



**PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT ADMINISTRATIVE PUBLIC HEARING MINUTES
PLANNING DEPARTMENT CONFERENCE ROOM
MARSAC MUNICIPAL BUILDING
DECEMBER 4, 2025**

STAFF PRESENT: Rebecca Ward, Planning Director; Planner II, Virgil Lund; Planning Administrative Assistant, Ed Roman

PUBLIC: Dave Belz

Planning Director, Rebecca Ward, called the meeting to order at 12:00 p.m.

1. REGULAR AGENDA

- A. 1167 Woodside Avenue – Administrative Conditional Use Permit –** The Applicant Proposes to Install Six Temporary Toilets for an Event From January 22, 2026, until January 26, 2026, in the Historic Residential -1 Zoning District. PL-25-06742.

Planner II, Virgil Lund, presented the Staff Report and stated that in 2024 the original Conditional Use Permit (“CUP”) was approved for the yoga shop. According to the CUP, an Administrative Conditional Use Permit (“ACUP”) is required for any use or event that generates additional parking and traffic on the site. The applicant has held events on the subject property since 2003. Last year’s event resulted in no complaints from the Park City Police Department, the Building Department, or Code Enforcement. That event took place at approximately the same time and hours last year. The first event took place in 1997. This year’s event will take place from January 22 to 26 until approximately 2:00 AM. The applicant, Dave Belz, indicated that it will most likely end at 11:00 PM or 12:00 AM at the latest, but they would like to have flexibility. Planner Lund reported that occupancy will be limited to 252 per last year’s ACUP. The applicant is proposing six portable toilets on the south side of the structure.

Planner Lund reported that the proposal for the ACUP complies with the Historic District Zoning District Requirements, the criteria for temporary structures, and the criteria for temporary structures in the Historic Districts, and the CUP criteria. The following proposed conditions of approval were reviewed:

- Guests will arrive at the event via public transit, the bus system, or walking.
- The event must comply with the City’s Noise Ordinance.

- The toilets must be maintained throughout the duration of the event and must maintain cleanliness.
- Parking along the right-of-way is prohibited.
- The conditions can be inspected throughout the duration of the event by the Planning Department or by the Fire Marshal.

Staff recommended that the Planning Director open a public hearing and consider approving the ACUP based on the Final Action Letter.

Mr. Belz recalled that they increased from five to six toilets when he was planning to get 300. With 250 participants, it was determined that five toilets would be adequate. The Final Action Letter was to be updated to make that modification.

Planning Director, Rebecca Ward, opened the public hearing at 12:03 PM.

There were no public comments. The public hearing was closed.

The ACUP was APPROVED as amended to reduce the portable toilets from six to five and based on the following:

Findings of Fact

1. According to the 2004 Conditional Use Permit for 1167 Woodside Avenue, an Administrative Conditional Use Permit (ACUP) is required for any Use that will generate additional parking and traffic at 1167 Woodside Avenue.
2. The Applicant proposes an event that will generate additional parking and traffic at 1167 Woodside Avenue.
3. The event will occur from January 22, 2026, until January 26, 2026. The hours of operation for the event will be from 4:00 PM until 2:00 AM with a maximum occupancy of 252 people.
4. The Applicant states that the average occupancy for the duration of the event will be around 100 people.
5. The Applicant proposes to install six temporary portable toilets measuring four feet wide by four feet deep (16 square feet) and 7.5 feet tall on the south side of the Structure for the duration of the event.
6. The proposal complies with the Historic Residential – 1 Zoning District Requirements.
 - a. Setbacks

- i. See Condition of Approval 4. The Applicant shall obtain an operational fire permit from the Building Department prior to the event.
 - h. The Applicant shall adhere to all applicable City and State licensing ordinances.
 - i. See Condition of Approval 5.
- 8. The proposed temporary portable restrooms comply with LMC Section 15-13-10 Standards for Temporary Structures in the Historic District.
 - a. Temporary Structures shall not impede or obstruct pedestrian circulation.
 - i. See Finding of Fact 4(b)(c)(i).
 - b. Proposed locations shall be reviewed and approved by the Chief Building Official, Fire Marshal, and Park City Fire District.
 - i. The Development Review Committee (DRC) which includes the Fire Marshal, Building Department, and the Park City Fire District reviewed the proposal on November 18, 2025, and confirmed the portable toilets will not impede emergency access or any other public safety measure.
 - c. Temporary Structures shall comply with Setback requirements.
 - i. On August 1, 1995, the Board of Adjustment (BOA) approved a change of non-conforming use from a bus barn/storage use to professional office use, excluding high traffic generating uses such as medical, real estate, and other office uses. The BOA approved a Variance for a Side Setback reduction from 10 feet to zero feet on the north property line, and a Side Setback reduction from five feet to three feet to allow for one parking space in the front driveway area and one rear parking space.
 - ii. The portable toilets are located 110 feet from the west (rear) Lot line, 53 feet from the north Lot line, 16 feet from the east (front) Lot line and 15.5 feet from the south Lot line.
 - d. Materials: Temporary Structures shall be of durable, weatherproof materials; have wall and roofing materials that are non-reflective with a Solar Reflectivity Index (SRI) of 35 or less; consist of materials that are neutral and earth-toned or white in color; be limited to no more than three different materials; use materials that are compatible with the Primary Structure; and be uniform when more than one Temporary Structure is approved for a Site.
 - i. The portable toilets are made from high-density polyethylene, which is a durable, non-reflective, weatherproof plastic. The portable toilets will be uniform in size, shape, and color.
 - e. Glazing.
 - i. There is no glazing on the portable toilets.
 - f. Lighting, Signage

- i. No exterior lighting or signage is proposed or approved with this application.
 - g. Ornamentation
 - i. No ornamentation is proposed.
 - h. Installation on Historic Sites: Temporary Structures, or portions thereof shall not be directly connected to historic materials.
 - i. The Applicant does not propose connecting the Temporary Structures to any Historic Materials.
 - i. Energy Efficiency: Temporary Structures shall incorporate best practices in energy-efficient materials and sustainable operating mechanical systems.
 - i. High-density polyethylene is a recyclable material. No mechanical or utility systems are required for the portable toilets.
 - j. Temporary Structures shall be subordinate in scale to the primary Structure and shall be no taller than 18 feet or two feet below the ridgeline of the primary Structure.
 - i. The portable toilets are 7.5 feet tall and are subordinate to the primary Structure.
 - k. Ongoing Maintenance: Damaged materials shall be replaced or required as necessary to maintain the health and safety of the occupants and a clean appearance.
 - i. Condition of Approval 14 requires that the portable toilets are maintained throughout the duration of the event.
 - l. A Historic District Design Review Pre-Application is required for Temporary Structures.
 - i. The portable toilets are analyzed herein for compliance with the Historic District guidelines outlined in LMC § 15-13-10.
- 9. The proposal complies with the Conditional Use Permit criteria outlined in LMC Section 15-1-10(E).
 - a. Size and Location of the Site
 - i. The Applicant proposes six portable toilets measuring 4 feet wide by 4 feet deep and 7.5 feet tall on the south side of the Structure. No permanent changes to the Structure are proposed or approved.
 - b. Traffic considerations including capacity of the existing Streets in the Area
 - i. The Applicant states that there will be no parking on Site for event guests. The existing Parking Spaces will be reserved for principals, caterers, and essential event staff. The Applicant will notify guests that they must arrive at the event via public transportation and that there is no parking on Site.
 - c. Utility capacity, including Storm Water run-off
 - i. The DRC reviewed the proposal on November 18, 2025, and confirmed the proposal conforms to all utility capacity standards.
 - d. Emergency Vehicle Access

- i. The Park City Fire District reviewed the proposal on November 18, 2025, and confirmed the proposal conforms to all emergency vehicle access standards.
- e. Location and amount of off-Street parking
 - i. The Applicant states that there will be no parking on Site for event guests. The existing Parking Spaces will be reserved for principals, caterers, and essential event staff. The Applicant will notify guests that they must arrive at the event via public transportation and that there is no parking on Site. Internal vehicular and pedestrian circulation system
- f. Internal vehicular and pedestrian circulation system.
 - i. Pedestrian access to the Site is available from Woodside Avenue, Norfolk Avenue, and 12th Street. The Applicant proposes using the driveway area on the south side of the Structure as a pedestrian entry plaza during the events. Vehicle access to the parking area is limited to principals, caterers, and essential event staff.
- g. Fencing, Screening, and landscaping to separate the Use from adjoining Uses
 - i. The portable toilets are screened by the existing Structures and fencing on the north, south, and west of the Site.
- h. Building mass, bulk, and orientation, and the location of Buildings on the Site; including orientation to Buildings on adjoining Lots
 - i. The Applicant does not propose any permanent, physical changes to building mass, bulk, or orientation on the Site.
- i. Usable Open Space
 - i. The Applicant proposes temporary portable restrooms adjacent to the southeast corner of the Structure. The Applicant does not propose any other changes to Open Space at the Site.
- j. Signs and lighting
 - i. No exterior signage or lighting are proposed or approved with this Application.
- k. Physical design and compatibility with surrounding Structures in mass, scale, style, design and architectural detailing
 - i. The portable toilets are 7.5 feet tall and subordinate to the primary Structure, which is approximately 16 feet tall. The portable toilets are screened by the existing Structures and fencing on the north, south, and west of the Site.
- l. Noise, vibration, odors, steam, or other mechanical factors that might affect people and property off-Site
 - i. See Condition of Approval 10.
- m. Control of delivery and service vehicles, loading and unloading zones, and Screening of trash and recycling pickup areas

- i. All trash and recycling are located inside the existing Structures. Deliveries will occur prior to the event, and the Applicant has reserved the Parking Spaces at the Site for caterers and essential event staff.
- n. Expected ownership
 - i. The Applicant, David Belz, is the property owner and has authorized the proposed Use and Temporary Structures.
- o. Within and adjoining the Site, Environmentally Sensitive Lands, Physical Mine Hazards, Historic Mine Waste and Park City Soils Ordinance, Steep Slopes, and appropriateness of the proposed Structure to the existing topography of the Site
 - i. There are no permanent physical changes proposed or approved with this ACUP.
- p. Reviewed for consistency with the goals and objectives of the Park City General Plan
 - i. The proposed Use is consistent with the General Plan Sense of Community Goal 10; to create a world-class, multi-seasonal destination resort community.
- q. Radon mitigation
 - i. There is no residential component to this ACUP.

Conclusions of Law

1. The Application, as conditioned, complies with LMC Chapter 15-2.2 Historic Residential-1 Zoning District, LMC Section 15-1-10(E) Conditional Use Review Process, LMC Section 15-4-16 Temporary Structures, Tents, and Vendors, and LMC Section 15-13-10 Standards For Temporary Structures In Historic Districts.
2. The proposed Use, as conditioned, will be 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 temporary toilet installation plans shall be substantially similar to the plans reviewed on December 4, 2025, by the Planning Director. Any significant 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 temporary toilets may be installed no earlier than January 22, 2026, and must be removed from the property January 26, 2026.

3. The Use shall not violate the Summit County Health Code, the Fire Code, or State Regulations on mass gatherings.
4. The Use shall not violate the International Building Code.
5. The Applicant shall adhere to all applicable City and State licensing ordinances.
6. No signs or exterior lighting are approved with this permit.
7. The Fire Marshal may conduct a Site inspection at any time during the event to ensure compliance with their required standards.
8. Parking on Site is limited to event staff. Event attendee parking on Site and within the neighborhood is prohibited. The event manager shall ensure that attendees arrive at the Site via public transit or walking. This information shall be communicated to guests in pre-event communications, through email to all ticketed guests, and on the event website.\
9. If at any time parking is found to be insufficient and creates significant impact on the vehicle, pedestrian, or emergency access circulation, this permit shall be invalid and the Applicant shall submit an updated traffic management plan to the Planning Department for review.
10. The Use shall not violate the Noise Ordinance, Municipal Code Chapter 6-3.
11. Delivery vehicles must park on the off-Street private property located south of the Structure on the Site.
12. This ACUP approval is for an event from January 22 until January 26, 2026. The Applicant shall submit a modification application to the 2004 Conditional Use Permit for future events that exceed 100 occupants at this Site in order to ensure compatibility with the surrounding neighborhood and Zoning District.
13. The Applicant shall obtain a Fire Permit for the proposed temporary toilets, and final occupancy for the event shall be determined by the Fire Marshal and Chief Building Official prior to the beginning of the event.
14. The temporary toilets shall be maintained throughout the duration of the event in accordance with product-recommended maintenance.
15. Parking in the Right-of-Way along Norfolk Avenue adjacent to the garage on the west side of 1167 Woodside Avenue is prohibited.

16. Occupancy for the event shall not exceed 252.

Director Park stated that the approval included five portable toilets. When the applicant submits for the Fire Permit, the site plan will have to be updated to reflect that.

2. ADJOURNMENT

The Park City Administrative Public Hearing adjourned at approximately 12:07 p.m.

A handwritten signature in blue ink, consisting of several overlapping loops and strokes, positioned to the right of the main text.