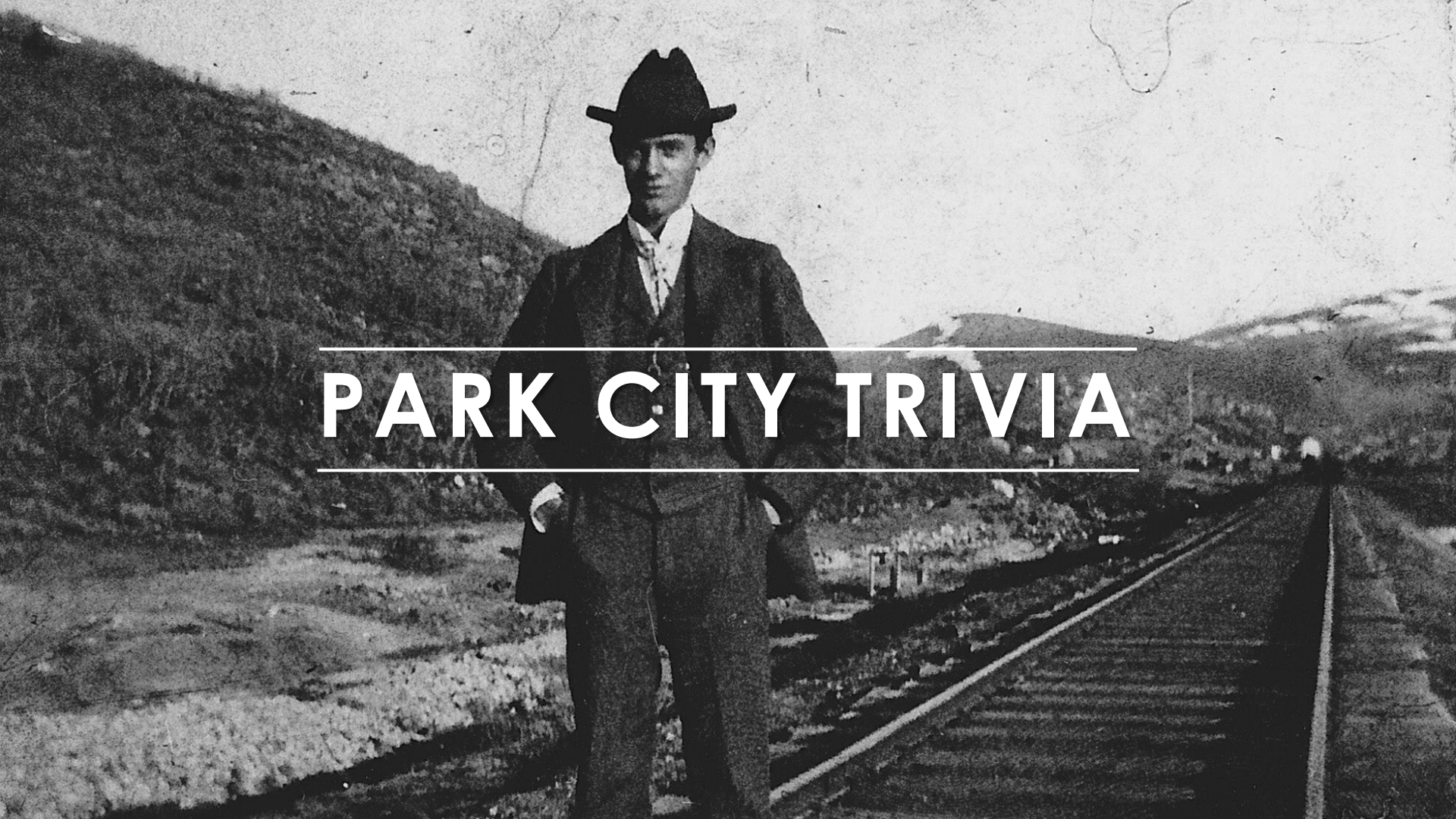


A vintage black and white photograph of a man standing in a rugged, mountainous landscape. The man is positioned in the center-left of the frame, wearing a dark suit, a light-colored shirt with a tie, and a dark fedora-style hat. He is looking directly at the camera. To his right, a set of railroad tracks runs diagonally from the foreground into the distance, leading towards a small town or village nestled in a valley. The background features steep, rocky hillsides under a bright sky. The overall image has a grainy, aged quality.

PARK CITY TRIVIA



PARK CITY

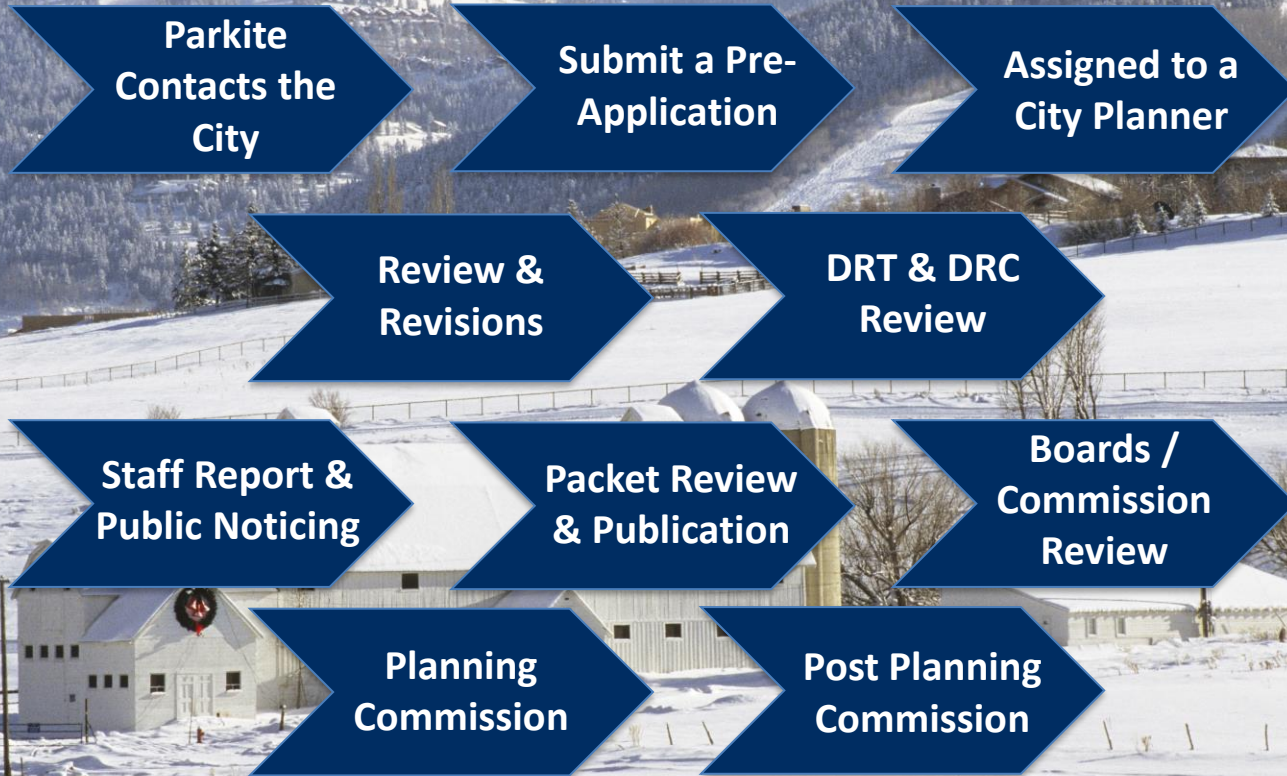
1884

PLANNING COMMISSION COLLABORATIVE STUDIO

A G E N D A

- Roll Call
- Public Communications
- Staff and Board Communications and Disclosures
- Round Table Work Session
 - Introductions
 - Land Use Application Flow Chart Presentation and Discussion
 - Guess Who/What Exercise
- Mix and Mingle

APPLICATION FLOW CHART





**Parkite
Contacts the
City**

**Submit a Pre-
Application**

**Assigned to a
City Planner**

**Review &
Revisions**

**DRT & DRC
Review**

**Staff Report &
Public Noticing**

**Packet Review
& Publication**

**Boards /
Commission
Review**

**Planning
Commission**

**Post Planning
Commission**

110 Silver Queen Ave

Park City, Utah



- Community member contacts the Planning Department
- Construct an addition to a historic home, with a lockout nightly rental
- The property is a Historic Site in a Historic District



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HISTORIC DISTRICT DESIGN REVIEW

PRE-APPLICATION

- No cost
- Review for compliance with the Historic District Design Guidelines
- Next steps identified



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PLANNER ASSIGNMENT

- Assigned to planners every Tuesday at staff meeting
- Each project may have multiple applications
- Planning Director may ask that multiple planners review large projects
- Planning Department processed over 390 applications in 2021



REQUIRED APPLICATIONS

HISTORIC DISTRICT/SITE DESIGN REVIEW

For Official Use Only

PLANNER: _____ APPLICATION #: _____
DATE RECEIVED: _____
EXPIRATION: _____

HIST. PRES. BOARD: _____ BOARD OF ADJUSTMENT: _____
APPROVED: _____

SUBDIVISION PLAT / CONDOMINIUM PLAT

For Office Use Only

PLANNING COMMISSION HEARING DATE(S) _____ CITY COUNCIL HEARING DATE(S) _____
APPROVED _____ APPLICATION # _____
DATE RECEIVED _____
PROJECT PLANNER _____ DENIED _____ EXPIRATION _____

CONDITIONAL USE PERMIT FOR CONSTRUCTION ON A STEEP SLOPE

For Office Use Only

PLANNING COMMISSION _____ PROJECT PLANNER _____ APPLICATION # _____
APPROVED _____ DATE RECEIVED _____
DENIED _____ EXPIRATION _____

CONDITIONAL USE PERMIT

For Office Use Only

PLANNING COMMISSION _____ PROJECT PLANNER _____ APPLICATION # _____
APPROVED _____ DATE RECEIVED _____
DENIED _____ EXPIRATION _____

PROJECT INFORMATION

NAME: _____
ADDRESS: _____
TAX ID: _____
SUBDIVISION: _____ OR
SURVEY: _____ LOT #: _____ BLOCK #: _____

APPLICANT INFO:

- **HDDR** – Historic Site in Historic District
- Administrative and/or Historic Preservation Board
- **Plat Amendment** – Removal of Internal Lot Line
- Planning Commission and City Council
- **Steep Slope CUP** – Slope > 30%
- **CUP** for a Nightly Rental Lockout Unit
- Planning Commission

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Commission**

HISTORIC DISTRICT DESIGN REVIEW (HDDR)

- Staff Review of LMC Chapter 15-13 *Design Guidelines for Historic Districts and Historic Sites* for compliance
- 400+ Structures on Historic Sites Inventory
- Two National Historic Districts
- Six Historic Zoning Districts
- Historic Preservation Board reviews changes to historic material

SAMPLE PHYSICAL CONDITIONS REPORT

This sample is based on the residence located at 664 Woodside Ave.

Sample Detailed Description of Existing Conditions:

7. Porches

Use this section to describe the porches. Address decorative features including porch posts, brackets, railing, and floor and ceiling materials. Supplemental pages should be used to describe additional elements and features.

Element/Feature: Front Porch (East Facade)

This involves: ☒ An original part of the building
☐ A later addition

Estimated date of construction: 1930s

Describe existing feature:

Based on evidence from Sanborn Maps and historic tax photographs, the L-shaped front porch is an extension of the original 1905 porch and was constructed sometime in the 1930s. The square railings and square balustrades, square porch posts, porch ceiling, roof structure, and square horizontal members are all made of painted wood. The decking material is poured concrete. The roof of the porch is a shed roof and the roof material is standing seam metal. The porch is located on the east facade, wraps along the south facade, and continues to the west facade. The railing and balustrades break at the front entrance door, at the south end of the east facade, and at the side entrance which is centered on the south facade. The porch is flush with the existing grade on the east facade. The porch is very un-ornamental with no brackets or other decorative features.

Describe any deficiencies: Existing Condition: ☐ Excellent ☐ Good ☒ Fair ☐ Poor

Several of the wood porch posts and horizontal members have been replaced. The new wood porch posts and horizontal members are unpainted. The remaining historic wood railings and balustrades, porch posts, porch ceiling, roof structure, and horizontal members are missing paint. The fascia board at the connection between the east facade gable and porch roof is rotted and damaged. Wires are hanging/detached near the east facade gable and porch roof connection on the east facade. The flashing between the main roof and the porch roof is showing signs of rust.

Photo Numbers: 1, 2, 3, 4, 5, 6, 7, 9, 12, 13 Illustration Numbers: 7a

Multiple photos provide detailed documentation of existing features and any deficiencies.

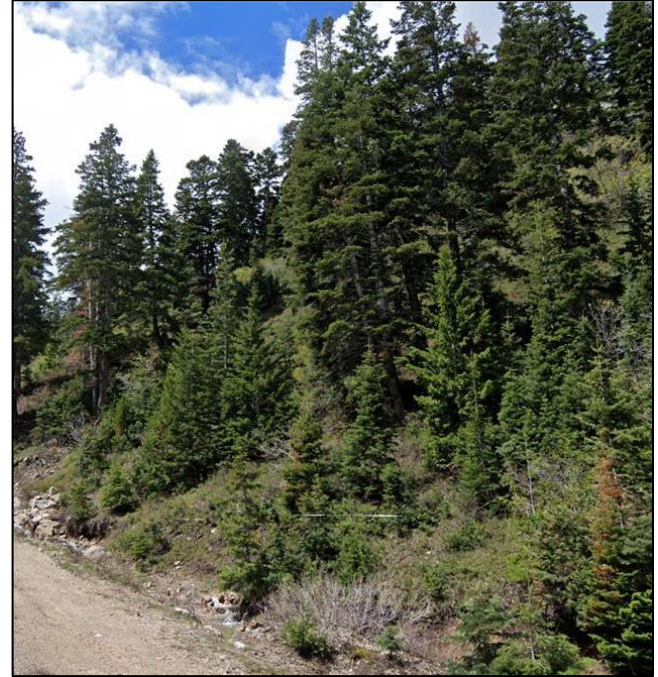
Number corresponding to the illustration on the following page.

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-0300 or visit us online at www.parkcity.org. Updated: 10/2014.

9

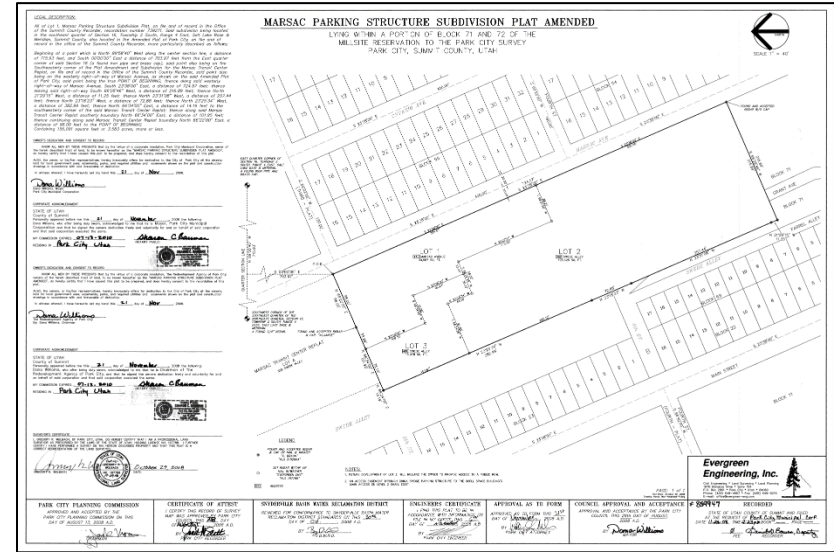
STEEP SLOPE CONDITIONAL USE PERMIT

- Slopes **30% or greater**
- Lots **greater than 3,750** square feet
 - Planning Commission
- Lots **less than 3,750** square feet
 - Administrative Review
- Requires: Certified Survey • Site Plan • Visual Impact Analysis • Landscaping Plans
- Evaluation based on:
 - topography • significant vegetation • slope stabilization, erosion mitigation • building form and scale • sensitive lands • etc.

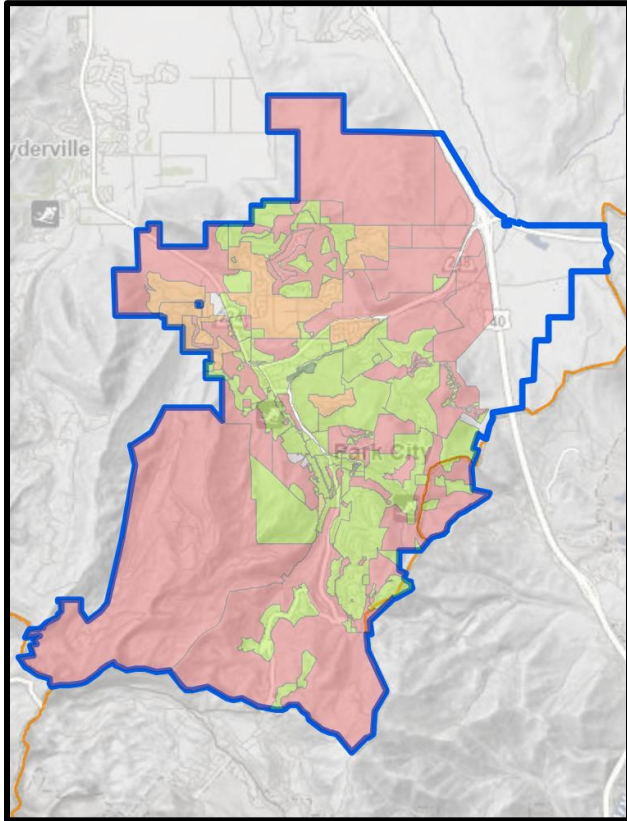


SUBDIVISIONS & PLAT AMENDMENTS

- **LMC Chapter 15-7**, zoning, parking, overlays
- Creates a **developable lot**
- **Review** existing plat notes, prior approvals, title report, easements, rights-of-way, encroachments
- **Planning Commission review** and recommendation to **City Council for final action**
- Applicant has **one year to record the plat**



— NIGHTLY RENTAL LOCKOUT —



- An area of a dwelling with a separate exterior access and bathroom, but no kitchen
- Must comply with zoning regulations, and provide additional parking
- Must meet 16 CUP Criteria
- Condition of Approval will require a Business License

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Commission**

**Post Planning
Commission**

DESIGN REVIEW TEAM

What is DRT?

- Applicants receive feedback on preliminary designs
- Designs must comply with the *Historic District Design Guidelines*
- Applicants often come before DRT several times before submitting a Full HDDR

Who Participates?

- Planners
- Owners/Applicants/Designers
- Historic Preservation Consultants (SWCA)
- Planning Director
- Building Staff
- Other Departments as needed

— DEVELOPMENT REVIEW COMMITTEE —

What is DRC?

- Bi-monthly Meeting with Municipal Departments, Districts and Utilities
- Comprehensive Review of Proposed Developments
- Identifies required Conditions of Approval
- Ensures compliance with required Codes and Regulations

Who Participates?

- Planning
- Building – Dave Thacker, Brenda Turnblom
- Transportation – Matt Neeley, Alex Roy
- Engineering – John Robertson
- Sustainability – Luke Cartin, Ryan Blair
- Affordable Housing – Jason Glidden
- Public Utilities – Clint McAfee, Griffin Lloyd
- Snyderville Basin Water Reclamation District – Kevin Berkley, Corey Shorkey
- Park City Fire – Mike Owens
- Trails and Open Space – Heinrich Deters
- City Attorney's Office – Mark Harrington





STAFF REPORT

Planning Commission Staff Report



Subject: 161 Park Avenue
Application: PL-22-05346
Author: Spencer Cawley, Planner II
Date: November 9, 2022
Type of Item: Administrative – Plat Amendment

Recommendation

Staff recommends the Planning Commission (I) review the 161 Park Avenue Plat Amendment, (II) hold a public hearing, and (III) consider forwarding a positive recommendation for City Council's consideration on December 8, 2022, based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the Draft Ordinance No. 2022-XX (Exhibit A).

Description

Applicant: Andrew & Donna Cross
Mike Stoker, Applicant Representative
Location: 161 Park Avenue
Zoning District: Historic Residential – 1
Adjacent Land Uses: Single-Family Dwellings, St. Mary's Chapel, Public Stairs
Reason for Review: Plat Amendments require Planning Commission recommendation and City Council action¹

HDDR Historic District Design Review
HR-1 Historic Residential – 1
LMC Land Management Code
ROW Right-of-Way

PUBLIC NOTICING

Notice is Published 14 Days Prior to Meeting
All Land Use Applications require Public Notice

PARK CITY MUNICIPAL CORPORATION
PLANNING COMMISSION – LEGAL NOTICE
445 Marsac Avenue, Park City, Utah
Wednesday, November 30, 2022, 5:30PM



NOTICE OF HYBRID IN-PERSON AND ELECTRONIC MEETING:

The Planning Commission of Park City, Utah will hold its regular meeting with an anchor location for public participation at the Marsac Municipal Building, City Council Chambers, 445 Marsac Avenue, Park City, Utah 84060 on Wednesday, November 30, 2022.

Planning Commission members may participate in person or connect electronically by Zoom or phone. Members of the public may attend in person or participate electronically. Public comments will also 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.

REGULAR SESSION 5:30PM

Items Listed Below May Include Discussion, Public Hearing and Action

110 Silver Queen Avenue – Steep Slope Conditional Use Permit – The Applicant Proposes Building an Addition on a Historic Structure on Lot 27 in the Silver Queen Subdivision. (A) Public Hearing; (B) Action	PL-22-xxxxx
110 Silver Queen Avenue – Conditional Use Permit – The Applicant Proposes to not sure what to put here, but you can only read this if you zoom in far enough. (A) Public Hearing; (B) Action	PL-22-xxxxx
110 Silver Queen Avenue – Plat Amendment – The Applicant Proposes to Combine Two Parcels into One Lot of Record in the Historic Residential Zoning District. (A) Public Hearing; (B) Possible Recommendation for City Council's Consideration on January xx, 2023	PL-22-xxxxx

Notice Posted: 16 Days Before Meeting Date
Notice Published: 14 Days Before Meeting Date

Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the Planning Department at 435-615-5060 at least 24 hours prior to the meeting. Public comments can 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 participating virtually and to listen live, please go to www.parkcity.org.

PUBLIC HEARING

PROPERTY ADDRESS:	110 SILVER QUEEN AVENUE
PERMIT #:	PL-22-xxxxx
APPLICATION:	HDDR, SSCUP, CUP, Plat Amendment
REVIEW AUTHORITY:	Planning Commission
HEARING DATE:	November 30, 2022
LOCATION:	HYBRID: 445 MARSAC Ave & WWW.PARKCITY.ORG/PUBLIC-MEETINGS
PROJECT DESCRIPTION:	
PROJECT PLANNER:	

For further information, please contact the Project Planner or visit the Planning Department at 445 Marsac Avenue, Park City, UT.



Meeting Legal Notices are Posted To:

Park City Municipal Website • Utah Public Notice Website • The Park Record • Planning Department
City Hall • Main Street Post Office • Property Owners Within 300ft. of the Property • Property Posting



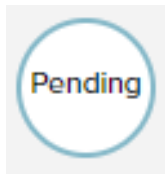
PACKET REVIEW



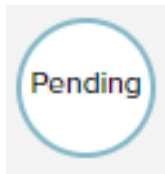
Planning Director,
Assistant Planning
Director, Senior
Planner & Engineering
Review



City Attorney's
Office
& Executive
Review



Planner Review



Administrative
Review & Publication



PACKET PUBLICATION

Upcoming Events

Name	Date	Agenda	Events	eComments	Agenda Packet
Planning Commission	November 30, 2022 - 05:30 PM	Agenda		eComment	Agenda Packet
Planning Department Administrative Public Hearing	December 1, 2022 - 12:00 PM	Agenda			Agenda Packet
Historic Preservation Board	December 7, 2022 - 05:00 PM				
City Council	December 8, 2022 - 02:00 PM				
Board of Adjustment	December 13, 2022 - 05:00 PM				
Planning Commission	December 14, 2022 - 05:30 PM				
City Council	December 15, 2022 - 02:00 PM				
Planning Commission - Special Meeting	December 19, 2022 - 05:30 PM				

Search Archives:

RSS feeds

[Agenda](#)[Minutes](#)

Available Archives

[+ Board of Adjustment](#)[+ City Council](#)[+ Historic Preservation Board](#)[+ Joint Transportation Advisory Board](#)[+ Planning Commission](#)[+ Planning Department Administrative Hearings](#)



— BOARDS AND COMMISSION —

CITY COUNCIL

HISTORIC PRESERVATION BOARD

Created Pursuant to the
UTAH CODE

to **PRESERVE** and **ENCOURAGE**
DESIGN PREFERENCES
that reflect Park City's
MINING HERITAGE

according to the
Land Management Code and the
Historic District Design Guidelines

PLANNING COMMISSION

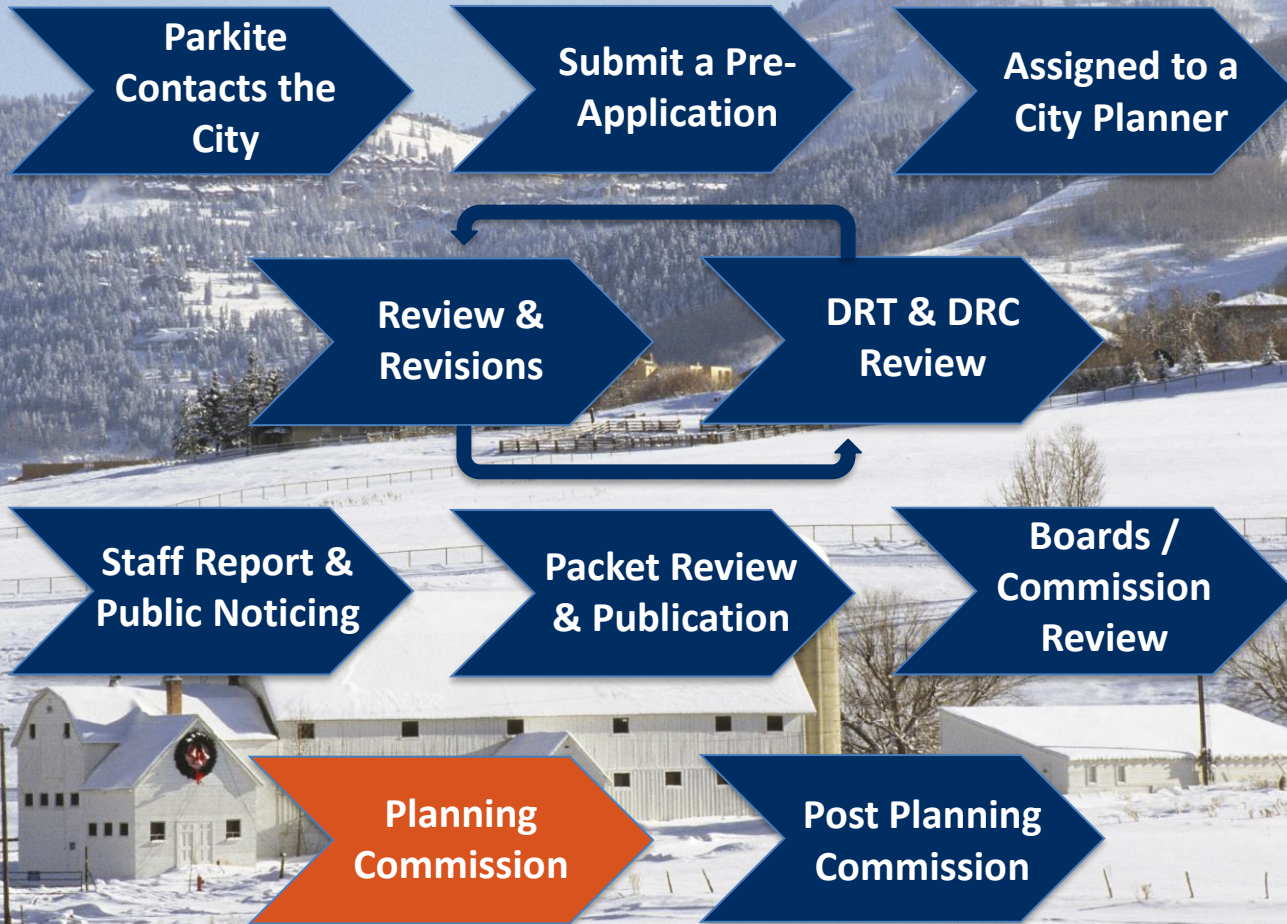
Acts as a
NON-POLITICAL
LONG-RANGE PLANNING BODY
for Park City

Review of specific projects is limited
to matters requiring their
consideration as outlined in the LMC

BOARD OF ADJUSTMENT

Created Pursuant to the
UTAH CODE

to hear and decide on
APPEALS
and **VARIANCES**
to the terms of the
Land Management Code



— PLANNING COMMISSION REVIEW —

- **LMC Chapter 15-12** outlines Planning Commission authority
- **Forward recommendations to City Council** for plats, the General Plan, Land Management Code amendments, annexations, and rezones
- **Takes final action on:**
 - Affordable Master Planned Developments (AMPD)
 - Master Planned Developments (MPD)
 - Conditional Use Permits (CUP)





FINANCIAL GUARANTEES

HISTORIC SITES FINANCIAL GUARANTEE	
Planning Project #	
Address:	
Landmark Structure	☐
Significant Structure	☒
Preservation Plan includes:	
☐	Full Reconstruction
☐	Full Panelization
☐	Partial Panelization: How many facades _____
☒	Addition to historic structure with minimum impacts to historic cross-wing house form.
Square footage of Historic Structure 744.727 SF x \$200 /s.f. = \$148,945.33	
Square footage of Historic Structure porch _____ x \$ ____ /s.f. = \$ _____	
Square footage of Historic Accessory Structure _____ x \$ ____ /s.f. = \$ _____	
Salvaged Material _____ \$ _____	
TOTAL GUARANTEE AMOUNT	\$148,945.33
Method of Guarantee:	
☐	Cash
☐	Letter of Credit
☐	Escrow
☒	Other (Lien)
Planner:	_____ Date _____
Planning Director (or designee)	_____ Date _____
Chief Building Official (or designee)	_____ Date _____

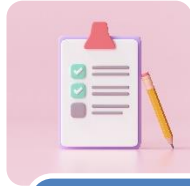
- Applies to **HDDR** applications
- **Protects Historic Structures** during Construction
- **Ensures Compliance** with Historic Preservation Plan
- Guarantees can be satisfied by the following:
 - *Escrow Deposit
 - *Cash Deposit
 - *Letter of Credit
 - *Lien

BUILDING PERMIT



Register & Begin with Online Building Permit Program

- Submit Online Building Permit



Building Permit Submittal Pre-check

- Building & Planning perform pre-checks for a complete application per State Law requirements
- Planning ensures compliance with Land Use regulations, Plat restrictions & verifies any Land Use approvals (if applicable) are complete



Building Permit Plan Review

- Building, Planning, Engineering, Code Enforcement, Fire Marshal, Environmental, and other entities such as PCFD and SBWRD review permit for compliance
- Approval from all necessary plan reviewers is required prior to permit issuance

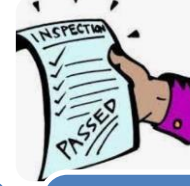


Applicant pays for the permit & Permit is issued; a Pre-construction meeting is offered for large projects



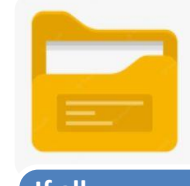
Construction begins, is inspected according to International Building Code standards and shall match approved plans

- If there are deviations or changes the applicant shall submit revised plans for approval
- If there were any Deferred Submittal items (such as Exterior Lighting details) those would need to be submitted for review and approval



Project is completed and Final Inspections are requested

- Depending on project scope there may be multiple Departments performing a Final Inspection
- If the project passes inspection a Temp. CO or Full CO may be issued, any bonds or financial guarantees shall be refunded
- If a Right-of-way permit was required a \$2,000 bond is held for 1 year, at the end of the year a Engineering Inspector inspects and if it passes that bond is refunded



If all inspections pass (with the exception of the Right-of-way bond) the permit is closed and the Permit file is archived

