

PARK CITY MUNICIPAL CORPORATION
ADMINISTRATIVE PUBLIC MEETING MINUTES
PLANNING DEPARTMENT
<https://us02web.zoom.us/j/88167820277>
September 4, 2025

STAFF:

Rebecca Ward, Planning Director; Elisa Martin, Planning Project Coordinator; Lillian Zollinger (Virtual), Planner III; E. Roman, Planning Administrative Assistant.

PUBLIC:

Karen Backstrom (Virtual), Martina Nelson (Virtual), Matt Keiser (Virtual).

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

REGULAR AGENDA/PUBLIC HEARINGS/POSSIBLE ACTION

958 Woodside Avenue – Plat Amendment Extension – PL-25-06620 – The Applicant Requests a Year Extension of a Plat Amendment Approval to Create Two Lots.

Planner Lillian Zollinger presented the application and stated that the application included 958 and 954 Woodside Avenue, located in the HR-1 Zoning District, she also mentioned that the proposal to create two lots was approved by City Council in August 22, 2023, an extension was approved in September 5, 2024 and the applicant was now requesting an additional extension for one year.

Planner Zollinger mentioned that Conditions of Approval remained the same, but the ownership of the property had shifted and approval from the new owners was obtained, the Plat will also reflect the change in ownership. She also provided an overview of the Conditions of Approval and indicated that per Condition of Approval #11, any development on Lot 1 or Lot 2 shall require wastewater service be routed to Woodside Avenue, which shall include the installation of an injector waste pump, Condition of Approval #11 indicated that the Plat shall note that this Lot is subject to Ordinance 2023-39, and per Condition of Approval #13, the Engineering Department shall review and approve all Lot grading, utility installation, public improvement, and drainage plans for compliance with City standards prior to issuance of any building permits.

Planning Director Rebecca Ward asked Martina Nelson the status of the red line process. Martina replied that to the best of her recollection, all red lines had been addressed, and it was close to having it ready for mylar. Planner Zollinger stated that she would also double-check that all the recent updates had been included before the mylar is printed. Martina Nelson stated that she believes the Plat will be recorded within the coming year.

Planning Director Rebecca Ward asked if there were any comments from the applicant's team. There were no comments.

At 12:04, the Planning Director opened a public hearing. There was no public input.

At 12:04, the Planning Director closed the public hearing.

MOTION: The Planning Director **APPROVED** the Plat Amendment Extension in accordance with the Findings of Fact, Conclusions of Law, and Conditions of Approval.

Findings of Fact

1. The property is located at 958 Woodside Avenue.
2. The property is listed with Summit County as parcel numbers SA-17-A and SA-18 and consists of Lots 19, 20, and the North half of Lot 21 in the Snyder's Addition.
3. The property is in the Historic Residential-1 (HR-1) Zoning District.
4. On August 22, 2023, the City Council reviewed the 958 Woodside Avenue Plat Amendment and approved Ordinance No. 2023-39.
5. The City Council found Good Cause for the Plat Amendment because it resolves existing nonconformities including a structure that straddles lot lines, a deck that straddles lot lines, and a Structure that exceeds Zoning District maximum height, present Land Uses and the Character of the HR – 1 Zoning District are retained, no public street or Right-of-Way is vacated or amended, and no easement is vacated or amended.
6. The Approved Plat creates two Lots of record.
7. Lot 1 will remain 958 Woodside Avenue, and Lot 2 will be 954 Woodside Avenue.
8. The site contains an existing Non-Historic Structure built in 1972 that straddles lot lines.
9. The current minimum Lot Size in the HR-1 Zoning District is 1,875 square feet. Lot 1 is 1,875 square feet and Lot 2 is 2,182.5 square feet.
10. The current minimum Lot Width in the HR-1 Zoning District is 25 feet. Lot 1 is 25 feet wide, Lot 2 is 32.5 feet wide.
11. No remnant Parcels are created with this Plat Amendment.

12. The Lot Sizes are consistent with adjacent Single-Family Dwelling Lots.
13. The Building Footprint of the existing Structure is 913 square feet.
14. Lot 1 will have a Maximum Building Footprint of 843.75 square feet, Lot 2 will have a Maximum Building Footprint of 1,200.67 square feet.
15. A Single-Family Dwelling is an allowed Use in the HR-1 Zoning District.
16. The Front and Rear Setbacks are ten feet each. The existing Structure is set back 19 feet from the Front Property line and 23 feet from the Rear Property line.
17. The Side Setbacks are three feet each. The existing Structure is set back five feet from the west Property line and 29 feet from the east Property line.
18. The HR-1 Zoning District maximum height is 27 feet from existing grade. The existing Structure is non-complying and has a height of 37 feet. The non-complying Structure will be demolished prior to plat recordation with Summit County.
19. Each Lot requires two Off-Street Parking Spaces.
20. Snyderville Basin Water Reclamation District notes that the existing private lateral wastewater line is shared with 950 Woodside Avenue and crosses 962 Woodside Avenue, out to 10th Avenue.
21. On August 5, 2024, the Applicant requested an extension to their Plat Amendment in writing, prior to the August 22, 2024, expiration date. Condition of Approval 2 states, "The Applicant shall record the plat at the County within one (1) year from the date of City Council approval. If recordation has not occurred within one (1) years' time, this Plat approval will be void, unless a request for an extension is made in writing prior to the expiration date and an extension is granted by the City Council"
22. On October 26, 2023, the City Council approved Ordinance No. 2023-49, amending the Land Management Code (LMC), which shifted Final Action for Plats from the City Council to the Planning Commission. The Ordinance also updated LMC § 15-7.1-6, which outlines that the "Planning Director may grant an extension to the expiration date" of a Plat.
23. On July 21, 2025, the Applicant submitted a second extension application for the Plat Amendment approval, prior to the August 22, 2025, expiration date.
24. Staff published notice on the City's website and the Utah Public Notice website and posted notice to the property on August 21, 2025. Staff mailed courtesy notice to property owners within 300 feet on August 21, 2025.

Conclusions of Law

1. The Plat Amendment is consistent with the Land Management Code, including Chapter 15-2.2 *Historic Residential (HR-1) Zoning District*, and § 15-7.1-6, *Final Subdivision Plat*.
2. Neither the public nor any person will be materially injured by the proposed Plat Amendment.
3. Approval of the Plat Amendment, subject to the conditions stated below, does not

- adversely affect the health, safety, and welfare of the citizens of Park City.
4. The Applicant demonstrated that the proposal was the same and that there was no change in circumstance that would result in an unmitigated impact or that would result in a finding of noncompliance with the Park City General Plan or the Land Management Code, pursuant to LMC § 15-7.1-6(C)(4).

Conditions of Approval

1. The Planning Department, City Attorney, and City Engineer will review and approve the final form and content of the Plat for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat.
2. The Applicant shall record the plat at the County within one (1) year from the date of City Council approval. If recordation has not occurred within one (1) years' time, this Plat approval will be void, unless a request for an extension is made in writing prior to the expiration date and an extension is granted by the Planning Director.
3. The Plat shall note that fire sprinklers are required for all new construction.
4. A non-exclusive ten foot (10') public snow storage easement on Woodside Avenue shall be dedicated on the Plat.
5. The plat shall note the Maximum Building Footprint for Lot 1 is 843.75 square feet and Lot 2 is 1,200.67 square feet.
6. The non-historic Structure shall be demolished prior to recordation of the Plat.
7. Each Lot shall have a minimum of two Off-Street Parking spaces.
8. New construction on Lot 1 and Lot 2 shall comply with the LMC in effect at the time of Building Permit application.
9. Prior to redevelopment, the applicant must provide a survey of significant vegetation and submit a landscape plan that justifies replacement of the vegetation as outlined in LMC § 15-5-5(N).
10. Any development on Lots 1 and 2 must undergo the Historic District Design Review process for compliance with LMC § 15-13-8 Design Guidelines for Historic Districts and Historic Sites.
11. Any development on Lot 1 or Lot 2 shall require wastewater service be routed to Woodside Avenue, which shall include the installation of an injector waste pump.
12. The Plat shall note that this Lot is subject to Ordinance 2023-39.
13. The Engineering Department shall review and approve all Lot grading, utility installation, public improvement, and drainage plans for compliance with City standards prior to issuance of any building permits.

220 King Road – Extension of Conditional Use Permit Approval – PL-25-06627 – The Applicant Requests a One-Year Extension of the 220 King Road Conditional Use Permit for a Single-Family Dwelling in the Sweeney Master Planned Development,

Approved by the Planning Commission on February 21, 2024, a Decision Upheld by the Board of Adjustments Final Action Letter Dated July 22, 2024.

Planning Director Ward stated that the following 3 items for 220 King Road will be continued to October 2, 2025.

At 12:05, the Planning Director opened a public hearing. There was no public input.

At 12:05, the Planning Director closed the public hearing.

MOTION: The Planning Director **CONTINUED** the Public Hearing for the Extension of Conditional Use Permit to October 2, 2025.

220 King Road – Extension of Steep Slope Conditional Use Permit Approval – PL-25-06645 – The Applicant Requests a One-Year Extension of the 220 King Road Steep Slope Conditional Use Permit Approved by the Planning Commission on February 21, 2024, a Decision Upheld by the Board of Adjustments Final Action Letter Dated July 22, 2024.

At 12:05, the Planning Director opened a public hearing. There was no public input.

At 12:05, the Planning Director closed the public hearing.

MOTION: The Planning Director **CONTINUED** the Public Hearing for the Extension of Steep Slope Conditional Use Permit to October 2, 2025.

220 King Road – Extension of Conditional Use Permit Approval – PL-06646 – The Applicant Requests a One-Year Extension of the 220 King Road Conditional Use Permit for a Private Recreation Facility (Pool), Approved by the Planning Commission on February 21, 2024, a Decision Upheld by the Board of Adjustments Final Action Letter Dated July 22, 2024.

At 12:06, the Planning Director opened a public hearing. There was no public input.

At 12:06, the Planning Director closed the public hearing.

MOTION: The Planning Director **CONTINUED** the Public Hearing for the Extension of Conditional Use Permit to October 2, 2025.

Planning Director Ward stated that a re-notice of the last three items will be issued.

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The Park City Administrative Public meeting adjourned at 12:07.

Approved by Planning Director:

A handwritten signature in blue ink, consisting of several fluid, overlapping loops and strokes, positioned below the text "Approved by Planning Director:".