



**PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT ADMINISTRATIVE PUBLIC HEARING MINUTES
PLANNING DEPARTMENT CONFERENCE ROOM
MARSAC MUNICIPAL BUILDING
JULY 3, 2025**

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

Planning Director, Rebecca Ward, called the Park City Planning Department Administrative Public Hearing to order at approximately 12:00 p.m.

1. REGULAR AGENDA

- A. 176 Main Street – Historic District Design Review** – The Applicant Proposes to Construct an Addition on a Landmark Historic Structure in the Historic Residential - 2B Zoning District. PL-25-06472.

Planner I, Meredith Covey, presented the Staff Report and explained that the item is a Historic District Design Review (“HDDR”) for 176 Main Street. She reported that 176 Main Street is a Landmark Historic Structure in the Historic Residential – 2 Subzone B Zoning District. Photographs of the structure over the years were shared for reference.

The existing conditions of the site show an easement running through the rear of the property as well as the floodplain. Any future development on the site will be required to comply with floodplain regulations. Planner Covey shared the approved Subdivision Plat that shows the setbacks for the lot. The applicant's proposal includes the following:

- Deconstructing the Landmark Historic Structure;
- Constructing a new foundation;
- Reconstructing the Landmark Historic Structure using salvaged and replacement material to restore the 1907 footprint;
- Constructing an addition to the secondary (north) and tertiary (east) facades, as well as a basement addition.

The first three portions of the proposal were reviewed and approved, with conditions, by the Historic Preservation Board on June 4, 2025. There were Conditions of Approval related to the historic material. Those are also included in this proposal. During the Administrative Public Hearing, the proposal related to the addition is being considered.

The applicant has worked through various iterations of the plans with the Planning Department and Historic Preservation Board to bring the project into compliance with the Land Management Code (“LMC”). Some of the previous iterations of the plans were shared. Planner Covey reviewed the current plan proposal, which shows the addition.

Staff has outlined that the proposal, as conditioned, complies with the LMC:

- Chapter 15-2.3 – *Historic Residential – 2 (HR-2) Zoning District*;
- Chapter 15-3 – *Off-Street Parking*;
- Chapter 15-11-12 – *Historic District or Historic Site Review* and 15-13-2 – *Regulations for Historic Districts and Historic Sites*;
- Chapter 15-13-5 – *Sustainability in Historic Buildings*.

Some of the proposed Conditions of Approval were reviewed, which include:

- Condition of Approval #3:
 - The applicant shall provide the City with a Financial Guarantee, in accordance with LMC § 15-11-9, to be recorded with the Summit County Recorder’s Office prior to submitting a Building Permit application.
- Condition of Approval #15:
 - Established vegetation should be protected and removed vegetation shall be replaced with native vegetation away from the Historic Structure. The Applicant shall submit a Landscape Plan to be reviewed by the Planning Department prior to submitting a Building Permit that highlights the Historic Structure.
- Condition of Approval #33:
 - The Applicant shall obtain Chief Building Official approval for proposed snow release plans for the site.
- Condition of Approval #34:
 - The Applicant shall reduce the width of the roof eaves over the addition to be compatible with the overhang seen on the Historic Structure.
- Condition of Approval #35:
 - The siding on the Historic Structure shall be opaque.

The recommendation from Staff is to review the proposed addition, conduct a public hearing, and consider approving the proposal based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the Draft Final Action Letter.

Director Ward expressed appreciation for the work that has been done to allow the Landmark Historic Structure to be predominant on the site. She asked about the roof overhang for the garage and the metal bars that are proposed to come down. Additionally, she wanted to know about the extension of the roof to the north. Bryan Markkanen discussed the design components mentioned. For the garage overhang, in general, a little bit of an overhang is designed to keep things dry, create a bit of a walkway,

and prevent snow from piling in front of the garage. That is a standard design choice. With the extension of the roof, it is nice to support it or imply that there is some support. There is some design language for one of the roof overhangs on the back porch.

Director Ward noted that to the north, it seems to extend over three feet. Mr. Markkanen clarified that this is not necessary. He is not certain why that was included and explained that it is possible to reduce that to one foot. Director Ward believed tapering the roof and eliminating the metal components would be preferable. She asked if that is something he would be open to with the overhang along the garage and to the north. That reduction would ensure it was comparable to the Landmark Historic Structure. Mr. Markkanen confirmed that this can be done. The metal components are largely decorative anyway. Director Ward asked if there would be a heated driveway. Mr. Markkanen confirmed that this is intended. The idea is to limit the shoveling and maintenance on the site.

At 12:10 p.m., the Planning Director opened a public hearing. There was no input provided. At 12:10, the Planning Director closed the public hearing.

MOTION: The Planning Director APPROVED the Historic District Design Review at 176 Main Street, according to the following Findings of Fact, Conclusions of Law, and Conditions of Approval, as amended:

Findings of Fact:

1. 176 Main Street is a Historic Landmark Site constructed circa 1901 and is also known as the Durkin Boarding House and the Centennial House.
2. The five-sided lot is in the Historic Residential – 2 Subzone B and is accessed from Main Street.
3. 176 Main Street is a Landmark Historic Site on Park City's Historic Sites Inventory.
4. There is an existing 20-foot-wide Utility Easement (Entry No. 1167000), a 20-foot-wide Flume Easement (Entry No. 431129), and a five-foot-wide Trail Easement (Entry No. 431129) at the rear of the property.
5. The Structure at 176 Main Street has remained vacant for some time.
6. The Applicant submitted a Physical Conditions Report and Historic Preservation Plan outlining the condition of the Structure, which is poor due to damage from elements, animals, squatters, and lack of maintenance.
7. The Applicant proposes to deconstruct the Structure and reconstruct it using salvaged material to restore the 1907 footprint and form of the Structure.

8. The Applicant proposes:
 - a. Deconstructing the Landmark Historic Structure.
 - b. Constructing a new foundation.
 - c. Reconstructing the Landmark Historic Structure using salvaged and replacement material to restore the 1907 form.
 - d. Constructing an addition on the secondary (north) and tertiary (east) façades, as well as a basement addition.
9. On May 7, 2025, the Historic Preservation Board (HPB) reviewed the Applicant's proposal and requested additional information. The HPB continued the item to the June 4, 2025, meeting.
10. On June 4, 2025, the HPB reviewed the Applicant's updated proposal and approved the request for Material Deconstruction and Reconstruction with Conditions of Approval outlined in the Final Action Letter.
11. The proposal, as conditioned, complies with LMC Chapter 15-2.3 *Historic Residential – 2 (HR-2) Zoning District*.
12. The Lot at 176 Main Street is 8,324 square feet. Pursuant to LMC § 15-2.3-4, Landmark Historic Sites and/or Structures that exceed the maximum Lot Area are valid Non-Complying Structures.
13. Pursuant to LMC § 15-2.3-3, the maximum Building Footprint for this site is 2,607 square feet.
14. The existing Building Footprint of the Landmark Historic Structure in its 1907 form is 1,293 square feet. The proposed addition is 642 square feet. The total Building Footprint for the Lot is 1,934 square feet and is compliant.
15. The proposal, as conditioned, complies with Land Management Code Sections 15-11-12 Historic District or Historic Site Review and 15-13-2 Regulations for Historic Districts and Historic Sites.
16. The Landmark Historic Structure encroaches into the Front Setback by 12 feet. However, pursuant to LMC § 15-2.3-4, existing Historic Structures that do not comply with the current code are valid Non-Complying Structures. The Applicant proposes to reconstruct the Landmark Historic Structure in the same location indicated on the Existing Conditions Survey.
17. There is a stone wall in front of the Landmark Historic Structure that is not a retaining wall. The Applicant proposes to remove this wall and replace it

with a fence that reflects the conditions of the site in 1907, the year in which the Applicant proposes to restore the site to.

18. The Applicant proposes to reconstruct the Structure to its 1907 form. This includes the removal of doors, windows, and porches that exist on the Structure currently. The elements proposed to be removed are not original to the Structure. All Historic materials and elements that are associated with the Structure and its 1907 form are proposed to be retained through the repair or salvaging of materials.
19. Any additions are required to be compliant with the Setbacks established in LMC Chapter 15-2.3.
20. The Applicant does not propose any interior changes that affect the exterior appearance of the primary façade. The Applicant proposes retaining the southern secondary façade and modifying the northern secondary façade to accommodate an addition.
21. Given the location within a FEMA-designated floodplain, the Applicant proposes constructing a new foundation as well as utilizing piers at the rear of the Structure to comply with floodplain regulations. The piers will not be visible from the front façade or primary public right-of-way.
22. The Applicant proposes maintaining door openings as seen on the 1907 form of the Structure. Condition of Approval 19 requires that the Applicant submit a report detailing the conditions of the doors and their salvageability and proposed repair or replacement.
23. The Applicant proposes to replace any windows that are not salvageable and to repair those that are able.
24. The Applicant notes that the gabled Structure that faces east (rear façade) was likely part of an addition to the Structure, though the year is unknown. The Applicant proposes to remove the doors and windows on this previous addition and replace them with openings that comply with current Historic District Design Regulations.
25. The Applicant proposes to repair the two historic porches on the front façade and to remove two porches on the rear façade.
26. The Applicant proposes to analyze the materials on the front porches to determine what can be salvaged and used to repair the porch. The existing railing on the second-story porch on the front façade does not meet the current Building Code. The proposed replacement railing will be in the

same form and style but will be increased in height to comply with the current Building Code.

27. The Applicant proposes reconstructing the Structure to the 1907 form. The Historic Site Form for the site suggests that the ornamental features, such as the cupola, oval window, window pediments, dormers on the north roof, and architectural design elements on the front porch, were added sometime between 1978 and 1983. The original Structure was simple in form with unadorned elements. The Applicant proposes removing the architectural elements and restoring the Structure to its original form.
28. The proposed addition is located on the secondary and tertiary facades. The Applicant also proposes a basement addition under the Historic Structure in the area located outside of the floodplain.
29. Due to the unique constraints of the easements and floodplain running through the site, the Applicant proposes that a portion of the addition be located on the secondary façade.
30. The proposed addition is visually subordinate to the Historic Structure as the larger volume of the addition is located on the rear façade and is not visible from the primary public right-of-way. The proposed addition is smaller in height than the existing Historic Structure and is stepped back 13 feet 7 inches from the front façade of the existing Historic Structure.
31. The proposed footprint of the addition is 642 square feet; the footprint of the Historic Structure, when retained to its 1907 Footprint, with the absent 1907 addition, is 1,293 square feet. Pursuant to LMC § 15-13-2(B)(4)(b)(2), a transitional element is required not required as the proposed addition has a footprint of below 646.5 square feet.
32. The height of the addition on the secondary facade is no more than 27 feet above Existing Grade and is subordinate to the Historic Structure. The Applicant proposes vertical wood siding on the addition to complement the horizontal visual and physical materials of the Historic Structure.
33. The Applicant proposes smaller windows on the addition with a 2:1 ratio with a similar solid-to-void ratio of façade and windows.
34. The Applicant proposes a single-car wide garage, which is set back 13 feet 7 inches from the primary façade and is located on the secondary façade of the Structure and is visually minimized from the primary public right-of-way.

35. The proposed deck is located on the rear façade and is not visible from the primary public right-of-way. The proposed deck is attached to the addition and is not impacting historic material.
36. The Applicant proposes to construct a roof deck on the tertiary façade. The proposed roof deck is not visible from the primary public right-of-way and is compliant.
37. The Applicant must provide a Financial Guarantee to ensure the Landmark Historic Structure is reconstructed and as many historic materials as possible are salvaged, protected, and integrated into the Reconstructed Structure.
38. Staff published notice on the City's website and the Utah Public Notice website and posted notice to the property on June 18, 2025. Staff mailed courtesy notice to property owners within 100 feet on June 18, 2025. The Park Record published notice on June 18, 2025.

Conclusion of Law:

1. The proposal, as conditioned, complies with LMC Chapter 15-2.3 *Historic Residential – 2 (HR-2) Zoning District*.
2. The proposal, as conditioned, complies with LMC Chapter 15-3 Off-Street Parking.
3. The proposal, as conditioned, complies with Land Management Code Sections 15-11-12 *Historic District or Historic Site Review* and 15-13-2 *Regulations for Historic Districts and Historic Sites*.

Conditions of Approval:

1. Final building plans and construction details shall reflect substantial compliance with the July 3, 2025, Administrative Public Hearing plans. Any changes, modifications, or deviations from the approved Material Deconstruction that have not been approved in advance by the Planning and Building Departments may result in a stop-work order.
2. The applicant is responsible for notifying the Planning and Building Departments prior to making any changes to approved plans.
3. The applicant shall provide the City with a Financial Guarantee, in accordance with LMC § 15-11-9, to be recorded with the Summit County Recorder's Office prior to submitting a Building Permit application.

4. An encroachment agreement may be required prior to the issuance of a Building Permit for projects utilizing soils nails that encroach onto neighboring properties.
5. 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.
6. The site shall be regraded so that all water drains away from the Structure and does not enter the foundation.
7. Historic materials removed from the Structure that are salvageable or in otherwise good condition shall be used to repair/replace irreparable materials on the Site.
8. The Applicant does not propose lifting the Historic Structure. The Historic Structure shall not be raised from its original floor elevation above grade.
9. A plinth or trim board at the base of the Historic Structure shall be added to visually anchor the Historic Structure to the new foundation.
10. No more than 6 inches of the foundation shall be visible on the primary or secondary facades.
11. The form, material, and detailing of a new foundation shall be similar to foundations of nearby historic structures.
12. The Applicant shall record the plat with Summit County prior to Building Permit issuance.
13. The Historic Structure must be reassembled using the original materials that are safe and in serviceable condition in combination and in the original form, location, placement, and orientation.
14. The Applicant shall submit a third-party report detailing the conditions of the windows and doors and their salvageability and proposed repair or replacement.
15. Established vegetation should be protected and removed vegetation shall be replaced with native vegetation away from the Historic Structure. The Applicant shall submit a landscape plan to be reviewed by the Planning Department prior to submitting a Building Permit that highlights the Historic Structure.

16. New retaining walls shall be consistent with historic retaining walls in design and shall comply with LMC § 15-3-2(B)(1)(d).
17. When historic exterior materials cannot be repaired, they shall be replaced with materials that match the historic in all respects: scale, dimension, profile, material, texture, and finish. The replacement of existing historic material is allowed only when it can be shown that the historic material is no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition.
18. Insulation added to increase energy efficiency shall not impact the exterior dimensions of the Structure.
19. The Applicant shall avoid changing the position, proportions, or dimensions of historic door openings and shall not create additional openings or remove historic openings on primary or secondary facades that are visible from the primary public right-of-way. Replacement doors shall be similar to those seen historically in Park City. New doors shall comply with the regulations outlined in LMC § 15-13-2(B)(2)(c).
20. The Applicant shall replace historic windows exactly, in size, dimension, glazing pattern, depth, profile, and material.
21. Replacement porch elements shall exactly match the historic elements in size, dimensions, form, profile, and material. All proposed new porches shall comply with LMC § 15-13-2(B)(2)(g).
22. All new mechanical equipment shall be located in a manner that is visually minimized from the primary public right-of-way. Existing mechanical equipment on the front façade shall be relocated to the rear.
23. All materials for the addition shall be compatible with those found on Historic Structures.
24. The Applicant shall complete a photographic survey of the exterior elevations and architectural details of the Landmark Historic Structure, including site and location views from all compass points, exterior elevations, and elevations of each basement and attic wall.
25. Prior to submitting a Building Permit, the Applicant shall submit a Restoration Plan to the Planning Department detailing the disassembly and reassembly steps and procedures, including:

- a. Preservation of as much historic fabric as possible. The Landmark Historic Structure shall be disassembled into the largest workable pieces possible.
 - b. The architectural features of the Landmark Historic Structure shall be removed, marked, and stored before the structure is disassembled.
 - c. To ensure accurate reassembly, the Restoration Plan shall include all parts of the building, structure, or element. The Restoration Plan shall include details on how materials will be marked as they are systematically separated from the structure. Contrasting colors of paint or carpenter wax crayons shall be used to establish a marking code for each component. The markings shall be removable or shall be made on surfaces that will be hidden from view when the structure is reassembled.
26. The Plan shall be reviewed by the City's Historic Preservation Consultant and Planning and Building Departments.
 27. The Applicant shall schedule on-site inspections with the City's Historic Preservation Consultant and Planning and Building Departments when the process of disassembly of the Landmark Historic Structure is planned. The process of disassembly shall be recorded through photographs and videos.
 28. The Applicant shall note the physical condition of each component of the Landmark Historic Structure. When a component is too deteriorated to remove, the City's Historic Preservation Consultant and Applicant shall carefully document through photographs and written notes its dimensions, finish, texture, color, etc., to facilitate accurate reproduction.
 29. Disassembled components, including the trim, windows, doors, and wall panels, shall be securely stored on-site in a storage trailer or off-site in a temperature-controlled garage/warehouse to be approved by the Planning and Building Department until needed for reassembly.
 30. Reconstruction shall include recreating the documented design of exterior features, including the roof shape, architectural detailing, windows, entrances and porches, steps and doors, and the historic spatial relationships, incorporating all salvageable materials.
 31. The reconstructed building shall accurately duplicate the appearance of the historic building in materials, design, color, and texture.
 32. The reconstructed building shall duplicate the historic building and shall reconstruct the setting, placement, and orientation of the original structure.

33. The Applicant shall obtain Chief Building Official approval for proposed snow release plans for the site.
34. The Applicant shall reduce the width of the roof eaves over the addition to be compatible with the overhang seen on the Historic Structure. The applicant will remove the metal components.
35. The siding on the Historic Structure shall be opaque.

2. ADJOURNMENT

MOTION: Director Ward moved to ADJOURN.

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

Approved by Planning Director:

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.