

June 2, 2016  
9AM

## KICKOFF MEETING

### NOTES

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### IN ATTENDANCE

Jeff Jones	Summit County
Matt Jensen	Summit County
Travis English	Summit County
Julia Booth	Summit County
Tom Fisher	Summit County
Anita Lewis	Summit County

### LANDMARK TEAM

Mark Vlastic	Landmark Design
Hugh Holt	Landmark Design
Judd Lawrence	Bingham Engineering
Charles Allen	Parametrix+C16
Derek Wilson	Range Architecture

The meeting began with introductions and a brief overview of the project. The following is a summary of key discussion points:

- **Master Plan Schedule**
  - It was noted that the approximate timeframe for completing the master plan is 10-12 weeks, with Owner's Representative services to continue thereafter through 2017.
  - Draft plan should be ready for presentation during the Summit County Fair **on August 12-13**, so schedule should work backwards from there.
- **Research and Base Map Preparation**
  - ALTA survey is nearly complete; Matt will provide to Landmark as soon as it is available and they will distribute further. Utilities are included in this report.
  - Geotechnical report is ready; Matt will provide a digital copy to Landmark for further distribution.
  - Other Mapping – Summit County GIS contacts are Dave Parry and Jeff Ward; Matt will contact with initial list and Landmark will follow up to receive files, etc.
- **Stakeholder and Public Involvement**
  - Staff and Stakeholder Committee Meetings – see schedule for bi-weekly meeting dates
    - Additional members for Stakeholder Committee include the local Lions Club, North Summit School District, North Summit Recreation District, Coalville City.

- County Council Briefings/Workshops – once or twice during the process
- Project Web Page – Landmark will set up and send links when ready. The web page will be linked to County website (Mark to discuss with Julia).
- Draft Plan Open House - will take place at the County Fair; Julia and Travis will help organize a booth, etc.
  
- **Plan Development Process**
  - Preliminary Design Concepts – up to 3 concepts will be developed. The key idea is that the fairground should function as a park/community destination during the “non-event” periods.
  - Summit County and Coalville have different ideas regarding what the site should be. Coalville hired JUB to prepare a concept master plan for the site (which did not include the additional land); Travis will provide a copy of that plan for review and reference.
  - Planning team should be aware that a Mink farm is located in proximity to the fairground, which could have some implications.
  - Summit County would like to have the County Fair offices and County Extension office located at the site. As part of this, the team will need to assess the functionality of the existing senior center, and whether or not it is the preferred use for this building (the building is an old train depot that was moved to the site). It has been discussed that a new senior center might be located on the site, and developed as part of a community center to replace the existing Quonset hut structure (currently serves as a primary fair/event building, and is generally booked out throughout the year for a range of public and private events.)
  - The planning team should also address the following as part of their work:
    - Facility Evaluation (Range – will need to prepare “pre-programming” layouts to help address needs and develop costs. Landmark and range to look at standards for the fair and how to integrate those needs with the development of the site into a community park/destination.
    - Parking and Transportation (intent isn't necessarily to “solve” the event parking problem but to better accommodate parking and circulation. There will probably need to be temporary parking/access for events and other elements with more permanent solutions. Key to this discussion is where/what the park is versus the fairgrounds.)
    - Cost Analysis – likely to be phased due to the large “shopping list”. Team should investigate different options and prioritizations. Big ticket items and buildings may need to be addressed as future add-ons rather than as part of the base packet.
  - ADA Compliance and Livestock Requirements – Range will look into these needs It should be noted that the county is currently undertaking a sustainability study, which might be helpful. On a similar note, the county is also re-vamping it's building standards. Julia and Matt will provide more details to the planning team.

- Utility and Infrastructure Assessment ALTA study should be reviewed. Not clear if detailed topo is included. Matt and Landmark will try to get topo for the site from GIS contacts.
- Preferred Design Concepts – will be refined with input from the committee.
- Final Master Plan – will take place after fair. This will then be used to guide detailed design. Landmark design and Matt will work closely to coordinate this effort with the release of a RFP for the design project.
- Other elements to be addressed in this work:
  - Implementation Strategies
  - Funding Review and Project Budget (Zions Bank Public Finance)
  - Project Delivery Strategy (Phasing and Priorities should be included)
- It should be noted that the fairground will be closed in 2017 to accommodate construction – will likely take place in Oakley or other nearby location.

### Action Items

- Landmark Design will prepare a week-by-week schedule, including bi-weekly meeting dates with the committee
- **Landmark to prepare a detailed schedule**
- Matt to provide the ALTA survey, topographic survey
- Matt to coordinate with county GIS staff to get basic files and layers, as well as an aerial photo
- Matt to provide introduction of GIS staff to Landmark (phone/email contacts for David Parry and Jeff Ward)
- Matt to provide a digital copy of the geotechnical report to Landmark for further distribution.
- Julia to invite additional committee members, beginning 6/16 (Lions Club, North Summit School District, North Summit Recreation District, Coalville City)
- Matt/Travis to provide copy of JUB Fairground Master Plan
- Matt/Travis/Anita to provide detailed information about senior center