



**PLANNING DEPARTMENT ADMINISTRATIVE PUBLIC HEARING  
SUMMIT COUNTY, UTAH  
January 22, 2026**

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.

**1. REGULAR AGENDA - 12:00PM**

- 1.A. **1205 Iron Horse Drive – Administrative Conditional Use Permit** – The Applicant Proposes a Temporary Change of Occupancy and a 6-foot by 6-foot Temporary Bathroom Trailer for an Event from January 22 until January 26, 2026 in the General Commercial Zoning District. PL-26-06802.  
(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](mailto: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:** 1205 Iron Horse Drive  
**Application:** PL-26-06802  
**Author:** Virgil Lund, Planner II  
**Date:** January 22, 2026  
**Type of Item:** Administrative Conditional Use Permit

## Recommendation

(I) Review the Administrative Conditional Use Permit (ACUP) for a Temporary Change of Occupancy for a private event and a Temporary Improvement (temporary bathroom trailer) at 1205 Iron Horse Drive, (II) conduct a public hearing, and (III) consider approving the ACUP based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the draft Final Action Letter (Exhibit A).

## Description

**Applicant:** Mary Wintzer, represented by Vanessa Di Palma Wright

**Location:** 1205 Iron Horse Drive

**Zoning District:** General Commercial

**Adjacent Land Uses:** Industrial, Commercial

**Reason for Review:** Administrative Conditional Use Permits are reviewed by the Planning Director.<sup>1</sup>

LMC Land Management Code

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

## Summary

The Applicant proposes a Temporary Change of Occupancy from January 23 to January 28, 2026, at 1205 Iron Horse Drive. The existing use at 1205 Iron Horse is listed as Type B, which refers to Buildings used for office, professional, and service-type transactions. The Applicant proposes a Temporary Change of Occupancy for an event space (classified as A-3 occupancy) and an outdoor six-foot-by-six-foot (36 square feet) temporary bathroom trailer.

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<sup>1</sup> LMC [§ 15-1-8](#)



Figure 1: Temporary Bathroom Location

## **Background**

1205 Iron Horse Drive is within the Iron Horse Park Commercial Subdivision, approved by the City and recorded with Summit County on February 23, 1995 (Recorder Entry No. [425123](#)).

Since 2007, the Uses at 1205 Iron Horse Drive have primarily been an art gallery, retail, non-profit donation center, and a gym. The existing business license at 1205 Iron Horse Drive lists Uses including a photography studio, retail, styling, and fashion consulting. The Applicant proposes a Temporary Change of Occupancy for an event center.

## **Analysis**

See Final Action Letter (Exhibit A).

**The Development Review Committee (DRC) will review the proposal on January 20, 2026.<sup>2</sup> Since the DRC meeting date is after the packet publication, Staff will update the Final Action Letter with any required Conditions of Approval.**

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<sup>2</sup> 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).

### **Department Review**

The Planning Department and Executive 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 January 12, 2026. Staff mailed courtesy notice to adjacent properties on January 12, 2026.<sup>3</sup>

### **Public Input**

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

### **Alternatives**

The Planning Director may:

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

### **Exhibits**

A: Draft Final Action

B: Proposed Plans and Applicant's Narrative

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<sup>3</sup> LMC [§ 15-1-21](#)



**Planning Department**

January 22, 2026

Vanessa Di Palma Wright, Distrikt F

CC: Mary Wintzer

**NOTICE OF PLANNING DIRECTOR ACTION**

**Description**

Address: 1205 Iron Horse Drive

Zoning District: General Commercial

Application: Administrative Conditional Use Permit

Project Number: PL-26-06802

Action: APPROVED WITH CONDITIONS (See Below)

Date of Final Action: January 22, 2026

Project Summary: The Applicant proposes a Temporary Change of Occupancy for an event space (classified as A-3 occupancy) and an Administrative Conditional Use Permit for a six-foot-by-six-foot Temporary Improvement (outdoor bathroom trailer).

**Action Taken**

On January 22, 2026, the Planning Director conducted a public hearing and approved the Temporary Change of Occupancy and Temporary Improvement (outdoor bathroom trailer) according to the following findings of fact, conclusions of law, and conditions of approval:

**Findings of Fact**

1. The Applicant proposes to hold an event from January 23 to January 28, 2026, at 1205 Iron Horse Drive.
2. The existing occupancy at 1205 Iron Horse is listed as Type B, and the Business License lists Uses for the building as fashion consulting, a photography studio, styling, and rotating retail.



## Planning Department

3. The Applicant proposes a Temporary Change of Occupancy for an event space (classified as A-3 occupancy) and a six-foot-by-six-foot (36 square feet) Temporary Improvement (temporary bathroom trailer).
4. The proposal complies with the General Commercial Zoning District Requirements.
  - a. Temporary Improvements in the General Commercial Zoning District require an Administrative Conditional Use Permit.
  - b. Setbacks
    - i. 20-foot Front, 10-foot Rear and Side.
    - ii. The Temporary Improvement (temporary bathroom trailer) is 70 feet from the front Lot line, 56 feet from the west side Lot line, greater than 100 feet from the east side Lot line, and 80 feet from the rear Lot line.
  - c. Building Height: 35 feet.
    - i. The Temporary Improvement (temporary bathroom trailer) is approximately 7.5 feet tall.
5. The proposal complies with Land Management Code (LMC) Section 15-4-10, Temporary Change of Occupancy Permits.
  - a. The Applicant shall provide written notice of the Property Owner's consent to the proposed temporary change of occupancy.
    - i. The Applicant's Representative has submitted a letter of approval from the property owner.
  - b. The proposed Use shall not preclude Public Use of public Parking Spaces.
    - i. No public Parking Spaces will be impacted by the proposal.
  - c. 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. No exterior space will be used for the Temporary Change of Occupancy. Guests will enter the Building from the front entrance, and no exterior queuing is proposed or approved. The Applicant's floor plans show sufficient space for guests to enter the building without having to wait outside.
  - d. The Use shall not violate Municipal Code Chapter 6-3, the Noise Ordinance.



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- i. See Condition of Approval 10.
  - e. All signage and lighting shall comply with the Sign Code, Title 12, and Illumination, Section 12-4-9.
    - i. No exterior signage or lighting is proposed or approved. See Condition of Approval 6.
  - f. The Use shall comply with the Summit County Health Code, the Fire Code, and State regulations on mass gathering.
    - i. See Condition of Approval 3.
  - g. The Use shall not violate the International Building Code.
    - i. See Condition of Approval 4.
  - h. The Applicant shall submit a delivery plan.
    - i. Rentals will be delivered by Diamond Rentals between 10:00 AM–2:00 PM on Thursday, January 22. They will park and unload directly from the parking lot. The video production company, “flyingGOATproduction,” will unload all AV equipment between 9:00 AM–5:00 PM on Thursday, January 22.
  - i. The Applicant shall adhere to all applicable City and State licensing requirements.
    - i. See Condition of Approval 5.
  - j. The Applicant must have an approved operational fire permit according to the requirements of the International Fire Code prior to the issue of a temporary change of occupancy permit.
    - i. See Condition of Approval 12.
  - k. The Property may not be in violation of the LMC or International Building Code.
    - i. See Condition of Approval 4.
- 6. The proposed Temporary Improvement complies with LMC Section 15-4-16, Temporary Structures, Tents and Vendors.
  - a. The Applicant shall provide written notice of the Property Owner’s permission.
    - i. See Finding of Fact 5a.
  - b. The proposed use should not diminish existing parking.
    - i. The Temporary Improvement (temporary bathroom trailer) is on the southeast side of the Structure and is not on any Parking Spaces.
  - c. The proposed use shall not impede pedestrian circulation, emergency Access, or any other public safety measure.





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- the event via public transportation and that there is no parking on Site (Condition of Approval 8).
- c. Utility capacity, including Storm Water run-off
    - i. The DRC reviewed the proposal on January 20, 2026.
  - d. Emergency Vehicle Access
    - i. The Park City Fire District reviewed the proposal on January 20, 2026.
  - e. Location and amount of off-Street parking
    - i. The Applicant states that there will be no parking on Site for event guests. The existing 12 Parking Spaces will be reserved for essential event staff. The Applicant will notify guests that they must arrive at the event via public transportation and that there is no parking on Site (Condition of Approval 8).
  - f. Internal vehicular and pedestrian circulation system
    - i. Pedestrian access to the Site is available from Iron Horse Drive. Vehicle access to the parking area is limited to essential event staff.
  - g. Fencing, Screening, and landscaping to separate the Use from adjoining Uses
    - i. The Temporary Improvement (temporary bathroom trailer) is screened by the existing Structure and fencing on the north, south and east of the Site.
  - h. Building mass, bulk, and orientation, and the location of Buildings on the Site; including orientation to Buildings on adjoining Lots
    - i. The Applicant does not propose any permanent physical changes to building mass, bulk, or orientation on the Site.
  - i. Usable Open Space
    - i. The Applicant proposes a Temporary Improvement (temporary bathroom trailer) near the southwest corner of the Structure. The Applicant does not propose any other changes to Open Space at the Site.
  - j. Signs and lighting
    - i. No exterior signage or lighting are proposed or approved with this Application.
  - k. Physical design and compatibility with surrounding Structures in mass, scale, style, design and architectural detailing



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- i. The Temporary Improvement (temporary bathroom trailer) is 7.5 feet tall and subordinate to the primary Structure, which is approximately 18 feet tall. The temporary bathroom trailer is screened by the existing Structure and fencing on the north, south and east of the Site.
- l. Noise, vibration, odors, steam, or other mechanical factors that might affect people and property off-Site
  - i. See Condition of Approval 10.
- m. Control of delivery and service vehicles, loading and unloading zones, and Screening of trash and recycling pickup areas
  - i. All trash and recycling are located inside the existing Structure. Deliveries will occur prior to the event on January 22, and the Applicant has reserved the Parking Spaces at the Site for caterers and essential event staff.
- n. Expected ownership
  - i. See Finding of Fact 5a.
- 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. There are no permanent physical changes proposed or approved with this ACUP.
- p. Reviewed for consistency with the goals and objectives of the Park City General Plan
  - i. The proposed Use is consistent with the Bonanza Park Neighborhood Section of the General Plan, as it supports integrating art and culture into the community fabric and supports locally owned businesses.
- q. Radon mitigation
  - i. This criteria only applies to residential Conditional Uses. There is no residential component to this ACUP.

### Conclusions of Law

1. The Application, as conditioned, complies with LMC Chapter 15-2.18 *General Commercial 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 *Standards For Temporary Change of Occupancy*.



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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 temporary toilet installation plans shall be substantially similar to the plans reviewed on January 22, 2026, by the Planning Director. Any significant changes, modifications, or deviations from the approved plans that have not been approved in advance by the Planning and Building Departments may result in a stop work order.
2. The temporary bathroom trailer may be installed no earlier than January 22, 2026, and must be removed from the property no later than January 28, 2026.
3. The Use shall not violate the Summit County Health Code, the Fire Code, or State Regulations on mass gatherings.
4. The Use shall not violate the International Building Code.
5. The Applicant shall adhere to all applicable City and State licensing ordinances.
6. No signs or exterior lighting are approved with this permit.
7. The Fire Marshal may conduct a Site inspection at any time during the event to ensure compliance with their required standards.
8. Parking on Site is limited to event staff. 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 walking. This information shall be communicated to guests in pre-event communications, through email to all ticketed guests, and on the event website.
9. 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.
10. The Use shall not violate the Noise Ordinance, Municipal Code Chapter 6-3.
11. This ACUP approval is for an event from January 23 to January 28, 2026. The Applicant must submit a Conditional Use Permit for Planning Commission review to modify their existing business license to become a permanent event facility.
12. The Applicant shall obtain a Fire Permit for the proposal, and final occupancy for the event shall be determined by the Fire Marshal and Chief Building Official prior to the beginning of the event.



**Planning Department**

13. The temporary bathroom trailer shall be maintained throughout the duration of the event in accordance with product-recommended maintenance.
14. Final Occupancy for the event will be determined by the Chief Building Official and Fire Marshal.

If you have questions or concerns regarding this Final Action Letter, please call 385-481-2036 or email [virgil.lund@parkcity.gov](mailto:virgil.lund@parkcity.gov).

Sincerely,

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Rebecca Ward  
Planning Director

CC: Virgil Lund



Temporary Bathroom

36 sf

1255

1205

1. [Exact dates of the event](#) - January 23rd, 2026- January 28th, 2026
2. [Total existing Occupancy of the Space, and what the space is used for now.](#) 80-100 people. Distrikt F used for retail, photography/video studio, event space, meeting space, and offices. We are currently working with a portable restroom company to have 3 restrooms on site.
3. [Total proposed occupancy for the duration of the event.](#) 80-100 (120 with a 3rd restroom addition.)
4. [Parking Plan.](#) Roped off lot with 12 parking spots available for staff usage. Attendees will be notified of no parking and encouraged to use the bus, lyft, uber or carpool. There will be printed passes for vehicles so we are aware of which vehicles are there for the event. No overnight parking allowed.
5. [Entrance plan, including patron waiting line capacity. Will there be any use of exterior space or temporary structures located outside?](#) No temporary structures outside, we will have stanchions and the line will be an s curve in the space closest to the entrance, the line will not block the double doors or any other entrances or exits. There will be 5 heaters outside and we will have the fire application filled out noting this.
6. [Delivery plan.](#) Rentals will be delivered by Diamond Rentals between 10:00 AM–2:00 PM on Thursday, January 22. They will be able to park and unload directly from our parking lot. The video production company, flyingGOATproduction, will be unloading all AV equipment between 9:00 AM–5:00 PM on Thursday, January 22.
7. [A floor plan, drawn to scale, indicating in detail how the proposal will comply with applicable sections of the International Building Code shall be submitted with the application. This plan will indicate any chairs, tables, exits, sanitation, heating, food service/handling, etc. This plan shall be prepared and stamped by a licensed Utah Architect or Engineer, who shall indicate the maximum occupancy number for the specific use and floor plan for the temporary change of occupancy permit.](#)
  - a. Floor plan images will be attached [LINK HERE](#)
  - b. We are working with Cirque Studio to get this to you but will need to follow up with their stamped approval.
  - c. There will be workers at the doors counting occupancy and will check-in and out those coming in and out of the event. They will control the number of people allowed in at one time based on occupancy limits.
8. [A narrative of the Use and Site plan of the proposed temporary change of occupancy shall be submitted with the application, including hours of operation, private or public activity, number of invitations sent, if a private event, or estimate of overall attendance, crowd management plan, security, deliveries, music or sound plan, including use of speakers, any beer or liquor license, any sign or lighting plan, parking plan, and any other applicable information.](#)

### **Friday January 23rd: Coalition Expo: The Liberation Lab**

10am-4pm Theme: Tools & Tactics for Creative Liberation

6pm-10pm Grounding the Space

### **Saturday January 24: Setting the Table: Solidarity as Strategy**

10am-5pm A set of panels will tease out some of core principles of solidarity as strategy.

6-10pm Evening Social Hour

### **Sunday January 25: Solidarity In Action**

10am-5pm A set of panels to demonstrate solidarity as a verb.

6-7 pm Closing Provocation

A chance to gather and vision the future as a community - this is a guided community conversation.

7-10pm Closing JOY!

### **Monday January 26: The Women's Voices Forum is a one-day cultural hub at the 2026 Sundance Film Festival**

9:00 AM–12:00 PM — Women's Voices Forum: Conversations and Coffee

Honoring the tradition of a morning gathering.

Hosted by - Co- Founders Geralyn White Dreyfous, Pat Mitchell, Jacki Zehner- C

9:00 AM — Breakfast and Networking

10:00 AM — Founders Welcome with Special Guest Amy Redford\*

10:15 AM — Featured VOICES (5 min "power of story" talks- reflections on Sundance)

11:15 AM to close — Networking

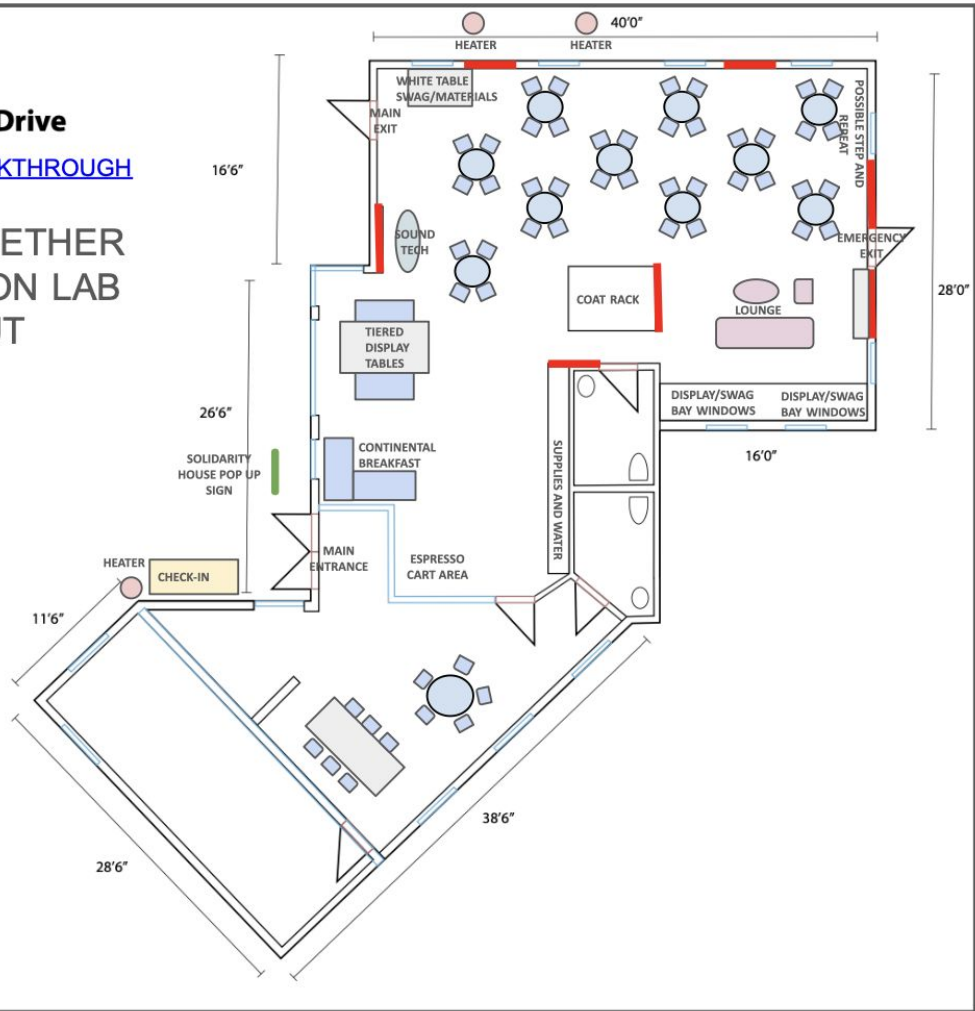
1:00 PM– 5:00 PM — Afternoon Panels

### **Tuesday/Wednesday January 27/28: TBD**

- a. Hours of operation 8am -10pm.
- b. Private event, by invitation only.
- c. no more than 80-100 at any given time
- d. Crowd Management: There will be security to manage the crowd. There will also be one check-in, check-out door with two workers who will be counting the number of people who enter and the number of people who leave, they will make sure that the building stays within the occupancy limit at all times.
- e. Security-We will follow up with security once we have their confirmation
- f. Rentals will be delivered by Diamond Rentals between 10:00 AM–2:00 PM on Thursday, January 22. They will be able to park and unload directly from our parking lot. The video production company, flyingGOATproduction, will be unloading all AV equipment between 9:00 AM–5:00 PM on Thursday, January 22.
- g. Music and Sound Plan including speakers speaking and low background music 9-6pm, Amplified music for Mixers 6-9. All amplified sound ending by 10pm.
- h. Following liquor laws based on private event, hired bartender with appropriate license: Jesus Velez from Coal & Smoke.
- i. No building signage or lighting changes - Paper sign taped to the back door and 1 pop up sign.



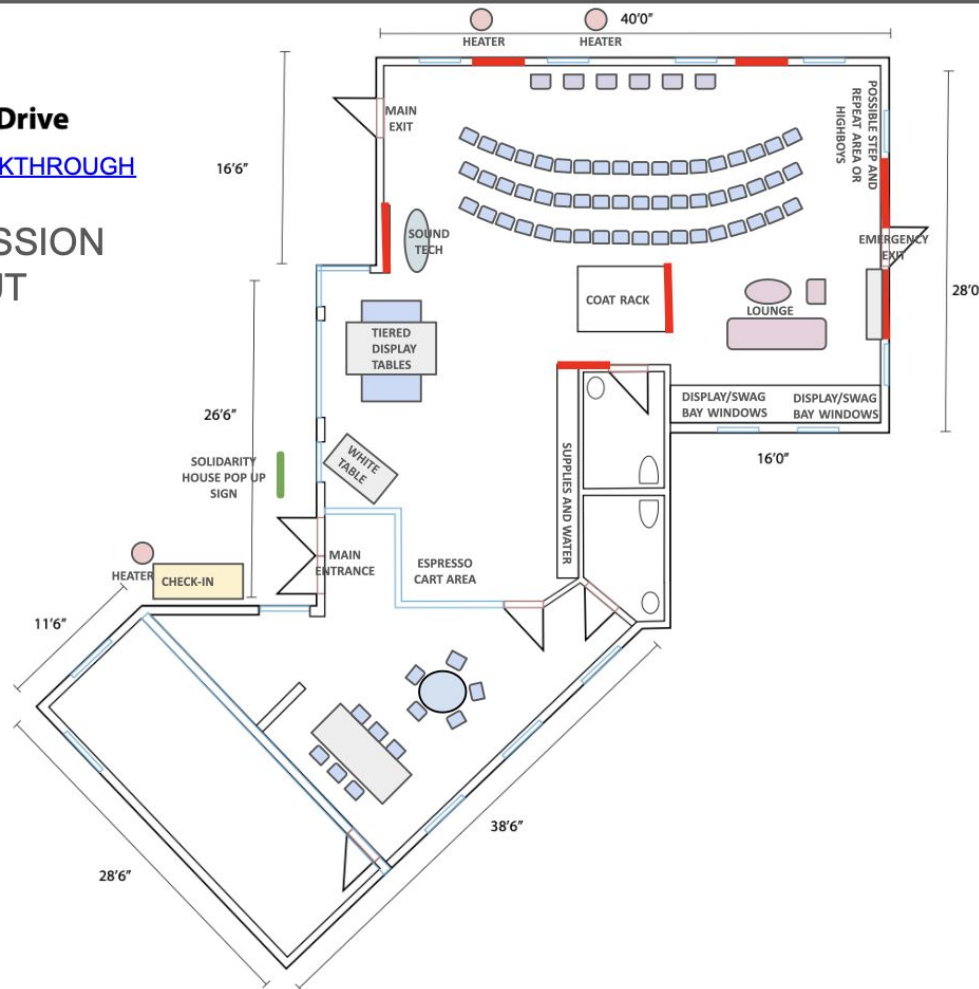
**1205 Iron Horse Drive**  
QUICK VENUE WALKTHROUGH  
**RISING TOGETHER  
& LIBERATION LAB  
LAYOUT**



# 1205 Iron Horse Drive

## [QUICK VENUE WALKTHROUGH](#)

### PANEL SESSION LAYOUT



**1205 Iron Horse Drive**  
[QUICK VENUE WALKTHROUGH](#)

**EVENING MIXER  
LAYOUT**

