

Administrative Public Meeting
April 3, 2025
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PARK CITY MUNICIPAL CORPORATION
ADMINISTRATIVE PUBLIC MEETING MINUTES
PLANNING DEPARTMENT
<https://us02web.zoom.us/j/88167820277>
April 3, 2025

STAFF:

Rebecca Ward, Planning Director; Elissa Martin, Planning Project Manager; Heather Wasden, Planning Technician; Jacob Klopfenstein, Planner I; Jaron Ehlers, Planner I.

PUBLIC:

Marc Imlay (Virtual), Andy Widin, Linda Michaels (Virtual), Tom McCollins, Byron Ellenburg (Virtual), Molly Guinan (Virtual), Dave Morse, Marci Morse.

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The Planning Director called the meeting to order at 12:02 PM.

REGULAR AGENDA/PUBLIC HEARINGS/POSSIBLE ACTION

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.

Planning Director Rebecca Ward noted that this item was a continuation and will be heard on April 17, 2025.

At 12:02, the Planning Director opened a public hearing. There was no public input.

At 12:03 PM, the Planning Director closed the public hearing.

MOTION: The Planning Director **CONTINUED** the Historic District Design Review to April 17, 2025.

516 Marsac Avenue – Extension of Historic District Design Review – PL-25-06423 – The Applicant Proposes to Construct a 147-Square-Foot Addition to an Existing Non-Historic Structure in the Residential - 1 Zoning District.

Planner Lillian Zollinger presented the application and noted that the HDDR had been approved on March 28, 2024 but there were delays securing a contractor so an extension was filed. She also indicated that there are no changes to the project proposed.

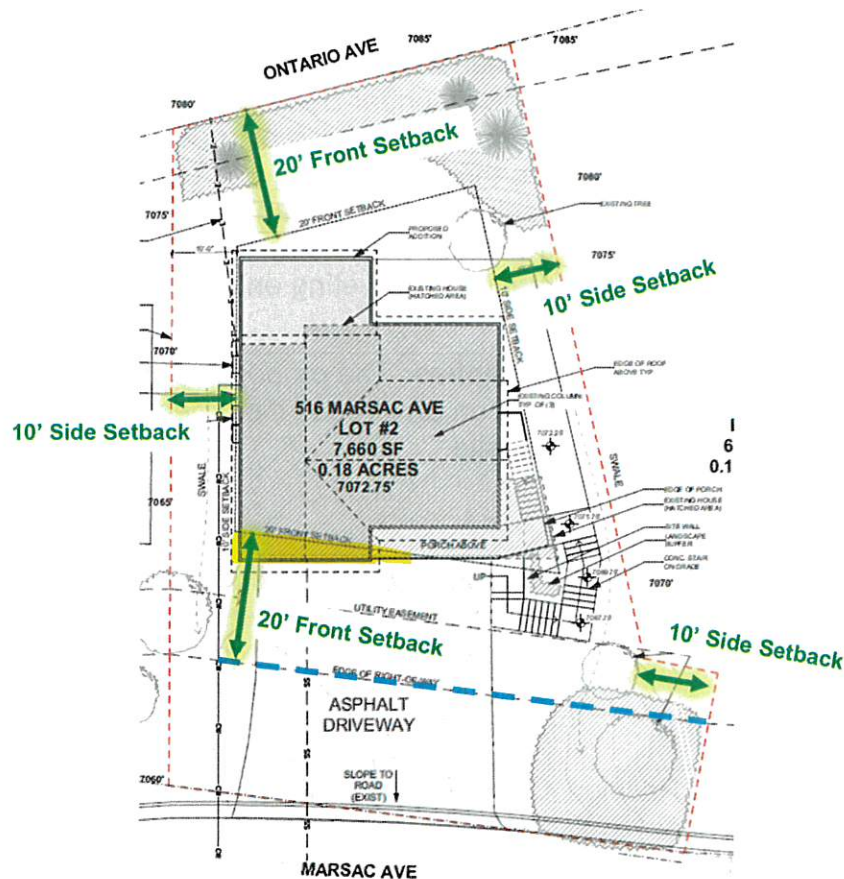
At 12:05 PM, the Planning Director opened a public hearing. There was no public input.

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

MOTION: The Planning Director **APPROVED** the Extension of 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 516 Marsac Avenue, has an unusual Lot configuration, and fronts both Marsac Avenue and Ontario Avenue.
2. The Property is located within the Residential - 1 (R-1) Zoning District.
3. The Property is Lot 2 of the Ontario Avenue Subdivision, recorded in 1994.
4. The 1994 Subdivision Plat limits the maximum house size to 2,600 square feet and notes that all new construction requires Historic District Design Review.
5. The existing structure has a square footage of 2,362. The Applicant proposes adding 267 square feet to the main level at the rear of the structure and to remove 147 square feet from the second level, for a total of 2,432 square feet, compliant with the maximum house size of 2,600 square feet established on the Subdivision Plat.
6. A Triplex is a Conditional Use in the R-1 Zoning District. The Planning Commission approved the Triplex Use on January 10, 2024.
7. In the R-1 Zoning District, Conditional Uses are subject to a 20-foot Front Setback, 10-foot Rear Setback, and 10-foot Side Setback.
8. The existing Structure was approved in 1992, which notes the same Setback regulations as today. The structure was built on a diagonal and four feet six inches over the 20-foot Front Setback.
9. As the Lot has six sides, and fronts two public Rights-of-Way, the Planning Director determined the Setbacks for the Lot, illustrated below:



10. In the R-1 Zoning District, the maximum building height is 28 feet, with a five-foot exception for roof pitches 4:12 or greater. The existing structure has roof pitches of 9:12 and 10:12, qualifies for the exception, and is compliant at 31' in height. The proposed structure will keep the same roof pitch and height.
11. A Triplex requires six parking spaces, two per unit.
12. The existing structure has two, two-car garages, or four parking spaces on site.
13. On January 10, 2024, the Planning Commission granted a reduction in parking from six to four spaces.
14. Historic District Design Review require review pursuant to the criteria outlined in Land Management Code (LMC) § 15-13-8:

1. Site	Analysis of Proposal
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a) Building Setback and Orientation LMC § 15-13-8(B)(2)(a) states, "New buildings shall have a clearly defined primary entrance oriented toward the street consistent with historic buildings within the Streetscape or character area. Entrances on secondary or tertiary facades of a building shall be clearly subordinate to the entrance on the primary façade."	Complies: Proposed addition will not change the location of the structure. See analysis under Section I. The front entrance is defined by a porch, as there are three entrances, one entrance for each unit. The entrances are located on the south side, so as to not create multiple competing entrances.
b) Topography and Grading: LMC § 15-13-8(B)(1)(b) 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 proposed addition will be built on an already disturbed section of the site.
c) Landscaping and Vegetation	See Condition of Approval 12: The proposed vegetation shall be at least 50% Water Wise and compliant with 15-5-5(N). The Applicant shall provide an updated Water Wise irrigation plan at building permit submission
f) Paths, Steps, Handrails, & Railings (Not associated with Porches) LMC § 15-13-8(B)(1)(f) states, "New hillside stairs and any associated railings or handrails shall be visually subordinate to the associated building(s) or structure(s) in size, scale, and proportion, and shall complement the Historic District in material, size, scale, and proportion, and massing."	Complies: The new proposed stairs follow the natural grade of the site and are within four feet of existing grade. 

h) Parking Area & Driveways Pursuant to LMC 15-3-6(A), a Triplex requires two parking spaces per unit. The proposed Triplex has three units. The Planning Commission reduced the required parking from six spaces to four.	Complies: The existing structure has four parking spaces in two two-car garages. LMC § 15-3-4 requires garage dimensions of 11 by 20 feet. All the parking spaces are 11 by 20 feet and compliant. The existing driveway is not proposed to increase in width at the curb. The Applicant proposes to add a hammerhead turnaround area at the northside of the driveway. The Applicant must record an encroachment agreement with UDOT for the hammerhead area.
2. Primary Structures	Analysis of Proposal
a) Mass, Scale, & Height	Complies: The proposed addition is shorter in height and width than the existing structure and stays in scale with the site.
b) Foundation -- LMC 15-13-8(B)(2)(b) states, "Foundation materials shall be simple in form and minimally visible above grade when viewed from the primary public right-of-	Complies: The foundation is mostly covered, and where portions show, the foundation is covered in stone and compliant.
c) Doors -- LMC § 15-13-8(B)(2)(c) states, "All buildings that face the street shall have a well-defined primary entrance."	Complies: The door compliments the stairs and porch, and all define the front entrance and fit in within the context of a historic neighborhood.
d) Windows -- LMC § 15-13-8(B)(2)(d) states, "Ratios of solid-to-void that are compatible with surrounding historic buildings shall be used" and "Windows shall be historic size and shall relate to the human scale of	Complies: The proposed windows match the existing widow styles and sizes and are similar. The glazing is limited to adjust for the three units inside the structure.
e) Roofs – LMC § 15-2.2-5 requires a roof pitch of at least 7:12. LMC § 15-13-8(B)(2)(e), states, "Roof pitch shall be consistent with the style of architecture chosen for the structure and with adjacent buildings that contribute to the character of the Historic District."	Complies: The primary roof pitch on the existing structure is 9:12. The secondary roof pitch is 10:12 on the existing structure. The proposed roof pitch of the addition is 2:12, and on the second, rear level.

f) Dormers	Complies: The existing dormers will be removed from the front and be replaced by a 9:12 roof pitch.
i) Porches LMC § 15-13-8(B)(2)(i) which states, "Porches typically cover the entrance, and usually extend partially or fully across the main façade." The front porch is consistent with porches found historically, as it is covered and emphasizes the front entrance	Complies: The porch extends partially across the main façade to help create a main entrance.
3. Mechanical and Utility Systems and Service Equipment	Complies: The proposed mechanical equipment will be screened from neighboring properties with a screen
4. Materials	See Condition of Approval 15: Pursuant to LMC § 15-13-8(B)(4) , the proposed materials of painted wood siding, standing seam roof, formed concrete, are compliant with the Historic District
5. Paint and Color	Complies: The proposed plans indicate painted and stained wood siding wood siding. LMC § 15-13-8(B)(5)(d) states, "Materials, such as wood, that are traditionally painted shall have an opaque rather than transparent finish." See Condition of Approval 13
6. Garages	Complies: The existing garages will not change dimensions.

10. Additions to Existing Non-Historic Structures LMC § 15-13-8(2)(B)(10) states, “An addition shall complement the visual and physical qualities of the existing structure. An addition shall be visually subordinate to the existing structure and shall be compatible with the scale of the historic buildings and structures in the Streetscape or character area. Windows, doors, and other features on a new addition shall be designed to be compatible with the existing structure and surrounding historic sites. Windows, doors, and other openings shall be of sizes and proportions similar to those found on the building as well as those found on historic structures in the Historic District... the solid-to-void relationships and detailing of an addition shall be compatible with the existing structure and with buildings within the Streetscape or	Complies: The proposed addition is subordinate, wherein it is only on the first story and shorter in length than the existing structure. The addition will not have any doors, and the one window matches the style of the existing windows on the existing structure, as well as the solid to void ratio.
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15. The Development Review Committee reviewed the proposal on December 5, 2023, and recommended Condition of Approval 4.

16. Staff published notice on the City’s website, the Utah Public Notice website, and posted notice to the property on March 20, 2025. Staff mailed courtesy notice to property owners within 100 feet on March 20, 2025.

Conclusions of Law

1. The application, as conditioned, complies with Land Management Code § 15-1-10(E) Conditional Use Review Process, Chapter 15-2.12 Residential (R-1) Zoning District, and Chapter 15-3 Off-Street Parking.
2. The Use is compatible with the surrounding Structures in Use, scale, mass, and circulation.
3. The effects of any differences in Use or scale have been mitigated through careful planning.

Conditions of Approval

1. Final building plans and construction details shall reflect substantial compliance as approved through the Historic District Design Review. 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.

2. 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 designee prior to construction.
3. All conditions of approval and plat notes of the Ontario Avenue Subdivision shall continue to apply.
4. Residential fire sprinklers are required for all new or renovation construction on this lot, per requirements of the Chief Building Official.
5. Any areas disturbed during construction surrounding the proposed work shall be brought back to their original state and revegetated.
6. City approval of a Construction Mitigation Plan (CMP) is a condition precedent to the issuance of any building permit. The CMP shall include language regarding the method of protecting adjacent structures.
7. All outdoor lighting must be down-directed, fully shielded, with bulbs 3000 degree Kelvin or less. A fully shielded light is installed in such a manner that all light emitted either directly from the bulb, or indirectly by reflection or refraction, is below the horizontal plane through the fixture's lowest light-emitting part. The top and sides of a Fully Shielded fixture are made of completely opaque material such that light only escapes through the bottom of the fixture. Final lighting details shall show compliance with this condition and shall be reviewed by the Planning Staff prior to installation.
8. Construction waste shall be diverted from landfill and recycled when possible.
9. The maximum house size shall not exceed 2,600 square feet, excluding the 1,183 square foot garage. The garage shall not increase in size.
10. The three units will be restricted so that the total number of cars is as follows:
 - a. Unit One has one parking space.
 - b. Unit Two has one parking space.
 - c. Unit Three has two parking spaces.
11. The Applicant shall submit a landscape plan at the Building Permit stage that is compliant with LMC § 15-5-5(N) and Park City Municipal Code Chapter 11-21, Utah Wildlife-Urban Interface Code.
12. The trash and recycling bins shall be screened, not impede driveway ingress and egress, including use of the hammerhead turn around area, and be compliant with the R-1 Zoning District and Historic District requirements.
13. Materials, such as wood, that are traditionally painted shall have an opaque finish.
14. Vinyl and aluminum windows are prohibited.
15. If a building permit is not issued by March 28, 2026, this approval shall expire and a new Historic District Design Review application must be reviewed.

2346 Park Avenue – Administrative Permit – PL-25-06426 – The Applicant Proposes the Installation of a New Wall Around the Existing Swimming Pool, a Pergola, a Fireplace, and Raising the Vestibule on the Front Facade, Located in the Residential Development - Medium Density Zoning District, Sensitive Land Overlay, and Frontage Protection Zone.

Planner Jaron Ehlers presented the application and noted that there were some changes to the fireplace from the original plan design, so either the Final Action Letter will need to be amended or the plans will have to be revised prior to the Building permit issuance. Planner Ehlers also highlighted some of the Conditions of Approval.

Planning Director Ward asked the applicant what the height was of the existing fence. The applicant Mark Imlay responded that he did not have that detail at the moment but will provide it to Planner Ehlers later on.

At 12:10 PM, the Planning Director opened a public hearing. There was no public input.

At 12:10 pm, the Planning Director closed the public hearing.

Planning Director asked that applicant confirm that the fence will not increase the height beyond what is currently existing. The applicant state that he will communicate with the general manager to ensure that is the case.

Planning Director Ward asked that the Final Action Letter be amended to reflect the date of the updated plans to indicate that the plans were reviewed on April 3, 2025 and asked that the plans have a date on them, she also stated that Condition of Approval #5 will be modified to indicate that the wooden fence shall be located at least 30 feet away from the Park Avenue Lot Line, and shall not exceed the height of the existing fence that is replacing to comply with the Frontage Protection Zone, and an additional line will be added to state that Significant Vegetation will be protected with the installation of the fence.

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

Findings of Fact

1. The Applicant proposes a minor remodel of the Hotel Thaynes, also known as the Peaks Hotel, at 2346 Park Avenue.
2. 2346 Park Avenue is in the Frontage Protection Zone (FPZ) and Residential Development – Medium Density (RDM) Zoning District. 2346 Park Avenue is Lot

- 1 of the Parkview Subdivision (Summit County Recorder Entry No. 228344) and is subject to the 1984 Motor Hotel Master Planned Development (MPD).
3. On September 12, 1984, the Planning Commission approved the Motor Hotel MPD (1984 MPD).
 4. On October 11, 1984, the City Council upheld the Planning Commission's decision on Appeal.
 5. On December 13, 1984, the City Council approved the Parkview Subdivision which was recorded on December 18, 1984 (Summit County Recorder No. 228344).
 6. The existing pool was approved as part of the original 1985 Building Permit.
 7. On February 5, 2025, the Applicant submitted an application for an Administrative Permit for a minor remodel in the Frontage Protection Zone.
 8. The Applicant proposes to:
 - a. Raise the existing vestibule at the main entrance, behind the porte cochere.
 - b. Remodel the existing pool area by replacing the current wrought iron Fence with a plastic tarp covering with a wooden Fence, installing a pergola over a table, and installing a sitting area in front of a fireplace with a stone veneer.
 9. The proposed Fence is eight feet in height and consists of wooden beams attached to metal support poles.
 10. The wooden Fence and back of fireplace will fully screen the improvements (Condition of Approval 4).
 11. The existing pool and spa will remain unchanged.
 12. The proposal for a minor remodel in the Frontage Protection Zone complies with the Residential Development – Medium Density Zoning District regulations outlined in Land Management Code Chapter 15-2.14:
 - a. The Peaks Hotel is a Major Hotel, which is a Conditional Use subject to MPD approval (LMC § 15-2.14-2(B)(14)). It was approved as part of the 1984 MPD. The Fence is replacing an existing Fence. The Pergola is an Accessory Structure and an Allowed Use (LMC § 15-2.14-2(A)(12)).
 - b. The Front Setback in this area of the RDM Zoning District is within the Frontage Protection Zone and is 30 feet (LMC § 15-2.14-3(C)). At its closest point, the Fence is set back 30 feet from the Park Avenue Lot Line.
 - c. The Side Setback (LMC § 15-2.14-3(E)) and Rear Setback in the RDM Zoning District is 10 feet (LMC § 15-2.14-3(G)). The proposed minor

- remodel is 59 from the south Side, and 232 feet from the Rear Lot Lines. The proposed minor remodel therefore complies with setbacks.
- d. The proposal for a minor remodel in the Frontage Protection Zone complies, as conditioned, with the Frontage Protection Zone regulations outlined in Land Management Code Chapter 15-2.20.
13. The proposal for a minor remodel in the Frontage Protection Zone complies, as conditioned, with the Frontage Protection Zone regulations outlined in Land Management Code Chapter 15-2.20:
- a. LMC § 15-2.20-4(A) establishes that “no Structure shall be allowed within thirty feet (30’) of the nearest highway Right-of-Way.” The proposed Fence shall be located at least thirty feet from the Front Lot Line (Condition of Approval 5).
 - b. LMC § 15-2.20-4(C) establishes that “[m]inor remodels and façade improvements for existing Structures within the FPZ...shall require an Administrative Permit.” Raising the vestibule is a minor façade improvement because it enables a minor expansion of the Hotel’s interior entryway. Improvements to the Fence and the area around the pool are minor because the proposed Fence complies with the LMC and will screen the remaining improvements which are within the already disturbed concrete pad around the pool and spa (Condition of Approval 4).
 - c. LMC § 15-2.20-4(F) outlines materials allowed for Fences within the FPZ. One is “Architecturally Compatible solid wood or stone.” The proposed fence consists of solid wood beams attached to metal poles. The fireplace is made from a stone veneer.
14. The proposal for Minor Remodel in the Frontage Protection Zone complies with the Off-Street Parking requirements outlined in Land Management Code Chapter 15-3:
- a. The project does not involve the creation or expansion of Uses, so there is no change to the existing Off-Street Parking requirement.
15. The Development Review Committee reviewed the proposal on March 4, 2025, and confirmed the proposal complies with their required standards.
16. Staff published notice on the City’s website and the Utah Public Notice website and posted notice to the property on March 24, 2025. Staff mailed courtesy notice to adjacent property owners on March 24, 2025.

Conclusions of Law

1. The proposal complies with the Land Management Code Requirements outlined in LMC Chapter 15-2.14, *Residential Development-Medium Density District*, Chapter 15-2.20, *Frontage Protection Zone*, Chapter 15-3, *Off-Street Parking*.

Conditions of Approval

1. Final building plans and construction details shall reflect substantial compliance with the plans reviewed April 3, 2025, and included as Attachment 1, by the Planning Director, pending design modifications conditioned, and as required for this approval. 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.
2. If the Applicant does not obtain a building permit within one year of the date of this approval, this Administrative Permit will expire unless the Applicant submits a written extension request to the Planning Department prior to the expiration date and the Planning Director approves an extension.
3. The Applicant is responsible for notifying the Planning Department prior to making any changes to the approved plans.
4. The wooden Fence and fireplace shall fully screen all the improvements that will be made.
5. The wooden Fence shall be located at least thirty feet away from the Park Avenue Lot Line to comply with the Frontage Protection Zone and shall not exceed the existing fence that it is replacing. Significant Vegetation shall be protected with the installation of the fence

950 Park Avenue – Historic District Design Review – PL-24-06311 – The applicant Proposes to Construct a Pool House, Shade Structures, Pergolas, and Barbecue Islands Within the Park Station Condominiums Exterior Courtyard Within the Historic Commercial Business (HCB) Zoning District.

Planning Project Manager Elissa Martin presented the application and provided background information. She also indicated that the Landscape plan had been evaluated and provided an overview of the Conditions of Approval.

Planning Director Rebecca Ward asked the applicant if they would provide a comparison of what landscaping is proposed to be removed and replaced. The Applicant Andy Widin indicated that this will be included in the Landscape plan and some of the replacement trees will be of different species.

At 12:24 PM, the Planning Director opened a public hearing. There was public input.

Linda Michaels expressed concerns about soil compaction and tree health near the new fence, given the sensitivity of trees when introduced to new types of soil.

At 12:28 PM, the Planning Director closed the public hearing.

Arborist Tom McCollins indicated that it would be a good idea to utilize tree fencing to protect the health of the remaining trees during the construction phase.

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

Planning Director asked Planner Martin to insert the Analysis regarding the Significant Vegetation into Finding of Fact #10, and to reference Land Management Code section 15-5-5(N)(4)(i). She also stated that Condition of Approval #13 will be added to require the applicant to protect the Significant Vegetation, which is not approved to be removed by the Forestry Board throughout the construction process.

Findings of Fact

1. The Applicant submitted a Historic District Design Review application to construct a pool house in the Common Area between the Phase 1 and Phase 2 Condominium Buildings as well as install two pergolas and barbecue islands.
2. 950 Park Avenue, a non-Historic Site in the Park Station Condo Subdivision (Summit County Entry No. 168353) and Park Station Condo Phase 2 Subdivision (Summit County Entry No. 190313) recorded in 1980 and 1982 respectively, is located in the Historic Commercial Business (HCB) Zoning District and within the Soils Ordinance Boundary.
3. The Park Station Condominiums Supplemental Plat was approved by the Planning Commission on March 12, 2025, and platted the footprint of the pool house Structure.
4. A Historic District Design Review waiver letter was issued on February 4, 2025 for new walkways and steps, repairing existing sidewalks, renovating and replacing the existing pool and hot tubs, replacing the wood perimeter fence with a metal fence and installing landscaping.
5. Pursuant to LMC § 15-2.6-14 Vegetation Protection, the property owner must protect significant vegetation during development activity and must demonstrate

the health and vitality of all large trees through a certified arborist; the Planning Director shall determine Limits of Disturbance and may require mitigation for loss of Significant Vegetation.

6. Pursuant to LMC § 15-5-5(N)(4)(i), Significant Vegetation shall remain and be maintained on Site and protected during construction unless otherwise determined to be unhealthy and/or unsafe or under a Site-Specific review by the Forestry Board and Planning Director in conjunction with a HDDR approval, Significant Vegetation may be replaced with equivalent landscaping in type and size.
7. The Forestry Board approved the removal of seven mature trees on December 5, 2024; three of which were determined by a certified arborist to be dead or dying and deemed a fire safety hazard.
8. The Applicant proposes improvements to areas outside the property boundary, on City property and Right-of-Way, including repairing or replacing existing stairs that lead from City property to the Park Station Condominiums, near the southwest corner of the property and removing the existing concrete pad in the City ROW, and revegetating that area. The improvements will require the recordation of an encroachment agreement.
9. The proposed pool house will contain new snow-melt boilers and systems, new pool and spa mechanical and operating equipment, and two small restrooms for the Park Station residents and guests.
10. The proposed pool house and courtyard amenities comply with the Historic Commercial Business Zoning District requirements outlined in LMC chapter 15-2.6
 - a. Accessory Buildings, such as the proposed pool house, are Allowed Uses in the HCB Zoning District per LMC § 15-2.6-2(A)(12).
 - b. There are no minimum Setback requirements in the HCB Zoning District (LMC § 15-2.6-3(C)).
 - c. The proposed pool house and pergola Structures comply with Building Height, Building Volume, and Floor Area Ratio requirements in LMC § 15-2.6-5 and LMC § 15-2.6-6
 - d. Pursuant to LMC § 15-2.6-12(B) the proposed mechanical space and restrooms within the pool house are exempt from the Parking Regulations
11. The proposed pool house and courtyard amenities, as conditioned, comply with the Historic District Design regulations outlined in LMC § 15-13-8 *Regulations for New Residential Infill Construction for Non-Historic Sites in the Historic Districts*.

- a. The Park Station Condominium central courtyard is surrounded on three sides by four-story condominium buildings and is only visible from the bottom of Main Street traffic circle.
- b. The dimensions and patterns of the external siding materials proposed for the pool house and pergolas echo the proportions, patterns and scale of historic materials used on Historic Structures in the Historic District.
- c. The design for the pool house includes corrugated aluminum siding which is not an allowed use pre LMC § 15-5-5; the plans must be updated to show an alternative, compliant material.
- d. The proposed pool house and pergolas are considered secondary Structures, appurtenant to the primary Structures, which are the Condominium buildings; the primary siding material for the proposed pool house is a wood composite that runs in a vertical pattern, resembling vertical board and batten, which is typical for historic Structures.
- e. The roof forms of the proposed pool house and pergolas are simple sloping shed roofs, with a 3:12 pitch.

Conclusions of Law

1. The proposal complies with the LMC requirements pursuant to Chapter 15-2.6, Historic Commercial Business (HCB) Zoning District.
2. As conditioned, the proposal complies with the LMC requirements pursuant to Section 15-13-8, Regulations for New Residential Infill Construction (and Non-Historic Residential Sites) In Historic Districts.

Conditions of Approval

1. Final building plans and construction details shall reflect compliance with the plans dated February 7, 2025 (Exhibit A) pending design modifications conditioned, and as required for this approval. 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.
2. The applicant is responsible for notifying the Planning Department prior to making any changes to the approved plans; 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 designee prior to construction.

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 Director approves an extension.
4. Any areas disturbed during construction surrounding the proposed work shall be brought back to their original state. The Final Grade shall be within four feet of Existing Grade.
5. City Engineer review and approval of all lot grading, utility installations, public improvements, and drainage plans for compliance with City standards is a condition precedent to building permit issuance.
6. All exterior lighting shall be down-directed and shielded to prevent glare onto adjacent property and public rights-of-way and shall be subdued in nature. Light trespass into the night sky is prohibited. Exterior lighting shall not exceed 3,000 degrees Kelvin and outdoor lighting fixtures shall be Fully Shielded. Final lighting details shall be reviewed by the Planning Staff prior to installation.
7. The proposed new pool house, pergolas and associated improvements to the Park Station central courtyard shall comply with the conditions of approval from the HDDR waiver letter dated February 4, 2025 and the Final Action Letter approving the Park Station Condominiums Supplemental Plat, dated March 12, 2025.
8. The plans for the pool house and pergolas shall be updated to replace the corrugated aluminum panels with an external siding material compliant with LMC § 15-5-5(B).
9. The Snyderville Basin Water Reclamation District requires that no eaves encroach into the existing Sewer Easement.
10. The Environmental Regulatory Department requested Condition of Approval 10 requiring that "[a]ll work shall comply with the signed Certificate of Compliance and shall maintain compliance with the Park City Soils Ordinance."
11. The Applicant shall remove the concrete pad that currently exists in the City ROW and revegetate the area for the non-exclusive use of the public, per the encroachment agreement with the City, as stipulated in COA 12.
12. An encroachment agreement with the City shall be recorded with the Summit County Recorder prior to building permit issuance for the planned improvements on City property and Right-of-way.
13. During construction, the property owner /developer shall protect all significant vegetation that is not approved for removal by the Forestry Board; existing large

spruce trees shall be enclosed with construction fencing to prevent compaction of root system.

660 Main Street – Modification to Administrative Conditional Use Permit – PL-25-06462 – The Applicant Proposes an Expansion of Outdoor Dining on an Existing Plaza in the Historic Recreation Commercial Zoning District.

Planner Jaron Ehlers presented the application, provided background information and mentioned that the Outdoor Dining was approved in 1998, in 2006 and 2008 there was a Plat and Plat Amended process, in 2014 an ACUP for Outdoor Event was approved, and in January 9, 2025, a Business License was issued for Le Depot, the current restaurant, and the proposed area of expansion is on the west side of the main building. Planner Ehlers also highlighted Conditions of Approval #1 that states there is no Use of Outdoor Dining after 10 PM, Condition of Approval #3 which sets a limit of eight tables with two seats each, Condition of Approval #5 which requires an Unobstructed pathway of at least 36 inches.

The applicant Byron Ellenburg asked if two to three additional tables could be allowed. Planning Director Ward replied that an additional Condition of Approval will be added to require coordination and approval by the Fire District of the additional tables to be added.

At 12:38 PM, the Planning Director opened a public hearing. There was no public input.

At 12:38 PM, the Planning Director closed the public hearing.

MOTION: The Planning Director **APPROVED** the Modification to Administrative Conditional Use Permit in accordance with the Findings of Fact, Conclusions of Law, and amended Conditions of Approval.

Findings of Fact

1. The Applicant proposes to expand the Outdoor Dining on an existing deck at 660 Main Street in the Union Square Condominiums First Amended Plat (Summit County Recorder Entry No. 879382, Exhibit D).
2. 660 Main Street is in the Historic Recreation Commercial (HRC) Zoning District.
3. The proposed Outdoor Dining consists of eight round tables with two chairs per table.
4. The property is a Landmark Historic Site.

5. According to the Historic Site Inventory Form (Exhibit E) the building at 660 Main Street was built in 1886. It served as a train depot. Eventually, the tracks were removed and it ceased serving as a train depot.
6. In 1988, 660 Main Street was issued a Conditional Use Permit (CUP) for Outdoor Dining. Staff found no site plan was found in the property files (Exhibit F).
7. The lower level of 660 Main Street, where the Restaurant is located, is Unit DB-1 of the Union Square Condominiums Plat, recorded with Summit County on April 12, 2006 (Summit County Recorder Entry No. 774532, Exhibit G). On December 4, 2008, the City Council passed Ordinance No. 08-47 approving the Union Square Condominiums First Amended Plat (Summit County Recorder Entry No. 879382), which changed the Plat to reflect as-built conditions for a pedestrian easement, a change in ownership for multiple units, and a change in Limited Common Areas for specific units (Exhibit C). Unit DB-1 was minimally affected by this Plat Amendment.
8. On August 15, 2014, an Administrative Conditional Use Permit (ACUP) was approved for Outdoor Music for a single event (Exhibit B). The permit was necessary because the 1988 CUP did not cover Outdoor Music, just Outdoor Dining.
9. On January 9, 2025, City staff issued a Business License for a Restaurant (Le Depot) at 660 Main Street (B-019719).
10. On March 6, 2025, the Applicant submitted an application for Modification to the ACUP for Outdoor Dining associated with the Restaurant. On March 25, 2025, Planning staff deemed the Application complete.
11. The proposal for Outdoor Dining complies with the HR C Zoning District regulations outlined in Land Management Code Chapter 15-2.5:
 - a. Land Management Code (LMC) § 15-2.5-2(B)(21) establishes outdoor dining associated with a restaurant or café as an Administrative Conditional Use in the HRC Zoning District. Although existing outdoor dining at 660 Main Street was initially approved as a CUP by the Planning Commission, the LMC was later amended to make outdoor dining an Administrative Conditional Use requiring an ACUP in the HRC Zoning District.
 - b. LMC § 15-2.5-12 requires compliance with Chapter 15-13, *Regulations for Historic Districts and Historic Sites*.
 - i. LMC § 15-13-3(B)(1)(d)(1) states “All Streetscape or character area elements should work together to create a coherent visual identity

and public space. The visual cohesiveness and historic character of the area shall be maintained through the use of complementary materials.”

- ii. LMC § 15-13-3(B)(1)(d)(4) states “Street furniture, trash receptacles, bike racks, planters and other elements shall be simple in design and compatible with the appearance and scale of adjacent buildings and public spaces.”
 - c. The proposed tables have a metal base and frame with a stone top. The Applicant proposes wicker chairs (Attachment 1). The furniture complies with the regulations because it is simple in design. The dark color of the chairs and tables complements the dark paint of the primary building at 660 Main Street.
12. The proposal for Outdoor Dining complies with the Off-street Parking requirements outlined in Land Management Code Chapter 15-3.
- a. LMC § 15-3-6(B) requires site specific review of the parking for Outdoor Dining at the time of ACUP. The Applicant proposes an increase of service of up to 16 people. While this is not an insignificant increase of usage, the location is existing public parking on Main Street and in the China Bridge Parking Structure. The site is also easily accessible by public transit as well as pedestrian access from Main Street and Heber Avenue.
13. The proposal for Outdoor Dining complies with LMC Section 15-4-21.
- a. LMC § 15-4-21(B)(1) establishes the following criteria:
 - i. The proposed seating Area is located on private Property or leased public Property and does not diminish parking or landscaping.
 - 1. Per the Union Square Plat, 660 Main Street is designated Unit DB-1. The existing deck is shown to be appurtenant to Unit DB-1 and is designated Commercial Limited Common Area on the plat.
 - ii. The proposed seating Area does not impede pedestrian circulation.
 - 1. The deck is located outside the public pedestrian easement and the Main Street Right-of-Way.
 - iii. The proposed seating Area does not impede emergency Access or circulation.

1. The proposed seating Area is located on the existing deck and does not impede emergency Access or circulation (Condition of Approval 5).
- iv. The proposed furniture is Compatible with the Streetscape.
 1. The proposed tables have a metal base and frame with a stone top. The Applicant proposes wicker chairs. The furniture complies with the regulations because it is simple in design. The dark color of the chairs and tables complements the dark paint of the primary building at 660 Main Street.
- v. No music or noise is in excess of the City Noise Ordinance, Title 6.

Use District	10:00 p.m. - 6:00 a.m.	6:00 a.m. - 10:00 p.m.
Residential	50 dBA	55 dBA
Commercial	60 dBA	65 dBA

When a noise source can be identified and its noise measured in more than one land use category, the limits of the least restrictive use shall apply at the boundaries between different land use categories.

1. Outdoor Dining Uses must comply with the City Noise Ordinance, Municipal Code of Park City Chapter 6-3.
 - vi. No Use after 10:00 p.m.
 1. Staff recommends Condition of Approval 1, "There will be no use of Outdoor Dining after 10:00 p.m."
 - vii. Review of the Restaurant's seating capacity to determine appropriate mitigation measures in the event of increased parking demand.
 1. See Finding of Fact 12.
14. The proposal for Outdoor Dining, as conditioned, complies with the Conditional Use Permit criteria outlined in Land Management Code Section 15-1-10(E).

CUP Review Criteria	Analysis of Proposal
Size and location of the Site	Complies Outdoor Dining is proposed on an existing deck area that is approximately 169 square feet within the platted limited common space appurtenant to 660 Main Street and does not impact the existing pedestrian or emergency access.
Traffic capacity	Complies The increase of 16 seats for customers will have minimal impacts to traffic. The location is walkable

	due to its proximity to the public pedestrian easement which connects the plaza to Main Street and Heber Avenue.
Utility capacity	Complies Utilities will remain as is. Outdoor Dining furniture will be placed on an existing deck. Therefore, the project will not impact Storm Water drainage capacity.
Emergency vehicle access	Complies The Outdoor Dining does not impede the existing emergency vehicle access to the Site because it is in the interior of the plaza.
Off-street parking	Complies See Finding of Fact 12
Internal vehicular and pedestrian circulation system	Complies See Finding of Fact 13(iii)(1).
Fencing, screening, and landscaping	Complies No changes to the existing fencing, screening or landscaping are proposed with this application.
Structure Mass, bulk, and orientation	Complies No changes to the existing structures are proposed.
Useable open space	Complies No changes to the existing open space are proposed.
Signs and lighting	Complies No changes to the existing signs or lighting are proposed.
Physical design and compatibility with surrounding structures	The proposed tables have a metal base and frame with a stone top. The Applicant proposes wicker chairs. The furniture complies with the regulations because it is simple in design. The dark color of the chairs and tables complements the dark paint

	of the primary building at 660 Main Street.
Noise, vibration, odors, steam, or other mechanical structures	Complies See Finding of Fact 13(v)(1).
Expected ownership	Complies No changes to ownership are proposed.
Environmentally Sensitive Lands, Physical Mine Hazards, Historic Mine Waste and Park City Soils Ordinance, or Steep Slopes	Complies There will be no disturbance of the existing topography.
General Plan Consistency	Complies Outdoor Dining supports General Plan Goal 6.8 (p.218) "Old Town: Main Street as the heart of Park City," by encouraging commerce and by gathering merchants, visitors, and shoppers to Main Street.

15. The Development Review Committee reviewed the proposal on March 18, 2025, and required the following Condition of Approval.

- a. The Park City Fire District requires that the Applicant maintain an unobstructed pathway of at least 36 inches between the tables and the exterior wall so that when the door is at a 45-degree angle to the building there is no obstruction

16. Staff published notice on the City's website and the Utah Public Notice website and posted notice to the property on March 24, 2025.

17. Staff mailed courtesy notice to adjacent property owners on March 24, 2025.

Conclusions of Law

1. The proposal complies with the Land Management Code requirements outlined in LMC Chapter 15-2.5 *Historic Recreation Commercial Zoning*, LMC Chapter 15-3 *Off-Street Parking*, LMC Section 15-4-12 *Goods and Uses to be Within Enclosed Building*, and LMC Section 15-1-10 *Conditional Use Review Process*.
2. The Use will be compatible with surrounding Structures in Use, scale, mass, and circulation.
3. The effects of any difference in Use or scale have been mitigated through careful planning.

Conditions of Approval

1. Use of Outdoor Dining after 10:00 p.m. is prohibited.
2. No Signs or Outdoor Lighting are proposed or approved with this application.
3. The Outdoor Dining shall consist of no more than eight tables with two seats each for a total of 16 seats.
4. The Planning Department must be informed in writing of any proposed changes to the approved Plans. Failure to do so may result in a Stop Work Order and Code Enforcement Action.
5. There shall be maintained an unobstructed pathway of at least 36 inches between the tables and the wall so that even when the door is at a 45-degree angle to the building there is no obstruction.
6. If the applicant proposes no more than three tables in the north plaza, they must receive Park City Fire District and Park City Fire Marshall approval prior to any installation.

218 Sandridge Road – Modification to Historic District Design Review – PL-25-06452 – The Applicant Proposes to Modify an Existing Historic District Design Review Approval to Lower the Finish Floor of the Single-Family Dwelling and Adjust Glazing on a Sliding Door in the Historic Residential – 1 (HR-1) Zoning District.

Planner Jacob Klopfenstein presented the application for the proposed changes and provided an overview of the Conditions of Approval. He also recommended amending Findings of Fact #11 and #14 to reflect the height clarification.

Planning Director Rebecca Ward asked if there were changes to the façade materials as a result of the height modification. The applicant Molly Guinan replied that the materials would remain the same.

At 12:42 PM, the Planning Director opened a public hearing. There was no public input.

At 12:42 PM, the Planning Director closed the public hearing.

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

Findings of Fact

1. 218 Sandridge Road is developed with a Single-Family Dwelling (SFD) and is Lot 1 of the 218 Sandridge Plat Amendment, recorded with Summit County on October 29, 2024 (Entry No. 1226940).
2. The Historic Site Form indicates the original Significant Historic Structure at 218 Sandridge Road was constructed c. 1895 and is also known as the Ingrid Parsons House. The structure is a cross-wing type house or T/L cottage, which was one of the three main house types constructed during the Mature Mining Era (1894-1930) of Park City.
3. Several additions modified the Historic Structure at 218 Sandridge Road in 1900, the 1940s, and the 1960s, but the structure has retained its Historic form.
4. On November 1, 2023, the Historic Preservation Board approved in part, and continued in part, the applicant's Material Deconstruction request. The Board unanimously approved the Material Deconstruction of the 1941 roofline, which will restore the 1907 roofline. The Board continued the Applicant's Material Deconstruction request of 200 square feet of the 1889 roof form to January 3, 2024. The Board then continued the discussion again to February 7, 2024.
5. On February 7, 2024, the Historic Preservation Board approved the applicant's Material Deconstruction request to remove 48 square feet of 1940s-era siding on the southern façade of the building and to remove 64 square feet of the 1889 Roof Form. As part of the approval, the Board determined that the removal of the 1889 roof material did not negatively impact the Historic roof form and held its earlier finding that the removal of the 1941 addition's roof restores the roofline of the 1907 addition. The Board included the November 1, 2023 decision to approve the applicant's Material Deconstruction of the 1941 roofline, which restored the 1907 roofline, in the February 7, 2024 Final Action Letter.
6. On June 26, 2024, the Planning Commission approved a Plat Amendment to create one Lot for the Significant Historic Site at 218 Sandridge Road. The Applicant recorded the plat with Summit County on October 29, 2024. The Planning Commission required a plat note that states the maximum Building Footprint for 218 Sandridge is 2,048 square feet.
7. The Planning Commission approved a Steep Slope Conditional Use Permit (SSCUP) for a proposed 556-square-foot detached Accessory Building at 218 Sandridge Road on August 14, 2024.
8. On November 7, 2024, the Planning Director approved the Historic District Design Review (HDDR) to construct a 334-square-foot addition and 556-square-

foot detached Accessory Building and remodel the existing Single-Family Dwelling at 218 Sandridge Road.

9. On February 10, 2025, the Applicant paid the Financial Guarantee for the project in accordance with Land Management Code (LMC) Section 15-11-9.
10. The Applicant indicated that structural engineering work revealed a need to increase structural depths for the proposed changes to the Site. The Applicant requests a Modification to the HDDR approval to lower the main level of the proposed SFD by 6 inches, and the lowest level of the SFD by 1 foot, 6 inches on the tertiary (west) facade to accommodate the necessary increase in structural depths.
11. The Applicant proposes an interior Building Height of approximately 27 feet, 8 inches as part of the proposed modification.
12. The Applicant also proposes removing one panel of the glass sliding door on the south-facing tertiary façade, reducing the glazing by approximately 25 percent.
13. The proposed modifications will not create any visual changes on the primary and secondary facades of the home from the previously approved scope of work.
14. The proposal, as conditioned, complies with LMC Chapter 15-2.2 Historic Residential – 1 (HR-1) Zoning District.
 - a. Single Family Dwellings are an allowed Use in the HR-1 Zoning District, pursuant to LMC Section 15-2.2-2(A)(1).
 - b. LMC Section 15-2.2-5(A) establishes a maximum interior Building Height of 35 feet. The Applicant proposes an interior Building Height of approximately 27 feet, 8 inches as part of the proposed modification.
 - c. The Applicant does not propose any other modifications that would affect the requirements of the HR-1 Zone. The Planning Department November 7, 2024 HDDR Final Action Letter for 218 Sandridge Road contains the full HR-1 District analysis.
15. The proposal, as conditioned, complies with LMC Chapter 15-3 Off-Street Parking.
 - a. The Applicant does not propose any changes that would affect Off-Street Parking Requirements as part of the proposed modifications.
 - b. LMC Section 15-3-6(A) requires two parking spaces for SFDs. Per LMC Section 15-2.2-4, Historic Structures that do not comply with Off-Street Parking requirements are considered valid Non-Complying Structures. The detached Accessory Building includes a single-car garage on the upper level and parking on the driveway for a second vehicle.

- c. The Planning Department November 7, 2024 HDDR Final Action Letter for 218 Sandridge Road contains the full Off-Street Parking analysis
16. The proposal, as conditioned, complies with LMC Section 15-13-2 Regulations for Historic Residential Sites.
- a. LMC Section 15-13-2 *Regulations for Historic Residential Sites* applies to the Applicant's proposal due to 218 Sandridge Road's designation as a Significant Historic Site.
 - b. See Analysis in the table below regarding LMC Section 15-13-2(A) *Universal Regulations*:

1. A site should be used as it was historically or be given a new use that requires minimal change to the distinctive materials and features.	Complies: According to the Historic Site Form , the property has historically been used as a SFD. The Applicant proposes no change to this Use as part of the modifications.
2. Changes to a site or building that have acquired historic significance in their own right should be retained and preserved.	Complies: The proposed modifications do not involve any changes to a site or building that have acquired historic significance in their own right.
3. The historic exterior features of a building should be retained and preserved.	Complies: The Applicant proposes to retain existing exterior features of the Historic Structure, including doors, windows, and metal roofing. The Applicant does not propose eliminating any Historic exterior features as

	part of the proposed modifications.
4. Distinctive materials, components, finishes, and examples of craftsmanship should be retained and preserved. Owners are encouraged to reproduce missing historic elements that were original to the building, but have been removed. Physical or photographic evidence should be used to substantiate the reproduction of missing features. In some cases, where there is insufficient evidence to allow for an accurate reconstruction of the lost historic elements, it may be appropriate to reproduce missing historic elements that are consistent with properties of similar design, age, and detailing.	Complies: The Applicant does not propose further alterations to the Historic features or forms of the Historic Structure as part of the proposed modifications.
5. Deteriorated or damaged historic features and elements should be repaired rather than replaced. Where the severity of deterioration or existence of structural or material defects requires replacement, the feature or element should match the original in appearance, dimension, texture, material, and finish. The applicant must demonstrate the severity of deterioration or existence of defects by showing that the historic materials are no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition. If deteriorated or damaged beyond repair and significant operational energy savings can be demonstrated through a professionally calculated energy model, historic features may be replaced with energy efficient features that are similar in appearance, dimension, texture, material and finish.	Complies: The proposed modifications do not involve any changes to deteriorated or damaged Historic Features.

6. Features that do not contribute to the significance of the site or building and exist prior to the adoption of these regulations, such as incompatible windows, aluminum soffits, or iron porch supports or railings, may be maintained; however, if it is proposed they be changed, those features must be brought into compliance with these regulations.	Complies: The Applicant proposes to retain existing exterior features of the Historic Structure, including doors, windows, and metal roofing. The proposed modifications do not involve any further changes.
7. Each site should be recognized as a physical record of its time, place and use. Owners are discouraged from introducing architectural elements or details that visually modify or alter the original building appearance when no evidence of such elements or details exists.	Complies: The Applicant proposes to retain existing exterior features of the Historic Structure, including doors, windows, and metal roofing. The Applicant does not propose any further changes as part of the proposed modifications.
8. Chemical or physical treatments, if appropriate, should be undertaken using recognized preservation methods. Treatments that cause damage to historic materials should not be used. Treatments that sustain and protect, but do not alter appearance, are encouraged.	Complies: The Applicant does not propose chemical or physical treatments of historic building materials as part of the proposed modifications.
9. New construction such as new additions, exterior alterations, repairs, upgrades, etc., should not destroy historic materials, features, and spatial relationships that characterize the historic site or historic building. New construction should be differentiated from the historic structure while also maintaining compatibility with the historic structure in materials, features, size, scale and proportion, and massing to protect the integrity of the historic structure, the	Complies: The Applicant proposes an addition to the Historic Structure including a foyer and entryway. The addition will serve as a clear transitional element between a new detached garage and the Historic Structure, maintaining compatibility with the Historic

historic site, and its environment.	Structure through similar massing, proportional windows, and horizontal siding and metal roof material to match or complement existing features. The Applicant does not propose any further changes as part of the proposed modifications.
10. New additions and related new construction should be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment could be restored.	Complies: The Applicant's proposed modifications would not compromise the integrity of the Historic property if removed in the future.

- c. The Applicant proposes changes affecting topography and grading, the foundation, and doors as part of the proposed Modification to the HDDR.
- d. See Analysis in the table below regarding LMC Section 15-13-2(B) *Specific Regulations*.

<u>LMC § 15-13-2(B)(1)(b): Topography & Grading</u>	<i>See analysis below</i>
(1) Maintain the natural topography and original grading of the site when and where feasible.	Condition of Approval recommended: The Applicant does not propose significant changes to the natural topography and grading of the Site. The floors on the tertiary façade will be lowered within the footprint of the previously approved foundation and will

	not further affect the topography and grading of the Site. Condition of Approval 2 requires the applicant to maintain the natural topography and return the site to its original grading after construction is completed.
(2) The historic character of the site should not be significantly altered by substantially changing the proportion of built and/or paved area to open space, and vice versa.	Complies: The Applicant does not propose significantly altering the proportion of built or paved area to open space as part of the proposed modification. The proposed modifications will not exceed the footprint of the previously approved foundation and Structure.
(3) Respect and maintain existing landscape features that contribute to the historic character of the site and existing landscape features that provide sustainability benefits.	Complies: The Applicant does not propose removing any additional vegetation as part of the proposed modifications.
(4) Maintain established on-site native plantings. During construction, protect established vegetation to avoid damage. Replace damaged, aged, or diseased trees as necessary. Vegetation that may encroach upon or damage the historic structure may be removed, but should be replaced with native vegetation away from the historic building or structure.	Complies: The Applicant does not propose removing any additional vegetation as part of the proposed modifications.

<i>LMC <u>§ 15-13-2(B)(2)(b)</u>: Foundation</i>	<i>See analysis below.</i>
(1) The historic placement, orientation, and grade of a historic building shall be retained, as shall the original grade of the property where feasible.	Complies: The Applicant does not propose changing the historic placement, orientation, or grade of the historic structure.
(2) A new foundation shall not raise or lower a historic structure generally more than two (2) feet from its original floor elevation.	Condition of Approval recommended: The proposed modifications will lower the structural elevation of the lowest finish floor by a maximum of 1 foot, 6 inches. The Applicant's physical conditions report (Exhibit I) indicates that there are soft mortar joints at the stone and brick foundations. The Applicant proposes to fix and seal the foundation issues as part of the Historic Preservation Plan for the property. These proposed foundation repairs will not raise or lower the historic structure more than two feet from its original floor elevation. Condition of Approval 3 prohibits the Applicant from raising or lowering the Historic Structure more than 2 feet from its original floor elevation.
(3) A historic site shall be returned to original grade following construction of a foundation. When the original grade cannot be achieved, generally no more	Condition of Approval recommended: The proposed modifications will not affect the visual impact of the primary and secondary facades of the SFD. The

than six inches (6") of the new foundation shall be visible above final grade on the primary and secondary facades.	proposed modifications will lower the structural elevation of the lowest finish floor by a maximum of 1 foot, 6 inches. Condition of Approval 2 requires the applicant to maintain the natural topography and return the site to its original grading after construction is completed.
(4) Re-grade the site so that all water drains away from the structure and does not enter the foundation.	Condition of Approval recommended: Condition of Approval 2 requires the Applicant to re-grade the site such that water drains away from the structure and does not damage the foundation. Condition of Approval 2 also requires the Applicant to maintain the natural topography and return the site to its original grading after construction is completed.
(5) 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.	Condition of Approval recommended: The Applicant proposes fixing and sealing the existing foundation, which is made of brick, concrete, and stone. Condition of Approval 3 requires the Applicant to implement a plinth or trim board at the base of the Historic Structure if the foundation is visible below the Historic Structure.
(6) Any re-grading of the site shall blend with grade of adjacent sites	Condition of Approval recommended: The Applicant proposes replacing two

and shall not create the need for incompatible retaining walls.	failing non-Historic retaining walls on the north side of the property and preserving an existing Historic retaining wall on the south side of the Historic Structure. Condition of Approval 2 requires the applicant to maintain the natural topography and return the site to its original grading after construction is completed.
(7) The form, material, and detailing of a new foundation shall be similar to the historic foundation (when extant) or similar to foundations of nearby historic structures.	Complies: The Applicant proposes fixing and sealing the existing foundation, which is made of brick, concrete, and stone.
(8) Historic foundations shall not be concealed with masonry block, plywood panels, corrugated metal, or wood shingles. Masonry foundations shall be cleaned, repaired, or re-pointed according to masonry guidelines (published by the Secretary of the Interior). 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.	Complies: The Applicant proposes small repairs to seal the existing foundation and does not propose concealing the Historic foundation, which is constructed out of brick, concrete, and stone.
(9) 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	Complies: The Applicant does not propose any window or egress wells as part of the proposed modifications.

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.	
<i>LMC § 15-13-2(B)(2)(c): Doors</i>	<i>See analysis below.</i>
(1) Maintain and preserve historic door openings, doors, door surrounds, and decorative door features.	Complies: No Historic doors remain on the Historic Structure. Changes to the door opening on the south façade of the Historic Structure were approved as part of the Historic Preservation Board’s Material Deconstruction February 7, 2024 approval. The Historic porch on the south façade of the Historic Structure was enclosed in the 1960s. The Applicant does not propose any further changes to Historic door openings as part of the proposed modifications.
(2) Restore historic door openings that are significant to the period of restoration. On primary façades, in particular, consider reconstructing, based on physical or documentary evidence, historic doorways that no longer exist.	Complies: The Historic porch on the south façade of the Historic Structure was enclosed in the 1960s, and no other Historic door openings remain on the Historic Structure. The Applicant does not propose any further changes to Historic door openings as part of the proposed modifications.

(3) Avoid changing the position, proportions, or dimensions of historic door openings. It is not appropriate to create additional openings or remove historic openings on primary or secondary facades that are visible from the primary public right-of-way.	Complies: As noted above, no Historic doors remain on the Historic Structure. Changes to the door opening on the south façade of the Historic Structure were approved as part of the Historic Preservation Board’s Material Deconstruction February 7, 2024 approval (see Exhibit D). The Historic porch on the south façade of the Historic Structure was enclosed in the 1960s. The Applicant does not propose any further changes to Historic door openings as part of the proposed modifications.
(4) Replacement doors shall be allowed only when it can be shown that the historic doors are no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition. Replacement doors shall exactly match the historic door in size, material, profile, and style.	The Applicant does not propose replacing any doors on the Historic Structure.
(5) 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	The Applicant does not propose replacing any doors on the Historic Structure.

doors, as well as door sidelights are not appropriate on most primary and secondary façades.	
(6) Storm doors and/or screen doors typical of the Mining Era may be used on primary or secondary facades when the applicant can show that they will not diminish the historic character of the building.	The Applicant does not propose storm doors or screen doors.
(7) New door openings may be considered on secondary facades. A new opening shall be similar in location, size, and type to those seen on the historic structure.	Complies: The proposed vestibule and transitional element will utilize the door opening on the south façade, which will be enlarged to accommodate the vestibule. The Historic Preservation Board approved changes to the south façade of the Historic Structure on February 7, 2024 (see Exhibit D). The Historic porch on the south façade was enclosed in the 1960s, but the vestibule will utilize an entrance in roughly the same location as the historic door opening that was present prior to the enclosure of the historic porch. The Applicant's proposed modification to decrease the glazing of the sliding door on the south-facing façade is not significantly different than door openings seen on the Historic structure.
(8) When a historic door opening is no longer functional on a primary façade, the door shall be retained and, if necessary, blocked on the	No historic door openings remain on the Historic Structure.

interior side only. The door shall appear to be functional from the exterior.	
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- e. The Applicant does not propose further changes affecting items regulated by LMC Section 15-13-2(B) beyond the previously approved HDDR.
17. Staff published notice on the City's website and the Utah Public Notice website and posted notice to the property on March 19, 2025. Staff mailed courtesy notice to property owners within 300 feet on March 19, 2025. The Park Record published courtesy notice on March 21, 2025.

Conclusions of Law

1. The proposal, as conditioned, complies with LMC Chapter 15-2.2 Historic Residential – 1 (HR-1) Zoning District.
2. The proposal, as conditioned, complies with LMC Chapter 15-3 Off-Street Parking.
3. The proposal, as conditioned, complies with LMC Section 15-13-2 Regulations for Historic Residential Sites.

Conditions of Approval

1. All previous Conditions of Approval relating to the Applicant's current project remain in effect, including but not limited to Conditions of Approval required through the following Final Action Letters:
 - a. November 7, 2024 HDDR Final Action Letter for 218 Sandridge Road
 - b. Planning Commission August 14, 2024 SSCUP Final Action Letter for 218 Sandridge Road
 - c. Planning Commission June 26, 2024 Plat Amendment Final Action Letter for 218 Sandridge Road
 - d. February 7, 2024 Historic Preservation Board Final Action Letter for 218 Sandridge Road
2. The Applicant shall maintain the natural topography and return the site to its original grading after construction is completed. The Applicant shall also re-grade the site such that water drains away from the structure and does not damage the foundation.
3. The Applicant shall not raise or lower the Historic Structure more than 2 feet from its original floor elevation.

4. A plinth or trim board shall be implemented at the base of the Historic Structure if the foundation is visible below the Historic Structure to visually anchor the Historic Structure to the foundation.
5. The proposed work requires a Building Permit through the Building Department.
6. The proposed work requires a Final Inspection by both the Building and Planning Departments.
7. Modifications to the project require a modification application submittal to the Planning Department, payment of application fee, review for compliance with required standards, and Planning and Building Department approval.
8. The designer, architect, and/or applicant shall be responsible for coordinating the approved architectural drawings, documents, and/or plans with the approved construction drawings and documents. The overall aesthetics of the approved HDDR architectural plans shall take precedence. Any discrepancies found among these documents that would cause a change in the approved construction drawings shall be reviewed and approved prior to construction.
9. This Modification to Historic District Design Review Final Action Letter and approval shall expire on April 3, 2026 at 5:00 PM (MST). The Applicant shall obtain a Building Permit for the proposed work prior to that date. If a Building Permit for the proposed work is not approved before April 3, 2026 at 5:00 PM (MST), this Waiver Letter shall be voided, and the Applicant will be required to submit a new HDDR application to pursue the proposed work.

The Park City Administrative Public meeting adjourned at 12:43 PM.

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:".