



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

March 5, 2026

The Council of Park City, Summit County, Utah, met in open meeting on March 5, 2026, at 3:00 p.m. in the Council Chambers.

Council Member Ciraco moved to close the meeting to discuss property, personnel, litigation, and advice of counsel at 3:00 p.m. Council Member Zegarra seconded the motion.

RESULT: APPROVED

AYES: Council Members Ciraco, Miller, Toly, and Zegarra

EXCUSED: Council Member Parigian

Council Member Parigian joined via Zoom.

CLOSED SESSION

Council Member Zegarra moved to adjourn from Closed Meeting at 4:27 p.m. Council Member Miller seconded the motion.

RESULT: APPROVED

AYES: Council Members Ciraco, Miller, Parigian, Toly, and Zegarra

WORK SESSION

City Property Encroachment Policy Update:

Ryan Blair, Property and Environmental Services Manager, and Emily Flint, Law Clerk, presented on the City Property Encroachment Policy. Flint researched 10-15 cities in the west and how they handled encroachments. Blair stated that while working on the Treasure Hill easements, the team discovered that there was a lack of policy, internal and external, for City property-related encroachments. Blair sought direction from Council regarding approach: proactive versus complaint-based. A proactive approach required more cost upfront when considering surveys, manpower, extensive policy development, and the creation of an inventory of encroachments. Currently, staff reviewed encroachments based on complaints or applicant-driven requests, which could allow for some encroachments to go unaddressed or unenforced. However, with this model, resources were dedicated to addressing the current problem areas and it

required an overall lower administrative cost. Blair furthered that the high-level budget for a proactive approach would include one full-time employee (FTE) at \$125,000 and a \$100,000 operating budget. Blair mentioned that program operating costs would be higher for the first few years but could decrease as areas came into compliance. Blair stated that the staff recommendation was to not pursue lease or license fees, but they would be open to discussion if Council thought that it should be included in a policy.

Flint highlighted staff delegation within the model: Option 1, Low: nearly all encroachments must be approved by Council. There could be a very specific list of exceptions (safety, access, temporary); Option 2, Medium: Council and staff would work together to create a tiered framework based on several factors (purpose, place, permanence); Option 3, High: staff would approve almost all encroachments. There could be a very specific list of instances where Council approval would be necessary (specific areas or above a certain size). Blair stated that a tiered oversight approach would be created for the encroachment type.

Council Member Toly asked staff to help Council understand the scale of the encroachment problem. Blair stated that staff had an idea of the scale and that most encroachments are located in areas like the golf course, where large sections of open land are involved. Council Member Ciraco asked if staff anticipated having more or less encroachments in Park City 20 years from now if no action was taken at this time. Blair stated that those numbers would likely stay relatively flat. Council Member Zegarra asked if there was an entity that told the City that encroachments need to be enforced. Blair confirmed there were no other outside parties telling the City that they needed to enforce encroachments. Council Member Miller asked if staff would recommend fees on future encroachments. Blair stated that there would hopefully be a process set up where staff could charge an application fee for such instances.

Council Member Toly asked if there was a way to have high-level, proactive encroachment enforcement, such as on the golf course, which got high use by the public. Blair stated that staff could return with a list of high impact areas. Council Members Toly and Parigian asked if there was another alternative to adding an FTE. Blair stated there might be another way, but staff would need to consider what that might look like. Council Member Ciraco shared his concerns about growing full-time staff and stated that other departments offset those costs with fee structures. Council Member Parigian asked what level of expertise was needed to create a rudimentary list of encroachments. Blair stated that staff already had a list. Council Member Ciraco proposed an initial grace period, or an application of \$1,000, but if a resident came in proactively, the cost would be \$200, to incentivize compliance while alleviating the burden to the City.

Mayor Dickey asked if doing nothing now would hinder the City's ability to take action in the future when encroachments were found. Flint stated that it would not matter, because the encroachment was still on City property. Council Member Zegarra asked if the encroachments were a safety issue. Flint stated that they could be, but typically the

safety issues were in the right-of-way (ROW). Council Member Parigian asked if adverse possession mattered regarding encroachment. Luke Henry, Assistant City Attorney, stated that generally, you cannot claim adverse possession against governmental entities or property. Council Member Parigian asked if golf course encroachments would be included in that statement. Henry stated that it was not clear.

Council Member Miller supported a hybrid approach to a resolution that would involve data building around high-profile areas to determine next steps, but would remain complaint-based in other areas. Council Members Zegarra and Ciraco supported a complaint-based approach. Council Member Toly requested a hybrid approach, but only if the cost was below \$125,000. If the cost was above that, she favored a complaint-based approach. Mayor Dickey stated that in a tight budget year, hiring an FTE to resolve a problem that was not an issue did not seem like the right appropriation of funds. Council Member Parigian indicated he was leaning toward a proactive approach and did not want to hire an FTE unless it could be paid for with fees and licenses.

Mayor Dickey summarized that the majority of Council favored a hybrid approach, with the caveat that a budget number lower than an FTE would return to Council for approval. Blair clarified that Council direction was to start a database of the high-profile areas, and not to return with a policy on them. Mayor Dickey stated that Council would like to take action on some subset of encroachments if necessary. Blair sought clarification on the database usage after it was compiled and how it would relate to the creation of a policy. Council Member Toly asked City Attorney Margaret Plane if there was a state code regarding encroachment fees. Plane stated that there was not a state code that established the rate a governmental entity could charge for its property. Plane furthered that an analysis on a high-profile area, such as the Municipal Golf Course, could help direct policy. Council concurred.

REGULAR MEETING

I. ROLL CALL

Attendee Name	Status
Mayor Ryan Dickey Council Member Bill Ciraco Council Member Molly Miller Council Member Tana Toly Council Member Diego Zegarra Jodi Emery Acting City Manager Margaret Plane, City Attorney Marissa Marleau, Deputy City Recorder	Present
Council Member Ed Parigian	Excused

II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments:

Council Member Miller asked Council if there was support to give the City Engineer more authority in the code to manage encroachments on the City right-of-way. The Council agreed. Council Member Toly recognized past Council Members who had passed away and read a brief statement on Anne McCoid.

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

Mayor Dickey opened the meeting for any who wished to speak or submit comments on items not on the agenda. No comments were given. Mayor Dickey closed the public input portion of the meeting.

IV. CONSENT AGENDA

1. Request to Authorize the City Manager to Execute an Agreement with Cache Valley Electric, in a Form Approved by the City Attorney's Office, Not to Exceed \$135,000 to Provide Security Camera and Access Control for The Mine at City Park:

Council Member Toly moved to approve the Consent Agenda. Council Member Miller seconded the motion.

RESULT: APPROVED

AYES: Council Members Ciraco, Miller, Toly, and Zegarra

EXCUSED: Council Member Parigian

V. NEW BUSINESS

1. Consideration to Authorize the Acting City Manager to Sign a Memorandum of Understanding with 1251 Kearns, LLC and Emporium Properties, LLC to Realign Munchkin Road and Create a Larger City-Owned Lot at 1825 Woodbine:

Chris Eggleton, Economic Development Director, stated that design work began in 2018, progressed over the years, and was now at a critical planning stage, with target construction to begin in the fall of 2027. He recapped that Council had already made significant investments in the Bonanza Area, including: approx. \$5M for construction and redesign of Homestake Road; approx. \$7M contract to bury power lines in Bonanza Park, and the partnership with J. Fisher Development on the construction of EngineHouse. Eggleton played a short video to outline the different possibilities for Munchkin Road relocation: Option 1, relocate through City-owned property, the Recycle Utah center; Option 2, shift the alignment slightly north, through a portion of the events center, or through the Boneyard property. The video illustrated that Option 2 would require a partial demolition of the event center and the creation of new easements, which would benefit the business owner and the City. Option 2 would mean the City must reimburse the Boneyard landowner for some utility relocation costs, and it must

develop and maintain a temporary parking lot on the Recycle Utah property for less than 10 years to address the Boneyard parking deficiencies and area parking constraints during area transformation. The video further described that with Option 2, if chosen, the City could preserve the Recycle Utah lot for future use and expand it by adding land from the vacated ROW and excess property. The proposed MOU would create a framework to study and design the potential Option 2 realignment and return future decisions to the Planning Commission and Council.

Eggleton stated that Fisher would contribute a roadway right-of-way, or a permanent easement for Munchkin Road, which would not be decided in the present MOU. Eggleton furthered that the MOU contemplates a connectivity opportunity from the 5-acre parcel to Park Avenue with a 2,200 square foot easement for a 15-foot path on the Emporium property. He stated that in exchange, the City would be granting Emporium users the capacity to access the 5-acre parcel through what could be a service road.

Council Member Toly asked what would happen if the service road was eliminated. Eggleton stated that the service road would need to be in place to facilitate that part of the negotiations. Council Member Toly clarified that the 5-acre project would need to be approved prior to the Emporium easement. Eggleton stated that the Munchkin realignment and Emporium easement would be connected in the form of an agreement, but the timing of the two was contemplated with the real-estate purchase agreement and the necessity for the 5-acre and Emporium to connect. Mayor Dickey asked what would be going before Planning Commission if the MOU was approved. Eggleton stated that there would be multiple items brought before the Planning Commission which would include the City-owned temporary parking lot, Boneyard parking lot redesign, Emporium and Woodbine way connectivity, and the demolition of Fisher's property. Mayor Dickey asked if there would be a new parking determination made as part of the Yard expansion that could be inclusive of the City-owned lot. Eggleton stated that, to put the road through the Boneyard property, Fisher would lose 18 stalls. Eggleton furthered that the Yard had a condition of approval which obligates them to create a parking agreement in order to utilize any portion of the events center, which renders the events center useless to Fischer, and would require going before Planning Commission to change the conditions of approval. Council Member Toly asked if this would be a joint application, to which Eggleton confirmed.

Council Member Ciraco sought confirmation that Kimball was able to use the events center because the City provided parking on the 5-acre parcel. Eggleton confirmed that the City and Kimball had a parking arrangement due to the land management usage. Eggleton stated that to construct a temporary, surface parking lot on Recycle Utah it would cost around \$600,000, and the term would need to be determined. In addition, to finalize the Emporium easement, PCMC would need to pay a capped \$100,000 toward infrastructure impacts with event center demolition. He added that to finalize the pedestrian pathway easements along Kearns Blvd. and Munchkin Road, PCMC would need to grant temporary license for employee parking on the 5-acre parcel until construction advances or the City otherwise terminates license. Council Member Toly

asked if the parking lot would be City-owned and paid for with ongoing capital costs. Eggleton confirmed that the land and parking lot would be City-owned and it would be managed by the City's Parking Team. He clarified that the MOU did not include overnight residential parking on that lot because it would conflict with Yard's peak demand. Council Member Toly asked how many parking spots the lot would have. Eggleton stated that the number of spots remained undecided.

Council Member Ciraco requested a ballpark estimate of what the land was worth in that 5-acre area. Eggleton stated that the land was a bit encumbered, but he estimated the value at \$1.5M to \$3M. Council Member Toly inquired about the period in which the 10-year commitment for parking would begin. Eggleton stated that the time frame would begin after the parking lot was completed. Council Member Ciraco asked Mark Fischer if he had seen parking lot impact from the EngineHouse or the reconstruction from Homestake. Fisher stated that around 10 stalls were poached daily, and overnight parking from Homestake apartments was getting worse.

Mayor Dickey opened public input. No comments were given. Mayor Dickey closed public input.

Council Member Ciraco moved to authorize the Acting City Manager to sign a memorandum of understanding with 1251 Kearns, LLC and Emporium Properties, LLC to realign Munchkin Road and create a larger City-owned lot at 1825 Woodbine. Council Member Toly seconded the motion.

RESULT: APPROVED

AYES: Council Members Ciraco, Miller, Toly, and Zegarra

EXCUSED: Council Member Parigian

1. 2026 Legislative Session Update:

Michelle Downard, Strategic Initiatives Advisor, updated Council on bills being discussed during the Legislative Session that could potentially impact Park City. She stated that a change regarding political signs and where they could be placed might require the City to establish a process for removal. Downard added that the bill associated with primary residential property tax rates had not moved forward and was still in committee. She stated that the childcare tax credit bill passed and was awaiting the Governor's signature. HB215, the bill regarding landscape restriction amendments, would require a code amendment to restrict any municipality from prohibiting property owners from removing vegetation from their property, which was located in the wildlife-urban interface zone. HB381 passed and prohibited modifying and tampering with e-bikes, and it requires individuals under 21 to wear helmets when operating. HB479, election code modification, was still in the Senate Rules Committee. HB548, Primary Election Amendments would allow municipalities to have the option of holding a primary election if the number of candidates exceeded twice the number of open seats, but a primary election would be required if there were three times the number of candidates as seats available. This bill was still in committee. SB262, the bill that would prohibit law

enforcement vehicles to initiate traffic stops failed in the Senate. Margaret Plane stated that SB97 failed, but SB321 could potentially pass. SB284 and HB477 had been sent back to Rules, and HB597 was through both houses. Plane furthered that of the 31 bills that Park City was following, only eight would potentially make it through.

Council Member Miller moved to close the meeting to discuss personnel at 7:02 p.m. Council Member Ciraco seconded the motion.

RESULT: APPROVED

AYES: Council Members Ciraco, Miller, Toly, and Zegarra

EXCUSED: Council Member Parigian

CLOSED SESSION

Council Member Miller moved to open the meeting at 7:40 p.m. Council Member Ciraco seconded the motion.

RESULT: APPROVED

AYES: Council Members Ciraco, Miller, Toly, and Zegarra

EXCUSED: Council Member Parigian

VI. ADJOURNMENT

With no further business, the meeting was adjourned.

Marissa Marleau, Deputy City Recorder

Encroachments

3/5/2026 Work Session



Introduction

Background

- Private property owners frequently encroach on City-owned property with permanent structures or landscaping
- While this happens in many cities, Park City is particularly vulnerable because of plat inconsistencies, isolated strips of land, and the prevalence of open space & conservation easements

Current Situation

- The City has an encroachment policy limited to the right-of-way
- Frequently, encroachments occur on other City property. This is common on golf courses, parks and other pieces of city property
- Encroachments vary. Some are access-based (stairs), while others are decorative (landscaping)





Research Findings

- Many cities have encroachment policies that are limited to the right-of-way
- Some cities have codes addressing encroachments in particular areas such as parks and metropolitan districts
- One common approach is to break encroachments into tiers based on severity

March 2025 CC Meeting Review

- Council asked staff to return with:
 - Resources needed for a proactive approach
 - More analysis for lease or license fees

— Approach —

Proactive: Staff orders surveys and documents encroachments

Costs:

- Surveys
- Manpower
- Extensive policy development

Benefits:

- Creates an inventory of encroachments
- Equity

(Current) Complaint-Based: Staff reviews encroachment based on complaints or applicant driven requests

Costs:

- Some encroachments may go unaddressed
- Uneven enforcement

Benefits:

- Resources are dedicated to addressing current problem areas
- Lower administrative costs

High Level Budget for Proactive Approach

Item	Annual Cost
Personnel 1 FTE	\$125,000
Operating Budget	\$100,00
Total Operating Costs	\$225,000

- Program operating costs would be higher for the first few years. As areas come into compliance the budget could be decreased
- The Budget Department has not completed a formal analysis for this position. Personnel costs are based on similarly skilled positions in other departments.

Lease or License Fees

- Comprehensive research- policies focused on ROW.
- Few property related policies, but showed an administrative review and approval
- Park City has difficult features
 - Organic vs planned growth
 - Large tracts of City owned land
 - Historic uses that may predate city ownership
 - Unaware property owners
- Recommendation: Don't charge annual fees for any existing encroachments

STAFF DELEGATION		DESCRIPTION
Option 1	Low	Nearly all encroachments must be approved by council. There may be a very specific list of exceptions (safety, access, temporary)
Option 2	Medium	Council and staff work together to create a tiered framework based on several factors (purpose, place, permanence)
Option 3	High	Staff approves almost all encroachments. There may be a very specific list of instances where Council approval is necessary (specific areas or above a certain size)

Delegation to Staff

Encroachment Type

Recommended Oversight

**Minor/Standard or Small
(TBD) (Landscaping,
trees)**

City Manager

**Structural/Technical
(Retaining walls, stairs)**

Engineering or City
Manager

**High-Impact/Exceptions
or Large (TBD) (Large
structures, historic
variances, fences)**

City Council

Tiered Oversight

Summary

To create an effective policy, we are looking to Council for guidance about the following:

General structure

Proactive vs. complaint-based approach

Staff authority

Application fees or annual fees

Other thoughts and considerations



Questions for Council

1. What level of proactivity is the Council in favor of? Should staff proactively survey City property to assist in acting against existing encroachments?
2. Is the Council in favor of drafting a policy that categorizes encroachments and would allow for limited staff level review?



Munchkin Road Realignment

Memorandum of Understanding

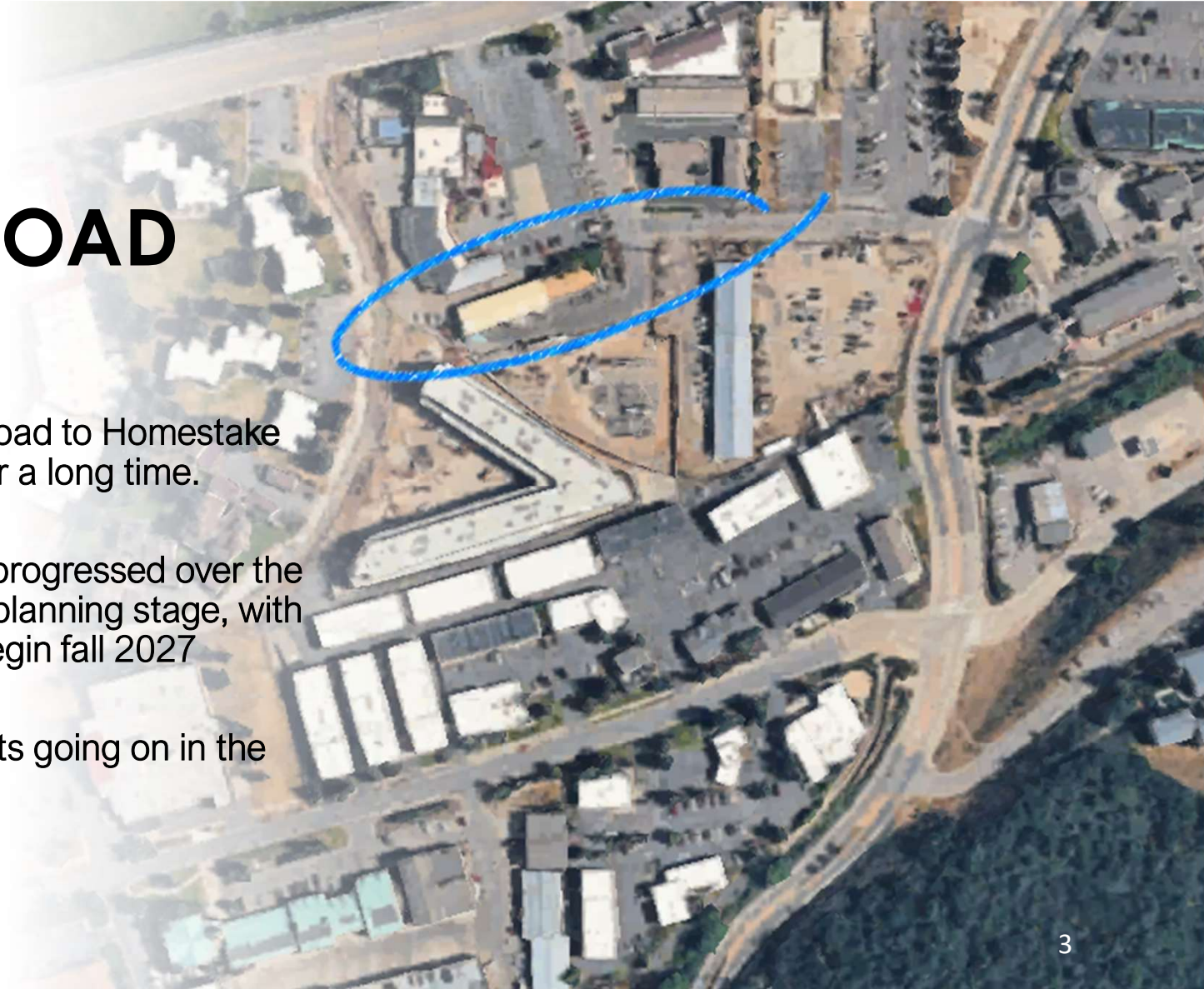
03/05/2026



BACKGROUND

EXTENDING MUNCHKIN ROAD

- The extension of Munchkin Road to Homestake Road has been considered for a long time.
- Design work began in 2018, progressed over the years and is now at a critical planning stage, with target construction start to begin fall 2027
- Meanwhile, there has been lots going on in the area...

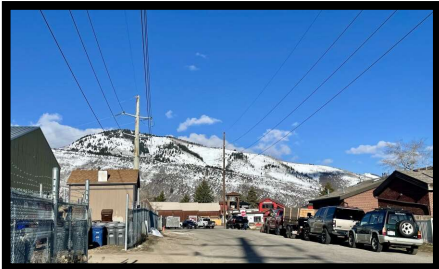


AREA IMPROVEMENTS

The City has already made significant investments in the Bonanza Area



Approx. \$5M for construction and redesign of Homestake Road



Approx. \$7M contract to bury power lines in Bonanza Park



The City has partnered with J. Fisher Development on the construction of EngineHouse ... Park City's newest affordable housing community delivers 99 new deed-restricted units targeting 60% Area Median Incomes (AMI)

FUTURE 5-ACRE SITE REDEVELOPMENT

Park City officials are working through key details for a public-private partnership with Brinshore Development on a new mixed-use project at Bonanza Drive and Kearns Boulevard.

ALIGNMENT ALTERNATIVES

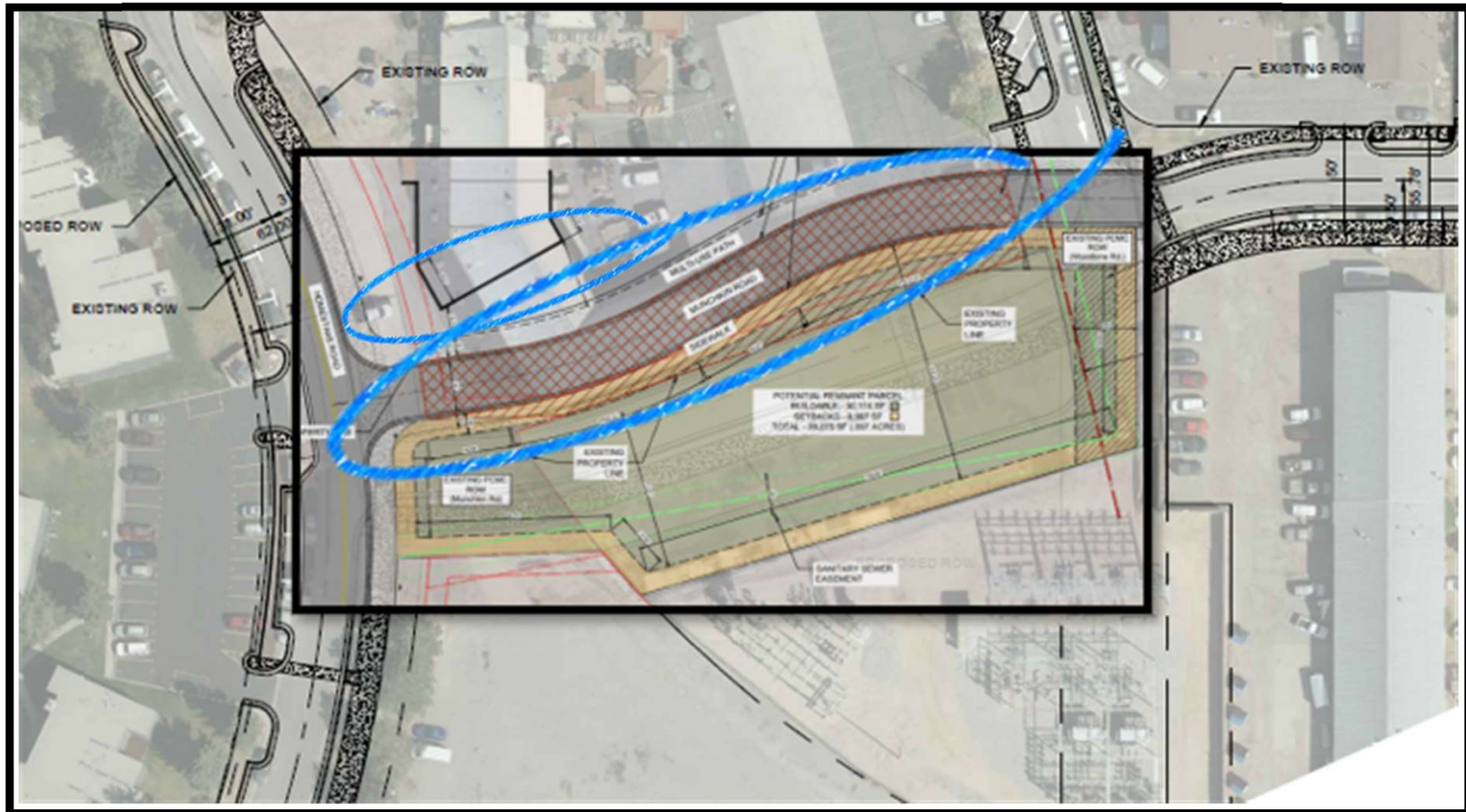
ALIGNMENT 1 – Recycle Utah

(Conceptual ... Engineering Evaluation in Progress)



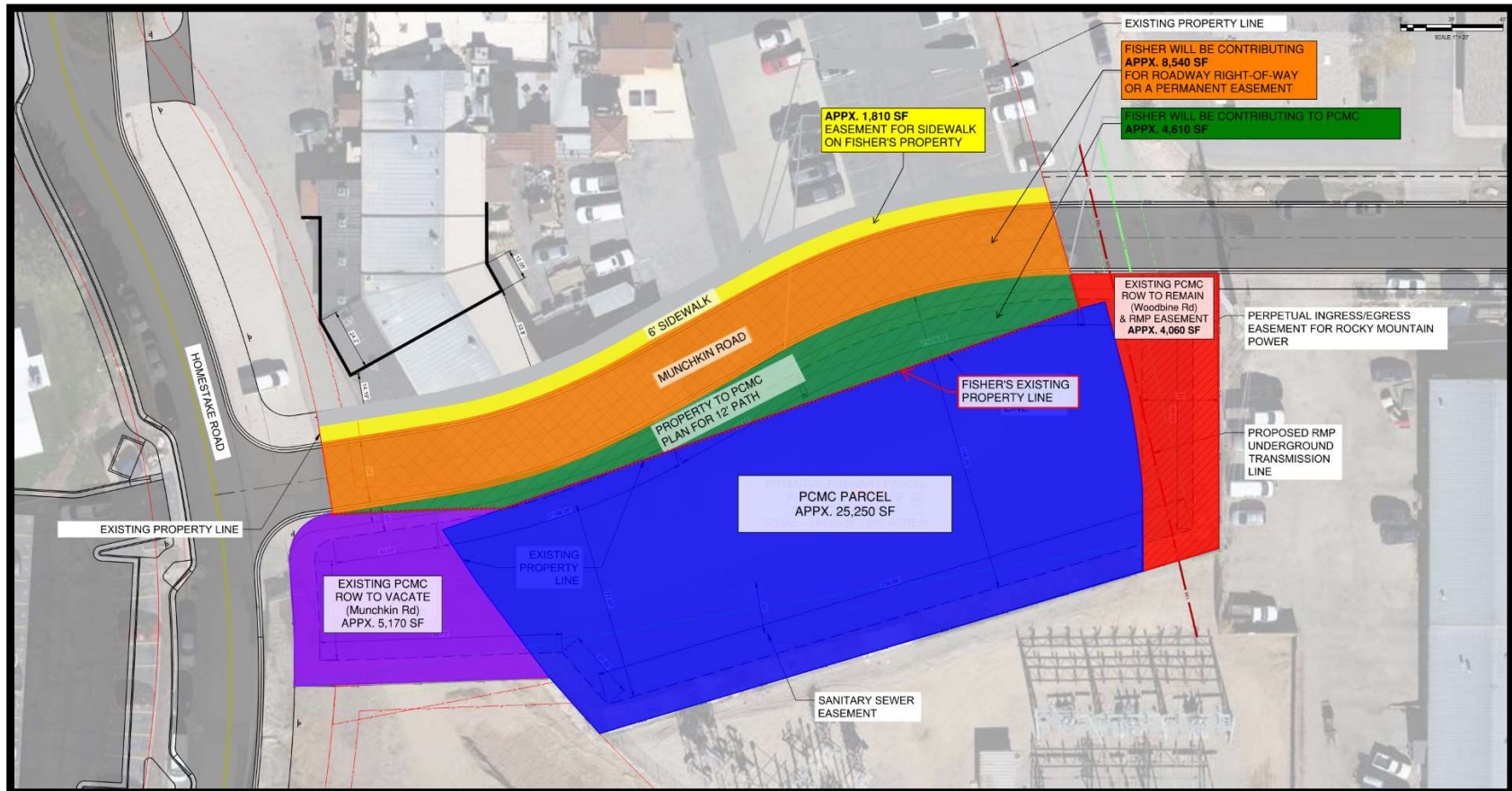
ALIGNMENT 2 – Boneyard

(CONCEPTUAL ... No formal alignment approval)



MUNCHKIN LAND EXCHANGE

(CONCEPTUAL ... Square Footages are approximate)



MUNCHKIN LAND EXCHANGE

(Square Footages are approximate)

PROPERTY EXCHANGES				
	Fisher to Retain with Permanent Easement	Fisher to Contribute to PCMC	PCMC Property	PCMC to Retain as ROW
Fisher to commit for a Permanent Sidewalk Easement for PCMC	1,810			
Fisher to Contribute as Roadway Right-of-Way or a Permanent Easement for Munchkin Rd.*	8,540	*(OR)		
Fisher to Contribute to PCMC		4,610		
PCMC Parcel			25,250	
PCMC to Vacate Existing Munchkin Rd which could be combined with PCMC Parcel		2,585	2,585	
PCMC to Retain Woodbine Rd as Right-of-Way				4,060
Total	10,350	7,195	27,835	4,060



MEMORANDUM OF UNDERSTANDING

PARK CITY (PCMC)

WHAT PCMC RECEIVES?	WHAT PCMC DOES OR GIVES UP?
<p>A larger land parcel, with future options</p> <ul style="list-style-type: none"> - Near-Term: interim parking use rather than permanent roadway - Future: TBD, flexible future opportunities 	<p>Construct/manage a temporary, surface public parking lot on Recycle Utah parcel. (>\$600K estimated costs)</p> <ul style="list-style-type: none"> - Term: ideally less than 10 years
<p>Ability to pursue access and egress solutions on the Emporium Lot > eliminating HWY 248 curb-cut</p>	<p>Pay a capped \$100,000 toward infrastructure impacts with event center demolition</p>
<p>Finalize pedestrian pathway easements along:</p> <ul style="list-style-type: none"> - Kearns Blvd (via Boneyard & Emporium parcels) - Munchkin Rd (via Recycle Utah & Boneyard parcels) 	<p>Grant temporary license for employee parking on 5-Acre parcel until 5-acre construction advances OR City otherwise terminates license</p>

YARD/EMPORIUM

WHAT THEY DO OR GIVE UP?

WHAT THEY RECEIVE?

If future approvals occur:

- Demolish approximately 3,753 square feet the existing event center to accommodate the Munchkin Road realignment.
- Convey roadway/sidewalk easements to the City

The City's temporary commitment to build, and manage a public parking lot on Recycle Utah property (**interim parking relief**)

- **Potential event center operation certainty** – Joint Applicant to amend Condition of Approval #4 in Ordinance No. 2017-14
- **\$100,000 toward utility infrastructure impacts** with event center demolition
- A temporary license for employee parking on 5-Acre parcel until 5-acre construction advances OR City otherwise terminates license

Participate in City-led circulation/roadway design. Pay 50% Munchkin Rd alternate design costs

A coordinated process to evaluate circulation, access, and site configuration

Removal of Emporium's HWY 248 curb-cut accessing the property

Possible shared parking and site access in coordination with the Woodbine Way and 5-Acre site designs.

Pedestrian pathway easements along:

- Kearns Blvd (via Boneyard & Emporium parcels)
- Munchkin Rd (Boneyard parcel)

Improved circulation and pedestrian access around and to their properties.

CONSIDERATIONS

1. Interim versus Permanent Commitments
2. Exchange Framework, Risk and Fiscal Exposure
3. Preservation of Land Use Discretion
4. Balancing future neighborhood plans



MEMORANDUM OF UNDERSTANDING
– QUESTIONS –

THANK YOU

