



**PARK CITY HISTORIC PRESERVATION BOARD MEETING
SUMMIT COUNTY, UTAH
March 2, 2022**

PUBLIC NOTICE IS HEREBY GIVEN that the Historic Preservation Board of Park City, Utah will hold its Regular Meeting electronically on Zoom, through www.parkcity.org/public-meetings for the purposes and at the times as described below on Wednesday, March 2, 2022.

SITE VISIT 4:00 PM

Site Visit open to the Public at 4:00 PM located at 341 Ontario Avenue. The Public and Historic Preservation Board will Attend a Site Visit from 4:00 - 4:30PM, Regarding the proposed Material Deconstruction and Disassembly and Reassembly to 341 Ontario Avenue. PL-15-02687

MEETING CALLED TO ORDER AT 5:00 PM.

1. ROLL CALL

2. MINUTES APPROVAL

- 2.A. Consideration to Approve the Historic Preservation Board Meeting Minutes from February 2, 2022.
[02.02.2022 Minutes - Pending Approval](#)

3. PUBLIC COMMUNICATIONS

4. STAFF AND BOARD COMMUNICATIONS AND DISCLOSURES

5. WORK SESSION

- 5.A. Historic District Grant Program – The Historic Preservation Board Will Review the 2023 Historic District Grant Program's Scope, Mission, and Requirements.
[Staff Report](#)
[Exhibit A: Duval Study](#)
[Exhibit B: Draft Information Guide and Application](#)
[Exhibit C: Draft Final Action Letter](#)
[Exhibit D: Previous Evaluation Forms](#)

6. REGULAR AGENDA

- 6.A. 341 Ontario Avenue – Disassembly and Reassembly and Material Deconstruction– The Applicant Proposes Material Deconstruction and Disassembly and Reassembly to Accommodate Structural Upgrades and New Additions to a Significant Historic Structure. PL-15-02687

(A) Public Hearing; (B) Action

[Staff Report](#)

[Exhibit A: Draft Final Action Letter](#)

[Exhibit B: Proposed Panels and Material Deconstruction](#)

[Exhibit C: Structural Engineer Determination Letter](#)

[Exhibit D: Chief Building Official and Planning Director Determination Letter](#)

6.B.

945 Norfolk Avenue – Material Deconstruction– The Applicant Proposes Material Deconstruction of a Portion of the Rear Façade to Accommodate a New Door Opening on the Landmark Historic Structure. PL-22-05155

(A) Public Hearing; (B) Action

[Staff Report](#)

[Exhibit A: Draft Final Action Letter](#)

[Exhibit B: Proposed Drawing](#)

7. ADJOURN

Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the Planning Department at 435-615-5060 or planning@parkcity.org at least 24 hours prior to the meeting.

***Parking is available at no charge for Council meeting attendees who park in the China Bridge parking structure.**



**PARK CITY MUNICIPAL CORPORATION
HISTORIC PRESERVATION BOARD
MINUTES OF FEBRUARY 2, 2022**

BOARD MEMBERS IN ATTENDANCE: Lola Beatlebrox, Puggy Holmgren, Jack Hodgkins, John Hutchings

EX OFFICIO MEMBERS: Gretchen Milliken, Planning Director; Aiden Lillie, Planner; Mark Harrington, City Attorney; Julie Schultz, Executive Office Administrator

1. ROLL CALL

Planning Director, Gretchen Milliken announced that Chair Randy Scott and Board Member Douglas Stephens were absent and excused. A quorum was present, however. Because there was no Chair, the attending Board Members were required to vote in an Acting Chair for this meeting.

MOTION: Board Member Puggy Holmgren nominated Board Member Lola Beatlebrox to serve as Acting Chair for this meeting. Board Member Jack Hodgkins seconded the motion.

VOTE: The motion passed with the unanimous consent of the Board.

Chair Beatlebrox called the meeting to order at 5:06 p.m.

Chair Beatlebrox read the following statement:

The Chair issued a written determination that because of the public health emergency, conducting a meeting with an anchor location presents a substantial risk to the health and safety of those who may attend in person. This determination is based on the ongoing risks and infection rates statewide and in Summit County. For these reasons, this meeting will be an electronic meeting without an anchor location.

Public comments will be accepted virtually. To comment virtually, use eComment or raise your hand on Zoom. Written comments submitted before or during the meeting will be entered into the public record but will not be read aloud. For more information on attending virtually and to listen live, please go to www.parkcity.org.

Chair Beatlebrox conducted a roll call and confirmed the presence of the Board Members in attendance.

2. MINUTES APPROVAL

Director Milliken noted that the Agenda referenced approval of Planning Commission Meeting minutes. That designation would be corrected to reflect that the minutes attached for approval were those of the Historic Preservation Board.

A. Consideration to Approve the Historic Preservation Board Meeting Minutes from January 5, 2022.

MOTION: Board Member Holmgren moved to APPROVE the Minutes of January 5, 2022, as written, with the correction of the title on the Agenda. Board Member John Hutchings seconded the motion.

VOTE: The motion passed with the unanimous consent of the Board.

3. PUBLIC COMMUNICATIONS

No ecomments were submitted and no hands were raised on Zoom.

4. STAFF/BOARD COMMUNICATIONS AND DISCLOSURES

Director Milliken raised the issue of returning to in-person meetings but felt that the full Board should be present before making any determination in that regard. Board Member Hodgkins asked if there were any criteria or guidance for their consideration of whether to return to in-person meetings. Director Milliken confirmed that the decision would be up to the Board and the final determination by the Chair.

Chair Beatlebrox inquired as to whether the determination could be made offline. City Attorney, Mark Harrington explained that it would technically be the decision of the Chair, who would have discretion as to how to obtain input to make that determination. He suggested a Work Session discussion to obtain the collective input; however, ultimately, the Chair could consider whatever data or input he or she deemed appropriate in making the determination. Attorney Harrington would not suggest email as a way to obtain input from the Board Members.

City Planner, Aiden Lillie, reported that Summit County re-activated its Certified Local Governments status with the State Historic Preservation Office and would like an introductory meeting with the Park City Historic Preservation Board with a focus on more connectivity between the City and the County. She commented that the County Board would be called the Historic Landmarks Commission of Summit County.

5. CONTINUATIONS

There were no continuations.

6. **WORK SESSION**

A. **Historic District Grant Program – The Historic Preservation Board Will Review the 2023 Historic District Grant Program's Scope, Mission, and Requirements.**

Planner Lillie explained that they closed the Fiscal Year (“FY”) 2022 Grant Program with a total of \$126,970 awarded to applicants. During this cycle, Planning Staff and the Historic Preservation Board (“HPB”) identified a few flaws in the Grant Program, as well as opportunities to better administer and achieve the goals of the Program as they head into FY 2023. She stated that this Work Session would focus on re-evaluating the scope of the Grant Program, determining the criteria and evaluation methods, and exploring other opportunities that could be implemented. Planner Lillie referenced the Staff Report, which contained the specific recommendations and other information pertaining to the Grant Program. She focused on the Staff recommendations contained therein.

She explained that Staff recommended that the HPB determine the specific scope of work for the FY 2023 Competitive grant cycle as well as the Emergency grants cycle. The questions posed were as follows:

- Whether routine maintenance should qualify for Competitive funds;
- Whether studies performed on historic sites to determine necessary work could qualify for these funds;
- Should projects in process qualify for funds; and
- Should the award of funds have a cap, and if so, what cap should be set to better administer the Grant Program.

Planner Lillie stated that Staff recommended that the HPB determine the Grant Program’s mission. She explained that the current Mission Statement reflects that fund shall be for sites listed on the Historic Sites Inventory. Staff adjusted some of the language but would like input from the Board. Staff recommended that the guidelines contained within the Grant Program be updated to create a clear and transparent scoring system as recommended in the Duval Study. Planner Lillie reminded the Board that Duval is an independent consultant that was retained by the City in 2018. Duval concluded that the Grant Program would benefit from a clear and transparent scoring system where the applicant, the HPB, and Staff were aware of what they were looking for and how it would be graded. She reported that Duval also recommended upgrading grant eligibility.

Planner Lillie explained that Staff recommended that the HPB determine the requirements under the Grant Program. Currently, based on an analysis of the previous Grant Programs, there were discussions that a façade easement should be required for certain properties that receive funds over \$25,000.

Additionally, for the FY 2022 Program, the Final Action Letter provided that an awardee must agree to enter into a lien agreement with the City that states that if the property were to be

sold within one year, 100% of the funds would need to be returned. A certain percentage of the funds would need to be returned if the property was sold within five years.

Planner Lillie stated that Staff was requesting input on these requirements, as well as required application materials and timing. There have been numerous discussions regarding making this process easy for applicants.

She noted that currently, grants under Category A (Repair), are run continuously throughout the year. Category B (Competitive) grants are run annually. To better administer the grants, Staff felt that a bi-annual Grant Program would benefit the Category B grants.

Planner Lillie next stated that Staff recommended the HPB provide input on community outreach. Staff provided a number of recommendations in this regard, including the creation of a database of grant-supported projects. She explained that the Final Action Letter suggests the requirement for “before” and “after” photographs, which Staff felt would provide a benefit and provide better outreach by creating better awareness and by building community knowledge and engagement.

Chair Beatlebrox invited comments and questions from the Board. Board Member Hutchings suggested continuing this discussion until Chair Scott and Board Member Stephens were present. Board Member Holmgren agreed.

Board Member Hodgkins noted that they would not be making any final decisions at this meeting and felt that feedback from those present would be helpful. He added that when they start talking about specifics, he would expect recommendations from Staff. He added that there was a time constraint to complete this project before applications were due for this fiscal year. Planner Lillie stated that currently, applications would open in May 2022. Staff recommended that the Program be opened bi-annually in February and August.

Planner Lillie acknowledged questions regarding the recommended grading system raised by Chair Beatlebrox. She clarified that the questions raised were related to the FY 2021 grant application evaluations, whereas the recommendations were made after the Duval Study included in the April 2021 Work Session. She explained that the packet for this meeting contained preliminary ideas as to what they would want the Competitive Grant Program to look like. She referenced Exhibit A to the Staff Report and indicated that it could be included in a future Work Session Staff Report.

Chair Beatlebrox explained that she comes from the background of being a grant writer and has served on the State Division of Arts and Museums as a grant reviewer. She was therefore used to utilizing criteria that usually adds up to a score of 100, to differentiate between different proposals. She stated that they need to sit down with everything in front of them and examine what Duval originally recommended versus what was currently proposed to hash out what the criteria should be for Competitive grants. She felt that Repair grants should be for either emergency or regular repairs and were easier to evaluate.

Chair Beatlebrox stressed that the Competitive grants need to have very clear criteria and each proposal needs to be differentiated from the others. She could see why simpler criteria could be better, but it would be difficult to evaluate that virtually. She felt it was important to evaluate the applications by rolling up their sleeves and hashing out what is important.

She also felt that in addition to Staff grading, the HPB should go through the applications and provide their scores because there seemed to be a disconnect between how they viewed the grant applications.

Chair Beatlebrox stated that she would vote to postpone the discussions, as suggested because they need to have these discussions together to arrive at something that could get communicated properly to applicants.

Board Member Hodgkins mentioned that last year there were a lot of partial awards, which surprised him. He questioned whether they would still be looking at partial awards. Chair Beatlebrox stated that this had not been addressed and referenced the Duval Report that found that applicants generally felt that the “drop in the bucket” approach was not helpful.

Chair Beatlebrox stressed that they need to determine whether Competitive grants would involve substantial outlays of money.

Board Member Hodgkins stated that it should be clear how many points would be awarded for each criterion. He envisioned that once all the scoring is done, the stronger applicants would be known and at some point, they have to draw the line in terms of the awards given.

Chair Beatlebrox commented that a binary scoring process does not work because you could have several applicants with the same score, but with far different projects. Board Member Hodgkins added that it was clear that some proposals could not meet some of the criteria. He stated that the process had to involve grading and acknowledged that Staff has tried to address this issue.

Planner Lillie stated that with respect to applicants receiving partial funds, the majority of the applicants were not aware of the cap and requested funds that exceeded the available funds of \$127,000. As Staff reviewed the applications, every applicant met the criteria for things such as exterior painting. She stated that it would be helpful through these Work Sessions to evaluate specifically what the criteria should be, which would aid in awarding funds and allow applicants to do something great on their site.

Planner Lillie added that to determine the criteria and meet the goals of the Grant Program, the HPB should lay out what it wants these projects to look like and what work would be acceptable under the Competitive category.

Board Member Hodgkins asked about caps on the awards. Planner Lillie explained that there was a previous cap of \$15,000, which was set by Staff following discussions with the Board. Moving forward, Staff would like to set an official cap that the Board feels would be appropriate. Board Member Holmgren added that the prior discussions regarding a cap also

included discussions of instituting a “sunset clause” that would revert the monies into the fund if the applicant either did not use the funds or did not fulfill the requirements within a certain period of time. Currently, the grants are open-ended.

Planner Lillie noted that there is a deadline included in the published information packet that informs applicants that the project must be completed by the end of the fiscal year. She clarified that during this last fiscal year, the pandemic impacted the ability of people to finish their projects, so Staff provided these applicants with six-month extensions.

In response to an inquiry from Board Member Hodgkins, Planner Lillie stated that the previous cycle required that applicants begin their work in June 2021. Therefore, several applicants could not start work until that start date; however, many applicants had larger projects where they were constructing significant additions that were already approved, but the specific work included in the grant application had not yet been started. She indicated that whether projects in progress could qualify for a grant is something that Staff has recommended be addressed.

Board Members Hutchings and Hodgkins both expressed their view that projects that an owner would undertake regardless of the award of grant funds, and which begin before the grant cycle, should not qualify. Board Member Hodgkins added that considering the need for owners to obtain Planning Department approval and line up contractors, the proposed timeframe seemed too short and perhaps consideration should be given to extending the amount of time that the money could be spent.

Planner Lillie stated that the grant cycle that opened in May 2021 gave applicants until June 2023 to complete their projects. She added that applicants were advised of the awards in November 2021, which would give them approximately 1½ years to complete their projects. She added that if the Board wanted to extend that time, they could work with the Finance and Accounting Departments to determine where to put that money during the extension.

Board Member Hodgkins commented that they might consider giving the option for an extension for certain circumstances. Board Member Hodgkins supported the idea of an extension option.

Board Member Hutchings asked about the grant category for Studies and whether it included items like a Physical Conditions Report. Planner Lillie answered in the affirmative and explained that they received an application for a study to be done on the Thanes Headframe to determine what work needed to be done to stabilize the mining structures. This was the first application seeking funds for a Study.

Board Member Hutchings expressed his support for funding studies such as the Thanes Headframe; however, a Physical Condition Report is a requirement for projects on historic homes, which he equates with something like a Building Permit. He felt that this type of report should not qualify for funds because it is a usual part of the application process.

Chair Beatlebrox expressed that it should be about the outcome because a study could be completed without doing anything else. She felt that having the best project with the best outcome was worth more than simply funding a study.

Board Member Hodgkins stated that he would not like to see a homeowner receive a grant to have a study completed on what is and is not historic about their home, and then use that study before the Board. He did not like the idea of providing funding to homeowners to develop information that could be used against an HPB determination.

Chair Beatlebrox invited discussion on whether routine maintenance should qualify for Competitive funds. Board Member Hutchings referenced the list contained in the Packet and questioned why the City should pay for someone to paint their house. He added that electrical, mechanical systems, insulation, and similar types of repairs are regular home maintenance items regardless of whether the home is historic. He added that roof repairs should also be considered regular house maintenance.

Board Member Hutchings added that items such as replacing windows, masonry, reconstructing historic porches, and features would be the types of projects that the money should go toward.

Board Member Hodgkins agreed and suggested setting amounts for maintenance items. He acknowledged the difference in cost between a normal window replacement and a window replacement that must conform to historic requirements. He suggested that Repair funds could be for the difference between a normal maintenance cost and the cost because something is historic. This would also apply to roof repairs or maintenance. With respect to porch replacement, if the home has a historical porch, the repair or maintenance costs make sense under this category. He stressed that if the maintenance or repairs is no different than for any other homeowner and the home just happens to be historic, he did not think it should be funded at all. Board Member Hutchings agreed.

Chair Beatlebrox stated that it made sense that if there were a Repair and Emergency and Routine Maintenance Section for this program that is where much of this would be included. The Competitive grants would be for big projects. Board Member Holmgren added that speaking from experience, there would need to be Routine and Emergency funds. She required an Emergency grant approximately 10 years ago when her roof slid off.

Chair Beatlebrox clarified that there are currently grants for Emergency Repairs and asked how much was available for that category. Planner Lillie stated that currently all funds are pulled from the same pool of money. She invited discussions on whether certain funds should be allocated to the different categories. She noted that applications for repairs tended to involve smaller projects. Planner Lillie referenced her exhibit in which she separated the eligibility categories.

Planner Lillie returned to the suggestion of removing certain types of routine maintenance from Competitive grants. Board Member Hutchings confirmed that he felt certain types of work should be eliminated altogether. Board Member Hodgkins agreed and asked how the

Competitive grants were allocated between the two grant cycles. He also asked if certain percentages of the annual funding were set-aside for Emergency Repair grants.

Planner Lillie responded that the caps were instituted as the Grant Program has gained traction over the years. The intent was that the caps would better allocate the funds over the grant cycles. She suggested that the questions raised by Board Member Hodgkins might support moving to only one round of grant applications. She noted that in recent years, they were seeing more grant applications for Repairs and felt that they would see more as Repair grants were separated from Competitive grants. As Competitive grant applications come in, it would be up to the Board to determine how much money it would be willing to award and to how many applicants.

Board Member Hutchings noted that the Grant Program had become more popular, which has changed his thoughts on how it should be administered. He recounted that when he went through the grant process for his home approximately five years ago, there were very few applicants, and they were awarded significant funds (which they ultimately did not take) simply because that money was available. He added that if they were getting the full scope of applicants and could spend all of the money in the first round, he would suggest an annual award. He would also tailor the qualifying criteria more toward directly preserving the historic material as opposed to upgrades. Board Member Hutchings commented that all of it benefits the community, but the preservation of historic material is what people would see from the street and that would provide a community benefit.

Board Member Holmgren referenced Chair Beatlebrox's suggestion of a checklist being clear and easier to follow, which would make a significant difference as well. She expressed that she would lean toward one grant application per year. It was noted by Board Member Hodgkins that an annual award would also give everyone the same amount of time to complete their projects.

Planner Lillie mentioned that there were one or two other grant programs in the State that award funds only for work on the façade, whereas Park City's Grant Program is framed to help with structural items such as insulation and electrical. She expressed that if the Board is comfortable with narrowing down the scope that would be helpful for Staff.

In preparation for the next Work Session, Planner Lillie invited the Board to consider what they specifically want to see in the Competitive scope and what might be an appropriate cap. Chair Beatlebrox suggested that it would be helpful to have the past scoring examples from 2020 and 2021 and compare those to the new proposal. She noted that there were a number of items not included in the proposal, and by comparing them side by side, it would help to direct focus on what is important, what kind of scoring they need, and how they could make it meaningful to applicants.

Planner Lillie agreed that it would be beneficial to study the newly proposed scorecard against the prior scoring. She added that a prerequisite includes an approval that ensures consistency with the Design Guidelines. She indicated that Staff would try to publish the

next Staff Report on this item in sufficient time to allow the Board to study the information prior to the next Work Session.

Planner Lillie invited feedback on the Mission Statement. She read the proposed amended Mission Statement as follows: "The Park City Historic District Grant Program is designed to financially incentivize the Preservation, Rehabilitation, Restoration and Reconstruction of Park City's Historic Resources to support a community that honors its past and encourages Historic Preservation."

Board Member Hutchings liked the proposed amended Mission Statement. Board Member Hodgkins asked why Staff proposed changing "Historic Structures" to "Historic Resources." Planner Lillie explained that this change would allow homes that have reached their historic age, but that are not yet designated on the Historic Sites Inventory, to either be elevated from Non-Contributing to a Significant Site or be able to receive funds even though their homes have not been included as a Historic Structure or Site on the Historic Sites Inventory.

Chair Beatlebrox noted that the Mission Statement did not specifically state "Historic Sites Inventory," so she would consider "Historic Structures and Sites" as a generic term. She felt that "Historic Resources" was too broad.

Planner Lillie asked if using the term "Park City's Historic Buildings" would be more appropriate. She noted that from a Staff perspective, the term "Historic Structures and Sites" was not a defined term in the Land Management Code and referenced the Historic Preservation provisions in Chapter 15-5 of the Land Management Code. She invited feedback on how to make that more restrictive.

Board Member Hodgkins suggested not capitalizing the term so that it would not be seen as defined. He understood that the import of the language was to expand and incorporate any building that is 40 or 50 years old and Contributory. Planner Lillie explained that the current designation of Contributory was strictly determined through intensive level surveys or reconnaissance level surveys performed over the last several decades. This Mission Statement would, therefore, include Non-Contributing Structures that were either deemed Not Significant by those surveys but might be in the future. She offered the example of a home that was left off of the Historic Sites Inventory because of significant changes but a new owner wanted to restore some of the historic elements.

Board Member Hutchings referenced the criteria included in the Grant Program and stated if they use the broader term "Resources," they would want to ensure that funds were not given to projects that should not receive them. It was noted by Board Member Hodgkins that "Historic Inventory" did not include early ski era buildings and funds should be available for those sites to try and preserve them as they become more significant pieces to the City's history.

Board Member Holmgren referenced A-frame structures and Board Member Hodgkins expressed that it would be great to be able to provide funds to preserve those that remain.

Planner Lillie stated that they would work on the language and potentially just remove the capitalization that had been included in the prior Mission Statement.

Chair Beatlebrox closed the Work Session.

7. **REGULAR AGENDA**

A. **2022 Annual Cindy Matsumoto Historic Preservation Awards -- The Historic Preservation Board will award up to five Historic Sites for the 2022 Annual Cindy Matsumoto Historic Preservation Award. GI-21-00481**

Planner Lillie explained that the Cindy Matsumoto Historic Preservation Award is held each year and awarded by the HPB. The purpose is to honor Historic Preservation projects that have been completed and which utilized the Design Guidelines for Historic Districts and Historic Sites adopted in the Land Management Code. The HPB would award one site that will have a work of art commissioned that depicts the project and that best illustrates the Design Guidelines and achieves excellence in adaptive reuse, infill development excellence in restoration, sustainable preservation, the embodiment of historic context, or connectivity of site. She added that in addition to the award given for the best example, the HPB could also select up to four additional winners to be awarded a plaque that identifies the site as a recipient of this award, the year it was constructed and the excellence it achieved. Planner Lillie stated that the award that receives the work of art would also receive a plaque.

Planner Lillie stated that the first nominee was the Silver King Spiro Tunnel, which is a Significant Site on the Historic Sites Inventory. She noted that this Tunnel had served many lives beginning as a drainage tunnel for the mines. After it was closed, it was re-opened in the 1960s as a ski carrier. The Tunnel has been used more recently for research and in 2019, the City began a rehabilitation project and constructed a plaza with panels that depict the history of the Tunnel. The interior has been rehabilitated by the Public Works Department, as the Tunnel now serves a large percentage of the City's drinking water.

Planner Lillie stated that the second nominee was 227 Main Street (The Star Hotel). It is a Significant Site that was originally an L cottage built in 1895 and used as a residential home. In the 1920s it underwent major alterations and converted into a hotel in the Spanish-Mission style. The building was in decrepit condition when it was demolished in 2019 before being reconstructed in 2021.

Planner Lillie reported that the third nominee was the Thaynes Mine Conveyor Belt. This is listed as the Thaynes Conveyor Gallery as a Significant Site on the Historic Sites Inventory. This site was in terrible condition, and in 2020 was rehabilitated and restored by the Friends of Ski Mountain Mining History in partnership with the City, which awarded a Historic District grant of \$15,000.

The fourth nominee was a residential single-family dwelling constructed in approximately 1903. She noted that it is also a Significant Site. The site previously had an enclosed porch added after construction. In 2017, the porch was removed to allow the original porch to be

restored. The owner also made several structural upgrades along with the addition of a basement/garage in keeping with the 2009 Design Guidelines.

Planner Lillie reported that the fifth nominee was a single-family dwelling located at 823 Woodside. It was constructed in 1903 as an L cottage. She noted that it received structural upgrades in 2016, notably a concrete foundation to replace the existing wood framing. The structure was also moved to match the original setbacks. The work also added a basement/garage and rear addition.

The sixth nominee was 1141 Park Avenue. Planner Lillie described this as a pyramid roofed single-family dwelling originally constructed in 1905. It is listed as a Landmark Site on the Historic Sites Inventory. In 2017, an addition was constructed and a horizontal stone wall that had been added in the 1960s was removed as it was detracting from the façade. In addition, aluminum screen doors that were not in keeping with the original building were removed. Material and structural upgrades were also made as approved by the HPB.

Planner Lillie stated that the seventh nominee is located at 839 Woodside Avenue, also known as the James Forsythe House. This home was originally constructed in 1905 and is a Landmark Site on the Historic Sites Inventory. In 2020, this home underwent several structural upgrades as well as a rear addition.

The eighth nominee was 803 Norfolk, which was constructed in 1916 and is a Significant Site. In 2017, several historic features were restored, including the windows on the west and south façades and the second-floor porch.

Planner Lillie announced the ninth and final nominee, located at 1062 Park Avenue, also called the Joseph S. Willis House. It is a Landmark Historic Site and also listed on the National Register of Historic Places. It is a one-story bungalow constructed in 1922. In 2019, the structure was restored, and a rear addition was constructed.

Planner Lillie reiterated that the Board could select up to five of the nine nominees to receive the award, including one winner that best meets the guidelines.

Board Member Hutchings asked if there was a requirement that the projects were completed last year. Planner Lillie noted that at the time the Staff Report was published, she was unable to photograph the completed homes. She stated that each nominated project was identified through an archived permit survey and was completed according to the guidelines. She clarified that some of these projects were completed before this past year, as discussed and allowed for during the last Work Session.

Chair Beatlebrox suggested that everyone write down their top three for the Artists' Award to see if there were nominees that everyone agreed on.

Board Member Hodgkins stated that he would have liked to see before-and-after photographs for each nominee and felt that the ones with less information might be at a disadvantage. It was clarified that the packet included "before" photographs for the

residential structures that Planner Lillie took from the 1941 Tax Photographs. Planner Lillie indicated that now that they have more consistent staffing, in the future they would do a better job of taking before-and-after photographs.

Chair Beatlebrox took a poll of each Board Member's top three nominees.

Board Member Hodgkins listed his top three as follows: Star Hotel, 803 Norfolk, 1141 Park Avenue.

Board Member Hutchings listed his top three as follows: Spiro Tunnel, Thaynes Mine Conveyor Gallery, 1062 Park Avenue

Board Member Holmgren listed her top three as follows: 1062 Park Avenue, 839 Woodside Avenue, 1141 Park Avenue

Chair Beatlebrox listed her top three as follows: 1063 Empire, 1141 Park, and 803 Norfolk.

Chair Beatlebrox noted that 803 Norfolk was selected twice as was 1062 Park. 1141 Park was selected three times, and Board Member Hutchings stated that he would be on board with that project.

There was then discussion about 1141 Park Avenue. Board Member Hutchings felt that the owner did a good job of restoring the structure to its original form. He also felt it was a unique, characteristic home. Chair Beatlebrox liked the fact that the home is located on Park Avenue and that it is a Landmark Site.

Board Member Hodgkins commented that 1141 Park was true to its curb appeal when comparing the two photographs. It showed as the same house and the restoration kept its true character. Board Member Holmgren noted that even the chimney was in the same place.

MOTION: Board Member Hutchings moved to nominate 1141 Park Avenue for the Cindy Matsumoto Historic Preservation Award. Board Member Hodgkins seconded the motion.

VOTE: The motion passed with the unanimous consent of the Board.

The discussion next turned to the four other awards. Board Member Hodgkins noted that 803 Norfolk and 1062 Park were listed twice in the Board's top three. Chair Beatlebrox asked if the Board wanted to consider at least one of the mines projects be awarded. Board Members Hodgkins and Hutchings agreed.

Board Member Hutchings stated that both of the mine projects were excellent. He reported that he skied around the Thaynes Mine Conveyor site and felt it was a great project. Board Member Hodgkins would support that project as well and noted that the Spiro Tunnel almost looked like window dressing on the outside.

Board Member Holmgren added that Thaynes Canyon was her number four choice. Chair Beatlebrox had no problem including Thaynes as an awardee.

Chair Beatlebrox commented that the Star Hotel was a restoration. Board Member Hodgkins acknowledged that the Star Hotel was a complete teardown and re-build, but he was happy to have the façade on Main Street and the owner went all out to make it look like the original.

Planner Lillie added that the owner was working hard to figure out how to replace the missing pocket holes on the front of the Star Hotel.

Chair Beatlebrox noted that the Star Hotel is a commercial structure, which would add to the residential and mining structures selected. Board Member Hutchings indicated he could get on board with the Star Hotel; his issue was that it looked like they took the shapes of the structure and made it look like another Deer Valley condominium rather than keeping the historic essence. He referenced a comparison to 823 Woodside.

Board Member Hodgkins stated that he could not support a project that added a garage underneath a building because it significantly changes the façade. With respect to the Star Hotel, he recalled the photographs from the 1920s from a prior review and noted that this project was before the Board on two occasions, and they did not approve one of the proposals because it changed the structure. He noted that the packet did not have a photograph of the building after it had transformed to a Mission-style. He felt that this restoration brought it back to that 1920's look.

Planner Lillie noted that she had not been able to locate many images and referenced one photograph from Ancestry.com and one from Summit County.

Board Member Hutchings noted that a lot of work was put into this project and stated he could get on board with the Star Hotel as a nominee.

MOTION: Board Member Hutchings moved to nominate 803 Norfolk, 1062 Park Avenue, Thaynes Canyon, and the Star Hotel for the Cindy Matsumoto Historic Preservation Awards for 2022. Board Member Hodgkins seconded the motion.

VOTE: The motion passed with the unanimous consent of the Board.

8. **ADJOURN**

MOTION: Board Member Hutchings moved to adjourn. Board Member Hodgkins seconded the motion.

VOTE: The motion passed with the unanimous consent of the Board.

The Historic Preservation Board Meeting adjourned at approximately 6:50 p.m.

Approved by _____
Acting Chair Lola Beatlebrox, Acting Chair
Historic Preservation Board

PENDING APPROVAL

Historic Preservation Board Agenda Item Report

Meeting Date: March 2, 2022

Submitted by: Julie Schultz

Submitting Department: Planning

Item Type: Staff Report

Agenda Section: WORK SESSION

Subject:

Historic District Grant Program – The Historic Preservation Board Will Review the 2023 Historic District Grant Program's Scope, Mission, and Requirements.

Suggested Action:

Attachments:

[Staff Report](#)

[Exhibit A: Duval Study](#)

[Exhibit B: Draft Information Guide and Application](#)

[Exhibit C: Draft Final Action Letter](#)

[Exhibit D: Previous Evaluation Forms](#)

Historic Preservation Board Staff Report



Subject: Historic District Grant Program
Author: Planning Department
Date: March 2, 2022
Type of Item: Work Session

Recommendation

Staff recommends the Historic Preservation Board (HPB) review the Historic District Grant Program's (HDGP) scope, mission, and requirements.

HDGP	Historic District Grant Program
HPB	Historic Preservation Board
HSI	Historic Sites Inventory
FY	Fiscal Year

Background

The Historic District Grant Program began in 1987 with the support of the City Council and HPB. The HDGP has awarded hundreds of thousands of dollars for the preservation of Park City's Historic Sites. The grant program focuses on two categories, repair and competitive and is run as a 50/50 matching reimbursement program. The repair category runs continuously throughout each fiscal year and includes two types of work, Emergency Repair Work and Competitive Repair Work. Land Management Code Section 15-15-1 defines Emergency Repair Work as work requiring prompt approval because of an imminent threat to the safety or welfare of the public or to the structure or site. Competitive Repair Work is defined as "Ordinary Repairs and Maintenance". Land Management Code Section 15-15-1 defines this scope as work done on a Building to correct any deterioration, decay, or damage to a Building or any part thereof in order to restore "same as" or "nearly as" practical to its condition prior to such deterioration, decay, or damage.

The second category, Competitive Funds, are awarded for projects defined as "Preservation, Rehabilitation, and/ or Restoration". Land Management Code Section 15-15-1 defines these three terms.

Preservation is the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a Historic Property. Work, including preliminary measures to protect and stabilize the Property, generally focuses upon ongoing maintenance and repair of Historic materials, and features rather than extensive replacement and new construction.

Rehabilitation is the act or process of making possible a compatible Use for a Property through repair, alterations, and additions while preserving those portions or features which convey its Historical, cultural, or architectural values.

Restoration is the act or process of accurately depicting the form, features, and

character of a property as it appeared at a particular period of time by means of removal of features from other periods in its history and Reconstruction of missing features from the restoration period.

In November 2021, \$126,970 was awarded to owners of Landmark and Significant Sites on the Historic Sites Inventory as part of FY 2022 HDGP Awards. During the Competitive Grant cycle, Planning Staff and HPB identified opportunities to better achieve the goals of the HDGP in FY 2023. The purpose of this Work Session is to re-evaluate the scope of the program, determine the criteria and evaluation methods, and explore other opportunities for the HDGP.

On February 2, 2022, the HPB held a Work Session for the HDGP ([Staff Report](#), [Audio](#)). The HPB discussed the proposed evaluation criteria that was included in Exhibit B of the staff report. Board member Beatlebrox recommended increasing the number of available points on each criterium, including HPB board members in the application evaluation process, and comparing the evaluation scorecards from the previous three years to create a new evaluation criteria form. Board members discussed running the Competitive Grant Cycle annually opposed to biannually and allowing staff to grant awardees extensions on their project completions. Additional conversations included the removal of interior work and exterior paint from the Competitive and Repair categories, as well as the possible decision to predetermine total dollar amounts allocated to the Repair Category and the Competitive category.

Analysis

(I) Staff recommends the HPB Determine the Scope of Work for the FY 2023 Competitive Grant Cycle and Emergency Grant Cycle

Should routine maintenance qualify for competitive HDGP funds?

In the FY 2022 HDGP Information Guide, the scope of work included the following (FY 2022 [Information Guide](#)):

- Repairing/Restoring/replacing windows
- Repointing masonry
- Repairing or replacing roofs
- Painting exterior
- Electrical updating*
- Upgrading mechanical systems
- Upgrading insulation
- Reconstructing Historic porches
- Restoring Historic features (siding, windows, etc.*)

Staff recommends the HPB re-evaluate the scope of work from FY 2022 and determine if it should be adjusted. As listed above, routine maintenance such as, painting the exterior, repairing, or replacing roofs, windows, insulation, and mechanical, have been

included in the approved scope of work for Competitive Grants. On November 3, 2021, the HPB has stated that the HDGP's Competitive Grants should not be granted for routine maintenance, but should be awarded as an incentive to restore historic features and reconstruct historic elements that have been lost ([Minutes](#), Page 41).

As a result, staff recommends that routine maintenance be disqualified from Competitive Grants but rather be issued through a new Repair Grant fund that can be issued throughout the year upon applicant demonstration of financial need. Applicants could be required to submit proof of employment, tax returns for two most recent past years and financial statements establishing net worth.

Should historical studies qualify for HDGP funds?

In FY 2022, an applicant submitted a HDGP application for a study to be done on a historic site. The purpose of this study was to determine the proper work to be done on the site in order for it to be rehabilitated. The application was denied because it was not within the scope of the program, yet potentially discouraged best practice in historic restoration. Should studies qualify for Competitive or Repair HDGP funds? Staff recommends that studies that will help aid in the preservation process should be eligible for grant funds.

Should projects in progress qualify for HDGP funds?

The Duval Study recommends ensuring that grant dollars are not subsidizing outcomes that would happen anyway (Recommendation 2.1.1.1). Already-approved projects with additions that are under construction could be disqualified from HDGP funds. Staff recommends the HPB determine if previously approved projects should be included within the HDGP scope. During the FY 2022 HDGP cycle, staff received multiple applications for work that had received previous approval from the Planning Department. These projects included large additions to the Landmark and Significant Historic Sites and would be completed with or without a HDGP award. Staff recommends that projects that have already begun should not be eligible for grant funding.

Should HDGP awards have a cap?

The FY 2022 HDGP awards were set at a maximum of \$15,000 per application, regardless of the type of work proposed. The HPB should determine how funds should be distributed during the 2023 HDGP cycle. The HPB can consider adjusting the 2023 Grant program to award a set amount for each type of application. For example, an application for a window replacement could qualify for \$5,000 and restoring a Significant Historic Site to reach Landmark Historic status could qualify for \$20,000 or more. Staff recommends that the Competitive grants should have a cap.

(II) Staff recommends the HPB Determine the HDGP's Mission.

In 2018, Duval Development under the direction of the Park City Planning Department, prepared the Historic Grant Study (Exhibit A). This report is intended to aid staff in considering options and priorities to revise and adapt the grant program to changing demands. The report outlines three recommendations regarding criteria for the Historic District Grant Program. Selected recommendations related to grant criteria are summarized below:

1. Adopt a Historic District Grant program mission statement that reflects contemporary conditions, values, and opportunities for impact.

The current mission statement states: "The Park City Historic District Grant Program is designed to financially incentivize the Preservation, Rehabilitation, Restoration, and Reconstruction of Historic Structures and Sites in order to create a community that honors its past and encourages Historic Preservation".

In order to incentivize historic preservation throughout the entire City and not just within Sites currently listed on the Historic Sites Inventory (HSI), Staff recommends the mission statement be amended to the following statement: "The Park City Historic District Grant Program is designed to financially incentivize the Preservation, Rehabilitation, Restoration, and Reconstruction of ~~Historic Structures and Sites~~ historic structures and sites in order to create support a community that honors its past and encourages Historic Preservation".

This recommendation establishes primary and enhanced target outcomes for the HDGP. This includes defining primary outcomes that the grant should measurably impact, including preservation of neighborhood character, preservation of historic stock, achieving higher than minimum standard outcomes, and telling Park City's story through the physical environment. This recommendation also seeks to define supplemental or enhanced outcomes that the grant could incentivize, such as affordability, public realm enhancement, resident retention or assisting residents in need.

2. Create Historic District Grant program guidelines that enable grant administrators to responsibly steward impactful public investment. This recommendation consists of two primary sub-recommendations.

The first sub-recommendation (2.1) is to update grant eligibility requirements according to defined mission and target outcomes. To update grant eligibility requirements, the report recommends, and staff agrees, that the eligibility of Project types be reviewed and refined according to the updated program mission and goals. This seeks to ensure that grant dollars are not subsidizing outcomes that would happen anyway under existing regulations. This recommendation also seeks to define a target list of investment priorities where the grant can make a difference and review it annually to keep it current. The report recommends considering, "public projects, historic mine structures, distressed properties, roof replacements, large remodels, and incentivizing

above-minimum-standard outcomes (form, materials, details)".

The second sub-recommendation (2.2) is to make the grant competitive by, in part, creating a clear and transparent scoring system. This recommendation seeks to define the program's "core requirements" and craft a scoring system based on it. This will consider the program mission outlined in the goals workshop with leadership, including the desire to preserve historic character, save historic structures from neglect, promote community knowledge and engagement, achieve better restoration outcomes, and invest public dollars in ways that make a difference ("move the needle"). This recommendation also seeks to define desired "enhanced outcomes" and to craft a system of bonus points based on it. This will consider the values that emerged out of the goals workshop with leadership, including the objectives for complete community, equity, and affordability. Exhibit B, Draft Information Guide and Application, includes a draft of recommended criteria for how each application will be scored. Staff agrees with this recommendation. The HPB should also determine new criteria that would allow for bonus points.

3. An annual theme may help achieve community priorities.

The Duval Study recommends defining a target list of investment priorities where the grant can make a difference, including public projects, historic mine structures, distressed properties, roof replacements, large remodels, and incentivizing above-minimum-standard outcomes (2.1.1.2).

Creating an annual mission or theme could allow the grants to achieve results that may not otherwise be completed. For example, one year the grant could be allocated for historic barn preservation, providing funds for stabilization of a structure like the Landmark Historic Spriggs Barn. Another year could incentivize ski-era A-frame preservation for homes that are threatened with demolition and are not yet designated on the Historic Sites Inventory. Other themes could include accessory buildings, retaining walls, and other historic structures that are not yet included on the Historic Sites Inventory. Staff supports this recommendation.

(III) Staff recommends the HPB Determine the HDGP's Requirements.

Façade Easements and Lien

Façade easements are a perpetual easement that run with the land and provide additional protections for the preservation of historic sites. Façade easements also put future property owners on notice of the historic status of the property and the obligations to preserve the historic site. In the 2019 Historic Preservation Board work session on the grant program, the Board agreed to require a façade easement for grants \$20,000 or greater ([Minutes](#), p. 13 - 15). Staff recommends this façade easement requirement be outlined in the application packet to inform grant applicants that façade easements will be required to be recorded with the Summit County Recorder's Office prior to the release of any awarded grant money.

Additionally, in the same 2019 meeting, the Board discussed the need for a lien. If a grant recipient sells the property within five years of the grant award, the owner must reimburse the City a certain percentage of the grant. Again, staff recommends amending the application packet to include information on the lien requirement to ensure applicants are aware of this requirement.

Application Materials

One consideration for future grants is to balance an application process that is not overly burdensome on the applicant, while ensuring decision makers have adequate information to evaluate the proposal. The Duval Study recommends focusing the grants to incentivize higher levels of quality than are required by minimum compliance with the Historic District Design Guidelines. The grant application is an opportunity to provide applicants with supplemental resources about preservation (Recommendation 3.4). Amendments to the application packet could include resources on recommended materials and restoration that heightens the preservation of a historic structure.

Timing

Recommendation 2.2.1 of the Duval Study was to create a cycle of multiple application deadlines per year. At the time of the study (2018), Staff and technical advisors endorsed the notion of a regular schedule of application deadlines throughout the year that would introduce merits and competition to the selection. Multiple deadlines per year would be necessary considering the fluidity of project starts.

A regular cycle of deadlines and decisions would have multiple benefits. (1) It would be easier for staff to administer; (2) it would lead to applications competing on the merits; (3) applicants in competition would be more incentivized to be responsive to City goals by identifying and delivering enhanced outcomes; and (4) it would be newsworthy and therefore give the City an opportunity to communicate on a regular basis about program goals and successes. This kind of communication can build a sense of community through greater awareness of the town's historic places and assets.

Staff recommends running Category A: Repair on a continuous cycle and Category B: Competitive annually.

(IV) **Staff recommends the HPB provide input on community outreach.**

Storytelling

The Duval Study found that after 2003, the grant became less visible to the community. The pre-2003 program had, by virtue of the nature of a competitive award, driven a community information and news cycle. Informational meetings would take place leading up to the deadline; detailed human-interest stories would take place about projects and results from the last year's awards; and the newspaper would publicize the

list of winning properties (including fun facts like which street had received the most investment that year). All of these touchpoints provided fertile ground for community dialogue and preservation awareness.

1. Build a database of grant supported projects for management and reporting purposes.
 - 1.1. Create a database of projects to track them from the time a grant is awarded to the time the grant is paid out.
 - 1.2. Apply metrics defined in recommendation 1.3 into a program database, so that the performance and contribution of projects supported by the grant program can be measured.
 - 1.3. Use the database to mitigate the management challenges inherent in the current disconnect between the fixed level of non-rollover funding sources (operations, not capital dollars) and the multi-year activities that the grant dollars fund, by incorporating projections over time.
 - 1.4. Include data about the funding source for each project.
2. Establish a communications strategy to raise awareness, build community knowledge and engagement, and tell Park City's story.
 - 2.1. Establish a website with program information and resources.
 - 2.2. Create opportunities for news coverage.
 - 2.3. Recognize projects and people who have made significant contributions through use of the grant.

The creation of a webpage that will provide before/after photos to track the impact of the HDGP will help create larger visibility of the program impact. A Geographic Information System map could be created using these photographs and this map would be available to the public on the City's website. Additionally, Staff can collaborate with the City's Communications Department to use social media and the City's website for public communication. Information sessions can be held leading up to each grant cycle.

Exhibits

Exhibit A: Duval Study

Exhibit B: Draft Information Guide and Application

Exhibit C: Draft Final Action Letter

Exhibit D: Previous Evaluation Forms

Historic Grant Study

Park City
Planning Department

2018



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Foreword from the Mayor

Park City's historic architecture contributes to our sense of place while paying tribute to our industrial mining history. We have the opportunity to embrace our past through our historic preservation efforts while encouraging new architecture that is both of its time and paying tribute to our historical roots. Since 1987, the Historic District Grant program has incentivized private investment in historic preservation through a matching grant program that invests public funds to offset the often restrictive costs of restoration projects. The success of the Historic District Grant program's early efforts contributed to Old Town's transformation from a dilapidated ghost town into the thriving downtown that exists today.

Historic preservation has not only revitalized our downtown but spurred the local economy. Property values within Park City's two (2) National Register Historic Districts—the 1979 Main Street National Register Historic District and the 1984 Mining Era Residences Thematic National Register District—are some of the highest statewide. Additionally, historic preservation efforts have led to Main Street emerging as the cultural heart of our community. Small-scale commercial buildings such as the Old County Sheriff's Office at 509 Main Street have served as incubator spaces for start-ups while rehabilitation projects such as that at High West Distillery, formerly the National Garage, at 703 Park Avenue are embraced by local businesses that provide vibrancy to our local entertainment district.

Historic preservation has also contributed to City Council's goals for sustainability. For decades, the historic preservation movement has recognized that existing buildings are inherently greener when compared to demolition and new construction, particularly when considering their embodied energy and the carbon impacts generated by new construction. The Historic District Grant program encourages property owners to maintain and restore existing historic materials, reducing the demand for new milled lumber and demolition waste.

The buildings and sites that contribute to our community's historic fabric promote economic vitality, socially equity, and a strong, resilient complete community. Much of the restoration work to bring back the vibrancy of these structures is credited to the Historic District Grant program. This study is key to helping us move forward with restructuring the grant program so that it may continue to incentivize and promote historic preservation efforts in our community.

Sincerely,



Jack Thomas
Mayor
January 2014 - January 2018



Andy Beerman
Mayor
January 2018 - Present

Preface

As early as the 1970s, Park City recognized the need to safeguard its industrial mining history through historic preservation. These early efforts were initiated by local residents utilizing private investment to rehabilitate their historic miner's shacks and commercial buildings; however, by 1987, the City had established the Historic District Grant program to further incentivize preserving historic buildings through a collaborative public-private partnership. The grant program played a significant role in promoting historic preservation while also spurring investment. Park City's commitment to historic preservation has continued to prosper, and today the City has some of the highest property values in the state.

Since its creation in 1987, Park City's Historic District Grant program has been modified to continue to serve the needs of the community. Initially developed as a matching grant program to offset the costs of exterior restorations, grant requests were reviewed on an annual basis and small expenditures provided seed money for small projects. As the grant program matured and costs of construction increased, the grant program was reviewed on a "first-come, first serve" basis with grant distributions increasing to cover the costs of whole-house renovations. As grant awards increased, staff and the Historic Preservation Board began to question the effectiveness of this public-private investment.

Changes to government accounting rules (GASB) in 2014 to the Historic District Grant program led to the Park City Planning Department engaging Kjersti Monson of Duval Development, LLC in 2017. Ms. Monson has provided a detailed history of the grant program in order to aid staff and decision makers in understanding the history of the program. On November 16, 2017, Ms. Monson engaged leadership in an in-depth, robust work session with City Council and the Historic Preservation Board (HPB) to identify current priorities, conditions, and trends. The outcome of that discussion, as well as her community engagement, has served as the basis for her recommendations in this report to restructure the program going forward.

This report is intended to aid staff in considering options and priorities as we continue to revise and adapt the grant program to changing demands. Originally, the Historic District Grant program served as a catalyst to incentivizing historic preservation by helping to offset the costs of expensive exterior restorations; however, as real estate prices have increased and the trend in renovations has shifted from small-scale to larger, more intensive projects, the goals and priorities of the grant program have changed. As we move forward with restructuring the Historic District Grant program, it will be imperative that we find a way to balance these changing demands while still encouraging and promoting historic preservation in throughout the community.

Sincerely,



Bruce Erickson, AICP
Planning Director



Doug Stephens
Historic Preservation Board Chair

Acknowledgments

City Council

Andy Beerman, Mayor (2018-present)

Jack Thomas, Mayor (2014-2017)

Becca Gerber

Tim Henney

Steve Joyce

Lynn Ware Peek

Nann Worel

Cindy Matsumoto, Councilperson (2010-2017); City Council liaison to HPB

Historic Preservation Board

Douglas Stephens, Chair

Jack Hodgkins

Randy Scott

Puggy Holmgren

Lola Beatlebrox

John Hutchings

Alex Weiner

David White, HPB Chair (2012- 2017)

Cheryl Hewett, HPB member (2014-2017)

City Staff

Planning Director Bruce Erickson

Historic Preservation Planner Anya Grahm

Planner II Hannah Tyler

Planning Technician Laura Newberry

Former-Planning Analyst Louis Rodriguez

GIS Administrator Spencer Lace

Assistant City Attorney Polly Samuels McLean

City Attorney Mark Harrington

Capital Budgets, Debt & Grants Manager Nate Rockwood

City Manager Diane Foster

County Staff

IT Director Ron Boyer

Public

David & Patricia Constable

Jonathan DeGray

Allison Kuhlow

Michael LeClerc

Russell Long

Ruth Meintsma

Sandra Morrison

Introduction

Park City has benefited culturally and economically from the community's longstanding dedication to historic preservation. The initial success in 1979 of achieving national designation for the historic Main Street district, followed by the creation of a dedicated commission in the early 1980s (the Historic District Commission, which in 2003 was restructured as the Historic Preservation Board) focused on preservation matters, led to purposeful and strategic public investments in restoration, enhancement, and interpretation.

It was the Historic District Commission (HDC) that designed and implemented the Historic District Grant (HDG) program.

the goal of incentivizing private investment through an injection of public dollars.

The overwhelming private response to the grant program over many years has resulted in hundreds of properties improved through not only investment of dollars, but through cultivation of knowledge and a culture of preservation.

Applicant property owners entered into purposeful dialogue with the City and the HDC as they explored their options and achieved compliance with guiding preservation policies. Newspaper articles highlighted and interpreted significant renovation stories, and in so doing served to celebrate the town's history.

Historic preservation has contributed to Park City's vibrant Main Street.



The character and charm of historic Main Street has contributed to Park City's appeal as a destination for both tourism and events. Economic activity has risen as a result of the community's policies and investments in preservation.

Because funds for the HDG program originated with the Redevelopment Agency (RDA) – which remained the funder for much of the life of the grant, there was an underlying framework of economic development thinking in the program's formation and administration. It was a dollar-for-dollar matching grant program designed as a public-private initiative, and was fully intentioned about

The Park City Historical Society and Museum recognized achievements in historic preservation with certificates and plaques. As more properties were renovated and became contributing properties, the downtown that was once considered “blighted” became one of the most desirable places to live in the country: a place of great character and a viable second home option for many.

The overwhelming success of Park City's historic-building investments, to which the Historic District Grant program has been a core contributor, has led to a different set of challenges and issues for the community. Policymakers are now wrestling with how to maintain affordability in housing, and how to retain local primary residents in light of the area's desirability as a second home and short term rental option.

The Historic District Grant program has been a major player in the growth and success of Park City as

a tourist destination and a valued community. The program has had a long and illustrious life, with great success over many decades, and it has evolved over time. The grant program of today is not the same as the program that was launched in 1987. Levels of funding, types of grants, and eligible expenditures have all evolved numerous times over the course of the grant program's life, and the City has sensed that the program must evolve again to adapt to new community realities and to reflect current City goals.

The purpose of this study, commissioned and overseen by the Planning Department, has been to document the grant's history, understand and contextualize the grant through the lens of current priorities and conditions as well trends through time, and to make recommendations for how to shape the grant going forward so that it can continue to contribute to both the character and the values of Park City.

History

ABOUT THE PROGRAM

In 1977, the Park City Redevelopment Agency was created with multiple goals in mind, most notably the improvement of Main Street. In 1979, as part of a burgeoning preservation movement, the City succeeded in having Main Street designated as a National Register Historic District, and city leaders envisioned enhancements to downtown that would contribute to Park City becoming a recreational and touristic destination.

Under the same leadership who sought the National Register designation, additional historic residential and historic commercial zoning was put in place by the City over the next couple of years, and historic properties were identified. In 1981, the Historic District Commission was created by ordinance and given broad powers within the historic districts, including authority over the review and approval of building permits, demolition permits, and shaping preservation policy.

Although there was significant interest in preservation and renovation in these early years, demonstrated through formal actions of government in ordinance and policy, there were very limited resources to undertake renovation of historic properties. A headline on December 18, 1986 in the Park Record declared "Renovation is expensive, but it may be the only hope." The article laments historic properties in limbo – homes that are too run down to be rented or inhabited, yet too expensive to fix.

In their first few years, the Historic District Commission explored several ways to incentivize restoration of historic properties by owners, including a revolving loan program, a matching grant program, and a no-strings-attached grant program. In March 1987, the HDC conducted surveys to identify homeowner needs pertinent to historic renovation activities, and a month later they presented their finalized proposal for the preferred incentive program: a matching grant program for historic renovations.

The Historic District Grant program, approved that spring, was part of a proposed 3-year, \$2.5 million initiative of the RDA to improve downtown Park City, including park, street, historic property, and parking enhancements. It was initially conceived as a three-year program, but was so successful and popular that it became institutionalized. In the first year, 33 projects were funded. In the second, 40, and in the third, 47. It was designed to be simple, with a one page application once a year, and the results were immediate and dramatic, leveraging an incredible private response of over 100 projects completed in the first 5 years (by 1991) with approximately half a million public dollars invested.

This pace heated up, with 224 projects reported complete just three years later, in 1994. Over the next two decades, hundreds of projects would be completed, and more than \$2 million would be invested, transforming Park City into a quaint destination with a strong sense of place and touristic appeal.

CHANGES & ADAPTATION

The goals and criteria for the program changed over time. From 1987 to 1991, the grant was for exteriors only – intended to fund “physical improvements to the outside of the building so all residents would benefit.” In 1992, foundation and stabilization work became eligible. Wiring heating and plumbing became eligible expenditure in 1995. By 1997, critical structural and foundation work became the major focus and priority of the grant.

Funding levels and the number of grants also changed over time. The initial \$5,000 residential maximum and \$10,000 commercial maximum became \$10,000/\$15,000 respectively in 1998, and during that same year a \$50,000 grant was offered for the first time. Grant maximums by type were eventually phased out and replaced by a common pool of allocated funds distributed to eligible and approved projects on a first come first served basis. This was one of the changes implemented under new grant governance put in place in 2003.

Changing Authorities & Governance

In July 2003, a sweeping set of actions disbanded the Historic District Commission and replaced it with the Historic Preservation Board, which was given more limited authority. During this time, the City also streamlined and restructured other parts of government leading to the departure or dismissal of three department directors: community development, administrative services, and leisure services.

The HDC had become the subject of ire by many who claimed that the

Commissioners held too much power to make subjective decisions, and that their authority was unchecked. Initial indications by elected officials that the Commission would be eliminated were not well received, however, and a restructuring by ordinance was pursued instead. In the restructuring, a new body was formed with diminished authority. City staff would now take on the authority to review and approve permit applications – a power previously held by the HDC. Demolition permit decisions in historic districts were shifted to an independent hearing board. The newly formed Historic Preservation Board would retain the authority to shape city policy on preservation, and would continue to oversee the grant program.

One of the first changes made to the Historic District Grant program was to end the annual application and award cycle and replace it with year-round applications and awards, a change which remains a popular characteristic of the program today. Although the change was a welcome one for homeowners, it had the potentially unintended consequence of reducing opportunities for annual press coverage of the program.

In past years, reporters covered announcements of the upcoming deadline, informational meetings were organized in the weeks leading up to the deadline, metrics from the previous grant cycle were published (including fun facts like which street had received the most investment that year), and human interest stories were featured about very significant properties or projects renovated that year. The annual cycle also inspired events and awards, for instance the Historical Society honoring the best projects with certificates and plaques at an annual event.

Adapting to New Rules

In 2014, changes to government accounting rules (GASB) resulted in a finding that the City could no longer fund capital improvement projects with Capital Improvement Project (CIP) funds for projects or assets the City does not own. Historic District Grants constituted capital improvement projects of this type.

The Historic District Grant program was originally housed in the CIP and funded with the Main Street and Lower Park Avenue (LoPA) RDA funds as directed by Council and included in the RDA resolutions. The funding questions raised in 2014 spurred broader questions about administering the program including a review of the application process and eligibility criteria, which reflected an interest in aligning the program more closely with other City priorities and objectives.

In 2012, City Council adopted the Park City 2030 Long Range Strategic Plan, and defined a set of priorities that reflected a significant policy focus on housing, transportation, and energy. The top priority identified was affordability. Staff and elected officials observed that Park City was becoming an expensive place to live, and, in particular, the historic districts were becoming popular second home communities where locals and primary residents were at risk of being priced out.

In a conversation with Planning Director Bruce Erickson, it was evident that this trend was perceived as not only a housing challenge, but a vibrancy challenge. In addition to promoting an equitable and complete community, Erickson is focused on keeping a local influence on and around Main Street and elsewhere,

noting that chains and franchises diminish the value of Park City as a place with a unique local flavor that tourists and residents both value.

To keep local influence vibrant, it's important to make it possible for primary residents, who comprise local business owners and the workforce that supports them, to remain in Park City, owning and operating authentic local establishments and not being driven out by rising costs of housing. For many reasons, affordable housing is a major initiative of the City and a value that policymakers and staff seek to embed in public dollars expended.

The HPB was asked to review recommended changes to the program, and to provide direction regarding the application process and policy for administration of the program.

At that time, the HPB approved the following changes, which began to reflect consideration of primary versus secondary homeowners and their eligibility to receive Historic District Grants:

- Houses lived in by primary residents (those houses in which the homeowner or a renter lives in full time) can be awarded up to 50% of

Locally owned and operated businesses contribute to the vibrancy and authenticity of Main Street. It's important to support primary residents in Park City.



Main Street is home to many unique local businesses and establishments. A sense of authenticity and local flavor is generated as a result of local influence and investment.

Recommended Changes Approved

Issues directly and tangentially pertinent to an update of the Historic District Grant program were fleshed out by staff with leadership at a Council working session on October 9, 2014. In a staff report to City Council, a recommendation was made for Council to review and adopt a new policy for the administration of the Historic District Grant program. Staff brought the matter to the Historic Preservation Board on November 5, 2014.

their eligible costs, while homes which are to be used as secondary homes or nightly rentals (i.e. not lived in by the primary residents) can be awarded up to 40% of eligible costs.

- Commercial properties continue to be eligible for up to 50% of construction costs regardless of ownership.
- An additional 10% may be awarded to those property owners committed to renovating a significant structure to elevate its status to *landmark*.

Staff sought and received a positive recommendation from the HPB to City Council on the proposed changes, and on December 4, 2014, staff recommended to City Council that they review recommended changes and adopt a policy for administration of the program.

In January 2015, staff submitted a report to City Council consistent with this recommendation, and Council supported staff recommendations. Throughout 2015-2016, staff considered ways to adjust the program in light of the funding question and adopted City priorities. On January 5, 2017, the following staff report was made to City Council:

"Since 1987, the Historic District Grant program has operated continuously with the support of City Council and the Historic Preservation Board (HPB). The Historic Preservation Grant program was originally housed in the Capital Improvement Project (CIP) and funded with the Main Street and Lower Park

Avenue (LoPA) RDA funds as directed by Council and included in the RDA resolutions.

With changes to the government accounting rules (GASB) in 2014, the City can no longer fund capital improvement projects with CIP funds for projects or assets the City does not own such as properties awarded grants through the Historic District Grant program. In 2015, staff revised the Historic District Grant program in order to reflect changes to the GASB.

Due to the concerns and feedback we received from the Historic Preservation Board (HPB) in early 2015-2016, staff has been analyzing ways in which to restructure the grant program."

The Planning Department engaged Duval to document the grant's history, understand and contextualize the grant through the lens of current priorities and conditions as well trends through time, and to make recommendations for how to shape

the grant going forward so that it can continue to contribute to both the character and the values of Park City. This report is the outcome of that engagement, and is intended to inform staff and policymakers as they consider options and make decisions about the grant program in its next iteration.

Analysis

An analysis of history and trends was necessary to inform the process of defining the next iteration of the Historic District Grant program. Considerations included Park City land value trends, a study of buying power of grant dollars over time based on costs of construction, ownership trends, economic impacts, and City values and priorities.

SOURCES & METHODS

For this study, decades of parcel data from multiple sources was utilized, including Summit County, the City of Park City, and the US Census. Additional non-parcel data sources include the ENR Construction Cost Index, City staff reports, adopted plans and policies, and news archives (Park City Record) spanning 1979-2004. Finally, direct engagement

preservation, and the grant's performance over time. A summary of findings follows.

Based on sample data, Park City property values have risen more and at a faster rate in historic districts than in the city generally. 1990 data was too incomplete to analyze, but the trend of a widening gap is legible in an analysis of data from 2000-16..

The City completed a housing assessment and plan in 2012 aimed at addressing growing challenges of affordability, and these issues have been raised by both City staff and stakeholders as an important consideration in determining how to shape and administer the grant.

Park City's investments in historic preservation, as well as the success

Property values in Park City have risen faster than inflation, especially in historic districts.



A random sample of parcels was analyzed, showing the value of land per acre over a sixteen year period in Park City. Values in historic districts were greater and rose faster than the city-wide average.

was undertaken, including stakeholder interviews, a facilitated workshop with leadership and a technical advisory meeting with staff.

the city has seen as a ski and resort destination, have created lasting value and appeal, which brings both benefits and costs.

FINDINGS & OBSERVATIONS

Our analysis has considered property values, income, ownership trends, economic impact of historic

Because land value in Park City has outpaced the rate of inflation over decades, and land value in historic districts has risen at an even greater rate than Citywide, affordability and

3.0 Analysis

equity concerns have now become a focus of policymaker attention.

Wealthy Households a Large Share of Total

Park City's median household income in 2015 was \$105,102, which is almost twice the US median income of \$53,889. It also exceeds the median income in the state of Utah (\$60,727) and Summit County (\$91,773). The median household income in Park City grew from \$90,567 in 2000 to \$1,050,102 in 2015, outpacing inflation by over 15%, while the US median household income shrank over that same period from \$79,542 in 2000 to \$53,889 in 2015.

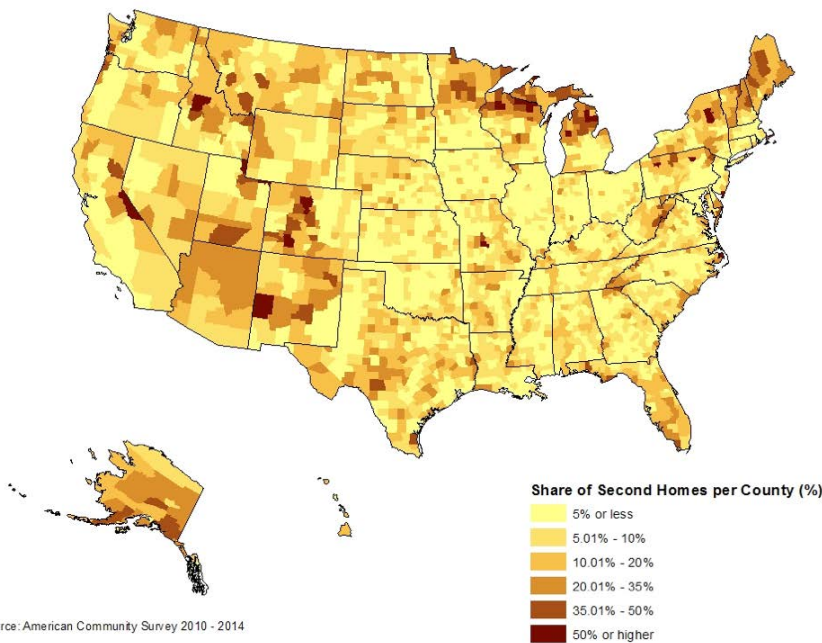
Households with income over \$200,000 per year comprise over 25% of households in Park City; by comparison, households earning over \$200,000 per year make up just over 5% of all households in the U.S.

Affordability of housing is a major concern of Park City leadership, who commissioned a housing study in 2010 and have since taken steps to make the issue a policy priority. Deeper consideration of this issue is beyond the purview of this report, but it is included as an observation due to the interest of some stakeholders in addressing affordability goals in the expenditure of public dollars, including grant dollars.

Secondary Homeownership is a Factor

The National Association of Home Builders (NAHB) estimated from American Community Survey data that in 2014, the share of second homes among the entire U.S. housing stock was 5.6% . For those areas with robust second home markets like Summit County, there are pros and cons to having a much higher rate of non-primary owners. In a 2011 analysis , the Summit County

Percent of Housing Stock Allocated to Second Homes



More than half of residences in Summit County are second homes.

With access to scenic beauty, skiing and recreation, Summit County has become a popular second home market.

Assessor found that more than half the homes in the County were in non-primary ownership. This places Summit County in company with other major second home markets, though still not breaking into the range of the top ten counties which range from 62% (Dukes County, Massachusetts) to nearly 80% (Hamilton County, NY) second homes.

According to the Assessor, the tax benefits garnered by the presence of second home owners are desirable, but are countered for some by a sense of diminishing community cohesion.

Two themes pertinent to second home ownership rates have been specifically identified through outreach and engagement. One is about maintaining housing affordability so that Park City remains a complete community with a strong sense of local identity. The other is about ensuring that the City retains its authenticity and unique character through the viability of locally owned and operated businesses. If the owners of these vibrant establishments can no longer afford to be a resident of Park City, they could be lost and replaced by establishments with less interest in reflecting local identity.

These issues are a consideration of the Historic District Grant program design inasmuch as the City and the Historic Preservation Board have directed that ownership type should inform levels of eligibility for grant support.

Historic Preservation has Economic Impact

PlaceEconomics, with the University of Pennsylvania, prepared a study for the Advisory Council on Historic



Authentic locally owned businesses are an important part of Park City's character and identity.

Preservation (AHCP) in 2011 (updated in 2013) called Measuring Economic Impacts of Historic Preservation. The study proposes a number of metrics for use in placing economic value on historic preservation, including:

- Jobs / Household Income
- Property Values
- History/Culture Tourism
- Environmental Measurements
- Downtown Revitalization

The study outlines the definition and purpose of such metrics, as well as potential methods of analysis. Detailed work on the subject of economic impact is beyond the scope of this study, and yet the economic impact of historic preservation has been a substantial part of Park City's story and is important to observe in this context.

Metrics are a Valuable Tool

Leadership may wish to pursue the development of metrics for Park City to guide future policy and to test several hypotheses that can be made based on a more casual analysis of the facts:

- Jobs have grown along with businesses, events, and resorts in Park City, and the City's investment in historic resources like Main Street has contributed to that.
- Property values have grown in part due to historic investments, with values in historic districts above the City average.
- Tourism has boomed in Park City; natural resources and character-building historic resources are both major contributors to Park City's appeal as a destination.
- Restoration of older properties contributes to sustainability with building efficiency and compact development benefits. Metrics for environmental/historic preservation outcomes could be developed.
- Downtown revitalization was the original purpose that drove the RDA and HDC to pursue public investments in both infrastructure and historic preservation in the 1980s. That trajectory has transformed historic Park City and created economic value.

Buying Power Outpaced the Cost of Construction

The average cost of construction nationally, according to the ENR Construction Cost Index (CCI), has risen by 2.37 times from the time of the grant’s launch in 1987 to the current day, meaning in short that it has become more expensive to build things. In 1987, the CCI was \$4,406 and by 2016 the CCI had risen to \$10,443.

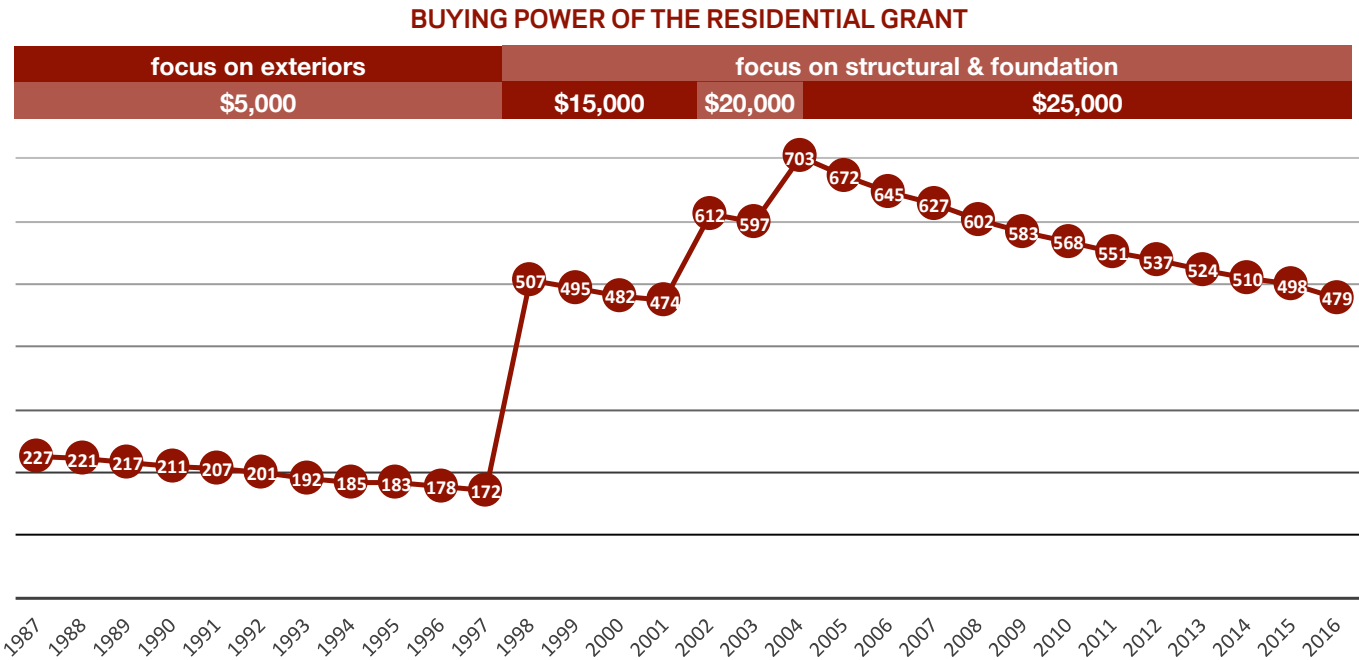
Many stakeholders who were interviewed during the engagement process identified *rising construction costs* as a reason for the diminished perceived relevance of the grant program. However, the rise in construction costs over time was matched and exceeded by a more significant rise in the buying power made possible by the rising value of grant awards over time.

An analysis was conducted of historical data for the grant program and the “buying power” it has provided. Grant awards were logged over time based on City data and newspaper records. The maximum allowable grant value for each year was recorded, and that was converted to “buying power” for that year using the ENR Construction Cost Index data for the same year.

It’s clear that each grant dollar can buy a certain amount of materials and labor in a given year. What was less clear prior to the analysis was whether the grant’s buying power had diminished over time due to construction costs.

The data demonstrates that the buying power of the maximum grant declined over the first decade, but then rose at a higher rate than construction costs due to grant

Rising construction costs were matched and exceeded by the rising value of grant awards.



“Buying power” is a unit of labor hours + materials that the maximum grant in a given year could buy based on the ENR Construction Cost Index for that year. The chart shows, for instance, that from 1987 to 1997, the buying power of a \$5,000 grant steadily decreased, but when the maximum award grew to \$15,000 in 1998, buying power was more than double what it was in the initial year of the grant.

Average grant size has risen slightly over time.

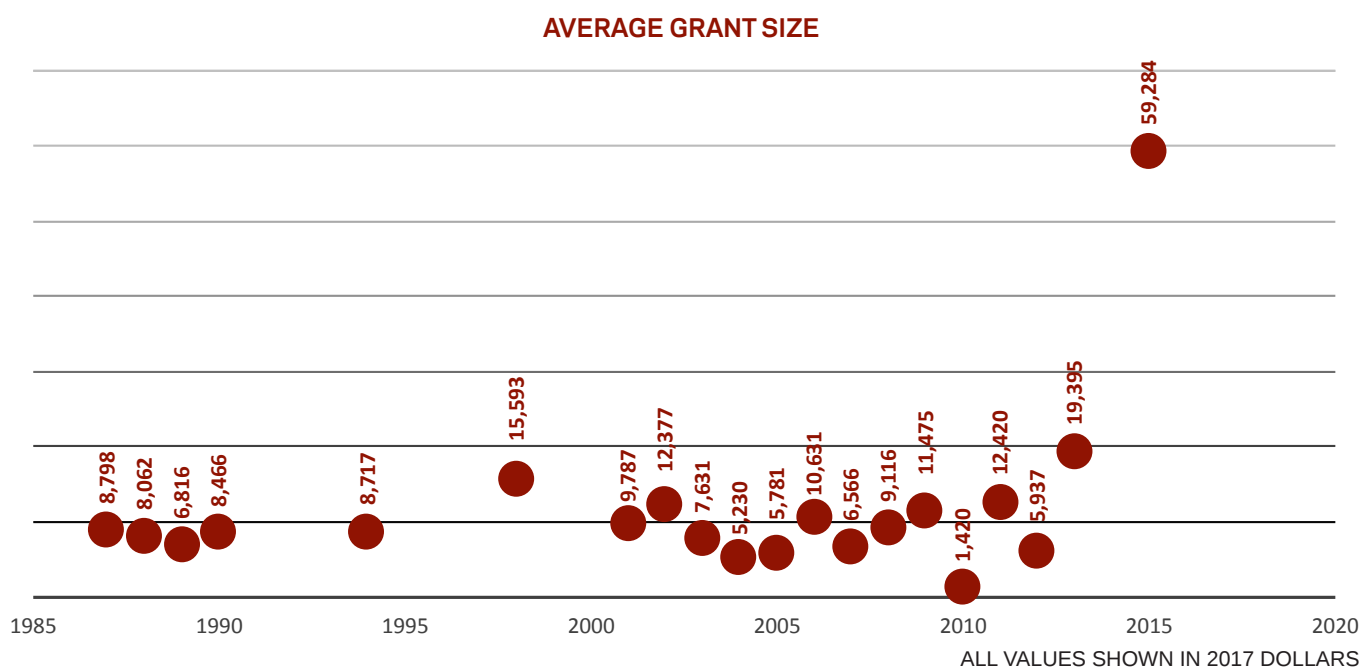
awards becoming larger over time. For approximately the first decade of the grant's life, residential awards were capped at \$5,000 and commercial at \$10,000. Both residential and commercial caps were raised to \$15,000 in 1988, then raised again in the early 2000s to \$20,000. The current maximum award that the HPB can approve is \$25,000, though larger awards can be given with approval of Council. The buying power generated by these "raises" over time have enabled residents to buy more labor hours and materials in the latter life of the grant than they could in the early years - even accounting for the rising cost of construction. These findings are inconsistent with the prevailing assumption that the grant had more buying power in its early years. It would be more accurate to say that there were a larger number of grants

awarded in the early years, and that the impact of the grant to numerous properties was more widely known and publicized.

Average Grant Value Rose Slightly Over Time

The average grant size is the total dollars awarded for a given year divided by the number of grants awarded, adjusted to 2017 dollars. For those years between 1987 and 2016 where data was available about both the *total annual grant dollars awarded* and the *total number of grants awarded*, an average grant size was discernible.

Because early years are characterized by large numbers of grants whereas later years have few total grants, there is more deviation from year to year in later years.



Average grant size was analyzed for all years where the total value of grant money awarded and the total number of grants awarded were both known. It is shown here with all values adjusted to 2017 dollars. There is more deviation in recent years due to far fewer grants being awarded, and there is a significant outlier in 2015 when a single large grant was awarded..

Number of Grants Dropped in 2003

In 2003, significant structural program changes to governance and administration occurred which may have, with other factors such as the 2002 Winter Olympics, dampened the number of applicants to the grant.

First, the governing body was restructured: the Historic District Commission was dissolved due to perceptions of overreaching authority, and replaced by the Historic Preservation Board. Second, the grant ceased to be administered as an annual competitive process and became a year-round application.

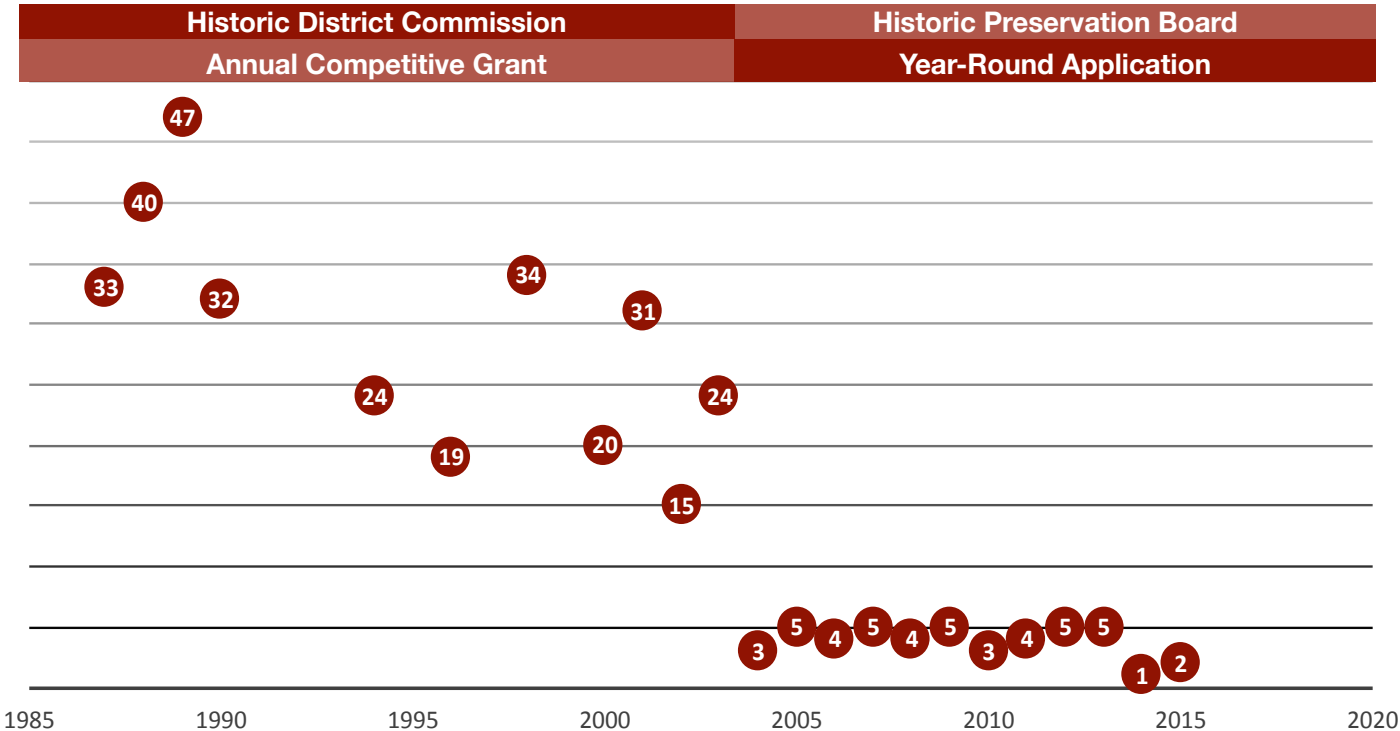
After 2003, it appears the grant became less visible to the community. The pre-2003 program had, by virtue of the nature of a competitive award, driven a community information and news cycle. Informational meetings would take place leading

up to the deadline; detailed human interest stories would take place about projects and results from the last year's awards; and the newspaper would publicize the list of winning properties along with some analysis such as which streets garnered the most investment. All of these touchpoints provided fertile ground for community dialogue and preservation awareness.

Historically, the grant has leveraged significant private investment in hundreds of properties within the historic districts, and through regular coverage in the newspaper, it has raised the public consciousness about the value of the community's history, resulting in a growing sense of common purpose and commitment to invest. The grant has raised the perceived appeal of historic districts and their desirability for additional private investments, including business, tourism, and programming investments.

The Historic District Commission administered an annual competitive grant program until 2003. Thereafter, the Historic Preservation Board and City of Park City have supported year-round applications.

TOTAL NUMBER OF GRANTS AWARDED ANNUALLY



The number of grants awarded annually dropped in 2003 and remained low. Also in 2003, which is also the year that two significant changes in grant administration occurred: the restructuring of the governing board and the shift from an annual competitive cycle to year-round applications.



Engagement

STAKEHOLDER ENGAGEMENT

Interviews with Program Users

Assessment of Grant Program Through User Experience Interviews

A selected group of users were contacted and interviewed about their direct experience with the program.

One of the most useful sources of information for any study is community engagement. For this study, valuable insights were drawn from stakeholder interview subjects, “goals workshop” participants, and technical advisors. A summary of engagement outcomes follows.

STAKEHOLDER INTERVIEWS

Eleven stakeholders were contacted for interviews about the Historic District Grant program, resulting in 7 interviews being conducted over two weeks in March 2017. Interview subjects represented differing expert or firsthand perspectives on the program, and included grant recipients, an architect, representatives of stakeholder organizations such as the Chamber of Commerce, the Park City Historical Society & Museum, and the oversight body, the Historic Preservation Board.

Interview Questions

Interviewees were asked the following seven questions:

1. What is your personal experience with the Historic District Grant program?
2. Do you and your peers have a generally held perspective on the Historic District Grant program? If you were to take the temperature of peers on preservation matters, and specifically grants to properties for restoration, what would the general feeling be? Is it your opinion that the general view of you and your peers is shared by most people?
3. Have you experienced a process with the Historic Preservation Board? What are your thoughts about the role of the HPB?
4. What do you think is necessary for the City to understand in crafting revisions to the Historic District Grant program? What's most important and successful about the program and its goals, and what may need another look?
5. What criteria do you think are most important to include in evaluating the eligibility of an applicant?
6. Are there any difficulties to be aware of? Are there any ways that you feel the program has been mis-used in the past?
7. Can you share a success story about the grant?

SUMMARY OF STAKEHOLDER OBSERVATIONS

In answering each of the questions posed, common themes were touched on among interviewees. Themes included an assessment of the program's value, comments on the process, and ways that the program could be improved. A summary of "interview takeaways" on these broad themes follows.

Perceived Value of the Historic District Grant Program

- The program is valued by those that have used it – however, most people don't really know very much about the program.
- On the commercial side, property owners are one step removed from the issue. Business owners have a stake in the character of Main Street, but they are renting – the property owners are one step removed.
- Preservation is a commonly held value, but issues like affordability and transportation are potentially more pressing topics today.

Success of the Historic District Grant Program

- It was very successful 20 years ago when it supported local people trying to invest in the community and build their own equity as residents. Created a sense of personal pride and investment.
- It is still useful, but due to rising construction costs, it's not as much of a carrot as it used to be.
- It is still useful, but due to rising home values and changing demographics (rising numbers of millionaire second home owners in Old Town), the grant is not serving the purpose it once did.
- It contributes to historic character, which is very important to people. Historic home tours and historic home dinners are very popular.
- Preservation contributes to sustained stable property values and economic value for tourism.
- One inadvertent negative outcome of the improved historic district is that locals get pushed out due to high property values and nightly rentals.

Ease and Value of Participating in the Program

- Homeowner interviewees who had participated directly in the program thought it was worth it, and stated that it was not an unreasonable process to go through for their project.
- It was observed that many property owners of historic properties would view the grant amount as inconsequential, and could take it or leave it.
- Many people either don't know about the program or don't bother to apply because of the sense that it will be a lot of work.
- Professionals who had some history with the program cautioned about avoiding leaving room for subjective decision-making by governing entities.
- It is perceived as a benefit to homeowners that grants are awarded as reimbursement at the end of the process, since there are often unanticipated costs along the way.

SUMMARY OF STAKEHOLDER RECOMMENDED IMPROVEMENTS

Interviewees provided detailed recommendations about program goals, grant award amount, criteria/eligibility, and administration. Their detailed comments follow.

Definition of Goals

- Restate the goals of the program in a way that's relevant to today. There is a perception that the people who own historic properties are well off and don't need grant assistance.
- The original goal was to support Park City residents and to restore homes in need of work that otherwise would not be restored. There is general agreement among interviewees that this dynamic has changed along with the demographics and property values in Old Town.
- Enhance and sustain Old Town in a way that contributes to the city's economy, increasing tourism and economic value.
- Ensure that Old Town retains its character by preserving historic structures, and offering interpretive opportunities.
- Focus the dollars on incentivizing higher levels of quality than are required by minimum compliance, for instance, incentivizing premium wood windows rather than standard, by making windows a grant eligible improvement.
- Using the defined goals, make a clear framework for decision-making by City staff, the HPB, and users.
- Clearly stated goals and criteria should be defined to manage homeowner expectations and avoid the perception of subjective decision-making.
- A point system should be developed.
- Staff and commissioners should be trained.

Size of Grant

- There is a common perception that the grants are small and inconsequential to historic property owners. There was consideration of making grant awards larger, reflecting today's real costs and home values.
- Typical grant amounts currently available will not get any project over the "but for" hurdle. Most people doing these projects today are not going to be swayed by a \$10,000 grant. One respondent suggested that \$40-\$50,000 would be a meaningful grant level.
- The grant is valued by homeowners doing smaller projects like roof work, or those doing the work themselves who are less impacted by rising costs of construction.
- It was suggested that a case could be made for increased public investment by measuring the amount of private investment that has been spurred by public dollars.
- There was consideration of making the grant "smarter" to be more of an incentive to achieving specific "above-minimum requirements outcomes."
- Doing things above minimum requirements costs more for homeowners, and having an incentive to do so would drive higher quality outcomes.

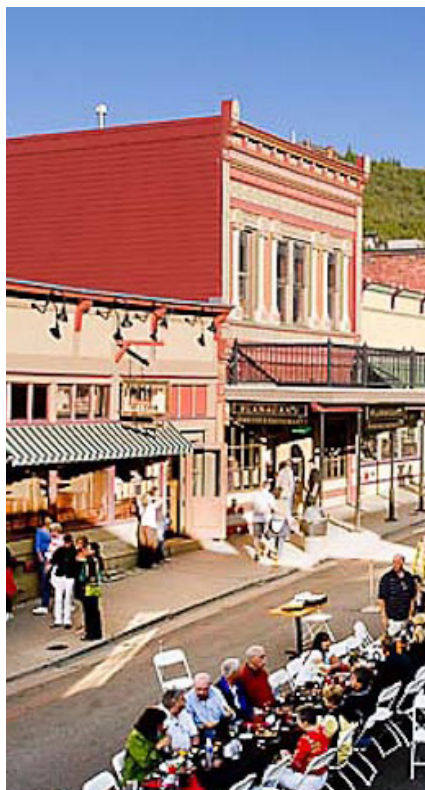
Criteria

- There is a general sense among interviewees that awarding grants to those who do not need public assistance to make their renovation feasible is not ideal, but there is little consensus about how to address the issue.
- Some interviewees felt that although there may be a perception issue, the grant is not a social program and the real goal is to save and improve historic stock – so who owns the property is a secondary issue that should not drive criteria.
- Other interviewees felt differently, and discussed the possibility of means testing as criteria for eligibility. Some observed that the grant is simply a non-issue in the calculus of a second home buyer who is planning a million-dollar renovation, so perhaps trying to “tune” the grant based on this factor isn’t going to be impactful.



Eligibility

- The City could identify homes that remain to be restored, assess the kind of work they need, and seek to understand why owners are choosing not to do the work. This may help to define criteria, and to design the grant to assist.
- Staff seek clear criteria for eligible types of work. Should the focus be on work that contributes to saving a building like foundation, structural, or roofing? Or the opposite: work that incentivizes above-minimum standard details, like windows and trim? Should tear-downs that are reconstructed be eligible?
- Should the grant privilege primary over secondary owners? Or focus on property restoration, with no preference for characteristics of ownership? It was observed that a lot of locals are moving out of Old Town, and that the community has changed in ways that the grant will not reverse.



Administration

- Interviewees encourage the City to make sure resources are available year-round.
- Include as much staff-level decision-making about eligibility and so on as possible to avoid uncertainty going in to the Historic Preservation Board process.
- Establish clear, specific language defining what decisions need to be made by the HPB (and conversely, what is not the purview of the HPB, including design), and establish an objective path to making decisions.
- Provide training to HPB members on their specific authorities, and on the Park City Historic District Guidelines that they are to apply to their decisions; also, ensure that there is common understanding by Board members of the fact that the National Park Service guidelines are different, more stringent, and not required.

Park City residents with direct experience of the grant program were interviewed and provided detailed feedback.

STAFF ENGAGEMENT

Technical Advisory Meetings

Issues Identification with Staff and Technical Experts

Two technical advisory meetings were held with staff, with one focused on funding and one focused on administration. Expert staff were engaged with detailed questions that emerged out of research and stakeholder engagement. Staff contributed their insights and observations about the grant program.

The following issues, which should inform the design of the next iteration of the Historic District Grant Program, were identified.

ISSUE 1: Funding Sources and Dynamics

The grant funding source has shifted from capital to operating dollars, so rollover is no longer an option. Budgets are on a one-year cycle, and unexpended funds cannot be retained for use in the next budget year. This presents a challenge because the time between the grant being awarded and the funds being dispersed is more than one year. The result is uncertainty and risk with regard to how many grants are outstanding at any given time, and when payments will come due.

Because the program allocation is a set amount, which does not change from year to year based on, for instance, projected distributions; and because no rollover is possible; and because funds are not pooled but split into three buckets tied to specific geographies; and because a single grant can be a fairly substantial chunk of allocated funds for an eligible area; it is hypothetically possible that all funds could be expended in one area very early in a given year, with other grants coming due and no resources to pay them. This uncertainty is currently being managed by staff, but additional steps could be considered to mitigate the risk. Factors to consider in administering the grant include:

- The grant funding source is operations, not capital
- There is no rollover
- The period between award and distribution is likely 2 years
- Grant sizes are growing
- The total program allocation is currently split between three buckets

It is additionally relevant to note that the Main Street RDA will expire in four years. Staff is aware of this and will work with policymakers on an extension. They are already anticipating what needs to be done to anticipate and manage grants that will be coming due during a period of potential uncertainty.

ISSUE 2: Alignment with City Goals

The mission and principles guiding the grant should be aligned with city goals and values. For instance: How could the grant encourage consideration of affordability? Could assistance with the cost of renovation help some owners to preserve naturally occurring affordable housing by mitigating the need for debt service on loans that could drive rents up?

Projects with the potential or intention to contribute to city goals through enhanced outcomes could be identified in the following ways:

- at Design Review;
- through a checklist on the application; and,
- with a scoring system that rewards required elements as well as including the opportunity to earn bonus points for “bid enhancement”

ISSUE 3: Competitive Grant Cycle

Staff and technical advisors endorsed the notion of a regular schedule of application deadlines throughout the year that would introduce merits and competition to the selection. Multiple deadlines per year would be necessary considering the fluidity of project starts.

A regular cycle of deadlines and decisions would have multiple benefits. (1) It would be easier for staff to administer; (2) it would lead to applications competing on the merits; (3) applicants in competition would be more incentivized to be responsive to City goals by identifying and delivering enhanced outcomes; (4) it would be newsworthy and therefore give the city an opportunity to communicate on a regular basis about program goals and successes. This kind of communication can build a sense of community through greater awareness of the town's historic places and assets.

ISSUE 4: Grant Administration

Staff expressed concern that current eligibility requirements may not provide sufficiently specific tools to ensure that grant dollars are not inadvertently subsidizing projects that don't need assistance or would happen anyway as a matter of course with existing regulations. Staff and policymakers want to ensure that funds are used wisely, in a targeted fashion, to implement City goals. This will require a more robust framework governing eligibility and requirements.

Options that were suggested to ensure successful administration of funds include the creation of specific criteria that lead to more targeted grants, potential means testing, scoring for enhancements, and even adopting the practice of promoting and implementing an "investment target" for each grant cycle.

Technical advisory meetings informed the study and recommendations. City staff identified issues and provided insight into grant funding and administration.



Park City staff provided technical, budgetary, and administrative insights.

LEADERSHIP ENGAGEMENT

Elected Officials & Historic Preservation Board

Mission, Values and Goals Workshop with Leadership

An engagement workshop was held with the Mayor, City Council, and Historic Preservation Board, which oversees the grant program. Leadership was engaged with questions intended to shape the mission and values for the future of the grant program.

On November 16, 2017, Park City planning staff and their consultant conducted an engagement workshop with the Historic Preservation Board and Mayor at the Council's regular meeting. After a presentation summarizing the grant's history, takeaways from stakeholder outreach, and draft recommendations for the next iteration of the grant program, the Board and Mayor participated in an interactive discussion focused on three topics: Mission and Values; Outcomes; and, Principles and Criteria for the grant. The meeting was noticed, and was open to the public, and the presentation and engagement exercise were recorded.

Participants' comments were noted by scribes on large notepads. Also, participants filled out and submitted worksheets, which were scanned and saved. The following fill-in-the-blank statements were the basis of discussion.

Engagement Statements

Participants discussed Mission, Values, Outcomes, and Principles/Criteria for the grant. They considered these fill-in-the-blank statements:

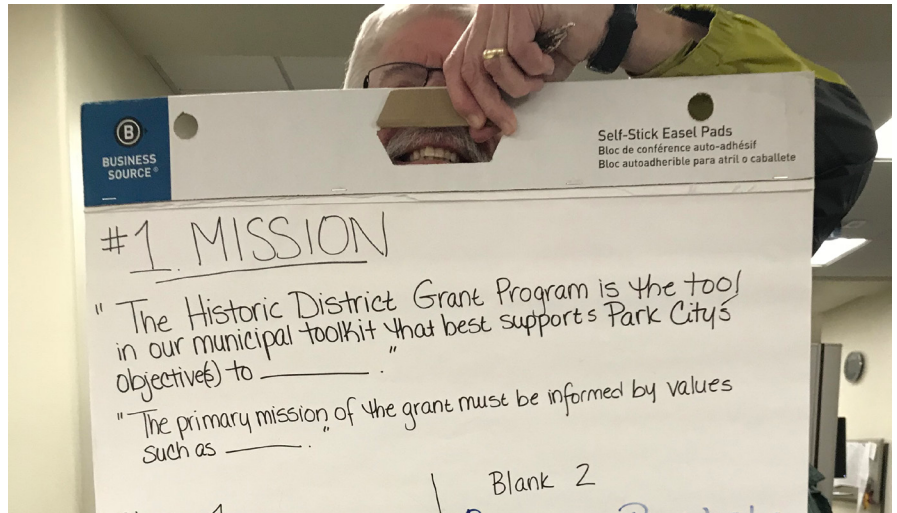
- "The Historic District Grant program is the tool in our municipal toolkit that best supports Park City's objective(s) to ____." (Mission & Values)
- "The primary mission of the grant must be informed by values such as ____." (Mission & Values)
- "The primary outcome of the grant should be ____." (Outcomes)
- "Pursuing enhanced outcomes for the Historic District Grant program does/does not make sense because ____." (Outcomes)
- "This grant could help Park City meet these additional goals: ____." (Outcomes)
- "Determinations for applicant eligibility should include consideration of ____." (Principles & Criteria)
- "The best way to make sure that we are targeting investment in areas consistent with our mission is to apply criteria such as ____." (Principles & Criteria)

Elected and Board leadership participated in an interactive working session focused on the mission, values, and desired outcomes for the grant program.



Engagement of leadership occurred in a regular Historic District Preservation meeting in Council Chambers. It was a noticed public meeting.

Workshop participants were given prompting statements to spur discussion about mission, values, and criteria for the next iteration of the grant program.



Park City Historic Preservation Board members and elected leadership participated in a facilitated discussion focused on mission, values, principles and criteria for the future of the grant program. Participants provided observations rooted in current policy focus areas and adopted City goals and objectives.

High Level Takeaways from Leadership Engagement

- The **mission** of the grant program should be to tell Park City's story, promote community knowledge and engagement, and make a meaningful difference.
- The **values** that should inform the next iteration of this grant program include our commitment to an affordable, complete community, responsible and impactful stewardship of public dollars, and an authentic sense of place.
- The most important **outcomes** of the grant are (1) to make the story of Park City visible and present, through all the town's periods of significance; and (2) to make a proactive and positive difference in the lives of our residents and businesses. Ideally, the grant should be applied to projects or outcomes that may not happen but for the investment.
- In addition to primary outcomes, the grant should seek to reward applications with the potential for achieving **enhanced outcomes**, including those that build community identity by contributing to a greater awareness of history; contribute to affordability and social equity; and support a quality Main Street.
- Applicant **criteria** should include a preference for full-time residents of Park City. The grant should also consider ways to target investment through project criteria supporting authentic mass, form and scale; and above minimum compliance in material selection and details.

Detailed Comments from Leadership Engagement: **MISSION >>****The grant should contribute to telling the story of Park City.**

- Preserve historic character, neighborhood character, and historic building stock.
- Save historic structures from neglect
- Tell the story of buildings, and the people who lived in them.
- Build knowledge in the community about the town and its history.

Promote community knowledge and engagement.

- Get the community involved and engaged through greater awareness.
- Don't just regulate. Encourage qualitative outcomes.
- Instead of focusing on regulation and minimum compliance, focus on encouraging better restoration.

Use public dollars responsibly. Make a difference.

- Define how and where the grant can make a difference.
- The City has changed since the grant was introduced in the 80s. This grant level is not a difference-maker to investor-owners. Residents for whom it is significant are fewer now.
- Where can this grant play a role in today's environment?
 - o Public buildings
 - o Distressed properties
 - o Roof repairs and smaller repairs
 - o Large remodels
 - o Historic Mine structures

Detailed Comments from Leadership Engagement: **VALUES >>****We want a complete community, with permanent residents, locally owned businesses, and affordability.**

- We want residents permanently living in these houses.
- Support local people; they are the ones who own and operate authentic local businesses.
- Support residents who want to preserve their family homes.
- Support residents who want to stay in town.

We want to target the grant dollars where they can make a difference.

- *Impact Investing*: The grant should make a difference in large project feasibility, even if it's just one project per year (impact investing rather than "spreading peanut butter"). Make sure we can respond to those big opportunities.
- *Incentivize Better Outcomes*: Inspire more authentic restoration by incentivizing recipients to exceed minimum standards for windows, corner boards, roof details, scale, and materials.

We want the physical environment of our community to tell our story, and to feel authentic.

- The grant should support telling our story, and should take an interest in mining structures, as well as family and community history.
- The grant should contribute to our community's authenticity.

In the discussion of outcomes, leadership focused on two key objectives:

(1) To make the story of Park City visible and present, through all the town's periods of significance.

(2) To make a proactive and positive difference in the lives of our residents and businesses.

Detailed Comments from Leadership Engagement: **OUTCOMES >>**

We want to make our community's story visible.

- Contribute to the story of Park City with restoration that reflects the town's unique story.
- Reveal the Mining legacy: We can tell a 150-year history, unlike many mountain resort towns. That's a differentiating feature.
- Tell the whole story; ensure we're revealing all of the periods of significance
- Enhance Main Street.

We want our investment to matter.

- Don't throw money at something that doesn't move the needle.
- We can make a difference on mining legacy.
- We can make a difference with targeted big investment.
- We can move the needle on details and quality exceeding minimum standards..

The grant should fully support our values.

- Outcomes should fully support the values identified through discussion and outlined above.

We want to take care of our community and be proactive.

- Owners of distressed homes should be made aware of the opportunity for assistance (homes needing new roofs, structural work, stairs, and so on). Social equity and residents in need should be a consideration.
- Commercial buildings and businesses that contribute to telling Park City's story should be proactively approached. Support businesses and properties (for instance on Main Street) through facade improvement grants to assist with visual narrative.

Build a sense of community by expanding historical awareness and recognizing good people doing good things.

- Create awareness of town, district, neighborhood, and street narrative and history.
- Recognize and acknowledge people doing great things. People take a lot of pride in their homes - make sure we're telling their stories (newspaper, awards and recognition) and celebrating the work they're doing to contribute to the town.

Contribute to affordability and equity, and be inclusive.

- Find ways for the grant to contribute to social equity.
- Ensure that the grant contributes to preservation being understood as an activity that is not just for the wealthy - it should be inclusive.

Leadership seeks to keep the grant true to its core mission of preservation, while making it responsive to new City goals and priorities.

"We need to tell Park City's story."

"We need to take care of our community."

"We shouldn't throw money at something that doesn't move the needle."



PHOTO COURTESY OF PARK CITY MUSEUM & HISTORICAL SOCIETY

Unlike many destination communities, Park City has an engaging history that stretches back hundreds of years. The community's history as a silver mining town is an important part of the town's, and its residents, identity.

Detailed Comments from Leadership Engagement: **PRINCIPLES & CRITERIA>>**

Applicant eligibility criteria should support our goals and values.

- Ownership type. Participants all agreed that preference should be given to full-time residents.
- There was discussion but not affirmation of applying means testing to ensure that grant dollars are awarded to applicants in need of assistance.

We should target our investment.

- Our public investment should contribute to the authenticity of mass, form, and scale.
- We should seek above minimum compliance in material selection, details and form.

We should use the grant for its core purpose.

- Consensus about supporting the core mission of restoration and preservation, and "telling Park City's story," was strong.
- There was not consensus about using the grant program to influence trends having little to do with preservation, such as nightly rentals.



Observations

Summary of Observations from Analysis and Engagement

A number of high level observations were derived from a review of the grant's history (as documented in news archives), trends discernible in an analysis of City and County data, and themes identified through outreach and engagement with staff and stakeholders.

1) The primary objective of the grant is the restoration of historic property.

The grant should focus first and foremost on what it was designed for: restoration of historic properties; but because there is a strong desire for all public dollars spent to contribute to adopted City Council Priorities and Goals, the application process could incorporate other values through the use of "bid enhancement goals.

- a) Preserve the stock
- b) Support permanent residents
- c) Support transient residents
- d) Consider other enhancement goals

2) The grant program is a public investment that should continue.

The grant is perceived as valuable by those who have participated in the program, and should continue to be made available. However:

3) Public awareness of the grant should be expanded.

There is very low awareness of the grant compared to what is evidenced in the early years; note that the grant became much less visible (both as a news item and in terms of the number of awards given) after the restructuring in 2003 when the HDC was disbanded. Strategies such as hosting public information sessions, soliciting news coverage to report on metrics or highlight subject properties and owners, and giving awards, could be re-introduced.

4) Year-round applications & awards are desirable.

The grant shifted from being a once-per-year application and award program to being open to applications year-round in 2003. Consensus is that it should continue to be available year-round.

5) The buying power of grant dollars has not diminished over time.

The buying power of the maximum residential award today exceeds the buying power of the maximum residential award in the first decade of the grant's life, calling into question the prevailing assumption that more funds are needed per grantee to make the grant relevant.

6) The grant can be designed to encourage better-than-minimum compliance outcomes.

The grant is not perceived to meet the "but for" test for most renovations today. It will not be a significant factor for homeowners in deciding whether a renovation happens or doesn't happen, but depending on the design of the program, it could influence the standards by which certain design and construction decisions in the renovation are made (such as choosing details and finishes that are higher quality than minimum standards require).



The community values its visual character, and seeks to tell a story about identity and history through preservation.

7) Applicants desire clarity on fundamentals.

There is a perceived need for more clarity during the process, especially on these matters:

- a)** Available Funding at Any Given Time
- b)** Detailed Criteria for Approval by the HPB

8) Training and education will enhance outcomes.

Education and training could enhance the success of the program and its outcomes; consider the following:

- a)** Train Historic Preservation Board members on the Board's authorities, and on the proper policy standards to apply in making decision to approve or not approve a project.
- b)** Train contractors and building professionals in policies and practices pertinent to historic preservation, and provide certification with regular renewals.
- c)** Educate the public about the value of historic properties, and contextualize historic properties in the story of the City.
- d)** Assuming the City introduces a preferred vendor or vendor training program, inform applicants about the City's trained vendor list.



Recommendations

The Historic District Grant program has contributed substantially to the character and vitality of Park City. With thoughtful refinement, it will continue to do so.

Much has changed since the origin of the grant program in the early 1980s, including residency and tourism dynamics, historic resource conditions, population growth, development, and economic conditions. These changes, along with resulting administrative and implementation challenges identified by staff and stakeholders, led to the review and reconsideration of the grant program. This study, and the recommendations herein, are the outcome of that review.

Policymakers, staff, stakeholders, and the Historic Preservation Board have contributed time, talent, and expertise to this assessment of the current program, and their input has shaped objectives for the future program. Qualitative research and quantitative data analysis laid a foundation of knowledge about existing conditions, and along with engagement outcomes, informed the resulting recommendations.

The recommendations that follow are presented as a roadmap for Park City staff and leadership to refine what has historically been a very successful grant program, and to bring it up to date in accordance with current conditions, values, and opportunities for impact.

1. Adopt a Historic District Grant program mission statement that reflects contemporary conditions, values, and opportunities for impact.

1.1. Adopt a mission statement and identify values to guide grant investments.

1.1.1. Draft a mission statement based on adopted City goals and objectives, and the values and engagement outcomes that emerged from this study.

1.2. Establish primary and enhanced target outcomes.

1.2.1. Define primary outcomes that the grant should measurably impact, including preservation of neighborhood character, preservation of historic stock, achieving higher than minimum standard outcomes, and telling Park City's story through the physical environment.

1.2.2. Define supplemental or enhanced outcomes that the grant could incentivize, such as affordability, public realm enhancement, resident retention, or assisting residents in need.

1.2.3. Review and revise the list of eligible improvements.

1.2.4. Ensure desired outcomes are consistent with eligible uses of funds.

1.3. Establish goals and topics for regular reporting.

1.3.1. Define reporting objectives based on the outcomes from Recommendations 1.1 and 1.2.

1.3.2. Establish metrics for tracking and reporting outcomes, and apply them to Recommendation 5.

1.3.3. Establish a regular annual cycle of reporting. Audiences for regular reporting include the Historic Preservation Board, Mayor and City Council, and the general public.

2. Create Historic District Grant program guidelines that enable grant administrators to responsibly steward impactful public investment.

2.1. Update grant eligibility requirements according to defined mission and target outcomes.

2.1.1. *Projects*. Review existing Project type eligibility, and refine according to the updated program mission and goals.

2.1.1.1. Ensure that grant dollars are not subsidizing outcomes that would happen anyway under existing regulations.

2.1.1.2. Define a target list of investment priorities where the grant can make a difference, and review it annually to keep it current. Consider public projects, historic mine structures, distressed properties, roof replacements, large remodels, and incentivizing above-minimum-standard outcomes (form, materials, details).

2.1.2. *Applicants*. Review existing Applicant eligibility requirements, and refine according to the updated program mission and goals.

2.1.2.1. Ensure that grant dollars are not subsidizing applicants who don't need public assistance.

2.1.2.2. Build in preferred status for permanent residents.

2.1.2.3. Build in preferred status for locally owned and operated commercial properties.

2.2. Make the grant competitive.

2.2.1. Create a cycle of multiple application deadlines per year.

2.2.2. Create a clear and transparent scoring system.

2.2.2.1. Define the program's "core requirements" and craft a scoring system based on it. Consider the program mission outlined in the

goals workshop with leadership, including the desire to preserve historic character, save historic structures from neglect, promote community knowledge and engagement, achieve better restoration outcomes, and invest public dollars in ways that make a difference (“move the needle”).

2.2.2.2. Define desired “enhanced outcomes” and craft a system of bonus points based on it. Consider the values that emerged out of the goals workshop with leadership, including the objectives for complete community, equity, and affordability.

2.3. Use administrative discretion to achieve the greatest program impact in each cycle.

2.3.1. Give grant administrators discretion to select a single large project or many smaller projects in a cycle, depending on their assessment of how the grant will be most impactful.

2.3.2. Give grant administrators discretion to accept applications of all types, or to define themes for each grant cycle according to perceived need or opportunity.

3. Create an application manual to make the process informative and easy for everyone.

3.1. The manual should include a program description and guidelines.

3.2. The manual should provide information about the application process, including an overview of grant awards available, application deadlines, a process map, criteria for decision-making, and required forms and submittals.

3.3. The manual should refer applicants to the City’s list of vendors who have completed the training program.

3.4. The manual should direct applicants to supplemental resources for those who wish to learn more about preservation, including links to guiding regulations, training and education opportunities, and Park City interpretive experiences.

3.5. The manual should provide information about program history and successes.

4. Define program funding sources and levels.

4.1. Work with City and Board leadership to right-size the grant commitment.

4.1.1. Review the current capacity of the grant in total and by source; and make a determination of whether to raise, reduce, or maintain the current level of funds in light of outcomes from Recommendation 1.1 and 1.2.

4.2. Mitigate constraints on funding sources.

4.2.1. Review the sustainability of funding sources (each RDA, General Fund) and take steps to ensure that needed capacity is maintained for out-year commitments.

4.2.2. Identify constraints resulting from the distribution of the total grant dollars by source, and consider how to mitigate for areas of need and opportunity that may be challenged as a result.

4.3. Ensure that there is clear and transparent definition of funding sources and constraints available to the public.

5. Build a database of grant supported projects for management and reporting purposes.

5.1. Create a database of projects to track them from the time a grant is awarded to the time the grant is paid out.

5.2. Apply metrics defined in Recommendation 1.3 into a program database, so that the performance and contribution of projects supported by the grant program can be measured.

5.3. Use the database to mitigate the management challenges inherent in the current disconnect between the fixed level of non-rollover funding sources (operations, not capital dollars) and the multi-year activities that the grant dollars fund, by incorporating projections over time.

5.3.1. Create a rolling 3- year schedule of projected grant payouts, including: project address, grant amount, estimated date of payout projected (year 0, 1, and 2), and project grant funding source (identify which pool dollars will come from).

5.3.2. Keep records of actuals for each project, including the amount and date of actual payout, and contribution to primary outcomes, consistent with Recommendation 1.2.1.

5.3.3. Record project contributions to enhanced outcomes, consistent with Recommendation 1.2.2.

5.4. Include data about the funding source for each project.

5.4.1. Identify the source and amount of funds committed to each project.

5.4.2. Use the database to project future years' available funds for each source based on grant commitments. For each application deadline, issue a report on the current (application) year plus the next two to three years. Because the grant is comprised of multiple pools of funding, each with unique constraints; and because grant commitments from a prior year

may come due and reduce available funds in a given area at a given time depending on how project timelines converge; there has been difficulty in defining “available funds” at any given time.

5.4.3. Ensure that staff consider projected available funds by pool when they define target outcomes for the upcoming grant cycle, in keeping with Recommendation 2.3.

6. Introduce and sustain training and education to enhance preservation outcomes.

6.1. Create and administer a training program on policies and practices in historic construction, through which contractors and building professionals can be granted “preferred vendor” status by the City; assume regular renewals.

6.2. Create a City “preferred vendor” list of historic contractors. Make this list available to applicants, and incentivize them to utilize the services of trained professionals.

6.3. Continue on-boarding training for Historic Preservation Board members on the Board’s authorities.

6.4. Create a publicly available brochure, the HPB Policy & Decision-Making Guide, outlining the Board’s authorities, criteria, and timeline for decision-making.

6.5. Provide, or coordinate, community education about the impacts of historic preservation (cultural, economic, & environmental), policies & standards, and criteria for decision-making. Topics could range from practical learning about regulatory frameworks to local history.

7. Establish a communications strategy to raise awareness, build community knowledge and engagement, and tell Park City’s story.

7.1. Establish a website with program information and resources.

7.1.1. Communicate program information (outcomes of Recommendation 1), and include downloadable program guidelines and application manual (outcomes of Recommendations 2 and 3)

7.1.2. Feature target themes and objectives for the upcoming funding round (as envisioned in Recommendation 2.3)

7.1.3. Feature program highlights: news coverage, photographs, resident or project spotlights (see Recommendation 7.3), goals and opportunities, and interest pieces about town history.

7.1.4. Provide links to supplemental resources including national standards, relevant Park City policies and zoning, community education

opportunities (Recommendation 6.5), preferred vendor information (Recommendation 6.1), and the HPB Policy & Decision-Making Guide (outcome of Recommendation 6.4).

7.1.5. If feasible, create a tool for people to simply type in their address and receive preliminary feedback about their property's eligibility and upcoming deadlines.

7.2. Create opportunities for news coverage.

7.2.1. Issue news releases about upcoming application deadlines and funding round themes, regular reporting, project successes, grant history, and so on.

7.2.2. Alert news and media about upcoming decisions that will be on the agenda for Board and Council meetings.

7.3. Recognize projects and people who have made significant contributions through use of the grant.

7.3.1. Coordinate with preservation organizations on awards or honors for outstanding contributions to historic preservation and interpretation.

7.3.2. Recognize projects that have achieved enhanced outcomes.

HISTORIC DISTRICT GRANT PACKET

2023 FISCAL YEAR

INFORMATION GUIDE AND APPLICATION

**CHANGES FROM THE 2022 FISCAL YEAR INFORMATION GUIDE AND
APPLICATION HAVE BEEN HIGHLIGHTED**

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at Aiden.Lillie@parkcity.org or 435-615-5067 or visit online at www.parkcity.org.

HISTORIC DISTRICT GRANT INFORMATION GUIDE

Mission Statement:

The Park City Historic District Grant Program is designed to financially incentivize the Preservation, Rehabilitation, and Restoration of the City's historic resources in order to create a community that honors its past and encourages Historic Preservation.

Grant Categories:

CATEGORY A. REPAIR:

Repair Projects, defined by either of the two (2) following definitions:

- Emergency Funds, to be awarded for projects as defined by “Emergency Repair Work” in the Land Management Code:
 - **Emergency Repair Work:** *work requiring prompt approval because of an imminent threat to the safety or welfare of the public or to the structure or site. The scope of the approval for emergency repair work shall only be to the extent related to stabilizing or repairing the emergency situation. **
- *The approvals for emergency repair work shall be the limited scope for the emergency situation.
- **Ordinary Repair Funds**, to be awarded for projects as defined by “Ordinary Repairs and Maintenance” in the Land Management Code:
 - **Ordinary Repairs and Maintenance:** *work done on a Building in order to correct any deterioration, decay, or damage to a Building or any part thereof in order to restore same as or nearly as practical to its condition prior to such deterioration, decay, or damage.*

CATEGORY B. COMPETITIVE:

Competitive Grant, to be awarded for projects as defined by “Preservation, Rehabilitation, and/ or Restoration” in the Land Management Code:

- **Preservation:** *The act or process of applying measures necessary to sustain the existing form, integrity, and materials of a Historic Property. Work, including preliminary measures to protect and stabilize the Property, generally focuses upon ongoing maintenance and repair of Historic materials and features rather than extensive replacement and new construction.*
- **Rehabilitation:** *The act or process of making possible a compatible Use for a Property through repair, alterations, and additions while preserving those portions or features which convey its Historical, cultural, or architectural values.*
- **Restoration:** *The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of removal of features from other periods in its history and Reconstruction of missing features from the restoration period.*

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at Aiden.Lillie@parkcity.org or 435-615-5067 or visit online at www.parkcity.org.

Eligibility:

Grants are available for Historic Residential or Commercial Structures listed on the Park City Historic Site Inventory (HSI). The purpose of the Grant Program is to assist in offsetting the costs of Preservation, Rehabilitation, and Restoration work. This is a 50% matching grant that requires the applicant to provide 50% of the proposed cost(s).

Eligible work may include Preservation, Rehabilitation, or Restoration, including Historic Architectural features, and structural elements.

Examples of Eligible Work for Category A:

- Exterior paint
- Repairing or replacing roofs
- Replacing windows
- Repointing Masonry

Examples of Eligible Work for Category B:

- Repairing/ Restoring windows
- Reconstructing Historic Porches
- Restoring Historic features (siding, windows, etc.*)
- Developing a Historic Preservation Plan
- Preservation Study**

**Please contact the Planning Department with questions regarding eligibility.*

**** Does not include studies to be done for Preservation Plan's**

Application:

Applications may be submitted to the Planning Department starting at 8 am on **May 16, 2022** and will be accepted until **August 15, 2022**. You will be notified of selection within 3 months. Work must be completed before June 1, 2024 to receive the grant reimbursement. Applications shall be submitted in person or by mail – mailing address information below.

The Planning Department is located in City Hall at 445 Marsac Avenue, Park City, Utah 84060.

Mailed applications shall be addressed as follows:

Park City Municipal Corporation
ATTN: Park City Historic Preservation Planner, Planning Department
P.O. Box 1480
Park City, UT 84060

*THIS APPLICATION CYCLE IS NOT A RETROACTIVE AWARDED OF FUNDS FOR WORK ALREADY COMPLETED. WORK MUST BE PROPOSED BETWEEN JULY 1, 2021 AND JUNE 30, 2022 IN ORDER TO BE CONSIDERED. *

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at Aiden.Lillie@parkcity.org or 435-615-5067 or visit online at www.parkcity.org.



PLANNING DEPARTMENT

Historic District Grant Program Scorecard

Criteria Evaluation	Points	Scoring Value
Visible character defining historic elements of the structure and/or site will be preserved and/or restored.		0: Non-visible historic elements will be preserved or restored 1: Few visible historic elements will be preserved or restored 2: Several visible historic elements will be preserved or restored 3: Majority of visible historic elements will be preserved or restored 4: All visible historic elements will be preserved or restored
Proposed improvements to the site will positively impact the vitality of the historic context of the neighborhood.		0: No proposed improvements 1: Minimal positive impact 2: General positive impact 3: Significant positive impact
Proposed design and scope of work uses best practices for the treatment of historic materials.		0: None 1: Insufficient 2: Average 3: Above Average 4: Exceeds expectations
The historic features and elements of the structure and/or site will be enhanced by the proposed work.		0: Minimally enhanced 1: Generally enhance 2: Exceeds expectations

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at Aiden.Lillie@parkcity.org or 435-615-5067 or visit online at www.parkcity.org.

Proposed work facilitates reversal of non-historic elements or alterations.		0: None 1: Some 2: Exceeds expectations
Priority is given to restoration and treatment of historic materials, rather than replacing historic materials and features in-kind.		0: No priority given to restoration 1: Minimum priority given 2: Some priority given 3: General priority given 4: Exceeds expectations

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at Aiden.Lillie@parkcity.org or 435-615-5067 or visit online at www.parkcity.org.

HISTORIC DISTRICT GRANT APPLICATION

For Office Use Only

/ ADMINISTRATIVE REVIEW

PROJECT PLANNER

APPLICATION #

APPROVED

DATE RECEIVED

AMOUNT

EXPIRATION

DENIED

BLDG PERMIT

PROJECT INFORMATION

NAME:

ADDRESS:

TAX ID:

OR

SUBDIVISION:

OR

SURVEY:

LOT #:

BLOCK #:

APPLICANT INFORMATION

NAME:

MAILING

ADDRESS:

PHONE #:

() -

FAX #:

() -

EMAIL:

APPLICANT REPRESENTATIVE INFORMATION

NAME:

PHONE #:

() -

EMAIL:

PRIMARY

ADDRESS:

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at Aiden.Lillie@parkcity.org or 435-615-5067 or visit online at www.parkcity.org.

SUBMITTAL REQUIREMENTS

1. **Historic District Design Review** approval letter. Please contact the Planning Department if this has not been completed. The grant application will not be accepted without this approval letter.
2. Completed and signed **Historic District Grant Application**.
3. Written **Project Description** describing the proposed scope of work, detailed specifications, and reason(s) for applying for a Historic District Grant.
4. Submittal of a **Cost Estimate** for the proposed work.
5. **Breakdown of Estimated Costs** of the proposed eligible improvements (page 6).
6. **Proposed Timeline** of the proposed project (page 7).
7. Schematic, conceptual **Drawings** as they apply to the proposed project. This may include but is not limited to: site plans, elevations, and floor plans.
8. **Color Photographs** of existing conditions. Include a general view of the building and setting; the front; perspective view showing front façade and one side, and rear façade and one side; detailed view of affected work area.

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at Aiden.Lillie@parkcity.org or 435-615-5067 or visit online at www.parkcity.org.

BREAKDOWN OF ESTIMATED COSTS

SCOPE OF WORK	OWNER'S PORTION	CITY'S PORTION	ESTIMATED TOTAL COST
Total	\$ _____	\$ _____	\$ _____

Grant Request: \$ _____ (This amount is reimbursable).

Match: \$ _____ (Same amount as Grant Request)

Total Project Budget: \$ _____ (Grant Request + Local Match)

Match Source: _____

Match Type: _____

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at Aiden.Lillie@parkcity.org or 435-615-5067 or visit online at www.parkcity.org.

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ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____
Name of Applicant: _____
Mailing Address: _____
Phone: _____ Fax: _____
Email: _____
Type of Application: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____
Mailing Address: _____
Street Address/ Legal Description of Subject Property: _____

Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
4. If a Home Owner's Association is the applicant then the representative/president must attaché a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at Aiden.Lillie@parkcity.org or 435-615-5067 or visit online at www.parkcity.org.



**CITY COUNCIL
PARK CITY, SUMMIT COUNTY, UTAH**

RE: HISTORIC DISTRICT GRANT AWARD

The Historic Preservation Board met on [DATE] to review Historic District Grant Program Applications and forwarded a _____ recommendation to the City Council for final approval. The City Council of Park City, Utah met [DATE] for a duly noticed meeting. After determining that a quorum was present, the Council conducted its scheduled business.

NOTICE OF CITY COUNCIL ACTION

Project Address: [PROJECT ADDRESS]
Project Number: [PROJECT NUMBER]
Type of Item: Administrative
Hearing Date: [DATE]

Council Action: **APPROVED** – The City Council awarded a Historic District Grant to [PROPERTY ADDRESS] for [PROJECT DESCRIPTION] as outlined in the following Findings of Fact, Conclusions of Law, and Conditions of Approval.

Findings of Fact

1. The Historic Preservation Board forwarded a positive recommendation to City Council on [DATE].
2. The property is located at [PROPERTY ADDRESS] in [ZONING DISTRICT].
3. The Site is designated as [SIGNIFICANT OR LANDMARK] on the Historic Sites Inventory.
4. On [DATE], the Planning Department received a complete Historic District Grant Program application.

Conclusions of Law

1. The proposal complies with the Land Management Code requirements pursuant to [ZONING DISTRICT CODE + CHAPTER 15-11 + CHAPTER 15-13].

Conditions of Approval

1. The grantee must submit a building permit within 120 days of grant approval.
2. All proposed work must be completed by [DATE].

3. The grantee must submit proof of payment to the Planning Department for disbursement of funds within 30 days of final inspection.
4. Improvements shall be completed in compliance with the Secretary of the Interior's Standards for Rehabilitation.
5. The grantee must maintain the architectural significance of the structure, retain and/or restore the historic character of the structure, preserve the structural integrity of the structure, and perform normal maintenance and repairs.
6. The grantee must enter into a five-year lien with the City. Should the property be sold within the five-year period, the applicant is responsible for repaying the City a pro-rated amount of the grant disbursement. If the property is sold within one year, 100% of awarded funds must be paid back to the City.
7. The Applicant shall submit a photograph of completed work to Planning Staff to include on the City's website showing before and after pictures.
8. Any changes, modifications, or deviations from the approved scope of work shall be submitted in writing for review and approval/denial in accordance with the applicable standards by the Planning Director or his/her designee prior to construction.

If you have any questions, concerns, or comments regarding this letter, please do not hesitate to contact the Project Planner, Aiden Lillie, at (435) 615-5067 or aiden.lillie@parkcity.org

Regards,

Nann Worel,
Mayor

CC: Aiden Lillie, Project Planner

Fiscal Year 2021 Grant Application Evaluation

PL-20-_____

Address:_____

Summary Project Scope:_____

_____ Points (0-25)

1. **Will the grant funding allow for work to be completed that may not otherwise be done in terms of Preservation of the Historic Site?**

_____ Points (0-25)

- 2. Is the proposed scope of work consistent with the Design Guidelines?**

_____ Points (0-25)

3. **Does the proposed scope elevate the Historic character and/or integrity of the Site by removing non-historic features and additions? (0-25 points)**

_____ Points (0-25)

4. Is the project scope in line with the definition of Ordinary or Emergency Repair? (0-25 points)

Ordinary Repair: Work done on a Building in order to correct any deterioration, decay, or damage to a Building or any part thereof in order to restore same as or nearly as practical to its condition prior to such deterioration, decay, or damage.

Emergency Repair: Work requiring prompt approval because of an imminent threat to the safety or welfare of the public or to the structure or site. The scope of the approval for emergency repair work shall only be to the extent related to stabilizing or repairing the emergency situation. Staff shall give a verbal report regarding the emergency repairs at the next Historic Preservation meeting.

COMPETITIVE HISTORIC DISTRICT GRANT FUNDS: SCORE CARD			
Prerequisites:			
1. Project is located on a site that has been designated as Historic on the Historic Sites Inventory as either a Landmark or Significant site. 2. Project complies with the Land Management Code as well as the Design Guidelines for Historic Residential or Commercial Buildings. 3. All projects \$10,000 or less will require entering into a 5-year lien with the City; should the property be sold within that 5 year period, the applicant is responsible for repaying the City a prorated amount of the total grant disbursement. 4. For projects \$10,000.01 or more, the applicant will be required to donate a façade easement to the City that will be recorded on the property.			
Criteria Evaluation	Points	Scoring Values	Final Score
Target Outcomes:			
1. Promotes Park City's story and authentic sense of place through its historic sites and structures. 2. Commits to an affordable, complete community and to social equity. 3. Makes a positive and proactive difference in the lives of residents or businesses. 4. Generates enhanced outcomes that may not happen but for the investment.	5	0: None are true 1: one is true 2: two are true 3: three are true 4: all are true 5: all are true and exceed minimum expectations	
Impact:			
1. Key, highly visible character-defining historic elements of the structure and/or site will be preserved and/or restored.	4	0: Non-visible historic elements will be preserved or restored 1: Few visible historic elements will be preserved or restored 2: Several visible historic elements will be	

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org.

		preserved or restored 3: Majority of visible historic elements will be preserved or restored 4: All visible historic elements will be preserved or restored	
2. Historic structure, historic elements, and/or site has high visibility due to its location (prominent intersection, larger than surrounding properties, well-traveled trail, etc.)	2	0: Minimal visibility 1: Moderate visibility 2: Prominent	
3. Proposed improvements to the structure and/or site will positively impact the vitality of the historic context of the neighborhood.	2	0: Minimal positive impact 1: General positive impact 2: Significant positive impact	
4. Proposed improvements will redress or improve the structural stability of the historic structure.	2	0: No structural stabilization 1: Some structural stabilization 2: Extensive structural stabilization	
5. Project addresses a building and/or structure that has an active Notice and Order	5	0: Does not have an active Notice and Order 5: Project addresses an active Notice and Order	
Design:			
1. Proposed design and scope of work is consistent with the purpose of the Design Guidelines.	1	0: Does not comply 1: Complies	
2. Proposed design and scope of work uses best practices for the treatment of historic materials.	4	0: None 1: Insufficient 2: Average 3: Above Average 4: Exceeds expectations	
3. The historic features and elements of the structure and/or site will be	2	0: Minimally enhanced 1: Generally enhance	

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enhanced by the proposed work.		2: Exceeds expectations	
4. Proposed work facilitates reversal of non-historic elements or alterations.	2	0: None 1: Some 2: Exceeds expectations	
5. Proposed work promotes restoration of lost or re-exposure of hidden historic elements.	2	0: None 1: Some 2: Exceeds expectations	
6. Project encourages pedestrian-oriented development, minimizing the visual impacts of automobiles and parking on historic structures, sites and Streetscapes.	4	0: None 1: Insufficient 2: Somewhat 3: Above Average 4: Exceeds expectations	
7. New additions proposed as part of a renovation are compatible to the historic neighborhood context. (New additions and construction are not covered by the Historic District Grant Program.)	4	0: Addition is not compatible and subordinate 1: Addition is insufficiently compatible and subordinate 2: Addition is somewhat compatible and subordinate beyond expectation 3: Addition is compatible and subordinate 4: Addition exceeds expectations in its compatible and subordinate design	
8. New additions proposed as part of a renovation are subordinate to the existing historic structure. (New additions and construction are not covered by the Historic District Grant Program.)	4	0: Addition is not compatible and subordinate 1: Addition is insufficiently compatible and subordinate	

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		2: Addition is somewhat compatible and subordinate beyond expectation 3: Addition is compatible and subordinate 4: Addition exceeds expectations in its compatible and subordinate design	
9. Historic site features, such as retaining walls, will be stabilized and preserved or restored.	2	0: None 1: Somewhat 2: Exceeds expectations	
10. When panelization or reconstruction of a structure is considered, project utilizes best preservation techniques to avoid panelization and/or reconstruction.	5	0: Does not avoid panelization and/or reconstruction 1: Largely does not minimize panelization and/or reconstruction 2: Somewhat minimizes 3: Minimizes 4: Above Average 5: Exceeds expectations	
Sustainability/Permanence:			
1. Proposed improvements, more than cosmetic finishes, enhance the liveability, improve the physical integrity, and add to the longevity of the historic structure.	5	0: Does not enhance, improve, and add to the longevity 1: Minimally enhances 2: Generally enhances 3: More than generally enhances 4: Enhances 5: Exceed expectations	
2. Priority is given to restoration and	4	0: No priority given	

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treatment of historic materials, rather than replacing historic materials and features in-kind.		1: Minimum priority given 2: Some priority given 3: General priority given 4: Exceeds expectations	
3. Project has taken steps to increase the energy efficiency of the structure. Steps include, but are not limited to, weatherizing historic windows and doors; retaining the inherit energy-conserving features of the historic structure and/or site; improving the thermal efficiency of the historic building and/or structure; and incorporating sources of renewable energy.	2	0: None 1: Somewhat 2: Exceeds expectations	
Community Contributions:			
1. Applicant will be providing affordable and/or attainable housing as part of this rehabilitation project.	2	0: Not applicable 1: Somewhat applicable 2: Exceeds expectations	
2. Property will be used to house a primary resident either through primary homeownership or through long-term rentals.	2	0: No 2: Yes	
3. Project will be a rehabilitation and/or adaptive reuse of an existing Main Street commercial building.	2	0: Not applicable 1: Somewhat applicable 2: Exceeds expectations	
4. Applicant commits to enter into an agreement with the City restricting nightly rental of the property. (Applicable only to residential uses.)	2	0: No 2: Yes	
5. Project seeks to stabilize and preserve a historic mine structure.	1	0: No 1: Yes	
6. Project meets Historic Preservation Board's goals for a target area or targeted result. This grant cycle's targeted result is _____. (To be updated each grant cycle.)	4	0: Does not meet goals 1: Minimally meets goals 2: Generally meets goals 3: More than generally meets goals	

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		4: Exceeds expectations	
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If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org.

Historic Preservation Board Staff Report



Subject: 341 Ontario Avenue
Application: PL-15-02687
Author: Aiden Lillie, Planner I
Date: March 2, 2022
Type of Item: Administrative – Material Deconstruction and Disassembly and Reassembly

Recommendation

Staff recommends the Historic Preservation Board review the proposal for 341 Ontario Avenue, conduct a public hearing, and (I) approve Material Deconstruction and (II) Disassembly and Reassembly of the Significant Historic Structure subject to the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the Draft Final Action Letter (Exhibit A).

Description

Applicant: Mathew Day
Location: 341 Ontario Avenue
Zoning District: Historic Residential-1 Zoning District
Historic Designation: Significant Historic Site
Reason for Review: The Historic Preservation Board (HPB) reviews and approves Material Deconstruction and Disassembly and Reassembly of Historic Structures. Land Management Code (LMC) Chapter [15-11-12.5](#) and Chapter [15-11-14](#).

Abbreviations

CUP	Conditional Use Permit
HDDR	Historic District Design Review
HPB	Historic Preservation Board
HR-1	Historic Residential-1 Zoning District
HSI	Historic Sites Inventory
LMC	Land Management Code
ROW	Right-Of-Way
SSCUP	Steep-Slope Conditional Use Permit

Terms that are capitalized as proper nouns throughout this staff report are defined in LMC § [15-15-1](#).

Summary

The Applicant for 341 Ontario Avenue is proposing Material Deconstruction of the Significant Structure's roof along with the East and South panels and Roof; and Disassembly and Reassembly of the West and North panels.

Background

341 Ontario Avenue is a one-story hall and parlor that was constructed in c.1900 and is a Significant Historic Site on Park City's Historic Sites Inventory (HSI) ([HSI Form](#)).

The structure has undergone some changes since its construction. There are gable dormers that are set symmetrically on the primary façade and an oriole window on the northwest elevation was added at some point between c.1940 and 1995. The house is sheathed with original drop-novelty wood siding and the windows on the primary façade are one-over-one double hung sash type, arranged symmetrically on either side of the door, which is centered on the primary façade. A full façade width porch is shown in the early tax photos and on the Sanborn maps, but was modified over time, shown later with simpler roof supports, and finally, in c. 2006, removed altogether.

The Significant Structure sits on a steep slope on Ontario Avenue, which is only accessible by City and private stairs. The building was constructed into the steep hillside and was historically accessed by foot from below the structure and not directly from Ontario. This historic orientation is difficult for restoration and new construction efforts. Images below depict the structure's present setting.



Figure 1. Photo facing the rear of the lot, February 2022



Figure 2. 2013 Photograph

On May 12, 2014, the Planning Department received a Plat Amendment application to remove an internal lot line that ran under the Historic Structure. On July 31, 2014 the City Council adopted [Ordinance No. 14-42 approving the Plat Amendment](#).

On September 22, 2015, the property owner submitted a Steep Slope Conditional Use Permit (SSCUP) application. On August 8, 2018, the Planning Commission approved the SSCUP ([Staff Report](#); [Minutes](#), page 6). On March 23, 2021, the property owner applied to extend the SSCUP approval. On April 8, 2021, Planning Staff approved an extension to the SSCUP ([Staff Report](#)).

On November 4, 2016, the Planning Department received a complete Historic District Design Review (HDDR) application for 341 Ontario Avenue. On June 13, 2019, the Planning Department held a public hearing and approved the HDDR application ([Final Action Letter](#)). On June 30, 2020 the property owner applied to extend the previous HDDR approval. On February 10, 2021, the Planning Director approved a one-year extension.

On May 9, 2017, the property owner applied for a Variance to increase the Height and reduce the front Setbacks. On April 17, 2018, the Board of Adjustment approved the following variances; (1) Reducing the front Setback from 10 feet to four feet, six inches; (2) Allowing Building Height above Existing Grade up to 35 feet; and (3) Allowing a maximum interior Height of 35 feet to 39 feet six inches ([Staff Report](#); [Minutes](#), page 3).

On December 10, 2018, the property owner applied for an Administrative Conditional Use Permit to construct retaining walls in the Right-of-Way (ROW). On June 10, 2019, Planning Department staff approved an Administrative Conditional Use Permit for walls.



Figure 3. 1941 Summit County Tax Photograph



Figure 4. 2014 Photograph

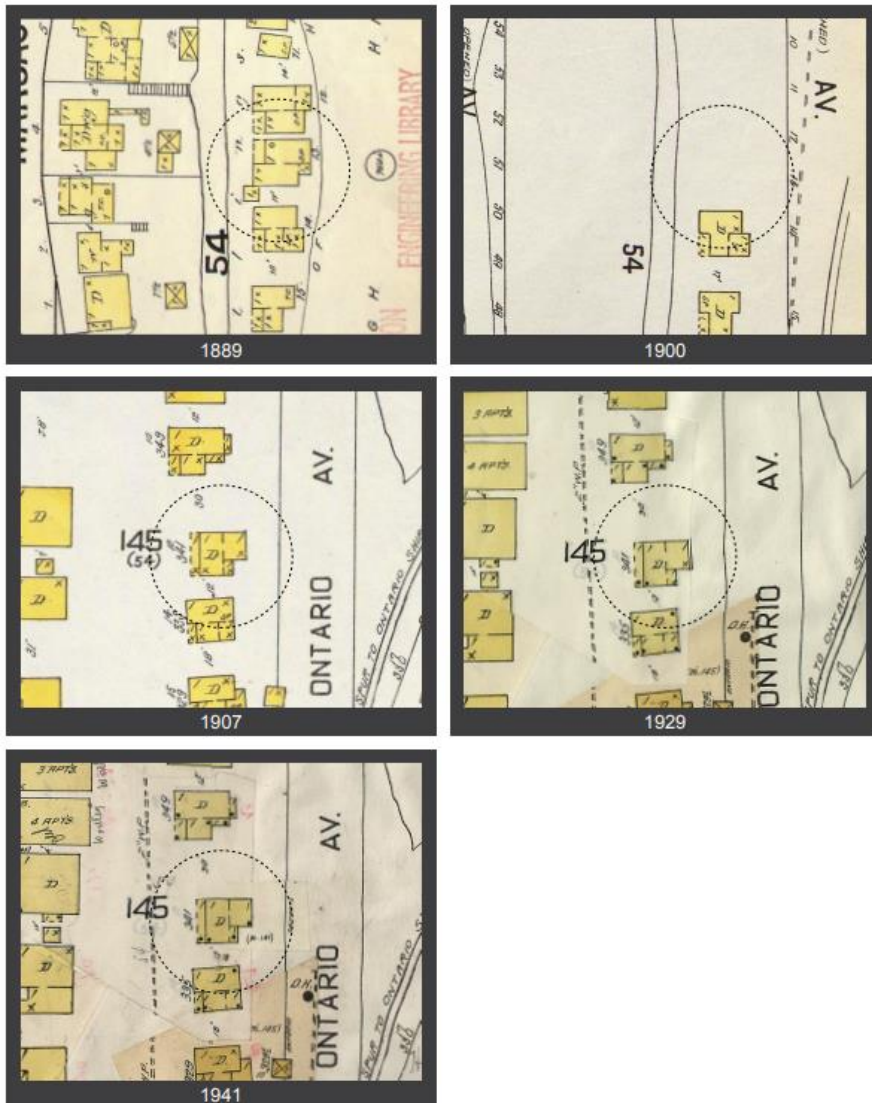


Figure 5. Sanborn Map History

Analysis

- (I) **Staff recommends the Historic Preservation Board approve the Material Deconstruction of portions of the South and East Elevations and Roof.**

Pursuant to LMC Section [15-11-12.5\(A\)\(2\)](#), the Historic Preservation Board reviews the removal of Historic Material to accommodate New Additions, New Construction, or Structural Upgrades of Historic Structures. Additions to Historic Structures shall be considered only on non-character defining facades, usually tertiary facades.

The Applicant proposes the Material Deconstruction of a portion of the South and East elevations and roof to construct Structural Upgrades. The exiting wall panels on the South and East facades are in very poor condition. Portions of roofing and wood panel material on the historic structure have deteriorated from moisture and exposure as well

as the weight of the hillside against the walls. These materials have been deemed unsalvageable by the Applicant's Representative.

The images below show the current conditions of the material that is proposed to be deconstructed:



Figure 6. East Elevation, February 2022



Figure 7. South Elevation, February 2022

The images below show the proposed sections and materials to be removed to accommodate the addition (Exhibit B):

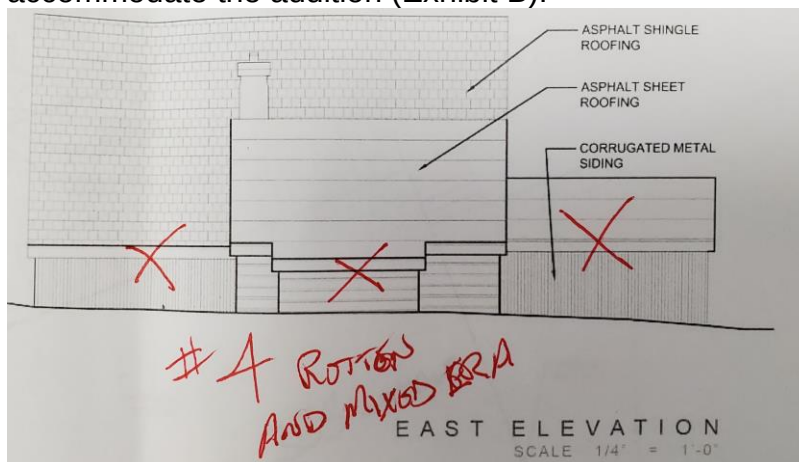


Figure 8. East Elevation

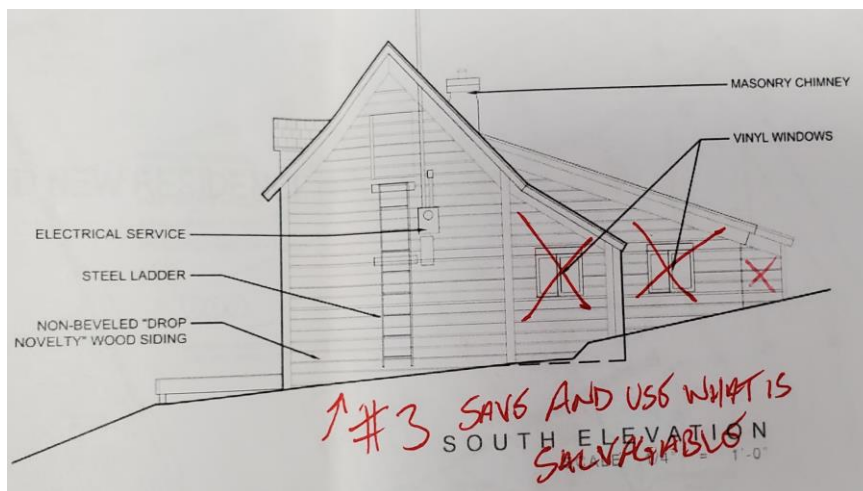


Figure 9. South Elevation

(II) Staff recommends the Historic Preservation Board approve the Disassembly and Reassembly of the West and North Elevations of the Structure.

Pursuant to LMC Section [15-11-14](#), the Historic Preservation Board reviews all Applications for the disassembly and reassembly of any Historic Building(s) and/or Structure(s) on a Landmark Site or a Significant Site within the City.

Due to the constraints of the Site and the poor condition of the panels, the Applicant proposes panelization in order to construct Structural Upgrades.

LMC Section [15-11-14](#), requires the Historic Preservation Board to find the proposal complies with the following:

1. A licensed structural engineer certified that the Historic Structure cannot reasonably be moved intact:
 - a. Shen Engineers, Inc. visited 341 Ontario Avenue on Feb. 21, 2022, and determined the following (Exhibit C):
 - i. The main roof existing joists are 2x4 at 24" on center spanning about 8'-0" to 12'-0". The 12'-0" roof joists are 12% capacity of the code. The 8'-0" roof joists are 16% capacity of the code. They need to be upgraded or replaced with new roof joists. We suggest reframing roof ridge and valley beams and installing new 9 1/2" min. TJI roof joists.
 - ii. The existing roof deck is 1x wood plank installed perpendicular to the existing joists. It doesn't have any capacity of shear diaphragm value. Suggest installing new 5/8" plywood or OSB with 10d @ 6" on center nailing.
 - iii. The existing main and crawl space floor joists are 2x4 @ 24" on center spanning 12'-0". Most of them were totally rotted out. They have to be replaced.

- iv. All the existing headers need to be upgraded. We will review each one of them when design is available.
- v. The whole exterior and interior walls are 1x12 installed vertically. Small portions of the exterior walls are upgraded with 2x4 @ 16" o.c. They have no capacity for wind, seismic or gravity loads. The building walls will need to be entirely re-framed from the inside with new stud wall framing that is code compliant, 2x4 or 2x6 at 16" o.c.
- vi. The whole existing building is supported by loose sand-stone or no footing at all. We suggest removing the existing foundation sandstone and frame walls. New reinforced concrete footing and foundation walls need to be poured for supporting the existing building and forming the frost depth of 40" minimum.
- vii. Considering the existing roof, floor and wall condition plus the age, rotted condition of building as well as the bad differential settlement, we strongly suggest panelizing the existing building so we can re-build the entire house. If not to panelize the existing building, the big concern is that the safety is not guaranteed when the construction crews are working inside of the existing building with jacking or vibrating to the building. To panelize the existing building, the construction crews may only work from the outside of the building most of time.

In addition to the Engineer's Report, the Land Management Code also requires at least one of the following:

- (a) The proposed disassembly and reassembly will abate demolition of the Historic Structure on the site; or
- (b) The Historic Structure is found by the Chief Building Official to be hazardous or dangerous, pursuant to Section 116.1 of the International Building Code; or
- (c) The Historic Preservation Board determines, with input from the Planning Director and the Chief Building Official, that unique conditions and the quality of the Historic Preservation Plan warrant the proposed disassembly and reassembly; unique conditions include but are not limited to:
 - 1. If problematic site or structural conditions preclude temporarily lifting or moving a building as a single unit; or
 - 2. If the physical conditions of the existing materials prevent temporarily lifting or moving a building and the applicant has demonstrated that panelization will result in the preservation of a greater amount of historic material; or
 - 3. All other alternatives have been shown to result in additional damage or loss of historic materials.

On February 14, 2021, the Chief Building Official and the Planning Director visited 341 Ontario Avenue. They determined that the building can only be made safe and/ or serviceable through panelization (Exhibit D). It was deemed that the structure would not survive temporarily lifting or moving the building as a single unit.

If the Historic Preservation Board approves the proposed panelization, then LMC Section [15-13-4\(B\)](#), Guidelines For Relocation And/or Reorientation of Intact Buildings Or Structures: Panelization, requires the following standards, outlined as Conditions of Approval 19–31 in the Draft Action Letter (Exhibit A):

Disassembly & Reassembly of All or Part of a Historic Structure

- Panelization shall be done using recognized preservation methods.
- The Applicant shall complete measured drawings of the structure or element to be disassembled/reassembled.
- The Applicant shall submit a thorough photographic survey of the interior and exterior elevations as well as architectural details of the structure, including site and location views from all compass points, exterior elevations, and interior elevations of each room.
- Written plans detailing the disassembly and reassembly steps and procedures shall be completed and approved by the Planning and Building Departments.
- Structures shall be disassembled in the largest workable pieces possible.
- To ensure accurate reassembly, all parts of the Building, Structure, or element shall be marked as they are systematically separated from the Structure. Contrasting colors of paint or carpenter wax crayons shall be used to establish a marking code for each component. The markings shall be removable and shall be made on surfaces that will be hidden from view when the Structure is reassembled.
- Important architectural features of a Historic Building or Structure shall be removed, marked, and stored before the Structure or element of the Structure is disassembled.
- The process of disassembly of a Historic Structure shall be recorded through photographic, still, or video.
- Wall panels and roof surfaces shall be protected with rigid materials, such as sheets of plywood, when there is risk of damage during the disassembly/storage/reassembly process.
- Disassembled components—trim, windows, doors, wall panels, roof elements, etc.—shall be securely stored on-site in a storage trailer or off-site in a garage/warehouse/trailer until needed for reassembly.

Reassembly

- The original orientation and siting shall be replicated as closely as possible.
- New foundations and additions shall follow the Design Guidelines.
- The Landmark Historic Structure must be reassembled in the original form, location, placement, and orientation.¹

¹ LMC [§ 15-11-14\(A\)](#).

Department Review

The Planning, Building, and Legal Departments reviewed this application.

Notice

Staff published notice on the City's website and posted notice to the property on February 16, 2022. Staff mailed courtesy notice to property owners within 100 feet on February 16, 2022. The *Park Record* published notice on February 16, 2022. LMC Chapter [15-1-21](#).

Public Input

Staff did not receive any public input at the time this report was published.

Alternatives

- The Historic Preservation Board may approve the Panelization and Material Deconstruction;
- The Historic Preservation Board may deny the Panelization and Material Deconstruction and direct staff to make Findings for the denial; or
- The Historic Preservation Board may request additional information and continue the discussion to April 6, 2022.

Exhibits

Exhibit A: Draft Final Action Letter

Exhibit B: Proposed Panels and Material Deconstruction

Exhibit C: Structural Engineer Determination Letter

Exhibit D: Chief Building Official and Planning Director Determination Letter



**HISTORIC PRESERVATION BOARD
PARK CITY, SUMMIT COUNTY, UTAH**

RE: MATERIAL DECONSTRUCTION; AND PANELIZATION DETERMINATION

The Historic Preservation Board of Park City, Utah, met on Wednesday, March 2, 2022 for a duly noticed meeting. The Board formed a quorum and conducted its scheduled business.

ACTION

Project Address: 341 Ontario Avenue
Project Number: PL-15-02687
Type of Item: Administrative – Historic District Design Review
Hearing Date: March 2, 2022

The Historic Preservation Board conducted a public hearing and (I) approved the Material Deconstruction of the Significant Historic Structure; and (II) approved panelization of the North and West elevations and Roof based on the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact

Background

1. 341 Ontario Avenue is a one-story frame hall-parlor built c.1900.
2. 341 Ontario Avenue is a Significant Historic Structure on the Park City Historic Sites Inventory.
3. On May 12, 2014, the Planning Department received a Plat Amendment application to remove an internal lot line that ran under the Historic Structure. On July 31, 2014 the City Council approved it.
4. On September 22, 2015, the property owner submitted a Steep Slope Conditional Use Permit (SSCUP) application. On August 8, 2018, the Planning Commission approved the SSCUP. On April 10, 2019, the property owner applied to extend the SSCUP approval. On April 8, 2021, Planning Staff approved an extension to the SSCUP.
5. On November 4, 2016, the Applicant submitted a Historic District Design Review (HDDR) Application. On June 13, 2019, the Planning Department approved the

HDDR Application. On June 30, 2020 the property owner applied to extend the previous HDDR approval. On February 10, 2021, the Planning Director approved a one-year extension.

6. On May 9, 2017, the property owner applied for a variance to reduce the front Setbacks and Height. On April 17, 2018, the Board of Adjustment approved three variances: (1) Reducing the front Setback from 10 feet to four feet, six inches; (2) Allowing Building Height above Existing Grade up to 35 feet; and (3) Allowing a maximum interior Height of 35 feet to 39 feet six inches.
7. On December 10, 2018, the property owner applied for an Administrative Conditional Use Permit to construct retaining walls in the Right-of-Way. On June 10, 2019, Planning Department staff approved an Administrative Conditional Use Permit for walls.

Material Deconstruction

8. The Applicant proposes Material Deconstruction of the roof and east and south elevations and roof of the Significant Historic Structure.
9. The proposal is in compliance with the Land Management Code Chapter 15-13-2, Design Guidelines For Historic Residential Sites:
 - a. LMC Chapter 15-13-2(2)(A)
 - i. Preserve and maintain historic exterior materials including wood siding (drop siding, clapboard, board and batten), frieze boards, cornices, moldings, shingles, etc., as well as stone and masonry. Repair deteriorated or damaged historic exterior materials using recognized preservation methods appropriate to the specific material.
 - ii. When disassembly of a historic element—window, molding, bracket, etc.--is necessary for its restoration, recognized preservation procedures and methods for removal, documentation, repair, and reassembly shall be used.
 - iii. When historic exterior materials cannot be repaired, they shall be replaced with materials that match the historic in all respects: scale, dimension, profile, material, texture, and finish. The replacement of existing historic material is allowed only when it can be shown that the historic material is no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition.
10. The Historic Preservation Board approved the Material Deconstruction of the Significant Historic Site, subject to the Conditions of Approval below.

Panelization

11. On February 21, 2022, a licensed structural engineer visited 341 Ontario Avenue and completed a Physical Conditions Report.
12. The report determined the following:
 - i. The main roof existing joists are 2x4 at 24" on center spanning about 8'-0" to 12'-0". The 12'-0" roof joists are 12% capacity of the

code. The 8'-0" roof joists are 16% capacity of the code. They need to be upgraded or replaced with new roof joists. We suggest reframing roof ridge and valley beams and installing new 9 ½" min. TJI roof joists.

- ii. The existing roof deck is 1x wood plank installed perpendicular to the existing joists. It doesn't have any capacity of shear diaphragm value. Suggest installing new 5/8" plywood or OSB with 10d @ 6" on center nailing.
- iii. The existing main and crawl space floor joists are 2x4 @ 24" on center spanning 12'-0. Most of them were totally rotted out. They have to be replaced.
- iv. All the existing headers need to be upgraded. We will review each one of them when design is available.
- v. The whole exterior and interior walls are 1x12 installed vertically. Small portions of the exterior walls are upgraded with 2x4 @ 16" o.c. They have no capacity for wind, seismic or gravity loads. The building walls will need to be entirely re-framed from the inside with new stud wall framing that is code compliant, 2x4 or 2x6 at 16" o.c.
- vi. The whole existing building is supported by loose sand-stone or no footing at all. We suggest removing the existing foundation sandstone and frame walls. New reinforced concrete footing and foundation walls need to be poured for supporting the existing building and forming the frost depth of 40" minimum.
- vii. Considering the existing roof, floor and wall condition plus the age, rotted condition of building as well as the bad differential settlement, we strongly suggest panelizing the existing building so we can re-build the entire house. If not to panelize the existing building, the big concern is that the safety is not guaranteed when the construction crews are working inside of the existing building with jacking or vibrating to the building. To panelize the existing building, the construction crews may only work from the outside of the building most of time.

13. On February 14, 2022, the Chief Building Official, Planning Director, and Building and Planning staff visited 341 Ontario Avenue.

14. The Chief Building Official and Planning Director determined that the building can only be made safe and/ or serviceable through panelization.

15. The Historic Preservation Board approved panelization of the Significant Historic Structure.

Conclusions of Law

1. The proposal complies with Land Management Code Chapter 15-11-14, *Disassembly and Reassembly Of A Historic Building Or Historic Structure*.
2. The proposal complies with Land Management Code Chapter 15-11-12.5, *Historic Preservation Board Review for Material Deconstruction*.
3. The proposal complies with Chapter 15-11-9, *Preservation Policy* and LMC Chapter 15-13-2, *Design Guidelines For Historic Residential Sites*.

Conditions of Approval

1. The Applicant is responsible for notifying the Building Department prior to proposing any changes to this approval.
2. The Applicant shall submit in writing any changes to the approved scope of work for Planning Department review.
3. Prior to removing and replacing Historic materials, the applicant shall demonstrate to the Planning Department that the materials are not safe or serviceable and cannot be repaired to a safe or serviceable condition. No Historic materials may be disposed of prior to advance approval by the Planning Department.
4. Where the Historic exterior materials cannot be repaired, they shall be replaced with materials that match the original in all respects: scale, dimension, texture, profile, material and finish.
5. The Historic Structure shall be returned to original grade following construction of a foundation.
6. Disassembly and Reassembly shall be done using recognized preservation methods.
7. The Applicant shall complete measured drawings of the structure or element to be disassembled and reassembled.
8. The Applicant shall submit a thorough photographic survey of the interior and exterior elevations as well as architectural details of the structure, including site and location views from all compass points, exterior elevations, and interior elevations of each room.
9. Written plans detailing the disassembly and reassembly steps and procedures shall be completed and approved by the Planning and Building Departments.
10. Structures shall be disassembled in the largest workable pieces possible.
11. To ensure accurate reassembly, all parts of the Building, Structure, or element shall be marked as they are systematically separated from the Structure. Contrasting colors of paint or carpenter wax crayons shall be used to establish a marking code for each component. The markings shall be removable and shall be made on surfaces that will be hidden from view when the Structure is reassembled.
12. Important architectural features of a Historic Building or Structure shall be removed, marked, and stored before the Structure or element of the Structure is disassembled.
13. The process of disassembly of a Historic Structure shall be recorded through photographic, still, or video.
14. Wall panels and roof surfaces shall be protected with rigid materials, such as sheets of plywood, when there is risk of damage during the disassembly/storage/reassembly process.
15. Disassembled components—trim, windows, doors, wall panels, roof elements, etc. shall be securely stored on-site in a storage trailer or off-site in a garage/warehouse/trailer until needed for reassembly.
16. New foundations and additions shall follow the Design Guidelines.
17. The Significant Historic Structure must be reassembled in the original form,

location, placement, and orientation.

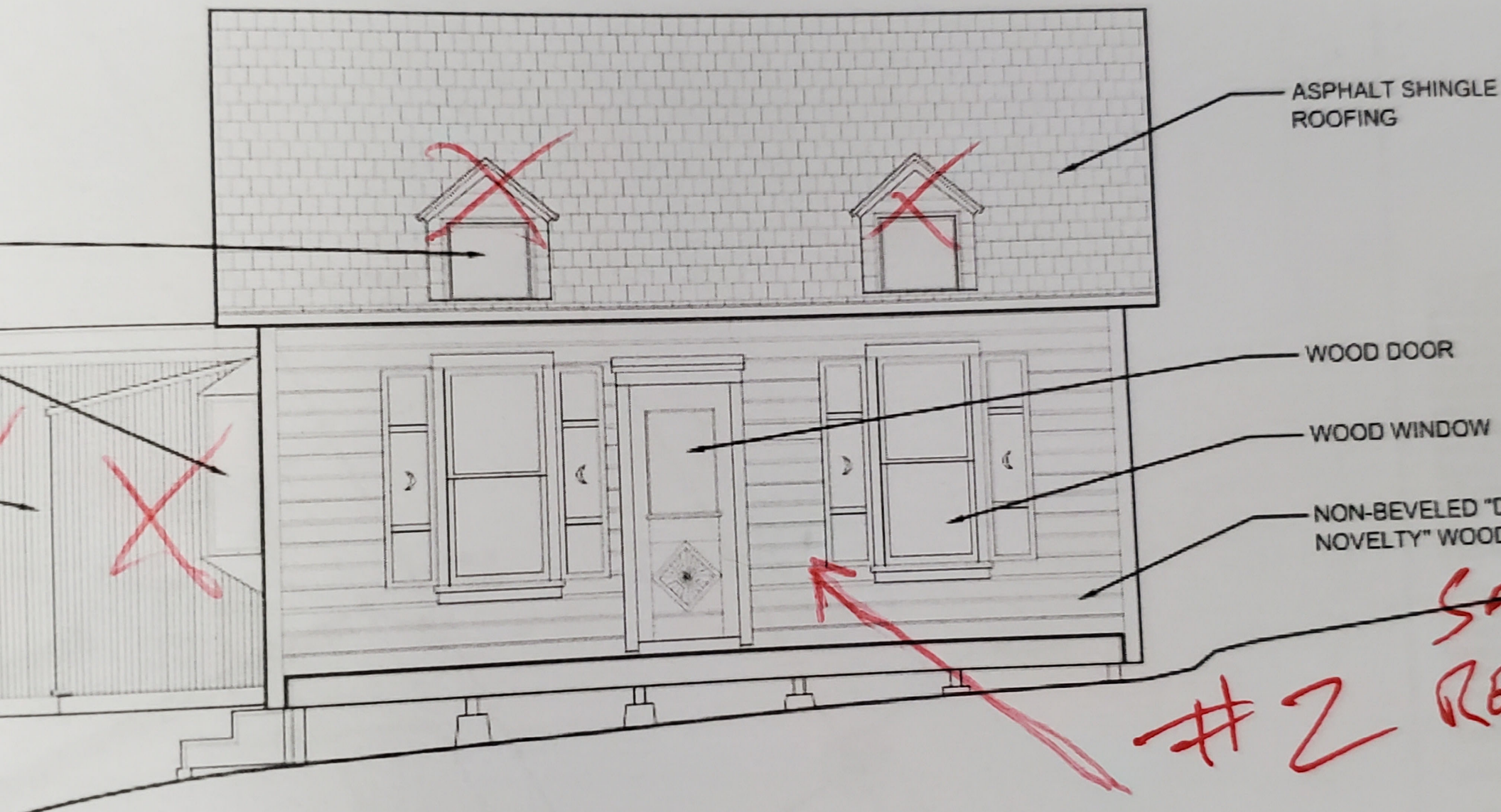
If you have any questions, concerns, or comments regarding this letter, please email aiden.lillie@parkcity.org or call 435-615-5067.

Sincerely,

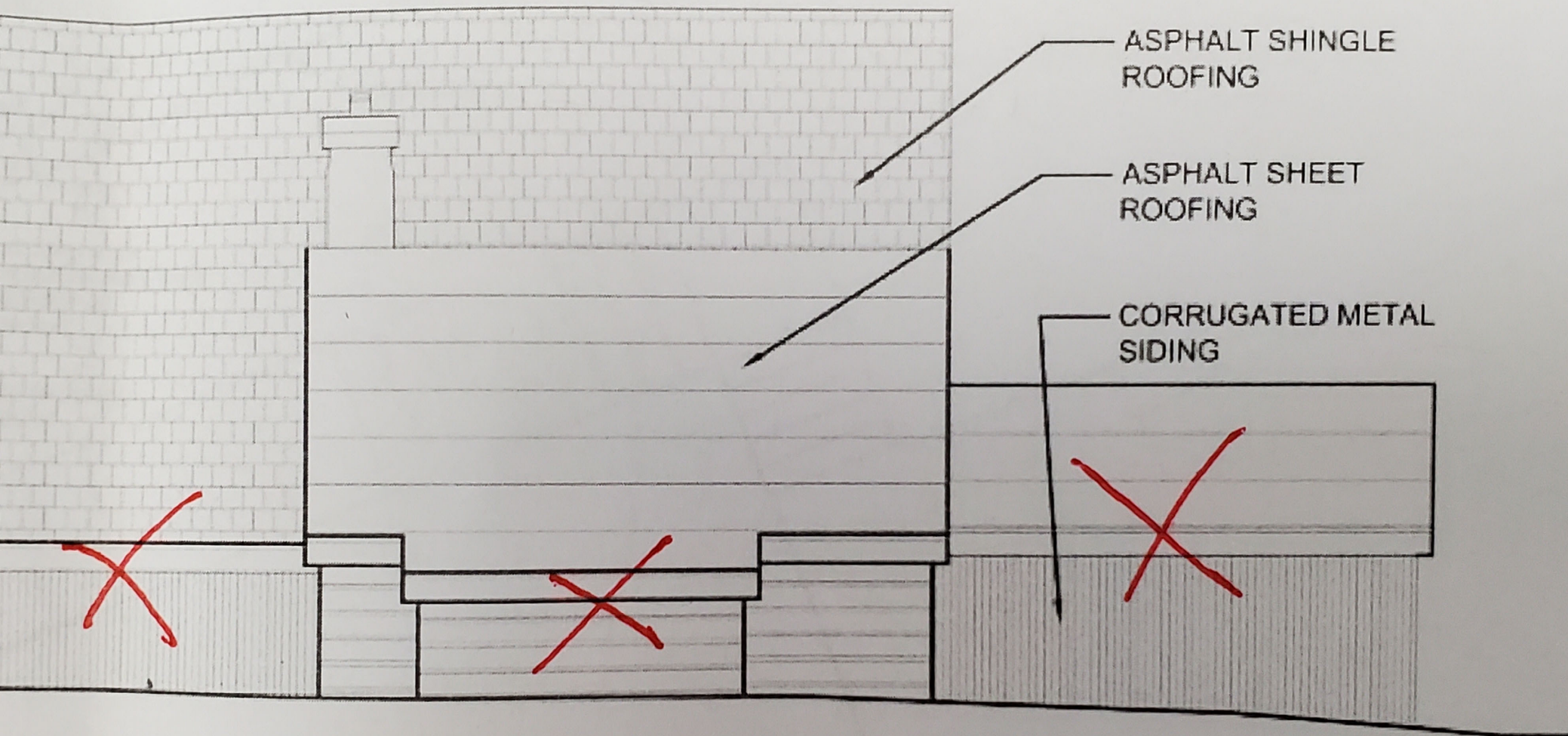
Randy Scott
Historic Preservation Board Chair

CC: Gretchen Milliken, Planning Director
Aiden Lillie, Project Planner

DRAFT



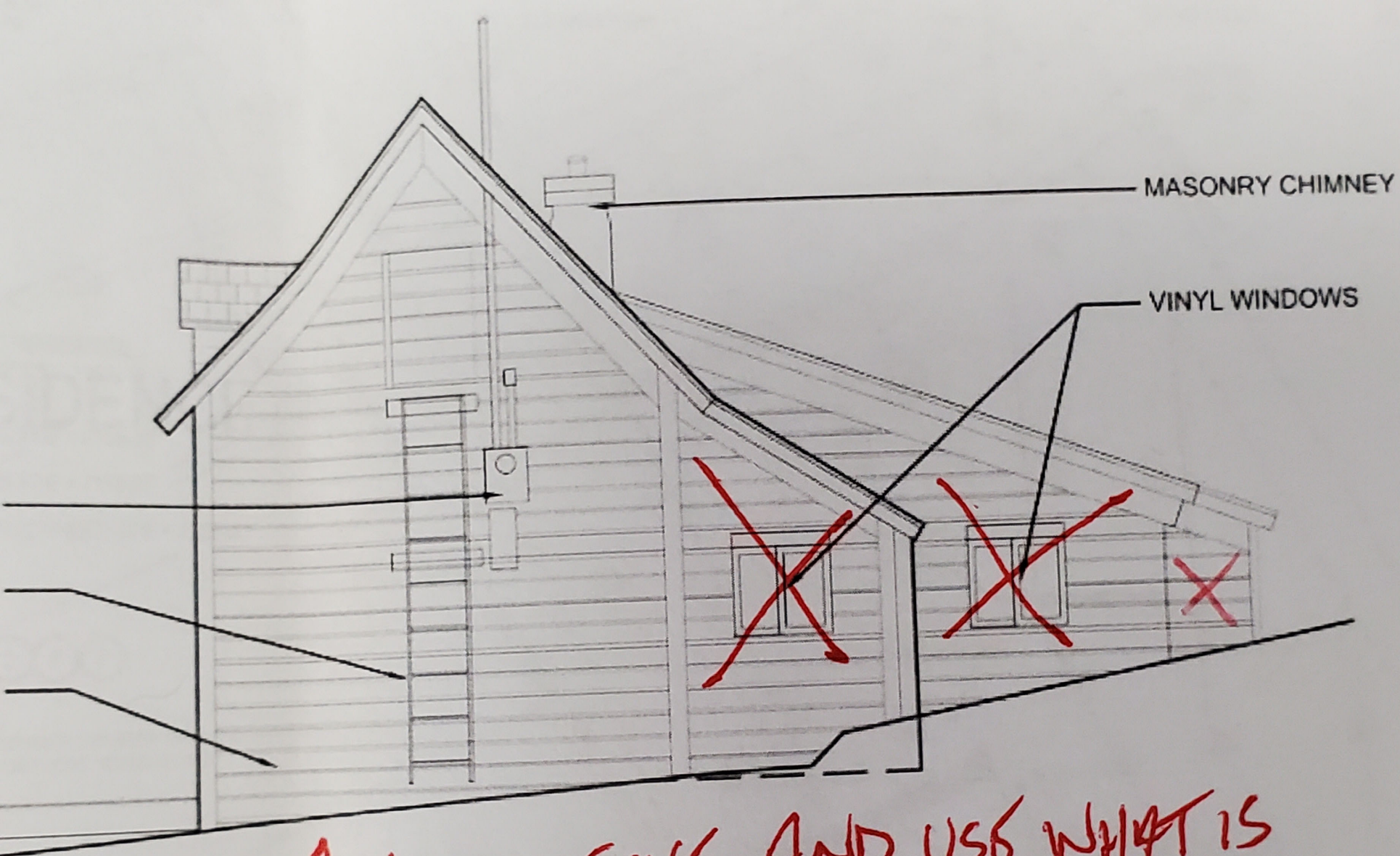
WEST ELEVATION
SCALE 1/4" = 1'-0"



#4 ROTTED
AND MIXED BRP

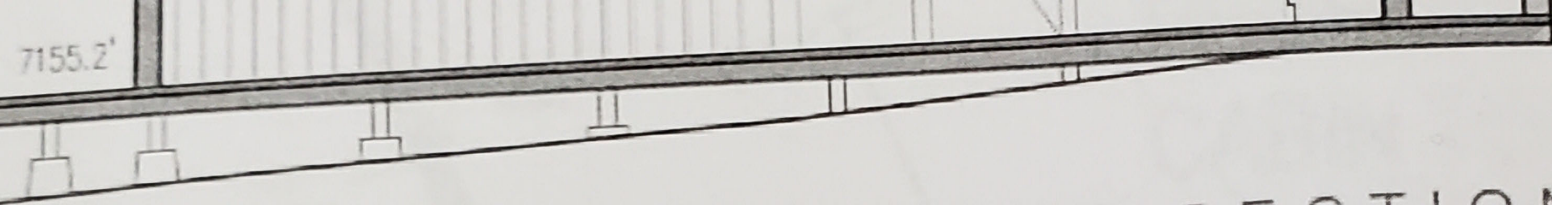
EAST ELEVATION

SCALE 1/4" = 1'-0"



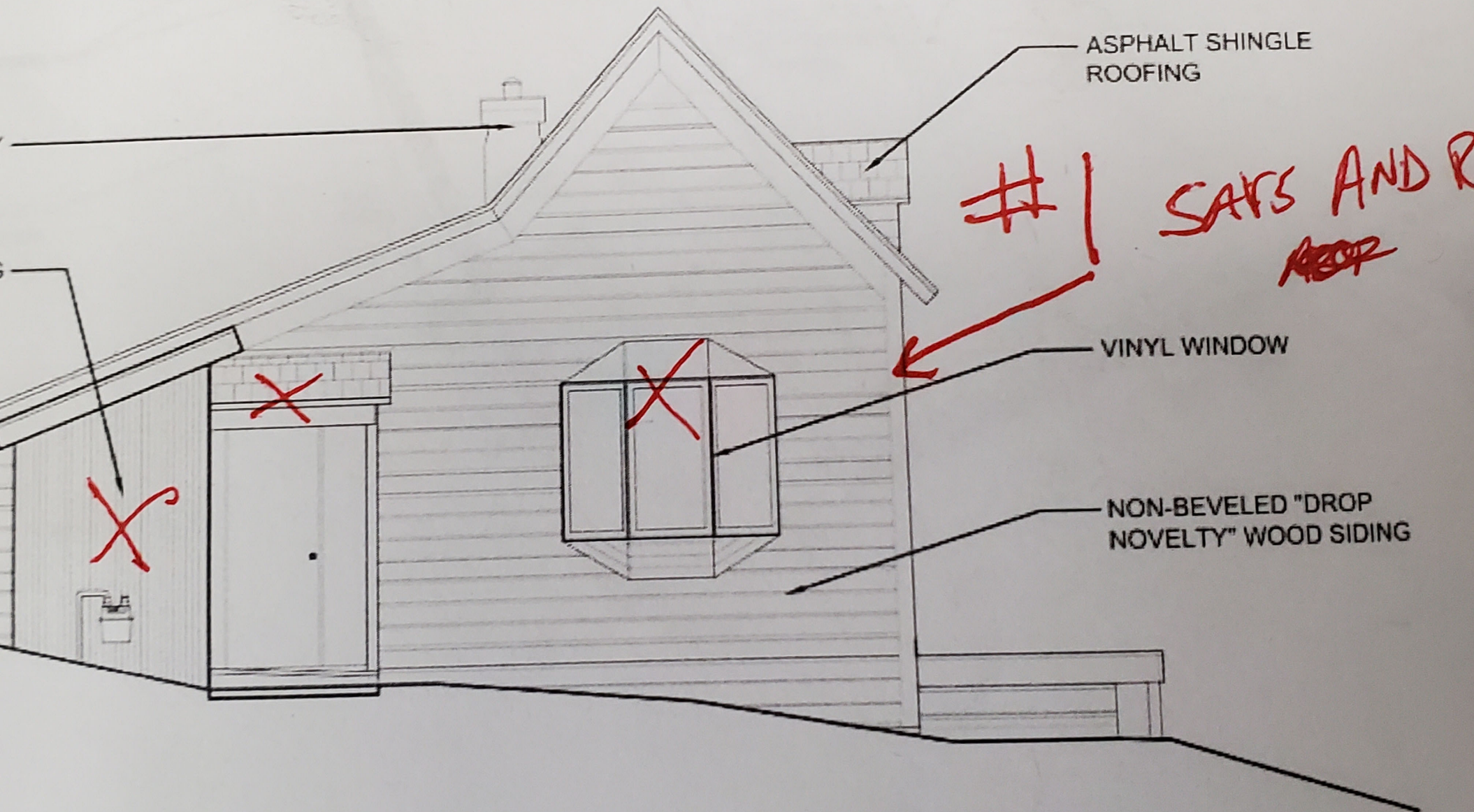
AS-B

↑ #3 SAVE AND USE WHAT IS
SOUTH ELEVATION
SALVAGEABLE
SCALE 1/4" = 1'-0"



BUILDING SECTION

SCALE 1/4" = 1'-0"



NORTH ELEVATION

SCALE 1/4" = 1'-0"

Shen Engineers, Inc. Structural/Seismic Consultants

2225 E. Murray Holladay Rd., Suite 208
Holladay, UT 84117
801.277.2625
801.277.2626fax

Feb. 21, 2022

Mr. Scott Jaffa
Jaffa Group
4490 N. Forestdale Drive
Park City, Utah 84098

Subject: Physical Condition Report of Park City House at
341 Ontario Ave.
Park City, Utah

To Whom It May Concern:

We have performed a virtual site investigation of the building on Feb. 21, 2022 with the architect Scott Jaffa. The conclusions on the house are as follows:

1. The main roof existing joists are 2x4 at 24" on center spanning about 8'-0" to 12'-0". The 12'-0" roof joists are 12% capacity of the code. The 8'-0" roof joists are 16% capacity of the code. They need to be upgraded or replaced with new roof joists. We suggest reframing roof ridge and valley beams and installing new 9 1/2" min. TJI roof joists.
2. The existing roof deck is 1x wood plank installed perpendicular to the existing joists. It doesn't have any capacity of shear diaphragm value. Suggest installing new 5/8" plywood or OSB with 10d @ 6" on center nailing.
3. The existing main and crawl space floor joists are 2x4 @ 24" on center spanning 12'-0". Most of them were totally rotted out. They have to be replaced.
4. All the existing headers need to be upgraded. We will review each one of them when design is available.
5. The whole exterior and interior walls are 1x12 installed vertically. Small portions of the exterior walls are upgraded with 2x4 @ 16" o.c. They have no capacity for wind, seismic or gravity loads. The building walls will need to be entirely re-framed from the inside with new stud wall framing that is code compliant, 2x4 or 2x6 at 16" o.c.
6. The whole existing building is supported by loose sand-stone or no footing at all. We suggest removing the existing foundation sandstone and frame walls. New reinforced concrete footing and foundation walls need to be poured for supporting the existing building and forming the frost depth of 40" minimum.
7. Considering the existing roof, floor and wall condition plus the age, rotted condition of building as well as the bad differential settlement, we strongly suggest panelizing the existing building so we can re-build the entire house. If not to panelize the existing building, the big concern is that the safety is not guaranteed when the construction crews

are working inside of the existing building with jacking or vibrating to the building. To panelize the existing building, the construction crews may only work from the outside of the building most of time.

We hope that the information contained herein will assist you in your planning efforts. Should you have any further questions, please feel free to contact our office at your convenience.

Best Regards,

Henry Shen

Henry Shen, SE,
Shen Engineers, Inc.
2225 East Murray Holladay Road, Suite 208
Holladay, Utah 84117

NOTICE OF OFFICIAL DETERMINATION



Project Address: 341 Ontario Ave
Project Description: Chief Building Official and Planning Director
Determination for Integrity of Structure
Date of Action: February 24, 2022

ACTION TAKEN:

The Historic Site at 341 Ontario Ave has been designated as Significant on the City's Historic Sites Inventory. Per the Land Management Code § 15-11-14 Disassembly and Reassembly of a Historic Structure, Criteria 1,A. states the Historic Preservation Board can determine, with input from the Planning Director and the Chief Building Official, that the unique conditions and the quality of the Historic Preservation Plan warrant the proposed Disassembly and Reassembly (panelization). This document is to act as the input from both the Chief Building Official and Planning Director.

The Chief Building Official, based on the submitted engineering report, and after visiting the site with the Planning Director and Historic Preservation Planner on February 14, 2022 find the structure 341 Ontario Avenue can only be made safe and/or serviceable through panelization of the existing historic structures and rebuilding the houses. Due to the considerably poor condition of the building along with the substantial rot and decomposition, to move the structures and straighten them would cause them to fail and collapse. The Historical Structures are deemed hazardous or dangerous pursuant to Section 116.1 of the International Building Code (IBC).

*"Structures that.....involve illegal or improper occupancy or inadequate maintenance shall be deemed an unsafe condition. Unsafe structures shall be taken down and removed or **made safe**....."*

*It is, therefore, the determination of the Chief Building Official that based on the criteria noted in the IBC, these structures should be panelized and rebuilt to be preserved and **made safe** for occupancy.*

The proposed method of Disassembly and Reassembly shall follow LMC [§ 15-13-4\(B\)](#) requiring the following standards:

Disassembly & Reassembly of All or Part of a Historic Structure

- Panelization shall be done using recognized preservation methods.
- The Applicant shall complete measured drawings of the structure or element to

- be disassembled/reassembled.
- The Applicant shall submit a thorough photographic survey of the interior and exterior elevations as well as architectural details of the structure, including site and location views from all compass points, exterior elevations, and interior elevations of each room.
 - Written plans detailing the disassembly and reassembly steps and procedures shall be completed and approved by the Planning and Building Departments.
 - Structures shall be disassembled in the largest workable pieces possible.
 - To ensure accurate reassembly, all parts of the Building, Structure, or element shall be marked as they are systematically separated from the Structure. Contrasting colors of paint or carpenter wax crayons shall be used to establish a marking code for each component. The markings shall be removable and shall be made on surfaces that will be hidden from view when the Structure is reassembled.
 - Important architectural features of a Historic Building or Structure shall be removed, marked, and stored before the Structure or element of the Structure is disassembled.
 - The process of disassembly of a Historic Structure shall be recorded through photographic, still, or video.
 - Wall panels and roof surfaces shall be protected with rigid materials, such as sheets of plywood, when there is risk of damage during the disassembly/storage/reassembly process.
 - Disassembled components—trim, windows, doors, wall panels, roof elements, etc.—shall be securely stored on-site in a storage trailer or off-site in a garage/warehouse/trailer until needed for reassembly.

The Historic Preservation Board shall ultimately decide the appropriate method of preservation and rehabilitation for the Significant Historic Structures at 341 Ontario Avenue. Regardless of which method is approved, the loss of some Historic Material is to be expected with this scope of work.

If there are questions or concerns regarding this determination, please contact the Park City Building Department or Planning Department.

Sincerely,



Dave Thacker
Chief Building Official



Gretchen Milliken
Planning Director

Historic Preservation Board Staff Report



Planning Department

Subject: Material Deconstruction at 945 Norfolk Avenue
Application: PL-22-05155
Author: Aiden Lillie, Planner I
Date: March 2, 2022
Type of Item: Administrative

Recommendation

Staff recommends the Historic Preservation Board review the proposal for 945 Norfolk Avenue, conduct a public hearing, and approve Material Deconstruction of a portion of the rear façade of a Landmark Historic Structure subject to the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the Draft Final Action Letter (Exhibit A).

Description

Applicant: Jeff Chiew, represented by Jonathan DeGray
Location: 945 Norfolk Avenue
Zoning District: Historic Residential- 1 Zoning District
Historic Designation: Landmark Historic Site
Reason for Review: The Historic Preservation Board reviews and approves Material Deconstruction of Historic material. Land Management Code (LMC) Chapter [13-11-12.5](#)

Abbreviations

HDDR	Historic District Design Review
HPB	Historic Preservation Board
HSI	Historic Sites Inventory
LMC	Land Management Code

Terms that are capitalized as proper nouns throughout this staff report are defined in LMC § [15-15-1](#).

Summary

The Applicant for 945 Norfolk Avenue is proposing Material Deconstruction of a portion of the rear façade to accommodate a new door and transom window opening on the Landmark Historic Structure.

Background

945 Norfolk Avenue is a Landmark Historic Site on Park City's Historic Sites Inventory ([HSI Form](#)) and was listed on the National Register of Historic Places on July 12, 1984. The one-and-a-half-story pyramid house was constructed in 1896 by Nathaniel J. Williams. Williams was born in Brazil in 1871 and moved to Park City to work as a miner. He owned this house for 30 years, selling it to his sister, Mae W. Paxton in 1926. Mae was one of four students in the first graduating class at the Park City High School, then the Lincoln School.

The house has remained largely unchanged from the time of its construction.



Figure 1: 1941 Summit County Tax Photograph



Figure 2: 1982 Park City Survey



Figure 3: 1984 National Register of Historic Places Photograph



Figure 4: 2013 Photograph

On March 19, 2018, the Planning Department received a complete Historic District Design Review (HDDR) application for 945 Norfolk Avenue.

On May 4, 2018, the HPB approved Material Deconstruction of non-historic improvements to: reconstruct the historic c.1896 roof form and c.1990 wood shake roofing materials; reconstruct two c.1896 chimneys; reconstruct c.1997 basement; reconstruct c.1983 reconstructed front porch; replace c.1900 front door and two non-historic doors; and replace 12 total historic wood windows ([Staff Report](#)).

On May 14, 2018, the Planning Department held a public hearing and approved the HDDR application.

The property was sold before work on the structure was completed. On September 8, 2021, the Building Department reactivated the permit issued in 2018 at the request of the new owner. The permit was reactivated due to the dangerous condition the structure

was left in.

On February 1, 2022, the Planning Department received a complete Modification of Approval application for 945 Norfolk Avenue's HDDR approval to construct an opening for a door on the rear elevation.

Analysis

Pursuant to Land Management Code Section [15-11-12.5](#), *Historic Preservation Board Review for Material Deconstruction*, the HPB reviews the removal of Historic Material to Accommodate New Construction. Compliance with Land Management Code Section [15-13-2](#), Design Guidelines for Historic Residential Sites, is also required. New door openings may be considered on secondary façades. A new opening shall be similar in location, size, and type to those seen on the historic structure (LMC Section [15-13-2\(2\)\(C\)\(7\)](#)).

The Applicant proposed the Material Deconstruction of a three-foot and six-inch (3'6") by eight-foot eight-inch (8'8") panel on the rear façade. The deconstruction of this historic material will be done to accommodate a new door opening. The proposed door will be 6 feet and 8 inches in height with a two-foot transom window above it. The existing historic door opening on the front of the Landmark Structure is three-feet and one-inch (3'1") by six-feet and ten-inches (6'10"). The proposal is compliant with the Design Guidelines for Historic Residential Sites.

The elevation drawing below depicts the proposed door opening on the rear façade (Exhibit B):

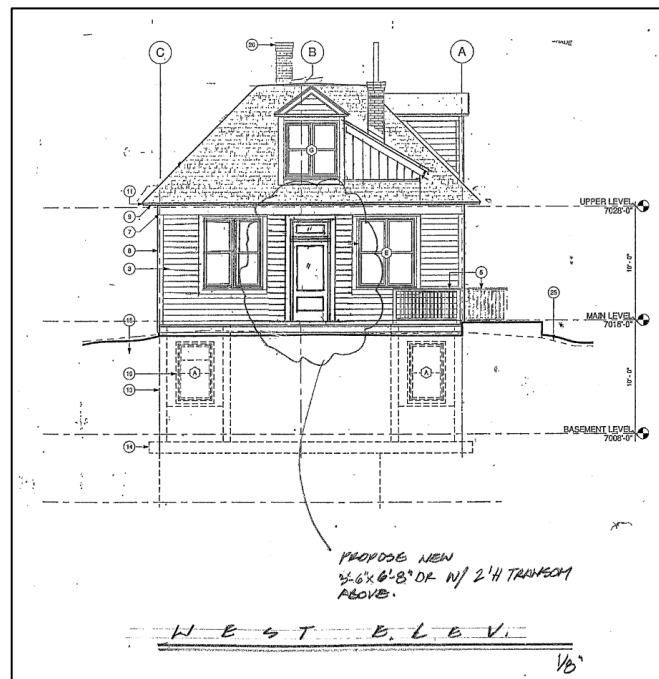


Figure 4: Proposed Rear Elevation

The proposal will require Modification of Approval to Historic District Design Review approval, which is contingent on HPB's approval for Material Deconstruction.

Department Review

The Design Review Team, Planning, and Legal Departments reviewed this application.

Notice

Staff published notice on the Utah Public Notice and City's website and posted notice to the property on February 16, 2022. Staff mailed courtesy notice to property owners within 100 feet on February 16, 2022. The *Park Record* published notice on February 16, 2022. LMC [§ 15-1-21](#).

Public Input

Staff did not receive any public input as of the time this report was published.

Alternatives

- The Historic Preservation Board may approve the Material Deconstruction;
- The Historic Preservation Board may deny the Material Deconstruction and direct staff to make Findings for the denial; or
- The Historic Preservation Board may request additional information and continue the discussion to April 6, 2022.

Exhibits

Exhibit A: Draft Final Action Letter

Exhibit B: Proposed Drawing



**HISTORIC PRESERVATION BOARD
PARK CITY, SUMMIT COUNTY, UTAH**

RE: MATERIAL DECONSTRUCTION

The Historic Preservation Board of Park City, Utah, met on Wednesday, March 2, 2022 for a duly noticed meeting. The Board formed a quorum and conducted its scheduled business.

ACTION

Project Address: 945 Norfolk Ave
Project Number: PL-22-05155
Type of Item: Administrative – Historic District Design Review
Hearing Date: March 2, 2022

The Historic Preservation Board conducted a public hearing and (I) approved the Material Deconstruction of the Landmark Historic Structure based on the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact

Background

1. 945 Norfolk Avenue is a 1 ½ story pyramid house built c.1896.
2. 945 Norfolk Avenue is a Landmark Historic Structure on the Park City Historic Sites Inventory and listed on the National Register of Historic Places.
3. On March 19, 2018, the Planning Department received a complete Historic District Design Review (HDDR) application for 945 Norfolk Avenue.
4. On May 4, 2018, the HPB approved material deconstruction Material Deconstruction of non-historic improvements; reconstruct the historic c.1896 roof form and c.1990 wood shake roofing materials; reconstruct two c.1896 chimneys; reconstruct c.1997 basement; reconstruct c.1983 reconstructed front porch; replace c.1900 front door and two non-historic doors; and replace 12 total historic wood windows
5. On May 14, 2018, the Planning Department held a public hearing and approved the HDDR application.
6. On February 1, 2022, the Planning Department received a complete Modification

of Approval application for 945 Norfolk Avenue's HDDR approval to construct an opening for a door on the rear elevation.

Material Deconstruction

7. The Applicant proposes Material Deconstruction of a 4-foot by 8-foot section of the rear facade of the Landmark Historic Structure to enable a new door similar in size to the front façade door.
8. The new door is located on a secondary façade.
9. The analysis section of the Staff Report dated March 2, 2022 is incorporated herein.

Conclusions of Law

1. The proposal complies with Land Management Code Chapter 15-11-12.5, *Historic Preservation Board Review for Material Deconstruction*, and § 15-11-9, *Preservation Policy*; § 15-13-2; and *Design Guidelines for Historic Residential Sites*.

Conditions of Approval

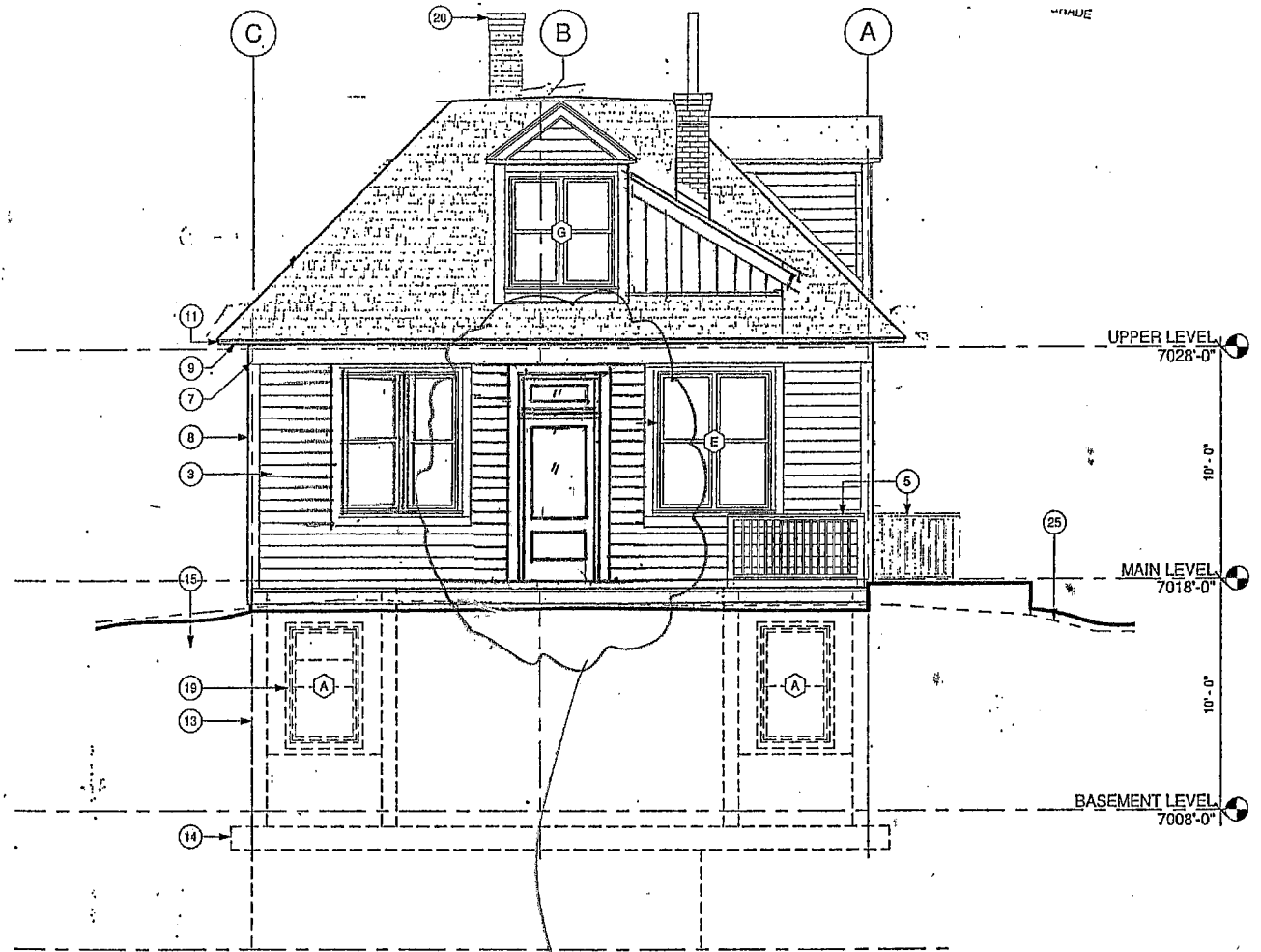
1. The Applicant is responsible for notifying the Building Department prior to any changes to this approval which is for the plans dated March 2, 2022.
2. The Applicant shall submit in writing any changes from the approved scope of work for Planning Department review.
3. The construction of the door and window opening shall be undertaken in such a way that if removed in the future the essential form and integrity of the Landmark Historic Structure could be restored.
4. The Applicant shall receive approval of the Historic District Design Review Modification of Approval application prior to issuance of a building permit.

If you have any questions, concerns, or comments regarding this letter, please email aiden.lillie@parkcity.org or call 435-615-5067.

Sincerely,

Randy Scott
Historic Preservation Board Chair

CC: Gretchen Milliken, Planning Director
Aiden Lillie, Project Planner



PROPOSE NEW
3'-6"X6'-8" DR W/ 2'H TRANSOM
ABOVE.

W E S T E L E V.

1/8"