



**AMENDED AGENDA
COUNTY COUNCIL
Wednesday, October 8, 2025**

NOTICE is hereby given that the Summit County Council will meet, on Wednesday, October 8, 2025, electronically, via Zoom, and at the anchor location of the Summit County Courthouse, 60 N. Main Street, Coalville, UT 84017

(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

1:25 PM Closed Session - Property acquisition (45 min); Personnel (35 min)

2:45 PM - Move to Council chambers (5 min)

2:50 PM - Pledge of Allegiance (5 min)

2:55 PM Convene as the Governing Board of Snyderville Basin Special Recreation District

1. 2:55 PM - Discussion and possible approval of Snyderville Basin Special Recreation District Director Employment Contract with Robert Parrish effective November 10, 2025; Ryan Bruce and Brandi Connolly (10 min)
[Robert B Parrish - Director Contract \(25SEP25.2\)_Final.docx](#)
2. 3:05 PM - Notification of the Snyderville Basin Special Recreation District's certified tax rate in accordance with Utah Code Section 59-2-919(3)(a). The District intends to increase 2026 property taxes in the amount of \$1,337,367, which is an approximate 15% increase for the purpose of Staffing, Capital and Ongoing Asset Maintenance Projects, Contract Services & Insurance Increases; Dana Jones and Ben Castro (20 min)
[SB Recreation Truth-in-Taxation Presentation.pdf](#)

Dismiss as the Governing Board of Snyderville Basin Special Recreation District

3:25 PM Work Session

1. 3:25 PM - Discussion regarding proposed "Pine Meadow Ranch Plat E & Plat G Morgan/Summit County Boundary Adjustment; Gregory Wolbach (20 min)
[Staff Report-Morgan Summit Boundary Adjustment.pdf](#)
2. 3:45 PM - Discussion regarding Skullcandy building tenant improvements and County office relocations; Shayne Scott and Janna Young (40 min)
[StaffReport_SkullcandyBuildingUpdate.pdf](#)
[Attachment 1_SUMMIT COUNTY SERVICES TENANT IMPROVEMENT.pdf](#)
[Attachment 2_Rendering_MAIN ENTRY LOUNGE.jpg](#)
[Attachment 3_Rendering_COUNCIL MTG ROOM.jpg](#)

[Attachment 4_Rendering_DMV.jpg](#)

[Attachment 5_Rendering_LIBRARY ADULT STUDY SPACE.jpg](#)

3. 4:25 PM - Update and discussion regarding Summit County renewable energy, emissions reduction, and other climate change action goals; Emily Quinton and Megan Nick (40 min)
[10.8.25 Slides Resolution 2019-29 Review Presentation.pdf](#)
[10.8.25 Staff Report Resolution 2019-29 Review.pdf](#)
4. 5:05 PM - Update and discussion on Summit County's child care programs; Janna Young (30 min)
[StaffReport_Childcare Program Update.pdf](#)
[Attachment 1_Programmatic and Qualifying Scholarship Details.pdf](#)
[Attachment 2_Impact Report-Upwards_Park City_SummitCty_20250306.pdf](#)

5:35 PM Consideration of Approval

1. 5:35 PM - Appointment and Oath of Office for Kacey Bates as Summit County Sheriff with a term of expiration January 1, 2027; (10 min)
[OATH OF OFFICE--Bates.pdf](#)
2. 5:45 PM - Council Minutes dated July 30, 2025, August 6, 2025, August 13, 2025, and August 20, 2025 (5 min)
[SCC Draft Minutes 07-30-25.pdf](#)
[SCC Draft Minutes 08-06-25.pdf](#)
[SCC Draft Minutes 08-13-25.pdf](#)
[SCC Draft Minutes 08-20-25.pdf](#)
3. 5:50 PM - Council and Manager comments (10 min)

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 by 12:00 p.m. on Wednesday, October 8, 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 Hearings

1. Public hearing and possible approval of Ordinance No. 996, an Ordinance Amending the Snyderville Basin Development Code Chapters 10-3-2: General Provisions, 10-3-6: Zoning Variances, 10-9-10: Decision Making and Administrative Bodies, 10-9-22: Appeal Procedures, and 10-11-1 Terms Defined. The purpose of the amendments is to replace the Board of Adjustment with an Administrative Law Judge and to bring the process by which Variances are reviewed into compliance with Utah State Law. Project #25-098. Ray Milliner, Principal Planner
[Council Staff Report October 8, 2025 Basin.pdf](#)
2. Public hearing and possible approval of Ordinance No. 997, an Ordinance Amending the Eastern Summit County Development Code Section 11-7 General Regulations, 11-6-17 Closure Due to Inaction, 11-3-10 Commercial Zoning District, 11-4-10 Zoning Variances, and Appendix A Definitions. The purpose of the amendments is to replace the Board of Adjustment with an Administrative Law Judge and to bring the process by which variances are reviewed into compliance with Utah State Law. Project #25-098. Ray Milliner, Principal Planner
[Council Staff Report October 8, 2025 Eastern.pdf](#)

3. Continued public hearing and possible adoption of Summit County Districting Map (Utah Code 17-52a-204); Eve Furse, County Clerk
[Map 1 large proposed districts.pdf](#)
[Mayor Marsh Spreadsheet.pdf](#)

Adjourn

**SNYDERVILLE BASIN SPECIAL RECREATION SERVICE DISTRICT
DISTRICT DIRECTOR
EMPLOYMENT CONTRACT**

THIS AGREEMENT (the “*Agreement*”) is made and entered into this ____ day of ____, 2025 with an effective date of November 10, 2025 (the “*Effective Date*”) by and between **SNYDERVILLE BASIN SPECIAL RECREATION SERVICE DISTRICT**, political subdivision of the State of Utah (hereinafter referred to as “*District*”), whose address is 5715 Trailside Drive, Park City, Utah 84098, and **ROBERT B. PARRISH** (hereinafter referred to as “*Parrish*”), whose current address is PO BOX 55, Flagstaff, AZ 86002. The District and Parrish may be referred to as a “*Party*,” and together as the “*Parties*.”

RECITALS

WHEREAS, the District desires to employ the services of Parrish as the District Director through a written employment contract; and,

WHEREAS, District desires to:

1. Provide certain benefits to Parrish,
2. Establish certain conditions of employment,
3. Set working conditions for Parrish,
4. Secure and retain the services of Parrish and to provide inducement for him to remain in such employment,
5. Make possible full work productivity by assuring peace of mind on the part of Parrish,
6. Provide deterrents against malfeasance or dishonesty for personal gain on the part of Emery, and
7. Provide a just means for compensation and for terminating Parrish’s service should he become unable to fully discharge his duties or when the District’s Administrative Control Board (the “*Board*”) may desire to otherwise terminate his employment.

NOW, THEREFORE, in consideration of the mutual covenants herein contained,

Section 1: POWERS AND DUTIES

District hereby agrees to employ Robert B. Parrish as the Recreation District Director, who is the chief executive officer of the Snyderville Basin Special Recreation Service District, to exercise powers and perform the duties specified in Summit County Code, Title 2, Chapter 21, as well as those duties and requirements enumerated in the attached job description which is incorporated by reference herein, and to perform other legally permissible and proper duties as the Board or the Summit County Council (in its role as the governing body

of the District) may from time to time assign not inconsistent with, or in conflict with, the provisions of this Agreement, Summit County Code, or state or federal law.

Section 2: TERM

The term of this Agreement shall be for a period of three (3) years from November 10, 2025, to December 31, 2028 (the “Term”).

- a. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Board to terminate the services of Parrish at any time, subject only to the provisions established by this Agreement. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Parrish to resign at any time from his position with the District upon sixty to ninety (60-90) days written notice to the Board.
- b. In the event the Board intends not to renew or renegotiate this Agreement with Parrish at the end of the Term, Parrish shall be given a minimum of sixty to ninety (60-90) days advanced written notice.
- c. Parrish agrees to remain in the exclusive employ of the District and the Board during the Term of this Agreement. The term “*employed*” however, shall not be construed to include occasional teaching, writing, speaking, consulting performed on Parrish’s time off, even if outside compensation is provided for such services. Said activities are expressly allowed, provided that in no case is any activity allowed which would present a conflict of interest with the District or the Board. *De Minimis* use of the District’s equipment (such as laptop computer) for such purposes is hereby authorized.

Section 3: TERMINATION AND SEVERANCE PAY

- a. Termination without Cause. In the event Parrish is terminated, or asked to resign by the Board for any reason other than as set forth in paragraph (b) below, and Parrish is willing and able to perform his duties under this Agreement, then in that event the District agrees to pay Parrish a lump sum cash payment equal to six (6) months aggregate salary. Parrish shall also be compensated for all paid time off, deferred compensation and all other accrued benefits to date.
- b. Termination for Cause. In the event Parrish is terminated for cause, which is defined for purposes of this Agreement as: (i) an intentional act or acts of dishonesty in the performance of his duties as an employee of the District and the Board that is injurious to the mission, financial condition, results of operations or reputation of the District and the Board, taken as a whole; (ii) any material breach of this Agreement; (iii) a material breach of his fiduciary duties to the District or the Board, including complying with and enforcing District policies; (iv) his conviction, or pleading of nolo contendere to any felony, or any misdemeanor

involving moral turpitude; (v) his imprisonment for any reason; (vi) any act of fraud or willful misconduct in the performance of his duties hereunder; (vii) his repeated failure to obey District's policies or the instructions of the Board ; (viii) a disability as set forth in Section 5; or (ix) his repeated failure to perform his obligations and duties, then the District shall have no obligation to pay the severance indicated, except for items for which Parrish may be legally entitled.

- c. Resignation. In the event Parrish voluntarily resigns as the Recreation District Director, the District will be under no obligation to continue to compensate Parrish after the date of resignation except for items for which Parrish may be legally entitled.

- d. Duty to Mitigate on Termination; Deduction and Offset. Should District exercise its right to terminate Parrish's employment prior to the expiration of the Term under paragraph (a) above, during the six (6) month's severance period set forth therein (the "*Mitigation Period*"), Parrish shall (i) use reasonable efforts to seek other comparable employment, (ii) advise District on a regular basis of his work status, and (iii) provide documentary evidence of Parrish's efforts to find other comparable employment during the Mitigation Period. During the Mitigation Period, if Parrish becomes self-employed or accepts employment with any other person or entity, Parrish shall provide District with written information regarding Parrish's rate of pay and other earnings and benefits, and shall furnish to District such related documentation as it requests, including without limitation, copies of W-2 statements and relevant portions of Parrish's personal income tax filings and any tax filings on behalf of Parrish. Parrish hereby authorizes District to deduct from the payments to be made by District pursuant hereto the value of any earnings and benefits from third-party employment, or an amount equal to Parrish's taxable income from self-employment activities, by periodic adjustments in District's payments to Parrish or Parrish shall repay the District any sums due it. In the event that Parrish accepts full time employment with a third party during the Mitigation Period and the fixed compensation Parrish receives from such third-party employer is less than the fixed compensation District is obligated to pay Parrish hereunder, then District shall remain obligated to pay Parrish only the amount of the difference for the remainder of the Mitigation Period.

Section 4: COMPENSATION

- a. Parrish's salary effective on November 10, 2025, shall be \$193,000 per year.

- b. Parrish shall be paid installments at the same time as other employees of the District are paid.

- c. Beginning in 2026, the Board agrees that Parrish is eligible for an annual bonus and other cost-of-living or merit increases as recommended by the Board and authorized by the Governing Board.
- d. Parrish is a valuable and key member of the District's administration, where maintaining strong ties to the community is valued and encouraged. In alignment with the District's Strategic Action Plan to address housing challenges faced by staff, if Parrish maintains his primary residence within the District's boundaries—where housing costs are significantly higher—he shall receive a taxable monthly housing allowance of \$2,000, payable in bi-weekly installments (the "*Housing Allowance*"). This Housing Allowance is intended solely to offset higher housing expenses associated with living within the District. The Housing Allowance shall be documented through IRS form 1099.

The Housing Allowance shall not be paid if Parrish's primary residence is located outside of the District's boundaries but within a reasonable commuting distance (defined for this purpose as within thirty (30) minutes' driving time under normal conditions). Verification of residence may be required by the District.

Section 5: DISABILITY

In the event Parrish is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity, or health for a period of six to nine (6-9) successive months, has not or cannot obtain a medical release to return to work, and does not have an approved American's with Disabilities Act Accommodation in place (as approved by the Board), this Agreement will be deemed terminated and no additional compensation or severance shall be paid as indicated in Section 3(b) of this Agreement.

Section 6: BENEFITS

- a. All provisions of the District's personnel policies, and other regulations, directives, policies, practices and procedures shall apply to Parrish unless otherwise provided herein. This shall include the following benefits as contained in the Snyderville Basin Special Recreation Service District Policies and Procedures (the "*Personnel Policy*"):
 - (1) Health Insurance
 - (2) Dental Insurance
 - (3) Life Insurance
 - (4) Retirement: Parrish shall take retirement through Tier II of the Utah Retirement Systems ("*URS*").
 - (5) Family and Medical Leave
 - (6) Short-Term and Long Term Disability
 - (7) Military Reserve Leave

- (8) Access to Basin Recreation programs, including fieldhouse and fitness pass (subject to space available and policy)
- (9) District paid holidays as contained in the Personnel Policy (currently 14 paid days, including 3 floating days)
- (10) Sick Leave
- (11) On the Effective Date, Parrish shall be credited with eighty (80) hours of "Recruitment Leave"
- (12) A one-time \$5,000 moving allowance, payable within thirty (30) days after the Effective Date.

In the event that Parrish elects to waive Health Insurance, Parrish will be eligible for a stipend of \$350 per month pursuant to Section 9 of the District's Personnel Policies.

- b. Parrish shall accrue paid time off at the rate of 192 hours (24 days) per year. A maximum of 200 hours may be carried over to the following year based on Parrish's anniversary date.
- c. For the purposes of accessibility, the District shall provide Parrish with an active mobile phone device and active service for such device during his time of employment with the District. Any device provided pursuant to this paragraph shall be the property of the District and shall be returned to the possession of the District immediately upon termination of this Agreement.
- d. The District shall provide access to a vehicle from its existing vehicle fleet, including maintenance and fuel, for use by Parrish. Such benefit to be documented through IRS form 1099.

Section 7: HOURS OF WORK

It is recognized that Parrish must devote a great deal of his time outside normal office hours to business of the District, and to that end Parrish will be allowed to take administrative time off as he shall deem appropriate during normal office hours.

Section 8: PROFESSIONAL DEVELOPMENT

- a. The District and the Board will provide through the budgeting process resources, as they deem appropriate, for Parrish to attend seminars, short courses, professional association meetings, and similar functions for his continued professional development and for the good of the District and the Board. The District agrees to pay for Parrish to attend conference/training the Board determines that Parrish should attend.
- b. The District and the Board will provide through the budget process resources, as they deem appropriate, for Parrish to maintain professional association memberships (i.e.;

Nation Recreation and Parks Association, Utah Recreation and Parks Association, National Intermural Association) that are held by Parrish and one local civic club membership (e.g.; Rotary Club International) where Parrish participates.

Section 9: PERFORMANCE EVALUATION

The Board shall annually review the performance of Parrish in Quarter 4 of each year subject to a process, form, criteria, and format for the evaluation that shall be mutually agreed upon by the Board and Parrish. The process at a minimum shall include the opportunity for both Parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation results. The final written evaluation should be completed and delivered to Parrish within thirty (30) days of the evaluation meeting.

Section 10: INDEMNIFICATION

As required under Federal, State or Local Law, and at the express written request of Parrish, the District shall defend, save harmless and indemnify Parrish against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Parrish's duties or resulting from the exercise of judgment or discretion in connection with the performance of those duties or responsibilities, unless the act or omission involved willful misconduct, gross negligence, or wanton conduct. Legal representation for Parrish shall be provided by the District or its insurance carrier as may be required, but shall not be provided for determinations of willful misconduct, gross negligence, or wanton conduct of Parrish. If provided, legal representation, provided by the District for Parrish, shall extend until a final determination of the legal action including any appeals brought by either party, and the District shall indemnify Parrish against any and all losses, damages, judgments, interest, settlements, fines, and court costs.

Parrish recognizes that the District shall have the absolute right to settle any claims or lawsuits unless the settlement is of a personal nature to Parrish, in which event Parrish may exercise his veto over the settlement. Further, the District agrees to pay all reasonable litigation expenses of Parrish throughout the pendency of any litigation to which Parrish is a party, witness or advisor to the District or the Board. Such expense payments shall continue beyond Parrish's service to the Board as long as litigation is pending.

Section 11: RESIDENCE

The District shall require Parrish to live within thirty (30) minutes driving of the boundaries of the District.

Section 12: BONDING

The District shall bear the full costs of any fidelity or other bonds required of Parrish under any law or ordinance.

Section 13: GENERAL PROVISIONS

- a. This Agreement sets forth and establishes the entire understanding between the Board and Parrish relating to the employment of Parrish by the District and the Board. Any prior discussions, representations, written or verbal agreements by or between the Parties are merged into, superseded by, and rendered null and void by this Agreement. The Parties by mutual written agreement may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.
- b. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Parrish.
- c. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, and shall not be affected and shall remain in full force and effect.

Section 14: NO REDUCTION OF BENEFITS

The District and the Board shall not at any time during the Term of this Agreement reduce the salary, compensation, or other financial benefits of Parrish, except to the degree of such a reduction across-the-board for all employees of the District or the result of disciplinary action.

Section 15: NOTICES

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- a. BOARD: Administrative Control Board
5715 Trailside Dr.
Park City, Utah 84098

With a copy to:

Summit County Attorney
Summit County Courthouse
60 N. Main
P.O. Box 128
Coalville, Utah 84017

- b. PARRISH: Robert B. Parrish

PO BOX 55
Flagstaff, AZ 86002
(or as amended by Parrish)

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 16: COUNTERPARTS

This Agreement may be executed in counterparts and delivered by electronic transmission. Any signature on this Agreement transmitted by facsimile or electronically in PDF format or other electronic means (e.g., DocuSign) shall be deemed an original signature and may be used in lieu of the original for all purposes.

-Signature Page to Follow-

IN WITNESS WHEREOF, the District and Robert B. Parrish have signed and executed this Agreement, the day and year first above written. By its signature, the Chair of the Summit County Council, acting on behalf of the Governing Body, has consented to this Agreement.

SNYDERVILLE BASIN SPECIAL RECREATION
SERVICE DISTRICT

By: Its Administrative Control Board

RYAN BRUCE
Vice Chair

CONSENT:

SUMMIT COUNTY COUNCIL, acting as the
Governing Body of the Snyderville Basin Special
Recreation Service District

TONJA B. HANSON
Chair

ATTEST:

APPROVED AS TO FORM:

EVELYN FURSE
County Clerk

DAVID L. THOMAS
Chief Deputy

PARRISH

ROBERT B. PARRISH



Proposed 2026 Property Tax Increase



BASIN
RECREATION



The **Snyderville Basin Special Recreation District** intends to increase property taxes in the amount of **\$1,337,367**, a **15%** increase in property tax revenue.

Property taxes would increase **\$3.35** for every **\$100,000** of a property's taxable value.

Purpose:

- FT and PT staff positions
- Contract Services
- Maintain a growing inventory of assets and prepare for on going maintenance and future capital replacement needs.
- Insurance Increases



SBSRD relies on charges for services and property tax revenue for maintenance and operations

Charges for Service Revenue:

- Revenue has increased over 22% in the last two years
- Increased number of participants
- Increase in program offerings, miles of trails, park facilities

Property Tax Revenue without truth in taxation:

- Increased property tax revenue comes only from new growth
- Capital assets grow independently of tax revenue
- Funding for maintenance of parks, trails, and open space is increasingly spread thin



FT & PT Staffing

Basin Recreation facilities & programs continue to grow and expand due to community pressure. Staff is critical to their operation.

Positions will be for management of new property, programs & facilities, capital projects, IT program and additional administrative staffing.

Increase PT Staffing

- Ranger
- Mechanics Shop Assistant
- Parks Technician
- Trails Technician

New FT Staff

- Marketing
- Accountant
- Planning & Capital
- Recreation Coordinator



Contract Services

Contract services increasingly fill gaps where specialized or project-specific expertise is needed.

Increasing costs for existing services as well as additional services for new facilities and future capital projects.

Examples:

- Court Resurfacing
- Trail Building
- Facility System Maintenance
- Asphalt & Concrete Maintenance
- Planning & Development



Capital Replacement Needs

The District's assets are aging, and capital replacement funds are not sufficient for increasing costs and needed facility and equipment replacement projects.

Upcoming replacement needs:

- Fieldhouse equipment
- Trailside Skate Park
- FH Splashpad features & seating
- Asphalt transportation trails
- Ecker Hill Trail Improvement



Insurance Increases

Cost of property and liability insurance has increased by 200%.

These costs have exceeded inflation in all insurance sectors.



Asset Maintenance & Repair

Basin facilities are reaching a point where we are needing to plan for expensive work to maintain quality facilities, fields, parks, trails , open spaces and equipment.

These are not replacement but are ongoing and reoccurring maintenance to provide for increasing repair projects & costs.



Raising property taxes will allow the District to maintain current facilities and amenities at a level the community has come to expect, as well as prepare for anticipated future growth.

PUBLIC HEARING
Wednesday,
December 3, 2025
6:00 PM

STAFF REPORT

To: Summit County Council
From: Greg Wolbach, PLS
Summit County Recorder-Surveyor
Date of Meeting: October 8, 2025
Item: Pine Meadow Ranch Plat E & Plat G Morgan / Summit County Boundary Adjustment
Process: Legislative – Work Session

Background

Mr. Matthew Meier, the owner of Lot 39, Pine Meadow Ranch Plat G applied for a building permit on or about June 20, 2025. County Planner, Molly Orgill, reviewed the proposed site plan as well as the record of survey drawing. Utilizing the Summit County GIS parcel and zoning map, Lot 39 was shown as being divided by the Morgan / Summit County line. Upon discovery of this issue, the Summit County Recorder-Surveyor performed extensive research and discovered that a total of 22 Summit County Lots (9 Lots in Pine Meadow Ranch Plat E and 13 Lots in Pine Meadow Ranch Plat G) were situated in both Morgan and Summit Counties. Additionally, there are 3 Morgan County Parcels that may be affected by the boundary adjustment. Following the detailed discoveries, It was determined by the Summit County Chief Civil Deputy Attorney, David Thomas, that Summit County could not legally issue a building permit for the Meier residence.

Proposal

The Summit County Recorder-Surveyor has prepared a Final local Entity Plat to adjust a portion of the Morgan/Summit County boundary line lying within Section 20, Township 1 North, Range 4 East, Salt Lake Base and Meridian, Morgan / Summit County, Utah. The adjusted boundary is proposed to follow the Westerly most boundary line of Pine Meadow Ranch Plat E and Pine Meadow Ranch Plat G. We are requesting that Council supports the efforts to adjust the County boundary line in accordance with Utah Code 17-2-209 to correspond with the closest existing property boundary of record. Adjusting the line will allow Mr. Meier and other affected lot owners to legally build on their Summit County property.

Historic Analysis

- 1) The original, historic Morgan County line was described, in part, as being "*to the summit of the cross range through which the upper canyon of the East Canyon creek runs; thence easterly along the summit of said last mentioned range to, and thence northerly along the summit of the range between East Canyon Creek and the Weber river to the Weber river.*"
- 2) The original, historic Summit County line was described, in part, as being "*thence Southwesterly down said last mentioned summit to and directly across the Weber River; thence southerly along the summit of the range separating East Canyon from the Weber Valley to the summit of the cross range through the upper canyon of East Creek runs; thence westerly to the summit of the Wasatch Range.*"
- 3) United States Department of the Interior Geological Survey "Big Dutch Hollow Quadrangle sheet" topographic map delineates the Morgan / Summit County Line as the ridgeline, which is consistent with the original, historic boundary descriptions.
- 4) Pine Meadow Ranch Plat E was recorded November 4, 1987, as Entry No. 279172.

- a) The Morgan / Summit County line was incorrectly shown and labeled along the Westerly boundary of Pine Meadow Ranch Plat E from the Westerly most corner of Lot 4 to the Northwesterly most corner of Lot 50.
- b) The historic Morgan / Summit County line between Lots 4 and 49 does not exactly follow said Westerly boundary.
- 5) Pine Meadow Ranch Plat G was recorded November 12, 1987, as Entry 279419
 - a) The Morgan / Summit County line was not shown or labeled on Pine Meadow Ranch Plat G.
- 6) Morgan County has not assigned any tax parcel identification numbers to any of the lots in either Pine Meadow Ranch Plat E or Pine Meadow Ranch Plat G.
- 7) The Morgan / Summit County boundary adjustment will have no effect on taxation by either County.

Recommendation

The Summit County Recorder-Surveyor requests that the Summit County Council review the proposed Final Local Entity Plat for Pine Meadow Ranch Plat E & Plat G Morgan / Summit County Boundary Adjustment and forward a positive recommendation to direct the County Recorder-Surveyor to present the same proposed final local entity plat to Morgan County at a work session to seek their initial approval prior to holding public hearings in both Summit and Morgan Counties.

Conclusions of Law

Utah Code **17-2-209. Minor adjustments to county boundaries authorized – Public hearing – Joint resolution of county legislative bodies – Notice and plat to lieutenant governor – Recording requirements – Effective date.**

(1)

(a) Counties sharing a common boundary may, in accordance with the provisions of Subsection (2) and Article XI, Section 3, of the Utah Constitution and for purposes of real property tax assessment and county record keeping, adjust all or part of the common boundary to move it, subject to Subsection (1)(b), a sufficient distance to reach to, and correspond with, the closest existing property boundary of record.

(b) A boundary adjustment under Subsection (1)(a) may not create a boundary line that divides or splits:

- (i) an existing parcel;
- (ii) an interest in the property; or
- (iii) a claim or record in the office of recorder or either county sharing the common boundary.

(2) The legislative bodies of both counties desiring to adjust a common boundary in accordance with Subsection (1) shall:

- (a) hold a joint public hearing on the proposed boundary adjustment;
- (b) at least seven days before the public hearing described in Subsection (2)(a), provide written notice of the proposed adjustment to:
 - (i) each owner of real property whose property, or a portion of whose property, may change counties as the result of the proposed boundary adjustment, or whose boundary is aligned with any portion of the existing county boundary that is being proposed for adjustment;
- (c) adopt a joint resolution approved by both county legislative bodies approving the proposed boundary adjustment.

(3) The legislative bodies of both counties adopting a joint resolution under Subsection (2)(c) shall:

- (a) within 15 days after adopting the joint resolution, jointly send to the lieutenant governor:
 - (i) a copy of a notice of an impending boundary action, as defined in Section 67-1a-6.5, that meets the requirements of Subsection 67-1a-6.5(3); and
 - (ii) a copy of an approved final local entity plat, as defined in Section 67-1a-6.5; and

(b) upon the lieutenant governor's issuance of a certificate of boundary adjustment under Section 67-1a-6.5, jointly submit to the recorder of the county in which the property is located after the boundary adjustment:

- (i) the original notice of an impending boundary action;
- (ii) the original certificate of boundary adjustment;
- (iii) the original approved final local entity plat; and
- (iv) a certified copy of the joint resolution approving the boundary adjustment.

Attachments

Proposed Local Entity Plat - Pine Meadow Ranch Plat E & Plat G Morgan / Summit County Boundary Adjustment

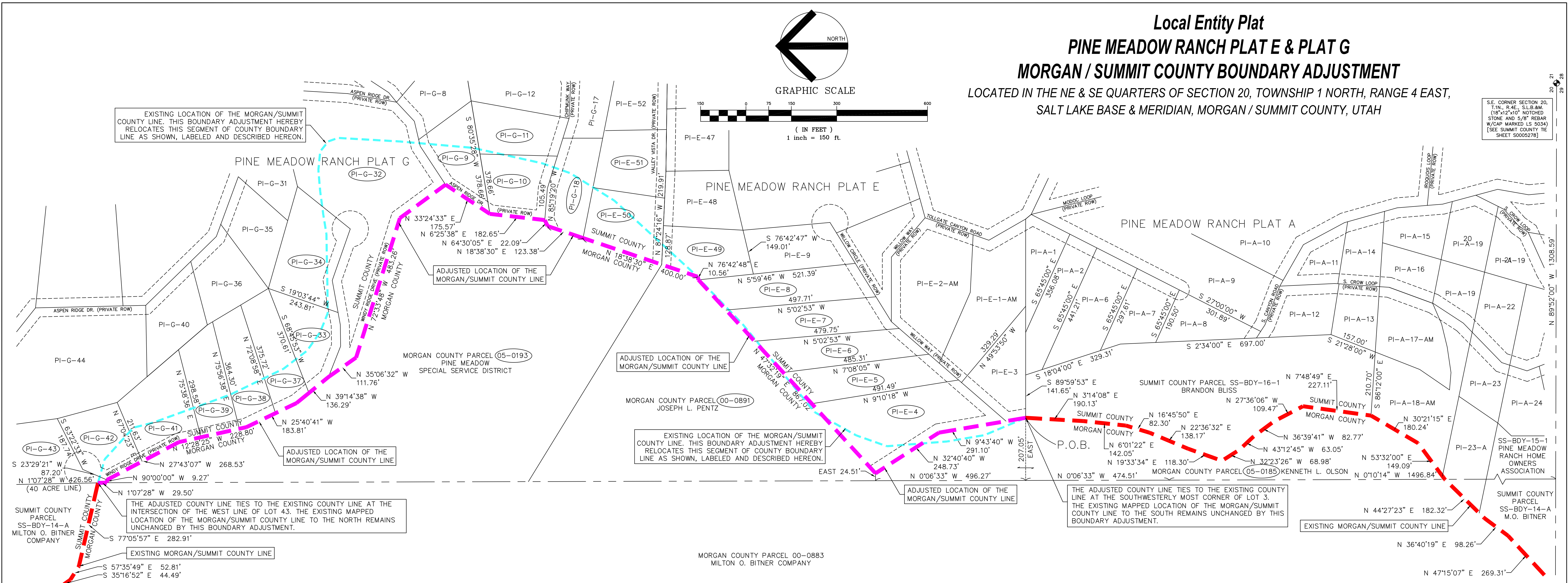
Aerial Exhibit - Morgan / Summit County Boundary Adjustment

Entry No. 279172 - Pine Meadow Ranch Plat E

Entry No. 279419 - Pine Meadow Ranch Plat G

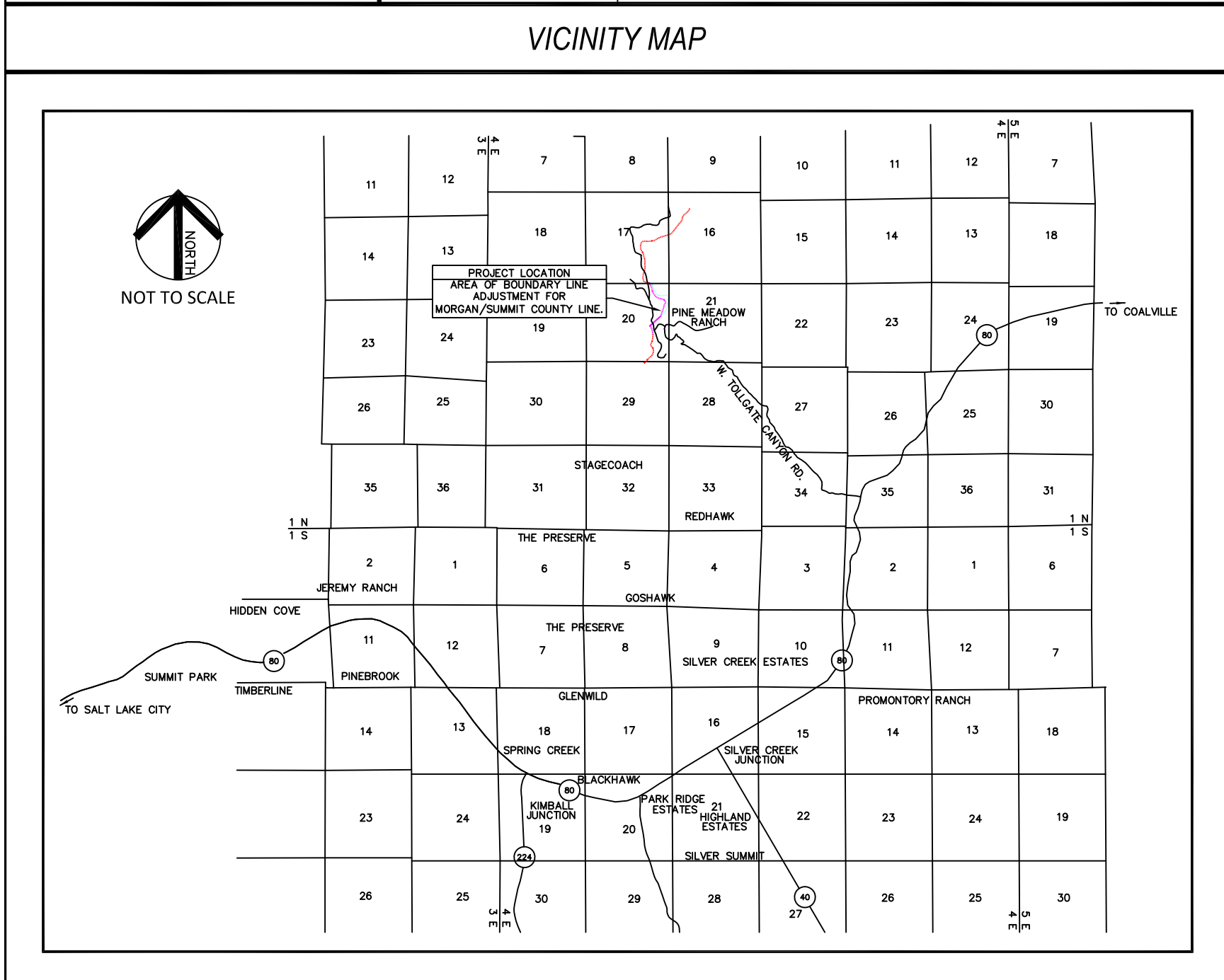
Local Entity Plat PINE MEADOW RANCH PLAT E & PLAT G MORGAN / SUMMIT COUNTY BOUNDARY ADJUSTMENT

LOCATED IN THE NE & SE QUARTERS OF SECTION 20, TOWNSHIP 1 NORTH, RANGE 4 EAST,
SALT LAKE BASE & MERIDIAN, MORGAN / SUMMIT COUNTY, UTAH



AFFECTED PARCELS & LOTS	
Morgan County Parcels:	Summit County Lots:
00-0891 05-0185 05-0193	Pine Meadow Ranch Plat E: PI-E-3, PI-E-4, PI-E-5, PI-E-6, PI-E-7, PI-E-8, PI-E-9, PI-E-50 & PI-E-51 Pine Meadow Ranch Plat G: PI-G-9, PI-G-10, PI-G-11, PI-G-18, PI-G-32, PI-G-33, PI-G-34, PI-G-37, PI-G-38, PI-G-39, PI-G-41, PI-G-42 & PI-G-43

LEGEND	
AFFECTED PARCEL (TYP) (SEE LIST)	PI-G-39
BOUNDARY - ADJUSTED	(Red dashed line)
BOUNDARY - EXISTING	(Black dashed line)
BOUNDARY - REMOVED	(Black solid line)



SURVEYOR'S NARRATIVE

1. The purpose of this local entity plat is to Adjust a portion of the Morgan/Summit County boundary line lying within Section 20, Township 1 North, Range 4 East, Salt Lake Base and Meridian, Morgan / Summit County, Utah.

a. Utah Code 17-2-209(1)(a) Counties sharing a common boundary may, in accordance with the provisions of Subsection (2) and Article XI, Section 3, of the Utah Constitution and for purposes of real property tax assessment and county record keeping, adjust all or part of the common boundary to move it, subject to Subsection (1)(b), a sufficient distance to reach to, and correspond with, the closest existing property boundary of record.

b. The location of the adjusted Morgan/Summit County boundary line, as shown and described herein, shall commence on the Westerly boundary line of Pine Meadow Ranch Plat E, follow, run along Westerly boundary line of both Pine Meadow Ranch Plat E and Pine Meadow Ranch Plat G, and terminate on the Westerly boundary line of Pine Meadow Ranch Plat G.

c. The original, historic Morgan County line was described, in part, as being "to the summit of the cross range through which the upper canyon of the East Canyon creek runs; thence easterly along the summit of said last mentioned range to, and thence northerly along the summit of the range between East Canyon Creek and the Weber river to the Weber river."

d. The original, historic Summit County line was described, in part, as being "thence Southwesterly down said last mentioned summit to and directly across the Weber River; thence southerly along the summit of the range separating East Canyon from the Weber Valley to the summit of the cross range through the upper canyon of East Creek runs; thence westerly to the summit of the Wasatch Range."

e. Pine Meadow Ranch Plat E was recorded November 4, 1987 as Entry No. 279172 and Pine Meadow Ranch Plat G was recorded November 12, 1987 as Entry 279419. The Morgan/Summit County line was shown and labeled along the Westerly boundary of Pine Meadow Ranch Plat E from the Westerly most corner of Lot 4 to the Northwesterly most corner of Lot 50. The historic Morgan/Summit County line between Lots 4 and 49 does not exactly follow said Westerly boundary. The Morgan/Summit County line was not shown or labeled on Pine Meadow Ranch Plat G. Utilizing GIS maps from UGR, Morgan County and Summit County, USGS Quadrangle maps, and related topographic and boundary surveys, we have determined that many of the lots that are adjacent to and along the Western boundary of these two subdivisions are partially located in both Morgan and Summit Counties.

f. Morgan County has not assigned any tax parcel identification numbers to the affected lots, as the two subdivisions were recorded in Summit County.

g. Both Pine Meadow Ranch Plat E and Pine Meadow Ranch Plat G were approved, accepted and recorded under the assumption that they were located entirely within the boundaries of Summit County.

2. County Survey monuments shall be set at the Point of Beginning, all angle points, and the Point of Terminus of the adjusted Morgan / Summit County line, upon the acceptance and recordation of this local entity plat.

SURVEYOR'S CERTIFICATE

I, Gregory R. Wolbach, do hereby certify that I am a Professional Land Surveyor in the State of Utah and that I hold License Number 187788 in accordance with Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act. I further certify that I have prepared this Local Entity Plat for the purpose of adjusting the existing Morgan/Summit County Line for the purposes of real property tax assessment and county record keeping in accordance with Utah Code 17-2-209. I do further certify that this Local Entity Plat is a correct and accurate representation of the land shown and described herein.

GREGORY R. WOLBACH, PLS 187788
SUMMIT COUNTY SURVEYOR

(SEAL)

BOUNDARY ADJUSTMENT DESCRIPTION

Adjusted portion of the Morgan/Summit County line lying with the East half of Section 20, Township 1 North, Range 4 East, Salt Lake Base and Meridian, Morgan / Summit County, Utah, being more particularly described as follows:

Beginning at a point on the existing Morgan/Summit County line, said point being the Southwest corner of Lot 3, Pine Meadow Ranch Plat E, recorded November 4, 1987 as Entry No. 279172, according to the official plat thereof on file and of record in the office of the Summit County Recorder (also see the 2015 Local Entity Plat: "TOLLGATE CANYON SUMMIT/MORGAN COUNTY BOUNDARY ADJUSTMENT", according to the official plat thereof on file and of record in the office of the Morgan County Recorder and in the office of the Summit County Recorder, recorded as Entry No. 1031428), said point of beginning also being located North 89°52'00" West, a distance of 1,308.59 feet and North 00°10'14" West, a distance of 1,496.84 feet and North 00°06'33" West, a distance of 474.51 feet and North 90°00'00" East (East), a distance of 207.05 feet from the Southeast Corner of Section 20, Township 1 North, Range 4 East, Salt Lake Base and Meridian, and as shown on said "TOLLGATE CANYON SUMMIT/MORGAN COUNTY BOUNDARY ADJUSTMENT" Local Entity Plat; Thence leaving said existing County line and continuing Northerly along the Westerly boundary line of said Pine Meadow Ranch Plat E, the following five (5) calls: (1) North 09°43'40" West, a distance of 291.10 feet; (2) North 32°40'40" West, a distance of 248.73 feet; (3) North 47°32'19" East, a distance of 867.02 feet; (4) North 76°42'48" East, a distance of 10.56 feet; (5) North 18°38'30" East, a distance of 400.00 feet to the Northwesterly most corner of Lot 50 of said Pine Meadow Ranch Plat E, said point also being the Southwesterly most corner of Lot 18, Pine Meadow Ranch Plat G, recorded November 12, 1987 as Entry 279419, according to the official plat thereof on file and of record in the office of the Summit County Recorder and being located in the East half of Section 20, Township 1 North, Range 4 East, Salt Lake Base and Meridian; Thence continuing Northerly along the Westerly boundary line of said Pine Meadow Ranch Plat G, the following thirteen (13) calls: (1) North 18°38'30" East, a distance of 123.38 feet; (2) North 64°30'05" East, a distance of 22.09; (3) North 06°25'38" East, a distance of 182.65 feet; (4) North 33°24'33" East, a distance of 175.57 feet; (5) North 36°15'37" West, a distance of 186.94 feet; (6) North 72°33'48" West, a distance of 483.26 feet; (7) North 35°06'32" West, a distance of 111.76 feet; (8) North 39°14'38" West, a distance of 136.29 feet; (9) North 25°40'41" West, a distance of 183.81 feet; (10) North 12°28'25" West, a distance of 228.80 feet; (11) North 27°43'07" West, a distance of 268.53 feet; (12) North 90°00'00" West (West), a distance of 9.27 feet to the Southwest corner of Lot 43 of said Pine Meadow Ranch Plat G; (13) North 01°07'28" West along said Westerly boundary line of Pine Meadow Ranch Plat G, a distance of 29.50 feet to a point on the existing Morgan/Summit County line and being the point of terminus of the herein described adjusted portion of the Morgan/Summit County line. Said point of terminus being the intersection of the Southerly boundary line of Summit County Parcel SS-BDY-14-A and the Westerly boundary line of said Pine Meadow Ranch Plat G.

MORGAN COUNTY SURVEYOR

This Final Local Entity Plat, adjusting the common boundary of Morgan / Summit County to correspond with the closest existing property boundary of record, has been found to be in compliance with Section 17-2-209 and with Section 17-23-20 of Utah Code.

Approved this _____ day of _____, 2025

By: _____
MORGAN COUNTY SURVEYOR (ACTING)

(SEAL)

SUMMIT COUNTY SURVEYOR

This Final Local Entity Plat, adjusting the common boundary of Morgan / Summit County to correspond with the closest existing property boundary of record, has been found to be in compliance with Section 17-2-209 and with Section 17-23-20 of Utah Code.

Approved this _____ day of _____, 2025

By: GREGORY R. WOLBACH, PLS 187788
SUMMIT COUNTY SURVEYOR

(SEAL)

ACCEPTANCE AND JOINT RESOLUTION

Morgan and Summit Counties, for reasons and purposes stated in a Joint Resolution being concurrently recorder herewith, desire to adjust a portion of the county line between their two counties. The two counties hereby resolve that the legislative bodies of both counties adopt and confirm this Final Local Entity Plat and the legal description contained herein as properly depicting the adjusted portion of the boundary line between said counties. This boundary adjustment has been accepted as provided by Utah Code Section 17-2-209.

The County of Morgan approves this Local Entity Plat of "PINE MEADOW RANCH PLAT E & PLAT G MORGAN/SUMMIT COUNTY BOUNDARY ADJUSTMENT", as shown hereon, and as set forth in the Joint Resolution between Morgan and Summit Counties.

The County of Summit approves this Local Entity Plat of "PINE MEADOW RANCH PLAT E & PLAT G MORGAN/SUMMIT COUNTY BOUNDARY ADJUSTMENT", as shown hereon, and as set forth in the Joint Resolution between Morgan and Summit Counties.

Approved this _____ day of _____, 2025

MATT WILSON, CHAIR
MORGAN COUNTY COMMISSION

TONJA HANSON, CHAIR
SUMMIT COUNTY COUNCIL

ATTESTED TO BY:

LESLIE HYDE
MORGAN COUNTY CLERK/AUDITOR (SEAL)

EVE FURSE
SUMMIT COUNTY CLERK (SEAL)

MORGAN COUNTY RECORDER

This Final Local Entity Plat, adjusting the common boundary of Morgan / Summit County to correspond with the closest existing property boundary of record, has been found to be in compliance with Section 17-2-209 and with Section 17-23-20 of Utah Code.

Approved this _____ day of _____, 2025

SUMMIT COUNTY RECORDER

This Final Local Entity Plat, adjusting the common boundary of Morgan / Summit County to correspond with the closest existing property boundary of record, has been found to be in compliance with Section 17-2-209 and with Section 17-23-20 of Utah Code.

Approved this _____ day of _____, 2025



EXISTING LOCATION OF THE MORGAN/SUMMIT COUNTY LINE. THIS BOUNDARY ADJUSTMENT HEREBY RELOCATES THIS SEGMENT OF COUNTY BOUNDARY LINE AS SHOWN, LABELED AND DESCRIBED HEREON.

ADJUSTED LOCATION OF THE MORGAN/SUMMIT COUNTY LINE

ADJUSTED LOCATION OF THE MORGAN/SUMMIT COUNTY LINE

EXISTING LOCATION OF THE MORGAN/SUMMIT COUNTY LINE. THIS BOUNDARY ADJUSTMENT HEREBY RELOCATES THIS SEGMENT OF COUNTY BOUNDARY LINE AS SHOWN, LABELED AND DESCRIBED HEREON.

ADJUSTED LOCATION OF THE MORGAN/SUMMIT COUNTY LINE

THE ADJUSTED COUNTY LINE TIES TO THE EXISTING COUNTY LINE AT THE SOUTHWESTERLY MOST CORNER OF LOT 3. THE EXISTING MAPPED LOCATION OF THE MORGAN/SUMMIT COUNTY LINE TO THE SOUTH REMAINS UNCHANGED BY THIS BOUNDARY ADJUSTMENT.

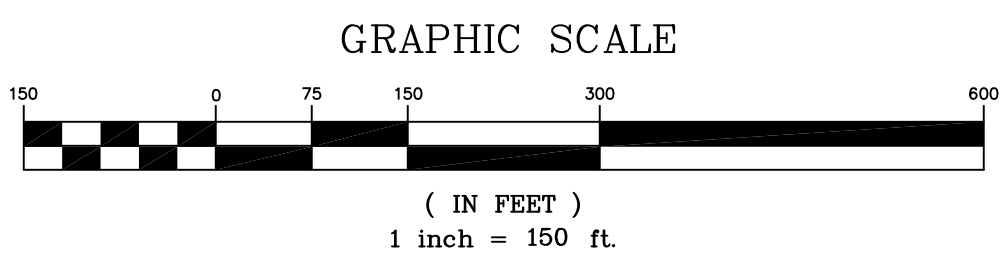
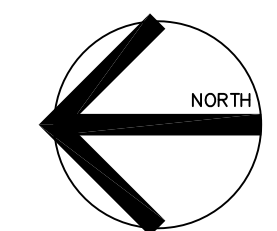
EXISTING MORGAN/SUMMIT COUNTY LINE

THE ADJUSTED COUNTY LINE TIES TO THE EXISTING COUNTY LINE AT THE INTERSECTION OF THE WEST LINE OF LOT 43. THE EXISTING MAPPED LOCATION OF THE MORGAN/SUMMIT COUNTY LINE TO THE NORTH REMAINS UNCHANGED BY THIS BOUNDARY ADJUSTMENT.

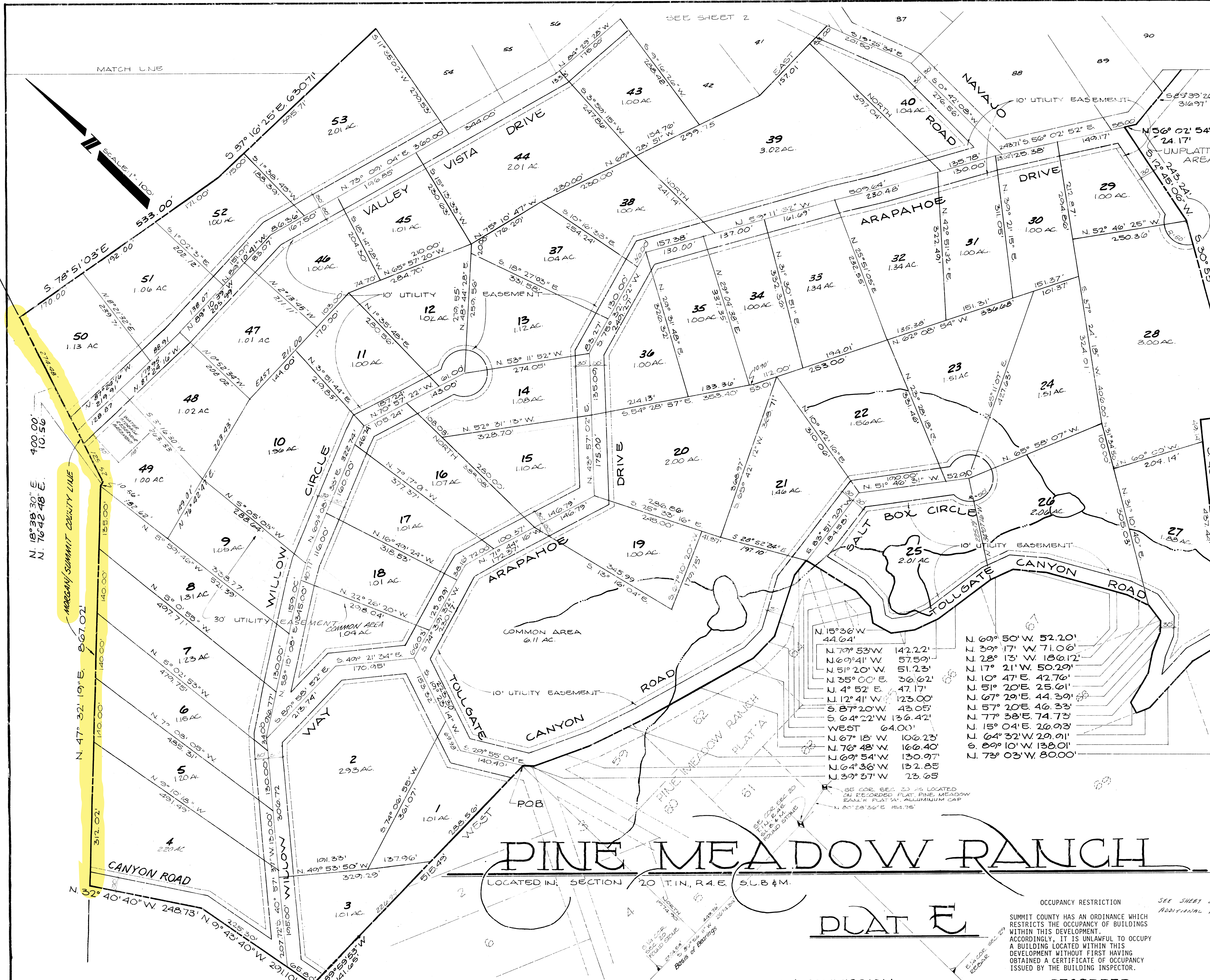
EXISTING MORGAN/SUMMIT COUNTY LINE

LEGEND

AFFECTED PARCEL (TYP) (SEE LIST)	PI-G-39
BOUNDARY - ADJUSTED	(Pink dashed line)
BOUNDARY - EXISTING	(Red dashed line)
BOUNDARY - REMOVED	(Black dashed line)

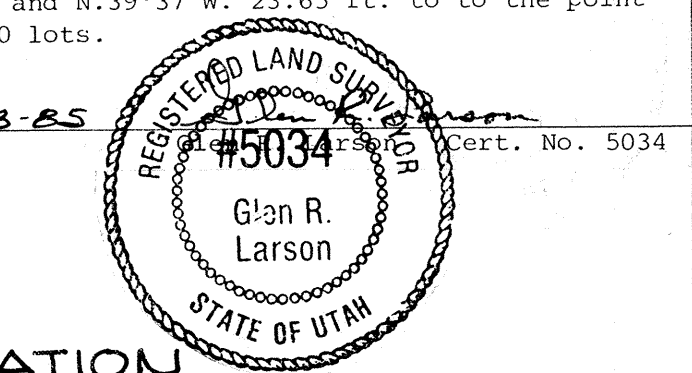


AERIAL EXHIBIT - MORGAN / SUMMIT COUNTY BOUNDARY ADJUSTMENT
 LOCATED IN THE NE & SE QUARTERS OF SECTION 20, TOWNSHIP 1 NORTH, RANGE 4 EAST, SALT LAKE BASE & MERIDIAN,
 MORGAN / SUMMIT COUNTY, UTAH



SURVEYOR'S CERTIFICATE
 I, Glen R. Larson, do hereby certify that I am a Registered Professional Engineer and/or Land Surveyor, and that I hold certificate No. 5034 as prescribed under the laws of the State of Utah. I further certify that by authority of the Owners, I have made a survey of the tract of land shown on this plat and described below, and have subdivided said tract of land into lots and streets, hereafter to be known as: PINE MEADOW RANCH PLAT E and that same has been correctly surveyed and staked on the ground as shown on this plat.

BOUNDARY DESCRIPTION
 Beginning on the north boundary line of Plat "A", Pine Meadow Ranch at its intersection with Tollgate Canyon Road, said point of intersection being 449.76 ft., N.89°56'11"W. along the south line of Section 20, T. 1 N., R. 4 E., S.L.B. & M., and 1974.90 ft. north from the southeast corner of said Section 20; thence West 515.49 ft. along said north boundary line; thence N.89°59'53"W. 141.65 ft.; thence N.9°43'40"W. 291.10 ft.; thence N.32°40'40"W. 248.73 ft. to a point on the Summit-Morgan County Line; thence along said county line the following 3 courses: N.47°32'19"E. 867.02 ft., N.76°42'48"E. 10.56 ft., and N.18°38'30"E. 400.00 ft. to a southwest corner of Plat "G", Pine Meadow Ranch; thence along the southerly and easterly boundary line of said plat the following 4 courses: S.78°51'03"E. 533.00 ft., S.87°16'25"E. 630.71 ft., N.23°11'19"E. 113.81 ft., and N.38°59'02"W. 442.21 ft. to the southwest corner of Plat "F", Pine Meadow Ranch; thence along the southerly boundary line of said plat the following 9 courses: S.87°15'22"E. 370.05 ft., N.38°11'08"W. 290.88 ft., S.84°56'17"E. 334.39 ft., S.22°19'49"E. 69.09 ft., S.89°19'29"E. 310.26 ft., S.28°38'01"E. 73.89 ft., S.59°42'50"E. 310.87 ft., N.49°18'15"E. 611.15 ft., N.88°27'05"E. 107.62 ft. to a point on a westerly boundary line of Plat "B", Pine Meadow Ranch; thence along the westerly and southerly boundary lines of said plat the following 9 courses: S.21°55'38"W. 297.79 ft., N.68°37'25"E. 16.32 ft., S.31°28'W. 690.70 ft., S.47°54'E. 1051.51 ft., N.42°06'01"E. 195.15 ft., S.10°15'41"E. 39.28 ft., S.75°31'21"E. 64.50 ft., N.37°41'59"E. 86.80 ft., and N.29°02'14"E. 230.50 ft. to a point on the westerly boundary line of said plat the following 8 courses: S.3°08'E. 319.60 ft., S.25°20'40"W. 100.30 ft., S.54°21'39"W. 126.60 ft., S.65°28'09"W. 95.40 ft., S.51°05'53"W. 208.91 ft., N.88°53'10"E. 369.51 ft., S.25°36'28"W. 46.60 ft., and S.66°21'54"E. 238.30 ft.; thence S.73°20'06"W. 970.15 ft.; thence S.72°39'26"W. 313.88 ft.; thence S.85°39'26"W. 316.97 ft.; thence N.56°02'54"W. 24.17 ft.; thence S.12°45'06"W. 243.24 ft.; thence S.30°53'47"W. 395.27 ft.; thence S.75°31'34"W. 51.29 ft. to a point on the northerly boundary line of Plat "C", Pine Meadow Ranch; thence along the northerly and westerly boundary lines of said plat the following 2 courses: N.50°00'W. 48.74 ft. and S.40°00'W. 486.58 ft. to a point on the northerly boundary line of said Plat "A"; thence along the northerly boundary line of said plat the following 28 courses: N.73°03'W. 80.00 ft., S.89°10'W. 138.01 ft., N.64°32'W. 29.91 ft., N.15°04'E. 26.93 ft., N.77°38'E. 74.73 ft., N.57°20'E. 46.33 ft., N.67°29'E. 44.39 ft., N.51°20'E. 25.61 ft., N.10°47'E. 42.76 ft., N.17°21'W. 50.29 ft., N.28°13'W. 186.12 ft., N.39°17'W. 71.06 ft., N.69°50'W. 52.20 ft., N.79°53'W. 142.22 ft., N.69°41'W. 57.59 ft., N.51°20'W. 51.23 ft., N.15°36'W. 44.64 ft., N.35°00'W. 36.62 ft., N.4°52'E. 47.17 ft., N.12°41'W. 123.00 ft., S.87°20'W. 43.05 ft., S.64°22'W. 136.42 ft., WEST 64.00 ft., N.67°18'W. 106.23 ft., N.76°48'W. 166.40 ft., N.69°54'W. 130.97 ft., N.64°36'W. 132.85 ft., N.39°37'W. 23.65 ft. to the point of beginning, containing 141.64 acres and 100 lots.



OWNERS DEDICATION
 Know all men by these presents that the undersigned owner(s) of the above described tract of land, having caused same to be subdivided into lots and streets to be hereafter known as **PINE MEADOW RANCH PLAT E** do hereby dedicate for perpetual use of the public all easements shown on this plat as intended for public use. In witness whereof I have hereunto set their hand and seal this _____ day of _____ A.D. 19____.

C. Mike Nielsen Secretary, TITLE COMPANY, TWISTE
Paul Clayton by *Chris J. Jensen*
Margaret M. Clayton by *Charles E. Miller*

ADDRESS OF MANAGING OWNER:
 PINE MEADOW RANCH HOMEOWNERS ASSOCIATION
 P.O. BOX 17698
 SALT LAKE CITY, UTAH 84117

ACKNOWLEDGEMENTS

State of Utah }
 County of Salt Lake } ss.

On the 8th day of November, A.D. 1985 personally appeared before me Paul F. Thomson and Charles G. Miller who being by me duly sworn did say, each for himself, that he, the said Paul F. Thomson is the President, and the said Charles G. Miller is the Secretary of security title company and that the within and foregoing instrument was signed in behalf of said corporation by the authority of a resolution of its board of directors and said Paul F. Thomson and Charles G. Miller each duly acknowledged to me that said Corporation executed same.

notary public *Paul F. Thomson*
 residing in Salt Lake County
 my commission expires 1-18-86

PLANNING COMMISSION
 Approved this 22 day of Sept A.D. 1985 by the Summit County Planning Comm.
Robert M. Meyer
 Chairman, Summit Co. planning Co.

COUNTY ENGINEER
 I hereby certify that I have had this plat examined by this office and it is correct and in accordance with information on file.
 10/29/87
Hane J. Morrison
 County Engineer

APPROVAL AS TO FORM
 Approved as to form this 26th day of OCT A.D. 1985
Paul F. Thomson
 Summit Co. Attorney

COUNTY COMMISSION
 Presented to the board of Summit County commissioners this 29 day of Sept A.D. 1985 at which time this subdivision was approved and accepted.
Paul F. Thomson
 Summit Co. Clerk

RECORDED
 State of Utah, County of Summit, recorded and filed at the request of Paul F. Thomson
 date 11-14-85 time 3:05 book _____ page _____
 fee _____
 summit county recorder

OCCUPANCY RESTRICTION
 SUMMIT COUNTY HAS AN ORDINANCE WHICH RESTRICTS THE OCCUPANCY OF BUILDINGS WITHIN THIS DEVELOPMENT. ACCORDINGLY, IT IS UNLAWFUL TO OCCUPY A BUILDING LOCATED WITHIN THIS DEVELOPMENT WITHOUT FIRST HAVING OBTAINED A CERTIFICATE OF OCCUPANCY ISSUED BY THE BUILDING INSPECTOR.

ROAD DEDICATION NOTES
 The owners heretofore hereby acknowledge the judgment of the Court in Case Number 6181 in the District Court for Summit County as to certain private surface rights of passage over the roads depicted on the foregoing plat and that Summit County has no responsibility for improvement or maintenance of such roads; provided however that title to the surface easement and subsurface of the roads depicted for this plat is held by the Pine Meadow Ranch Owners Association for conveyance and sale in the future to be maintained by the Pine Meadow Special Service District.

SHEET 1 of 2
 16-2-82
 PINE MEADOW RANCH "E"

PINE MEADOW RANCH

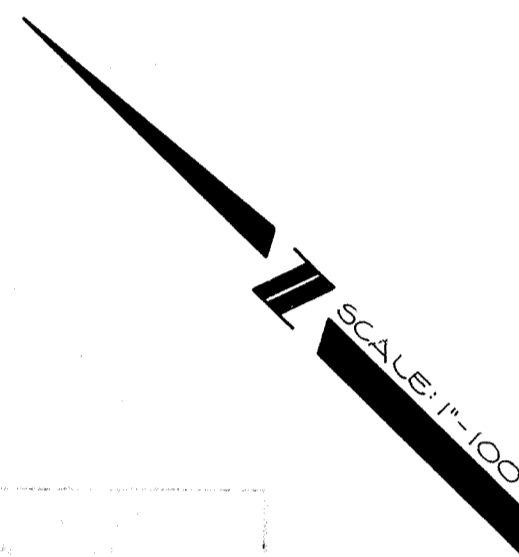
LOCATED IN SECTION 20 T.1N, R.4E. S.L.B. & M.

PLAT "E"

N. 88° 27' 05" E. 107.02'
N. 49° 18' 15" E. 611.15'

OCCUPANCY RESTRICTION
SUMMIT COUNTY HAS AN ORDINANCE WHICH RESTRICTS THE OCCUPANCY OF BUILDINGS WITHIN THIS DEVELOPMENT. ACCORDINGLY, IT IS UNLAWFUL TO OCCUPY A BUILDING LOCATED WITHIN THIS DEVELOPMENT WITHOUT FIRST HAVING OBTAINED A CERTIFICATE OF OCCUPANCY ISSUED BY THE BUILDING INSPECTOR.

ADDRESS OF MANAGING OWNER:
PINE MEADOW RANCH HOMEOWNERS ASSOCIATION
P.O. BOX 17698
SALT LAKE CITY, UTAH 84117



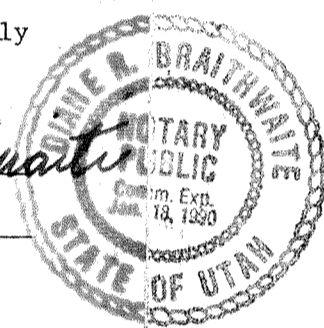
STATE OF UTAH }
COUNTY OF Salt Lake } ss

On the 24th day of January A. D. 1986
personally appeared before me

C. MIKE NIELSEN, EARL CLAYTON and MARGARET H. CLAYTON

the signers of the foregoing instrument, who duly
acknowledged to me that they executed the same.

Deane R. Braithwaite
NOTARY PUBLIC, residing at
Salt Lake City, Utah



My commission expires 1-18-90

S. 22° 19' 49" E. 69.09'
S. 84° 56' 17" E. 334.39'

N. 38° 31' 08" W. 290.88'
S. 87° 15' 22" E. 370.05'

N. 38° 59' 02" W. 442.21'
N. 23° 11' 19" E. 113.81'
S. 87° 16' 25" E. 630.71'

MATCH LINE

Entry No. 279112
REQUEST OF *Alan Springs*
PER *Alan Springs* SUMMIT CO. RECORDER
RECORDED *11/13/86*

S. 85° 39' 26" W. 316.97'

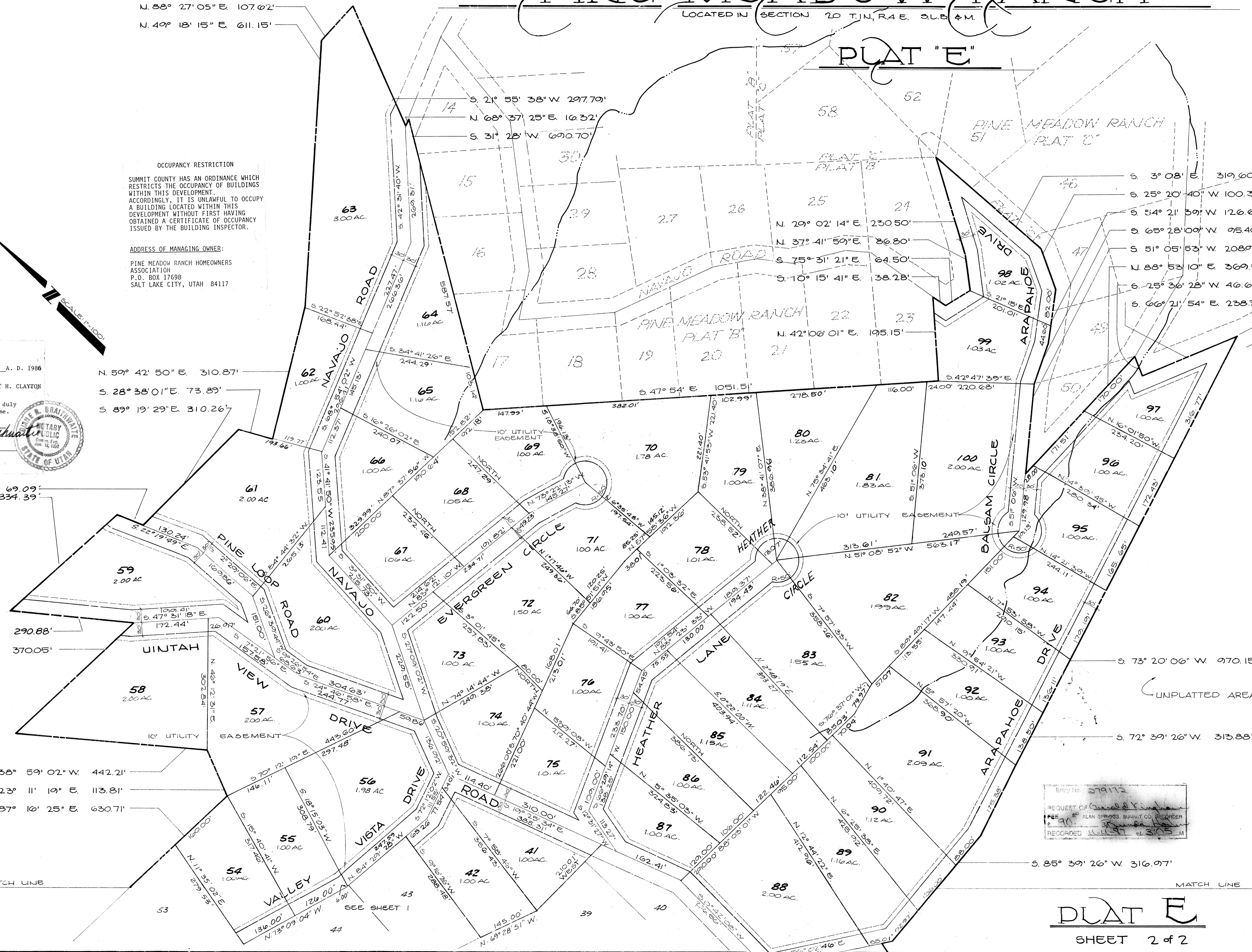
MATCH LINE

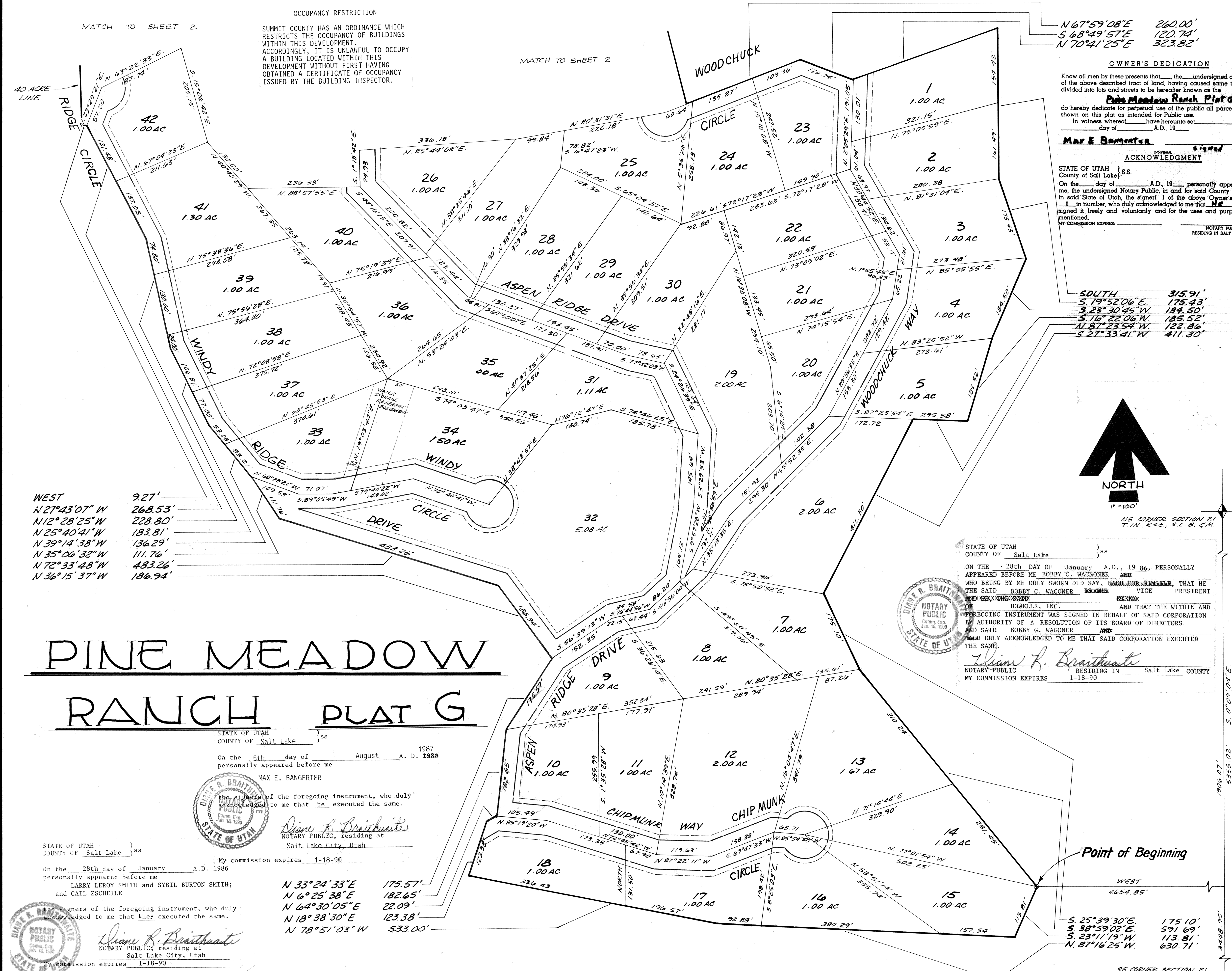
PLAT E

SHEET 2 of 2

16-2-02

PINE MEADOW RANCH "E"





OCCUPANCY RESTRICTION
 SUMMIT COUNTY HAS AN ORDINANCE WHICH RESTRICTS THE OCCUPANCY OF BUILDINGS WITHIN THIS DEVELOPMENT. ACCORDINGLY, IT IS UNLAWFUL TO OCCUPY A BUILDING LOCATED WITHIN THIS DEVELOPMENT WITHOUT FIRST HAVING OBTAINED A CERTIFICATE OF OCCUPANCY ISSUED BY THE BUILDING INSPECTOR.

N 67°59'08"E 260.00'
 S 68°49'57"E 120.74'
 N 70°41'25"E 323.82'

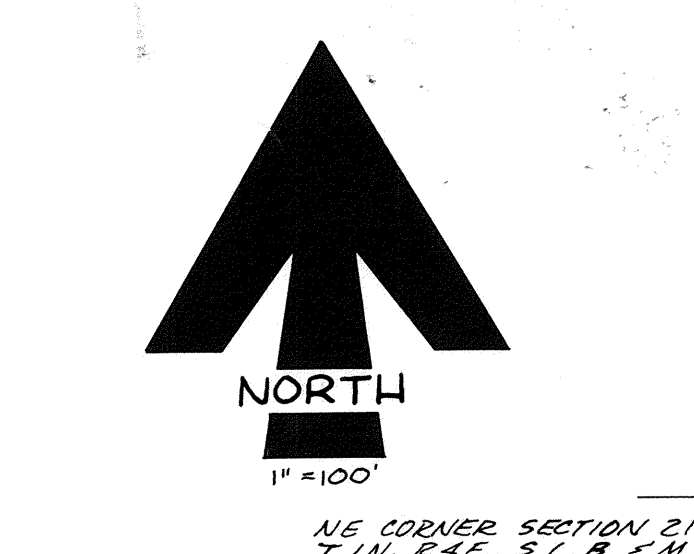
OWNER'S DEDICATION

Know all men by these presents that the undersigned owner () of the above described tract of land, having caused same to be subdivided into lots and streets to be hereinafter known as the **Pine Meadow Ranch Plat G**, do hereby dedicate for perpetual use of the public all parcels of land shown on this plat as intended for Public use. In witness whereof, I have hereunto set my hand and seal this day of August, A.D. 1987.

Max E. Bangerter
 Notary Public
 My Commission Expires 1-18-90

STATE OF UTAH)
 COUNTY OF Salt Lake) ss
 On the 5th day of August, A.D. 1987, personally appeared before me the undersigned Notary Public, in and for said County of Salt Lake in said State of Utah, the signers () of the above Owner's dedication () in number, who duly acknowledged to me that he signed it freely and voluntarily and for the uses and purposes therein mentioned.

SOUTH 315.91'
 S 19°52'06"E 175.43'
 S 23°30'45"W 184.50'
 S 16°22'06"W 185.52'
 N 87°23'54"W 122.86'
 S 27°33'41"W 411.30'



STATE OF UTAH)
 COUNTY OF Salt Lake) ss
 ON THE 28th DAY OF January, A.D. 1986, PERSONALLY APPEARED BEFORE ME BOBBY G. WAGNER AND THE SAID BOBBY G. WAGNER, PRESIDENT OF HOWELLS, INC. AND THAT THE WITHIN AND FOREGOING INSTRUMENT WAS SIGNED IN BEHALF OF SAID CORPORATION BY AUTHORITY OF A RESOLUTION OF ITS BOARD OF DIRECTORS AND SAID BOBBY G. WAGNER AND SAID BOBBY G. WAGNER EACH DULY ACKNOWLEDGED TO ME THAT SAID CORPORATION EXECUTED THE SAME.

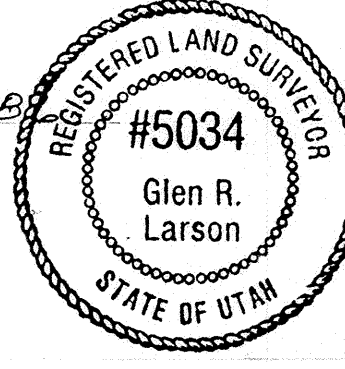
Shawn R. Braithwaite
 Notary Public
 My Commission Expires 1-18-90

BOUNDARY DESCRIPTION
 Beginning at the southeast corner of Lot 58, Plat "E", Pine Meadow Ranch, said point being 1906.07 ft. S. 0°09'04"E. and 4654.85 ft. west from the northeast corner of Section 21, T. 1 N., R. 4 E., S. L. B. & M.; thence along a northerly boundary line of said plat the following 3 courses: S. 23°11'19"W. 119.81 ft.; N. 87°16'25"W. 630.71 ft. and N. 78°51'03"W. 533.00 ft.; thence N. 18°38'30"E. 123.38 ft.; thence N. 64°30'05"E. 22.09 ft.; thence N. 6°25'38"E. 182.65 ft.; thence N. 33°24'33" 175.57 ft.; thence N. 36°15'37"W. 186.94 ft.; thence N. 72°33'48"W. 483.26 ft.; thence N. 35°06'32"W. 111.76 ft.; thence N. 39°14'38"W. 136.29 ft.; thence N. 25°40'41"W. 183.81 ft.; thence N. 12°28'25"W. 228.80 ft.; thence N. 27°43'07"W. 268.53 ft.; thence West 9.27 ft.; thence N. 1°07'28"W. 426.56 ft.; thence N. 1°23'06"W. 1401.87 ft.; thence East 32.86 ft.; thence N. 56°52'47"E. 352.93 ft.; thence N. 52°33'36"E. 332.78 ft.; thence South 320.00 ft.; thence N. 85°57'04"E. 463.88 ft.; thence East 375.77 ft.; thence S. 83°27'45"E. 194.70 ft.; thence S. 77°08'56"E. 224.55 ft.; thence S. 37°06'22"W. 22.55 ft.; thence East 713.14 ft. to the northwest corner of Plat "D", Pine Meadow Ranch; thence S. 5°45'00"W. 481.59 ft. and S. 0°11'03"E. 285.02 ft. along the west boundary line of said Plat "D" to the northwest corner of Plat "F", Pine Meadow Ranch; thence South 310.00 ft. and N. 84°22'00"W. 289.60 ft. along the boundary line of said Plat "F" to the southeast corner of Lot 19, Plat "H", Pine Meadow Ranch; thence along the easterly, northerly, westerly and southerly boundary lines of said plat the following 19 courses: North 294.58 ft.; N. 87°25'00"W. 307.22 ft.; S. 67°40'59"W. 136.82 ft.; N. 78°16'00"W. 217.11 ft.; N. 50°34'00"W. 300.06 ft.; N. 22°35'59"W. 230.86 ft.; N. 58°22'22"W. 46.71 ft.; S. 9°16'01"W. 184.17 ft.; S. 3°26'00"E. 308.43 ft.; S. 21°37'15"W. 111.77 ft.; S. 35°19'18"W. 220.05 ft.; S. 10°55'37"E. 154.34 ft.; S. 49°35'48"E. 130.00 ft.; N. 66°40'01"E. 116.09 ft.; S. 2°29'41"W. 256.19 ft.; S. 14°57'54"E. 285.38 ft.; N. 67°59'08"E. 260.00 ft.; S. 68°49'57"E. 120.74 ft. and N. 70°41'25"E. 323.82 ft. to a point on the westerly boundary line of said Plat "F"; thence along said boundary line the following 8 courses: South 315.91 ft.; S. 19°52'06"E. 175.43 ft.; S. 23°30'45"W. 184.50 ft.; S. 16°22'06"W. 185.52 ft.; N. 87°23'54"W. 122.86 ft.; S. 27°33'41"W. 411.30 ft.; S. 25°39'30"E. 175.10 ft. and S. 38°59'02"E. 591.69 ft. to the point of beginning, containing 128.037 acres and 101 lots.

OWNERS DEDICATION
 Know all men by these presents that the undersigned owner(s) () of the above described tract of land, having caused same to be subdivided into lots and streets to be hereafter known as **PINE MEADOW RANCH PLAT G**, do hereby dedicate for perpetual use of the public all easements shown on this plat as intended for public use. In witness whereof, I have hereunto set their this day of August, a.d. 1987.

Security Title Company, Trustee
Howells, Inc. by Bobby G. Wagner, President
Charles G. Miller, Secretary
Charles G. Miller, Sec
Max E. Bangerter
 ADDRESS OF MANAGING OWNER:
 PINE MEADOW RANCH HOMEOWNERS ASSOCIATION
 P.O. BOX 17698
 SALT LAKE CITY, UTAH 84117

Glen R. Larson
 Notary Public
 My Commission Expires 1-18-90



PINE MEADOW RANCH PLAT G

STATE OF UTAH)
 COUNTY OF Salt Lake) ss
 On the 5th day of August, A.D. 1987, personally appeared before me **MAX E. BANGERTER**

Shawn R. Braithwaite
 Notary Public, residing at Salt Lake City, Utah
 My commission expires 1-18-90

STATE OF UTAH)
 COUNTY OF Salt Lake) ss
 On the 28th day of January, A.D. 1986, personally appeared before me **LARRY LEROY SMITH and SYBIL BURTON SMITH; and GAIL ZSCHEILE**

Shawn R. Braithwaite
 Notary Public, residing at Salt Lake City, Utah
 My commission expires 1-18-90

PLANNING COMMISSION **COUNTY ENGINEER** **APPROVAL AS TO FORM** **COUNTY COMMISSION** **RECORDED**

C&S ENGINEERING
 2285 South Main
 S.L.C., Utah 84115
 TEL. 487-9973

Approved this 22 day of Sept, a.d. 1987 by the **Summit County Planning Comm.**
Robert M. Steger
 Chairman Summit Co. planning Co.

I hereby certify that I have had this plat, examined by this office and it is correct and in accordance with information on file.
10-14-87
Helen J. ...
 County Engineer

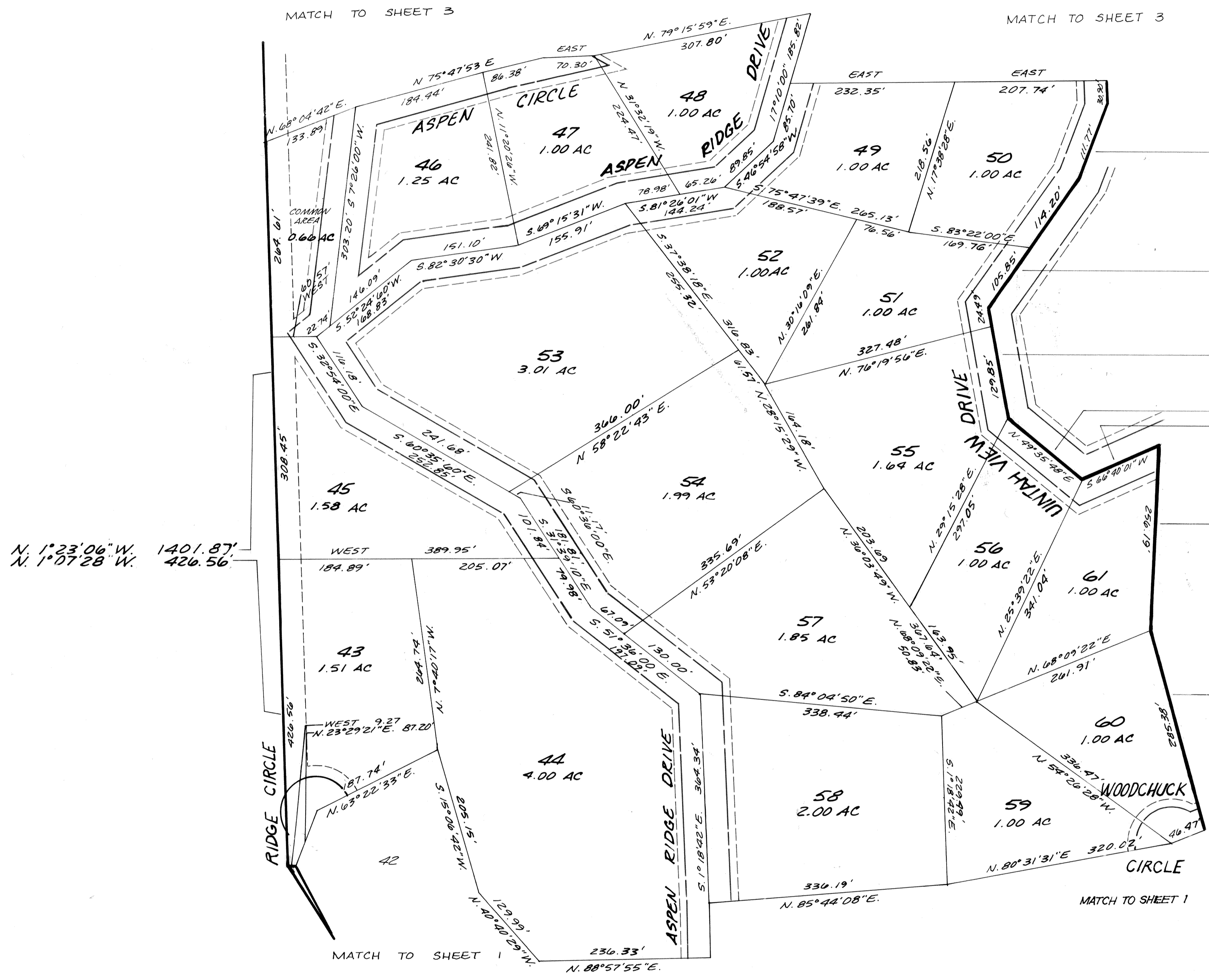
Approved as to form this 26th day of Oct, a.d. 1987
Frank ...
 Summit Co. Attorney

Presented to the board of Summit County commissioners this 29 day of Sept, a.d. 1987 at which time this subdivision was approved and accepted.
Shawn R. Braithwaite
 Notary Public, residing in Salt Lake County, Utah
 My commission expires 1-18-90

State of Utah, County of Summit, recorded and filed at the request of **Genevieve Kingham Entry # 279419**
 date 11-12-87 time 3:00 book page
Alan ...
 Summit County Recorder

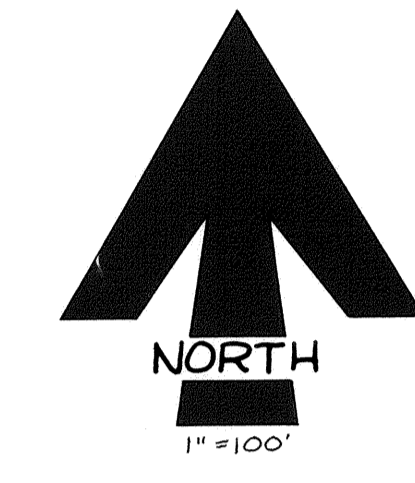
MATCH TO SHEET 3

MATCH TO SHEET 3



N. 1°23'06" W. 1401.87'
 N. 1°07'28" W. 426.56'

S. 21°37'15" W. 111.77'
 S. 35°19'18" W. 220.05'
 S. 10°55'37" E. 154.34'
 S. 49°35'48" E. 130.00'
 N. 66°40'01" E. 116.09'
 S. 2°29'41" W. 256.19'
 S. 14°57'54" E. 285.38'



PLAT "H"

OCCUPANCY RESTRICTION
 SUMMIT COUNTY HAS AN ORDINANCE WHICH RESTRICTS THE OCCUPANCY OF BUILDINGS WITHIN THIS DEVELOPMENT. ACCORDINGLY, IT IS UNLAWFUL TO OCCUPY A BUILDING LOCATED WITHIN THIS DEVELOPMENT WITHOUT FIRST HAVING OBTAINED A CERTIFICATE OF OCCUPANCY ISSUED BY THE BUILDING INSPECTOR.

ADDRESS OF MANAGING OWNER:
 PINE MEADOW RANCH HOMEOWNERS ASSOCIATION
 P.O. BOX 17698
 SALT LAKE CITY, UTAH 84117

PLAT G

SHEET 2 of 3

ENTRY # 019419
 11-10-97 3:00
 #110.88 Gwedd Kingham

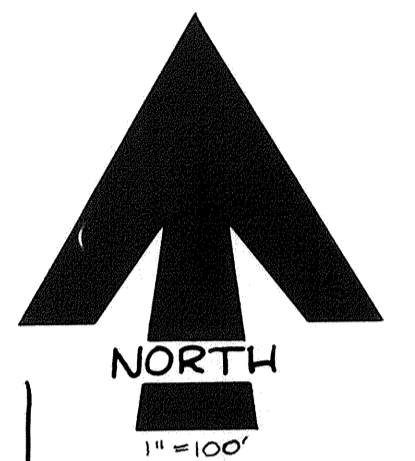


N 52°33'36" E
N 56°52'47" E
EAST
N 1°23'06" W

332.78'
352.93'
32.86'
1401.87'

SOUTH
N 85°57'04" E
EAST
S 83°27'45" E
S 77°08'56" E
S 37°06'22" W
EAST

320.00'
463.88'
375.77'
194.70'
224.55'
22.55'
713.14'



S 5°45'00" W
S 0°11'03" E
SOUTH
N 84°22'00" W

481.59'
285.02'
310.00'
289.60'

S 67°40'59" W
N 87°25'00" W
NORTH
N 76°16'00" W
N 50°34'00" W
N 22°35'59" W
N 52°22'22" W
S 9°16'01" W
S 3°26'00" E

136.62'
307.22'
294.58'
217.11'
300.06'
230.86'
46.71'
184.17'
308.43'

Entry # 519419
11-12-97 3:00
#10.80 Gerald Kingham

PLAT G

SHEET 3 of 3

OCCUPANCY RESTRICTION
SUMMIT COUNTY HAS AN ORDINANCE WHICH RESTRICTS THE OCCUPANCY OF BUILDINGS WITHIN THIS DEVELOPMENT. ACCORDINGLY, IT IS UNLAWFUL TO OCCUPY A BUILDING LOCATED WITHIN THIS DEVELOPMENT WITHOUT FIRST HAVING OBTAINED A CERTIFICATE OF OCCUPANCY ISSUED BY THE BUILDING INSPECTOR.

ADDRESS OF MANAGING OWNER:
PINE MEADOW RANCH HOMEOWNERS ASSOCIATION
P.O. BOX 17698
SALT LAKE CITY, UTAH 84117

MEMORANDUM



TO: Summit County Council
FROM: Shayne Scott, County Manager
Janna Young, Deputy County Manager
MEETING: October 8, 2025
SUBJECT: Updates and Discussion: Former Skullcandy building tenant improvements and county office relocations

Recommended Council Action

None.

Introduction

Earlier in 2025, Summit County purchased an approximately 45,000-square foot building in Kimball Junction for \$17.5 million that housed the corporate headquarters of Skullcandy, Inc., a headphones technology company. In July 2025, the county signed a new lease agreement with Skullcandy, allowing the company to vacate the building by the end of September 2025. This milestone cleared the way for the county to move forward with its vision to transform the building into a landmark government facility in Kimball Junction, housing a range of county functions and offices, including a library branch, DMV operations, County Council meeting space, conference rooms, and other county services.

Background

Since purchasing the building, county staff have been working with GSBS Architects on a design for the first floor of the building that includes a new library, DMV office, Council dais and meeting room, conference rooms, county employee break room and touch down workspaces. That design process has and continues to involve individuals from the County Manager's Office, library, County Treasurer and Department of Motor Vehicle (DMV), facilities department, Information Technology (IT) department, and Council members Tonja Hanson and Cancie Harte. The design is now complete, and construction documents are finalized (see attached furniture and equipment plan and renderings).

Highlights of the design include:

- A single point of entry for all of the public for easy wayfinding
- A public lounge/lobby area near the front entry
- Overall safety was a continual consideration in all of the spaces, especially in the Council meeting space
- There are several conference spaces, as well as a large multipurpose room that the county can use for a variety of trainings, film screenings, meetings and other functions (meeting space is the biggest need currently in county facilities, particularly in the Kimball Junction area)

The county issued a Request for Proposals (RFP) for a General Contractor (GC) on September 26, 2025. It will be open for bids for the next three weeks. The plan is to choose a GC and complete a contract by the end of October, beginning of November, so construction can start mid-November. We anticipate the project to take around six months to be completed.

The County Manager and Deputy County Manager continue to discuss which offices to house on the top floor of the building. The intent is for very limited construction and improvements to this space, so we are somewhat limited in which functions can fit. This is because of cost and the ratio of office to commercial and event spaces that if moved outside of the originally approved function and purpose of the building, triggers an expensive seismic upgrade to the entire building structure. This means there can be small conference rooms, but mostly, it needs to be office space.

We do know that the Sheldon Richins County Services building will be demolished in the spring of 2026 to make way for a parking structure and transit center as contemplated in the Public Private Partnership with Dakota Pacific Real Estate, which requires us to find a new home for the county offices and services currently housed in the Richins building. In addition to the library and DMV, these offices include:

- Building inspectors
- Lands and Natural Resources Department
- Transportation Planning Department and bike share
- The Behavioral Health Mobile Crisis Unit (MCOT)
- Latino Behavioral Health

The building inspectors and Lands and Natural Resources team are expected to relocate to the former Skullcandy building, while the transportation planning and bike share team will move to the former Mountain Regional Water building in the Silver Summit area, which the county purchased in September 2025. We are still discussing where to move the MCOT and Latino Behavioral Health, which both require HIPPA compliance with patient privacy, creating a unique set of facilities' needs.

Other offices we are considering relocating to the top floor of the former Skullcandy building are:

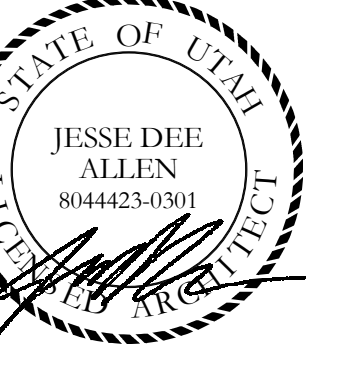
- Communications and Public Engagement
- Emergency Operations Center & training space
- Health Department (administration and nonclinical teams)
- Deputy County Manager office
- Housing Authority Executive Director
- Offices for IT and Facilities personnel dedicated to the building

Conclusion

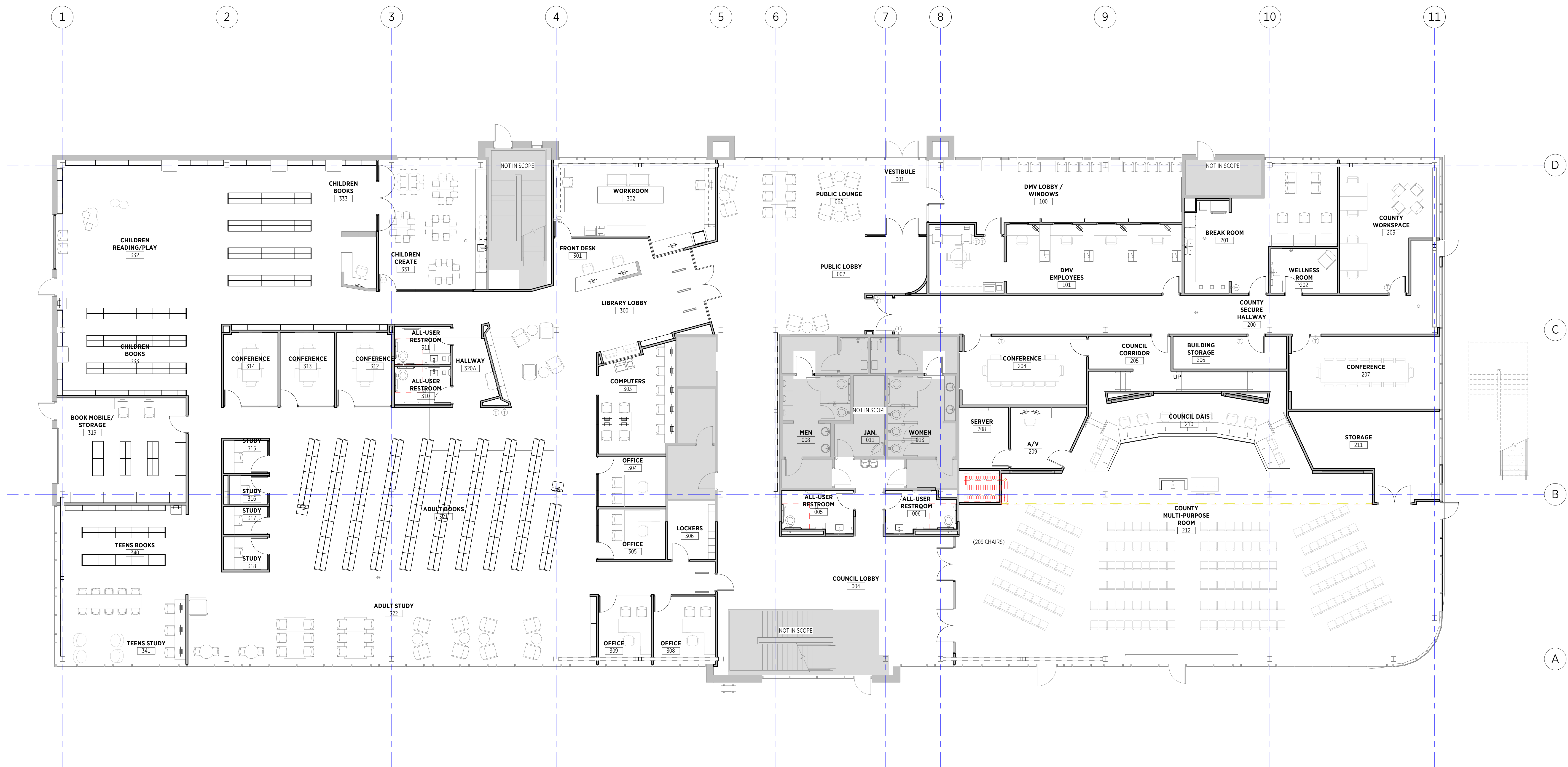
Staff recognizes that this proposal will not satisfy every concern and that the scenarios presented involve tradeoffs. The intent is to bring forward what we believe is the best long-term option for Summit County that addresses myriad county needs and enhances services for the public, maximizing the investment in the Skullcandy building and providing room for the county to grow.

Attachments:

1. Summit County Services Building Tenant Improvement Furniture and Equipment Plan
2. Rendering: Main Entry Lounge
3. Rendering: County Council Meeting Room
4. Rendering: DMV
5. Rendering: Library Adult Study Space



REVISIONS:



FOR REFERENCE ONLY

CONSTRUCTION DOCUMENTS
SUMMIT COUNTY
SERVICES
BUILDING TENANT
IMPROVEMENT

6301 N Landmark Dr Park City, UT 84098

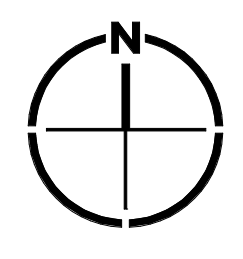


OWNER PROJECT NO.: 2024.012.00
GSBS PROJECT NO.: 09/25/25
ISSUED DATE:

FURNITURE AND
EQUIPMENT PLAN -
LEVEL ONE

1 FURNITURE AND EQUIPMENT PLAN - LEVEL ONE
AE141/ 1/8" = 1'-0"

FOR REFERENCE ONLY
0" 4" 8" 12" 16" 24"
GRAPHIC SCALE













Report out and discussion

Summit County climate change action and sustainability goals in Resolution 2019-29

Sustainability Division
Emily Quinton + Megan Nick
October 8, 2025



Outline

- Introductions
- Review purpose of today's work session
- Brief history of climate change action and sustainability goals and adoption of Resolution 2019-29
- Progress, metrics, and commentary on main goals of Resolution
- Reflection and discussion
- Request of Council: are you interested in having staff return with an updated Resolution?



About the Sustainability Division

The [Sustainability Division](#) shapes, implements, and supports goals and initiatives to demonstrate what a sustainable community means for Summit County.

Our work is focused on:

- Achieving Summit County climate change action and environmental stewardship goals
- Aligning policies and processes with local government sustainability and climate change action best practices

We do this by:

- Emphasizing collaboration, systems thinking, responsible resource use, life cycle considerations, and health equity
- Envisioning a future with resilient and healthy built and natural environments for everyone that lives, works, and plays in Summit County



Purpose of today's presentation

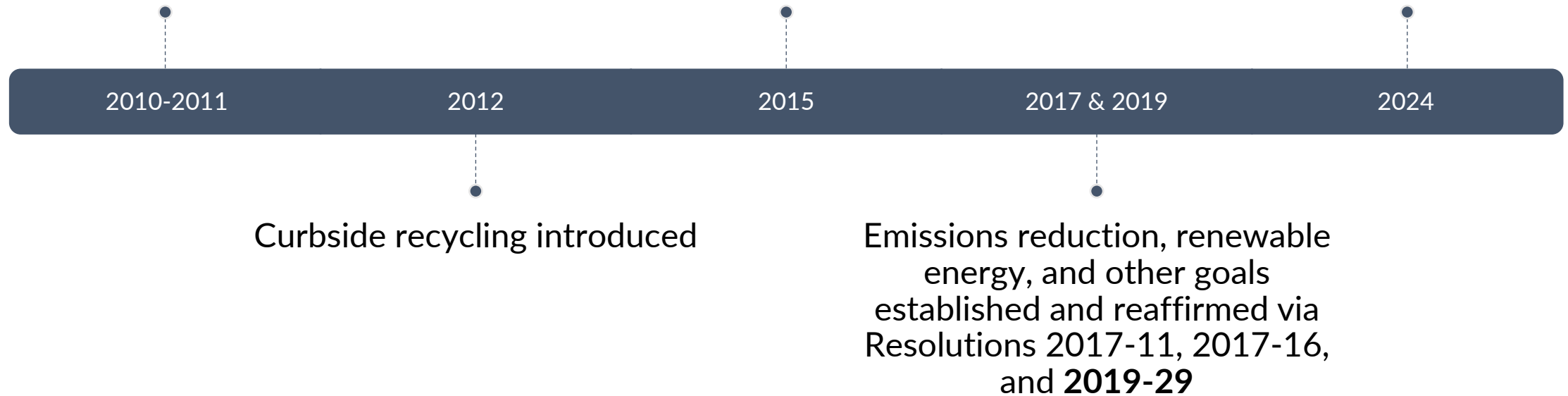
- Report on progress (quantitative and qualitative) towards Council's climate change action and sustainability goals contained in Council [Resolution 2019-29](#)
- Acknowledge and appreciate the support of Council and departments across the Summit County organization and community whose work supports these goals
- Consider the ongoing relevance of these goals, what has changed, and potential opportunities to reaffirm, add, or adjust the County's climate change action and sustainability goals

A snapshot: climate change action & sustainability journey

First sustainability coordinator hired and sustainability plans developed

Climate Action Plan adopted

Elektron solar came online



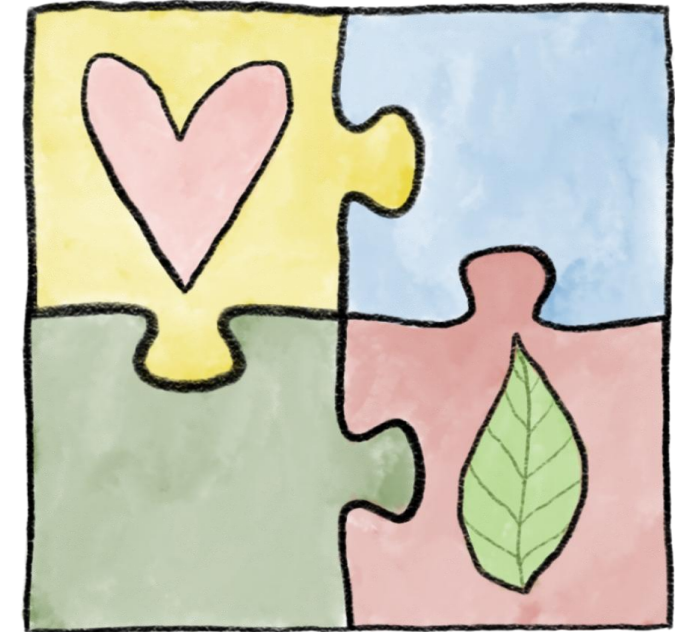
“As a sustainable community, Summit County considers the needs of the present without compromising the ability of future generations to meet their own needs, by integrating and balancing environmental, economic, and social values.”

-Summit County Council in 2010 modeled after the Brundtland definition of sustainability

All of government approach

Summit County's climate change action and sustainability work supports the Council's *Environmental Stewardship* strategic objective. Like sustainability, this objective requires an "all of government approach"

- Departments and divisions across the Summit County organization, as well as countless community partners and stakeholders do work every day to support climate change action and sustainability goals
- While the Sustainability Division may take the lead on some initiatives (like clean energy), our work can fall anywhere along the lead-support-facilitate-cheerlead spectrum
- We do not intend to assume that today's presentation captures all of Summit County's climate change action and sustainability work and we acknowledge our many colleagues and partners for their role, whether public-facing or not, in the progress to date



Meghan Wise Art 2025

Resolution 2019-29 overview

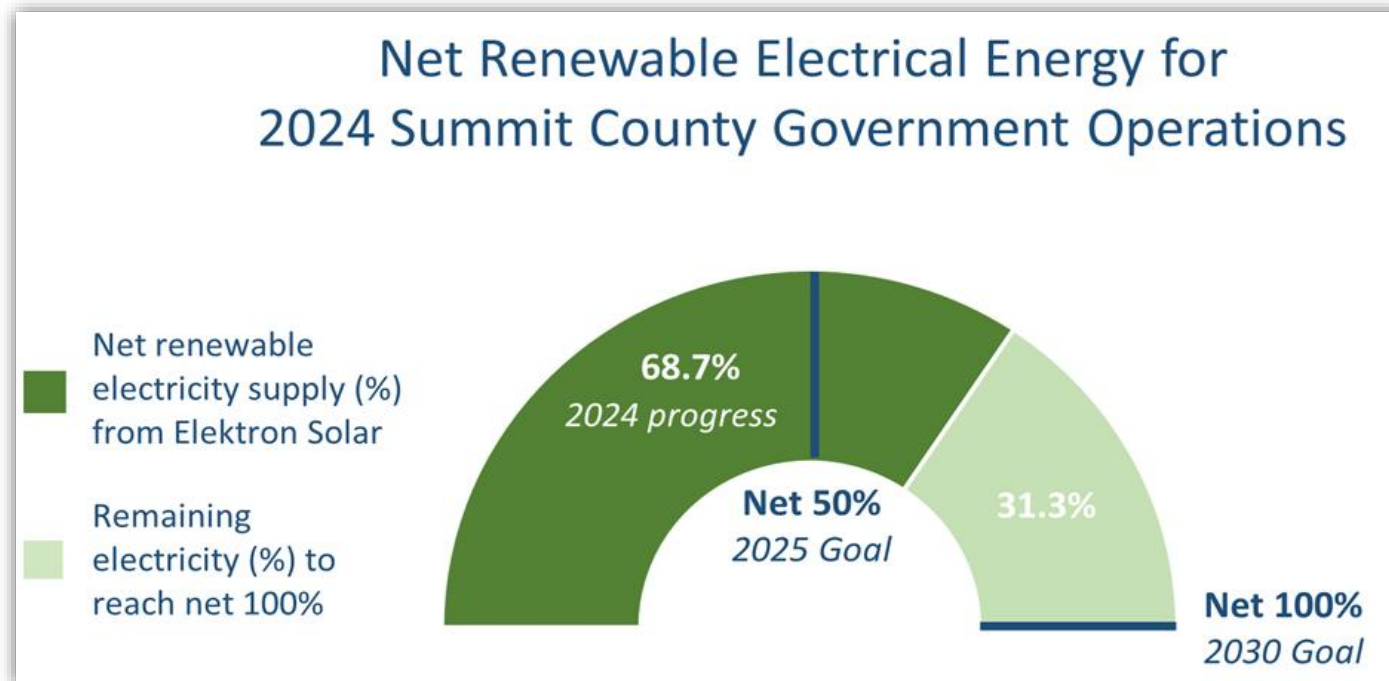
A RESOLUTION ESTABLISHING RENEWABLE ENERGY AND EMISSIONS REDUCTION GOALS FOR SUMMIT COUNTY

- Addresses Summit County's contribution to and experience with a changing climate, and embraces the opportunity to take action to reduce emissions, prepare for future changes, and realize the economic, public health, air quality, and other co-benefits of action
- Internal and external motivations:
 - Builds on core climate change action goals established in the 2015 Climate Action Plan and Resolution 2017-16 that were Council, staff, and community directed
 - Aligns the communitywide renewable electrical energy goal with the Community Renewable (now Clean) Energy Act ([HB 411](#), 2019) bumping up the date from 2032 to 2030
- Includes and addresses a combination of specific quantitative goals, the establishment of priority areas, the necessity of collaboration, and the need for measurement and reporting

1: Renewable Energy Goals (slide 1 of 2)

- **Transition to measured net 100% renewable electrical energy by 2030 for all of Summit County's government operations with 50% by 2025.**
- Achieve an amount equivalent to 100% of the annual electric energy supply for participating customers from a renewable energy source by 2030.

- We estimate that in 2025, approximately net-90% of electricity used at County facilities will be from renewable sources
- Elektron plus solar installations on several County buildings contribute to this significant progress



1: Renewable Energy Goals (slide 2 of 2)

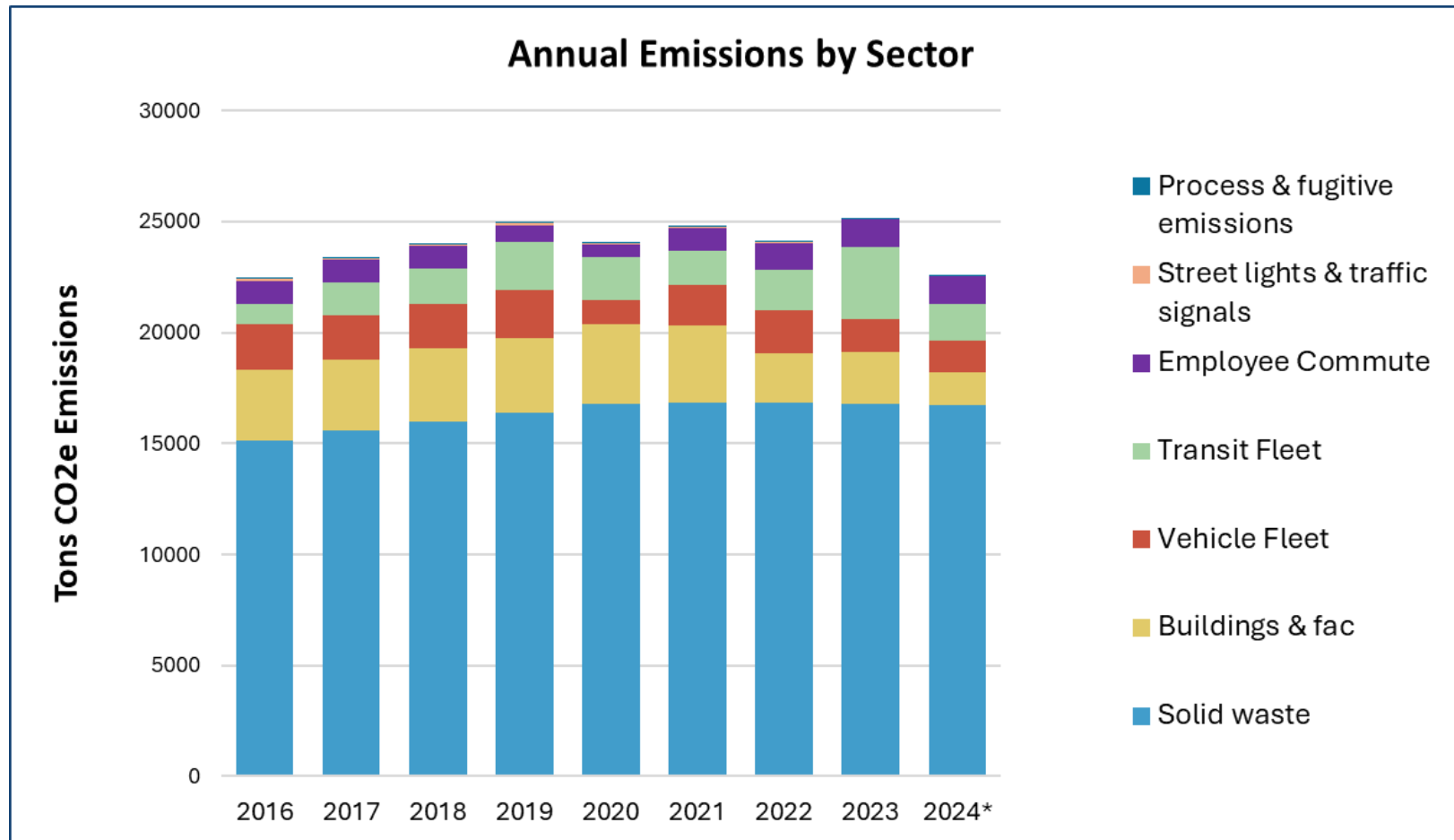
- Transition to measured net 100% renewable electrical energy by 2030 for all of Summit County's government operations with 50% by 2025.
- **Achieve an amount equivalent to 100% of the annual electric energy supply for participating customers from a renewable energy source by 2030.**

Progress on design and launch of the Utah Renewable Communities (URC) Program



2: Greenhouse gas emissions reduction goals (slide 1 of 2)

- Reduce greenhouse gas emissions from County government operations by 80% below their 2016 level by 2040
- Implement strategies and policies to encourage the reduction of greenhouse gas emissions countywide by 80% below their 2014 level by 2050



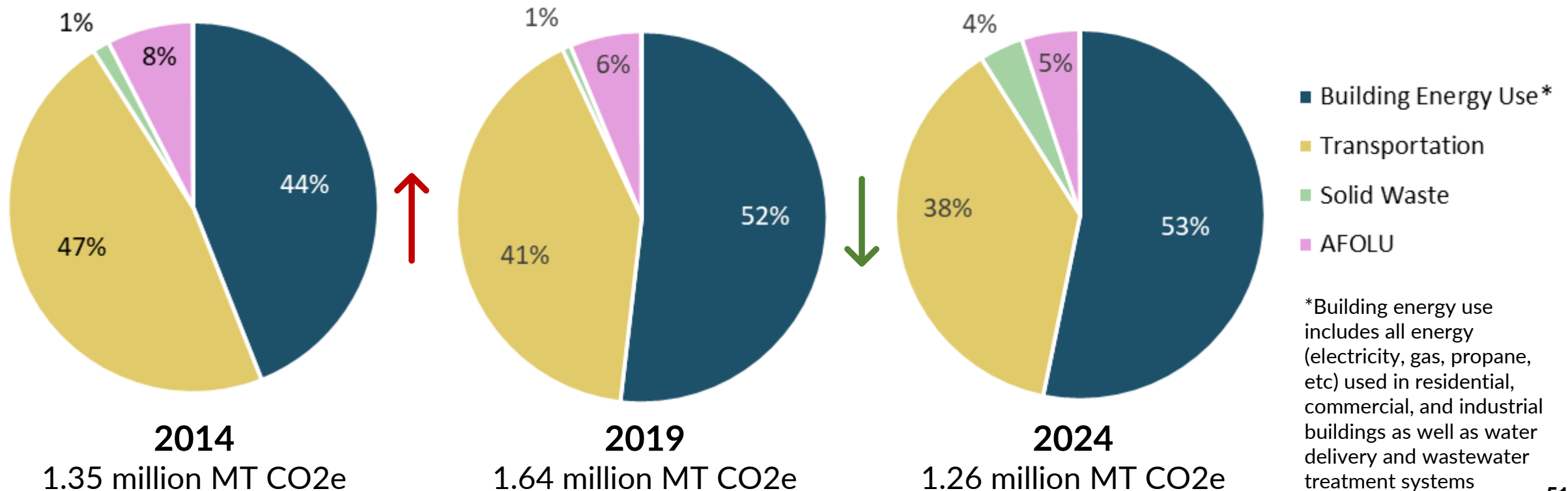
2024 emissions
22,599 MT CO₂

10% decrease from 2023
0.68% increase from 2016

2: Greenhouse gas emissions reduction goals (slide 2 of 2)

- Reduce greenhouse gas emissions from County government operations by 80% below their 2016 level by 2040
- **Implement strategies and policies to encourage the reduction of greenhouse gas emissions countywide by 80% below their 2014 level by 2050**

Due to adopting a newly preferred methodology for on-road transportation emissions (Google Environmental Insights Explorer), our consultant advises that 2024 transportation emissions estimates provides a better benchmark than previous years. Previous years' transportation emissions were likely overestimated, therefore 2024 does not represent as large of a decrease as shown.



3: Renewable energy enhancements and emissions reduction plans

Staff will provide the Council with an updated renewable energy plan and a greenhouse gas reduction plan every two years that contain:

- (a) proposed strategies to be implemented
- (b) costs to be incurred by Summit County to implement such strategies,
- (c) costs that will be borne by residents if such strategies are implemented, and
- (d) net greenhouse gas reductions that will be achieved by each such strategies.

- The Sustainability division has not produced renewable energy and greenhouse gas reduction plans every two years
- Focus has been on solidifying the Sustainability team, continuing to implement several key ongoing initiatives, and develop a refreshed metrics tracking system
- Less formal modeling of emissions projections have been done using ICLEI ClearPath GHG inventorying tool and through recent consultant work

4: Emphasis on energy efficiency

Pursue policies to increase energy efficiency through changes in development codes, retrofits of existing buildings, incentives for new developments and remodels, and bulk purchasing programs and other means of assisting low-income households with achieving energy efficiency gains

- ~19 energy efficiency retrofits at County facilities since 2019, with additional opportunities being identified this fall via grant-funded energy audits
- Neighborhood Mixed Use and Master Planned Development zones integrate energy efficiency and conservation
- Summit County enabled Commercial Property Assessed Clean Energy ([C-PACE](#)) in 2021. One C-PACE financed project within Summit County to date
- Energy Detective Kits and Energy and Water Conservation Take-Home kits available for households and renters through all Summit County Library branches
- Green Business Program includes over 60 possible actions related to energy
- Over 2500 residential and over 600 commercial energy efficiency projects received rebates or incentives from RMP since 2019. Over 900 energy efficiency projects received rebates or incentives from Enbridge Gas in 2022 alone
- Summit Community Power Works (SCPW) which ran through 2021 engaged community members at the household level around energy efficiency and conservation

5: Transportation changes (slide 1 of 4)

- **Enhance efficiency of transit services including enhancing parking at transit centers or major stops and implementing micro-transit**
- Prioritize infrastructure that promotes safe walking and bicycling to encourage active modes of transportation that have health benefits
- Convert at least 50% of Summit County on-road passenger fleet vehicles (sedans, SUVs, light duty pick-up trucks, vans, etc.) to alternative fuel, hybrid, and electric vehicles by 2022
- Provide electric vehicle charging infrastructure at County facilities as required to charge electric fleet vehicles
- **Work with major employers to seek cooperation to incentivize employees to use public transit, van shares and carpools**

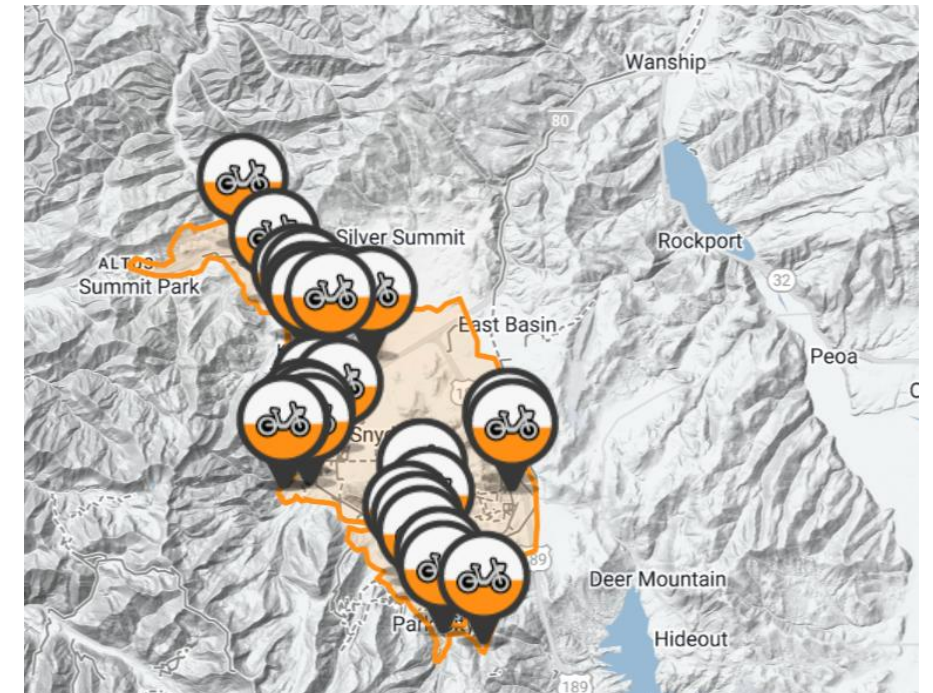
- Access has increased significantly following the creation and rapid expansion of regional bus and micro-transit provider High Valley Transit. Detailed data on ridership available on [HVT website](#)
- Transportation Planning hosted a vanpool open house for major employers in Sept 2025
- Ongoing partnership with CVMA to encourage transit and carpools from Ecker Hill Park and Ride



5: Transportation changes (slide 2 of 4)

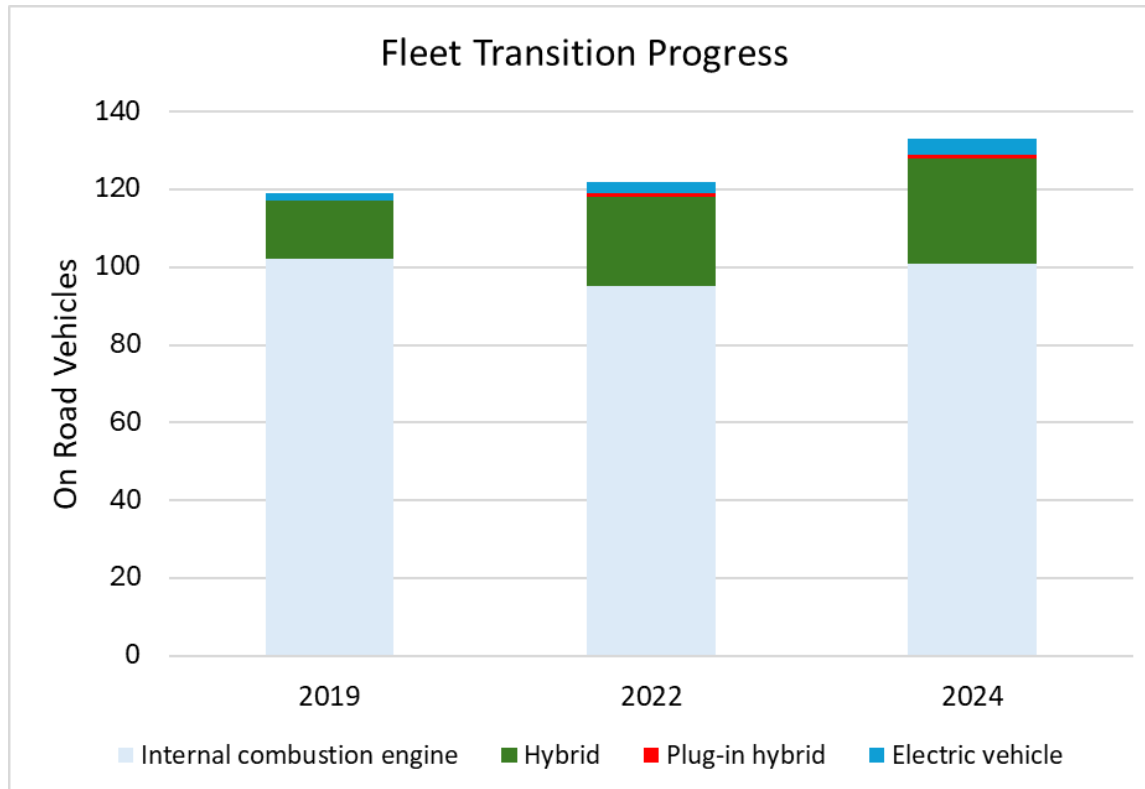
- Enhance efficiency of transit services including enhancing parking at transit centers or major stops and implementing micro-transit
- **Prioritize infrastructure that promotes safe walking and bicycling to encourage active modes of transportation that have health benefits**
- Convert at least 50% of Summit County on-road passenger fleet vehicles (sedans, SUVs, light duty pick-up trucks, vans, etc.) to alternative fuel, hybrid, and electric vehicles by 2022
- Provide electric vehicle charging infrastructure at County facilities as required to charge electric fleet vehicles
- Work with major employers to seek cooperation to incentivize employees to use public transit, van shares and carpools

- Active Transportation Plan is currently being updated with emphasis on identifying projects in eastern Summit County
- Transportation Planning debuted *Active Transportation Scorecard* in 2024
- County actively engages and advocates for safe pedestrian infrastructure in regional planning efforts
- Access to and ridership of Summit Bike Share continues to expand since operations moved in-house
- New bikeshare sponsorship program encourages bikeshare participation by hotels, resorts, and major employers



5: Transportation changes (slide 3 of 4)

- Enhance efficiency of transit services including enhancing parking at transit centers or major stops and implementing micro-transit
- Prioritize infrastructure that promotes safe walking and bicycling to encourage active modes of transportation that have health benefits
- **Convert at least 50% of Summit County on-road passenger fleet vehicles (sedans, SUVs, light duty pick-up trucks, vans, etc.) to alternative fuel, hybrid, and electric vehicles by 2022**
- Provide electric vehicle charging infrastructure at County facilities as required to charge electric fleet vehicles
- Work with major employers to seek cooperation to incentivize employees to use public transit, van shares and carpools



19% of on-road vehicles are hybrid or electric as of 2024

5: Transportation changes (slide 4 of 4)

- Enhance efficiency of transit services including enhancing parking at transit centers or major stops and implementing micro-transit
- Prioritize infrastructure that promotes safe walking and bicycling to encourage active modes of transportation that have health benefits
- Convert at least 50% of Summit County on-road passenger fleet vehicles (sedans, SUVs, light duty pick-up trucks, vans, etc.) to alternative fuel, hybrid, and electric vehicles by 2022
- **Provide electric vehicle charging infrastructure at County facilities as required to charge electric fleet vehicles**
- Work with major employers to seek cooperation to incentivize employees to use public transit, van shares and carpools

Location	# Chargers	Type
Coalville Courthouse	2	Level 2
	1	DCFC
Ecker Hill Park and Ride	5	Level 2
Quinn's Health Dept	2	Level 2
Justice Center	3	Level 2
Kamas Services Building	2	Level 2
Ledges Event Center	3	Level 2
Public Works	2	Level 2
Richins	4	Level 2

Summit County operates 24 EV chargers across 8 County facilities

6: Community design

General plans and development codes shall focus new growth towards compact in-fill within existing developed areas where sustainable infrastructure, multi-modal transportation, walkability, and the preservation of the natural environment can be better achieved

- Recent and ongoing visioning and planning efforts embed sustainability in the County's General Plans
 - Sustainability staff are part of an interdisciplinary Health Department team engaged in reviewing and providing feedback at every step in the General Plan updates process
 - Sustainability and Planning staff are collaborating to develop the Water Use & Preservation Element
- The Kimball Junction Neighborhood Plan integrates the concepts of this goal, providing a foundation for discussions and negotiations with large-scale developments
- Several code updates since 2019 have integrated sustainability, including:
 - Dark sky lighting
 - Waterwise landscaping
 - Electric vehicle and bike parking readiness
 - Solar
 - Sustainability elements of the NMU and MPD codes
- Working with the Transportation Planning Division, a new *Sustainable Development Application Checklist* may be implemented for large land use applications in the coming months
- Sustainable development is integrated into the Community Planning Lab curriculum

7: Utility collaboration

Summit County will continue to work with Rocky Mountain Power to find means to accelerate the transition of electrical energy supplied to Summit County from renewable sources.

- Collaboration with RMP is *essential*: Elektron solar & Community Renewable Energy Program
- Sustainability and Facilities staff frequently coordinate with RMP on utility data access
- Summit County has utilized RMP's [Wattsmart](#) and Enbridge's [Thermwise](#) program for various new construction and energy efficiency retrofit incentives and rebates
- Staff regularly coordinate with RMP and its contractors to cross-promote incentives and rebates through the Green Business Program and through other outreach activities



8: Legislative collaboration

Summit County will build relationships with regional partners and municipalities, and other counties that share similar energy efficiency and greenhouse gas reduction goals to seek opportunities to work with the Utah Legislature on measures to facilitate progress on the energy initiatives outlined in this resolution.

- The [Community Renewable Energy Act](#) passed during the 2019 legislative session involved collaboration between Summit County, Park City, Salt Lake City, RMP, the Utah legislature, and other stakeholders
- Sustainability participates in County's annual legislative work group to track, among other things, energy-related bills
- Actively participating in the Division of Air Quality's Beehive Emissions Reduction Planning ([BERP](#)) process
- We engage in formal and informal ways with cities, counties, and other stakeholders, such as through the Utah Climate Action Network ([UCAN](#)), Mountain Towns 2030 ([MT 2030](#)), Weber State Intermountain Sustainability Summit ([ISS](#)), and through membership in the Urban Sustainability Directors Network ([USDN](#))

DEEP DIVE

A red state template for 100% renewables? Utah bill unites Rocky Mountain Power, cities and activists

HB 411's Rocky Mountain Power-communities partnership delivers customer choice "the Utah way"

Published March 17, 2020



Summary and reflections

- There is A LOT of good work going on!
- Limited emissions reduction to date
- Everything requires collaboration. Thank you to our Council, teammates, and community!
- It can be difficult but is necessary to embrace that there is a gap between committing to an initiative and seeing its success and impact (e.g. 5+ years passed between starting down the road and seeing Elektron come online)
- Along with our fellow local government sustainability practitioners, we grapple with balancing time spent measuring, planning, and reporting, and time spent implementing
- Changes since 2019 and other factors suggest the time may be right to consider an updated resolution:
 - New and expanded County departments, like Transportation Planning and County Lands & Natural Resources, support climate change action and sustainability work, as well as new initiatives and commitments in the community like the Chamber's sustainable tourism work and Park City Community Foundation's zero food waste initiative
 - Emphasis on resilience and adaptation in climate change action work is a growing best practice and evidence of local climate impacts seen through feedback such as more households needing access to cooling and not all being able to afford it
 - Focus areas often considered core to local government sustainability and climate change action work are absent from the 2019 resolution: waste, water, land management

Questions and discussion

- What comments and questions do Council Members have?
- Is Council interested in having staff return with a draft updated Resolution?
 - An updated resolution would maintain most of the existing goals and would expand to address areas like water, waste, land management, resilience and adaptation





STAFF REPORT

To: Summit County Council
From: Emily Quinton, Sustainability Director
Megan Nick, Sustainability Analyst
Date of meeting: October 8, 2025
Subject: Review of Council Resolution 2019-29

WORK SESSION PURPOSE & REQUESTED COUNCIL ACTION

The purpose of this work session is for staff to provide a progress report on the goals established in Summit County Council Resolution 2019-29 and to begin a discussion with Council about the possibility of considering an updated resolution. Council Members are welcome to raise questions and share any ideas that arise from the presented information.

SUMMIT COUNTY SUSTAINABILITY AND CLIMATE CHANGE ACTION: A BRIEF HISTORY

Sustainability has been an initiative and program of Summit County for well over a decade. There have been countless sustainability-related commitments made and actions taken before and since the County created a dedicated sustainability position and performed its first inventory of greenhouse gas emissions in 2010¹. The Council also adapted the Brundtland² definition of sustainability to apply to Summit County in 2010: *“As a sustainable community, Summit County considers the needs of the present without compromising the ability of future generations to meet their own needs, by integrating and balancing environmental, economic, and social values.”*

Sustainability is one of several programmatic areas that support the Council’s Environmental Stewardship strategic objective³. As such, sustainability is supported by the work of departments across the County government organization and is also championed throughout the community with dozens of examples of nonprofits, businesses, local governments, advocacy groups, and individuals leading in sustainability, whether explicitly called “sustainability” or not. The County’s Sustainability division offers support to many County and community sustainability initiatives, sometimes serving as the lead implementer (such as on the County’s renewable energy efforts), sometimes serving in an advisory role, and sometimes cheerleading from the background.

A key milestone in Summit County’s sustainability journey was the adoption of a Climate Action Plan in 2015⁴. The Climate Action Plan helped to solidify climate change action work as a foundational part of the County’s sustainability efforts, further bringing a focus to taking action to reduce greenhouse

¹ Summit County [2011-2013 Sustainability Plan](#)

² Information on the [United Nations Brundtland Commission](#)

³ The [2025 County Work Plan](#) identifies the Council’s strategic objectives

⁴ 2015 Summit County [Climate Action Plan](#)

gas emissions and to consider the long-term consequences of a changing climate on County operations and the health and wellbeing of the community. These goals were further refined and reaffirmed through Council Resolution 2017-16⁵. The 2017 resolution set aggressive and rigorous goals around the use of renewable electrical energy for County buildings and throughout the community, greenhouse gas emissions reduction, the transportation sector, and more. These goals were further reaffirmed in 2019 with the passage of Council Resolution 2019-29⁶. The key difference between the two resolutions was a more aggressive goal for availability of renewable electrical energy throughout the community, shifting the target date from 2032 to 2030 to align with the original requirements of HB 411 Community Renewable Energy Act⁷.

With Resolution 2019-29 effectively replacing Resolution 2017-16 as the primary dictate of the County's climate change action and sustainability goals, Sustainability division staff frequently refer to Resolution 2019-29 to shape our work and priority areas, including both projects we lead and those we support. Staff are very grateful for the commitment and leadership of the Council over the years in establishing these goals and allocating resources for the County's sustainability program. This staff report is intended to provide an update on progress made on the goals in the 2019 resolution.

PROCESS FOR REPORTING PROGRESS ON GOALS

To provide this progress report on Council's sustainability and climate change action goals, the Sustainability division has worked to ensure several structures are in place, including strong working relationships across County departments and community partners, an organized system for gathering and tracking metrics, and an understanding of best practices in local government sustainability reporting. Nurturing, maintaining, and building these structures is essential to our day-to-day work as well as our ability to step back and evaluate, report, and adjust programs and initiatives.

In 2024, through Megan's work, the Sustainability division refreshed our internal metrics tracking system, building from the data collected each year to conduct the government operations greenhouse gas emissions inventory, and expanding to cover various aspects of sustainability. The foundation of a metrics tracking system allowed us to begin pulling together both quantitative and qualitative information to understand accomplishments, milestones, and barriers in achieving Council's goals. Because the goals are interdisciplinary and span the work of multiple County departments, the Sustainability division reviewed draft slides with colleagues from Administration, Transportation Planning, Planning and Zoning, Facilities, High Valley Transit, and more. Many of these same departments, as well as other partners, provide data used in the greenhouse gas emissions inventories reported in this presentation. We thank our colleagues for their thoughtful responses and feedback, and for providing information and data used in this staff report and presentation. We also recognize that it is very challenging to capture and report on the breadth of work happening in Summit County related to sustainability and acknowledge that there are other projects, partners, efforts, and accomplishments that have been made and should be recognized, though they may not be captured in this report.

⁵ Summit County Council [Resolution 2017-16](#)

⁶ Summit County Council [Resolution 2019-29](#)

⁷ [HB 411 Community Renewable Energy Act](#) passed on March 14, 2019

RESOLUTION 2019-29: PROGRESS AND OTHER UPDATES ON GOALS

The information contained in this section of the staff report is supplemented by a slide deck that will be presented to the Council on October 8, 2025. Similar information is available in both the staff report and slide deck, with the slide deck containing visuals not in the staff report.

Resolution 2019-29 includes eight major goal focus areas: renewable energy, greenhouse gas emissions, reporting, energy efficiency, transportation, community design, utility collaboration, and legislative collaboration. The specific goals in the resolution are copied below and accompanied with quantitative and/or qualitative information compiled by the Sustainability team that helps show where there has been progress made. The resolution concludes with a goal for conducting a review of the resolution every three years. A review was not completed in 2022 and is being completed via this staff report and presentation in 2025.

Focus Area 1

Renewable Energy Goals: Summit County will implement strategies and policies to:

- a. Transition to measured net 100% renewable electrical energy by 2030 for all of Summit County's government operations; goal includes 50% renewable electrical energy for Summit County government operations by 2025; and**
- b. Achieve an amount equivalent to 100% of the annual electric energy supply for participating customers from a renewable energy resource by 2030.**

Progress on these transitions, strategies and policies will be published biannually commencing in the first quarter of 2018.

Progress update:

- a. Six County buildings host rooftop solar photovoltaic (PV) arrays which helps to reduce the total energy use in those buildings. With the addition of Elektron solar coming online in spring of 2024, staff estimate that in 2024 approximately 68.7% of electricity used at County facilities came from renewable sources, surpassing the interim goal of net 50% by 2025⁸. We expect this percentage to go up in 2025 and to be on solid footing moving towards 2030.
- b. Thanks to the leadership of Summit County, Park City, Salt Lake City, Rocky Mountain Power (RMP), members of the legislature, and other advocates, the Community Renewable (now Clean) Energy Act was passed in 2019 creating a pathway for making net-100% renewable electrical energy a choice for all homes and businesses in the County. Since 2019, the Community Renewable Energy Agency was formed and years of negotiations led to two filings from RMP to the Public Service Commission: Docket No. 24-035-55⁹ regarding solicitation process and Docket No. 25-035-06¹⁰ program application. The Agency is well along in its resource solicitation process, and a hearing is scheduled on the program application with the Public Service Commission on December 16, 2025. Program approval is possible in early 2026. Based on data from RMP, currently about 10% of RMP customers in Summit County or about 3.6% of load participate in a voluntary renewable energy program via net metered rooftop solar, Blue Sky, or Subscriber Solar. While this estimate may be low because it does not appear

⁸ A visual of this milestone is on the "[energy](#)" page on the Health Department website.

⁹ [Docket No. 24-035-55](#)

¹⁰ [Docket No. 25-035-06](#)

to include those in Summit County that are customers of Elektron solar, the small percentage of load covered by a renewables program currently demonstrates the continued need for a large community scale solution like the Community Renewable Energy Program.

Focus Area 2

Greenhouse Gas Emission Reduction Goals: Summit County will actively seek to:

- a. **Reduce greenhouse gas emissions from County government operations by 80% below their 2016 level by 2040; and**
- b. **Implement strategies and policies to encourage the reduction of greenhouse gas emissions countywide by 80% below their 2014 level by 2050.**

The county operations emissions reductions will be measured against the 2016 county operations emissions inventory and published annually. Countywide emissions reductions will be measured against the 2014 community emissions baseline inventory, including emissions from energy use and transportation. Updated countywide greenhouse gas emissions inventories will be measured and published at least every five years commencing in the first quarter of 2020.

Progress update:

- a. 2024 government operations are estimated to be 22,599 metric tons of carbon dioxide equivalent (MT CO₂e). Staff estimate that this represents about a 10% decrease from 2023 emissions and a 0.68% increase from the baseline year 2016 emissions. As anticipated, with Elektron solar coming online in 2024, this outcome reflects a decrease in emissions from energy used in County facilities. As the owner and operator of two landfills, solid waste continues to be the largest source of emissions for County operations. When Sustainability staff conduct the annual emissions inventory for County operations, we continue to make minor modifications to methodology to reflect where we have access to accurate data versus where we do not and have to rely more on estimates, however, this methodology is becoming more consistent year to year.
- b. 2024 countywide emissions are estimated to be 1.3 million MT CO₂e. This appears to represent a shift in emissions back down towards 2014 levels following an increase in 2019, however, because of continued changes in methodology for countywide GHG inventories, particularly in estimating emissions from on-road vehicles, staff are less confident about evaluating the results in absolute terms and recommend using the inventory to continue to inform our understanding about the largest sources of emissions, which continues to be building energy use and transportation.

Focus Area 3

Biennial Renewable Energy Enhancements and Emissions Reductions Plans. In furtherance of Summit County's renewable energy promotion and carbon emissions reduction goals, on a biannual basis, Summit County staff will provide the Summit County Council with an updated renewable energy plan and a greenhouse gas reduction plan that will each contain proposed strategies to continue moving toward such goals during the ensuing two-year period, which will include (a) the proposed strategies to be implemented during such two-year period, (b) costs to be incurred by Summit County to implement such strategies, (c) costs that will be borne by Summit County residents if such strategies are implemented, and (d) the net greenhouse gas reductions that will be achieved by each such strategies.

Progress update: the Sustainability division has not produced renewable energy and greenhouse gas reduction plans every two years as contemplated by this goal. With a transition in staffing starting in

2021, there has been no shortage of ongoing efforts and initiatives to continue and ramp up over the past several years. At the same time, the team has worked to develop a refreshed metrics tracking system to support this progress report to Council and has conducted less formal modeling of emissions projections based on some of the key initiatives underway, including the Community Renewable Energy Program and electrification of public transit to provide a temperature check of the emissions reduction potential of this work.

Focus Area 4

Emphasis on Energy Efficiency. Summit County's initial preference for reducing greenhouse gases related to carbon based energy sources will be strategies and policies to increase energy efficiency. Accordingly, Summit County will pursue policies to increase energy efficiency in the public and private sectors through changes in Summit County's development codes, retrofits of existing buildings, incentives with respect to new developments and remodels, and exploring incentives, bulk purchasing programs and other means of assisting low-income households with achieving energy efficiency gains.

Progress update: Building on past energy saving projects in County facilities, staff estimate that 19 additional energy efficiency projects have been implemented since 2019. Facilities and Sustainability staff are actively working to identify more opportunities for 2026 and beyond through grant-funded energy audits being conducted in Fall 2025. In addition to these efforts to reduce energy use at County facilities, there are several ways the County encourages energy efficiency in the community, such as energy efficiency being integrated into the Master Planned Development (MPD¹¹) and Neighborhood Mixed Use (NMU¹²) zones and the County taking action to enable private development to utilize Commercial Property Assessment Clean Energy (C-PACE¹³). To date, there has been one C-PACE financed project in Summit County. Resources for homeowners, renters, and business operators to understand their energy use, identify ways to save energy, and implement energy saving actions are available through the Green Business Program (over 60 possible actions related to energy) and through Energy Detective Kits and Energy and Water Conservation Kits available through each Summit County Library branch. Lastly, data from RMP and Enbridge Gas¹⁴ indicate that homes and businesses are implementing energy saving actions. Over 2500 residential and 600 commercial Wattsmart incentives and rebates have been logged since 2019 and 971 total incentives and rebates were provided to Enbridge Gas customers through the Thermwise program in 2022¹⁵.

Focus Area 5

Transportation Changes. The transportation sector accounts for a significant portion of greenhouse gas emissions in Summit County, and it is essential to implement transit and transportation alternatives that address those emissions in order to achieve Summit County's climate goals.

¹¹ [MPD Zoning Code](#) as of March 2025

¹² [NMU-1 Zoning Code](#) as of March 2025

¹³ [Staff report](#) from February 2021 regarding enabling C-PACE

¹⁴ RMP's energy efficiency program is called [Wattsmart](#) and Enbridge's program is called [Thermwise](#)

¹⁵ We do not have the same type of data to report for Wattsmart and Thermwise. Wattsmart participation is based on incentives and rebates paid out in total since 2019; the Thermwise data we have is for 2022 only

Accordingly, Summit County will continue to enhance the efficiency of Summit County’s public transit services. Improvements to transit services will include enhancing parking at transit centers or major transit stops to provide increased access, as well as implementing strategies such as micro-transit, to connect neighborhoods and areas underserved by transit.

Summit County will also prioritize infrastructure that promotes safe walking and bicycling to encourage active modes of transportation that have health benefits.

Summit County will seek to convert at least 50% of Summit County on-road passenger fleet vehicles (sedans, SUVs, light duty pick-up trucks, vans, etc.) to alternative fuel, hybrid, and electric vehicles by 2022. Summit County will provide the electric vehicle recharging infrastructure at County facilities as required to charge electric fleet vehicles.

Summit County will also work with major employers in Summit County to seek their cooperation to incentivize their employees to use public transit, van shares and carpools.

Progress update: through the work of High Valley Transit and the County’s Transportation Planning, Facilities, Community Development, and Sustainability departments, Council leadership, and other stakeholders, there is a lot of activity to report:

- With the launch and rapid expansion of High Valley Transit, an increasing number¹⁶ of residents, visitors, and the local workforce have access to public transit and micro-transit.
- Summit County Council, leadership, and staff consistently push for pedestrian and bicycle infrastructure in regional planning efforts to enable more of the community to access safe, healthy, non-vehicle transportation options. This work is tracked through recent efforts like the new Active Transportation Scorecard¹⁷ debuted by Transportation Planning in 2024 and is being further defined and emphasized in current updates to the Summit County Active Transportation Plan which has a focus on infrastructure in Eastern Summit County.
- Efforts to bring more hybrid and electric vehicles into the County’s on-road vehicle fleet continue, however, Council’s goal of 50% by 2022 was not met. We estimate that 19% of the County’s on-road fleet are hybrid and electric vehicles. In recent years, especially 2022 and 2024, staff estimate that of new vehicles acquired for the fleet, about half were qualifying hybrid or electric vehicles. Therefore, while this goal was not met, it appears that vehicle purchasing decisions are increasingly in alignment with this goal.
- While transitioning the fleet has been slower than expected the County’s investment in electric vehicle charging stations has been strong, with 24 stations across eight County facilities in place as of 2025.
- Just last month, the Transportation Planning team brought together local employees and UTA to explore opportunities to grow van shares and carpools in Summit County.

Focus Area 6

Community Design. Emphasis shall be given to the form and location of future development in Summit County. General Plans and Development Codes shall focus new growth towards compact in-fill within existing developed areas where sustainable infrastructure, multi-modal

¹⁶ High Valley Transit ridership and performance data [are available on the HVT website](#)

¹⁷ 2024 [Active Transportation Scorecard](#)

transportation, walkability, and the preservation of the natural environment can be better achieved.

Progress update: Updates to the Eastern Summit County and Snyderville Basin General Plans currently underway further embed the sustainable development concepts contained in this goal throughout almost every chapter. The Sustainability division is part of an interdisciplinary Health Department team actively engaged in reviewing and providing feedback on the updated General Plans, as well as being part of the core team to develop the newly required Water Use and Preservation Element. Looking back since 2019, we can appreciate how the General Plans shape approach to development conversations, such as how the Kimball Junction Neighborhood Plan has provided a foundation for discussions and negotiations with large-scale developments in that area. The County's zoning code, specifically the NMU and MPD codes, are helping to drive developers towards more sustainability-oriented decisions. Beyond these zoning code examples, the County has also approved other code updates since 2019 that integrate sustainability including exterior (dark sky¹⁸) lighting, waterwise landscaping (currently Snyderville Basin only), electric vehicle and bike parking readiness¹⁹ (also currently Snyderville Basin only), and solar. To assist with reviewing development applications, the Transportation Planning and Sustainability teams are working on a new *Sustainable Development Application Checklist* that we hope to implement in the coming months. Lastly, Sustainable Development has been part of the Community Plan Lab curriculum since that's programs inception.

Focus Area 7

Utility Collaboration. Summit County will collaborate with the current electric public utility, Rocky Mountain Power, to find means to accelerate the transition of electrical energy supplied to Summit County from renewable sources and minimize dependence on carbon-based fuels and to establish Summit County's preference for renewable energy projects.

Progress update: Collaboration with RMP has been and will continue to be necessary to progress the County's renewable energy goals including the completion of the Elektron²⁰ solar project and work to date and milestones to come in developing the Community Renewable Energy Program. In addition to collaborating on renewable energy efforts, Summit County regularly coordinates with RMP and Enbridge Gas and their contractors to access utility data as well as rebates and incentives for energy efficiency projects. More recently, the Green Business Program has facilitated local business's access to no-cost energy walkthroughs and education from RMP's WattSmart program. In 2025, staff have secured two small rebates for water heater replacements at County buildings and anticipate an incentive from RMP's whole building²¹ program following the completion of the new building at the Justice Center.

¹⁸ [Dark sky lighting](#) information for Summit County

¹⁹ [8/20/25 staff report](#) on electric vehicle, bike parking, and solar code updates

²⁰ Elektron Solar through RMP's [Schedule 34 Clean Energy Purchases for Qualified Customers – 5,000 kW and Over](#) is a pathway for large customers to source renewable energy

²¹ The [Whole building new construction and major renovation](#) program incentivizes designing for, constructing, and achieving high performance buildings

Focus Area 8

Legislative Collaboration. Summit County will build relationships with regional partners and municipalities, and other counties that share similar energy efficiency and greenhouse gas reduction goals to seek opportunities to work with the Utah Legislature on measures to facilitate progress on the energy initiatives outlined in this resolution.

Progress update: Collaboration with national, regional, and community-based partners is part of the Sustainability division's day-to-day work. As noted previously, collaboration with the legislature was critical to the passage of the Community Renewable (now Clean) Energy Act in 2019. Every winter, Sustainability participates in the County's legislative work group with a focus on tracking and engaging with legislation related to energy and climate. At the state level, the Sustainability team has been engaging in the Division of Air Quality's Beehive Emissions Reduction Plan (BERP²²) with a focus on providing feedback that could influence support for the Community Renewable Energy Program, expansion of pollution reduction programs to more local health departments, and statewide opportunities to address waste reduction and diversion. Lastly, there are countless examples of collaboration with other cities and counties, nonprofits, advocacy organizations, businesses, and more to facilitate shared interests in clean energy and other climate change action priorities.

SUMMARY, REFLECTION, AND ACKNOWLEDGEMENT

Reflecting on the progress made towards Council's sustainability and climate change action goals is a "both/and" situation. The Sustainability division can say with confidence that significant and meaningful action has been taken to advance Council's goals and there is much work to still be done. The progress made reflects individual daily actions and the outcomes of years-long conversations and initiatives, as well as many roadblocks and failures that required creativity to overcome. The quantitative and qualitative indicators shared in this staff report reflect the power of having concrete goals and mandates alongside the importance of growing an organizational culture in which considering the economic, social, and environmental impacts of decisions is the norm.

The Sustainability team wants to share that pulling together the information contained in this report has been an inspiring and humbling process. There are so many different departments and staff members across the County organization whose work contributes the County's climate change action and sustainability goals whether those individuals would ever use the term "sustainability" or not. Outside of County government, there are dedicated staff at special service districts, nonprofits, and local businesses, and there are individuals throughout the community who take sustainability-minded actions every day. While the focus of this report has been on activity since 2019, we also feel it is important to acknowledge the huge body of work that occurred before 2019 by our predecessors and current colleagues that also advanced clean energy, pollution reduction, energy efficiency, and more.

CHANGES SINCE 2019 AND POSSIBLE UPDATED RESOLUTION

Much has changed and stayed the same since 2019 related to Summit County's commitment to sustainability and to taking climate change action.

²² The [BERP](#) is a statewide emissions reduction plan

Notable changes

- New and expanded County functions and departments further support Council’s goals, such as the Public Lands and Natural Resources and Transportation Planning departments.
- Commitments to sustainability have emerged among community partners, such as the Sustainable Tourism Plan and work by the Park City Chamber & Visitors Bureau and Zero Food Waste Initiative at the Park City Community Foundation.
- Best practice for local government sustainability and climate change action work has expanded to encompass climate adaptation, resiliency, and equity. While not necessarily under the same umbrella or championed by any single department, growing experience in dealing with the impacts of climate change has emphasized the need to mitigate or minimize those impacts. This work often focuses on communities, infrastructure, and systems determined to be most vulnerable to a changing climate.
- The County’s understanding of how the community is and will experience the impacts of a changing climate have grown through the 2022 Climate Risk Assessment²³; 2024 Community Health Assessment; takeaways and audience questions at the Climate Change and Public Health Speaker Series events; and anecdotes from colleagues, partners, and individuals about the challenges faced in dealing with greater incidence of drought and heat.

Common threads

- The opportunity for local government to lead on climate change action is as relevant in 2025 as any previous year. We don’t expected this to change.
- Community interest and values heard through the Our Summit Community Visioning process continue to demonstrate a desire for environmental stewardship.
- Sustainability continues to offer a framework for decision-making that is meaningful in public service and can support the community in addressing major challenges of affordability, housing availability, traffic, and more.

Staff are interested in working with Council to consider an updated resolution that both acknowledges and expands the scope of goals to address the factors listed above. In addition, we would be interested in using the opportunity to incorporate goals to support the important work Summit County is doing around water, waste, and land management.

REQUEST TO COUNCIL AND NEXT STEPS

The Sustainability division welcomes questions, comments, and feedback from Council regarding this report card on the goals contained in Resolution 2019-29. Additionally, we are curious if the Council would be interested in having staff return with an updated resolution to consider for adoption. The Sustainability team is available to prepare additional information regarding progress on existing goals, and we are prepared to develop a draft updated resolution and would request assistance from the Attorney’s office to review the draft resolution before it is brought to Council.

²³ 2022 [Climate Risk Assessment](#) for Summit County, prepared by the Woodwell Climate Research Center

Attachment A: Resolution 2019-29

**A RESOLUTION ESTABLISHING RENEWABLE ENERGY AND EMISSIONS
REDUCTION GOALS FOR SUMMIT COUNTY**

WHEREAS, Summit County is responsible to promote the public health, safety, and welfare of its residents, including access to clean air, clean water and a livable environment; and

WHEREAS, energy resources we utilize as a local government and community significantly impact public health, safety, and welfare, including the economic and social well-being of current and future residents; and

WHEREAS, there is unequivocal scientific consensus that human activity is significantly responsible for the continuing acceleration of a warming global climate, especially the combustion of fossil fuels that create greenhouse gases.

WHEREAS, Summit County is already feeling the local effects of a warming climate that threaten our environment, economy, and our residents' health, safety, welfare and overall quality of life, such as: shorter and warmer winters; wider variations in precipitation and snow pack; reduced stream flow and uncertainty about future water supplies; devastation to our forests as a result of drought, pests, and wild fires; and invasive species, disease vectors and other climate-related disruptions; and

WHEREAS, fossil-fuel based electricity generation cause about 30% of all greenhouse gas emissions in the incorporated and unincorporated areas of Summit County; and

WHEREAS, combustion of fossil fuels used in the transportation sector (air, rail, on-road and off-road vehicles) cause about 47% of all greenhouse gas emissions in the incorporated and unincorporated areas of Summit County; and

WHEREAS, because long-term consequences of energy derived from fossil-fuels will be devastating to Summit County and its agricultural, tourist and recreation-based economies and quality of life, it is critical that energy consumers and the utilities serving them work actively to reduce greenhouse gas emissions; and

WHEREAS, transforming our electrical energy supply to 100% renewable sources by 2030 is possible by combining renewable power generation with energy efficiency, energy storage, demand management; and

WHEREAS, enhanced transit and transportation systems to reduce reliance on single occupancy vehicles, and transition to vehicles powered by alternative fuel sources is essential to reduce emissions attributable to the transportation sector; and

WHEREAS, in addition to mitigating climate impacts, such actions will provide a range of other community benefits including improved air quality, enhanced public health, increased

national and energy security, local energy-efficiency and renewable energy related jobs, reduced reliance on finite resources, and myriad other positive outcomes; and

WHEREAS, Summit County is committed to transitioning from fossil-fuel energy sources in collaboration with like-minded regional cities and counties that have committed to pursue strategies and policies to promote and facilitate clean energy and carbon reduction actions and policies to curb climate change; and

WHEREAS, achieving Summit County's climate goals will require the participation of individuals, governments, businesses and utilities; and Summit County recognizes the need to promote public awareness and education to its citizens concerning the environmental, health, economic, and societal benefits of pursuing a broad range of strategic measures including reducing reliance on and use of fossil-fuels, transitioning to clean energy sources to reduce greenhouse gas emissions and stop climate change; and

WHEREAS, access to the financial and environmental benefits of energy efficiency and renewable energy must be shared equitably across all economic classes; Summit County needs to seek strategies and equitable cost structures that protect low-income members of the community; and

WHEREAS, Summit County adopted a county-wide climate action plan in July 2015, which charts a course of collective actions to reduce greenhouse gas emissions in the County; and

WHEREAS, Summit County continues to implement the strategies outlined in the County's Climate Action Plan and to take other measures to support the Summit County Council's environmental stewardship strategic goal to reduce the County's contributions to greenhouse gas emissions and climate change; and

WHEREAS, in 2017, the Summit County Council reaffirmed environmental stewardship as one of its strategic effects.

NOW, THEREFORE, BE IT RESOLVED by the County Council of Summit County, Utah, that:

1. Renewable Energy Goals: Summit County will implement strategies and policies to:
 - a. Transition to measured net 100% renewable electrical energy by 2030 for all of Summit County's government operations; goal includes 50% renewable electrical energy for Summit County government operations by 2025; and
 - b. Achieve an amount equivalent to 100% of the annual electric energy supply for participating customers from a renewable energy resource by 2030.Progress on these transitions, strategies and policies will be published biannually commencing in the first quarter of 2018.
2. Greenhouse Gas Emission Reduction Goals: Summit County will actively seek to:
 - a. Reduce greenhouse gas emissions from County government operations by 80% below their 2016 level by 2040; and
 - b. Implement strategies and policies to encourage the reduction of greenhouse gas emissions countywide by 80% below their 2014 level by 2050.

The county operations emissions reductions will be measured against the 2016 county operations emissions inventory and published annually. Countywide emissions reductions will be measured against the 2014 community emissions baseline inventory, including emissions from energy use and transportation. Updated countywide greenhouse gas emissions inventories will be measured and published at least every five years commencing in the first quarter of 2020.

3. Biennial Renewable Energy Enhancements and Emissions Reductions Plans. In furtherance of Summit County's renewable energy promotion and carbon emissions reduction goals, on a biannual basis, Summit County staff will provide the Summit County Council with an updated renewable energy plan and a greenhouse gas reduction plan that will each contain proposed strategies to continue moving toward such goals during the ensuing two-year period, which will include (a) the proposed strategies to be implemented during such two-year period, (b) costs to be incurred by Summit County to implement such strategies, (c) costs that will be borne by Summit County residents if such strategies are implemented, and (d) the net greenhouse gas reductions that will be achieved by each such strategies.
4. Emphasis on Energy Efficiency. Summit County's initial preference for reducing greenhouse gases related to carbon based energy sources will be strategies and policies to increase energy efficiency. Accordingly, Summit County will pursue policies to increase energy efficiency in the public and private sectors through changes in Summit County's development codes, retrofits of existing buildings, incentives with respect to new developments and remodels, and exploring incentives, bulk purchasing programs and other means of assisting low-income households with achieving energy efficiency gains.
5. Transportation Changes. The transportation sector accounts for a significant portion of greenhouse gas emissions in Summit County, and it is essential to implement transit and transportation alternatives that address those emissions in order to achieve Summit County's climate goals.

Accordingly, Summit County will continue to enhance the efficiency of Summit County's public transit services. Improvements to transit services will include enhancing parking at transit centers or major transit stops to provide increased access, as well as implementing strategies such as micro-transit, to connect neighborhoods and areas underserved by transit.

Summit County will also prioritize infrastructure that promotes safe walking and bicycling to encourage active modes of transportation that have health benefits.

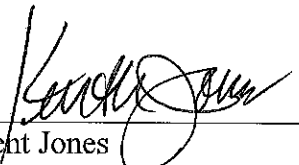
Summit County will seek to convert at least 50% of Summit County on-road passenger fleet vehicles (sedans, SUVs, light duty pick-up trucks, vans, etc.) to alternative fuel, hybrid, and electric vehicles by 2022. Summit County will provide the electric vehicle recharging infrastructure at County facilities as required to charge electric fleet vehicles.

Summit County will also work with major employers in Summit County to seek their cooperation to incentivize their employees to use public transit, van shares and carpools.

6. Community Design. Emphasis shall be given to the form and location of future development in Summit County. General Plans and Development Codes shall focus new growth towards compact in-fill within existing developed areas where sustainable infrastructure, multi-modal transportation, walkability, and the preservation of the natural environment can be better achieved.
7. Utility Collaboration. Summit County will collaborate with the current electric public utility, Rocky Mountain Power, to find means to accelerate the transition of electrical energy supplied to Summit County from renewable sources and minimize dependence on carbon-based fuels and to establish Summit County's preference for renewable energy projects.
8. Legislative Collaboration. Summit County will build relationships with regional partners and municipalities, and other counties that share similar energy efficiency and greenhouse gas reduction goals to seek opportunities to work with the Utah Legislature on measures to facilitate progress on the energy initiatives outlined in this resolution.
9. Triannual Review. The Summit County Council will review these requirements every three years to determine if climate changes, new technologies or other events require that these terms need to be modified.

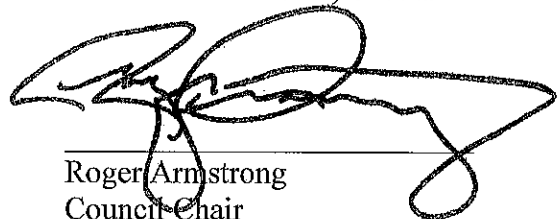
APPROVED AND ADOPTED this 20 day of November, 2019.

ATTEST:



Kent Jones
County Clerk



SUMMIT COUNTY COUNCIL
SUMMIT COUNTY, UTAH


Roger Armstrong
Council Chair

MEMORANDUM



TO: Summit County Council
FROM: Janna Young, Deputy County Manager
MEETING: October 8, 2025
SUBJECT: Updates and Discussion: Summit County's Child Care Programs

Recommended Council Action

Provide staff direction on:

1. The request to allocate additional funding to cover the community needs-based child care scholarships for currently enrolled families for November and December 2025; and
2. The future of the county's child care programs (community and county employees)

Introduction and Background

With the 2024 county budget, Summit County pledged \$130,000 to a 6-month community child care scholarship program that Park City Municipal Corporation had started six months earlier. These funds expanded the program to families who live and work outside of Park City boundaries, extending eligibility to the entire county. The county's expansion officially kicked off in July 2024 and the funds were exhausted within the first four (4) months. The county committed an additional \$53,850 in October 2024 to cover enrolled families until the end of the year. The Park City Community Foundation's Early Childhood Alliance covers the program's administration costs.

In the 2025 budget, the County Council approved a new allocation of \$300,000 to continue these needs-based scholarships for 10 months to families who live or work in Summit County. Those funds will be exhausted by the end of October 2025. *Upwards*, the program's administrator, along with advocates, community partners, and families are asking the county to provide an additional \$71,709 to cover tuition scholarships to currently enrolled families for the remainder of 2025.

In addition to the community scholarship program, Summit County also offers a child care benefit to county employees. The 2025 county budget allocated funding to match contributions to the dependent care Flexible

Spending Accounts (FSA) of Summit County employees. Each dollar an employee puts into the account, the county matches up to the \$5,000 (total federal maximum (meaning the county's total contribution to an employee is \$2,500 if that employee elects to contribute the full amount allowed by the IRS). Currently, 20 county employees are enrolled in the Dependent Care FSA program at a total county match of \$51,400.

The county also continues to fund partnership agreements with child care providers whereby the county pays a monthly stipend for consumable supplies (such as art products) in exchange for county employees receiving priority for available spots at that child care center and a waiver from paying registration fees. These partnerships, when originally established, allowed the child care providers to receive a state capital grant to expand their facilities or open new facilities in the county.

In 2024 only, the county was able to offer tuition help to county employees as well. At the end of 2024, lower-than-expected participation in the Dependent Care FSA matching benefit left unspent funds. The county redirected these dollars to provide a one-time 30% child care tuition subsidy for three months, benefiting 15 county employees.

Data and Impact of Community Child Care Scholarship Program

2024 – Year One:

Upwards released an Impact Report covering the child care scholarship program's inaugural year, which was shared with the Council as "council communications" on March 13, 2025. In the first year, the city and county's program combined supported 125 families, 150 children, and 28 child care providers. Survey results show that:

- 79% of families reported significant relief from financial stress
- 60% of parents were able to select a child care provider they could not have otherwise afforded
- 82% of participating child care providers experienced increased enrollment.

2025 – Year Two:

- 23 families (26 children) are currently enrolled in the county's program

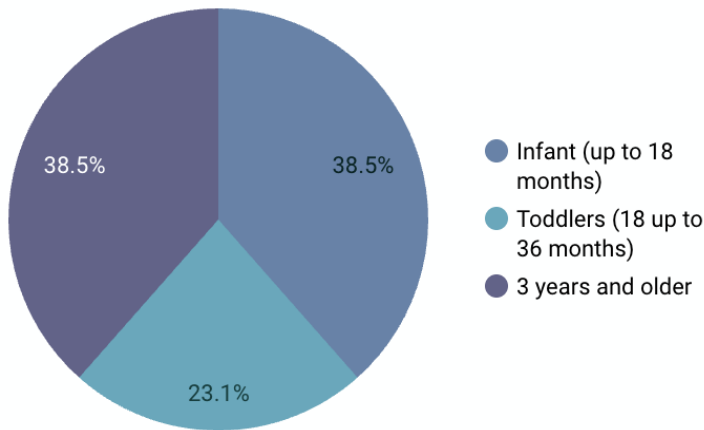
- There are 67 resident families and 13 workforce families on the Summit County waitlist, illustrating that demand remains high (*Note: it would cost \$57,406 per month to support all the families on the waitlist for an annual cost of \$688,872*)
- The average monthly resident scholarship of *currently* enrolled families is \$879.73, and \$200.73 for workforce families
- 11 local providers are participating in the county’s program (27 total when combined with Park City’s program)

Ages of Children Enrolled in the County’s Program:

- 10 infants
- 6 toddlers
- 10 preschoolers

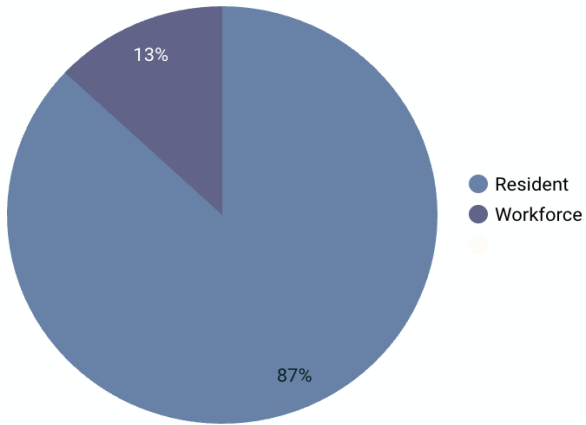
Total Children
26

Avg # Childr / Families
1.13



Resident vs. Workforce Breakdown:

- 20 resident families
- 3 workforce families

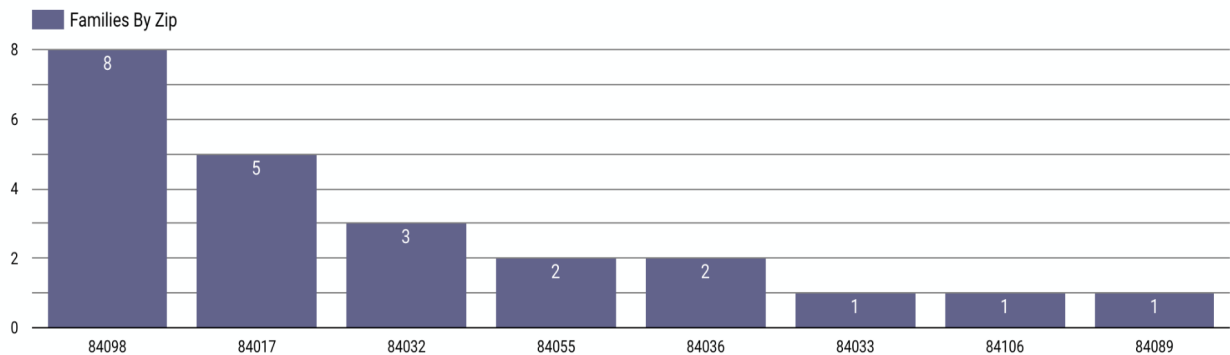


Geographic Distribution of Scholarship Recipients:

Around 30% of the families live in the Snyderville Basin (84098 zip code) and an almost equal number of families live in Coalville, Hoytsville, Wanship (84017 zip code). The rest of the scholarship recipients live in other areas. Please see breakdown below:

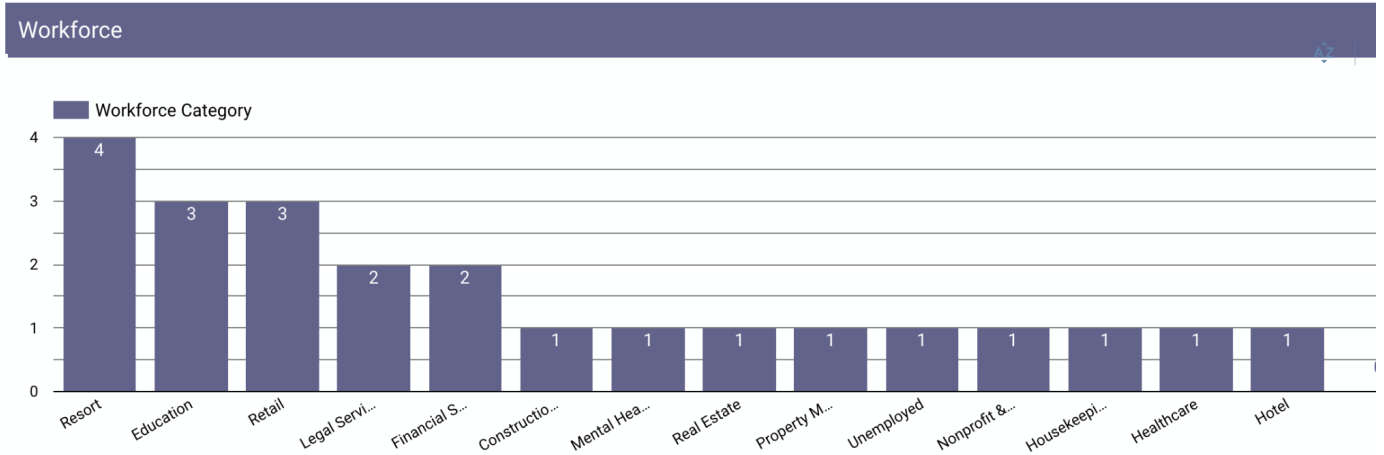
- 8 families reside in the 84098 zip code
- 5 families reside in the 84017 zip code
- 3 families reside in the 84032 zip code
- 2 families reside in the 84055 zip code
- 2 families reside in the 84036 zip code
- 1 family resides in the 84033 zip code
- 1 family resides in the 84106 zip code
- 1 family resides in the 84089 zip code

Enrolled Families By Zip Code



Workforce Categories:

The bulk of participating families work in the resort industry, followed by education and retail.



Department of Workforce Services (DWS) Participation:

The county’s joint program with Park City Municipal Corporation has directly increased DWS Child Care Assistance participation (state funding) in Summit County from approximately 5 to as many as 25 children, with 10 current enrollments during the summer lull. Given the average DWS scholarship of \$749 per household per month, the program results in an average of \$7,490 to \$18,725 monthly state assistance, further expanding the impact of the county’s (and city’s) financial support.

National Recognition:

The county and Park City’s child care scholarship program continues to be recognized on a local and national scale. In June 2025, the program was highlighted as the feature on Utah Insights, a PBS Utah public affairs program. In August 2025, representatives from the U.S. Chamber of Commerce Foundation met with Mayor Nann Worel and partners from the Park City Chamber, PC Tots, and Park City Community Foundation to discuss ongoing efforts to support child care access in our community. In August 2025, Park City Municipal staff spoke at a round table event on child care challenges and solutions hosted by the Bipartisan Policy Center. Discussion information will be utilized to educate policymakers and advanced data-driven, impactful solutions at the federal, state, and local levels.

Summit County’s investment in and sponsorship of the child care scholarship program was also a factor in the county’s “Utah’s 100 Companies Championing Women” award from the Governor’s Office of Economic Opportunity and the Utah Women & Leadership Project, as well as the county’s designation as one of “The Best Place for Working Parents!®”.

The 2025 Funding Situation – Community Scholarship Program

During the 2025 budget process, it became clear that the amount budgeted was not enough to cover the entire year. We committed to looking at it again in the summer of 2025 to discuss allocating additional funding based on the amount needed and the financial situation of the county. The county communicated this shortfall to *Upwards* as early as December 2024 and asked them to inform families before enrollment for 2025 that funding would not cover the entire year and the situation would be reevaluated mid-year.

Upwards reminded the county of the shortfall on July 28, 2025, and engaged in a discussion about covering the delta. Internal discussions to the county ensued, which involved a budget analysis and the County Manager speaking with each Council member individually about the situation. A request was made to bring the issue to the full Council in work session to discuss.

Notification and Communication to Families:

Families were advised at the time of Council approval (December 2024) that funding for 2025 scholarships could run out as early as October, so this development was anticipated. An additional communication was sent to families by email and text on September 10, 2025, reminding them that the October 1 payment would be the last for 2025.

Transition to Park City Workforce Scholarship:

As of September 18, 2025, five (5) families are transitioning to Park City’s workforce scholarship program for November and December 2025. Because the average resident scholarship for currently enrolled families is \$879.73 and the workforce scholarship is \$200.73, these families will experience an approximate decrease of \$679 in support for each month.

The Request:

Upwards has informed the County that it would need an additional \$71,709 to cover scholarships for currently enrolled families for November and December 2025. The sooner we can let families know if there will be

additional funding the better as they are required to provide 30 days' notice to their child care provider if they need to withdraw their child(ren).

Potential Impacts:

Additional Funding Allocated

If the Council directs the County Manager to approve an additional \$71,709 in 2025, currently enrolled families will continue receiving tuition assistance through December without disruption. This ensures stability for children in their existing child care arrangements, prevents sudden financial strain on families, and supports parents' continued participation in the workforce. Providers will benefit from consistent enrollment and reliable tuition revenue, which sustains their ability to maintain staff, cover operating costs, and offer quality care. Continuing funding through year-end also demonstrates the County's ongoing commitment to supporting families and the local child care infrastructure, reinforcing a positive relationship with community partners.

However, allocating additional funds mid-year requires tradeoffs. The county would need to identify available dollars that could otherwise support other priorities or reserve balances. Some may question whether ongoing child care subsidies are an appropriate role of county government, particularly given the scale of need compared to limited resources. Continued reliance on county dollars may also raise concerns about sustainability and whether families and providers can become dependent on a program that was initially conceived as short-term support.

Additional Funding Not Allocated

If additional funding is not approved, families will lose access to tuition support beginning in November 2025. Parents may be forced to reduce work hours or quit their jobs, seek alternative care arrangements, or withdraw children from child care entirely, creating instability for families, children, and child care providers. Local child care providers will likely see declines in enrollment and tuition revenues, reducing financial stability in an already fragile sector. The end to scholarships could also create confusion and frustration among families who anticipated full-year support, even though they were advised of potential funding limitations. This outcome may weaken confidence in the program's reliability and diminish its positive economic and social impacts.

/

Discussion: The Future of the County's Child Care Programs

2026 Budget:

The Budget Committee has recommended continuation of both the community scholarship program and employee Dependent Care FSA matching program in 2026. For the community scholarship program, the budget committee suggested a total of \$343,350 to cover *only* currently enrolled families for all 12 months of 2026 (no funding was budgeted to cover additional families on the county's waitlist).

Note: On June 12, 2025, the Park City Council approved funding to maintain their needs-based child care scholarship program through fiscal year 2026 (FY26). With \$333,000 remaining from their original \$1M allocation approved in FY24, \$300,000 was funded through June 30, 2026, for a total contribution of \$633,000 in FY26.

Regarding the county's employee Dependent Care FSA matching program, the federal government raised the limit to \$7,500 (from \$5,000) beginning January 1, 2026. The Budget Committee recommends continuing to match employee contributions dollar for dollar up to the new maximum, meaning a slightly increased budget for this program in 2026, depending on how many employees enroll and their election amounts. Those details will be known after open enrollment in November 2025.

Potential Program Enhancements:

Park City Municipal Corporation is looking at enhancing the child care scholarship program in the future, focusing on needs the program is not capturing and providing additional financial support to providers (personnel and incentives for serving scholarship-enrolled children). Up until now, the county has followed Park City's lead, adopting its program criteria for easier administration for *Upwards* and to eliminate confusion among families based on where they live or work. We share this information in case the Park City Council adopts some of these enhancements and the county wants to follow suit. Some of the options the Park City Council is considering include:

Resident Support

1. Eliminating the AMI limit for residents and calculating scholarships based on 10% household income and \$1,700 tuition maximum, which

would result in an estimated 7% increase in program allocations (\$45,352 annually)

2. Establishing a sliding scale scholarship based on resident income levels similar to the MARC Sliding Scale Program. For example, households below 30% AMI contribute 3% of their household income, households with 31% to 50% AMI contribute 5% of their household income, and households with 51% to 70% AMI contribute 7% of their household income, and households with 71% to 100% AMI contribute 10% of their household income. This would result in an estimated 7.4% increase in program allocations (\$48,124 annually)

Provider Support

1. Provide child care scholarships to full-time employees of enrolled child care providers located within Park City limits equivalent to resident scholarships. This would result in an estimated 6.7% increase in program allocations (\$43,494 annually)
2. Award incentives to child care providers for serving Park City Municipal Scholarship-enrolled children (all children or children age 0-3)

Work with the State:

Summit County, in partnership with Park City Municipal Corporation, the Early Childhood Alliance, and *Upwards* is working with several state legislators, the Governor's Office, and State Department of Workforce Services on several proposals to increase support for child care programs at the state level. Initiatives we have explored include:

1. Matching state funding for local governments or employers who have established programs like Summit County and Park City's scholarship program
2. A tri-share funding structure modeled after other state programs where the state contributes a third of the funding for child care, the employer puts in a third, and families pay a third
3. A state-level, third-party intermediary to help employers navigate the up to 50% federal tax credit provided in the "Big Beautiful Bill" for either providing on-site child care or offering a child care benefit to their employees.

The initiative that has some traction is the third-party intermediary for the federal tax credit, which we continue to explore with legislators with the hope of filing a bill in the 2026 general session of the Utah State Legislature.

Questions for County Council:

1. Does the Council wish to allocate an additional \$71,709 in 2025 to cover scholarships for currently enrolled families through December?
2. Should the county continue funding the community child care scholarship program in 2026, and if so, at what scale (current enrollment only vs. waitlist expansion)?
3. What additional data, financial analysis, or program impact evaluation would be most helpful to inform Council's decision-making on child care funding?
4. Are there any specific concerns or conditions the Council would like staff to address before finalizing either or both the 2025 additional funding request and the 2026 budget recommendations for child care programs?

Conclusion

Summit County's child care scholarship program continues to provide meaningful relief to families, expand access to local providers, and support the county's workforce. However, demand for assistance exceeds budgeted dollars, and the immediate question before Council is whether to allocate additional funding to sustain currently enrolled families through the end of 2025. Longer-term, the Budget Committee has recommended continuation of the program in 2026 at a funding level sufficient to maintain existing participants, though expansion to address the waitlist would require significantly more investment. Staff seek Council's direction on the near-term funding request and guidance on priorities for program continuation in the 2026 budget and beyond.

Attachments

1. Programmatic and qualifying scholarship criteria for Summit County and Park City Municipal Corporation's community child care program
2. *Upwards'* Impact Report for the first year of Summit County and Park City's child care scholarship program

PCMC Child Care Needs-Based Scholarship Program Criteria

1. Resident Child Care Tuition Scholarship

- a. Requirements
 - i. At least one parent is a Park City resident;
 - ii. Children up to kindergarten eligibility age;
 - iii. A household income of less than 100% Summit County AMI;
 - iv. Child enrolled in a regulated child care provider located within Summit County; and
 - v. Households must contribute 10% of the household income to child care per month (aggregate, not per child).
- b. Scholarship Available
 - i. PCMC scholarship will cover the remaining child care expenses up to actual costs, but no more than \$1,700 monthly tuition per child per month, however,
 - 1. Households who are identified as potentially eligible (as identified by the administrator) must apply for DWS Child Care Assistance or any other federal or state-funded program; and
 - 2. The scholarships will not be provided for childcare expenses awarded federal or state assistance.

2. Workforce Child Care Tuition Scholarship

- a. Requirements
 - i. At least one parent is a Park City resident or works within Park City;
 - ii. Children up to kindergarten eligibility age;
 - iii. A household income of less than 100% Summit County AMI; and
 - iv. Child enrolled in a regulated child care provider that is located within Summit County.
- b. Scholarship Available
 - i. \$200 per child per month; or

3. Full-time PCMC Employee Children Tuition Scholarship

- a. Requirements
 - i. At least one parent is an employee of Park City Municipal
 - ii. Children up to kindergarten eligibility age;
 - iii. and
 - iv. Child enrolled in any regulated child care provider (not limited to providers located in Summit County).
- b. Scholarship Available
 - i. \$200 per child per month.

4. Regulated Child Care Provider Incentive to Serve Children Enrolled in DWS Child Care Assistance

- a. Requirements
 - i. Children up to kindergarten eligibility age;
 - ii. Park City resident or workforce child enrolled in DWS Child Care Assistance; and
 - iii. A regulated child care provider located within Summit County.
- b. Incentive available
 - i. \$300 per child per month.

IMPACT REPORT:

Needs-Based Childcare Scholarship Program

Delivering Economic Returns & Strengthening Workforce Stability

1/1/24 - 12/31/24



photo provided by the Park City Community Foundation (PCCF)



Upwards



Executive Summary

This report offers a results-driven analysis of the inaugural year of the Needs-Based Child Care Scholarship Program, administered by Upwards, a leading care solutions company. The program's success is evaluated through key performance metrics, direct beneficiary feedback, and financial impact assessments. It examines the program's role in improving child care affordability for Park City and Summit County's residents and workforce, increasing the number of families enrolled in Utah's Department of Workforce Services (DWS) Child Care Assistance Program, and generating measurable cost savings and return on investment for local government. This report provides the first local-level examination of the economic impact of child care tuition assistance programs, distinct from existing state-level analyses in Nebraska¹, New York², and Virginia³.

Launched in January 2024 in Park City, Utah, and expanded to Summit County in June 2024, the program is an innovative public-private partnership leveraging local government funds and private sector expertise to address the child care affordability crisis. With an initial investment of \$1 million from capital and general funds, Park City Municipal Corporation (PCMC) selected Upwards to administer the program through a competitive procurement process. Park City Community Foundation's Early Childhood Alliance covers administrative costs, allowing 100% of public funds to go directly toward tuition payments.

Cost avoidance of \$262K and cost savings measures totaling \$4.64 million have strengthened Park City and Summit County's ability to support the local economy while maintaining fiscal responsibility, resulting in a return on investment of 213%. Looking ahead, the program offers a replicable model for other communities facing similar challenges, demonstrating how targeted public investment can yield substantial economic and social returns.

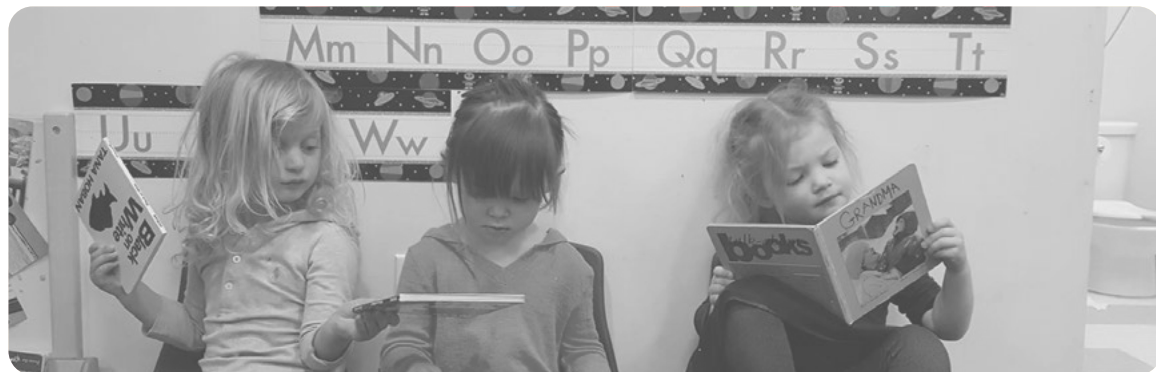
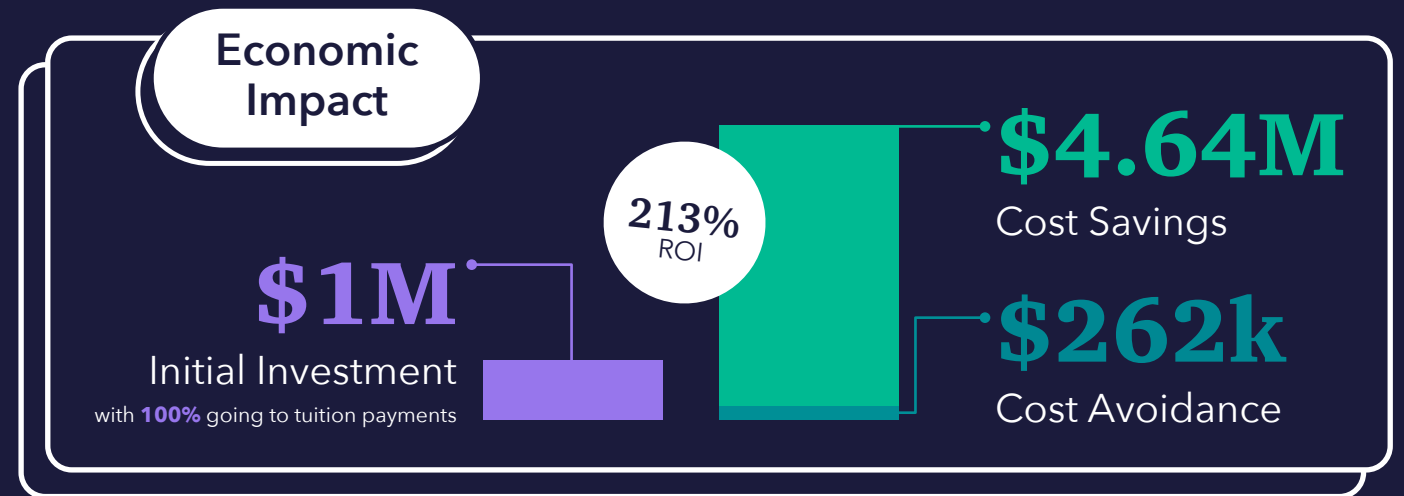


photo provided by PCCF

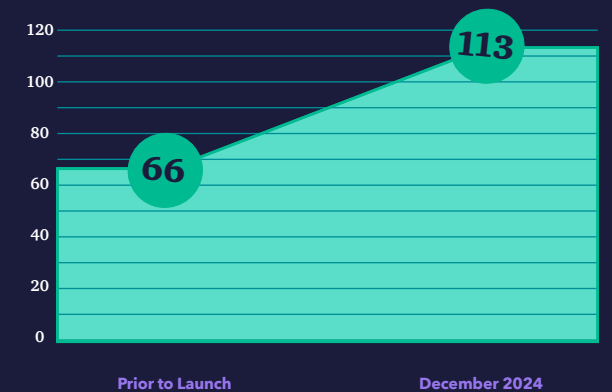
First-Year Impact Needs-Based Childcare Scholarship Program

Program Overview



Beneficiary Impact & Enrollment Growth

DWS Child Care Assistance Program enrollment doubled since the launch of the needs-based scholarship program



1. First Five Nebraska, [Impact of Income Eligibility Expansion of the Child Care Subsidy Program in Nebraska Technical Report](#).
2. Hartley, R. P., Garfinkel, I., Ananat, E., Collyer, S., Wang, B., & Wimer, C. (2022). [A Benefit-Cost Analysis of Child Care Subsidy Expansions: The New York State Case](#). Center on Poverty & Social Policy
3. Osborne, C., Kresse, A., Skatter, N., Xu, N., Huffman, J., & Craig, S. (2023). [Early Investment, a Lifetime of Returns: Articulating the Value of Early Childhood Investments in Virginia](#). Prenatal-to-3 Policy Impact Center.

Child Care in Park City and Summit County: A Snapshot

At the time the Program began, Park City and Summit County faced significant challenges in child care access and affordability. A 2023 survey by the Early Childhood Alliance found that 66% of families in the region spent over 10% of their household income on child care, exceeding the federal affordability benchmark of 7%. Additionally, 63% of working parents reported that child care challenges directly impacted their employment stability.⁴

State and federal funding for child care assistance programs existed but were underutilized. For example, Utah's Department of Workforce Services (DWS) Child Care Assistance Program provided financial support, yet many families were unaware of their eligibility, found

the application process cumbersome, struggled to locate providers who accepted subsidies, or could not afford the required co-payment.⁵ Compounding this challenge, \$1.16 million in COVID-era federal funding earmarked for local child care was set to expire, adding urgency to the need for action.⁶

Recognizing the severity of the issue, Park City Community Foundation's Early Childhood Alliance conducted a [needs assessment](#) to quantify the demand for child care and develop actionable solutions. Their findings informed the design of the Needs-Based Child Care Scholarship Program, which aimed to address affordability, workforce retention, and underutilized state resources.



photo provided by PCCF

Program Overview

The Program provides targeted financial assistance to families in Park City and Summit County with children up to kindergarten age and whose household incomes are below 100% of the Area Median Income (AMI).⁷ The Program is the first of its kind due to its inclusion of municipal employees and the local workforce, regardless of their immediate residency. It complements Utah's Department of Workforce Services (DWS) Child Care Assistance Program, encouraging families to apply for both to maximize available resources.⁸

The program is limited to regulated child care providers within Summit County for residents and the workforce. However, municipal employees were allowed to choose any regulated provider. This adjustment broadened family access and increased provider participation statewide. The program adheres to market rates and includes targeted financial incentives to encourage providers to serve DWS-subsidy recipients.

Key program features include a simplified registration process, care coordination by bilingual (English/Spanish) specialists, bilingual marketing campaigns, and prospective and enrollment-based provider payments. These elements ensure that the program is both user-friendly and efficient, maximizing the impact of public dollars.

By December 31, 2024, the program has supported **125 families, 150 children, and 28 child care providers.**

Types of Scholarships

\$200 /MO

WORKFORCE

\$200 /MO

PCMC

UP TO

\$1700 /MO

RESIDENT*

*Resident Childcare Needs-Based
Residence or location: Park City or Summit County resident
Household income: Less than 100% AMI
Childcare provider: Regulated childcare provider in Summit County
Child age: Up to kindergarten eligibility age
Minimum parent contribution: 10% of household income per month
Utah Department of Workforce Services (DWS) support: Income-eligible applicants must apply for DWS support
Scholarship amount: Difference between parent contribution (10%) not to exceed \$1700 after federal, state benefits

PCMC Employee
Residence or location: Employed by Park City Municipal Corporation
Household income: N/A
Childcare provider: Regulated child care provider
Child age: Up to kindergarten eligibility age
Minimum parent contribution: No minimum
DWS support: N/A
Scholarship amount: \$200 / month / child

4. Early Childhood Alliance, "Park City: Needs Assessment," May 2023, p. 4.

5. "Child Care: Subsidy Eligibility and Use and State Waiver Requests Related to New Program Requirements," Briefing to Senate Committee on Health, Education, Labor and Pensions and House Committee on Education and the Workforce, Oct. 23, 2024, p. 11.

6. Early Childhood Alliance, "Park City: Needs Assessment," May 2023, p. 4.

7. Since May 2024, Park City Municipal Corporation employees are no longer subject to an income eligibility limit.

8. Utah's Department of Workforce Services (DWS) Child Care Assistance Program sets an income limit at 85% of the State Median Income (SMI). In contrast, Park City's Needs-Based Scholarship Program extends eligibility to 100% of the Area Median Income (AMI), increasing the income threshold by approximately \$50,000 and making child care assistance accessible to moderate-income families. **90**

Park City

97

FAMILIES

112

CHILDREN SERVED

Summit County

28

FAMILIES

38

CHILDREN SERVED

Key Program Achievements

28

PROVIDERS PARTICIPATING

Impact on Families

Based on a survey conducted by Upwards in December 2024 and January 2025, the program has delivered substantial financial relief, helping parents stay employed while alleviating job-related stress.⁹

79%

of families reported experiencing significant relief from financial stress.

55%

of child care providers observed improved financial stability for families.

60%

indicated the program enabled them to select a child care provider they would otherwise not have been able to afford.



Testimonials from Families

“ This program has allowed us to stay in Park City—something we thought was no longer possible due to the high cost of living. ”

- Sydney J., Park City Workforce

“ We were ready to move to another state because we couldn’t find anything affordable. Luckily, we got into the program and stayed here in Park City. ”

- Anonymous, Park City Resident

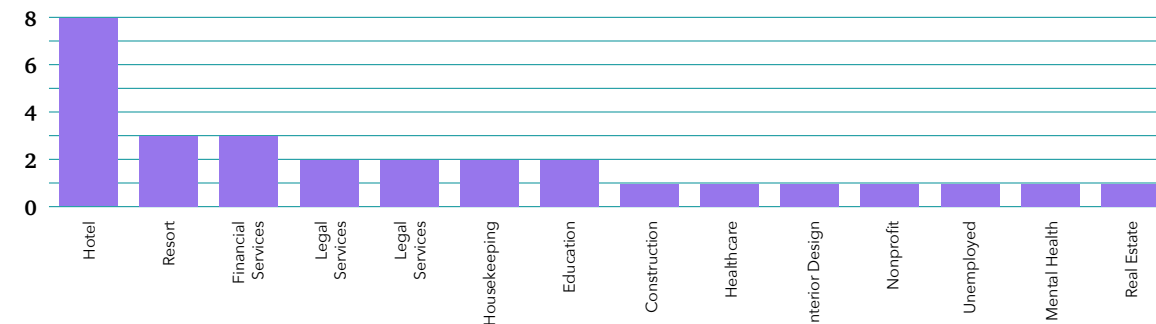
“ Without the scholarship, I could not find any school with space that would take only the state subsidy without me having to pay copious amounts out of pocket that I could not afford... When I first moved here the only schools that could take my son were schools that were geared toward tourists and had costs of up to \$200 per day, which the state subsidy does not cover. Needless to say, I was unable to find child care for my son and was getting in trouble at work due to having to miss. I was also having a hard time paying my bills and was homeless. Thanks to Upwards I was able to get my child in an amazing school that has cared for him as family and been so flexible toward my work situation... ”

- Stephanie M., Park City Resident

⁹. These figures represent a conservative estimate based on partial survey data (42% response rate from families and 39% response rate from providers).

Case Study: Local Workforce Participation

The program's success is not only reflected in the number of families served but also in the breadth of industries represented among participants. Particularly, the hotel industry had the most participants, and their testimonials showcase the program's role in workforce retention and increased productivity.



Testimonials from Families

“This program has given me the ability to provide for my children and spend more quality time with them. Before I found out about Upwards, I was stressed out ready to give up because I was paying more for daycare than what I would make working. When I spoke to Stephanie¹⁰ and found out that there was help for single moms like me, it was such a blessing to have the support from Upwards. It's helped us so much. I'm so thankful.

Evelyn H., Hotel Employee, Park City

“It's made it affordable so I didn't have to quit my job, prior to getting the scholarship I was spending over half my monthly income on childcare.”

Britt B., Hotel Employee, Park City

“I am a single mother with one income. Joining this program has relieved a lot of stress in how I can afford child care.”

Ana H., Hotel Employee, Park City

Spanish-Speaking Participants: Facilitating Access to Quality Early Education

Notably, feedback from Spanish-speaking participants focused on access to high-quality early education for their children. The program's bilingual support and outreach efforts were key to ensuring these families were able to benefit.

“La ayudada que recibo de la beca me a ayudado mucho en la cuestión económica ya que ese dinero que ellos me proporcionan me ahorran para mis gastos familiares y me permite que mi hijo tenga un mejor cuidado y mejor educación.”

Translation: “The help I receive from the scholarship has helped me a lot financially, since the money they provide me saves me money for my family expenses and allows me to provide my son with better care and education..”

Diana H., Summit County Resident

“Da una gran ayuda para que mi hija tenga un cuidado adecuado.”

Translation: “A great help in ensuring that my daughter has adequate care.”

Anonymous, Summit County Resident

“Lo mejor de esta ayuda es que me ayudo bastante en el tema financiero y la tranquilidad de saber que mi hijo está con las personas correctas para su educación.”

Translation: “The best thing about this help is that it helped me a lot with the financial aspect and the peace of mind of knowing that my son is with the right people for his education.”

Yaritza C., Summit County Resident

“Mucho porque es una súper ayuda económicamente y aparte porque mi niño está aprendiendo mucho...y se está desarrollando muy rápido con las enseñanzas que le dan las maestras son muy lindas con mi niño y él está aprendiendo muchísimo en todos los aspectos”

Translation: “It's a great help financially, especially since my child is learning a lot...and is developing very quickly with the teachings that the teachers give him. They are very nice to my child, and he is learning a lot in all aspects.”

Jazmin R., Summit County Resident

10. This parent is referring to Stephanie De Leon, Upwards' Senior Care Specialist who provides support to families when applying and enrolling in the Program.

Impact on Child Care Providers

The Program has strengthened the financial stability of local child care providers by increasing enrollment and disbursing timely, reliable payments. Incentives for DWS-subsidized care expand revenue streams, helping providers sustain operations, hire staff, and improve access to child care.

- **82%** benefitted from an increase in enrollment¹¹
- **27%** expanded services or hired additional staff¹²
- **20%** of participating providers receive **\$300 incentives per DWS-enrolled child**
 - **\$40,200** in provider incentives distributed in 2024, accounting for **13% of total tuition payments**, further supporting providers serving these families.



photo provided by PCCF

Financial Impact Analysis

The program has delivered measurable financial relief to participating families while simultaneously strengthening the local child care sector. Key metrics include:

- **Average monthly scholarship:** \$471.85 per family (Park City), \$787.39 (Summit County).¹³
- **Prospective & enrollment-based provider payments:**¹⁴ Stabilized income for **88%** of regulated child care providers in Summit County, adhering to market rates.
 - **100%** of enrolled children remained with the same provider except for 13 children who either withdrew or aged out from the Program.
 - **91%** of providers were satisfied with the timeliness of payments.¹⁵
- Families served:
 - **63%** of participating families served had incomes below 85% of AML, demonstrating the program's focus on those most in need.

Cost Savings:

Impact on Workforce Retention, Workforce Development, and Economic Stability

The Program has contributed to adding resilience to the local workforce by supporting parents in maintaining employment, re-entering the workforce, and reducing turnover rates among employers, including PCMC.

60%

of participants maintained continuous employment.¹⁶

32%

of participants rejoined the workforce.¹⁷

- Additionally, four out of five (**80%**) unemployed participants obtained employment within three months of joining the program.¹⁶
- Estimated annual economic value: **\$1.84 million**, calculated from 27 families retaining employment at an average annual salary of \$68,126.58.¹⁸

ESTIMATED ANNUAL ECONOMIC VALUE:

\$1.84 million

11. This figure represents a conservative estimate based on partial survey data (39% response rate) conducted by Upwards in January 2025.

12. *ibid.*

13. This amount reflects the average scholarship awarded to residents, whereas workforce scholarships are set at a flat rate of \$200 per month. While the Program supports both residents and workforce members, residents are eligible for greater benefits based on their income level and the actual cost of care.

14. The program follows the updated Child Care and Development Fund (CCDF) Final

Rule, which requires states to issue payments to providers prospectively—either in advance or at the start of services—and to reimburse based on enrollment rather than attendance. [2024 CCDF Final Rule](#), 45 C.F.R. (2024).

15. Upwards' survey, January 2025.

16. Upwards' survey, December 2024.

17. *ibid.*

18. The average annual salary is based on verified income documentation collected by Upwards to determine income eligibility. **93**

Testimonials

“ I literally wouldn't be able to work without this program. We make too much to qualify for other benefits, but still not enough to afford childcare. ”

Melissa S., Summit County Resident

“ I work as a medical assistant and this has allowed me to also go back to school and get my advanced EMT to continue and effectively help Summit County on the ambulance and stay employed at my current job at Kamas Health Center. ”

Jordan L., Summit County Resident

“ We have a family of 5, and having this allows us to be able to work and provide for our family as we had no options for child care and could not afford it along with the cost of living up here. My husband had to stop working for 2 years because we had no childcare, and caused us a huge amount of stress and financial burdens on us. We were constantly crying and worrying about how to support our kids. This allowed us to be able to support our kids and work and give everyone a good life. ”

Anonymous, e-Commerce Industry, Park City



Employee Turnover

- **\$2.76 million** in avoided turnover costs.
- **31%** of parents reported that the program allowed them to stay employed.
- Calculation: The average cost to replace an employee is **1.5x annual salary**.¹⁹
- $(\$68,126.48 \times 1.5) \times 27 =$
\$2,759,122 in avoided costs.

Employee Productivity

- **44%** of parents reported the ability to take on additional work hours.²⁰
- If each family worked **just 5 additional hours per week**, the potential economic value at minimum wage (\$7.25/hour²¹) would be: 23 families \times \$7.25/hour \times 5 hours/week \times 52 weeks = **\$43,355 annually**

Testimonials

“ Every little bit helps. We were able to extend childcare hours and flex my work hours to allow my husband to pick up an extra day of work. I qualify for \$200 from my employer. This amount has been very important to our family; it takes the edge off and allows my husband to work part-time. We would need a significant amount more if we were paying full-time childcare, with current salary thresholds. ”

Anonymous, Summit County Resident

“ It has been a big help as a single mom. Allows me to work more and provide for my son. ”

Dulce R., Park City Resident

“ It has allowed us to put him in daycare 5 days a week. This has enabled us to work more. ”

Anonymous, Park City Resident

19. McFeely, Shane, and Ben Wigert. "This Fixable Problem Costs U.S. Businesses \$1 Trillion." Gallup, March 13, 2019.

20. Upwards' survey, December 2024.

21. Utah Labor Commission. "The minimum wage in Utah is \$7.25 per hour."



Economic Empowerment and Ripple Effects

- Reliable child care enables families to remain in the workforce, strengthening local economic activity.
- Total measurable economic impact: **\$4.64 million (minimum)**.
- Breakdown:
 - \$1.84M from retained employment.
 - \$2.76M from reduced turnover.
 - \$43K from increased work hours.
- Total Investment (City + County): **\$1.485M**
- **ROI: 213%**²² → Every \$1 invested yielded a return of \$3.13 in economic impact.

TOTAL MEASURABLE ECONOMIC IMPACT:

\$4.64 million

photo provided by PCCF

Conservative Estimate

These figures represent a conservative estimate based on partial survey data (42% response rate from families and 39% response rate from child care providers). The program's actual economic impact is likely higher when factoring in:

1. The survey reached **less than half** of participants.
2. Local **economic multiplier effects**.
3. Long-term career progression **benefits**.
4. **Reduced business costs** from improved employee retention.
5. **Increased tax revenue** from sustained employment.

The program continues to drive workforce stability and economic resilience, benefiting families, businesses, and the broader community.

22. ROI = [(Net Economic Impact - Project Cost) / Project Cost] x 100

Cost Avoidance:

Financial Impact of Increased Use of State (DWS) Child Care Assistance

Prior to the program's launch, only 66 eligible children in Summit County were enrolled in DWS. By December 2024, this number had risen to 113, showing significant improvement in the utilization of state resources.²³

Of the 47 additional children enrolled in the DWS-subsidy program, 30 were also enrolled in the Needs-Based Child Care Scholarship Program as of December 2024. Income-eligible families were required to apply for the DWS-subsidy program, and Upwards actively facilitated and encouraged access to both state and scholarship benefits.

This success highlights the program's role in helping families fully access available state assistance. By maximizing the use of available state resources, this approach demonstrates fiscal prudence, reduces duplication of funding, and increases the overall impact without significantly raising costs.



photo provided by PCCF

Key Activities to Facilitate Access to State (DWS) Childcare Assistance:

- **Eligibility Documentation:** Thorough documentation and maintaining participant files.
- **Presumptive Approvals for Scholarships:** Income-eligible applicants were quickly approved for the Needs-Based Child Care Scholarship, with adjustments based on DWS verification.
- **Direct Family Support:** Providing families with guidance on the DWS application process and supporting their enrollment in both state and scholarship programs in partnership with the Holy Cross Ministries' Promotor/a Outreach Program.²⁴

Direct DWS Financial Benefits to Families

Participating families enrolled in the DWS program receive an average of \$749.31 per month in child care assistance from the State of Utah.²⁵ With 30 children participating, this translates to:

- \$21,896 in monthly financial support provided to local families.
- \$262,752 in annual subsidies directly offset child care costs for participating families.

23. Utah Department of Workforce Services. [Public Assistance Data](#).

24. Holy Cross Ministries' Promotor(as) are bilingual, bicultural outreach workers who assist individuals in navigating the complexities of healthcare and other social services, including child care subsidies.

25. Upwards verifies the awarded dollar amount by collecting Notice of Decision letter issued by DWS.

Future Outlook

Recommendations for the upcoming year include:

- Eligible Park City Resident Households to ensure the funds are allocated effectively based on intent:**
 Eliminate the AMI limit for Park City residents (calculating scholarships based on 10% household income and \$1,700 tuition max).
- Park City Resident Scholarship Amounts to ensure the funds are allocated effectively based on intent:**
 Establish a sliding scale scholarship based on resident income levels similar to the MARC Sliding Scale Program. For example, households below 30% AMI contribute 3% of their household income, households with 31% to 50% AMI contribute 5% of their household income, and households with 51% to 70% AMI contribute 7% of their household income, and households with 71% to 100% AMI contribute 10% of their household income.
- Amend the required household contribution % amount for households with multiple children.
- Park City Workforce Scholarship Amounts to ensure funds are allocated effectively based on intent:**
 Adjust the \$200 scholarship amount for workforce families (identified a set amount or base scholarships on a minimum household % contribution, similar to residents).
- Provider Incentives and Eligibility to support providers, encourage participation, and expansion:**
 - Award incentives to child care providers for serving PCMC Scholarship enrolled children (all children or children age 0-3, preschool eligibility).
 - Provide child care scholarships to full-time employees of enrolled child care providers located within Park City limits equivalent to resident scholarships.
 - Reimburse capital expenses for providers within Park City limits which are a direct result of PCMC or state requirements (examples may include a fridge, plumbing, door locks, play area fence, etc.), with a maximum allotment amount per facility per year (except facility expenses eligible for federal or state funding).

Community Feedback:

The Needs-Based Child Care Scholarship Program has been successful and received positive feedback. Looking forward, in a survey conducted by Upwards in December 2024 and January 2025, respondents highlighted key areas for growth and improvement:

- 25.5%** recommend enlarging the provider network.
- 19.1%** suggest modifications to the scholarship amounts.
- 29.7%** suggest adjusting household eligibility.
- 37.5%** of non-participating families cited income limits as a barrier.
- 20.8%** indicated the scholarship amounts were not sufficient.

Testimonials

“ My monthly cost for two children is ~\$2,500, and even though we don't qualify for need-based help, it is still a large part of our income to pay the bill. The PCMC scholarship of \$200 per child per month helps, but there is still over \$2,000 per month left to pay. ”

Matthew L., PCMC Employee

“ Parents above 100% AMI are struggling as well. We need to support families up to 150% AMI. ”

Melissa M., PC Tots

“ The program is helping so many families. Hopefully, this will continue and help families outside the 84060 area code as well. ”

Victoria, C., Alpine Adventurers Academy

“ Make it larger, I currently pay the same amount in rent as I do in child care, it's a huge expense, more help would allow me to cover more expenses without having to take a second job. ”

Britt B., Park City Workforce

“ Base the amount on need, not just location. Consider 84098. ”

Sydney J., Park City Workforce

Closing: A Model for Sustainable Investment

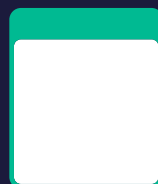
The Needs-Based Child Care Scholarship Program serves as a replicable model for other municipalities, highlighting the power of public-private collaboration in addressing child care challenges. The Program has directly benefited over 120 families and 28 child care providers, making child care more affordable for residents and supporting the local workforce. The measurable economic advantages—such as reduced workforce turnover and increased productivity—demonstrate the program’s effectiveness in generating a strong return on investment for Park City and Summit County. Through cost savings and cost avoidance strategies, the initiative optimizes the deployment of taxpayer dollars while addressing a critical community need.

By leveraging both local and state resources, the program offers a proven framework for sustaining high-quality, affordable child care while strengthening local economies. Its success underscores the importance of strategic investment in early childhood education as a driver of long-term economic stability and growth.

Contact:

Lilly Alexander
Subsidy Program Director
(805) 468-8619
lilly@upwards.com

upwards.com/childcare-assistance/park-city
(323) 410-5479



Appendix

Recognition:

Media coverage of the program’s launch, expansion, and success over the past year has been extensive, including local, regional, and national stories such as:

- **“Park City offering financial help to cover childcare costs,”** Fox 13 Utah (January 2, 2024)
- **“Utah Bills Itself as ‘Family-Friendly’ Even as Lawmakers Have Long Neglected Child Care,”** ProPublica (January 5, 2024)
- **“Child care scholarships still available for Park City residents,”** KPCW (February 29, 2024)
- **“Scholarship program for Park City child-care service expands to Summit County residents,”** Park Record (June 3, 2024)
- **“Park City’s Child-care program received national recognition,”** KPCW (December 4, 2024)

In December 2024, the program was featured at the **National Child Care Innovation Summit** by the **U.S. Chamber of Commerce Foundation** and selected as a case study on the **Employer Child Care Navigator** website, a collaboration between **Executives Partnering to Invest in Children (EPIC)** & the **U.S. Chamber of Commerce Foundation**.

Additionally, the Utah Legislature recognized the **Park City Scholarship Program** in its “Childcare Solutions and Workplace Productivity Plan” (published December 2024) as a vital supplement to Utah’s **DWS Child Care Assistance Program**. The report acknowledged its role in improving affordability for families whose income exceeds

the state’s 85% **State Median Income (SMI)** cap.²⁶

Impact on Employment:

- “We would likely not be able to work our current jobs without the scholarship. It is instrumental to our monthly financial situation.” – Kimmy A., PCMC employee
- “Me permite pagar una guardería para poder trabajar y asegurar un techo y el bienestar de mi hija.” Translation: “It allows me to pay for childcare so I can work and ensure a roof over my daughter’s head and her well-being.” – Yosleidy M., Park City Resident
- “We can only afford part-time daycare, and this allows us to add an extra day, which helps a lot for two working parents!” – Sydney J., Park City Workforce
- “I don’t think I will be able to work if I have to pay the full amount. It will take my whole paycheck.” – Anonymous, Summit County Resident

Impact on Affordability:

- “I’m so grateful for the support. Upwards helped me get my child into daycare that I could actually afford.” – Stephanie M., Park City Resident
- “It helps take the pressure off the monthly bills - with 2 kids in daycare it helps a lot to close the gap.” Matthew L., PCMC employee
- “Helped lower the rising cost of childcare for two full-time working parents.” – Anonymous, PCMC employee
- “He podido cubrir otros gastos de mis hijos gracias a la beca.” Translation: “I have been able to cover other expenses for my children thanks to the scholarship.” – Celia S., Summit County Resident

26. Utah Legislature, Childcare Solutions and Workplace Productivity Plan (December 2024), pages 25-26.

Appendix cont.

- “A qué el costo sea menos y así solvete otros gastos necesarios.” Translation: “Lowering the cost helps cover other necessary expenses.” - Anonymous, Park City Workforce
- “En mi caso fue un gran alivio ya que pasaba por mucho estrés al no poder costear el cuidado infantil, es una gran alegría poder tener al alcance esta beca y ser parte de una comunidad a pesar de las diferencias económicas. Gracias.” Translation: “In my case it was a great relief since I was going through a lot of stress from not being able to afford child care. It is a great joy to have this scholarship within reach and to be part of a community despite the economic differences. Thank you.” - Anonymous, Park City Resident
- “Upwards has helped me tremendously, we are now able to afford groceries and activities for my kids.” - Ana H., Park City Workforce
- “Able to put both children in care without putting a massive financial strain on the family.” - Barbara S., Park City Resident
- “It has allowed us to be able to afford it! With money left over for essentials.” - Anonymous, Park City Workforce

Impact on Early Childhood Education:

- “Nos ayuda mucho ya que podemos llevar a nuestro hijo al programa y el pueda interactuar con más niños.” Translation: “It helps us a lot because we can enroll our child in the program, allowing them

to interact with more children.” - Anonymous, Park City Workforce

- “A partir que fuimos elegibles para la beca he visto el avance de conocimiento de mis hijos, me eh visto menos presionada para poder cubrir, renta, despensa y poder comprarles ropa o zapatos para cuando lo necesitan. Muchísimas gracias.” Translation: “Since we became eligible for the scholarship, I have seen my children’s knowledge advance. I have felt less pressured to cover rent, groceries, and to be able to buy them clothes or shoes when they need them. Thank you very much.” - Celia S., Summit County Resident
- “Estoy muy agradecida con el programa porque ha permitido que mi hija se vincule a su nuevo ambiente, el aprendizaje didáctico a Sido muy beneficioso para ella, antes lloraba porque no podía comprender pero ahora se le facilita aprender y entender de una forma muy divertida, con juegos, bailes y otras actividades que realizan, ha sido la mejor decisión que como padres hemos podido tomar con respecto al cuidado y bienestar de nuestra pequeña.” Translation: “I am very grateful for the program because it has allowed my daughter to connect to her new environment, the didactic learning has been very beneficial for her. Before she cried because she could not understand but now it is easier for her to learn and understand in a very fun way, with games, dances and other activities that they do, it has been the best decision that we as parents

have been able to make with respect to the care and well-being of our little one.” - Karina C., Housekeeping Industry, Park City Workforce

- “Mi hijo esta feliz aprendiendo y educandose rodeado de mas ninos y aprendiendo con mucho.” Translation: “My son is happy learning and educating himself surrounded by other children and learning with a lot.” - Adriana O., Summit County Resident
- “Me gusta mucho tener mucho la ayuda de la beca porque mi hijo ah aprendido mucho en la guarderia y le gusta el ir.” Translation: “I really like having the help of the scholarship because my son has learned a lot in daycare and he likes going.” - Anonymous, Park City Resident
- “Me ayudado muchísimo tanto como en el pago y también aque mi hija se desenvuelve muy bien. Mi hija es más sociable y la más feliz por estar en la escuela.” Translation: It has helped me a lot both in terms of payment and also because my daughter is doing very well. My daughter is more sociable and the happiest to be at school.” - Arely C., Park City Resident
- “We feel like our son has already learned so many new things. Gave my child opportunities he otherwise wouldn’t have with other kids.” - Kristin S.,

Impact on Mental Health

- “I can now afford to use the childcare facility that reduces my commute time and allows me to offer additional time slots for my therapy clients. This increases the availability of mental health services in the county AND increases my earning potential.”

- Megan F., Summit County

- “I am a single mother who struggles to make ends meet due to having a 1-year-old. I was able to find a 9-5 job that works with my schedule and in turn, I have been able to be part of society. I have mental health issues and having a break and not having to worry about my kiddo has been super helpful as well.” - Javen B., Summit County Resident

Customer Service Testimonials:

- “You are all doing fantastic! I am grateful for your scholarship program. I am happy to be a participant.” - Leanne S., Mountain Sprouts Children’s Center
- “Kept me in mind when the program was expanded, very helpful and efficient!” M.H., Summit County Resident
- “Answered any questions I had. Was very kind and helpful and patient. Thank you.” - J.R., Summit County Resident
- “Stephanie was incredibly helpful and readily available with information and resources. I really am grateful for her being our point of contact” A.C., Summit County Resident
- “It’s great to talk to a real person and not a bot! Stephanie responds quickly and has been a huge help for my family.” - M.S., Summit County Resident
- “It has been a great experience working with Stephanie. She has been really nice, explains things really well so I can understand how it all works.”

Appendix cont.

- “She was exceptional in every aspect, she’s extremely professional kind with her words and very easy to work with I’d recommend her for future help with anybody within your company please recognize her for her dedicated work.” - B.B, Park City Resident
- “Stephanie has stayed in contact with me and encouraged me to finish my application. She worked directly with our school and even called me to clear things up and review . Greatly appreciate the support in our community !! Thank you.”- K.B., Park City Workforce
- “This service is very good because people like us need a helping hand for the support and education of our children I thank you for the attention received.” - Fernando P., Park City Workforce
- “My provider was hesitant to enroll, and Stephanie and Evelyn persevered. Stephanie is proactive and very responsive to messages. I could tell

that Stephanie was on my team and truly wanted to get us enrolled. Thanks Stephanie!” - A.A., PCMC Employee

- “I had a really great experience, and I am so grateful for you, Stephanie. You don’t know how badly I needed this childcare and you kept up with me reminding me and also giving me alternatives so that the whole process was not so overwhelming. I am so thankful for that. Charley loves his school and is learning so much and I am able to go to work and know he is safe and not worried about him. I really appreciate you and this Upwards program for providing me assistance that I could not find anywhere else and so terribly needed!” - S.M., Park City Resident
- “The people at Upwards, mainly Stephanie, have helped by giving me further resources and made sure I was aware of all deadlines and reached out multiple times. Very easy to work with.” - Javen B., Summit County Resident



OATH OF OFFICE

Oath of Office for: **Kacey Bates**

to the office of **Summit County Sheriff**

sworn to a term of office beginning October 8, 2025 to December 31, 2026.

Filed this day, October 8, 2025, by:

State of Utah }
 ss.
County of Summit }

I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States, and the Constitution of the State of Utah, and that I will discharge the duties of my office with fidelity.

(sign here) _____

Subscribed and sworn to before me this day, October 8, 2025.

Notary Public



MINUTES

SUMMIT COUNTY

County Council

SUMMIT COUNTY COURTHOUSE

60 NORTH MAIN STREET, COALVILLE, UT, 84017

WEDNESDAY, JULY 30, 2025

Meeting also conducted via Zoom.

DRAFT

1. **Closed Session- Property acquisition (2:57 PM)**

Christopher Robinson made a motion to enter closed session to discuss property acquisition. (2:57 PM). Roger Armstrong seconded, and all voted in favor, (4-0). Absent: Megan McKenna.

Council Members Hanson, Harte, Robinson, and Armstrong along with Manager Shayne Scott, Deputy Manager Janna Young, Attorney Margaret Olson, Chief Civil Deputy Attorney Dave Thomas, Civil Deputy Attorney Ryan Stack, Lands and Natural Resources Director Jess Kirby, Snyderville Basin Cemetery District Board Members Max Greenhalgh, Pete Gillwald, Will Seggos, Daniel Whitehurst and Executive Assistant Annette Singleton met in closed session to discuss property acquisition. (2:57 PM)

Christopher Robinson made a motion to leave closed session and enter open session. (4:39 PM). Roger Armstrong seconded, and all voted in favor, (4-0). Absent: Megan McKenna.

Move to Council chambers (4:45 PM)

2. **Pledge of Allegiance (4:45 PM)**

Tonja B Hanson
Roger Armstrong
Christopher Robinson
Canice Harte
Excused: Megan McKenna

Shayne Scott
Janna Young
Margaret Olson
Dave Thomas
Chase Black
Ben Nielson
Stephanie Poll
Tyler Orgill
Eve Furse
Brian Craven

3. **Convene as the Board of Equalization (4:49 PM)**

Roger Armstrong made a motion to convene as the Board of Equalization. (4:45 PM). Christopher Robinson seconded, and all voted in favor, (4-0). Absent: Megan McKenna.

1) ***Discussion and approval of Board of Equalization recommendations; Chase Black*** (4:46 PM)

Attachment: Cover Page

Chief Deputy Auditor Chase Black presented the final Board of Equalization recommendations. Council Members asked questions, and Deputy Black responded. (4:46 PM)

Attachment: BOE Adjustments Staff Report 2025.07.30.pdf

Roger Armstrong made a motion to approve the Board of Equalization recommendations, adjustments and decisions in the packet as provided. (4:52 PM). Christopher Robinson seconded, and all voted in favor, (4-0). Absent: Megan McKenna.

2) ***Summary and recap of 2024 Board of Equalization; Chase Black*** (4:52 PM)

Attachment: Cover Page

Attachment: BOE Summary Staff Report 2025.07.30.pdf

Chief Deputy Black presented a summary of the 2024 Board of Equalization appeals of valuation or exemption status. (4:52 PM)

Council members asked questions. Manager Shayne Scott replied. (4:59 PM)

Roger Armstrong made a motion to dismiss as the Board of Equalization and convene as the Governing Board of North Summit Fire District. (5:00 PM). Canice Harte seconded, and all voted in favor, (4-0). Absent: Megan McKenna.

4. **Convene as the Governing Board of the North Summit Fire Service District (5:00 PM)**

1) ***Discussion and approval of amendments to Policy Sections 700, 701, 702, 704, 705, 707, 708, 709, 710, 711, 900, 901, 902, 903, 904, & 905; Ben Nielson and Nick Jarvis*** (5:00 PM)

Attachment: Cover Page

Attachment: NSFD Polices for Council 07.30.25.pdf

North Summit Fire Chief Ben Nielson presented the proposed policy sections for the North Summit Fire District. Council Members commented. (5:00 PM)

Roger Armstrong made a motion to approve amendments to Policy Sections 700, 701, 702, 704, 705, 707, 708, 709, 710, 711, 900, 901, 902, 903, 904, & 905 of the policies for North Summit Fire District. (5:03 PM). Christopher Robinson seconded, and all voted in favor, (4-0). Absent: Megan McKenna.

Roger Armstrong made a motion to dismiss as the Governing Board of the North Summit Fire Service District and reconvene as the County Council. (5:04 PM). Christopher Robinson seconded, and all voted in favor, (4-0). Absent: Megan McKenna.

5. **Consideration of Approval (5:09 PM)**

- 1) ***Discussion and action regarding a discretionary tax abatement for Andrew Fletcher, Parcel JR-4-4046; Stephanie Poll*** (5:17 PM)

Attachment: Cover Page

Attachment: Staff Report-Fletcher Discretionary Abatement, Parcel JR-4-4046.pdf

Attachment: Application for Discretionary Tax Abatement-Andrew Fletcher.pdf

Assessor Stephanie Poll presented the basis for a tax abatement for Andrew Fletcher. Council members commented and asked questions. Assessor Poll responded. (5:17 PM)

Canice Harte made a motion to approve a discretionary tax abatement for Andrew Fletcher, Parcel JR-4-4046, for \$3,882.65 as presented in the packet. (5:19 PM). Roger Armstrong seconded, and all voted in favor, (4-0). Absent: Megan McKenna.

- 2) ***Discussion and approval of Proclamation 2025-06, a Proclamation of Summit County Supporting America250 Utah and Recognizing and Approving of the Summit County Utah250 Community Committee; Tyler Orgill*** (5:20 PM)

Attachment: Cover Page

Attachment: Proclamation 2025-06 America250 Utah.docx

Attachment: Utah250 Community Committee.docx

Tyler Orgill, Fair & Special Events Manager, presented the proposed Proclamation regarding recognition of the 250th Anniversary of the signing of the Declaration of Independence. Council Members asked questions. Manager Orgill responded. (5:20 PM)

Christopher Robinson made a motion to approve Proclamation 2025-06, a Proclamation of Summit County Supporting America250 Utah and Recognizing and Approving of the Summit County Utah250 Community Committee. (5:43 PM). Canice Harte seconded, and all voted in favor, (4-0). Absent: Megan McKenna.

Attachment: Proclamation 2025-06 America250 Utah-Executed

- 3) ***Discussion and adoption of the following Interlocal Agreements; Eve Furse*** (5:31 PM)

Attachment: Cover Page

Attachment: Coalville Interlocal Agreement.pdf

Attachment: Francis Interlocal Agreement.pdf

Attachment: Henefer Interlocal Agreement.pdf

Attachment: Kamas Interlocal Agreement.pdf

Attachment: Oakley Interlocal Agreement.pdf

Attachment: Park City Interlocal Agreement.pdf

Attachment: SBWRD Interlocal Agreement.pdf

Attachment: SSA #3 Interlocal Agreement.pdf

Clerk Eve Furse explained that the Interlocal Agreements are between the County and the municipalities and special districts to provide them with election support and services. Council members commented and asked questions. Clerk Furse and Chief Civil Deputy Attorney Dave Thomas answered. (5:32 PM)

Canice Harte made a motion to approve the Interlocal Agreement between Summit County and Coalville, the Interlocal Agreement between Summit County and Francis, the Interlocal Agreement between Summit County and Henefer, the Interlocal Agreement between Summit County and Kamas, the Interlocal Agreement between Summit County and Oakley, the Interlocal Agreement between Summit County and Park City, the Interlocal Agreement between Summit County and Snyderville Basin Water Reclamation District, and the Interlocal Agreement between Summit County and Special Service Area #3 as presented in the packet. (5:33 PM). Christopher Robinson seconded, and all voted in favor, (4-0). Absent: Megan McKenna.

Attachment: Interlocal Agreement-Coalville City 2025 Executed

Attachment: Interlocal Agreement-Francis City 2025 Executed

Attachment: Interlocal Agreement-Henefer Town 2025 Executed

Attachment: Interlocal Agreement-Kamas City 2025 Executed

Attachment: Interlocal Agreement-Oakley City 2025 Executed

Attachment: Interlocal Agreement-Park City Municipal Corporation 2025 Executed

Attachment: Interlocal Agreement-SBWRD District 2025 Executed

Attachment: Interlocal Agreement-SSA #3 2025 Executed

- 4) ***Advice and consent of the County Manager's recommendation to appoint members to the Summit County Public Arts Program and Advisory Board*** (5:34 PM)

Attachment: Cover Page

Attachment: Current List of Members.pdf

Attachment: Appointments to Summit County Public Arts Program and Advisory Board.docx

Manager Shayne Scott presented the proposed members to the Summit County Public Arts Program. Council members commented. (5:34 PM)

Christopher Robinson made a motion to consent to the appointment, based on the recommendation of the County Manager, of the following individuals to the Summit County Public Arts Program and Advisory Board, with terms of service to expire July 31, 2028: Robert Devaney, Glen Kutler, Marion Zaniello, and reappointment of Heather Stamenov and Georgia Todd. (5:35 PM). Roger Armstrong seconded, and all voted in favor, (4-0). Absent: Megan McKenna.

- 5) ***Council and Manager comments*** (5:36 PM)

Manager Shayne Scott updated the Council about activities at the County. (5:36 PM)

Council Member Canice Harte acknowledged the Kimball Arts Center's move to the Basin. (5:38 PM)

Council Chair Tonja B. Hanson discussed the future schedules of the Council for July next year. (5:39 PM)

6. **Public Input** (6:00 PM)

Council Chair Hanson opened the meeting for public input.

No one appeared to comment.

Council Chair Hanson closed the meeting for public input. (6:00 PM)

7. **Adjournment** (6:01 PM)

Tonja B. Hanson, Chair

Eve Furse, Clerk

Meeting minutes and recordings appear at summitcountyutah.gov/meetings. When in the electronic version of the minutes, clicking on the hyperlinked times takes you to that spot in the meeting recording.



MINUTES

SUMMIT COUNTY

County Council

SUMMIT COUNTY COURTHOUSE

60 NORTH MAIN STREET, COALVILLE, UT, 84017

WEDNESDAY, AUGUST 6, 2025

Meeting also conducted via Zoom.

DRAFT

1. **Work Session** (3:00 PM)

Roger Armstrong

Tonja B Hanson

Canice Harte

Megan McKenna

Excused: Christopher Robinson

Shayne Scott

Janna Young

Ryan Stack

Tyler Orgill

Spencer Nielson

Jennifer Leslie

Eve Furse

Brian Craven

Jen Chappell

1) ***Pledge of Allegiance*** (3:00 PM)

2) ***Introductions of the Miss Summit County Volunteer, Miss Summit County Teen, and the Rodeo Royalties*** (3:01 PM)

Attachment: Cover Page

Attachment: Royalty Council Attachment.pdf

Tyler Orgill, the Fair and Events Manager, introduced the Fair Royalty, who each took a moment to introduce themselves:

- Rodeo Royalty: Queen: Isabelle Lenthe, 1st Attendant: Peyton Bristol, 2nd Attendant: Brixton Howcroft

- Miss Summit County Volunteer Royalty: Queen: Katie Ferry, 1st Attendant: Kalystah Comer, 2nd Attendant: Scarlett Brock

- Miss Summit County Teen: Queen: Taylor Staley, 1st Attendant: Callie Gibson, 2nd Attendant: Bella Weston (3:03 PM)

Council members asked questions and expressed their gratitude to the winners for their contributions. (3:07 PM)

3) ***Interview applicants for vacancies on the Summit County Arts & Park Advisory Committee - Recreation (RAP Tax Recreation Committee)*** (3:11 PM)

Attachment: Cover Page

Attachment: Interview Schedule-RAP Tax Recreation.pdf

Aaron Williams was interviewed by Council. (3:12 PM)

Jess Kirby was interviewed by Council. (3:23 PM)

Breke Harnagle was interviewed by Council. (3:32 PM)

Ian Hartley was interviewed by Council. (3:47 PM)

Council member Christopher Robinson joined the meeting. (3:53 PM)

Roger Armstrong

Tonja B Hanson

Christopher Robinson

Canice Harte

Megan McKenna

Shayne Scott

Janna Young

Ryan Stack

Tyler Orgill

Spencer Nielson

Jennifer Leslie

Eve Furse

Brian Craven

Jen Chappell

Benjamin Zaniello was interviewed by Council. (4:09 PM)

4) ***Interview applicant for vacancies on North Summit Recreation Special Service District Administrative Control Board*** (4:17 PM)

Attachment: Cover Page

Attachment: 080625 NS Recreation Interview Schedule.docx

Chantal Guadarrama was interviewed by Council. (4:17 PM)

2. **Consideration of Approval** (4:27 PM)

1) ***Discussion and adoption of Resolution 2025-18, a Resolution of the Summit County Council Admitting the City of Holladay as a Member of the Central Wasatch Commission*** (4:27 PM)

Attachment: Cover Page

Attachment: Resolution 2025-18 Admitting Holladay as CWC Member.docx

Council Member Robinson explained the need for Resolution 2025-18. (4:27 PM)

Roger Armstrong made a motion to approve Resolution 2025-18, a Resolution of the Summit County Council Admitting the City of Holladay as a Member of the Central Wasatch Commission as contained in the packet. (4:28 PM). Christopher Robinson seconded, and all voted in favor, (5-0).

Attachment: Res 2025-18 SCC Admitting the City of Holladay as a member of the CWC Executed

Roger Armstrong made a motion to enter closed session to discuss personnel. (4:28 PM). Christopher Robinson seconded, and all voted in favor, (5-0).

3. **Closed Session (4:28 PM)**

1) ***Personnel*** (4:29 PM)

Council Members Hanson, Harte, Robinson, Armstrong, and McKenna, along with Manager Shayne Scott, Deputy Manager Janna Young, Civil Deputy Attorney Ryan Stack and Executive Assistant Annette Singleton met in closed session to discuss personnel. (4:29 PM)

Attachment: Closed Meeting Affidavit 8-6-2025

Roger Armstrong made a motion to leave closed session to discuss personnel and enter closed session to discuss property acquisition. (4:41 PM). Megan McKenna seconded, and all voted in favor, (5-0).

2) ***Property acquisition*** (4:41 PM)

Council Members Hanson, Harte, Robinson, Armstrong, and McKenna, along with Manager Shayne Scott, Deputy Manager Janna Young, Civil Deputy Attorney Ryan Stack and Executive Assistant Annette Singleton met in closed session to discuss property acquisition. (4:41 PM)

Canice Harte made a motion to leave closed session (5:07 PM). Roger Armstrong seconded, and all voted in favor, (5-0).

Move to Council chambers (5:50 PM)

4. **Consideration of Approvals Continued. (5:50 PM)**

2) ***Adoption of Resolution 2025-19, a Resolution Appointing Members to Serve on North Summit Recreation Special Service District Administrative Control Board*** (5:50 PM)

Attachment: Cover Page

Attachment: Resolution 2025-19 Appointment to NS Recreation.docx

Council Chair Hanson opened the meeting for public comment. (5:52 PM)

No one appeared to comment.

Council Chair Hanson closed the meeting for public comment.

Megan McKenna made a motion to adopt Resolution 2025-19, a Resolution Appointing Chantal Guadarama as a Member to Serve on North Summit Recreation Special Service District Administrative Control Board with a term to expire September 30, 2028. (5:53 PM). Roger Armstrong seconded, and all voted in favor, (5-0).

Attachment: Res 2025-19 Appointing a member to serve on th NSRSSDACB Executed

3) ***Discussion and appointment of members to serve on the Summit County Arts & Park Advisory Committee - Recreation (RAP Tax Recreation Committee)*** (5:53 PM)

Attachment: Cover Page

Attachment: 080625 appt to SC RAP REC committee.docx

Roger Armstrong made a motion to appoint Benjamin Zaniello and reappoint Jessica Kirby, Breke Harnagel, and Ian Hartley to serve on the Summit County

Arts & Park Advisory Committee - Recreation (RAP Tax Recreation Committee). Terms of service expire May 31, 2028. (5:56 PM). Canice Harte seconded, and all voted in favor, (5-0).

4) **Council and Manager comments (5:56 PM)**

Council member Megan McKenna commented on her activities on behalf of the County in the last week. (5:56 PM)

Council member Canice Harte commented on his activities on behalf of the County in the last week. (5:57 PM)

Council Chair Tonja B Hanson commented on her activities on behalf of the County in the last week. (5:59 PM)

Deputy Manager Janna Young commented on activities at the County. (6:02 PM)

Clerk Eve Furse commented on the Municipal Primary Election. (6:07 PM)

5. **Public Input (6:08 PM)**

Council Chair Hanson opened the meeting for public input. (6:09 PM)

Council Chair Hanson closed the meeting for public comment. (6:14 PM)

Andrea Morgan addressed Council about the importance of the Recycle Center. (6:09 PM)

6. **Public Hearings (6:14 PM)**

- 1) ***Public hearing and action regarding a Special Exception to Section 10-4-10.B.1 of the Code. The applicant, J. Christopher Stuhmer, is proposing to rebuild the entry way of White Pine Ln at its intersection with White Pine Canyon Rd. the reconstructed Road would have a 3% slope for the first 70 feet and transition into a 10% slope; Spencer Nielson (6:14 PM)***

Attachment: Cover Page

Attachment: Staff Report-White Pine Ranches Subdivision Entry Remodel.pdf

Attachment: White Pine Ranches Subdivision Entry Remodel

Attachment: Email-White Pine Ranches Special Exception

Attachment: Handout White Pine Ranches

Spencer Nielson, Engineer II, presented the proposed request for White Pine Ranches. (6:15 PM)

Douglas Clyde, Mountain Resort Consulting Principal, and Rick Nemeroff, Nemeroff Law Firm, appeared to support the application and respond to questions. (6:18 PM)

Council members commented and asked questions. Engineer Neilson, Principal Clyde, and Attorney Nemeroff responded. (6:27 PM)

Council Chair Hanson opened the matter for public hearing. (6:39 PM)

No one appeared.

Council Chair Hanson closed the matter for public hearing.

Christopher Robinson made a motion to approve a Special Exception to Section 10-4-10.B.1 of the Code as outlined in the packet. (6:40 PM). Canice

Harte seconded, and all voted in favor, (5-0).

- 2) **Public hearing and approval of Ordinance No. 995, regarding a proposal to remove the Final Site Plan requirements included in Section 11-4-6 of the Eastern Summit County Development Code. File #25-016. Jennifer Leslie, County Planner** (6:41 PM)

Attachment: Cover Page

Attachment: Staff Report-Public Hearing and Ordinance 995.pdf

Jennifer Leslie, Planner, presented the proposed Ordinance. (6:41 PM)

Council Members asked questions. Planner Leslie and Community Development Director Peter Barnes responded. (6:43 PM)

Council Chair Hanson opened the meeting for a public hearing. (6:50 PM)

No one appeared.

Council Chair Hanson closed the meeting for a public hearing.

Roger Armstrong made a motion to approve Ordinance No. 995, containing a proposal to remove the Final Site Plan requirements included in Section 11-4-6 of the Eastern Summit County Development Code, File #25-016, in accordance with the changes contained in the packet. (6:51 PM). Canice Harte seconded, and all voted in favor, (5-0).

Attachment: Ord 995 - Amending ESC Development Code Executed

7. **Adjournment** (6:51 PM)

Tonja B. Hanson, Chair

Eve Furse, Clerk

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MINUTES

SUMMIT COUNTY

County Council

RICHINS AUDITORIUM

1885 W. UTE BLVD., PARK CITY, UT, 84098

WEDNESDAY, AUGUST 13, 2025

Meeting also conducted via Zoom.

DRAFT

Some Council Members attended a visit and tour with Steve Waldrip, Senior Advisor for Housing Strategy (10:00 AM)

Attachment: Cover Page

Attachment: Presentation and Tour Information.pdf

Lunch, and break (12:00 PM)

1. **Closed Session - Property acquisition (2:50 PM)**

Roger Armstrong made a motion to enter closed session to discuss property acquisition. (2:50 PM). Megan McKenna seconded, and all voted in favor, (4-0). Absent: Christopher Robinson.

Council Members Hanson, Harte, Armstrong, and McKenna, along with Manager Shayne Scott, Deputy Manager Janna Young, Attorney Margaret Olson, Chief Civil Deputy Attorney Dave Thomas, Lands and Natural Resources Director Jess Kirby and Executive Secretary Annette Singleton met in closed session to discuss property acquisition. (2:50 PM)

Megan McKenna made a motion to leave closed session and enter open session. (3:44 PM). Roger Armstrong seconded, and all voted in favor, (4-0). Absent: Christopher Robinson.

Move to auditorium (3:45 PM)

Roger Armstrong
Tonja B Hanson
Megan McKenna
Excused: Christopher Robinson
Canice Harte

Shayne Scott
Janna Young
Margaret Olson
Dave Thomas
Jess Kirby
Rachael Brard
Eve Furse
Brian Craven

2. **Work Session (3:51 PM)**

1) ***Pledge of Allegiance* (3:51 PM)**

2) ***Interview applicants for vacancies on the Summit County Recreation, Arts & Parks Advisory Committee-Cultural (RAP Tax Cultural Committee)* (3:52 PM)**

Attachment: Cover Page

Attachment: 081325 Interview Schedule.docx

Council interviewed Joe Fraizer. (3:52 PM)

Council interviewed Vincent Novack. (4:00 PM)

Roger Armstrong made a motion to enter closed session for personnel. (4:10 PM). Megan McKenna seconded, and all voted in favor, (3-0). Absent: Christopher Robinson, Canice Harte.

3. **Closed Session - Personnel (4:11 PM)**

Roger Armstrong made a motion to enter closed session to discuss personnel. (4:11 PM). Megan McKenna seconded, and all voted in favor, (3-0). Absent: Christopher Robinson, Canice Harte.

Council Members Hanson, Armstrong, and McKenna, along with Deputy Manager Janna Young met in closed session to discuss personnel. (4:11 PM)

Attachment: Closed Meeting Affidavit 8-13-2025

Roger Armstrong made a motion to leave closed session and enter open session. (4:17 PM). Megan McKenna seconded, and all voted in favor, (3-0). Absent: Christopher Robinson, Canice Harte.

Move to auditorium (4:37 PM)

4. **Consideration of Approval (4:37 PM)**

1) ***Discussion and appointment of members to serve on the Summit County Recreation, Arts & Parks Advisory Committee-Cultural (RAP Tax Cultural Committee) (4:37 PM)***

Attachment: Cover Page

Attachment: 081325 Appointment to RAP Tax Cultural.docx

Megan McKenna made a motion to appoint Joe Fraizer and reappoint Vincent Novack as members to serve on the Summit County Recreation, Arts & Parks Advisory Committee-Cultural with terms expiring June 30, 2028. (4:37 PM). Roger Armstrong seconded, and all voted in favor, (3-0). Absent: Christopher Robinson, Canice Harte.

2) ***Discussion and action regarding the Snyderville Basin Open Space Advisory Committee (BOSAC); Rachael Brard (4:38 PM)***

Attachment: 2025 08 13 BOSAC Discussion Staff Report.pdf

Attachment: Cover Page

Lands and Natural Resources Program and Project Manager Rachael Brard introduced the request to suspend BOSAC until further funding is available. Lands and Natural Resources Director Jess Kirby provided additional details. Council members asked questions, and the presenters responded. (4:38 PM)

Roger Armstrong made a motion to approve the suspension of the Snyderville Basin Open Space Advisory Committee (BOSAC) functions until further notice as described in the packet. (4:42 PM). Megan McKenna seconded, and all voted in favor, (3-0). Absent: Christopher Robinson, Canice Harte.

3) **Council and Manager comments (4:42 PM)**

Megan McKenna spoke about her activities on behalf of the Council in the last week. (4:43 PM)

Roger Armstrong spoke about his activities on behalf of the Council in the last week. (4:46 PM)

Tonja B Hanson spoke about her activities on behalf of the Council in the last week. (4:47 PM)

Shayne Scott spoke about activities at the County. (4:48 PM)

Clerk Eve Furse spoke about the Municipal Primary Election. (4:49 PM)

4) ***Discussion and adoption of the Baseline and Conservation Easement for the 910 Cattle Ranch; Jess Kirby (4:51 PM)***

Attachment: 2025 08 13 910 Baseline CE Staff Report_presentation.pdf

Attachment: Cover Page

Attachment: 2025 08 13 910 Baseline CE Staff Report.pdf

Attachment: 910 Ranch BDR Final.pdf

Attachment: 910 Conservation Easement Final.pdf

Lands and Natural Resources Director Jess Kirby explained the proposed documents that will become part of the

closing. (4:52 PM)

Council Members commented and asked questions. Director Kirby responded. (4:59 PM)

Council Chair Hanson opened the meeting for public comment. (5:10 PM)
No one appeared to comment.

Roger Armstrong made a motion to adopt the Baseline Report and Conservation Easement for the 910 Cattle Ranch as contained in the packet and authorize or the Manager and Council Chair to sign the documents as appropriate at the closing. (5:13 PM). Megan McKenna seconded, and all voted in favor, (3-0). Absent: Christopher Robinson, Canice Harte.

Council took a break. (5:14 PM)

5. **Public Input** (6:00 PM)

Chair Hanson opened the meeting for public input. (6:00 PM)

Katie Kinnear spoke to Council about Recycle Utah. (6:00 PM)

Chair Hanson closed the meeting for public input. (6:05 PM)

6. **Public Hearing** (6:05 PM)

- 1) ***Public hearing and 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*** (6:05 PM)

Attachment: Cover Page

Attachment: Ilv 7.16 OSAC 935-A Ordinance Amendment_07152025_Draft.docx

Attachment: 2025 08 13 OSAC Ordinance Staff Report.pdf

Lands and Natural Resources Program and Project Manager Rachael Brard introduced the proposed Amendment. Lands and Natural Resources Director Jess Kirby supported the proposal. Council Members asked questions. The presenters responded. (6:05 PM)

Council Chair Hanson opened the meeting for a public hearing. (6:00 PM)

No one appeared.

Council Chair Hanson closed the meeting for a public hearing.

Roger Armstrong made a motion to adopt Ordinance No. 935-A, an Ordinance Amending Ordinance 935 Creating the Summit County Code, Summit County Open Space Advisory Committee in accordance with the Ordinance and the modifications for Ordinance 935 that are contained in the packet, with the exception that the last sentence of the red-lined language in section 2-42-4(A)(4)(c) should read "any open seat shall be filled as set forth in section 2-42-4(A)(7)", deleting the words "the section" from that red-line.. Megan McKenna seconded, and all voted in favor, (3-0). Absent: Christopher Robinson, Canice Harte.

Attachment: Ord 935-A Amending Ord 935 Creating SCC Open Space Advisory Committee Executed

7. **Adjournment** (6:23 PM)

Tonja B. Hanson, Chair

Eve Furse, Clerk

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MINUTES

SUMMIT COUNTY

County Council

SUMMIT COUNTY COURTHOUSE

60 NORTH MAIN STREET, COALVILLE, UT, 84017

WEDNESDAY, AUGUST 20, 2025

Meeting also conducted via Zoom.

DRAFT

1. **Closed Session (2:44 PM)**

Canice Harte made a motion to enter closed session to discuss litigation. (2:44 PM). Christopher Robinson seconded, and all voted in favor, (5-0).

1) ***Litigation* (2:44 PM)**

Council Members Hanson, Harte, Robinson, Armstrong, and McKenna, along with Manager Shayne Scott, Attorney Margaret Olson, Chief Civil Deputy Attorney Dave Thomas, Civil Deputy Attorney Helen Strachan and Executive Secretary Annette Singleton met in closed session to discuss property acquisition. (3:33 PM)

Canice Harte made a motion to leave closed session to discuss litigation and enter into closed session to discuss property acquisition. (3:33 PM). Roger Armstrong seconded, and all voted in favor, (5-0).

2) ***Property acquisition* (3:33 PM)**

Council Members Hanson, Harte, Robinson, Armstrong, and McKenna, along with Manager Shayne Scott, Attorney Margaret Olson, Chief Civil Deputy Attorney Dave Thomas, Civil Deputy Attorney Helen Strachan, Peters Scofield, PC. Attorney Tom Peters and Executive Secretary Annette Singleton met in closed session to discuss litigation. (2:44 PM)

Canice Harte made a motion to leave closed session and enter open session. (3:33 PM). Roger Armstrong seconded, and all voted in favor, (5-0).

Move to Council chambers (3:50 PM)

2. **Work Session (3:50 PM)**

1) ***Pledge of Allegiance* (3:50 PM)**

Roger Armstrong
Christopher Robinson
Tonja B Hanson
Canice Harte
Megan McKenna

Shayne Scott
Janna Young
Margaret Olson
Dave Thomas
Helen Strachan
Ben Nielson
Tyler Rowser
Laura Kuhmeyer
Ray Milliner
Melissa Mendez
Brian Craven

3. **Convene as the Governing Board of the North Summit Fire Service District (3:51 PM)**

Christopher Robinson made a motion to convene as the Governing Board of North Summit Fire Service District. (3:51 PM). Roger Armstrong seconded, and all voted in favor, (5-0).

- 1) **Discussion and approval of Resolution NSFSD 2025-21 Clarifying Original Intent of Resolution NSFSD 2022-05; Ben Nielson and Tyler Rowser** (3:51 PM)

Attachment: Cover Page

Attachment: NS Fire Staff Report.pdf

Attachment: Resolution Clarifying Original Intent of Resolution NSFSD 2025-05.pdf

Chief Ben Nielson presented the matter concerning North Summit Fire's retirement system contributions. Administrative Battalion Chief Tyler Rowser and Deputy Attorney Ryan Stack supported the presentation. Council Members asked questions and commented. The presenters responded. (3:52 PM)

Canice Harte made a motion to approve Resolution NSFSD 2025-21, as found in the packet. (4:02 PM). Roger Armstrong seconded, and all voted in favor, (5-0).

Attachment: Res 2025-21 North Summit Fire Service District Clarifying Res 2022-05 Executed

Canice Harte made a motion to dismiss as the Governing Board of the North Summit Fire Service District and reconvene as the Summit County Council. (4:03 PM). Christopher Robinson seconded, and all voted in favor, (5-0).

4. **Consideration of Approval** (4:03 PM)

- 1) **POSTPONED discussion of Resolution 2025-21, Authorizing the Filing of Cross-Appeals for 2025 Centrally-Assessed Properties; Helen Strachan** (4:03 PM)

Attachment: Cover Page

Attachment: Memo re 2025 Centrally Assessed Resolution.docx

Attachment: 2025 Centrally Assessed Resolution.docx

Council Chair Hanson postponed this item to a later meeting. (4:04 PM)

- 2) **Discussion of Ordinance No. 987-A, repealing Ordinance No. 987; David Thomas, Chief Deputy County Attorney** (4:03 PM)

Attachment: Cover Page

Attachment: Ordinance No 987-A Repealing Ordinance No 987.doc

Chief Civil Deputy Attorney Dave Thomas introduced the proposed ordinance. Council Members asked questions and commented. Deputy Thomas responded. (4:03 PM)

Canice Harte made a motion to not repeal Ordinance 987. (4:30 PM). Roger Armstrong seconded, and the motion carried, (4-1).

Roger Armstrong voted AYE

Christopher Robinson voted AYE

Tonja B Hanson voted AYE

Canice Harte voted AYE

Megan McKenna voted NAY

- 3) **Discussion and approval of a road dedication of a section of W Rob Young Lane; Laura Kuhmeyer** (4:30 PM)

Attachment: Cover Page

Attachment: D-Bar Road Dedication SCC 8.20.25

Planner Laura Kuhmeyer presented the road dedication. Council Members asked questions and commented. Planner Kuhmeyer responded. (4:31 PM)

Christopher Robinson made a motion to approve a road dedication of a section of W Rob Young Lane as presented in the packet. (4:36 PM). Megan McKenna seconded, and all voted in favor, (5-0).

- 4) **Continued Discussion and adoption of Ordinance No. 988, an Ordinance Amending the Snyderville Basin Development Code Sections 10-4-9: Parking Requirements, 10-8 General Regulations, 10-2-10 Use Table and 10-11-1 Terms Defined. The purpose of the amendments is to create regulations for Electric Vehicle Parking, Bicycle Parking, and Solar Energy Systems, and to amend the existing gas station regulations; Ray Milliner, County Planner** (4:36 PM)

Attachment: Cover Page

Attachment: Staff Report and Ordinance No. 988.pdf

Planner Ray Milliner explained the proposed changes. Council Members asked questions and commented. Planner Milliner responded. (4:37 PM)

Roger Armstrong made a motion to adopt Ordinance No. 988, an Ordinance Amending the Snyderville Basin Development Code Sections 10-4-9: Parking Requirements, 10-8 General Regulations, 10-2-10 Use Table and 10-11-1 Terms Defined as contained in the packet with one correction noted. (4:42 PM). Christopher Robinson seconded, and all voted in favor, (5-0).

Attachment: Ord 988 Amending the Snyderville Basin Development Code Executed

5) **Council and Manager comments** (4:43 PM)

Council Chair Tonja B Hanson spoke about County offices in Coalville. (4:43 PM)

Attorney Margaret Olson commented as well. (4:44 PM)

Council Member Roger Armstrong added his thoughts. (4:45 PM)

Manager Shayne Scott added his comments. (4:47 PM)

Council Member Robinson commented. (4:49 PM)

Council Chair Tonja B Hanson continued to comment regarding matters within the County. (4:50 PM)

Attorney Margaret Olson responded to Council Chair Hanson's question regarding the process to fill the role of Sheriff in light of Sheriff Smith's resignation. (4:54 PM)

Council Member Canice Harte noted that given his employment with the Sheriff's Department he would recuse himself from any Council decisions related to the appointment of the Sheriff. (4:58 PM)

Council Member Christopher Robinson was called to speak. (4:58 PM)

Council Member Canice Harte was called to speak. (4:58 PM)

Council Member Megan McKenna was called to speak. (4:59 PM)

Council Member Roger Armstrong was called to speak. (5:02 PM)

Manager Scott addressed Council Member Armstrong's questions about the Housing Authority and shared insights on County actions. (5:02 PM)

5. **Work Session, Continued** (5:06 PM)

1) **Update on 2025 Work Plan; Shayne Scott and Janna Young** (5:06 PM)

Attachment: Cover Page

Attachment: Staff Report_2025WorkPlan_AugustUpdate-corrected.pdf

Attachment: Qualitative 910 Survey Results.pdf

Attachment: Summit County 2025 Work Plan REVISED.pdf

Manager Shayne Scott updated the Council about the Work Plan. (5:06 PM)

Council Members asked questions and commented. Manager Scott responded. (5:12 PM)

Deputy Manager Janna Young provided additional information regarding the Work Plan. (5:20 PM)

2) **Discussion regarding Mountain Regional Water Special Service District's proposed Impact Fee Facilities Plan; Andy Garland and Sam Grenlie** (5:26 PM)

Attachment: 2023 IFFP Levels of Service.pdf

Attachment: Cover Page

Attachment: Council IFFP Presentation 8.14.2025.pptx

Attachment: 2023 Mountain Regional Water SSD IFFP (certified).pdf

Attachment: 2025 Amendment to IFFP.pdf

Mountain Regional Water General Manager Andy Garland introduced the Impact Fee Facilities Plan, and District Engineer Sam Grenlie supported the presentation. (5:26 PM)

Council Members asked questions and commented. General Manager Garland responded. (5:29 PM)

Recess. (5:37 PM)

6. **Public Input** (5:59 PM)

Council Chair Hanson opened the meeting for public comment. (5:59 PM)

Rick Shapiro spoke to the Council about signs in the public right-of-way between Kamas and Oakley. (6:00 PM)

Planner Ray Milliner explained that the County had a sign ordinance, and code enforcement could look into it. (6:04 PM)

Council Chair Hanson closed the meeting for public comment. (6:05 PM)

7. **Public Hearings** (6:05 PM)

Christopher Robinson made a motion to convene as the Governing Board of the Mountain Regional Water Special Service District. (6:05 PM). Megan McKenna seconded, and all voted in favor, (5-0).

1) ***Public hearing and adoption of Resolution MRW 2025-20, a Resolution Adopting the Amended Impact Fee Facilities Plan; Andy Garland and Sam Grenlie*** (6:06 PM)

Attachment: Cover Page

Attachment: MRW IFFP Resolution for Public Hearing August 20 2025.pdf

Council Chair Hanson offered Mountain Regional Water General Manager Andy Garland and District Engineer Sam Grenlie the opportunity to add information to the presentation that they had just presented earlier in the council meeting. The presenters responded. (6:06 PM)

Council Chair Hanson opened the public hearing.

No one appeared.

Council Chair Hanson closed the public hearing. (6:07 PM)

Christopher Robinson made a motion to adopt Resolution MRW 2025-20 Mountain Regional Water Special Service District Resolution Adopting the Amended Impact Fee Facilities Plan. (6:07 PM). Roger Armstrong seconded, and all voted in favor, (5-0).

Megan McKenna made a motion to dismiss as the Governing Board of the Mountain Regional Water Special Service District and reconvene as the County Council. (6:09 PM). Roger Armstrong seconded, and all voted in favor, (5-0).

Attachment: Res 2025-20 MRWSSD Adopting Amended Impact Fee Executed

2) ***Public Hearing and adoption of Ordinance No. 996, an Ordinance Amending the Eastern Summit County Development Code Section 11-3-16 Chart of Allowed and Permitted Uses, Appendix A Definitions and Creating Section 11-6-25 Agricultural Tourism; Ray Milliner, County Planner*** (6:09 PM)

Attachment: Cover Page

Attachment: Staff Report and Ordinance No. 996.pdf

Planner Ray Milliner presented the proposed ordinance with the assistance of Planner Amanda Curtis. (6:09 PM)

Council members commented and asked questions. Presenters responded. (6:14 PM)

Council Chair Hanson opened the public hearing.

No one appeared.

Council Chair Hanson closed the public hearing. (6:24 PM)

Roger Armstrong made a motion to adopt Ordinance No. 996, an Ordinance Amending the Eastern Summit County Development Code Section 11-3-16 Chart of Allowed and Permitted Uses, Appendix A Definitions and Creating Section 11-6-25 Agricultural Tourism as contained in the packet authorizing the County Planner to look at the one that they discussed and if there are changes to it and either come up with a new term that encompasses both or include both to bring it to the Council Chair for review and sign off, unless it is too complicated. (6:26 PM). Canice Harte seconded, and all voted in favor, (5-0).

8. **Adjournment** (6:25 PM)

Tonja B. Hanson, Chair

Eve Furse, Clerk

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STAFF REPORT

To: Summit County Council
From: Ray Milliner, County Planner
Date of Meeting: October 8, 2025
Type of Item: Code Amendment – Public Hearing, Possible Action
Process: Legislative Review
File: #25-123

Proposal

The purpose of the amendments is to amend the Development Code to replace the Board of Adjustment with an Administrative Law Judge (ALJ), to ensure that land use decisions are handled efficiently, impartially and in accordance with the standards in the Code.

Background

As part of the County’s ongoing efforts to improve efficiency, consistency and legal compliance with our Development Code review process, staff are recommending a transition from the current BOA model to an ALJ system for the review of variances and code enforcement violations.

Recent changes to the Utah State Code prohibit the County from holding public hearings as part of the variance review process (members of the public can attend meetings, but no public comment is allowed). This shift in procedure signals a move toward a more judicial, rather than deliberate approach to variance review. The use of a professionally trained ALJ aligns more with this model, offering efficiency, and legal consistency of variance and code enforcement decisions.

We want to emphasize that this recommendation is not a reflection on the commitment or performance of our current BOA members. We sincerely appreciate the time, thoughtfulness and dedication they have brought to their service.

This ordinance was reviewed by the Snyderville Basin Planning Commission on June 10, 2025. Following a public hearing, the Commission forwarded a positive recommendation to the County Council.

A land use variance is official permission to break a rule in Chapter 3 of the Development Code (usually height or setbacks) when following the rule would cause unfair hardship, but only if specific conditions are met.

Per the Code, a variance can be granted when:

1. Literal enforcement of the zoning rule causes unnecessary hardship (not just inconvenience).
2. The hardship is unique to the property (not general to the neighborhood).
3. Granting the variance will not harm the public or neighboring properties.
4. The variance is in line with the overall purpose of the Development Code.
5. The variance is the minimum needed to fix the hardship.

This is not a unique proposal, as several counties and municipalities in the state have transitioned to an ALJ, including Heber City, Wasatch County, Grand County, Holladay City, Salt Lake City, and Draper City, to name a few.

Analysis

Section 10-7-3 of the Snyderville Basin Development Code states that whenever an amendment to the Code is initiated, it must be reviewed by the Planning Commission who will deliver a recommendation to the County Council. The County Council, after holding a public hearing, shall approve, approve with modifications or deny the amendment according to the following criteria.

Criteria 1: The amendment shall be consistent with the goals, objectives, and policies of the general plan. **COMPLIES**

Analysis: The Goal of Chapter 2 of the Snyderville Basin General Plan states:

“Promote sustainable land use planning principles that preserve critical lands, maintain neighborhood character, protect the economic base, prevent sprawl, and provide efficient delivery of services.”

The replacement of the BOA with an ALJ will promote the goals of the General Plan by creating a process where individuals can apply for variances to the code and have them reviewed by a professional who has been trained to understand and interpret both the Snyderville Basin Development Code and the Utah State Code.

Criteria 2: The amendment shall not permit the use of land that is not consistent with the uses of properties nearby. **COMPLIES**

Analysis: the proposed amendments will not change the criteria for variances; they will only change the way they are heard and reviewed.

Criteria 3: The amendment will not permit suitability of the properties affected by the proposed amendment for the uses to which they have been restricted. **COMPLIES**

Analysis: The amendment will not permit suitability of the properties affected by the proposed amendment to the uses to which they have been restricted.

Criteria 4: The amendment will not permit the removal of the then existing restrictions which will unduly affect nearby property. **COMPLIES**

Analysis: The proposed language does not remove any existing restrictions that would unduly affect nearby property owners. It will bring the code into compliance with State law and make for a more efficient variance process.

Criteria 5: The amendment will not grant special favors or circumstances solely for one property owner or developer. **COMPLIES**

Analysis: These regulations will apply to all property owners in the zones where the use is allowed.

Criteria 6: The amendment will promote public health, safety and welfare better than the existing regulations for which the amendment is intended to change. **COMPLIES**

Analysis: The proposal is designed to bring the code into conformance with State Law and streamline the variance process.

Recommendation

Staff recommend that the Summit County Council review the proposal to amend the Snyderville Basin Development Code, conduct a public hearing and approve the attached ordinance per the findings of fact and conclusions of law written below.

Findings of Fact

1. The goal of Chapter 2 of the Snyderville Basin General Plan is Promote sustainable land use planning principles that preserve critical lands, maintain neighborhood character, protect the economic base, prevent sprawl, and provide efficient delivery of services.
2. As part of the 2025 budget, the County Council provided increased funds for an Administrative Law Judge with the goal of changing how zoning variances and Code Enforcement violations are handled in the Development Code. As part of the 2025 budget, the County Council provided increased funds for an Administrative Law Judge with the goal of changing how zoning variances and Code Enforcement violations are handled in our development code.

3. This amendment would replace the current Board of Adjustment, a volunteer citizen board appointed by the County Council, with a professional Administrative Law Judge (ALJ).
4. The Administrative Law Judge would be a legal professional with training in land use and administrative law.
5. The Snyderville Basin Planning Commission conducted a public hearing on June 10, 2025 and forwarded a positive recommendation to the County Council.

Conclusions of Law:

1. The amendment is consistent with the goals, objectives, and policies of the General Plan.
2. The amendment is consistent with the requirements established in chapter 5 of the Snyderville Basin Development Code.
3. The proposed amendment is not detrimental to public health, safety, and welfare.

Exhibits

Exhibit A. Proposed Ordinance

**SUMMIT COUNTY, UTAH
ORDINANCE NO. _____**

**AN ORDINANCE AMENDING THE SNYDERVILLE BASIN DEVELOPMENT CODE CHAPTERS 10-3-2:
GENERAL PROVISIONS, 10-3-6: ZONING VARIANCES, 10-9-10: DECISION MAKING AND
ADMINISTRATIVE BODIES, 10-9-22: APPEAL PROCEDURES, AND 10-11-1 TERMS DEFINED**

PREAMBLE

WHEREAS Utah Code Annotated (“UCA”) §17-27a-102(b) provides that counties can enact all ordinances that they consider necessary or appropriate to govern, among other things, variances and code enforcement review; and,

WHEREAS The goal of Chapter 2 of the Snyderville Basin General Plan is Promote sustainable land use planning principles that preserve critical lands, maintain neighborhood character, protect the economic base, prevent sprawl, and provide efficient delivery of services; and

WHEREAS “In adopting the Snyderville Basin development code, the county will fully exercise all of the powers granted to it by Utah Code Annotated, title 17 to require, to the extent possible and practical, that all development is consistent with the goals and expectations of the residents.” and,

WHEREAS Summit County recognizes that it is necessary to improve the fairness, efficiency, and legal consistency of variance and code enforcement decisions; and

WHEREAS Recent changes to the Utah State Code prohibit the County from holding public hearings as part of the variance review process; and

WHEREAS This shift in procedure signals a move toward a more judicial, rather than deliberate approach to variance review; and

WHEREAS The use of a professionally trained ALJ aligns more with this model, offering efficiency, and legal consistency of variance and code enforcement decisions; and

WHEREAS the Snyderville Basin Planning Commission held a public hearing on June 10, 2025; and

WHEREAS the Snyderville Basin Planning Commission recommended adoption of the amended sections of the Snyderville Basin Development Code on June 10, 2025; and

WHEREAS the Summit County Council held a public hearing on _____; and,

NOW, THEREFORE, the County Council of the County of Summit, State of Utah, ordains as follows:

Section 1. **SNYDERVILLE BASIN DEVELOPMENT CODE** The Snyderville Basin Development Code is amended as depicted in Exhibit A.

Section 2. **Effective Date.** This Ordinance shall take effect upon the appointment of an administrative Law Judge.

Enacted this ___ day of _____, 2025.

ATTEST:

SUMMIT COUNTY COUNCIL

Evelyn Furse
Summit County Clerk

Tonya Hanson, Chair

APPROVED AS TO FORM

David L. Thomas
Chief Civil Deputy

VOTING OF COUNTY COUNCIL:

Councilmember Hanson	_____
Councilmember Robinson	_____
Councilmember Mckenna	_____
Councilmember Armstrong	_____
Councilmember Harte	_____

EXHIBIT A PROPOSED AMENDMENTS

To be added to section 10-3-2: GENERAL PROVISIONS:

A. Initiation: An Application for Development approval or Development Permit shall be initiated by submitting the appropriate Application to the Community Development Director (hereinafter referred to as "CDD").

B. Review And Recommendation Of CDD Or Designated Planning Staff Member:

1. The CDD or designated planning staff member shall review the Application for sufficiency. If the CDD or designated planning staff member determines that the application does not contain information sufficient to determine the appropriate approval procedure or compliance with this Title, the CDD or designated planning staff member shall serve a written notice on the Applicant specifying the deficiencies of the Application. The CDD or designated planning staff member shall take no further action on the application unless the deficiencies are remedied. An application for development approval shall be deemed insufficient if any relevant information is not provided, if the application form is not signed by the applicant or authorized agent, required fees are not paid, or if other information, as may be specified by the CDD or designated planning staff member and which is necessary to adequately review the application, is not supplied in a timely fashion. If adequate information is not submitted within thirty (30) days of CDD or designated planning staff member notification, all application materials will be returned to the Applicant.

2. A determination of sufficiency shall not constitute a determination of compliance with the substantive requirements of this title, nor shall it indicate that the information submitted by the applicant is accurate or has been verified. Additional information may be required at a later date through the approval process.

3. All development approvals shall be conditioned so that no building permit shall be issued on the subject property until all outstanding and current property taxes have been paid to date of approval.

4. The ~~director~~ CDD is delegated the authority necessary to make administrative interpretations of this Title and to provide such guidance as is necessary to applicants for Development approval consistent with and in furtherance of chapter 1, "Program For Resort And Mountain Development", of this Title.

C. Legislative Actions: The ~~CDD director~~ or ~~county council~~ County Council may, in their discretion, combine the processing and hearing of Development permits, procedures for legislative action, or requests for ~~major or minor development~~ Preliminary or Final Subdivision Plat review, Conditional use Permit, or Low Impact Permit.

D. Project Closure Due To Inaction: Recognizing the length of the planning review process will vary with the size and complexity of each proposal, applicants must move their Applications either to approval or denial in a reasonably expeditious manner. The County may formally close Applications which remain inactive for nine (9) months or longer due to acts or omissions of the Applicant.

1. When the CDD or designated planning staff member determines an application inactive, he/she may close the files with respect to the application. No application may be closed on the basis of inaction without giving twenty one (21) calendar days' certified written notice to the applicant. Such notice must state the intent of the CDD or designated planning staff member to have the project closed because of inaction and what the applicant must submit in order to maintain an active file status.

2. An Application shall be deemed inactive and subject to closure on the basis of inactivity if, through the act or omission of the applicant and not the county, one of the following occurs:

a. More than nine (9) months have passed since the last meeting of staff and the applicant.

b. More than nine (9) months have passed since a request for additional information was made by staff, which request has not been complied with or reasons for noncompliance are not stated or indicated by the Applicant.

c. The Applicant is more than thirty (30) days in default of the payment of any fee assessed by ordinance.

d. The applicant has stated intent to abandon the project.

Delays caused entirely by internal delays of the staff, Planning Commission, County Council or ~~the Administrative Law Judge board of adjustment~~ shall not be a cause for file closure.

3. An applicant may appeal the ~~community development director's~~ ~~CDD's denial~~ ~~closure~~ of an application for inaction to the County Council in the same manner as any other appeal. The role of the County Council is to determine if the ~~director~~ ~~CDD~~ correctly applied subsection B of this section. The County Council may reinstate subject to payment of full or partial submission fees, reinstate subject to specific ordinance changes, or deny reinstatement. If reinstatement is denied, the application is considered formally denied. If the applicant desires to proceed with the project, the applicant must submit a new application and pay new submission fees, and the new application shall be subject to all ordinances then in effect.

To be added to 10-3-6: ZONING VARIANCES:

A. General:

1. Any person (“Applicant”) desiring a waiver or modification of the requirements of a land use ordinance under this Title, as applied to property that the Applicant owns, leases, or holds some other beneficial interest, may apply to the designated Administrative Law Judge (“ALJ”) for a Variance from the terms of the ordinance.
2. All Applications for Variances shall be heard by an ALJ designated to hear such Applications, as permitted by Utah Code § 17-27a-701(4)(a). When the ALJ ~~Where the Board of Adjustment (BOA)~~ finds that unreasonable hardships may result from strict compliance with the zoning provisions of this ~~†~~Title, it the ALJ may approve ~~∇~~Variations to the zoning provisions of this ~~†~~Title, when otherwise permitted under subsection 10-9-10E of this ~~†~~Title, so that substantial justice may be done and the public interest secured; provided, that the ~~∇~~Variance shall not have the effect of nullifying the intent and purpose of this ~~†~~Title.

~~B. Prohibited Variances: The BOA may not grant a use variance.~~

~~€B. Standards: The BOA~~ ALJ shall not approve a ~~∇~~Variance unless the ALJ ~~it shall~~ makes findings, based upon the evidence presented to it in each specific case, that all of the following provisions apply:

1. Literal enforcement of this ~~†~~Title would cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of the land use ordinances;
2. There are special circumstances attached to the property that do not generally apply to other properties in the same Zoning ~~d~~District;
3. Granting the ~~∇~~Variance is essential to the enjoyment of a substantial property right possessed by other property in the same zone;
4. The ~~∇~~Variance will not substantially affect the ~~g~~General ~~p~~Plan and will not be contrary to the public interest; and
5. The spirit of the provisions of this ~~†~~Title is observed and substantial justice done.

~~€C. Unreasonable Hardship: In determining whether enforcement of this chapter~~ the land use ordinance would cause an unreasonable hardship under Subsection B, above, the ~~BOA~~ ALJ may not find an unreasonable hardship unless the alleged hardship: ~~must find that:~~

1. ~~The alleged hardship~~ is located on or associated with the parcel property for which the zoning variance is sought; and
2. Is caused by circumstances unique to the property; not by conditions that are general to the neighborhood; and
3. ~~The alleged hardship~~ is not self-imposed or purely economic in nature.

~~E~~D. Special Circumstances: In determining whether or not there are special circumstances attached to the parcel property under Subsection B, above, the BOA must ALJ may find that special circumstances exist only if the special circumstances:

1. ~~The circumstances~~ relate to the hardship complained of; and
2. ~~The circumstances~~ deprive the property owner of privileges granted to other properties in the same zZone.

~~F~~. Conditions: In approving variances, the BOA may require such conditions as will, in its judgment, mitigate any harmful effects of the variance and secure substantially the purposes of this title.

~~E~~. Zoning variances shall run with the land.

~~H~~F. Review Procedures:

1. Staff Duties

~~1~~A. The CDD or designated planning staff member shall review the BOA ~~a~~Application and make preliminary findings as to whether the ~~a~~Application complies with the standards for approving a variance established in this ~~t~~Title.

~~2~~B. If applicable, the CDD or designated planning staff member may secure input regarding the proposed request from any affected agencies and service providers. Upon receiving such information, the CDD or designated planning staff member shall prepare a report and make findings and recommendations and shall provide the report to the ALJ, the Applicant and the County Attorney's Office. ~~schedule a public hearing before the BOA.~~

2. Hearing Request and Decision

A. Both the Applicant and the County ("Parties") may request a hearing on the Application before the ALJ.

~~3i~~. The BOA shall review the application and staff report. A request for a hearing shall be submitted electronically to the ALJ's clerk on a form provided by the County and shall include a justification for the request. After conducting a public hearing, the BOA shall approve, approve with conditions, or deny the proposed request.

ii. The ALJ shall, within fourteen (14) calendar days of receipt of the request for a hearing, grant or deny a request for a hearing absent exigent circumstances as determined by the ALJ.

iii. The ALJ shall grant a hearing unless the ALJ makes a written finding articulating why the requested hearing would not assist the ALJ in resolving questions of law and fact.

iv. If granted, the ALJ's clerk shall schedule a hearing date, but in no event sooner than twenty-one (21) calendar days after the ALJ clerk's receipt of the written request, absent exigent circumstances, as determined by ALJ or by agreement of the Parties;

v. The ALJ's clerk shall ensure the Parties are advised of the hearing date as soon as reasonably possible after the hearing is scheduled, but in no event shall notice be provided less than fourteen (14) calendar days prior to the hearing date, unless otherwise waived by the Parties;

vi. The hearing may be held electronically;

vii. The County shall be represented by the CDD or designated staff member, who shall present the staff report and the County Attorney or a designated deputy, who shall advise and assist the CDD or designated staff member;

viii. The Parties may present visual aids or other evidence that in the ALJ's judgment are relevant and helpful to resolving the issues presented by the application; however only the Applicant and the CDD or a staff member may testify at the hearing;

ix. Any visual aids or other evidence that will be offered as exhibits or evidence at the hearing shall be provided to the other Party no less than five (5) calendar days prior to the hearing;

x. All hearings shall be open to the public, but the ALJ may, in the ALJ's discretion, close the hearing to maintain order or security;

xi. Public Hearing notice is not required, but the County shall post notice of all hearings on the County website no less than seven (7) calendar days in advance of the hearing;

xii. The Applicant shall bear the burden of proving by a preponderance of evidence that all of the conditions justifying a variance have been met.

3. After reviewing the Application and staff report, and, if applicable, conducting a hearing, the ALJ shall:

i. Approve; or

- ii. Approve with requirements that the applicant will mitigate any harmful effects of the variance; or,
 - iii. Approve with requirements that the applicant serve the purpose of the standard or requirement that is waived or modified; or,
 - iv. Deny the application; and
 - v. Issue a written decision within fifteen (15) business days after any hearing, or if no hearing was held, within ten (10) business days of receipt of both the complete Application, including any fees, and the staff report.
4. No petition for judicial review may be filed unless and until the written decision has been issued and the applicant has exhausted all manners of relief and processes as are provided herein and in this Title.
- a. A petition for judicial review of the ALJ's decision on an Application shall be filed in the Third District Court within thirty (30) calendar days of the ALJ's final written decision, as provided in Section 10-9-22, in accordance with with the Utah Code.
 - b. Any District Court Appeal of the ALJ's decision on an application made pursuant to this Chapter shall be strictly on the record. No de novo appellate review is permitted.

To be added to section 10-9-10 DECISION MAKING AND ADMINISTRATIVE BODIES:

D. Department Of Community Development:

1. Duties Of Department: The department shall perform the ~~p~~Planning functions for the ~~e~~County and shall provide technical support and guidance for action on all ~~g~~General ~~p~~Plan, ~~g~~General ~~p~~Plan ~~t~~Land ~~u~~Use maps, ~~g~~General ~~p~~Plan ~~e~~Elements, amendments to this ~~t~~Title, ~~z~~Zoning ~~m~~Map amendments, and on applications for development approval, and shall perform such other functions as may be requested by the ~~e~~County ~~e~~Council, ~~e~~County ~~m~~Manager, the Planning ~~e~~Commission or authorized by this ~~t~~Title.

2. Community Development Director ("CDD"):

a. Creation And Appointment: The CDD shall be the department head of the department of community development and shall be selected by the ~~e~~County ~~m~~Manager.

b. Jurisdiction, Authority And Duties: In addition to the jurisdiction, authority and duties which may be conferred upon the CDD by other provisions of this title, the CDD shall have the following jurisdiction, authority and duties:

(1) To serve as staff to the County Council, County Manager, Planning Commission and ALJ ~~county council, county manager, commission and the board of adjustment~~ and to inform such bodies of all facts and information at the CDD's disposal.

(2) Whenever requested to do so by the County Council or County Manager ~~county council or county manager~~, with the assistance of other county departments, to conduct or cause to be conducted surveys, investigations and studies, and to prepare or cause to be prepared such reports, maps, photographs, charts and exhibits as may be requested.

(3) To make administrative interpretations pertaining to the operation and implementation of this ~~t~~Title ~~consistent with and in furtherance of chapter 1, "Program For Resort And Mountain Development",~~ of this title.

E. Board Of Adjustment Administrative Law Judge:

1. Appointment: ~~The county manager with the advice and consent of the county council shall appoint five (5) members to the board of adjustment for three (3) year terms, or until the member's successor is appointed. Members shall serve no more than three (3) consecutive terms:~~

2. Removal: ~~The county manager may remove any member for intentional misconduct or neglect of duty. Violation of county policies shall be tantamount to misconduct hereunder, and failure to attend two (2) consecutive board meetings shall be tantamount to neglect of duty hereunder. The CDD or designated planning staff member shall immediately file a~~

notification of such nonattendance with the county manager. The county manager may, by appropriate action, terminate the appointment of such person and fill the vacancy thereby created as soon as possible for the unexpired term.

3. Officers: The members shall annually select a chair and a vice chair for one year terms.

4. Vacancies: Vacancies on the board occasioned by removals, resignations, or otherwise, shall be filled for the unexpired term in the same manner as the original appointments.

5. Powers And Duties: The board of adjustment shall hear and decide: a. Variances from the terms of the zoning provisions established in chapter 2 of this title, said variances to be only granted pursuant to the provisions of this title regarding variances.

6. Issues BOA Does Not Have Authority To Consider: The board of adjustment shall not have power, jurisdiction or authority to consider any of the following: a. Variances to the standards governing approval of subdivisions, site plans, specially planned area plans, consent agreements, levels of service, or conditional use permits; b. Amendments to the gGeneral pPlan and any element or map thereof or any provision or map of this title, including the permissible use of land within any land use category or zoning district; or c. Variances from the use provisions of the zoning regulations.

7. Staff: The community development department shall be and serve as the professional staff for the board of adjustment.

8. Meetings: a. The board shall meet monthly and conduct business in compliance with the Utah open meetings act, including public notification of meeting places, times, and agenda items. b. Written minutes of each board meeting shall be prepared, preserved, and made available for public inspection. c. The attendance of three (3) or more members of the board shall constitute a quorum. All official acts of the board shall be by majority vote of those then present.

9. Qualifications For Membership: Members of the BOA shall be residents of the county for one year prior to their appointment and shall remain residents of the county throughout their terms.

1. Appointment: An Administrative Law Judge shall be selected pursuant to the request for a Qualifications (RFQ) process and engaged by contract.

2. Qualifications: The Administrative Law Judge shall at a minimum, have such training and experience as will qualify him/her to conduct administrative or quasi-judicial hearings regarding land use, land development, and regulatory codes dealing with issues relating to land use and have knowledge and familiarity with constitutional due process rights.

3. Powers and Duties: The Administrative Law Judge shall hear and decide:

_____ a. Variances from the terms of the Zoning provisions established in Chapter 2. Of this Title pursuant to the provisions of this Title; and

_____ b. code enforcement matters relating to Land Use.

4. Issues: The Administrative Law Judge shall not have power, jurisdiction or authority to consider any of the following:

_____ a. Variances to the standards governing approval of Subdivisions, site plans, Specially Planned Area Plans, Consent Agreements, levels of service, or Conditional Use Permits;

_____ b. Amendments to the General Plan and any Element or map thereof, or any provision or map of this Title, including the permissible use of Land within any Land Use category or Zoning District; or

_____ c. Variances from the Use provisions of the Zoning regulations.

5. Staff: The Community Development Department and the County Attorney's Office shall be and serve as the professional staff for the ALJ.

To be added to Section 10-9-22: APPEAL PROCEDURES:

A. Standard Of Review: The appellate body shall act in a quasi-judicial manner. The standard of review for an appeal is de novo, or anew. The appellate body shall review the factual matters and determine the correctness of the decision of the land use authority in its interpretation and application of the land use ordinances.

B. Burden Of Proof: The appellant has the burden of proving the decisions appealed was incorrect.

C. Appeals of administrative, Planning Commission commission, Administrative Law Judge board of adjustment, and County Council actions based on this Title shall occur as follows in the appeals chart:

Decision Maker	Action	Form of Appeal To	Appeal Period (in calendar days)	Appellate Body	Comments
Decision Maker	Action	Form of Appeal to	Appeal Period	Appellate Body	Comments
CDD		Form to CDD	10 Days	County Council	If the Appeal is for a decision regarding a building permit, the permit shall be stayed until action is taken
<u>Planning Commission</u>		Form to CDD	10 Days	County Council	If the appeal is for a decision regarding a CUP, the CUP shall be stayed until action is taken. The County Council has to schedule the appeal within 30

					calendar days from the date of Appeal.
County Manager		Form to CDD	10 Days	County Council	
County Manager	Amendments to a road within a subdivision, including road vacations	Court Filing	30 Days	District Court	In accordance with Utah Code, as amended
Decision Maker	Action	Form of Appeal to	Appeal Period	Appellate Body	Comments
County Manager	Enforcement Actions	Court Filing	30 Days	District Court	In accordance with Utah Code as amended
County Council		Court Filing	30 Days	District Court	In accordance with Utah Code as amended
Board of Adjustment <u>Administrative Law Judge</u>		Court Filing	30 Days	District Court	In accordance with Utah Code as amended

D. Timing: Unless otherwise specified in this section or under the County Land Use Management Act contained within Title 17, Chapter 27a of the Utah Code, all appeal periods are based upon calendar days and appeals must be received on or before the close of business (5:00 p.m.) on the last day of the appeal period. Failure to file a completed appeal form (application) within the time period specific shall act as a jurisdictional bar and render the appeal moot. Electronic submissions of completed applications (.pdf, .jpg, .tif, etc.) will be accepted by the County via email if time stamped as being received prior to 5:00 p.m. on the last day of the appeal period.

E. Completed Application: Unless otherwise specified, the form required by this section shall be obtained from and filed with the Community Development Department and is

considered a "development application" under this Code. As such, pursuant to Section 10-3.2(B)(1) the application must be complete including all requested information, a physical (hand written) signature and all fees paid in order to be considered complete. An application for appeal shall be deemed insufficient if any relevant information is not provided, if the application form is not signed by the applicant or authorized agent, required fees are not paid, or if other information, as may be specified by the CDD or designated planning staff member and which is necessary to adequately review the application, is not supplied in a timely fashion. Failure to file a completed application within the appeal time period specified shall act as a jurisdictional bar to the appeal.

F. Appellate Procedures: For all non-court appeals, the appellate procedures adopted by the Summit County Council and made part of the appeal application shall be in effect and binding on the parties.

G. Pursuant to Utah Code Ann. §17-27a-801 et. seq., an appeal of a County Council or Administrative Law Judge board of adjustment action goes to district court.

To be added to Section 10-11-1: Terms Defined

Administrative Law Judge: The individual designated by Ordinance to decide requests for Variances and Code Enforcement cases related to Land Use.

~~BOA: The board of adjustment of Summit County Utah.~~



Community Development Department

P.O. Box 128
60 North Main Street
Coalville, Utah 84017
summitcounty.org

STAFF REPORT

To: Summit County Council
From: Ray Milliner, County Planner
Date of Meeting: October 8, 2025
Type of Item: Code Amendment – Public Hearing, Possible Recommendation
Process: Legislative Review
File #: #25-123

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As part of the County’s ongoing efforts to improve efficiency, consistency and legal compliance with our Development Code review process, staff are recommending a transition from the current BOA model to an ALJ system for the review of variances and code enforcement violations.

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We want to emphasize that this recommendation is not a reflection on the commitment or performance of our current BOA members. We sincerely appreciate the time, thoughtfulness and dedication they have brought to their service.

This ordinance was reviewed by the Eastern Summit County Planning Commission on June 6, 2025. Following a public hearing, the Commission forwarded a positive recommendation to the County Council.

A land use variance is official permission to break a rule in Chapter 3 of the Development Code (usually height or setbacks) when following the rule would cause unfair hardship, but only if specific conditions are met.

Per the Code, a variance can be granted when:

- Literal enforcement of the zoning rule causes unnecessary hardship (not just inconvenience).
- The hardship is unique to the property (not generally to the neighborhood).
- Granting the variance will not harm the public or neighboring properties.
- The variance is in line with the overall purpose of the Development Code.
- The variance is the minimum needed to fix the hardship.

This is not a unique proposal, as several counties and municipalities in the state have transitioned to an ALJ, including Heber City, Holladay City, Grand County, Wasatch County, Salt Lake City, and Draper City, to name a few.

Analysis

Section 11-5-3 of the Eastern Summit County Development Code establishes a process for amendments to the text of the Code, it states that whenever an amendment to the Code is initiated, it must be reviewed by the Planning Commission who will deliver a recommendation to the County Council. The County Council, after holding a public hearing, can approve, approve with modifications, or deny the amendment. There is no criterion.

The Eastern Summit County General Plan has specific goals related to future amendments.

Goal 2.1. g States:

“Enact ordinances, resolutions, codes and other forms of land use controls to reduce nuisances and land use incompatibilities.”

Goal 2.1.i States:

“Create appropriate and predictable development procedures in the Development Code to ensure that all land use and development is adequately reviewed and determined to be consistent with the goals of this Plan before any approvals are granted.”

Recent changes to state law, specifically the prohibition of public hearings for variances, have shifted the process to a more judicial model. Our Boards and Commissions excel at taking public input and applying mitigations, but that strength is no longer applicable for

variances. Using a professionally trained ALJ better aligns with the current legal framework, ensuring a fair, consistent, and efficient process for applicants.

Recommendation

Staff recommend that the Summit County Council review the proposal to amend the Eastern Summit County Development Code, conduct a public hearing and approve the attached ordinance per the findings of fact and conclusions of law written below.

Findings of Fact

1. The goal of Chapter 2 of the Eastern Summit County General Plan is to develop land use codes which balance the diversity of desires of Eastern Summit County residents, including private property rights.
2. In furtherance of this goal, §11-1-1 of the Eastern Summit County Code provides that “The eastern Summit County general plan was developed to ensure that the rural, agricultural, and small-town character of the eastern portion of the county shall remain, even in the presence of growth and change. The intention of the county is to assure the managed, proper and sensitive development of land to protect and enhance these desired qualities and the lifestyle that exists.”
3. Recent changes to the Utah State Code prohibit the County from holding public hearings as part of the variance review process (members of the public can attend meetings, but no public comment is allowed).
4. This shift in procedure signals a move toward a more judicial, rather than deliberate approach to variance review.
5. The use of a professionally trained ALJ aligns more with this model, offering efficiency, and legal consistency of variance and code enforcement decisions.
6. This amendment would replace the current Board of Adjustment, a volunteer citizen board appointed by the County Council, with a professional ALJ.
7. The Administrative Law Judge would be a legal professional with training in land use and administrative law.
8. The Eastern Summit Planning Commission forwarded a positive recommendation to the County Council on August 7, 2025.

Conclusions of Law:

1. The amendment is consistent with the goals, objectives, and policies of the General Plan.
2. The amendment is consistent with the requirements established in chapter 5 of the Eastern Summit County Development Code.
3. The proposed amendment is not detrimental to public health, safety, and welfare.

Exhibits

Exhibit A. Proposed Ordinance

**SUMMIT COUNTY, UTAH
ORDINANCE NO. _____**

**AN ORDINANCE AMENDING THE EASTERN SUMMIT COUNTY
DEVELOPMENT CODE SECTION 11-7 GENERAL REGULATIONS, 11-6-17 CLOSURE DUE TO
INACTION, 11-3-10 COMMERCIAL ZONING DISTRICT, 11-4-10 ZONING VARIANCES, AND
APPENDIX A DEFINITIONS**

PREAMBLE

WHEREAS Utah Code Annotated (“UCA”) §17-27a-102(b) provides that counties can enact all ordinances that they consider necessary or appropriate to govern, among other things, variances and code enforcement review; and,

WHEREAS the goal of Chapter 2 of the Eastern Summit County General Plan is to develop land use codes which balance the diversity of desires of Eastern Summit County residents, including private property rights; and

WHEREAS in furtherance of this goal, §11-1-1 of the Eastern Summit County Code provides that “The eastern Summit County general plan was developed to ensure that the rural, agricultural and small-town character of the eastern portion of the county shall remain, even in the presence of growth and change. The intention of the county is to assure the managed, proper and sensitive development of land to protect and enhance these desired qualities and the lifestyle that exists.” and,

WHEREAS Summit County recognizes that it is necessary to improve the fairness, efficiency, and legal consistency of variance and code enforcement decisions; and

WHEREAS Recent changes to the Utah State Code prohibit the County from holding public hearings as part of the variance review process; and

WHEREAS This shift in procedure signals a move toward a more judicial, rather than deliberate approach to variance review; and

WHEREAS The use of a professionally trained ALJ aligns more with this model, offering efficiency, and legal consistency of variance and code enforcement decisions; and

WHEREAS the Eastern Summit County Planning Commission held a public hearing on August 7, 2025; and

WHEREAS the Eastern Summit County Planning Commission recommended adoption of the amended sections of the Eastern Summit County Development Code on August 7, 2025; and

WHEREAS the Summit County Council held a public hearing on _____; and,

NOW, THEREFORE, the County Council of the County of Summit, State of Utah, ordains as follows:

Section 1. **EASTERN SUMMIT COUNTY DEVELOPMENT CODE** The Eastern Summit County Development Code is amended as depicted in Exhibit A.

Section 2. **Effective Date.** This Ordinance shall take effect upon the appointment of an administrative Law Judge.

Enacted this ___ day of _____, 2025.

ATTEST:

SUMMIT COUNTY COUNCIL

Evelyn Furse
Summit County Clerk

Tonya Hanson, Chair

APPROVED AS TO FORM

David L. Thomas
Chief Civil Deputy

VOTING OF COUNTY COUNCIL:

Councilmember Hanson	_____
Councilmember Robinson	_____
Councilmember Mckenna	_____
Councilmember Armstrong	_____
Councilmember Harte	_____

EXHIBIT A PROPOSED AMENDMENTS

11-7-7: ~~BOARD OF ADJUSTMENT~~ ADMINISTRATIVE LAW JUDGE:

~~A. Appointment: The county manager, with the advice and consent of the county council, shall appoint five (5) members to the board of adjustment for three (3) year terms, or until the member's successor is appointed. Members shall serve no more than three (3) consecutive terms.~~

~~B. Removal: The county manager may remove any member for intentional misconduct or neglect of duty. Violation of county policies shall be tantamount to misconduct hereunder, and failure to attend two (2) consecutive board meetings shall be tantamount to the neglect of duty hereunder. The CDD or designated planning staff member shall immediately file a notification of such nonattendance with the county manager. The county manager may, by appropriate action, terminate the appointment of such person and fill the vacancy thereby created as soon as possible for the unexpired term.~~

~~C. Officers: The members shall annually select a chair and vice chair for one year terms.~~

~~D. Vacancies: Vacancies on the board occasioned by removals, resignations, or otherwise, shall be filled for the unexpired term in the same manner as the original appointments.~~

~~E. Powers And Duties:~~

~~1. The board of adjustment shall hear and decide:~~

~~a. Variances from the terms of the zoning provisions established in chapter 3 of this title, said variances to be only granted pursuant to the provisions of this title regarding variances.~~

~~2. The board of adjustment shall not have the power, jurisdiction or authority to consider any of the following:~~

~~a. Variances to the standards governing approval of subdivisions, site plans, specially planned area plans, consent agreements, levels of service, or conditional use permits;~~

~~b. Amendments to the eastern Summit County general plan and any element or map thereof, including permissible use of land within any land use category or zoning district; or~~

~~c. Variances from the use provisions of the zoning regulations.~~

~~F. Staff: The community development department shall be and serve as the professional staff of the board of adjustment.~~

~~G. Meetings:~~

~~1. The board shall meet monthly and conduct business in compliance with the Utah open meetings act, including public notification of meeting places, times, and agenda items.~~

~~2. Written minutes of each board meeting shall be prepared, preserved, and made available for public inspection.~~

~~3. The attendance of three (3) or more members of the board shall constitute a quorum. All official acts of the board shall be by majority vote of those then present.~~

~~H. Qualifications For Membership: Members of the BOA shall be residents of the county for one year prior to their appointment and shall remain residents of the county throughout their terms.~~

A. Appointment: An Administrative Law Judge shall be selected pursuant to the request for a Qualifications (RFQ) process and engaged by contract.

B. Qualifications: The Administrative Law Judge shall at a minimum, have such training and experience as will qualify him/her to conduct administrative or quasi-judicial hearings

regarding land use, land development, and regulatory codes dealing with issues relating to land use and have knowledge and familiarity with constitutional due process rights.

C. Powers and Duties: The Administrative Law Judge shall hear and decide:

1. Variances from the terms of the Zoning provisions established in Chapter 3. Of this Title pursuant to the provisions of this Title; and
2. code enforcement matters relating to Land Use.

D. Issues: The Administrative Law Judge shall not have power, jurisdiction or authority to consider any of the following:

1. Variances to the standards governing approval of Subdivisions, site plans, Consent Agreements, levels of service, or Conditional Use Permits;
2. Amendments to the General Plan and any Element or map thereof, or any provision or map of this Title, including the permissible use of Land within any Land Use category or Zoning District; or
3. Variances from the Use provisions of the Zoning regulations.

E. Staff: The Community Development Department and the County Attorney's Office shall be and serve as the professional staff for the ALJ.

11-7-11: INTERPRETATION:

The director shall be responsible for interpreting the provisions of this title. Any final decision of the director with regard to the interpretation of this title may be appealed to the ~~board of adjustment~~ County Council. The appeal shall be made in writing no later than ten (10) days of the date of the decision. The appeal shall state the basis of the appeal in detail. The appeal shall be heard by the ~~board of adjustment~~ County Council at a regularly scheduled meeting as soon thereafter as may be practicable.

11-7-16: APPEAL PROCEDURES:

~~A. Appeals of administrative, commission, board of adjustment, and county council actions shall occur as follows in the appeals chart:~~

A. Standard Of Review: The appellate body shall act in a quasi-judicial manner. The standard of review for an appeal is de novo, or anew. The appellate body shall review the factual matters and determine the correctness of the decision of the land use authority in its interpretation and application of the land use ordinances.

B. Burden Of Proof: The appellant has the burden of proving the decisions appealed was incorrect.

C. Appeals of administrative, Planning Commission, Administrative Law Judge, and County Council actions based on this Title shall occur as follows in the appeals chart:

Decision Maker	Action	Form of Appeal To	Appeal Period <u>(in calendar days)</u>	Appellate Body	Comments
CDD		Form to CDD	10 Days	County Council	If the Appeal is for a decision regarding a building permit, the permit shall be stayed until action is taken
<u>Planning Commission</u>		Form to CDD	10 Days	County Council	If the appeal is for a decision regarding a CUP, the CUP shall be stayed until action is

					taken. The County Council has to schedule the appeal within 30 calendar days from the date of Appeal.
County Manager		Form to CDD	10 Days	County Council	
County Manager	Amendments to a road within a subdivision, including road vacations	Court Filing	30 Days	District Court	In accordance with Utah Code, as amended
Decision Maker	Action	Form of Appeal to	Appeal Period	Appellate Body	Comments
County Manager	Enforcement Actions	Court Filing	30 Days	District Court	In accordance with Utah Code as amended
County Council		Court Filing	30 Days	District Court	In accordance with Utah Code as amended
Board of Adjustment <u>Administrative Law Judge</u>		Court Filing	30 Days	District Court	In accordance with Utah Code as amended

D. Timing: Unless otherwise specified in this section or under the County Land Use Management Act contained within Title 17, Chapter 27a of the Utah Code, all appeal periods are based upon calendar days and appeals must be received on or before the close of business (5:00 p.m.) on the last day of the appeal period. Failure to file a completed appeal form (application) within the time period specific shall act as a jurisdictional bar and render the appeal moot. Electronic submissions of completed applications (.pdf, .jpg, .tif, etc.) will be

accepted by the County via email if time stamped as being received prior to 5:00 p.m. on the last day of the appeal period.

E. Completed Application: Unless otherwise specified, the form required by this section shall be obtained from and filed with the Community Development Department and is considered a "development application" under this Code. As such, pursuant to Section 10-3.2(B)(1) the application must be complete including all requested information, a physical (hand written) signature and all fees paid in order to be considered complete. An application for appeal shall be deemed insufficient if any relevant information is not provided, if the application form is not signed by the applicant or authorized agent, required fees are not paid, or if other information, as may be specified by the CDD or designated planning staff member and which is necessary to adequately review the application, is not supplied in a timely fashion. Failure to file a completed application within the appeal time period specified shall act as a jurisdictional bar to the appeal.

F. Appellate Procedures: For all non-court appeals, the appellate procedures adopted by the Summit County Council and made part of the appeal application shall be in effect and binding on the parties.

G. Pursuant to Utah Code Ann. §17-27a-801 et. seq., an appeal of a County Council or Administrative Law Judge ~~board of adjustment~~ action goes to district court.

11-6-17: PROJECT CLOSURE DUE TO INACTION:

A. Recognizing the length of the planning review process will vary with the size and complexity of each proposal, applicants must move their applications either to approval or denial in a reasonably expeditious manner. The county may close applications which remain inactive for nine (9) months or longer due to acts of omissions by the applicant.

1. When the CDD or designated planning staff member determines an application inactive, he/she may close the files with respect to the application. No application may be closed on the basis of inaction without giving twenty one (21) calendar days' certified written notice to the applicant. Such notice must state the intent of the CDD or designated planning staff member to have the project closed because of inaction and what the applicant must submit in order to maintain an active file status.

2. An application shall be deemed inactive and subject to closure on the basis of inactivity if, through the act or omission of the applicant and not the county:

a. More than nine (9) months have passed since the last meeting of staff and the applicant.

b. More than nine (9) months have passed since a request for additional information was made by staff, which request has not been complied with or reasons for noncompliance are not stated or indicated by the applicant.

c. The applicant is more than thirty (30) days in default of the payment of any fee assessed by ordinance.

d. The applicant has stated intent to abandon the project.

Delays caused entirely by internal delays of the CDD or designated planning staff member, Planning Commission, County Manager, County Council, or ~~board of adjustment~~ Administrative Law Judge shall not be a cause for file closure.

3. An Applicant may appeal the CDD's closure of an Application for inaction to the County Council in the same manner as any other appeal. The role of the County Council is to determine if the CDD correctly applied subsection B of this section. The County Council may reinstate the Application subject to payment of full or partial submission fees, reinstate the Application subject to specific ordinance changes, or deny reinstatement of the application. If reinstatement is denied, the Application is considered formally denied. If the applicant desires to proceed with the project, the Applicant must submit a new Application and pay new submission fees, and the new Application shall be subject to all ordinances in effect.

11-3-10: COMMERCIAL (C):

A. District Intent: This zone district is established for the purposes of providing the general public with access to a limited range of neighborhood commercial and service related uses necessary to support the needs of residents in the surrounding area. This zone district allows existing commercial uses to be expanded and new commercial uses to be established within the Commercial Zone of an unincorporated community.

B. Existing Legal Nonconforming Commercial Uses: Existing legal nonconforming commercial uses not located within a Commercial Zone District may continue and may be enlarged and/or expanded in accordance with section 11-6-2 of this title and the commercial use criteria listed in subsection C of this section.

C. Commercial Zone And Use Criteria: New commercial uses shall not be established nor shall existing commercial uses be expanded within the Commercial Zone unless the use complies with all of the following criteria:

1. The commercial use provides goods and/or services and employment opportunities to the residents of Eastern Summit County.
2. There is sufficient off street parking at a minimum ratio of three (3) spaces per one thousand (1,000) square feet of floor area with adequate circulation and convenient access to the property without hazards and conflicts in residential neighborhoods.
3. Public services (sewer, water, electric, phone, etc.) are readily available to the property and can be provided at adequate levels to serve the demands of the commercial use without negatively impacting the level of service to adjoining uses or existing businesses as determined through an infrastructure analysis.
4. The property does not contain critical areas that are negatively impacted by the commercial use.
5. The commercial use is compatible and consistent with or supports other nearby uses and/or property conditions.
6. The commercial use will not substantially alter the essential character of the surrounding area.
7. The commercial use will not substantially increase the danger of fire or otherwise endanger public safety or substantially diminish or impair the enjoyment of surrounding properties.
8. A site plan, building architectural drawings and operational management plan will be required as part of any conditional use, low impact permit, rezoning or expansion of a commercial use to fully address potential impacts to neighboring uses or the community at large.

D. Floor Area And Lot Coverage: Floor area and lot coverage requirements in the Commercial Zones shall be dictated by off-street parking, adequate circulation and other site design requirements and development standards. The maximum floor area or lot coverage shall not exceed sixty percent (60%) of the lot.

E. Lot Width: There shall be no requirement for lot width, provided all off-street parking and circulation requirements can be satisfied.

F. Setback Requirements: Minimum front yard setbacks shall be twenty feet (20') from any roadway right-of-way. Minimum side yard setbacks shall be twelve feet (12') from the side property line. The minimum rear yard setback shall be twenty-four feet (24') from the rear property line to provide adequate alleyways for deliveries. Variances to the required setbacks to facilitate the use of existing buildings may be considered by the [Administrative Law Judge Board of Adjustment](#).

1. Wetlands And Streams: The minimum setback from wetlands shall be forty feet (40'). The minimum setback from a river, perennial stream, pond, or lake shall be one hundred feet (100') from the ordinary high water mark.

G. Parking: Parking shall generally be located at the side or rear of commercial buildings with only limited parking allowed at the front of the building between the roadway and the building.

H. Building Height: Maximum building height shall be thirty-two feet (32') unless additional building height is required for the commercial use and is approved by the fire district and is determined to be compatible with adjacent buildings and uses. In no case shall the building height exceed fifty feet (50').

I. Special Requirements: Special landscape screening and other buffer requirements, to the extent practical and reasonable, may be required to minimize the impact on adjacent uses. Special screening and buffer requirements shall be determined through the planning permit review processes.

11-4-10: ZONING VARIANCES:

~~A. Waiver, Modification, Or Variance: Any person or entity desiring a waiver or modification of the requirements of this chapter as applied to a parcel that he/she owns, leases, or in which he/she holds some other beneficial interest may apply to the Board of Adjustment for a variance from the terms of this chapter. See section 11-7-7 of this title.~~

~~B. Prohibited Variances: The Board of Adjustment may not grant a use variance.~~

~~C. Standards: The Board of Adjustment may grant a zoning variance only if:~~

~~1. Literal enforcement of the Code would cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of this chapter;~~

~~2. There are special circumstances attached to the parcel that do not generally apply to other parcels within the same zone;~~

~~3. Granting the zoning variance is essential to the enjoyment of a substantial property right possessed by other property owners in the same zone;~~

~~4. The zoning variance will not substantially affect the General Plan and will not be contrary to the public interest; and~~

~~5. The spirit of this chapter is observed and substantial justice done.~~

~~D. Unreasonable Hardship: In determining whether enforcement of this chapter would cause unreasonable hardship, the Board of Adjustment must find that:~~

~~1. The alleged hardship is located on or associated with the parcel for which the zoning variance is sought; and~~

~~2. The alleged hardship comes from circumstances peculiar to the property, not from conditions that are general to the neighborhood; and~~

~~3. The alleged hardship is not self-imposed or purely economic in nature.~~

~~E. Special Circumstances: In determining whether or not there are special circumstances attached to the parcel, the Board of Adjustment must find that:~~

~~1. The circumstances relate to the hardship complained of; and~~

~~2. The circumstances deprive the property of privileges granted to other properties in the same zone.~~

~~F. Conditions: In approving a zoning variance, the Board of Adjustment may impose additional requirements on the applicant that will:~~

~~1. Mitigate any harmful effects of the zoning variance; or~~

~~2. Serve the purpose of the standard or requirement that is waived or modified.~~

~~G. Run With The Land: Zoning variances shall run with the land.~~

~~H. Review Procedure:~~

~~1. The Community Development Director shall review the application for a zoning variance and make preliminary findings as to whether the application complies with the standards for approving a zoning variance established in this chapter.~~

~~2. If applicable, the Community Development Director may secure input regarding the proposed request from any affected agencies and service providers. Upon receiving such information, the Community Development Director shall prepare a report and make proposed findings and recommendations and shall schedule a public hearing before the Board of Adjustment.~~

~~3. The Board of Adjustment shall review the application and staff report. After conducting a public hearing, the Board of Adjustment shall take final action on the application for a zoning variance.~~

A. General:

1. Any person ("Applicant") desiring a waiver or modification of the requirements of a land use ordinance under this Title, as applied to property that the Applicant owns, leases, or holds some other beneficial interest, may apply to the designated Administrative Law Judge ("ALJ") for a Variance from the terms of the ordinance.
2. All Applications for Variances shall be heard by an ALJ designated to hear such Applications, as permitted by Utah Code §17-27a-701(4)(a). When the ALJ finds that unreasonable hardships may result from strict compliance with the zoning provisions of this Title, the ALJ may approve Variances to the zoning provisions of this Title, when otherwise permitted under subsection 10-9-10E of this Title, so that substantial justice may be done and the public interest secured; provided, that the Variance shall not have the effect of nullifying the intent and purpose of this Title.

B. Standards: The ALJ shall not approve a Variance unless the ALJ makes findings, based upon the evidence presented to it in each specific case, that all of the following provisions apply:

1. Literal enforcement of this Title would cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of the land use ordinances;
2. There are special circumstances attached to the property that do not generally apply to other properties in the same Zoning District;
3. Granting the Variance is essential to the enjoyment of a substantial property right possessed by other property in the same zone;
4. The Variance will not substantially affect the General Plan and will not be contrary to the public interest; and
5. The spirit of the provisions of this Title is observed and substantial justice done.

C. Unreasonable Hardship: In determining whether enforcement of the land use ordinance would cause an unreasonable hardship under Subsection B, above, the ALJ may not find an unreasonable hardship unless the alleged hardship:

1. is located on or associated with the property for which the zoning variance is sought;
2. Is caused by circumstances unique to the property; not by conditions that are general to the neighborhood; and
3. is not self-imposed or economic in nature.

D. Special Circumstances: In determining whether there are special circumstances attached to the property under Subsection B, above, the ALJ may find that special circumstances exist only if the special circumstances:

1. relate to the hardship complained of; and
2. deprive the property owner of privileges granted to other properties in the same Zone.

E. Zoning variances shall run with the land.

F. Review Procedures:

1. Staff Duties

a. The CDD or designated planning staff member shall review the Application and make preliminary findings as to whether the Application complies with the standards for approving a Variance established in this Title.

b. If applicable, the CDD or designated planning staff member may secure input regarding the proposed request from any affected agencies and service providers. Upon receiving such information, the CDD or designated planning staff member shall prepare a report and make findings and recommendations and shall provide the report to the ALJ, the Applicant and the County Attorney's Office.

2. Hearing Request and Decision

a. Both the Applicant and the County ("Parties") may request a hearing on the Application before the ALJ.

(1). A request for a hearing shall be submitted electronically to the ALJ's clerk on a form provided by the County and shall include a justification for the request.

(2). The ALJ shall, within fourteen (14) calendar days of receipt of the request for a hearing, grant or deny a request for a hearing absent exigent circumstances as determined by the ALJ.

(3). The ALJ shall grant a hearing unless the ALJ makes a written finding articulating why the requested hearing would not assist the ALJ in resolving questions of law and fact.

(4). If granted, the ALJ's clerk shall schedule a hearing date, but in no event sooner than twenty-one (21) calendar days after the ALJ clerk's receipt of the written request, absent exigent circumstances, as determined by ALJ or by agreement of the Parties;

(5). The ALJ's clerk shall ensure the Parties are advised of the hearing date as soon as reasonably possible after the hearing is scheduled, but in no event shall notice be provided less than fourteen (14) calendar days prior to the hearing date, unless otherwise waived by the Parties;

(6). The hearing may be held electronically;

(7). The County shall be represented by the CDD or designated staff member, who shall present the staff report and the County Attorney or a designated deputy, who shall advise and assist the CDD or designated staff member;

(8) The Parties may present visual aids or other evidence that in the ALJ's judgment are relevant and helpful to resolving the issues presented by the application; however only the Applicant and the CDD or a staff member may testify at the hearing;

(9) Any visual aids or other evidence that will be offered as exhibits or evidence at the hearing shall be provided to the other Party no less than five (5) calendar days prior to the hearing;

(10) All hearings shall be open to the public, but the ALJ may, in the ALJ's discretion, close the hearing to maintain order or security;

(11) Public Hearing notice is not required, but the County shall post notice of all hearings on the County website no less than seven (7) calendar days in advance of the hearing;

(12) The Applicant shall bear the burden of proving by a preponderance of evidence that all of the conditions justifying a variance have been met.

3. After reviewing the Application and staff report, and, if applicable, conducting a hearing, the ALJ shall:

a. Approve; or

b. Approve with requirements that the applicant will mitigate any harmful effects of the variance; or,

c. Approve with requirements that the applicant serve the purpose of the standard or requirement that is waived or modified; or,

d. Deny the application; and

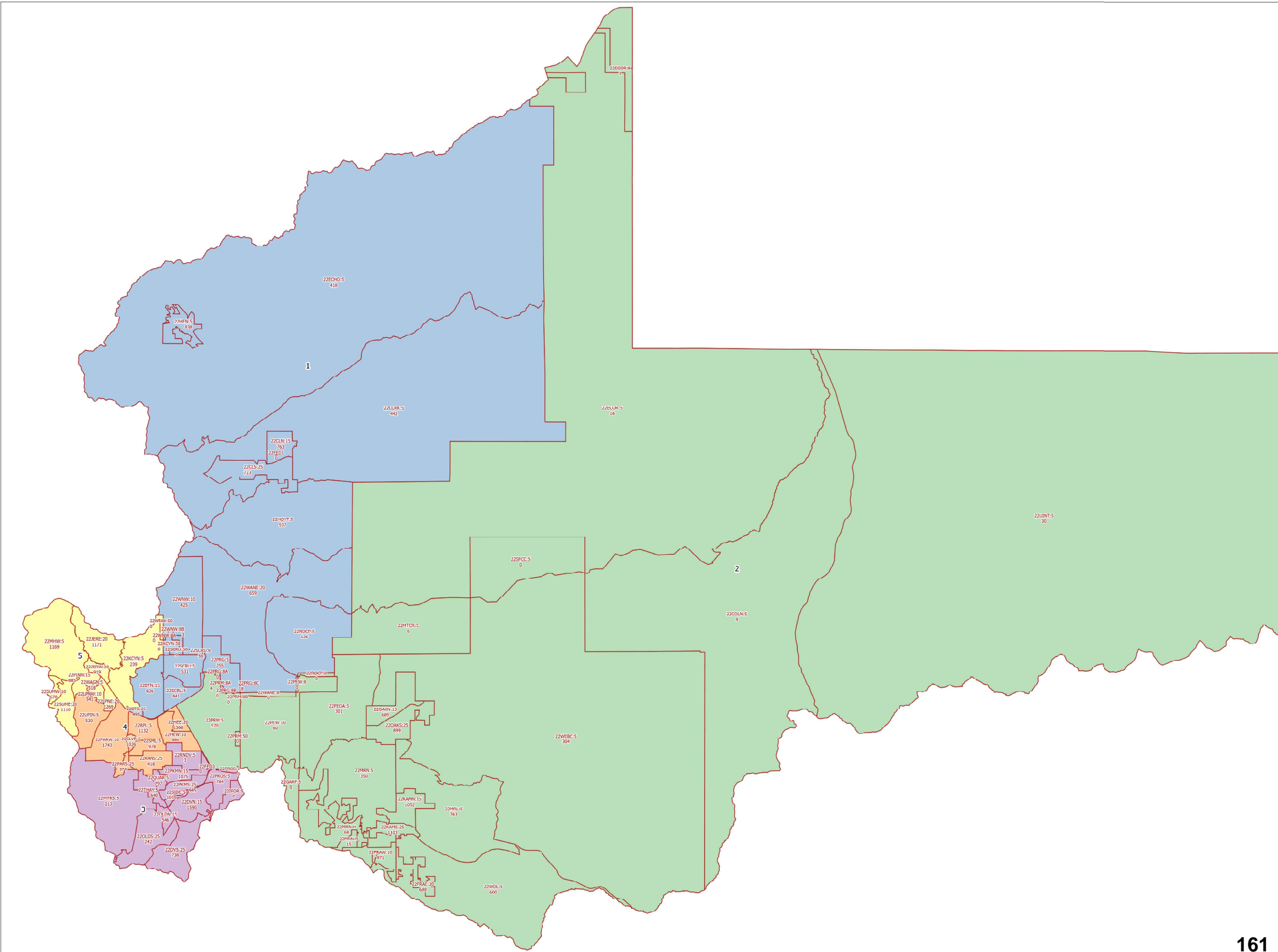
e. Issue a written decision within fifteen (15) business days after any hearing, or if no hearing was held, within ten (10) business days of receipt of both the complete Application, including any fees, and the staff report.

4. No petition for judicial review may be filed unless and until the written decision has been issued and the Applicant has exhausted all manners of relief and processes as are provided herein and in this Title.
 - a. A petition for judicial review of the ALJ's decision on an Application shall be filed in the Third District Court within thirty (30) calendar days of the ALJ's final written decision, as provided in Section 10-9-22, in accordance with the Utah Code.
 - b. Any District Court Appeal of the ALJ's decision on an application made pursuant to this Chapter shall be strictly on the record. No, de novo appellate review is permitted.

APPENDIX A DEFINITIONS:

Administrative Law Judge: The individual designated by Ordinance to decide requests for Variances and Code Enforcement cases related to Land Use.

~~Board of Adjustment:~~ The quasi-judicial body who hears and decides zoning variances.



COUNCIL DISTRICT 1 2			POPULATION 8360	
<i>VistaID</i>	<i>Name</i>	<i>Z Population</i>	<i>Clerk Population</i>	<i>Difference</i>
22UINT:5	UINTAS	30	30	
22PEOA:5	PEOA	301	301	
22MRL:5	MIRROR LAKE	763	763	
22FRAE:20	FRANCIS EAST	648	272	-376
22WEBC:5	WEBER CANYON	304	304	
22KAMN:15	KAMAS NORTH	1052	1052	
22PRM:5	PROMONTORY	570	543	-27
22PEW:10	PEOA WEST	60	60	
22OAKS:25	OAKLEY SOUTH	899	899	
22ECOR:5	EAST CORNER	16	16	
22FRAW:10	FRANCIS WEST	971	986	15
22OAKN:15	OAKLEY NORTH	689	689	
22MTCR:5	MOUNTAIN CREEKS	0	0	
22COLN:5	COUNTY LINE	9	9	
22SFCC:5	SOUTH FORK CHALK CREEK	0	0	
22GARF:5	GARFF RANCH	0	0	
22PRM:50	PROMONTORY SEWER DISTRICT	0	0	
22WANE:8	WANSHIP SCHOOL DISTRICT	0	0	
22ROCP:8	ROCKPORT SCHOOL DISTRICT	0	0	
22PRG:8C	PROMONTORY RIDGE SCHOOL DISTRICT	18	0	-18
22PRG:8B	PROMONTORY RIDGE SCHOOL DISTRICT	0	0	
22PRG:8A	PROMONTORY RIDGE SCHOOL DISTRICT	0	70	70
22MRN:H	WEST HILLS	68	68	
22MRN:R	WEST HILLS REMAINDER	15	0	-15
22MRN:5	MARION	350	350	
22WDL:5	WOODLAND	600	908	308
22KAMS:25	KAMAS SOUTH	1123	1040	-83
22ECOR:8	EAST CORNER SCHOOL DISTRICT	1	0	-1
	Total	8487	8360	-127
COUNCIL DISTRICT 2 3			POPULATION 8375	
22PKMN:15	PARK MEADOWS NORTH	1075	1075	
22PROS:5	PROSPECTOR	784	784	
22THAY:5	THAYNES	640	640	
22DVN:15	DEER VALLEY NORTH	1590	1590	
22SIDE:5	SEWINDER	1018	1018	
22PKMS:25	PARK MEADOWS SOUTH	945	945	
22OLDN:15	OLD TOWN NORTH	546	546	
22QUAR:5	QUARRY MOUNTAIN	797	797	
22OLDS:25	OLD TOWN SOUTH	242	242	
22DVS:25	DEER VALLEY SOUTH	738	735	-3
22RNDV:5	ROUND VALLEY	3	3	

22IFOR:5	INTERSTATE 40	0	0	
22PROS:1	PROSPECTOR DISTRICT 1	0	0	
22FED3	FED 3	0		
22MTRS:5	MOUNTAIN RESORT	213	213	
	Total	8591	8588	-3
COUNCIL DISTRICT 3 1			POULATION 8049	
22PRG:5	PROMONTORY RIDGE	255	153	-102
22CLS:25	COALVILLE SOUTH	723	723	
22WNW:10	WANSHIP WEST	425	425	
22WANE:20	WANSHIP EAST	659	709	50
22BTN:15	BITNER NORTH	826	826	
22HEN:5	HENEFER	838	838	
22SCRU:5	UPPER SILVER CREEK	531	531	
22KCYN:5	KIMBALL CANYON			
22HOYT:5	HOYTSVILLE	937	937	
22SCRL:5	LOWER SILVER CREEK	841	841	
22CCRK:5	CHALK CREEK	442	437	-5
22ROCP:5	ROCKPORT	126	126	
22CLN:15	COALVILLE NORTH	763	763	
22ECOR:8	EAST CORNER SCHOOL DISTRICT			
22ECHO:5	ECHO	418	420	2
22WNW:50	WANSHIP WEST SEWER DISTRICT			
22KCYN:50	KIMBALL CANYON SEWER DISTRICT	8	8	
22SCRU:8	UPPER SILVER CREEK SCHOOL DISTRICT	30	30	
22SCRU:50	UPPER SILVER CREEK SEWER DISTRICT	9	9	
22WNW:8A	WANSHIP WEST SCHOOL DISTRICT	0	0	
22WNW:8B	WANSHIP WEST SCHOOL DISTRICT	3	3	
22PEW:8	PEOA WEST SCHOOL DISTRICT	0	0	
22PRM:8B	PROMONTORY SCHOOL DISTRICT	0	0	
22PRM:8A	PROMONTORY SCHOOL DISTRICT	4	31	27
22BTS:25	BITNER SOUTH	495	495	
22FED1	FED 1	0		
	Total	8333	8305	-28
COUNCIL DISTRICT 4 5			POPULATION 8790	
22LPNE:20	LOWER PINEBROOK EAST	1269	1269	
22MHW:5	MOOSE HOLLOW	1169	1169	
22PINN:15	PINEBROOK NORTH	885	885	
22WAGN:5	WAGON WHEEL	518	518	
22SUMW:10	SUMMIT PARK WEST	678	984	306
22SUME:20	SUMMIT PARK EAST	1110	804	-306
22JERE:20	JEREMY EAST	1171	1171	
22JERW:10	JEREMY WEST	919	919	

22LPNW:10	LOWER PINEBROOK WEST	541	541
22UPIN:5	UPPER PINEBROOK		
22KCYN:5	KIMBALL CANYON	239	239
22WNW:50	WANSHIP WEST SEWER DISTRICT	0	0
	Total	8499	8499
COUNCIL DISTRICT 5 4			POPULATION 8625
22SML:5	SNYDERS MILL	978	978
22RPL:5	RANCH PLACE	1132	1132
22MTRS:5	MOUNTAIN RESORT		
22PARW:10	PARK WEST	1743	1743
22HEW:10	HIGHLAND ESTATES WEST	880	880
22SLVR:5	SILVER SPRINGS	1026	1026
22HEE:20	HIGHLAND ESTATES EAST	1366	1366
22RANS:25	RANCH ROAD SOUTH	418	418
22PARS:25	PARK WEST SOUTH	374	374
22BTS:25	BITNER SOUTH		
22UPIN:5	UPPER PINEBROOK	530	530
	Total	8447	8447
	Total County Population	42357	42199

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largest district	8591	8790
smallest district	8333	8049
difference	258	741
divide by smallest district	8333	8049
Percent deviation	3.1%	9.2%