

PARK CITY MUNICIPAL CORPORATION
ADMINISTRATIVE PUBLIC MEETING MINUTES
PLANNING DEPARTMENT
<https://us02web.zoom.us/j/88167820277>
October 16, 2025

STAFF:

Rebecca Ward, Planning Director; E. Roman, Planning Administrative Assistant.

PUBLIC:

Adam Smath (Virtual), Marsh Flint (Virtual).

=====

The Planning Director called the meeting to order at 12:00 PM.

REGULAR AGENDA/PUBLIC HEARINGS/POSSIBLE ACTION

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

Planning Director Rebecca Ward noted staff were unable to attend due to illness and provided an overview of the proposal and indicated that the Yurt would be installed from November 2025 to May 2026 for use by the Bonanza Flat open space and transit users, the proposed 450-Square-Foot Yurt will be 13 Feet in Height and will be installed north of the existing parking area for the trailhead. She also stated that under Building Code requirements, the Yurt will need to be removed 180 days after installation.

At 12:02 PM, the Planning Director opened a public hearing. There was no input.

At 12:02 PM, the Planning Director closed the public hearing.

MOTION: The Planning Director **APPROVED** the Administrative Conditional Use Permit in accordance with the Findings of Fact, Conclusions of Law, and Conditions of Approval.

Findings of Fact

1. The Empire Pass View Trailhead (Parcel PCA-S-98-SD-1) is 46 acres and located in the Recreation and Open Space (ROS) Zoning District and Sensitive Land Overlay (SLO) accessed by SR 224 (Marsac Avenue/Guardsman Pass Road).
2. The Applicant proposes installing a one-time Ski-related Accessory Building for a winter day-use yurt.
3. The proposed warming yurt is 24 feet in diameter (450 square feet) and approximately 13 feet in height on a permanent poured concrete pad with a temporary wooden platform just north of the Empire Pass Trailhead parking area and the walls will be made of either polyester or vinyl.
4. The yurt is proposed to be installed in November 2025 and removed by May 2026, not to exceed 180 days.
5. The proposed Ski-related Accessory Building complies with the Temporary Structure requirements and is at least 44 feet from any Property Line.
6. LMC § 15-15-1 Defined Terms defines "Temporary Structure":
 - a. Temporary Structure: A standalone Structure, or a Structure that is partially affixed to an existing Building on a temporary basis not to exceed 180 days as set forth by the International Building Code
7. The Building Code limits installations of Temporary Structures to no more than 180 days.
8. The proposed yurt complies with the Sensitive Land Overlay Requirements outlined in LMC Chapter 15-2.21.
 - a. The proposed Ski-related Accessory Building (yurt) is proposed to be installed within an existing Trailhead adjacent to the parking area. No additional land disturbance is proposed or approved with this project scope.
9. The proposed Ski-related Accessory Building complies with the Temporary Structures, Tents, and Vendors Requirements outlined in LMC Section 15-4-16.
 - a. The Applicant shall provide written notice of the Property Owner's permission.
 - i. The submitted application form is signed by the Trails and Open space Ranger with Park City Municipal Corporation.
 - b. The proposed Use should not diminish existing parking. Any net loss of parking shall be mitigated in the Applicant's plan.

- i. The proposed yurt will not diminish existing Parking Spaces.
 - c. The proposed Use shall not impede pedestrian circulation, emergency Access, or any other public safety measure.
 - i. The Development Review Committee reviewed this application and found the proposal complies with their requirements. The yurt is located on an area that is not used for pedestrian circulation or emergency access.
 - d. The Use shall not violate the Noise Ordinance, Municipal Code Chapter 6-3.
 - i. Condition of Approval 5 requires adherence to the Noise Ordinance outlined in Municipal Code Chapter 6-3.
 - e. The Use shall comply with the LMC, the signage shall comply with the Sign Code, Title 12, and the lighting shall comply with Illumination Section 12-4-9.
 - i. No Signs or outdoor lighting are proposed or approved with this Application.
 - f. The Use shall not violate the Summit County Health Code, the Fire Code, or State Regulations on mass gathering.
 - i. See Condition of Approval 7 requires the Use shall not violate the Summit County Health Code, the Fire Code, or State Regulations on mass gathering.
 - g. The Use shall not violate the International Building Code.
 - i. Condition of Approval 8 requires the Applicant to submit a Building Permit for review and approval.
 - h. The Applicant shall adhere to all applicable City and State licensing ordinances.
10. The proposal, as conditioned, complies with the Conditional Use Permit criteria outlined in LMC § 15-1-10(E).
- a. There are certain Uses that, because of unique characteristics or potential impacts on the municipality, surrounding neighbors, or adjacent land Uses, may not be Compatible in some Areas or may be Compatible only if certain conditions are required that mitigate or eliminate the detrimental impacts.
 - b. The Planning Staff shall approve a Conditional Use if reasonable conditions are proposed, or can be imposed, to mitigate the reasonably anticipated detrimental effects of the proposed Use in accordance with

applicable standards. The Planning Staff may deny the Conditional Use if the proposed Use cannot be substantially mitigated by the proposal or imposition of reasonable conditions to achieve compliance with applicable standards. LMC § 15-1-10.

- c. Size and location of the Site
 - i. The yurt will be located adjacent to the existing parking for the Empire Pass Trailhead to provide a warming shelter and is small in scale – 450 square feet and no more than 13 feet in height.
- d. Traffic considerations including capacity of the existing Streets in the Area
 - i. The parking for the Empire Pass Trailhead is unpaved with approximately 15 stalls. The proposed Ski-related Accessory Building does not change the land use and does not trigger a TIS based on the TIS Guidelines because a TIS is only required when 25 or more new vehicle trips are generated by the proposed project.
- e. Utility capacity, including Storm Water run-off
 - i. The Development Review Committee reviewed the proposal on October 7, 2025 and confirmed the proposal conforms with their requirements.
- f. Emergency vehicle Access
 - i. The Park City Fire District reviewed the proposal on October 7, 2025 and confirmed emergency access will not be impacted.
- g. Location and amount of off-street parking
 - i. The yurt will not impact the Trailhead parking because it is being installed in an area that is roped off to vehicles. The Trailhead is served by the Purple Bus Line Trails Service as a courtesy stop for trail users.
 - ii. In the winter a free Transit to Trails service will be provided to users of the Trailhead.
- h. Internal vehicular and pedestrian circulation system
 - i. The yurt will not impede any vehicular circulation. The yurt is adjacent to the Empire Pass View Area Trailhead and will not impede pedestrian circulation.
- i. Fencing, Screening, and landscaping to separate the Use from adjoining Uses
 - i. No Fencing, Screening, or Landscaping are proposed.

- j. Building mass, bulk, and orientation, and the location of the Buildings on the Site; including orientation to Buildings on adjoining Lots
 - i. The proposed yurt is 24 feet in diameter (450 square feet) and oriented towards the existing Trailhead. The proposed yurt is appropriate in size and scale for the Site because it will not impede the existing vehicular and pedestrian circulation.
- k. Useable Open Space
 - i. The proposed yurt supports the recreational use of the Open Space and will be installed in an existing disturbed area adjacent to the existing Trailhead.
- l. Signs and Lighting
 - i. No Signs or Lighting are proposed.
- m. Physical Design and Compatibility with Surrounding Structures
 - i. The proposed yurt is 24 feet in diameter (450 square feet). The yurt will be installed on a permanent poured concrete pad with a temporary wooden platform and the walls will be made of either polyester or vinyl.
- n. Noise, Vibration, Odors, Steam, or Other Mechanical Factors
 - i. No Signs, speakers, or other lighting are proposed.
- o. Control of Delivery and Service Vehicles, Loading and Unloading Zones, and Screening of Trash and Recycling Pickup Areas
 - i. Condition of Approval 10 requires all trash and recycling to be located in the existing Trailhead facilities.
- p. Expected Ownership and Management
 - i. The submitted application form is signed by the Trails and Open Space Ranger for Park City Municipal Corporation.
 - ii. The property is currently owned by Park City Municipal Corporation and will be managed and maintained by the City.
- q. Within and Adjoining the Site, Environmentally Sensitive Lands, Physical Mine Hazards, Historic Mine Waste, and Park City Soils Ordinance, Steep Slopes, and Appropriateness of the Proposed Structure to the Existing Topography of the Site
 - i. The location of the yurt is not on or near Steep Slopes, Physical Mine Hazards, or Mine Waste, and is outside the Park City Soils Ordinance.

- r. Reviewed for Consistency with the Goals and Objectives of the Park City General Plan
 - i. The Upper Deer Valley Neighborhood Section of the General Plan encourages the preservation of and continued investment in open space. (General Plan p.63)
 - ii. The Transit Improvements 2C Section of the Appendix of the General Plan encourages co-locating transit amenities such as warming huts where demand exists. (Appendix p.18)
- 11. The Development Review Committee reviewed the proposal on October 7, 2025 and confirmed the proposal conforms with their requirements.
- 12. Staff published notice on the City's website and the Utah Public Notice website and posted notice to the property on September 30, 2025.
- 13. Staff mailed courtesy notice to adjacent property owners on September 30, 2025.

Conclusions of Law

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

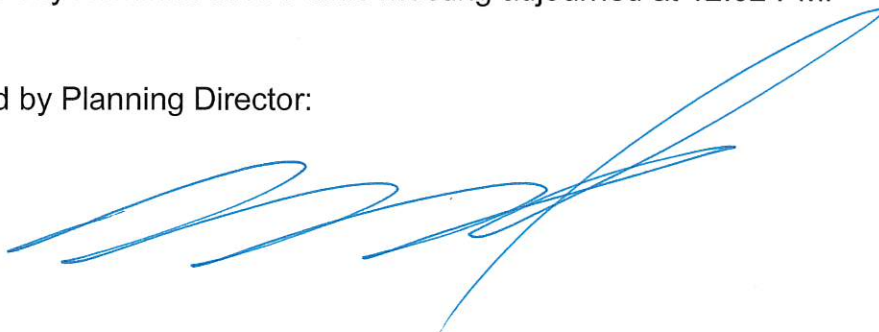
Conditions of Approval

- 1. Any changes, modifications, or deviations from the approved plans that have not been approved in advance by the Planning Department may result in a stop work order.
- 2. The Applicant is responsible for notifying the Planning Department prior to making any changes to the approved plans.
- 3. Any changes, modifications, or deviations from the approved scope of work shall be submitted in writing for review and approval/denial in accordance with the applicable standards by the Planning Director or designee prior to construction.
- 4. The Temporary Structure must be removed 180 days after installation.
- 5. The Applicant must adhere to the Noise Ordinance outlined in Municipal Code Chapter 6-3.
- 6. No exterior signs or lighting are approved with this permit.

7. The Use shall not violate the Summit County Health Code, the Fire Code, or State Regulations on mass gathering.
8. The Use shall not violate the International Building Code. The Applicant must submit an operational fire permit to the Building Department prior to using the Temporary Structure.
9. The Applicant shall adhere to all applicable City and State licensing ordinances.
10. All trash and recycling must be located in the existing facilities at the trailhead.

The Park City Administrative Public meeting adjourned at 12:02 PM.

Approved by Planning Director:

A handwritten signature in blue ink, consisting of several fluid, overlapping strokes that form a stylized representation of the signature.

