



**PLANNING DEPARTMENT ADMINISTRATIVE PUBLIC HEARING
SUMMIT COUNTY, UTAH
October 30, 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. **2175 Sidewinder Drive – Administrative Conditional Use Permit** – The Applicant Proposes a Temporary Change of Occupancy and to Install Two Temporary Structures for an Event from January 18, 2026 until January 30, 2026. PL-25-06692
(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: 2175 Sidewinder Drive
Application: PL-25-06692
Author: Virgil Lund, Planner II
Date: October 30, 2025
Type of Item: Administrative Conditional Use Permit – Temporary Structures
Administrative Permit – Temporary Change of Occupancy

Recommendation

(I) Review the Administrative Conditional Use Permit (ACUP) for two Temporary Structures and an Administrative Permit for a temporary change of occupancy at The Prospector from January 18 until January 30, 2026, (II) conduct a public hearing, and (III) consider approving the ACUP and Administrative Permit based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the draft Final Action Letter (Exhibit A).

Description

Applicant: Heather Mason, Caspian Agency
Location: 2175 Sidewinder Drive
Zoning District: Residential Development
Adjacent Land Uses: Multi-Unit Dwellings, Commercial
Reason for Review: Temporary Structures and temporary change of occupancy require an Administrative Conditional Use Permit and Administrative Permit in the Residential Development Zoning District.¹

ACUP Administrative Conditional Use Permit
LMC Land Management Code
RD Residential Development

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

Summary

2175 Sidewinder Drive, The Prospector Conference Center, is in the Residential Development (RD) Zoning District within the Prospector Square Condo Third Supplemental Plat (Recorder Enty No. [182367](#)).

The Applicant proposes two Temporary Structures (one 300-square-foot tent measuring

¹ LMC [§ 15-4-20](#) and [15-2.13-2](#)

10 feet wide by 30 feet long in the east parking lot and a 91-square-foot temporary bathroom trailer measuring 14 feet long by 6.5 feet wide in the north parking lot in front of The Prospector) and a temporary change of occupancy for the Impact Lounge event at The Prospector from January 18 until January 30, 2026. The Applicant proposes a temporary change of occupancy for The Prospector Conference Center to operate as a large event space, accommodating a greater assembly of people than its existing use for meetings and conferences.



Figure 1: Applicant's Site Plan for Temporary Tent



Figure 2: Portable Bathroom Trailer Location

Analysis

See Final Action Letter (Exhibit A).

The Development Review Committee reviewed the proposal on October 21, 2025 and confirmed the proposal conforms to their required standards.²

Department Review

The Planning Department reviewed this report.

Notice

Staff published notice on the City's website and the Utah Public Notice website and posted notice to the property on October 20, 2025. Staff mailed courtesy notice to adjacent property owners October 20, 2025.³

Public Input

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

Alternatives

The Planning Director may:

- Approve the ACUP and Administrative Permit.

² 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).

³ LMC [§ 15-1-21](#)

- Deny the ACUP and Administrative Permit 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 Plans



Planning Department

October 30, 2025

Heather Mason, Caspian Agency

CC: Sovan Mohanty, The Prospector

NOTICE OF PLANNING DEPARTMENT ACTION

Description

Address: 2175 Sidewinder Drive

Zoning District: Residential Development

Application: Administrative Conditional Use Permit- Temporary Structures
Administrative Permit- Temporary change of Occupancy

Project Number: PL-25-06692

Action: APPROVED WITH CONDITIONS (See Below)

Date of Final Action: October 30, 2025

Project Summary: The Applicant proposes two Temporary Structures and a temporary change of occupancy for the Impact Lounge event at The Prospector from January 18 until January 30, 2026.

Action Taken

On October 30, 2025, the Planning Director conducted a public hearing and approved the Administrative Conditional Use Permit according to the following findings of fact, conclusions of law, and conditions of approval.

Findings of Fact

1. The Applicant proposes two Temporary Structures (one 300-square-foot tent measuring 10 feet wide by 30 feet long in the east parking lot and a 91-square-foot temporary bathroom trailer measuring 14 feet long by 6.5 feet wide in the north parking lot in front of The Prospector) and a temporary change of occupancy for the Impact Lounge event at The Prospector from January 18, 2026, until January 30, 2026.

Administrative Conditional Use Permit – Temporary Structures



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2. The proposal complies with the Residential Development Zoning District requirements in Land Management Code (LMC) Chapter 15-2.13.
 - a. Front Setback: 20 Feet.
 - i. The portable bathroom trailer is approximately 21 feet from the front Lot line.
 - ii. The temporary tent is 24 feet from the front Lot line.
 - b. Side Setback: 12 Feet.
 - i. The portable bathroom trailer and temporary tent are greater than 100 feet from all side Lot lines.
 - c. Rear Setback: 15 Feet.
 - i. The portable bathroom trailer and temporary tent are greater than 100 feet from the rear Lot line.
 - d. Building Height: No Structure may exceed 28 feet in height.
 - i. The portable bathroom trailer is 10 feet 8 inches in height and the tent is 13 feet in height.
3. The proposal, as conditioned, complies with the Temporary Structures, Tents, and Vendors Criteria 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 Sovan Mohanty, director of The Prospector Management Association.
 - b. The proposed Use should not diminish existing parking. Any net loss of parking shall be mitigated in the Applicant's plan.
 - i. The 300-square-foot tent and 91-square-foot bathroom trailer will occupy approximately 10 Parking Spaces. The Prospector Management Association has allocated 36 of the 50 Parking Spaces to the Impact Lounge for the event for event staff, deliveries, drop-off for guest speakers, VIP personnel and catering. The Applicant states that there will be no parking on-site for guests. Event staff will direct and advise guests via email prior to the beginning of the event to arrive at the event via ride share or public transportation. See Conditions of Approval 10-13.
 - c. The proposed Use shall not impede pedestrian circulation, emergency Access, or any other public safety measure.



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- i. On October 21, 2025 the Park City Fire District and the Fire Marshal reviewed the proposal and confirmed the plans comply with their required standards.
 - d. The Use shall not violate the Noise Ordinance, Municipal Code Chapter 6-3.
 - i. See Condition of Approval 14.
 - 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. See Condition of Approval 7.
 - 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 4.
 - g. The Use shall not violate the International Building Code.
 - i. See Condition of Approval 5.
 - h. The Applicant shall adhere to all applicable City and State licensing ordinances.
 - i. See Condition of Approval 6.
4. The proposal, as conditioned, complies with the Conditional Use Permit criteria outlined in Land Management Code Section 15-1-10(E).
 - a. Size and location of the Site
 - i. The Applicant proposes one 300-square-foot tent measuring 10 feet wide by 30 feet long in the east parking lot and a 91-square-foot temporary bathroom trailer measuring 14 feet long by 6.5 feet wide in the north parking lot in front of The Prospector. No permanent physical changes to the Site are proposed or approved.
 - b. Traffic considerations including capacity of the existing Streets in the Area
 - i. The Applicant confirmed that guests will not park on site and will be encouraged to arrive at the event via rideshare service or public transportation. Per the Applicant, during peak times and when events are beginning or ending, they will place a minimum of two staff members in the Parking Lot to help direct vehicles for drop-off. See Conditions of Approval 10-13.
 - c. Utility capacity, including Storm Water run-off



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- i. The Development Review Committee (DRC) reviewed the proposal on October 21, 2025 and confirmed the proposal conforms to all utility standards.
- d. Emergency vehicle Access
 - i. On October 21, 2025 the Park City Fire District and the Fire Marshal reviewed the proposal and confirmed the plans comply with their required standards.
- e. Location and amount of off-Street parking
 - i. See Finding of Fact 3b above.
- f. Internal vehicular and pedestrian circulation system
 - i. The Temporary Structures will not impede internal vehicular or pedestrian circulation. The Temporary Structures will occupy existing Parking Spaces.
- g. Fencing, Screening, and landscaping to separate the Use from adjoining Uses
 - i. No fencing, screening, or landscaping are required or proposed with the Temporary Structures.
- h. Building mass, bulk, and orientation, and the location of Buildings on the Site; including orientation to Buildings on adjoining Lots
 - i. The Temporary Structures are located on the north and east side of The Prospector Conference Center and will not impact the mass, bulk, or orientation of the permanent Structure.
- i. Usable Open Space
 - i. The Temporary Structures will not impact any public Open Space.
- j. Signs and lighting
 - i. No Signs or exterior lighting are proposed or approved with this Application.
- k. Physical design and Compatibility with surrounding Structures in mass, scale, style, design, and architectural detailing
 - i. The Applicant proposes one 300-square-foot tent measuring 10 feet wide by 30 feet long in the east parking lot and a 91-square-foot temporary bathroom trailer measuring 14 feet long by 6.5 feet wide in the north parking lot in front of The Prospector. The tent will be constructed with an aluminum metal frame with a durable weatherproof vinyl fabric covering. The portable bathroom trailer is made with a metal exterior frame and composite exterior panels.



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The tent and bathroom trailers are temporary and not evaluated for long-term compatibility with surrounding Structures. They will be located within the existing private Parking Area.

- l. Noise, vibration, odors, steam, or other mechanical factors that might affect people and Property Off-Site
 - i. See Condition of Approval 14.
- m. Control of delivery and service vehicles, loading and unloading zones, and Screening of trash and recycling pickup Areas
 - i. The initial delivery and setup will occur through the east-side entrance of the building. Catering deliveries will occur twice daily during the event, between 7:30AM-8:00AM and 3:00PM-4:00PM, with staging and drop offs outside the temporary tent. All trash and recycling areas will be inside the Prospector Conference Center. The Applicant states that trash and recycling will be picked up at a minimum of three times per week (total of six times during the event) and the bathroom trailer will be cleaned daily and serviced and emptied as necessary throughout the event.
- n. Expected Ownership
 - i. The Prospector Management Association has signed off on the submitted Application form.
- o. 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. Not applicable: The Temporary Structures will be located on an existing parking lot and will not affect any environmentally sensitive lands.
- p. Reviewed for consistency with the goals and objectives of the Park City General Plan
 - i. The proposed Use is consistent with the General Plan Sense of Community Goal 10, to create a world-class, multi-seasonal destination resort community.
- q. Radon mitigation
 - i. Not applicable. There are no residential Structures proposed with this Application.

Administrative Permit – Temporary Change of Occupancy



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5. The proposal, as conditioned, complies with the temporary change of occupancy criteria outlined in LMC Section 15-4-20(D).
 - a. The Applicant proposes a temporary change of occupancy for The Prospector Conference Center to operate as a large event space, accommodating a greater assembly of people than its existing use for meetings and conferences. The proposed modification involves utilizing the Conference Center as a large-scale event center, expanding on its current function as a meeting and conference facility.
 - b. The Applicant shall provide written notice of the Property Owner's consent to the proposed temporary change of occupancy.
 - i. The Director of the Prospector Management Association signed off on this Application.
 - c. The proposed Use shall not preclude Public Use of public Parking Spaces.
 - i. The Temporary Structures are in a private parking lot and will not preclude the public use of any public Parking Spaces.
 - d. The Applicant shall provide an entrance plan, including patron waiting line capacity. Any Use of exterior space for wait list or lines must be mitigated through the Use of barricades and/or security. Pedestrian International Building Code compliant Access along the public Right-of-way must be maintained, unless otherwise approved by the Chief Building Official.
 - i. The Applicant states that all guests will queue inside the Prospector and will enter through the front entrance, with no exterior queuing. The Applicant submitted a floor plan and a proposed design occupancy load that will be reviewed and approved by the Building Department. See Condition of Approval 9.
 - e. The Use shall not violate Municipal Code Chapter 6-3, the Noise Ordinance.
 - i. See Condition of Approval 14.
 - f. All signage and lighting shall comply with the Sign Code, Title 12, and Illumination, Section 12-4-9.
 - i. See Condition of Approval 7.
 - g. The Use shall comply with the Summit County Health Code, the Fire Code, and State regulations on mass gathering.
 - i. See Condition of Approval 4.
 - h. The Use shall not violate the International Building Code.



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- i. See Condition of Approval 5.
- i. The Applicant shall submit a delivery plan.
 - i. The initial delivery and setup will occur through the east-side entrance of the building. Catering deliveries will occur twice daily during the event, between 7:30AM-8:00AM and 3:00PM-4:00PM, with staging and drop offs outside the temporary tent.
- j. The Applicant shall adhere to all applicable City and State licensing requirements.
 - i. See Condition of Approval 6.
- k. The Applicant must have an approved operational permit according to the requirements of the International Fire Code prior to the issuance of a temporary change of occupancy permit.
 - i. See Condition of Approval 9.
- l. The Property may not be in violation of the LMC or International Building Code.
 - i. See Condition of Approval 5.
- m. Notice shall comply with Section 15-1-21
 - i. Staff published notice on the City's website and the Utah Public Notice website and posted notice to the property on October 20, 2025. Staff mailed courtesy notice to adjacent property owners October 20, 2025.

Conclusions of Law

1. The Application, as conditioned, complies with LMC Chapter 15-2.13 *Residential Development Zoning District*, LMC Section 15-1-10(E) *Conditional Use Review Process*, LMC Section 15-4-16 *Temporary Structures, Tents, and Vendors*, and LMC Section 15-4-20 *Temporary Change of Occupancy Permit*.
2. The proposed Use, as conditioned, will be compatible with the surrounding Structures in Use, scale, mass, and circulation.
3. The effects of any differences in Use or scale have been mitigated through careful planning.

Conditions of Approval

1. Final tent and bathroom trailer installation plans shall be substantially similar to the plans reviewed on October 30, 2025, by the Planning Director. Any significant changes, modifications, or deviations from the approved plans that have not



Planning Department

been approved in advance by the Planning and Building Departments may result in a stop work order.

2. The temporary tent and bathroom trailer may be installed no earlier than January 18, 2026 and must be removed from the property January 30, 2026.
3. The temporary tent must not exceed 10 feet by 30 feet.
4. The Use shall not violate the Summit County Health Code, the Fire Code, or State Regulations on mass gatherings.
5. The Use shall not violate the International Building Code.
6. The Applicant shall adhere to all applicable City and State licensing ordinances.
7. No signs or exterior lighting are approved with this permit.
8. The Fire Marshal may conduct a Site inspection at any time during the temporary change of occupancy to ensure compliance with their required standards.
9. The temporary change of occupancy shall not exceed the occupancy load established by the Chief Building Official and Fire Marshal.
10. Parking on site is limited to event staff or guest speakers/VIP personnel. Event attendee parking on site and within the neighborhood is prohibited. The event manager shall ensure that attendees arrive at the Site via public transit or rideshare service. This information shall be communicated to guests in pre-event communications, through email to all ticketed guests, and on the event website. The Applicant shall place a minimum of two staff members in the parking lot to direct car drop-off traffic to enter Gold Dust Lane, drop off at the main entrance, and exit onto Prospector Avenue.
11. The Applicant shall provide notice to the condominium residents one month prior to the installation of the temporary tent and bathroom trailer.
12. The Conference Center parking lot shall remain open and available for condominium residents for the duration of the temporary tent installation.
13. If at any time parking is found to be insufficient and creates significant impact on the vehicle, pedestrian, or emergency access circulation, this permit shall be invalid and the Applicant shall submit an updated traffic management plan to the Planning Department for review.
14. The Use shall not violate the Noise Ordinance, Municipal Code Chapter 6-3.

If you have questions or concerns regarding this Final Action Letter, please call 385-481-206 or email virgil.lund@parkcity.gov.

Sincerely,



Planning Department

Rebecca Ward
Planning Director

CC: Virgil Lund



THE PROSPECTOR
ESTD. 1978

Greetings Owners,

We are pleased to announce that the Impact Lounge (a Caspian Agency) will be returning to the Prospector Conference Center from January 16 – February 1, 2026. This wonderful group joins us each year for the Sundance Film Festival, and their rental of our meeting space provides a valuable contribution to the financial health of the Association. Please join us in welcoming them during their time here.

For this year's Festival, Impact Lounge has partnered with Diamond Rental to install a small tent for food vendors. The tent will occupy 6 stalls closest to the Conference Center. These stalls are already part of the group's contracted parking allocation (16 parking stalls), so this adjustment will not further reduce parking availability for guests or owners.

Similar to last year, Impact lounge is planning to bring back the luxurious portable restroom for their attendees. The portable restroom will be placed on the north side of the Conference Center in Lot 3 and will occupy three (3) parking stalls, reducing their parking in Lot 3 to twenty (20) stalls.

We kindly ask all drivers to pay close attention to posted signage and blocked areas in Parking Lot 4. It is especially important to follow these guidelines, as the Park City Fire Department requires clear access throughout the property at all times.

Thank you for your cooperation and understanding.

Sincerely,

Joe Pagel

General Manager

The Prospector



THE PROSPECTOR
ESTD. 1978

L	Laundry
P	Picnic Area
EV	EV Station
	Dumpster

← 7-11 - 0.3 Miles
← Instacare - 0.3 Miles





THE PROSPECTOR
ESTD. 1978

To whomever it may concern

The Prospector, located at 2175 Sidewinder Dr., is requesting an Administrative Conditional Use Permit (ACUP) for portable restrooms and tent placement on parking lot, on behalf of Caspians Agency (Impact Lounge Event). Our legal entity is name is:

Prospector Square Condominiums Association of Unit Owners, Inc.

Caspian Agency is a repeat group in Park City as well as at Prospector during Sundance Film Festival in the month of January, every year. The portable bathroom will be parked in the parking lot located at 2175 Sidewinder Drive and the tent will be placed within the confine of parking stalls on parking lot located at 2245 Sidewinder Drive. The stalls used will be included in the inventory of stalls assigned to the group.

The group would like to have the trailer parked and tent placed starting January 16th through February 1st, 2026.

As the General Manager for The Prospector, I am authorized ton behalf of the Management Committee or Board Members, per association's CC&R, to make this request.

Best Regards,

A handwritten signature in black ink, appearing to read 'Joseph Pagel'. The signature is fluid and cursive, with the first name 'Joseph' and last name 'Pagel' clearly distinguishable.

Joseph Pagel

General Manager

O: 435-200-0067

E: jpapel@theprospectorparkcity.com

Mailing Address: PO BOX 681063 | Park City | UT 84068



THE PROSPECTOR
ESTD. 1978

Dt:

TO: Park City Planning Commission

My name is Joseph Pagel, and I serve as the General Manager at Prospector Square Condominiums. Over the past three years, we have hosted multiple events in which parking stalls surrounding the conference center at 2175 Sidewinder Drive have been allocated to various groups for their use.

The conference center parking lot offers more than 50 stalls, many of which typically remain unoccupied. For the upcoming event, the portable restrooms and event tent will be installed within the designated parking stalls assigned to Caspian Agency / The Impact Lounge.

The trailer, measuring approximately 14 feet in length, will be parked horizontally, occupying 3-4 stalls. Similarly, the tent will be set up horizontally within the boundaries of 5-6 parking stalls. The driveway into the lot will remain clear and will serve as the 20-foot fire lane, as required by code.

Best Regards,

A handwritten signature in black ink, appearing to read 'Joseph Pagel', written in a cursive style.

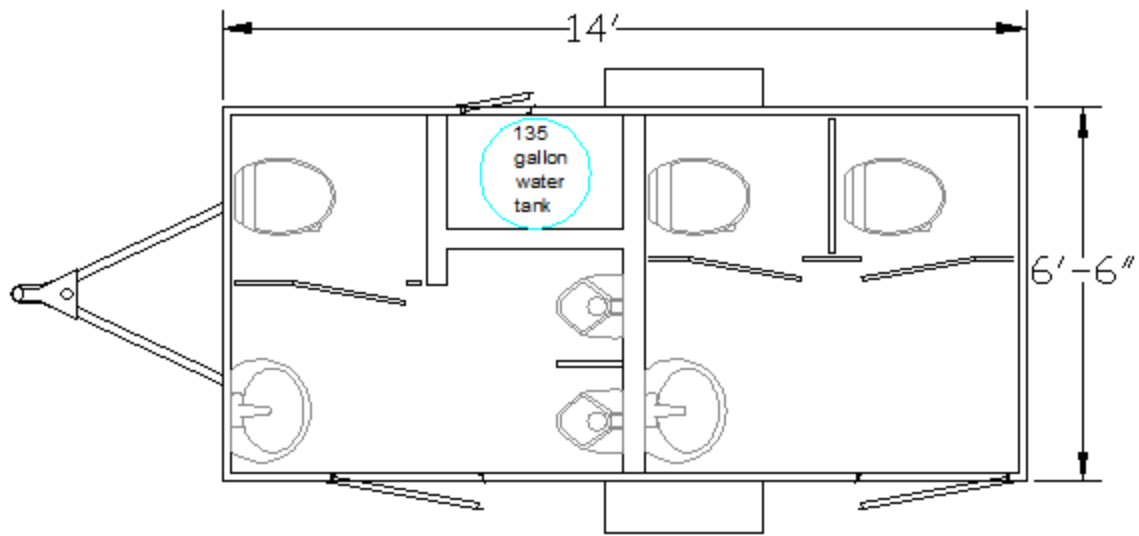
Joseph Pagel

General Manager

O: 435-200-0067

E: jpapel@theprospectorparkcity.com

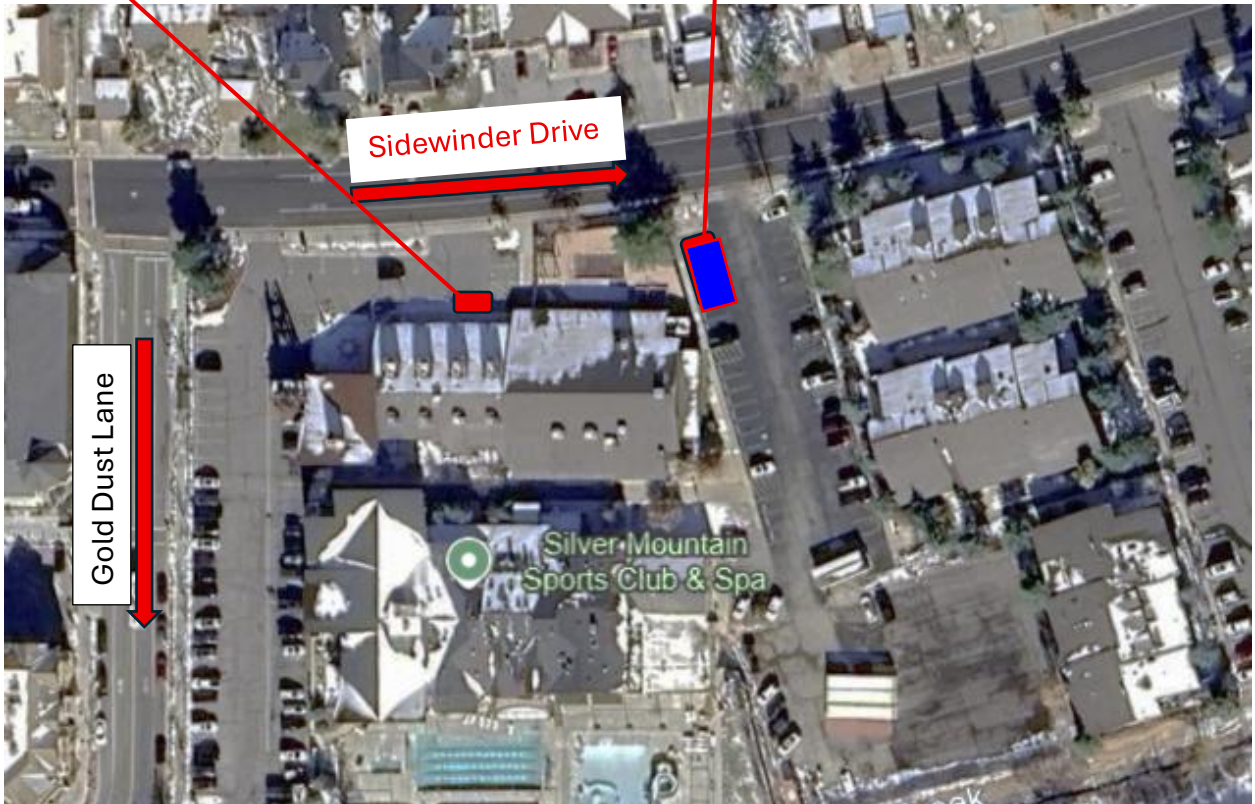
Mailing Address: PO BOX 681063 | Park City | UT 84068



Simply Privy- Portable Bathroom

Simply Privy:
Portable Bathroom
3- Parking Stalls

Diamond Rental:
Tent- 10' X 30'
5.5- Parking Stalls



TENT :10 ft X 30

20 ft Fire Lane Access

