



**PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT ADMINISTRATIVE PUBLIC MEETING MINUTES
PLANNING DEPARTMENT CONFERENCE ROOM
445 MARSAC AVENUE
September 16, 2025**

STAFF PRESENT: Rebecca Ward, Planning Director; Meredith Covey, Planner II

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

1. REGULAR AGENDA

- A. 1 Victory Lane – Administrative Conditional Use Permit – PL-25-06675** – The Applicant Proposes an Outdoor Event on September 23, 2025 from 5 pm to 7 pm for up to 70 Guests with Temporary Improvements, Including 11 Tables, a Stage, and Two Food Trucks.

Planner II, Meredith Covey, presented the Staff Report and explained that 1 Victory Lane is in the CT, Community Transition, Zoning District. They are proposing a private event on September 23, 2025. The proposal complies with the CT zoning regulations, the CUP criteria, and the regulations found in LMC 15-4-2.

Planner Covey reported that the parking must be within 1 Victory Lane, using the public right-of-way for parking is prohibited. The outdoor event will need to comply with noise ordinance, Summit County Health and Fire code, as well as State regulations for mass gatherings. They will also need to comply with international building code, and the applicant must receive all deliveries on private property.

The applicant will need to obtain a Special Permit license for State Regulators, as well as a liquor license and a Convention Sales license from the Park City Finance Department, as well as a fire permit.

The food trucks are a temporary improvement for this event only; there is no ongoing food truck location. The food truck will not have a drive through, not operate later than 10:00 pm, not have amplified music/noise, not install signs that are not attached to the truck, and they must dispose of or take away all waste and materials. It is also not permitted to be within 10 feet of a building entrance way and not permitted to generate

traffic by serving those that are not attending the event.

Staff recommended that the Planning Director review the proposed ACUP, conduct a public hearing, and consider approving the proposed based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the draft Final Action Letter.

At 12:02 PM the Planning Director opened a public hearing. There were no public comments. The public hearing was closed.

The Planning Director APPROVED the Administrative Conditional Use Permit for 1 Victory Lane based on the following:

Findings of Fact

1. 1 Victory Lane is in the Intermountain Healthcare PC Medical Campus Subdivision recorded with Summit County (Entry No. 859976).
2. The Applicant proposes a Temporary Change of Occupancy and Outdoor Event to accommodate up to 70 guests and to take place from 5 pm to 7 pm on September 23, 2025.
3. Staff published notice on the City's website and the Utah Public Notice website and posted notice to the property on September 5, 2025. Staff mailed courtesy notice to adjacent property owners on September 5, 2025.
4. The proposal as conditioned complies with LMC Chapter 15-2.23.
 - a. The Use of Outdoor Events and Outdoor Music is listed as Conditional Use in the CT Zoning District and requires an Administrative Conditional Use Permit reviewed under LMC § 15-4-20 *Temporary Change of Occupancy Permits*.
5. 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. Condition of Approval 2 prohibits the applicant from using public Right-of-Way for guest waiting areas.
 - ii. The Applicant does not propose any changes that will affect the size of the site.
 - b. Traffic considerations including capacity of the existing Streets in the Area
 - i. The proposed event is to take place outside of normal business hours and will host a maximum of 70 guests. This will not substantially impact the traffic considerations and capacity of the existing Streets.
 - c. Utility capacity, including Storm Water run-off

- i. The Applicant does not propose any changes that will affect utility capacity or Storm Water run-off.
- d. Emergency vehicle Access
 - i. The Applicant does not propose any changes that would affect emergency vehicle Access to the Site.
- e. Location and amount of off-Street parking
 - i. The Applicant has confirmed that the event will take place outside of public business hours. The Applicant has stated that parking will be available in the Parking Spaces designated for the building. The Applicant has also confirmed that guests are being encouraged to use rideshare and carpooling to reduce the impact of guest parking on the site.
- f. Internal vehicular and pedestrian circulation system
 - i. Condition of Approval 2 prohibits the Applicant from using public Right-of-Way for guest waiting areas or lines.
- g. Fencing, Screening, and landscaping to separate the Use from adjoining Uses
 - i. The Applicant does not propose any changes affecting Fencing, Screening, or Landscaping.
- h. Building mass, bulk, and orientation, and the location of Buildings on the Site; including orientation to Buildings on adjoining Lots
 - i. The Applicant does not propose any changes affecting building mass, bulk, or orientation.
- i. Usable Open Space
 - i. The Applicant does not propose any changes that would affect Open Space at the Site.
- j. Signs and lighting
 - i. The Applicant does not propose any new signs or lighting.
- k. Physical design and Compatibility with surrounding Structures in mass, scale, style, design, and architectural detailing
 - i. The Applicant does not propose any changes to the physical design of the Site.
- l. Noise, vibration, odors, steam, or other mechanical factors that might affect people and Property Off-Site
 - i. Condition of Approval 3 requires the Use to comply with Park City Municipal Code Chapter 6-3, the Noise Ordinance.
 - ii. The Applicant proposes to have two food trucks on site during the event and that they will park on the concrete pads adjacent to the patio

- weight rated for vehicle traffic and parking. There will be no unusual or extraneous impact from the food trucks.
- m. Control of delivery and service vehicles, loading and unloading zones, and Screening of trash and recycling pickup Areas
 - i. Condition of Approval 6 requires the Applicant to receive deliveries utilizing private property, and to minimize street blockages or other disruptions to the public Right-of-Way as a result of deliveries if deliveries on private property are not possible, and to utilize existing trash receptacles on the Site.
 - n. Expected Ownership and management of the project as primary residences, Condominiums, time interval Ownership, Nightly Rental, or commercial tenancies, how the form of Ownership affects taxing entities
 - i. The Applicant has confirmed that they have obtained or applied for all applicable City and State licensing requirements. Condition of Approval 7 requires the Applicant to obtain a Special Permit license from State regulators as well as a liquor license and convention sales license from the Finance Department prior to the event
 - o. Within and adjoining the Site, Environmentally Sensitive Lands, Physical Mine Hazards, Historic Mine Waste and Park City Soils Ordinance, Steep Slopes, and appropriateness of the proposed Structure to the existing topography of the Site
 - i. The Applicant does not propose any changes to the existing topography of the Site.
 - p. Reviewed for consistency with the goals and objectives of the Park City General Plan; however such review for consistency shall not alone be binding
 - i. General Plan Goal 1.3 outlines the community planning strategy to continue to provide necessary commercial services within City limits by allowing a variety of commercial uses within town.
 - ii. Goal 11.3 outlines the strategy to facilitate the establishment of more year-round visitor attractions within resort neighborhoods and commercial districts of Park City.
6. The proposal as conditioned complies with the regulations found in LMC § 15-4-25.
- a. Pursuant to LMC § 15-2.23-2(A)(8), a Food Truck Location is an Allowed Use in the CT Zoning District once a Food Truck Location approval is issued.

- b. The Planning Director issued a Determination of Food Truck Location on September 5, 2025 approving the two Food Truck Locations for the duration of the event.

Conclusions of Law

1. The Outdoor Event complies, as conditioned, with the requirements of the LMC.
2. The Outdoor Event will be compatible with surrounding Structures in use, scale, mass, and circulation.
3. The effects of any difference in Use or scale for the Outdoor Event have been mitigated through careful planning.

Conditions of Approval

1. The Applicant shall not substantially preclude Public Use of public Parking Spaces.
2. Use of the public Right-of-Way for waiting areas or lines is prohibited. The Applicant shall also use barricades or security for wait lines on the Property.
3. The Outdoor Event Use shall comply with Park City Municipal Code Chapter 6-3, Noise Ordinance.
4. The Outdoor Event Use shall comply with the Summit County Health Code, the Fire Code, and State regulations on mass gathering.
5. The Outdoor Event Use shall comply with the International Building Code.
6. The Applicant shall receive deliveries utilizing private property. If deliveries on private property are not possible, the Applicant shall minimize street blockages or other disruptions to the public Right-of-Way as a result of deliveries.
7. The Applicant shall obtain a Special Permit license from State regulators prior to as well as a liquor license and convention sales license from the Finance Department prior to the September 23, 2025 event.
8. The Applicant shall obtain a Fire Permit prior to the September 23, 2025 event.

The Park City Administrative Public meeting adjourned at 12:03 PM.

Approved by Planning Director:

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, positioned below the 'Approved by Planning Director:' text.