

Administrative Public Meeting
July 18, 2024
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PARK CITY MUNICIPAL CORPORATION
ADMINISTRATIVE PUBLIC MEETING MINUTES
PLANNING DEPARTMENT
July 18, 2024
<https://us02web.zoom.us/j/88167820277>

STAFF:

Rebecca Ward, Planning Director; Elissa Martin, Assistant Planning Director; Virgil Lund, Planner II; Jacob Klopfenstein, Planner I; Ed. Roman, Planning Administrative Assistant.

PUBLIC:

Kent Gibson

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The Planning Director called the meeting to order at 12:03 PM.

REGULAR AGENDA/PUBLIC HEARINGS/POSSIBLE ACTION

1300 Snow Creek Drive – Administrative Permit – PL-24-06120 – The Applicant Proposes to Construct 34 Additional Parking Spaces at the Snow Creek Master Planned Development.

Planner Virgil Lund presented the application and gave an overview of the project's history. He stated that the proposal complies with the Off-Street Parking Requirements in the Land Management Code Chapter 15-3, the Snow Creek Master Plan Development and highlighted some of the Conditions of Approval.

Planning Director Ward verified with the applicant that the information the Planning Commissions had requested on April 24 was also being provided. The applicant Kent Gibson indicated that it was being provided.

Planner Lund also mentioned that as part of one of the Conditions of Approval, the applicant will be providing a parking study and an update to the Planning Department six months after completion of the proposed project.

At 12:19 PM, the Planning Director opened a public hearing. There was no public input.

At 12:19 PM, the Planning Director closed the public hearing.

MOTION: The Planning Director **APPROVED** the Administrative Permit for a Minor Modification to the Master Plan Development in accordance with the Findings of Fact, Conclusions of Law, and Amended Conditions of Approval.

Findings of Fact

1. There are 324 existing Parking Spaces at the Snow Creek Master Planned Development. The Applicant proposes constructing an additional 34 Parking Spaces with two Electric Vehicle Charging Stations.
2. On April 14, 1993, the Planning Commission denied a Large Scale MPD at 1300 Snow Creek Drive. The application was denied due to the large amount of commercial space, the configuration of stores, and the amount of parking and the parking configuration.
3. On May 13, 1993, the City Council heard an appeal of the Planning Commission denial and approved the Large Scale MPD on the Snow Creek parcel. This approval did not include the residential portion of the proposal. The approval included broad site planning parameters, some detail on the commercial portion of the site including size and configuration.
4. On September 23, 1993, the Planning Commission approved the Master Planned Development (MPD) for a 90,500 square foot commercial shopping center with 446 Parking Spaces to be developed in three phases.
 - a. Phase 1 Parking was not to exceed 365 spaces.
 - b. The three phases were never completed, and only 360 Parking Spaces were constructed.
5. On October 11, 1995, the Snow Creek Crossing Subdivision Plat was recorded, Summit County Recorder Entry No 439865. Parcels A, B, and C on the recorded plat are non-developable Open Space parcels, totaling 24.137 acres and were dedicated to Park City Corporation. Parcel D is also considered a non-buildable Lot unless a revised MPD Approval and Conditional Use Permit for the Frontage Protection Zone are obtained.
6. On April 13, 2006, the City Council executed a Memorandum of Understanding (MOU) with the Utah State Division of Facilities Construction and Management (DFCM) for a liquor store in the Snow Creek Shopping Center. In the MOU, the City and DFCM agreed that the Snow Creek Shopping Center best met the DABC's site selection criteria and local needs.

- a. The State is exempt from local land use regulations. The property was transferred from Snow Creek Center, LLC to the Utah State Building Ownership Authority in June 2006. It is estimated that the liquor store removed approximately 42 Parking Spaces from the parking lot.
7. Pursuant to Land Management Code (LMC) § 15-3-6(B), the existing uses at the Snow Creek Shopping Center require 396 Parking Spaces.
8. The Applicant provided a Site Plan that shows there are 324 existing Parking Spaces for the Snow Creek Shopping Center. The Applicant proposes to increase the amount of Parking Spaces to 358 Parking Spaces with two Electric Vehicle Charging Stations, making the property closer to the LMC required Parking Spaces.
9. The proposal to increase the number of Parking Spaces at the Snow Creek MPD complies with LMC Chapter 15-2.15, Residential Development – Medium Density Zoning District Requirements
 - a. Vegetation Protection: The Property Owner must protect Significant Vegetation during any Development activity. Significant Vegetation includes large trees six inches (6") in diameter or greater measured four and one-half feet (4.5') above the ground, groves of smaller trees, or clumps of oak and maple covering an Area fifty square feet (50 sq. ft.) or more measured at the drip line.
 - b. The Applicant proposes to remove five trees. On April 4, 2024, the Forestry Board reviewed the proposal and recommended the Applicant replace only three of the five trees.
10. The proposal to increase the number of Parking Spaces at the Snow Creek MPD complies with LMC Chapter 15-3 Off-Street Parking Requirements.
 - a. Parking Areas must be Graded for proper drainage with surface water diverted to a specified Area approved by the City Engineer, to keep the Parking Area free of accumulated water and ice.
 - i. The City Engineer reviewed the proposed plans on September 19, 2023, and does not require any modifications to the Parking Area.
 - b. Parking Area drainage must be detained on Site, treated if required under NPDES (National Pollution Discharge Elimination Standards), and channeled to a storm drain or gutter as approved by the City Engineer.
 - i. The City Engineer reviewed the proposed plans on September 19, 2023, and does not require any modifications to the Parking Area.

- c. Parking Areas and driveways must be Hard-Surfaced, impervious, maintained in good condition, and clear of obstructions at all times.
 - i. Complies.
- d. Parking Area Lighting
 - i. No Required Mitigation, no changes to Parking Area Lighting are proposed.
- e. Snow Storage: the Owner must provide adequate non-Hard Surfaced and landscaped snow storage Areas. Said snow storage Areas must be on-Site and equivalent to fifteen percent (15%) of the total Hard-Surfaced Area.
 - i. The Applicant has proposed 23,290 square feet of Snow Storage, approximately 16% of the total Hard-Surfaced Area.
- f. Parking Space Dimensions: Parking Spaces must be at least nine feet (9') wide by eighteen feet (18') long.
 - i. All proposed Parking Spaces will be at least 9' feet wide by 18' feet long.
- g. Street Access and Circulation: Off-Street Parking Areas must have unobstructed Access to a Street or alley. The Parking Area design for five (5) or more vehicles must not necessitate backing cars onto adjoining public sidewalks, parking strips, or roadways.
 - i. Complies
- h. Interior Landscaping Requirements: Each Parking Area must have an Interior Landscaped Area equivalent to twenty percent (20%) of the total Parking Area, including drive aisles.
 - i. The Landscaped Open Space of the Parking Area is proposed to decrease by approximately 2,793 square feet, for a proposed 55,790 square feet of Landscaped Open Space, approximately 38% of the Parking Area, and therefore continues to meet the required 30% of Open Space.
 - ii. None of the dedicated Open Space Parcels that total 24 acres are affected by this proposal.
- i. In the design of large Parking Areas, bays or stalls shall generally be separated approximately every twelve to fifteen (12-15) stalls, by landscaping islands to break up the mass of Hard-Surfaced paving.
 - i. The existing Parking Area is separated approximately every 12-15 stalls by landscaping on Site.

- j. The Parking Area must be designed to provide adequate snow storage in winter and should utilize best management practices, such as bio swales, oil and sand separators, and other methods to prevent surface and ground water contamination.
 - i. See "Snow Storage" analysis above. The Engineering Department reviewed the proposal on September 19, 2023, and does not require any additional storm water management practices.
- k. Landscaped Areas shall generally not be less than five feet (5') wide.
 - i. All Landscaped Areas are at a minimum seven feet wide.
- l. Perimeter Landscaping: Parking Areas shall generally include landscaping on all perimeter Property Lines, The Applicant shall generally maintain a minimum of one (1) tree and five (5) shrubs per twenty-five linear feet (25') of Landscaped Area.
 - i. The existing Parking Area includes perimeter landscaping, and no changes are proposed. The image below shows the perimeter landscaping for the existing Parking Area.
- m. All Parking Lots shall maintain the required Front and Side Setbacks as would be required for any Structure: 20 Foot Front Setback, 10 Foot Side Setback.
 - i. The proposed Parking Spaces are outside of any Front, Side, or Rear Setback.
- n. Adjacent driveways must be separated by an island of the following widths: Multi-Unit Dwelling a minimum width of eighteen feet (18'); Commercial a minimum width of twenty-four feet (24').
 - i. The closest adjacent driveways at the Snow Creek Parking Area are separated by approximately 59 feet.
- o. Outdoor bicycle parking is an area where one bicycle may be securely stored with both wheels resting on a stable surface and conveniently accessed and removed without requiring the movement of other bicycles, vehicles, or other objects.
 - i. The Snow Creek MPD currently has 40 bicycle parking stalls. However, the existing bicycle parking is not compliant with the bicycle parking standards in LMC § 15-3-9(A)(1). The existing bicycle parking is not inverted-U, post and ring, or corral, and they are not mounted in concrete. Outdoor Bicycle Parking is required

- for 10 percent of the required Off-Street Parking Spaces, for a total of 40 bicycle parking spaces.
- ii. Staff recommends a Condition of Approval that the Applicant install additional code compliant bicycle parking for four bicycles, and upgrade existing bike racks to be compliant with LMC § 15-3-9(A).
 - p. Off-Street Loading Spaces LMC § 15-3-10: No changes proposed to the existing loading/un-loading areas in the rear of the property.
 - q. An Applicant shall install Electric Vehicle Charging Stations for five percent (5%) of required Off-Street parking spaces for non-Residential Development for the first 200 parking spaces.
 - i. 5% of the proposed 34 Parking Spaces is equal to 1.7 Electric Vehicle Charging Stations. The Applicant has proposed two new Electric Vehicle Charging Stations.
 - r. An Applicant shall provide Electric Vehicle Charging Station Infrastructure for fifty percent (50%) of the first one hundred (100) required Off-Street parking spaces.
 - i. The Applicant submitted the proposed Modification to the MPD application on August 1, 2023. The LMC was amended on February 1, 2024, and thus the applicant is required to provide Electric Vehicle Charging Infrastructure for 20% instead of the current LMC requirement of 50%.
 - ii. Staff recommends the Applicant install infrastructure that is designed and constructed to include a fully-wired circuit for an Electric Vehicle Charging Station power, including conduit and wiring with the electrical service capacity necessary to serve the power outlets to allow for the future installation of Level 2 Electric Vehicle Charging Stations. Conduit is required to be installed for 7 future Electric Vehicle Charging Stations.
 - s. The first Electric Vehicle Charging Station installed shall be a dual-port with one Charging Station that is ADA accessible. This dual-port shall count as one Charging Station. Dual-port Charging Stations installed thereafter shall count as two Charging Stations.
 - i. Staff recommends that the first Electric Vehicle Charging Station be dual port. The Applicant has provided plans that comply with ADA requirements for the Electric Vehicle Charging Station.

- t. Electric Vehicle Charging Stations shall not obstruct: 1. Building access; 2. Rights-of-Way; 3. sidewalks or pathways; 4. parking space dimensions; or 5. The Sight Distance Triangle.
 - i. The Electric Vehicle Charging Stations will be in the northwest corner of the Parking Area.
 - u. See Conditions of Approval below for compliance with LMC 15-3-11.
11. The proposal to increase the number of Parking Spaces at the Snow Creek MPD complies with the original MPD Approval.
- a. The original Snow Creek MPD was approved on September 23, 1993, with a total of 446 Parking Spaces. 360 Parking Spaces were constructed, and there are 324 existing Parking Spaces. The proposal to add 34 Parking Spaces will make the Parking Area consistent with the original MPD Final Action Letter Approval.
 - b. The Applicant has sent a letter to Hotel Park City discouraging hotel employees from parking at the Snow Creek Shopping Center
12. The Development Review Committee reviewed this proposal on September 19, 2023, and does not require any Conditions of Approval.
13. The Building Department reviewed the proposal on March 1, 2024, and confirmed the proposal complies with all ADA requirements for handicapped and accessible Parking Spaces.
14. Staff published notice on the City's website and the Utah Public Notice website on July 8, 2024. Staff mailed courtesy notices to adjacent property owners on July 8, 2024.

Conclusions of Law

- 1. The proposal complies with the Land Management Code requirements outlined in LMC Chapter 15-2.15, Residential Development – Medium Density Zoning District Requirements, and Chapter 15-3 Off-Street Parking Requirements.
- 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. Any changes, modifications, or deviations from the approved plans reviewed July 18 by the Planning Director that have not been approved in advance by the Planning Department 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.
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 designee prior to construction.
4. The Applicant shall install bicycle parking for four bicycles, and the bike racks must be compliant with LMC § 15-3-9(A).
5. The Applicant install infrastructure that is designed and constructed to include a fully wired circuit for an Electric Vehicle Charging Station power, including conduit and wiring with the electrical service capacity necessary to serve the power outlets to allow for the future installation of Level 2 Electric Vehicle Charging Stations. The Applicant shall install conduit and infrastructure for 7 future Electric Vehicle Charging Stations.
6. The first Electric Vehicle Charging Station installed shall be dual port.
7. The Applicant shall install Electric Vehicle Charging Station signage that complies with the Federal Highway Administration Manual on Uniform Traffic Control Devices, as amended for use in Utah.
8. The Applicant shall label each Electric Vehicle Charging Station with information regarding safety, voltage and amperage levels, usage fees if any, hours of operation, charging time limits, the contact information to report malfunctioning equipment or other issues, and cord management requirements.
9. The Applicant shall install Electric Vehicle Charging Stations that contain a retraction device or place to hang and store cords, cables, and connectors. Cords, cables, and connectors shall not obstruct Building access, sidewalks or pathways, parking spaces, or the Rights-of-Way.
10. The Applicant shall install wheel stops, concrete-filled bollards, or other device approved by the Planning Director to protect Electric Vehicle Charging Stations from damage by vehicles.
11. The Applicant shall install Electric Vehicle Charging Stations that are safe for use in inclement weather. Cords, cables, and connectors shall be stored at least 24 inches above the ground. Property owners shall manage cords so that they do not impede snow removal and shall remove snow from Electric Vehicle Charging Stations in a timely manner.
12. The Applicant shall maintain Electric Vehicle Charging Stations in good condition, appearance, and repair. If an Electric Vehicle Charging Station is

inoperable, the Property Owner shall replace the Charging Station within three (3) months.

13. The Applicant shall submit a Parking Study and an update to the Planning Department six months after the completion of the proposed project.
14. The Applicant shall record a Long-Term Stormwater Management Plan with the Summit County Recorder's office prior to Building Permit issuance.
15. The Applicant is responsible for the replacement of three trees on site, in a location approved by the Forestry Board April 4, 2024.
16. The Applicant shall paint the curb red along the north side of the property up to the hammerhead delivery area, and shall install "No Parking" signs.

The Park City Administrative Public meeting adjourned at 12:21 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:".