



**PLANNING DEPARTMENT ADMINISTRATIVE PUBLIC HEARING
SUMMIT COUNTY, UTAH
October 16, 2025**

The Planning Department of Park City, Utah, will hold a Public Hearing in person at the Marsac Municipal Building, Planning Department Conference Room, at 445 Marsac Avenue, Park City, Utah 84060. Meetings will also be available online and may have options to listen, watch, or participate virtually.

Zoom Link: <https://us02web.zoom.us/j/88167820277>

1. REGULAR AGENDA - 12:00PM

- 1.A. **Parcel PCA-S-98-SD-1 (Empire Pass Trailhead) – Administrative Conditional Use Permit** – The Applicant Proposes to Install a Seasonal Day-Use Yurt for the 2025-2026 Winter Within the Empire Pass View Area to Serve as a Warming Hut for Winter Recreationalists in the Bonanza Flat Conservation Area. PL-25-06680
(A) Public Hearing; (B) Action

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

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

Planning Department Staff Report



Subject: Empire Pass Trailhead
GPS (40.60624, -111.50876)
Part of Parcel PCA-S-98-SD-1
Application: PL-25-06680
Author: Heather Wasden, Planning Technician
Date: October 16, 2025
Type of Item: Administrative Conditional Use Permit

Disclosure

Park City Municipal Corporation owns the Empire Pass Trailhead.

Recommendation

(I) Review the Administrative Conditional Use Permit (ACUP) for a proposed Ski-related Accessory Building for a winter day-use yurt to be installed November 2025 and removed May 2026 at the Empire Pass Trailhead, (II) conduct a public hearing, and (III) consider approving the ACUP based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the Draft Final Action Letter (Exhibit A).

Description

Applicant: Park City Municipal Corporation
Trails and Open Space Department
Applicant Representative: Marsh Flint
Location: Empire Pass Trailhead
GPS (40.60624 -111.50876)
Parcel PCA-S-98-SD-1
Zoning District: Recreation and Open Space, Sensitive Land Overlay
Adjacent Land Uses: Recreation and Open Space, Commercial, Resort
Reason for Review: The Planning Director reviews and takes Final Action on Administrative Conditional Use Permits.¹

ACUP Administrative Conditional Use Permit
LMC Land Management Code
ROS Recreation and Open Space
SLO Sensitive Land Overlay

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

Background

The Empire Pass Trailhead is in the Recreation and Open Space (ROS) Zoning District and Sensitive Land Overlay (SLO) accessed by SR 224 (Marsac Avenue/Guardsman Pass Road). The Applicant proposes to install a warming yurt 24 feet in diameter (450

¹ LMC [§ 15-1-8](#)

square feet) and approximately 13 feet in height on a permanent poured concrete pad with a temporary wooden platform just north of the Empire Pass Trailhead parking area.



Figure 1: Approximate location of proposed Ski-related Accessory Building at the Empire Pass Trailhead showing roads that access the area

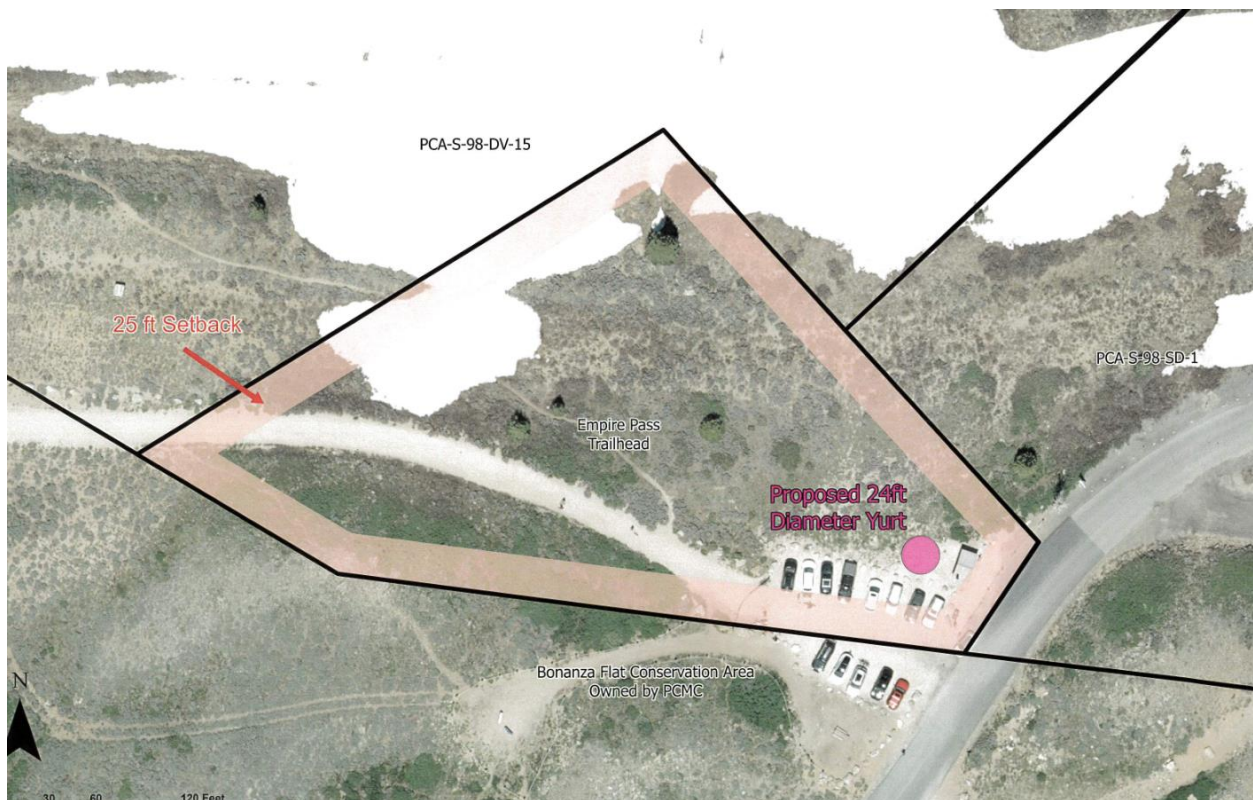


Figure 2: Location of Ski-related Accessory Building at the Empire Pass View Area site plan from Applicant

Analysis

(I) The proposed Ski-related Accessory Building complies with the Recreation and Open Space Zoning District Requirements outlined in LMC Chapter 15-2.7.

The Empire Pass Trailhead is in the ROS Zoning District. Ski-related Accessory Buildings less than 600 square feet are an Administrative Conditional Use in this Zoning District ([LMC § 15-2.7-2\(B\)](#)). The Applicant proposes installing a 450-square-foot Ski-related Accessory Building (temporary yurt) for the 2025-2026 winter season.

The table below outlines the Lot and Site Requirements for the ROS Zoning District:²

Requirement	Analysis of Proposal
Setbacks: Front Setback – 25 Feet Side Setback – 25 Feet Rear Setback – 25 Feet	Complies: The proposed Ski-related Accessory Building is at least 44 feet from any Property Line, as shown in Figure 2.
Building Height: LMC Section 15-2.7-4(A) : No Structure may be erected to a height greater than 28 feet in height from Existing Grade	Complies: The proposed Ski-related Accessory Building is approximately 13 feet in height from Existing Grade.

(II) The proposed Ski-related Accessory Building complies with the Sensitive Land Overlay requirements outlined in LMC Chapter 15-2.21.

The proposed Ski-related Accessory Building (yurt) is proposed to be installed within an existing Trailhead adjacent to the parking area. No additional land disturbance is proposed or approved with this project scope.

(III) The proposed Ski-related Accessory Building complies with the Temporary Structure Requirements outlined in LMC Section 15-4-16.

LMC [§ 15-15-1](#) defines Temporary Structure as, “A standalone Structure, or a Structure that is partially affixed to an existing Building on a temporary basis not to exceed 180 days as set forth by the International Building Code.”

The Applicant proposes to install the yurt after the approval of this application in November 2025 and will remove it before May 2026, not to exceed 180 days. See Condition of Approval 4.

² LMC [§ 15-2.7-3](#)

The Table below outlines the review criteria for Temporary Structures:³

Requirement	Analysis of Proposal
The Applicant shall provide written notice of the Property Owner's permission.	Complies: The submitted application form is signed by the Trails and Open Space Ranger with Park City Municipal Corporation.
The proposed Use should not diminish existing parking. Any net loss of parking shall be mitigated in the Applicant's plan.	Complies, as conditioned: The proposed yurt will not diminish existing Parking Spaces.
The proposed Use shall not impede pedestrian circulation, emergency Access, or any other public safety measure.	Complies: The Development Review Committee reviewed this application and found the proposal complies with their requirements. The yurt is located on an area that is not used for pedestrian circulation or emergency access.
The Use shall not violate the Noise Ordinance, Municipal Code Chapter 6-3.	Complies, as conditioned: Condition of Approval 5 requires adherence to the Noise Ordinance outlined in Municipal Code Chapter 6-3.
The Use shall comply with the LMC, the signage shall comply with the Sign Code, Title 12, and the lighting shall comply with Illumination Section 12-4-9.	Complies, as conditioned: No Signs or outdoor lighting are proposed or approved with this Application.
The Use shall not violate the Summit County Health Code, the Fire Code, or State Regulations on mass gathering.	Complies, as conditioned: Condition of Approval 7 requires the Use to comply with the Summit County Health Code, the Fire Code, or State Regulations on mass gathering.
The Use shall not violate the International Building Code.	Complies, as conditioned: Condition of Approval 8 requires the Applicant to submit a Building Permit for review and approval.
The Applicant shall adhere to all applicable City and State licensing ordinances.	Complies, as conditioned: Condition of Approval 9 requires the Applicant to adhere to all applicable City and State licensing

³ LMC [§ 15-4-16\(B\)](#)

	ordinances.
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(IV) The proposal, as conditioned, complies with the Administrative Conditional Use Permit criteria outlined in LMC § 15-1-10(E).

There are certain Uses that, because of unique characteristics or potential impacts on the municipality, surrounding neighbors, or adjacent land Uses, may not be Compatible in some Areas or may be Compatible only if certain conditions are required that mitigate or eliminate the detrimental impacts.

The Planning Staff shall approve a Conditional Use if reasonable conditions are proposed, or can be imposed, to mitigate the reasonably anticipated detrimental effects of the proposed Use in accordance with applicable standards. The Planning Staff may deny the Conditional Use if the proposed Use cannot be substantially mitigated by the proposal or imposition of reasonable conditions to achieve compliance with applicable standards. LMC [§ 15-1-10](#).

Administrative CUP Review Criteria	Analysis of Proposal
Size and location of the Site	Complies: The yurt will be located adjacent to the existing parking for the Empire Pass Trailhead to provide a warming shelter and is small in scale – 450 square feet and no more than 13 feet in height.
Traffic considerations including capacity of the existing Streets in the Area	Complies: The parking for the Empire Pass Trailhead is unpaved with approximately 15 stalls. The proposed Ski-related Accessory Building does not change the land Use and does not trigger a TIS based on the TIS Guidelines because a TIS is only required when 25 or more new vehicle trips are generated by the proposed project.
Utility capacity, including Storm Water run-off	Complies: The Development Review Committee reviewed the proposal on October 7, 2025, and confirmed the proposal conforms with their requirements.
Emergency vehicle Access	Complies: The Park City Fire District reviewed the proposal on October 7, 2025, and confirmed emergency access will not be impacted.
Location and amount of off-street parking	Complies: The yurt will not impact Trailhead parking because

	it is being installed in an area that is roped off to vehicles. The Trailhead is served by the Purple Bus Line Trails Service as a courtesy stop for trail users. In the winter a free Transit to Trails service will be provided to users of the Trailhead.
Internal vehicular and pedestrian circulation system	Complies: The yurt will not impede any vehicular circulation. The yurt is adjacent to the Empire Pass View Area Trailhead and will not impede pedestrian circulation.
Fencing, Screening, and landscaping to separate the Use from adjoining Uses	Complies: No Fencing, Screening, or Landscaping are proposed.
Building mass, bulk, and orientation, and the location of Buildings on the Site; including orientation to Buildings on adjoining Lots	Complies: The proposed yurt is 24 feet in diameter (450 square feet) and oriented towards the existing Trailhead. The proposed yurt is appropriate in size and scale for the Site because it will not impede the existing vehicular and pedestrian circulation.
Useable Open Space	Complies: The proposed yurt supports the recreational use of the Open Space and will be installed in an existing disturbed area adjacent to the existing Trailhead.
Signs and Lighting	Complies: No Signs or Lighting are proposed.
Physical Design and Compatibility with Surrounding Structures	Complies: The proposed yurt is 24 feet in diameter (450 square feet). The yurt will be installed on a permanent poured concrete pad with a temporary wooden platform and the walls will be made of either polyester or vinyl.
Noise, Vibration, Odors, Steam, or Other Mechanical Factors	Complies: No Signs, speakers, or outdoor lighting are proposed.
Control of Delivery and Service Vehicles, Loading and	Complies, as conditioned: Condition of Approval 10 requires all trash and

Unloading Zones, and Screening of Trash and Recycling Pickup Areas	recycling to be in the existing Trailhead facilities.
Expected Ownership and Management	Complies: The submitted application form is signed by the Trails and Open Space Ranger for Park City Municipal Corporation. The property is currently owned by Park City Municipal Corporation and will be managed and maintained by the City.
Within and Adjoining the Site, Environmentally Sensitive Lands, Physical Mine Hazards, Historic Mine Waste, and Park City Soils Ordinance, Steep Slopes, and Appropriateness of the Proposed Structure to the Existing Topography of the Site	Complies: The location of the yurt is not on or near Steep Slopes, Physical Mine Hazards, or Mine Waste, and is outside the Park City Soils Ordinance.
Reviewed for Consistency with the Goals and Objectives of the Park City General Plan	Complies: The Upper Deer Valley Neighborhood Section of the General Plan encourages the preservation of and continued investment in open space. (General Plan p.63) The Transit Improvements 2C Section of the Appendix of the General Plan encourages co-locating transit amenities such as warming huts where demand exists. (Appendix p.18)

(V) The Development Review Committee reviewed the proposal on October 7, 2025, and confirmed the proposal conforms with their requirements.⁴

Department Review

The Planning and Executive Departments reviewed this report.

Notice

⁴ The Development Review Committee meets the first and third Tuesday of each month to review and provide comments on Planning Applications, including review by the Building Department, Engineering Department, Sustainability Department, Transportation Planning Department, Code Enforcement, the City Attorney's Office, Local Utilities including Rocky Mountain Power and Enbridge Gas, the Park City Fire District, Public Works, Public Utilities, and the Snyderville Basin Water Reclamation District (SBWRD).

Staff published notice on the City's website and the Utah Public Notice website and posted notice to the property on September 30, 2025. Staff mailed courtesy notice to adjacent property owners on September 30, 2025.⁵

Public Input

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

Alternatives

The Planning Director may:

- Approve the ACUP as conditioned.
- Deny the ACUP and direct staff to make Findings for the denial.
- Request additional information and continue the discussion to a date certain.

Exhibits

A: Draft Final Action Letter

B: Proposed Plan

C: Applicant's Narrative

⁵ LMC [§ 15-1-21](#)



Planning Department

October 16, 2025

Park City Municipal Corporation – Trails and Open Space Department

CC: Marsh Flint

NOTICE OF PLANNING DIRECTOR ACTION

Description

Address: Empire Pass View Trailhead
GPS (40.60624, -111.50876)
Part of Parcel PCA-S-98-SD-1

Zoning District: Recreation and Open Space, Sensitive Land Overlay

Application: Administrative Conditional Use Permit

Project Number: PL-25-06680

Action: APPROVED WITH CONDITIONS (See Below)

Date of Final Action: October 16, 2025

Project Summary: The Applicant proposes installing a one-time Ski-related Accessory Building for a winter day-use yurt to be installed November 2025 and removed May 2026.

Action Taken

On October 16, 2025, the Planning Director conducted a public hearing and approved the yurt according to the following findings of fact, conclusions of law, and conditions of approval.

Findings of Fact

1. The Empire Pass View Trailhead (Parcel PCA-S-98-SD-1) is 46 acres and located in the Recreation and Open Space (ROS) Zoning District and Sensitive Land Overlay (SLO) accessed by SR 224 (Marsac Avenue/Guardsman Pass Road).
2. The Applicant proposes installing a one-time Ski-related Accessory Building for a winter day-use yurt.
3. The proposed warming yurt is 24 feet in diameter (450 square feet) and approximately 13 feet in height on a permanent poured concrete pad with a



Planning Department

temporary wooden platform just north of the Empire Pass Trailhead parking area and the walls will be made of either polyester or vinyl.

4. The yurt is proposed to be installed in November 2025 and removed by May 2026, not to exceed 180 days.
5. The proposed Ski-related Accessory Building complies with the Temporary Structure requirements and is at least 44 feet from any Property Line.
6. LMC § 15-15-1 Defined Terms defines “Temporary Structure”:
 - a. Temporary Structure: A standalone Structure, or a Structure that is partially affixed to an existing Building on a temporary basis not to exceed 180 days as set forth by the International Building Code
7. The Building Code limits installations of Temporary Structures to no more than 180 days.
8. The proposed yurt complies with the Sensitive Land Overlay Requirements outlined in LMC Chapter 15-2.21.
 - a. The proposed Ski-related Accessory Building (yurt) is proposed to be installed within an existing Trailhead adjacent to the parking area. No additional land disturbance is proposed or approved with this project scope.
9. The proposed Ski-related Accessory Building complies with the Temporary Structures, Tents, and Vendors Requirements outlined in LMC Section 15-4-16.
 - a. The Applicant shall provide written notice of the Property Owner’s permission.
 - i. The submitted application form is signed by the Trails and Open space Ranger with Park City Municipal Corporation.
 - b. The proposed Use should not diminish existing parking. Any net loss of parking shall be mitigated in the Applicant’s plan.
 - i. The proposed yurt will not diminish existing Parking Spaces.
 - c. The proposed Use shall not impede pedestrian circulation, emergency Access, or any other public safety measure.
 - i. The Development Review Committee reviewed this application and found the proposal complies with their requirements. The yurt is located on an area that is not used for pedestrian circulation or emergency access.
 - d. The Use shall not violate the Noise Ordinance, Municipal Code Chapter 6-3.



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- i. Condition of Approval 5 requires adherence to the Noise Ordinance outlined in Municipal Code Chapter 6-3.
 - e. The Use shall comply with the LMC, the signage shall comply with the Sign Code, Title 12, and the lighting shall comply with Illumination Section 12-4-9.
 - i. No Signs or outdoor lighting are proposed or approved with this Application.
 - f. The Use shall not violate the Summit County Health Code, the Fire Code, or State Regulations on mass gathering.
 - i. See Condition of Approval 7 requires the Use shall not violate the Summit County Health Code, the Fire Code, or State Regulations on mass gathering.
 - g. The Use shall not violate the International Building Code.
 - i. Condition of Approval 8 requires the Applicant to submit a Building Permit for review and approval.
 - h. The Applicant shall adhere to all applicable City and State licensing ordinances.
10. The proposal, as conditioned, complies with the Conditional Use Permit criteria outlined in LMC § 15-1-10(E).
- a. There are certain Uses that, because of unique characteristics or potential impacts on the municipality, surrounding neighbors, or adjacent land Uses, may not be Compatible in some Areas or may be Compatible only if certain conditions are required that mitigate or eliminate the detrimental impacts.
 - b. The Planning Staff shall approve a Conditional Use if reasonable conditions are proposed, or can be imposed, to mitigate the reasonably anticipated detrimental effects of the proposed Use in accordance with applicable standards. The Planning Staff may deny the Conditional Use if the proposed Use cannot be substantially mitigated by the proposal or imposition of reasonable conditions to achieve compliance with applicable standards. LMC § 15-1-10.
 - c. Size and location of the Site
 - i. The yurt will be located adjacent to the existing parking for the Empire Pass Trailhead to provide a warming shelter and is small in scale – 450 square feet and no more than 13 feet in height.
 - d. Traffic considerations including capacity of the existing Streets in the Area



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- i. The parking for the Empire Pass Trailhead is unpaved with approximately 15 stalls. The proposed Ski-related Accessory Building does not change the land use and does not trigger a TIS based on the TIS Guidelines because a TIS is only required when 25 or more new vehicle trips are generated by the proposed project.
- e. Utility capacity, including Storm Water run-off
 - i. The Development Review Committee reviewed the proposal on October 7, 2025 and confirmed the proposal conforms with their requirements.
- f. Emergency vehicle Access
 - i. The Park City Fire District reviewed the proposal on October 7, 2025 and confirmed emergency access will not be impacted.
- g. Location and amount of off-street parking
 - i. The yurt will not impact the Trailhead parking because it is being installed in an area that is roped off to vehicles. The Trailhead is served by the Purple Bus Line Trails Service as a courtesy stop for trail users.
 - ii. In the winter a free Transit to Trails service will be provided to users of the Trailhead.
- h. Internal vehicular and pedestrian circulation system
 - i. The yurt will not impede any vehicular circulation. The yurt is adjacent to the Empire Pass View Area Trailhead and will not impede pedestrian circulation.
- i. Fencing, Screening, and landscaping to separate the Use from adjoining Uses
 - i. No Fencing, Screening, or Landscaping are proposed.
- j. Building mass, bulk, and orientation, and the location of the Buildings on the Site; including orientation to Buildings on adjoining Lots
 - i. The proposed yurt is 24 feet in diameter (450 square feet) and oriented towards the existing Trailhead. The proposed yurt is appropriate in size and scale for the Site because it will not impede the existing vehicular and pedestrian circulation.
- k. Useable Open Space



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- i. The proposed yurt supports the recreational use of the Open Space and will be installed in an existing disturbed area adjacent to the existing Trailhead.
- l. Signs and Lighting
 - i. No Signs or Lighting are proposed.
- m. Physical Design and Compatibility with Surrounding Structures
 - i. The proposed yurt is 24 feet in diameter (450 square feet). The yurt will be installed on a permanent poured concrete pad with a temporary wooden platform and the walls will be made of either polyester or vinyl.
- n. Noise, Vibration, Odors, Steam, or Other Mechanical Factors
 - i. No Signs, speakers, or other lighting are proposed.
- o. Control of Delivery and Service Vehicles, Loading and Unloading Zones, and Screening of Trash and Recycling Pickup Areas
 - i. Condition of Approval 10 requires all trash and recycling to be located in the existing Trailhead facilities.
- p. Expected Ownership and Management
 - i. The submitted application form is signed by the Trails and Open Space Ranger for Park City Municipal Corporation.
 - ii. The property is currently owned by Park City Municipal Corporation and will be managed and maintained by the City.
- q. Within and Adjoining the Site, Environmentally Sensitive Lands, Physical Mine Hazards, Historic Mine Waste, and Park City Soils Ordinance, Steep Slopes, and Appropriateness of the Proposed Structure to the Existing Topography of the Site
 - i. The location of the yurt is not on or near Steep Slopes, Physical Mine Hazards, or Mine Waste, and is outside the Park City Soils Ordinance.
- r. Reviewed for Consistency with the Goals and Objectives of the Park City General Plan
 - i. The Upper Deer Valley Neighborhood Section of the General Plan encourages the preservation of and continued investment in open space. (General Plan p.63)
 - ii. The Transit Improvements 2C Section of the Appendix of the General Plan encourages co-locating transit amenities such as warming huts where demand exists. (Appendix p.18)



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11. The Development Review Committee reviewed the proposal on October 7, 2025 and confirmed the proposal conforms with their requirements.
12. Staff published notice on the City's website and the Utah Public Notice website and posted notice to the property on September 30, 2025.
13. Staff mailed courtesy notice to adjacent property owners on September 30, 2025.

Conclusions of Law

1. The proposal complies with Land Management Code requirements outlined in LMC Chapter 15-2.7 *Recreation and Open Space Zoning District*, Chapter 15-2.21 *Sensitive Land Overlay*, Section 15-4-16 *Temporary Structures, Tents, and Vendors*.
2. The Use will be compatible with surrounding Structures in use, scale, mass, and circulation.
3. The effects of any difference in use or scale have been mitigated through careful planning.

Conditions of Approval

1. Any changes, modifications, or deviations from the approved plans that have not been approved in advance by the Planning Department may result in a stop work order.
2. The Applicant is responsible for notifying the Planning Department prior to making any changes to the 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 designee prior to construction.
4. The Temporary Structure must be removed 180 days after installation.
5. The Applicant must adhere to the Noise Ordinance outlined in Municipal Code Chapter 6-3.
6. No exterior signs or lighting are approved with this permit.
7. The Use shall not violate the Summit County Health Code, the Fire Code, or State Regulations on mass gathering.
8. The Use shall not violate the International Building Code. The Applicant must submit an operational fire permit to the Building Department prior to using the Temporary Structure.
9. The Applicant shall adhere to all applicable City and State licensing ordinances.
10. All trash and recycling must be located in the existing facilities at the trailhead.



Planning Department

If you have questions or concerns regarding this Final Action Letter, please call 801-448-4745 or email heather.wasden@parkcity.gov

Sincerely,

Rebecca Ward
Planning Director

CC: Heather Wasden

PCA-S-98-DV-15

PCA-S-98-SD-1

25 ft Setback

Empire Pass
Trailhead

Proposed 24ft
Diameter Yurt

Bonanza Flat Conservation Area
Owned by PCMC



0 30 60 120 Feet

Conditional Use Permit Application

Winter Day-Use Yurt - Empire Pass View Area

Written Statement Describing the Request

The Park City Trails and Open Space Department requests a Conditional Use Permit for a winter seasonal day-use yurt. The proposed yurt will serve as a warming hut for winter recreationalists in the Bonanza Flat Conservation Area.

Project Details:

- **Location:** Empire Pass View Area (GPS: 40.606, -111.509)
- **Structure:** 24-foot diameter circular yurt (450 square feet)
- **Height:** Approximately 13 feet
- **Foundation:** Permanent poured concrete pad with temporary wooden platform
- **Season:** November through May annually
- **Hours:** Dawn to Dusk

Adjoining Neighbors

List of property owners, names, and addresses of adjacent properties. The distance is measured from the property line, not the location of the request. Please provide the Summit County Assessor's Parcel Number for each property if possible.

Adjoining Neighbors:

Parcel Number	Owner	Address
PCA-S-98-SD-1	REDUS PARK CITY LLC	333 MARKET ST 17TH FLOOR SAN FRANCISCO, CA 94105
PCA-S-98-DV-15	DEER VALLEY RESORT COMPANY LLC	PO BOX 889 PARK CITY, UT 84060