

Administrative Public Meeting
April 17, 2025
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PARK CITY MUNICIPAL CORPORATION
ADMINISTRATIVE PUBLIC MEETING MINUTES
PLANNING DEPARTMENT
<https://us02web.zoom.us/j/88167820277>
April 17, 2025

STAFF:

Rebecca Ward, Planning Director; Lillian Zollinger, Planner III; Meredith Covey, Planner I; Jaron Ehlers, Planner I.

PUBLIC:

Jonathan DeGray (Virtual), Janet Kershaw (Virtual).

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

REGULAR AGENDA/PUBLIC HEARINGS/POSSIBLE ACTION

569 Park Avenue – Administrative Conditional Use Permit – PL-25-06457 –
The Applicant Proposes a Retaining Wall That Exceeds Four Feet in Height in the Front Setback.

Planner Meredith Covey presented the application and stated that the proposal, as conditioned, complied with the Land Management Code, and met criteria for Conditional Use Permit. Planner Covey highlighted some of the Conditions of Approval.

At 12:03 PM, the Planning Director opened a public hearing. There was no public input.

At 12:04 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. 569 Park is a .09 acres site containing one SFD in the Historic Residential -1 (HR-1) Zoning District. The property is Lot A of the 569 Park Avenue Plat recorded with Summit County in 2023
2. 569 Park Avenue is a Significant Historic Site pursuant to LMC § 15-10-11. The Structure was constructed circa 1917.
3. On September 2, 2022, the Historic Preservation Board approved the proposal to lift the Structure to accommodate a basement addition and foundation upgrade, relocate the Dwelling to the north, build a garage and rear addition, and remove and rebuild the non-historic porch.
4. On October 17, 2022, the Planning Director approved the Historic District Design Review (HDDR) application to rehabilitate the Significant Historic Structure and construct an addition.
 1. Condition of Approval 13 required that the historic retaining wall along Park Avenue be preserved to the extent possible. Condition of Approval 7 required that the historic site shall be returned to original grade and that no more than 6 inches of the new foundation shall be visible above the Final Grade on primary and secondary facades.
5. The ACUP for retaining walls greater than four feet in height, as conditioned, complies with LMC Chapter 15-2.2 Historic Residential – 1 (HR-1) District.
6. The proposal, as conditioned, complies with the criteria for retaining walls in Historic Districts as outlined in LMC § 15-13-2.
7. The proposed retaining wall at 569 Park Avenue will not change the Use of the Site from an SFD. The proposed retaining wall is compatible with the above regulations and consistent with other residential developments in the area. The Applicant proposes a stacked stone retaining wall, a typical material for retaining walls in the City's Historic District.
8. Retaining walls greater than four feet in height from Final Grade in the Front Setback require an Administrative Conditional Use Permit (ACUP) reviewed by the Planning Director pursuant to LMC § 15-4-2(A)(1).
9. Retaining walls are permitted within the Front Setback pursuant to LMC § 15-2.2-3(G)(1).
10. The proposed retaining wall is replacing an existing retaining wall along the Front Lot Line. The proposed retaining wall is 5 feet 5 inches at the highest point. The project does not involve gradual steps or tiers nor the placement of a fence on top of the retaining wall. The Applicant has proposed landscaping on top of the retaining wall to minimize the visual impact.

11. The proposed height of 5 feet 5 inches does not represent a significant change relative to the existing retaining wall in this location.
12. The proposed wall is in the same location along the street. The increase in height from what was seen historically at the site helps to maintain the historic relationship between the bottom of the porch and the top of the wall. The stone masonry utilizes stones in the same style and dimensions as the historic retaining wall.
13. The proposal, as conditioned, complies with the Conditional Use Permit criteria outlined in LMC § 15-1-10(E).
14. The retaining wall is within the Front Setback and will be visible from Park Avenue. Staff recommends Condition of Approval 3, discussed below, to mitigate the visibility of the proposed retaining wall.
15. Staff recommends Condition of Approval 1 to ensure any potential impacts regarding Storm Water run-off are mitigated for the proposed retaining walls.
16. Pursuant to LMC § 15-13-2(B)(1)(d), Staff recommends the Condition of Approval 2 regarding drainage of the new retaining walls.
17. Staff recommends Condition of Approval 3 to minimize the visual impact of the retaining wall.
18. Old Town Goal 6.4 notes that the character of Historic sites should be retained and preserved and states that retaining walls contribute to the character of Historic sites. The proposed retaining wall maintains the relationship between the existing Structure and the historic location of the retaining wall.
19. The Development Review Committee reviewed the proposal on March 17, 2025 and requires no Conditions of Approval.
20. Staff published notice on the City's website and the Utah Public Notice website and posted notice to the property on April 2, 2025. Staff mailed courtesy notice to property owners within 300 feet on April 2, 2025. The Park Record published courtesy notice on April 2, 2025.

Conclusions of Law

1. The retaining wall over 4 feet in height and within the Front Setback complies, as conditioned, with the requirements of the LMC.
2. The retaining wall will be compatible with surrounding Structures in Use, scale, mass, and circulation.
3. The effects of any difference in Use or scale for the retaining wall has been mitigated through careful planning.

Conditions of Approval

1. The Applicant shall obtain Engineering Department approval for drainage and storm water management plans prior to building permit issuance. Drainage and storm water management shall comply with Municipal Code of Park City Chapter 13-5 *Regulation and Enforcement of Storm Water Discharges Associated with Post-Construction Activities*.
2. To abate retaining wall failure, drainage behind the new retaining wall shall be maintained so water drains away from the walls.
3. The Applicant shall install landscaping on top of the retaining wall to reflect previous conditions and minimize the visual impact of the retaining wall when viewed from Park Avenue.
4. The Applicant is responsible for notifying the Planning Department prior to making any changes to the approved retaining wall. Any changes, modifications, or deviations from the approved scope of work shall be submitted in writing for review in accordance with the applicable standards by the Planning Director or designee prior to construction.
5. Any changes, modifications, or deviations from the approved scope of work that have not been approved in advance by the Planning Department may result in a stop work order.

1003 Norfolk Avenue – Historic District Design Review – PL-23-05845– The Applicant Proposes To Remove the 1941 Rear Addition, Lift the Landmark Historic Structure for a Basement Addition and Foundation Upgrades, Convert the Detached Accessory Building to a Single-Car Garage, and Construct a Rear Addition to 1003 Norfolk Ave, a Landmark Historic Site.

Planner Meredith Covey presented the application and explained the plan to rehabilitate the Historic Structure and restore the Historic Accessory Structure on the site. She also indicated that as conditioned, the proposal complied with the regulations outlined in sections 15-2.2-3 and 15-13-2 of the Land Management Code.

Planning Director verified with Planner Covey that under this proposal, the garage will remain in its current location and that it will not connect to the new addition.

Applicant Jonathan DeGray indicated that the reserved parking sign, reconstructed wall and chain-link fence in the right of way will be removed.

At 12:07 PM, the Planning Director opened a public hearing. There was no public input.

At 12:07 PM, the Planning Director closed the public hearing.

MOTION: The Planning Director **APPROVED** the Historic District Design Review in accordance with the Findings of Fact, Conclusions of Law, and Conditions of Approval.

Findings of Fact

1. The property is located at 1003 Norfolk Avenue in the Historic Residential – 1 (HR-1) Zoning District.
2. The Site is designated a Landmark Historic Site on Park City's Historic Sites Inventory.
3. The Property is also known as Lot 1 of the 1003 Norfolk Avenue Amended Plat, approved on September 2, 2021.
4. Development on this Site has spanned across three of Park City's designated Historic eras, including the Settlement and Mining Boom Era (1868-1893), the Mature Mining Era (1894-1930), and the Mining Decline and Emergence of Recreation Industry Era (1931-1962).
5. The house first appears on the 1900 Sanborn Fire Insurance Map as a simple, one-story T/L Cross-wing cottage style house with a single-story L-shaped front porch and footprint to the south-west corner of the T cottage.
6. The 1907 Sanborn Fire Insurance Map shows an addition to the west and enclosed the southern-side of the L-shaped porch.
7. Another addition was constructed sometime after 1941 to the Structure.
8. On November 1, 2020, the Planning Department received a complete Historic District Design Review (HDDR) application to restore the 1900 footprint, the 1900 wrap around porch, and the 1900 roof form, as well as convert the accessory building to a garage and construct a rear addition.
9. The Historic Preservation Board approved Material Deconstruction at 1003 Norfolk on February 3, 2021.
10. The Applicant obtained Historic District Design Review approval from the Planning Director on April 7, 2022.
11. This approval expired on April 7, 2023. The Applicant did not seek an extension prior to expiration of the approval.
12. On September 5, 2023, the Applicant submitted a new HDDR application with the same proposal.

13. On November 1, 2023, the Historic Preservation Board approved Material Deconstruction at 1003 Norfolk Avenue which included the October 27, 2022, plan set for the proposed remodel and addition.
14. On January 30, 2025, the Applicant submitted a Modification Application to modify the Historic Preservation Board Approval.
15. On March 5, 2025, the Historic Preservation Board approved the Modification to the Material Deconstruction to:
 1. Remove the post-1941 328-square-foot rear addition
 2. Restore the c. 1907 1,021-square-foot footprint of the Landmark Historic Structure
 3. Lift the Landmark Historic Structure to construct a basement addition and new foundation
 4. Add a 497-square-foot rear addition
 5. Remove the gambrel roof form.
 6. Replace 11 windows on the Landmark Historic Structure.
 7. Restore an existing 205-square-foot Historic Accessory Building located in the northern front corner of the Lot and converting into a single-car detached garage.
16. The Applicant proposes to construct a rear addition in place of the 1941 addition, as well as a basement addition. The connection to the proposed rear addition will be made at the rear façade of the Historic Structure and is located on a tertiary, non-character defining, façade.
17. The proposal, as conditioned, complies with LMC Chapter 15-2.2 *Historic Residential – 1 (HR-1) Zoning District*.
18. The proposal, as conditioned, complies with LMC Chapter 15-3 *Off-Street Parking*.
19. The proposal complies with LMC § 15-13-2 *Design Regulations for Historic Residential Sites*.
20. Staff published a notice on the City's website and the Utah Public Notice website and posted a notice to the property on April 2, 2025. Staff mailed a courtesy notice to property owners within 100 feet on April 2, 2025.

Conclusions of Law

1. The proposal, as illustrated on the submitted plan set, dated October 27, 2022, complies with the Land Management Code requirements pursuant to LMC § 15-11-12 Historic District or Historic Site Review.

2. The proposal complies with the Land Management Code requirements pursuant to LMC § 15-2.2-3 Historic Residential – 1 Lot and Site Requirements.
3. The proposal complies with the Land Management Code requirements pursuant to LMC § 15-13-2 Regulations for Historic Residential Sites.

Conditions of Approval

1. Final building plans and construction details shall reflect substantial compliance with the Historic Preservation Board March 5, 2025 approval for the Material Deconstruction. 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. Final building plans and construction details shall reflect substantial compliance with the plans approved April 17, 2025 by the Planning Department. Any changes, modifications, or deviations from the approved design that have not been approved in advance by the Planning and Building Departments may result in a stop work order.
3. If the Applicant does not obtain a complete building permit within one year of the date of this approval, this HDDR approval will expire unless the Applicant submits a written extension request to the Planning Department prior to the expiration date and the Planning Department approves an extension.
4. The applicant is responsible for notifying the Planning and Building Departments prior to making any changes to the approved plans.
5. 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 their Designee prior to construction.
6. The applicant shall provide the City with a Financial Guarantee, in accordance with LMC § 15-11-19, to be recorded with the Summit County Recorder's Office prior to submitting a building permit application.
7. The Applicant shall obtain Chief Building Official approval for proposed snow release plans for the site. The Applicant shall provide adequate snow storage for the new driveway on site and obtain Engineering Department approval for proposed snow storage areas prior to Building Permit issuance.
8. An encroachment agreement may be required prior to the issuance of a building permit for projects utilizing soils nails that encroach onto neighboring properties.

9. 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.
10. The site shall be re-graded so that all water drains away from the Structure and does not enter the foundation. Drainage infrastructure is to be configured so that water drains away from the Historic Structure. Drainage behind the retaining walls shall be so that water drains away from the walls.
11. 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.
12. Historic handrails should be preserved and maintained. New handrails and railings shall complement the historic structure in materials, size, scale and proportions, massing and design to protect the integrity of the historic structure and site.
13. The Applicant shall submit a detailed landscaping and irrigation plan demonstrating compliance with LMC Section 15-5-5(N) to the Planning Department for review and approval prior to Building Permit issuance.
14. The Applicant shall submit detailed storm water and drainage mitigation plans to the Engineering Department for review and approval prior to Building Permit issuance.
15. New retaining walls shall not exceed 6 feet within any Rear or Side Setbacks or 4 feet within any Front Setback, pursuant to LMC § 15-4-2, and shall be constructed out of simple board-formed concrete, stone, or another historic material. There shall be no painting, staining, or plastering over stone or concrete retaining walls.
16. The Applicant shall incorporate additional landscaping adjacent to the proposed driveway and the existing asphalt to minimize the visual impacts of the new driveway and provide separation between the driveway and other adjacent uses.
17. The width of the driveway shall be reduced as to not exceed 10 feet in width. The new driveway be constructed out of textured or pour paving material.
18. Recognized preservation procedures and methods for removal, documentation, repair, and reassembly shall be used.
19. Wood siding shall be painted opaque.
20. Basement additions shall not raise the Historic Structure more than two feet from its original floor elevation above grade. The Historic Structure shall be returned to original grade following construction of the foundation. 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.

21. Any re-grading of the site shall blend with grade of adjacent sites and shall not create the need for incompatible retaining walls.
22. New gutters shall be half round and downspouts are to be visually minimized.
23. The porch is to be reconstructed using the historic materials in the same location with the same form.
24. Mechanical, utility, or service equipment shall be fully screened from view from the public right-of-way. Building elements of the Historic Structure shall not be removed or obstructed when installing mechanical systems and equipment.
25. Window and light wells shall be located beyond the midpoint of the Structure.

64 Chambers Avenue – Historic District Design Review – PL-24-06360 – The Applicant Proposes to Construct a Rear Addition to a Landmark Historic Structure in the Historic Residential - 1 Zoning District.

Planner Zollinger presented the application and stated that the Historic Preservation Board approved the restoration of this site to its 1885 form. She also said that the proposal, as conditioned, complied with the Land Management Code, and gave an overview of some of the Conditions of Approval.

Planning Director asked the applicant if there were existing retaining walls that crossed property lines for the site. Applicant Jonathan DeGray replied that there was one on the north side of the site and that they will remove an encroachment on the west side from the construction documents. Director Ward also asked if there was a remnant area between the two lots. The Applicant clarified that this fragment had been allocated to the property owner to the rear during the replat.

At 12:11 PM, the Planning Director opened a public hearing. There was no public input.

At 12:11 PM, the Planning Director closed the public hearing.

Planning Director Ward asked the applicant if the proposal will require lifting the structure. The applicant stated that they were planning on using a different stabilization method that will not require lifting the structure and they had verified this with their engineer. He also mentioned that the details of the procedure will be presented as part of the Building Permit application.

MOTION: The Planning Director **APPROVED** the Historic District Design Review in accordance with the Findings of Fact, Conclusions of Law, and Conditions of Approval.

Findings of Fact

1. On October 14, 2004, the City Council approved Ordinance No. 04-45, which created the Qualls 2 Lot Subdivision.
2. 64 Chambers Avenue, a 4,125-square-foot Lot, is Lot 2 of the Qualls Subdivision.
3. 64 Chambers Avenue is in the Historic Residential – 1 Zoning District
4. 64 Chambers Avenue is a Landmark Historic Structure on Park City's Historic Sites Inventory and was constructed circa 1885.
5. The Sanborn Maps show the original hall and parlor house constructed circa 1885 with a rear addition built between 1900 and 1907.
6. On May 21, 2007, the Historic Preservation Board denied the request to remove a rear addition constructed between 1900-1907.
7. On April 18, 2018, the Planning Department issued a waiver letter for the construction of a 12-inch concrete slab and 8-inch concrete foundation wall on the interior of three sides of the addition. No other structural changes have occurred.
8. On September 4, 2024, the Historic Preservation Board re-reviewed the request to remove the 1900-1907 rear addition and approved the removal of the addition to restore the Landmark Historic Structure to its 1885 Historic form.
9. The Applicant proposes to stabilize the Landmark Historic Structure, construct a basement, garage, and rear addition.
10. Pursuant to LMC § 15-11-9, a Financial Guarantee is required prior to the issuance of a building permit.
11. The proposal to construct an addition to the Landmark Historic Structure complies with the Historic Residential-1 Zoning District regulations outlined in LMC Chapter 15-2.2.
12. Pursuant to LMC [§ 15-2.2-1](#), two of the purposes of the Historic Residential HR-1 District are to: preserve present land Uses and character of the Historic residential Areas of Park City and encourage the preservation of Historic Buildings and/or Structures.
13. Pursuant to LMC [§ 15-2.2-3](#), the following Lot and Site regulations are required in the HR-1 Zoning District:

Zoning Requirement	Analysis
Minimum Lot Size – 1,875 square feet	Complies: 4,125 square feet

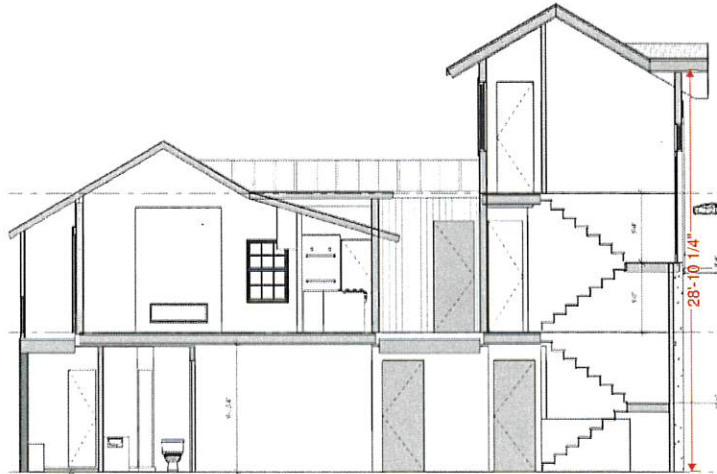
Maximum Lot Size – 3,750 square feet	Non-Complying: In 2004, the Qualls 2 Lot Subdivision was approved, prior to Ordinance No. 2023-50 which created a maximum Lot size. Additionally, pursuant to LMC § 15-2.2-4 , the Landmark Historic Site is exempt from maximum Lot size requirements.
Minimum Lot Width- 25'	Complies: 50'
Maximum Building Footprint – 1,636 square feet ¹	Complies: 1,625 square feet Existing Historic Footprint – 992 Proposed Addition – 663
LMC § 15-2.2-3(H)(9) Front and Rear Setbacks – 10' each for lots up to 75' in depth	Complies: 10' Front Setback LMC § 15-2.2-3(G)(2) states the Front Setback must be open and free of any Structure except: "Uncovered steps leading to the Main Building; provided the steps are not more than four feet (4') in height from Final Grade." The Applicant proposes uncovered steps leading to the main building less than four feet in height from Final Grade which are compliant. LMC § 15-2.2-3(G)(6) states the Front Setback must be open and free of any Structure except: "Driveways leading to a Garage or approved Parking Area." The Applicant proposes a heated driveway partially in the Front Setback, which is an allowed exception. A portion of the steps and the driveway lie outside of the property and encroach into platted Right-of-Way (ROW). The Applicant shall record an encroachment agreement with the City for the stairs and heated driveway (see Condition of Approval 16). Condition of Approval Required: 10' Rear Setback LMC § 15-2.2-3(H)(4) states the Rear Setback must be open and free of any Structure except: "Roof overhangs or eaves

¹ MAXIMUM FP = (A/2) x 0.9^{A/1875} where FP = maximum Building Footprint and A = Lot Area.

	projecting not more than two feet (2') into the Rear Setback." The Applicant proposes roof overhangs that extend two feet into the Rear Setback and are compliant. LMC § 15-2.2-3(H)(10) states the Rear Setback must be open and free of any Structure except: "Patios, decks, pathways, steps, or similar Structures not more than thirty inches (30") above Final Grade, not including any required handrail, and located at least one foot (1') from the Rear Lot Line." The proposed plans show a patio at grade extending beyond the edge of the property onto 59 Prospect Avenue. The Applicant shall reduce the patio to be at least one foot away from the Rear Property line, and off the adjacent property (see Condition of Approval 17).
LMC § 15-2.2-3(J)(7) Side Setbacks – 5' minimum each, totaling 14' for lots up to 62.5 in width	Chambers Avenue is approximately 20' wide. Complies: 5' north Side Setback 9' South Side Setback LMC § 15-2.2-3(J)(3) states the Side Setback must be open and free of any Structure except: "Window wells not exceeding the minimum International Residential Code (IRC) or International Building Code (IBC) requirements for egress may extend not more than four feet (4') into the Side Setback." LMC § 15-13-2(B)(2)(b)(9) states, "Window or egress wells, if needed, shall not be located on the primary façade. Window or egress wells shall be located behind the midpoint of the secondary façades, on the rear tertiary façade, or in a location not visible from the primary public right-of-way. Landscape elements shall be used to aid in screening window/egress wells from the primary right-of-way." The Applicant proposes two egress window wells that extend no more than two feet into the Side Setbacks, are screened from the ROW, and are compliant. LMC § 15-2.2-3(J)(4) states the Side Setback must be open and free of any Structure except: "Roof overhangs or eaves projecting not more than two feet (2') into the Side Setback

	on Lots with a minimum required Side Setback of five feet (5') or greater." The Applicant proposes roof overhangs that extend no more than one-and-a-half feet into the Side Setback and are compliant. LMC § 15-2.2-3(J)(4) states the Side Setback must be open and free of any Structure except: "Patios, decks, pathways, steps, or similar Structures not more than thirty inches (30") in height above Final Grade, not including any required handrails." The Applicant proposes a patio with a couple of steps not more than 30 inches above Final Grade, which is compliant.
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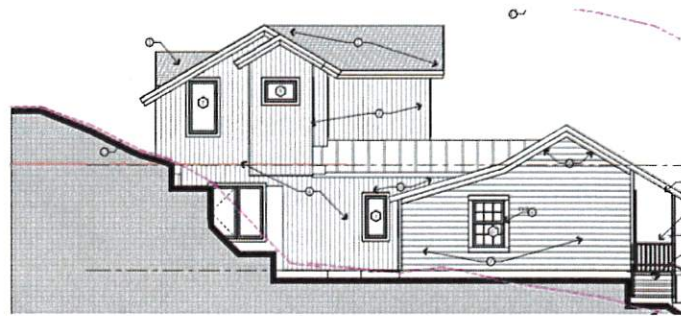
LMC [§ 15-2.2-5](#) outlines height requirements, shown in the table below:

Zoning Requirement	Analysis
Building Height- 27 feet above Existing Grade	Complies: 24' 7 ³ / ₄ "
Maximum interior height of 35 feet, measured from the lowest finish floor plane to the point of the highest wall top plate that supports the ceiling joists or roof rafters	Complies: 28' 8" maximum interior height  <i>Interior elevation plan.</i>

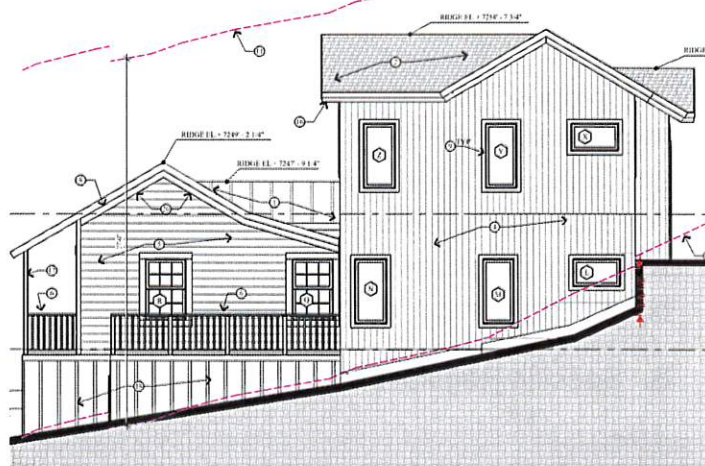
A ten foot (10') minimum horizontal step in the downhill façade is required. The horizontal step shall take place at a maximum height of twenty three feet (23') from where the Building Footprint meets the lowest point of existing Grade.	Complies: The Historic Structure complies with this requirement, wherein the Historic Structure steps back 19 feet at 20 feet high.
Roof Pitch- 7:12 -12:12	Complies: 7:12

Final Grade within 4 feet of
Existing Grade

Complies: The proposed Final Grade is proposed to be within four feet of Existing Grade.



64 Chambers Avenue south elevation showing the grade.

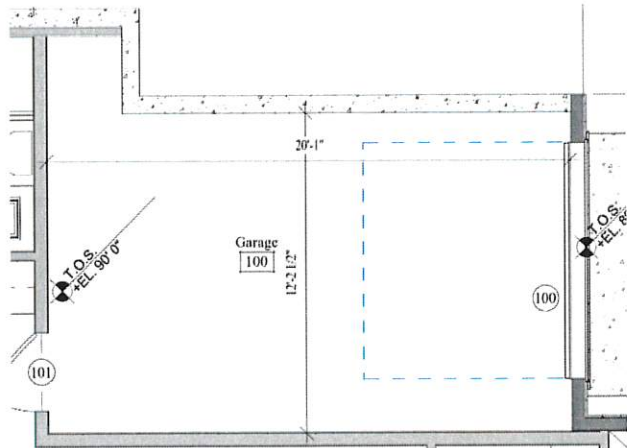


64 Chambers Avenue north elevation showing the grade.

Pursuant to LMC [§ 15-2.2-6](#), a Steep Slope Conditional Use Permit (SSCUP) is required for additions to existing Structures “when the Building Footprint of the addition is in excess of two hundred square feet (200 sq. ft.), if the Building Footprint of the addition is located on or projecting over an existing Slope of thirty percent (30%) or greater.” 64 Chambers Avenue has slopes less than 30% for a majority of the Site. Just under 200 square feet of the addition is proposed to be built over a slope ranging from approximately 30% to 65%, and the proposal therefore does not require a SSCUP.

14. The Historic Structure is exempt from Parking Requirements outlined in LMC Section 15-3-6.

LMC [§ 15-3-6\(A\)](#) requires two parking spaces for a SFD. However, LMC [§ 15-2.2-4](#) exempts Historic Structures from required parking. The Applicant proposes one parking space. LMC [§ 15-3-4\(A\)\(1\)](#) requires a parking space in a garage to be 11' wide by 20' deep. The parking space in the garage measures 12' by 20' and is compliant.



Garage site plan.

15. The proposal to construct an addition to the Historic Structure complies with the Regulations for Historic Residential Sites outlined in LMC Section 15-13-2.
16. 64 Chambers Avenue is a Landmark Historic Structure, and proposed changes are required to comply with Historic Regulations outlined in the LMC. The Applicant proposes to stabilize, not lift, the Historic Structure, to construct a basement, garage, and a rear addition.

B. Specific Regulations

1. Site Design	Analysis of Proposal
a) Building Setbacks & Orientation- LMC § 15-13-2(B)(1)(a) states, "Preserve the original location of the main entry of the historic structure, if extant."	Complies: The Applicant proposes to leave the structure in its existing location. The Historic Structure will be stabilized to complete the basement level.
b) Topography and Grading - LMC § 15-13-2(B)(1)(a) states, "Maintain the natural topography and original grading of the site when and where feasible."	Complies: The proposed plans stay within four feet of the original grade, and the final slope of the grade is similar to what was existing.

c) Landscaping and Vegetation- LMC § 15-13-2(B)(1)(c) states, "The character of a historic site shall not be significantly altered by substantially changing the proportion of built and/or paved area to open space."	See Condition of Approval 13: The Applicant shall provide an updated landscape plan that complies with LMC § 15-5-5(N) and § 15-13-2(B)(1)(c) .
d) Retaining Walls – LMC § 15-13-2(B)(1)(3) states, "A new site's natural slope shall be respected in a new building design in order to minimize cuts into hillsides, minimize fill, and minimize retaining walls."	Complies: The Applicant proposes three stone retaining walls on the southeast side of the structure, the steepest portion, to retain grade for egress opening. The Applicant does not propose any significant cut or fills for the addition.
g) Parking Area & Driveways - LMC § 15-13-2(B)(1)(g) states, "New driveways shall not exceed ten (10) feet in width."	Complies: The proposed driveway is 10' in width.
h) Paths, Steps, Handrails, & Railings (Not Associated with Porches) -	See Condition of Approval 16: The Applicant proposes stairs leading to the structure that do not exceed 30 inches above Final Grade. Some of the stairs fall within the ROW and require an encroachment agreement from the Engineering Department.
2. Primary Structures	Analysis of Proposal
a) Exterior Walls – LMC § 15-13-2(B)(2)(a) states, "Preserve and maintain historic exterior materials including wood siding (drop siding, clapboard, board and batten), frieze boards, cornices, moldings, shingles, etc., as well as stone and masonry. Repair deteriorated or damaged historic exterior materials using recognized preservation methods appropriate to the specific material."	Complies: The applicant is not proposing to take apart Historic Material or exterior walls to complete the additions.

b) Foundation - LMC § 15-13-2(B)(2)(b) states, "A new foundation shall not raise or lower a historic structure generally more than two (2) feet from its original floor elevation."	Complies: The Applicant proposes stabilizing the structure in its location to construct the basement addition.
c) Doors - LMC § 15-13-2(B)(2)(c) states, "When no physical or documentary evidence of original doors exists, replacement doors typically shall be of wood, with or without glazing, and shall complement the style of the historic structure. When replacing non-historic doors, use designs similar to those that were found historically in Park City. Paneled doors were typical and many had a vertical pane of glass. Scalloped, Dutch, and colonial doors, as well as door sidelights are not appropriate on most primary and secondary façades."	Complies: Per the Existing Conditions Report all the existing exterior doors have been replaced and are not historic. The Applicant proposes to replace the non-historic exterior doors with era-appropriate doors.

d) Windows - LMC § 15-13-2(B)(2)(d) states, "Maintain and preserve historic window openings, windows, window surrounds, and decorative window features[.] Avoid changing the position, proportions, or dimensions of historic window openings. It is not appropriate to create additional openings or remove existing historic openings on primary or secondary facades that are visible from the primary right-of-way. Maintain the historic ratio of window openings to solid wall. When no physical or documentary evidence of original windows exists, replacement windows typically shall be of wood and shall complement the style of the historic structure. When replacing non-historic windows, use designs similar to those that were found historically in Park City. Aluminum-clad wood windows are appropriate on non-historic additions or foundation level windows. Vinyl and aluminum windows are inappropriate. It is generally inappropriate to modify windows on the primary façade to accommodate interior changes."	Complies: Per the Existing Conditions Report all the existing windows have been replaced and are not historic. The Applicant proposes to replace the non-historic exterior windows with era-appropriate wood windows on the historic form and aluminum clad wood windows on the addition.
e) Gutters and Downspouts – LMC § 15-13-2(B)(2)(e) states, "Avoid removing or obstructing a historic building's elements and materials when installing gutters and downspouts. Water from gutters and downspouts shall drain away from the historic structure."	See Condition of Approval 11: All gutters shall not remove or obstruct historic material and shall drain away from the Historic Structure.

g) Porches – LMC § 15-13-2(B)(2)(g) states “Preserve and maintain a historic porch by preserving the existing location, form, proportion, details, posts, railing, and stairs. Repair deteriorated historic elements of the porch. Replacement porch elements are allowed only when it can be shown that the historic elements are no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition. Replacement elements shall exactly match the historic elements in size, dimensions, form, profile, and material.”	See Condition of Approval 9: The existing porch form is Historic to the structure with some updated materials. The Applicant proposes to reconstruct the porch to be structurally sound
3. Mechanical and Utility Systems and Service Equipment	See Condition of Approval 12: The Applicant does not show any mechanical equipment on the plans. Mechanical equipment shall comply with setback and other regulations outlined in LMC § 15-2.2-3, shall not damage or remove historic material, be located in an inconspicuous location and screened.

4. Additions to Primary Structures - LMC [§ 15-13-2\(B\)\(6\)\(b\)](#) states, "A transitional element shall be required for any addition to a historic structure where the footprint of the addition is 50% or greater than the footprint of the historic structure."

LMC [§ 15-13-2\(B\)\(6\)\(b\)](#) states, "Large additions (additions with a footprint exceeding 50% of the footprint of the Historic Structure) shall be visually separated from historic buildings when viewed from the public right of way. Where the height of a new addition exceeds the height of the Historic Structure, site topography (e.g., an uphill addition), or both, the addition shall be set away from the historic structure by a minimum of one-half (1/2) the length of the least-wide historic elevation adjacent to the historic elevation to which the transitional element is attached."

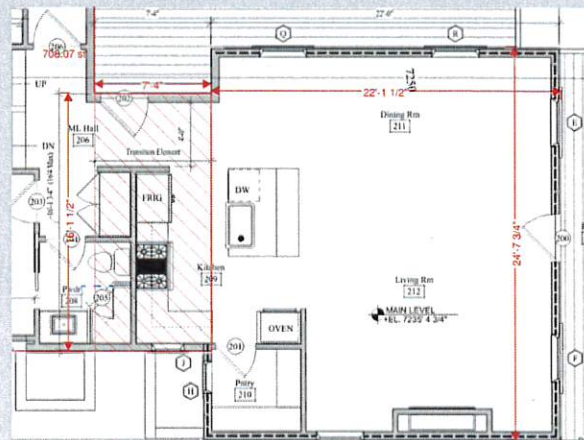
LMC [§ 15-13-2\(B\)\(6\)\(c\)](#) states, "Building Components and materials used on additions shall be similar in scale and size to those found on the historic building. Window shapes, patterns and proportions found on the historic building should be reflected in the new addition. Windows, doors and other features on a new addition shall be designed to be compatible with the historic structure and surrounding historic sites. Windows, doors and other openings shall be of sizes and proportions similar to those found on nearby historic structures. When using new window patterns and designs, those elements shall respect the typical historic character and proportions of windows on the primary historic structure and adjacent historic structures. The solid-to-void relationship and detailing of an addition shall be compatible with the historic structure."

Complies:

The Historic Structure is approximately 22 feet wide by 24 feet, seven inches deep (540 square feet). The proposed rear addition is approximately 708 square feet, and 131% of the Historic Footprint. Therefore a transitional element is required.

The maximum transitional element measurements width is 16 feet, four inches and the minimum transitional element depth is six feet, 5 1/2 inches.

The Applicant proposes a transitional element that is 16 feet, 1 3/4 inches wide by seven feet, four inches deep and compliant.



Interior plans showing the transitional element dimensions.

The Applicant proposes using aluminum clad-wood windows, painted wood siding, and asphalt shingles on the rear addition. The windows are of a similar pattern and proportion to the Historic Structure. The addition's design is distinct from the Historic Structure but reflects historic patterns and complements the streetscape.

5. Garages – LMC § 15-13-2(B)(5)(b) states, “A new foundation or basement addition shall not raise a historic structure more than two feet (2’) from its original floor elevation. A basement garage addition shall not extend beyond the exterior wall planes of the historic structure’s primary or secondary facades. The vertical wall area of a basement garage addition that is visible from the primary public right-of-way shall be visually minimized. It is preferential for the garage opening to be setback from the wall plane of the historic structure in order to diminish the presence of the garage. After construction of a basement garage addition, a historic site shall be re-graded to approximate the grading prior to construction of the addition. A single vehicle garage door not greater than nine feet (9’) wide and nine feet (9’) high shall be used to access a basement garage addition.”	Complies: The Applicant proposes a basement addition with a garage to the north side of the Historic Structure. The proposed garage sits approximately two-and-a-half feet behind the front wall plane of the Historic Structure. The Applicant proposes to keep the height of the structure at the same level it is at currently. The Applicant proposes an eight-foot by nine-foot garage door.
6. Decks LMC § 15-13-2(B)(2)(6) states, “Decks should be constructed in inconspicuous areas where visually minimized from the primary right-of-way, usually on the tertiary façade. Decking materials such as fiber cement or plastic-wood composite floor boards shall not be used unless they are made of a minimum of 50% recycled and/or reclaimed materials.”	See Condition of Approval 18: The Applicant proposes to keep an existing deck. Final deck materials shall comply with LMC § 15-13-2(B)(2)(6).

17. Financial Guarantee Required

Pursuant to LMC [§ 15-11-9](#), a Financial Guarantee is required prior to the issuance of a building permit. The Chief Building Official will determine the dollar amount for the necessary Financial Guarantee and the Applicant will be required to record an encumbrance agreement, or other instrument in a form acceptable to the City Attorney, with the Summit County Recorder’s Office. When the work

has been completed the Applicant will be responsible for contacting Park City Municipal Corporation to request a release of the encumbrance. Planning Staff will conduct an inspection to ensure compliance with the Conditions of Approval, Historic Preservation Plan, and all other required codes, standards, and ordinances. Staff has proposed a Condition of Approval that the Applicant must provide the Financial Guarantee to the City in a form approved by the City Attorney's Office, and record such with the Summit County Recorder's Office, prior to submitting a building permit application.

18. The Development Review Committee reviewed the proposal on March 4, 2025, and confirmed the proposal, as conditioned, complies with their required standards.

Conclusions of Law

1. The proposal, as conditioned, complies with the LMC requirements outlined in Chapter 15-2.2 *Historic Residential-1 District*.
2. The proposal, as conditioned, complies with LMC § 15-9-6 *Non-Complying Structures*.
3. The proposal, as conditioned, complies with LMC § 15-13-2 *Regulations for Historic Residential Sites*.

Conditions of Approval

1. Final building plans and construction details shall reflect substantial compliance with the April 17, 2025 Administrative Public Hearing HDDR approval for 64 Chambers Avenue. Any changes, modifications, or deviations from the approved plans 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. 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 their Designee prior to construction.
4. The basement addition shall not raise or lower the Landmark Historic Structure.
5. The Historic Site shall be returned to original grade following the construction of a foundation. When the original grade cannot be achieved, generally no more than six inches of the new foundation shall be visible above Final Grade on the primary and secondary facades.

6. The site shall be re-graded so that all water drains away from the Structure and does not enter the foundation.
7. 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.
8. The form, material, and detailing of a new foundation shall be similar to foundations of nearby Historic Structures.
9. 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.
10. Replacement windows on the Historic Structure shall be made of wood. Vinyl and aluminum windows are prohibited.
11. Gutters shall not remove or obstruct historic material and shall drain away from the Historic Structure.
12. Plans submitted for building permit review are required to show that mechanical equipment complies with setback and screening requirements of LMC § 15-2.2-3, will not damage or remove historic material, will be located in an inconspicuous location, and be screened.
13. At the time of building permit submittal, the Applicant shall provide an updated landscape plan that complies with the Municipal Code of Park City (MCPC) Chapter 11-21 *Utah Wildland-Urban Interface Code*, MCPC § 14-15-1, LMC § 15-5-5(N), § 15-13-2(B)(1)(b), § 15-13-2(B)(1)(c), and § 15-13-2(B)(1)(d).
14. The Applicant shall provide the City with a Financial Guarantee in accordance with LMC § 15-11-19 to be recorded with the Summit County Recorder's Office prior to submitting a building permit application.
15. The final stabilization plans for the temporary screw pile foundation shall be stamped by a certified engineer. If, during the initial review of the structure, lifting the structure is required to stabilize and preserve the structure, the Applicant shall apply for a modification to be reviewed by the Historic Preservation Board prior to starting the work.
16. The Applicant shall obtain an Encroachment Agreement from the Engineering Department for the heated driveway and stairs in the Right-of-Way prior to submitting a building permit application.
17. The Applicant shall reduce the patio to be at least one foot away from the Rear property line, and off the adjacent property.

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The Park City Administrative Public meeting adjourned at 12:17 PM.

Approved by Planning Director:

A handwritten signature in blue ink, consisting of several loops and a long, sweeping tail that extends downwards and to the right.