



**AGENDA  
COUNTY COUNCIL  
Wednesday, August 13, 2025**

NOTICE is hereby given that the Summit County Council will meet, on Wednesday, August 13, 2025, electronically, via Zoom, and at the anchor location of the Richins Building auditorium, 1885 W. Ute Blvd., Park City, UT 84098

(All times listed are general in nature, and are subject to change by the Board Chair)

**To view Council meeting, live, visit the "Summit County, Utah" Facebook page.**

**OR**

**To participate in Council meeting: Join Zoom webinar: <https://zoom.us/j/772302472>**

**OR**

**To listen by phone only: Dial 1-301-715-8592, Webinar ID: 772 302 472**

10:00 AM - Some Council Members to attend a visit and tour with Steve Waldrip, Senior Advisor for Housing Strategy (2 hours)

1. Presentation:

[Presentation and Tour Information.pdf](#)

12:00 PM - Lunch, and break

2:45 PM Closed Session - Property acquisition (45 min)

3:30 PM - Move to auditorium (10 min)

3:40 PM Work Session

1. 3:40 PM - Pledge of Allegiance (5 min)
2. 3:45 PM - Interview applicants for vacancies on the Summit County Arts & Park Advisory Committee-Cultural (RAP Tax Cultural Committee) (30 min)  
[081325 Interview Schedule.docx](#)

4:15 PM Closed Session - Personnel (15 min)

4:30 PM - Move to auditorium (5 min)

4:35 PM Consideration of Approval

1. 4:35 PM - Discussion and possible appointment of members to serve on the Summit County Arts & Park Advisory Committee-Cultural (RAP Tax Cultural Committee) (5 min)  
[081325 Appointment to RAP Tax Cultural.docx](#)
2. 4:40 PM - Discussion and possible action regarding the Snyderville Basin Open Space Advisory Committee (BOSAC); Rachael Brard (10 min)  
[2025 08 13 BOSAC Discussion Staff Report.pdf](#)
3. 4:50 PM - Council and Manager comments (10 min)
4. 5:00 PM Discussion and possible adoption of the Baseline and Conservation Easement for

the 910 Cattle Ranch; Jess Kirby [Public comment may be taken] (60 min)

[2025 08 13 910 Baseline CE Staff Report.pdf](#)

[2025 08 13 910 Baseline CE Staff Report\\_presentation.pdf](#)

#### 6:00 PM Public Input

Public comment is for any matter not on the Agenda and not the subject of a pending land use application. If you would like to submit comments to Council, please email [publiccomments@summitcountyutah.gov](mailto:publiccomments@summitcountyutah.gov) by 12:00 p.m. on Wednesday, August 13, 2025. If you wish to interact with Council, for public input, please appear in person, or use the “Raise Hand” button at the bottom of the chat window in Zoom.

#### 6:00 PM Public Hearing

1. Public hearing and possible approval of Ordinance No. 935-A, an Ordinance Amending Ordinance 935 Creating the Summit County Code, Summit County Open Space Advisory Committee (OSAC); Rachael Brard. Staff is requesting a decision regarding whether to stagger OSAC terms and dissolve the Regional Advisory Groups, and to approve the proposed ordinance; Rachael Brard

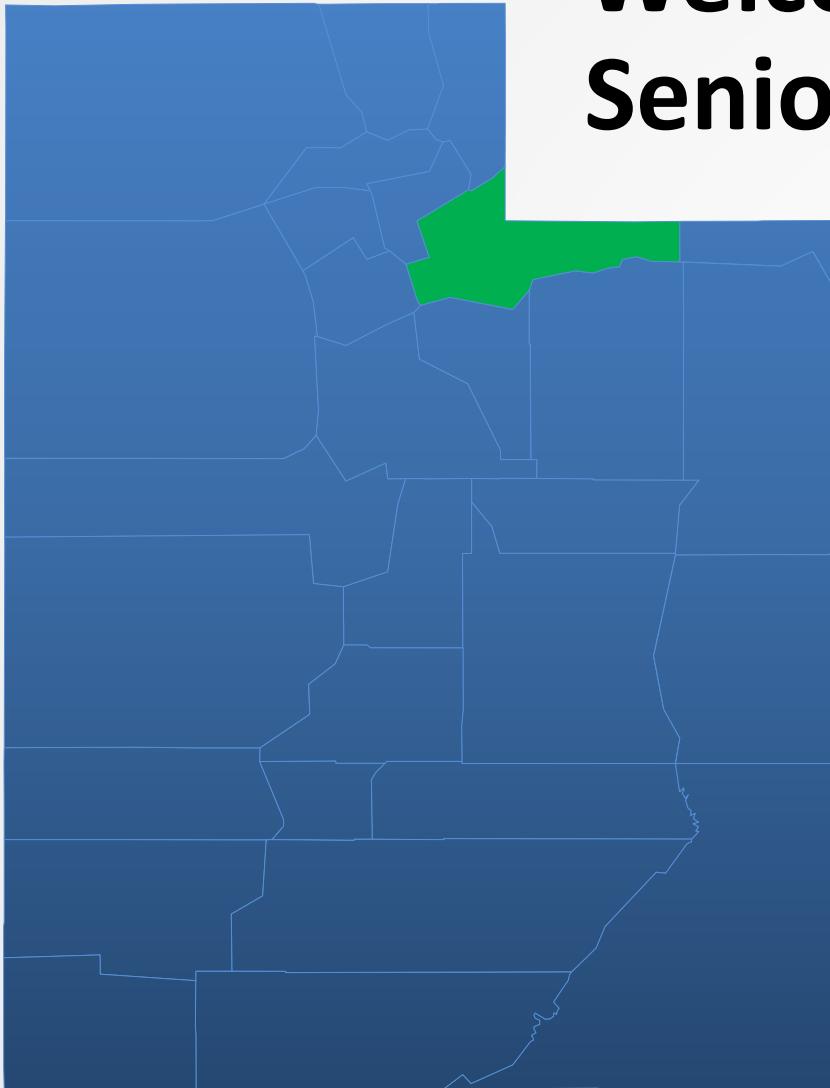
[2025 08 13 OSAC Ordinance Staff Report.pdf](#)

[llv\\_7.16\\_OSAC\\_935-A\\_Ordinance\\_Amendment\\_\\_07152025\\_Draft.docx](#)

#### Adjourn

# Welcome Mr. Steve Waldrip

## Senior Advisor For Housing Strategy



Jeffrey B. Jones, AICP

[Jjones@summitcountyutah.gov](mailto:Jjones@summitcountyutah.gov)

Economic Development & Housing Director

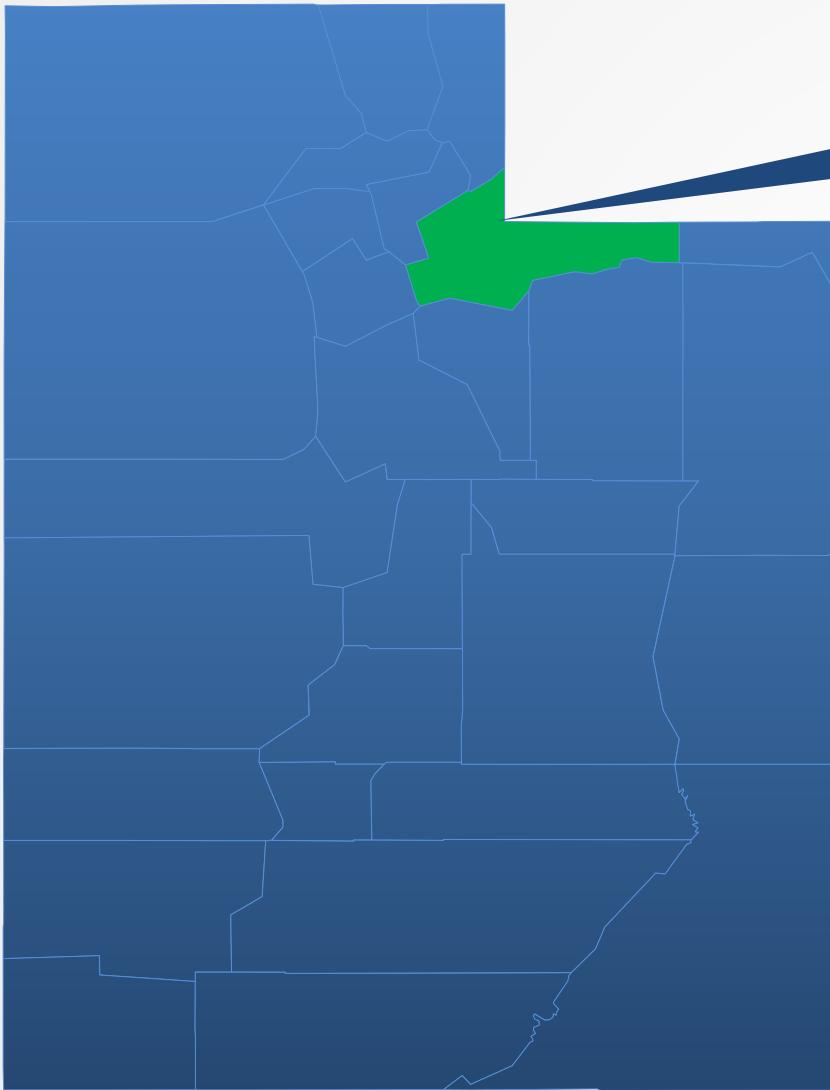
Madlyn McDonough, AICP

Economic Development & Housing Manager

[mmcdonough@summitcountyutah.gov](mailto:mmcdonough@summitcountyutah.gov)



# Summit County, UT



## Demographics

2025 Population = 42,879  
2035 Population = 42,538  
-333 (-1%)

2025 Employment = 36,649  
2035 Employment = 43,942  
7,293 (+19.9%)

Ave. Earn. Per Job = \$77,187  
**AMI (family of 4) = \$168,600**  
Median HH Income = \$152,408  
Per Capita Income = \$79,536

Cost of Living Index  
USA = 100  
Utah = 103.9  
Summit County = 136.5

Source: Lightcast Developer, ESRI Business Analyst, HUD, C2ER



# Affordable/Workforce Deed Restricted Housing

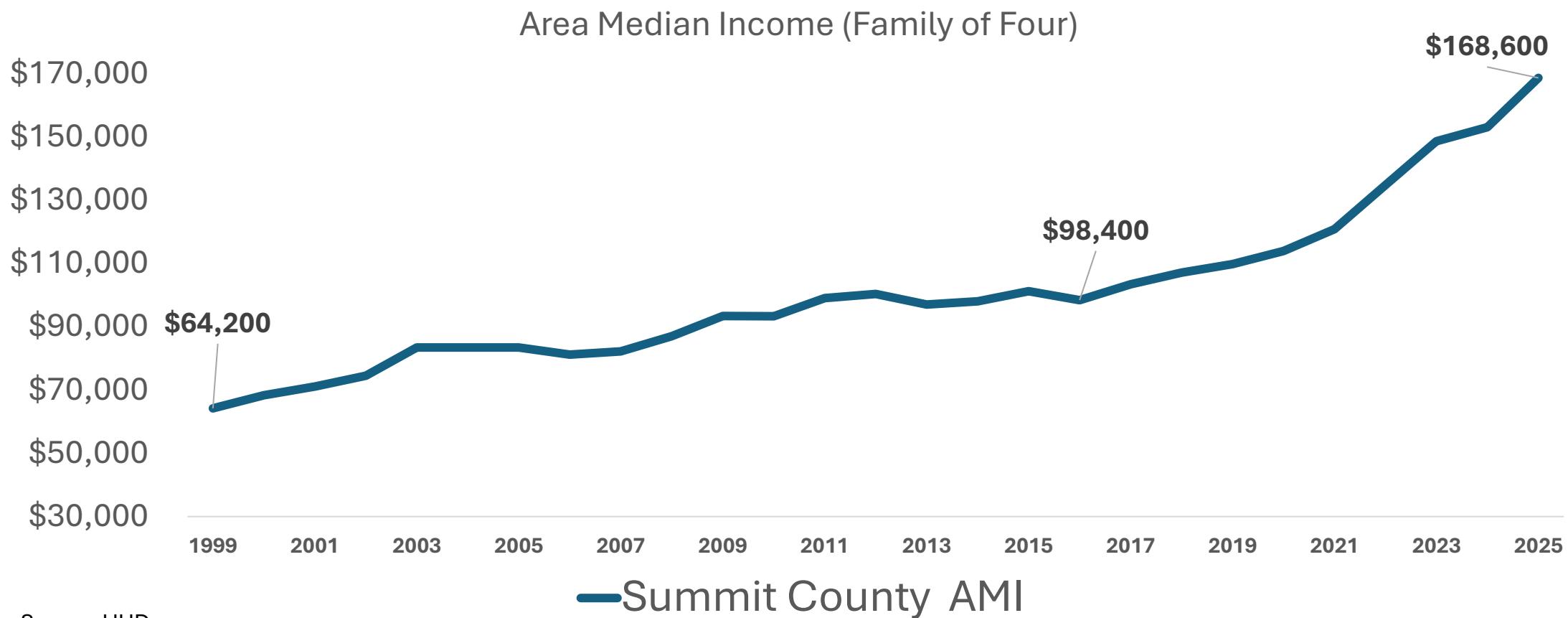
Summit County (Non-Incorporated) Affordable Housing Production	
1990s	96 Units
2000s	162 Units
2010s	814 Units
2020s	730 Units
Development	
Dakota Pacific	500 Units
Cline Dahle	172 Units
<b>Total</b>	<b>1,802 Units</b>

Source: Summit County Economic Development and Housing Department/ESRI Business Analyst

**Note: 1,802 represents 16.9% of the estimated 10,618 occupied housing units in the County's unincorporated area.**



# Changes in Area Median Income (AMI)



# Housing Profiles

Source: Rocket Homes

\*Utah Association of Realtors Median Sales Price

HUD, Summit County Economic Development & Housing Department

Geography	Median List Price
Henefer Township	\$724,450
Coalville City	\$872,000
Oakley City	\$1,275,000
Kamas City	\$1,299,950
Francis City	\$1,189,324
Park City	\$2,245,000
Snyderville Basin (84098)	\$1,825,000
Summit County	\$1,850,000 \$1,740,000*
Utah 4/2025	\$500,000*
USA 5/2025	\$440,892

What is Affordable?			
	50% AMI	80% AMI	100% AMI
Studio	\$164,000	\$295,000	\$378,000
1 BR	\$197,000	\$342,000	\$440,000
2 BR	\$228,000	\$390,000	\$502,000
3 BR	\$259,000	\$440,000	\$562,000

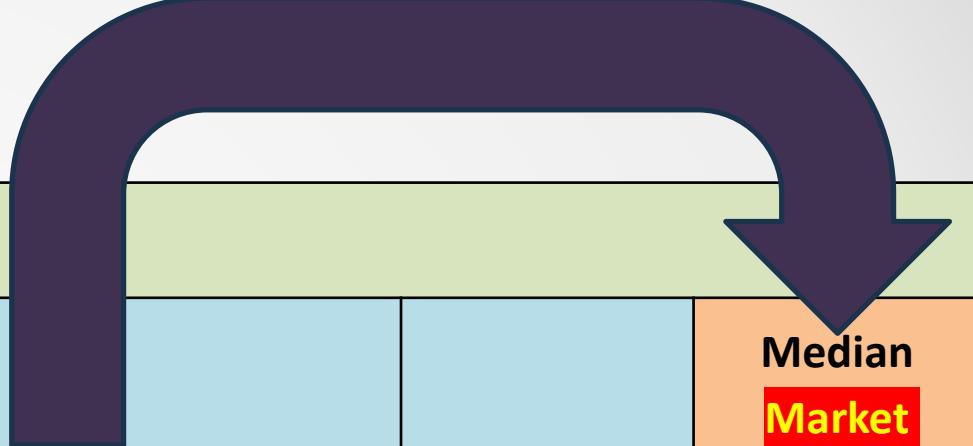
## Inputs

- 5% downpayment
- FirstHome Interest rate = 6.375%
- Annual Property Tax
- \$600 Annual Insurance
- Annual Private Mortgage Insurance
- \$300 Month HOA fees



# Housing Profile

## HUD Area Median Income – Maximum Rents



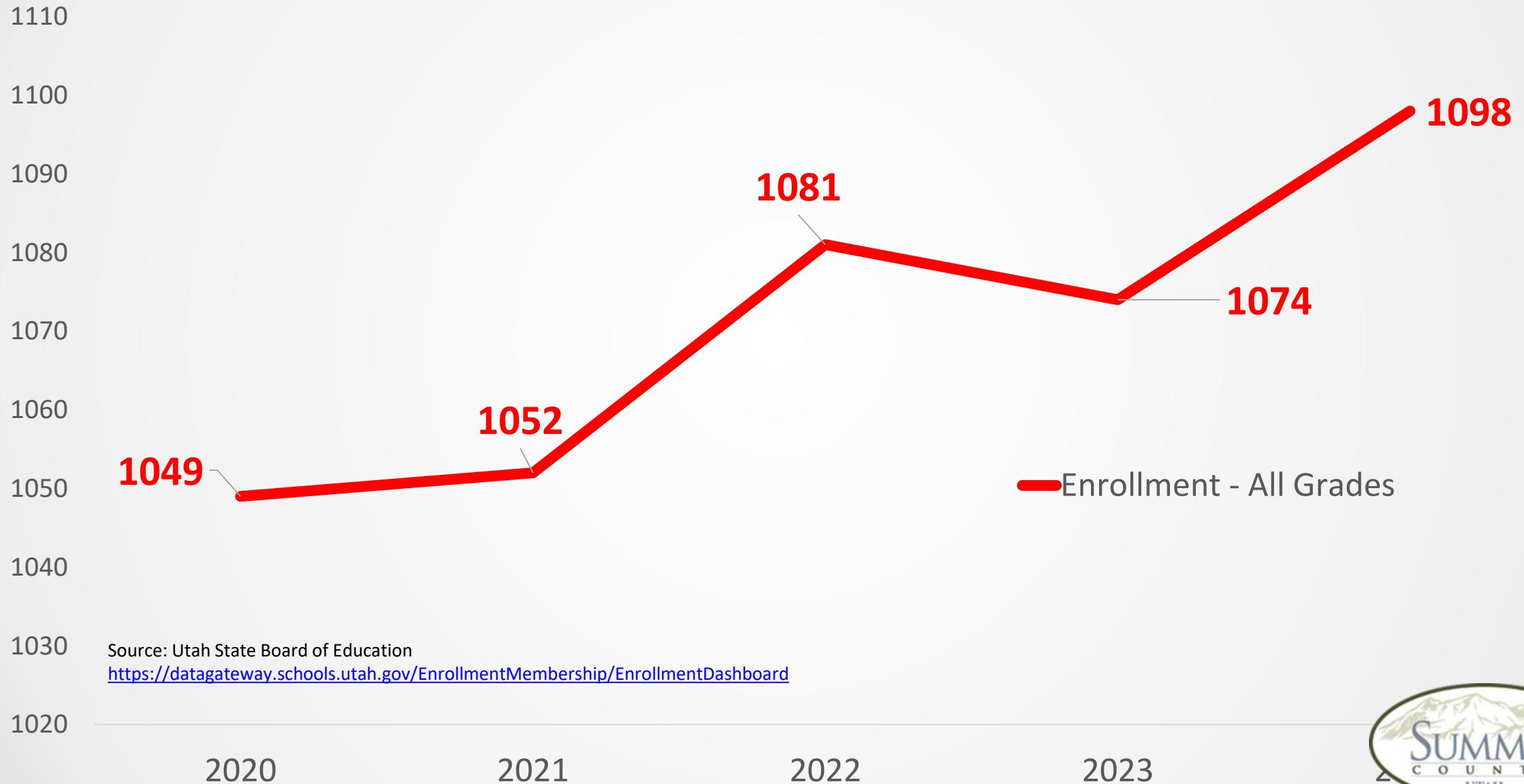
Number of Bedrooms	<=30% AMI Includes basic utilities of water, sewer, power & gas	<=40% AMI Includes basic utilities of water, sewer, power & gas	<=50% AMI Includes basic utilities of water, sewer, power & gas	<=60% AMI Includes basic utilities of water, sewer, power & gas	<=70% AMI Includes basic utilities of water, sewer, power & gas	<=80% AMI Includes basic utilities of water, sewer, power & gas	Median Market Rents 1 Yr Lease
Studio	\$885	\$1,180.00	\$1,475.00	\$1,770.00	\$2,065.00	\$2,360.00	\$1,700.00
1 Bedroom	\$1,012.00	\$1,349.00	\$1,686.00	\$2,024.00	\$2,361.00	\$2,698.00	\$2,000.00
2 Bedroom	\$1,138.00	\$1,517.00	\$1,896.00	\$2,276.00	\$2,655.00	\$3,034.00	\$2,475.00
3 Bedroom	\$1,265.00	\$1,686.00	\$2,108.00	\$2,529.00	\$2,951.00	\$3,372.00	\$6,124.00
4 Bedroom	\$1,350.00	\$1,801.00	\$2,251.00	\$2,701.00	\$3,151.00	\$3,602.00	\$4,500.00

Note: Market rents are dropping. And, market rent rates are now more aligned with the 60% AMI threshold for almost all product sizes. Market rents do not include basic utilities.

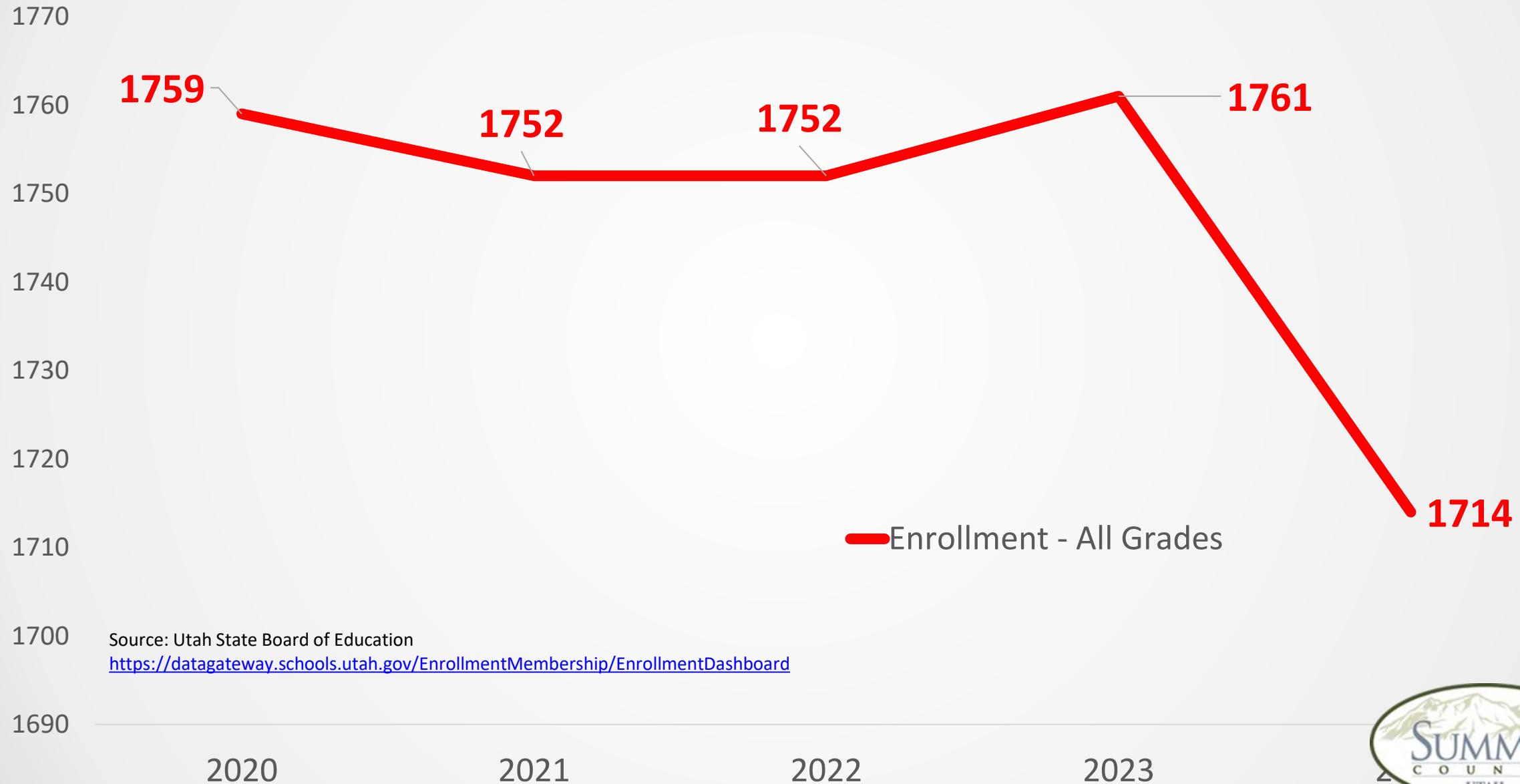
Source: HUD/Summit County Economic Development and Housing Department



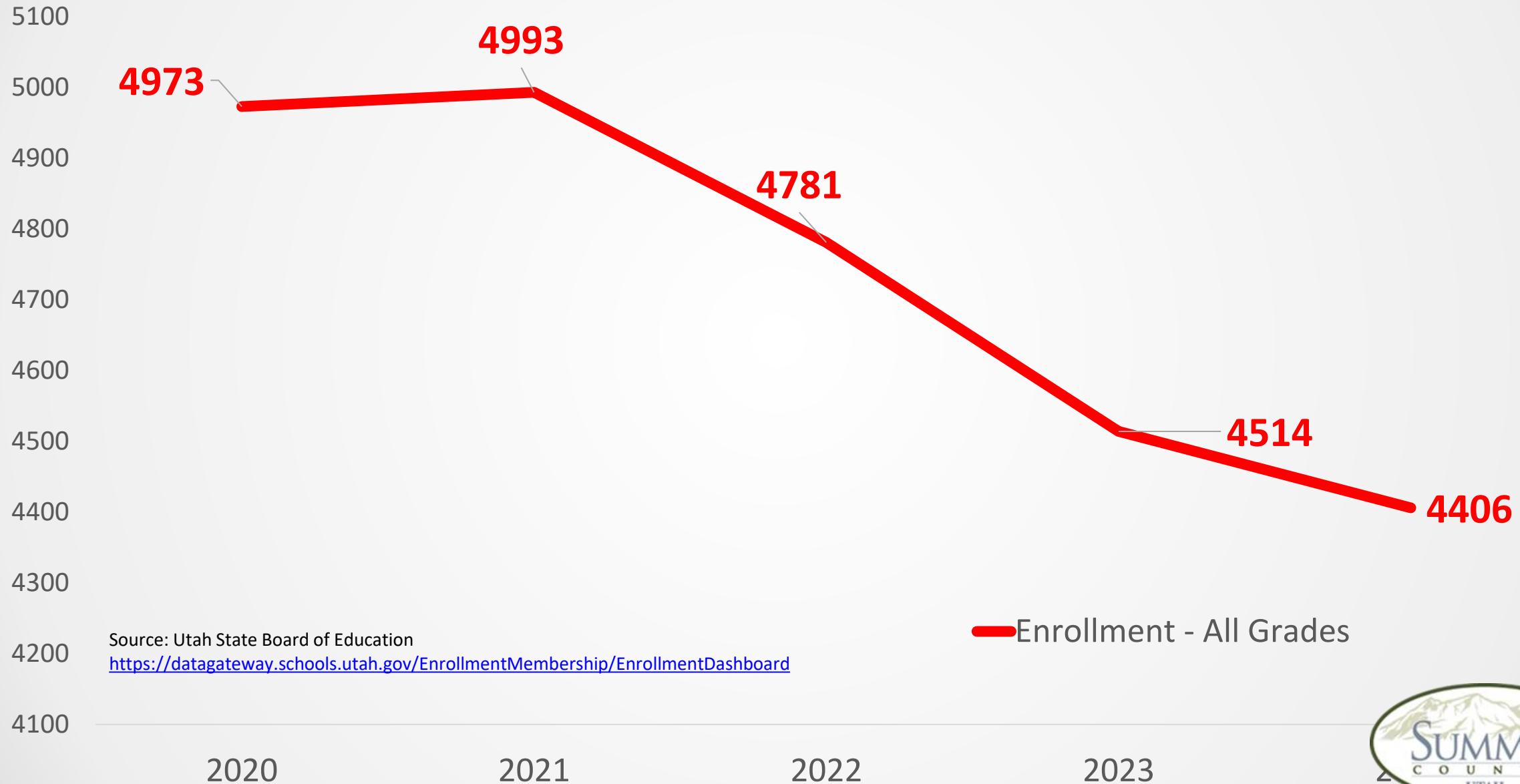
# North Summit School District, Enrollment



# South Summit School District, Enrollment



# Park City School District, Enrollment



## Other Housing Activities

1. Established the Summit County Housing Authority
2. Summit County Council has adopted a ten (10) year housing goal to facilitate the development of 1,500 affordable/workforce housing units (does not include Dakota Pacific or Cline Dahle).
3. The County waived 50% of the Tipping Fees associated with Soils from the Enginehouse Apartments disposed of at the County Landfills, up to a maximum waiver of \$750,000.00.



# Steve Waldrip, Senior Advisor for Housing Strategy

## Questions:

- What will be the status of the Moderate-Income Housing Plan/Report?
- When will Summit County be able to review the State Housing Plan?

## Recommendations/Requests:

- Summit County would like to update its “grandfathered” Inclusionary Zoning Code without “penalty.” The county would not increase the obligation rate beyond current thresholds.
- The Kem Gardner Policy Institute should include data for small private investors in addition to institutional investor owned real estate by County and its impact on price/rents.
- Additional State subsidies should be created to support young families and first-time home buyers. These supports should be indexed to each County’s Area Median Income.
- More research on “supply and demand. Simply building more market rate units in Summit County will not facilitate additional affordable/workforce housing aligned to worker incomes.
- If the Federal Government shifts the Federal Voucher Programs to the State of Utah, Summit County would like to have access to the voucher program which it currently doesn’t have. Additional down payment assistance would also be welcomed.



# Housing Tour

- **Utah Olympic Park (Non-Profit, State of Utah)**
  - 30 (41.6%) deed restricted affordable for workforce; seasonal athlete and year around athlete. 42 Units 58.4% (Market).
- **Dakota Pacific (Public Private Partnership, LIHTC, Private)**
  - 855 new housing units. 275 affordable housing units. A proposed public-private partnership would also create 225 workforce housing units and a senior living facility.
- **New Park Commons (Private)**
  - 38 units, Average 80% AMI
- **Richer Place (LIHTC)**
  - 25 (89%) Affordable; 3 (11%) Market
- **Lincoln Station (HUD's Section 221D4)**
  - 31 (39%) Affordable; 21 (27%) Attainable; 27 (34%) Market.
- **Cline Dahle (Public Private Partnership)**
  - As proposed, 172 new units. 100 single-bedroom apartments and 72 for-sale single-family homes. 100% would be reserved for local workers making anywhere from 30% to 150% of the county's median income.
- **Silver Creek Village (Mix of Private and LIHTC)**
  - 330 (26%) Affordable; 960 (74%) Market
- **Slopeside Village (Public Private Partnership, Private)**
  - 100% affordable, 169 units (1,107+ Beds)

## **Interview Schedule**

### **Summit County Recreation Arts and Parks Advisory Committee - Cultural Wednesday, August 13, 2025**

At the anchor location of the Richins Building  
1885 W Ute Blvd, Park City, UT 84098

OR

Zoom webinar: <https://zoom.us/j/772302472>

Phone: 1-301-715-8592, Webinar ID 772 302 472  
(2 vacancies; 2 applicants)

3:45 PM	Joe Frazier	Zoom
4:00 PM	Vincent Novack	*Reapplying

The vacancies are a result of Stacey Keahon, and Vincent Novack's terms expiring on June 30, 2025. Terms will expire June 30, 2028.

### **Interview Instructions (Zoom only)**

For your interview with Council, please use one of the two following options:

1. By phone only: Dial 1-301-715-8592, Meeting ID: 772 302 472
2. By video chat: Join Zoom meeting: <https://zoom.us/j/772302472> When you join the meeting, set up your audio preferences. You will be muted upon entering the meeting.

When Council finishes the interview prior to yours, the moderator will unmute your microphone so you can interview with Council.



**Memorandum:**

Date: August 13, 2025  
To: Council Members  
From: Amy Jones  
Re: Summit County Recreation Arts and Parks Advisory Committee-Cultural

Appoint two members to serve on the Summit County Recreation Arts and Parks Advisory Committee-Cultural. Each term will expire on June 30, 2028.

Council interviewed the following applicants on August 13, 2025:

Vincent Novack \*Reapplied  
Joe Frazier



## STAFF REPORT

To: Summit County Council

From: Rachael Brard, Lands and Natural Resources Program & Project Administrator  
Jess Kirby, Lands and Natural Resources Director

Date of Meeting: August 13, 2025

Type of Item: Regular Session

Subject: Discussion and possible action regarding the Snyderville Basin Open Space Advisory Committee (BOSAC).

### BACKGROUND

The Snyderville Basin Open Space Advisory Committee (BOSAC) was established in 2003 for the “purpose of advising and providing input to the County Manager and the County Council [previously the County Commission] regarding the creation, preservation, and identification of open space within the Snyderville Basin in order to ensure high conservation values and promote the resort and scenic character of the area.” BOSAC duties allow for advising the County Manager as to the identification, preservation, and acquisition of open space, agricultural protection areas, and conservation easements within the boundaries of the Snyderville Basin with respect to the use of the Summit County Open Space General Obligation Bond and any subsequent countywide open space bonds issued hereafter.

In November 2004, voters rallied behind a \$10 million General Obligation Bond dedicated to acquiring passive recreational open spaces, including trails and trailheads. This commitment to preserving open spaces was formally enshrined in Summit County **Ordinance No. 520**, which declared the preservation of open space as the “central premise” of the General Plan”, and Basin Recreation’s 5-Year Trails and Open Space Plan. **BOSAC is currently governed by Chapter 19 of the Summit County Code, under Ordinance No. 749-A**, adopted on December 15, 2010.

### DISCUSSION

Since 2022, with the purchase of the SHEILA WILLIAMS property, BOSAC has been deficient of Bond funds. With funds extinguished and no near-term planned intent by Snyderville Basin Special Recreation District to pursue any addition Bond Funds for open space, Staff requests that Council consider suspending any future BOSAC operational functions. The intent is to suspend, rather than dissolve, BOSAC’s functions until further funding is secured. BOSAC may be reactivated in the future if warranted by new funding sources or by need of strategic priorities.

### RECOMMENDATIONS

Staff recommends suspending BOSAC functions and sunsetting the current committee memberships while reserving the option to reactivate the committee in the future.

### REQUESTED COUNCIL ACTION

Staff requests that Council consider taking action to approve suspending BOSAC functions until further notice.



## STAFF REPORT

**To:** Summit County Council  
**From:** Jess Kirby, Land and Natural Resources Director  
**Date of Meeting:** August 13, 2025  
**Type of Item:** Regular Session - Discussion and possible adoption of the Baseline and Conservation Easement for the 910 Cattle Ranch

---

### BACKGROUND.

Since August 2023, Summit County has been in the process of acquiring the 910 Cattle Ranch (aka the Wasatch Back Forest Conservation Forest Legacy Project), an 8,588-acre property located north of Jeremy Ranch, in what will be the County's largest public land acquisition to date. The \$55 million purchase is being funded through a combination of a \$40 million federal grant awarded from the U.S. Forest Service's Forest Legacy Program and \$15 million allocated from the 2021 Summit County voter-approved open space bond. The County has committed to preserving the land as open space and prohibiting hunting as part of the option agreement with the current landowner. Although the acquisition faced a temporary delay due to a federal freeze on grant disbursements in early 2025, the funds have since been released, and the County anticipates closing the purchase in late August to early September 2025.

In preparation of the property closing, Staff has worked diligently over the past two years with several contracted third-party consultants (Bio-West, Ecology Bridge, Martin and Nicholson Environmental Consultants) and professionals from the funding partners (United States Forest Service and Utah Department of Natural Resources) to complete the required due diligence documents. Two of those documents, the Baseline Documentation Report and the Conservation Easement, are presented to Council today.

*A Baseline Documentation Report is a critical component of a Conservation Easement. Its primary purpose is to provide a detailed snapshot of the property's physical and ecological condition at the time the easement is established. This includes descriptions, maps, photographs, and data on land use, natural resources, structures, and conservation values. The Baseline Documentation Report serves as a reference point to help monitor compliance with the easement terms over time, ensuring that the property is protected according to the agreed-upon conservation goals.*

A *Conservation Easement* is a voluntary legal agreement that permanently limits defined uses of a property to protect its conservation values. The purpose of a Conservation Easement is to preserve conservation values of the land by restricting development activities that could degrade its ecological or cultural integrity. The easement is held by a qualified organization which ensures the terms are upheld in perpetuity.

## **PURPOSE.**

As both the Baseline Documentation Report and the Conservation Easement require signatures from the County Manager and the County Council Chair, these documents are being presented to the Council today for the following purposes: (1) to provide an analysis and facilitate discussion, (2) to request consideration for approval, and (3) to establish that, upon approval, both documents will be signed with the Council's consent by the County Manager and the County Council Chair at the future closing of the 910 Cattle Ranch acquisition.

## **ANALYSIS.**

The proposed Baseline Documentation Report is attached as Exhibit A and the proposed Conservation Easement is attached as Exhibit B. A breakdown of each component is outlined below:

### **Baseline Documentation Report**

To summarize the Baseline Documentation Report, the table of contents, taken from the document and pasted below, outlines the depth of ecological and condition assessments conducted on the property. It is important to note that Summit County will continue to collect data and monitor the property on an ongoing and perpetual basis. As such, this baseline assessment is a dynamic document, intentionally designed to be adaptable and periodically updated as new information becomes available. Its flexible structure allows it to evolve in response to changing conditions, ensuring it remains current, relevant, and accurate. As circumstances shift and new data is collected, the report will be revised to incorporate the latest insights, maintaining its long-term utility and integrity.

I.	PURPOSE .....
II.	INTRODUCTION .....
III.	DESCRIPTION OF THE PROPERTY .....
III.1.	Location.....
III.2.	Access.....
III.3.	Ownership, Management and Stewardship .....
III.4.	Property Legal Description .....
IV.	HISTORY AND CURRENT USE .....
IV.1.	Brief History .....
IV.2.	Cultural and Archaeological History.....
IV.3.	Current Use.....
IV.3.1.	History, Grazing and Cattle Ranching .....
IV.3.2.	Recreation and Public Access .....

IV.3.1.	Existing Roads and Parking Areas .....
IV.3.2.	Existing Structures and Ranch Improvements .....
V.	ECOLOGY RESOURCES AND PHYSICAL DESCRIPTION .....
V.1.	Ecoregion.....
V.2.	Flora.....
V.2.1.	Vegetation .....
V.2.2.	Nonnative Vegetation.....
V.2.3.	Rangeland .....
V.3.	Fauna .....
V.3.1.	Small and Large Mammals.....
V.3.2.	Reptiles and Amphibians.....
V.3.3.	Freshwater Macroinvertebrates .....
V.3.4.	Avian-Birds and Raptors .....
V.4.	Threatened And Endangered Species .....
V.5.	Species of Greatest Conservation Need .....
VI.	AQUATIC RESOURCES .....
VI.1.	Aquatic Resource Inventory .....
VI.2.	Watershed .....
VI.3.	Hydrology .....
VII.	SOILS, GEOLOGY, AND TOPOGRAPHY .....
VII.1.	Soils .....
VII.2.	Geology .....
VII.3.	Topography .....
VIII.	CRITICAL LANDS .....
IX.	CONSERVATION VALUES.....
IX.1.	Conservation Value Risks .....
IX.1.1.	Forest Health .....
IX.1.2.	Rangeland .....
IX.1.3.	Aquatic Resources .....
IX.1.4.	Introduction of Public Access .....
X.	DESKTOP ASSESSMENT .....
X.1.	Field Surveys.....
X.2.	Methods .....
X.2.1.	Vegetation Mapping and Classification Methods ...
X.2.2.	Vegetation Mapping and Classification Results ....
X.2.3.	Reptiles and Amphibians Methods.....
X.2.4.	Small and Large Mammals Methods.....
X.2.5.	Wildlife Watch Program .....
X.2.6.	Freshwater Macroinvertebrates Methods .....
X.2.7.	Avian Surveys Methods .....
X.2.7.1.	Avian Point-Count Field Methods .....
X.2.7.2.	Avian Point-Count Resulting Metrics .....
X.2.7.3.	Avian Property Species Richness.....
X.2.7.4.	Avian Property Species Diversity .....
X.2.7.5.	Avian Property Relative Abundance .....

X.2.8.	Aquatic Resources Inventory Results.....
<b>XI. UTE LADIES'-TRESSES: SUITABLE HABITAT SPECIAL SURVEY</b>	
XI.1.	Ute Ladies'-tresses: Suitable Habitat Background.....
XI.2.	Ute Ladies'-tresses: Suitable Habitat Methods .....
XI.3.	Ute Ladies'-tresses: Suitable Habitat Findings .....
<b>XII. DISCUSSION AND RECOMMENDATIONS .....</b>	
<b>XIII. REFERENCES.....</b>	

### **Conservation Easement**

To summarize the Conservation Easement, a section-by-section snapshot has been drafted below to provide a clear overview of its contents and key provisions.

**Recitals.** This section summarizes and describes the conservation easement and intent, including the collaboration to purchase the land in fee simple between Summit County (the “Grantor”), the United States Department of Agriculture, and Forest Legacy Program, defines the Grantors rights to protect the land, and grants the easement to Utah Department of Natural Resources, Division of Forestry Fire and State Lands (the “Grantee”). It identifies Conservation Values. These values include preservation of public outdoor recreation, protection of natural habitat for wildlife and vegetation, preservation of open space for scenic enjoyment, and preservation of historic structures and character, and assigns to the Grantee the right of preserve and protect the conversation values.

**Terms.** This section outlines various terms and conditions within the Conservation Easement.

**Section I** further identifies the Conservation Values, introduces the Conservation Purposes as the perpetual preservation and protection of the Conservation Values and describes the property boundary.

**Section II** defines the Baseline Documentation Report, which documents existing conditions on the property. The Grantee will use the Baseline Documentation Report to monitor changes on the property and enforce the easement.

**Section III** describes the encumbered water rights associated with the easement.

**Section IV** points readers to the defined terms for the purpose of this easement.

**Sections V** defines the Grantee’s rights.

**Sections VI-VIII** outlines Grantor’s Use of the Property and specifics with detail the Reserved Use Rights and Prohibited Uses Rights (i.e. Permitted Uses and Prohibited Uses). This section details various permitted uses of the property in accordance

with upholding the Conservation Values. Notable highlights include the County's right to prohibit hunting (a restriction of the landowner's option to sell the land), to construct and manage a research station, and to allow for the construction and use of limited public recreation amenities such as parking/trailhead, limited trails, picnic areas, and other. The full Conservation Easement is attached as Exhibit B and includes a comprehensive outline of permitted and restricted uses.

Remaining **Sections IX-XXV** consist of legal notices and remedies.

**Exhibits to the Conservation Easement are as follows:**

- Exhibit A: Legal Description of the Property
- Exhibit B: Property Map
- Exhibit C: Water Rights
- Exhibit D: Baseline Documentation Report, Signed "Acknowledgment of Property Condition"
- Exhibit E: Forest Stewardship Plan
- Exhibit F: Designated Improvement Areas: Existing Structures, Description of Use & Maps
- Exhibit G: Definitions

**DISCUSSION.**

Staff seeks to engage the Summit County Council in a discussion regarding the 910 Cattle Ranch Baseline Documentation Report and Conservation Easement, focusing on how each document reflects the property's current conditions and outlines future uses and restrictions.

Given the significance of the 910 Ranch and the deep connection Summit County residents have to open space and this property, Staff requests that Council consider accepting public comment during each discussion to ensure transparency and community involvement.

**REQUESTED ACTION.**

Staff requests that the County Council forward a positive recommendation authorizing the County Manager and County Council Chair to sign the Baseline Documentation Report and the Conservation Easement at the future closing of the 910 Cattle Ranch acquisition. This action will finalize a landmark land protection effort for Summit County, in partnership with the U.S. Forest Service's Forest Legacy Program and the State of Utah.

# **910 CATTLE RANCH DISCUSSION AND POSSIBLE ADOPTION OF THE BASELINE AND CONSERVATION EASEMENT**

Wasatch Back Forest Conservation - Forest Legacy Project



Summit County Lands and Natural Resources



---

# BACKGROUND:

- Since August 2023, Summit County has been in the process of acquiring the 910 Cattle Ranch
- County staff is on track and anticipates closing the property purchase in early September 2025
- Staff has completed the required due diligence documents and requests Council's review and possible approval

---

# PURPOSE AND DISCUSSION:

- Baseline and Conservation Easement documents require the signatures from the County Manager and the County Council Chair, these documents are being presented to the Council today for the following purposes:
  1. to provide an overview and facilitate discussion,
  2. to request consideration for approval, and
  3. to establish that, upon approval, both documents will be signed with the Council's consent by the County Manager and the County Council Chair at the future closing of the 910 Cattle Ranch acquisition

*\*Staff requests that Council consider accepting public comment during each discussion*

---

# BASELINE DOCUMENTATION REPORT:

*A Baseline Documentation Report is a critical component of a Conservation Easement. Its primary purpose is to provide a detailed snapshot of the property's physical and ecological condition at the time the easement is established. This includes descriptions, maps, photographs, and data on land use, natural resources, structures, and conservation values. The Baseline Documentation Report serves as a reference point to help monitor compliance with the easement terms over time, ensuring that the property is protected according to the agreed-upon conservation goals.*

---

# BASELINE DOCUMENTATION REPORT:

- Documented current conditions both natural and manmade
- Identified sensitive and unique habitat
- Set the “baseline” for ongoing monitoring
- Living adaptable document that will be updated

---

# CONSERVATION EASEMENT:

*A Conservation Easement is a voluntary legal agreement that permanently limits defined uses of a property to protect its conservation values. The purpose of a Conservation Easement is to preserve conservation values of the land by restricting development activities that could degrade its ecological or cultural integrity. The easement is held by a qualified organization which ensures the terms are upheld in perpetuity.*

---

# CONSERVATION EASEMENT:

## Voluntary document donated to FFLS

- FFLS is tasked with monitoring the CE in perpetuity
- **Identifies Conservation Purpose and Conservation Values**
  - Purpose: "*Protecting important forest areas that are threatened by conversion to non-forest uses and for protecting open space land for the conservation of wildlife habitat and for the enjoyment of the public by way of limited recreational use*"
  - Values: "*scenic, open space, forested, aesthetic, scientific, historic, cultural, hydrologic, ecological, agricultural, wildlife, and public non-motorized recreation*"
- **Defines Allowed and Restricted Uses**
  - Allowed: Forest management, recreation, research/education, restoration, grazing...
  - Restricted: Subdivision, deforestation, feedlot, ski Infrastructure, drones, motorized use...

---

## REQUESTED ACTION:

Staff requests that the County Council forward a positive recommendation authorizing the County Manager and County Council Chair to sign the Baseline Documentation Report and the Conservation Easement at the future closing of the 910 Cattle Ranch acquisition.

This action will finalize a landmark land protection effort for Summit County, in partnership with the U.S. Forest Service's Forest Legacy Program and the State of Utah.

# **910 CATTLE RANCH**

Wasatch Back Forest Conservation - Forest Legacy Project

## **DISCUSSION AND QUESTIONS**

Summit County Lands and Natural Resources





## STAFF REPORT

To: Summit County Council  
From: Rachael Brard, Lands and Natural Resources Program & Project Administrator  
Jess Kirby, Lands and Natural Resources Director

Date of Meeting: August 13, 2025

Type of Item: Code Amendment – Public Hearing, Possible Action

Process: Legislative Review

Subject: Public hearing and possible approval of Ordinance No. 935-A, an amendment to the code for the Summit County Open Space Advisory Committee (OSAC) to stagger OSAC membership terms and dissolve OSAC Regional Advisory Groups.

## BACKGROUND

The Summit County Open Space Advisory Committee (OSAC) was created and is governed by Summit County, Utah's **Ordinance No. 935**<sup>1</sup>, adopted on May 25, 2022. The Open Space Bond **Resolution No. 2022-17**<sup>2</sup> was adopted on August 31, 2022.

OSAC was established to advise and make recommendations to the County Manager regarding the identification, preservation, and acquisition of open space, agricultural protection areas, and conservation easements using proceeds from the 2021 voter approved \$50 Million General Obligation Bond for open space.

OSAC's responsibilities include reviewing and evaluating NOIs, providing input on criteria for bond expenditures, and advising the County Manager on potential projects for the acquisition and protection of open space.

**Resolution 2022-17**, adopted by the County Council, further clarifies the organization of OSAC and the intended uses of the bond funds, emphasizing the protection of natural landscapes, wildlife habitat, watershed health, recreational access, and working agricultural lands. The resolution also outlines the need for evaluation criteria, transparency requirements, and community engagement processes.

Under **Ordinance 935**, OSAC, was structured to include three Regional Advisory Groups (North Summit, South Summit, and West Summit), each composed of seven members representing their respective geographic areas. The intent of the Regional Advisory Groups was to 1) establish regionally representative criteria for evaluating open space opportunities eligible for bond funding within their region, and 2) nominate three members each regional group to represent the Regional Advisory Group by serving on OSAC—consisting of nine-members, i.e. three from each region.

Following the appointment of the three regional representatives to OSAC, the remaining members of the

<sup>1</sup> <https://www.summitcountyutah.gov/DocumentCenter/View/20171/OSAC-Ordinance-935-Final>

<sup>2</sup> <https://www.summitcountyutah.gov/DocumentCenter/View/20172/OSAC-Ordinance-Resolution-2022-17-Final>

Regional Advisory Group were no longer necessary, inadvertently leaving these members “active” but with no formal duty.

Also, each member of the OSAC body serves a three-year term of service.

## **DISCUSSION**

Due to the unnecessary need for the Regional Advisory Groups and the maturity of onboarding/offboarding members term limits, staff requests the consideration of changes to *Ordinance 935* to accomplish two points of clerical necessity;

- 1) To dissolve and disband, the three Regional Advisory Groups. Although the separate Regional Advisory Groups will be dissolved through this ordinance, OSAC continues to have regional representation by requiring three seats for each Region.
- 2) To ensure efficient use of volunteer and staff resources, staff recommends the approval of staggered OSAC membership terms in order to improve long-term continuity and ensure sustained institutional knowledge within OSAC. Currently, all members will expire at the same time, the suggested stagger approach allows for the adaptation of a way to maintain knowledge on the board while on/off boarding members.

## **RECOMMENDATIONS**

Staff recommends that the Summit County Council review the proposed amendments to *Ordinance No. 935*, conduct a public hearing, and approve the attached amended ordinance.

Staff recommends dissolving and disbanding the Regional Advisory Committees as they have fulfilled their initial purpose of establishing criteria for use of Open Space Bond funds in their respective Regions and nominating inaugural members.

Staff recommends staggering OSAC terms by extending one member from each Region’s term by one year, and one member from each Region’s term by two years. The remaining three members expired remains unchanged. Current members who wish to extend their terms will self-nominate by emailed poll and the nominations will be passed to the County Manager for appointment with the consent to County Council.

## **REQUESTED COUNCIL ACTION**

Staff requests that Council hold a public hearing to discuss and determine changes to the ordinance and determine if they are warranted regarding;

- a. To dissolve the OSAC Regional Advisory Groups, and
- b. To stagger the existing structure of the OSAC terms.

SUMMIT COUNTY, UTAH  
ORDINANCE NO. 935-A

**AN ORDINANCE AMENDING ORDINANCE 935 CREATING THE SUMMIT COUNTY CODE, SUMMIT COUNTY OPEN SPACE ADVISORY COMMITTEE**

***PREAMBLE***

**WHEREAS**, on May 25, 2022, the Summit County Council (“Council”) adopted Ordinance 935 creating the Open Space Advisory Committee (“OSAC”), now set forth in the Summit County Code as Title 2, Chapter 42; and,

**WHEREAS**, the Council created OSAC as a nine-member committee with three regional advisory groups, whose members would each serve up to three consecutive three-year terms; and,

**WHEREAS**, the terms of all members began on the same date; as a result, all terms expire on the same date, unless extended; and,

**WHEREAS**, to ensure continuity of representation and institutional knowledge on OSAC, the Council now wishes to amend the terms of the original OSAC members so that future members will serve staggered terms, and at least one member from each Regional Advisory Group will remain on the committee during each term transition; and,

**NOW, THEREFORE**, the County Legislative Body of Summit County, State of Utah, hereby ordains as follows:

**Section 1. Enactment.** Summit County Code, Title 2, Chapter 42, Summit County Open Space Advisory Committee, which is published as a code in book form, is amended and adopted in accordance with Attachment “A” herein, copies of which have been filed for use and examination in the Office of the County Clerk (the “Amendment to the Summit County Open Space Advisory Committee Ordinance”).

**Section 2. Savings Clause.** In the event one or more of the provisions of this Amendment to the Open Space Advisory Committee Ordinance shall, for any reason, be held to be unenforceable or invalid in any respect under any applicable laws, such unenforceability or invalidity shall not affect any other provision; and in such an event, this Amendment to the Open Space Advisory Committee Ordinance shall be construed as if such unenforceable or invalid provision had never been contained herein.

**Section 3. Effective Date.** This Amendment to the Summit County Open Space Advisory Committee Ordinance shall take effect 15 days after passage by the Council and subsequent publication in a newspaper of general circulation in Summit County, Utah.

APPROVED, ADOPTED, AND PASSED and ordered published by the County Council, this  
\_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

SUMMIT COUNTY COUNCIL

---

Evelyn Furse  
Summit County Clerk

---

Tonja B. Hanson, Chair

APPROVED AS TO FORM

---

Lynda L. Viti  
Deputy County Attorney

VOTING OF COUNTY COUNCIL:

Councilmember Harte	_____
Councilmember Armstrong	_____
Councilmember Clyde	_____
Councilmember McKenna	_____
Councilmember Robinson	_____

## **Attachment A**

### **CHAPTER 42**

#### **SUMMIT COUNTY OPEN SPACE ADVISORY COMMITTEE**

**2-42-1: Definitions**

**2-42-2: Name and Purpose**

**2-42-3: Authority**

**2-42-4: Organization**

**2-42-5: Powers and Duties**

**2-42-6: Notification of Interest Process**

**2-42-7: Meetings**

**2-42-8: County Manager's Authority**

**2-42-9: Conduct of Members**

#### **2-42-1: Definitions:**

**Bond:** The 2021 Summit County voter-approved General Obligation Bond authorizing a principal amount not to exceed Fifty Million Dollars (\$50,000,000) for the purpose of paying all or a portion of the costs of the acquisition of passive and active open space, conservation easements, and constructing recreational amenities and environmental and wildlife mitigation measures and related improvements.

**County:** Summit County, Utah.

**County Council:** The Summit County Council, which exercises legislative authority in the County.

**County Manager:** The chief executive officer of the County.

**Evaluation Standards:** The respective evaluation standards adopted by the respective Regional Advisory Groups and recommended to OSAC pursuant to Section 2-42-5 B.2.

**Member:** Respectively members of OSAC and members of a Regional Advisory Group, as context requires.

**Notice of Interest or NOI:** The formal process for Property Interests to be submitted for consideration of acquisition using Bond proceeds set forth in Section 2-42-6.

**North Summit Region.** The geographic area of Summit County graphically depicted on Exhibit "B" attached hereto, which consists of the following Utah Hydrologic Unit (HUC) Subwatershed areas within Summit County, namely Echo Creek, Yellow Creek, Main Canyon Creek-Upper Weber River, Chalk Creek, and the Subbasins of the Silver Creek- Upper Weber River Subwatershed, namely Crandall Canyon, Spring Canyon-Upper Weber River, and the portions of

the Silver Creek and Rockport Lake – Upper Weber River Subbasins within the North Summit School District boundary.

**OSAC:** The Summit County Open Space Advisory Committee, which is comprised of three (3) Members of each of the Regional Advisory Groups. An organizational chart for OSAC is attached as Exhibit “A” hereto.

**Property Interests:** Any real property interest acquired, or proposed to be acquired, using Bond proceeds or a combination of Bond proceeds and other funding sources.

**Public Interest:** The responsibility of each Member to represent the common good, the general welfare, and the security and well-being of the respective communities represented by OSAC and those represented by the respective Regional Advisory Groups, as to matters concerning the evaluation and recommendations of the use of Bond proceeds for the purpose of acquiring or considering the acquisition of Property Interests.

**Regional Advisory Groups:** Collectively, the North Summit Advisory Group, South Summit Advisory Group, or West Summit Advisory Group, and each a “Regional Advisory Group.”

**Regions:** The geographic areas of Summit County that define the boundaries of the North Summit, South Summit, and West Summit Regional Advisory Groups; individually “Region.”

**South Summit Region.** The geographic area of Summit County graphically depicted on Exhibit “B” attached hereto, which consists of the following Utah Hydrologic Unit (HUC) Subwatershed areas within Summit County, namely Bear River-Stillwater Fork, Bear River-Sulphur Creek, Beaver Creek, Cottonwood Creek, Headwaters Weber River-Upper Weber River, Little South Fork Provo River-Provo River, Muddy Creek, Smiths Fork, Soapstone Creek-Provo River, Upper Blacks Fork and Upper Henrys Fork, and the Subbasins of the Silver Creek-Upper Weber River Subwatershed, namely Crandall Canyon and Rockport Lake-Upper Weber River within the South Summit School District boundary and the Subbasin of Browns Canyon-Upper Weber River.

**West Summit Region:** The geographic area of Summit County graphically depicted on Exhibit “B” attached hereto, which consists of the Snyderville Basin Special Recreation Service District and the Park City School District.

## **2-42-2 Name and Purpose:**

The Summit County Open Space Advisory Committee (“OSAC”) is created for the purpose of serving the Public Interest by evaluating the Evaluation Standards recommended by each of the Regional Advisory Groups and adopting final Evaluation Standards for each Region, advising and providing recommendations to the County Manager regarding the identification, evaluation (including the evaluation of NOIs), and possible acquisition of Property Interests based on the approved Evaluation Standards.

The Regional Advisory Groups are created for the purpose of creating, prioritizing, adopting, and recommending Evaluation Standards to OSAC, and, secondarily, may provide a prioritized list of Property Interests within such Region for OSAC's review and evaluation. The Regional Groups may elect to reexamine the Evaluation Standards and adopt and recommend to OSAC revised Evaluation Standards.

**2-42-3: Authority:**

OSAC is created as an advisory committee to the County Manager for the purposes set forth in Section 2-42-2. There shall be no actual or apparent authority vested in OSAC except the authority granted in this chapter. Neither OSAC, nor any Member thereof, is empowered to bind the County as to the purchase of any Property Interest.

**2-42-4: Organization:**

A. OSAC Organization.

1. OSAC shall be composed of nine (9) Members, consisting of three (3) Members appointed from each Regional Advisory Group. In its first meeting, and annually thereafter, OSAC shall select from among the Members a chair, vice chair, and secretary, and shall provide the County Manager with written notice of such selections.
2. The Regional Advisory Groups shall each recommend three (3) Members to the County Manager for appointment to serve on OSAC. The County Manager may reject any or all recommendations from the Regional Advisory Groups and, if rejected, shall request the Regional Advisory Group to resubmit a different recommendation for one or more rejected submissions. If the County Manager and Regional Advisory Group cannot agree on a particular appointment from such Regional Advisory Group, the County Manager may independently choose a candidate for appointment from among Regional Advisory Group Members for membership on OSAC.
3. The County Manager shall appoint Members of OSAC with the advice and consent of the County Council. To the extent that any proposed appointment is the result of the County Manager's selection against the request of any Regional Advisory Group's preferred recommendation, the County Manager shall disclose such conflict to the County Council as part of the advice and consent process.
4. OSAC Members may serve up to three (3) consecutive three (3) year terms, except that:
  - a. in May 2025, at the conclusion of the original members' three year terms, one member from each Region may self-nominate for a one year extension to expire in May 2026, and one member from each Region may self-nominate for a two year extension to expire in May 2027; and
  - b. The term of all other members shall expire in May 2025.
  - c. The nominations shall be approved by the County manager with the advice and consent of the County Council. If insufficient nominations are received, the

County Council may assign term extension to existing members. Any open seats shall be filled as set forth in the section.

5. The County Manager may remove any Member at any time with or without cause.
6. Upon removal or withdrawal of any Member of OSAC, the County Manager shall request the respective Regional Advisory Group to recommend a replacement Member from among the members of such Regional Advisory Group. The County Manager may accept the nominated Member or request an alternate recommendation and, once approved by the County Manager, the County Manager will appoint the approved replacement to the OSAC Committee with the advice and consent of the County Council. The replacement Member shall complete the remainder of the term of the vacant seat.
7. In the event that any Regional Advisory Group is dissolved, the OSAC Members representing the Region associated with the dissolved Regional Advisory Group shall remain Members of OSAC for the remainder of their respective terms. Upon the expiration of their terms, the County Manager, with the advice and consent of the County Council, shall appoint a new OSAC Member from the respective Region that the retiring Member represented. Such selection shall be made pursuant to the advertising requirements for Regional Advisory Group membership pursuant to Section 2-42-4 B.4., and taking into consideration the qualifications for Regional Advisory Group membership in the selection process.

B. Regional Advisory Group Organization.

1. Each Regional Advisory Group shall be composed of seven (7) members. In their first respective meeting, and annually thereafter, each Regional Advisory Group shall select from among the Members a chair, vice chair, and secretary, and shall provide the County Manager with written notice of such selections.
2. All Members of each Regional Advisory Group shall reside within the geographical boundaries of the respective Regional Advisory Group's Region.
3. The Members of the Regional Advisory Groups shall be appointed by the County Manager taking into consideration the following respective criteria for each Region:
  - a. West Summit Regional Advisory Group: one (1) representative who resides within the incorporated boundaries of Park City; one (1) representative who resides within the boundaries of the unincorporated Snyderville Basin; and five (5) at-large community representatives who reside in West Summit, where preference may be giving to individuals with knowledge and experience related to agriculture, natural resources, or recreation.
  - b. North Summit Regional Advisory Group: one (1) representative who resides within the incorporated boundaries of Coalville City; one (1) representative who resides within the incorporated boundaries of the Town of Henefer; one (1)

representative who resides within the boundaries of the unincorporated area of North Summit; and four (4) at-large community representatives who reside in North Summit, where preference may be giving to individuals with knowledge and experience related to agriculture, natural resources, or recreation.

- c. South Summit Regional Advisory Group: one (1) representative who resides within the incorporated boundaries of Kamas City; one (1) representative who resides within the incorporated boundaries of Oakley City; one (1) representative who resides within the incorporated boundaries of Francis City; one (1) representative who resides within the boundaries of the unincorporated area of South Summit; and three (3) at-large community representatives who reside in South Summit, where preference may be giving to individuals with knowledge and experience related to agriculture, natural resources, or recreation.
- 4. Membership openings for each Regional Advisory Group shall be advertised publicly. City Mayor(s) or director(s) of Summit County Special Service Districts may provide Membership recommendations to the County Manager.
- 5. The County Manager shall appoint Members of each Regional Advisory Group with the advice and consent of the County Council.
- 6. The Regional Advisory Group Members may serve until the Regional Advisory Group is dissolved by the County Manager with the advice and consent of the County Council, but in any event no longer than one (1) year, absent good cause.
- 7. The County Manager may remove any Member at any time with or without cause,
- 8. Upon removal or withdrawal of any Member of a Regional Advisory Group, the County Manager shall appoint a replacement Member with the advice and consent of the County Council. The replacement Member shall complete the remainder of the term of the vacant seat.

- C. OSAC and each Regional Advisory Groups may enlist non-voting volunteer consultants to participate as needed or advised by the OSAC chair, the County Manager or County Council, including staff from the Office of the County Manager and one planning commission member from either the Eastern Summit County Planning Commission or the Snyderville Basin Planning Commission. Such non-voting volunteer consultants shall not be considered Members.
- D. All Members shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid or reimbursed by the County.
- E. The County Attorney or a staff attorney shall be legal counsel to the OSAC and the Regional Advisory Groups.

F. OSAC and the Regional Advisory Groups may be dissolved at the discretion of the County Manager with the advise and consent of the County Council. In the event that any Regional Advisory Group is dissolved, the OSAC membership representing the Region associated with the dissolved Regional Advisory Group shall be governed by Section 2-42-4.A.7.

1. All Regional Advisory Groups shall be dissolved effective August 31, 2025, unless extended by formal action of the County Manager with the advice and consent of the County Council.

#### **2-42-5: Powers and Duties**

A. OSAC's powers and duties are limited to:

1. Nominating three (3) members of each respective Regional Advisory Group for appointment as Members of OSAC pursuant to Section 2-42-4 A.2.
2. Evaluating the Evaluation Standards recommended by each Regional Advisory Group and adopting final Evaluation Standards for each Region; and
3. Advising, providing recommendations to, and consulting with, the County Manager regarding the identification, evaluation (including the evaluations of NOIs), and possible acquisition of Property Interests based on the approved Evaluation Standards. Such advice may include recommendations concerning funding strategies, types of Property Interests to be acquired, and recommendations concerning consultation and collaboration with accredited land trusts.
4. Upon the request of the County Manager or County Council, OSAC shall make presentation to the County Manager and County Council concerning the Evaluation Standards, OSAC's goals, progress, and actions.

B. Each Regional Advisory Group's powers and duties are limited to:

1. Within thirty (30) days following the first meeting of each respective Regional Advisory Group, nominating three (3) Members of their respective Regional Advisory Group and forwarding such nominations to the County Manager for consideration for appointment as OSAC Members.
2. Within sixty (60) days of their respective first meetings, crafting, prioritizing, and adopting Evaluation Standards, and thereafter promptly referring such adopted Evaluation Standards to OSAC for the purposes set forth in Section 2-42-5-A.2. The Regional Advisory Groups are encouraged to hold public hearings as part of crafting Evaluation Standards.

3. After crafting and prioritizing the respective Evaluation Standards, having the option to compile a confidential list of properties to be submitted to OSAC within ninety (90) days.

#### **2-42-6: Notification of Interest Process:**

- A. Notification of Interest (NOI) Submittal: Landowners who desire to propose to the County the acquisition of any such landowners' Property Interests using Bond proceeds for all or a portion of such proposed acquisition, may do so by filing a NOI with the County Manager on forms developed by the County Manager in consultation with the County Council, for that purpose. Landowners may be sponsored by accredited land trusts (e.g., Summit Lands Conservancy, Utah Open Lands, The Nature Conservancy, and the like) and the submittal forms shall contain a section for the land trusts to provide relevant information concerning matters such as funding sources other than Bond proceeds.
- B. Upon receipt of a NOI, County staff will review the NOI and verify completeness of required information. If deemed complete, the County staff shall in turn transmit such NOI simultaneously to OSAC and the County Manager.
- C. OSAC shall evaluate each NOI, which County staff has verified as complete and submitted to OSAC, using the approved Evaluation Standards. OSAC may conduct a site visit to review and verify the property for conformance with Evaluation Standards.
- D. OSAC will score all NOIs as eligible or ineligible for Bond funding based upon the Evaluation Standards and will make a recommendation to the County Manager.
- E. Each NOI, as deemed complete, will be scheduled on an agenda of OSAC for an initial presentation by the landowner, accredited land trust or equivalent legal entity or representative. Discussions, evaluations, and reports concerning of NOIs shall be considered property acquisition matters and shall be evaluated in closed session and kept confidential, subject to the Utah Open and Public Meetings Act (Utah Code Title 52, Chapter 4).
- F. The County Manager, in collaboration with OSAC, shall develop a format for OSAC to provide a score and recommendations to the County Manager with respect to its recommendations as to whether a particular NOI should be considered for Bond funding, based upon the Evaluation Standards. Upon completion of its evaluation of a NOI, OSAC shall provide a final recommendation to the County Manager in the approved format.
- G. The County Manager's determination of whether or not to acquire Property Interests pursuant to a NOI request shall be subject to Section 2-42-8.

#### **2-42-7: Meetings:**

- A. Meetings of the Regional Advisory Groups shall be scheduled on an as-needed basis.

- B. Meetings of OSAC shall be scheduled on an as-needed basis.
- C. Meetings, special meetings, work sessions, and field trips, for any purpose, may be held at the call of the chair, the County Manager or the County Council. Work sessions and field trip meetings shall be for discussion and informational purposes only; no action shall be taken on any item.
- D. OSAC shall conduct its business according to its bylaws.
- E. OSAC and its Regional Advisory Groups are subject to, and shall be conducted in compliance with, the Utah Open and Public Meetings Act (Utah Code Title 52, Chapter 4). OSAC and its Regional Advisory Groups may go into closed session to discuss any matters concerning property acquisition as allowed by the Open and Public Meetings Act.

#### **2-42-8: County Manager's Authority**

The Regional Advisory Groups and OSAC serve in the capacity of advisory groups and are created for the purpose of providing the County Manager and the County Council with valuable insight and analysis concerning the potential uses of Bond proceeds in the Regions. The Regional Advisory Groups and OSAC do not have authority to take any action that is binding on the County Manager, County Council, or the County and shall not take any action that purports to do so. The County Manager retains final authority regarding any real property transactions and may take direct action on any acquisition of Property Interests, with or without the involvement of OSAC or the Regional Advisory Groups, subject to and consistent with Summit County Code, Title 1, Chapter 14, Optional Plan of Government.

#### **2-42-9: Conduct of Members:**

- A. Ethical Principles: The following ethical principles shall guide the actions of OSAC, its Regional Advisory Groups, and their Members in carrying out the powers and duties described above:
  - 1. Serve the Public Interest: The primary obligation of OSAC, its Regional Advisory Groups, and each Member is to serve the Public Interest as it relates to evaluation of Property Interests concerning the use of Bond proceeds.
  - 2. Support Citizen Participation in Planning: OSAC and its Regional Advisory Groups shall ensure a forum for meaningful citizen participation and expression in the crafting of Evaluation Standards and in the clarification of community goals, objectives, and policies.
  - 3. Recognize the Comprehensive and Long-Range Nature of Decisions: OSAC, its Regional Advisory Groups and their Members use reasonable diligence to gather and

consider relevant facts, alternatives and means of accomplishing them, and explicitly evaluate all consequences before making any recommendations or decisions.

4. Avoid Conflict of Interest: Members shall avoid conflicts of interest and even the appearance of impropriety. At the commencement of any matter before OSAC or any of its Regional Advisory Groups, Members shall disclose any past, present, or expected relationship with any party affiliated with such matter. A Member with a potential conflict of interest shall abstain from voting on the matter, not participate in any deliberations on the matter, and leave the committee table, but may remain in the chamber. The Member shall also not discuss the matter privately with any other Member voting on the matter.

5. Render Thorough and Diligent Service: If a Member has not sufficiently reviewed relevant facts and advice affecting a decision, that Member should not participate in that decision.

6. Not Seek or Offer Favors: A Member must not directly or indirectly solicit any gift or accept or receive any gift (whether in money, services, loans, travel, entertainment, hospitality, promises, or in some other form) under circumstances in which it could be reasonably inferred that the gift was intended or could reasonably be expected to influence them in the performance of their duties or was intended as a reward for any recommendation or decision on their part.

7. Not Disclose or Improperly Use Confidential Information For Financial Gain: A Member shall not disclose or improperly use confidential information for financial gain and must not disclose to others confidential information acquired in the course of their duties or use it to further a personal interest.

8. Maintain Public Confidence: A Member must conduct himself/herself publicly so as to maintain public confidence in the public body and the Member's performance of the public trust.

9. Respect for and Courtesy to Other Members, Public and Staff: Each Member has the same rights and privileges as any other Member. Any Member has the right to be heard and to hear what others have to say about items being considered by OSAC or its Regional Advisory Groups.

B. Representation of Applicants or Petitioners: No Member shall physically represent applicants or petitioners before OSAC or any of its Regional Advisory Groups on matters on which that OSAC or one of its Regional Advisory Groups is to make determinations or recommendations.

C. Ex Parte Communication: Prearranged private meetings between a Member and an individual(s), and their agents, or other interested parties with a matter pending before OSAC or any of its Regional Advisory Groups are prohibited. Partisan information on any application received by a Member whether by mail, telephone, or other

communication should be avoided. When such communication does occur, it must be disclosed and made part of the public record by the Member.

- D. Attendance: Each Member shall be responsible for attending all scheduled meetings of their respective committee or group. Should circumstances arise where a Member is unable to attend a scheduled meeting, the Member shall be responsible for notifying the chair as soon as possible. Members who fail to attend three (3) regular meetings of their respective committee or group within any consecutive three (3) month period may, at the discretion of the County Manager, be removed from that respective committee.