

# Running for Office Workshop

## Agenda & Filing Information

Presented jointly by:



# The Serving Summit County since 1880 Park Record.

### Welcome

PHYLLIS McDONOUGH ROBINSON, [probinson@parkcity.org](mailto:probinson@parkcity.org)  
*Park City Public Affairs Manager*

### Opening Comments

JACK THOMAS, [jack.thomas@parkcity.org](mailto:jack.thomas@parkcity.org)  
*Park City Mayor*

### Speakers

{Q&A to follow each speaker's comments}

SALLY ELLIOTT, [sallycousinelliott@gmail.com](mailto:sallycousinelliott@gmail.com)  
*Former Park City Council Member, Former Summit County Commissioner*

BRAD OLCH, [bradolch@me.com](mailto:bradolch@me.com)  
*Former Park City Mayor, Former Park City Planning Commissioner*

CHUCK KLINGENSTEIN, [chuckklingenstein@gmail.com](mailto:chuckklingenstein@gmail.com)  
*Summit County Planning Commissioner*  
*Former Park City Council Member and Planning Commissioner*

CRAIG SANCHEZ, [csanchez@parkcity.org](mailto:csanchez@parkcity.org)  
*Park City Community Engagement Liaison*

TIM HENNEY, [tim.henney@parkcity.org](mailto:tim.henney@parkcity.org)  
*Park City Council Member*

MARK HARRINGTON & MARCI HEIL  
*Park City Attorney & City Recorder*  
[mark@parkcity.org](mailto:mark@parkcity.org), [marci.heil@parkcity.org](mailto:marci.heil@parkcity.org)

### Closing Comments

NAN CHALAT NOAKER, [editor@parkrecord.org](mailto:editor@parkrecord.org)  
*Editor, The Park Record*

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### **Filing Information**

*The state filing period for city council positions is June 1-8.*

Please visit the websites of the six cities in Summit County (as well as the County Clerk's site) to learn more about qualifications and filing requirements for city council positions.

All those interested must present their filing paperwork **in person** at their city of interest.

- Coalville: Please contact Nachele D. Sargent, City Recorder at 435-336-5981.
- Francis: [www.francisutah.org/elections.htm](http://www.francisutah.org/elections.htm)
- Henefer: [www.heneferutah.org/newsletter](http://www.heneferutah.org/newsletter)
- Kamas: [www.kamascity.net](http://www.kamascity.net), go to "Election Information" on left-hand bar
- Oakley: [www.oakleycity.com/election-information.htm](http://www.oakleycity.com/election-information.htm)
- Park City: [www.parkcity.org](http://www.parkcity.org), go to "Government," then "Election Information"
- Summit County Clerk's Office: [www.summitcounty.org/clerk](http://www.summitcounty.org/clerk)

## PARK CITY MUNICIPAL CORPORATION

### MAYOR AND CITY COUNCIL

The Mayor and five at-large City Council members are elected by the residents of Park City and serve as the legislative body of the City, with the primary responsibility of making decisions for the City through the enactment of ordinances and resolutions. Council meetings are held on Thursday evenings and are preceded by work sessions beginning early afternoon. Terms are staggered and municipal elections are held every two years. A General Municipal Election for the office of three City Council seats will be held in 2015. *Contact Marci Heil, City Recorder, at [marci.heil@parkcity.org](mailto:marci.heil@parkcity.org) or 615-5007, regarding the upcoming election.*

Many citizen advisory commissions, committees, and boards assist the City Council. With the exception of the three appellate bodies—Board of Adjustment, Takings Appeals Board, and Board of Appeals—these bodies advise the City Council and the City Manager on matters within their area of responsibility and interest, as prescribed by the City Council and its ordinances; and, act as channels of communication and information between City government, the general public, and specific interest groups. A majority of the board and commission meetings are held in the evening.

### PLANNING COMMISSION

The Planning Commission acts as a non-political, long range planning body for the City. It reviews specific projects limited to matters specifically requiring their consideration, and to the monitoring and reviewing of decisions of the Planning Department. The Commission is a seven-member board, whose members are appointed in July to serve four-year staggered terms. The Commission meets on the second and fourth Wednesdays of each month. There are no open seats on the commission during this cycle, but you may *contact Louis Rodriguez in the Planning Department at [louis.rodriguez@parkcity.org](mailto:louis.rodriguez@parkcity.org) or 615-5061 for additional information.*

### HISTORIC PRESERVATION BOARD

The purpose of the Historic Preservation Board is to preserve the City's unique historic character and to encourage compatible design and construction through the creation—and periodic update—of comprehensive Design Guidelines for Park City's Historic District and Historic Sites. The Historic Preservation Board is a seven-member board, whose members are appointed for three-year terms. Meetings are held on the first and third Wednesday of each month. Four positions are open for appointment, all of which are open for re-appointment. Applications are due Friday, May 8. *Contact Louis Rodriguez in the Planning Department at [louis.rodriguez@parkcity.org](mailto:louis.rodriguez@parkcity.org) or 615-5061 for additional information.*

### LIBRARY BOARD

The Library Board of Trustees evaluates library services and community needs, establishes library policies, and sets goals to be implemented by the Library Director and staff. The Park City Library Board of Trustees consists of five-to-nine voting members appointed by the Park City Council. Trustees are appointed for one-to-three-year terms. The Board establishes subcommittees as needed. The Board meets on the second Monday of every month at noon in the Library. There are currently open seats on the Board, and applications are due April 30. *Contact Adriane Herrick Juarez at [adriane.juarez@parkcity.org](mailto:adriane.juarez@parkcity.org) for additional information.*

### RECREATION ADVISORY BOARD

The Recreation Advisory Board makes recommendations to City Council and Recreation staff on parks and recreation issues as directed by City Council; and stimulates community involvement and support for parks and recreation development. This is a seven-member board—including one City Council member—each serving three-year terms. Meetings are held on the first Tuesday of each month at 6:00 p.m. at the PC MARC. Two seats will be open for appointment in July, one of which will be available for re-appointment. *Contact Heather Todd, Recreation Coordinator, at [heather.todd@parkcity.org](mailto:heather.todd@parkcity.org) or 615-5410 for additional information.*

### POLICE COMPLAINT REVIEW COMMITTEE

The Police Complaint Review Committee acts in the capacity of an advisory body to review dispositions of complaints filed against police personnel or policies, if formally requested by the complainant. The committee provides advisory recommendations to the Chief of Police and consists of five members who each serve three-year terms: three citizens from the community at-large and two city staff members. There are currently no openings, but for additional information, *contact Claire Marlin, Police Administration, at [claire.marlin@parkcity.org](mailto:claire.marlin@parkcity.org) or 615-5505.*

## PARK CITY MUNICIPAL CORPORATION

### **CITIZENS OPEN SPACE ADVISORY COMMITTEE**

It is the mission of the Citizen's Open Space Advisory Committee to make timely recommendations and provide input to the Park City Council on acquiring, managing and/or preserving open spaces in the greater Park City area by wisely leveraging the public's monies, by using other resources as available and by entering into appropriate partnerships. The Citizens' Open Space Advisory Committee employs a variety of innovative strategies and tools to accomplish this goal in an expeditious manner. COSAC consists of at-large members appointed by the City Council, and one member each from the Park City Planning Commission, Recreation Advisory Board, Summit Land Conservancy, Utah Open Lands, The Basin Open Space Advisory Committee, Park City Chamber Bureau, Park City Board of Realtors, and the Mountain Trails Foundation. COSAC meets monthly on the fourth Tuesday. There are currently no open seats, *but you may contact Elizabeth Quinn Fregulia at [elizabeth.fregulia@parkcity.org](mailto:elizabeth.fregulia@parkcity.org) or 615-5201 for more information.*

### **PUBLIC ART ADVISORY BOARD (PAAB)**

PAAB makes recommendations to City Council regarding all Public Art planning, expenditures and maintains the City's public art inventory. The seven-member board focuses on project identification, requests for proposals, selection process (including reviewing artists' proposals for each project), and making recommendations to the City Council. The Board generally meets on the second Monday of every month. Three seats are available for appointment, one of which is available for re-appointment. The PAAB is also seeking a *replacement* seat to fulfill the second part of a term. Members may serve two, 2 year terms. *Contact Jenny Diersen at [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) or 615-5188 for additional information.*

### **SPECIAL EVENTS ADVISORY COMMITTEE (SEAC)**

The SEAC provides recommendations to the City Council regarding events that will create a diverse and well balanced offering to the local community. SEAC will discuss events with regards to citywide carrying capacity and thresholds, levels of recommended city services provided, as well as overall event review and performance evaluation. SEAC consists of four at-large community members who collaborate with representatives from community groups (for example: Historic Park City Alliance, Mountain Trails Foundation, Park City Chamber of Commerce, Vail Resorts, Deer Valley Resort, Park City Restaurant Association, and Park City Lodging Association). Those interested in serving on this committee must reside within the city limits of Park City, and should not be an active member of the boards or commissions of any of the above-mentioned community groups. Additionally, they should represent different geographic areas or neighborhoods within Park City. Members will serve a three-year term. Meetings are to be held quarterly beginning in June 2015. Applications must be received by 4:00 pm on Friday, May 1, 2015. *For applications and questions, email Jenny Diersen at [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) or call 435.615.5188.*

### **BOARD OF ADJUSTMENT**

The BOA hears and decides cases involving land use—including appeals from zoning decisions applying Title 15, Land Management Code, special exceptions to the terms of the LMC; variances from the terms of the LMC; and the modification of non-conforming uses. It is a five-member board, with a non-voting alternate to vote in the event of an absence. Members serve five-year terms. Meetings are held on the first and third Tuesday of each month as needed. *Contact Louis Rodriguez in the Planning Department at [louis.rodriguez@parkcity.org](mailto:louis.rodriguez@parkcity.org) or 615-5061 for information.*

### **BOARD OF APPEALS**

The Board of Appeals is a technical board responsible for resolving matters pertaining to Building and Fire Safety, in the International Building Code, International Fire Code, Chapter Five of the 1997 Uniform Code for the Abatement of Dangerous Buildings, and Chapter Twelve of the 1997 Uniform Housing Code. This board consists of three members, as well as the Chief Building Official/Fire Code Official who serves as an ex-officio member. Meetings are held upon request. There are currently no vacancies, but *for additional information contact Chief Building Official/Fire Code Official Chad Root at [chad.root@parkcity.org](mailto:chad.root@parkcity.org) or 615-5115.*

### **TAKINGS APPEAL BOARD**

This Board hears appeals of property owners who feel that the City has taken action resulting in a “constitutional taking” of their property. The Board is comprised of three members. The City Manager appoints three members of the current Board of Adjustment to serve as the Takings Appeal Board. If—at any time—three members of the Board of Adjustment cannot meet, the City Manager appoints sufficient members to fill any vacancies. *Contact the City Manager's Office at 615-5151 for additional information.*

# Summit County Volunteer Boards and Special Service Districts

(as of 4/20/15)

**Board of Health** – 5-12 Members. Three-year terms, appointed by County Manager. Mission: to enforce state health laws and to enact rules for the promotion of public health, environmental health quality, injury control, and the prevention of outbreaks and spread of communicable and infectious diseases in the county.

**County Fair Advisory Board** – 11 members. Three-year terms, appointed by County Manager. Purpose: To assist the County Manager in the organization and management of the annual Summit County Fair.

**Library Board of Directors** – 5-9 members. Four-year terms, appointed by County Manager. Purpose: To maintain and care for the county public library system and establish policies for the operation of such system.

**Board of Adjustment** – 5 members. Three year terms, appointed by County Manager. Purpose: To consider zoning variances.

**Summit County Mosquito Abatement District** – 11 members. Four-year terms, appointed by the County Council. Purpose: To take all necessary and proper steps for the extermination of mosquitoes, flies, crickets, grasshoppers and other insects

**Summit County Weed Control Board** – 3-7 members. Four-year terms, appointed by the County Manager. Purpose: To formulate and implement a countywide coordinated noxious weed control program designed to prevent and control noxious weeds within the county.

**Mountain Regional Water Special Service District Administrative Control Board** – 5-7 members. Four-year terms, appointed by County Council. Purpose: To govern the day-to-day operations of the district, cosign checks and other disbursements on behalf of the district.

**North Summit Recreation Special Service District** – 5-7 members. Four year terms, appointed by County Council. Purpose: to provide recreational services and programs through facilities or systems acquired or constructed for that purpose .

**Summit County Recreation Arts and Parks Advisory Committee (RAP Tax Cultural Committee)** – 7 members. Three-year terms, appointed by County Council. Purpose: To recommend to the County Council, the best use(s) of the funds, for financing recreational facilities, and botanical and cultural organizations within Summit County.

**Summit County Recreation Arts and Parks Advisory Committee (RAP Tax Recreation Committee)** – 7 members. Three-year terms, appointed by County Council. Mission: to investigate, advise and recommend to the County Council, the best use(s) of the funds for recreational facilities and cultural organizations within Summit County.

**Summit County Restaurant Tax Advisory Committee** - 9 members. Three-year terms, appointed by County Council. Purpose: Investigate, advise and recommend to the county council the best use(s) of the funds collected from the tax, for the purposes of financing in whole or in part, tourism promotion and the development, operation and maintenance of publicly owned and operated, tourist, recreation, cultural, historical and convention facilities.

**South Summit Cemetery Maintenance District** – 5 members. Four-year terms, appointed by County Council. Purpose: Provide cemetery maintenance services.

**Hoytsville Cemetery Maintenance District** – 5 members. Four-year terms, appointed by County Council. Purpose: Provide cemetery maintenance services.

**Wanship Cemetery Maintenance District** – 5 members. Four-year terms, appointed by County Council. Purpose: Provide cemetery maintenance services.

**Snyderville Basin Open Space Advisory Committee** – 7-11 Members. Three-year terms, appointed by Manager. Purpose: To advise the Manager and Council regarding the creating, preservation and identification of open space within the Snyderville Basin.

**North Summit Recreation Special Service District** - 5-7 members. Four year terms, appointed by County Council. Purpose: to provide recreational services and programs through facilities or systems acquired or constructed for that purpose through construction, purchase, lease, contract, gift or condemnation or any combination thereof.

**Snyderville Basin Special Recreation Service District** – 5-7 members. Four-year terms, appointed by County Council. Purpose: To provide recreational services and programs through facilities or systems acquired or constructed.

**Peoa Recreation Special Service District** – 5-7 members. Four-year terms, appointed by County Council. Purpose: To provide recreational services and programs through facilities or systems acquired or constructed.

**Park City Fire Service District** – 5 members. Four-year terms, appointed by County Council. Purpose: The district is authorized to provide fire protection services for the residents living within the jurisdictional boundaries of the district.

**North Summit Fire Service District** – 5-7 members. Four-year terms, appointed by County Council. Purpose: The district is authorized to provide fire protection services and to provide for the public health, safety, and general welfare of the residents living within the jurisdictional boundaries of the district.

**Summit County Service Area #5 (Lake Rockport Estates)** - 5 members. Four-year terms, appointed by County Council. Purpose: To provide for the public health, safety and general welfare of the residents living within the jurisdictional boundaries within the service area.

**Echo Creek Ranches Special Service District** – 5-7 members. Four-year terms, appointed by County Council. Purpose: To provide for the public health, safety, and general welfare of the residents living within the boundaries of the district.

**Eastern Summit County Agriculture Preservation and Open Space Advisory Committee** – 7-11 members. Three year terms, appointed by County Manager. Purpose: To advise the manager on acquiring and permanently preserving agriculture lands and open spaces in Eastern Summit County.

**Summit County Historical Society** – 7-11 members. Three-year terms, appointed by Manager. Purpose: The County has determined that the historical record of Summit County can best be identified, preserved and perpetuated through the establishment of a historical society under the direction of the County Manager.

**Timberline Special Service District** - 7-11 members. Four-year terms, appointed by County Council. Purpose: To provide for the public health, safety, and general welfare of the residents living within the jurisdictional boundaries of the Timberline special service district, the district is authorized to provide transportation and snow removal services.

**Public Arts Program and Advisory Board** - 9 members. Three-year terms, appointed by County Manager. Purpose: To acquire and display public art; promote and encourage public and private art programs.

**If you have any questions about Summit County volunteer boards, please contact Annette Singleton at 435-336-3025, or [asingleton@summitcounty.org](mailto:asingleton@summitcounty.org)**

*Serving Summit County since 1880*

# The Park Record.

**There are two ways candidates can use The Park Record to get the word out about their qualifications and platforms -- through paid advertising and in the editorial pages. The two are handled by separate departments. Here are a few suggestions about contacting each of them.**

## **ADVERTISING**

Please call *The Park Record*, (435)649-9014 and ask to speak to an advertising sales representative as early on in your campaign as possible. Your ad representative will outline the cost for various types of advertisements in print and online. Then you can set up a schedule of when you want the ads to appear.

All political ads must be identified as such along with the name of the person or group that paid for the ad.

The ads in the print edition also appear online in The Record's eEdition. Also, web files and banners can be purchased for display on [www.parkrecord.com](http://www.parkrecord.com)

## **EDITORIAL**

The editorial department makes every effort to give each candidate equal coverage prior to the election. When a new candidate files to run for office with the city or county clerk, he or she can expect to receive a phone call from a reporter. That initial interview usually focuses on why you are running and your qualifications.

Later in the campaign season, The Record sends a list of policy questions to all of candidates to give them a chance to describe their positions on pertinent issues in their own words. Due to space constraints, strict word limits are placed on the answers but the responses are in the candidates' words.

As issues rise to the surface during the campaign season, reporters may call candidates for their comments on those issues for a variety of articles.

Candidates and their supporters are also welcome to submit letters to the editor (max 400 words) and/or guest editorials (max. 650 words) during the campaign season. The Record tries to print every letter, but due to space constraints may not always be able to print each one. Letters and editorials can be sent to [editor@parkrecord.com](mailto:editor@parkrecord.com)

An exact replica of the content in the printed newspaper including the advertisements appears online in the eEdition.

Articles, letters and editorials are also accessible online at [www.parkrecord.com](http://www.parkrecord.com) and are often posted on *The Park Record's* social media channels including Facebook and Twitter. Letters and editorials, or requests for editorial coverage should be sent to [editor@parkrecord.com](mailto:editor@parkrecord.com). If you have any questions please call (435)649-9014 and ask to speak to a reporter or the editor.



# KPCW POLITICAL COVERAGE



**ONLY IN  
Park  
City.**

- **KPCW cannot accept paid political advertising.** (FCC regulations for public media.) All candidate information is distributed through news interviews and scheduled within our newscasts, public affairs programs and the afternoon program, *The Local View*.
- **KPCW News seeks to interview all candidates individually,** for all elective offices in Summit and Wasatch counties, above a certain line on the ballot. Where we draw the line depends on the number of contested races on the ballot, and is at the discretion of the News Director.
- **KPCW News will contact all candidates for selected races and request an in-studio interview.** It is important to return calls and emails quickly; scheduling is one of the challenges in treating all candidates fairly.
- **KPCW News will select certain top races for live candidate debates.** We ask that all candidates invited to debate re-arrange *their* schedules to accommodate the debate schedule. Debates will run with a time clock, and candidates are required to keep their remarks inside the time available. Time cues will be provided. Debates will go forward, even if a candidate who commits to the debate fails to show up, or cancels their appearance.
- **As issues develop during any campaign, candidates can contact the KPCW News Director to get our attention.** It will be the discretion of news reporters and the News Director as to how the news coverage of campaigns will be handled. Being an underwriter of a KPCW program, or being a donor to the station, has no influence on political coverage. The underwriting and news sides of the radio station are completely separate, and neither has influence over the other.

## STATION CONTACTS:

Press Releases & News Tips – [radionews@kpcw.org](mailto:radionews@kpcw.org)

KPCW General Manager, Larry Warren – [Lwarren@kpcw.org](mailto:Lwarren@kpcw.org)

News Director, Leslie Thatcher – [Lthatcher@kpcw.org](mailto:Lthatcher@kpcw.org)

City Reporter, Lynn Ware Peek – [Lpeek@KPCW.org](mailto:Lpeek@KPCW.org)

County Reporter, Rick Brough – [rbrough@kpcw.org](mailto:rbrough@kpcw.org)

*The Local View* host, Randy Barton – [rbarton@kpcw.org](mailto:rbarton@kpcw.org)