



**PARK CITY MUNICIPAL CORPORATION
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS
MARSAC MUNICIPAL BUILDING
NOVEMBER 12, 2025**

COMMISSIONERS IN ATTENDANCE: Chair Christin Van Dine, Seth Beal, Henry Sigg, John Frontero, Rick Shand, Grant Tilson, Bill Johnson (attending virtually)

EX OFFICIO: Rebecca Ward, Planning Director; Virgil Lund, Planner II; Elissa Martin, Planning Project Manager; Nan Larsen, Senior Planner; Alec Barton, Senior Planner; Celia Peterson, Environmental Sustainability Project Manager; Sara Wineman, Housing and Development Coordinator; Rhoda Stauffer, Affordable Housing Project Manager; Mark Harrington, Senior City Attorney (attending virtually)

1. ROLL CALL

Chair Christin Van Dine called the Planning Commission Meeting to order at 5:30 p.m. All Commissioners were present with Commissioner Bill Johnson attending virtually.

2. MINUTES APPROVAL

A. Consideration to Approve the Planning Commission Meeting Minutes from October 22, 2025.

Chair Van Dine noted that Commissioner Rick Shand was excused from the last meeting.

MOTION: Commissioner Sigg moved to APPROVE the Planning Commission Meeting Minutes from October 22, 2025, as amended. The motion was seconded by Commissioner Frontero. The motion passed with the unanimous consent of the Commission.

3. STAFF AND BOARD COMMUNICATIONS AND DISCLOSURES

There were no communications or disclosures.

4. PUBLIC COMMUNICATIONS

There were no public communications.

5. CONTINUATIONS

- A. Parcel PC-SS-121-X (Clark Ranch) – Zone Change - Ordinance –** The Applicant Proposes a Zone Change from Recreation Open Space to Residential Development Medium for an Affordable Development in the Sensitive Land Overlay. The Planning Commission May Consider Alternative Zone Designations or an Affordable Housing Overlay. PL-25-06656.

Planning Director, Rebecca Ward, reported that the applicant for the Clark Ranch Zone Change and Subdivision requested additional time to address previous Planning Commission comments. Initially, the applicant requested that the Commission open a public hearing and continue the items to December 10, 2025. However, there is now a request that this be continued to a date uncertain. That means when this is next scheduled for Commission review, the full public notice process will take place again.

Chair Van Dine opened the public hearing.

Jeff Iannaccone gave his zip code as 84060. He was unable to attend the City Council Meeting last week to hear the discussion on the Clark Ranch Conservation Easement in person. However, he watched the meeting recording and saw that there were many passionate speakers. This included former City Council Member, Cindy Matsumoto, who confirmed that she was against development on Clark Ranch before. She also remains against housing development now. This directly disproves the claim that some have made about there being unanimous City Council support for housing on Clark Ranch.

At the City Council Meeting, someone quoted a letter written by a former member of the Citizens Open Space Advisory Committee (“COSAC”), which helped guide the Clark Ranch purchase after it was bought with open space bond money. That letter from the former Conservation Director of the Summit Land Conservancy reinforces comments that residents have made. It was clear to anyone who has read the historical Meeting Minutes that housing of any kind was never recommended for Clark Ranch. Mr. Iannaccone thanked the Planning Commission for the time that has been dedicated to reviewing the materials and asking questions. The Planning Commission is the first line of defense when it comes to the code and land use. He expressed concerns about the information published in the Staff Reports and stated that political agendas have silenced long-time open space advocates.

Mr. Iannaccone commented that due to the last City Council Meeting, it is known that Staff and Legal negotiated a contract with The Alexander Company, giving them an exclusive opportunity to develop more than 10 acres. That is despite the Staff Report dated March 3, 2016, suggesting a carve out of up to 10 acres, and only if necessary. That is also despite well well-documented Council discussion reaffirming that limit to the

point that a maximum of 10 acres actually became policy direction. This is a direction that Commissioner Johnson has cited himself during Planning Commission discussions.

Mr. Iannaccone was concerned that the Code and open space agreements are only as strong as whoever is currently in charge. He believed Council Member Tana Toly was advocating for the applicant at the last City Council Meeting. The concern is what will happen when a new Council is seated in January. It is not appropriate for anyone to bend the rules of parcel boundaries, development restrictions, or the required submissions.

Sue Gould gave her zip code as 84060. City Attorney, Margaret Plane, referenced good faith during the recent City Council Meeting, but The Alexander Company is aware of the 10-acre limit. Their own website states: "The Alexander Company, Park City's chosen development partner, is proposing to use no more than 10 acres of the 344-acre site for housing." Manipulation of acreage is not good faith and neither is manipulation of the planning process by Staff, who negotiated for more than 10 acres, or elected officials pushing for a last-minute 15-acre carve-out to shoehorn a deficient application into compliance. That kind of disregard for the Planning Commission, residents, former Council Members, COSAC members, and voters should make everyone uncomfortable.

The idea of putting housing on Clark Ranch did not come from COSAC or past City Councils. It began in 2021 under the current Mayor. Ms. Gould felt it was a bad idea at that time and remains a bad idea now. She believed there had been manipulation of the process ever since. The 2021 feasibility work was concealed until residents uncovered it. Last week, there was an attempt by the City, the co-developer on this project, to legislate a workaround to the land use authority. She expressed gratitude for the diligence, sound reasoning, and analysis that has been conducted by the Planning Commission throughout this process. She asked the Commission to stay grounded in the record, code, and truth.

Ms. Gould did not believe there is a legitimate path forward for the current application, as it is nowhere near compliant. If Staff cannot demonstrate that the Alexander Company development footprint fits within 10 acres, and if all of the required technical assessments and reports remain incomplete, then there is nothing for the Commission to consider.

There were no further comments. The public hearing was continued to a date uncertain.

MOTION: Commissioner Frontero moved to CONTINUE the application for Parcel PC-SS-121-X (Clark Ranch) – Zone Change – Ordinance and the public hearing to a date uncertain. The motion was seconded by Commissioner Sigg. The motion passed with the unanimous consent of the Commission.

- B. Parcel PS-SS-121-X (Clark Ranch) – Subdivision** – The Applicant Proposes to Create a Three-Lot Subdivision to Construct 201 Dwelling Units on No More than 10 Acres through a Master Planned Development in the Sensitive Land Overlay. PL-25-06655.

Chair Van Dine opened the public hearing. There were no comments. The public hearing was continued to a date uncertain.

Chair Van Dine reported that comments about either of the Clark Ranch applications can be submitted to planning@parkcity.gov. Those comments will be added to the record.

MOTION: Commissioner Sigg moved to CONTINUE the application for Parcel PC-SS-121-X (Clark Ranch) – Subdivision and the public hearing to a date uncertain. The motion was seconded by Commissioner Frontero. The motion passed with the unanimous consent of the Commission.

6. REGULAR AGENDA

- A. 2026 Regular Meetings** – Consideration to Adopt the Planning Commission Regular Meeting Dates for 2026.

Director Ward presented the 2026 Annual Notice of Planning Commission Regular Meetings document. She noted that there is only one meeting scheduled each month for July, November, and December. This has to do with different holidays. Due to Veterans Day, the November meeting date would be the third Wednesday of the month.

MOTION: Commissioner Shand moved to APPROVE the Planning Commission Regular Meeting Dates for 2026. The motion was seconded by Commissioner Johnson. The motion passed with the unanimous consent of the Commission.

- B. 2200 Monitor Drive – Extension of Approval** – The Applicant Requests a Two-Year Extension of the Holiday Village and Parkside Apartments Affordable Master Planned Development and Conditional Use Permit Approval to May 15, 2028. PL-25-06723.

Planner II, Virgil Lund, presented the Staff Report and stated that the above item pertains to property at 2200 Monitor Drive. The applicant representative, Jason Glidden, was present and is the Executive Director of the Mountainlands Community Housing Trust. Planner Lund reported that the application is an extension of approval for the Housing for Older Persons Act (“HOPA”), Affordable Master Planned Development (“AMPD”), and Conditional Use Permit (“CUP”). Planner Lund shared background information with the Commission. On June 28, 2023, the Planning Commission approved the Holiday Village and Parkside Apartments (HOPA) AMPD and CUP to redevelop the existing apartments and construct 317 affordable units.

The applicant proposes an extension of the previous approval until May 15, 2028, to explore alternative funding sources for the project. There are no changes proposed to the original approval. The request complies with extension requirements in Land Management Code (“LMC”) 15-1-10(G) and 15-6.1-5(D). Approval of the AMPD and CUP shall expire on May 15, 2028, unless construction for the project has started. Staff recommends that the Planning Commission open a public hearing and consider approval.

Chair Van Dine opened the public hearing.

Peter Tomai reported that he is the Chairman of the Board of the Mountainlands Community Housing Trust. He encouraged the Commission to consider the request. Funding for these types of projects can be difficult, and he hopes this can move forward as quickly as possible. He thanked the Planning Commission for its consideration.

There were no further comments. The public hearing was closed.

Commissioner Shand asked if there was anything in particular about this project that makes it more difficult to secure the funding that is being sought after. Mr. Glidden pointed out that this is a high-cost area. One of the criteria in the scoring of the Low-Income Housing Tax Credit (“LIHTC”) credits is cost efficiency. There is a little bit of a disadvantage due to the higher costs. He added that parking is one of the main issues that is being worked through in the design. Commissioner Henry Sigg asked about the LIHTC financing application date and the wait period. Mr. Glidden reported that decisions are normally finalized by the end of July. The plan is to apply as part of this round of LIHTC.

MOTION: Commissioner Johnson moved to APPROVE the Extension of the HOPA AMPD and CUP, according to the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. The June 28, 2023, Final Action Letter for the HOPA AMPD and CUP is incorporated herein.
2. On June 28, 2023, the Planning Commission approved an Affordable Master Planned Development (AMPD) and Conditional Use Permit (CUP) for the redevelopment of the Holiday Village and Parkside Apartments to construct 317 affordable units.
3. On March 27, 2024, the Planning Commission ratified the Development Agreement for the HOPA project.

4. On May 15, 2024, the Development Agreement was recorded with Summit County (Recorder Entry No. 1220538).
5. The Applicant requests an extension of approval until May 15, 2028, to explore alternative funding sources and alternative financing to begin construction on the project. The Applicant has applied for Low Income Housing Tax Credits to help fund the project but has been unable to secure the required funding.
6. The extension request complies with the extension requirements found in LMC § 15-1-10(G) and 15-6.1-5(D).
 - a. The Applicant proposes no changes to the original approval and no change in circumstance results in a finding of non-compliance with the AMPD requirements or LMC.
 - b. The extension request does not result in a finding of non-compliance with the review criteria in Section 15-1-10(E). The extension allows the Applicant to secure the necessary funding for the development of 317 affordable housing units.

Conclusions of Law:

1. The extension complies with LMC Section 15-1-10(G) and 15-6.1-5(D).
2. The proposal complies with the LMC requirements pursuant to Chapter 15-2.13 *Residential Development Zoning District*, Section 15-6.1 *Affordable Master Planned Developments*, and Section 15-1-10 *Conditional Use Review Process*.
3. The Use will be compatible with surrounding Structures in use, scale, mass, and circulation.
4. The effects of any differences in use or scale have been mitigated through careful planning.

Conditions of Approval:

1. All conditions of approval from June 28, 2023, Planning Commission Final Action Letter except for the expiration date shall apply.
2. Approval of this AMPD and CUP shall expire May 15, 2028, unless construction, as defined by the International Building Code, has commenced on the project.

The motion was seconded by Commissioner Tilson. The motion passed with the unanimous consent of the Commission.

- C. 384 Woodside Avenue – Steep Slope Conditional Use Permit –** The Applicant Proposes to Construct a 2,465-Square-Foot Single-Family Dwelling on a Steep Slope in the Historic Residential - 1 Zoning District. PL-25-06608.

Planning Project Manager, Elissa Martin, presented the Staff Report and explained that this is a Steep Slope Conditional Use Permit (“SSCUP”) application for 384 Woodside Avenue. The applicant representative and architect, Jonathan DeGray, is present at the Planning Commission Meeting as well as the property owner, Rob Beasley. 384 Woodside Avenue is a 1,875 square foot lot in the Historic Residential – 1 Zoning District. It is Lot B of the recently approved Wardell Replat First Amended Subdivision. The existing single-family dwelling that is on the lot is proposed to be demolished. The lot contains steep slopes that range between 30% and 40%. The lot is 75 feet in depth by 25 feet in width. The site is graded and disturbed due to the existing dwelling.

The applicant provided some 3D renderings as part of the visual analysis, and those are included in the Meeting Materials Packet. The renderings show the proposed single-family dwelling from different viewpoints. Manager Martin reported that the development meets the Historic Residential – 1 lot and site requirements, including the maximum building footprint of 842 square feet and the front, rear, and side setbacks. The Historic Residential – 1 Zone height is 27 feet from the existing grade. However, the applicant is requesting Planning Commission approval of a building height exception to comply with the off-street parking requirement of two spaces. LMC 15-2.2-5(D)(4) – Building Height Exceptions, Garage on Downhill Lot includes the following language:

- The Planning Commission may allow additional Building Height (see entire Section 15-2.2-5) on a downhill Lot to accommodate a single-car wide garage in a Tandem Parking configuration; to accommodate circulation, such as stairs and/or an ADA elevator; and to accommodate a reasonably sized front entry area and front porch that provides a Compatible streetscape design. The depth of the garage may not exceed the minimum depth for internal Parking Space(s) as dimensioned within this Code, Chapter 15-3. The additional Building Height may not exceed thirty-five feet (35’) from Existing Grade.

The applicant is proposing a building height of 32 feet 3 inches on the north gable end of the garage. Manager Martin pointed out that the majority of the structure and roof ridges comply with the 27-foot zone height, but there is a garage portion where an exception has been requested. Some of the site constraints were reviewed. The driveway extends out in the public right-of-way, but required parking cannot be provided in the right-of-way.

The area where parking could be provided was indicated. It is on the property and is 18 feet in depth, which would comply with the parking dimension requirements. The garage area would provide the second parking space. Manager Martin reported that the maximum internal building height in the zone is 35 feet, measured from the lowest floor plane to the highest wall top plate. While the majority of the structure complies with this requirement, the portion of the garage on the downhill slope would exceed the internal height by 8 inches. This would be considered as part of the building height exception.

Commissioner Frontero asked why the measurement is not taken from the highest point of the building. Manager Martin explained that the building height requirements specifically call out that the measurement for the internal height is from the lowest floor plane to the highest top plate. She pointed out the top plate on the presentation slides.

The SSCUP criteria was discussed. Manager Martin explained that for the Location of Development, the development is required to be located and designed to reduce the visual and environmental impacts of the structure. The proposed single-family dwelling is built to the required setbacks and is proposed to be constructed on top of the existing footprint of the detached garage. It is designed to step with the natural grade of the slope.

As for Terracing, the SSCUP criteria requires that terrace retaining walls return to natural grade. The zone requires that final grade must be within four vertical feet of existing grade. Manager Martin reported that the proposed retaining walls are terraced and do not exceed four vertical feet from existing grade. Building Form and Scale was discussed. She noted that the structure steps with the grade and is broken into individual modules.

For Dwelling Volume, the Planning Commission may further limit volume to minimize visual mass and/or to mitigate differences in scale between a proposed structure and existing structures. Manager Martin reported that the proposed single-family dwelling is 19 feet in width if measured from the rear of the structure. It is also four stories high. When it comes to the Building Height, the Commission may require a reduction in building height to minimize visual mass or mitigate differences in scale. With the building height exception that has been requested, this would allow an additional 5 feet 3 inches in height on the downhill side of the garage, as mentioned earlier. The majority of the structure complies with the 27-foot height requirement. She reviewed a street view rendering.

The Staff recommendation is to review the SSCUP for 384 Woodside Avenue, conduct a public hearing, and consider approval of the SSCUP based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the Draft Final Action Letter.

Commissioner Shand asked for clarification about the height. He believed there is compliance on the south side of the new construction but not the north side due to the downhill nature of the street. This was confirmed. Mr. DeGray explained that the topography is higher on one side than the other. Commissioner Johnson asked if it is possible to change the design so it is in compliance. He wanted to understand if an

alternative option has been pursued. Mr. DeGray explained that the requirement for something between a 7/12 and 12/12 pitch for the first 20 feet of the structure is what dictates the requirement for the exceptions. If there was allowance for a low slope roof or a flat roof, then the exception would not need to be requested. Commissioner Sigg asked if that roof line is the contributing roof line to the building, which was confirmed.

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

Commissioner Sigg asked about the north elevation and the retaining walls shown there. He requested additional information about how the runoff will be mitigated. He is curious why there was not an intermittent wall put in that break there. Mr. DeGray explained that the building is acting as the retaining structure, so there was no need to pick up grade by adding a wall. The code requires the pitch to be sloped away from the building and into a public right-of-way. In this case, the right-of-way is adjacent and relieves the drainage. It was noted that the Landscape Plan has considered erosion control for that hillside area.

Commissioner Johnson asked how many iterations of this design were worked through during the application process. Manager Martin believed this was the third iteration. There were some changes that needed to be made after the original plans were submitted. Commissioner Johnson asked if there were discussions about ways to eliminate the need for a height exception so it could comply with the SSCUP criteria. Manager Martin confirmed this. She reported that the applicant explained the site constraints with the limited space on the driveway. Commissioner Johnson asked if the request had been made to achieve two parking spaces on the site, which was confirmed. Manager Martin shared an image with the Commission and pointed out the steepest part of the slope. That contributes to the site constraints and the need for the height exception.

Commissioner Johnson asked for additional information about the site constraints. Mr. DeGray mentioned the driveway slope. He explained that the maximum allowed is 14% and this is at 13%. The 18-foot requirement from the property line into the face of the garage door sets the parameters of the design right off the street. 18 feet in is the garage door and then the design works backwards as far as the height. The driveway is almost as steep as it can be. Then there is the 7/12 roof pitch for the first 20 feet.

Commissioner Johnson asked whether flat roofs are prohibited. Manager Martin confirmed that they are prohibited from contributing roof form. There are certain circumstances where flat roofs are allowed, where they can be visually minimized from the right-of-way. Originally, the shed roof was a flat roof, but that was modified to be a sloped shed roof. Commissioner Johnson stated that he is having a hard time with the exception request. He does not see a reason for granting the exception at this point.

Commissioner Frontero is also having a hard time with the narrative that because of the two parking space requirement, there needs to be a height exception. He asked if other

options could be pursued. The applicant is requesting a height exception to comply with the parking requirements. That wording leads him to believe there is no other option, but he feels there must be another solution that makes sense for the site. Commissioner Frontero read the third SSCUP criterion language related to access:

- Access points and driveways must be designed to minimize grading of the natural topography and to reduce overall building scale. Shared driveways and parking areas, and side access to garages are strongly encouraged, where feasible.

Commissioner Frontero does not believe the proposal meets the point related to the overall building scale. The access is something that he is struggling with. The Commission is being asked to increase the building scale, but he would like to see an alternative solution where there are two parking spaces without a height exception.

Commissioner Sigg asked to review the east elevation. An image was shared with the Planning Commission. Commissioner Sigg mentioned the pop-out gable. He asked if it is possible to change the contributing roof form by making changes to the gable. Mr. DeGray discussed the contributing roof form and the existing requirements. As for alternatives to what is shown, there are roof pitch requirements that need to be considered. Commissioners further discussed the suggestion from Commissioner Sigg.

Commissioner Beal noted that sometimes the planning codes conflict with one another. This is a situation where there are requirements that make sense in isolation, but when those requirements are combined, there are conflicts. In cases like this, it makes sense to look at the character of the street and see if the proposal makes sense. He finds the streetscape to be persuasive. The buildings that are out of compliance with the height do not look inconsistent on the street. Under normal circumstances, he agrees that height exceptions should be granted only under circumstances when there is no other choice. However, in this case, the building massing on the street does not appear to be out of character and the applicant has done their best to comply with the requirements.

Chair Van Dine agreed with the comments shared by Commissioner Beal. She does not find that the request for the height exception is unreasonable or changes the streetscape a significant amount. Commissioner Johnson asked if the existing garage is in compliance. He mentioned SSCUP criteria nine, which states that the Planning Commission may require a reduction in building height for all or portions of a proposed structure to minimize its mass and mitigate differences in scale. He understands the points that have been made, but the code directs the Commission to reduce. Chair Van Dine pointed out that the word "may" is used and it is not a requirement of the Commission. Commissioner Johnson asked for additional information about the garage.

The Commission reviewed an image of the west elevation, which shows the existing structure. Manager Martin highlighted the existing garage on the left. Mr. DeGray was not certain whether the accessory structure is in compliance with the 27 foot height limit.

Commissioner Frontero asked what the maximum grade is for the driveway. Manager Martin reported that a 14% slope is the maximum for a driveway, and it is currently designed at 13%. Commissioner Frontero asked if the additional 1% would make a difference. Mr. DeGray explained that the difference would be a matter of inches. Commissioner Frontero noted that the roof on the existing garage is pitched so it looks like an A-frame standing at the street level. He asked if that design could be incorporated into the proposal. It was stated that the proposed roof form follows the grade.

Commissioner Tilson agrees with the Staff findings and believes an exception for the height can be granted in this case. The structure is designed to slope with the topography of the lot in order to comply with the driveway and parking requirements.

Commissioner Sigg mentioned the east streetscape and stated that there is a consistent massing theme. The height of the buildings and overall mass of the buildings are fairly consistent from that elevation. Commissioner Shand agreed with the comments from Commissioner Tilson. He also noted that Commissioner Beal made a strong point earlier that there is compliance with a number of code requirements. As a result, he is in support of granting the SSCUP and offered to make a motion for Commission consideration.

MOTION: Commissioner Shand moved to APPROVE the Steep Slope Conditional Use Permit for 384 Woodside Avenue, according to the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

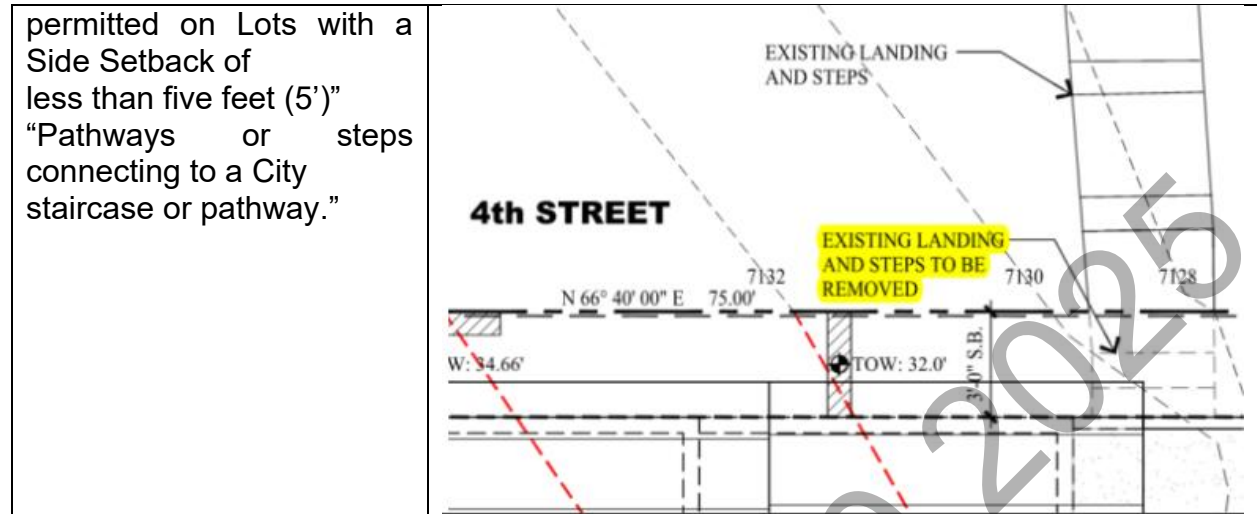
1. 384 Woodside Avenue is Lot B of the Wardell Replat First Amended Subdivision within the Historic Residential-1 (HR-1) Zoning District.
2. The Planning Commission approved the Wardell Replat First Amended Subdivision on April 2, 2025, which created the 2,812.5-square-foot Lot A (368 Woodside Avenue) and the 1,875-square-foot Lot B (384 Woodside Avenue); the plat has not been recorded and this SSCUP approval is conditioned upon the recordation of the Plat with Summit County.
3. The existing Single-Family Dwelling (SFD) straddles the common Lot line and is proposed to be demolished and two new SFDs are proposed to be constructed on Lot A and B.
4. The property owner submitted a SCCUP application for 384 Woodside Avenue to construct a 2,465-square-foot SFD on a slope over 30% in accordance with Land Management Code (LMC) § 15-2.2-6, which requires a Steep Slope Conditional Use Permit for construction of any Structure with a Building Footprint in excess of two hundred square feet (200 sq. ft.) if said

Building Footprint is located on or projecting over an existing Slope of thirty percent (30%) or greater.

5. A SSCUP for an SFD on Lot A (368 Woodside Avenue) is being processed concurrently, along with Historic District Design Review (HDDR) applications for both properties.
6. The proposed SFD meets the HR-1 Zoning District Lot and Site Requirements, pursuant to LMC § 15-2.2-3, according to the following findings:

Zoning Requirement	Analysis
LMC § 15-2.2-3(A) Minimum Lot Size for an SFD – 1,875 square feet	COMPLIES: The SFD is proposed on a 1,875-square-foot Lot.
Maximum Lot Size – 3,750 square feet	COMPLIES: The area of the Lot is under 3,750 square feet, at 1,875 square feet.
LMC § 15-2.2-3(B) Minimum Lot Width is 25 feet, measured 15' back from the Front Lot Line	COMPLIES: The Lot measures 25 feet in Width.
LMC § 15-2.2-3(E) Maximum Building Footprint – 843.75 square feet (1)	COMPLIES: The proposed Structure has a Building Footprint that measures 842 square feet.
LMC § 15-2.2-3(F) Lots that are 75 feet in depth require 10-foot Front and Rear Setbacks (2)	COMPLIES: The Lot is 75 feet in depth. The proposed Structure and decks are set back 10 feet from the Front and Rear Lot lines.
LMC § 15-2.2-3(G)(1), Front Setback must be open and free of any Structure except: “Fences, walls, and retaining walls not more than four feet (4') in height, or as	COMPLIES: The Applicant proposes a retaining wall that encroaches into the Front Setback and does not exceed four feet in height. COMPLIES: The roof overhang extends two feet into the Front Setback. COMPLIES: The proposed driveway is within the Front Setback and leads to an approved garage (see Analysis Section II Off-Street Parking below for additional

<p>permitted in Section 15-4-2 Fences and Retaining Walls.”</p> <p>“Roof overhangs, eaves, or cornices projecting not more than three feet (3’) into the Front Setback.”</p> <p>“Hard-surfaced driveways leading to a Garage”</p>	<p>requirements related to the driveway)</p>
<p>LMC § 15-2.2-3(H), the Rear Setback must be open and free of any Structure (except those elements listed in the above section)</p>	<p>COMPLIES: No Structures are proposed in the Rear Setback.</p>
<p>LMC § 15-13-2.2-3(I) Side Setbacks for Lots up to 25 feet in width require three-foot Setbacks on each side</p> <p>3 Pursuant to LMC § 15-2.2-3(J), the Side Setback must be open and free of any Structure except:</p> <p>LMC § 15-4-2(A), “Fences and retaining walls shall not exceed six feet (6’) in height measured from Final Grade within any required Rear Setback or Side Setback.”</p> <p>“A one-foot (1’) roof or eave overhang is</p>	<p>COMPLIES: The Structure is set back three feet from the side Lot Lines.</p> <p>COMPLIES: The Applicant proposes retaining walls that encroach into the Side Setback, that do not exceed six feet in height.</p> <p>COMPLIES: The roof overhang extends one foot into the Side Setbacks on each side. There are existing steps on the property (in the Side Setback) that connect to existing steps in the 4th Street (unbuilt) Right-of-Way (ROW). The plans indicate the steps in the Side Setback are proposed to be removed. Condition of Approval 8b requires the existing steps in the unbuilt ROW to be removed unless there is an approved encroachment agreement with the City.</p>



- (1) MAXIMUM FP = (A/2) x 0.9A/1875 where FP = maximum Building Footprint and A = Lot Area.
- (2) LMC § 15-2.2-3(F)
- (3) LMC § 15-2.2-3(I)

7. The SFD complies with the Off-Street Parking Requirements pursuant to LMC Chapter 15-3, with an approved Building Height Exception in accordance with LMC § 15-2.2-5(D)(4) *Building Height Exceptions, Garage on Downhill Lot*, according to the following findings:
 - a. To meet the minimum Off-Street Parking requirement of two Parking Spaces, pursuant to Off-Street Parking standards outlined in LMC § 15-3- 6(A), the Applicant requests Planning Commission approval of a Building Height exception pursuant to LMC § 15-2.2-5 (D)(4) *Building Height Exceptions, Garage on Downhill Lot*.
 - b. The site is limited in depth and contains Very Steep Slopes; additionally, the required Off-Street Parking is limited to the portion of the driveway that is outside the public ROW and the garage.
 - c. The length of the driveway outside the public ROW is 18 feet, which will accommodate one Parking Space with the required dimension of 18 feet in depth, pursuant to LMC § 15-3-3(F), *Parking Space Dimensions*.
 - d. The Applicant proposes a tandem parking configuration with the second required Parking Space in a single-car garage that has a Building Height of 32 feet, 2 inches from Existing Grade for the north gable end of the garage. The proposed garage would exceed the 27-foot Zone Height by five feet, two inches.
 - e. The Applicant's plans show the garage has a depth of 20 feet. Condition of Approval 9 requires the plans to be modified to meet the required depth for a garage pursuant to the Building Height exception for Garages on a Downhill Lot, which requires the depth of the garage not to exceed the minimum depth for internal Parking

- Space(s), pursuant to LMC § 15-3- 3(F), Parking Space Dimensions, which is 18 feet in depth.
- f. The proposed driveway and garage meet the standards outlined in Chapter 15-13 Historic District Regulations, as required by Chapter 15-3, Off-Street Parking in the following ways:
 - i. The proposed driveway is 10 feet in width.
 - ii. The proposed attached garage does not require excavation and is designed to be offset behind the pedestrian entrance.
 8. The proposed SFD meets the HR-1 Zoning District Building Height requirements outlined in LMC § 15-2.2-5, with a Building Height Exception, pursuant to LMC § 15-2.2-5(D)(4) *Building Height Exception, Garage on a Downhill Lot*, in the following ways:
 - a. While most of the Building, as measured from Existing Grade, meets the HR-1 Zone height of 27 feet, the Applicant requests a Building Height exception to allow a height of 32 feet, 2 inches from Existing Grade, for the north gable end of the garage, pursuant to LMC § 15-2.2-5(D)(4), which grants heights up to 35' to accommodate a single car wide garage in a Tandem Parking configuration, with Planning Commission approval.
 - b. The interior height, as measured from the Lowest Floor Plane to the point of the highest wall top plate that supports the ceiling joists is 36 feet 5 inches. The Applicant's proposed external Building Height, requested through a Building Height exception, results in the internal Building Height exceeding the HR-1 maximum 35-foot internal height requirement.
 - c. The proposed SFD meets the requirement for a 10-foot horizontal step in the downhill façade.
 - d. The proposed Contributing Roof Form has a 7:12 roof pitch, consistent with the requirement to be between seven: twelve (7:12) and twelve: twelve (12:12) pitch. The rear of the Structure contains a shed roof.
 - e. The proposed Final Grade is within four feet of Existing Grade.
 9. The Applicant submitted a Geotechnical Analysis and a Topographic Map, in accordance with the requirements outlined in LMC § § 15-2.2-6(B) *Development on Steep Slopes, Steep Slopes Review*.
 10. As conditioned, the proposed SFD meets the SSCUP criteria outlined in LMC § 15-2.2-6 *Development on Steep Slopes*, which requires Development on Steep Slopes to be environmentally sensitive to hillside Areas, carefully planned to mitigate adverse effects on neighboring land and

Improvements, and is consistent with the Design Guidelines for Historic Districts and Historic Sites Chapter 15-13.

- **LOCATION OF DEVELOPMENT** - *Development is located and designed to reduce visual and environmental impacts of the Structure.*
 - NO UNMITIGATED IMPACTS: The proposed SFD is designed to step up the hillside, in a similar pattern to adjacent properties on the street, and meets the 843.75-square-foot Maximum Building Footprint, required Setbacks, and is consistent with the horizontal step-back requirement of the HR-1 Zoning District.
- **VISUAL ANALYSIS** – *The Applicant must provide the Planning Department with a visual analysis of the project from key Vantage Points: To determine potential impacts of the proposed Access, Building mass and design; and to identify the potential for Screening, Slope stabilization, erosion mitigation, vegetation protection, and other design opportunities.*
 - COMPLIES: The Applicant provided a visual analysis of the proposed development, that includes four panoramic views of the existing site as viewed looking away from the site as well as four panoramic views looking towards the site, a streetscape elevation view, a 3D massing model and a rendering that superimposes the proposed project on the site, according to the SSCUP visual analysis requirements. The Visual Analysis shows the proposed SFD is highly visible from cross-canyon views.
 - **Screening:** The proposed retaining walls surrounding the SFD are minimally visible from cross-canyon Vantage Points.
 - **Soil Stabilization:** The City Engineer has reviewed the Applicant's submitted Geotechnical and Soils Investigation Report to ensure soil stabilization and drainage impacts are mitigated, and may require additional modifications to the design of the SFD prior to Building Permit.
 - **Vegetation Protection:** The site includes an existing SFD which is planned to be demolished; most of the site is already disturbed and there is some natural vegetation surrounding the existing SFD.
- **ACCESS** – *Access points and driveways must be designed to minimize Grading of the natural topography and to reduce overall Building scale. Shared Driveways and Parking Areas, and side Access to garages are strongly encouraged, where feasible.*
 - NO UNMITIGATED IMPACTS: Driveway access is from Woodside Avenue, at the highest elevation of the Lot which allows the SFD to appear small in scale, as viewed from the Street. The driveway is proposed in the same location as the existing driveway and therefore, will not require extensive grading. The proposed driveway is 10 feet in width and 35 feet in depth; the portion of the driveway not within the City ROW is 18 feet in depth. The two required Off-Street Parking Spaces are provided in the driveway and in the single-car garage. The garage would require a Building Height exception pursuant to LMC § 15-2.2-5(D)(4).

- **TERRACING** – *The Applicant shall terrace retaining walls to return to Natural Grade. The proposed Plans shall include detailed information, including height from Existing Grade, width, and length of all proposed retaining walls. A Building Permit, including drawings stamped by a licensed engineer, is required for any retaining wall or combination retaining wall with a total or combined height greater than four feet (4') in height.*
 - NO UNMITIGATED IMPACTS: The Applicant submitted plans that include detailed information on the height from Existing Grade, width and length of the proposed retaining walls. The proposed retaining walls do not exceed four feet in height. The Natural Grade of the site was disturbed with the construction of the original SFD. The proposed development on the site is designed to integrate with the existing grading on the site to restore Natural Grade.
- **BUILDING LOCATION** – *Buildings, Access, and infrastructure must be located to minimize cut and fill that would alter the perceived natural topography of the Site. The Site design and Building Footprint must coordinate with adjacent properties to maximize opportunities for open Areas and preservation of natural vegetation, to minimize driveway and Parking Areas, and to provide variation of the Front Yard.*
 - NO UNMITIGATED IMPACTS: The proposed SFD will be built within the existing Building Footprint and existing site disturbance. The site is adjacent to unbuilt public ROW, which is used as pedestrian access – the proposed development will not impact the adjacent public access and ROW.
- **BUILDING FORM AND SCALE** – *Where Building masses orient against the Lot's existing contours, the Structures must be stepped with the Grade and broken into a series of individual smaller components that are Compatible with the District. Low-profile Buildings that orient with existing contours are strongly encouraged. The garage must be subordinate in design to the main Building. In order to decrease the perceived bulk of the Main Building, the Planning Director and/or Planning Commission may require a garage separate from the main Structure or no garage.*
 - NO UNMITIGATED IMPACTS: The building mass of the proposed Structure steps with the Grade and is broken into a series of smaller volumes that are compatible with the historic districts. The garage is set back behind the primary entryway to the SFD.
- **SETBACKS** – *The Planning Commission may require an increase in one or more Setbacks to minimize the creation of a "wall effect" along the Street front and/or the Rear Lot Line. The Setback variation will be a function of the Site constraints, proposed Building scale, and Setbacks on adjacent Structures.*
 - NO UNMITIGATED IMPACTS: The proposed structure is compliant with the required Setbacks of the HR-1 Zoning District and is sited in a distance like adjacent properties.

- **DWELLING VOLUME** – *The maximum volume of any Structure is a function of the Lot size, Building Height, Setbacks, and provisions set forth in this Chapter. The Planning Commission may further limit the volume of a proposed Structure to minimize its visual mass and/or to mitigate differences in scale between a proposed Structure and existing Structures. The Structure is 19 feet in width, which is relatively narrow compared to surrounding buildings. The design of the home respects the required Setbacks of the HR-1 Zoning District.*
 - **BUILDING HEIGHT | STEEP SLOPE** – The Zone Height in HR-1 is 27' for Structures and is restricted as stated above in Section 15-2.2-5. The Planning Commission may require a reduction in Building Height for all, or portions, of a proposed Structure to minimize its visual mass and/or to mitigate differences in scale between a proposed Structure and the Historic character of the neighborhood's existing residential Structures.
 - **NO UNMITIGATED IMPACTS, WITH APPROVED HEIGHT EXCEPTION:**
The proposed SFD height is 32 feet, 3 inches at the highest roof ridgeline, which is the north gable end of the garage. This exceeds the Zone height of 27 feet; the Applicant requests a height exception pursuant to LMC § 15-2.2-5(D)(4), which grants heights up to 35' with Planning Commission approval. The minimum Off-Street parking requirement of two parking spaces necessitates a building height of the attached garage that exceeds the zone height due to site constraints of the downhill Lot.
11. The Development Review Committee reviewed the proposal on August 5, 2025 and requires Conditions of Approval.

Conclusions of Law:

1. As conditioned, the proposal complies with the LMC requirements in Chapter 15-2.2, *Historic Residential - 1 (HR-1) Zoning District*.
2. As conditioned, the proposal complies with the Steep Slope Conditional Use Permit criteria outlined in LMC § 15-2.2-6, *Development on Steep Slopes*.
3. As conditioned, the proposal complies with the LMC requirements in Chapter 15-3, *Off-Street Parking*.

Conditions of Approval:

1. Final building plans and construction details shall reflect substantial compliance with the plans reviewed November 12, 2025, by the Planning Commission, with Staff redlines and required modifications in the Conditions of Approval of this Final Action Letter and pending additional design modifications required as part of the Historic District Design Review.

2. The proposed SFD shall meet all applicable standards outlined in LMC § 15-13-8. Prior to application for a Building Permit the Applicant shall obtain approval of the Historic District Design Review application, which may require additional modifications to the design of the SFD to comply with LMC Chapter 15-13, *Regulations For New Residential Infill Construction (and Non-Historic Residential Sites) In Historic Districts*.
3. If the Applicant does not obtain a building permit within one year of the date of this approval, this SSCUP approval will expire unless the Applicant submits a written extension request to the Planning Department prior to the expiration date and the Planning Director approves an extension.
4. Residential fire sprinklers are required for all new construction on this Lot, per requirements of the Chief Building Official.
5. The Wardell Replat First Amended Subdivision shall be recorded with the Summit County Recorder prior to submitting for a Building Permit.
6. Impacts to existing vegetation shall be minimized. Prior to HDDR approval, a Landscape Plan shall be submitted that shows all Significant Vegetation within twenty feet (20') of proposed Development, pursuant to LMC § 15-2.2-10 *Vegetation Protection*; any areas disturbed during construction surrounding the proposed work shall be brought back to their original state.
7. The landscape plan, submitted prior to HDDR Final Action, shall include vegetative screening to reduce visibility of the retaining walls.
8. The plans shall be modified prior to HDDR Final Action to:
 - a. Show the depth of the garage does not exceed the minimum depth for internal Parking Space(s), pursuant to LMC § 15-3-3(F), Parking Space Dimensions, which is 18 feet in depth.
 - b. Indicate that the existing steps in the unbuilt fourth street ROW will be removed unless there is an approved encroachment agreement with the City to allow the steps in the unbuilt ROW.
 - c. Updated to address any non-compliance with the HDDR standards, including glazing and external siding.
9. If the height of any retaining walls is proposed to be modified by more than twelve inches in height, width, length, or location, the Applicant shall file a modification application with the Planning Department and return to the Planning Commission for review and Final Action. Additionally, modifications of pervious material to impervious material or changes to

excavation depths require a modification application and Planning Commission review and Final Action.

10. Additional modifications to the structural components may be required based on Engineering review and approval of the Geotechnical and Soils Investigation Report, prior to applying for a Building Permit.
11. The Applicant will be required to provide intermediary shoring plans at the Building Permit phase.
12. If a heated driveway is installed in the portion of the driveway that encroaches into the City ROW, an encroachment agreement with the City is required.
13. For the sides of the SFD that are adjacent to another property, a Snow Shed Agreement and Access Agreement are required to be submitted to the Building Department, along with the Applicant's Building Permit.
14. The Applicant is responsible for notifying the Planning Department prior to making any changes to the approved plans; 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.
15. Any changes, modifications, or deviations from the approved design that have not been approved in advance by the Planning and Building Departments may result in a stop-work order.

The motion was seconded by Commissioner Tilson. The motion passed, with Commissioner Johnson and Commissioner Frontero voting "Nay."

- D. 368 Woodside Avenue – Steep Slope Conditional Use Permit –** The Applicant Proposes to Construct a 3,915-Square-Foot Single-Family Dwelling on a Steep Slope in the Historic Residential - 1 Zoning District. PL-25-06609.

Manager Martin presented the Staff Report and explained that this is an SSCUP application for 368 Woodside Avenue. She shared a map of the area and explained that the property is highlighted in blue. Steep slopes range between 30% and 40%. This lot is 75 feet in depth and 37.5 feet in width. 368 Woodside Avenue is a 2,812 square foot lot in the Historic Residential – 1 Zoning District. The existing single-family dwelling is proposed to be demolished. The proposed structure has a building footprint of 1,200 square feet, which complies with the maximum building footprint for this lot size.

The setbacks are determined by the lot width and depth. Manager Martin reported that the proposed single-family dwelling complies with the setbacks. She shared an image and explained that the portion of the structure at the top level is the garage. The orange highlighted area is where the building exceeds height. There is a requested height exception for a height that is 31 feet 4 inches from existing grade rather than 27 feet. She pointed out that the majority of the structure complies with the 27-foot zone height.

The site constraints show that a large portion of the driveway is in the public right-of-way and only a small portion is actually on the property. The depth of the driveway outside of the public right-of-way is 12 feet 2 ½ inches, which would not be enough space to accommodate one compliant parking space, which is 18 feet in depth. As a result, the applicant is proposing a single-car wide garage with two parking spaces in tandem. In the Staff Report, there is a diagram to show that a different scenario was attempted. It looked at what would happen if the driveway was pushed further back to provide one parking space in the driveway. However, this would create a condition where the building still exceeds height. The internal building height for this structure is 36 feet 8 inches, which exceeds the 35-foot maximum in the Historic Residential – 1 Zoning District.

The proposed structure is built to the required setbacks and would be constructed on top of the existing footprint of the single-family dwelling. It is designed to step with the natural grade of the slope. This structure is also designed with terraced retaining walls that mirror the natural grade. As for the Building Form and Scale, there is a highlighted diagram that shows the building stepping with the grade and being broken into individual modules. For the Dwelling Volume, there were some larger decks proposed in the original plans, but the updated plans show a reduced volume in the rear decks. The overall width of the structure from the rear perspective is 32 feet in width. The proposal is four stories high.

Commissioner Johnson asked if the patios encroach into the rear setback. Manager Martin confirmed that the patio does encroach slightly. It is not the entire patio, but there is a portion that does encroach, which is approximately 2 to 3 feet. For the Building Height, the requested exception would allow an additional 4 feet 4 inches in height on the downhill side of the garage. As viewed from the street, it does not appear to be higher than the existing residences on the street. The Staff recommendation is to review the SSCUP for 368 Woodside Avenue, conduct a public hearing, and consider approving the SSCUP based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the Draft Final Action Letter. She offered to answer Commissioner questions.

Commissioner Frontero asked what the grade of the driveway is on this lot. Mr. DeGray reported that the information is on Page 7 of the Staff Report. It is 11%. Commissioner Frontero asked what would happen if that was changed to 14%. He wanted to know if it would drop the height lower. Mr. DeGray reported that it would likely lower the height by approximately 1 foot. Commissioner Frontero would like to explore that option further. The height difference is significant enough that he would like to see it looked into at least.

Commissioner Sigg wanted to know the ceiling height for the inside of the garage. Mr. DeGray reported that there are 9 foot plates at the garage door and then the 7/12 pitch. If there was an 8-foot plate, there would be a 7-foot garage door and the 7/12 pitch. That would drop it approximately 1 foot. Commissioner Frontero thought that should be explored. Even if the proposal could not reach full compliance, it could come closer to compliance. Commissioner Beal believed everything possible under the code should be done. If appropriate, the Planning Commission can then consider an exception.

Mr. DeGray reported that the front gable of this building is in compliance with the height. Page 6 of the report shows where the proposal is over the height limit. The gable form of the main body of the garage where the 20-foot measurement is in place is well under the height limit. The issue is the rear portion where there is an 8-foot plate at the moment.

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

Chair Van Dine asked if there is consensus from the Commission that there is a desire for the applicant to look into different options to reduce the height. This was confirmed. Chair Van Dine believed a continuance would be appropriate to allow time for the applicant to explore other options. Director Ward reported that the last meeting for the year is on December 10, 2025. The applicant confirmed that the drawings can be done ahead of that meeting date, but the 3D renderings might not be completed by that time. Commissioner Shand believed 2D drawings would be suitable for the continued review.

Commissioner Johnson would like some justification for the encroachment into the roof setback. Mr. DeGray reported that the patios are allowed to be up to 1 foot from the property line, but what is proposed is 7 feet from the property line due to a sewer district easement back there. The patio is less than 30 inches above grade and meets the requirements for a patio. Commissioner Johnson thanked him for the clarification.

MOTION: Commissioner Johnson moved to CONTINUE the application for a Steep Slope Conditional Use Permit at 368 Woodside Avenue to December 10, 2025. The motion was seconded by Commissioner Sigg. The motion passed with the unanimous consent of the Commission.

7. WORK SESSION

- A. **2025 General Plan Implementation** – The Planning Commission will Review the 2025 General Plan Vision, Goals, Strategies, and Discuss Potential Actions to Recommend to the City Council for Implementation in 2026.

Senior Planner, Nan Larsen, explained that the Work Session item relates to the 2025 General Plan implementation. Similar to the Work Session conducted on October 8,

2025, Staff will review potential implementation measures of the 2025 General Plan. The intention is to receive input from the Planning Commission on potential LMC updates. During this Work Session, the focus is on Sustainability and Moderate-Income Housing themes in the General Plan. She reported that Environmental Sustainability Project Manager, Celia Peterson, Housing and Development Coordinator, Sara Wineman, and Affordable Housing Project Manager, Rhoda Stauffer, are also present at the meeting.

Planner Larsen shared information about Sustainability. The General Plan includes ongoing strategies that the Sustainability Team has already started to work on, such as being a leader in environmental sustainability through collaboration with Summit County, the Chamber, Park City Community Foundation, and Recycle Utah, through the Green Business Program. That program educates and promotes efforts to mitigate waste generation and greenhouse gas emissions. Additionally, the Sustainability Team partners with organizations for energy reduction advisory services, including the University of Utah's Center for Renewables, Efficiency, and Workforce ("U-CREW") program. An ordinance is in progress that will update the code to improve waste diversion and data collection from waste haulers. It is projected that the ordinance will be enacted in Spring 2026.

In order to implement the General Plan through updates to the LMC, the Staff recommends a review of Section 11-14-4 of the Municipal Code. It includes requirements for Construction Mitigation Plans, including trash management and recycling. To meet Strategy 3A of the General Plan, the Commission may consider updates to the code to require waste reduction in Construction Mitigation Plans and possibly require Waste Diversion Plans as part of the CUP or Master Planned Development ("MPD") review.

Planner Larsen reported that a 2017 resolution adopted a climate and energy target for Park City to be net zero carbon and on 100% renewable electricity by 2030, community-wide. The Sustainability Department worked on a 2021 Strategic Action Plan for Building Decarbonization in Park City and Summit County. The Strategic Action Plan was developed in collaboration with the Park City Sustainability Department, Summit County Sustainability Department, Utah Clean Energy, the Park City Community Foundation, and over 50 community stakeholders. The plan identifies outcomes and strategies to achieve the City's goal of carbon neutrality and renewable energy by 2030. Both the Strategic Action Plan and the 2025 General Plan recommends the adoption of a Net Zero Stretch Code. Planner Larsen noted that State Code limits municipal energy code requirements that exceed State Building Code requirements. However, the Planning Commission may consider updating the code to provide incentives for compliance with the Stretch Code for projects requesting an exception from the code through a CUP or MPD.

A Soil Ordinance and Soils Ordinance Boundary was established in 2003 to address disturbance in the management of contaminated soils. The Soil Ordinance establishes regulations where development occurs within the boundary shown in the presentation slides. The Planning Commission may consider establishing criteria to address

contaminated soils outside of the Soils Ordinance Boundary as part of the CUP or MPD processes. It is also possible to create standards within the Sensitive Land Overlay (“SLO”) to stipulate areas not to be developed, to be recontoured and revegetated to promote natural drainage patterns, soil stabilization, and erosion prevention.

In 2011, the Utah Legislature adopted the 2006 edition of the Utah Wildland Urban Interface Code. In 2020, the City amended the Municipal Code and adopted the Utah Wildland Urban Interface Code following a Commission recommendation. The 2020 ordinance included definitions of Defensible Space and Firewise Landscapes/Landscaping. Strategy 2A recommends an interdepartmental implementation of actions, protocols, and policies of the most recent wildfire hazard plans.

Senior Planner, Alec Barton, discussed the Moderate-Income Housing theme. The Moderate-Income Housing theme of the General Plan is focused on housing options for various groups, including workforce, seniors, and first-time home buyers. The City Council adopted the Moderate-Income Housing Plan on June 12, 2025, which establishes goals and strategies. The Housing Team prepared a supplemental Staff Report that is included in the Meeting Materials Packet. It includes a detailed list of the actions, initiatives, and timelines to accomplish those goals and strategies. Planner Barton highlighted some of the in-process code amendments that relate to the LMC.

One of the strategies is to rezone for densities necessary to facilitate the production of moderate-income housing. The Planning Commission and City Council are currently looking at rezoning City-owned land at Clark Ranch and Bonanza Park for the development of affordable and attainable housing. Another strategy is to amend land use regulations to allow for higher density and reduce parking for new moderate-income residential development in commercial or mixed-use zones near major transit investment corridors. The in-process code amendments are to refine the code to provide higher density and reduce parking requirements in the Bonanza Park Small Area Plan.

Some other potential code amendments the Planning Commission could look at include:

- Regulations governing accessory apartments;
- Updates to the AMPD code;
- Additional options for dormitory or single-room occupancy developments.

These potential code amendments address a strategy in the General Plan to provide a range of housing options at varying price levels. In 2021, the City adopted an ordinance to update accessory apartment regulations. The previous updates removed the requirement for a property owner to live on site and removed a cap on allowed apartments within a 300-foot radius of another accessory apartment. In addition, the minimum size of accessory apartments was reduced to 280 square feet, and it became an allowed use in the Community Transition Zoning District. Additional considerations include parking requirements and setback criteria, as there could be ways to further incentivize the use.

Planner Barton reported that in 2021, the City Council adopted a resolution to update the AMPD code. The previous round of updates reduced the setback and open space requirements and also provided the potential for reduced parking and increased building height through that development process. The Planning Commission could look at development incentives and evaluate neighborhood compatibility to consider those in the context of the current market conditions. Planner Barton explained that the City resolution for Affordable Housing Guidelines and Standards establishes criteria for dormitory and single-room occupancy units. This applies to developments constructed to satisfy inclusionary zoning requirements through the MPD process. There could be opportunities to clarify allowed zones for this style of housing that are not required as part of inclusionary zoning. There could also be an opportunity to update the AMPD code or create a standalone code to incentivize this type of housing where it is appropriate.

Planner Barton summarized the possible considerations for the Planning Commission:

- Landfill diversion in Construction Mitigation Plans;
- Incentives for Zero Emissions Stretch Code;
- Soil Remediation Criteria;
- Integrated Wildland Urban Interface regulations;
- Remove accessory apartment barriers;
- Evaluate Affordable Master Planned Development for potential updates;
- Incentivize workforce housing through dormitory or single-room occupancy.

Commissioner Sigg mentioned Goal 2 on Page 6 of the Staff Report. He does not disagree with Goal 2, but does not want to make it site-specific in light of all of the Clark Ranch discussion that has taken place. Director Ward clarified that the language shown there is a quote from the adopted Moderate-Income Housing Plan. That was adopted by the City Council in June. It is required by the State to be updated on a regular basis, so that it will come back to the Planning Commission in the future. However, that language is in the adopted plan at this time. Commissioner Johnson shared comments about the prioritization slide. He believes the top four items are important, especially the Wildland Urban Interface item. He likes the idea of defining defensible space for all types of development. It makes sense to prioritize the top four items that were presented, but he pointed out that there have been discussions about updating the AMPD code for a long time. As a result, it might make sense to bump that item up slightly higher on the list.

Chair Van Dine agreed that the top four items are important and deserve attention. In addition, she agreed with moving the AMPD item up higher, because it can continue to be refined. Commissioner Johnson stated that this is his second term serving on the Planning Commission. There have been minimal updates from a sustainability standpoint. He feels more can be done, so it makes sense to prioritize those items.

Commissioner Shand mentioned the item about incentivizing workforce housing through dormitory or single-room occupancy. He knows that this has worked fairly successfully in certain areas. There is a need for workforce housing for families who need more than a single room, but there are seasonal workers who might prefer an affordable single room.

Commissioner Beal echoed some of the comments from other Commissioners. He feels the fourth item on the list is the most important right now. When it comes to affordability and creating enough housing, he is interested in understanding whether accessory apartments have moved the needle at all in Park City. He asked if there was any data available to show whether there have been material additions to the housing stock. He thought single-room occupancy and dormitory-style housing should be moved up on the prioritization list. Commissioner Beal pointed out that whatever is done around the AMPD and workforce housing should be done in tandem with different transit solutions.

Commissioner Frontero likes the top four items listed as far as prioritization. He would consider moving the Integrated Wildland Urban Interface regulations item up so it is the number one priority. Commissioner Frontero read that in 2021, there were 40 permits for accessory use apartments, which is fairly low. It does not move the needle. He believed that there had been nine additional units permitted since 2021, which was confirmed. This means there are roughly two or three per year, so he does not believe it makes sense to focus as much time on this. With an AMPD, there could be several hundred units, so he believes the AMPD item should be higher on the list than accessory apartments.

Commissioner Frontero asked if the impact fees are reduced or eliminated when someone proposes an AMPD. Manager Stauffer confirmed this. AMPDs are qualified to receive fee waivers, but it depends on the number of affordable units and how affordable those units are. Commissioner Frontero asked about a project where there is no AMPD, but there are a significant number of affordable units provided. Manager Stauffer explained that all fee waivers have to be requested. An application has to be submitted to the Building Department. The Building Department has policies around how fee waivers are approved. For example, Studio Crossing received significant fee waivers.

Commissioner Frontero wondered whether this could be codified so that there is a clear incentive. Director Ward reported that there is a process in place. Fee waivers go to the City Council for approval. One of the considerations is the community benefit of affordable housing. However, if there is an MPD being constructed and there is a requirement to construct affordable units, those projects do not qualify for the fee waiver.

Senior City Attorney, Mark Harrington, reported that the Planning Commission can provide additional recommendations related to the Municipal Code or LMC if there is a desire to change the methodology, make it more streamlined, or make it more incentive-based. The Commission can weigh in on that process, if desired. As for accessory dwelling units ("ADU"), that is part of the State platform for addressing the affordable housing crisis statewide. It is expected that there will be more Legislation on these

detached units, similar to what was seen previously with internal accessory dwelling units (“I-ADU”). The Utah League of Cities and Towns (“ULCT”) position has been to be proactive in removing barriers. Discussions were had about the items on the list.

Commissioner Frontero asked about the item for workforce housing through a dormitory or single-room occupancy. He does not feel the City should be providing workforce housing for seasonal workers. Instead, the resorts and other users of that workforce should be providing the housing. The code should allow for that and encourage the behavior, but he does not want to see the City involved in producing those types of housing units. Manager Stauffer reported that a project from Deer Valley will be brought to the Commission in the near future, which will be similar to dormitory-style or single-room occupancy units. The units the City is developing are more focused on long-term year-round residents rather than the seasonal workforce. There is no plan for the City to build dormitory units at this time. Commissioner Frontero thanked her for the clarification.

Director Ward reported that the inclusionary zoning provides detailed standards for single-room occupancy, so those who could benefit from having that type of housing for their workforce can build them. Where there is a gap right now, is that it is not addressed in the LMC. There might be some limited zoning districts where these types of developments could be compatible. Commissioner Johnson shared an additional comment about the AMPD and stressed the importance of prioritizing the first four items.

Chair Van Dine recognized Commissioner Johnson for his efforts focusing on radon mitigation and education. She believes those efforts will have a meaningful impact.

8. ADJOURNMENT

MOTION: Commissioner Sigg moved to ADJOURN. The motion passed with the unanimous consent of the Commission.

The meeting adjourned at approximately 7:30 p.m.