



**PARK CITY MUNICIPAL CORPORATION  
PLANNING DEPARTMENT ADMINISTRATIVE PUBLIC HEARING MINUTES  
PLANNING DEPARTMENT CONFERENCE ROOM  
MARSAC MUNICIPAL BUILDING  
JANUARY 22, 2026**

**STAFF PRESENT:** Rebecca Ward, Planning Director; Virgil Lund, Planner II

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

**1. REGULAR AGENDA**

- A. 1205 Iron Horse Drive – Administrative Conditional Use Permit** – The Applicant Proposes a Temporary Change of Occupancy and a 6-foot by 6-foot Temporary Bathroom Trailer for an Event from January 22 until January 26, 2026, in the General Commercial Zoning District. PL-26-06802

Planner II, Virgil Lund, reported that the request is for an Administrative Conditional Use Permit for property located at 1205 Iron Horse Drive. The subject property is within the Iron Horse neighborhood between Iron Horse and Bonanza Drives. A temporary bathroom trailer is to be located on the southwest side of the structure, which is where the temporary food truck is to be located throughout the duration of the event. The existing Business License includes uses such as a photography studio, retail, styling, and fashion consulting. The applicant, Vanessa Di Palma Wright, is proposing a temporary change of occupancy for a private event from today, January 22, for deliveries. The event will take place from January 23 through January 28<sup>th</sup>.

Staff found that the proposal complies with the Land Management Code (“LMC”) requirements for temporary structures and the temporary change of occupancy as well as the general commercial zoning district criteria and conditional use permit criteria found in the LMC. Some conditions of approval from the Final Action Letter include no parking on site or in the neighborhood for guests. The existing parking area will be for the event staff. Guests are to arrive via public transit or walking. The noise ordinance must be adhered to and in order to continue using the facility for events, the applicant can submit a Conditional Use Permit to the Planning Department.

Planner Lund explained that as mentioned in the Final Action Letter, no parking on site or in the neighborhood is allowed for guests. The existing parking area will be for the event staff. Guests will arrive via public transit or walking. The noise ordinance must be followed. In the event the applicant wants to continue using the facility for events, they

can submit a Conditional Use Permit to the Planning Department. Ms. Wright stated that they are in the process of completing the necessary paperwork.

Events Manager, Ali Prentice, reported that they have not yet signed off on their Fire Permit. The paperwork was submitted for an occupancy of 80, which was why they rented the portable toilet. Their architect submitted an occupancy of 120 for that. She emailed the Fire Marshal about adjusting that number prior to signing it. Planner Lund explained that the Final Action Letter specified that the final occupancy was to be determined by the Fire Marshal.

Prentice noted that their current occupancy is 80. There are two existing bathrooms in the building, and we have a porta-potty for overflow, if necessary. If they exceed 80, they want to ensure that they comply with all City requirements.

Director Ward referenced Condition of Approval #14, which states that final occupancy needs to go through the Chief Building Official.

Director Ward opened the public hearing. There were no public comments. The public hearing was closed.

Director Ward approved the Administrative Conditional Use for the Temporary Change of Occupancy and Temporary Improvement (outdoor bathroom trailer) according to the following:

### **Findings of Fact**

1. The Applicant proposes to hold an event from January 23 to January 28, 2026, at 1205 Iron Horse Drive.
2. The existing occupancy at 1205 Iron Horse is listed as Type B, and the Business License lists Uses for the building as fashion consulting, a photography studio, styling, and rotating retail.
3. The Applicant proposes a Temporary Change of Occupancy for an event space (classified as A-3 occupancy) and a six-foot-by-six-foot (36 square feet) Temporary Improvement (temporary bathroom trailer).
4. The proposal complies with the General Commercial Zoning District Requirements.
  - a. Temporary Improvements in the General Commercial Zoning District require an Administrative Conditional Use Permit.
  - b. Setbacks
    - i. 20-foot Front, 10-foot Rear and Side.

- ii. The Temporary Improvement (temporary bathroom trailer) is 70 feet from the front Lot line, 56 feet from the west side Lot line, greater than 100 feet from the east side Lot line, and 80 feet from the rear Lot line.
    - c. Building Height: 35 feet.
      - i. The Temporary Improvement (temporary bathroom trailer) is approximately 7.5 feet tall.
- 5. The proposal complies with Land Management Code (LMC) Section 15-4-10, Temporary Change of Occupancy Permits.
  - a. The Applicant shall provide written notice of the Property Owner's consent to the proposed temporary change of occupancy.
    - i. The Applicant's Representative has submitted a letter of approval from the property owner.
  - b. The proposed Use shall not preclude Public Use of public Parking Spaces.
    - i. No public Parking Spaces will be impacted by the proposal.
  - c. The Applicant shall provide an entrance plan, including patron waiting line capacity. Any Use of exterior space for wait list or lines must be mitigated through the Use of barricades and/or security. Pedestrian International Building Code compliant Access along the public Right-of-way must be maintained, unless otherwise approved by the Chief Building Official.
    - i. No exterior space will be used for the Temporary Change of Occupancy. Guests will enter the Building from the front entrance, and no exterior queuing is proposed or approved. The Applicant's floor plans show sufficient space for guests to enter the building without having to wait outside.
  - d. The Use shall not violate Municipal Code Chapter 6-3, the Noise Ordinance.
    - i. See Condition of Approval 10.
  - e. All signage and lighting shall comply with the Sign Code, Title 12, and Illumination, Section 12-4-9.
    - i. No exterior signage or lighting is proposed or approved. See Condition of Approval 6.
  - f. The Use shall comply with the Summit County Health Code, the Fire Code, and State regulations on mass gathering.
    - i. See Condition of Approval 3.
  - g. The Use shall not violate the International Building Code.
    - i. See Condition of Approval 4.
  - h. The Applicant shall submit a delivery plan.
    - i. Rentals will be delivered by Diamond Rentals between 10:00 AM–2:00 PM on Thursday, January 22. They will park and unload directly from the parking lot. The video production

company, “flyingGOATproduction,” will unload all AV equipment between 9:00 AM–5:00 PM on Thursday, January 22.

- i. The Applicant shall adhere to all applicable City and State licensing requirements.
    - i. See Condition of Approval 5.
  - j. The Applicant must have an approved operational fire permit according to the requirements of the International Fire Code prior to the issue of a temporary change of occupancy permit.
    - i. See Condition of Approval 12.
  - k. The Property may not be in violation of the LMC or International Building Code.
    - i. See Condition of Approval 4.
6. The proposed Temporary Improvement complies with LMC Section 15-4-16, Temporary Structures, Tents and Vendors.
- a. The Applicant shall provide written notice of the Property Owner’s permission.
    - i. See Finding of Fact 5a.
  - b. The proposed use should not diminish existing parking.
    - i. The Temporary Improvement (temporary bathroom trailer) is on the southeast side of the Structure and is not on any Parking Spaces.
  - c. The proposed use shall not impede pedestrian circulation, emergency Access, or any other public safety measure.
    - i. The Temporary Improvement (temporary bathroom trailer) will not impede pedestrian circulation. It is located on the southwest side of the Structure and will not impact the Applicant’s entrance plan. The Development Review Committee (DRC) reviewed the proposal on January 20, 2026, and confirmed the temporary bathroom trailer will not impede emergency access or any other public safety measure.
  - d. The Use shall not violate the Noise Ordinance found in Municipal Code Chapter 6-3.
    - i. See Condition of Approval 10.
  - e. The Use shall comply with the LMC, the signage shall comply with the Sign Code, Title 12, and the lighting shall comply with Illumination Section 12-4-9.
    - i. No exterior signage or lighting are proposed or approved with this Application.
  - f. The Use shall not violate the Summit County Health Code, the Fire Code, or State Regulations on mass gathering.
    - i. See Condition of Approval 3.
  - g. The Use shall not violate the International Building Code.



- i. Usable Open Space
  - i. The Applicant proposes a Temporary Improvement (temporary bathroom trailer) near the southwest 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 Temporary Improvement (temporary bathroom trailer) is 7.5 feet tall and subordinate to the primary Structure, which is approximately 18 feet tall. The temporary bathroom trailer is screened by the existing Structure and fencing on the north, south and east 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 Structure. Deliveries will occur prior to the event on January 22, and the Applicant has reserved the Parking Spaces at the Site for caterers and essential event staff.
- n. Expected ownership
  - i. See Finding of Fact 5a.
- 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 Bonanza Park Neighborhood Section of the General Plan, as it supports integrating art and culture into the community fabric and supports locally owned businesses.
- q. Radon mitigation
  - i. This criteria only applies to residential Conditional Uses. There is no residential component to this ACUP.

## Conclusions of Law

1. The Application, as conditioned, complies with LMC Chapter 15-2.18 *General Commercial 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 15-4-20 *Standards For Temporary Change of Occupancy*.
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 January 22, 2026, 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 bathroom trailer may be installed no earlier than January 22, 2026, and must be removed from the property no later than January 28, 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. This ACUP approval is for an event from January 23 to January 28, 2026. The Applicant must submit a Conditional Use Permit for Planning Commission review to modify their existing business license to become a permanent event facility.

12. The Applicant shall obtain a Fire Permit for the proposal, and final occupancy for the event shall be determined by the Fire Marshal and Chief Building Official prior to the beginning of the event.
13. The temporary bathroom trailer shall be maintained throughout the duration of the event in accordance with product-recommended maintenance.
14. Final Occupancy for the event will be determined by the Chief Building Official and Fire Marshal.

**2. ADJOURNMENT**

The Park City Administrative Public Hearing adjourned at approximately 12:05 p.m.

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:".