

Administrative Public Meeting
February 20, 2025
Page 1

PARK CITY MUNICIPAL CORPORATION
ADMINISTRATIVE PUBLIC MEETING MINUTES
PLANNING DEPARTMENT
<https://us02web.zoom.us/j/88167820277>
February 20, 2025

STAFF:

Rebecca Ward, Planning Director; Lillian Zollinger, Planner III; Jacob Klopfenstein, Planner I; JJ Trussell, Deputy Chief Building Official; E. Roman, Planning Administrative Assistant.

PUBLIC:

Cole Knight, Travis Ault, Jean Ault.

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

REGULAR AGENDA/PUBLIC HEARINGS/POSSIBLE ACTION

1400 Sullivan Road – Historic District Design Review – PL-24-06245 –
Proposing to Demolish the Existing 5,000 Square-Foot Recreation Building at City Park to Construct a 15,000-Square-Foot Community Center Adjacent to Miner's Hospital, a Landmark Historic Site, in the Urban Park Zone.

Planner Jacob Klopfenstein presented the application and provided background information. He also noted that the proposal as conditioned complies with UPZ, Off-Street Parking, MPD and CUP criteria, and with Regulations for Historic Commercial Infill Construction. Planner Klopfenstein gave an overview of the Conditions of Approval.

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

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

Planning Director Rebecca Ward noted that the subdivision plat was under review and scheduled for May 12 with the Planning Commission.

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 Applicant proposes demolishing the existing 5,000-square-foot Recreation Building at City Park, located at 1400 Sullivan Road, to construct a 15,000-square-foot Community Center. The proposal also includes adding 28 new parking spaces, constructing an outdoor patio area and relocating several outdoor recreation amenities at City Park, including two volleyball courts, a basketball court, and a playground.
2. The existing 5,000-square-foot recreation building was constructed before 1987 and hosts various recreation activities, including day camp sessions for children during the summer. City Park also includes a basketball court, two volleyball courts, sports fields, a playground, and various trail connections to the Poison Creek Trail.
3. 1400 Sullivan Road is in the Urban Park District (UPZ), outside of the Park City Historic District, and is not designated as a Historic Site on Park City's Historic Site Inventory. However, the proposed Community Center location is near Miner's Hospital, a Landmark Historic Site.
4. To ensure the proposed Community Center is compatible with the historic character of the adjacent Historic Site, the Applicant submitted a Historic District Design Review application on August 19, 2024.
5. The applicant provided updated plans for the proposed Community Center on November 15, 2024. The Planning Department determined the applicant's application was complete and issued a complete application notice on November 18, 2024.
6. 1400 Sullivan Road is comprised of several parcels owned by Park City Municipal Corporation that make up City Park. The area of the proposed Community Center is bordered by residential neighborhoods to the west and north, recreation fields to the north, Deer Valley Drive to the east, and Miner's Hospital to the south.
7. In addition to the HDDR application, the Applicant submitted Master-Planned Development (MPD), Conditional Use Permit (CUP) and Plat Amendment applications on August 19, 2024.
8. On February 15, 2024, the City Council provided input on a conceptual design for the proposed Community Center.

9. On June 20, 2024, the City Council reviewed the proposed plans for the Community Center and approved a Professional Services Agreement for Sparano + Mooney Architecture.
10. The Planning Commission reviewed the City Park Community Center proposal during a work session on September 25, 2024. The Planning Commission approved the MPD and CUP proposals for 1400 Sullivan Road on December 11, 2024.
11. The Planning Commission is expected to review the Applicant's Plat Amendment proposal in spring 2025. The proposed Community Center crosses two metes-and-bounds parcels, SA-265-A-X and SA-235-1-X. The Applicant's Plat Amendment proposal seeks to create a 619,423-square-foot Lot combining these two parcels that will contain the proposed Community Center and Miner's Hospital. The Plat Amendment also proposes subdividing the skate park at City Park (located in the southeast portion of the park) into a second Lot, and the Mawhinney parking lot (located at 1220 and 1240 Park Avenue) into a third Lot.
12. The City Park Community Center proposal complies, as conditioned, with the requirements of LMC Chapter 15-2.26 Urban Park District.
 - a. The Applicant's proposal was analyzed for compliance with LMC Chapter 15-2.26 during the MPD review process, and the Planning Commission December 11, 2024 Final Action Letter contains the full zoning district analysis.
 - b. Pursuant to LMC Section 15-2.26-3, all Structures must be set back at least 25 feet from the boundary line of the Lot. The proposed Community Center maintains a 30-foot Setback on the West and East proposed Lot Lines, and a Setback greater than 100 feet on the North and South proposed Lot Lines.
 - c. Pursuant to LMC Section 15-2.26-4, Structures may not exceed 28 feet from Existing Grade. Water towers, mechanical equipment, and associated Screening, when enclosed or Screened, may extend up to five feet above the height of the Building. The Community Center is proposed to reach a maximum height of 27.3 feet from Existing Grade. The applicant proposes locating screened mechanical equipment in the middle of the building, set back 5 feet from the edge of the building and no greater than 30 feet from Existing Grade. The roof maintains a Building Height of 25 feet from Existing Grade where the screened mechanical equipment is located.

13. The proposal complies, as conditioned, with the off-Street Parking requirements outlined in LMC Chapter 15-3.
 - a. Pursuant to LMC § 15-3-6(B), five Parking Spaces per 1,000 square feet of Floor Area are required for Public Recreation Facilities. The proposed Community Center has 15,000 square feet of floor Area, which requires 75 Parking Spaces. There are 47 existing Parking Spaces, and the Applicant proposes to construct an additional 28 Parking Spaces, for a total of 75 Parking Spaces.
 - b. The proposal also complies with Electric Vehicle Charging Station requirements outlined in LMC § 15-3-11(B), Bicycle Parking requirements outlined in LMC § 15-3-9, and parking area lighting requirements outlined in LMC § 15-3-3(C).
 - c. The Planning Commission December 11, 2024 Final Action Letter contains the full off-Street Parking analysis for the applicant's proposal.
14. The proposal, as conditioned, complies with the Master Planned Development review criteria outlined in LMC Section 15-6-5 and the Conditional Use review criteria outlined in LMC Section 15-1-10(E).
 - a. The Planning Commission reviewed the MPD and CUP proposals for the Community Center on December 11, 2024 and determined that the proposal complied, as conditioned, with the Master Planned Development review criteria outlined in LMC Section 15-6-5 and the Conditional Use review criteria outlined in LMC Section 15-1-10(E).
 - b. The Planning Commission December 11, 2024 Final Action Letter contains the full MPD and CUP analysis for the applicant's proposal.
15. The proposal, as conditioned, complies with the requirements of LMC Section 15-13-9 Regulations For Historic Commercial Infill Construction (and Non-Historic Commercial Sites).
 - a. Due to the site's proximity to Miner's Hospital, a Landmark Historic Site, the applicant's proposal is reviewed for compliance with LMC Section 15-13-9 Regulations For Historic Commercial Infill Construction (and Non-Historic Commercial Sites).
 - b. The February 20, 2025 Community Center HDDR Staff Report is incorporated herein as Attachment 1 and contains the full Historic District regulations analysis for the proposal.
16. The Development Review Committee reviewed the proposal on September 3, 2024.

- a. The Planning Commission December 11, 2024 Final Action Letter contains Conditions of Approval required by the Development Review Committee.
17. Staff published notice on the City's website and the Utah Public Notice website and posted notice to the property on February 5, 2025. Staff mailed courtesy notice to property owners within 300 feet on February 5, 2025. The Park Record published courtesy notice on February 6, 2025.

Conclusions of Law

1. The proposal complies, as conditioned, with the Planning Commission's December 11, 2024 Master Planned Development and Conditional Use Permit Final Action Letter.
2. The proposal complies, as conditioned, with the requirements of Land Management Code Section 15-13-9 Regulations For Historic Commercial Infill Construction (and Non-Historic Commercial Sites).

Conditions of Approval

1. The roof of the proposed Community Center shall be designed to minimize snow shedding onto adjacent pedestrian paths and other public amenities.
2. The roofing material for the proposed Community Center shall have a Solar Reflectivity Index (SRI) of 35 or less.
3. Landscaping elements shall be used to screen any ground-level mechanical equipment from view.
4. Rooftop mechanical equipment shall be fully screened and shall not exceed 33 feet in height from Final Grade.
5. The applicant shall use low-VOC (volatile organic compound) paints and finishes when possible.
6. Warm tones shall be used when possible in energy efficient lighting.
7. The proposed work shall require a Building Permit through the Building Department.
8. The proposed work requires a Final Inspection by both the Building and Planning Departments.
9. 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.
10. 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.

11. This Historic District Design Review (HDDR) Waiver Letter and approval shall expire on February 20, 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 February 20, 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.

615 Woodside Avenue – Historic District Design Review – PL-23-05838 –
Proposing to Lift a Significant Historic Structure to Construct a Basement Addition and Structural Upgrades in the Historic Residential-1 Zoning District.

Planner Zollinger presented the application and noted that the proposal was compliant as conditioned with Non-Complying Structure Determinations, LMC § 15-2.2-5, LMC § 15-13-2. She also provided an overview of the Conditions of Approval.

The applicant representative Cole Knight presented renderings of the proposal and asked for clarification on Condition of Approval #5, Condition of Approval #10 and Condition of Approval #11, Condition of Approval #15, and Condition of Approval #16. The Planning Director provided clarification on the Conditions of Approval of concern.

Planning Director Rebecca Ward indicated that the substitution façade materials will need to be reviewed to ensure that they are in compliance. The applicant representative Cole Knight also provided a presentation with the progression of changes that their design has taken, and indicated that they would continue to explore options to reduce the window glazing and incrementing the separation in the elevator section.

At 12:53 PM, the Planning Director opened a public hearing. There was no public input.

At 12:53 PM, the Planning Director closed the public hearing.

MOTION: The Planning Director **APPROVED** the Historic District Design Review at 615 Woodside Avenue in accordance with the Findings of Fact, Conclusions of Law, and amended Conditions of Approval.

Findings of Fact

1. 615 Woodside is a Significant Historic Structure on Park City's Historic Sites Inventory and was constructed sometime before 1889.
2. 615 Woodside Avenue is in the Historic Residential – 1 Zoning District and is Lot 1 of the Walter-Daniels Amended Lot 2 Subdivision.
3. In 1961 an addition was constructed on the rear of the Significant Historic Structure.
4. In 1983 the Structure was converted to a bed and breakfast.
5. In 1988 a second addition was added to the rear of the Structure.
6. In 1989 the Historic District Commission approved a grant for restoring the front porch and front staircase.
7. In 1995, the Historic District Commission approved a second grant to repair the historic stone staircase and retaining walls in front of the Structure. At some point the historic retaining walls were replaced with poured concrete and faced with stone.
8. In 1995, the City Council approved the Walter-Daniels Subdivision.
9. On October 16, 1997, the City Council approved a Plat Amendment for the Walter-Daniels Subdivision, which created two Lots. 615 Woodside Avenue is Lot 1 and 621 Woodside Avenue is Lot 2 of the Subdivision.
10. On July 19, 2007, the City Council approved Ordinance No. 07-45, which approved a Plat Amendment to remove a plat note which stated, "So long as the Old Miner's Lodge remains a lodging facility, parking shown on Lot 2 shall be designated for the use and enjoyment of Lot 1, and so as not to have Merger by Deed, Park City Municipal Corporation shall be a third party beneficiary to said easement."
11. The Structure is currently used as a SFD and has an active Business License for a Nightly Rental.
12. On December 20, 2011, the Planning Director approved a Historic District Design Review (HDDR) for an unenclosed parking area.
13. On April 19, 2013, Planning Staff approved the replacement of the existing wood deck.
14. The Applicant proposes to lift the Structure and construct a basement and garage, as well complete modifications to the exterior materials.
15. Pursuant to LMC § 15-11-9, a Financial Guarantee is required prior to the issuance of a building permit.

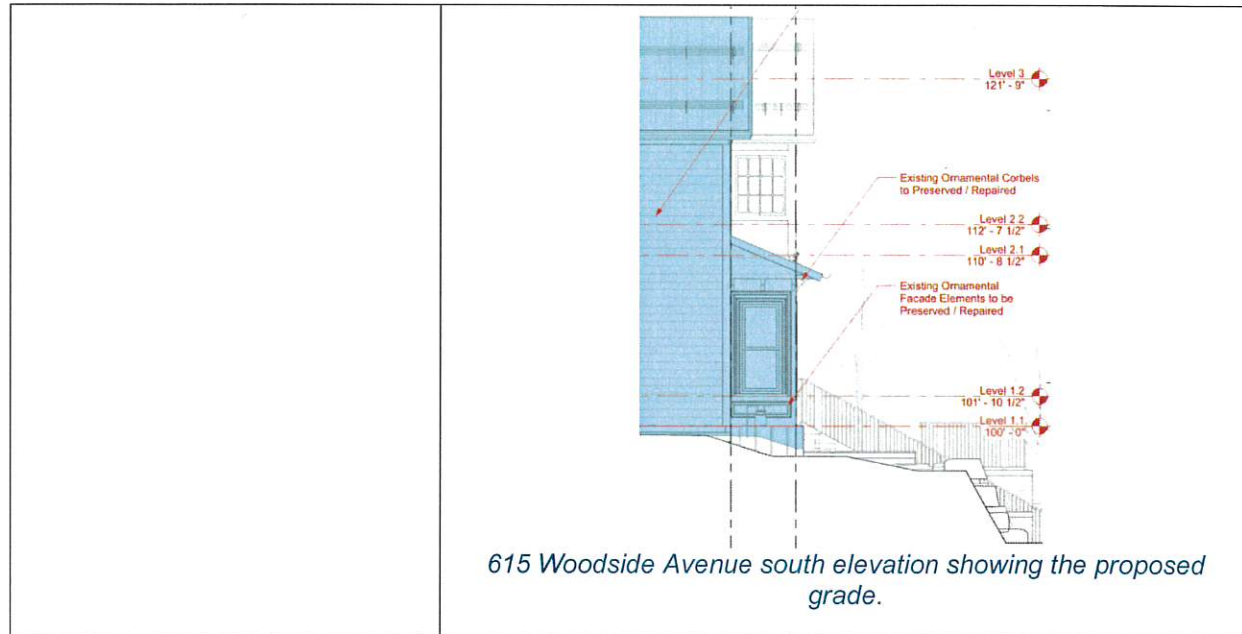
16. On November 6, 2024, the Historic Preservation Board approved the lift of the Historic Structure to construct a basement under the entire structure.
17. On November 26, 2024, the Planning Director issued a Non-Complying Determination for the 1988 non-historic addition on the rear of the Historic Structure.
18. The proposal, as conditioned, complies with the Historic Residential-1 Zoning Regulations outlined in LMC Chapter 15-2.2:

Zoning Requirement	Analysis
Minimum Lot Size - 1,875 square feet	Complies: 11,153 square feet
Maximum Lot Size – 3,750 square feet	Complies: In 1995, when the City Council approved the Walter-Daniels Subdivision, the LMC did not require a Maximum Lot Size, therefore it was compliant at the time the Plat was approved. Additionally, Historic Sites are exempt from Maximum Lot Size requirements.
Minimum Lot Width- 25'	Complies: 50'
Maximum Building Footprint – 2,979.79 square feet ¹	Existing Non-Complying: 3057.6 square feet New construction may not exceed the allowable Building Footprint of 2,979.79 square feet (see Condition of Approval 15 and Exhibit G).
LMC <u>§ 15-2.2-3(H)(9)</u> Front and Rear Setbacks – 15' each for lot depth over 100 feet	Condition of Approval: The Applicant proposes no changes to existing setbacks for the Historic and Non-Historic Structure. 15' Front Setback 15' Rear Setback At the building permit stage, the Applicant will be required to demonstrate that no structural elements encroach within the front and rear setbacks that exceed 30 inches from Final Grade. As noted above, Existing Grade may not be changed more than four feet. The Applicant proposes removing and replacing

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

	the retaining walls in the front setback. Retaining walls in the front setback are limited to a four-foot height from Final Grade. As a result, the Applicant will need to terrace the retaining walls or apply for an Administrative Permit to exceed four feet in the front setback. Terracing is recommended to comply with LMC § 15-13-2(B)(1)(d)(2): maintain the historic height and setback of retaining walls along the street. . . new retaining walls should be consistent with historic retaining walls in design, material, scale of materials, as well as size and mass of the wall.
LMC § 15-2.2-3(J)(7) Side Setbacks – 5’ each for lot width up to 100 feet	Condition of Approval: The Applicant proposes no changes to existing setbacks for the Historic and Non-Historic Structure. 5’ each Side Setback At the building permit stage, the Applicant will be required to demonstrate that no structural elements encroach within the side setbacks that exceed 30 inches from Final Grade. As noted above, Existing Grade may not be changed more than four feet.
Building Height- 27 feet above Existing Grade LMC § 15-2.2-5(D) states, “The Planning Director may allow additional height to allow for an elevator compliant with American Disability Act (ADA) standards. The Applicant must verify the following: 1. The proposed height exception is only for the Area of the elevator. No increase in square footage is being achieved. 2. The proposed option is	Existing Non-Complying: 33’ New construction may not exceed the allowable building height of 27 feet (see Condition of Approval 15 and Exhibit G). The Applicant proposes installing an elevator. The Applicant notes: “The proposed elevator does not increase the square footage of the building, as the elevator is contained within the current Building Footprint, and the height exception is only utilized for the space required for the elevator overrun. In accordance with LMC 15-2.2-5.D.3.b.: The proposed elevator location is the most suitable of all the feasible locations on the site for the following reasons: 1. The proposed elevator location is within the existing Building Footprint. 2. The proposed elevator location occurs on the non-historic addition.

the only feasible option for the elevator on the Site. 3. The proposed elevator and floor plans comply with the American Disability Act (ADA) standards.”	3. The proposed elevator services all levels, including the garage, which is necessary for providing accessible entry from the street. 4. The proposed elevator is located in a central position within the overall building plan. In accordance with LMC 15-2.2-5.D.3.c.: The proposed elevator and plans comply with the ADA standards via the following design features: 5. At least one no-step entry is provided. 6. Accessible routes are at least 36” wide. 7. One accessible bedroom is provided. 8. One accessible bathroom is provided. 9. One accessible kitchen area is provided. 10. One accessible elevator is provided which services all common areas of the home.”
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: 35’ maximum interior height
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: Pursuant to LMC § 15-2.2-4, the Historic Structure is exempt from the Building Height step-back requirement.
Roof Pitch- 7:12 -12:12	Complies: 9:12
Final Grade within 4 feet of Existing Grade	Complies: The proposed Final Grade is proposed to be the same as the existing disturbed grade except for the front of the structure, which is within four feet.



19. The proposal to construct a Single-Family Dwelling complies with criteria outlined in LMC Chapter 15-3, Off-Street Parking.
20. The proposal, as conditioned, complies with the regulations For Historic Residential Sites outlined in LMC § 15-13-2.

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 lifted to complete the basement level and replaced in the same location.

- 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."

See Condition of Approval 16: The site has been impacted partially on the northeast side due to the 2011 approval of the unenclosed parking area. The Applicant proposes to further modify the southeastern portion site for landscaping. The 1941 tax photo shows the site with a retaining wall at the front, and grade sloping from the structure to that wall.



1941 tax photo from the HSI form.

Staff recommends an updated landscape plan that shows the grade at a more natural slope, rather than introducing retaining boulders at the front of the Historic Structure, and terracing the retaining walls to comply with height limitations within the front setback.



Rendering of 615 Woodside Avenue, provided by the Applicant.

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 16: 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 – "Maintain the historic height and setback of retaining walls along the street. Retaining walls of stone, concrete, or rock-faced concrete block that are original to the historic site should be preserved and maintained in their original dimensions."	See Condition of Approval 16: The Applicant proposes new retaining walls in the landscape area that modifies the more natural grade in front of the Historic Structure. The Applicant will be required to provide an updated landscape plan that complies with LMC § 15-13-2(B)(1)(d) .
e) Fencing	The Applicant does not propose fencing.
f) Gazebos, Pergolas, and other Shade Structures	The Applicant does not propose shade structures.
g) Parking Area & Driveways - LMC § 15-13-2(B)(1)(g) states, "New driveways shall not exceed ten (10) feet in width."	See Condition of Approval 16: Prior to building permit submittal, the plans are required to be updated to show a 10' maximum driveway width.
h) Paths, Steps, Handrails, & Railings (Not Associated with Porches) -	Complies: The Applicant proposes to reconstruct the front staircase to meet building code. The stairs have been replaced before. The Applicant proposes metal railings up the stairs and along the which is a compliant material in the Historic District.
2. Primary Structures	Analysis of Proposal

a) Exterior Walls – LMC § 15-13-2(B)(2)(a) states, “Primary and secondary facade components, such as window/door configuration, wall planes, recesses, bays, balconies, steps, porches, and entryways shall be maintained in their original location on the façade. 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. Avoid interior changes that affect the exterior appearance of primary and secondary facades, including changing historic floor levels, changing windows to doors or doors to windows, and changing porch roofs to balconies or decks.”	See Conditions of Approval 3, 9, and 10: The Applicant proposes to return all exterior historic walls to their location after the structure is lifted. The applicant proposes to keep existing siding materials and to preserve and or repair them as needed. The Applicant also proposes to retain or repair ornamental façade elements and decorative corbels. Staff recommends they be removed, as they are not shown in the 1941 tax photo. Staff also recommends the Applicant avoid interior changes that affect the exterior.
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.”	See Conditions of Approval 4, 5, 6, 7, 8: The structure shall not be raised above its existing elevation due to the structure’s existing Non-Complying 33-foot height (see Exhibit G).

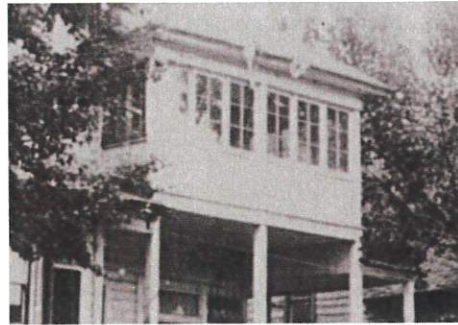
c) Doors - LMC § 15-13-2(B)(2)(c) states, "When no physical or documentary evidence of original doors exists, replacement doors typically shall be of wood, with or without glazing, and shall complement the style of the historic structure. When replacing non-historic doors, use designs similar to those 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: The Applicant proposes to replace the non-historic front door with an era-appropriate door.
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d) Windows -

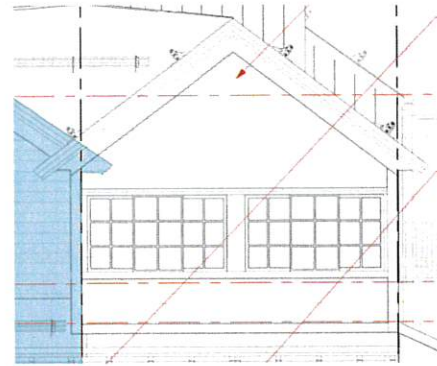
LMC [§ 15-13-2\(B\)\(2\)\(d\)](#) states, "Maintain and preserve historic window openings, windows, window surrounds, and decorative window features. Restore historic window openings that have been altered or lost over time. On primary facades, in particular, consider reconstructing, based on physical or documentary evidence, historic window openings that no longer exist. 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."

See Conditions of Approval 9 and 11:

The Applicant proposes to restore the front windows over the porch to the 1941 tax photo.



1941 tax photo from the HSI form.



Front elevation proposed windows, plans provided by the Applicant.

Pursuant to the Applicant's Existing Conditions Report and Historic Preservation Plan (see Exhibit D), none of the windows are original to the structure, therefore the Applicant proposes to replace the windows in the same style and configuration as is existing. The replacement windows shall be wood.

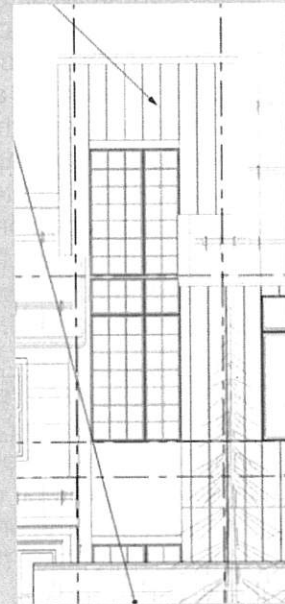
e) Gutters and Downspouts – LMC § 15-13-2(B)(2)(e) states, “Avoid removing or obstructing a historic building’s elements and materials when installing gutters and downspouts. Water from gutters and downspouts shall drain away from the historic structure.”	See Condition of Approval 12: All gutters shall not remove historic material and shall drain away from the Historic Structure.
f) Chimneys and Stovepipes -	There are no existing historic chimneys and the Applicant does not propose adding any chimneys.
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 13: The existing porch is not the original porch as shown in the HSI photos. The Applicant proposes to remove the portions of the non-historic porch materials that are in poor condition and replace with materials that match the historic elements and materials. The Applicant shall update their plans to show all existing materials and their proposed replacement, which shall comply with LMC § 15-13-2(B)(2)(g)(3) .
h) Architectural Features – LMC § 15-13-2(B)(2)(b) states, “Preserve and maintain architectural features such as eaves, brackets, cornices, moldings, trim work, and decorative shingles. Repair rather than replace historic architectural features.”	Complies: The Applicant proposes to maintain and/or repair architectural features. See Exhibit D.
3. Mechanical and Utility Systems and Service Equipment	See Condition of Approval 14: 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)(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."

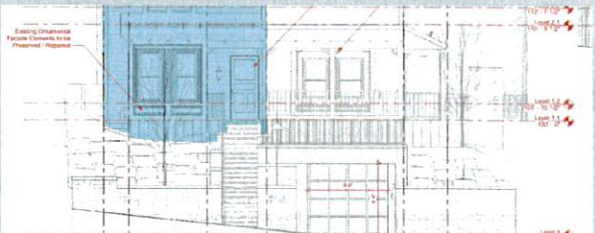
See Condition of Approval 13 and 15: As outlined in the Planning Director's Non-Complying Determination (see Exhibit G), the existing 1988 non-historic addition may remain in its location without coming into compliance with current LMC regulations, so long as the Non-Compliances are not removed or significantly modified.

The Applicant proposes removing existing materials on the non-historic addition and replacing them with GFRC panels. The Applicant is required to demonstrate qualifications for an exception to materials in the Historic District or update the final building materials prior to building permit submittal.

The Applicant proposes windows on the elevator that do not match the 2:1 ratio typically found on Historic Structures. The Applicant will be required to update the plans to reduce glazing to comply with window dimensions and glazing patterns.



Proposed elevator windows on the north and south sides.

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.”	See Condition of Approval 4: The Applicant proposes a basement addition with a garage under both the Historic Structure and the non-historic addition. The proposed garage entrance will be located at the existing entrance of the unenclosed parking area (approved in 2011) and is level with or behind the historic wall plane. The Applicant proposes to keep the height of the structure and grade at the same level it is at currently.  <i>Garage door and entrance on the east side, plans provided by the Applicant.</i>
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 13: The Applicant proposes to remove an existing deck and replace it in a similar location at the rear of the property, connected to the non-historic addition and not to the Historic Structure. The Applicant shall update their plans to show all existing materials and their proposed replacement, which shall comply with LMC § 15-13-2(B)(2)(g)(3).
7. Balconies & Roof Decks	The Applicant does not propose any balconies or roof decks.
8. Historic Accessory Buildings	There are no Historic Accessory Buildings on site.
9. New Accessory Buildings	The Applicant does not propose a new Accessory Building.

21. The Development Review Committee reviewed the proposal on October 15, 2024, and does not require Conditions of Approval.

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 the Land Management Code requirements outlined in 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 February 20, 2025 Administrative Public Hearing HDDR approval for 615 Woodside 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 Significant 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. The Applicant shall avoid interior changes on historic portion of the Structure that affect the exterior appearance of primary and secondary facades...unless approved by the Historic Preservation Board.
11. Replacement windows on the Historic Structure shall be made of wood. Vinyl and aluminum windows are prohibited.
12. All gutters shall not remove historic material and shall drain away from the Historic Structure.
13. The Applicant is required to demonstrate all proposed materials are compliant with the requirements of LMC § 15-13-2 prior to submitting a Building Permit.
14. Plans submitted for building permit review are required to show that mechanical equipment complies with the 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 screened.
15. Demolition or removal of the Non-Complying Structure results in a loss of Non-Complying status and new construction will be required to comply with the current LMC. As a result, the addition to the Significant Historic Structure may only be repaired, maintained, and altered provided that such repair, maintenance, and alteration neither creates any new non-compliance or increases the degree of the existing non-compliance of all or any part of such Structure in compliance with LMC Section 15-9-6 and the proposed demolition plans reviewed February 20, 2025. Modifications to the proposed demolition plans require review and approval prior to changes to the Non-Complying Structure.
16. The Applicant shall provide an updated landscape plan that reduces the height of new walls in the Front Setback 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), § 15-13-2(B)(1)(d). The proposed retaining walls may not increase the dimensions beyond the 2011 HDDR approval for the unenclosed parking area. The Applicant shall also update the plans to show the driveway at 10 feet in width maximum. The outdoor barbeque area and proposed glazing for the elevator shaft require modifications for compliance with code prior to building permit submittal.

17. 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.

The Park City Administrative Public meeting adjourned at 12:50 PM.

Approved by Planning Director:

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, positioned below the text "Approved by Planning Director:".