



**PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT ADMINISTRATIVE PUBLIC HEARING MINUTES
PLANNING DEPARTMENT CONFERENCE ROOM
MARSAC MUNICIPAL BUILDING
JUNE 12, 2025**

STAFF PRESENT: Rebecca Ward, Planning Director; Elissa Martin, Planning Project Manager

Planning Director, Rebecca Ward, called the Park City Planning Department Administrative Public Hearing to order at approximately 12:07 p.m.

1. REGULAR AGENDA

- A. 2979 Arabian Drive – Administrative Permit** – The Applicant Proposes to Construct a 674-Square-Foot Accessory Apartment with One Bedroom in the Single-Family Zoning District. PL-25-06542.

Planning Project Manager, Elissa Martin, presented the Staff Report and explained that this is an Administrative Permit application. This is Lot 15 of the Park Meadows Subdivision No. 3, which was recorded in 1977. The lot is 0.52 acres in the Single-Family Zoning District. The single-family dwelling was originally built in 1989. The existing home is being demolished and reconstructed with a larger footprint to include the 759-square-foot internal Accessory Apartment proposed on the second level above the garage. The Accessory Apartment would include one bedroom, a kitchen, and a bathroom.

Manager Martin shared the Site Plan for the new footprint, including the upper-level Accessory Apartment, which is highlighted on the presentation materials in blue. The lot is irregular. In 1989, the Building Permit established the setbacks. There are two rear setbacks that are 15 feet and then the side setbacks are 12 feet. The front setback is 20 feet from Arabian Drive. She reported that the Accessory Apartment complies with the setbacks, but the proposed single-family dwelling does encroach slightly into the rear setback. In the Building Permit, that will need to be corrected. The overall structure is 24 feet and 8 inches in height, which complies with the zone height of 28 feet.

The requirements for Accessory Apartments in the LMC are outlined in the Staff Report. Manager Martin explained that the floor area may be no more than 1/3 the total floor area of the single-family dwelling. As proposed, the new single-family dwelling is 5,960 square feet and the Accessory Apartment is 759 square feet. The apartment requires one parking space per bedroom. With one bedroom, there is one parking space required.

That parking space is provided by the three-car garage. The garage meets the Parking Area and Driveway Standards outlined in the code. Conditions of Approval include:

- Condition of Approval #1:
 - All outdoor lighting for the property shall be brought into compliance with the Dark Sky Code outlined in LMC Section 15-5-5(J). All outdoor lighting must be fully shielded, down directed, with bulbs 3,000 degrees Kelvin or less.
- Condition of Approval #2:
 - Prior to Building Permit issuance, the Applicant shall record with Summit County a Deed Restriction that meets the requirements of LMC § 15-4-7 in a form approved by the City Attorney's Office.
- Condition of Approval #3:
 - Nightly Rental of the Accessory Apartment is prohibited. The Accessory Apartment shall be rented for no term less than 90 days.

At 12:11 p.m., the Planning Director opened a public hearing. There was no input provided. At 12:11, the Planning Director closed the public hearing.

MOTION: The Planning Director APPROVED the Administrative Permit for an Internal Accessory Apartment at 2979 Arabian Drive, according to the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. 2979 Arabian Drive is Lot 15 of the Park Meadows Subdivision No. 3, recorded with Summit County in 1977 (Entry No. 136317).
2. According to the Summit County Assessor webpage, the Single-Family Dwelling (SFD) at 2979 Arabian Drive was constructed in 1989.
3. The existing SFD is being demolished to its foundation and reconstructed with a larger footprint and an Accessory Apartment on the upper level of the SFD above the garage; the new construction is being reviewed under Building Permit PLAN25-0598.
4. The Applicant submitted an Accessory Apartment application to the Planning Department on May 16, 2025, to construct a 759-square-foot internal Accessory Apartment with one bedroom, a kitchen and bathroom.
5. LMC Section 15-15-1 defines an Accessory Apartment as a self-contained apartment with cooking, sleeping, and sanitary facilities, created by adding onto or within a detached SFD or detached garage.

6. Accessory Apartments do not increase the residential Unit Equivalent of the property and are an Accessory Use to the primary dwelling.
7. The 1989 Building Permit (BD-89057) for the original SFD includes a Site Plan indicating the Front, Rear and Side Setbacks of the irregular Lot. The new SFD Site Plan is consistent with the Setbacks approved in the 1989 Building Permit.
8. The proposed Accessory Apartment complies with LMC § 15-2.11-3 Single-Family Zoning District Lot and Site Requirements according to the following findings:

Requirement	Analysis of Proposal
Front Setback - 20 feet	COMPLIES: The new footprint of the SFD complies with the minimum 20-foot Front Setback; the home is approximately 52 feet from the Front Property Line.
Rear Setback – 15 feet	COMPLIES: While the proposed internal Accessory Apartment complies with the Rear Setback (see figure 4 below), the new footprint of the SFD encroaches into the Rear Setback approximately three feet and will need to be modified in the Building Permit for Planning Department review.
Side Setback – 12 feet	COMPLIES: The Accessory Apartment is set back over 20 feet from each side property line. The new SFD is sited outside the Side Setbacks.

9. The proposed Accessory Apartment complies with LMC [Section 15-2.11-4 Single-Family Zoning District Building Height](#) requirement of a maximum of 28 feet, because the overall height of the new SFD is 24 feet 8 inches; this includes the roof ridge of the internal Accessory Apartment.
10. The proposed Accessory Apartment complies with LMC Chapter 15-5 *Architectural Review* as conditioned:

Requirement	Analysis of Proposal
LMC Section 15-5-5(J) Outdoor Lighting. The Dark Sky Code requires outdoor lighting to be Fully Shielded, down directed, with bulbs 3,000 degrees Kelvin or less.	CONDITIONED: Condition of Approval 1 requires outdoor lighting for the property to be brought into compliance with the Dark Sky Code. For more information, please visit the City's Dark Sky webpage .
LMC § 15-5 Architectural Review	COMPLIES: The internal Accessory Apartment complies with the Architectural Design Guidelines by not incorporating any of the prohibited architectural styles listed in LMC § 15-5-5(A). The new SFD is a modern architectural style. The new SFD is exempt from LMC § 15-5-5(B) Prohibit Siding Materials, per Utah Code Section 10-9a-534(2). The new SFD and internal Accessory Apartment complies with LMC § 15-5-8 Façade Length and Variations by breaking up the Building Façade with 10-foot changes in façade alignment and building height variations, so that no greater than 75% of the length of the Façade appears unbroken.

11. The Accessory Apartment, as conditioned, complies with the requirements of Land Management Code § 15-4-7, Accessory Apartments, according to the following findings:

Requirement	Analysis of Proposal
Accessory Apartments shall be no more than 1/3 of the Single-Family Dwelling and are limited to a maximum floor area of 1,000 square feet.	COMPLIES: The new SFD floor area is 5,960 square feet in total. The proposed floor area of the Accessory Apartment is 759 square feet, which is under 1/3 of the total floor area of the SFD.

Accessory Apartments shall have no more than two bedrooms.	COMPLIES: The Accessory Apartment has one bedroom.
Parking – one space per bedroom must be provided in addition to the existing requirement for the primary residence. LMC § 15-3-6(A) requires two parking spaces for a Single-Family Dwelling. LMC § 15-3-4 <i>Specific Parking Area And Driveway Standards For Single Family Residences And Duplexes, Parking Areas With 5 Or More Spaces, And Parking Structures.</i>	COMPLIES: The Accessory Apartment has one bedroom, requiring one additional parking space. The Single-Family Dwelling at 2979 Arabian Drive has a three-car garage, satisfying the three required parking spaces. The new SFD three-car garage complies with the minimum required interior dimensions of 11 feet wide by twenty feet deep for the single-car garage and 20 feet wide by 20 feet deep for the two-car garage. The Applicant's building plans show the single-car garage is 14 feet wide by 24 feet deep and the two-car garage is 30 feet, 10 inches wide by 23 feet deep.
Deed Restriction	Condition of Approval 2 requires Deed Restriction outlining the limitations of the Accessory Apartment to be recorded with the Summit County Recorder prior to issuance of a building permit.
Nightly Rentals – Prohibited.	The Deed Restriction shall prohibit Nightly Rentals of the Accessory Apartment. The minimum rental term for the Accessory Apartment is 90 days (Condition of Approval 3).
Homeowner Association Notification – LMC § 15-4-7(A)(7) requires notification of the proposed Accessory Apartment to Homeowner Associations registered with the Park City Building Department.	2979 Arabian Drive is not part of a Homeowner Association.

12. The Development Review Committee evaluated the proposed Accessory Apartment on June 3, 2025, and did not require conditions approval.

Conclusions of Law:

1. The Accessory Apartment, as conditioned, complies with LMC Chapter 15-11 *Single-Family Zoning District*.
2. The Accessory Apartment, as conditioned, complies with LMC Section 15-4-7 *Accessory Apartments*.

Conditions of Approval:

1. All outdoor lighting for the property shall be brought into compliance with the dark sky code outlined in LMC Section 15-5-5(J). All outdoor lighting must be fully shielded, down directed, with bulbs 3,000 degrees Kelvin or less.
2. Prior to Building Permit issuance, the Applicant shall record with Summit County a Deed Restriction that meets the requirements of LMC § 15-4-7 in a form approved by the City Attorney's Office.
3. Nightly Rental of the Accessory Apartment is prohibited. The Accessory Apartment shall be rented for no term less than 90 days.
4. Any changes to the approved plans require Planning Department review and approval.

2. ADJOURNMENT

MOTION: Director Ward moved to ADJOURN.

The Park City 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, positioned below the text "Approved by Planning Director:".