



**PARK CITY MUNICIPAL CORPORATION  
HISTORIC PRESERVATION BOARD MEETING  
COMMUNITY ROOM  
PARK CITY LIBRARY  
MINUTES OF AUGUST 6, 2025**

**BOARD MEMBERS IN ATTENDANCE:** Douglas Stephens – Chair, Puggy Holmgren, Lola Beatlebrox, Dalton Gackle, Katie Noble, John Hutchings (attending virtually)

**EX OFFICIO MEMBERS:** Rebecca Ward, Planning Director; Elissa Martin, Planning Project Manager; Meredith Covey, Planner I

**1. MEETING CALLED TO ORDER AT 5:00 P.M.**

Chair Douglas Stephens called the meeting to order at approximately 5:00 p.m.

**2. ROLL CALL**

Chair Stephens conducted a roll call of Board Members present. It was noted that Board Member John Hutchings is attending the Historic Preservation Board Meeting virtually.

**3. MINUTES APPROVAL**

**A. Consideration to Approve the Historic Preservation Board Meeting Minutes from June 30, 2025.**

**MOTION:** Board Member Holmgren moved to APPROVE the Historic Preservation Board Meeting Minutes from June 30, 2025. Board Member Gackle seconded the motion.

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

**4. STAFF AND BOARD COMMUNICATIONS AND DISCLOSURES**

Planning Director, Rebecca Ward, reported that when the meeting schedule was established at the beginning of the year, the September meeting was shifted from September 3, 2025, to September 8, 2025, due to the Labor Day weekend. However, there are no applications pending review, so the meeting in September will be cancelled.

Board Member Dalton Gackle referenced the General Plan discussions and noted that there was a conversation about ski era resources. Someone reached out to him about the ribbon program at Park City Museum. That individual mentioned that their eventual

plan is to tear down their A-frame house. He feels that it is related to the discussions that the Historic Preservation Board has had lately about the preservation of ski era structures.

Board Member Puggy Holmgren noted that this subject was discussed many years ago. There was a conversation at that time about protecting the A-frames. Chair Stephens believed the idea was to focus on incentives. Board Member Gackle stated that someone also asked him about changing porch elements on a historic home, but he directed them to the Planning Department. There were no additional Board communications shared.

## 5. PUBLIC COMMUNICATIONS

There were no public communications.

## 6. WORK SESSION

### A. The Historic Preservation Board Will Conduct a Work Session on Land Management Code Standards Outlined in Sections 15-13-2 and 15-13-8, Related to Materials for New Residential Infill and Additions to Historic Structures and Land Management Code Section 15-11-6(E), Which Requires the Establishment of an Advisory Committee.

Planning Project Manager, Elissa Martin, presented the Staff Report and explained that the Work Session item is related to Land Management Code (“LMC”) updates for non-historic materials and finishes. Some background information was shared with the Board. Manager Martin reported that this process started when community members and design professionals requested flexibility in materials for additions and new residences in the Historic Districts. Over the last several months, there have been Work Sessions and a public hearing was held in March. Both the Historic Preservation Board and Planning Commission forwarded favorable recommendations to adopt the LMC amendments. On June 5, 2025, the City Council approved LMC amendments, which include the following:

- Remove opacity requirements for new residential infill;
- Establish the process to create an Advisory Committee; and
- Allow non-historic materials that are on an approved list.

Manager Martin reviewed the opacity information. Originally in the code, additions to historic structures were not required to be painted opaque, but new residential dwellings were required to be painted opaque. The change that was adopted allows for new residential buildings to be finished with a durable stain or some other kind of treatment that preserves the durability, but it does not need to be painted opaque. A process was established for an Advisory Committee to vet non-historic materials. Previously, that had been a Staff level review, which was not as efficient. If a material is on the approved list, it can be used on new residential infill and additions. The list will be periodically updated.

The evaluation criteria were reviewed. There are three main categories: durability, sustainability, and compatibility. Manager Martin reported that a lot of the criteria shown in the presentation slides were originally in the code, but a few were added during the amendment process. For example, under the durability category, the fire resistance rating was added, as well as being durable in Park City's climate. The minimum 50-year lifespan for non-historic materials was already in place. In the sustainability category, several of the items were already in the code, such as energy performance, environmental benefit, and synthetic materials being allowed if they contain a minimum of 50% recycled and/or reclaimed material. The added item is the Cradle to Grave impact or life cycle impact of a product. The compatibility category was reviewed. It includes:

- For Synthetic: the material may not diminish the historic character and must appear similar in appearance and profile to historic siding;
- "Synthetic materials shall be applied as traditional materials were historically; it is not appropriate to introduce artificial patterns";
- Exterior elements must be of human scale and compatible with neighboring Historic Structures;
- New materials should reflect the character of the Historic District;
- Materials must be compatible in scale, proportion, texture, finish, and color with Historic Structure materials. "The dimensions of masonry units, wood siding, and other building materials shall be similar to those used historically"; and
- Primary siding material "shall appear similar" to those on Historic Structures in the streetscape or character area.

In order to implement the changes, the first step is to establish the Advisory Committee. That Committee would include two Historic Preservation Board members, three design professionals, the Planning Department Historic Preservation team, and a Historic Preservation consultant. Staff requests that the Historic Preservation Board select two members to serve on the Advisory Committee. The other steps are as follows:

- Step Two: Advisory Committee to generate draft list and begin to evaluate non-historic materials:
  - Historic Preservation Board check-in to provide input and feedback prior to the list being finalized.
- Step Three: Historic Preservation Board review of the draft Master List of Non-Historic Materials and Finishes, followed by adoption of the list.
- Step Four: Review and update the list as needed:
  - Review new materials introduced in the industry;
  - De-list materials that do not retain quality over time.

Board Member Gackle asked whether the Advisory Committee can have more than two Historic Preservation Board Members serving. Director Ward noted that it is important to be cautious about forming a quorum. Board Member Gackle would like Board Member Randy Scott to have the opportunity to serve on the Committee, if he is interested.

Chair Stephens requested additional information about the design professionals who will serve on the Advisory Committee. Manager Martin reached out to some after the June 5, 2025, City Council Meeting, when the code amendments were adopted. One design professional quickly responded and stated that she would like to serve on the Committee. There will be an application available on the website that those interested can fill out. There will continue to be outreach so design professionals will know where to apply.

Additional discussions were had about the Advisory Committee. Chair Stephens asked what would happen if there were not three design professionals serving on the Committee. Manager Martin believed the Historic Preservation Board could make a determination if that situation occurred. Chair Stephens stressed the importance of having some materials to evaluate in order to start this process. Board Member Lola Beatlebrox pointed out that in previous Meeting Minutes, there was a list of materials outlined that there was interest in looking into. Approaching the design professionals with that preliminary list might be meaningful. Manager Martin explained that Staff has been collecting a list of materials, which the Advisory Committee can work from. In addition, there has been outreach to other members of Staff about materials that are being proposed on a fairly regular basis. Those items can be added to the list for consideration.

Board Member Beatlebrox referenced the Advisory Committee time commitment, which is proposed to be no more than six to eight hours. She thought it would be wise for some of those hours to include site visits to look at materials there might not be as much familiarity with. Board Member Holmgren added that samples could also be brought in. Chair Stephens mentioned the possibility of bringing in experts. Manager Martin thanked the Board for their input. She does not see any reason why experts would not be invited to present to the Committee. She reported that there has been some discussion with the Building Department and Fire Chief already and they are willing to provide input.

Chair Stephens asked to further discuss the compatibility category. The language reads that new materials will be used, but it will still look like a historic addition. He referenced the language in the sustainability category as well. Some of the language seems to give the wrong message based on what he hopes there is a desire to accomplish. When there is an addition to a historic home, there should never be a question about which portion is historic. Director Ward clarified that the compatibility items already exist in the Code before the amendments took place. Chair Stephens stated that the messaging to the design community is important to consider. Manager Martin noted that there is an intention to achieve compatibility, but there is no desire for a new addition to mimic what is historic. There is code language that mentions differentiation from the historic structure.

The Board further discussed compatibility. Manager Martin pointed out that the Advisory Committee could be tasked with making a recommendation about computability. There will be a Historic Preservation consultant on the Committee, so some insight, advice, and guidance can be provided. Chair Stephens feels it makes sense for the Committee to focus on the list of materials. Board Member Gackle believes that part of the Advisory Committee role is to narrow down the list before it is presented to the Historic Preservation

Board. The Committee can look at whether a material fits in with the fabric of the community. For example, if one of the items on the initial list is a synthetic material that looks like ice blocks, that would clearly not be compatible with the fabric of the community. It could be eliminated from the list even if the material meets some of the other criteria.

Director Ward reported that there will be a Work Session ahead of the Advisory Committee discussions. This could allow the Historic Preservation Board to see the different types of materials that will be evaluated during the Committee process. Manager Martin confirmed that there will need to be another Work Session to vote on the design professionals who will be members of the Advisory Committee. That would be a good time to review the draft materials list and receive some initial feedback. Chair Stephens explained that he would like a better idea of how this process will work. For instance, what the expectations are for the Advisory Committee as this process moves forward.

Chair Stephens asked for additional information about the consultant. Director Ward reported that the contract is being finalized. Once that is complete, the consultant will participate in a Work Session. Chair Stephens asked if the consultant has an architectural background. Director Ward explained that one teaches a course on materials in historic districts, so there is a lot of expertise. There will be an introduction at a future meeting.

Board Member Holmgren wanted to know if the design professionals would apply to serve or if the Historic Preservation Board should provide suggestions. Director Ward reported that there will be a public application process where anyone can apply. If Board Members know someone who might be interested, it is possible to let them know about the application. Manager Martin noted that there will be outreach to the design professionals who have been involved so far, so those individuals are aware that they can submit an application. Board Member Holmgren asked if contractors will be involved or only design professionals. Director Ward reported that the Chief Building Official and one of the primary reviewers of Building Permits will be involved. They have firsthand knowledge of materials that have been requested and installed, so that perspective can be provided.

Manager Martin explained that there is no streamlined process in place before where the materials were tracked. It will be beneficial to have a finalized list of materials. Board Member Beatebrox asked about the selection of the two Historic Preservation Board Members to serve on the Advisory Committee. Manager Martin asked if there are any volunteers who are interested. Chair Stephens wanted to know whether Board Member Scott is interested in serving before a final decision is made. It was determined that this will be decided at the meeting with the consultant. That meeting will likely take place in October, since the Historic Preservation Board Meeting in September has been cancelled. Manager Martin hopes there will be enough applications submitted from design professionals before that time as well. Discussions can continue at that meeting.

7. **REGULAR AGENDA**

A. **1109 Park Avenue - Material Deconstruction - The Applicant Proposes to Deconstruct the Accessory Structure at 1109 Park to Restore the Site to its 1900 Form in the Historic Residential - 1 Zoning District. PL-25-06546.**

Planner I, Meredith Covey, presented the Staff Report and explained that the item is related to Material Deconstruction at 1109 Park Avenue. 1109 Park Avenue is a Significant Historic Structure in the Historic Residential – 1 Zoning District. The structure was built around 1895 and is associated with the Mature Mining Era in Park City. The applicant is proposing to deconstruct the accessory structure to restore the site to its 1907 form and relandscape the backyard. The Sanborn Maps for the site show the primary structure, which is the historic home, starting in 1900. Up until 1941, the detached accessory structure that the applicant proposes to remove was not shown on the maps.

The tax form from 1968 that was included in the Historic Sites Inventory lists the detached accessory structure as being constructed in 1949, which was in the Mining Decline and Emergence of Recreation Era. Based on the Staff analysis, the site will retain the essential historic form, as the physical characteristics of the structure that make it identifiable as existing or relating to the Mature Mining Era will not be diminished.

The site will retain historic integrity, including the location, as the detached accessory structure was not present on the site at the time of construction of the primary structure. Additionally, the design of the site will not be diminished, as the home is similar in style to those in Old Town. The setting will not be diminished, as the accessory structure will not alter the setting of the site. The materials of the primary structure are associated with the Mature Mining Era, while the materials associated with the detached accessory structure are associated with the Mining Decline and Emergence of Recreation Era.

The Chief Building Official provided a determination on the workmanship of the detached accessory structure, which is included in the Staff Report. Planner Covey reported that the feeling will not be diminished, as there have been many changes to the site over time. Restoring the site to the 1907 form takes it back to that historic association. The historic structure is not associated with any specific person or event. She added that the accessory structure is associated with a different time period than the primary structure. Removing it will not diminish the overall historic integrity of the site. Planner Covey stated that the Significant Historic Structure status will remain even with the removal of the detached accessory structure. Several Conditions of Approval were reviewed.

Staff recommends that the Historic Preservation Board review the proposal, conduct a public hearing, and consider approving the proposal based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the Draft Final Action Letter.

The Landscaping Plan was shared with the Board. Planner Covey explained that the Landscaping Plan would be reviewed by the Planning Department. Board Members noted that this is a fairly straightforward application. Board Member Hutchings agreed.

Chair Stephens opened the public hearing. There were no comments. The public hearing was closed.

**MOTION:** Board Member Holmgren moved to APPROVE the Material Deconstruction of the Accessory Structure for 1109 Park Avenue, according to the following:

**Findings of Fact:**

1. 1109 Park Avenue is a Significant Historic Site on the Park City Historic Sites Inventory.
2. The property is in the Historic Residential - 1 (HR-1) Zoning District.
3. Built circa 1895, the principal Structure is a one-story Mature Mining Era T/L cottage with an Accessory Structure located along the Side Lot Line towards the rear of the Lot.
4. The Applicant proposes to deconstruct the Accessory Structure built in 1949 to restore the site to its 1907 form.
5. The Structure was constructed around 1895. The earliest Sanborn Map, from 1900 shows the footprint of the Structure as well as the front porch. The subsequent Sanborn Maps dated between 1907 and 1941 show an addition that was constructed at the rear of the Structure.
6. The Accessory Structure is not shown on the Sanborn Maps.
7. However, the 1968 Tax Form included in the Historic Sites Inventory (HSI) lists the garage (Accessory Structure) as being constructed in 1949.
8. The primary Structure is associated with the Mining Era (1894 to 1930), while the Accessory Structure was constructed approximately 45 years later during the Mining Decline & Emergence of Recreation Industry (1931-1962). The Applicant proposes removing the Accessory Structure and restoring the site to the circa 1907 form.
9. LMC § 15-11-10(A)(2) establishes the criteria for a Significant Historic Site.
10. Any Buildings (main, attached, detached or public), Accessory Buildings and/or Structures may be designated to the Historic Sites Inventory as a

Significant Site if the City Council, with a recommendation from the Historic Preservation Board, considers all the criteria listed below:

- a. It is at least fifty (50) years old or the Site is of exceptional importance to the community; and
  - b. It retains its Essential Historic Form as may be demonstrated, but not limited by any of the following:
    - i. It previously received a historic grant from the City; or
    - ii. It was previously listed on the Historic Sites Inventory; or
    - iii. It was listed as Significant on any reconnaissance or intensive level survey of historic resources; and
  - c. It has one (1) or more of the following:
    - i. It retains its historic scale, context, materials in a manner and degree which can be restored to its Essential Historic Form even if it has non-historic additions; or
    - ii. It reflects the Historical or Architectural character of the site or district through design characteristics such as mass, scale, composition, materials, treatment, cornice, and/or other architectural features as are Visually Compatible to the Mining Era Residences National Register District even if it has non-historic additions; and
  - d. It is important in local or regional history, architecture, engineering, or culture associated with at least one (1) of the following:
    - i. An era of Historic Importance to the community, or
    - ii. Lives of Persons who were of Historic importance to the community, or
    - iii. Noteworthy methods of construction, materials, or craftsmanship used during the Historic period.
11. The Structures at 1109 Park were constructed over 50 years ago and are listed as Significant on the Historic Sites Inventory as designated by LMC § 15-11-10. The Historic Site Form notes that the site is associated with the Mature Mining Era which spanned from 1894 to 1930. The Primary Structure is associated with the Mining Era as the scale, context, and materials of the Structure reflect the historic and architectural character of Mining Era Structures seen in Park City as well as on the adjacent streetscape. The Site reflects the craftsmanship and methods of construction that are associated with the Mining Era.
12. Restoring the site to 1907 retains the Essential Historic Form. LMC § 15-15-1 defines "Essential Historic Form" as "the physical characteristics of a Structure that make it identifiable as existing in or relating to an important era in the past. These physical characteristics include, but are not limited to the structure's form, Roof Forms, window and door configuration, and materials."

13. The Applicant proposes removing the Accessory Structure constructed in 1949 to restore the Significant Historic Site to its 1907 form. The question for the Historic Preservation Board is whether removal of the 1949 Accessory Structure impacts the Historic Integrity of the Significant Historic Site.
14. LMC § 15-15-1 defines “Historic Integrity” as “the ability of a Site to retain its identity and, therefore, convey its Significance in the history of Park City.” The LMC outlines seven qualities that contribute to Historic Integrity:
  - a. Location. The place where the Historic Site was constructed or the Historical event took place.
    - i. 1109 Park Avenue is Lot 2 and a portion of Lot 3 of Block 5 of Snyder’s Addition to Park City and is approximately 2,613 square feet in area. The Primary Structure faces Park Avenue with the Accessory Structure set back towards the rear of the Lot in the southeast corner. The proposed removal of the Accessory Structure does not change the location of the site; the Structure was not present at the date of the original construction.
    - ii. Design. The combination of physical elements that create the form, plan, space, Structure, and style of a Site. Design includes such considerations as the structural system, massing, arrangement of spaces, pattern of fenestration, textures and colors of surface materials, type, amount and style of ornamental detailing, and arrangement and type of plantings in the designed landscape.
    - iii. 1109 Park is a T/L cottage that has had many of its historic elements modified. The cross gable roof is sheathed with standing seam metal, replacing the composition shingles seen in earlier photos. The walls are clad with aluminum siding, which either covered or replaced the wood drop siding present in 1940. A brick chimney is seen at the peak of the roof and appears to be shorter in current photos. The windows are all aluminum sliders, with a large window in the front gable end, and another to the left of the door in the porch area. There is an aluminum screen door in front of the main door, which is a wood door with several lites. The porch is covered by a shed extension of the main roof and supported by metal supports, which replaced the square wood posts shown in the c. 1940 tax photo.
    - iv. The Primary Structure is reflective of the design of homes typically associated with the Mining Era. The massing of the home is similar to those in Old Town and is simple in design

- and scale. The design of the primary Structure will not be altered or diminished by the removal of the Accessory Structure.
- b. Setting. The physical environment, either natural or manmade, of a Historic Site, including vegetation, topographic features, manmade features (paths, fences, walls) and the relationship between Structures and other features or open space.
    - i. The Lot is a relatively flat site and there will be no significant changes to grade, vegetation, or other features. Any new landscaping in place of the Accessory Structure will be required to comply with LMC § 15-13-2 and will be required to reflect the character of the site while also incorporating waterwise standards and practices. The proposed removal of the Accessory Structure will restore the setting of the Historic Site to its 1907 characteristics. The proposed removal will not diminish the setting of the Historic Site.
  - c. Materials. The physical elements that were combined or deposited during a particular period of time in a particular pattern or configuration to form a Historic Site.
    - i. The Accessory Structure is set back from the home towards the rear of the lot and is visible from the primary public right-of-way.
    - ii. The Accessory Structure was constructed on the site years after the Mining Era that is associated with the character of the home and Primary Structure on the site. The proposed removal of the Accessory Structure will not alter the materials associated with the Primary Structure on the Historic Site and will reflect the materials seen on the site in 1907. It will also not alter the pattern or configuration and relationship of the Primary Structure with the streetscape.
  - d. Workmanship. The physical evidence of the crafts of a particular culture or people during any given period of history, including methods of construction, plain or decorative finishes, painting, carving, joinery, tooling, and turning.
    - i. The proposed removal of the Accessory Structure will not alter the workmanship associated with the Primary Structure on the Historic Site. "In March 2025, an inspection was conducted on a historic garage structure located at 1109 Park Ave. to assess its age and condition. The findings of the inspection confirmed that the garage appears to have been constructed on or around 1949, based on the materials, construction techniques, and architectural features observed during the inspection. Elements such as the type of lumber, hardware, and foundation work were consistent with mid- 20th-century building practices. The accessory structure does not appear

- to be failing and retains most of the original building elements.”
- ii. Based on the determination from the Building Official the workmanship of the Accessory Structure, including the methods of construction, finishes, and materials, are associated with the Mining Decline & Emergence of Recreation Industry (1931-1962). This is outside of the era that the Primary Structure and the Site is associated with on the Historic Site Form which is the Mature Mining Era (1894-1930). The removal of the Accessory Structure will not diminish the sites association with the Mature Mining Era.
- e. Feeling. A Site’s expression of the aesthetic of Historic sense of a particular period of time. Feeling results from the presence of physical features that, taken together, convey the Property’s Historic character.
- i. The Historic Site Form details the changes over time at 1109 Park, stating “a rear addition was built sometime after the 1941 Sanborn map, but before the c. 1940 tax photo which extended a part of the rear house past the original wall. A later addition appears to have built out the original wall to the same point as the previous addition. (...) A small gabled garage is seen at the rear of the lot, though lack of historical reference to it makes it difficult to determine when it was built. Although the form remains legible, the cumulative formal and material changes have diminished its historic value.
  - ii. The proposed removal of the Accessory Structure will restore the Site to the 1907 form and reduce the impact of the changes to the site that have diminished the historic value over time.
  - iii. The Primary Structure will retain the massing, design, and location on the site that contribute to its Mining Era characteristics.
- f. Association. The direct link between an important Historic era or Person and a Historic Site. A Site retains association if it is in the place where the activity occurred and is sufficiently intact to convey that relationship to an observer.
- i. The proposed removal of the Accessory Structure will not alter the association of the Historic Site with a Historic era or Person. The Historic Site Form details the construction of the home as being completed by a miner named David Laird. The home was then sold to multiple owners in the following years, including individuals who lived in Park City and were associated with mining operations. However, the home was not associated with any singular person or event. The Accessory Structure was constructed in 1949, while the

Primary Structure is associated with the Mining Era and was constructed around 1885. The proposed removal of the Accessory Structure will restore the Site to its 1907 form and strengthen the association with the Mining Era.

- ii. The proposed removal of the Accessory Structure will not diminish the Historic Integrity of the site.
  - iii. The Applicant does not have plans to construct a new Structure in the rear of the Lot. Any landscaping work or future construction will be required to comply with current Lot and Site requirements as outlined in LMC Chapter 15-2.2 and Section 15-13-2.
15. Staff published a notice on the City's website and the Utah Public Notice website, and posted a notice to the property on Wednesday, July 23, 2025. Staff mailed a courtesy notice to property owners within 100 feet on Wednesday, July 23. The Park Record published notice on Wednesday, July 23.

**Conclusions of Law:**

1. The removal of the Accessory Structure built in 1949 complies with the requirements pursuant to LMC § 15-11-12.5 *Historic Preservation Board Review for Material Deconstruction*.
2. The Significant Historic Single-Family Dwelling at 1109 Park Avenue retains its Essential Historic Form and Historic Integrity pursuant to LMC § 15-15-1 and its Significant Historic Site designation pursuant to LMC § 15-11-10(D)(1)(ef).

**Conditions of Approval:**

1. Any changes, modifications, or deviations from the approved Material Deconstruction that have not been approved in advance by the Planning and Building Departments may result in a stop work order.
2. The Applicant is responsible for notifying the Planning and Building Departments prior to making any changes to approved plans.
3. Any changes, modifications, or deviations from the approved scope of work shall be submitted in writing for review and approval/denial in accordance with the applicable standards by the Planning Director or their Designee prior to construction.
4. All future work on the site shall comply with the Lot and Site requirements of the HR-1 Zoning District established in LMC § 15-2.2-3 and LMC

Chapters 15-11 Historic Preservation and 15-13 *Regulations for Historic Districts and Historic Sites*.

5. There shall be no deconstruction of any material on the primary Significant Historic Structure, and the Historic Structure shall retain its status as a Significant Historic Structure on Park City's Historic Sites Inventory.

Board Member Beatlebrox seconded the motion.

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

**8. ADJOURNMENT**

**MOTION:** Board Member Holmgren moved to ADJOURN. Board Member Gackle seconded the motion.

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

The Historic Preservation Board Meeting adjourned at approximately 5:47 p.m.

Approved 10.01.2025