



**PARK CITY MUNICIPAL CORPORATION
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS
MARSAC MUNICIPAL BUILDING
NOVEMBER 30, 2022**

COMMISSIONERS IN ATTENDANCE: Chair Laura Suesser (appeared virtually), John Kenworthy, Vice Chair Sarah Hall, Bill Johnson (appeared virtually), Christin Van Dine, John Frontero, Henry Sigg

EX OFFICIO: Gretchen Milliken, Planning Director; Rebecca Ward, Assistant Planning Director; Levi Jensen, City Planner; Spencer Cawley, City Planner; Caitlyn Tubbs, Senior Historic Preservation Planner; Lillian Zollinger, City Planner; Virgil Lund, City Planner; Brenda Turnblom, Building Department Plan Check Coordinator; Dave Thacker, Chief Building Official; Alex Roy, Senior Transportation Planner; Julia Collins, Transportation Planning Manager; John Robertson, City Engineer; Luke Cartin, Environmental Sustainability Manager; Jason Glidden, Affordable Housing Manager; Clint McAfee, Public Utilities Director; Lloyd Griffin, Public Utilities Engineer; Heinrich Dieters, Trails and Open Space Manager; Heather Wasden, Planning Technician; Mark Harrington, City Attorney

1. ROLL CALL

Planning Director, Gretchen Milliken explained some of the exercises and topics for the meeting and began with Park City trivia. She reported that following the exercise they would take roll call and begin the public meeting.

Vice Chair, Sarah Hall reported that all Commissioners were present and noted that Chair Laura Suesser and Commissioner Bill Johnson were attending virtually.

2. PUBLIC COMMUNICATIONS

Casey Cook appeared as part of a Business Law class and had no public comment.

There being no further public comment, Vice Chair Hall closed public communications.

3. STAFF AND BOARD COMMUNICATIONS AND DISCLOSURES

There were no Staff and Board Communications and Disclosures.

4. WORK SESSION

A. Staff Lead Exercise - Question and Answer, Relating to General Park City Information.

The attendees participated in a Question & Answer exercise with the Planning Department.

B. Round Table Presentation and Discussion - The Park City Planning Department, Along with other City and Community Officials, Will Present a Planning Application Sample Accompanied by a Flow Chart of Its Review Process.

Director Milliken asked each of the Planning Commissioners to introduce themselves and provide background information.

Commissioner John Frontero introduced himself and reported that he was appointed to the Commission this year. He has a finance background and moved to Park City three years ago. It was the Vail application that made him think that the Commission could benefit from his knowledge in understanding a very complex business application.

Commissioner Christin Van Dine stated that she has lived in Park City for approximately 21 years and joined the Planning Commission three or four years ago to give back to the community. She stated that this has been an amazing experience and she has learned so much. Her background is in health care and felt that she brings the perspective of the average citizen to the Planning Commission.

Commissioner John Kenworthy stated that he has lived in Park City for 20 years. He and his wife purchased a second home in Park City and his wife raised the issue of seasonal housing. He fell in love with the City and worked on zoning changes to help with seasonal housing and employees. He wanted to join the Commission based on his track record, which included putting 300 seasonal beds into the community, and his belief that he could do more with his real estate background.

Vice Chair Sarah Hall reported that Mayor Jack Thomas appointed her to the Commission. She and her husband moved to Park City to mountain bike and ski and ended up staying in the community. She joined the Rotary Club in her 20s, and thereafter joined the Commission on the advice and encouragement of several Rotarians in town. She has a legal and real property background.

Commissioner Henry Sigg stated that he is the newest member of the Commission. He has lived in Park City since 1978 and has a background in real estate and development in Park City. He joined the Planning Commission to be a part of the important issues facing the City during this period of growth. He brought the perspective of being an applicant to the Commission.

Chair Laura Suesser has served on the Planning Commission for 7 ½ years. She purchased a home in Old Town in 2005. She is an attorney and brings legal and real estate development skills to the Planning Commission.

Commissioner Bill Johnson has lived in Park City for over 30 years. He primarily worked in permitting and telecom for 13 years and is now working in the renewable energy sector. He joined

the Commission to help give back to the community and wanted to bring his perspective to the Commission.

Director Milliken stated that the focus of tonight's meeting would be on the process of a Building Permit application from beginning to end. She noted that a lot happens both before it gets to the Planning Commission and after it leaves and Staff wants to share what happens on a day-to-day basis. She presented a flow chart that illustrated the application process.

Director Milliken reported that the process begins when a resident submits an application. She stated that they would go through a mock application with a mock applicant, Dr. Douglas Fir, played by Communications Manager, Clayton Scrivner. Dr. Fir reported that he purchased a home in Old Town and wanted to do an expansion by constructing an addition to a Historic home that he planned to use as a lockout nightly rental.

City Planner, Levi Jensen identified himself as the Executive Office Administrator. The first step in the application process is to bring the application to his desk. He noted that Dr. Fir's home is in a Historic Zoning District, so the applicant was instructed to submit a Historic District Design Review ("HDDR") application. Planner Jensen noted that submitting an HDDR application could be done at no cost and allows for the Planning Department to review the request against Historic District Guidelines to determine if the proposal is feasible before submitting a full application.

Assistant Planning Director, Rebecca Ward, reported that every Tuesday at 2:00 p.m. the Planning Team meets with Manager Scrivner who helps Staff communicate the types of applications that have been received. A representative from the Building Department also attends the meetings to help coordinate the new applications. At the Tuesday meetings, the applications are assigned to a Planner and the process of review is initiated. Some applications involve a Master Planned Development ("MPD") or Affordable Master Planned Development ("AMPD") and require review by four Planners. Assistant Director Ward reported that last year the Planning Department processed nearly 400 applications. Many of the applications were processed administratively at the Staff level and did not require Planning Commission review.

City Planner, Spencer Cawley stated that upon receiving a proposal Staff initially looks at what is required. He explained that Dr. Fir's application would require several different applications, the first of which would be an HDDR, which would be done administratively. It could also go before the Historic Preservation Board ("HPB") for very specific approvals. Planner Cawley added that this mock application would also require a Plat Amendment because it involves a Historic Structure that is located on a Lot Line. The Plat Amendment would remove the internal Lot Line to allow the applicant to move forward with the project. He explained that Plat Amendments go before the Planning Commission for a recommendation to the City Council which takes final action on a Plat Amendment in the form of the adoption of an Ordinance. He explained that Dr. Fir's application would also involve a Steep Slope Conditional Use Permit ("CUP"), which is required for slopes greater than 30%. Whether the Steep Slope CUP would be processed administratively or reviewed by the Planning Commission would depend on the size of the Lot.

Planner Cawley stated that the applicant would also require a CUP for nightly rental, which requires Planning Commission review. As Staff processes the application, they review all prior land use approvals for the property, including Building Permits, any existing Plat requirements, or any other special land use requirements. This research allows them to thoroughly review the application in addition to providing an understanding of what analysis would be required for the project overall.

Director Milliken clarified that although a single application would trigger multiple applications, the Department assigns one Planner to take the application through the entire process. Senior Historic Preservation Planner, Caitlyn Tubbs explained that this application would have to go through the full HDDR process because the addition would require the removal of some historic materials. She stated that as part of the HDDR, Staff reviews the Land Management Code ("LMC") Section 15-13, which includes the adopted Design Guidelines that address items such as roof pitch, materials, windows sizes, doors, porches, and other architectural features that contribute to a building's historic character. They utilize the LMC Design Guidelines to ensure that they are protecting the more than 400 structures on the City's Historic Sites Inventory, as well as the two National Historic Districts and the six Historic Zoning Districts in the City.

As part of Dr. Fir's application, they review the historic component first because of the potential to impact the overall design of the structure as well as any setback encroachments. Typically, by the time an applicant gets to the Planning Commission, they will have gone through the full HDDR process and a public hearing with the Historic Preservation Board.

City Planner, Lillian Zollinger reported that any structure or addition over 200 square feet on slopes of 30% or greater would require a Steep Slope CUP. Planning Commission review would be required on Lots greater than 3,750 feet, while applications on Lots less than that threshold would be subject to administrative review.

As part of the review for the Steep Slopes CUP, Planner Zollinger reported that the applicant will be required to submit a certified survey, a site plan, a visual impact analysis, landscaping plans, topography, Significant Vegetation, slope stabilization, Sensitive Lands, and whatever else Staff felt would be necessary. She added that several members of Planning Staff review the applicant's submittals to ensure that the proposal is compliant. Planner Zollinger stated that lots within the Historic Residential District generally fall within HR-1 or HR-2 zoning that triggers these requirements. In terms of Plat Amendments, she explained that for this application the internal Lot Line would need to be removed to allow development of the full Lot. LMC Chapter 15-7 requires that any zoning, parking, or overlays be addressed at this point. She stressed that Staff would review anything they could find related to the Lot to ensure that it was covered as part of the Plat Amendment. Planner Zollinger stated that the Planning Commission will review the Plat Amendments and thereafter provide a recommendation to City Council. City Council would then take the final action on the Plat Amendment, and then the applicant has one year to record the new Plat.

City Planner, Virgil Lund addressed the nightly rental component of the mock application. He explained that a nightly rental lockout is an area of a dwelling with separate exterior access and a bathroom but no kitchen. A lockout would technically be considered an Accessory Apartment if a kitchen was added. Staff would initially determine if the lockout unit complies with the zoning regulations of the LMC, including Setbacks, Building Heights, and parking. He explained that lockout units require one parking space per bedroom. He added that part of the CUP review process involves 16 requirements that must be met to support approval. Those requirements include but are not limited to traffic, location of parking, utility capacity, environmentally Sensitive Lands, and noise. In addition, the property owner must apply for a Business License that must be renewed each year. Planner Lund stated that lockout units are subject to inspections and any complaints will be enforced pursuant to the Conditions of Approval outlined in the Final Action Letter. Any subsequent property owners will also be required to obtain a Business License and comply with all existing regulations attached to the lockout unit.

Director Milliken noted that at this point in the timeline, other City departments will begin their review and there will be cross-departmental communication on the application. Planner Tubbs stated that as part of the HDDR, Staff often sends an application to the Design Review Team ("DRT"), comprised of City Staff and the City's Historic Preservation consultants. They also invite members of the Building Department Staff to the DRT meetings to provide input regarding application of the adopted Building Codes to the HDDR. She explained that the DRT meeting is somewhat informal and the property owner and his or her design team are invited. This provides the opportunity to review the design and provide some preliminary feedback before the application gets too far down the road. In addition, the DRT would assist the applicant in setting a path forward through the process and up through the Building Permit.

Director Milliken added that in addition to the DRT meetings, the Development Review Committee ("DRC") also reviews the application. The DRC is comprised of representatives from many different departments, districts, and utilities. The DRC conducts bi-monthly meetings and involves a comprehensive review process that allows them to identify issues that are often included in the Conditions of Approval. The DRC also assists in ensuring compliance with the relevant codes and regulations.

Building Department Plan Check Coordinator, Brenda Turnblom reported that she is one of the two Plan Check Coordinators, along with Scott Olsen. She explained that in other cities, her position is called Plans Examiner, but in Park City, they also coordinate the process of all incoming permits in addition to conducting plan review. She stated that they take all of the documentation, including heat loss calculations, gas line schematics, and truss calculations, and also calculate the impact fees and building-related fees. In addition, they review both residential and commercial plans to ensure compliance with all aspects of local codes, including structural, plumbing, electrical, mechanical, and energy. Coordinator Turnblom noted there are tens of thousands of codes and regulations and provided the example of emergency escape and rescue openings.

She stated that as part of the plan check they also make sure that structural calculations and plans are based on the correct design criteria for the project's address. This would include snow load, wind speed, soil bearing pressure, design temperature, and frost line depths for footings. When she attends a DRT meeting, Coordinator Turnblom conducts a cursory review of the plans and primarily looks at the exterior wall elements and projections like eaves, window openings, and penetrations. She also considers the fire resistance rating to determine the minimum fire separation distance from neighboring properties. She noted that the fire ratings were especially important in the Historic District where the homes are built within close proximity to one another. Coordinator Turnblom explained that she also looks for any property line issues that could affect the HDDR process and could recommend access and snow shed agreements where needed.

Chief Building Official, Dave Thacker reported that in addition to the Plan Check team, the Building Department also has a Building Inspection team that visits the site during construction to ensure that it meets the criteria established at the outset. There is also a Code Enforcement team that addresses issues as necessary. The Building Department also works with the Fire Inspection team and a Business License Inspector. Chief Thacker reported that the Building Department appreciated being a part of the initial application process so that they could help ensure that they do not run into something down the road that could not be mitigated or solved.

Senior Transportation Planner, Alex Roy stated that the Transportation Planning Department will likely not be involved in this mock application; rather, they would get involved in larger projects

that would potentially impact the overall transportation system network, such as a Base Redevelopment or a project like Studio Crossings. His department reviews issues such as parking reduction, impacts on transit operations, or other transportation-related projects. Planner Roy reported that his department also works with the Planning Department to review some of the Transportation Department's long-range plans to ensure that they sync with the Planning Department's plans.

Transportation Planning Manager, Julia Collins, mentioned her prior Planning Commission experience with the Snyderville Basin and appreciated the work of the Commission. She mentioned that many of their department's goals involve operations and multi-modal systems.

City Engineer, John Robertson reported that he is a Licensed Engineer in California and Utah, and has experience in both the public and private sectors. When a project comes in, the Engineering Department evaluates whether it is in a flood zone. They also determine whether the project sits in the Soils Boundary, which would make it subject to extra requirements. City Engineer Robertson explained that they also look at the project's impact on the roadway and right-of-way. If the owner is required to put in sidewalks or driveways, they ensure that these elements are constructed pursuant to the Department's technical standards so that they meet all of the requirements such as ADA compliance, slopes, drainage, and retaining walls. His department also reviews the plat maps to ensure that they comply with State and City codes and requirements. They also make sure that the plans are technically correct.

Environmental Sustainability Manager, Luke Cartin was also present representing Environmental Regulatory Manager, Ryan Blair. Manager Cartin explained that Manager Blair oversees the Soils Ordinance and compliance, and interactions with both State and Federal agencies. He added that Manager Blair works closely with the Engineering Department and State and Federal regulators to help with legacy soil issues. Manager Cartin reported that he primarily works on MPDs, Code updates, and broad community issues; however, they have also been brought in by homeowners to assist with energy-related issues. They must comply with State Energy Code. He noted that there are a lot of incentives and they look at potential changes in the Building Code to help the City lead on sustainability and align with the City Council's goals on climate and renewable energy. He remarked that they have updated codes related to rooftop solar and electric vehicle charging, and they advocated energy and sustainability-related topics on behalf of the community at the State Regulatory Public Service Commission and the State Legislature.

Affordable Housing Manager, Jason Glidden indicated that Housing Program Manager, Browne Sebright typically attends DRC meetings for the Housing Team depending on the agenda items and whether they involved the City's housing requirements. He mentioned the Housing Resolution that includes an Inclusionary Housing Policy for MPDs. Whenever they have an MPD application, the Housing Department reviews it to help the applicant calculate the housing obligation. The Housing Team also works with the applicant to create a Housing Mitigation Plan to satisfy the Housing requirements.

Manager Glidden stated that the Housing Resolution lists the six different ways that an applicant can meet the Housing requirements in order of preference. Once the Housing Mitigation Plan is completed, they bring it to the Planning Commission for review and recommendations before it goes to the City Council for final approval. He mentioned that the Housing Department would also get involved with AMPDs and work with the Planning Department on any Code changes to help promote the creation of more affordable housing in the City.

Public Utilities Director, Clint McAfee reported that his department provides services for drinking water and mentioned that the Park City Water Service District extends these services beyond the municipal boundary to service certain properties outside City limits. He noted that there are several divisions within the Department, including water treatment, water distribution, customer service, and engineering. They operate and maintain a very complex water system that includes three water treatment plants, as well as pump stations and tanks throughout the City.

Director McAfee reported that all water services are metered and charged to users. The City's water supply comes from three wells, two springs, three mine tunnels, and a pipeline that extends to Rockport Reservoir. He noted that over half of the water supply comes from mine tunnels, and another 25% comes from wells. He explained that they have a Source Water Protection Ordinance that establishes regulations and zones for the City's water supply sources. Because the City sits on top of its water supply, they constantly look for things that might contaminate or compromise the City's water supply. Director McAfee stated that his department also maintains a Master Plan and an associated Impact Fee Facilities Plan, in which they charge impact fees for all new growth. He added that the Master Plan ensures that they have a water system that captures all planned growth.

Public Utilities Engineer, Lloyd Griffin reported that he is a Professional Engineer. When his department attends DRC meetings, they typically look at how the proposed development might affect the City's systems. He mentioned issues such as sufficient pressures based on building height and pipeline capacities. He added that large-scale developments are typically brought in before the DRC and they are aware of the project so that they can include it in the Master Plan. He noted that they have a lot of models to determine the pressures for each building and each development, and ensure compliance with the Fire Codes and other relevant Codes.

Snyderville Basin Reclamation District Development Engineer, Kevin Berkley, reported that the District is not a City Department but is a local District governed by a separate Board of Trustees. The District serves the sewer needs of the greater Snyderville Basin area, which includes Park City. The District owns and maintains all of the sewer conveyance pipelines in the District and has two wastewater treatment facilities located in Jeremy Ranch and Silver Creek. He reported that they work closely with the Park City Planning Department and attend the bi-weekly DRC meetings. The Building Department directs applicants to the District because the District must sign off on any new building or addition in the City. In addition, before a Certificate of Occupancy is issued, the District needs to sign off on the project. Engineer Berkley added that they also get involved in plats.

It was noted that with respect to an application such as the mock application, the Public Utilities Department would be notified of any projects coming up for the DRC. They look at the applications to ensure that the Department can serve the property or if the property is already served. It was noted that generally, an application like Dr. Fir's would already have a sewer connection, although many times historic properties do not have records documenting the connection. The District would identify the sewer connection and whether it would interfere with the proposed development or addition. They like to get ahead of this early on in case they have to re-route the sewer line or address issues related to the Water Source Protection Zone. Engineer Berkley added that for development in a Water Source Protection Zone, sewer lines must be installed with a fused joint connection pipe and located well away from the water source line.

Park City Fire District Fire Marshal, Mike Owens reported that he has been with the Fire District since 2005. During the past five years as Fire Marshal, he spent two years as President of the Fire Marshal Association of Utah and is involved in numerous committees on Code development and adoption. He explained that the Park City Fire District is not a City Department. As part of the DRC process, the Fire District looks at issues such as fire vehicle access, and whether residents could get out of an area. They also look to ensure that any existing roads could support the fire vehicles, including the larger ladder trucks. They also look at water supply and not only identify hydrants, but also ensure that there will be enough water to use in firefighting efforts. He advised that they require a store of approximately 120,000 gallons of water to fight a house fire.

Fire Marshal Owens stated that additional input is done as a courtesy to the builder. He explained that some applications would require the installation of a life safety system, fire alarms, or a hood system in a kitchen, to name a few examples. He stressed that they want to give the property owner a heads-up early on in the process so that there were no surprises at the Building Permit stage. He added that at the Building Permit stage, he would provide a review that focuses on the individual portions of the project, rather than on the project as a whole. Fire Marshal Owens reported that his department also conducts inspections on the life safety systems required for the project.

Trails and Open Space Manager, Heinrich Dieters stated that with respect to the DRC, his role is to implement the Trails Master Plan. They look at aspects related to preserving and providing public recreational trail access. He added that they also look at the Old Town Stairs, which are an important part of the Trails Master Plan. Manager Dieters reported that nearly every developer that comes in understands the importance of trails in the community, and is very willing to provide them as part of their project. He noted that the City has an open space requirement and his department often provides input on managing the open space and determining whether it would be deeded to the City or made into a conservation easement.

Senior City Attorney, Mark Harrington reported that the attorney's role in the DRC is primarily to serve internal clients and respond to questions that arise. In the context of this mock application, he stated that he would likely not be involved as much in the HDDR but would get more involved in responding to questions on CUPs and plat requirements. He provided examples of the types of questions and Condition of Approval requirements. He has signatory responsibility on the back end of the plats. On the front end of the plat, he would provide input on the appropriateness of conditions on the plat.

Director Milliken reported that in addition to the various departments that look at applications, feedback from the DRC is transmitted to the applicant and sometimes they return to the DRC or DRT. She mentioned that this occurs more often with the DRT and applications in the Historic District and some applicants return to the DRT four or five times before they feel comfortable moving forward. She added that the DRC provides the opportunity to flag issues that might arise further down the road, so they might bring an application back to the DRC after the applicant has made changes.

Commissioner Van Dine asked if applications typically returned to the DRC after a Planning Commission Work Session on an application. Director Milliken explained that the DRC process occurs before the item is included in a Work Session; however, an application could go to a Work Session and then return to the DRC if the applicant makes the changes suggested by the Planning Commission.

Commissioner Kenworthy asked Fire Chief Owens when evacuation plans for the bigger projects are reviewed. Fire Chief Owens explained that the District does not get involved in evacuation plans which is within the purview of the City's Emergency Manager. Fire Chief Owens added that when there is a new, large project there is more that occurs in the background. Commissioner Kenworthy mentioned the community interest in the evacuation following the fires at the concert in Deer Valley. City Attorney Harrington noted that the Fire Chief mentioned that the emergency planning for the community as a whole would not be site specific for a new project; he noted that there are special event applications that go through separate projects such that larger events would have their own review for that special event process in conjunction with the overall City plan. City Attorney Harrington explained that evacuation plans are part of the larger projects in the City to ensure that the safety elements of the Code were met, such as appropriate exits, emergency services, and other elements. However, events will have a separate plan for each special event.

Commissioner Kenworthy asked about the Trustees for the Sewer District. Engineer Berkley identified the Trustees, and explained that all of the Trustees were elected, except one who was appointed by the City.

Vice Chair Hall mentioned that the Commission will be updating the LMC in the coming year, and asked if there were any inefficiencies of substance updates identified by the departments that could be addressed. Director Milliken stated that the Planning Department looks at the LMC all the time, whereas some of the other departments were dependent upon other codes and regulations. As an application proceeds through the process, the Planning Department applies the LMC and the other departments apply the Codes and regulations relevant to their departments and review processes. It was noted that the Codes are living documents and should always be living documents. The departments are happy to receive suggestions for changes or additions to the Code.

Manager Glidden stated that he has always pushed for changes to incentivize more affordable housing. He mentioned that the AMPD has only seen a couple of applications but they have received feedback and want to share the feedback to see what changes could be made to help create more affordable housing. He also mentioned Accessory Dwelling Units ("ADU") and he would like to see discussion about lot combinations and the requirement for ADUs.

Commissioner Frontero noted that sustainability issues often arise with bigger projects and MPDs and inquired about the timing of the Sustainability Department's involvement. Manager Cartin explained that Assistant Director Ward typically advises the Sustainability Department of upcoming MPDs and they get time to meet with the applicant on sustainability issues and elements of the project.

Manager Cartin mentioned the Energy Use Intensity ("EUI") of a building and looked at whether the building would meet minimum Code requirements in terms of efficiency so they could let the applicant know of incentives. He noted whole building design programs where the applicant could actually get paid to go through an energy model. He reported that his department does not get into the regulatory part as much because of the State's regulations. They have a little more push with regard to MPDs to understand the overall energy use and how it could be reduced. Manager Cartin stated that his department acts more as a resource for applicants to encourage energy-efficient and sustainable construction. He mentioned recommending removal of outdoor fire pits as part of a large MPD, discussions regarding waste, building performance, and water conservation.

Manager Cartin reiterated that the State capped what the City can do in terms of regulations. He mentioned the Codes regarding EV charging stations and the requirement for placing conduits in certain-sized lots, as well as the placement of actual charging stations in garages with more than 100 parking stalls. These requirements pushed the boundaries of the City's authority to impose energy regulations. He added that they were also looking at pushing forward new language regarding waste in the Nuisance portion of the Code. They have also provided input on the Dark Sky Ordinance and the Landscaping section of the Code.

In addition, they get the developers tied into directly every confirmed energy modeler so they can understand what the energy use would be for a given facility. He noted that they have seen developers looking to build facilities that could be more resilient and self-powered. He observed that while this would be great to see on an MPD, they were not quite there yet.

Manager Cartin stressed that there is a lot of money available that developers can use and Park City has something called Commercial Property Assesses Clean Energy or C-PACE. Developers can initiate improvements from rooftop solar to seismic improvements that would be paid back through property taxes. The payback stays with the development and would run with the property taxes associated with the land. He reiterated that his department's job is to provide resources to help developers reduce energy as much as possible, and then highlight the changes through the EUI.

Director Milliken reported that the next step after these initial review processes involves Planner review and the creation of a Staff Report. Planner Cawley explained that the intent behind the Staff Reports was to create a record so that this information could be accessed in the future.

Assistant Director Ward stated that Staff Reports are often drafted approximately one month prior to an item coming before the Planning Commission. Once Staff has gone through the processes, identified the major issues, and verified that what is being proposed complies with the Codes and regulations, Staff then issues public notice. She explained that public notice gets published on the State's public notice website, and the City website, and is emailed to those who subscribe to the City agendas for the Planning Commission, City Council, Historic Preservation Board, and Board of Adjustment. They also mail postcards to the property owners within 300 feet of the property and post public notice to the property itself. They also post the notice at City Hall, the Planning Department, and the Post Office on Main Street. She added that Manager Scrivner helps Staff get the word out, especially on larger projects or Code Amendments that have a lot of public interest.

Assistant Director Ward reported that public notice is published two weeks before the Planning Commission Meeting at which the item will be discussed. After public notice, the Staff Report goes through further review and they incorporate all of the Conditions of Approval recommended or required by the DRT and the DRC and outline all of the relevant LMC provisions.

The Staff Report is reviewed by the Planning Director, Assistant Planning Director, Senior Planner, and Engineering Department. It is then updated with any suggested revisions and routed to the Executive Team and City Attorney's office for further edits, which are included in the Final Staff Report. The Planner then uploads the Staff Report and Planner Jensen publishes the packet.

Assistant Director Ward added that on the City's Listen Live webpage, the packet is available to community members the Friday prior to the Planning Commission meeting. State law also requires that Staff provide the Staff Report to the land use applicant three business days before the meeting. If the applicant has any clarifications or changes to the information in the Staff Report, they have some time to work with the applicant prior to the meeting. She mentioned that the Listen Live webpage also contains archives for all previous agendas.

Director Milliken presented a graphic showing the different Boards and Commissions overseen by the Planning Department, and the functions of those bodies. She noted that the main objective of the Historic Preservation Board was to preserve and encourage the design preferences contained in the Historic District Design Guidelines to help reflect Park City's mining heritage. The HPB weighs in on any changes to any historic material as part of an addition or renovation to a Historic Structure, including panelization, in which a structure gets deconstructed and then reconstructed. She explained that the Board of Adjustment was created pursuant to the Utah Code, and it hears and decides appeals and variances to the terms of the LMC. In order to be granted a variance, an applicant must meet all five criteria as set forth in the Code. She noted that the Board of Adjustment meets as needed.

Director Milliken stated that the Planning Commission acts as the non-political planning body for Park City. She advised that they were hoping to bring more long-range planning items, such as the LMC Amendments, to the Planning Commission for review. She noted that the Planning Commission's role included review of specific projects and MPDs. Director Milliken added that they could view the larger projects as involving more long-range planning because they incorporate so many issues aside from the project itself.

Commissioner Kenworthy noted that a review of a specific project is limited to the matters requiring the Commission's consideration as outlined in the LMC. However, over the last year, they have seen half a dozen applicants who come in thinking the Commission or City Council will be "in the bag" on their application. He did not feel anyone at City Hall is "in the bag," although they hear this quite often. He felt that the goals of the General Plan were pretty well understood to protect primary residents and all of the things needed to protect a small town community. The public sees the goals, yet the Commission has to work with developers, which leads the public to conclude that it is on the side of the developer. Commissioner Kenworthy wondered how they could bridge that gap.

He saw another issue in the cadence of the application and the conflicts between the General Plan and the LMC and wondered how they could fix this conflict. He understood some of the issues with the public comment but noted that the Commission often receives 1,000-page packets and the meetings go late into the evening. He felt that these were issues that the City could improve by bridging those gaps and reminding the citizens that the Commissioners are their neighbors.

Director Milliken stated that part of the intent of this meeting was on being more transparent by letting everyone know what an application goes through before it comes before the Planning Commission or another body for approval. She stressed that they do not take this lightly and that there is a thorough review process. She added that Staff is bound by the LMC, and one of the ways they could solve the disconnect would be by updating the General Plan. When they kick off the General Plan update next year, as part of the full community engagement they need to ask what kind of community they want to be to inform a full overhaul of the LMC so that the Code and the General Plan are aligned. She noted that they are still working on the LMC Amendments that

have been in the works for some time; however, Staff would likely do a more comprehensive look at the LMC and how it relates to the General Plan.

Director Milliken added that often the Code Amendments could take months and a significant amount of Staff time because they want to get it right. She expressed that the Planning Commission's job is not easy, and consideration of these amendments was difficult and involved tough questions to consider. It was noted that the General Plan updates provided a great opportunity for the community to engage in this conversation, and the community was urged to robustly engage in the process of updating the Plans. Staff intended to also undertake a thorough evaluation of where the Plans and the LMC are not aligned so they could make those changes.

Commissioner Sigg asked if the critical path of an application was sequential, or whether there was multi-tasking on certain processes and simultaneous review that would make the critical path more efficient. Director Milliken responded that it was a little bit of both. While they outline the process in steps, they also take opportunities to address issues before bringing them before the DRC.

Director Milliken added that when plans get stuck in one department or another, it's generally during the Building Permit stage. In the review process that precedes the Planning Commission or City Council, the project is more or less within the Planning Department and they are coordinating with other departments so that Staff can prepare a full, comprehensive Staff Report for the Commission to make an informed decision. She added that Staff tries to answer as many questions as possible in the Staff Reports to inform the Commission and make the Commissioner's job easier. A significant benefit of the DRC meetings is that everyone is in the room together. It was noted that all of the plans are electronic therefore the different departments can review them simultaneously.

Chair Suesser sought clarification of the process involved in publication of the Staff Report. Assistant Director Ward explained that three business days before a meeting, State law requires Staff to send the Staff Report to the applicant. She stressed that they never send a draft report to the applicant; they send the final Staff Report that is prepared for the Planning Commission. She added that Staff would be in communication with the applicant throughout the process to advise the applicant of the input from the DRC and what would be addressed in the Staff Report. Assistant Director Ward clarified that the applicant would have the opportunity to review the Staff Report prior to the Planning Commission and then work with Staff to address any issues or needed information. Any additional information received by the applicant is not included in the Staff Report; rather, it would be included in the presentation to the Planning Commission.

The applicant is put on notice of what will be addressed in the Planning Commission meeting so that they can prepare their presentation to the Commission. Director Milliken added that there was no back and forth of the Staff Report with the applicant that result in changes. There might be feedback from the applicant once the Staff Report is published, and that feedback could be included in the Planner's presentation to the Commission, but it would not change the Staff Report.

Director Milliken next addressed the Planning Commission review process and explained that LMC Section 15-12 outlines the Planning Commission's authority. She suggested that the Commissioner's read through that section again. She listed plats, the General Plan, LMC Amendments, annexations, and re-zones as the items that go to the City Council with the

Commission's recommendations. The Planning Commission takes final action on MPDs, AMPDs, and Conditional Use Permits.

City Attorney Harrington asked if the Commission found inefficiencies in this process and whether it wished to make some applications subject to administrative action. He noted Commissioner Kenworthy's comment that the public expects the Commission to see everything and protect everything at a high level. He added that on many items the Commission did not have a lot of discretion and noted that in many jurisdictions, plat amendments go to one person as a land use authority to sign off on plats administratively. He noted that they might see legislation this year that would encourage or require further oversight on those matters.

He pointed out that the plat amendments in Old Town are very controversial and complex. They resolve a lot of historical encroachment issues that involve the public's perception of land use as opposed to just an administrative real estate lot line determination. City Attorney Harrington added that in most of the State, platting is relatively simple; however, because it is often interwoven with the Steep Slopes issues, historic protections, and the fabric of the zones themselves, the plat amendments become very controversial. The City implemented and decided to continue this two-step process of requiring an applicant to go through a public hearing with the Planning Commission to obtain its formal recommendation, and then City Council action. He stressed that this process on a plat amendment is very unusual, and was implemented to make sure that the public has the opportunity to weigh in on these issues. This necessarily comes with a lack of efficiency and sometimes an incorrect expectation. He expressed that the Commission was bound by the Code and weighing the public hearings, and is required to approve applications that comply with the zoning requirements.

City Attorney Harrington also stated that the Commission has had an inordinate amount of extremely large and complex projects to consider. He noted that these confuse the public, and sometimes the Commissioners because the Commission has more flexibility in an MPD amendment or an annexation. He contrasted these items with a CUP where the Commission is limited by the Code criteria. He referenced the applicant's expectations of approval as contrasted by the feedback received during a public hearing, and Staff and the Commission have to deal with that disconnect. City Attorney Harrington suggested the Commission continue to press Staff on the LMC Amendments because they will define the Commission's future decisions. He noted that when LMC Amendments are on the agenda, there is very little public engagement. Specificity in the Code Amendments would lead towards predictability, and he referenced the recent AMPD and the right of the Commission to address some of the issues that have arisen in the applications presented under the AMPD.

City Attorney Harrington stated 'if you don't like the meal, then change the recipe.' The LMC is the recipe, not the General Plan. He stressed that the General Plan consisted more of guiding principles, whereas the LMC was the recipe and applicants should know in advance what they would get when they submit an application. He advised that those outside the community who participate in Park City's system are impressed with the quality and civility of the processes. He noted that in the coming year, the State would likely be looking to fast-track some procedural processes and public input, especially with affordable housing; however, the communities are trying to direct the focus on bad actors and communities that are not compliant with their affordable housing obligations.

Commissioner Kenworthy agreed that the LMC is the recipe and a real-life moving target, and it would be hard work. He agreed that they should be advancing on that faster than they have in

the past, and acknowledged that the conflicts between the LMC and the General Plan needed to be cleaned up. He referenced all of the different components in the AMPD, and noted that they have to address what they have found is missing.

Chair Suesser requested that Steep Slopes and AMPDs be put on the list of LMC updates for Commission review and consideration.

Commissioner Frontero asked why they are wading through the new General Plan before they address the LMC Amendments as he felt that they would not need to be done sequentially. He suggested that they address the issues they currently see now as opposed to later. Director Milliken explained that they were not putting LMC Amendments on hold; rather, they were continuing to work on those amendments that were identified previously. She confirmed that there was a list of amendments to address and each Commissioner signed up for different committees to address the items on that list. She explained that while they were not putting LMC Amendments on hold, they were waiting on the amendments to evaluate the relationship between the two and the comprehensive overhaul and then look at the LMC. She agreed that the LMC was the recipe and where things happen, whereas the General Plan was the guiding document. Director Milliken observed that the General Plan was nearly 10 years old, and it decides what they want in the community. The core values from the General Plan would inform how the Commission would look at the LMC Amendments. She offered that it would make sense to update the General Plan before undertaking any comprehensive overhaul of the LMC.

City Attorney Harrington reiterated that the Planning Commission prioritized a list of issues and the Commission could shuffle that list at any time, or add to it.

Commissioner Frontero asked how they could move the LMC amendments forward and get them on the agenda. Assistant Director Ward stated that during a recent Work Session, they developed a proposed schedule for 2023. The Planning Commission identified the high-level Code amendments and designated liaisons for each amendment. She noted that they had scheduled LMC Amendments Work Sessions scheduled for the last several meetings; however, due to full agendas, they were continued. She stated that there was an LMC Amendments Work Session scheduled for December 14, 2022, and January 25, 2023. She stated that Staff carves out time to address these, and does their best to keep meetings on schedule. For the January 25, 2023 meeting, the proposed schedule would include AMPDs and Steep Slope CUPs. For the December 14, 2022 meeting, Staff proposed addressing the Vibrancy Ordinances update requested by the Commission so that the Commission would have the background information to decide on where potential Code Amendments for Main Street fit into the prioritization list.

Assistant Director Ward reiterated that discussions were scheduled for upcoming Work Sessions, but they need to make sure that the meetings stay on schedule so they get to the Work Sessions, which were shifted to the end of the meeting.

Commissioner Frontero asked for clarification as to how amendments get passed. City Attorney Harrington explained that once the Commission provides input to Staff, they can prepare an Ordinance that would be noticed for a public hearing. The Commission would then make a recommendation to City Council and the Council would take the final action. If the Ordinance were approved by the City Council, it would become a part of the LMC upon publication, which is almost immediate, although a different date could be specified. He added that Pending Ordinance Doctrine would preclude an applicant from moving forward with something that would impact their

application if it was pending prior to the application. He mentioned that the State might address this as well in the coming Legislative Session.

Commissioner Frontero stated that there was a timing issue and as a Commission, they would like to see some of the amendments in place prior to seeing some of the bigger projects. He emphasized the need to keep the LMC Amendment discussions on track and felt they needed to be prioritized.

City Attorney Harrington commented that the Commission has the authority to dictate the prioritization and could re-arrange the list to address items they felt had become more important. He urged the Commission to come to a consensus on the priorities and direct Staff on what to bring back for discussion. Director Milliken offered to re-send the prioritization list to the Commission.

Commissioner Frontero asked who decided which items the Commission would discuss during the upcoming Work Sessions. Assistant Director Ward referenced a Staff communication in October and a Work Session where the Planning Commission identified high-level amendments. She noted that there were a couple of amendments in progress that were directed by the City Council. These include Landscaping Amendments, which were done in preparation for a program that the City Council is getting ready to initiate to encourage the replacement of lawns with water-wise landscaping. She added that City Council directed Staff to issue a Pending Ordinance. She explained that the Fractional Use Amendments came before the Planning Commission, and City Council wanted a more holistic evaluation of all transient uses, including Timeshares, Fractional Use, and Private Residence Clubs in certain zones. Staff was directed to present additional amendments, which are scheduled for Planning Commission review on January 11, 2023.

Assistant Director Ward stated that based on Planning Commission input from what has been pending, Accessory Uses, MPDs, and Sensitive Lands Overlay were prioritized. She expressed that the Sensitive Lands Overlay Amendments needed to move forward because of the recent annexation in southeast Quinn's Junction. She explained that the January 25, 2023 meeting would include a Work Session on affordable housing, traffic and required traffic studies, sustainability, and active transportation.

Commissioner Johnson echoed Commissioner Frontero's comments and stated that he had been on the Commission for 19 months and they just do not have time to do these LMC updates. He would like to find a solution that would allow them to address these. With the way the applications are coming before the Commission, he expressed that it was difficult to find the time to address the Amendments. He suggested an open dialogue on the solution because there have only been three to four amendments that had been addressed during his time on the Commission.

Director Milliken commented that everyone was frustrated that they have not been able to address the LMC Amendments, and suggested that they be clearer about the schedule on each agenda so they could keep items moving along according to the published schedule. It was noted that it was a difficult call on whether the Commission could walk away from having certain applications come before it to free up time to concentrate on other priorities. Commissioner Johnson expressed that he was not willing to explore that option and felt that the Commission should review every application in depth, based on the fact that the Commission as a non-political body was here to provide an objective view on each application. It was suggested that certain things might be changed to administrative review versus Commission review to free up Commission time on the applications where the Commission wanted to get more in-depth.

City Attorney Harrington gave the example of certain plats that would be so simple that they could go to a different land use authority instead of requiring Commission review. He confirmed that the Commission could recommend a change in the land use authority for a particular type of application. It was noted that this would not only free up Commission time, but Staff could process an application administratively. Director Milliken emphasized that it would still go through the same process; however, it just would end with an administrative review rather than requiring Commission review.

Commissioner Kenworthy added that the latest discussion would be the maximum size they would want when combining lots and some of these issues needed to be discussed by the Commission for recommendation to the City Council. He has heard the frustration about not moving forward on these amendments but also heard that the Commissioners are ready to go to work on them.

Chair Suesser suggested that there might be a way for Staff and the Commission to work on the concepts and the language behind the scenes before they hold a public hearing. She felt that the liaisons they created for the amendments would help, but urged the Commission to provide input to Staff on the proposed amendments ahead of the meeting. She acknowledged the Open Meeting laws and the requirement that they discuss these items in public but felt that working on the language and the issues ahead of time might be helpful.

Director Milliken next addressed what happens to an application after Planning Commission review, and advised that with regards to Dr. Fir's application, it would require a financial guarantee. Planner Tubbs explained that the City recognizes that Historic Structures are unique and character-defining to Park City, and are irreplaceable. Once an applicant received all of their approvals, Staff works with the Building Official to determine a set value based on the type of construction and the extent to which it would affect the Historic Structure.

Planner Tubbs stated that once this is done, the applicant would be required to record an agreement on their property and post a financial guarantee so that if anything were to happen to the Historic Structure, the City could utilize those funds to repair the structure and restore it. Once construction is completed, the Planning Department joins the Building Department in a series of inspections to ensure that everything was built according to what was approved. Once they determined that occurred, they would then remove the financial guarantee agreement from the property and return the financial guarantee. Planner Tubbs explained that the financial guarantees could be done in the form of an escrow deposit, cash deposit, or title name on the property itself.

Planning Technician, Heather Wasden stated that there are two other Planning Technicians on staff. She stated that she does a large majority of Building Permit Plan reviews and inspections outside of the Historic District. She stated that as of October, they had processed close to 900 Building Permits, and she had processed close to 700 of these. She added that the Building Department processed many Building Permits that do not come to the Planning Department. She explained that with regard to Dr. Fir's application before he would be able to start building he must register online for a building permit. Pursuant to State law, once the plans are submitted, Staff conducts a Building Permit Submittal Pre-Check. The pre-checks are performed by both the Building and Planning Departments to ensure that the application complies with State law.

The Planning Department also ensures that the application complies with land use regulations, and plat restrictions, and that any land use approvals such as a CUP or lot line adjustment, were

recorded and approved. She stated that once they verify that the applicant met the requirements, they would proceed to the Building Permit Plan Review phase, and similar to the DRT and DRC, the application would be reviewed by different departments. She explained that the application goes through the following departments: Building, Planning, Engineering, Code Enforcement, Fire Marshal, Environmental, and other entities such as Park City Fire District and Snyderville Basin. At a minimum, 23 documents are required to accompany the application, including everything from the architectural drawings to the land use application Final Action letters, to letters from the various reviewing bodies. She added that if the property were located within the Sensitive Lands Overlay, the applicant would also be required to provide a visual analysis.

Once all of the documentation has been submitted, each department previously listed must approve the application. At that point, the applicant could pay for the Building Permit. She added that they offer a pre-construction meeting as a way to provide better customer service for the contractors and applicants. Planner Wasden noted that pre-construction meetings are mandatory on larger projects; however, they would offer it on a project such as the one presented here today. She explained that the pre-construction meetings provide the opportunity for Dr. Fir and his contractor to meet the Planner in person, as well as the representatives from the other departments who might attend.

Planner Wasden stated that construction begins after the pre-construction meeting and would be inspected in accordance with the International Building Code Standards and must match the approved plans. If there were any deviations from the approved plans, the applicant would be required to submit any revised plans for approval. She commented that if Dr. Fir substantially changed the plans, they might have to go back into the HDDR process for review. She added that they would also assess any changes during the construction process, such as retaining walls, which could require additional land use permits.

For items such as lighting and sconces, Planner Wasden advised that those would have to be submitted for review and approval at the time deemed necessary during the Plan Review process. Typically, they flag submittal items in the permit to ensure that they are received before certain inspections. Planner Wasden stated that the regulations in the LMC are very strict, and she acts as the goalie to make sure the applications meet all of the requirements of the Code.

Once the project is complete, the applicant would request final inspections. With Dr. Fir's project, everyone in the Community Development Department would need to conduct a final inspection. If the project involved changes to the foundation, the applicant would be required to pass a final inspection and obtain a Certificate of Occupancy before being allowed to move back into the home.

If a right-of-way permit were required, the applicant would have had to pay a \$2,000 bond in the Plan Review stage. The Engineering Department holds the bond, and would then inspect the site one year after construction to ensure that everything matched the approved plans and the right-of-way was still maintained. At that point, the bond would be returned to the applicant. Once all inspections pass, they close the permit, with the exception of the right-of-way permit.

It was noted that in 2021, the State Legislature took an intensive look into the time frames of plan review as it related to Building Permits. Legislative language requires the permit to be reviewed and approved in a 14-day window based on the type of permit. There is a 21-day turnaround for multi-family buildings. This time frame highlighted the concurrent review mentioned by Commissioner Sigg. They have the teams and the people to meet these deadlines for the most

part and devised a conditional review process that allows those who are reviewing the application to add conditions to the approvals and to redline the plans in real-time.

Engineer Robertson clarified that the right-of-way permit bonding requirements have changed such that it is dependent upon the cost of the improvements being done within the City right-of-way. For larger projects, they enter into a large bond amount for all of the work of the City in taking over the maintenance during the improvements.

Chair Suesser asked the Building Department to clarify the point in their review that they dig into the Conditions of Approval that the Planning Commission drafts to make sure the applicant complied with those Conditions. Building Official Thacker advised that the Conditions of Approval are brought in with the Permit and stay in the electronic software throughout the entirety of the permitting and inspection process. They are reviewed to ensure that all of the Conditions are met. He stated that they had heard of the Planning Commission's concerns that the Conditions were not being kept with the permits; however, they have been able to keep them with the electronic submittals and the Conditions can stay with the documentation.

Planner Wasden added that usually the Planner that processes the land use applications also processes the Building Permit, so they have knowledge of all of the Conditions of Approval. They compare the approvals with the submittals side-by-side to ensure that they are consistent with the Conditions of Approval. Any deviations would be addressed with the applicant and it more than likely would be caught during the Pre-Check phase.

Director Milliken thanked everyone for participating in the event. She stated that this meeting would count as training.

She provided the answers for the Park City trivia and announced the winners. The questions and answers were as follows:

- "What was the value of the silver ore mined out of Jupiter Peak?" The answer was \$400 million.
- "Which building was constructed by fitting recycled timbers together without the use of nails?" The answer was McPolin Barn.
- "How many acres of open space have been preserved by Park City?" The answer was 8,000 acres.
- "Park City was one of the three first cities in Utah to install which utilities?" The answer was telephone and electricity.
- "What was the first building to be built after the great fire of 1898?" The answer was George Wannings Saloon.
- "How much money did it cost to construct the Miner's Hospital in 1904?" The answer was \$5,000, which in today's dollars would be \$167,402.
- "Which mine claim was the first to shift forward out of the Park City area?" The answer was Flagstaff.

- “How much did a day lift pass cost in 1963?” The answer was \$3.50.
- “What percentage of Olympic events were held in Park City during the 2002 Salt Lake City Winter Olympic games?” The answer was 40%.
- “In which year was Park City’s red light district forced to move to the other side of the railroad and into the mouth of Deer Valley?” The answer was 1907.
- “What is the name of the most notable Madame in Park City history?” The answer was Mother Rachel Urban.

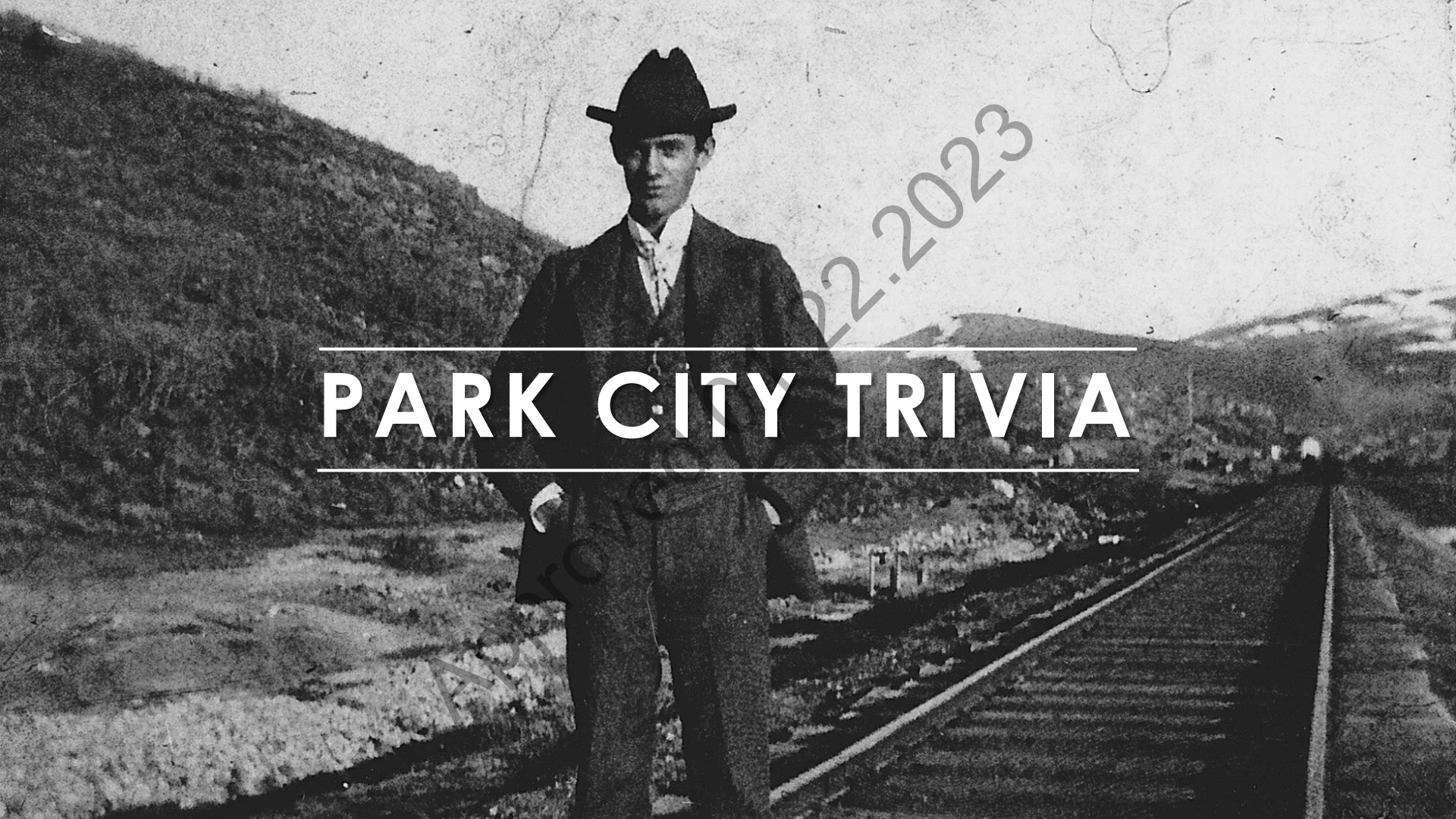
Director Milliken announced the results of the trivia contest.

- C. Mix & Mingle - After the Meeting is Adjourned. All Participants and Members of the Public in Attendance are Invited to Remain in Council Chambers for an Activity and Refreshments.**

5. ADJOURN

MOTION: Commissioner Van Dine moved to adjourn.

The meeting adjourned at approximately 8:20 p.m.

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 cowboy hat. He is looking directly at the camera. To his right, a set of railroad tracks runs diagonally from the foreground into the distance. The background features steep, rocky hillsides under a bright sky. A large, semi-transparent watermark "APR 22. 2023" is oriented diagonally across the upper right portion of the image. The title "PARK CITY TRIVIA" is superimposed over the center of the image, flanked by two horizontal lines.

PARK CITY TRIVIA



PARK CITY

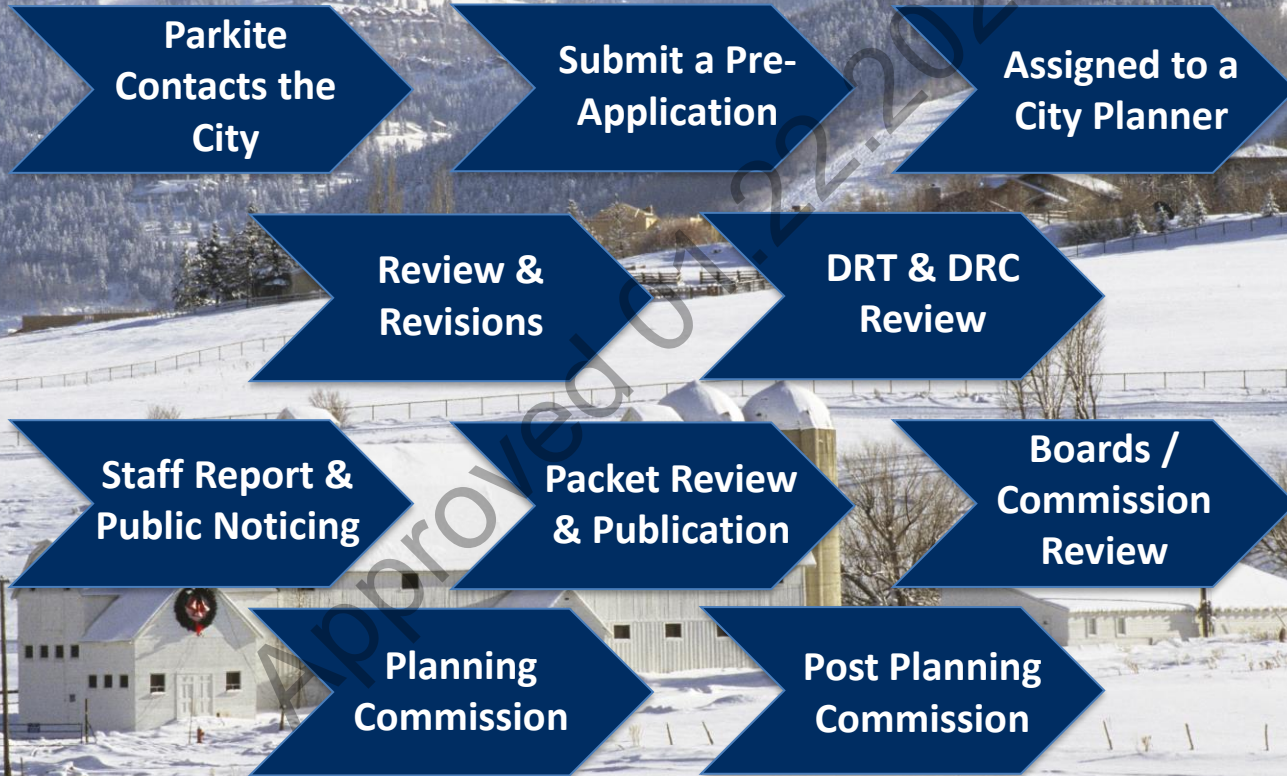
1884

PLANNING COMMISSION COLLABORATIVE STUDIO

AGENDA

- 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: _____
SURVEY: _____

OR
OR

LOT #: _____ BLOCK #: _____

APPLICANT INFORMATION

- **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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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 painted 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.

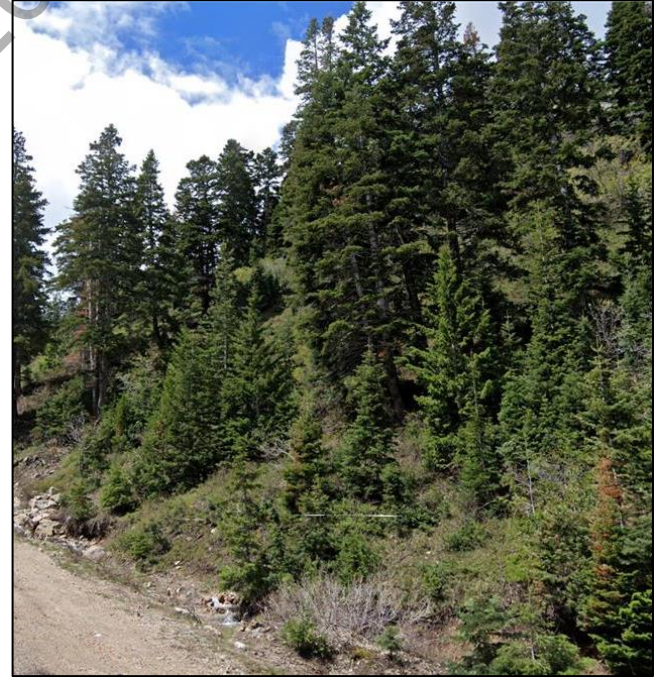
Number corresponding to the illustration on the following page.

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

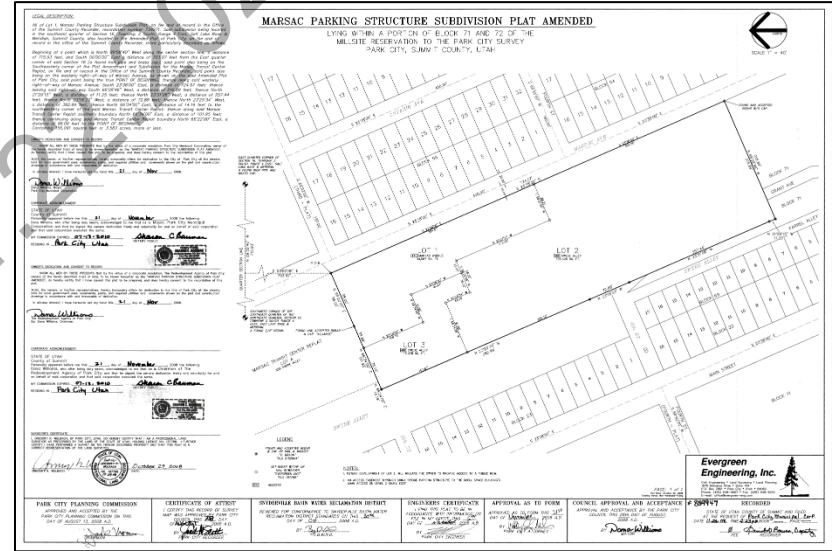
STEEP SLOPE CONDITIONAL USE PERMIT

- 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.

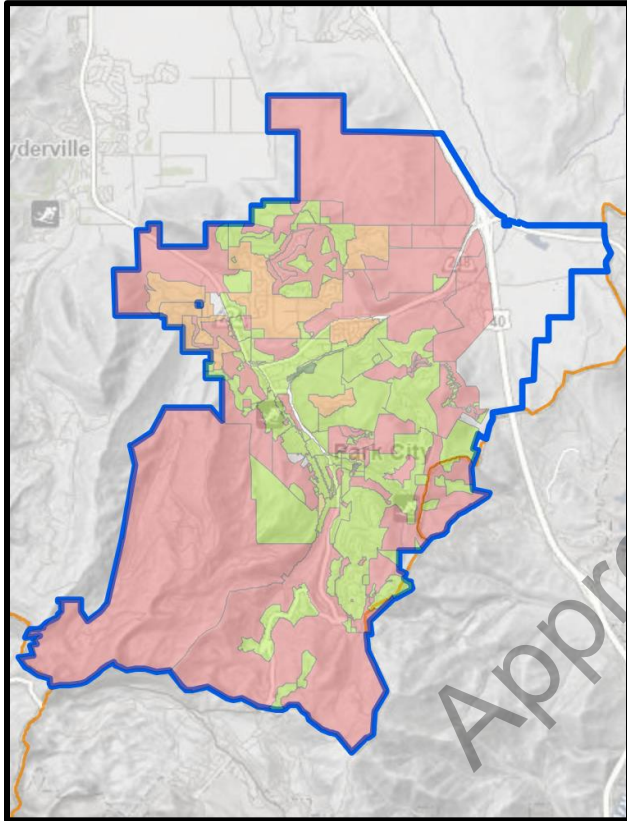


SUBDIVISIONS & PLAT AMENDMENTS

- **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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**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. PL-22-xxxxx
(A) Public Hearing; (B) Action

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. PL-22-xxxxx
(A) Public Hearing; (B) Action

110 Silver Queen Avenue – Plat Amendment – The Applicant Proposes to Combine Two Parcels into One Lot of Record in the Historic Residential Zoning District. PL-22-xxxxx
(A) Public Hearing; (B) Possible Recommendation for City Council's Consideration on January xx, 2023

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



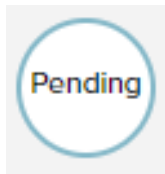
PACKET REVIEW



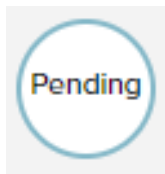
Planning Director,
Assistant Planning
Director, Senior
Planner & Engineering
Review



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				

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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

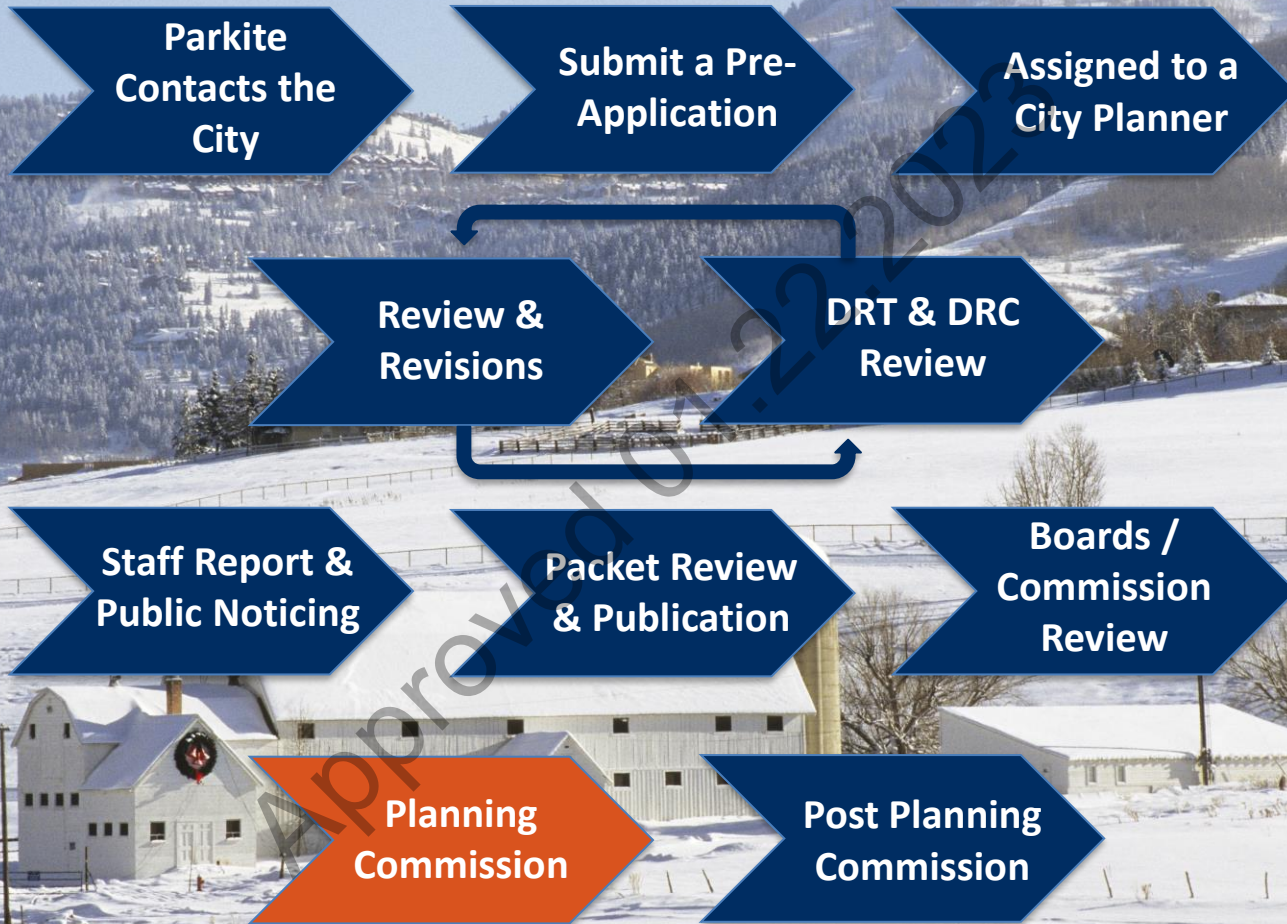
Acts as a
NON-POLITICAL
LONG-RANGE PLANNING BODY
for Park City

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)



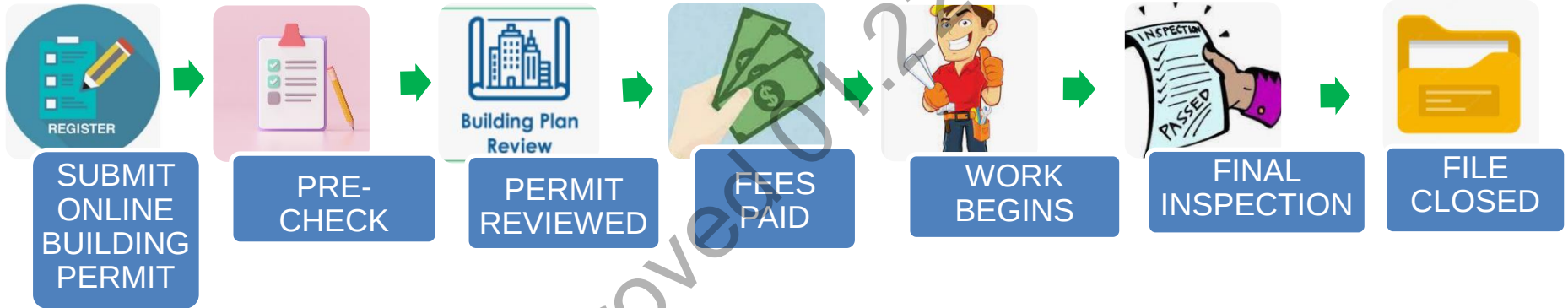


FINANCIAL GUARANTEES

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



Parkite
Contacts the
City

Submit a Pre-
Application

Assigned to a
City Planner

Review &
Revisions

DRT & DRC
Review

QUESTIONS

Staff Report &
Public Noticing

Packet Review
& Publication

Boards /
Commission
Review

Planning
Commission

Post Planning
Commission

PARK CITY

1884