City’s public art journey. With deep historical knowledge, strong community trust, professional project management expertise, and a bold vision for the future, we are ready to steward a dynamic and inclusive public art program that continues to evolve with the community it serves.

We look forward to the opportunity to partner with Park City Municipal Corporation, the Public Art Advisory Board, and the broader community to deliver innovative projects, foster deeper civic engagement, and ensure that public art remains a vital and celebrated part of Park City’s identity.

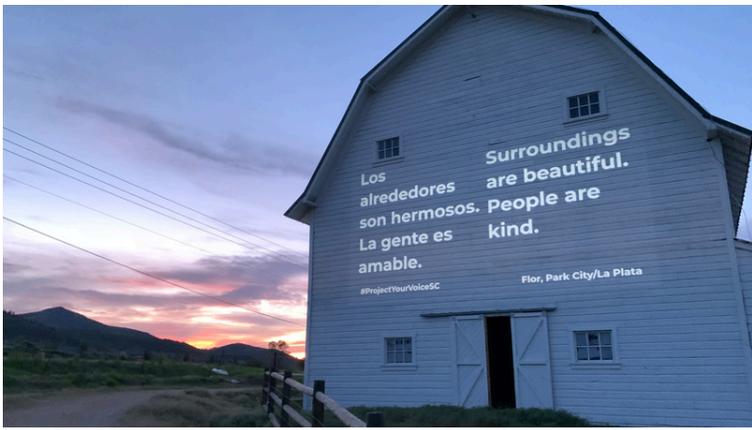
Thank you for considering our proposal.

## CONTACT

Jocelyn Scudder  
Executive Director, Arts Council of Park City & Summit County  
[jocelyn@pcscarts.org](mailto:jocelyn@pcscarts.org)  
413-847-0975

## WORK SAMPLES







## City Council Staff Report

**Subject:** High School Tunnel Snow Melt Repair - Construction Agreements with Cal Wadsworth Construction  
**Author:** John Robertson, City Engineer  
**Department:** Engineering  
**Date:** May 22, 2025

### Recommendation

Authorize the City Manager to execute two construction agreements with Calvin L. Wadsworth Construction Company, LLC (Contractor), in a form approved by the City Attorney's Office, not to exceed \$1,476,109 (\$517,301 – Snowmelt Repair, \$958,808 – Demo/Concrete Repair) to provide all required services to deliver a working snowmelt system within the area of the S.R. 248 (High School) Tunnel. The contracted work will be performed in accordance with the State of Utah's Cooperative Contract requirements.

### Executive Summary

In the spring of 2019, Park City began constructing a new tunnel for safe and direct access for Park City High School students and pedestrians to get under Highway 248. Though the tunnel has been operational for several years, the snowmelt system was installed with deficiencies. Ongoing efforts were made to get the system working correctly, but over time, it became clear that a more comprehensive fix would be necessary.

Working with the Contractor, Engineering determined an appropriate and cost-effective solution: replacing the old system with a new snowmelt radiant heat system installed on the existing tunnel and ramp floors. A new layer of concrete will be poured on top of the new tubing, creating a new walking surface through the tunnel. This work requires a request from the FY26 Transportation Fund's Asset Maintenance and Replacement CIP budget.

### Analysis

During construction, the contractor damaged the snow-melt system while placing handrail footings. After the damaged sections were repaired, the entire system briefly worked. In early winter 2021, however, it became obvious that additional sections of the snowmelt system were no longer functional.

Following an in-depth inspection by a third-party electrical contractor, all power to the system was turned off. Since then, snow has been manually removed during the winter. The defective snowmelt system resulted in litigation between the contractor and the City. That litigation is ongoing.

Engineering worked with a civil engineer and the Contractor to determine the most cost-effective solution to remedy the defective system. We recommend replacing the existing snow melt system by installing a new snow melt tubing system on top of the existing concrete and encasing it in another layer. Demolishing and replacing the existing stairs will be required to accommodate the increase in the tunnel floor's elevation. See Figure 1 for a cross-section of the proposed work.

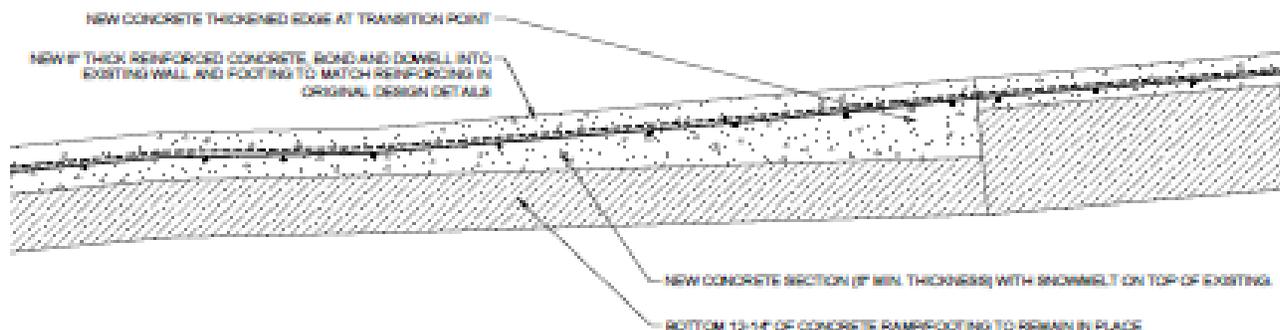


Figure 1: Proposed Snow Melt Replacement

The majority of existing handrails will be reused. Two electric boilers will be placed in housing units on either side of the road to connect to the new snowmelt tubing.

Given the amount of construction work occurring in the tunnel, all access must be shut down, which will take place when school is out of session. The Contractor will install a temporary, pedestrian-activated crosswalk signal nearby to allow pedestrians and cyclists to move north to south during construction. The Contractor plans to start the project the week after students are out for summer break and anticipates that the work will be substantially complete before students return in the fall.

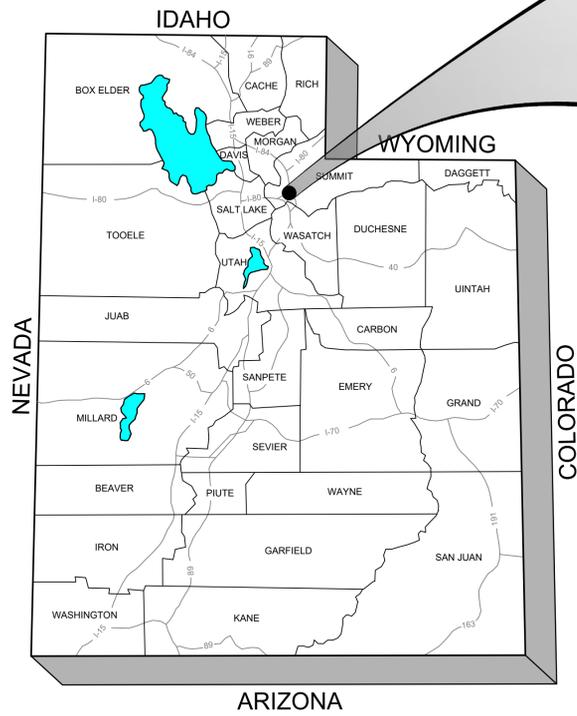
### Funding

We recommend increasing the FY25 request in the Transportation Fund's Asset Maintenance and Replacement CIP to cover the costs. The adopted Tentative Budget sets aside \$800,000 for this project; we propose another \$800,000 in the Final FY26 Budget, raising the total appropriation to \$1.6M. This will provide contingency for any unforeseen construction issues. Even with this additional draw, the Transportation Fund will remain well above its policy reserve, and the project will not delay other programmed transportation work or require support from the General Fund.

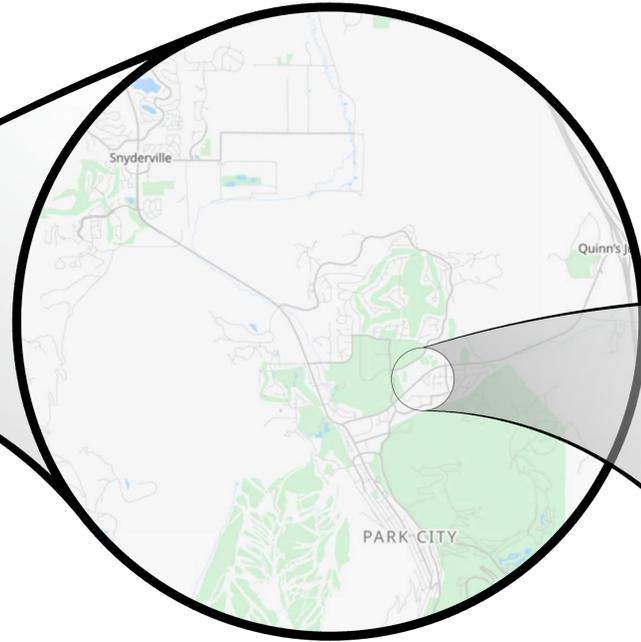
### Exhibits

- A 248 High School Ped Tunnel-Snow Melt Repair Construction Exhibits

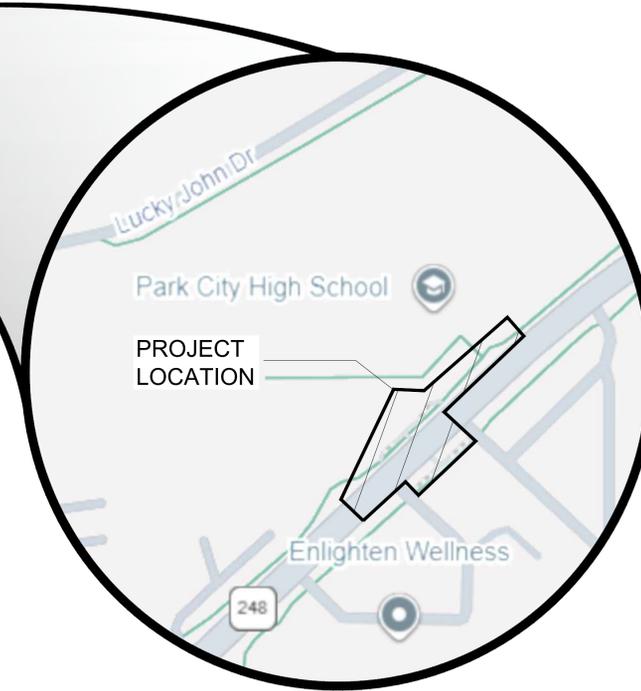
# CONSTRUCTION PLANS FOR HS PEDESTRIAN TUNNEL FINAL DESIGN PARK CITY, UTAH



**STATE MAP**



**VICINITY MAP**



**PROJECT SITE**

**ENGINEER:**  
**HORROCKS ENGINEERS**  
 2162 West Grove Parkway, Suite 100  
 Pleasant Grove, UT 84062  
 (435)659-4771  
 CONTACT: Zach Scott, PLA  
 Trevor Price, PE

**OWNER:**  
**PARK CITY MUNICIPAL CORPORATION**  
 445 Marsac Avenue  
 Park City, UT 84060  
 (435)615-5317  
 CONTACT: Philip Adams



Know what's below.  
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PLANS ARE PRELIMINARY AND MEANT FOR REFERENCE TO DETERMINE A GUARANTEED MAXIMUM PRICE (GMP) ONLY.

NOT FOR PERMITTING OR CONSTRUCTION.

Sheet List Table	
Sheet Number	Sheet Title
C0.0	COVER SHEET
C0.1	NOTES
C0.2	LEGEND
C1.1	PLAN & PROFILE - NORTH
C1.2	PLAN & PROFILE - SOUTH

2162 West Grove Parkway, Suite 400  
Pleasant Grove, UT 84062  
(801) 763-5100  
www.horrocks.com

**WARNING**

IF THIS BAR DOES NOT MEASURE 2" THEN DRAWING IS NOT TO SCALE

REVISIONS	REV #	DATE

\*SEE GENERAL NOTES SHEET

**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

**HS PEDESTRIAN TUNNEL FINAL DESIGN**

PARK CITY, UTAH  
COVER SHEET

C0.0

PAGEPAGE #

GENERAL NOTES

- 1. ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH PARK CITY DESIGN STANDARDS, CONSTRUCTION SPECIFICATIONS AND STANDARD DRAWINGS (LATEST VERSION 2007)
2. ITEMS NOT COVERED IN PARK CITY STANDARDS AND SPECIFICATIONS SHALL COMPLY WITH APWA STANDARD PLANS AND SPECIFICATIONS 2007 EDITION, AND OTHER APPLICABLE APPROVED STANDARDS ISSUED BY THE CONTROLLING AGENCY, ASHTO LRFD BRIDGE DESIGN SPECIFICATIONS, AND ALL LOCAL CITY CODES AND ORDINANCES APPLICABLE.
3. ALL PUBLIC SEWER SHALL COMPLY WITH THE CURRENT DEVELOPMENT PROCEDURES DESIGN STANDARDS AND CONSTRUCTION SPECIFICATIONS FOR WASTEWATER FACILITIES IN THE SNYDERVILLE BASIN WATER RECLAMATION DISTRICT.
4. ALL CONSTRUCTION WITHIN THE UDOT RIGHT OF WAY (CURB, ASPHALT, DRAINAGE ETC.) SHALL COMPLY WITH THE LATEST UDOT STANDARDS AND SPECIFICATIONS UNLESS OTHERWISE NOTED.
5. THE EXISTENCE AND LOCATION OF ANY OVERHEAD OR UNDERGROUND UTILITY LINES, PIPES, OR STRUCTURES SHOWN ON THESE PLANS ARE OBTAINED BY A RESEARCH OF THE AVAILABLE RECORDS. EXISTING UTILITIES ARE LOCATED ON PLANS ONLY FOR THE CONVENIENCE OF THE CONTRACTOR. EXISTING UTILITY SERVICE LATERALS MAY NOT BE SHOWN ON THE PLANS. THE CONTRACTOR SHALL, AT HIS OWN EXPENSE, LOCATE ALL UNDERGROUND AND OVERHEAD INTERFERENCES, WHICH MAY AFFECT HIS OPERATION DURING CONSTRUCTION AND SHALL TAKE ALL NECESSARY PRECAUTIONS TO AVOID DAMAGE TO SAME. THE CONTRACTOR SHALL USE EXTREME CAUTION WHEN WORKING NEAR OVERHEAD UTILITIES SO AS TO SAFELY PROTECT ALL PERSONNEL AND EQUIPMENT, AND SHALL BE RESPONSIBLE FOR ALL COST AND LIABILITY IN CONNECTION THEREWITH.
6. THE CONTRACTOR SHALL TAKE ALL PRECAUTIONARY MEASURES NECESSARY TO PROTECT EXISTING UTILITY LINES, STRUCTURES AND STREET IMPROVEMENTS WHICH ARE TO REMAIN IN PLACE, FROM DAMAGE, AND ALL SUCH IMPROVEMENTS OR STRUCTURES DAMAGED BY THE CONTRACTOR'S OPERATIONS SHALL BE REPAIRED OR REPLACED SATISFACTORY TO THE CITY ENGINEER AND OWNING UTILITY COMPANY AT THE EXPENSE OF THE CONTRACTOR.
7. ALL CONSTRUCTION SHALL BE AS SHOWN ON THESE PLANS, ANY REVISIONS SHALL HAVE THE PRIOR WRITTEN APPROVAL OF THE PROJECT ENGINEER.
8. CLASS 4000 CONCRETE SHALL BE USED IN ALL OFF-SITE CONCRETE WORK. CONCRETE TO BE 4000 P.S.I. MINIMUM @ 28 DAYS, MIX DESIGNS TO BE APPROVED BY THE CITY. PRIOR TO THE USE ON THE PROJECT, ANY CONCRETE PLACED BETWEEN OCTOBER 1ST AND MARCH 1ST MUST BE A 7.3 BAG MIX MINIMUM & 5000 PSI CONCRETE.
9. CONTRACTOR SHALL COMPLY WITH AND OBTAIN PERMITS AS OUTLINED IN CONTRACT DOCUMENTS SECTION 01030.
10. EXPANSION JOINTS REQUIRED, MAXIMUM EVERY 100' WHEN HAND FORMING CURB, AND 300' WHEN SLIPPING CURB. ALL OTHER JOINTS PER UDOT STANDARDS
11. ALL GRADING WORK SHALL CONFORM TO THE SOILS REPORT AS PREPARED BY THE SOILS ENGINEER AND APPROVED BY THE CITY ENGINEER, AND AS SHOWN ON THESE PLANS.
12. HOT MIX ASPHALT DESIGN PER UDOT SPECIFICATIONS
13. CONTRACTOR SHALL ADJUST ALL NEW AND EXISTING INLETS, VALVE BOXES, MANHOLE RIMS, AND SEWER CLEAN OUTS, ETC. TO FINISH GRADE AS APPLICABLE WHETHER OR NOT THEY ARE SHOWN ON THE PLANS.
14. APPLICATION FOR INSPECTION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
15. DUE TO THE CONDITION OF THE EXISTING STREETS, THE PROPOSED GRADES SHALL BE STAKED AND ENGINEER NOTIFIED PRIOR TO SETTING FORMS IN ORDER TO MAKE ANY FINAL ADJUSTMENTS IN CURB LAYOUT. A 2" MINIMUM SAWCUT REMOVAL OF EXISTING AC IS REQUIRED BUT CONTRACTOR SHALL ANTICIPATE POSSIBLE ADDITIONAL EXCAVATION OF ROADWAY IN POOR CONDITION IN ORDER TO FACILITATE PROPER GRADINGS AT CURB RETURNS.
16. WORK IN PUBLIC STREETS, ONCE BEGUN, SHALL BE PROSECUTED TO COMPLETION WITHOUT DELAY AS TO PROVIDE MINIMUM INCONVENIENCE TO ADJACENT PROPERTY OWNERS AND TO THE TRAVELING PUBLIC.
17. WORK WITHIN THE UDOT RIGHT OF WAY SHALL BE CLOSELY COORDINATED WITH THE CITY AND UDOT TO ENSURE MINIMUM IMPACTS TO TRAVEL ON ROADWAY. HOURS OF CONSTRUCTION MAY BE RESTRICTED BASED ON SPECIAL EVENTS OR OTHERWISE HEAVY TRAFFIC DAYS - TO BE DETERMINED BY PARK CITY AND UDOT PERSONNEL.
18. THE CONTRACTOR SHALL TAKE ALL NECESSARY AND PROPER PRECAUTIONS TO PROTECT ADJACENT PROPERTIES FROM ANY AND ALL DAMAGE THAT MAY OCCUR FROM STORM WATER RUNOFF AND/OR DEPOSITION OF DEBRIS RESULTING FROM ANY AND ALL WORK IN CONNECTION WITH CONSTRUCTION.
19. EXISTING UTILITIES ARE LOCATED ON PLANS FOR THE CONVENIENCE OF THE CONTRACTORS ONLY. THE CONTRACTOR SHALL BEAR FULL RESPONSIBILITY FOR THE PROTECTION OF UTILITIES AND THE ENGINEER BEARS NO RESPONSIBILITY FOR UTILITIES NOT SHOWN ON THE PLANS OR NOT IN THE LOCATION SHOWN ON THE PLANS. THIS INCLUDES ALL SERVICE LATERALS OF ANY KIND.
20. ALL GRADING AND PAVEMENT SURFACE SECTIONS SHALL CONFORM TO THE GEOTECHNICAL REPORT.
ENGINEER: GERHART COLE
DATE: OCTOBER 10, 2018
JOB NUMBER: 18-1020
22. BEFORE ANY WORK IS STARTED IN THE RIGHT-OF-WAY, THE CONTRACTOR SHALL INSTALL ALL ADVANCE WARNING SIGNS FOR THE CONSTRUCTION ZONE. THE CONTRACTOR SHALL INSTALL TEMPORARY STOP SIGNS AT ALL NEW STREET ENCROACHMENTS INTO EXISTING PUBLIC STREETS. IMMEDIATELY AFTER THE FIRST GRADING WORK IS ACCOMPLISHED AND SHALL MAINTAIN SAID SIGNS UNTIL PERMANENT SIGNS ARE INSTALLED. ALL CONSTRUCTION SIGNING, BARRICADING, AND TRAFFIC DELINEATION SHALL CONFORM TO UDOT STANDARDS AND TO THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES-CURRENT EDITION AND BE APPROVED BY THE PARK CITY BEFORE CONSTRUCTION BEGINS.
23. AFFECTED UTILITY COMPANIES SHALL BE NOTIFIED AT LEAST TWO (2) WORKING DAYS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
24. MODIFICATIONS TO EXISTING UTILITIES SHALL CONFORM TO THE OWNER'S UTILITY STANDARDS AND SPECIFICATIONS.
25. THE CONTRACTOR SHALL TAKE REASONABLE MEASURES TO PROTECT EXISTING IMPROVEMENTS FROM DAMAGE AND ALL SUCH IMPROVEMENTS DAMAGED BY THE CONTRACTOR'S OPERATION SHALL BE REPAIRED OR RECONSTRUCTED TO THE ENGINEER'S SATISFACTION AT THE EXPENSE OF THE CONTRACTOR.
26. CONTRACTORS ARE RESPONSIBLE FOR ALL OSHA REQUIREMENTS ON THE PROJECT SITE.
27. CONTRACTOR TO CONTACT BLUE STAKES FOR MARKING OF EXISTING UTILITIES PRIOR TO PERFORMING ANY EXCAVATION.
28. ALL ADA ACCESSIBILITY SHALL COMPLY WITH DEPARTMENT OF JUSTICE CODE OF FEDERAL REGULATIONS 28 CFR PART 36 - ADA STANDARDS FOR ACCESSIBLE DESIGN
29. NO WORK WITHIN THE ROW OR WORK WHICH SHALL IMPEDE SCHOOL PEDESTRIAN TRAFFIC MOVEMENTS SHALL BEGIN PRIOR TO SCHOOL SUMMER BREAK (JUNE 4TH - GRADUATION) ALL SUCH WORK SHALL BE COMPLETED PRIOR TO SCHOOL STARTING (AUGUST 24TH)
30. CONTRACTOR TO PROVIDE CONSTRUCTION SCHEDULE OUTLINING THE TIMING OF THE PROJECT COMPONENTS FOR APPROVAL PRIOR TO MOBILIZATION. SCHEDULE SHALL BE APPROVED BY PARK CITY MUNICIPAL CORP.
31. ALL MATERIALS TESTING AS OUTLINED IN SPECIFICATIONS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
32. CONTRACTOR TO PROVIDE CONSTRUCTION SCHEDULE OUTLINING THE TIMING OF THE PROJECT COMPONENTS FOR APPROVAL PRIOR TO MOBILIZATION. SCHEDULE SHALL BE APPROVED BY PARK CITY MUNICIPAL CORP.
33. ALL MATERIALS TESTING AS OUTLINED IN SPECIFICATIONS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

UTILITY NOTES

- WATER
1. ALL UNUSED WATER LINES SHALL BE COMPLETELY REMOVED.
2. WATER METER SETTER BOXES MAY BE RE-USED OR SALVAGED.
3. EXISTING WATER LATERALS MAY BE ABANDONED IN PLACE UNLESS SPECIFICALLY FORBIDDEN BY JURISDICTIONAL ENTITY.
4. PROPOSED WATER LATERALS SHALL BE ALL NEW PIPE OF THE MATERIAL TYPE SHOWN ON PLANS AND/OR REQUIRED BY THE JURISDICTIONAL ENTITY.
5. WATER VALVES MAY BE RE-USED AS APPROVED BY THE JURISDICTIONAL ENTITY.
6. FIRE HYDRANTS MAY BE RE-USED AS APPROVED BY THE JURISDICTIONAL ENTITY.
7. RAISE ALL UTILITIES, SUCH AS MANHOLES, METER SETTERS, FIRE HYDRANTS, WATER VALVE LIDS, ETC. TO ROADWAY OR PROJECT FINISHED GRADE AS MAY BE APPLICABLE.
8. ALL BACKFLOW ASSEMBLY INSTALLATION AND TESTING SHALL COMPLY WITH THE BACKFLOW REQUIREMENTS OF THE JURISDICTIONAL ENTITY.
9. 12 GAUGE COPPER LOCATE WIRE SHALL BE TAPED TO ALL WATER LINES FOR LOCATION PURPOSES. THE WIRE SHALL BE BROUGHT UP AT EACH VALVE BOX AND HYDRANT.
10. ALL REMOVED EXISTING WATER UTILITIES SHALL EITHER BE SALVAGED OR PROPERLY DISPOSED OF ACCORDING TO GOVERNING REGULATIONS.

SEWER

- 1. ALL NEW SEWER SYSTEMS WILL BE MANDREL AND AIR TESTED.
2. SEWER LENGTHS AND SLOPES ON THE PROFILE VIEWS ARE MEASURED FROM CENTER-CENTER OF MANHOLES.
3. ALL REMOVED EXISTING SEWER UTILITIES SHALL EITHER BE SALVAGED OR PROPERLY DISPOSED OF ACCORDING TO GOVERNING REGULATIONS.
4. ALL ABANDONED OR UNUSED SEWER MANHOLES SHALL BE COMPLETELY REMOVED AND REPLACED WITH SUITABLE BACKFILL MATERIAL THAT MEETS PROJECT SPECIFICATIONS.
5. SEWER MANHOLES MAY BE RE-USED IF APPROVED BY THE JURISDICTIONAL ENTITY.
6. SEWER MAINS ABANDONED IN PLACE SHALL BE CUT AT EACH END, AND SHALL EITHER BE PLUGGED OR CAPPED WITH A PLASTIC OR CONCRETE CAP.
7. SEWER LATERALS TO BE REMOVED SHALL BE CUT AT THE MAIN AND CAPPED ON BOTH ENDS AS INDICATED IN NOTE 6 ABOVE.
8. THE EXISTING SANITARY SEWER LINES CROSSING THROUGH THE PROJECT ARE OWNED AND OPERATED BY SNYDERVILLE BASIN WATER RECLAMATION DISTRICT (SBWRD) WHICH SERVES THE PARK CITY AREA. CONTRACTOR SHALL TAKE EVERY PRECAUTION DURING CONSTRUCTION TO PROTECT THE EXISTING PIPE AND MANHOLES AND CAUSE NO DISRUPTION TO WASTEWATER FLOW.
9. AN SBWRD INSPECTOR SHALL BE ON SITE AT ALL TIMES DURING EXCAVATION/DIRECTIONAL DRILLING NEAR THE EXISTING TRUNK LINE.
10. PROVIDE ACCESS FOR SBWRD PERSONNEL TO THE MAIN LINES THROUGH THE PROJECT SITE AT ALL TIMES.
11. CONSTRUCTION OF ALL EXTERIOR SANITARY SEWER LINES SHALL CONFORM TO SBWRD.
12. DIRECTIONAL DRILLING UNDER SR248 SHALL REQUIRE ADDITIONAL LOCATION EFFORTS OF THE SNYDERVILLE BASIN SEWER MAIN IN ORDER TO DETERMINE DEPTH AND LOCATION. CONTRACTOR SHALL TAKE FULL RESPONSIBILITY FOR ENSURING THAT THE DIRECTIONAL DRILLING UNDER THIS LINE DOES NOT IMPACT OR COME IN CONTACT WITH PIPE. POT-HOLDING OF LINE SHALL BE APPROVED THROUGH UDOT REGION 2.
13. LOCATIONS OF LATERALS ON PLANS ARE BASED ON AS-BUILTS AND MAY NOT BE EXACTLY REPRESENTED.
14. ALL EXTERIOR SANITARY SEWER SYSTEM CONSTRUCTION SHALL BE INSPECTED BY SBWRD. CONTACT BRYAN ATWOOD, DISTRICT ENGINEER, AT (435) 649-7993 TO COORDINATE THESE INSPECTIONS.
15. BYPASS PUMPING REQUIRED AS OUTLINED ON SHEETS C12.0 AND C12.1.

IRRIGATION

- 1. RAISE ALL UTILITIES, SUCH AS MANHOLES, METER SETTERS, WATER VALVE LIDS, ETC. TO ROADWAY OR PROJECT FINISHED GRADE AS MAY BE APPLICABLE.
2. ALL IRRIGATION PIPE SHALL BE INSTALLED AND AIR TESTED IN THE SAME MANNER AS THE CULINARY WATER SYSTEM PER THE JURISDICTIONAL ENTITY.
3. METER SETTERS MUST BE INSTALLED WITHIN METER BOX CLEARLY MARKED "IRRIGATION".
4. ALL IRRIGATION PIPING INCLUDING SERVICE MATERIALS MUST BE PURPLE IN COLOR AND CLEARLY MARKED "IRRIGATION".
5. ALL IRRIGATION MATERIALS, SPECIFICATIONS, AND INSTALLATIONS SHALL COMPLY WITH THE REQUIREMENTS OF THE JURISDICTIONAL ENTITY.
6. 12 GAUGE PURPLE LOCATE WIRE SHALL BE TAPED TO ALL IRRIGATION MAINS FOR LOCATING PURPOSES. THE WIRE SHALL BE BROUGHT UP AT EACH VALVE BOX.
7. ALL REMOVED EXISTING IRRIGATION UTILITIES SHALL EITHER BE SALVAGED OR PROPERLY DISPOSED OF ACCORDING TO GOVERNING REGULATIONS.

POWER

- 1. CONTRACTOR TO FOLLOW ALL BLUE STAKES PROTOCOLS
2. ALL POWER CONNECTIONS AND DESIGN SHALL BE PERFORMED BY THE LOCAL ENERGY SERVICES. SEE UTILITY CONTACTS SECTION ON THIS SHEET FOR MORE INFORMATION.
3. ANY WORK BEING PERFORMED AT THE REQUEST OF THE LOCAL ENERGY SERVICES SHALL BE PERFORMED TO THE REQUIREMENTS AND SPECIFICATIONS OF SAID ENERGY SERVICE.
4. ANY ELECTRICAL DESIGN WORK REQUIRED SHALL BE PERFORMED BY A LICENSED ELECTRICAL ENGINEER UNLESS OTHERWISE CONVEYED AS NOT REQUIRED BY THE LOCAL ENERGY SERVICES.
5. ACCESS TO EXISTING ELECTRICAL EQUIPMENT MUST BE MAINTAINED THROUGHOUT THE PROJECT.
6. CONTACT LOCAL ENERGY SERVICES FOR ANY REQUIRED CHANGES OR CONFLICTS WITH EXISTING ELECTRICAL INFRASTRUCTURE.
7. CHANGES MADE TO EXISTING INFRASTRUCTURE WILL BE DONE TO THE LOCAL ENERGY SERVICES STANDARDS AND COMPLETED BY A PRE-QUALIFIED CONTRACTOR OR ENERGY SERVICES.

QUESTAR GAS

- 1. CONTRACTOR NEEDS TO CONTACT QUESTAR GAS MARKETING DEPARTMENT, PRIOR TO BREAKING GROUND, FOR GAS SIGN UP. SEE UTILITY CONTACTS SECTION ON THIS SHEET FOR MORE INFORMATION.
2. CONTRACTOR WILL BE RESPONSIBLE TO GET ALL COMPACTION TESTS DONE AT DEVELOPERS EXPENSE.
3. IF CASINGS/CONDUITS ARE NEEDED, THEY ARE TO BE INSTALLED BY AND PAID FOR BY THE PROJECT. A MAP WILL BE AVAILABLE AT QUESTAR GAS FOR CASING LOCATIONS.
4. ALL OF THE 10 FOOT UTILITY EASEMENTS BACK OF SIDEWALK WILL BE GRADED TO WITHIN 6 INCHES OF TOP BACK OF CURB BEFORE GAS LINES WILL BE INSTALLED.
5. ALL TRENCHES SHALL BE BACKFILLED AND ALL DEBRIS, CONSTRUCTION MATERIALS AND EXCESS DIRT PILES SHALL BE CLEARED AWAY.
6. PROPERTY LOT LINES, BACK OF CURB AND GRADE MUST BE STAKED BY DEVELOPER BEFORE GAS WILL BE INSTALLED.
7. WATER AND SEWER LINES, CULVERTS OR OTHER HAZARDS NOT CLEARLY NOTICEABLE SHALL BE STAKED BY DEVELOPER.
8. FAILURE TO COMPLY WITH THE ABOVE NOTES WILL RESULT IN DELAY OF GAS SERVICE TO THIS PROJECT.
9. CONTRACTOR WILL CONTACT QUESTAR GAS AT LEAST TWO WEEKS PRIOR TO BEING READY, FOR SCHEDULING OF INSTALLATION.
10. \*\*\*\*\*IMPORTANT NOTICE\*\*\*\*\* GAS WILL BE PUT ON THE SCHEDULE FOR INSTALLATION WHEN POWER TRENCH IS BURIED. STREETS ARE WITHIN 6 INCHES OF SUB-GRADE AND THE 10 FOOT UTILITY EASEMENT IS GRADED TO TOP BACK OF CURB.
11. HIGH PRESSURE GAS NOTE: IF HIGH PRESSURE GAS LINES ARE LOCATED IN OR NEAR THE DIGGING AREA, BEFORE DIGGING THE CONTRACTOR WILL CALL THE LOCAL QUESTAR GAS REPRESENTATIVE.

UDOT NOTES

- 1. NO WORK IS PERMITTED IN THE UDOT RIGHT OF WAY UNLESS APPROVED BY THE CITY AND THE PROJECT ENGINEER AT THAT POINT. THE FOLLOWING ITEMS APPLY AND SHALL BE ADHERED TO BY THE CONTRACTOR.
2. WORK ON THE UDOT RIGHT-OF-WAY IS RESTRICTED FROM OCTOBER 15 - APRIL 15.
3. ANY NEW PAVEMENT MARKINGS OR PAVEMENT MARKINGS THAT ARE REMOVED FROM THE HIGHWAY ARE TO BE REPLACED WITH IN KIND MATERIALS SUCH AS 3M TAPE, THERMOPLASTIC, ETC. ALL PAINT LINES ARE TO BE INSTALLED WITH PERMANENT PAINT APPLICATION BEFORE COMPLETION OF THE PERMIT AND MUST HAVE AT LEAST 6 MONTHS LIFE AS DETERMINED BY UDOT'S PERMITS OFFICER. WORK IS NOT ALLOWED ON THE RIGHT-OF-WAY DURING THE AMPM PEAK TRAFFIC HOURS (6:00 - 9:00 AM AND 3:30 - 6:00 PM).
4. ALL SIGNS INSTALLED ON THE UDOT RIGHT-OF-WAY WILL BE HIGH INTENSITY GRADE PER UDOT STANDARD DRAWING SN 11. BASE IS SLB1 AND POSTS MUST MEET THE SN 10 AND FOR INTERSTATE SIGNING, REFER TO THE SN 14 SERIES.
5. BEFORE COMMENCING WORK ON THE STATE HIGHWAY, THE CONTRACTOR WHO IS AWARDED THE PERMIT MUST HAVE A PERFORMANCE BOND ON FILE WITH UDOT, AND OBTAIN AN ENCROACHMENT PERMIT FROM THE REGION TWO PERMITS OFFICE, AND PROVIDE PROOF OF LIABILITY INSURANCE IN THE UTAH DEPARTMENT OF TRANSPORTATIONS NAME. THE MINIMUM AMOUNT IS \$1,000,000.00 PER OCCURRENCE AND \$3,000,000.00 IN AGGREGATE. FOR DETAILS CONTACT 801-975-4808.
7. FOR EXCAVATIONS OUTSIDE OF THE ASPHALT OR CONCRETE - BACK FILL WITH UDOT APPROVED GRANULAR BORROW AND ROAD BASE COMPACTING IN 6' LIFTS AND MEET 97% COMPACTION.
8. CONTRACTOR SHALL HIRE AN INDEPENDENT COMPANY FOR ALL TESTING WITHIN IN THE UDOT RIGHT OF WAY.
9. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO THE UDOT RIGHT OF WAY THAT MAY BE DIRECTLY OR INDIRECTLY CAUSED BY CONSTRUCTION OF THIS PROJECT.
10. WORK ON A TRAFFIC SIGNAL OR SIGNAL INSTALLATION WILL REQUIRE A SEPARATE BOND THAT WILL BE DETERMINED ONCE THE WORK HAS BEEN APPROVED. AN INDEPENDENT INSPECTION COMPANY WILL BE REQUIRED FOR YOU TO HIRE FOR INSPECTION OF THE WORK ON AND/OR INSTALLATION OF THE TRAFFIC SIGNAL. FOR A LIST OF THE UDOT APPROVED CONTRACTORS AND CONSULTANTS CONTACT DAVE MOUNT WITH UDOT REGION 2 TRAFFIC SIGNALS AT 801-887-3659.
11. FOR CONCRETE PANEL REPLACEMENT, YOU MUST REPLACE THE ENTIRE PANEL PER UDOT STANDARDS AND SPECIFICATIONS, AND UDOT STANDARD DRAWINGS PV-2.5.
12. DOUBLE CUT THE CONCRETE TO PREVENT THE SPALLING OF OTHER CONCRETE PANELS AND TO AVOID OVERCURTS. OVERCURTS AND SPALLS WILL REQUIRE FULL PANEL REPLACEMENT.
13. FOR ALL WORK WITHIN THE ASPHALT PORTIONS OF THE UDOT ROADWAY (SR-248) THE CONTRACTOR SHALL REPLACE ASPHALT WITH THE STANDARD T-CUT WITH MILL AND OVERLAY FROM EDGE OF PAVEMENT TO THE CLOSEST JOINT IN THE ROADWAY. OVERLAY SHALL BE CONSTRUCTED WITH A LAY DOWN MACHINE. MINIMUM DISTANCES ARE REQUIRED. REFER TO PLAN DETAILS.
14. ASPHALT PAVEMENT IN THE UDOT ROW SHALL MEET THE UDOT SPECIFICATIONS FOR 7" HMA (UDOT PG-6434). REPAVED SURFACES SHALL UTILIZE EXISTING BASE UNLESS DISTURBED. 2" MINIMUM UTBC SHALL BE INSTALLED PRIOR TO PAVING UNLESS APPROVED BY THE ENGINEER. ASPHALT REPLACEMENT IN THE CITY STREETS SHALL MEET THE APWA PLAN NO. 255 FOR ASPHALT AND DRIVEWAY RESTORATION.

TRAFFIC NOTES

- 1. ALL CONSTRUCTION SIGNING, BARRICADING, AND TRAFFIC DELINEATION SHALL CONFORM TO THE LATEST EDITION OF THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" AND UDOT STANDARDS.
2. WHEN DESIGNATED "SAFE ROUTE TO SCHOOL" IS ENCLOSED UPON BY A CONSTRUCTION WORK ZONE AND PUBLIC SERVICES STAFF IDENTIFIES A NEED FOR STUDENTS TO BE ASSISTED IN THE SAFE CROSSING THROUGH THAT WORK ZONE, THE SCHOOL NEEDS TO BE NOTIFIED AND THE CONTRACTOR SHALL BE REQUIRED TO PROVIDE A QUALIFIED "CROSSING GUARD". THE GUARD SHALL BE PRESENT FOR THE FULL DURATION OF TIME THAT CHILDREN ARE LIKELY TO BE PRESENT.
3. ANY EXISTING TRAFFIC PAVEMENT MARKING, SUCH PAVEMENT MARKING SHALL BE RESTORED OR REPLACED WITH LIKE MATERIALS.
4. THE CONTRACTOR SHALL PROVIDE BARRICADES, SIGNS, FLASHERS, OTHER EQUIPMENT AND FLAG PERSONS NECESSARY TO INSURE THE SAFETY OF WORKERS AND VISITORS.
5. THE CONTRACTOR SHALL PROVIDE TO CITY, ENGINEER AND UDOT A PROPOSED TRAFFIC CONTROL PLAN FOR ALL CONSTRUCTION WITHIN SR-248, COMBOSTOCK DR AND SCHOOL APPROACH. PLAN SHALL BE APPROVED PRIOR TO ANY CONSTRUCTION WITHIN THESE ROADWAYS. TRAFFIC CONTROL PLAN SHALL INCLUDE PEDESTRIAN MOVEMENTS, BICYCLE MOVEMENTS AND ACCOUNT FOR SPECIAL EVENTS (TO BE COORDINATED WITH THE CITY.)
6. ALL TRAFFIC SIGNAL CONTROLS, LOOPS, AND OTHER APPURTENANCES THAT ARE TO BE REMOVED OR RE-CONSTRUCTED SHALL HAVE PROPER SYSTEMS IN PLACE TO FACILITATE TRAFFIC CONTROL PRIOR TO REMOVAL OR DISCONNECTION.
7. ALL TRAFFIC LOOPS TO BE RE-INSTALLED SHALL BE CONTINUOUS LOOP AND NOT SPLICED ONTO EXISTING SECTIONS NOT REMOVED DURING CONSTRUCTION.

GENERAL STRUCTURES NOTES

- 1. THESE ARE GENERAL NOTES AND ARE SUPERCEDED BY THE NOTES ON PAGES S01.0 TO S01.6.
2. USE COATED DEFORMED BILLET-STEEL BARS CONFORMING TO AASHTO M 284 OR M 111 AND M 31 GRADE 60 FOR ALL REINFORCING STEEL.
3. CHAMFER ALL EXPOSED CONCRETE CORNERS 3/4" EXCEPT WHERE NOTED OTHERWISE.
4. PROVIDE 2" CONCRETE COVER TO REINFORCING STEEL EXCEPT WHERE NOTED OTHERWISE.
5. USE CLASS AA(AE) CAST-IN-PLACE CONCRETE EXCEPT WHERE NOTED OTHERWISE.

STRUCTURE/BOX CULVERT NOTES

- 1. THESE ARE GENERAL NOTES AND ARE SUPERCEDED BY THE NOTES ON PAGES S00.0 TO S01.7.
2. BOX CULVERT CONSTRUCTION AND INSTALLATION SHALL COMPLY WITH THE STANDARD SPECIFICATIONS AS SET FORTH BY UDOT 02645 PRECAST CONCRETE BOX AND THREE-SIDED CULVERT STRUCTURES.
3. CONTRACTOR SHALL SHOP DRAWINGS OF PROPOSED BOX CULVERT FROM MANUFACTURER FOR FINAL APPROVAL PRIOR TO ORDERING AND INSTALLING.
4. CONSTRUCTION OF UNDERDRAIN SYSTEM SHALL COMPLY WITH UDOT 02622 AND SHALL MEET MINIMUM STANDARDS SET FORTH IN CONSTRUCTION PLANS.
5. ALL TRENCHING, BACKFILL, BEDDING OF CULVERT AND RE-PAVING OF SR-248 SHALL COMPLY WITH ALL STANDARDS AND SPECIFICATIONS OF UDOT AND THOSE OUTLINED IN THE CONSTRUCTION PLANS.
6. USE UDOT STRUCTURE NUMBER E-2752 FOR PEDESTRIAN UNDERPASS.

UDOT GENERAL NOTES

- 1. ALL CONSTRUCTION WITHIN THE UDOT RIGHT-OF-WAY SHALL CONFORM TO THE MOST CURRENT UDOT STANDARD (INCLUDING SUPPLEMENTAL DRAWINGS AND SPECIFICATIONS).
2. THE CONTRACTOR IS TO OBTAIN AN ENCROACHMENT PERMIT FROM THE APPLICABLE UDOT REGION PERMIT OFFICE PRIOR TO COMMENCING WORK WITHIN UDOT RIGHT-OF-WAY. WORKING HOUR LIMITATIONS WILL BE LISTED IN THE LIMITATIONS SECTION OF THE ENCROACHMENT PERMIT.
3. UDOT RESERVES THE RIGHT, AT ITS OPTIONS, TO INSTALL A RAISED MEDIAN ISLAND OR RESTRICT THE ACCESS TO A RIGHT-IN OR RIGHT-OUT AT ANY TIME.
4. OWNER, DEVELOPER, AND CONTRACTOR ARE RESPONSIBLE FOR ANY DAMAGES DIRECTLY OR INDIRECTLY WITHIN THE UDOT RIGHT-OF-WAY AS A RESULT OF DEVELOPMENT ACTIVITIES.
5. OWNER, DEVELOPER AND/OR CONTRACTOR IS REQUIRED TO HIRE AN INDEPENDENT COMPANY FOR ALL TESTING WITHIN THE UDOT RIGHT-OF-WAY.
6. ALL SIGNS INSTALLED ON THE UDOT RIGHT-OF-WAY MUST BE HIGH INTENSITY GRADE (TYPE XI SHEETING) WITH A B3 SLIP BASE. INSTALL ALL SIGNS PER UDOT SN SERIES STANDARD DRAWINGS.
7. COMPLY WITH THE REQUIREMENTS OF UTAH CODE 17-23-14 (DISTURBED CORNERS - COUNTY SURVEYOR TO BE NOTIFIED - COORDINATION WITH CERTAIN STATE AGENCIES).

GRADING & DRAINAGE NOTES

- 1. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PERFORM ALL NECESSARY CUTS AND FILLS WITHIN THE LIMITS OF THIS PROJECT AND THE RELATED OFF-SITE WORK, SO AS TO GENERATE THE DESIRED SUBGRADE, FINISH GRADES AND SLOPES SHOWN.
2. CONTRACTOR SHALL TAKE FULL RESPONSIBILITY FOR ALL EXCAVATION. ADEQUATE SHORING SHALL BE DESIGNED AND PROVIDED BY THE CONTRACTOR TO PREVENT UNDERMINING OF ANY ADJACENT FEATURES OR FACILITIES AND/OR CAVING OF THE EXCAVATION.
3. THE CONTRACTOR IS WARNED THAT AN EARTHWORK BALANCE WAS NOT NECESSARILY THE INTENT OF THIS PROJECT. ANY ADDITIONAL MATERIAL REQUIRED OR LEFTOVER MATERIAL FOLLOWING EARTHWORK OPERATIONS BECOMES THE RESPONSIBILITY OF THE CONTRACTOR.
4. ALL MATERIAL TO BE OFF-HALLED SHALL BE COORDINATED WITH CITY OF PARK CITY AND SHALL BE HADLED PER THE PARK CITY SOIL ORDINANCE FOR CONTAMINATED SOILS. RE-USE OF EXCAVATED MATERIAL SHALL COMPLY WITH ALL HANDLING AND CAPPING REQUIREMENTS SET FORTH IN THE SOIL ORDINANCE.
5. THE GRADING CONTRACTOR IS RESPONSIBLE TO COORDINATE WITH THE OWNER TO PROVIDE FOR THE REQUIREMENTS OF THE PROJECT STORM WATER POLLUTION PREVENTION PLAN (SWPPP) AND ASSOCIATED PERMIT.
6. ALL CUT AND FILL SLOPES SHALL BE PROTECTED UNTIL EFFECTIVE EROSION CONTROL HAS BEEN ESTABLISHED.
7. THE CONTRACTOR SHALL MAINTAIN THE STREETS, SIDEWALKS AND ALL OTHER PUBLIC RIGHT-OF-WAY IN A CLEAN, SAFE AND USABLE CONDITION. ALL SPILLS OF SOIL, ROCK OR CONSTRUCTION DEBRIS SHALL BE PROMPTLY REMOVED FROM THE PUBLICLY OWNED PROPERTY DURING CONSTRUCTION AND UPON COMPLETION OF THE PROJECT. ALL ADJACENT PROPERTY, PRIVATE OR PUBLIC SHALL BE MAINTAINED IN A CLEAN, SAFE AND USABLE CONDITION.
8. CONTRACTOR SHALL PERFORM AND MEET ALL REQUIRED TESTING REQUIREMENTS OF SOILS, MATERIALS AND CONSTRUCTION AS REQUIRED BY UDOT AND PARK CITY. TEST RESULTS SHALL BE SUBMITTED TO ENGINEER AND APPLICABLE JURISDICTIONS AS OUTLINED IN CONSTRUCTION STANDARD SPECIFICATIONS.
9. IT IS THE CONTRACTORS RESPONSIBILITY TO SCHEDULE AND PERFORM ALL NECESSARY TESTING AND INSPECTIONS.
10. CONTRACTOR SHALL OBTAIN A COPY OF AND COMPLY WITH ALL GRADING AND INSPECTION RECOMMENDATIONS AS OUTLINED IN THE SITE GEOTECHNICAL REPORT.
11. CONTRACTOR SHALL ADHERE TO ALL COMPACTION REQUIREMENTS FOR FOOTING, SLAB AND FILL DURING CONSTRUCTION AND PLACEMENT OF MATERIAL. ALL FILL IN FOUNDATION AREAS SHALL MEET COMPACTION OF 95% MAX DRY DENSITY PER ASTM D 1557 AND ALL OTHER FILL AND BACKFILL MATERIAL SHALL MEET COMPACTION OF 92% MAX DRY DENSITY PER ASTM D 1557
12. PROPOSED SITE IS WITHIN PARK CITY CONTAMINATED SOIL ORDINANCE ZONE. ALL SOIL SHALL BE HAULED OFF AND DISPOSED OF IN ACCORDANCE WITH THE SOIL REMOVAL PLAN IN THE SPECIFICATIONS.
13. CONTRACTOR SHALL REFER TO GROUNDWATER CONDITIONS SECTION (PAGE 4) OF GEOTECH REPORT AND SHALL COMPLY WITH MEASURES AS NECESSARY TO SATISFY ENGINEERING RECOMMENDATIONS FOR DEWATERING TO ENSURE PROPER BASE STABILITY OF ALL STRUCTURES AND WALLS.
14. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL NECESSARY INSPECTIONS BY GEOTECHNICAL ENGINEER IN ORDER TO ADEQUATELY CERTIFY COMPACTION AND PAD PREPARATION.
15. CONTRACTOR TO NOTIFY ENGINEER WHEN CURBS ARE STAKED FOR VERIFICATION PRIOR TO POURING CONCRETE.
16. REFER TO LANDSCAPE PLANS FOR LANDSCAPING NOTES.

UTILITY CONTACTS

- WATER & SEWER
SNYDERVILLE BASIN WATER AND SEWER
BRYAN ATWOOD
435-214-5245
POWER
ROCKY MOUNTAIN POWER
SHAWN GRAFF
801-220-4043
NATURAL GAS
QUESTAR/DOMINION
KYLE SECRETAN
801-324-3389
TELEPHONE
COMCAST
PAUL CABIBI
801-401-3041
CATV SERVICE
CENTURY LINK
TERESA HINTON
801974-8181
OWNER
PARK CITY PUBLIC UTILITIES
435-615-5305

REVISIONS

Table with 4 columns: REV No., SHEET No., DATE OF REV, DESCRIPTION. Includes a warning triangle icon in the first row.

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WARNING sign with a scale bar from 0 to 2 feet. Text: IF THIS BAR DOES NOT MEASURE 2' THEN DRAWING IS NOT TO SCALE

Table with 2 columns: REVISIONS (REV #, DATE) and DRAWING INFO (DESIGNED, DRAWN, CHECKED, PROJECT).

PRELIMINARY NOT FOR CONSTRUCTION stamp with a circular logo.

HS PEDESTRIAN TUNNEL FINAL DESIGN logo.

NOTES section header and vertical text: PARK CITY, UTAH

PROJECT SPECIFICATIONS AND STANDARDS

- 1. PARK CITY MUNICIPAL CORPORATION STANDARD SPECIFICATIONS AND DRAWINGS 2007
2. 2017 APWA SPECIFICATIONS
3. PROJECT SPECIFIC SPECIFICATIONS
4. SNYDERVILLE BASIN WATER RECLAMATION DISTRICT.
5. UTAH DEPARTMENT OF TRANSPORTATION.
6. PARK CITY WATER DEPARTMENT.

ENGINEER'S NOTICE TO CONTRACTOR

THE EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITY PIPES OR STRUCTURES SHOWN ON THESE DRAWINGS ARE OBTAINED BY A SEARCH OF THE AVAILABLE RECORDS, TO THE BEST OF OUR KNOWLEDGE THERE ARE NO EXISTING UTILITIES EXCEPT AS SHOWN ON THESE DRAWINGS AND WE ASSUME NO RESPONSIBILITY AS TO THE ACCURACY OF THEIR DEPICTED LOCATION ON THESE DRAWINGS. THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN, AND ALL OTHER LINES NOT OF RECORD OR NOT SHOWN ON THESE DRAWING BY VERIFICATION OF THEIR LOCATION IN THE FIELD PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.

LEGAL NOTICE TO CONTRACTOR

USE OF THE INFORMATION CONTAINED IN THIS INSTRUMENT FOR OTHER THAN THE SPECIFIC PURPOSE FOR WHICH IT WAS INTENDED AND FOR OTHER THAN THE CLIENT FOR WHOM IT WAS PREPARED IS FORBIDDEN UNLESS EXPRESSLY PERMITTED IN WRITING IN ADVANCE TO HORROCKS ENGINEERS, AND HORROCKS ENGINEERS SHALL HAVE NO LIABILITY TO ANY USE OF THIS INFORMATION WITHOUT THEIR WRITTEN CONSENT.

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CO.1 logo and PAGE # field.

SEWER

Table with columns for EXISTING and PROPOSED sewer pipe sizes (4 inch to 36 inch) and service laterals.

STORM

Table with columns for EXISTING and PROPOSED storm pipe sizes (4 inch to 72 inch) and land drains.

WATER

Table with columns for EXISTING and PROPOSED water pipe sizes (3/4 inch to 72 inch) and service laterals.

IRRIGATION

Table with columns for EXISTING and PROPOSED irrigation pipe sizes (1 inch to 36 inch) and service laterals.

POWER

Table with columns for EXISTING and PROPOSED power lines (overhead, underground, PH A, PH B, PH C, PH ABC).

GAS

Table with columns for EXISTING and PROPOSED gas lines (1 inch to 12 inch, high pressure).

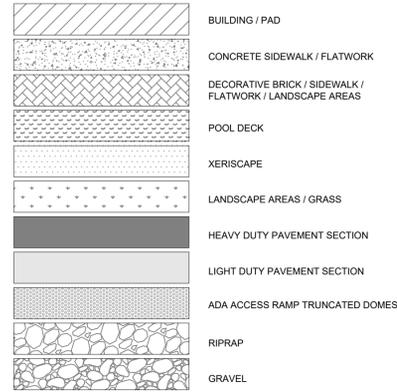
COMMUNICATIONS

Table with columns for EXISTING and PROPOSED communication lines (overhead cable TV, underground cable TV, fiber optic, telephone).

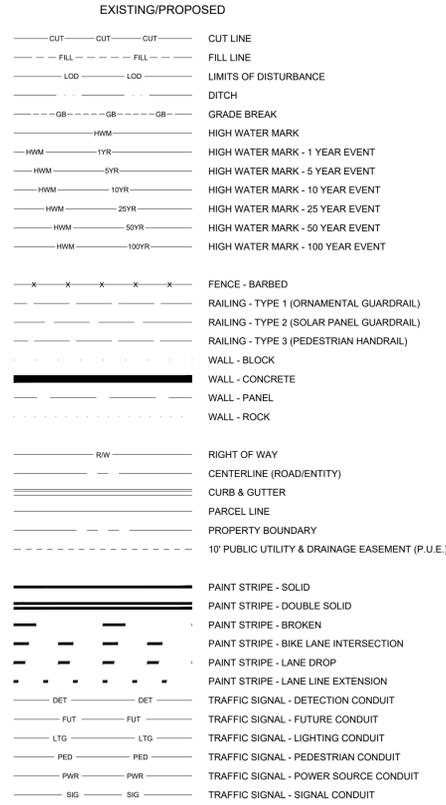
MISCELLANEOUS

Table with columns for EXISTING and PROPOSED miscellaneous features (demo, joint utility trench, toe of slope, directional flowline, edge of pavement, guardrail, railroad tracks, contour).

HATCH PATTERNS



SURFACE FEATURES



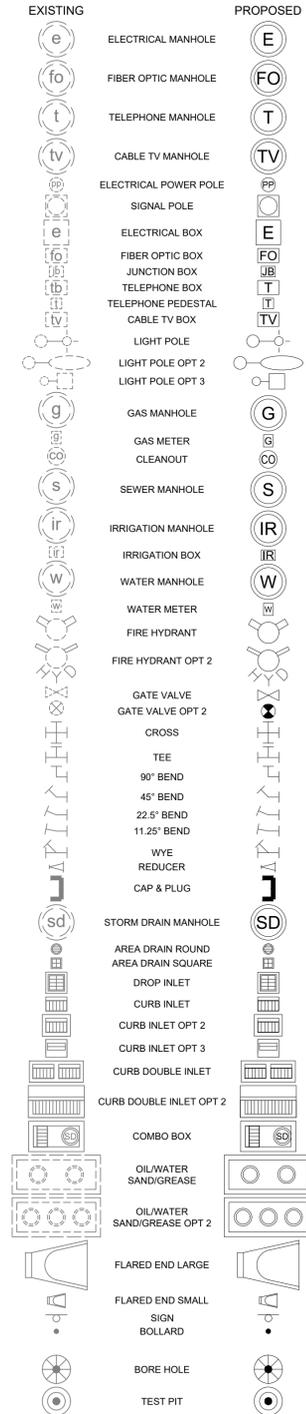
CONSTRUCTION KEYNOTE TAGS

- List of construction keynote tags: 000 (Demo Plan), 01 (Grading Plan), 01 (Site Plan), 30 (Water), 51 (Sewer), 60 (Storm Drain), 81 (Irrigation), 94 (Cable TV), 94 (Telephone), 97 (Gas), 00 (Power), A (Miscellaneous).

CALLOUTS

- List of callouts: FFE (Proposed Building Finished Floor Elevation), 75.10 (Proposed TBC Spot Elevation), 75.10 (Proposed EOP Spot Elevation), P (Parking Stall Count).

STANDARD SYMBOLS



DETAIL REFERENCE



ABBREVIATIONS

Table of abbreviations for various construction materials and features, such as ABC (Aggregate Base Course), AC (Asphaltic Cement or Concrete), BC (Back of Curb Return), BFC (Base Flood Elevation), BFF (Basement Finish Floor Elevation), BM (Benchmark), BV (Butterfly Valve), BVCE (Begin Vertical Curve Elevation), BVCS (Begin Vertical Curve Station), BVW (Bottom of Visible Wall), C&G (Curb & Gutter), CL (Centerline), CB (Catch Basin), CLR (Clear), CLEANOUT (Cleanout), CONC (Concrete), COPPER (Copper), CY (Cubic Yard), DIA (Diameter), DIP (Ductile Iron Pipe), DWG (Drawing), EA (East or Easting), ELEV (Elevation), EOP (Edge of Pavement), EASEMENT (Easement), EVCE (End Vertical Curve Elevation), EVCS (End Vertical Curve Station), EX (Existing), FF (Finished Floor Elevation), FE (Flange End), FG (Finished Grade Elevation), FL (Flow Line), FJ (Flange Joint), FM (Force Main), FPS (Feet Per Second), FT (Foot or Feet), FUT (Future), G (Gas Line), GB (Grade Break), GFF (Garage Finished Floor Elevation), GV (Gate Valve), HGL (Hydraulic Grade Line), HP (High Point), HWM (High Water Mark), ID (Inside Diameter), IN (Inches), LF (Linear Feet), L/S (Landscape), LP (Low Point), LEFT (Left), MAX (Maximum), MFR (Manufacturer), MGD (Million Gallons Per Day), MH (Manhole), MIN (Minimum), MJ (Mechanical Joint), N (North or Northing, Friction Factor), N/A (Not Applicable), NOT TO SCALE (Not to Scale), ON CENTER (On Center), OD (Outside Diameter), PC (Point of Curve), PCC (Point of Compound Curve), PH (Phase), PI (Pressure Irrigation / Non-potable), PL (Property Line), PRC (Point of Reverse Curve), PT (Point of Tangency), PUE (Public Utility Easement), PVC (Polyvinyl Chloride), PVI (Point of Vertical Intersection), Q (Rate of Flow), R/W (Right of Way), REV (Revision), R (Right), S (Slope), SW (Sidewalk), SD (Storm Drain), SDMH (Storm Drain Manhole), SEC (Section), SPEC (Specifications), SSMH (Sanitary Sewer Manhole), SS (Sanitary Sewer), STA (Station), STD (Standard), SVE (Sight Visibility Easement), TBM (Temporary Bench Mark), TC (Top of Concrete), TBC (Top Back of Curb), TEMP (Temporary), TA (Top of Asphalt), TF (Top of Footing), TG (Top of Grate), TRW (Top of Retaining Wall), TW (Top of Wall), TYP (Typical), UTC (Untreated Base Course), V (Velocity), VC (Vertical Curve), VRT (Vertical), WTR (Water), WTH (With).



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Table with columns for REVISIONS, DATE, REV #, and DATE.

PRELIMINARY NOT FOR CONSTRUCTION

HS PEDESTRIAN TUNNEL FINAL DESIGN

PARK CITY, UTAH

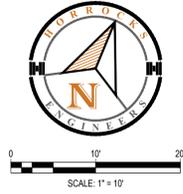
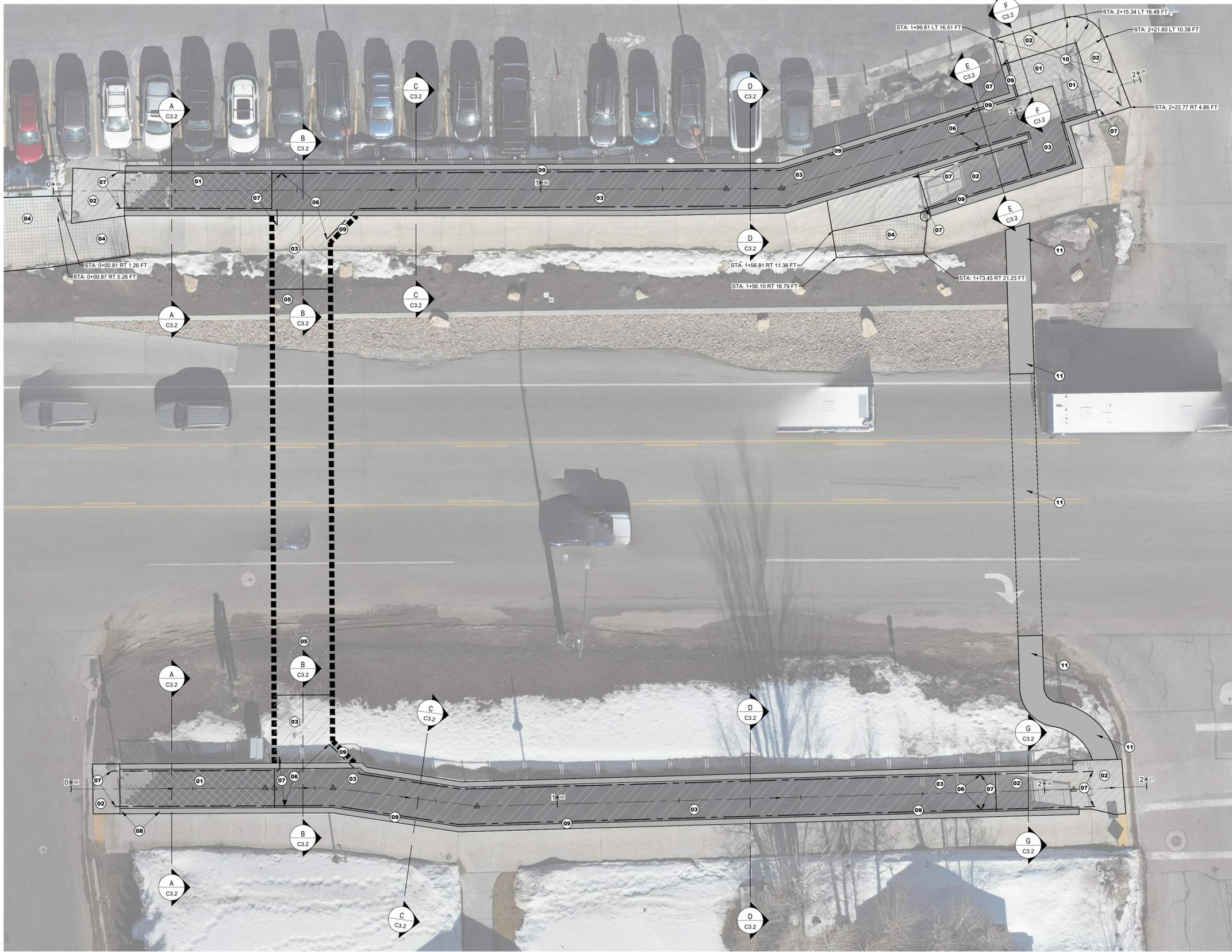
LEGEND



CO.2

PAGE #

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**LEGEND:**

- 01 CUT AND REMOVE EXISTING STEPS. REPLACE STEPS AND INSTALL NEW SNOWMELT SYSTEM
- 02 CUT AND REMOVE CONCRETE. REPLACE TO MATCH EXISTING SECTION (INCLUDING REINFORCING) AND INSTALL NEW SNOWMELT SYSTEM
- 03 INSTALL NEW CONCRETE FLATWORK AND SNOWMELT SYSTEM ON TOP OF EXISTING RAMP. MIN. 5" THICK, 4000 PSI NON-REINFORCED.
- 04 CUT AND REMOVE CONCRETE. REPLACE TO MATCH EXISTING SECTION. NO SNOWMELT SYSTEM IN THESE AREAS.
- 05 INSTALL NEW CONCRETE FLATWORK OVER EXISTING. MIN. 5" THICK, MAX 6" THICK. MAINTAIN EXISTING DRAINAGE.

**CONSTRUCTION KEYNOTES**

- 06 REMOVE AND RELOCATE HANDRAIL TO MATCH EXISTING HEIGHT. PATH EXISTING ANCHOR HOLES AND DRILL AND EPOXY NEW ANCHORS PER DETAILS.
- 07 REMOVE AND RECONSTRUCT HANDRAIL TO MATCH EXISTING. SEE DETAILS.
- 08 REMOVE AND RECONSTRUCT FENCE PANEL TO MATCH EXISTING. SEE DETAILS.
- 09 FULLY SECURE EXISTING STAINLESS STEEL PANEL TO CONCRETE WALL. ADD ANCHORS WHERE MISSING. REMOVE AND REPLACE FAULTY ANCHORS. ADD CAULK SEAL BETWEEN PANEL AND WALL PRIOR TO REINSTALLATION.
- 10 REMOVE AND REPLACE BOLLARDS. REPLACE WITH IMPROVED MODEL PER DETAILS.
- 11 FURNISH, INSTALL, AND REMOVE AFTER CONSTRUCTION, TEMPORARY SIDEWALK CONNECTION AND CROSSWALK WITH ASSOCIATED HAWK SIGNAL, DETECTABLE WARNING SURFACES, ETC. RESTORE AFFECTED AREAS TO PRE-CONSTRUCTION CONDITION. MAINTAIN HAWK SIGNAL THROUGHOUT CONSTRUCTION.

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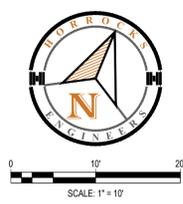
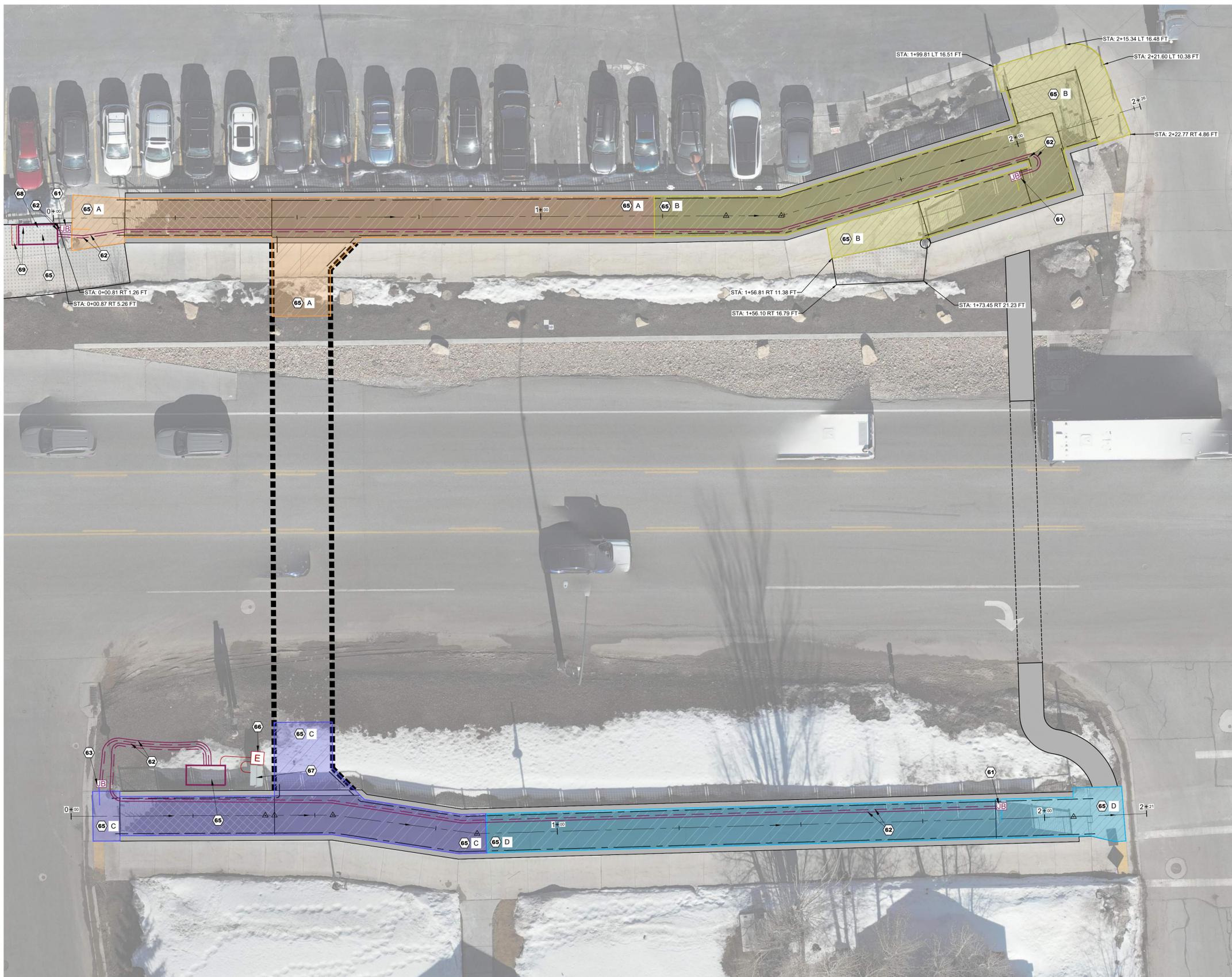
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PARK CITY, UTAH  
OVERALL SITE PLAN

**C1.0**  
PAGEPAGE #



- SNOWMELT SYSTEM KEYNOTES**
- 61 INSTALL SNOWMELT MANIFOLD AND TRAFFIC RATED BOX INTO NEW CONCRETE SECTION PER DETAILS.
  - 62 1.5" POLY SUPPLY AND RETURN LINES PER SUPPLIER. SURFACE MOUNT TO EXISTING CONCRETE. PROVIDE A MINIMUM OF 3" OF COVERAGE WITH NEW PAVEMENT SECTION.
  - 63 INSTALL SNOWMELT MANIFOLD AND TRAFFIC RATED BOX IN LANDSCAPE AREA PER DETAILS.
  - 64 PREFABRICATED ENCLOSURE FOR SNOWMELT BOILER AND PUMPS. INSTALL ON MINIMUM 5.5" THICK CONCRETE PAD PER DETAILS. CABINET AND LAYOUT PER SUPPLIER.
  - 65 SNOWMELT ZONES PER SUPPLIER. EXACT TUBING LAYOUT VARIES. TYP. 9" TUBING SPACING ON CENTER WITH TUBES PLACED IN NOSE OF STAIR TREAD.
  - 66 STEP DOWN TRANSFORMER PER ELECTRICAL PLANS
  - 67 RECONFIGURE EXISTING PANEL FOR NEW SNOWMELT SYSTEM PER ELECTRICAL PLANS
  - 68 REMOVE/RECONFIGURE EXISTING ELECTRICAL PANEL FOR EXISTING SNOWMELT SYSTEM PER ELECTRICAL PLANS.
  - 69 RECONFIGURE/RELOCATE EXISTING LIGHTING CONTROL PANEL PER ELECTRICAL PLANS TO ALLOW FOR PLACEMENT OF SNOWMELT CABINET.

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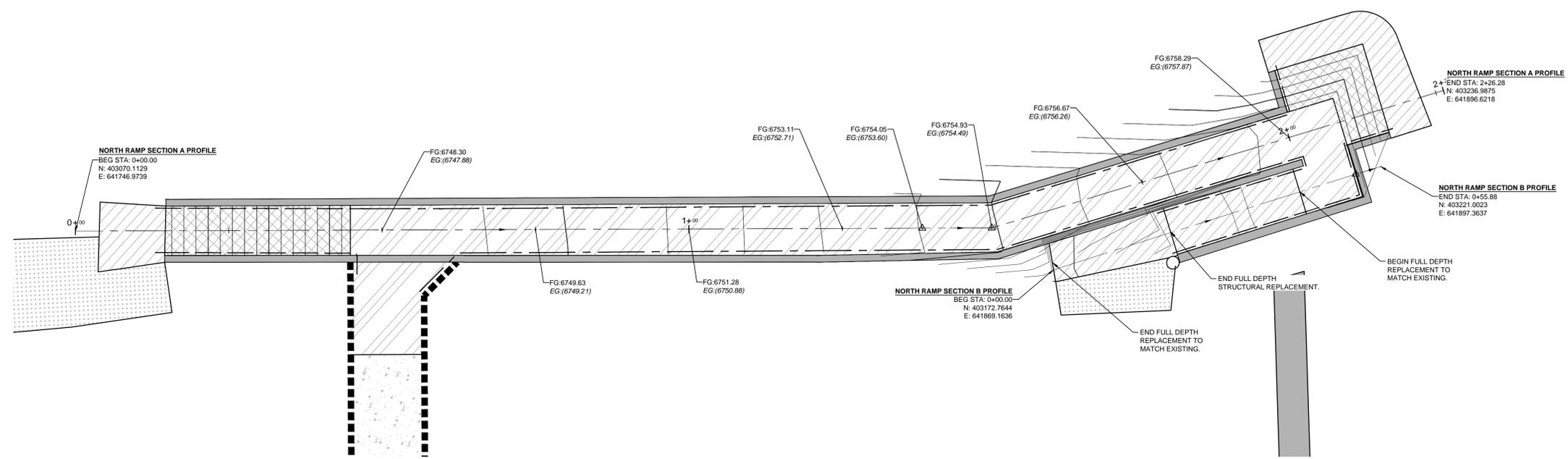
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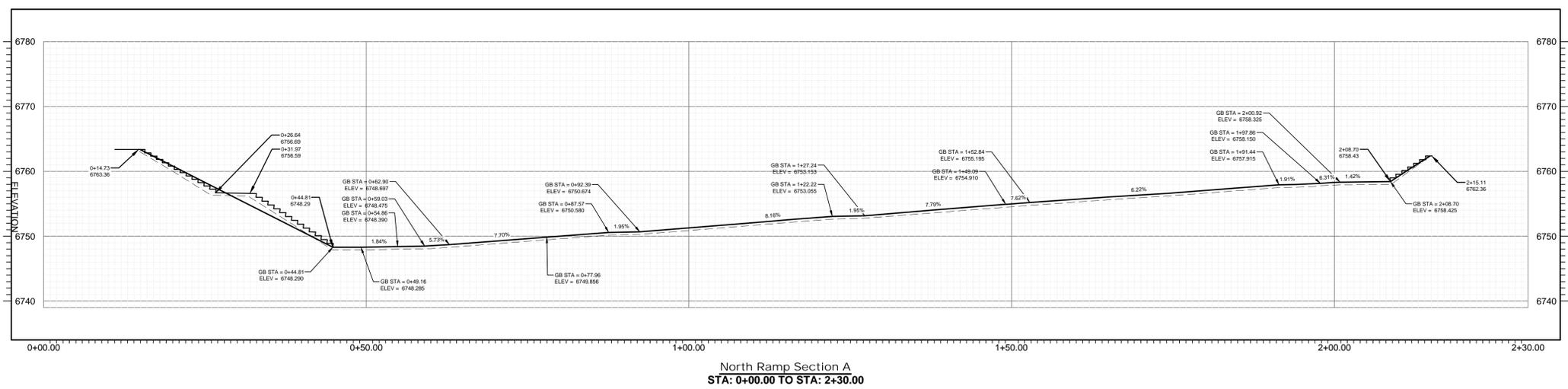
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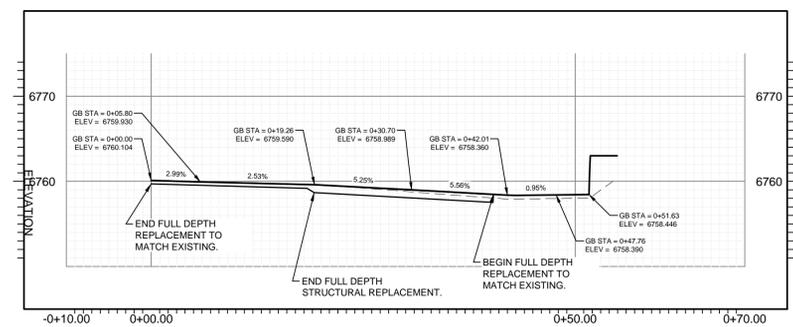
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 PARK CITY, UTAH  
**PLAN & PROFILE - NORTH**



North Ramp Section A  
 STA: 0+00.00 TO STA: 2+30.00



North Ramp Section B  
 STA: -0+10.00 TO STA: 0+70.00

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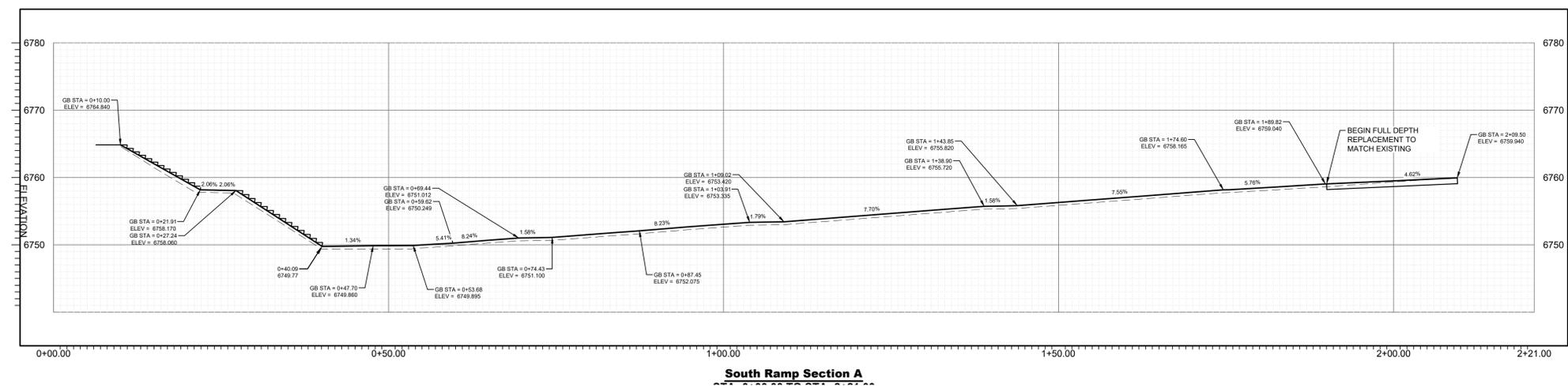
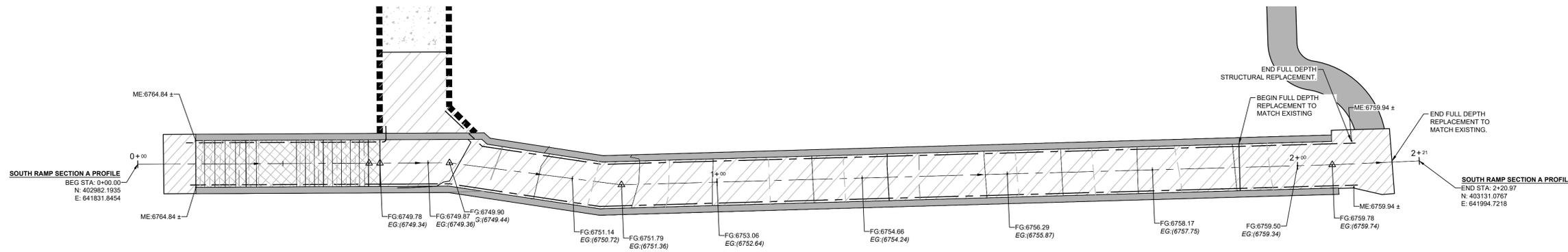
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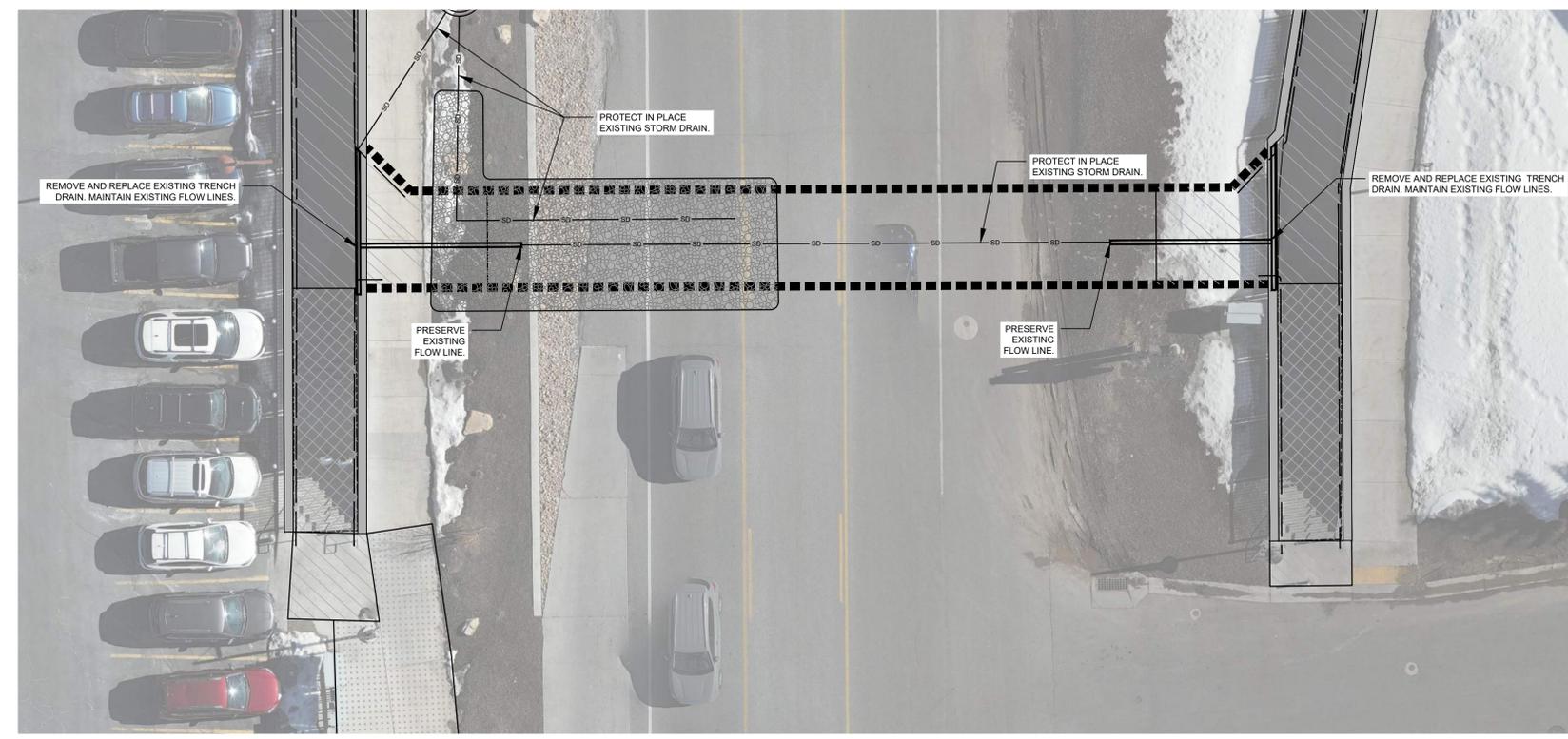
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 PARK CITY, UTAH  
**DRAINAGE**

**GENERAL DRAINAGE NOTES**

- ALL DRAINAGE IMPROVEMENTS ARE SUBJECT TO THE CURRENT STANDARDS OF PARK CITY MUNICIPAL CORPORATION.
- STORM CALCULATIONS WERE DETERMINED BASED ON THE FOLLOWING CRITERIA:
  - INFILTRATION RATE - 1 INCH PER HOUR
  - ACTUAL INFILTRATION MAY BE HIGHER. THIS RATE WAS USED AS A CONSERVATIVE RATE BASED ON THE GEOTECHNICAL REPORT.
  - DRAINAGE AREA - 3676 SQUARE FEET
  - RUN-OFF COEFFICIENT - 0.95
  - SUMP AREA - 760 SQUARE FEET
- THE 100 YEAR STORM EVENT WAS CALCULATED FOR DURATIONS RANGING FROM 5 MINUTES TO 24 HOURS. IT WAS DETERMINED THAT A DURATION OF 2 HOURS HAD THE GREATEST STORAGE REQUIREMENT OF 543 CF.
- THE SUMP AREA SHOWN IS 760 SQUARE FEET WITH A DEPTH OF 1.8 FEET, AND PROVIDES 547 CF OF STORAGE ASSUMING A THE GRAVEL HAS A 40% STORMWATER CAPACITY.
- THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING AT LEAST 543 CF OF STORAGE AS A MINIMUM REQUIREMENT.
- SUMP PUMP SHALL BE REQUIRED CONTRACTOR TO SUBMIT SPECIFICATION FOR PROPOSED MODEL AND LAYOUT THAT MEETS THESE MINIMUM REQUIREMENTS.
  - SUMP PUMP SHALL BE A 220V POWER PUMP WITH 2" INLET AND 2" OUTLET.
  - OUTLET SHALL BE ROUTED INTO ADJACENT EXISTING 24" STORM PIPE. SEE PLAN ABOVE.
  - INLET SHALL BE MAINTAINED A MIN. OF 6" ABOVE THE WATER QUALITY MANHOLE OUTLET. USE FABRICATED ALUMINUM STAND TO MAINTAIN PROPER HEIGHT. STAND AND PUMP SHALL BE LOCATED ADJACENT TO THE WALL OF THE MANHOLE TO MAINTAIN AS MUCH OPEN SPACE IN THE CENTER OF THE MANHOLE AS POSSIBLE.
  - THE SUMP PUMP SHALL BE EQUIPPED WITH A DIRECT-IN VERTICAL FLOAT SWITCH. POSITION SWITCH SO THAT THE PUMP IS ACTIVATED WHEN THE WATER LEVEL EXCEEDS 4" ABOVE THE WATER QUALITY MANHOLE OUTLET.
  - PUMP SHALL BE CAPABLE OF MAINTAINING A FLOW OF 150 GPM @ 20' OF VERTICAL HEAD (ESTIMATED 2HP MAX).
  - CONTRACTOR TO PROVIDE 220V POWER FROM METERED SOURCE.

- NOTES:  
 1. ALL MANHOLE SECTIONS SHALL CONFORM TO THE REQUIREMENTS OF ASTM C-75 AND APPLICABLE PROVISIONS OF STD. MANHOLE DRAWING NO. 010  
 2. INLET AND OUTLET PIPE NOT TO EXCEED 18" DIA.  
 3. PROVIDE SPECIAL DETAIL FOR OUTLET FLOW CONTROL EXCEEDING 18" DIA.  
 4. ALL OUTLETS SHALL HAVE FLOW CONTROL DEVICE.

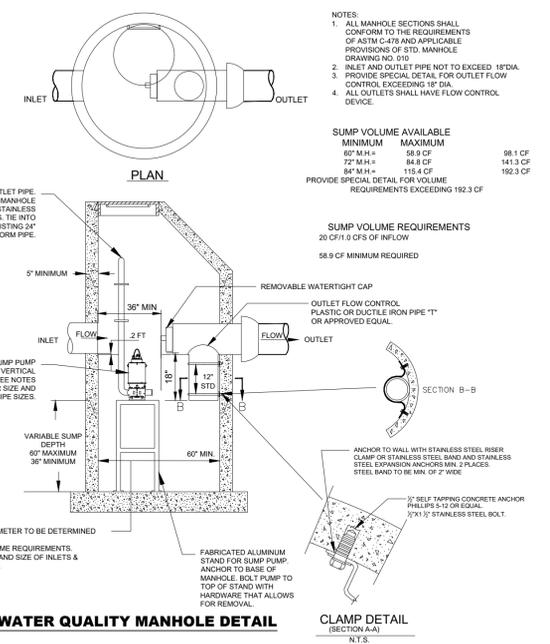
SUMP VOLUME AVAILABLE

MINIMUM	MAXIMUM	
67' M.H. =	58.5 CF	98.1 CF
72' M.H. =	84.8 CF	141.3 CF
84' M.H. =	115.4 CF	192.3 CF

PROVIDE SPECIAL DETAIL FOR VOLUME REQUIREMENTS EXCEEDING 192.3 CF

SUMP VOLUME REQUIREMENTS

20 CF / 1.0 CFS OF INFLOW	58.9 CF OF MINIMUM REQUIRED
---------------------------	-----------------------------



**TRENCH DRAIN DETAILS**

Number	Series	TPC600 / 700
DP0600	Channel	Polycast 600 / 700 Series

Channel Number	Part No.
<input checked="" type="checkbox"/> Polycast Concrete Channels	DP06
<input type="checkbox"/> Vinyl Ester Concrete Channels	DV06

**Manufacturer: POLYCAST**

**Specification:** POLYCAST 600 SERIES PRE-SLOPED TRENCH DRAIN IS A .66% SLOPED TRENCH DRAIN SYSTEM WITH 6 1/4" WIDE X A NOMINAL 48" LONG POLY-ESTER POLYMER CONCRETE CHANNELS WITH TONGUE AND GROOVE CONNECTIONS. CHANNELS 605610/615620/625 AND NON-SLOPING (NEUTRALS) WILL BE SUPPLIED WITH DRILL OUTS FOR 4" BOTTOM OUT-LET. INSTALLATION CHAIRS RECOMMENDED FOR INSTALLATION.

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Number	Series	TPC600 / 700
DA0670 & DA0670M Endcaps	Endcaps	Polycast 600 / 700 Series

Description	Part Number
Cap for outlet channel	DA0670
Cap for inlet channel	DA0670M

**Manufacturer: POLYCAST**

**Specification:** POLYCAST DA0670 AND DA0670M ENDCAPS ARE USED TO ENCLOSE OR PROVIDE PIPING TRANSITIONS TO OUTLET OR INLET ENDS OF CHANNEL WHENEVER CATCH BASINS ARE NOT BEING USED. END CAPS OUTPUT TO 4" PIPE. MATERIAL IS ABS PLASTIC.

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Number	Series	TPC600 / 700
DG0641	C Class Ductile Iron Grate	Polycast 600 / 700 Series

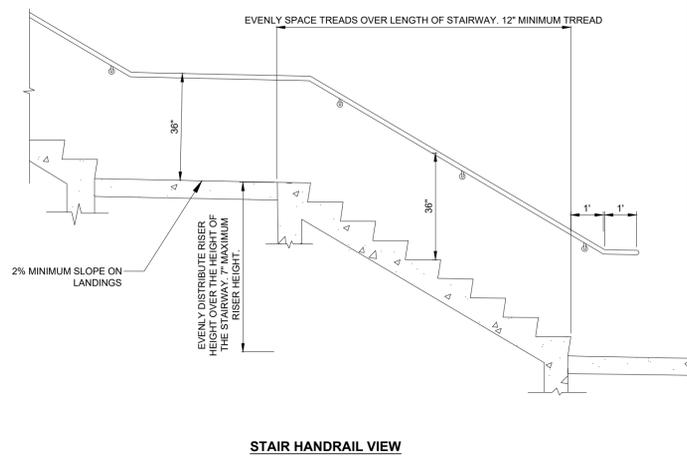
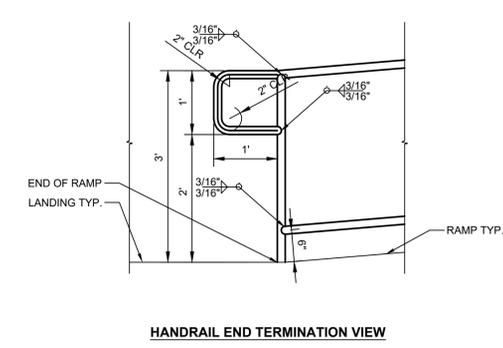
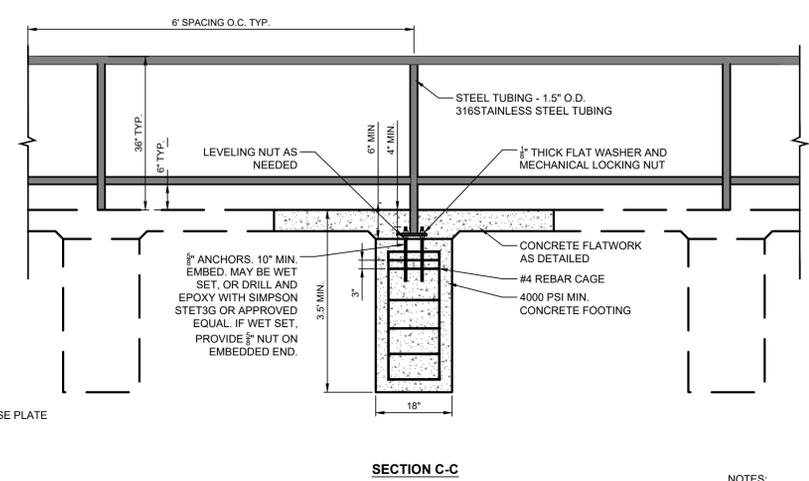
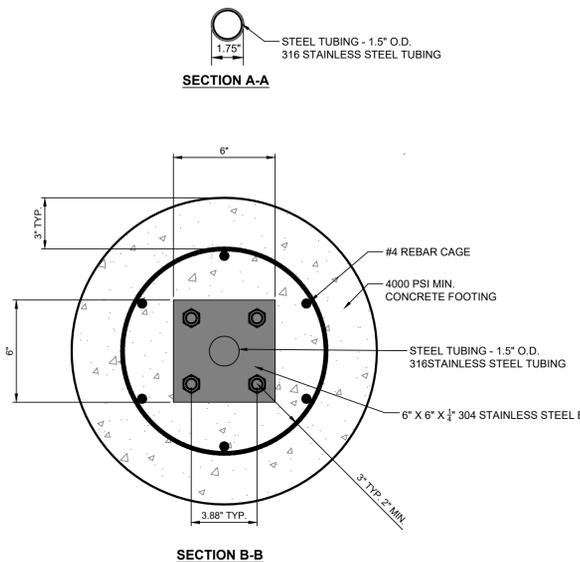
**Manufacturer: POLYCAST**

**Specification:** POLYCAST DG0641 IS APPROPRIATE FOR MANY GENERAL USE CONDITIONS. GRATE LOCKING DEVICE PART NO. DA0645 SHOULD BE USED AND MAINTAINED SECURE. THE GRATE HAS 39% (40%Z) OF OPEN AREA. THE GRATE IS MADE OF ASTM A48 GR. 35-B OR GR. 35-B AND WEIGHS APPROXIMATELY 14 LBS. THE GRATE IS ONLY AVAILABLE IN A 24" (610mm) LENGTH. MEETS LOAD CLASS C.

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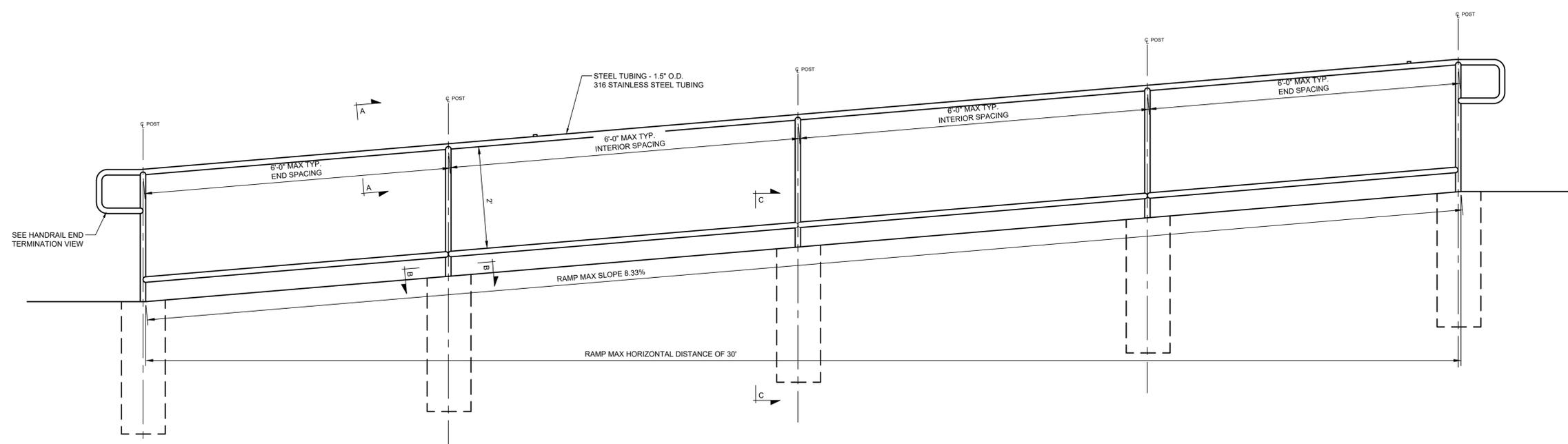
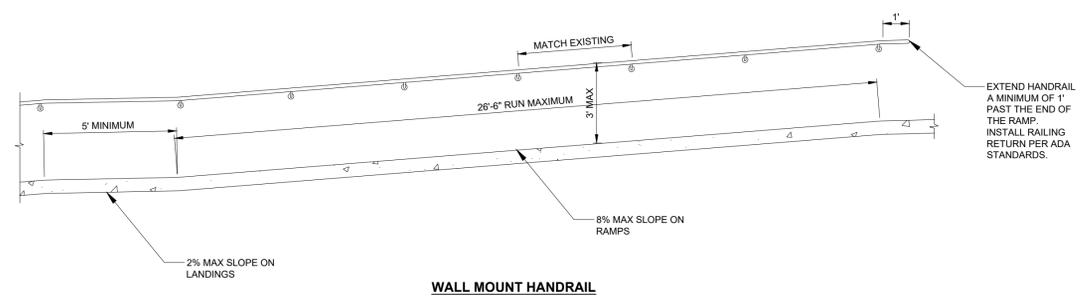
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**C2.0**  
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**NOTES:**

- HANDRAIL SHALL BE CONSTRUCTED 100% FROM STAINLESS STEEL INCLUDING ALL HARDWARE WITH A STANDARD MATTE (BEAD BLASTED FINISH) OR APPROVED EQUAL. FINISHED PRODUCT SHALL BE FREE FROM MARKS OR BLEMISHES.
- GRIND/SAND SMOOTH ANY BURRS OR ROUGH EDGES.
- ALL VISIBLE FITTINGS, HARDWARE, FLANGES, COVERS, ETC. SHALL MATCH THE MAIN RAILING TUBING FINISH.
- DETAILS ARE MINIMUM REQUIREMENTS FOR THE RAILING. FABRICATOR SHALL SUBMIT SHOP DRAWINGS PRIOR TO FABRICATION FOR APPROVAL.
- CURRENT ADA STANDARDS SHALL GOVERN ALL HANDRAIL INSTALLATION. IF DISCREPANCIES BETWEEN THE DESIGN DOCUMENTS AND CURRENT ADA STANDARDS OCCUR, THE ADA STANDARDS SHALL SUPERCEDE.



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**1 PEDESTRIAN HANDRAIL WITH CONCRETE FOUNDATIONS**  
C3.0 SCALE: NTS

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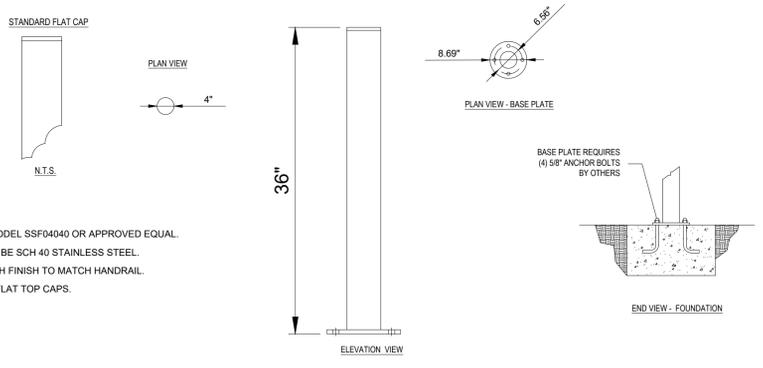
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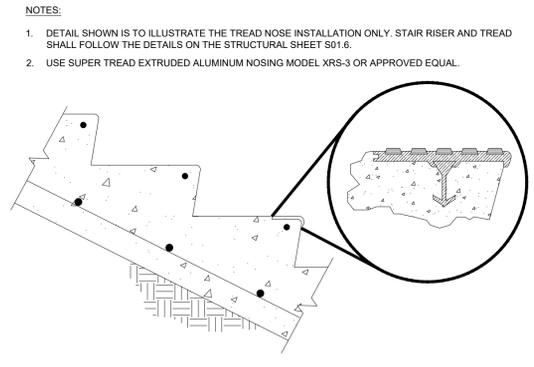
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PARK CITY, UTAH  
**DETAILS**

**C3.0**  
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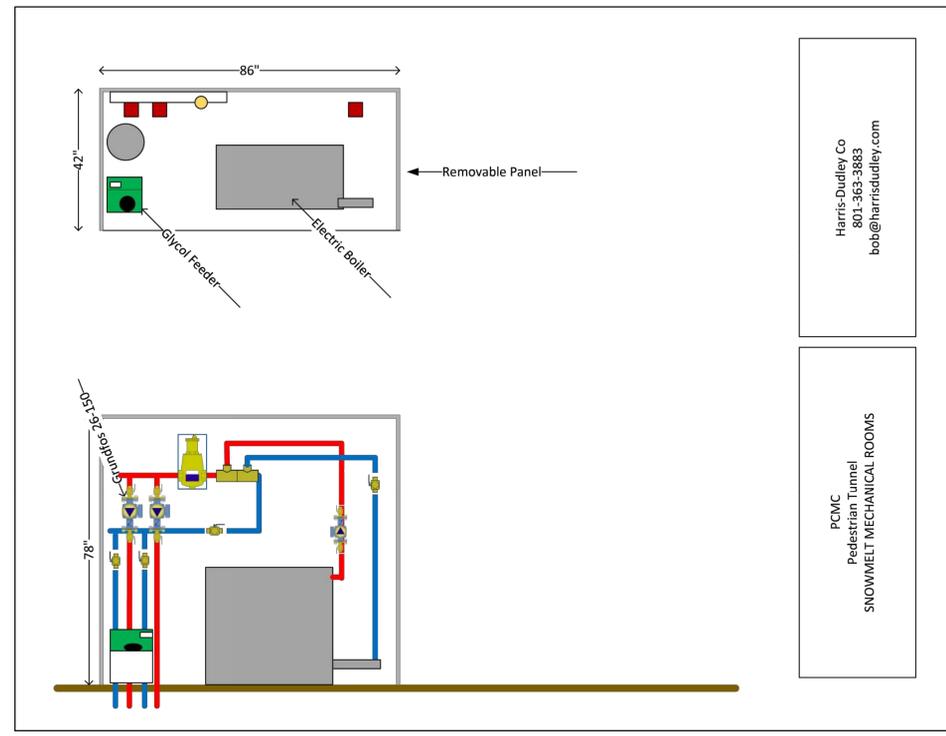
- NOTES:
1. USE CAL PIPE MODEL SSF04040 OR APPROVED EQUAL.
  2. MATERIAL SHALL BE SCH 40 STAINLESS STEEL.
  3. POLISH OR BRUSH FINISH TO MATCH HANDRAIL.
  4. USE STANDARD FLAT TOP CAPS.

**1 EXISTING BOLLARD DETAIL**  
C3.1 SCALE: NTS



- NOTES:
1. DETAIL SHOWN IS TO ILLUSTRATE THE TREAD NOSING INSTALLATION ONLY. STAIR RISER AND TREAD SHALL FOLLOW THE DETAILS ON THE STRUCTURAL SHEET S01.6.
  2. USE SUPER TREAD EXTRUDED ALUMINUM NOSING MODEL XRS-3 OR APPROVED EQUAL.

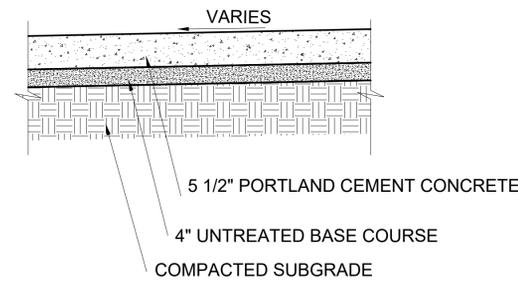
**2 STAIR TREAD NOSING DETAIL**  
C3.1 SCALE: NTS



Harris-Dudley Co  
801-363-3883  
bob@harrisdudley.com

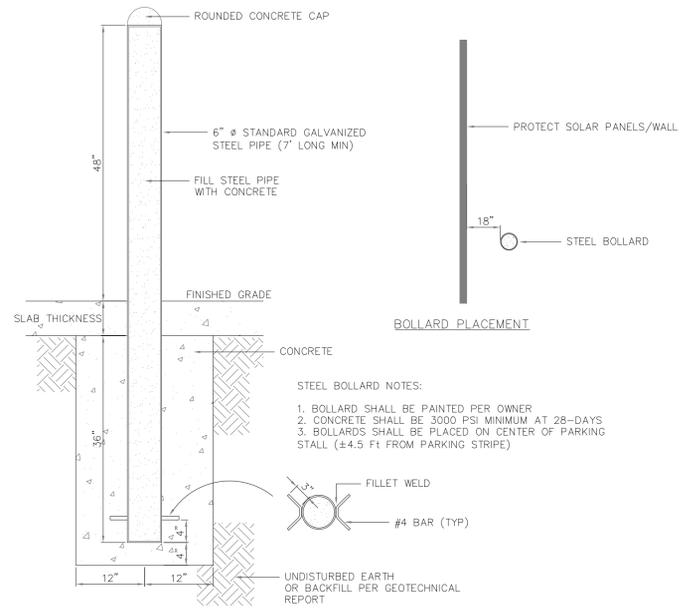
PCMC  
Pedestrian Tunnel  
SNOWMELT MECHANICAL ROOMS

**3 PRELIM. BOILER ENCLOSURE**  
C3.1 SCALE: NTS



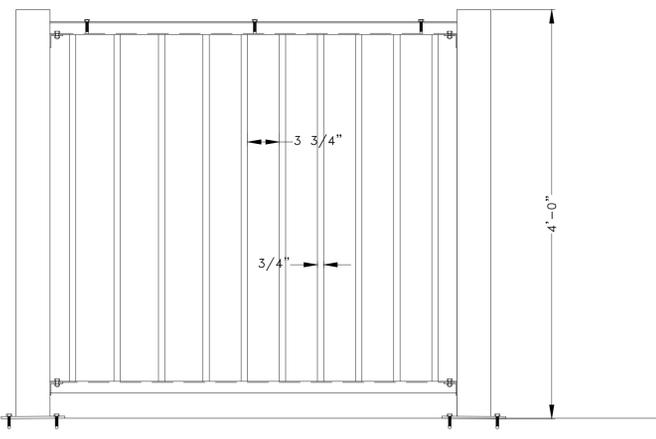
- CONCRETE PAVEMENT NOTES:**
- TYPE 1 SIDEWALK SECTION WILL BE USED IN ALL AREAS WHERE THE EXISTING UNTREATED BASE COURSE IS SUITABLE, AS DETERMINED BY THE GEOTECHNICAL ENGINEER. TYPE 2 SIDEWALK SECTION WILL BE USED IN ALL OTHER AREAS.
- IF REMOVAL OF EXISTING BASE OR SUBBASE IS REQUIRED, SOIL SHALL BE DISPOSED OF PER SOIL ORDINANCE.
- AT ALL CONCRETE DRIVEWAY APPROACHES, THE STRUCTURAL SECTION SHOULD MATCH PARK CITY DETAIL 532-C WITH 6" X 6" X 10 GAUGE WIRE MESH.
- GENERAL PAVEMENT NOTES:**
- EXISTING ROAD BASE MATERIAL MAY BE USED IN PLACE OF UNTREATED BASE COURSE, AS APPROVED BY THE GEOTECHNICAL ENGINEER.
- IF REMOVAL OF EXISTING BASE OR SUBBASE IS REQUIRED, SOIL SHALL BE DISPOSED OF PER SOIL ORDINANCE.

**5 TYPICAL CONCRETE FLATWORK DETAIL**  
C3.1 SCALE: NTS



- STEEL BOLLARD NOTES:
1. BOLLARD SHALL BE PAINTED PER OWNER
  2. CONCRETE SHALL BE 3000 PSI MINIMUM AT 28-DAYS
  3. BOLLARDS SHALL BE PLACED ON CENTER OF PARKING STALL (±4.5 FT FROM PARKING STRIPE)

**4 ALT. BOLLARD DETAIL**  
C3.1 SCALE: NTS



- SOLAR GUARDRAIL NOTES**
1. THE NOTES LISTED BELOW ARE GENERAL AND NOT ALL OF THE LISTED MATERIALS MAY BE APPLICABLE TO THIS PROJECT. IF DISCREPANCIES OR CONFUSION EXISTS THE CONTRACTOR SHALL CONSULT WITH THE ENGINEER.
  2. SOLAR GUARDRAIL DRAWINGS ARE DIAGRAMATIC AND SHOWN FOR THE PURPOSES OF BIDDING. EXACT MATERIALS, PANELS, AND LAYOUT MAY VARY. CONTRACTOR IS RESPONSIBLE TO COMPLETE SHOP DRAWINGS SHOWING ALL CONNECTIONS, LAYOUT, AND FINISHES FOR CITY APPROVAL PRIOR TO FABRICATION OR INSTALLATION.
  3. ALL METAL MATERIALS SHALL BE WELDED, DEBURRED, GROUND SMOOTH, AND COATED OFF SITE AND BROUGHT TO THE SITE READY FOR ASSEMBLY.
  4. ACCEPTABLE WELDING PROCESSES FOR THE ASSEMBLY OF METAL FRAMES SHALL BE MIG OR TIG. NO FLUX CORE OR STICK WELDING WILL BE ALLOWED. BUTT AND OUTSIDE CORNER WELDS ON SURFACES SHALL BE GROUND SMOOTH PRIOR TO COATING. INSIDE CORNERS AND FILLED WELDS SHALL BE DEBURRED.
  5. FRAMEWORK FOR THE SOLAR GUARDRAIL SHALL BE A500 WELDED CARBON STEEL.
  6. MINIMUM WALL THICKNESS FOR POSTS SHALL BE .120 WALL.
  7. MINIMUM WALL THICKNESS FOR RAILS SHALL BE .120 WALL.
  8. IF TUBING IS USED FOR PICKETS THE MIN. WALL THICKNESS FOR PICKETS SHALL BE .065 WALL.
  9. MINIMUM PICKET SIZE SHALL BE 3/4".
  10. GUARDRAIL SHALL BE CONSTRUCTED SO THAT THERE IS NO GAP OR SPACE CAPABLE OF PASSING A 4" SPHERE THROUGH. THIS INCLUDES THE GAP BETWEEN THE BOTTOM OF THE GUARDRAIL AND THE TOP OF THE MOUNTING SURFACE.
  11. CONTRACTOR SHALL USE BIFACIAL SOLAR PANELS THROUGHOUT THE INSTALLATION.
  12. COATING FOR ALL MILD STEEL COMPONENTS IN THE SOLAR GUARDRAIL FRAMEWORK SHALL BE GALVANIZE AND PAINT. PAINT SHALL BE A MARINE GRADE EPOXY BASED PAINT WITH A BLACK SEMI GLOSS FINISH. SUBMIT SAMPLE AND SPECS TO CITY AND ENGINEER FOR APPROVAL PRIOR TO CONSTRUCTION.
  13. USE DECORATIVE RAILING PANELS IN AREAS WHERE SOLAR PANEL RAILS WILL NOT FIT DUE TO ANGLES OR LAYOUT.
  14. DECORATIVE RAILING SHALL BE USED FOR NEAR THE ENTRANCES AND EXITS TO RAMPS AND STAIRS AS A SAFETY MEASURE FOR VISIBILITY.
  15. FOR INFORMATION REGARDING THE CONCEPTUAL LAYOUT AND CONFIGURATION OF THE SOLAR GUARDRAIL CONTACT KEN GARDNER OF GARDNER ENERGY (801-689-2618) (KEN@GARDNER-ENERGY.COM).

**6 DETAILS FOR GUARDRAIL REPLACEMENT. FROM ORIGINAL PLANS**  
C3.1 SCALE: NTS

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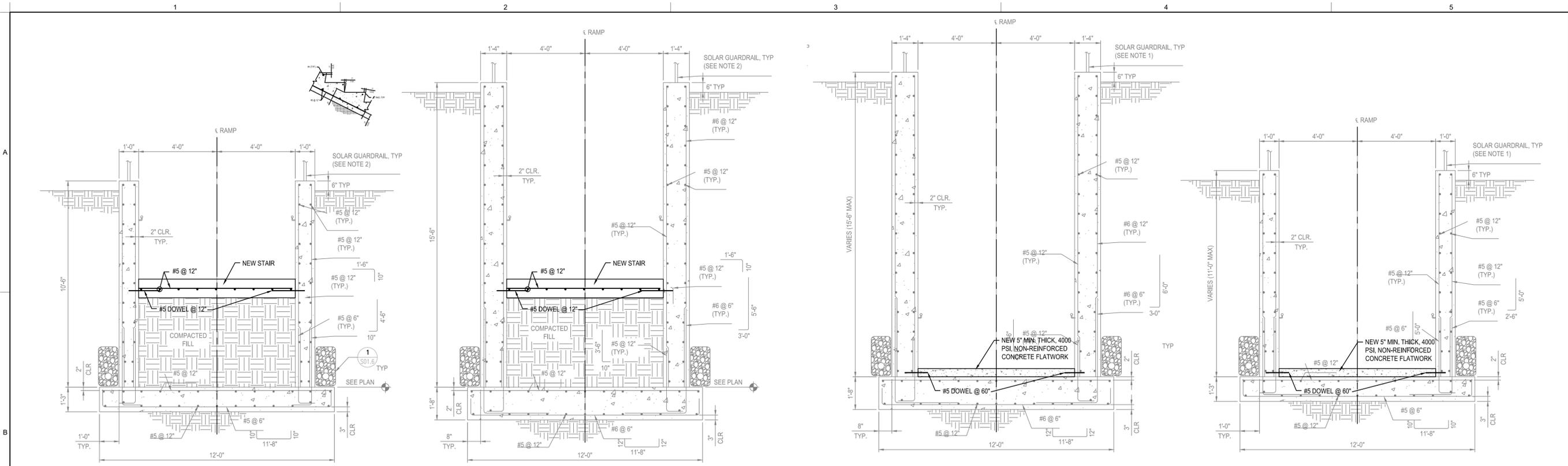
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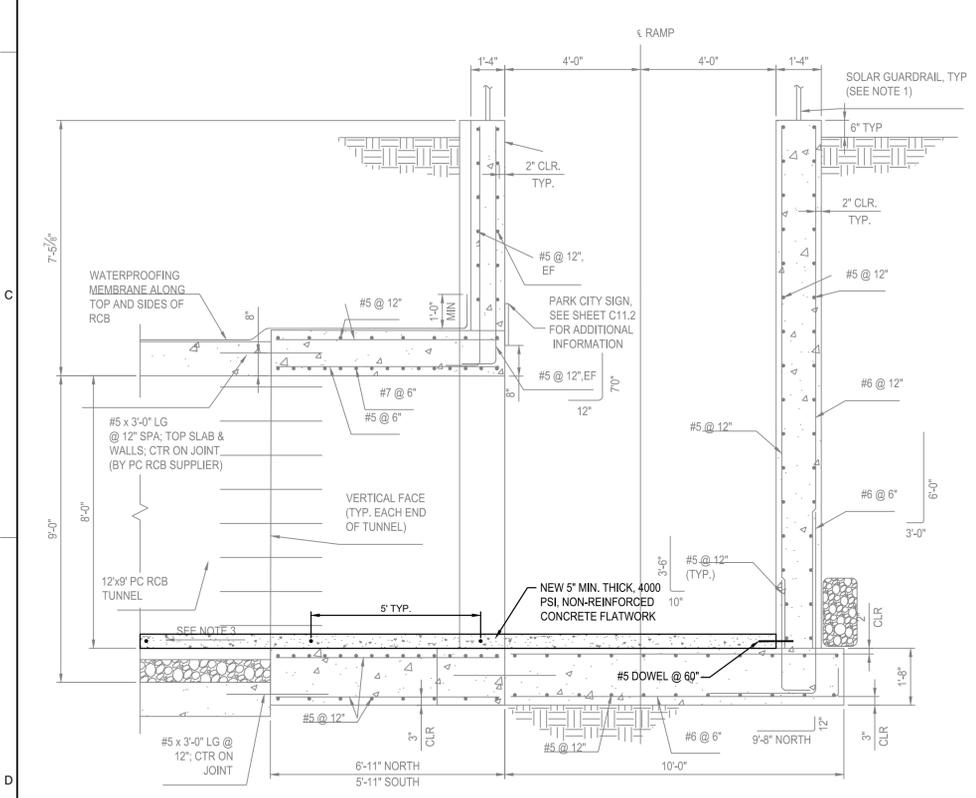
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PARK CITY, UTAH  
DETAILS

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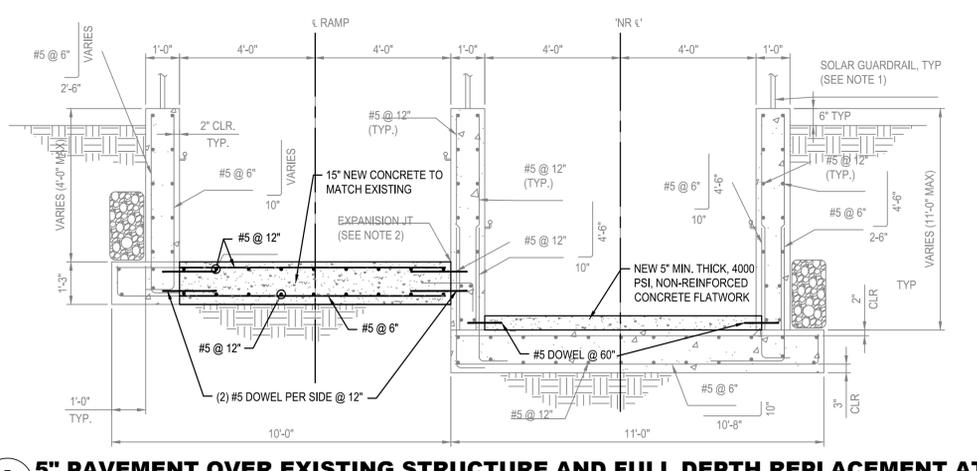


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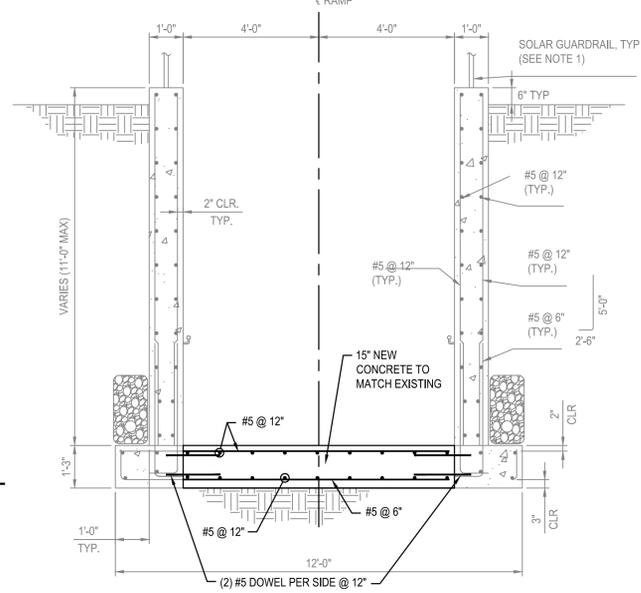
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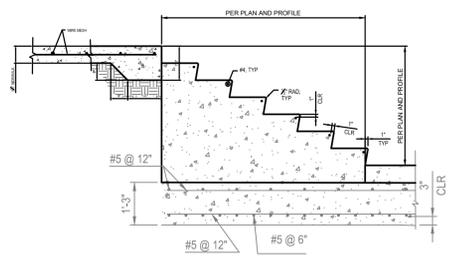
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**E 5\"/>**



**G FULL DEPTH REPLACEMENT AT RAMP**  
C3.2 SCALE: NTS



**F NEW STAIR ALT. SECTION**  
C3.2 SCALE: NTS

PLANS ARE PRELIMINARY AND MEANT FOR REFERENCE TO DETERMINE A GUARANTEED MAXIMUM PRICE (GMP) ONLY.  
NOT FOR PERMITTING OR CONSTRUCTION.

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PROJECT		UT-1183-25
SEE GENERAL NOTES SHEET		

**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

**HS PEDESTRIAN TUNNEL FINAL DESIGN**  
PARK CITY, UTAH  
DETAILS



## City Council Staff Report

**Subject:** Police Complaint Review Committee Policy and Procedure Amendments  
**Author:** Michelle Downard, Resident Advocate & Chairperson of the Police Complaint Review Committee  
**Department:** Executive Department  
**Date:** May 22, 2025

### Summary Recommendation

Staff recommends that Council approve the Ordinance amending section 2-8-20 of the Park City Code to change the membership structure of the Police Complaint Review Committee (PCRC) to include one alternate community member to vote when a regular member is absent.

### Background

To increase community involvement and police accountability, the PCRC was established through [Resolution 35-03](#) in 2003, and updated by [Resolution 19-2020](#) and [Resolution 2024-16](#). The Committee is an advisory body to review proposed dispositions of complaints filed against police personnel and provide recommendations to the Chief of Police and City Manager. The Committee consists of 5 voting community members, a non-voting staff Chairperson (Michelle Downard), a Legal Advisor (Luke Henry), a City Council Liaison (Councilmember Rubell), the Chief of Police (Chief Carpenter), and the Chief's Administrative Assistant (Chelsea Jones).

### Analysis

When the PCRC was created on [December 11, 2003](#), it included two staff members (appointed by the City Manager) and three community members (appointed by the Mayor and Council). The City Manager, Tom Bakaly, suggested the purpose of this membership structure was twofold: to balance a way for the public to be involved with, but not necessarily manage, the Police Department; and to better ensure proper allocation of staff resources to support the Committee, particularly for emergency meetings.

On September 17, 2020, the City Council amended the structure to change the two voting staff member seats to community member seats, establishing a total of five voting community members, a non-voting staff Chairperson, and a non-voting Council Liaison. In addition, an attorney from the City Attorney's Office continues as a Legal Advisor to the Committee, and the Chief of Police continues as an ex officio (non-voting) member.

The PCRC meets infrequently, and only on an as-needed basis. There is no standard meeting schedule, which has resulted in difficulty scheduling a quorum. This issue is

exacerbated when meetings must be scheduled with short notice to hear a complaint. We therefore recommend amending [Park City Code section 2-8-20](#) to allow for one alternate community member to vote when a regular member is absent.

A separate staff report scheduled for this same date provides a recommendation for appointments to two seats on the PCRC with terms ending on June 30, 2025, and the alternate. If the City Council does not approve this resolution, only the two voting-member seats should be considered for appointment.

## **EXHIBITS**

- A An Ordinance Amending Park City Code Section 2-8-20, Adjusting Membership of The Police Complaint Review Committee

**Ordinance No. 2025-09**

**AN ORDINANCE AMENDING PARK CITY CODE SECTION 2-8-20, ADJUSTING MEMBERSHIP OF THE POLICE COMPLAINT REVIEW COMMITTEE**

WHEREAS, the Police Complaint Review Committee is governed by Park City Code Section 2-8-20 to review proposed dispositions of complaints filed against police personnel and provide recommendations to the Chief of Police and City Manager; and

WHEREAS, meetings before the Police Complaint Review Committee can be time sensitive and require members to be available on short notice; and

WHEREAS, adding flexibility to membership on the Police Complaint Review Committee will allow for more flexibility in scheduling meetings, permitting complaints to be heard more quickly and helping ensure enough members are available for meetings.

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

SECTION 1. Section 2-8-20 of the Park City Code is amended as provided in Exhibit A.

SECTION 2. EFFECTIVE DATE. This Ordinance shall take effect upon publication.

PASSED AND ADOPTED this 22<sup>nd</sup> day of May, 2025.

PARK CITY MUNICIPAL CORPORATION

\_\_\_\_\_  
Mayor Nann Worel

Attest:

\_\_\_\_\_  
City Recorder

Approved as to form:

\_\_\_\_\_  
City Attorney's Office

Exhibit A

Exhibit A

[Park City Municipal Code 2-8-20 Police Complaint Review Committee](#)

....

B. Organization.

1. The Police Complaint Review Committee will consist of five eligible community members, **one alternate community member to vote when a regular member is absent**, and one appointed City staff member as the City Manager's designee. An attorney from the City Attorney's Office will be assigned to act as a legal liaison to the Committee by the City Attorney. The Chief of Police shall be an ex officio member and shall provide all necessary staff support and information to the Committee. The City Council may appoint a Council Liaison.
2. The City Manager's appointed designee shall act as the Chairperson for the Committee and in the absence of the Chairperson, the Chairperson pro-tem shall perform the duties of the Chairperson. The Chairperson shall be a non-voting member. The Chairperson pro-tem shall be elected by a majority vote of the members of the Committee at the first meeting of the Committee each calendar year.
3. Members of the Committee shall perform their services on the Committee without pay or other compensation, except for payment of reimbursement of expenses actually and reasonably incurred and as approved by the Chief of Police. Community members shall be deemed volunteers as defined in Title 67, Chapter 20, of the Utah Code, as amended, or any successor statute. Members shall be immune from any liability with respect to any decision or action taken in the performance of their duties and responsibilities on the Committee as provided by Title 63G, Chapter 8, of the Utah Code, as amended, or any successor statute.

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## City Council Staff Report

**Subject:** 2025 Kimball Arts Festival Supplemental Plan and Level Five Special Event Permit Approval.  
**Author:** Chris Phinney, Aaron Archie  
**Department:** Special Events  
**Date:** May 22, 2025

### Recommendation

Consider approving the proposed 2025 Park City Kimball Arts Festival (Festival) Supplemental Plan (**Exhibit A**) and Level Five Special Event Permit (**Exhibit B**), based upon findings that the Festival is operating consistently with the City Services Agreement ([CSA](#)) and Park City Code § [4A](#).

### Executive Summary

The [Kimball Art Center](#) (KAC), a long-standing local [nonprofit](#) organization, hosts the annual [Festival](#) as its primary fundraising event to sustain low- or no-cost youth programs and free year-round exhibitions.

Per section 1.2 of the [CSA](#), the KAC is required to present Supplemental changes annually. This report outlines their proposed modifications, updates from City Operations, and revised estimates for the City Services fees. The KAC will return to the City Council for a Festival debrief on October 23, 2025.

### Analysis

We recommend approving the 2025 Festival Supplemental Plan based on findings that the KAC operates consistently with the CSA. Exhibit C includes a full event analysis and operational details. Changes are outlined below.

The festival has a long and successful [history](#). On May 25, 2023 ([report](#) p. 2/ [minutes](#) p. 9), the City Council approved a five-year agreement for the Festival (2024 to 2028). The new Agreement, as amended in 2024, includes the following terms:

- [Venue Use Areas](#): Understanding the possibility of significant development projects in the future, the City supported ongoing Festival operations during such projects and acknowledged that they will work with KAC to find alternative off-site parking with transit options when necessary.
- [Festival Hours](#): Festival Hours will remain the same – Friday from 5:00 to 9:00 p.m., Saturday from 10:00 a.m. to 8:00 p.m., and Sunday from 10:00 a.m. to 6:00 p.m.
- [Demonstrated Measures of Success](#): KAC pledged to:
  - Maintain a minimum of 10 artists from the Wasatch Back;
  - Continue to improve the [Emerging Artist Program](#) to support artists in the beginning stages of their careers and break down financial and social barriers surrounding participation;

- Continue to offer free Festival admission to Summit County residents on Friday night. This includes extending local free admission to Main Street employees regardless of Summit County residency;
- Continue developing programs that target organizations and underserved populations in Summit County; and
- Make ongoing efforts to translate all materials into Spanish.
- Transportation:
  - Clearly outline all parking use areas that are vital for Festival operations. This includes use of the Flagpole lot, Bob Wells Plaza, the southside of China Bridge, and public parking along Swede Alley, Main Street, a portion of Park Avenue, and the Brew Pub lot; and,
  - KAC will promote public transportation to the Festival and host a bike valet each event day.
- Environmental Impacts: The KAC will reduce its carbon footprint, including:
  - Reporting and tracking waste diversion rates for landfill waste, mixed recycling, glass, and compost by pounds; and,
  - Providing a plan to increase and report their diversion rate annually compared to the previous two years.
- Event/ Economic Impact Survey: The KAC will conduct a third-party survey regarding attendance and spending demographics. The City outlined metrics for special event reporting, including attendance, change over, total attendance, local (Wasatch Back) attendance, annual survey sentiment regarding event support, and City funding.
- Dining Decks: The KAC will not charge restaurants to keep dining decks on the street during the Festival.
- Funding: KAC shall be entitled to a waiver of City fees, which may not exceed \$180,000 annually. The KAC is responsible for additional City costs that exceed \$180,000. There are no cash payments to be made to the KAC.

**KAC Requests:**

Spirit Garden:

As approved for the 2024 Festival (May 23, 2024, [report/minutes](#) p. 16), the KAC is requesting the extension of Spirit Garden hours to 9:00 p.m. on Saturday of the Festival (one hour after the Festival closes at 8:00 p.m.) to promote extended visitation on Main Street. Artists' booths will close at 8:00 p.m. Festival admission will not be charged after that time.

Per the Agreement, Park City and the KAC will evaluate the extended hours annually, taking into account performance outcomes and feedback from the Historic Park City Alliance (HPCA) and the public as part of the Supplemental Plan review.

We recommend approving the requested extension of Spirit Garden hours and adjusting the noise variance until 9:00 p.m. (set at 75 decibels). This will increase vibrancy and economic activity and only result in an additional four hours for Public Safety staffing, at

an estimated cost of \$400. No other operational impacts are anticipated as a result of this request.

#### Venue site map:

A detailed site map can be found in **Exhibit A** (APPENDIX C: Arts Festival Site Plan 2025, pg. 21). As in 2024, this site map includes changes to the booth layout to accommodate dining decks and the required fire lane. KAC will continue to work with PCMC and make any necessary changes to the booth layout as needed for operations. Minor changes to the site map include:

- The Creation Station will move from Town Lift Plaza to Heber Ave east of Main Street. This location will be easier for children and their guardians to find and access the activities.
- The Clay Studio will host a booth in Miners Park for local students to showcase their artwork on Main Street. This is an educational opportunity to learn the inner workings of an Arts Festival. Proceeds from art sales will go to the individual artist, with a percentage benefiting the KAC to help cover the booth's operational costs.

#### Festival Operations and Programming:

- The KAC is switching to ACME ticketing software for the 2025 festival. This is due to an internal change at the KAC to the Humanitru Customer Relationship Management (CRM) and ACME Ticketing systems. The ticket sales will now be linked to their CRM system, creating efficient communications with attendees and donors. This is an internal change only and will not impact ticket operations before or during the festival.
- KAC is excited to link programming from the summer exhibition, [Step After Step](#), to the Festival. *Step After Step* explores how walking can act as an artistic language, transforming the most ordinary gesture into a profound act of meaning. KAC staff is working on programming that draws on the exhibition themes and promotes the use of Park City's outdoor spaces.

#### **City Operations:**

##### Parking:

The Parking and Special Event Departments recommend event parking rates for the Festival remain the same as in 2024 (\$9/hr., with a max of \$40/day). At existing levels, our pricing strategy continues to show room to grow and change behaviors to motivate the use of transit options. To supplement, we plan to increase public transit express routes from Richardson Flat, Park City High School, Park City Mountain Resort, and Deer Valley during the Festival weekend.

##### Emergency Access:

The KAC worked closely with the Park City Fire Marshal and the Park City Fire District (PCFD) to address fire lane requirements on Main Street. The resulting plan ensures emergency access for PCFD while maintaining layout flexibility for Festival booths.

#### **Funding**

Per the CSA, KAC shall be entitled to a waiver of City service fees, which may not exceed \$180,000 annually. The KAC is responsible for additional City costs that exceed \$180,000. However, we do not expect fees to exceed \$180,000 this year. The 2025 funding for City services associated with the Festival comes from the General Fund and is estimated at \$168,182 (**Exhibit C**).

### **Exhibits**

- A 2025 Arts Festival Supplemental Plan
- B Draft Special Event Permit
- C Analysis of the 2025 Arts Festival



# KIMBALL ARTS FESTIVAL

## Park City Kimball Arts Festival 2025 Supplemental Plan

[Summary of Changes in 2025](#)

[About Kimball Art Center](#)

[About the Park City Kimball Arts Festival](#)

[Community Focus](#)

[Event Schedule](#)

[Festival Leadership Team](#)

[Park City Kimball Arts Festival Event Offices and Lounges](#)

[Parking/Transportation](#)

[Park City Kimball Arts Festival Site Plan](#)

[Park City Kimball Arts Festival Operations](#)

[Festival Food and Drink](#)

[Educational Programming Summary](#)

[Music Programming Summary](#)

[Festival Waste & Recycling Plan](#)

[Insurance Requirements for the 2025 Park City Kimball Arts Festival](#)

[APPENDIX A: Park City Kimball Arts Festival Operations Timeline 2025](#)

[APPENDIX B: Park City Kimball Arts Festival Public Parking Summary 2025](#)

[APPENDIX C: Park City Kimball Arts Festival Site Plan 2025](#)

[APPENDIX D: Park City Kimball Arts Festival Sustainability and Waste Plan 2025](#)

[APPENDIX E: Park City Kimball Arts Festival PCMC Services, Street Closures, and Parking 2025](#)

[APPENDIX F: Park City Kimball Arts Festival Signage Plan 2025](#)

[APPENDIX G: Park City Kimball Arts Festival Emergency Plan 2025](#)

## Summary of Changes in 2025

- The Park City Kimball Arts Festival will continue to use the site plan adopted in 2024. This site plan includes changes to the booth layout to accommodate dining decks and the agreed upon fire lane. KAC will continue to work with PCMC and make any necessary changes to the booth layout as needed for operations. See [APPENDIX C: Park City Kimball Arts Festival Site Plan 2025](#) (pg. 19) for a detailed site map.
- In an effort to extend vibrancy on Main Street on Saturday night, Kimball Art Center is again asking to extend music programming and bar operations at the Spirit Garden on Heber Ave until 9pm. The rest of the festival's operations, including admission gates, artist booths, educational activities, and all additional food and drink vendors will still close at 8pm.
  - During past festivals, there has been a noticeable dropoff in energy and traffic on Main street after the festival closes at 8pm. It's our hope that this 'soft close' will keep people on Main Street for longer and help bridge the gap between attendees enjoying the festival and moving on to exploring other Main Street businesses.
  - This change will not be marketed as an extension of festival hours and the Kimball Art Center does not anticipate a change in the festival's projected attendance. Kimball Art Center will keep the Spirit Garden open to the general public, not just those who had attended the festival during the day, and will keep the area staffed with private security guards, bar staff, operations staff, and volunteers.
  - KAC staff, festival staff, and volunteers will patrol Main Street as usual to ensure all other vendors cease operations at 8pm.
  - Kimball Art Center will also work with the PCMC Special Events team to determine whether or not additional police hours are needed and whether or not transportation services will need to be extended.
- The Creation Station will be moved from Town Lift Plaza to Heber Ave East, immediately inside the Heber East entry gate. This change will help KAC during the festival as additional staff from the info booth and entry gates will be able to assist the Creation Station as needed. This location will also be easier for children and guardians to find and access.
- In addition to the Young Artists' Academy (YAA) student art tent on Heber Ave, Kimball Art Center is continuing to expand opportunities for students to showcase their artwork on Main Street. We are currently working with the clay studio to see if there are enough students interested in hosting a booth in Miner's Park. This is an educational opportunity for the clay studio students to learn the ins and outs of being a festival artist with support from KAC staff and other festival artists. Proceeds from art sales will go to the individual artist with a percentage benefitting the Kimball Art Center to help cover the booth's operational costs.
- The Kimball Art Center is switching to ACME ticketing software for the 2025 festival. This is due to an internal change at the Kimball Art Center to the Humanitru CRM and ACME Ticketing systems. This change will allow our ticket sales to be linked to our CRM system, something that was not possible before, creating more efficient communications to attendees and donors. This is an internal change only and will not impact ticket operations before or during the festival.
- Kimball Art Center is excited to link programming from our summer exhibition, *Step After Step*, to the festival on Main Street. *Step After Step* explores how walking can act as an artistic language, transforming the most ordinary gesture into a profound act of meaning. KAC staff is working on programming that draws on the exhibition themes and promotes use of Park City's outdoor spaces.



## About Kimball Art Center

Kimball Art Center (KAC) inspires and connects our community through art. We strive to be a creative influence in Park City, bringing people together to experience exhibitions, participate in educational programs, and share in the artistic process. At KAC, we value creativity, curiosity, collaboration, and diversity. All of our programs operate on the belief that the arts sustain vibrant communities, challenge assumptions, celebrate multiple perspectives, and foster positive social change.

KAC has worked hard to reimagine, deepen, and expand its vision to reflect contemporary social dialogues and meet the needs of our community. Guided by a fresh outlook, we will continue to inspire and connect through art, while curating world-class exhibitions and expanding the accessibility of our offerings. Our goal is to steward dynamic and inclusive spaces throughout the organization that reflect the diversity of our community and the full range of social issues that impact our friends, neighbors, and visitors. We want everyone to feel represented by our programs and welcome in our galleries and classrooms.

Consistent with our mission to make the arts accessible to everyone, KAC's studios host over 300 art classes each year across a variety of media and skill levels—from beginners to experts, and from toddlers to seniors. Not only does Kimball Art Center reach thousands of students each year through our classes and programs, we also offer educator nights for art teachers and peer-to-peer critique nights. Moreover, partnerships with local organizations such as the National Ability Center, Swaner EcoCenter, Park City Library, Basin Recreation, Park City Senior Center, Park City Education Foundation, and Connect Summit County help us extend the reach and accessibility of our programs.

For children in Kindergarten through 12th grade, KAC is at the heart of art education in Park City public schools. Our Elementary Visual Arts (E.V.A.) Program, for example, has provided thousands of local elementary students regular access to a visual art program. This is critical because we know that arts education builds confidence and social skills, develops creative problem-solving abilities, improves test scores in core subjects, and fosters imagination, compassion, and emotional intelligence. For adults, KAC offers one-day and multi-week workshops in diverse media (painting, glass, clay, photography, and more), and open studio time, which helps to create a supportive artistic community within our studios. Additionally, we offer drop-in adult and youth classes in painting, figure drawing, and ceramics throughout the week, which are accessible to visiting families.

Kimball Art Center also supports the creative community through our exhibition program, which brings nationally recognized shows to our galleries throughout the year. Each exhibition is thoughtfully curated and carefully executed to cultivate curiosity and engender critical thinking in an inclusive environment. Exhibitions showcase multivocality: emerging and established local, national, and international artists who work in diverse media and explore diverse perspectives on contemporary ideas. Programs and interactive elements accompanying the exhibitions offer meaningful educational experiences for visitors, helping them find connections between their lives and the artwork on display.



The kind of programming KAC offers is indispensable in our community, yet not found elsewhere. Park City has a range of commercial galleries and ticketed art events, but Kimball Art Center strives to offer exhibitions and programs that are low cost or free to the public and designed to inspire and connect. Thought-provoking, accessible programs, like ours, spark new conversations and offer meaningful insight into the diversity of everyday experience in our world. Meanwhile, our partnerships with other local and regional nonprofit organizations strengthen Kimball Art Center's programs and extend their reach.

## **About the Park City Kimball Arts Festival**

While building a dynamic community of artists and art enthusiasts in our galleries and studios, Kimball Art Center also invites audiences to gather around community events that foster a communal sense of joy, social engagement, and local economic opportunity. Each year, the highly regarded Park City Kimball Arts Festival showcases the work of jury-selected artists from around the country, attracts thousands of visitors to Park City, and brings employment, tax revenue, and increased business sales to the community. Now in its 55th year, this three-day open-air celebration of the arts is considered one of Park City's signature events.

In 1969, a group of local Park City artists came together to launch an open-air arts festival on historic Main Street. Their aim was to imbue Park City – already a bustling ski resort during the winter – with cultural offerings in the summer months. Inspired by the artists' creative energy, local philanthropist Bill Kimball decided to expand upon their efforts by creating Kimball Art Center, a permanent home for the visual arts in Park City.

Under guidance and management of Kimball Art Center and a longstanding partnership with Park City Municipal Corporation, the Park City Kimball Arts Festival – true to the spirit of its founders – has established itself as one of Utah's leading cultural events, attracting thousands visitors annually, and garnering national attention for the artists whose works are displayed.

Today, the Park City Kimball Arts Festival receives more than 1,200 artist applications to the festival annually. Applicants are reviewed by a blind jury and approximately 190 artists are invited to participate.

Funds raised from the event directly support:

- o Scholarships for low-income children to participate in art classes and camps
- o Art education and curriculum in public schools
- o After-school art programs in area elementary schools
- o Hands-on instructions for teenagers dedicated to the study and practice of the visual arts
- o Cross-curriculum lesson plans integrating art into core subjects
- o Access to free and thought-provoking exhibitions



## Community Focus

To honor the Park City Kimball Arts Festival's local, grassroots founders, Kimball Art Center focuses on producing a festival that gives back to our community both financially, culturally, and energetically. Funds raised from the Park City Kimball Arts Festival directly impact the Park City community through arts education, additional tax revenue, and increased sales at local businesses. In addition to the financial benefits, the Arts Festival offers a cultural experience for Park City locals and its visitors.

### *Locals Night*

Kimball Art Center continues to thank our Summit County locals by providing free festival admission for the opening night to all Summit County residents. Since 2023, KAC is opening up Locals Night to include all Main Street employees regardless of their residency.

### *Local Artists*

In an effort to export great art as well as import it, Kimball Art Center values the participation of our local artist community in the Park City Kimball Arts Festival. Each year, we reserve spaces on Main Street for artists from the Wasatch Back, regardless of jury scores. This year, we will have a minimum of 10 participating artists whose primary residence is in Summit or Wasatch county.

Kimball Art Center will give local artists a special call-out on the festival map and present a Best In Show - Local Artist award on Saturday evening. The winner will receive a Best in Show banner to display in their booth for the remainder of the festival and future festivals, automatic acceptance to the 2026 arts festival, and additional media recognition.

### *T-Shirt Design Contest*

Each year the Kimball Art Center hosts a t-shirt design contest open to Utah based artists. KAC asks for submissions that illustrate the importance of the Park City and arts communities as well as incorporate the name of the festival, festival dates or annual year, and the festival location. The design will be used on staff and volunteer t-shirts, merchandise, and SWAG items. To enter, artists must email their designs to [artsfest@kimballartcenter.org](mailto:artsfest@kimballartcenter.org) by June 6th. The winning design will be announced on June 20th and the artist will receive a \$500 honorarium, 2 merchandise items with the printed design, and media recognition. More information and the full RFD is available on the festival website.



**Event Schedule** ([See APPENDIX A: Park City Kimball Arts Festival Operations Schedule](#))

	<b>Date</b>	<b>Day</b>	<b>Start</b>	<b>Finish</b>
<b>Arts Festival</b>	August 1	Friday	5:00 PM	9:00 PM
<b>Arts Festival</b>	August 2	Saturday	10:00 AM	8:00 PM
<b>Arts Festival</b>	August 3	Sunday	10:00 AM	6:00 PM

*Admission*

Attendees can purchase tickets online prior to the festival and day-of at the gates. All sales will be processed through ACME software. ACME will assist in contact tracing should the need arise and will also allow attendees to receive updates via email. Additional donations will be taken at the gates via a QR code and cash donation buckets.

**Festival Leadership Team**

	<b>Title</b>	<b>Phone</b>	<b>Email</b>
<b>Hillary Gilson</b>	Arts Festival Director	609-405-1254	Hillary.Gilson@kimballartcenter.org
<b>John Stevenson</b>	Operations Manager	435-901-1882	John.Stevenson@kimballartcenter.org
<b>Alex Regenold</b>	Communications Director	303-408-2534	Alex.Regenold@kimballartcenter.org
<b>Lacey Cole-Rae</b>	Development Director	801-803-9041	Lacey.Cole-Rae@kimballartcenter.org



<b>Aldy Milliken</b>	Executive Director	502-599-3213	Aldy.Milliken@kimballartcenter.org
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### Park City Kimball Arts Festival Event Offices and Lounges

Event Operations Compound: Bob Wells Plaza  
 VIP Lounge: Kimball Terrace - 675 Main Street  
 Volunteer Lounge: TBD  
 Artist Lounges: TBD  
 Staff Offices: TBD

### Parking/Transportation ([See APPENDIX B: Park City Kimball Arts Festival Public Parking Summary 2025](#))

Parking operations are divided into artist/Kimball Art Center staff parking and public parking. All artist/staff parking lots are manned by Festival staff to ensure efficient parking and to monitor numbers. Paid public parking in China Bridge is managed by PCMC.

Free public parking lots are located at Park City Mountain, Canyons, Park City High School/Treasure Mtn Jr High, and Deer Valley Resort. These lots are serviced by Park City Transit and High Valley Transit free bus service. Potential restrictions are to be determined based on summer operations and construction projects at each location.

***Kimball Art Center encourages all Festival attendees to take advantage of this convenient mode of transportation. Walking or biking to the event is also promoted and a complementary bike valet is provided at 7th Street by the Park City Mountain Bike Team. Kimball Art Center actively discourages attendees from driving a personal vehicle and attempting to park near the Festival.***

The Park City Kimball Arts Festival is a fully accessible event. All of our parking areas provide accessible parking. *In addition, we provide a complimentary Festival golf cart shuttle to those who need assistance during the Festival. Please feel free to contact us with any questions at (435-649-8882).*

### Reserved Parking

	Use	Available	Requested
<b>Flagpole Lot – Oversized</b>	Artist	57	57
<b>Galleria Lot – Oversized</b>	Artist	9	9
<b>Historic Wall Lot – Oversized</b>	Artist	60	60

<b>Bob Wells Plaza Parking</b>	Staff	9	9
<b>Old China Bridge L1</b>	Staff	15	15
<b>Old China Bridge L2</b>	Artist	86	86
<b>Old China Bridge L3</b>	Artist	91	91
<b>China Bridge Roof – Oversized</b>	Artist	78	78

*Public Parking*

	Type	Park & Ride	Parking Cost	Quantity
<b>DVR Lot 5</b>	Public	Yes	Free	200 *TBD on limitations due to DV summer events
<b>PCM-Silver King &amp; Main</b>	Public non exclusive use	Yes	Free	200
<b>Ecker Hill Park and Ride</b>	Public	Yes	Free	as per SC
<b>China Bridge, Marsac</b>	Public	No	Set by PCMC	as per PCMC
<b>Park City High &amp; Treasure Mtn Jr High</b>	Public	Yes	Free, available Fri, Sat & Sun	Depends on construction
<b>Sandridge Lots, North &amp; South</b>	Public	Yes	Free	



### *Transportation & Traffic*

Many of the streets in Old Town will only be open to residents with access passes. Resident access passes are distributed annually by PCMC's Special Events Team. These streets will be monitored by police.

The Festival team is working closely with Park City Municipal event staff, Park City Transit, High Valley Transit, Park City Police and satellite parking providers in order to develop a comprehensive traffic, transportation and parking plan.

### **Park City Kimball Arts Festival Site Plan** ([See APPENDIX C: Park City Kimball Arts Festival Site Plan 2025](#))

Artists will set up along Main Street beginning at 4:00am on Friday, August 1st in preparation for opening at 5:00pm. Breakdown of the Festival will begin at 6:01pm on Sunday, August 3rd and will conclude by 11:00pm on Main St and by 6:00pm on Monday, August 4th in other areas.

### **Park City Kimball Arts Festival Operations** ([See APPENDIX A: Park City Kimball Arts Festival Operations Schedule 2025](#))

The Park City Kimball Arts Festival requires the collective efforts of all Kimball Art Center staff, temporary Festival employees, interns, PCMC event staff, and hundreds of volunteers. The Festival set and strike is very complex, requiring detailed plans to set-up the artist, vendor, and merchant booths, food trucks, stages, beer gardens, and support services in order to operate within the size and time restrictions of Main Street. Initial set-up for the Arts Festival begins on Monday, July 28th in off-street locations. This initial set-up should have little to no impact on Main Street. Additional set-up begins on Wednesday, July 30th and strike begins Sunday, August 3rd at 6:01pm with Main Street open by 11:00 pm. The entire Festival is cleared by 5pm Monday, August 4th.

### **Festival Food and Drink**

Kimball Art Center is partnering with food vendors to offer concessions and beverages. Attendees will be encouraged to bring their own already filled water bottles and there will be two refill stations available, one at the base of Town Lift and another at Miner's Park. Dog bowls will also be available at each water station. KAC is also working with festival sponsor Coca-Cola to provide canned water at concession trailers in the Brew Pub parking lot and on Heber Ave.

Alcohol will be available at two locations: the Food Truck Roundup, located in the Brew Pub parking lot, and the Spirit Garden, located on Heber Ave. in between Main Street and Park Ave. Top Shelf Services will manage the set-up, strike, staffing, and service for both bar locations.



### *Food Truck Roundup in Brew Pub Lot*

Bar Partners and Footprint:

- 10'x20' Top Shelf bar set-up.
- 8'x4' Top Shelf refrigeration trailer
- High West Distillery
- Moab Brewery
- Old Town Cellars

Food Trucks and Vendors to be finalized.

Non-alcoholic Beverages:

- 10'x8' trailer provided by Coca-cola will sell a limited product line of Coca-cola products. Trailer will be staffed by KAC volunteers and staff. All drinks will be packaged in aluminum cans.
  - Seltzer water
  - Still water
  - Sodas, teas, and other soft drinks

### *Miner's Park*

Food and drink vendors to be finalized.

Non-alcoholic Beverages:

- Hydration Station for refilling water bottles.

### *Spirit Garden on Heber*

Bar Partners and Footprint:

- 10'x20' Top Shelf bar set-up.
- 8'x4' Top Shelf refrigeration trailer
- High West Distillery
- Moab Brewery
- Old Town Cellars

Food vendors to be finalized.

Non-alcoholic Beverages:

- 10'x8' trailer provided by Coca-cola will sell a limited product line of Coca-cola products. Trailer will be staffed by KAC volunteers and staff. All drinks will be packaged in aluminum cans.
  - Seltzer water
  - Still water
  - Sodas, teas, and other soft drinks

## **Educational Programming Summary**

Kimball Art Center will provide thematic programming for persons of all ages throughout the festival. Programming will tie into KAC's upcoming exhibition, *Step After Step*, on display from May 30th to September 14th. *Step After Step* explores how walking can act as an artistic language, transforming the most ordinary gesture into a profound act of meaning.

The *Creation Station* will be located on Heber Ave East and will host activities for youth attendees. *Studio on Main* locations will be the Kimball Art Center Info Booth (intersection of Heber Ave. and Main Street) and Miner's Park and will host programming for teens and adults.

### Creation Station

- Town Lift Plaza
  - **Paid Activity 1: Printed Bandanas - Make and Wear Your own Art!**
  - **Paid Activity 2: Flipbook Animation - Step After Step**
  - **Community Collaboration: Walking Drawing Mural - Let You Steps Create Art**
  - **Art Activity 4:** TBD name and description
  - **Scavenger Hunt:** Pick-up scavenger hunt cards at the entry gates. Search for answers throughout the Festival, engage with the art and artists, and turn in the Scavenger Hunt clue card to the *Creation Station* at Heber Ave East in exchange for a prize.

### Studio on Main

- KAC Info Booth - Rotating Programming
  - **Friday, August 1st: Interactive Programming** - TBD name and description
  - **Saturday, August 2nd: Interactive Programming** - TBD name and description
  - **Sunday, August 3rd: Face Painting** - Select a design from the examples provided
- Miner's Park - Rotating Programming
  - **Saturday, August 2nd: Wheel Try It** - Watch demonstrations by Kimball Art Center teachers and try your hand at the wheel. \*Experimentation is encouraged, pieces created will not be fired

### Music Programming Summary

Mountain Town Music (MTM) has partnered with Kimball Art Center to program the Park City Kimball Arts Festival music stages in the Spirit Garden and Food Truck Roundup. KAC and MTM have decided to schedule musical acts that showcase music as a performative art form and highlight different genres of music. Local bands will also be programmed.

### Festival Waste & Recycling Plan ([See APPENDIX D: Waste & Recycling Plan](#))

Kimball Art Center will be working with a TBD recycling partner for the 2025 festival. Recycling for the Arts Festival will focus largely on plastic, cardboard, metals, glass, Styrofoam, and wood. Landfill waste will be collected by Festival staff or contractor as part of their enhanced daily service.

- Landfill Waste: Kimball Art Center will use the city owned trash receptacles as well as supplemental temporary waste bins, which will be serviced by a contractor hired by the KAC.
- Temporary Food Waste Recycling Stations: Set up at Food Truck Roundup and Heber Spirit Garden sites. Food vendors will be educated with Food Waste Recycling requirements and they will be strongly advised to comply with the program.
- Temporary Waste Stations: Kimball Art Center will place temporary waste stations at bathroom and food vendor locations.
- Temporary Recycling Stations: Kimball Art Center will place temporary recycling stations at bathroom spirit garden and food vendor locations. One will also be created for artists to recycle or reuse any packaging materials.

- Temporary dumpsters: Additional dumpsters requested - (2) 30yd temporary dumpsters (1 for recycling) at Historic Wall Lot, (1) 30 yd at Swede Alley Bump Out, and (1) 8yd dumpster at Park and Heber.

Waste and recycling operations will take place during all event hours. Contracted vendors, volunteers & staff will be responsible for monitoring volumes and waste stream classifications.

Recycling and food waste reports will be created after the festival by the recycling partner and Kimball Art Center. All metrics will be reported in pounds for accurate year over year comparisons.

## **Insurance Requirements for the 2025 Park City Kimball Arts Festival**

### **Liability Insurance Amount:**

- General Liability of \$2,000,000 per occurrence/ \$4,000,000 aggregate.
- \$1,000,000/\$2,000,000 Liquor liability required.
- Auto Liability required \$2,000,000 per occurrence (owned/non owned – any auto)
- Workers Compensation coverage in the amount of \$1,000,000 per accident, \$1,000,000 disease each employee, and \$1,000,000 disease policy limit.
- (Additional requirement) KAC shall require any hired security to provide commercial general liability, auto liability, and workers compensation coverages with the limits reflected in the section above, which coverages shall include the verbiage listed in the Description of Operations/Special Items Box below.

### **Description of Operations/Special Items Box must include:**

- Park City Municipal Corporation is hereby named an additional insured.
- For any claims related to this permit, the Permittee's insurance coverage shall be primary insurance coverage as respects to PCMC, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by PCMC, its officers, officials, employees, or volunteers shall be excess of the Permittee's insurance and shall not contribute with it.
- The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the Entity for all work performed by the Permittee, its employees, agents and subcontractors.

### **Certificate Holder:**

Park City Municipal Corporation  
PO Box 1480  
Park City, UT 84060

Please email certificates to the Park City Special Events Coordinator as follows:

Jillian Murillo [jmurillo@moreton.com](mailto:jmurillo@moreton.com)

Chris Phinney [chris.phinney@parkcity.org](mailto:chris.phinney@parkcity.org)

Any change of these requirements must be approved prior to approval of permit by both the Special Events Coordinator and the City Attorney's Office. Event permits are void until Certificate of Insurance has been provided and accepted as outlined in the conditions of approval on the Special Event.



## APPENDIX A: Park City Kimball Arts Festival Operations Schedule 2025

Day	Date	Action	Start	End	Location	Site Description	Owner	Notes
Monday	7/28/25	Street Booth Marking	6:00	17:00	Main St, side streets		PCKAF	Marking locations for booths on streets, as needed
Monday	7/28/25	Signage install	8:00	17:00	Town Lift Bridge		PCKAF	Banner install on bridge
Monday	7/28/25	Set up KAC offices	8:00	17:00	TBD		PCKAF	
Monday	7/28/25	Street Sweeping OK	8:00	17:00	Main St		PCMC	Ok if needed
Tuesday	7/29/25	Street Booth Marking	6:00	17:00	Main St, side streets		PCKAF	
Tuesday	7/29/25	Ops Prep and Set	8:00	17:00	Off street		PCKAF	Off street prep and set
Tuesday	7/29/25	Street Sweeping OK	8:00	17:00	Main St		PCMC	Ok if needed
Wednesday	7/30/25	Bob Wells Plaza CLOSED	6:00	24 hr	BWP	BWP parking	PCMC	Set-up Ops tent, Closed through Sunday, 23:00
Wednesday	7/30/25	Set Bob Wells Plaza	6:00	17:00	BWP	BWP parking	PCKAF	Set Ops Compound
Wednesday	7/30/25	Street Booth Marking	6:00	17:00	Main St, side streets		PCKAF	As needed
Wednesday	7/30/25	Ops Prep and Set	7:00	17:00	All areas		PCKAF	Off street prep and set
Wednesday	7/30/25	Brew Pub Lot Closed	6:00	24 hr	Brew Pub Lot	South end	PCMC	Stage set-up, vendor load-in, FF&E set
Wednesday	7/30/25	Tent, FF&E Set/Stage	8:00	17:00	Off street		PCKAF	Off street prep and set
Thursday	7/31/25	Street Booth Marking	6:00	17:00	Main St, side streets		PCKAF	As needed
Thursday	7/31/25	Brew Pub Lot Closed	6:00	24 hr	Brew Pub Lot	All	PCMC	Vendor load-in, FF&E, restrooms set
Thursday	7/31/25	Ops Prep and Set	7:00	17:00	All areas		PCKAF	Off street prep and set
Thursday	7/31/25	Tent, FF&E Set/Stage	7:00	17:00	Off street		PCKAF	Off street, BWP, 5th, 7th, etc
Thursday	7/31/25	Stage Ops Trucks, Trailers	7:00	17:00	All areas		PCKAF	Ops trucks and trailers parked in Fest locations
Thursday	7/31/25	Tent, FF&E Set/Stage	7:00	17:00	All areas		PCKAF	FF&E staging on Heber and side streets
Thursday	7/31/25	Tent, FF&E Set/Stage	7:00	17:00	Main St	Reserved parking spaces	PCKAF	Tent, FF&E staging in reserved parking spaces

Thursday	7/31/25	Signage Installation	7:00	17:00	All areas		PCKAF	Wayfinding, parking, transportation, ect.
Thursday	7/31/25	Remote Parking Lot Set/Stage	7:00	17:00	All areas		PCKAF	DVR, PCHS, PCM
Friday	8/1/25	Main Street CLOSED	3:00	24hr	Main St	All	PCMC	Closed through Sunday, 23:00
Friday	8/1/25	Heber and side streets CLOSED	3:00	24hr	Heber	All side streets	PCMC	Closed through Sunday, 23:00
Friday	8/1/25	Main St Delivery Window - Friday only - NO ACCESS TO MAIN	3:00	6:00	Main St	All side streets	PCMC	No deliveries on Main. Walk-In access from Swede only. Can't block traffic
Friday	8/1/25	Festival Operations	3:00	21:00	All Areas		PCKAF	
Friday	8/1/25	ARTIST EARLY MOVE IN	4:00	7:00	Main St		PCKAF	Per schedule. NORTH BOUND TRAFFIC ONLY
Friday	8/1/25	ARTIST PARKING	3:00	24hr	Swede	CB, FP, GA, HW, BP	PCKAF	Artist Parking in Permit Areas Only
Friday	8/1/25	Trash/Recycling Pick Up Service - NO ACCESS TO MAIN	5:00	8:00	Swede		PCMC	No Trash/Recycling service on Main. Access on Swede only. Can't block traffic
Friday	8/1/25	ARTIST STAGING DVR	6:00	16:00	DVR	Lot 5	PCKAF	Artist staging for Move In phase 2 and 3
Friday	8/1/25	ARTIST MOVE IN - phase 2 and 3	7:00	17:00	Main St		PCKAF	Per schedule. NORTH BOUND TRAFFIC ONLY
Friday	8/1/25	Old Town Permit Access	7:00	21:00	Old Town		PCMC	
Friday	8/1/25	Swede Alley Permit Access	7:00	21:00	Swede		PCMC	Reminder for Police coverage of Left turn lane off DVD to Swede
Friday	8/1/25	Public Parking Operations: DVR	N/A	N/A	DVR	Lot 5	PCKAF	No PCKAF parking Fri night due to concert
Friday	8/1/25	Public Parking Operations: PCHS	16:00	21:00	PCHS		PCKAF	Construction may affect capacity
Friday	8/1/25	Public Parking Operations: PCM	16:00	21:00	PCM	Silver King, Main	PCKAF	Non exclusive use
Friday	8/1/25	Public Parking Operations: China Bridge	TBD	TBD	China Bridge	MARSAC ENTRANCE ONLY	PCMC	Paid Parking. No public access on Swede Alley - Marsac entrance only
Friday	8/1/25	No Main St Planter Watering			Main St		PCMC	No access for planter watering on Friday. Early access Sat and Sun, if needed.
Friday	8/1/25	PARK CITY KIMBALL ARTS FESTIVAL	17:00	21:00	Main St		PCKAF	PCKAF hours

Saturday	8/2/25	Main Street CLOSED	0:00	24hr	Main St	All	PCMC	Closed through Sunday, 23:00
Saturday	8/2/25	Heber and side streets CLOSED	0:00	24hr	Heber	All side streets	PCMC	Closed through Sunday, 23:00
Saturday	8/2/25	Swede Alley Delivery Window - NO MAIN ST ACCESS	5:00	9:00	Swede		PCKAF	No deliveries on Main, Heber or side streets
Saturday	8/2/25	Trash/Recycling Pick Up Service - NO ACCESS TO MAIN	5:00	8:00	Swede		PCMC	No Trash/Recycling service on Main. Access on Swede only. Can't block traffic
Saturday	8/2/25	Main Street Planter Watering	5:00	7:00	Main St		PCMC	Early AM plant watering as needed
Saturday	8/2/25	Festival Operations	6:00	20:00	All Areas		PCKAF	
Saturday	8/2/25	Artist Resupply	6:00	8:00	Main St		PCKAF	NO UNAUTHORIZED VEHICLES ALLOWED ON MAIN
Saturday	8/2/25	Old Town Permit Access	8:00	20:00	Old Town		PCMC	
Saturday	8/2/25	Swede Alley Permit Access	8:00	20:00	Swede		PCMC	
Saturday	8/2/25	ARTIST PARKING	24 hr	24hr	Swede	CB, FP, GA, HW, BP	PCKAF	Artist Parking in Permit Areas Only
Saturday	8/2/25	Public Parking Operations: DVR	9:00	17:00	DVR	Lot 5	PCKAF	Art Fest parking ends at 15:00 due to concert
Saturday	8/2/25	Public Parking Operations: PCHS	9:00	20:00	PCHS		PCKAF	
Saturday	8/2/25	Public Parking Operations: PCM	9:00	20:00	PCM	Silver King, Main	PCKAF	Non-exclusive use
Saturday	8/2/25	Public Parking Operations: China Bridge	9:00	TBD	China Bridge	MARSAC ENTRANCE ONLY	PCMC	Paid Parking. No public access on Swede Alley - Marsac entrance only
Saturday	8/2/25	PARK CITY KIMBALL ARTS FESTIVAL	10:00	20:00	Main St		PCKAF	PCKAF hours
Saturday	8/2/25	Heber Stage and Spirit Garden	20:00	21:00	Heber Ave	Heber stage and spirit garden	PCKAF	1 hour extension for stage and spirit garden only
Sunday	8/3/25	Main Street CLOSED	0:00	24hr	Main St	All	PCMC	Closed through Sunday, 23:00
Sunday	8/3/25	Heber and side streets CLOSED	0:00	24hr	Heber	All side streets	PCMC	Closed through Sunday, 23:00
Sunday	8/3/25	Swede Alley Delivery Window - NO MAIN ST ACCESS	5:00	9:00	Swede		PCKAF	No deliveries on Main, Heber or side streets

Sunday	8/3/25	Trash/Recycling Pick Up Service - NO ACCESS TO MAIN	5:00	8:00	Swede		PCMC	No Trash/Recycling service on Main. Access on Swede only. Can't block traffic
Sunday	8/3/25	Main Street Planter Watering	5:00	7:00	Main St		PCMC	Early AM plant watering as needed
Sunday	8/3/25	Festival Operations	6:00	18:00	All Areas		PCKAF	
Sunday	8/3/25	Artist Resupply	6:00	8:00	Main St		PCKAF	NO UNAUTHORIZED VEHICLES ALLOWED ON MAIN
Sunday	8/3/25	Old Town Permit Access	8:00	18:00	Old Town		PCMC	
Sunday	8/3/25	Swede Alley Permit Access	8:00	23:00	Swede		PCMC	NO PUBLIC ACCESS TO SWEDE UNTIL 23:00
Sunday	8/3/25	ARTIST PARKING	24 hr	23:59	Swede	CB, FP, GA, HW, BP	PCKAF	Artist Parking in Permit Areas Only Until 12 am
Sunday	8/3/25	Public Parking Operations: DVR	9:00	16:00	DVR	Lot 5	PCKAF	No Festival parking after 4pm due to event
Sunday	8/3/25	Public Parking Operations: PCHS	9:00	18:00	PCHS		PCKAF	
Sunday	8/3/25	Public Parking Operations: PCM	9:00	18:00	PCM	Silver King, Main & Canyons	PCKAF	Non-exclusive use
Sunday	8/3/25	Public Parking Operations: China Bridge	9:00	TBD	China Bridge	MARSAC ENTRANCE ONLY	PCMC	Paid Parking. No public access on Swede Alley - Marsac entrance only
Sunday	8/3/25	PARK CITY KIMBALL ARTS FESTIVAL	10:00	18:00	Main St		PCKAF	PCKAF hours
Sunday	8/3/25	ARTIST MOVE OUT	18:00	23:00	Main St		PCKAF	Per schedule. NORTH BOUND TRAFFIC ONLY
Sunday	8/3/25	Festival Operations: STRIKE	18:00	23:00	All Areas		PCKAF	Per Strike schedule
Sunday	8/3/25	Festival Strike: Diamond Rentals	18:00	23:00	All Areas		PCKAF	Per Diamond Strike schedule
Sunday	8/3/25	Swede Alley OPEN	23:00		Swede		PCMC	Keep Swede closed to public until 23:00 for safety reasons
Sunday	8/3/25	Main Street OPEN	23:00		Main St	All	PCMC	
Sunday	8/3/25	Heber and side streets OPEN	23:00		Heber	All side streets	PCMC	
Monday	8/4/25	Standard Delivery Window Open			Main St	All Areas		Resume regular schedule

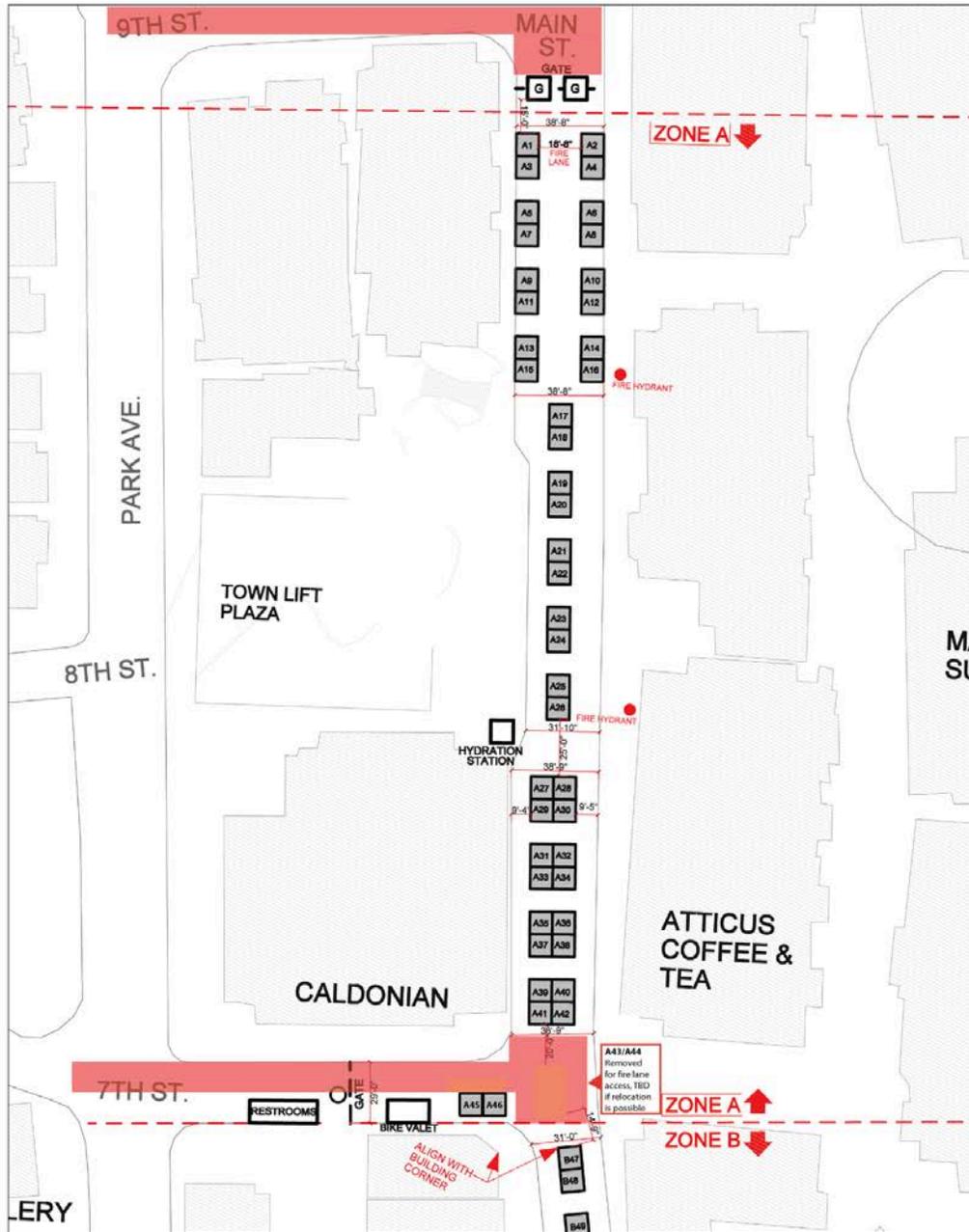
Monday	8/4/25	Festival Operations: STRIKE	8:00	18:00	All Areas		PCKAF	Per Strike schedule
Monday	8/4/25	Festival Strike: Diamond Rentals	8:00	18:00	Brew Pub	All Areas	PCKAF	Per Diamond Strike schedule
Monday	8/4/25	Festival Operations: STRIKE	8:00	18:00	Brew Pub		PCKAF	Clear items from parking area
Monday	8/4/25	Festival Operations: STRIKE	8:00	18:00	BWP		PCKAF	Bob Wells Plaza Ops Compound
Monday	8/4/25	Festival Strike: Signage	8:00	18:00	Remote Parking Lots	DVR, PCHS, PCM	PCKAF	Pick up equipment in DVR, PCHS, PCM parking lots
Monday	8/4/25	Festival Operations: STRIKE COMPLETE		18:00	All Areas		PCKAF	The End



## APPENDIX B: Park City Kimball Arts Festival Public Parking Summary 2025

Day	Date	Action	Start	End	Location	Site Description	Owner	Notes
Thursday	7/31/25	Set up remote parking lot; tents, tables, signage	14:00	16:00	DVR	Lot 5	PCKAF	
Thursday	7/31/25	Set up remote parking lot; signage	8:00	17:00	PCHS		PCKAF	Set up signage
Thursday	7/31/25	Set up remote parking lot; signage	8:00	17:00	PCM		PCKAF	Set up signage
Friday	8/1/25	Artist staging for set up	4:00	16:00	DVR	Lot 5	PCKAF	
Friday	8/1/25	DVR concert parking	16:00	22:00	DVR	Lot 5	DVR	Concert parking
Friday	8/1/25	Arts Festival free parking	16:00	21:00	PCHS		PCKAF	Arts Festival runs from 17:00 to 21:00
Friday	8/1/25	Arts Festival free parking	16:00	21:00	PCM		PCKAF	
Friday	8/1/25	Arts Festival paid parking	8:00	0:00	China Bridge	Marsac Entrance	PCMC	Paid Parking; rate TBD by PCMC
Saturday	8/2/25	Arts Festival free parking	9:00	15:00	DVR	Lot 5	PCKAF	No festival parking after 16:00
Saturday	8/2/25	DVR concert parking	15:00	22:00	DVR	Lot 1-5	DVR	Concert parking
Saturday	8/2/25	Arts Festival free parking	9:00	20:00	PCHS		PCKAF	Arts Festival runs from 10:00 to 20:00
Saturday	8/2/25	Arts Festival free parking	9:00	20:00	PCM		PCKAF	
Saturday	8/2/25	Arts Festival paid parking	8:00	0:00	China Bridge	Marsac Entrance	PCMC	Paid Parking; rate TBD by PCMC
Sunday	8/3/25	Arts Festival free parking	9:00	18:00	DVR	Lot 5	PCKAF	Arts Festival runs from 10:00 to 18:00
Sunday	8/3/25	Arts Festival free parking	9:00	18:00	PCHS		PCKAF	
Sunday	8/3/25	Arts Festival free parking	9:00	18:00	PCM		PCKAF	
Sunday	8/3/25	Arts Festival paid parking	8:00	0:00	China Bridge	Marsac Entrance	PCMC	Paid Parking; rate TBD by PCMC

APPENDIX C: Park City Kimball Arts Festival Site Plan 2025



**NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED**

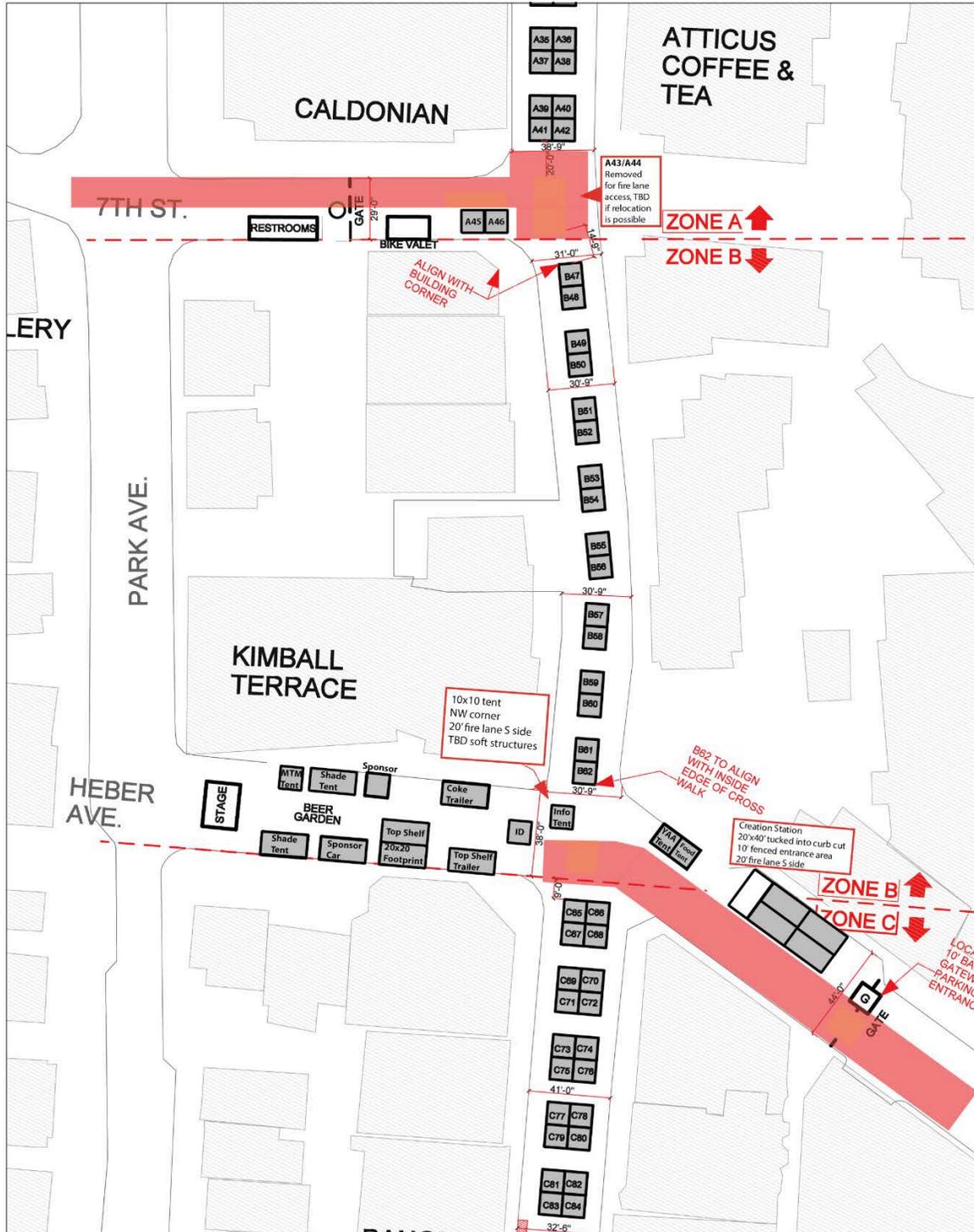
**MAIN STREET - ZONE A**  
**2025 PARK CITY KIMBALL ARTS FESTIVAL**

- Emergency Vehicle Access
- Potential new booths Needs to be measured



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



**NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED**

**MAIN STREET - ZONE B**

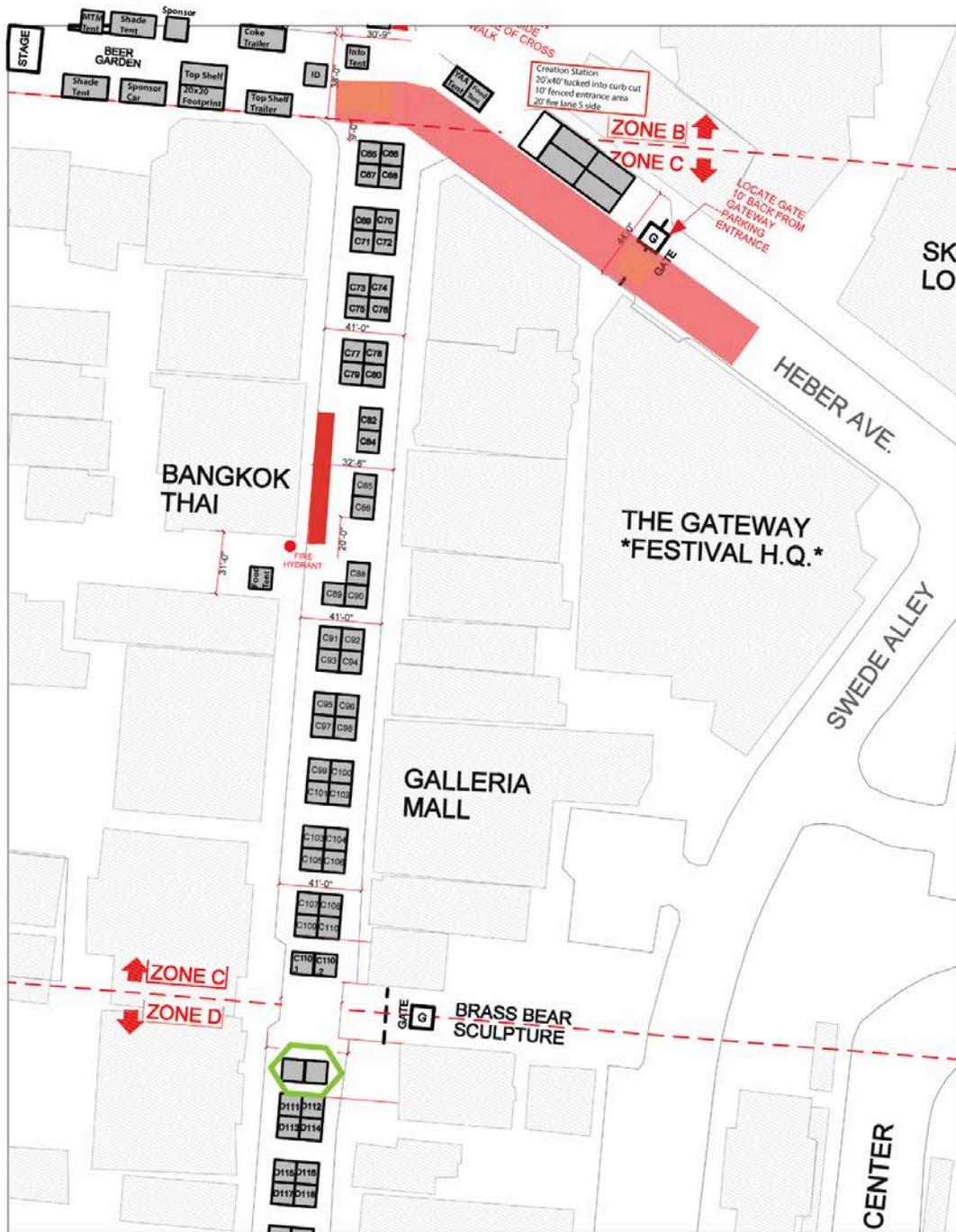
**2025 PARK CITY KIMBALL ARTS FESTIVAL**

- Emergency Vehicle Access
- Potential new booths Needs to be measured



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate

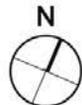


NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED

MAIN STREET - ZONE C

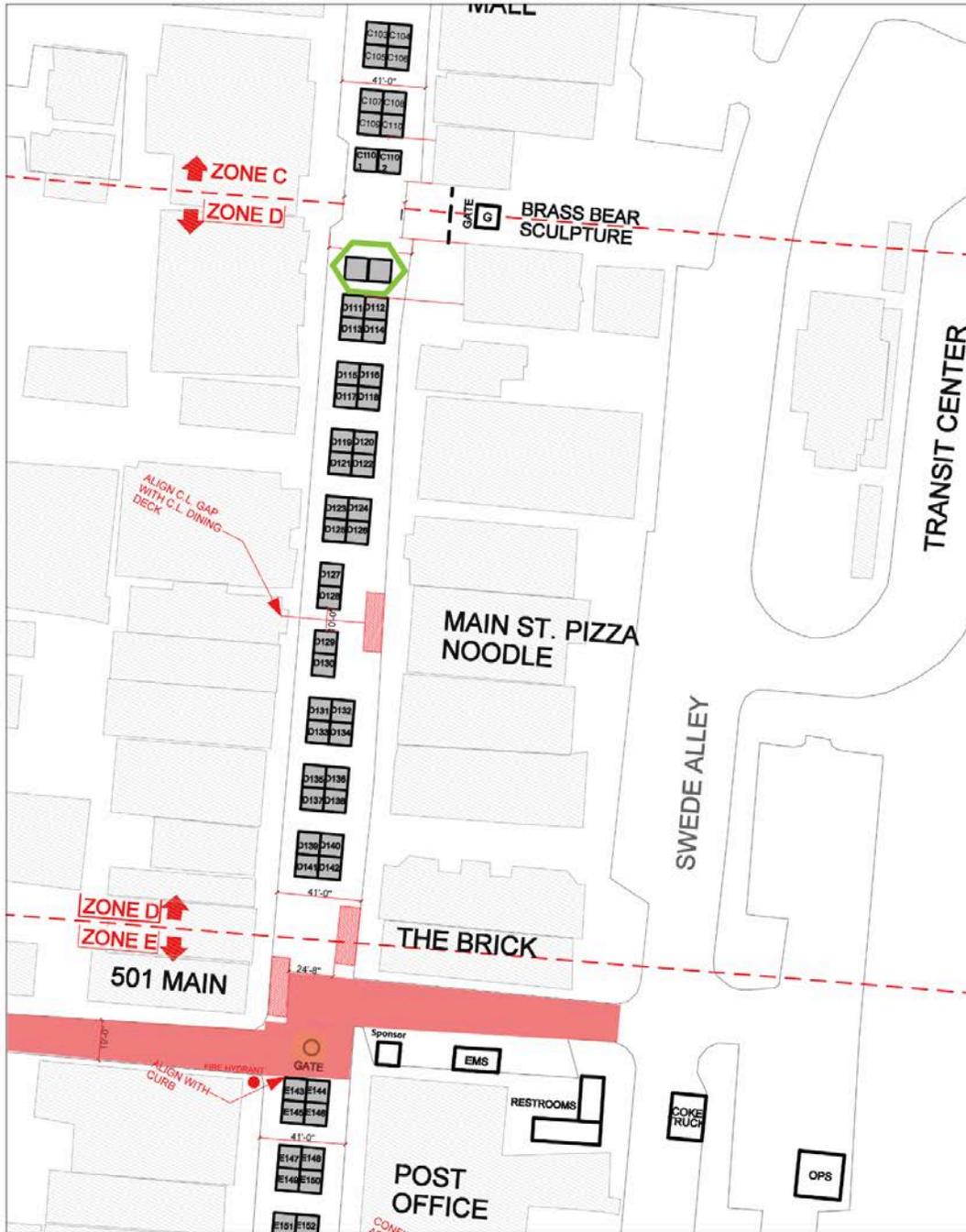
2025 PARK CITY KIMBALL ARTS FESTIVAL

- Emergency Vehicle Access
- Potential new booths Needs to be measured



SCALE: 1" = 60'-0"

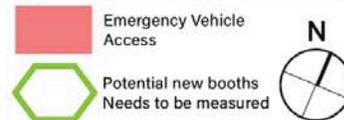
Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED

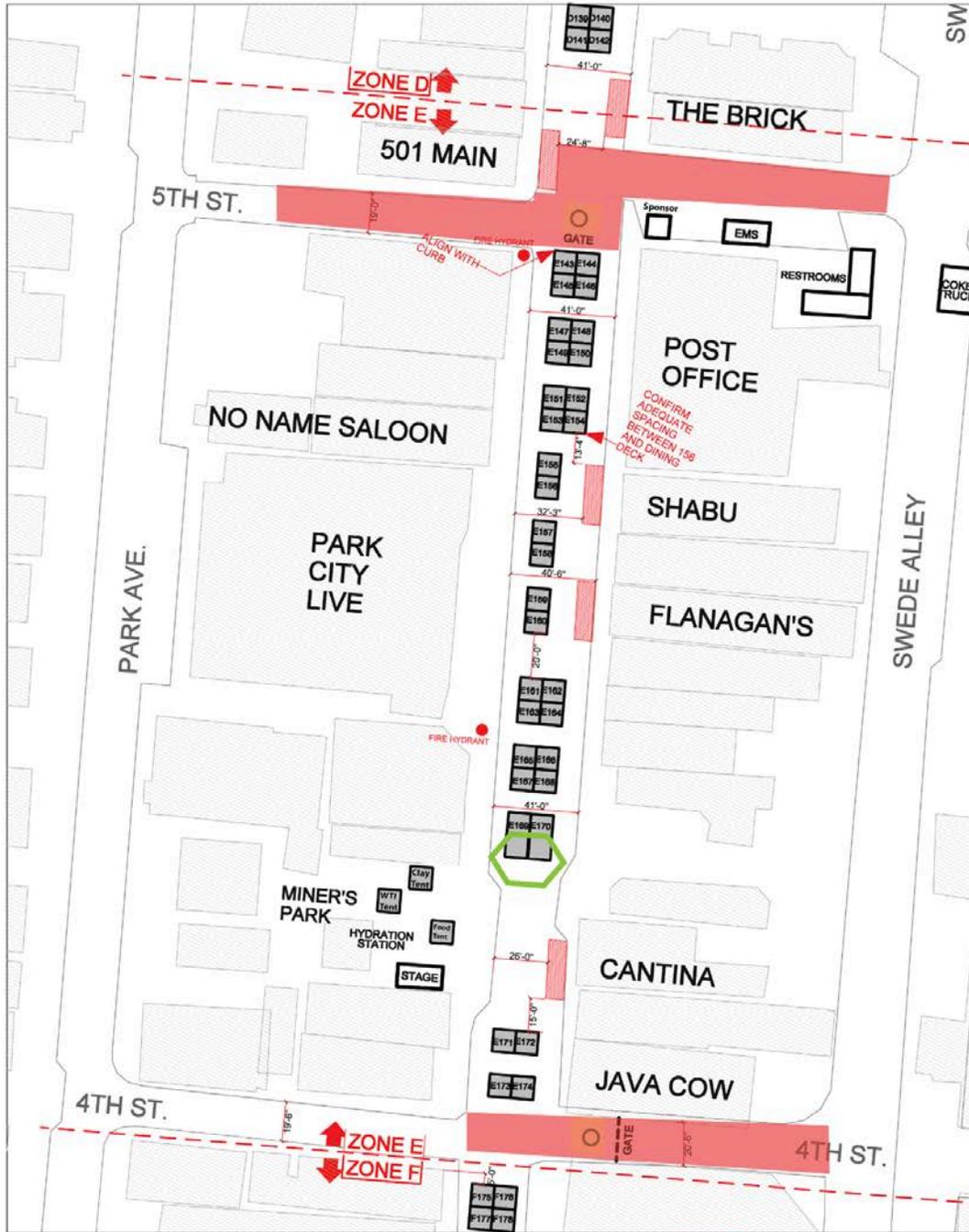
MAIN STREET - ZONE D

2025 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED

- Emergency Vehicle Access
- Potential new booths Needs to be measured



MAIN STREET - ZONE E

2025 PARK CITY KIMBALL ARTS FESTIVAL

SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED

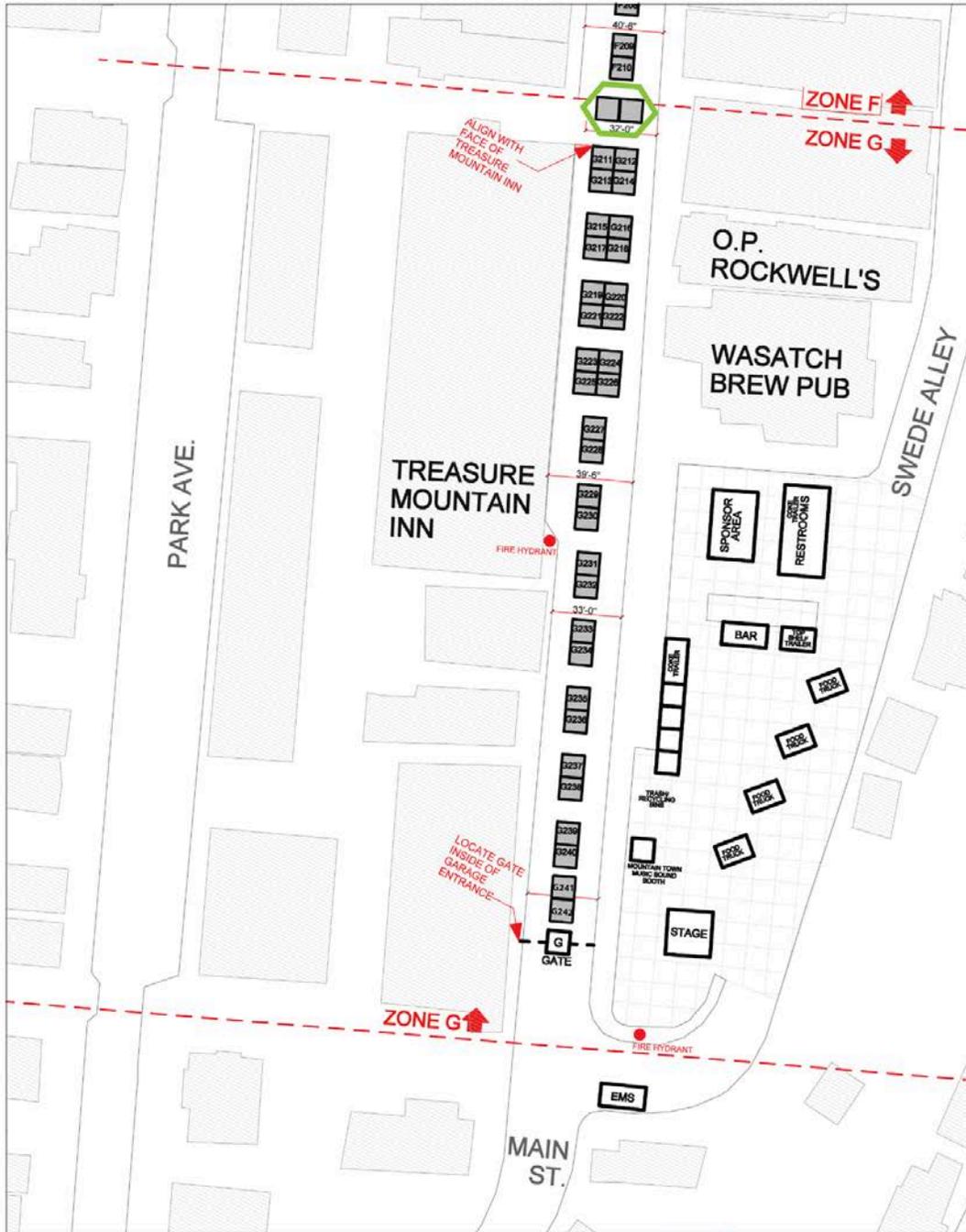
MAIN STREET - ZONE F  
2025 PARK CITY KIMBALL ARTS FESTIVAL

Emergency Vehicle Access  
 Potential new booths Needs to be measured



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED

MAIN STREET - ZONE G

2025 PARK CITY KIMBALL ARTS FESTIVAL

Emergency Vehicle Access

Potential new booths Needs to be measured



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate

## APPENDIX D: Park City Kimball Arts Festival Sustainability and Waste Plan 2025

### *Overview*

The Park City Kimball Arts Festival is committed to providing sustainable event solutions. In addition to our standard practice of waste recycling and landfill diversion, in 2021 PCKAF adopted a number of sustainable practices to reduce our overall carbon footprint including:

- Created “Hydration Stations” and encouraged use of refillable bottles
- Request all food vendors to use compostable materials
- Set up food waste compost bins at Brew Pub Lot
- Increased recycling stations
- Used Goal Zero batteries and solar panels throughout Festival
- Provided free bike valet
- Encouraged use of public transportation
- Partnered with Rocky Mountain Power’s Blue Sky renewable energy program to purchase renewable energy credits (RECs) for all power used at gates

### *Recycling/Waste*

The PCKAF has partnered with Momentum Recycling to collect and divert numerous waste streams. Park City Municipal will assist with waste management for this year.

### *Targeted Sustainability Programs*

- Eliminate the use of disposable plastic bags
- Provide food waste recycling services
- Further promote public transportation and bike usage
- Eliminate idling during set-up and break down
- Encourage artists and vendors to use sustainable and compostable packaging
- Introduce glass recycling at bars
- Reduce use of paper for maps and programs. Most materials will be digital.
- Require the use of recyclable, reusable, or otherwise sustainable materials from all vendors
- Continue to offer and promote a free bike valet

### *Sustainability Operations*

Working with PCMC and our recycling and waste partners, PCKAF will focus on providing numerous physical and programmatic opportunities to reduce, recycle, and reuse throughout the event. Examples include:

- Efforts to collect and divert waste streams during key operational phases such as load-in and load-out

- Targeted and concentrated recycling container placement near food vendor, concessions and bar areas
- Signage and volunteers in heavy use areas to ensure waste and recycling is sorted correctly
- Food waste recycling in in Food Truck Roundup area
- Artist and vendor outreach and notification of PCKAF sustainability efforts
- Sustainability services for artists and vendors, including an artist packaging donation, collection, and reuse
- Public sustainability messaging and signage
- Transportation and parking staff support, reduce idling, reduce vehicle traffic

*Sustainability and Waste Summary Table and Map*

Area/Zone	Key	Provider	Notes
Recycling and Waste Station	1.1	PCMC, Momentum Recycling	Entry Gate and high traffic area
Bike Valet	1.2	PCKAF and TBD	
Recycling and Waste Station	2.1	PCKAF, PCMC, Momentum Recycling	Food vendor and high traffic area
Recycling and Waste Station	2.2	PCKAF, PCMC, Momentum Recycling	Food vendor and high traffic area
Temporary Dumpster	2.3	PCMC	
Artist Recycle & Reuse Station	4.1	PCKAF	Located at Ops Compound
Recycling and Waste Station	4.2	PCKAF, PCMC, Momentum Recycling	Entry Gate and high traffic area
Temporary Dumpsters	4.1, 6.1	PCMC	Recycling and Trash Dumpsters at Ops Compound
Recycling, Compost and Waste Station	7.1	PCKAF, PCMC, Momentum Recycling	Food vendor and high traffic area





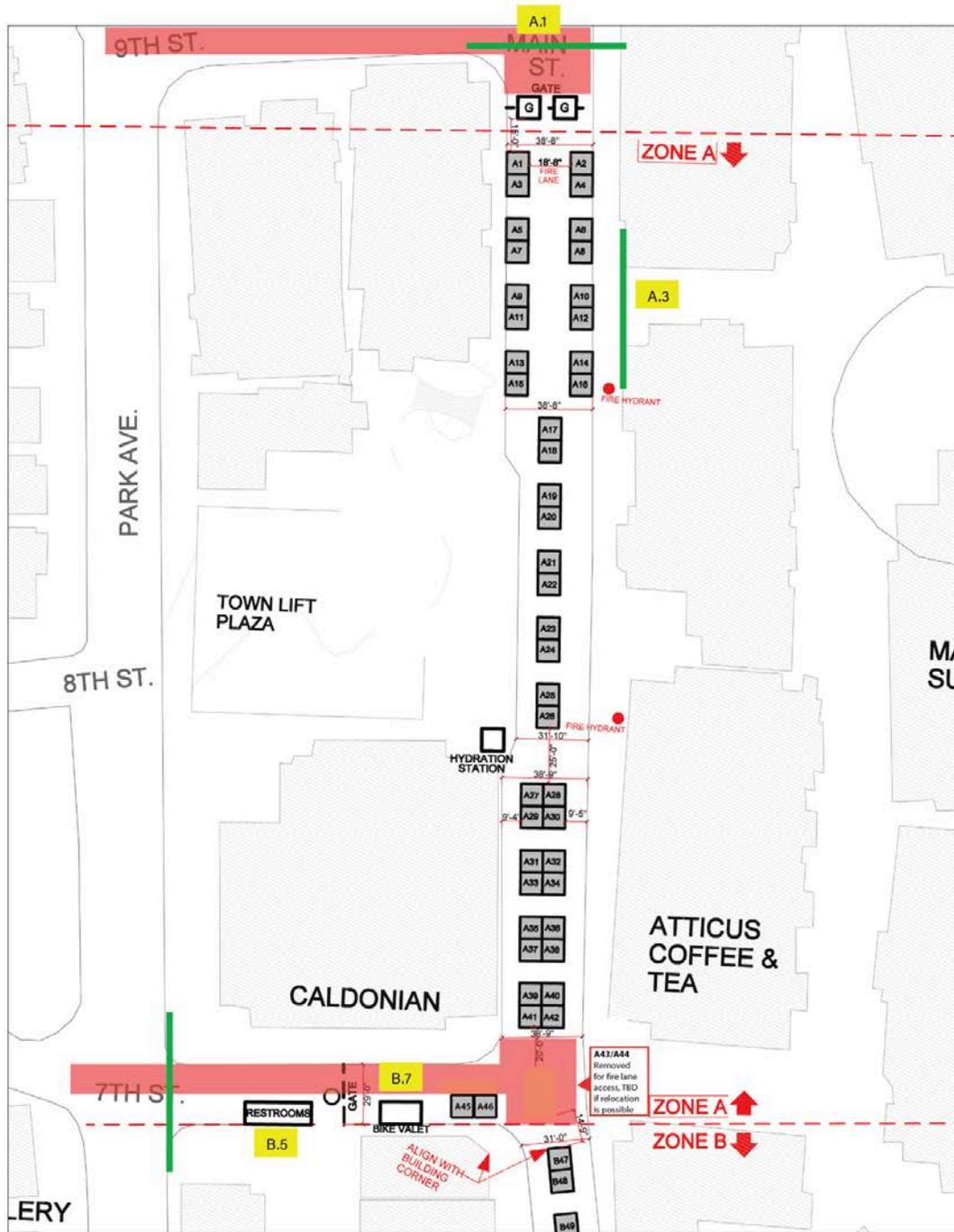
APPENDIX E: Park City Kimball Arts Festival Parking, Closures, and Street Ops 2025

Zone	Item	Owner	Key	Location	Site Description	Day	Date	Start	End Day	End Date	End Hour	Notes
A	Transit stop - Lower Main	PCMC	A.1	Lower Main St	9th St	Friday	8/1/25	17:00	Sunday	8/3/25	19:00	PC Transit stop
A	Marriott Summit Watch parking entrance - CLOSED	PCMC	A.3	Main St	Garage entrance on Main	Friday	8/1/25	3:00	Sunday	8/3/25	23:00	No access to Main st from garage
B	Media/Musician/Service Parking A	PCMC	B.1	Park Ave	East Curb, N of Heber	Friday	8/1/25	7:00	Sunday	8/3/25	19:00	Short term parking for media, musicians, service
B	Media/Musician/Service Parking B	PCMC	B.2	Park Ave	West Curb, N of Heber	Friday	8/1/25	7:00	Sunday	8/3/25	19:00	
B	Heber Stage - Musician loading zone	PCKAF	B.3	Park Ave	Intersection of Heber	Friday	8/1/25	3:00	Sunday	8/3/25	23:00	Musician loading zone for Heber Stage
B	NO PARKING - Heber	PCMC	B.4	Heber Ave	N curb to Main	Thursday	7/31/25	8:00	Sunday	8/3/25	23:00	Coke trailer, Stage FF&E
B	Portable Restrooms	PCKAF	B.5	7th St	South curb	Thursday	7/31/25	7:00	Monday	8/4/25	17:00	Stage on South side of street
B	Dumpster - 8yd	PCMC	B.6	Park Ave	East Curb, N of Heber	Thursday	7/31/25	7:00	Monday	8/4/25	17:00	PCMC provides temporary dumpster
B	Bike Valet	PCKAF	B.7	7th Street	7th St.	Friday	8/1/25	17:00	Sunday	8/3/25	19:00	Free Bike Valet service by TBD
C	NO PARKING - Heber	PCMC	C.1	Heber Ave	N curb cut	Friday	8/1/25	3:00	Sunday	8/3/25	23:00	
C	NO PARKING - Heber	PCMC	C.2	Heber Ave	South Curb to Swede	Friday	8/1/25	3:00	Sunday	8/3/25	23:00	
C	NO PARKING - Heber	PCMC	C.3	Heber Ave	North Curb to Swede	Friday	8/1/25	3:00	Sunday	8/3/25	23:00	
C	ARTIST PARKING - Galleria	PCKAF	C.4	Galleria Lot	All Spaces	Friday	8/1/25	3:00	Sunday	8/3/25	23:00	Oversized Vehicles by permit
C	Transit stop - Swede Alley	PCMC	C.5	Heber at Swede		Friday	8/1/25	17:00	Sunday	8/3/25	18:00	Possible PC Transit stop - TBD



C	ARTIST PARKING - Flag Pole Lot	PCKAF	C.6	Swede at Gateway	Flag Pole Lot	Friday	8/1/25	3:00	Sunday	8/3/25	23:00	Oversized Vehicles by permit
D	Transit stop - Swede Alley	PCMC	D.1	Swede	Across from Transit Center	Friday	8/1/25	17:00	Sunday	8/3/25	19:00	PC Transit service on request
D	ADA PARKING	PCMC	D.2	Swede	Behind PC Museum	Friday	8/1/25	7:00	Sunday	8/3/25	19:00	Accessible Parking
D	ARTIST PARKING - Historic Wall Lot	PCKAF	D.3	Swede	Historic Wall Lot	Friday	8/1/25	3:00	Sunday	8/3/25	23:00	Oversized Vehicles by permit
D	NO PARKING - 5th St Post Office	PCMC	D.4	5th St East	Between Main and Swede	Friday	8/1/25	3:00	Sunday	8/3/25	23:00	(2) Mail Pick Up spots moved to Swede behind PC Museum
D	NO PARKING - 5th St West	PCMC	D.5	5th St West (Trapper's Way)	Between Main and Park	Friday	8/1/25	3:00	Sunday	8/3/25	23:00	
D	NO PARKING - Swede	PCMC	D.6	Swede	West Side	Friday	8/1/25	3:00	Sunday	8/3/25	23:00	
D	(2) Dumpsters - 30 yd	PCMC	D.7	Bob Wells Plaza	East Wall	Thursday	7/31/25	7:00	Monday	8/4/25	17:00	PCMC provides temporary dumpsters, 1 for recycling, 1 for trash
D	EMS Incident Command Post	PCFD	D.8	5th East	South Curb	Thursday	7/31/25	8:00	Sunday	8/3/25	19:00	Set up Thurs am?
E	NO PARKING - Bob Wells Plaza	PCMC	E.3	Bob Wells Plaza	All Parking	Wednesday	7/30/25	6:00	Monday	8/4/25	17:00	Deliveries on Wednesday, Ops Compound
E	Portable Restrooms	PCKAF	E.1	5th East	Corner of Swede, behind Post Office	Thursday	7/31/25	7:00	Monday	8/4/25	17:00	Set up next to planter behind PO
E	NO PARKING - Swede East	PCMC	E.2	Swede	East Curb, Bob Wells	Thursday	7/31/25	7:00	Sunday	8/3/25	23:00	Deliveries on Thursday
E	ARTIST PARKING - China Bridge	PCKAF	E.4	China Bridge PS	L1, L2, L3, S Roof	Friday	8/1/25	3:00	Sunday	8/3/25	23:00	Artist, staff, musician, by permit only
E	NO PARKING - 4th St East	PCMC	E.5	4th St East	Between Swede and Main	Friday	8/1/25	3:00	Sunday	8/3/25	23:00	

E	Miner's Park Loading	PCKAF	E.6	4h St West	4th between Park and Main	Friday	8/1/25	3:00	Sunday	8/3/25	23:00	Staff, vendors loading into Miner's Park
E	NO PARKING - 4th St West	PCMC	E.7	4th St West	4th between Park and Main	Friday	8/1/25	3:00	Sunday	8/3/25	23:00	No public access
F	Dumpster - 30 yd	PCMC	F.3	Swede	Curb Cut behind Firewood	Thursday	7/31/25	7:00	Monday	8/4/25	17:00	PCMC provides temporary dumpster
F	ARTIST PARKING - China Bridge	PCKAF	F.1	China Bridge PS	L1, L2, L3, S Roof	Friday	8/1/25	3:00	Sunday	8/3/25	23:00	Artist, staff, musician, by permit only
G	NO PARKING - Brew Pub Lot	PCMC	G.1	Brew Pub Lot	North	Thursday	7/31/25	6:00	Monday	8/4/25	17:00	Deliveries, staging
G	NO PARKING - Brew Pub Lot	PCMC	G.2	Brew Pub Lot	South	Wednesday	7/30/25	6:00	Monday	8/4/25	17:00	Deliveries, staging
G	Portable Restrooms	PCKAF	G.3	Brew Pub Lot	North	Thursday	7/31/25	6:00	Monday	8/4/25	17:00	Deliveries, staging
G	EMS vehicle?	PCFD	G.4	Swede at Main	On curb near intersection	Friday	8/1/25	17:00	Sunday	8/3/25	18:00	Fri 17:00-21:00, Sat 10:00-20:00, Sun 10:00-18:00. TBD if needed
H	Main St / Heber-Ops Staging	PCKAF	H.1	Main & Heber	Reserved Parking Spaces	Thursday	7/31/25	7:00	Friday	8/1/25	3:00	Parking spaces reserved for coke trailer, equip staging



NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED

MAIN STREET - ZONE A

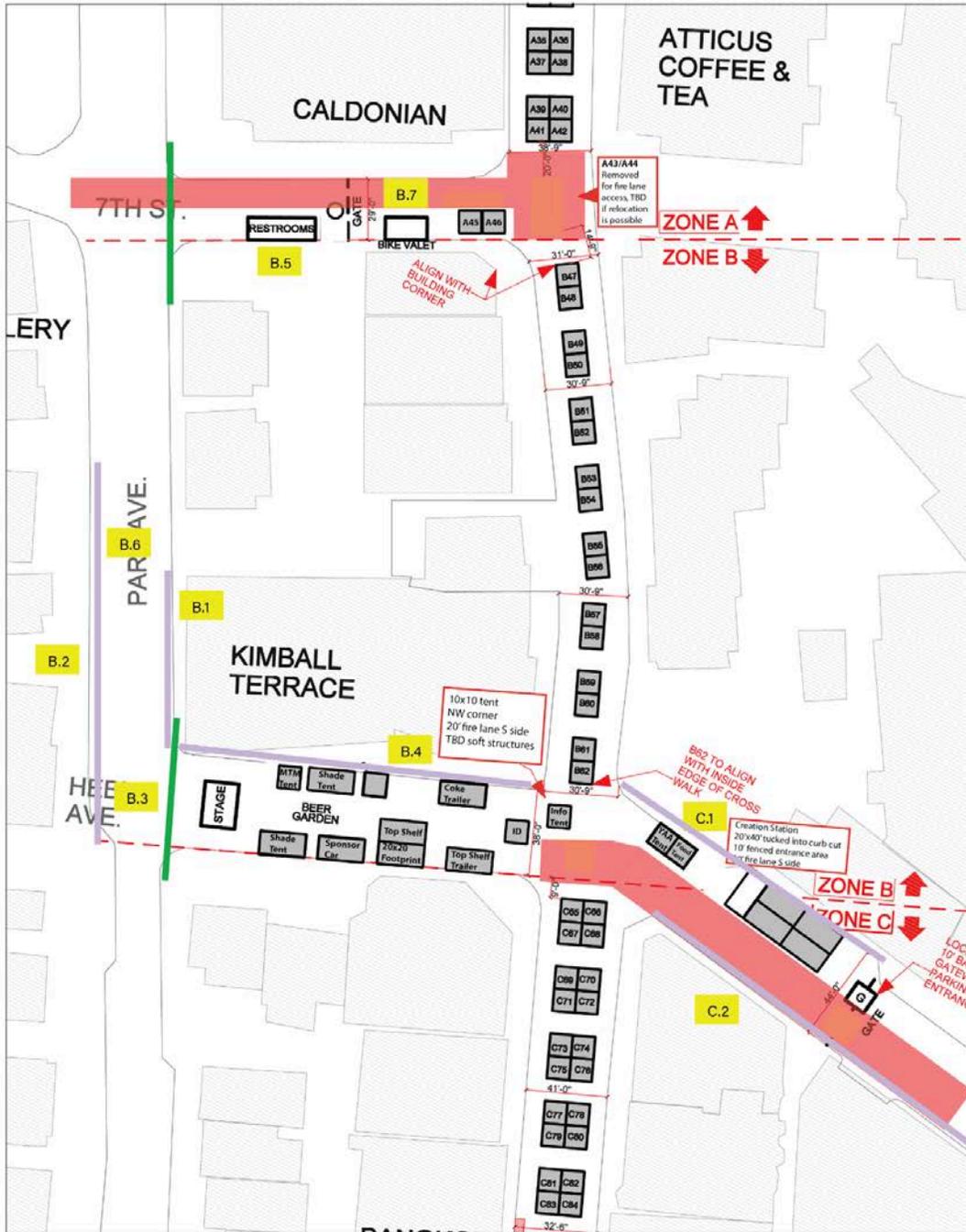
2025 PARK CITY KIMBALL ARTS FESTIVAL

- Emergency Vehicle Access
- Potential new booths Needs to be measured



SCALE: 1" = 60'-0"

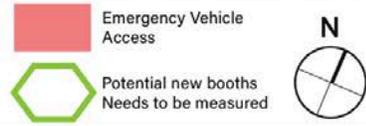
Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



**NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED**

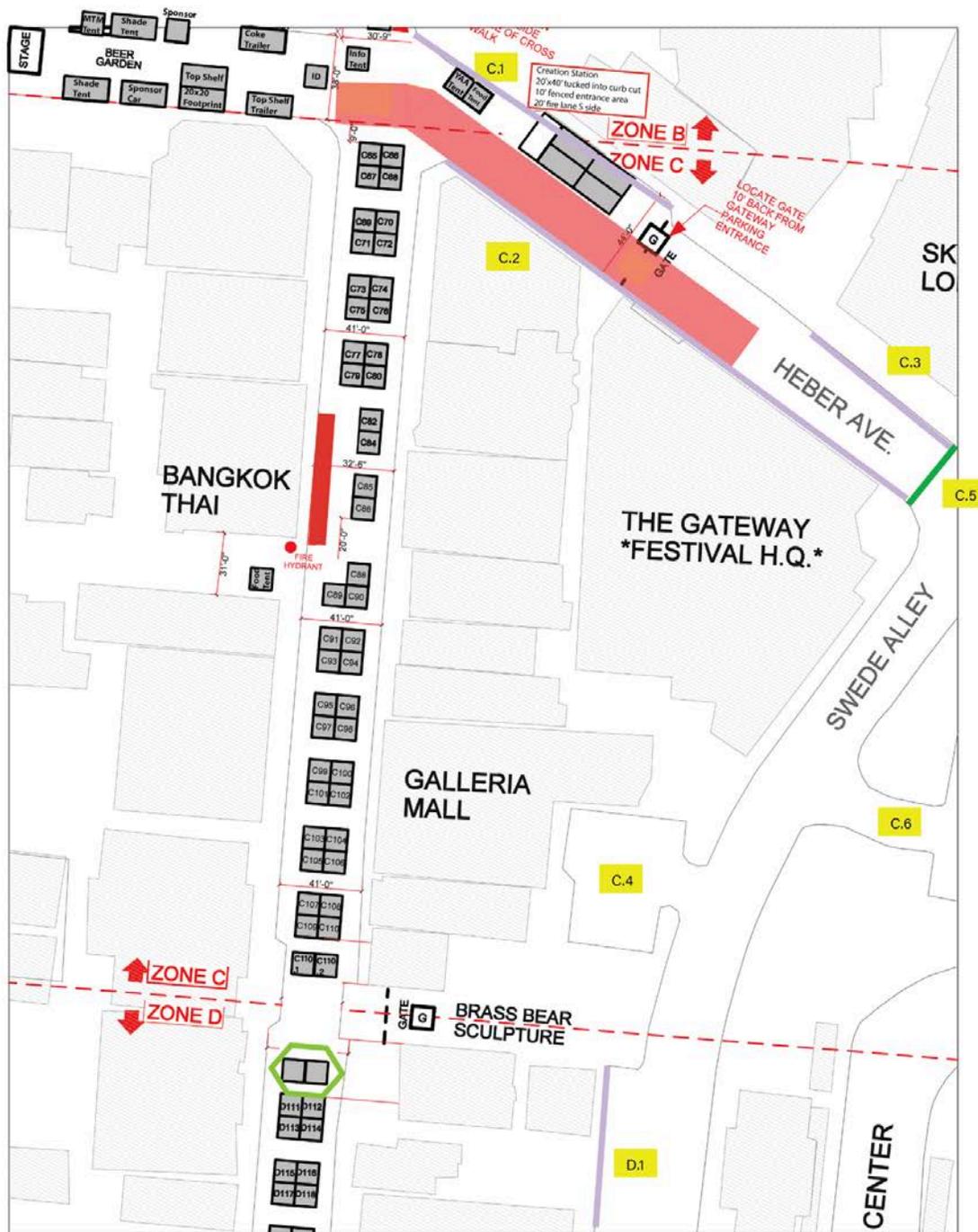
**MAIN STREET - ZONE B**

**2025 PARK CITY KIMBALL ARTS FESTIVAL**



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate

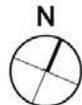


NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED

MAIN STREET - ZONE C

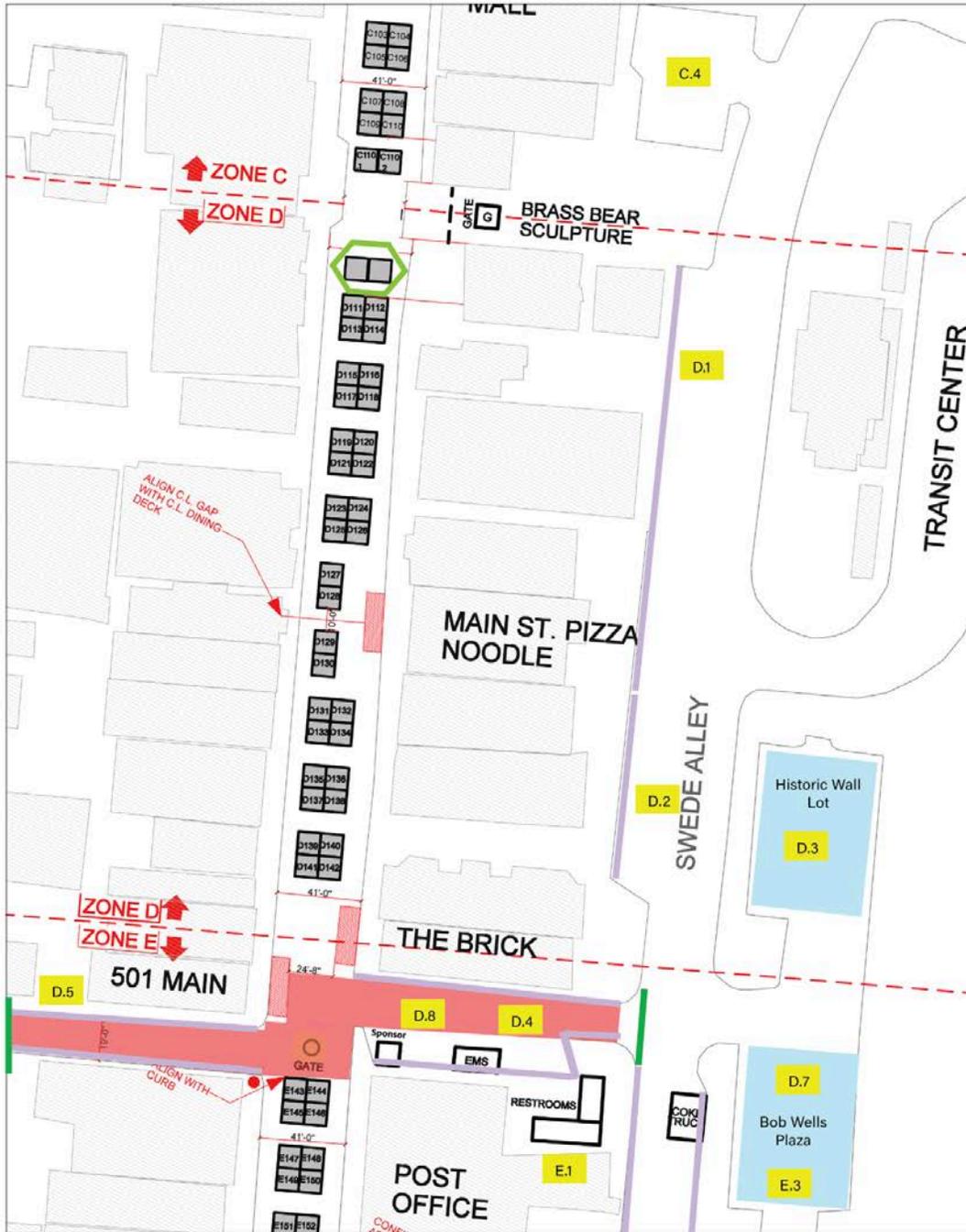
2025 PARK CITY KIMBALL ARTS FESTIVAL

Emergency Vehicle Access  
 Potential new booths Needs to be measured



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED

Emergency Vehicle Access

Potential new booths Needs to be measured

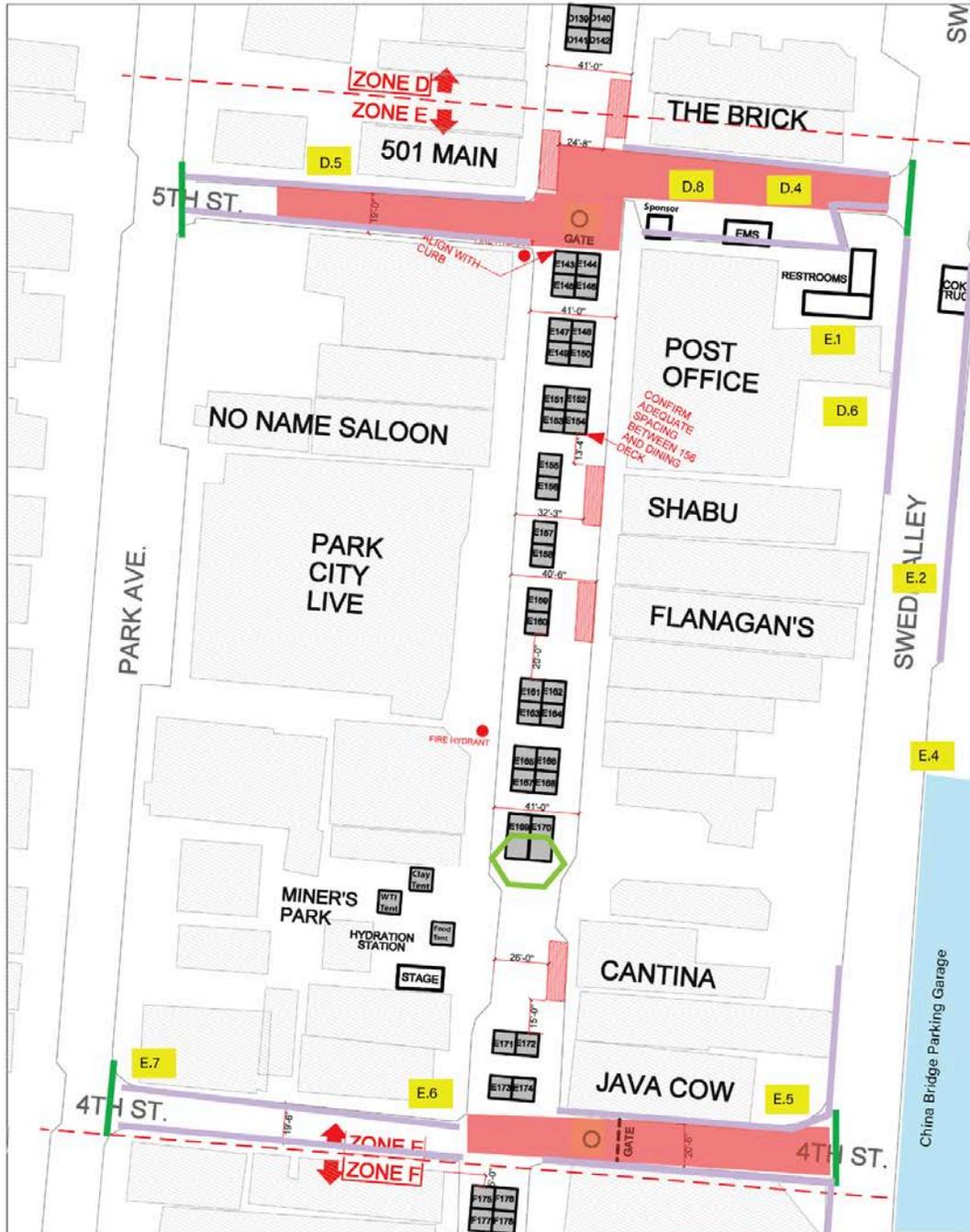
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MAIN STREET - ZONE D

2025 PARK CITY KIMBALL ARTS FESTIVAL

SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED

Emergency Vehicle Access

Potential new booths Needs to be measured

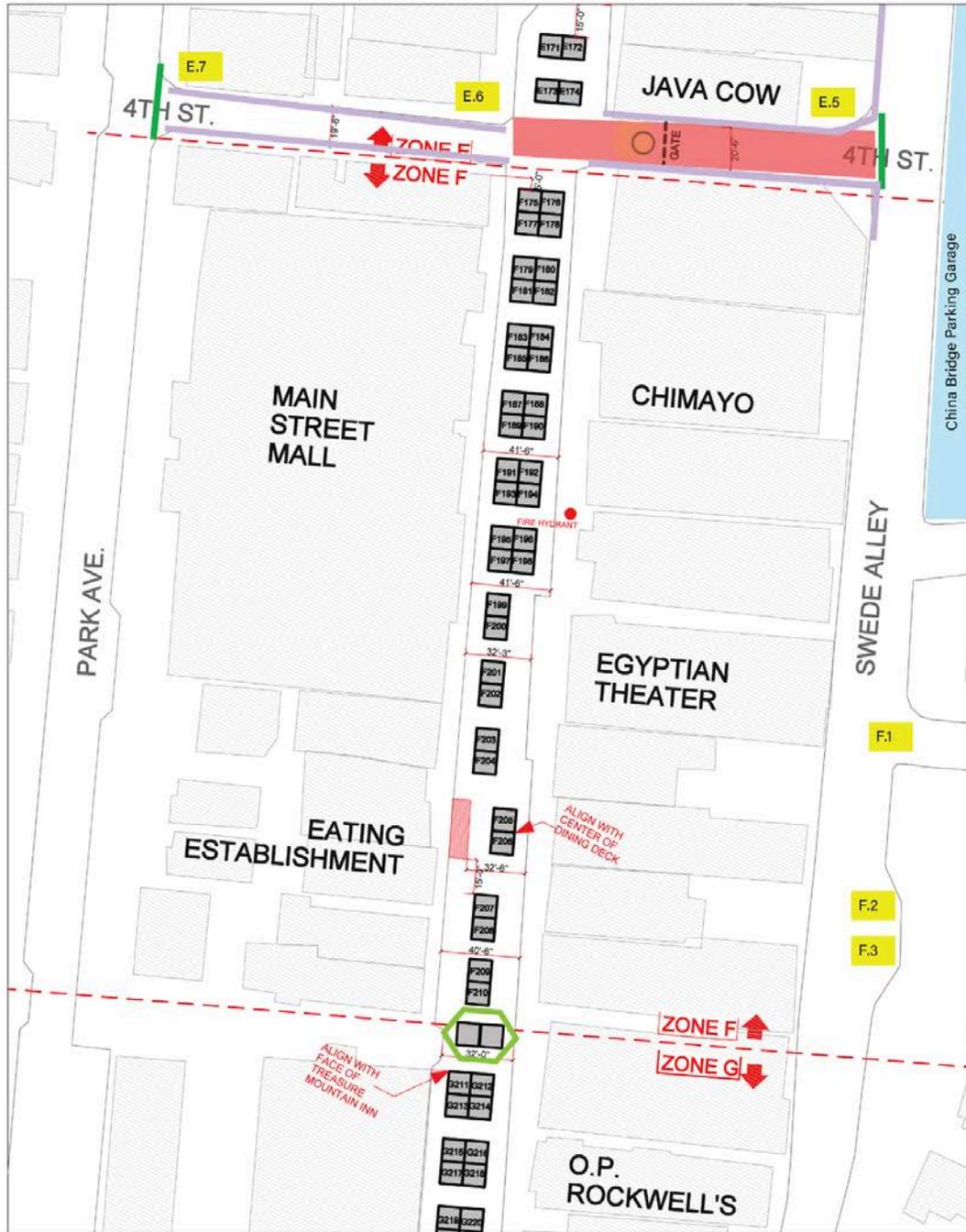


MAIN STREET - ZONE E

2025 PARK CITY KIMBALL ARTS FESTIVAL

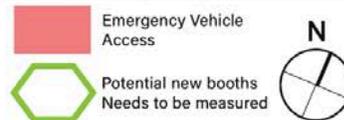
SCALE: 1" = 60'-0"

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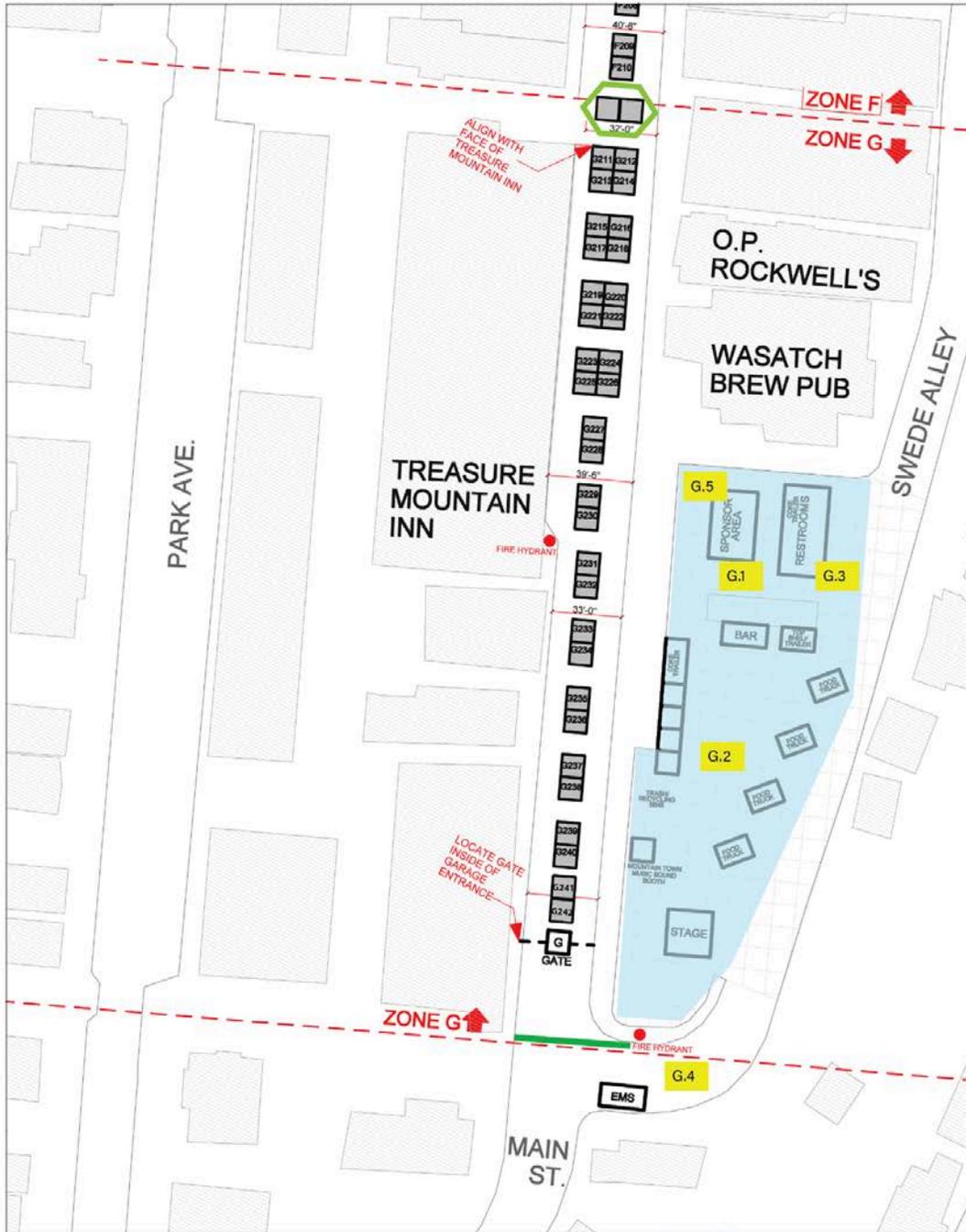
NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED

MAIN STREET - ZONE F  
2025 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1" = 60'-0"

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NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED

MAIN STREET - ZONE G

2025 PARK CITY KIMBALL ARTS FESTIVAL

Emergency Vehicle Access

Potential new booths Needs to be measured



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



## APPENDIX F: Park City Kimball Arts Festival Signage Plan 2025

Install Date	Name	Area	Map Code	Quantity	Location Notes	Material	Attachment Style	Dimensions	Description	Installed By
2025-07-26	MS Lamp Post Banner	Main Street		78	Lamp posts along Main Street	Vinyl	Grommets, Zip-ties	29"x72"	1/3 with dates, 2/3 without dates	PCMC Parks Dept.
2025-07-26	KB Lamp Post Banner	Kearns Blvd.		17	Lamp posts along Kearns Blvd.	Vinyl	Grommets, Zip-ties	26"x96"	All have dates	PCMC Parks Dept.
2025-07-28	Bridge Banner - South	Main Street Bridge	A - BB001	1	Facing South	Vinyl	Rope, Zip-ties	423.5" x 75.5"	KAF logo, KAC logo, KAC value statement	Vision Graphics
2025-07-28	Bridge Banner - North	Main Street Bridge	A - BB002	1	Facing North	Vinyl	Rope, Zip-ties	423.5" x 75.5"	KAF logo, KAC logo, KAC value statement	Vision Graphics
2025-07-30	Art Matters Banner	Kimball Terrace Railing	B - KT001	1	East facing exterior railing	Vinyl	Rope, Cement Weights	268.5" x72"	Large banner, Art Matters, KAC and KAF logo	KAC - Ops
2025-07-30	Creativity Matters Banner	Kimball Terrace Railing	B - KT002	1	South facing exterior railing	Vinyl	Rope, Cement Weights	20'x6'	Large banner, Creativity Matters, KAC and KAF logo	KAC - Ops
2025-07-31	Stage Backdrop Banner	Food Truck Roundup	G - FT001	1	Backdrop of 10x10 stage tent	Vinyl	Grommets, Zip-ties	9' x 7'	KAC and KAF logos	KAC - Ops
2025-07-31	No Alcohol Beyond This Point Signs	Food Truck Roundup	G - FT002	10	Affixed to perimeter pedestrian fencing	Coroplast	Punched Holes, Zip-ties	TBD	No alcohol beyond this point	KAC - Ops
2025-07-31	Artist Wayfinding Signs	DV Resort, DV Road, Roundabout		10	Affixed to lamp posts along Deer Valley Drive and in the round about	Coroplast	Punched Holes, Zip-ties	24"x32"	Arrows directing artists to load-in areas	KAC - Ops
2025-07-31	Transportation Signs	Bus Stops		8	Set-up at TBD bus stops and the transit center	Coroplast	A-Frame	24"x32"	Transportation route information	KAC - Ops
2025-07-31	Artist Load-In Signs	Swede Alley		7	Artist zones signs at load-in points	Coroplast	A-Frame	24"x32"	Zone letters	KAC - Ops
2025-07-31	Artist Load-In Feather Flags	Swede Alley		7	Artist zones signs at load-in points	Cloth Flag + Stand	Base Stand	10'	Zone letters	KAC - Ops
2025-07-31	Wayfinding Gate Signage	Swede Alley		20	Affixed to pedestrian fencing	Coroplast	Punched Holes, Zip-ties	TBD	Text directing attendees to other gate options	KAC - Ops
2025-08-01	10x10 Entry Tent Back Panel	Lower Main Gate	A - EG001	2	Back panel for the 10x10 tents	Vinyl	Zip-ties, Grommets	9' x 7'	KAC and KAF logo, Welcome	KAC - Gates
2025-08-01	KAC Edu/Exh 10x10 Banner	Lower Main Gate	A - EG002	2	Back panel for exterior side of 10x10 tents (opposite side)	Vinyl	Zip-ties, Grommets	9' x 7'	Images and text depicting KAC's year round activities and impacts	KAC - Gates



2025-08-01	KAC Edu/Exh 2025 specific stickers	Lower Main Gate	A - EG002b	2	Sticker on Edu/Exh banner	Vinyl Sticker	Sticker	TBD	Info specific to 2024 programming and 2023 impact	KAC - Ops
2025-08-01	English Admissions Sign	Lower Main Gate	A - EG003	2	A-frame in front of gate	Coroplast	A-Frame	24"x32"	Admissions information and pricing in English	KAC - Ops
2025-08-01	Spanish Admissions Sign	Lower Main Gate	A - EG004	2	A-frame in front of gate	Coroplast	A-Frame	24"x32"	Admissions information and pricing in Spanish	KAC - Ops
2025-08-01	Ped-Fence Welcome / Thank you	Lower Main Gate	A - EG005	4	Welcome facing 9th street, thank you facing into festival	Fabric	Velcro	6' Ped Fence	Pedestrian fence barricade cover with KAC sponsors, Thank You, Welcome	KAC - Ops
2025-08-01	Hydration Station Sign	Base of Town Lift	A - HS001	1	Base of Town Lift ramp - grassy patch	Coroplast	Grommets, Zip-ties	TBD	Hydration Station in English and Spanish	KAC - Ops
2025-08-01	Bike Valet Sign	7th Street	A - BV001	1	In 7th street on next to gate set-up	Coroplast	A-Frame	24"x32"	Bike Valet in English and Spanish	KAC - Ops
2025-08-01	Bike Valet Feather Flag	7th Street	A - BV002	1	In 7th street on next to gate set-up	Cloth Flag + Stand	Base Stand	10'	Bike Valet in English and Spanish	KAC - Ops
2025-08-01	Paid Event Sign	Marriott Plaza	A - MP001	2	2 a-frames, entrance to the Plaza	Coroplast	A-Frame	24"x32"	Paid event text, purchase tickets	KAC - Ops
2025-08-01	Main Stage Backdrop	Main Stage	B - MS001	1	Backdrop of Main Stage	Mesh	Stage hardware	23' 6" x 12' 8"	KAF and KAC logo	Taylor Audio
2025-08-01	Main Stage Top Banner	Main Stage	B - MS002	1	Top of Main Stage	Mesh	Stage hardware	36' 9" x 3' 8"	KAF and KAC logo	Taylor Audio
2025-08-01	Main Stage Side Banner	Main Stage	B - MS003	2	Sides of Main Stage	Mesh	Stage hardware	6' x 16'	KAF and KAC logos with select sponsor logos	Taylor Audio
2025-08-01	Ped-Fence No Alcohol / Thank you	Spirit Garden	B - SG001	4	Placed at the entrance to the Spirit Garden	Fabric	Velcro	6' Ped Fence	Pedestrian fence barricade cover with KAC sponsors, Thank You, No Alcohol	KAC - Ops
2025-08-01	Studio on Main Feather Flag	Heber/ Main Intersection	B - SM001	1	Studio on Main booth	Cloth Flag + Stand	Base Stand	10'	Studio on Main in english and Spanish	KAC - Ops
2025-08-01	Studio on Main Activity Sign	Heber/ Main Intersection	B - SM002	1	Affixed to tent pole of Studio on Main tent	Coroplast	Punched Holes, Zip-ties	24"x32"	Text describing the art activity	KAC - Edu
2025-08-01	Creation Station Ped-Fence	Heber East	B - CC001	5-15	Around Creation Station footprint	Fabric	Velcro	6' Ped Fence	Pedestrian fence barricade cover with Creation Station, KAC logo	KAC - Ops



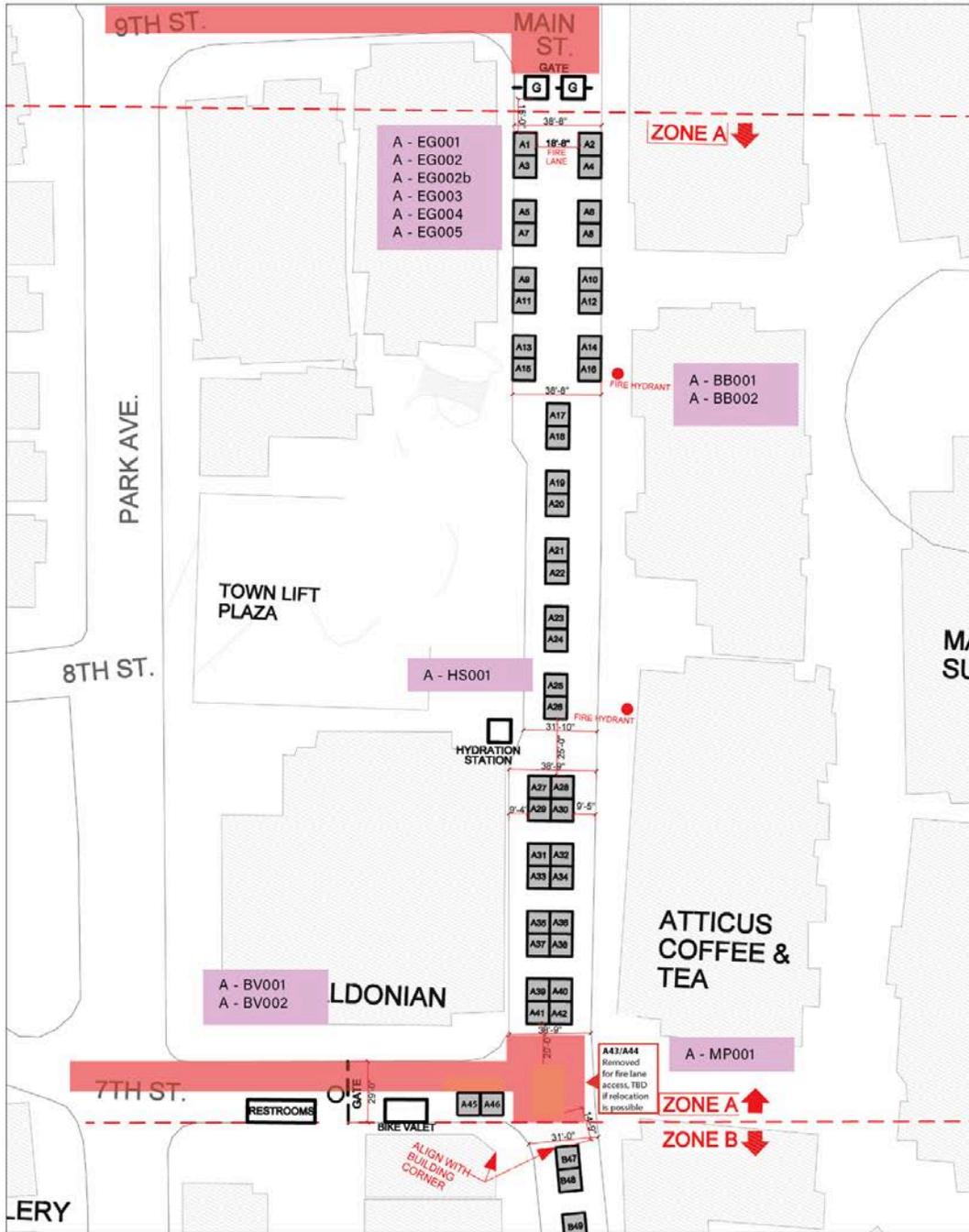
2025-08-01	Creation Station Feather Flag	Heber East	B - CC002	1	Base of Town Lift Plaza stairs	Cloth Flag + Stand	Base Stand	10'	Creation Station in English and Spanish, Map Icon	KAC - Ops
2025-08-01	Creation Station Activity Sign 1	Heber East	B - CC003	1	Zip-tied to tent post (Edu to place)	Coroplast	Punched Holes, Zip-ties	24"x32"	Text describing the art activity	KAC - Edu
2025-08-01	Creation Station Activity Sign 2	Heber East	B - CC004	1	Zip-tied to tent post (Edu to place)	Coroplast	Punched Holes, Zip-ties	24"x32"	Text describing the art activity	KAC - Edu
2025-08-01	Creation Station Activity Sign 3	Heber East	B - CC005	1	Zip-tied to tent post (Edu to place)	Coroplast	Punched Holes, Zip-ties	24"x32"	Text describing the art activity	KAC - Edu
2025-08-01	Creation Station Activity Sign 4	Heber East	B - CC006	1	Zip-tied to tent post (Edu to place)	Coroplast	Punched Holes, Zip-ties	24"x32"	Text describing the art activity	KAC - Edu
2025-08-01	Creation Station Scavenger Hunt Sign	Heber East	B - CC007	1	Zip-tied to tent post (Edu to place)	Coroplast	Punched Holes, Zip-ties	24"x32"	Text describing the scavenger hunt	KAC - Edu
2025-08-01	10x10 Entry Tent Back Panel	Heber Gate	B - HG001	2	Back panel for the 10x10 tents at the Heber gate	Vinyl	Zip-ties, Grommets	9' x 7'	KAC and KAF logo, Welcome	KAC - Gates
2025-08-01	KAC Edu/Exh 10x10 Banner	Heber Gate	B - HG002	2	Back panel for exterior side of 10x10 tents (opposite side)	Vinyl	Grommets, Zip-ties	9' x 7'	Images and text depicting KAC's year round activities and impacts	KAC - Gates
2025-08-01	KAC Edu/Exh 2025 specific stickers	Heber Gate	B - HG002b	2	Affixed to KAC Edu/Exh 10x10 banners	Vinyl Sticker	Sticker	TBD	Info specific to 2024 programming and 2023 impact	KAC - Ops
2025-08-01	English Admissions Sign	Heber Gate	B - HG003	2	1 English and 1 Spanish on A-frame in front of gate	Coroplast	A-Frame	24"x32"	Admissions information and pricing in English	KAC - Ops
2025-08-01	Spanish Admissions Sign	Heber Gate	B - HG004	2	1 English and 1 Spanish on A-frame in front of gate	Coroplast	A-Frame	24"x32"	Admissions information and pricing in Spanish	KAC - Ops
2025-08-01	Ped-Fence Welcome / Thank you Sign	Heber Gate	B - HG005	4	Placed in front of gate	Fabric	Velcro	6' Ped Fence	Pedestrian fence barricade cover with KAC sponsors, Thank You, Welcome	KAC - Ops
2025-08-01	Paid Event Sign	Galleria	C - GW001	2	2 a-frames, entrance to the walkthrough	Coroplast	A-Frame	24"x32"	Paid event text, purchase tickets	KAC - Ops
2025-08-01	10x10 Entry Tent Back Panel	Bear Gate	D - BG001	1	Back panel for the 10x10 tents at the Brass Bear gate	Vinyl	Grommets, Zip-ties	9' x 7'	KAC and KAF logo, Welcome	KAC - Gates



2025-08-01	English Admissions Sign	Bear Gate	D - BG002	2	1 English and 1 Spanish on A-frame in front of gate	Coroplast	A-Frame	24"x32"	Admissions information and pricing in English	KAC - Ops
2025-08-01	Spanish Admissions Sign	Bear Gate	D - BG003	2	1 English and 1 Spanish on A-frame in front of gate	Coroplast	A-Frame	24"x32"	Admissions information and pricing in Spanish	KAC - Ops
2025-08-01	Ped-Fence Welcome / Thank you Sign	Bear Gate	D - BG004	2	Placed in front of gate	Fabric	Velcro	6' Ped Fence	Pedestrian fence barricade cover with KAC sponsors, Thank You, Welcome	KAC - Ops
2025-08-01	Paid Event Sign	Bear Gate	D - BG005	2	2 a-frames, middle of main	Coroplast	A-Frame	24"x32"	Paid event text, purchase tickets	KAC - Ops
2025-08-01	KAC Edu Murals	Main Street	KAC Murals	4	Placed in front of The Brick, 501 Main, Evenly spaced.	Plywood	Constructed On-Site	4'x5' per side	4 triangle structures (three faces) painted by KAC education classes/camps	KAC - Ops
2025-08-01	Paid Event Sign	Main Street	E - MS001	2	2 a-frames, entrance in front of post office	Coroplast	A-Frame	24"x32"	Paid event text, purchase tickets	KAC - Ops
2025-08-01	Hydration Station Sign	Miner's Park	E - MP001	1	In Miner's Park in front of bathrooms	Coroplast	Grommets, Zip-ties	TBD	Hydration Station in English and Spanish	KAC - Ops
2025-08-01	Studio on Main Activity Sign	Miner's Park	E - MP002	1	Affixed to Miner's Park - Check in with education team for exact placement	Coroplast	Punched Holes, Zip-ties	24"x32"	Text describing the art activity	KAC - Edu
2025-08-01	Studio on Main Feather Flag	Miner's Park	E - MP003	1	Grassy area in Miner's Park - Check in with education team for exact placement	Cloth Flag + Stand	Ground Stake	10'	Studio on Main in English and Spanish	KAC - Ops
2025-08-01	KAC Edu/Exh Banner	Miner's Park	E - MP004	1	Back panel for Studio on Main tent	Vinyl	Grommets, Zip-ties	TBD	Images and text depicting KAC's year round activities and impacts	KAC - Edu
2025-08-01	KAC Edu/Exh 2025 specific stickers	Miner's Park	E - MP004b	1	Affixed to the KAC Edu/Exh banner on the Miner's Park stage	Vinyl Sticker	Sticker	TBD	Info specific to 2023 programming and 2022 impact	KAC - Ops
2025-08-01	KAC/ sponsor table top stickers	Miner's Park	E - MP005	5	Tables placed in Main Street in front of Miner's Park	Vinyl Sticker	Sticker	25"	KAC and KAF and sponsor logos,	KAC - Ops
2025-08-01	Paid Event Sign	Main Street	F - MS001	2	2 a-frames, in 4th street intersection	Coroplast	A-Frame	24"x32"	Paid event text, purchase tickets	KAC - Ops
2025-08-01	10x10 Entry Tent Back Panel	Top of Main Gate	G - TG001	1	Backdrop for 10x10 Top of Main entry gate	Vinyl	Grommets, Zip-ties	9' x 7'	KAC and KAF logo, Welcome	KAC - Gates



2025-08-01	KAC Edu/Exh 10x10 Banner	Top of Main Gate	G - TG002	2	Back panel for exterior side of 10x10 tents (opposite side)	Vinyl	Grommets, Zip-ties	9' x 7'	Images and text depicting KAC's year round activities and impacts	KAC - Gates
2025-08-01	English Admissions Sign	Top of Main Gate	G - TG003	1	1 English and 1 Spanish on A-frame in front of gate	Coroplast	A-Frame	24"x32"	Admissions information and pricing in English	KAC - Ops
2025-08-01	Spanish Admissions Sign	Top of Main Gate	G - TG004	1	1 English and 1 Spanish on A-frame in front of gate	Coroplast	A-Frame	24"x32"	Admissions information and pricing in Spanish	KAC - Ops
2025-08-01	KAC Edu/Exh 2025 specific stickers	Top of Main Gate	G - TG002b	2	Affixed to KAC Edu/Exh 10x10 banners	Vinyl Sticker	Sticker	TBD	Info specific to 2024 programming and 2023 impact	KAC - Ops
2025-08-01	Ped-Fence Welcome / Thank you Sign	Top of Main Gate	G - TG005	2	Placed in front of gate	Fabric	Velcro	6' Ped Fence	Pedestrian fence barricade cover with KAC sponsors, Thank You, Welcome	KAC - Ops



**NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED**

**MAIN STREET - ZONE A**

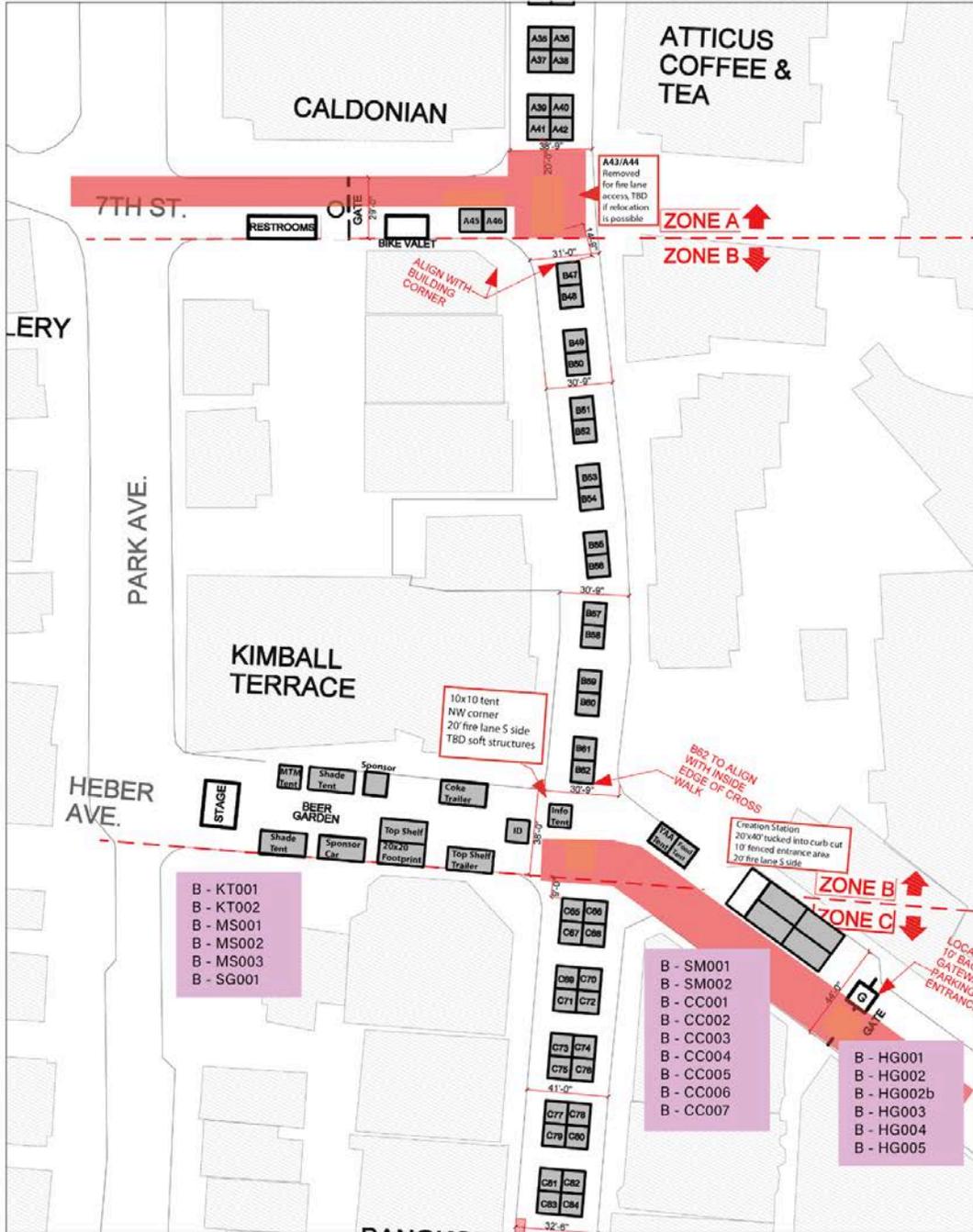
**2025 PARK CITY KIMBALL ARTS FESTIVAL**

- Emergency Vehicle Access
- Potential new booths Needs to be measured



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



**NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED**

**MAIN STREET - ZONE B**

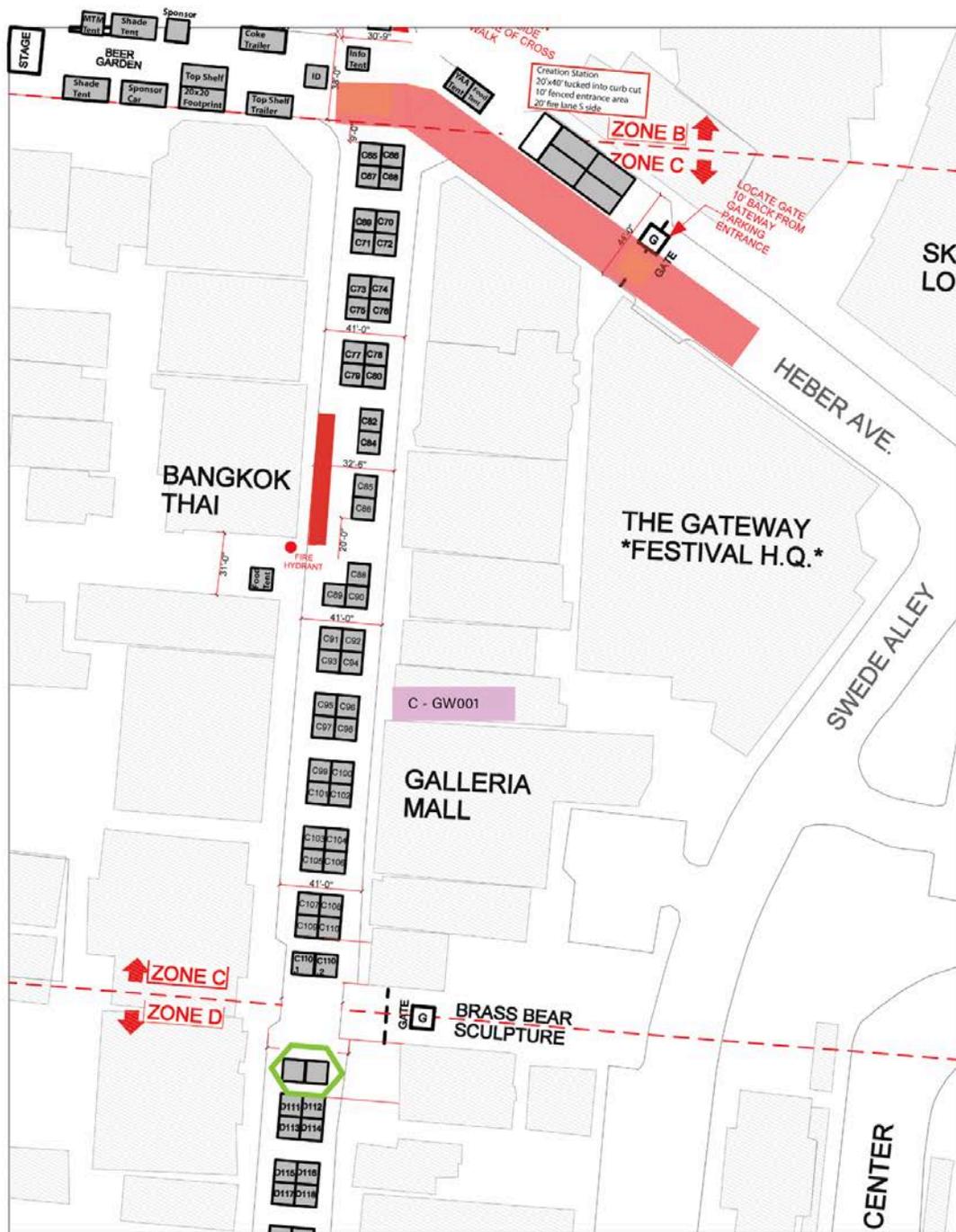
**2025 PARK CITY KIMBALL ARTS FESTIVAL**

Emergency Vehicle Access  
 Potential new booths Needs to be measured



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate

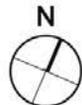


**NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED**

**MAIN STREET - ZONE C**

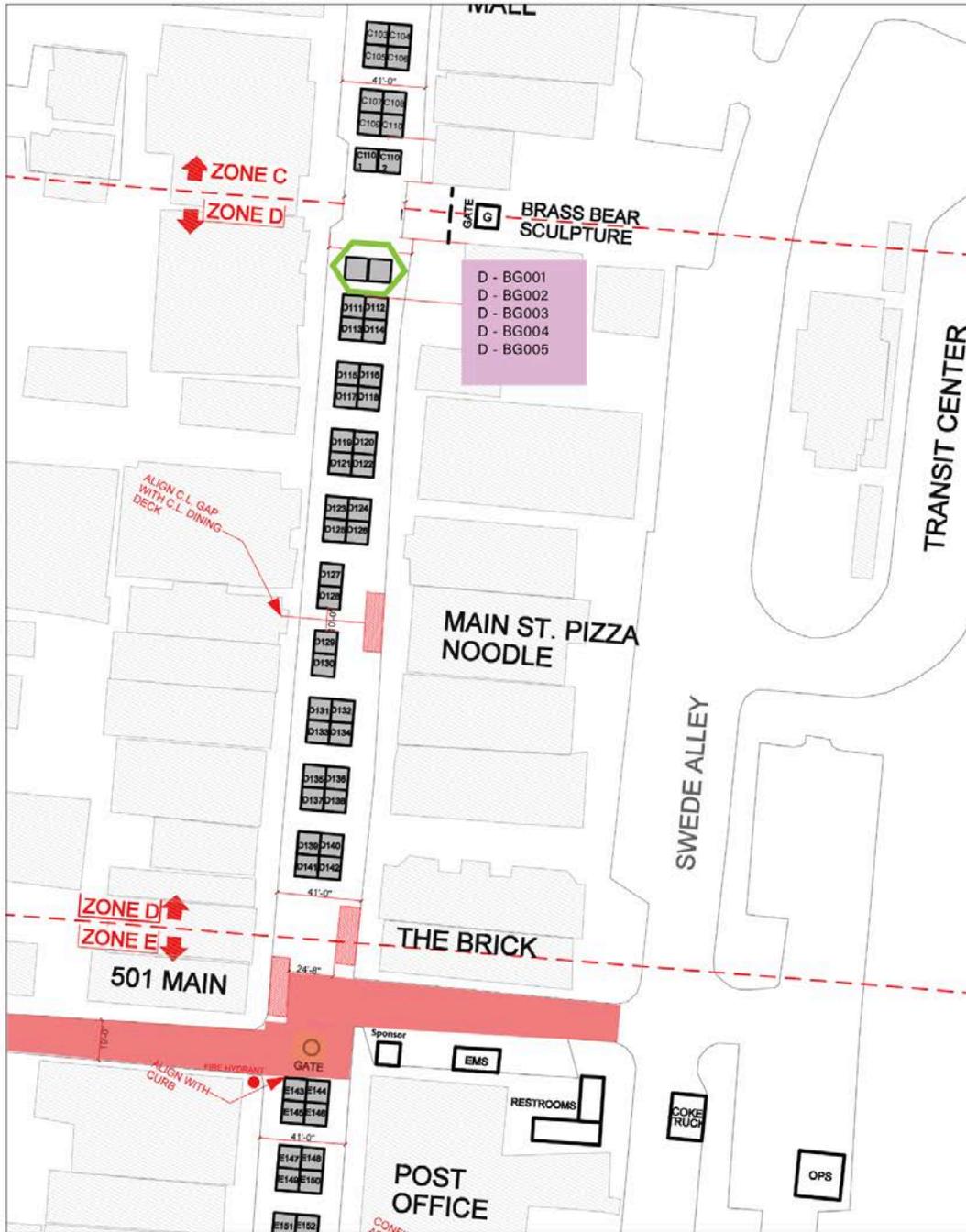
**2025 PARK CITY KIMBALL ARTS FESTIVAL**

- Emergency Vehicle Access
- Potential new booths Needs to be measured



SCALE: 1" = 60'-0"

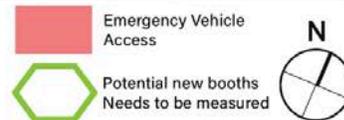
Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED

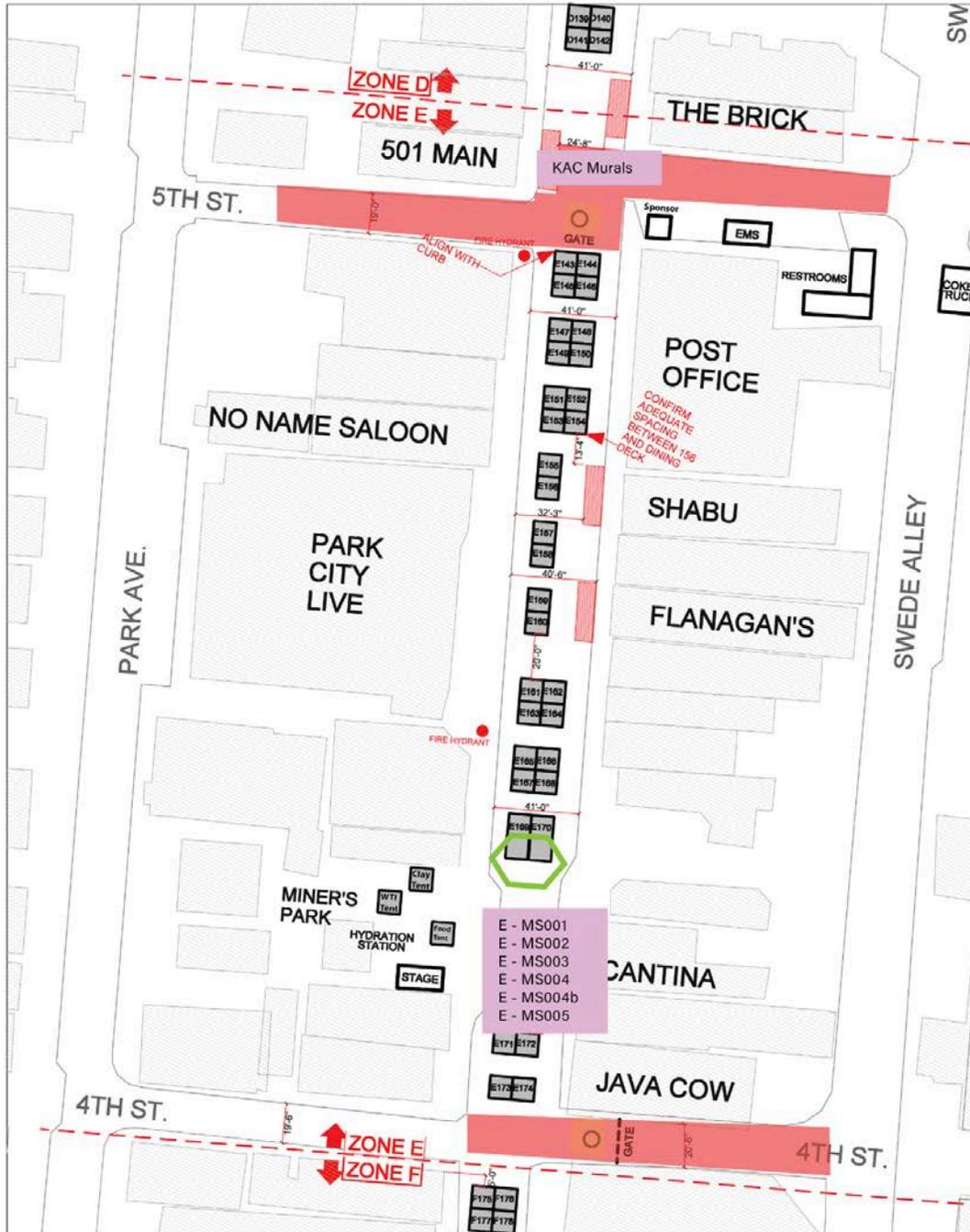
MAIN STREET - ZONE D

2025 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED

MAIN STREET - ZONE E

2025 PARK CITY KIMBALL ARTS FESTIVAL

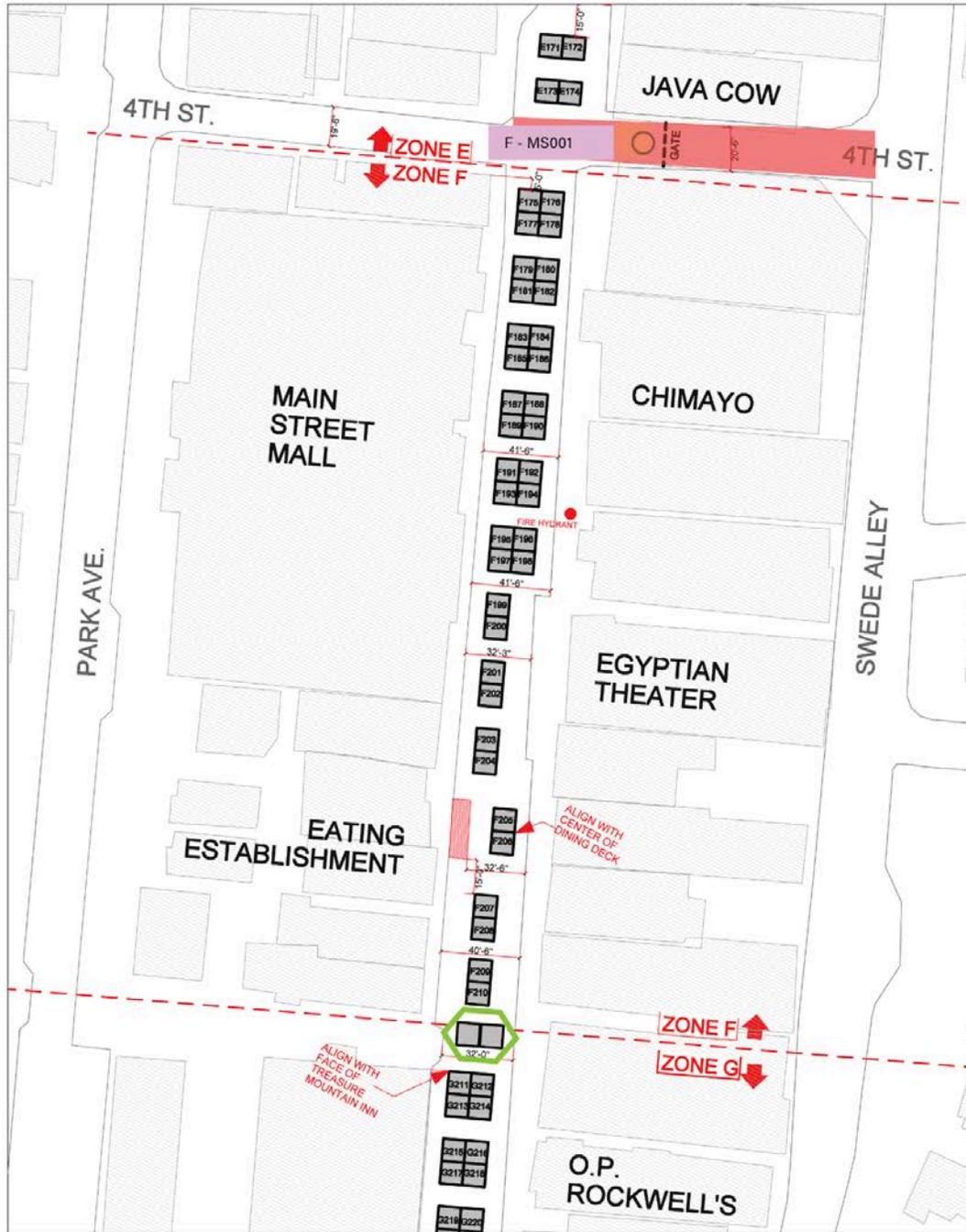
Emergency Vehicle Access

Potential new booth Needs to be measured



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED

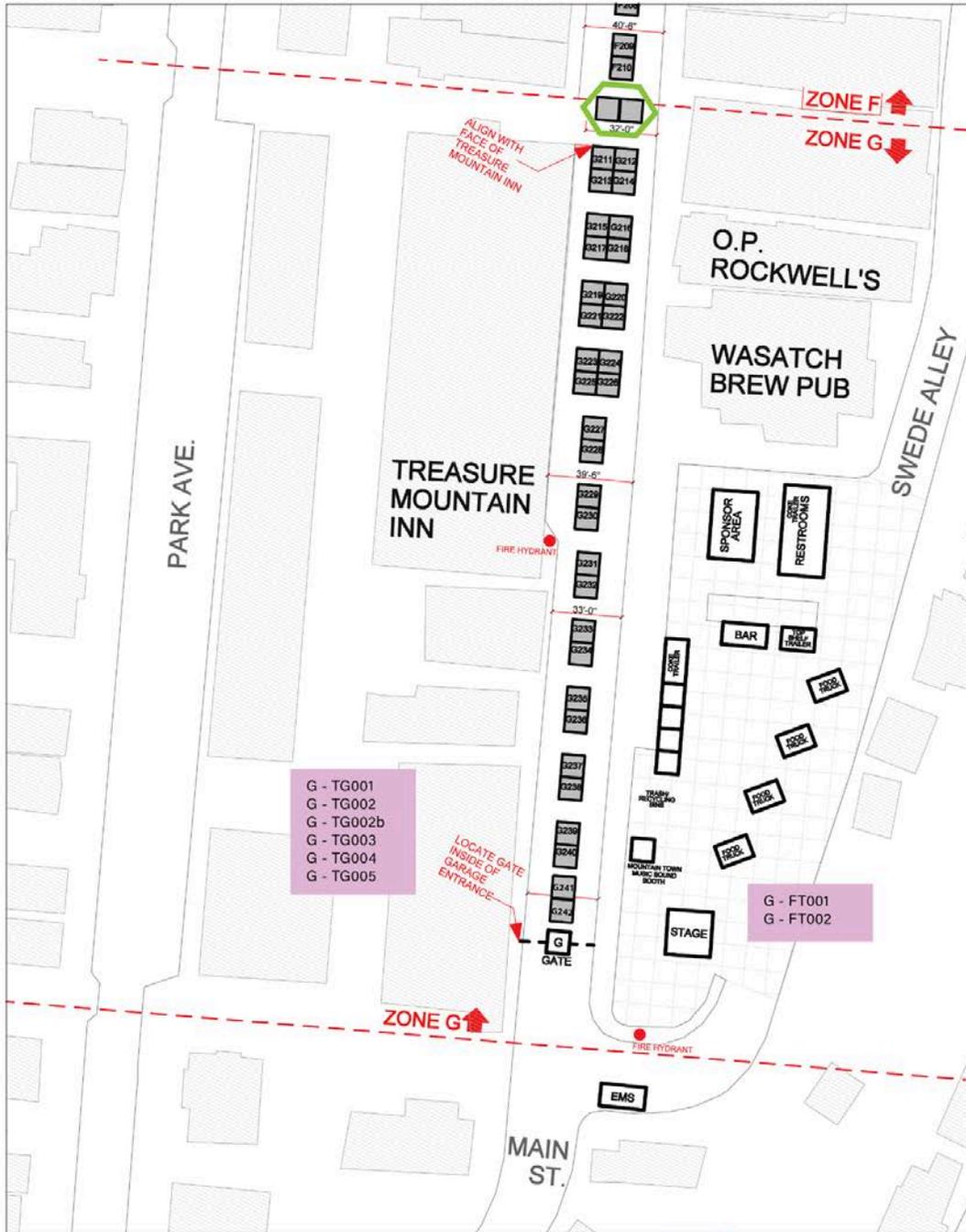
MAIN STREET - ZONE F  
2025 PARK CITY KIMBALL ARTS FESTIVAL

Emergency Vehicle Access  
 Potential new booths Needs to be measured



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



NOTE ALL BOOTHS TO BE SPACED AT 10' APART, TYP. UNLESS OTHERWISE NOTED

MAIN STREET - ZONE G

2025 PARK CITY KIMBALL ARTS FESTIVAL

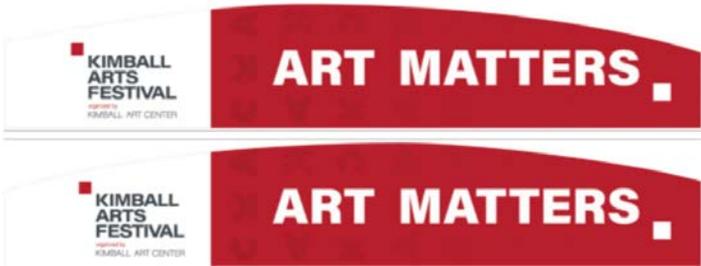
Emergency Vehicle Access

Potential new booths Needs to be measured



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate

Name	Map Code	Image
MS/KB Lamp Post Banner	Main Street, Kearns Blvd.	 <p>The banner features the Kimball Arts Festival logo at the top, followed by the dates 'AUGUST 4-6' in a vertical orientation on the right side. The background is white with a grid of small red squares. The website 'kimballartsfestival.org' is at the bottom.</p>
Bridge Banner - North/South	A - BB001; A - BB002	 <p>Two identical banners are shown. Each features the Kimball Arts Festival logo on the left and the text 'ART MATTERS' in large white letters on a red background on the right.</p>
Art Matters Banner	B - KT001	 <p>The banner has a red background with a grid of small white letters. The text 'ART MATTERS' is prominently displayed in large white letters on the right side. The Kimball Art Center logo is in the bottom left corner.</p>
Creativity Matters Banner	B - KT002	 <p>The banner has a red background with a grid of small white letters. The text 'CREATIVITY MATTERS' is prominently displayed in large white letters on the right side. The Kimball Art Center logo is in the bottom left corner.</p>
10x10 Entry Tent Back Panel	A - EG001; B - HG001; D - BG001; G - TG001	 <p>The panel features the Kimball Arts Festival logo at the top. Below it is a red rectangular area with the text 'WELCOME BIENVENIDO' in white. The background of the panel is white with a grid of small red squares.</p>

<p>KAC Edu/Exh 10x10 Banner</p>	<p>A - EG002; B - HG002; E - MP004; G - TG002</p>	
<p>KAC Edu/Exh 2024 specific stickers</p>	<p>A - EG002b; B - HG002b; E - MP004b; G - TG002b</p>	
<p>Ped-Fence Welcome / Thank you</p>	<p>A - EG005; B - HG005; D - BG004; G - TG005</p>	
<p>English/Spanish Admissions Sign</p>	<p>A - EG003; A - EG004; B - HG003; B - HG004; D - BG002; D - BG003; G - TG003; G - TG004</p>	

<p>Paid Event Sign</p>	<p>A - MP001; C - GW001; D - BG005; E - MS001; F - MS001</p>	 <p>The Kimball Arts Festival is a paid event. Please visit a festival entrance gate to purchase tickets. El Festival de Arte de Kimball es un evento de pago. Acuda a la puerta de entrada del festival para comprar las entradas.</p>
<p>Creation Station Ped Fence</p>	<p>B - CC001</p>	 <p>CREATION STATION</p>
<p>Creation Station Feather Flag</p>	<p>B - CC002</p>	 <p>CREATION STATION ESTACIÓN DE CREACIÓN</p>
<p>Creation Station Activity Sign 1 -4</p>	<p>B - CC003; B - CC004; B - CC005; B - CC006</p>	 <p>KIMBALL ARTS FESTIVAL CREATION STATION ESTACIÓN DE CREACIÓN</p> <p><b>CALL TO ACTION BUTTON</b> SPANISH TRANSLATION We need to hear from you! The plan is to create a festival that is fun, safe, and sustainable. We need your input to help us make a plan that works for everyone. Please email us at <a href="mailto:info@kimballartsfestival.com">info@kimballartsfestival.com</a> or call us at 505.241.1234.</p> <p><b>INTERACTIVE ECO-CONSCIOUS GAME</b> SPANISH TRANSLATION It's time to get to know a "strong" drink with your senses. It's time to get to know a "strong" drink with your senses. It's time to get to know a "strong" drink with your senses.</p> <p><b>EXPERIMENTAL PAPER MAKING</b> SPANISH TRANSLATION Get in the zone and try out a new art technique. Experiment with different materials and colors. We'll provide all the materials you need to get started. Please email us at <a href="mailto:info@kimballartsfestival.com">info@kimballartsfestival.com</a> or call us at 505.241.1234.</p> <p><b>EDUCATION PARTNERSHIP ACTIVITIES</b> SPANISH TRANSLATION We're looking for partners to help us create a festival that is fun, safe, and sustainable. We need your input to help us make a plan that works for everyone. Please email us at <a href="mailto:info@kimballartsfestival.com">info@kimballartsfestival.com</a> or call us at 505.241.1234.</p> <p>\$5.00</p>

<p>Creation Station Scavenger Hunt Sign</p>	<p>B - CC007</p>	 <p>A red sign for the Kimball Arts Festival. At the top left is the festival logo and 'FREE GRATIS' at the top right. The main title is 'SCAVENGER HUNT' with the Spanish translation 'BÚSQUEDA DEL TESORO' below it. The text describes a hunt for answers throughout the festival. At the bottom, it includes a QR code and a suggested donation of \$5.00.</p>
<p>Studio on Main Feather Flag</p>	<p>B - SM001; E - MP003</p>	 <p>A vertical feather flag for the Kimball Arts Festival. The text reads 'STUDIO ON MAIN' and 'ESTUDIO EN EL CALLE PRINCIPAL'.</p>
<p>Studio on Main Activity Sign</p>	<p>B - SM002; E - MP002</p>	 <p>A red sign for the Kimball Arts Festival. At the top left is the festival logo and 'STUDIO ON MAIN ESTUDIO EN EL CALLE PRINCIPAL' at the top right. The main title is 'WHEEL TRY IT' with the Spanish translation 'PRUEBA EL TORNO' below it. The text describes a wheel demonstration. At the bottom, it includes a QR code and a suggested donation of \$5.00.</p>
<p>Main Stage Backdrop</p>	<p>B - MS001</p>	 <p>A large red backdrop for the Kimball Arts Festival. The text reads 'KIMBALL ARTS FESTIVAL' in white, centered on the backdrop.</p>
<p>Main Stage Top Banner</p>	<p>B - MS002</p>	 <p>A red banner for the Kimball Arts Festival. The text reads 'KIMBALL ARTS FESTIVAL' in white, centered on the banner.</p>

<p>Main Stage Side Banner</p>	<p>B - MS003</p>	
<p>Ped-Fence No Alcohol / Thank you</p>	<p>B - SG001</p>	
<p>Wasatch Stage Backdrop</p>	<p>G - FT001</p>	
<p>No Alcohol Beyond This Point Signs</p>	<p>G - FT002</p>	

<p>VIP Banner</p>	<p>Inside Kimball Terrace</p>	
<p>KAC/ sponsor table top stickers</p>	<p>E - MP005</p>	
<p>Hydration Station Sign</p>	<p>A - HS001; E - MP001</p>	
<p>Bike Valet Sign</p>	<p>A - BV001</p>	

<p>Bike Valet Feather Flag</p>	<p>A - BV002</p>	
<p>Artist Booth Signs</p>	<p>Artist Booths</p>	
<p>Artist Wayfinding Signs</p>	<p>DV Resort, DV Drive, Traffic Circle, Swede Alley</p>	
<p>Artist Load-In Signs</p>	<p>Swede Alley</p>	
<p>Wayfinding Gate Signage</p>	<p>Swede Alley</p>	

<p>Transportation Signs</p>	<p>Transit Center, Park &amp; Ride locations</p>	 <p><b>KIMBALL ARTS FESTIVAL</b> <b>FREE PARK CITY TRANSIT ROUTES</b></p> <p><small>*Free transit by participating Metro Transit Routes on 10/10-10/11/2022</small></p> <p>To see the most available bus use the bus tracker at <a href="#">go.parkcity.org</a> or use Google Maps</p> <table border="1"> <tr> <td> <p><b>PARK CITY HIGH SCHOOL PARKING (PCHS)</b></p> <p>Bus Tracker Link: <a href="#">10 Minutes to Main Street/10th Street Center</a></p> <p>1000 - 1000th Street Center - 10/10-10/11/2022</p> </td> <td> <p><b>DEER VALLEY PARKING (DVP)</b></p> <p>Bus Tracker Link: <a href="#">10 Minutes to Main Street/10th Street Center</a></p> <p>1000 - 1000th Street Center - 10/10-10/11/2022</p> </td> </tr> <tr> <td> <p><b>PARK CITY HIGH SCHOOL PARKING (PCHS)</b></p> <p>Bus Tracker Link: <a href="#">10 Minutes to Main Street/10th Street Center</a></p> <p>1000 - 1000th Street Center - 10/10-10/11/2022</p> </td> <td> <p><b>CAUTION PARK &amp; RIDE</b></p> <p>Bus Tracker Link: <a href="#">10 Minutes to Main Street/10th Street Center</a></p> <p>1000 - 1000th Street Center - 10/10-10/11/2022</p> </td> </tr> </table> <p><small>*Free transit by participating Metro Transit Routes on 10/10-10/11/2022</small></p>	<p><b>PARK CITY HIGH SCHOOL PARKING (PCHS)</b></p> <p>Bus Tracker Link: <a href="#">10 Minutes to Main Street/10th Street Center</a></p> <p>1000 - 1000th Street Center - 10/10-10/11/2022</p>	<p><b>DEER VALLEY PARKING (DVP)</b></p> <p>Bus Tracker Link: <a href="#">10 Minutes to Main Street/10th Street Center</a></p> <p>1000 - 1000th Street Center - 10/10-10/11/2022</p>	<p><b>PARK CITY HIGH SCHOOL PARKING (PCHS)</b></p> <p>Bus Tracker Link: <a href="#">10 Minutes to Main Street/10th Street Center</a></p> <p>1000 - 1000th Street Center - 10/10-10/11/2022</p>	<p><b>CAUTION PARK &amp; RIDE</b></p> <p>Bus Tracker Link: <a href="#">10 Minutes to Main Street/10th Street Center</a></p> <p>1000 - 1000th Street Center - 10/10-10/11/2022</p>
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## APPENDIX G: Park City Kimball Arts Festival Emergency Plan 2025

### Emergency Phone Numbers:

Summit County Dispatch	435-615-3600
Park City Police	435-615-5500
Park City Fire Department	435-649-0653
Park City Emergency Management	435-640-2222
Park City Hospital	435-658-7000
Dominion Energy	800-323-5517
Summit County Sheriff	435-615-3600
Summit County Health Department	435-333-1500
Summit County Animal Control	435-615-3985
Utah Highway Patrol	435-647-7718
Rocky Mountain Power	888-221-7070

### Kimball Art Center Contacts:

Hillary Gilson, Arts Festival Director	609-405-1254
John Stevenson, Operations Manager	435-901-1882

### Fire & Medical Emergencies

Police, Fire and Ambulance will respond based on the initial call. Police personnel are trained in first aid and can provide stabilization until the ambulance arrives.

#### In Case of a Medical Emergency:

1. Call 911 (Stay on the telephone if possible until the dispatcher has all needed information). Give the nature of emergency,
2. Location (Your specific site location),
3. Your name and phone number where you can be called back,
4. Do not move victim unless absolutely necessary,
5. And stay on the telephone until the Dispatcher has all needed information and allows you to hang up.

#### In case of fire:

1. Call 911 (Stay on the telephone if possible until the dispatcher has all needed information).
2. Give the nature of the emergency and the location. Stay on the phone long enough to answer any questions the dispatcher might have. This will ensure that proper equipment and personnel respond. Police will provide rescue, traffic, communications and crowd control.
3. Alert people in the immediate vicinity to evacuate to the safest designated areas. [SEE ATTACHED MAP(S)]
4. Use a fire extinguisher if the fire is small and you have been trained in how to operate the device.
5. Never breathe the smoke from fire. Stay low and crawl if necessary to avoid it. Smoke from some plastics and other common materials are toxic. Stay upwind so combustion products will blow away you.
6. DO NOT REENTER THE AREA. If a life may be in jeopardy, notify the professionals and let them enter with proper equipment. A significant number of fire fatalities result when people who

have successfully evacuated a fire area return to retrieve a valued item or to search for someone missing.

### **Weather Related Emergency**

The on-site event organizer will be responsible for determining if weather conditions become a hazard to personnel/patrons at the activity. Choose the safest alternative.

#### Before Any Event:

Before any event, the on-site event organizer shall research types of weather that may occur during the particular time of year the event is scheduled. Once potential hazardous weather or conditions are identified, mitigation, preparedness and training efforts will be included in the event planning.

#### Lightning:

In the event of weather conditions with the potential of lightning activity, careful monitoring of the weather dynamics is required. Such factors as the developing cloud patterns in the area, the lightning, and thunder activity should be considered. In conditions where there is observable thunder and lightning, outdoor activities shall be suspended until thunder can no longer be heard.

There is no safe place outside when thunderstorms are in the area. Evacuate to substantial buildings, enclosed parking structures and hard-topped vehicles are safe options. A safe building is one that is fully enclosed with a roof, walls and floors, and has plumbing or wiring (excludes temporary, portable, or metal buildings).

#### Lightning Safety Rules:

- Keep an eye on the sky,
- If you see or hear a thunderstorm coming, immediately suspend outside activity and go to a safe building or vehicle,
- Postpone activities promptly; do not wait for rain.
- If you cannot get to a shelter, stay away from trees,
- If you are out in a field, get to the lowest point,
- Move away from a group of people,
- Avoid metal,
- Avoid contact with electrical equipment or cords,
- Avoid contact with plumbing,
- Stay away from windows and doors, and stay off porches,
- Do not lie on concrete floors and do not lean against concrete walls.

### **COVID-19 Outbreak Response Plan**

If Festival staff receive notification of attendee testing positive for COVID-19, staff will immediately notify Summit County Health Department at 435-333-1500 and follow directions received. In addition to precautions listed above, the following precautions should be taken if attendee is suspected of having COVID-19:

- If attendee is exhibiting the symptoms listed below, they will be isolated and onsite EMT will be contacted:
  - Fever above 100.4
  - Cough
  - Shortness of breath

- Fatigue
- Recent change in sense of smell or taste
- Staff will follow Summit County Health Department's recommendation regarding utilization of contact trace information and disseminating information to attendees

**Active Shooter:** (<https://www.ready.gov/active-shooter>)

During

RUN and escape if possible.

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 9-1-1 when you are safe and describe the shooter, location and weapons.

HIDE if escape is not possible.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds and turn off lights.
- Don't hide in groups. Spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with the police silently. Use text message or social media to tag your location or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

After

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.

- Follow law enforcement instructions and evacuate in the direction they come from unless otherwise instructed.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

#### **Wind:**

Power outages may occur with as little as twenty-five mile per hour winds and can up-root trees with shallow roots. If an event has tents, be cautious of the stability of the structure. All tents must have a City permit, have 50# of weight per leg and be inspected by the PCMC Building Dept. Wind can pose a hazard to participants or spectators, and if the on-site event organizer determines that winds pose a life safety issue, then activities shall be suspended.

#### **Hail:**

Most hail storms develop in the presence of cumulonimbus clouds and other severe weather phenomena. Hailstones can cause serious damage, notably to automobiles, aircraft, skylights, glass-roofed structures, and people. Hailstorms rarely last more than 15 minutes. Some safety tips for hailstorms that an on-site event organizer should know or may want to pass on to participants are as follows:

- If you are outside, get inside.
- If you cannot find shelter, at least find something to protect your head.
- Stay away from windows.

#### **Excessive Heat:**

Heat is the number one weather-related killer in the United States, resulting in hundreds of fatalities each year. On average, excessive heat claims more lives each year than floods, lightning, tornadoes, and hurricanes combined. In planning for outdoor activities during a heat wave, consider certain precautions, e.g., can the event be scheduled in the morning or evening hours when it is cooler? The on-site event organizer will offer or encourage participants to:

- Drink or have plenty of water available. Avoid alcoholic and high sugar drinks.
- Encourage participants to wear lightweight, light-colored, and loose-fitting clothing,
- Wear a wide-brimmed hat, sunglasses, and sunscreen.
- Provide cooling places with misting stations.

#### **Microburst Rainfall:**

Microburst rainfalls occur within a plume of air with high amounts of moisture directed around a cold-core low or tropical cyclone. Flash flooding can frequently occur in slow-moving thunderstorms in urban environments where less plants and bodies of water are present to absorb and contain the extra water. Should excessive rainfall occur during an event, the on-site event organizer will:

- Listen to the radio or television for information.

- Be aware that flash flooding can occur. If the event site is in a low-lying area with the potential to flood, move immediately to higher ground.
- Be aware of streams, drainage channels, and other areas known to flood suddenly.
- Let participants know not to walk through moving water. Six inches of moving water can make you fall.
- Let participants know not to drive in flooded areas. If floodwaters rise around a car, abandon it. Move to higher ground.

### **Earthquake:**

An earthquake can be dangerous, however it is unknown when an earthquake will happen or how strong it may be. Should a powerful earthquake happen (that is a 7.0 magnitude in the valley), it may result in a 5.6-5.8 magnitude here in Park City and surrounding areas. Precautions should be in place should an earthquake occur and event personnel should be aware of the danger and the procedures for safety and evacuation.

- Initially Drop Cover and Hold On
- Stay calm and await instructions from emergency personnel or a designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by a designated official. Be aware of falling objects as you exit a structure or hazards on the ground or in the area.

### **Terrorism:**

An aspect of terrorism that affects many people who work in sensitive or governmental buildings is the bomb threat. Usually the person who receives the threat is someone who works for a corporation targeted by individuals or factions who have some type of violent complaint. A terrorist attack with conventional weapons such as firearms, explosives or incendiary devices in the United States remains possible, though unlikely.

**BEFORE:** Learn about the nature of terrorism. Terrorists often choose targets that offer little danger to themselves and areas with relatively easy public access. Foreign terrorists look for visible targets where they can avoid detection before or after an attack such as international airports, large cities, major international events, resorts, and high-profile landmarks. Learn about the different types of terrorist weapons including explosives, kidnappings, hijackings, arson, and shootings. Prepare to deal with a terrorist incident by adapting many of the same techniques used to prepare for other crises. Be alert and aware of the surrounding area. The very nature of terrorism suggests that there may be little or no warning. Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended. Learn where emergency exits are located. Think ahead about how to evacuate a building, subway or congested public area in a hurry. Learn where staircases are located. Notice your immediate surroundings. Be aware of heavy or breakable objects that could move, fall or break in an explosion. The use of explosives by terrorists can result in collapsed buildings and fires. People who live or work in a multi-level building can do the following: Review emergency evacuation procedures. Know where fire exits are located. Keep fire extinguishers in working order. Know where they are located, and how to use them. Learn first aid. Contact the local chapter of the American Red Cross for additional information.

**BOMB THREATS:** If you receive a bomb threat: Get as much information from the caller as possible. Notify the police and the building management immediately. Keep the caller on the line and record

everything that is said. After you've been notified of a bomb threat do not touch any suspicious packages. Evacuate the area around the suspicious package and notify the police immediately. In evacuating a building, avoid standing in front of windows or other potentially hazardous areas. Do not restrict sidewalk or streets to be used by emergency officials.

**DURING:** In a building explosion, get out of the building as quickly and calmly as possible. If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk. If there is a fire, stay low to the floor and exit the building as quickly as possible. Cover nose and mouth with a wet cloth. When approaching a closed door, use the palm of your hand and forearm to feel the lower, middle and upper parts of the door. If it is not hot, brace yourself against the door and open it slowly. If it is hot to the touch, do not open the door--seek an alternate escape route. Heavy smoke and poisonous gases collect first along the ceiling. Stay below the smoke at all times.

**AFTER:** If you are trapped in debris. Use a flashlight. Stay in your area so that you don't kick up dust. Cover your mouth with a handkerchief or clothing. Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort--shouting can cause a person to inhale dangerous amounts of dust.

#### **Fires and Floods:**

Floods are the most common and widespread of all natural hazards. Some floods develop over a period of days, but flash floods can result in raging waters in just a few minutes. Flash floods carry a deadly cargo of rocks, mud, other debris and in some instances dangerous bacteria. Floods can occur without any visible rainfall. Mudslides are another danger created by flooding.

- During heavy rains, artist booths will be covered by artists and supported by staff if able
- Festival may close early based on weather conditions

#### **Reference Information:**

[Summit County Family Emergency Preparedness Guide](#)

[Park City Outdoor Special Events Emergency Plan](#)

[CDC COVID-19 Business Response Guidance](#)



## SPECIAL EVENT PERMIT

Type of License: Level Five  
Event Name: 2025 Park City Kimball Arts Festival  
Event Date(s): Friday through Sunday, August 1 – 3, 2025  
Event Location: Main Street, Heber Avenue, and Swede Alley  
Permittee: Kimball Art Center  
Contact Person: Hillary Gilson  
Approved By: City Council of Park City  
Approval Date: May 22, 2025

The Park City Kimball Arts Festival is to be held on Main Street, Heber Avenue, and Swede Alley. Event times are Friday, August 1, 2025, 5:00 pm to 9:00 pm, Saturday, August 2, 2025, 10:00 am to 8:00 pm with the exception of the Spirit Garden that will stay open until 9:00 p.m., and Sunday, August 3, 2025, 10:00 am to 6:00 pm. Set up may begin as early as 3:00 a.m. on Friday, August 1, 2025, and breakdown shall be completed no later than 11:30 pm on Sunday, August 3, 2025.

Use Areas, Operations Plans, Transportation and Parking Plans, Insurance, and Hold Harmless Waiver shall be attached to this permit as an exhibit and finalized no later than July 25, 2025. This Level Five Special Event Permit has been issued under the authority described within the Park City Municipal Code § 4A based on the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

### Findings of Fact:

1. The Park City Kimball Arts Festival is a Level Five Special Event. The event is a unique cultural and entertainment activity, held for non-profit purposes, occurring for a limited duration that impacts the City by using and impacting City property, requiring licensing and services beyond the normal scope of business, and creates public impacts through the following:
  - a. Interruption of the safe and efficient flow of transportation in Park City including public rights of way, which may include impacts on streets or sidewalks necessary for pedestrian movement;
  - b. Use of public property and facilities;
  - c. Use of City parking facilities;
  - d. Use of amplified sound above that which is defined in Title 6 of the code.
  - e. Need for public safety beyond their normal scope of operations;
  - f. Requires licensing and services beyond the normal scope of business; and
  - g. Temporary events that do not normally occur within the permitted venue use.
2. The Park City Kimball Arts Festival has been determined as a Level Five event due to:
  - a. Attendance throughout the event time period is estimated to be above 5,000 people and the event is in a non-consecutive series;
  - b. Creates moderate to severe impacts to the surrounding area and cannot be held within the existing venue or use areas;
  - c. Has moderate to severe transportation needs including removal of parking, requires a transportation mitigation plan, requires offsite parking plan, road closures, moderate to major residential transportation mitigation, and requires increased Park City Transit or a transportation provider; and
  - d. Requires public safety staffing needs beyond their normal operations including moderate support in the venue and moderate transportation mitigation and public safety personnel.
3. The Park City Kimball Arts Festival is a Community Identifying Event as it:
  - a. Honors Park City's unique community goals and enhances the goodwill that features authentic local culture, including making ties to the people, places, and history of Park City. It is not an outside event that simply partners with local organizations and businesses to check a box.
  - b. The event fundamentally aligns with the City Council's top priority of transportation, as well as its lenses specific to social equity and environmental sustainability.
  - c. Attendance is targeted primarily at local participation from Park City and Summit County residents, businesses, and employees.

- d. The event offers free attendance for local Park City and Summit County attendance.
  - e. The event offers free and affordable options for underserved populations.
4. The Permittee's Application has been reviewed. The applicant has sufficiently mitigated adverse impacts to ensure transportation access in accordance with the Transportation Demand Management Plan, and Public Safety in accordance with the requirements of the Park City Police Department.
  5. The Permittee has secured additional offsite parking at Park City High School / School District, Park City Mountain, and Deer Valley. Additionally, the City will utilize the Richardson Flat Park and Ride to accommodate necessary parking requirements for the event.
  6. The event is organized by the Kimball Art Center, which is a local nonprofit in Park City, therefore, the reasons for hosting the event on Park City's Main Street are consistent with previous years, the Special Event City Services Agreement, and align with the City's core values. Specifically, the event and the organization support Park City's community goals and local and regional culture. Park City Kimball Arts Festival is not using Park City Main Street as a backdrop or venue with no authentic tie to the local community or city goals.
  7. The event is not primarily retail or solely avoiding more restrictive zoning and licensing regulations.
  8. According to section B(2.2) of the City Services Agreement, Main Street shall be reopened to traffic and parking by 12:00 a.m. or sooner when possible on Monday, August 4, 2025. The Permittee will organize load-in and load-out for each vendor, as well as ensure that traffic in the area continues to move during this high-traffic time. The Permittee is responsible for working to establish and follow parking plans. The Permittee will have volunteers as well as the help of the Park City Police Department to ensure the efficiency of traffic, transportation, and public safety.
  9. The Permittee has established a weather and emergency plan and will train staff and volunteers in the procedures of the plan. The applicant has established these plans to maximize the safety of event attendees, volunteers, staff, and the general public. There are no weather dates for the event, but the applicant is aware that weather could interfere with the possibility of the event's proposed activities. In the case that the event was to be canceled due to dangerous weather conditions, they would notify the general public as well as participants in the event. The applicant understands that Park City Special Events, Police, Fire, Building Official/Fire Marshal, and Emergency Management have the right to cancel or postpone the event at any time due to weather or emergency conditions.
  10. The events associated with the Park City Kimball Arts Festival will not require the diversion of so great a number of police, fire, or other essential public employees from their normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.
  11. The concentration of persons, vehicles, or animals will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health or safety services. The Park City Kimball Arts Festival agrees to work in good faith with the City and Summit County Health Department to develop and agree upon health protocols and conduct business consistent with Utah requirements.
  12. The Special Event will not substantially interfere with any other Special Events during the timeframe or with the provision of City Services in support of other events or governmental functions. There are other Special Event Permits that have been granted for Friday, August 1, and Saturday, August 2, 2025, as shown on the table below. The Park City Kimball Arts Festival will not substantially interfere with the logistics and venue for any event for which a license has already been granted and with the provision of City services in support of other such events or governmental functions based on the following:

Name of Event	Location	Time	Attendance
Deer Valley Music Festival Friday, August 1, 2025.	Deer Valley Snow Park Amphitheater	6:00 p.m. to 10:00 p.m.	3,500 – 5, 000. Anticipated sell-out concert with increased transportation mitigation.
Deer Valley Music Festival. Saturday, August 2, 2025	Deer Valley Snow Park Amphitheater	6:00 p.m. to 10:00 p.m.	3,500 – 5, 000. Anticipated sell-out concert with increased transportation

			mitigation.
Park City Trail Series. Saturday, August 2, 2025.	Quinn's Junction and Round Valley	7:00 am to 1:00 pm	400

13. The size of the crowd and nature of the event will not create an imminent possibility of violent disorderly conduct likely to endanger public safety or cause significant property damage.
14. The applicant has been working with City Staff and applicable departments to address all event concerns. The Applicant demonstrates an ability and willingness to conduct the event pursuant to the terms and conditions of Park City Code § 4A-2-4(I) and has not failed to conduct a previously authorized event in accordance with the law or terms of a license.
15. Staff find Park City Kimball Arts Festival is working consistently with the measures as outlined in the City Services Agreement as entered on November 27, 2023, and supports the Council's goal of creating a complete community that values economic diversity, arts and culture, and a thriving mountain community. This event creates a community gathering place, encourages and supports the Historic Main Street Alliance, Park City Businesses, local and regional tourism, and supports continued Main Street vibrancy.

Conclusions of Law:

1. The application is consistent with the requirements of the Park City Municipal Code, Title 4A.

Conditions of Approval:

1. The Permittee, unless otherwise affirmatively agreed in writing, at its cost, shall incorporate such measures as directed by Staff to ensure that any safety, health, or sanitation equipment, and services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety are provided and paid for by the Permittee.
2. The Permittee is required to provide supplemental documents including a Transportation and traffic control plan, Contingency plans, Site Identification and Private Property Use Permission, detailed map showing specifics of event operations as described in section 4A-2-11. Such documents shall be reviewed and approved with conditions administratively by the Special Events Manager in coordination with the Chief of Police, Transportation Manager, Chief Building Official, and Economic Development Manager.
3. The Permittee is required to provide a sufficient number of traffic controllers, signs, and other equipment as required by City, not limited to barriers, fencing, traffic devices, monitors for crowd control and safety, overnight security, and such measures as directed by City, County or State Staff in order to ensure that any safety, health, or sanitation equipment, services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety and the environment, adequate offsite parking and traffic circulation in the vicinity of the event and other services or facilities as necessary to ensure compliance with City ordinances in a plan approved by the Transportation Director, Chief of Police and Chief Building Official in accordance with the Transportation Demand Management Plan, Park City Risk Assessment and International Building and Fire Code.
4. The Permittee will organize load-in and load-out for each vendor, as well as, ensure that traffic in the area continues to move during this high-traffic time. The Permittee is responsible for working to establish and follow parking plans. The Permittee will have volunteers as well as the help of the Park City Police Department to ensure the efficiency of traffic, transportation, and public safety.
5. The Permittee is required to submit a waste and recycling plan which will be reviewed and approved in accordance with the City Event Sustainability Standards. Kimball Art Center shall report sustainability statistics in the debrief report of the event.
6. The Permittee shall indemnify and hold the City and its agents, employees, and officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the City arising out of, in connection with, or incident to the execution of this Agreement and/or the Permittee's use of the facility/area or failure to perform any aspect of this Permit; provided, however, that if such claims are caused by or result from the concurrent negligence of the City, its agents, employees, and officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Permittee; and provided further, that nothing herein shall require the Permittee to hold harmless or defend the City, its agents, employees and/or officers from any claims arising

from the sole negligence of the City, its agents, employees, and/or officers. The Permittee expressly agrees that the indemnification provided herein constitutes the Permittee's limited waiver of immunity as an employer under Utah Code § 34A-2-105; provided, however, this waiver shall apply only to the extent an employee of Permittee claims or recovers compensation from the City for a loss or injury that Permittee would be obligated to indemnify the City for under this Agreement. This limited waiver has been mutually negotiated by the parties and is expressly made effective only for the purposes of this Special Event.

At its own cost and expense, the Permittee shall maintain the following mandatory insurance coverage to protect against claims for injuries to persons or property damage that may arise from or relate to the performance of this Agreement by the Permittee, its agents, representatives, employees, or subcontractors for the entire duration of this Agreement or for such longer period of time as set forth below. Prior to commencing any work, the Permittee shall furnish a certificate of insurance as evidence of the requisite coverage. The certificate of insurance must include endorsements for additional insured, waiver of subrogation, primary and non-contributory status, and completed operations.

- The Permittee shall maintain commercial general liability insurance on a primary and non-contributory basis in comparison to all other insurance, including the City's own policies of insurance, for all claims against the City. The policy must be written on an occurrence basis with limits not less than \$2,000,000 per occurrence and \$4,000,000 aggregate for personal injury and property damage. Upon request of the City, the Permittee must increase the policy limits to at least the amount of the limitation of judgments described in Utah Code § 63G-7-604, the Governmental Immunity Act of Utah (or successor provision), as calculated by the state risk manager every two years and stated in Utah Admin. Code § R37-4-3 (or successor provision).
- The Permittee shall maintain automobile liability insurance with a combined single limit of not less than \$2,000,000 per accident for bodily injury and property damage arising out of the ownership, maintenance, and use of owned, hired, and non-owned motor vehicles. This policy must not contain any exclusion or limitation with respect to the loading or unloading of a covered vehicle.
- The Permittee shall maintain workers' compensation insurance with limits not less than the amount required by statute, and employer's liability insurance limits of at least \$1,000,000 each accident, \$1,000,000 for bodily injury by accident, and \$1,000,000 each employee for injury by disease. The workers' compensation policy must be endorsed with a waiver of subrogation in favor of "Park City Municipal Corporation" for all work performed by the Permittee, its employees, agents, and Subcontractors.
- The insurance limits required by this section may be met by either providing a primary policy or in combination with an umbrella / excess liability policy(ies). To the extent that umbrella/excess coverage is used to satisfy the limits of coverage required hereunder, the terms of such coverage must be following form to, or otherwise at least as broad as, the primary underlying coverage, including amending the "other insurance" provisions as required so as to provide additional insured coverage on a primary and non-contributory basis, and subject to vertical exhaustion before any other primary, umbrella/excess, or any other insurance obtained by the additional insureds will be triggered.
- Each policy and all renewals or replacements, except those policies for Professional Liability, and Workers Compensation and Employer's Liability, must name City (and its officers, agents, and employees) as additional insureds on a primary and non-contributory basis with respect to liability arising out of work, operations, and completed operations performed by or on behalf of the Permittee.
- The Permittee waives all rights against City and any other additional insureds for recovery of any loss or damages to the extent these damages are covered by any of the insurance policies required under this Agreement. The Permittee shall cause each policy to be endorsed with a waiver of subrogation in favor of the City for all work performed by the Permittee, its employees, agents, and Subcontractors.
- All required insurance policies must be issued by insurance companies qualified to do business in the state of Utah and listed on the United States Treasury Department's current Department of Treasury Fiscal Services List 570 or having a general policyholders rating of not less than "A-" in the most current available A.M. Best Co., Inc.'s, Best Insurance Report, or equivalent
- Should any of the Permittee's required insurance policies under this Agreement be canceled before the termination or completion of this Agreement, The Permittee must deliver notice to the City within 30 days of cancellation. City may request and the Permittee must provide within 10

days certified copies of any required policies during the term of this Agreement.

- Notwithstanding anything to the contrary, if the Permittee has procured any insurance coverage or limits (either primary or on an excess basis) that exceed the minimum acceptable coverage or limits set forth in this Agreement, the broadest coverage and highest limits actually afforded under the applicable policy(ies) of insurance are the coverage and limits required by this Agreement and such coverage and limits must be provided in full to the additional insureds and indemnified parties under this Agreement. The parties expressly intend that the provisions in this Agreement will be construed as broadly as permitted to be construed by applicable law to afford the maximum insurance coverage available under the Permittee's insurance policies.
  - In specifying minimum Permittee insurance requirements, the City does not represent that such insurance is adequate to protect the Permittee from loss, damage, or liability arising from its work. The Permittee is solely responsible for informing itself of the types or amounts of insurance it may need beyond these requirements to protect itself.
7. In accordance with the Transportation Demand Management Plan, the Permittee is required to create and implement a transportation and parking plan, including obtaining private property permission or executing lease agreements for such public property use that utilizes available public parking and can accommodate the anticipated attendance numbers. Parking shall be identified, managed, and secured for ADA, VIP, Staff and Volunteers, and Drop and Go/Taxi/For-Hire Lot,
8. The Permittee requested an exemption to the City noise ordinance pursuant to § 6-3-11(B)(3) of the Park City Code on the basis that Permittee is performing an activity that there is no reasonable alternative. Relief from restriction was granted by the Chief of Police, including that the noise from the stationary source of sound shall not exceed a ninetieth percentile sound pressure level (L90) from:
- a. Friday to Sunday, August 1 to 3, 75 dBA during the daily operations of the Festival as listed at the beginning of this permit. No amplified noise is permitted from the Kimball Roof Top Patio during this time.

Any sound outside of the timeframes listed above shall be kept to the noise levels outlined in § 6-3-9 of the Park City Code. The Permittee shall work to orient noise activities to minimize sound impacts to the neighboring residents, businesses, and public facilities. If a complaint is received by Park City Police Department, the Police Department will investigate the complaint from the source of the complaint. If asked by the Park City Special Event staff or Police Department, the Permittee shall turn the noise down to mitigate concerns of noise from surrounding residents, businesses, or public facilities. The Permittee shall provide on-site management for each aspect of the event and shall be responsible to ensure that the sound system maintains level adjustments not to exceed provisions of the Park City Noise exemption as outlined above.

9. The Permittee is responsible for assisting the City with an outreach and communication plan, including event engagement and outreach plans before the plans are considered by Council, an event notice and outreach plan with direct primary and secondary contacts for City, Kimball Art Center staff leading up to the Festival for a final reminder of impacts and review of debrief for Festival operations in a form to be approved by the Special Events Manager to surrounding businesses and residents.
10. The Permittee shall provide a final plan for the Park City Kimball Arts Festival, which includes final site plans, transportation, security/public safety, and parking management plans including details of the operations for venues as required by the Economic Development Manager, Chief of Police and Transportation Planning Manager no later than 10 days before the event.
11. All plans for tents, stages, and other temporary structures as well as flammable materials shall be submitted and approved by the Building Department no later than July 25, 2025, or no less than one week before the first day of set up for each venue. Tents, stages, or other temporary structures are not permitted on the Kimball Terrace.
12. The Permittee is responsible for securing all City, County, and State permit approvals required for this event and shall be secured no later than 30 days in advance of the start of the event.
13. The Permittee is responsible for maintaining a staff and volunteer plan. Such a plan shall be provided to the Special Events Manager and Economic Development Manager.
14. The Permittee's use of barricades and signage will be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) for the duration of the event.
15. All third-party approvals including the Park City School District, Summit County, and the State

of Utah, permit approvals required for this event shall be secured 30 days in advance of the event and submitted to Park City Municipal Corporation.

16. The Permittee will provide an official Kimball Art Center Venue and Sponsor list and sign plan for the event.
17. All handouts, flyers, banners, and other signage shall comply with the Park City Municipal Sign Code and be approved by the Planning Department.
18. Kimball Art Center shall have use of the areas as outlined in the site plans.
19. Kimball Art Center estimates that overall attendance of the Kimball Arts Festival in 2025 in Park City will be 50,000. The Permittee shall modify operations as directed by Staff to address any substantive change in conditions created by the growth in attendance to the event with regards to maintaining public safety, traffic, and transportation impacts to the City.
20. Estimated City Service fees for the Park City Kimball Arts Festival in 2025 are \$167,782. Final financial reporting on City Service fees shall be reported in the debrief.
21. Kimball Art Center will address any requirements from the Chief Building Official and Public Safety Personnel regarding the placement of emergency staff and equipment. Kimball Art Center will submit an Emergency Operations Plan to be coordinated with Park City Police, Emergency Management, and Park City Fire District.
22. The Park City Special Events, Police, Fire, Building Official/Fire Marshal, and Emergency Management Departments have the right to cancel the event upon any condition, violation, or weather that jeopardizes the life, safety, or property of the residents or visitors of Park City.
23. This Permit must be in possession of the Permittee at all times while on location and must be made available for inspection when requested by City authorities or the public. The Permittee is responsible for providing a schedule of events, and access to any site for purposes of Code Enforcement or Public Safety as outlined by Park City Code § 4A-2-4.

PASSED AND APPROVED this Thursday, the 22nd day of May, 2025.

PARK CITY MUNICIPAL CORPORATION

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Matt Dias, City Manager

Attest:

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City Recorder

Approved as to form:

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City Attorney's Office

## **Exhibit C: Analysis of Park City Kimball Arts Festival**

### **Park City Kimball Arts Festival (Festival) Hours:**

- Friday, August 1, from 5:00 to 9:00 p.m.
- Saturday, August 2, from 10:00 a.m. to 8:00 p.m. (Spirit Garden open until 9:00 p.m.).
- Sunday, August 3, from 10:00 a.m. to 6:00 p.m., break down and move out by midnight.

### **The footprint of the event includes:**

- All of Main Street (and side streets).
- Swede Alley.
- Heber Avenue.
- Bob Wells Plaza.
- Flagpole Parking Lot.
- Wasatch Brew Pub Parking Lot.
- Nonexclusive use of Sand Ridge Parking Lots and China Bridge.
- 9<sup>th</sup> Street is to remain open for Transit Operations.
- Part of the North Marsac lot is to remain the footprint for Park City Police, Fire, Sheriff, ; Emergency Management, and other Public Safety Personnel. The other section will be used for Parking Permit holders.
- 7<sup>th</sup> Street will be utilized as the location for the Bike Valet.

### **Locations for Kids Activities, VIP, Volunteer, Kimball Art Center (KAC), and Staff Offices are as follows:**

- VIP – Kimball Terrace Event Center.
- Kids Activities – Heber Ave.
- Volunteer Lounge – TBD
- Media Lounge – TBD
- KAC Staff Check- TBD

### **Admission & Tickets**

- Friday Locals Free Night.
- Advanced Ticket pricing: \$15/day for adults, \$7/day for kids (ages, 6-17), free for 5 and under.
- Day of Ticket pricing: \$15/day for adults, \$7/day for kids (ages, 6-17), Free for 5 and under.
- VIP Pass: \$325.
- Weekender Pass: \$99 through June 30<sup>th</sup>, \$125 starting July 1<sup>st</sup>.

### **Operations & Set Up for the Festival**

- Operational Setup begins on Tuesday, July 29, 2025. Outreach will take place the week leading up to this event. HPCA and surrounding residents will be notified of parking removals.
- Operational Setup in the Brew Pub Lot will begin on Wednesday, July 30, 2025 on the south side of the lot, and the entire lot on Thursday, August 1.
- KAC is requesting to park a Coke trailer on the Northwest side of Heber Avenue during the event, starting on Thursday, July 31, 2025. KAC has been informed to do merchant outreach and notify them of the trailer location.
- Event Setup begins on Friday, August 1, 2025, at 3:00 a.m.
- Event Break Down will be complete by Sunday, August 3, 2025, at midnight.
- The operational breakdown will be completed by Tuesday, August 5, 2025.

### **Transportation & Parking Plans**

The KAC and Park City Staff continue to work closely regarding Transportation and Parking Plans.

## **Exhibit C: Analysis of Park City Kimball Arts Festival**

In coordination with the Transportation Planning and Parking Services Departments, the KAC has created a transportation and parking plan that is consistent with the work that is being implemented to reduce traffic in the City.

Parking has been secured at the Richardson Flat Park & Ride, the Park City School District, Park City Resort, and Deer Valley at various times throughout the Festival. Festival and City Departments are working to coordinate consistent messaging for residents and attendees regarding impacts and expectations. Transportation Plans will include:

- Bus Only Lane on Deer Valley Drive
- Free Parking at Park City School District and Resort Lots (times may vary)
- Ecker Hill Park and Ride
- Paid Parking Rates: Friday (10:00 am – 9:00 pm) is \$9 per hour, max \$40, standard rates after 9:00 pm, Saturday and Sunday (10:00 am – 6:00 pm) are \$9 per hour, max \$40, standard rates after 9:00 pm.
- Increased Public Safety Personnel at Key Intersections at Residential Access Points on Friday Night of the Festival.
- Bike Valet at 7<sup>th</sup> Street – the same as in 2024.
- As in years past, Transit will add additional Transit Operations on 9<sup>th</sup> Street and the Old Town Transit Center.
- In addition, KAC also continues to encourage all attendees to Carpool, Bus, Bike, and Walk to the event.

### **Community Engagement & Notification Plans**

The KAC and City Departments have worked to increase notifications regarding the event for both attendees and residential impacts. The following is a list of Community Engagement & Notification plans for the event.

- Text Alert System – Text PCARTSFEST to 888777 to receive impact information.
- HPCA Coordination & Information – City Staff attended the May & June HPCA meetings to make them aware of changes this year. Staff will continue to update and coordinate with HPCA as the event approaches.
- City Hosted Impact Information – To be posted on the City and KAC's Website. Such information is geared to help residents understand the impacts and mitigations during the event.
- Door to Door Merchant and Resident outreach.
- KAC has provided a direct contact list for coordination with the City's Community Engagement and Emergency Management Teams.
- Social Media, Radio, TV, and Newspaper Marketing & Information – specifically to address alternate modes of transportation.

### **Environmental Sustainability**

As part of their City Service Agreement, KAC has a staff member in charge of managing waste for the event. In addition to offering recycling at their event, KAC is taking steps to reduce environmental impacts at the 2025 Festival by:

- All food vendors are required to use compostable serving materials.
- The Festival continues to promote alternative transportation options to the event.
- The Festival staff will work with vendors to promote a no-idling policy during the setup and breakdown of the event.
- Require vendors (food and artists) to no longer use plastic bags, and to use recyclable serving materials. It is highly encouraged that packaging and serving materials be biodegradable.
- Require vendors to properly dispose of wastewater. Tents will be weighted with cement blocks

### Exhibit C: Analysis of Park City Kimball Arts Festival

instead of water-filled weights as available.

- KAC has encouraged their food vendors to no longer offer products in glass bottles or use Styrofoam.
- Offering a free Bike Valet located on 7<sup>th</sup> Street.
- Encouraged vendors to have materials printed on post-consumer recyclable materials.
- Many artists use repurposed or recycled materials in their work.

### Signage

- As in 2024, a banner sign will be placed on both sides of the Marriot Summit Watch/Town Lift pedestrian bridge and the stairs leading from Main Street to the Town Lift Plaza.
- The Festival will hang light pole banners on Main Street, Deer Valley Drive, and Kearns Blvd.

### Financial Considerations

According to section 6.1 of the [City Services Agreement](#), KAC shall be entitled to a waiver of City service fees, which may not exceed \$180,000 annually. The KAC is responsible for additional City costs that exceed \$180,000. However, we do not expect fees to exceed \$180,000 this year. The funding for City services associated with the Festival comes from the General Fund and is estimated at \$168,182.

Anticipated City Service Fees are listed below.

Event Costs 2024 Actual & 2025 Estimate			
Cost Item	2024 Actual	2025 Estimate	Notes
Special Event Application Fee	\$1,038	\$1,038	This is the new updated Special Event Permit Fee at the CIE rate, which will start, July 1, 2024.
Fire & Building Permit	\$524	\$1,900	This will include after hours fees and time for staff to do inspections.
Parking Services - Parking Spaces	\$46,000	\$46,000	\$30/day for 400 parking spaces for 3 days - Swede Alley Surface, Bob Wells, Flagpole, Wasatch Brew Pub, China Bridge
Building Maintenance	\$3,000	\$3,000	Extra restroom cleanings. The Festival pays separately for increased trash removal on Main Street through a contractor.

**Exhibit C: Analysis of Park City Kimball Arts Festival**

Transit Operations	\$10,934	\$12,000	\$150/hour rate estimate. Includes golf carts shuttles on Swede Alley. Totaling \$21,987. 2024 estimate rounded up incase adjustments are needed.
Banner Installation	\$3,173	\$3,173	Actual cost is \$2,872, because a UDOT permit was not required due to Park's coordination.
Public Safety - Police	\$52,600	\$75,900	Estimate of cost as if all positions were filled + addition of earlier hours for Swede/Heber intersection and extended Spirit Garden hours on Saturday night. Pay rate of \$100/hr, per City fee schedule as of July 1.
Mobile Command	\$450	\$450	Per Fee Schedule
Equipment & VMS	\$13,000	\$13,000	Public Works estimate includes type 1, bus lane and equipment including VMS + PW man hours to implement. (Actual is \$12,032, rounded up).
Kane Security	\$8,721	\$8,721	Residential, Taxi and Bollard Management, this is an addition to the new CSA.
Trash & Recycling Services	\$2,000	\$2,000	Extra Dumpsters and Increased Dumps
Community Engagement & Outreach	\$1,000	\$1,000	For Event Impact Notices, Impact Map and Boots on the Ground Outreach
<b>Total</b>	<b>\$153,780</b>	<b>\$168,182</b>	

**Exhibit C: Analysis of Park City Kimball Arts Festival**

**Event Coordination**

A Summary of events that occur on the same day as the Festival are listed below. According to section 4A-2-5 of the municipal code, staff finds that these events will not duly interfere with each other. While this is a Peak Time Period, all the events listed below are returning events that existed on the 2024 Calendar. Please also note that the weekends that follow the Festival in August are quiet weekends with no Park Silly Sunday Market.

DATE	EVENT	A – Geographic Separation	B - Proposed Time & Duration	C – Anticipated Attendance
August 1	Deer Valley Music Festival	Deer Valley Snow Park Amphitheatre	6:00 p.m. to 10:00 p.m.	3,500 –5,000 anticipating sell-out concert with increased transportation mitigation
August 2	Deer Valley Music Festival	Deer Valley Snow Park Amphitheatre	6:00 p.m. to 10:00 p.m	3,500 –5,000 anticipating sell-out concert with increased transportation mitigation.
August 2	Park City Trail Series	Quinn’s Junction and Round Valley	7 a.m. to 1 p.m.	400
August 3	No other permitted events	NA	NA	NA

## City Council Staff Report

**Subject: Public Art Advisory Board Appointments**  
**Author: Stephanie Valdez**  
**Department: Economic Development/Public Art**  
**Date: May 22, 2025**



### Recommendation

After conducting interviews and reviewing applications, the Mayor recommends the City Council appoint Emma Garrard, Bailey Quinn, Jess Griffiths, and Phillip Hildebrandt to fill the four Public Art Advisory Board (PAAB) vacancies through June 30, 2028.

### Executive Summary

In 1984, the Park City Art Foundation dedicated Park City's first artwork, *Park City Scape* by James McBeth. Today, the artwork is displayed at the Miners Hospital Garden. Park City's Public Art Collection is a defining characteristic of the City, and due to the City's investment, more than 200 artworks now reinforce our community's unique history and culture.

In 1999, the Park City Summit County Arts Council (Arts Council) created the first framework for an Art in Public Places plan. In 2003, the City Council created the [PAAB](#), a board comprised of Park City residents appointed by the Mayor with the advice and consent of the City Council. The PAAB's policies were most recently amended and adopted by Council through [Ordinance No. 2025-04](#), which included bringing the then eight-member board to a nine-member board. Board members may serve up to two consecutive, three-year terms. In addition, the Arts Council provides non-voting support and expertise to the PAAB through guidance on various projects and initiatives.

The PAAB's [mission, vision, and goals](#) were created in 2016/17 and aligned with the community's critical priorities: Housing, Transportation, Energy, and Social Equity. In May 2024, the City Council updated the [2024 PAAB Strategic Plan](#).

The PAAB makes recommendations to the City Manager and City Council regarding Public Art installations and collections. All decisions regarding Public Art are made final by the City Council after consultation and review by the PAAB.

### Analysis

In November 2024, we received notice that PAAB member Jo Ann Askins would be stepping down from her position due to changes in her residency. Jo Ann had served on the board since 2022. During her time with the PAAB, she not only championed numerous projects but also served as Chair. Additionally, three seats became available due to term expirations.

The PAAB recruitment was posted on the City's website and social media platforms. We received five applications.

The interview committee was comprised of PAAB representatives Kara Beal (Vice Chair), Molly Guinan, a current serving board member, and Tana Toly (Council Liaison). The committee interviewed all five applicants on April 28 and provided a slate of recommendations for the Mayor's consideration.

All applicants were highly qualified, which led to a thoughtful and in-depth discussion before recommending four individuals who could dedicate the time and focus needed for high-level policy work, long-term strategy, and project implementation. Ultimately, the Mayor recommends Emma Garrard, Bailey Quinn, Jess Griffiths, and Phillip Hildebrandt to fill the four vacancies expiring on June 30, 2028.

### **Funding**

PAAB members are not compensated. Public Art has been financed primarily through two funding sources in the capital improvement plan (CIP). The first is a direct allocation to the Public Art capital project (CP0089) from the General Fund transfer and the Lower Park Avenue RDA. The second is through a 1% contribution from qualifying capital improvement projects.



# City Council Staff Report

**Subject:** Police Complaint Review Committee Appointment  
**Author:** Michelle Downard, Resident Advocate & Chairperson of the Police Complaint Review Committee  
**Department:** Executive Department  
**Date:** May 22, 2025

## Summary Recommendation

Consider the Mayor’s recommendation to appoint Alison Sanderson, Rory Murphy, and Sharon Serpico Hanson (alternate) to three-year terms on the Police Complaint Review Committee beginning June 30, 2025.

## Background

To increase community involvement and police accountability, the Park City Police Complaint Review Committee (PCRC) was established through [Resolution 35-03](#) in 2003, and updated by [Resolution 19-2020](#) and [Ordinance 2024-16](#). The Committee is an advisory body to review proposed dispositions of complaints filed against police personnel and provides recommendations to the Chief of Police and City Manager. The Committee consists of 5 voting community members, a non-voting staff chairperson (Michelle Downard), a legal advisor (Luke Henry), a city council liaison (Councilmember Rubell), the Chief of Police (Chief Carpenter), and the Chief’s Administrative Assistant (Chelsea Jones).

Police Complaint Review Committee	Term Expiration
Sharon Serpico Hanson	Jun-25
Lee Gerstein	Jun-25
Austin Lau	Jun-26
Amir Vonsover	Jun-26
Emma Zevallos	Jun-27

## Analysis

A separate staff report scheduled for this same date outlines a code and policy amendment to create the alternate position on the Police Complaint Review Committee. If the City Council does not approve this resolution, only the two voting-member seats should be considered for appointment.

Two Police Complaint Review Committee seats are currently held by Sharon Serpico Hanson and Lee Gerstein, with terms ending June 30, 2025.

The vacancies were advertised through the Park City Website, Park City Newsletter, KPCW, Park Record Newspaper, and social media.

Five eligible applications were reviewed and interviews were conducted by the sub-committee comprised of Mayor Worel, Chief of Police Carpenter, Chelsea Jones (Executive Assistant to the Chief), Michelle Downard (Chairperson), and Austin Lau (Committee Member) on April 28, 2025.

With the sub-committee's unanimous support, the Mayor recommends the appointment of Alison Sanderson, Rory Murphy, and Sharon Serpico Hanson (alternate) to three-year terms on the Police Complaint Review Committee beginning June 30, 2025.