



**PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT ADMINISTRATIVE PUBLIC HEARING MINUTES
PLANNING DEPARTMENT CONFERENCE ROOM
MARSAC MUNICIPAL BUILDING
JANUARY 15, 2026**

STAFF PRESENT: Rebecca Ward, Planning Director; Elissa Martin, Planning Project Manager, Ed Roman, Planning Administrative Assistant; Meredith Covey, Planner II; Elle Anne, Planning Technician; Jaron Ehlers, Planner I

Planning Director, Rebecca Ward, called the meeting to order at 12:00 p.m.

1. REGULAR AGENDA

- A. 1251 Kearns Boulevard – Conditional Use Permit Extension –** The Applicant Requests a One-Year Extension of the Conditional Use Permit Approved by the Planning Commission on November 13, 2024, for an Addition to the Blind Dog Restaurant in the General Commercial Zoning District and the Frontage Protection Zone. PL-25-06747.

Planning Project Manager, Elissa Martin, presented the Staff Report, and explained that this is a Conditional Use Permit (“CUP”) Extension request for 1251 Kearns Boulevard. The Blind Dog Restaurant is one of three commercial tenants that occupy the commercial multi-unit building at the Yard. On November 13, 2024, the Planning Commission approved a CUP for the Blind Dog Restaurant addition in the Frontage Protection Zone (“FPZ”). There were several Conditions of Approval associated with the CUP approval.

Manager Martin explained that there was a Condition of Approval to mitigate the parking deficiency. There was another condition to make improvements to the parking area to meet the requirements of Land Management Code (“LMC”) 15-3 – Off-Street Parking. Pursuant to Section 15-1-10, the Planning Director may grant a one year extension of a CUP if there is no change in circumstance that would result in an unmitigated impact or that would result in a finding of non-compliance with the review criteria in Section 15-1-10(E) or other LMC provisions.

The Blind Dog Restaurant CUP expiration was November 13, 2025, and the applicant submitted their written request for an extension on October 28, 2025. The applicant proposes no changes and requests additional time to complete the Conditions of Approval and the Building Permit. There have been no change in circumstance. As a result, the recommendation from Staff is to review the proposed CUP extension for the addition to

the Blind Dog Restaurant at 1251 Kearns Boulevard in the FPZ, conduct a public hearing, and consider approving the CUP extension for one year, based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the Draft Final Action Letter.

Director Ward opened the public hearing at 12:04 p.m. There were no comments. The public hearing was closed.

Director Ward asked if there was a timeline proposed for construction. It was clarified that there is no exact date. It will likely begin in the spring or fall. Director Ward stated that there is only the authority to grant a one-year extension. If there is a request for another extension, that will need to be considered by the Planning Commission.

MOTION: Director Ward APPROVED the 1251 Kearns Boulevard Conditional Use Permit Extension, based on the following:

Findings of Fact:

1. On October 23, 2024, the Planning Commission reviewed a CUP for an addition to the Blind Dog Restaurant at 1251 Kearns Boulevard in the FPZ and directed Staff to draft a Final Action Letter approving the CUP.
2. On November 13, 2024, the Planning Commission conducted a public hearing and approved the CUP with conditions of approval to mitigate parking deficiencies and require future improvements to the Parking Area to bring it into compliance with the Off-Street Parking requirements outlined in Chapter 15-3 of the Land Management Code.
3. Pursuant to LMC § 15-1-10(G), the Planning Director may grant an extension of a CUP for one additional year when the Applicant is able to demonstrate no change in circumstance that would result in an unmitigated impact or that would result in a finding of non-compliance with the review criteria in Section 15-1-10(E) or other provisions of the LMC in effect at the time of the extension request.
4. In accordance with LMC § 15-1-10(G), the Applicant submitted the written request for the CUP extension within one year of the Planning Commission's Final Action approving the CUP; the Applicant proposes no changes to the original approval and requests additional time to complete the Building Permit. There have been no changes in circumstance, including no physical changes to the Property or surroundings that would result in an unmitigated impact or a finding of noncompliance with the LMC.

Conclusions of Law:

1. The CUP Extension request complies with LMC 15-1-10(G), *Conditional Use Permit Review, Expiration*.

Conditions of Approval:

1. Development of the addition at 1251 Kearns Boulevard is subject to the Findings of Fact, Conclusions of Law, and Conditions of Approval in the Planning Commission Final Action letter, dated November 13, 2024.
 2. If a Building Permit is not issued by November 13, 2026, and the Planning Commission has not approved another one-year extension, this approval shall expire, and a new CUP application must be submitted and reviewed by the Planning Commission
- B. 841 Lowell Avenue – Historic District Design Review** – The Applicant Proposes to Construct a Single Family Dwelling in the Historic Residential – 1 Zoning District. PL-25-06632.

Planner II, Meredith Covey, presented the Staff Report and explained that 841 Lowell Avenue is a non-historic structure that straddles three lots. The applicant is proposing to demolish the existing structure, which is not codified as a historic structure, and construct a single-family dwelling on one of the three lots. It would be on the lot furthest south. The proposed structure is 26 feet 9 inches above existing grade, 34 feet 10 inches for interior height, and steps back 10 feet at 17 feet 10 inches above existing grade, which is compliant with the LMC Historic Residential – 1 (“HR-1”) building height regulations.

As conditioned, the proposal is compliant with the LMC lot size, setbacks, height, and footprint regulations in 15-2.2-3. There is also compliance with the Design Regulations for New Residential Infill and the Off-Street Parking Regulations. One of the Conditions of Approval is that prior to submitting a Building Permit, the applicant will be required to demolish the existing structure and coordinate with Summit County to create three individual parcel numbers for the three Old Town lots. Staff recommends that the Planning Director consider approving the request based on the Findings of Fact, Conclusions of Law, and Conditions of Approval in the Draft Final Action Letter.

Director Ward opened the public hearing at 12:08 p.m.

Niels Vernegaard stated that he is the neighbor to the south. He noted that there are a lot of windows on the side of the house that would look right to his home. Mr. Vernegaard wanted to better understand the timeframe for this work. He noted that the prior owner tried to build a single-family home across all three lots. Park City continues to talk about making Old Town more of a community, but he has concerns about rental houses.

An unknown speaker identified himself as the head of the Homeowners Association (“HOA”). He lives next door to the applicant property and asked about the access from the driveway that comes from Empire Avenue. He wanted to know what would happen with that access in the future. There was a question about whether a builder has been identified, which was confirmed.

There were no further comments. The public hearing was closed at 12:11 p.m.

Director Ward reported that the code regulates the ratio of windows to solid elements. Something that is not regulated is the view between properties, but she acknowledged that was a concern expressed during the public hearing. As for the lots in Old Town, during the General Plan process, there was a lot of feedback about incentivizing full-time residents. Director Ward stated that the Construction Mitigation Plan will be worked through during the Building Permit phase. When it comes to access, the home is accessed from below, coming up the unbuilt right-of-way that is maintained privately to the rear of the property. One of the proposals is to shift the access to Lowell Avenue.

The applicant shared information about the timeline and explained that it is based on the market. Most likely, the demolition will occur in the spring or summer. Director Ward clarified that the current scope of review is for a single location. When plans are submitted for the next proposed location, it will be publicly noticed. She informed those present that each property will go through a similar process to the one that is currently underway.

Director Ward noted that the access will be from Lowell Avenue based on the plans. She asked about a Condition of Approval to state that access will be from Lowell Avenue and no future access from the unbuilt right-of-way will be granted unless there is a modification. The condition would clarify that future access will be from Lowell Avenue.

MOTION: Director Ward APPROVED the Historic District Design Review for 841 Lowell Avenue, as amended, according to the following:

Findings of Fact:

1. 841 Lowell Avenue contains Lots 8, 9, and 10, of Block 30 of Snyder’s Addition to Park City.
2. There is an existing Single-Family Dwelling (SFD) on site that straddles the three Lots, which are owned by the Applicant under one parcel ID (Parcel No. SA-311-A).
3. The Applicant proposes to demolish the existing SFD and construct three SFDs – one on each of Lot.

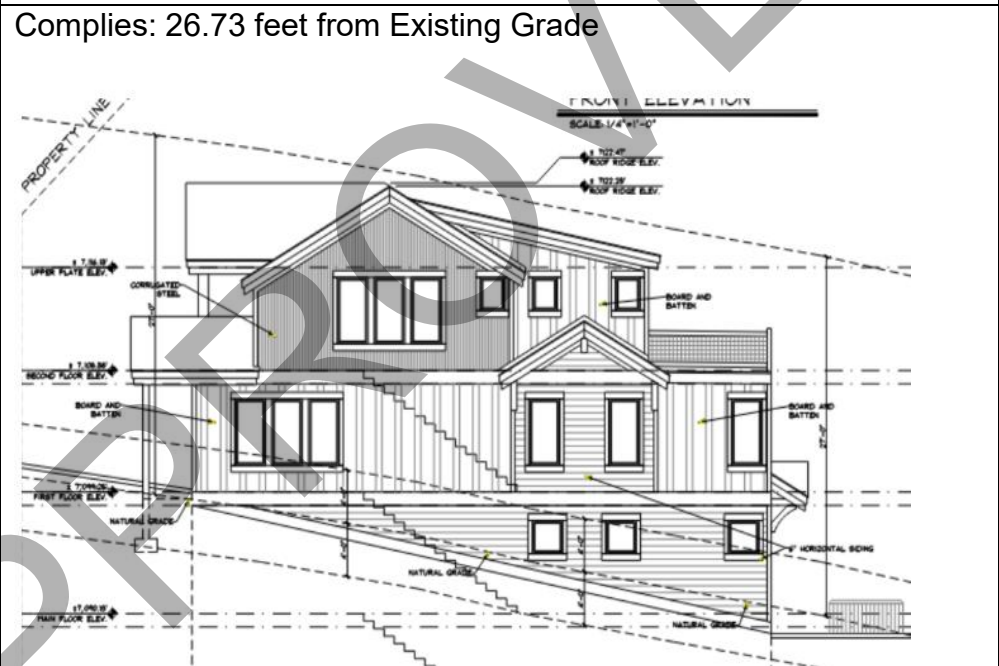
- a. This application is only for the SFD proposed on Lot 10.
- 4. Land Management Code (LMC) § 15-2.2-2 establishes that a SFD is an allowed Use.
- 5. LMC § 15-2.2-3 outlines lot and site requirements for the Zoning District, shown in the table below:

Zoning Requirement	Analysis
Minimum Lot Size – 1,875 square feet Maximum Lot Size – 5,625 square feet	Complies: The Lot is 1,875 square feet.
Minimum Lot Width – 25 feet	Complies: 25 feet
Maximum Building Footprint – 843 square feet (1)	Complies: 842 square feet
Front and Rear Setbacks are established based on Lot Depth pursuant to LMC § 15-2.2-3. For a Lot that is 75 feet deep the Front and Rear Setbacks must be 10 feet each and a total of 20 feet.	<p>Complies: 11-foot Front Setback 13-foot Rear Setback</p> <p>The proposed plans (Exhibit B) show a patio that encroaches into the Rear Setback. Pursuant to LMC § 15-2.2-3(H)(10) patios not more than 30” above Final Grade are permitted within one foot from the Rear Lot Line. The proposed patio is located one foot from the Rear Lot Line and is compliant.</p> <p>Pursuant to LMC § 15-4-2 Fences are permitted in the Rear Setback if they are less than 6 feet in height. The proposed Fence is 6 feet and is complaint.</p> <p>Pursuant to LMC § 15-2.2-3(H)(8) hot tubs are permitted no closer than 3 feet from the Lot Line. The proposed hot tub is 3 feet from the Rear Lot Line; Condition of Approval 20 requires that the hot tub be screened.</p> <p>Pursuant to LMC § 15-2.2-3(H)(10) pathways or steps not more than 30 inches above Final Grade are permitted one foot from the Rear Lot Line. The proposed pathway is compliant.</p>

<p>Side Setbacks are established based on Lot width pursuant to LMC § 15-2.2-3. For a Lot 25 feet wide the Side Setbacks must be 3 feet each with a total of 6 feet</p>	<p>Complies: The Structure is set back 3 feet from each Side Lot Line. Pursuant to LMC § 15-2.2-3(J)(4) 1 foot roof overhangs are permitted on Lots with a Side Setback of less than five feet. The proposed roof overhangs are one foot and are compliant.</p>
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1 - MAXIMUM FP = (A/2) x 0.9A/1875 where FP = maximum Building Footprint and A = Lot Area.

6. LMC § 15-2.1-5 outlines structure's height requirements, shown in the table below:

Zoning Requirement	Analysis
<p>Building Height – 27 feet above Existing Grade</p>	<p>Complies: 26.73 feet from Existing Grade</p>  <p>The drawing is a front elevation of a two-story house with a gabled roof. It shows the building's height relative to the natural ground level. Key measurements include: 17'0" from natural grade to the main floor level, 1'0" from the main floor to the first floor level, 1'0" from the first floor to the second floor level, and 8'7" from the second floor to the upper plate level. The roof ridge is shown to be 1'0" above the second floor level. A dashed line indicates the property line. The drawing is labeled 'FRONT ELEVATION' and 'SCALE: 1/4"=1'-0"'. Other labels include 'CORRUGATED STEEL', 'BOARD AND BATTEN', 'NATURAL GRADE', and 'HORIZONTAL SONG'.</p>
<p>Maximum interior height of 35 feet, measured from the lowest finished floor plane to the point of the highest wall top plate that supports the ceiling joists or roof rafters</p>	<p>Complies: The proposed maximum interior height of the Structure is 34 feet 10 inches.</p>

<p>A ten foot (10') minimum horizontal step in the downhill façade is required. The horizontal step shall take place at a maximum height of twenty-three feet (23') from where the Building Footprint meets the lowest point of existing Grade</p>	<p>Complies: The structure steps back 10 feet at 17 feet 10 inches.</p>
<p>The roof pitch of a Structure's Contributing Roof Form shall be between seven: twelve (7:12) and twelve: twelve (12:12) and shall occupy a minimum horizontal distance of 20 feet measured from the primary façade to the rear of the building, as viewed from the primary public right-of-way.</p>	<p>Complies: When viewed from the primary public right-of-way the contributing roof form is a 10:12 pitch.</p> <p>As demonstrated in the proposed plans (Exhibit B) the roof pitch at the front of the Structure is a 10:12 pitch and extends 18 feet 8 inches when measured from the primary public right-of-way to the rear of the building. The roof then transitions to a 7:12 roof pitch for 1 foot 7 inches.</p>

<p>Secondary Roof Forms may be below the required 7:12 roof pitch and located on the primary façade (such as porches, bay window roofs, etc.).</p>	
<p>Final Grade within 4 feet of Existing Grade</p>	<p>Complies: The Applicant was issued a Determination of Interpolated Grade by the Planning Director on October 14, 2025 (Exhibit C). The proposed Final Grade is within four feet of existing grade as shown below:</p>
	<p>The diagram is a cross-section of a house showing the roof structure and ground levels. The roof is labeled 'STEEL' and 'BOARD AND BATTEN'. The ground level is labeled 'NATURAL GRADE' and 'FINAL GRADE'. The diagram shows the house is built on a slope, and the final grade is within 4 feet of the existing natural grade. Other labels include '6" HORIZONTAL BOARD' and 'NATURAL GRADE' at various points along the slope.</p>

7. Pursuant to LMC §15-3-6(A) two parking spaces are required for a SFD. LMC § 15-3-4(A)(1) requires single garages be 11 feet wide by 20 feet deep. The proposed garage is 11 feet wide by 22 feet and 2 inches deep and is compliant. LMC § 15-3-3(F) requires that Parking Spaces be 9 feet wide by 18 feet long. The proposed Parking Space in front of the garage is 18 feet 4 inches long and 10 feet wide.
8. The Applicant proposes parking in tandem satisfied by the garage and parking in the driveway.
9. The proposal, as conditioned, complies with LMC § 15-13-8 Regulations for New Residential Infill Construction (and Non-Historic Residential Sites) In Historic Districts.

LMC Requirement	Analysis of Proposal
B. Specific Regulations	
1. Site	
<i>a. Building Setbacks and Orientation</i>	
(1) Lot coverage of new buildings shall be compatible with the surrounding Historic Sites.	Complies: The proposed Structure meets the Zoning District requirements for Building Setbacks and maximum Building Footprint and is compatible with surrounding Historic Sites.
(2) Structures shall be located on a site in a way that follows the predominant pattern of historic buildings along the street, maintaining traditional setbacks, orientation of entrances, alignment along the street, and open space.	Complies: The proposed Structure has a front entrance that is oriented towards the street. The proposed Structure is compliant with the HR-1 Zoning District Lot and Site requirements.
(3) The historic town grid shall be preserved by retaining the formal street pattern, maintaining historic lot sizes rather than aggregating the historic-sized lots into larger lots, and preserving the regular rhythm and pattern of lot sizes in a way that reinforces the perception of the grid.	Complies: The Lot size is compliant with the maximum Lot size for the HR-1 Zoning District and preserves the regular rhythm and pattern of Lot sizes in the Historic District.
(4) A new building shall be oriented parallel to the site's lot lines, similar to that of historic building orientations. When similar front yard setbacks are characteristic of the Streetscape or character area, a new building's façade shall be aligned with neighboring buildings' facades. When a variety of building setbacks is part of the historic context, a new building shall be located within the range of setbacks seen historically.	Complies: The proposed Structure is oriented parallel to the site's Lot Lines with the Front Facade aligned with the neighboring Building's Facades facing towards the primary public right-of-way.
(5) New buildings shall have a clearly defined primary entrance oriented toward the street consistent with historic buildings within the Streetscape or character area. Entrances on secondary or tertiary facades of a building shall be	Complies: The proposed Structure's primary entrance is oriented towards the Street and is consistent with Historic Buildings within the character area.

clearly subordinate to the entrance on the primary façade.	
(6) Side yard setbacks similar to those seen historically within the Streetscape or character area shall be established in order to reinforce the pattern of built and open space. The historic rhythm of building spacing in the immediate Streetscape or character area shall be especially considered.	Complies: The proposed Structure has Side Setbacks compliant with the regulations of the HR-1 Zoning District.
<i>b. Topography & Grading</i>	
(1) The natural topography and original grading of a site shall be maintained when feasible.	Complies: The applicant proposes maintaining the Natural Grade of the site, which slopes down toward the rear of the site.
2) Building and site design shall respond to natural features. New infill residential buildings shall step down or up to follow the existing contours of steep slopes.	Complies: The proposed Building design includes a step down to follow the downward Slope toward the rear of the Site.
(3) A new site's natural slope shall be respected in a new building design in order to minimize cuts into hillsides, minimize fill, and minimize retaining walls.	Complies: The proposed Building design follows the natural Slope of the site, which slopes downhill toward the rear of the site.
<i>c. Landscaping and Vegetation</i>	
(1) Existing landscape features that contribute to the character of the Historic District and existing landscape features that provide environmental sustainability benefits shall be respected and maintained.	Condition of Approval Recommended: The Applicant proposes to install landscaping on the Site to include trees and shrubs to replace the vegetation on Site proposed to be removed. Condition of Approval 8 requires that the Applicant replace any Significant Vegetation removed in an equivalent manner on site.
(2) Established on-site native plantings shall be maintained. During construction, established vegetation shall be protected to avoid damage. Damaged, aged, or diseased trees shall be replaced as necessary. Vegetation that may encroach upon or damage a new building may be removed, but shall be replaced with similar vegetation near the original location.	Condition of Approval Recommended: The Applicant submitted a landscape plan that replaces the vegetation proposed to be removed. Condition of Approval 8 requires that the Applicant replace any Significant Vegetation removed in an equivalent manner on Site.
(3) A detailed landscape plan, particularly for areas viewable from the primary public	Condition of Approval Recommended: The Applicant has not proposed detailed

<p>right-of- way, which respects the manner and materials traditionally used in the Historic Districts, shall be provided. When planning for the long-term sustainability of a landscape system, all landscape relationships on the site, including those between plantings and between the site and its structure(s) shall be considered.</p>	<p>landscaping plans. Condition of Approval 9 requires the Applicant to submit a detailed landscaping and irrigation plan demonstrating compliance with LMC § 15-5-5(N) to the Planning Department for review and approval prior to Building Permit issuance.</p>
<p>(4) Landscape plans shall balance water efficient irrigation methods and drought tolerant and native plant material with existing plant material and site features that contribute to the character of the Historic District.</p>	<p>Condition of Approval Recommended: Condition of Approval 9 requires the Applicant to submit a detailed landscaping and irrigation plan demonstrating compliance with LMC § 15-5-5(N) to the Planning Department for review and approval prior to Building Permit issuance.</p>
<p>(5) Use to advantage storm water management features such as gutters, downspouts, site topography, and vegetation that can improve the soil water retention and permeability of a site.</p>	<p>Condition of Approval Recommended: The Applicant has not submitted detailed storm water/drainage mitigation plans. Condition of Approval 10 requires the Applicant to submit detailed storm water and drainage mitigation plans to the Engineering Department for review and approval prior to Building Permit issuance.</p>
<p>(6) The use of Water Wise Landscaping or permaculture strategies for landscape design shall be considered in order to maximize water conservation. Where watering systems are necessary, systems that minimize water loss, such as drip irrigation, shall be used. These systems shall be designed to minimize their appearance from areas viewable from the primary public right-of-way.</p>	<p>Condition of Approval Recommended Condition of Approval 9 requires the Applicant to submit a detailed landscaping and irrigation plan demonstrating compliance with LMC § 15-5-5(N) to the Planning Department for review and approval prior to Building Permit issuance.</p>
<p><i>d. Retaining Walls</i></p>	<p>Condition of Approval Recommended: Staff Recommends Condition of Approval 24 that at the time of Building Permit submittal, any proposed retaining walls must be clearly identified on the plans, showing height and material.</p>
<p><i>e. Fences</i></p>	<p>The Applicant does not propose any new Fencing as part of this application.</p>

<p><i>f. Paths, Steps, Handrails, & Railings (Not Associated with Porches)</i></p>	
<p>(1) New paths and walkways should have a modest, unobtrusive appearance in order to support the sense of a natural setting.</p>	<p>Complies: The Applicant proposes a concrete path to lead to the entry of the Structure, as well as a simple pathway along the west side of the Structure.</p>
<p>(2) New hillside stairs and any associated railings or handrails shall be visually subordinate to the associated building(s) or structure(s) in size, scale, and proportion, and shall complement the Historic District in material, size, scale, and proportion, and massing. To break up the mass of longer-run stairs, changes in the materials of the stairs shall be considered.</p>	<p>Complies: The Applicant proposes minor stairs on the hillside that are visually unobtrusive.</p>
<p><i>g. Gazebos, Pergolas, and other Shade Structures</i></p>	<p>The Applicant does not propose any gazebos, pergolas or other shade Structures as part of this application.</p>
<p><i>h. Parking Areas & Driveways</i></p>	
<p>1. Off-street parking areas shall be located within the rear yard and beyond the rear wall plane of the primary structure when feasible. When locating a parking area in a rear yard is not physically possible, the off street parking area and associated vehicles should be visually buffered from adjacent properties and the primary public right-of-way. Providing a driveway along the side yard of a site shall be considered when feasible.</p>	<p>Complies: The Applicant proposes a single car garage with tandem parking which will visually minimize the impact of vehicles on the Streetscape.</p>
<p>2. Parking areas and vehicular access shall be visually subordinate to character-defining Streetscape or character area elements.</p>	<p>Complies: The new driveway is at grade and the entry to the SFD is proud of the proposed garage.</p>
<p>3. The visual impact of on-site parking shall be minimized by incorporating landscape treatments for driveways, walkways, paths, and structures in comprehensive, complimentary and integrated design.</p>	<p>Complies: The Applicant proposes a driveway leading to a single car garage that is visually subordinate the Structure.</p>
<p>4. Landscape separations shall be provided between parking areas, drives,</p>	<p>Complies: The Applicant does not propose multiple parking areas or</p>

<p>service areas, and public use areas, like walkways, plazas, and vehicular access points. When plant materials are used for screening, they shall be designed to function year-round.</p>	<p>driveways. The Applicant proposes landscaping surrounding the proposed driveway.</p>
<p>5. When locating new off-street parking areas and driveways, the existing topography of a site and integral site features shall be minimally impacted.</p>	<p>Complies: The new driveway will not significantly impact the topography of the Building or any Significant Site features.</p>
<p>6. When locating new off-street parking areas and driveways, the existing topography of a building site and significant site features shall be minimally impacted.</p>	<p>Complies: The new driveway will not significantly impact the topography of the Building or any Significant Site features.</p>
<p>7. For an approved two-car garage, driveway access to the two-car garage may be provided by one maximum 10-foot-wide curb cut and one maximum 10-foot-wide driveway is allowed to access each of the two garages. The two driveways:</p> <p>A. Shall be separated with at least 18 inches of landscaping; and</p> <p>B. Shall include a vertical element at least 18 inches in height, 18 inches in width, and in a length to be approved by the Engineering Department, depending on Right-of-Way encroachments, turning radii, and Sight Distance Triangle.</p>	<p>Condition of Approval required: The Applicant proposes one driveway. Condition of Approval 21 requires the Applicant reduce the width of the driveway to 10 feet prior to submitting a Building Permit.</p>
<p>8. Textured and poured paving materials other than smooth concrete shall be considered for driveways that are visible from the primary public right-of-way. Permeable paving may not be appropriate for all driveways and parking areas.</p>	<p>Complies: The Applicant proposes concrete for the driveway.</p>
<p>9. Consider avoiding paving up to the building foundation in order to reduce heat-island effect, building temperature, damage to the foundation, and storm-water runoff problems.</p>	<p>Complies: The Applicant proposes landscaping between the driveway and the foundation of the home to reduce heat island effect.</p>

<p>10. Snow storage from driveways shall be provided on site.</p>	<p>Condition of Approval recommended: The Applicant proposes a heated driveway to mitigate snow. Condition of Approval 12 requires the Applicant to obtain an Encroachment Agreement from the Engineering Department for the heated driveway system.</p>
<p>2. Primary Structures</p>	
<p><i>a. Mass, Scale & Height</i></p>	
<p>(1) The size and mass of a new residential infill building in relation to open spaces, shall be visually compatible with adjacent historic buildings and historic structures in the surrounding Streetscape or character area.</p>	<p>Complies: The new SFD complies with the maximum Building Footprint requirements for the HR-1 Zoning District as outlined above. The size and massing of the proposed Building on the Site does not differ significantly from other Sites in the character area.</p>
<p>(2) Buildings that utilize traditional building forms – rectangular, cross-wing, pyramid-roof – are encouraged.</p>	<p>Complies: The proposed SFD design utilizes rectangular Building forms and gable roofs.</p>
<p>(3) Historic height, width, and depth proportions that are important in creating compatible infill and maintaining the historic mass and scale of the Streetscape or character area.</p>	<p>Complies: The proposed SFD design complies with the Lot and Site and Building Height requirements for the HR-1 Zoning District.</p>
<p>(4) Building features such as upper story windows, porches, and first floor bays shall be aligned with similar historic building features in the Streetscape or character area. Generally, these elements should align in relation to the topography allowing these elements to “step up” or “step down” the block.</p>	<p>Complies: The larger massing of the new SFD is stepped back and located at the rear of the Lot such that the massing and building design aligns with the natural topography of the site, which slopes downhill toward the rear of the Lot.</p>
<p>(5) The perceived scale of new buildings shall respect the scale established by historic buildings in the character zone. Abrupt change of scale in the character zone is inappropriate, especially when a new, larger building would directly abut smaller historic buildings.</p>	<p>Complies: The proposed SFD respects the scale of the Historic character and does not represent any abrupt changes in scale.</p>
<p>(6) A larger building shall be divided into ‘modules’ that reflect the mass, scale, proportions, and size of historic buildings within the Streetscape or character area. Modules shall be clearly expressed</p>	<p>Complies: The SFD includes distinct modules to break up massing.</p>

<p>throughout the entire building and a single form shall remain the dominant element so the overall mass does not become too fragmented. To minimize the scale perceived from the primary public right-of-way, stepping down the mass of a larger building shall be considered.</p>	
<p>(7) Larger-scaled projects shall also include variations in roof height in order to break up the form, mass and scale of the overall structure.</p>	<p>Complies: The proposed SFD design includes variations in roof Height.</p>
<p>(8) Buildings constructed on lots greater than 25 feet wide shall be designed so that the facades visible from the primary public right-of-way reinforce the rhythm along the street in terms of traditional building width, depth, and patterns within the façade.</p>	<p>Complies: The proposal will reinforce visual unity of the Streetscape because a SFD will be constructed on a Lot that would otherwise be vacant.</p>
<p>(9) Regardless of lot frontage, the primary façade shall be compatible with the width of surrounding historic buildings. The greater width of a building shall be set back significantly from the plane of the primary façade. The width of a new building shall not appear to be visibly greater than historic buildings in the Streetscape or character area. Modules on a primary façade should generally not exceed eleven (11) feet to twenty-five (25) feet in width.</p>	<p>Complies: The proposal complies with the Lot and Site Requirements of the HR-1 Zoning District.</p>
<p>(10) When the overall length of a new structure is greater than seen historically, the design shall employ methods— changes in wall plane, roof heights, use of modules, etc. to diminish the visual impact of the overall building mass, form and scale.</p>	<p>Complies: The length of the new SFD is approximately 50 feet. The SFD design includes a step back of 10 feet at 17 feet 10 inches such that the design follows the downward slope toward the rear of the Lot.</p>
<p>(11) New buildings shall not be significantly taller or shorter than adjacent buildings with special consideration given to surrounding historic buildings.</p>	<p>Complies: The proposed SFD is not significantly taller or shorter than adjacent Buildings.</p>
<p>(12) Primary facades shall be limited to one to two stories in height. (Generally, historic residential facades are about 15</p>	<p>Complies: The primary façade of the SFD is one story in height.</p>

<p>to 20 feet in height from top of the foundation to the top of the gable.)</p>	
<p>(13) Variation in building height may be considered regarding topography. Hillsides for a backdrop for taller buildings, minimizing their perceived height, therefore it may be appropriate for taller building masses to be located on steeper slopes. The facades of taller buildings shall still express a human scale.</p>	<p>Complies: The SFD design follows the topography of the downward slope toward the rear of the Lot.</p>
<p>(14) Beyond the primary façade, the average perceived scale of one-story to two-story buildings shall be maintained. As a means of minimizing the perceived mass of a project, breaking up the height of the building into a set of modules or components that relate to the height of the buildings along the street front shall be considered.</p>	<p>Complies: The SFD design follows the topography of the downward slope toward the rear of the Lot.</p>
<p>(15) Secondary and tertiary elevations may be taller than the established norm when the change in scale cannot be perceived from designated vantage points including the cross-canyon view. This may be appropriate when taller portions will not be seen from a primary public right-of-way.</p>	<p>Complies: The SFD design follows the topography of the downward slope toward the rear of the Lot. The secondary façade is stepped back and appears to be only two stories from the Street frontage.</p>
<p>(16) Taller portions of buildings shall be constructed so as to minimize obstruction of sunlight to adjacent yards and windows.</p>	<p>Complies: The proposed Building design leaves sufficient space between adjacent Properties such that sunlight to adjacent Yards and windows will not be obstructed.</p>
<p><i>b. Foundation</i></p>	
<p>(1) Foundation materials shall be simple in form and minimally visible above grade when viewed from the primary public right-of- way. Acceptable foundation materials may include stone and concrete, wood lattice and vertical boards. Distinction between foundation and wall material shall be clearly defined.</p>	<p>Complies: The proposed foundation material is concrete and is minimally visible when viewed from the primary public right-of-way.</p>

Clapboard siding shall not extend to the ground.	
(2) A site shall be returned to original grade following construction of a foundation. When original grade cannot be achieved, no more than eight inches (8") of the new foundation shall be visible above Final grade on the primary façade. No more than two (2) feet of the new foundation shall be visible above final grade on secondary and tertiary facades.	Condition of Approval Recommended: Condition of Approval 13 requires that the proposed foundation is not more than 8" visible on the primary facade, and 2 feet visible on the secondary and tertiary facades.
(3) A site shall be re-graded so as to blend with the grade of adjacent sites and not create the need for incompatible retaining walls.	Condition of Approval Recommended: Condition of Approval 14 requires that the Site shall be re-graded to blend with the grade of adjacent Sites and not create the need for incompatible retaining walls.
(4) A site shall be re-graded so all water drains away from the structure and does not enter the foundation.	Condition of Approval Recommended: Condition of Approval 14 requires that the Site shall be re-graded so all water drains away from the Structure and does not enter the foundation.
(5) Window or egress wells, when needed, shall not be located on the primary facade. Window or egress wells shall be located beyond the midpoint of the secondary facades, on the tertiary elevation, or in a location that is not visible from the primary public right-of-way.	Complies: The Applicant does not propose any window wells.
<i>c. Doors</i>	
(1) The historic pattern of principal doorways along the street shall be maintained. All buildings that face the street shall have a well- defined primary entrance.	Complies: The proposed SFD design includes a well-defined primary entrance fronting Lowell Avenue.
(2) New doors shall be similar in location, size, and material to those seen traditionally in the Historic District. Doors shall be compatible with the style of both the new building and historical buildings in the Historic District.	Complies: The Applicant proposes wood for all exterior doors.
(3) Doors shall be designed and finished with trim elements similar to those used historically.	Complies: The Applicant proposes wood for all exterior doors.

<i>d. Windows</i>	
(1) Ratios of solid-to-void that are compatible with surrounding historic buildings shall be used. Large expanses of glazing are inappropriate on residential structures. Large glass surfaces shall be divided into smaller windows that are in scale with those seen historically. To maximize views, non-historic window patterns may be considered on tertiary facades; however, the overall ratio of solid-to-glass shall still be respected.	Complies: The solid-to-void ratio is well balanced, and the amount of glazing is appropriate on each side of the Structure.
(2) Windows shall be historic size and shall relate to the human scale of the Historic District. Windows shall be proportional to the scale and style of the building and shall be compatible with the historical buildings in the Historic District.	Complies: The proposed windows are proportional in scale to the scale of the Building. The windows match the historic 2:1 ratio commonly found in the Historic District.
(3) The placement and grouping of windows shall be similar to those seen historically.	Complies: The proposed windows are grouped together and there are no large expanses of glass proposed.
(4) Windows with vertical emphasis are encouraged. The general rule is the height shall be twice the dimension of the width (commonly referred to as 2:1 ratio). Double-hung, vertically proportioned windows similar to those used historically are particularly encouraged. Windows with traditional depth and trim are preferred.	Complies: The majority of the proposed windows match the historic 2:1 ratio.
(5) The number of different window sizes and styles on a building or structure shall be limited.	Complies: The windows are limited in design types, similar in style.
(6) Wood or metal windows similar to those used historically are preferred but aluminum-clad wood windows are also appropriate. Vinyl and aluminum windows are inappropriate.	Complies: The proposed windows are to be wood or aluminum clad wood in material.
(7) New glazing shall match the appearance of historic glazing and/or shall be clear. Metallic, frosted, tinted, stained, textured, and reflective finishes are generally	Complies: The proposed windows are clear in their glazing.

<p>inappropriate for glazing on the primary façade.</p>	
<p>(8) Window muntins shall be true divided lights or simulated divided lights on both sides of the glass. Snap-in muntins are inappropriate.</p>	<p>Complies: The proposed muntins are not snap-in muntins.</p>
<p><i>e. Roofs</i></p>	
<p>(1) Roofs of new residential infill buildings shall be visually compatible with roof shapes and orientation of surrounding Historic Sites and adjacent buildings that contribute to the character of the Historic District. Sloping of roof forms, such as gable, hip, and shed, should be the dominant roof shapes. Roofs composed of a combination of roof planes, but simple in form, are also encouraged. Roofs shall be in scale with those on historic structures.</p>	<p>Complies: The dominant Roof Forms at the site are sloping and are visually compatible with surrounding Historic Sites and non-Historic sites in the character area. The primary Roof Form that is visible from the right-of-way is 10:12 on the rear of the Building.</p>
<p>(2) Roof pitch shall be consistent with the style of architecture chosen for the structure and with adjacent buildings that contribute to the character of the Historic District, with special consideration given to Historic Sites.</p>	<p>Complies: The dominant Roof Forms on the Structure are sloping at a 10:12 pitch and are visually compatible with surrounding Historic Sites and non-Historic sites in the character area.</p>
<p>(3) The alignment that is created by similar heights of primary roofs and porches among historic buildings shall be maintained. This similarity of heights in building features contributes to the visual continuity along the Streetscape or character area.</p>	<p>Complies: The proposed SFD complies with building height requirements of the HR-1 District and is not significantly taller or shorter than other Buildings within the Streetscape.</p>
<p>(4) Roofs shall be designed to minimize snow shedding onto adjacent properties and/or pedestrian paths. Crickets, saddles, or other snow-guard devices shall be placed so they do not significantly alter the form of the roof as seen from the primary public right-of-way.</p>	<p>Condition of Approval recommended: Staff recommends Condition of Approval 22 requiring that roofs be designed to minimize snow shedding onto adjacent properties. The Applicant does not propose any snow-guard devices.</p>
<p>(5) New roof features, such as photovoltaic panels (solar panels), skylights, ventilators, and mechanical or communication equipment shall be visually minimized from the primary public</p>	<p>Complies: The Applicant does not propose solar panels, skylights, ventilators, or mechanical equipment on the roof.</p>

<p>right-of-way so as not to compromise the architectural character of the structure. Roof-mounted features like photovoltaic panels (solar panels) and skylights should be installed parallel to the roof plane when feasible.</p>	
<p>(6) Roof materials should appear similar to those seen historically. Asphalt shingles may be considered. Metal sheeting or standing seam metal roofs with a baked-on paint finish and galvanized or rusted steel sheeting are generally appropriate. Roofs shall have matte finishes to minimize glare. Roof colors shall be neutral and muted and materials shall not be reflective.</p>	<p>Condition of Approval recommended: Staff recommends Condition of Approval 16 requiring that roofing materials have a Solar Reflectivity Index (SRI) of 35 or less.</p>
<p>(7) Overhanging eaves, use of bargeboards, soffits, fascia boards, brackets, and boxed eave returns that are consistent with the style of the architecture of the new building and that are compatible with surrounding buildings shall be incorporated.</p>	<p>Complies: The Applicant proposes asphalt shingles as the primary roofing material.</p>
<p><i>f. Dormers</i></p>	<p>The Applicant does not propose any dormers as part of this Application.</p>
<p><i>g. Gutters and Downspouts</i></p>	
<p>(1) Downspouts shall be located away from architectural features and shall be visually minimized when viewed from the primary public right-of-way.</p>	<p>Complies: Gutters are proposed to tie into a gravel sump drainage system.</p>
<p><i>h. Chimneys and Stovepipes</i></p>	<p>The Applicant does not propose any chimneys.</p>
<p><i>i. Porches</i></p>	
<p>(1) Porches shall be used to define front entrances. Porches typically cover the entrance, and usually extend partially or fully across the main façade. Over-scaled, monumental and under-scaled entries shall be avoided.</p>	<p>Complies: The Applicant proposes a second story porch that is 4 feet 6 inches deep and is set under the main roofline to minimize the impact on the Streetscape.</p>
<p>(2) Porches on primary and secondary facades shall be compatible with a building's style and shall respect the</p>	<p>Complies: The second story porch is small in scale.</p>

scale and proportions found on historic buildings.	
(3) The height of porch decks shall be similar to those found on historic building(s) in the Historic District.	Complies: The Applicant does not propose a porch deck.
(4) Locate porches on new infill construction in a way that follows the predominant pattern of historic porches along the street, maintaining traditional setbacks, orientation of entrances, and alignment along the Streetscape or character area to reinforce the visual rhythm of the buildings and site elements.	Complies: The proposed porch is small in scale and is set under the main roofline to minimize the impact on the Streetscape.
(5) The height of porch decks shall be similar to those found on historic building(s) within the Streetscape or character area.	Complies: The Applicant does not propose a porch deck.
(6) Porch columns and railings shall be simple in design and utilize square or rectangular shapes. If balusters are used, they should be no more than two inches square. Columns should be a minimum of four inches and a maximum of eight inches square.	Complies: The proposed railings are metal and are simple in form and design.
<i>j. Architectural Features</i>	
(1) Simple ornamental trim and decoration is in character with historic architectural ornamentation and is encouraged. Traditional locations for architectural ornamentation are porches and eaves. Other details, like eave depth, mullions, corner boards, and brackets, that lend character to historic buildings shall be considered.	Complies: The overall proposed design and materials are simple and compatible with the Historic District.
3. Mechanical and Utility Systems and Service Equipment	
a. Mechanical equipment and utilities, including heating and air conditioning units, meters, and exposed pipes, shall be located on the tertiary façade or another inconspicuous location. If located on a secondary façade, it shall be screened from view by incorporating it	Condition of Approval recommended: The Applicant proposes a hot tub on the rear patio. Staff recommends Condition of Approval 17 requiring that all mechanical equipment be fully Screened from adjacent Properties.

into the appearance as an element of the design.	
b. Ground-level equipment shall be screened from view using landscape elements such as fences, low stone walls, or perennial plant materials.	Condition of Approval recommended: The Applicant proposes a hot tub on the rear patio. Staff recommends Condition of Approval 17 requiring that all mechanical equipment, including the spa tub, be fully Screened from adjacent Properties.
c. Low-profile rooftop mechanical units and elevator penthouses that are not visible from the primary public right-of-way shall be used. When this is not possible, rooftop equipment shall be set back or screen from all views. Placement of rooftop equipment shall be sensitive to views from upper floors or neighboring buildings.	Complies: The Applicant does not propose any rooftop mechanical equipment.
d. New communications equipment such as satellite dishes or antennae shall be visually minimized when viewed from the primary public right-of-way.	Complies: The Applicant does not propose any new communication equipment.
e. Service equipment and trash containers shall be screened. Solid wood or masonry partitions or hedges shall be used to enclose trash areas.	Complies: The Applicant does not propose any service equipment or trash containers.
4. Materials	
a. Building materials shall be compatible in scale, proportion, texture, finish and color to materials used on Historic Structures in the Historic District. The dimensions of masonry units, wood siding, and other building materials shall be similar to those used historically.	Complies: Pursuant to LMC § 15-13-8(B)(4), the proposed materials are a fiber cement board called "Hardie Plank". The proposed materials are demonstrated to be durable and reflect the appearance of wood siding used historically.
b. The primary siding material for new structures shall appear similar to those on historic structures in the Streetscape or character area. Historically, the most common material on primary structures was painted horizontal lap siding with a reveal between 6 to 8 inches. Secondary structures such as barns and sheds typically had siding of unpainted wood (horizontal lap or vertical board and batten) or corrugated metal panels.	Complies: The proposed siding is to be similar to those on Historic Structures. The Applicant proposes horizontal siding where visible from the primary public right of way to complement the streetscape. The Applicant proposes vertical siding on the secondary and tertiary facades.

<p>c. Building materials shall be applied in the manner similar to that used historically. Typically, a 'hierarchy' of building materials should be used, with heavier, more durable materials for foundations and more refined materials above foundations. Building materials, especially masonry, shall be used in the manner they were used historically.</p>	<p>Complies: The proposed materials follow a hierarchy with the concrete foundation located at the bottom of the Structure.</p>
<p>5. Paint and Color</p>	
<p>a. Paint color is not regulated by the Regulations.</p>	
<p>b. Original materials such as brick and stone that was historically left unpainted shall not be painted.</p>	<p>Condition of Approval Recommended: Brick and stone, where historically unpainted shall not be painted.</p>
<p>c. Wood siding that is not painted, shall be finished with a durable stain or treatment that complements and does not distract from adjacent Historic Structures or the character area. Refer to the Master List of Non- Historic Materials and Finishes on file with the Planning Department for wood finishes and treatments that are compatible with the Historic Districts.</p>	<p>Complies: The Applicant does not propose wood siding, and instead proposes a fiber cement siding that is painted.</p>
<p>d. Rustic, unfinished wood siding is generally not appropriate on houses, but may be appropriate on accessory structures or additions to historic buildings. A transparent or translucent weather-protective finish shall be applied to wood surfaces that were not historically painted.</p>	<p>Complies: The Applicant does not propose any unfinished wood siding.</p>
<p>e. Low-VOC (volatile organic compound) paints and finishes should be used when possible.</p>	<p>Condition of Approval recommended: Staff recommends Condition of Approval 18 requiring that low-VOC (volatile organic compound) paints and finishes be used when possible.</p>
<p>6. Garages</p>	
<p><i>Attached Garages</i></p>	
<p>1. A single-vehicle garage door not greater than 9 feet wide by 9 feet high shall be used to access a garage addition.</p>	<p>Condition of Approval: Staff recommends Condition of Approval 23 requiring the garage door be no greater than 9 feet wide by 9 feet tall.</p>

<p>2. Single car wide tandem garages are recommended. Side-by-side parking configurations are strongly discouraged; if used, they shall be visually minimized when viewed from the primary public right-of-way.</p>	<p>Complies: The proposed garage is a single car wide; the Applicant proposes Tandem Parking in the driveway. The proposed Parking Space in front of the garage is 18 feet 4 inches long and 10 feet wide.</p>
<p>3. Garages featuring a side-by-side parking configuration shall maintain a 2 foot horizontal offset in the front wall plane.</p>	<p>Complies: The Applicant does not propose a side-by-side parking configuration.</p>
<p>4. Garages shall be subordinate to the pedestrian entrance of the house. Where excavation is required for access to the garage, the pedestrian entrance should still be clearly articulated. When excavation is not required, the pedestrian entrance shall be proud of the garage wall plane.</p>	<p>Complies: The proposed garage door is set back from the pedestrian entrance. The pedestrian entrance is articulated by being proud of the garage.</p>
<p>7. Decks</p>	<p>The Applicant does not propose any Decks.</p>
<p><i>Balcony and Roof Decks</i></p>	
<p>a. New balconies and roof decks shall be visually subordinate to the new building and shall be minimally visible from the primary public right-of-way.</p>	<p>Complies: The Applicant proposes one rooftop Deck that is on the rear of the Structure and is not visible from the primary public right-of-way.</p>
<p>b. A new balcony shall be simple in design and compatible with the character of the Historic District. Simple wood and metal designs are appropriate for residential structures. Heavy timber and plastics are inappropriate materials.</p>	<p>Complies: The proposed Rooftop Deck is simple in material. The proposed railings are metal.</p>
<p><i>New Accessory Structures</i></p>	
<p><i>Additions to Existing Non-Historic Structures</i></p>	<p>The Applicant proposes the construction of a new SFD and does not include an addition of an existing Non-Historic Structure.</p>
<p><i>Reconstruction of Non-Surviving Structures</i></p>	
	<p>The Applicant does not propose reconstructing any non-surviving structures. There is no evidence of any non-surviving Historic Structure at the Site.</p>

Conclusions of Law:

1. The proposal complies with LMC § 15-11-12 *Historic District or Historic Site Review*.
2. The proposal, as conditioned, complies with LMC Chapter 15-2.2-3 *Historic Residential – 1*.
3. The proposal, as conditioned, complies with LMC § 15-13-8 *Regulations for New Residential Sites in the Historic District*.

Conditions of Approval:

1. Final building plans and construction details shall reflect substantial compliance with the plans approved January 15, 2026 by the Planning Department. 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.
2. If the Applicant does not obtain a complete Building Permit within one year of the date of this approval, this HDDR approval will expire unless the Applicant submits a written extension request to the Planning Department prior to the expiration date and the Planning Department approves an extension.
3. The Applicant is responsible for notifying the Planning and Building Departments prior to making any changes to the approved plans.
4. Any changes, modifications, or deviations from the approved scope of work shall be submitted in writing for review and approval/denial in accordance with the applicable standards by the Planning Director or their Designee prior to construction.
5. The Applicant shall obtain Chief Building Official approval for proposed snow release plans for the site. The Applicant shall provide adequate snow storage for the new driveway on site and obtain Engineering Department approval for proposed snow storage areas prior to Building Permit issuance.
6. An encroachment agreement may be required prior to the issuance of a Building Permit for projects utilizing soils nails that encroach onto neighboring properties.

7. A Soils Report completed by a geotechnical engineer as well as a temporary shoring plan, if applicable, will be required at the time of Building Permit application.
8. The Applicant shall replace any significant vegetation removed in an equivalent manner on site.
9. The Applicant shall submit a detailed landscaping and irrigation plan demonstrating compliance with LMC Section 15-5-5(N) to the Planning Department for review and approval prior to Building Permit issuance.
10. The Applicant shall submit detailed storm water and drainage mitigation plans to the Engineering Department for review and approval prior to Building Permit issuance.
11. The Applicant shall configure drainage behind retaining walls away from the walls to abate retaining wall failure.
12. The Applicant shall obtain an Encroachment Agreement from the Engineering Department for the heated driveway system.
13. The proposed foundation shall not be more than 8" visible on the primary facade, and 2 feet visible on the secondary and tertiary facades.
14. The site shall be re-graded so as to blend with the grade of adjacent sites and not create the need for incompatible retaining walls. The site shall be re-graded so all water drains away from the structure and does not enter the foundation.
15. The Applicant shall obtain an Encroachment Agreement for the heated driveways prior to Building Permit issuance.
16. Roofing materials shall have a Solar Reflectivity Index (SRI) of 35 or less.
17. All mechanical equipment shall be fully screened from adjacent properties.
18. Low VOC paints and finishes should be used when possible.
19. Mature trees shall be protected from damage during the construction of a deck by minimizing ground disturbance and by limiting use of heavy construction equipment.

20. The hot tub shall be set at least 3 feet from the Rear Lot Line and shall be screened.
 21. Prior to submitting a Building Permit application, the width of the driveway shall be reduced to 10 feet.
 22. Roofs shall be designed to minimize snow shedding onto adjacent properties.
 23. The garage door shall be no greater than 9 feet wide by 9 feet tall.
 24. At the time of Building Permit submittal, any proposed retaining walls must be clearly identified on the plans, showing height and material.
 25. Prior to submitting a Building Permit, the Applicant shall demolish the existing structure and coordinate with Summit County to create three individual parcel numbers for the three Old Town Lots
 26. Access to the property will be from Lowell Avenue. Access and parking from the unbuilt right-of-way is prohibited.
- C. 2900 Deer Valley Drive – Administrative Conditional Use Permit –** The Applicant Proposes to Construct a 40 Foot by 60 Foot (2,400 square feet) Temporary Tent for a Reception Venue During the 2026 Brand Storytelling Event. The Tent Will be Installed in a Private Plaza Area, January 21-24, 2026, in the Residential Development Zoning District. PL-25-06774.

Planning Technician, Elle Anne, presented the Staff Report and explained that this is an Administrative CUP for 2900 Deer Valley Drive. It is located in the Residential Development (“RD”) Zoning District and the proposal is to install a 40 foot by 60 foot temporary tent for a reception venue during the 2026 Brand Storytelling Event. The tent will be installed in a private plaza area from January 21 to 24, 2026. The proposal complies with the LMC Conditional Use review process, Temporary Tents, Structures, and Vendors, as well as the RD Zoning District. Conditions of Approval were reviewed.

The tent shall be installed no earlier than January 20, 2026, and shall be removed by January 25, 2026. The applicant shall submit for a Fire Permit with the Building Department prior to installation of the temporary tent. The Building Department has requested that manufacturer specifications indicate that the tent can handle a ground snow load of a minimum of 117 psf and that snow must be removed regularly. Staff recommends that the proposed plan be reviewed, a public hearing be conducted, and approval be considered for the Administrative CUP for 2900 Deer Valley Drive.

Director Ward opened the public hearing at 12:21 p.m. There were no comments. The public hearing was closed.

MOTION: Director Ward APPROVED the Administrative Conditional Use Permit at 2900 Deer Valley Drive, based on the following:

Findings of Fact:

1. The Applicant, The Lodges at Deer Valley (The Lodges), proposes installing a 40-foot by 60-foot (2,400 square feet) temporary tent for a reception venue during the 2026 Brand Storytelling event. The tent will be installed in a private plaza area January 21-24, 2026.
2. The Lodges is located at 2900 Deer Valley Drive East in the Residential Development (RD) Zoning District proximate to Deer Valley Resort. According to the Applicant, since 2016, the Lodges has hosted the Brand Storytelling event.
3. The Applicant received Planning Department approvals in 2020, 2022, 2023, 2024, and 2025 to install a temporary tent of the same size and dimensions to be used as a reception area for the main event.
4. Temporary tents/structures/improvements are a conditional use in the RD Zoning District and require an Administrative Conditional Use Permit (ACUP).
5. The temporary tent is 40 feet by 60 feet, or 2,400 square feet.
6. With the approval of the ACUP, the proposal to install a temporary tent complies with the RD Zoning District requirements in Land Management Code (LMC) Chapter 15-2.13.
 - a. Front Setback: 10 Feet
 - i. Complies: The temporary tent is located more than 150 feet from the front Lot line.
 - b. Side Setbacks: 12 Feet
 - i. Complies: The temporary tent is located 40 feet from the south side Lot line and more than 150 feet from the north side Lot line.
 - c. Rear Setbacks: 15 Feet
 - i. Complies: The temporary tent is located more than 150 feet from the rear Lot line.

- d. Building Height: 28 feet from Existing Grade
 - i. Complies: The temporary tent will be a maximum of 20 feet tall, measured from the existing concrete patio.
- e. Outdoor Events and Music requirements found in LMC § 15-2.13-8
 - i. Notification of Adjacent Property Owners
 - 1. Staff mailed courtesy notice to adjacent property owners on December 30, 2025.
 - ii. No violation of the City Noise Ordinance, Title 6
 - 1. Condition of Approval recommended: See Condition of Approval 3.
 - iii. Impacts on adjacent Residential Uses
 - 1. No required mitigation: The temporary tent will be located within the existing plaza at The Lodges and will not impact adjacent Residential Uses.
 - iv. Proposed plans for music, lighting, Structures, electrical, signs, etc.
 - 1. Condition of Approval recommended: See Condition of Approval 3. No lighting, signs, or changes to exterior lighting are proposed.
 - v. Parking demand and impacts on neighboring Properties.
 - 1. Condition of Approval recommended: See Condition of Approval 4.
 - vi. Duration and hours of operation.
 - 1. Condition of Approval recommended: The temporary tent will be installed January 21-24, 2026. See Condition of Approval 5.
 - vii. Impacts on emergency Access and circulation
 - 1. No required mitigation: The Development Review Committee reviewed the proposal and confirmed the proposal conforms with the emergency access and circulation standards.
- 7. Tents are considered a Temporary Structure under the International Fire Code; the tent will require a Fire Permit to be Submitted with the Building Department.
- 8. The Proposal, as conditioned, meets the standards of LMC § 15-4-16 Temporary Structures, Tents, and Vendors.
 - a. The Applicant shall provide written notice of the Property Owner's permission.

- i. Complies: The Lodges at Deer Valley HOA provided written approval.
 - b. The proposed Use shall not diminish existing parking. Any net loss of parking shall be mitigated in the Applicant's plan.
 - i. Condition of Approval recommended: The temporary tent will not impede any existing on-site parking due to the location of installation – a private, interior plaza. The event manager plans up to 200 attendees per day. All attendees are invite-only and will stay at The Lodges or nearby properties. Deer Valley will assist with shuttling to The Lodges for any attendees staying off-site. See Condition of Approval 4.
 - c. The Use shall not violate the Noise Ordinance, Municipal Code Chapter 6-3.
 - i. Condition of Approval recommended: See Condition of Approval 3.
 - d. The Use shall comply with the LMC, the signage shall comply with the Sign Code, Title 12, and the lighting shall comply with LMC Section 15-5-5(J).
 - i. No required mitigation: The proposal does not include temporary signs or outdoor lighting.
- 9. The Planning Department shall approve an administrative Conditional Use if reasonable conditions are proposed, or can be imposed, to mitigate the reasonably anticipated detrimental effects of the proposed Use in accordance with applicable standards.
- 10. The Planning Department may deny the Conditional Use if the proposed Use cannot be substantially mitigated by the proposal or imposition of reasonable conditions to achieve compliance with applicable standards.
- 11. The proposal, as conditioned, complies with the Conditional Use Permit criteria outlined in LMC § 15-1-10(E).
 - a. Size and Location of the Site
 - i. No required mitigation: The site is developed and used as a Condominium Hotel. There are no proposed permanent physical changes to the site.
 - b. Traffic
 - i. Condition of Approval recommended: The tent is located within a private plaza, internal to the site, and will not impact traffic flow on any public Rights-of-Way. The event manager plans up to 200 attendees per day. All attendees are invite-

only and will stay at The Lodges or nearby properties. Deer Valley will assist with shuttling to The Lodges for any attendees staying off-site. Programming starts at 10:00 AM and finishes at 7:00 PM. Attendees will not arrive at the same time. See Condition of Approval 4.

- c. Utility Capacity
 - i. No required mitigation: On December 16, 2025, the Development Review Committee reviewed the proposal and had no comments regarding the utility capacity.
- d. Emergency Vehicle Access
 - i. No required mitigation: The Park City Fire District reviewed the proposed temporary tent on December 16, 2025, and confirmed the proposal conforms with their requirements.
- e. Off-Street Parking
 - i. Condition of Approval recommended: Because most event attendees will stay at The Lodges, additional parking demand is not anticipated. Those attendees staying at nearby properties will arrive by shuttles run by Deer Valley. See Condition of Approval 4.
- f. Internal Vehicular and Pedestrian Circulation
 - i. No required mitigation: The temporary tent will not impact vehicle circulation or pedestrian access to the existing structures.
- g. Fencing, Screening, and Landscaping
 - i. No required mitigation: The tent is temporary and will be screened by the site's existing Structures. No changes to the landscaping are proposed or approved.
- h. Building Mass, Bulk, and Orientation
 - i. No required mitigation: The temporary tent is 40 feet by 60 feet or 2,400 square feet and fits within the existing plaza without impacting the pedestrian circulation.
- i. Useable Open Space
 - i. No required mitigation: The temporary tent will not impact any public Open Space.
- j. Signs and Lighting
 - i. No required mitigation: The Applicant does not propose temporary or permanent signs or outdoor lighting.
- k. Physical Design and Compatibility with Surrounding Structures
 - i. No required mitigation: The proposed temporary tent will be located within the existing plaza in an appropriate location for participants of the event to access easily.
- l. Noise, Vibration, Odors, Steam, or Other Mechanical Factors

- i. Condition of Approval recommended: See Condition of Approval 3. The site will not emit vibration, odors, steam, or other mechanical elements installed.
 - m. Control of Delivery and Service Vehicles, Loading and Unloading Zones, and the Screening of Trash and Recycling Pickup Areas
 - i. No required mitigation: The temporary tent will not block delivery or service vehicle loading zones. The site has established trash and recycling locations.
 - n. Expected Ownership and Management
 - i. No required mitigation: The installation of the temporary tent is overseen by Andrew Parkhill of Brand Storytelling. The Lodges at Deer Valley provided a letter supporting the event and signed the ACUP Application.
 - o. Within and Adjoining Environmentally Sensitive Lands, Physical Mine Hazards, Historic Mine Waste, Park City Soils Ordinance, and Steep Slopes
 - i. No required mitigation: Not applicable. The temporary tent will be located on an existing hard-scaped patio and will not affect any environmentally sensitive lands, mine waste or steep slopes.
 - p. Reviewed for Consistency with the Goals and Objectives of the Park City General Plan
 - i. No required mitigation: The Use is consistent with the Appendix for the General Plan Implementation Matrix Community Character Focus Area: Small Town Feel Strategy 1E and supports the continued success of the multi-seasonal tourism economy while preserving the community character.
 - q. Radon Mitigation
 - i. No required mitigation: Not applicable; there is no residential component to this ACUP.
- 12. On December 16, 2025, the Development Review Committee reviewed the proposal and requires Condition of Approval 6.
- 13. Staff published notice on the City's website, City Hall, and the property owners on December 30, 2025. Staff mailed courtesy notice to adjacent property owners on December 30, 2025.

Conclusions of Law:

- 1. The Application, as conditioned, complies with LMC Chapter 15-2.13 *Residential Development (RD) District*, LMC § 15-1-10(E) *Conditional Use*

Review Process, and LMC § 15-4-16 Temporary Structures, Tents, and Vendors.

2. The proposed Use, as conditioned, will be compatible with the surrounding Structures in Use, scale, mass, and circulation.
3. The effects of any difference in Use or scale have been mitigated through careful planning.

Conditions of Approval:

1. The plans shall reflect substantial compliance with the plans reviewed on January 15, 2026, by the Planning Department. Any changes, modifications, or deviations from the approved design that have not been approved in advance by the Planning Department may result in denial of a final Fire Permit.
2. The Applicant shall notify the Planning Department, in writing, prior to making any changes to these plans.
3. Speakers and general event noise shall comply with the City Noise Ordinance, Municipal Code of Park City Chapter 6-3.
4. The event manager shall ensure that all attendees staying at neighboring properties to The Lodges prioritize utilizing the shuttles provided by Deer Valley or encourage walking to ensure parking is reserved for guests of The Lodges.
5. The tent shall be installed no earlier than January 20, 2026, and shall be removed by January 25, 2026.
6. The Applicant shall submit a Fire Permit with the Building Department prior to installation of the temporary tent. Manufacturer specifications must indicate the tent can handle a ground snow load of a minimum 117 psf. Snow will need to be removed regularly either by pushing from the inside or brushing from the outside. Guy lines need to be tightened in between snowstorms

- D. 7520 Royal Street – Administrative Conditional Use Permit –** The Applicant is Proposing a 400 Square Foot Temporary Structure as a Pop-Up Vendor at the Goldener Hirsch in the Residential Development Zoning District and Sensitive Land Overlay. PL-25-06796.

Planner I, Jaron Ehlers, presented the Staff Report and explained that this is an Administrative CUP for 7520 Royal Street for a temporary structure. It is proposed to be located at the Goldener Hirsch Hotel. Planner Ehlers shared an image with those present and explained that the image on the right shows the location of the patio, which is currently used for outdoor dining. That is where the proposed structure will be located. The Site Plan was shared to further highlight the location of the proposed structure on the patio.

In December 2016, a CUP was approved for Goldener Hirsch, and as part of that, it was made clear that Administrative CUPs are required for outdoor activities. This request complies with the RD and Sensitive Land Overlay (“SLO”) requirements, as it is being built on an existing patio. There will be no additional site disturbance. It also complies, as conditioned, with the CUP criteria. Staff recommends that the Planning Director review the proposed Administrative CUP, conduct a public hearing, and consider approval.

Director Ward asked if there has been an opportunity to connect with the Park City Fire District. The applicant representative, Jamie Martin, confirmed this. Director Ward believed this is intended for people who are already on the site and are staying at Goldener Hirsch. Ms. Martin explained that it is for anyone who could be coming to the restaurant. She noted that there are can be walk-ins at the restaurant in this location.

Director Ward opened the public hearing at 12:24 p.m. There were no comments. The public hearing was closed.

MOTION: Director Ward APPROVED the Administrative Conditional Use Permit for 7520 Royal Street, based on the following:

Procedural History:

1. On December 12, 2016, the Planning Commission approved a Conditional Use Permit (CUP) for The Goldener Hirsch. Condition of Approval 23 from the 2016 Final Action Letter states: “Outdoor activities on the Plaza, including Outdoor Dining and outdoor events, require compliance with the Land Management Code, including approval of Administrative Conditional Use permits, if applicable.”
2. On February 26, 2025, the 13th Amended Deer Valley MPD was approved by the Planning Commission.

3. On January 2, 2026, the Applicant applied for an ACUP for a Temporary Structure. On January 6, 2025, Staff deemed the application complete.

Findings of Fact:

1. The Applicant proposes to install a 400-square-foot Temporary Structure for use as a pop-up display retail space for J. Crew and U.S. Ski & Snowboard from January 16-18, 2026.
2. The proposed Temporary Structure is at The Goldener Hirsch Hotel (7520 Royal Street) within the Residential Development (RD) Zoning District, the Sensitive Land Overlay (SLO), and the Deer Valley Master Planned Development (MPD).
3. The Temporary Structure would be located on an outdoor patio at The Hirsch Restaurant.

Residential Development Zoning District Requirements

4. Land Management Code (LMC) § 15-2.13-2(B)(3) states that Temporary Improvements are Administrative Conditional Uses.
5. The Temporary Structure will be located within the Common Area of the Golden Deer Phase One Subdivision (Summit County Entry #334606). The Applicant has provided proof of approval by the Silver Lake Plaza Association.
6. Detached Accessory Structures must not exceed 18 feet in Height (LMC § 15-2.13-3(G)(9)). The proposed Structure is nine Feet in Height. Sensitive Land Overlay Zone Regulations.
7. The proposed Temporary Structure is entirely on an existing patio with no expansion of site disturbance.

Temporary Structures, Tents, and Vendors

8. A Temporary Structure cannot be up for more than 180 Days (LMC § 15-15-1). The proposed Temporary Structure would be up for a maximum of three days, from January 16-18, 2026 (Condition of Approval 7).
9. Written notice of Property Owner's permission (the Manager of the Goldener Hirsch) is provided as part of the Application (LMC § 15-4-16(B)(1)).

10. Parking is not diminished because the Temporary Structure is on an existing patio and intended to serve pedestrian traffic along the Silver Lake Plaza (LMC § 15-4-16(B)(2)).
11. The proposed Temporary Structure is along the edge of the patio, away from the main plaza area with most of the pedestrian traffic and routes for emergency personnel. The Development Review Committee (DRC) reviewed the project on January 6, 2026, and confirmed it met their standards (LMC § 15-4-16(B)(3)).
12. The Temporary Structure and its users shall abide by the Noise Ordinance, Municipal Code Chapter 6-3 (Condition of Approval 3) (LMC § 15-4-16(B)(4)).
13. The Applicant shall comply with the Sign Code, Title 12 (Condition of Approval 4) (LMC § 15-4-16(B)(5)).
14. The Temporary Structure will require a Fire Permit from the Building Department prior to installation to ensure compliance with the Summit County Health Code, the Fire Code, and International Building Code (Condition of Approval 5) (LMC § 15-4-16(B)(6) and LMC § 15-4-16(B)(7)).
15. The Applicant shall adhere to all applicable City and State licensing requirements (LMC § 15-4-16(B)(8)).

Conditional Use Permit Review Criteria, Land Management Code Section 15-1-10(E)

16.

CUP Review Criteria	Analysis of Proposal
Size and location of the Site	No required mitigation. The Temporary Structure is on an existing above-grade patio. The area is already developed and used for Outdoor Dining
Traffic conditions including capacity of the existing Streets in the Area	No required mitigation. The Engineering Department's Traffic Impact Study (TIS) Guidelines require a TIS if a development will generate 25 or more net new vehicle trips during the weekday AM or PM peak hour or other analysis hour at the discretion of Park City

	staff. There will be no new vehicle trips generated as the users of the Temporary Structure will be pedestrians already using the Silver Lake Plaza.
Utility capacity	No required mitigation. The proposed Temporary Structure will not increase Utility usage beyond what is required for existing Uses, as confirmed by the DRC on January 6, 2026.
Emergency vehicle access	No required mitigation. With the Temporary Structure located on an existing patio, emergency vehicle Access is unchanged, as confirmed by the DRC on January 6, 2026.
Off-Street Parking	No required mitigation. See Finding of Fact 10.
Internal vehicular and pedestrian circulation system	No required mitigation. The proposed Temporary Structure is on an existing above-grade patio and does not encroach on the existing pedestrian plaza or internal vehicular system.
Fencing, Screening, and Landscaping	No required mitigation. There is no Fencing, Screening, or Landscaping required or proposed with this application.
Building mass, bulk, and orientation	No required mitigation. The proposed Temporary Structure is in an area already used for Outdoor Dining and is appropriate in size and scale for the Site because it will not impede the existing pedestrian circulation system.
Usable Open Space	No required mitigation. There are no proposed changes to existing Open Space as the area affected is an existing paved patio.
Signs and lighting	Condition of Approval recommended. Staff recommends Condition of Approval 4 requiring a Sign Permit for any proposed Signs. Any outdoor lighting must be down-directed and fully shielded, with bulbs 3000 degrees Kelvin or less (LMC § 15-5-5(J)).
Physical design and Compatibility	No required mitigation.

	The proposed Temporary Structure is appropriate in size, scale, and design for the intended Use.
Noise, vibration, odors, steam, or other mechanical factors	Condition of Approval recommended. Staff recommends Condition of Approval 3: "The Use shall comply with Municipal Code Chapter 6-3 Noise." Staff recommends Condition of Approval 6 which limits hours of operation to noon to 5 p.m.
Control of delivery and service vehicles, loading and unloading zones, and Screening of trash and recycling pickup Areas	Condition of Approval recommended. The proposed location of the Temporary Structure will not affect any loading or unloading zones. Condition of Approval 8 requires all trash and recycling to be located inside The Goldener Hirsch.
Expected Ownership	No mitigation required. The submitted application form is signed by C. Hope Eccles. The Silver Lake Plaza Association provided a letter of approval.
Environmentally Sensitive Lands	No mitigation required. The Temporary Structure is not on or near Steep Slopes, Physical Mine Hazards, or Mine Waste, and is outside of the Park City Soils Ordinance boundary.
Reviewed for consistency with the goals and objectives of the General Plan	No mitigation required. The proposed Use of the Site is consistent with Strategy 1E of the Small Town Feel Focus Area of the 2025 General Plan, as it helps provide a comfortable visitor experience and supports the resort economy.
Radon Mitigation	No mitigation required. LMC § 15-1-10(E)(17) only applies to residential Conditional Uses.

Conclusions of Law:

1. The proposed Use is compatible with the requirements of the Residential Development District, LMC Chapter 15-2.13.
2. The proposed Use is compatible with the requirements of the Sensitive Land Overlay, LMC Chapter 14-2.21.

3. The proposed Use is compatible with the requirements of Temporary Structures, Tents, and Vendors, LMC Section 15-4-16.
4. The proposed Use is compatible with the requirements of Conditional Use Review Process, LMC Section 15-1-10.
5. The effects of any differences in Use or scale have been mitigated through careful planning.

Conditions of Approval:

1. Final building plans and construction details shall reflect substantial compliance with the final plans submitted to the Planning Department and reviewed January 15, 2026, by the Planning Director.
2. 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 the review and approval/denial in accordance with the applicable standards by the Planning Director prior to installation.
3. The Applicant shall adhere to Municipal Code of Park City Chapter 6-3, Noise.
4. Prior to any installation of Signage, the Applicant must receive a Sign Permit from the Planning Department.
5. The Use shall not violate the Summit County Health Code, the Fire Code, or State regulations on a mass gathering and shall receive a Fire Permit from the Building Department prior to installation.
6. The Use shall only be operated from noon to 5 PM daily.
7. The Temporary Structure may only be operated from January 16, 2026, through January 18, 2026, and must be deconstructed immediately after.
8. All trash and recycling receptacles must be located inside The Goldener Hirsch and not visible to guests.

2. ADJOURNMENT

The Park City Administrative Public Hearing adjourned at approximately 12:25 p.m.