



**PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT ADMINISTRATIVE PUBLIC HEARING MINUTES
PLANNING DEPARTMENT CONFERENCE ROOM
MARSAC MUNICIPAL BUILDING
FEBRUARY 5, 2026**

STAFF PRESENT: Rebecca Ward, Planning Director; Virgil Lund, Planner II; Elissa Martin, Planning Project Manager; Jacob Klopfenstein, Planner II

PUBLIC: Linda McReynolds, Jonathan DeGray, Rob Beasley

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

1. REGULAR AGENDA

- A. 844 Empire Avenue – Modification to Historic District Design Review**
– The Applicant Proposes Modifying the Approved Historic District Design Review Plans to Restore the Truncated Gable Roof, Lower the Rear Dormers, and Implement an Additional Basement Level in the Historic Residential – 1 District. PL-25-06754.

Planner II, Jacob Klopfenstein, presented the Staff Report and explained that this is a Modification to a Historic District Design Review (“HDDR”) at 844 Empire Avenue. The applicant proposes modifying the approved HDDR plans to restore a truncated gable roof, lower the rear dormers on the south side of the historic structure, and add an additional basement level underneath the historic structure. This is a Significant Historic Structure that was damaged in a fire in 2014 and has been vacant since. The previous owner obtained HDDR approval in 2025 to restore the historic structure and build an addition.

The property has since changed hands, and the new owner is proposing to modify the previously approved HDDR plans. Planner Klopfenstein reported that the proposal complies, as conditioned, with the Historic Residential – 1 Zoning District requirements and the regulations for historic residential sites. The applicant does not propose any changes to the previously approved building footprint, which is 1,350.5 square feet. The additional basement level will be within that building footprint. The additional basement level is also within the maximum interior building height limit of 35 feet, which is measured from the lowest finished floor plane to the highest wall top plate that supports the lowered dormers of the historic structure. Planner Klopfenstein shared the submitted materials.

A historic photograph was shared with those present. Planner Klopfenstein reviewed some of the Conditions of Approval included in the Draft Final Action Letter. Condition of Approval #1 requires the final grade to be within 4 feet of the existing grade. Condition of Approval #3 requires the applicant to remove an additional window that was previously proposed in between the two rear dormers on the south façade of the historic structure.

Conditions of Approval #4 and #10 require all work to comply with the approved Historic Preservation Plan and state that all previous conditions related to this project remain in effect. Planner Klopfenstein reported that Conditions of Approval regarding preservation methods, materials, Historic District requirements, Building Permit requirements, modifications, and deadlines are also outlined in the Draft Final Action letter.

Staff recommends reviewing the Modification request, conducting a public hearing, and considering approval of the proposal, as conditioned in the Draft Final Action Letter.

Director Ward opened the public hearing at 12:04 p.m.

Linda McReynolds explained that she is the owner of the historic home that is below this property. Her concern is the historic rock wall. It is 50 feet long and 5 feet high, and it was constructed over 20 years ago under a Building Permit. It was constructed by a licensed stone mason and licensed contractor. It was all done according to the standards.

The structure would be close to her standing rock wall. Ms. McReynolds expressed concerns about the proposal. She does not trust that there will not be damage to her rock wall during the construction process. She asked if there was a requirement associated with the approval that provides protection to the wall. A number of years ago, she had another rock wall in front of her home. Norfolk was redone completely with new sewer lines and water lines. When that work was done, the grade of Norfolk was lowered by approximately one foot. One year later, it was noticed that the rock wall on the northeast corner had sunk approximately three inches. Ms. McReynolds explained that it undermined the integrity of the property leading to her home. The corner of her house sunk which caused settling cracks. That is the reason she would like some sort of protection included in the Draft Final Action Letter language for the existing rock wall.

Ms. McReynolds discussed landscaping. She has been intending for the last few years to upgrade the fence to a solid fence for additional privacy. Before that is pursued, she wants to have a conversation about how to move forward in a way that both parties are satisfied. Ms. McReynolds mentioned the possible removal of an aspen tree on the property. She planted that tree with the previous owner's approval 30 years ago, so it is a mature aspen tree. It appears that it will be removed, but if it is possible to leave it, that would be appreciated. There is also a plan to remove another tree, but that one is not on the property. That tree is in the right-of-way, which was also planted with permission. She requested that the tree not be taken down and shared information about her property.

There were no further comments. The public hearing was closed at 12:10 p.m.

Director Ward reported that for this item, there are Conditions of Approval from the initial HDDR that will carry over. She noted that the materials shared by Ms. McReynolds can be added to the public record. These will be copied and then included in the record.

Planner Klopfenstein shared the previous HDDR Final Action Letter. Condition of Approval #18 was mentioned, which requires the applicant to obtain a construction access agreement with adjacent property owners for any work occurring within 5 feet of the property line or any construction-related disturbance that may encroach onto adjacent property. Director Ward asked to review the updated Landscaping Plan. Planner Klopfenstein reported that, as part of the Modification, there are no changes to the Landscaping Plan proposed. He shared the previously approved Landscaping Plan for the site. There are no proposed landscaping changes outside of the property lines.

Director Ward noted that Ms. McReynolds had some questions about fencing on her property. There can be a future discussion with Staff to review the process.

MOTION: Director Ward APPROVED the Modification to the Historic District Design Review for 844 Empire Avenue, based on the following:

Procedural History:

1. The previous owner obtained Historic Preservation Board approval for Material Deconstruction and Panelization of the Significant Historic Structure at 844 Empire Avenue on February 7, 2024.
2. The previous owner obtained HDDR approval to remodel and rehabilitate the Significant Historic Structure at 844 Empire Avenue, and construct an addition, on May 1, 2025.
3. The previous owner entered into an Encumbrance and Agreement for Historic Preservation for 844 Empire Avenue on July 1, 2025 (Entry No. 1238470).
4. The Applicant purchased the property, and the previous owner assigned the Encumbrance and Agreement for Historic Preservation for 844 Empire Avenue to the Applicant through an Assignment of Encumbrance, recorded with Summit County on September 22, 2025 (Entry No. 1241341).
5. The previous architect authorized the Applicant's Representative to use and modify the approved HDDR plans on November 12, 2025.

6. On December 29, 2025, the Applicant submitted a Modification to the HDDR to:
 - a. Add a basement level.
 - b. Lower the height of the rear dormers of the Significant Historic Structure.
 - c. Restore the Historic truncated gable roof of the Significant Historic Structure.

Findings of Fact:

1. 844 Empire Avenue is in the Historic Residential – 1 (HR-1) Zoning District.
2. 844 Empire Avenue is Lot 1 of the 844 Empire Avenue Plat Amendment Lot 1 Amended plat, which was recorded with Summit County on January 13, 2025 (Entry No. 1230098) and establishes a Lot size of 3,242 square feet for 844 Empire Avenue.
3. For Lots that are 3,242 square feet in the HR-1 Zoning District, LMC § 15-2.2-3(E) establishes a maximum Building Footprint for 844 Empire of 1,351 square feet. The Applicant proposes a Building Footprint of 1,350.5 square feet.
4. LMC § 15-2.2-5 establishes an exterior height limit of 27 feet.
5. LMC § 15-2.2-4 states that existing Significant Historic Sites that do not comply with Building Height are valid Non-Complying Structures.
6. The Applicant proposes an exterior height of approximately 28 feet for 844 Empire Avenue, a Significant Historic Structure that is a valid Non-Complying Structure with regard to Building Height pursuant to LMC § 15-2.2-4.
7. The Applicant proposes Final Grade to be within 4 feet of Existing Grade.
8. The Applicant proposes modifying the approved HDDR plans to construct an additional basement level below the Significant Historic Structure at the Site.
 - a. The maximum interior height of 35 feet, measured from the Lowest Floor Plane of the additional basement level to the highest wall top plate that supports the dormers of the Significant Historic Structure, complies with LMC § 15-2.2-5(A).

9. According to the Physical Conditions Report, due to alterations to the Significant Historic Structure over time and damage from the fire, no Historic roof material remains.
10. LMC § 15-13-2(A)(8) requires that for roofs on Historic Structures, each site should be recognized as a physical record of its time, place and use, and 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.
11. The Applicant proposes restoring the truncated gable roof to the building's original appearance as evidenced by the 1940s-era tax photo of the Historic Structure.
12. The Applicant proposes lowering the height of the dormers on the rear (south) façade of the Historic Structure to match the height of the dormers on the front (north) façade.

Conclusions of Law:

1. The proposed Modification to Historic District Design Review complies, as conditioned, with Land Management Code Chapter 15-2.2 Historic Residential – 1 District.
2. The proposed modification complies, as conditioned, with Land Management Code Section 15-13-2 Regulations for Historic Residential Sites.

Conditions of Approval:

1. Pursuant to LMC § 15-2.2-5, Final Grade shall be within 4 feet of Existing Grade.
2. Removing, altering, or destroying any Historic materials at the Site is prohibited.
3. The Applicant shall update the project plans to eliminate the additional window in between the two dormers on the rear (south) façade of the Historic Structure prior to Building Permit submittal.
4. All work associated with the modification must comply with the approved Historic Preservation Plan for 844 Empire Avenue (Summit County Recorder Entry No. 1238470).

5. The Applicant shall use recognized Historic preservation methods appropriate to any Historic materials impacted at the Site.
6. If replacement materials are necessary, they shall match the Historic materials in scale, dimension, profile, material, texture, and finish, and shall be made of a minimum 50% recycled or reclaimed materials.
7. Vinyl and aluminum siding and windows are prohibited. Wood or aluminum-clad wood windows are allowed.
8. The exterior walls of the proposed basement addition shall not extend beyond the exterior wall planes of the Historic Structure and proposed addition.
9. Any egress wells for the additional basement level shall be located behind the midpoint of secondary facades, on the rear or tertiary façade, or in a location not visible from the primary public Right-of-Way.
10. All previous Conditions of Approval related to 844 Empire Avenue remain in effect, including but not limited to Conditions of Approval from the February 7, 2024, Material Deconstruction Final Action Letter and the May 1, 2025, Historic District Design Review Final Action Letter.
11. The proposed work requires a Building Permit.
12. The proposed work requires a Final Inspection by both the Building and Planning Departments.
13. 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.
14. 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 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.
15. This Final Action Letter and approval shall expire one year following the date of this letter at 5:00 PM (MT). 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 that date, this Waiver Letter shall be

voided, and the Applicant will be required to submit a new application to pursue the proposed work.

- B. 7185 Little Belle Court – Extension of Plat Amendment** – the Applicant Proposes a One-Year Extension to the Little Belle Condominiums Plat Amendment Approval by the Planning Commission on January 8, 2025. PL-25-06795.

Planner II, Virgil Lund, presented the Staff Report and explained that this is an Extension of a Plat Amendment request for 7185 Little Belle Court. This is the 8th Amended Plat and it was approved on January 8, 2025. The applicant submitted an extension request prior to the deadline. Additional time is needed to finalize the Covenants, Conditions, and Restrictions (“CC&R”) Amendment with all of the property owners and their attorneys.

There are no changes proposed to the original approval. The request complies with the extension request criteria found in the Land Management Code (“LMC”). Staff recommends the Planning Director open a public hearing, review the extension request, and consider approving the request for Little Belle Condominiums for an additional year.

Director Ward opened the public hearing at 12:16 p.m. There were no comments. The public hearing was closed at 12:16 p.m.

MOTION: Director Ward APPROVED the Extension of the Plat Amendment at 7185 Little Belle Court, based on the following:

Findings of Fact:

1. On December 22, 2025, the Applicant requested an extension to their Plat Amendment in writing, prior to the January 8, 2026, deadline.
2. There has been no change in circumstance, nor have there been any changes to the property or surroundings that would result in an unmitigated impact or a finding of noncompliance.
3. The Applicant requests a one-year extension to finalize the CC&R amendments.
4. The Applicant proposes no changes to the original approval.

Conclusions of Law:

1. The Plat Amendment Extension is consistent with LMC § 15-7.1-3 *Classification of Subdivision*, § 15-7.1-6 *Final Subdivision Plat*, and Chapter 15-2.13 *Residential Development Zoning District*.

2. Neither the public nor any person will be materially injured by the proposed Plat Amendment.
3. Approval of the Plat Amendment, subject to the conditions below, does not adversely affect the health, safety, and welfare of the citizens of Park City.
4. The Applicant demonstrated that the proposal was the same as the Eighth Amended Plat approved by the Planning Commission January 8, 2025, and that there was no change in circumstance that would result in an unmitigated impact or that would result in a finding of non-compliance with the Park City General Plan or the Land Management Code, pursuant to LMC § 15-7.1-6(C)(4).

Conditions of Approval:

1. The Applicant shall record the plat at the County within one year from Planning Director approval of extension. If recordation is not complete, this approval will be void.
 2. All Conditions of Approval from the Eighth Amended Little Belle Condominiums Plat shall apply.
- C. 368 Woodside Avenue – Historic District Design Review –** The Applicant Proposes Constructing a Single-Family Dwelling at 368 Woodside Avenue, a Non-Historic Site in the Historic Residential - 1 Zoning District. PL-25-06389.

Planning Project Manager, Elissa Martin, presented the Staff Report and explained that this is an HDDR for 368 Woodside Avenue. The property is Lot A of the Wardell Replat First Amended Subdivision, which was approved in April 2025. It has not been recorded yet, so that would be a Condition of Approval. The property is in the Historic Residential – 1 Zoning District and the existing single-family dwelling is proposed to be demolished.

The Steep Slope Conditional Use Permit (“SSCUP”) was approved by the Planning Commission on December 10, 2025. Manager Martin reviewed the Historic Residential – 1 Zoning District lot and site requirements. The proposed single-family dwelling meets all of the lot and site requirement standards. The lot is 2,812 square feet in area, which meets the minimum and maximum lot requirement. The building footprint maximum is 1,200.5 square feet and the proposed building footprint is 1,200 square feet. The front and rear setbacks are 10 feet. There are encroachments in the front setback, which includes a retaining wall that is not more than 4 feet in height, roof overhang, and a hard-surfaced driveway. She explained that are all allowed per the Setback Exceptions.

For the rear setback, there is an encroachment of a rear patio and stairs that do not exceed 30 inches above final grade. The retaining wall is not more than 6 feet. The recessed swim spa, which is 12x8, is 7 feet from the property line. The side setbacks are 3 feet each and the encroachments include the roof overhang, retaining walls, and stairs.

Manager Martin discussed the building height requirements for the Historic Residential – 1 Zoning District. Most of the building height is compliant with the 27-foot maximum, but there is an exception that was granted by the Planning Commission for the height of the garage roof. It is at 29 feet $\frac{3}{4}$ inches from existing grade and that is for the downhill side of the garage, pursuant to LMC Section 15-2.2-5(D)(4). The internal height of the structure is 35 feet, which meets the requirement. She noted that the building also steps back 10 feet horizontally and the final grade is within 4 feet of the existing grade.

As for the HDDR universal regulations, the single-family dwelling is designed to be a simple building form with unadorned materials and restrained ornamentation. The building design does not directly imitate existing historic structures and is designed with a contemporary interpretation of the selected style of architecture. The single-family dwelling is clad in vertical wood siding, and the overall structure is broken into smaller modules with varied sloping roofs that reflect the scale and massing of historic structures. The building is designed to step up the steep slope with terraced retaining walls.

Manager Martin shared information about the HDDR-specific regulations. The primary entrance is proud of the garage door by 2 $\frac{1}{2}$ feet. It is also well defined with a gabled roof over an entry porch that connects to the front door. The proposed design and finish of the trim elements of the front entry door are wood and insulated glass. There are areas on the secondary façade that include exposed foundation. In the specific regulations of the HDDR section of code, it requires that no more than 2 feet of foundation shall be visible in the proposed single-family dwelling on the secondary and tertiary facades.

There is Condition of Approval #10 that requires additional wood siding material to be added to the exposed foundation. For the windows, most of the glazing is compatible with the historic 2:1 vertical orientation and solid-to-void ratio. There is a large expanse of glazing on the rear of the building that is visible from cross-canyon vantage points. There was work done with the applicant to require screening with a solid railing. Accent windows that do not reflect the 2:1 ratio are located primarily on the secondary and tertiary facades. Staff recommends that there be a review of the HDDR application, a public hearing, and consideration of approval based on the Draft Final Action Letter.

The applicant representative, Jonathan DeGray, stated that there is agreement with the Staff Report. Director Ward asked about the plans that were submitted. In the northwest corner of the home, there are retaining walls that are proposed within the setback to terrace and step. It looks like in the basement plan, there is no window proposed in the area. Mr. DeGray explained that there is an egress window for the back bedroom.

Director Ward opened the public hearing at 12:24 p.m. There were no comments. The public hearing was closed at 12:24 p.m.

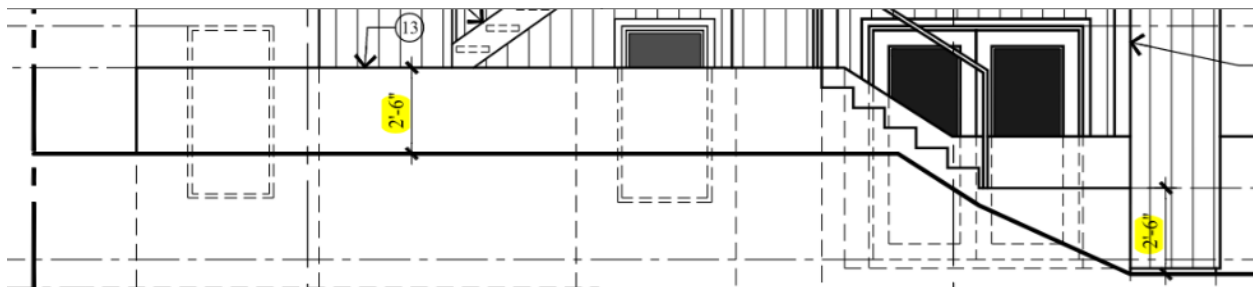
MOTION: Director Ward APPROVED the Historic District Design Review for a new Single-Family Dwelling at 368 Woodside Avenue, based on the following:

Findings of Fact:

1. On July 8, 2025, the property owner submitted an HDDR application for 368 Woodside Avenue to construct a SFD in the HR-1 Zoning District on a non-Historic Site.
2. As conditioned, the proposed SFD meets the HR-1 Zoning District Lot and Site Requirements, pursuant to LMC § 15-2.2-3, according to the following Findings

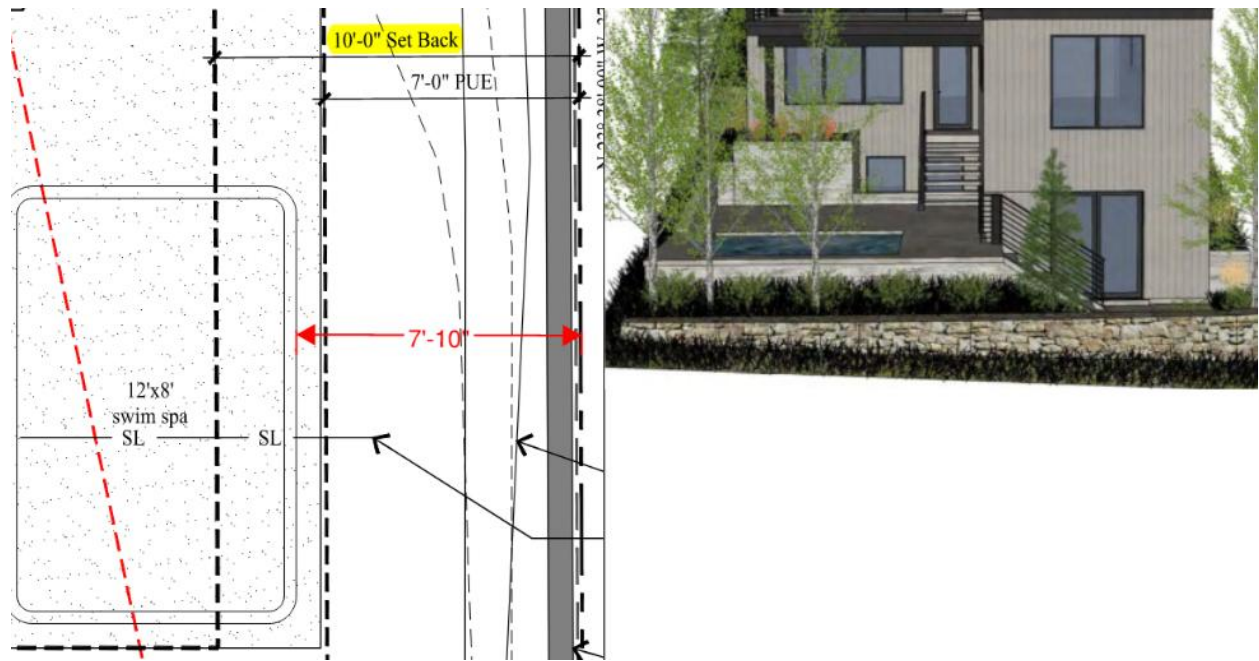
| Lot and Site Requirements | Analysis |
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| LMC § 15-2.2-3(A) Minimum Lot Size for a SFD – 1,875 square feet | COMPLIES: The SFD is proposed on a 2,812-square-foot Lot. |
| Maximum Lot Size – 3,750 square feet | COMPLIES: The area of the Lot is under 3,750 square feet, at 2,812 square feet. |
| LMC § 15-2.2-3(B) Minimum Lot Width is 25 feet, measured 15 feet back from the Front Lot Line | COMPLIES: The Lot measures 37.5 feet in width. |
| LMC § 15-2.2-3(E) Maximum Building Footprint – 1200.5 square feet (1) | COMPLIES: The proposed SFD has a Building Footprint of 1,200 square feet. |
| LMC § 15-2.2-3(F) Lots that are 75 feet in depth require 10-foot Front and Rear Setbacks (2) | COMPLIES: The Lot is 75 feet in depth. The proposed SFD and decks are set back 10 feet from the Front and Rear Lot lines. |
| LMC § 15-2.2-3(G), the Front Setback must be open and free of any Structure except: “Fences, walls, and retaining walls not more than four feet (4’) in height, or as | COMPLIES: There are two retaining walls that encroach into the Front Setback that do not exceed four feet in height. |

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| <p>permitted in Section 15-4-2 Fences and Retaining Walls.”</p> <p>“Roof overhangs, eaves or cornices projecting not more than three feet (3’) into the Front Setback.”</p> <p>“Hard-surfaced driveways leading to a Garage.”</p> | <p>COMPLIES: The roof overhang extends two feet into the Front Setback.</p> <p>COMPLIES: The proposed driveway is within the Front Setback and leads to an approved garage (see below for additional Off-Street Parking requirements related to the driveway).</p> |
| <p>LMC § 15-2.2-3(H), the Rear Setback must be open and free of any Structure except: “Patios, decks, pathways, steps, or similar Structures not more than thirty inches (30”) above Final Grade, not including any required handrail, and located at least one foot (1’) from the Rear Lot Line.”</p> | <p>COMPLIES: Applicant’s plans show a patio and steps that encroach 2 feet 3 inches into the Rear Setback. The patio and stairs are located over seven feet from the Rear Lot Line. The patio and stairs must not exceed 30” in height above Final Grade in the Rear Setback.</p> <p>Condition of Approval 8(a) of the SSCUP Final Action Letter required the plans be updated to clearly show Final Grade that is no more than 30 inches below the top of the patio and stairs in the Rear Setback prior to HDDR Final Action.</p> <p>The plans have been updated to show that the rear patio and stairs that encroach into the Rear Setback do not exceed 30 inches in height from Final Grade.</p> |



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| <p>“Fences, walls, and retaining walls as permitted in Section 15-4-2, Fences and Retaining Walls are permitted within the</p> | <p>COMPLIES: The retaining wall proposed in the Rear Setback is 4 feet, 10 inches in height from Final Grade.</p> |
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| <p>Rear Setback. Pursuant to LMC § 15-4-2, Fences and retaining walls shall not exceed six feet (6') in height measured from Final Grade within any required Rear Setback.”</p> <p>“Mechanical equipment (which must be screened), hot tubs, or similar Structures located at least three feet (3') from the Rear Lot Line are allowed in the Rear Setback.”</p> | <p>COMPLIES: The plans show a 12-foot by 8-foot recessed swim spa on the rear patio. The 96-square-foot swim spa is considered a hot tub or similar Structure, which may encroach into the Rear Setback and must be no more than three feet from the Rear Lot Line. The swim spa encroaches into the Rear Setback and is located approximately 7 feet, 10 inches from the Rear Lot Line.</p> |
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| <p>LMC § 15-13-2.2-3(I) Side Setbacks for Lots up to 25 feet in width require three-foot Setbacks on each side (3)</p> <p>LMC § 15-2.2-3(J), the Side Setback must be open and free of any Structure except: “A one foot (1’) roof or eave overhang is permitted on Lots with a Side Setback of less than five feet (5’)”</p> <p>LMC § 15-4-2(A), “Fences and retaining walls shall not exceed six feet (6’) in height</p> | <p>COMPLIES: The SFD is set back three feet from the side Lot Lines</p> <p>COMPLIES: The roof overhang extends one foot into the Side Setbacks on each side.</p> <p>COMPLIES: The Applicant proposes retaining walls that encroach into the Side Setback that do not exceed six feet in height.</p> |
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| <p>measured from Final Grade within any required Rear Setback or Side Setback.”</p> <p>“Patios, decks, pathways, steps, or similar Structures not more than thirty inches (30”) in height above Final Grade, not including any required handrails.”</p> | <p>COMPLIES: two small stairways are proposed within each Side Setback. The steps do not exceed 30” in height above Final Grade.</p> |
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(1) MAXIMUM FP = (A/2) x 0.9A/1875 where FP = maximum Building Footprint and A = Lot Area.

(2) LMC § 15-2.2-3(F)

(3) LMC § 15-2.2-3(I)

3. To meet the minimum Off-Street Parking requirement of two Parking Spaces, pursuant to Off-Street Parking standards outlined in LMC § 15-3-6(A), the Applicant requested Planning Commission approval of a Building Height exception pursuant to LMC § 15-2.2-5 (D)(4) *Building Height Exceptions, Garage on Downhill Lot*.

a. On December 10, 2025, the Planning Commission granted the Applicant a Building Height Exception and found compliance with the following:

- i. The site is limited in depth and contains Very Steep Slopes; additionally, the required Off-Street Parking is limited to the portion of the driveway that is outside the public ROW and the garage.
- ii. The Building Height exception for Garages on a Downhill Lot requires that the garage does not exceed the minimum depth for an internal Parking Space, pursuant to LMC § 15-3-3(F), *Parking Space Dimensions*, which is 18 feet.
- iii. The depth of the driveway outside the public ROW is 12 feet 9¾ inches, which is not deep enough to accommodate Parking Spaces with the required dimension of 18 feet in depth, pursuant to LMC § 15-3-3(F), *Parking Space Dimensions*.
- iv. The Applicant proposes to accommodate the two required Parking Spaces in tandem within a single-car wide garage that is 36 feet in depth and 11 feet in width. The proposed garage exceeds the 27-foot Zone Height, by 2 feet ¾ inches.

4. The proposed SFD meets the HR-1 Zoning District Building Height requirements outlined in LMC § 15-2.2-5, with a Building Height Exception, pursuant to LMC § 15-2.2-5(D)(4) *Building Height Exception, Garage on a Downhill Lot*, in the following ways:

- a. While most of the Building, as measured from Existing Grade, meets the HR-1 Zone height of 27 feet, the Applicant requests a Building Height exception to allow a height of 29 feet 3¼ inches from Existing Grade, for the downhill side of the garage, pursuant to LMC § 15-2.2-5(D)(4), which grants heights up to 35' to accommodate a single-car-wide garage in a Tandem Parking configuration, with Planning Commission approval.
 - b. The interior height, as measured from the Lowest Floor Plane to the point of the highest wall top plate that supports the ceiling joists is 35 feet.
 - c. The proposed SFD meets the requirement for a 10-foot horizontal step in the downhill façade.
 - d. The proposed Contributing Roof Form has a 7:12 pitch and has a horizontal distance that is over 20 feet, measured from the primary façade to the rear of the building, as viewed from the primary public ROW, which meets the HR-1 Building Height requirement according to LMC § 15-2.2-5(C).
 - e. The proposed Final Grade is within four feet of Existing Grade, consistent with LMC § 15-2.2-5.
5. As conditioned, the proposed SFD complies with LMC § 15-13-8(A) Regulations for *New Residential Infill Construction in Historic Districts, Universal Regulations* as follows:
- a. The proposed SFD is a simple building form, with unadorned materials and restrained ornamentation.
 - b. The proposed SFD does not directly imitate existing historic structures and is designed with a contemporary interpretation of the selected style of architecture.
 - c. The proposed SFD is differentiated from historic structures in that it is a modern interpretation of historic structures, yet it is compatible with historic structures in materials, features, size, scale, proportion and massing. The SFD is proposed to be clad in vertical wood siding and the overall Structure is broken into smaller modules with varied sloping roof forms that reflect the scale and massing of historic structures.
 - d. The building is designed to step up the Steep Slope, with terraced retaining walls that minimize the appearance of large cuts and fill.
 - e. The exterior elements are designed to be of human scale and are compatible with neighboring Historic Structures.
 - f. The scale and height of the proposed Structure reflects the predominant pattern of the Streetscape.

6. As conditioned, the proposed SFD complies with LMC § 15-13-8(B) Regulations for New Residential Infill Construction in Historic Districts, Specific Guidelines as follows:

| 1. Site Design | |
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| <p>a) Building Setback and Orientation LMC § 15-13-8(B)(1)(a) states, "Structures shall be located on a site in a way that follows the predominant pattern of historic buildings along the street, maintaining traditional setbacks, orientation of entrances, alignment along the street, and open space."</p> | <p>Complies: The proposed SFD is sited such that it is consistent with the pattern of the surrounding Structures and Lot conditions, maintaining the minimum Setbacks required by the HR-1 Zoning District.</p> |
| <p>b) Topography and Grading: LMC § 15-13-8(B)(1)(b) states, "Building and site design shall respond to natural features. New infill residential buildings shall step down or up to follow the existing contours of steep slopes."</p> | <p>Complies: The proposed Structure steps with the downhill slope of the site and while retaining walls will be required to accomplish the construction, the site is already disturbed from the existing home, and cuts in Existing Grade will be terraced.</p> |
| <p>c) Landscaping and Vegetation: "Existing landscape features that contribute to the character of the Historic District and existing landscape features that provide environmental sustainability benefits shall be respected and maintained."</p> <p>"A detailed landscape plan, particularly for areas viewable from the primary public right-of-way, which respects the manner and materials traditionally used in the Historic Districts, shall be provided."</p> | <p>See Condition of Approval 7: Impacts to existing vegetation shall be minimized; any areas disturbed during construction surrounding the proposed work shall be brought back to their original state. The Applicant's Landscape Plan shall detail areas viewable from the primary public right of way, where landscaping shall contribute to the character of the Historic District; existing landscape features that provide environmental sustainability benefits shall be respected and maintained.</p> <p>The proposed landscaping 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.</p> |
| <p>d) Retaining Walls - LMC § 15-13-8(B)(1)(d) states, "a site shall be contoured in a way that reduces the need for retaining walls."</p> | <p>See Condition of Approval 9: The proposed development of an SFD on the Steep Slope requires retaining walls; the plans indicate the retaining walls are no more than four feet in height and cuts in</p> |

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| | the grade create terraced areas for landscaping to screen the retaining walls. |
| h) Parking Area & Driveways. LMC § 15-13-8(B)(1)(h)(7) requires a maximum 10-foot driveway width in Historic Districts. | Complies: The Applicant proposes a 10-foot-wide driveway. See the parking analysis above in Finding of Fact 3 regarding Off-Street Parking requirements. |
| 2. Primary Structures | |
| a) Mass, Scale, & Height | <p>Complies: The SFD is compliant with Zoning District regulations regarding Building Footprint, Setbacks, height and massing and dwelling volume requirements of the Steep Slope Criteria. The height of the garage on the Steep Slope exceeds the HR-1 Zone Height of 27 feet; the Planning Commission approved a building height exception pursuant to 15-2.2-5(D)(4) Building Height Exception, Garage on a Downhill Lot.</p> <p>The proposed SFD includes variations in roof height to break up the form, mass and scale of the overall Structure. The primary façade, as viewed from the street, is one story in height and is compatible with the historic character area.</p> <p>The building mass is broken up into modules that relate to structures in the character area, and to the scale of historic buildings, to minimize the perceived mass of the Structure and to reflect the mass, scale and proportions of historic buildings within the Streetscape.</p> |
| b) Foundation – LMC § 15-13-8(B)(2)(b) states, "No more than two (2) feet of the new foundation shall be visible above final grade on secondary and tertiary facades." | See Condition of Approval 10: There are areas on the secondary façades that include exposed foundation. No more than two feet of foundation shall be visible on the proposed SFD on the secondary and tertiary facades; additional wood siding material shall be added to the exposed foundation such that only two feet of the foundation is exposed. |

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| <p>c) Doors -- LMC § 15-13-8(B)(2)(c) states, "All buildings that face the street shall have a well-defined primary entrance."</p> <p>"Doors shall be designed and finished with trim elements similar to those used historically."</p> | <p>Complies: The primary entrance is proud of the garage door by 2 ½ feet and is well-defined with a gabled roof over an entry porch that connects to the front door.</p> <p>The proposed design and finish of the trim elements of the front entry door are wood and insulated glass.</p> |
| <p>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</p> <p>"To maximize views, non-historic window patterns may be considered on tertiary facades; however, the overall ratio of solid-to-glass shall still be respected."</p> <p>"Windows shall be historic size and shall relate to the human scale of the Historic District."</p> | <p>Complies: Most of the glazing proposed on the SFD reflects the historic 2:1 vertical orientation and solid-to-void ratio. The large expanse of glazing on the rear sliding doors that open to the rear deck on the Living Level is located on the tertiary façade and is screened by a solid railing as opposed to an open railing. Accent windows which do not reflect a 2:1 ratio are located primarily on the secondary and tertiary façade.</p> |
| <p>e) Roofs - LMC § 15-2.2-5 requires a roof pitch of at least 7:12. LMC § 15-13-8(B)(2)(e), states, "Roofs of new residential infill buildings shall be visually compatible with roof shapes and orientation of surrounding Historic Sites and adjacent buildings that contribute to the character of the Historic District."</p> | <p>Complies: The proposed gable and shed roof forms are compatible with surrounding Structures, and the contributing roof form has a roof pitch of 7:12.</p> |
| <p>3. LMC § 15-13-8(B)(3) Mechanical and Utility Systems and Service Equipment:</p> <p>"Mechanical and/or utility equipment, including heating and air conditioning units, meters, and exposed pipes, shall be located on the back of the building or in another inconspicuous location."</p> <p>"Ground-level equipment shall be screened from view using landscape elements such as fences, low stone walls, or perennial plant materials".</p> | <p>See Condition of Approval 15: All mechanical equipment shall be located on the tertiary façade, or on the secondary façade beyond the midpoint of the structure; visual impact of the equipment shall be minimized by incorporating it as an element of the building or landscape design. Mechanical equipment shall be fully screened from adjacent properties and from cross-canyon vantage points.</p> |

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| <p>4. Materials:</p> <p>a. "Building materials shall be compatible in scale, proportion, texture, finish and color to materials used on Historic Structures in the Historic District. The dimensions of masonry units, wood siding, and other building materials shall be similar to those used historically."</p> <p>b. "The primary siding material for new structures shall appear similar to those on historic structures in the Streetscape or character area. Historically, the most common material on primary structures was painted horizontal lap siding with a reveal between 6 to 8 inches."</p> | <p>Complies: The proposed siding is cedar wood, painted opaque in a vertical orientation. Additionally, the SFD includes two accent panels on the secondary façades clad in matte finish metal panels.</p> |
| <p>5. Garages: LMC § 15-13-8(B)(6)(b) states, "Single vehicle garage doors not greater than 9 feet wide by 9 feet high shall be used to access the garage. Glazing on garage doors shall be limited to no more than 30% of garage door".</p> | <p>Complies: The proposed single-car garage door is nine feet wide by nine feet tall, and the glazing is no more than 30% of the total square footage of the garage door façade.</p> |
| <p>7. Decks: LMC § 15-13-8(B)7</p> <p>a. "Decks shall be constructed in inconspicuous areas where visually minimized from the primary public right-of-way, usually on the tertiary façade."</p> <p>b. "The visual impact of a deck should be minimized by limiting its size and scale. Introducing a deck that visually detracts from a new structure, or substantially alters a site's proportion of built area to open space is not appropriate."</p> | <p>Complies: The proposed decks are located on the tertiary façade and wrap around onto the secondary façade and will not be visible from the primary public right-of-way. The dimensions of the decks have been reduced to minimize the visual impact on the Steep Slope and to be appropriately proportioned to the site and the structure.</p> |

Conclusions of Law:

1. The proposal complies with LMC § 15-11-12 *Historic District or Historic Site Review*.
2. The proposal, as conditioned, complies with LMC Chapter 15-2.2 *Historic Residential – 1 (HR-1) District*.

3. The proposal complies with LMC Chapter 15-3 *Off-Street Parking*.
4. The proposal, as conditioned, complies with LMC § 15-13-8 *Regulations for New Residential Sites in the Historic District*.

Conditions of Approval:

1. If the Applicant does not obtain a 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 Department approves an extension.
2. Final building plans and construction details shall reflect substantial compliance with the plans approved February 5, 2026, by the Planning Department. 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.
3. The Applicant is responsible for notifying the Planning and Building Departments prior to making any changes to the approved plans.
4. 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.
5. The Applicant shall provide adequate snow storage for the new driveway on site and if the driveway is heated, the Applicant shall obtain Engineering Department approval of an encroachment agreement for the portion of the heated driveway in the public right-of-way.
6. The Applicant shall submit a detailed landscaping and irrigation plan demonstrating compliance with LMC Section 15-5-5(N) to the Planning Department for review and approval prior to Building Permit issuance.
7. The Applicant shall replace any significant vegetation removed in an equivalent manner on site.
8. The Applicant shall submit detailed storm water and drainage mitigation plans to the Engineering Department for review and approval prior to Building Permit issuance.

9. The site shall be re-graded to blend with the grade of adjacent sites and not create the need for incompatible retaining walls.
 10. At the time of building permit submittal, any proposed retaining walls must be clearly identified on the plans, showing height and material.
 11. No more than two feet of foundation shall be visible on the proposed SFD on the secondary and tertiary facades.
 12. Because the SFD is five feet or less from the property line, snow shed and Access Agreements will need to be made with neighboring properties.
 13. Metal siding shall be a matte finish and roofing materials shall have a Solar Reflectivity Index (SRI) of 35 or less.
 14. Any changes to the proposed siding materials must be submitted to the Planning Department for review and approval during Building Permit stage.
 15. All mechanical equipment shall be located on the tertiary façade, or on the secondary façade beyond the midpoint of the structure; visual impact of the equipment shall be minimized by incorporating it as an element of the building or landscape design. Mechanical equipment shall be fully screened from adjacent properties and from cross-canyon vantage points.
 16. Prior to submitting a Building Permit, the Applicant shall record the Wardell Replat First Amended Subdivision, approved by the Planning Commission on April 2, 2025, for the creation of two Lots
- D. 384 Woodside Avenue – Historic District Design Review –** The Applicant Proposes to Construct a Single-Family Dwelling at 384 Woodside Avenue, a Non-Historic Site in the Historic Residential – 1 Zoning District. PL-25-06388.

Manager Martin presented the Staff Report and explained that this is an HDDR for 384 Woodside Avenue. She explained that this is Lot B of the Wardell Replat First Amended Subdivision, which was approved in April 2025. It is similar to Lot A as far as the steep slope and some of the design elements. It is located in the Historic Residential – 1 Zoning District and the existing single-family home will be demolished. The SSCUP was approved by the Planning Commission on November 12, 2025. The lot is 1,875 square feet and meets the minimum and maximum lot requirements of the zone. The maximum building footprint is 843.75 square feet and the proposed footprint is 842 square feet.

The front and rear setbacks are 10 feet and there are encroachments, including a retaining wall not more than 4 feet in height, roof overhang, and hard-surfaced driveway.

For the side setbacks, these are 3 feet and the encroachments include the roof overhang and retaining walls. Manager Martin shared information about the building height. Most of the building, measured from existing grade, meets the Historic Residential – 1 Zoning District height of 27 feet. As part of the SSCUP, the Planning Commission granted a building height exception to allow the garage on the downhill slope to be 32 feet 2 inches from existing grade. This is pursuant to LMC Section 15-2.2-5(D)(4). The internal height is 35 feet 8 inches, which was approved as part of the building height exception.

The building meets the requirement to step back 10 feet with the slope. In addition, final grade is within 4 feet of existing grade. Manager Martin reported that there are the same HDDR universal regulations as the previous application. The single-family dwelling is designed to be a simple building form with unadorned materials and restrained ornamentation. The building design does not directly imitate existing historic structures.

The single-family dwelling will be clad in horizontal cedar wood siding and painted opaque. The structure is broken into smaller modules with varied sloping roofs that reflect the scale and massing of historic structures. The building is designed to step up the steep slope with terraced retaining walls. As for the HDDR specific regulations, the primary entrance is proud of the garage door by 6 feet 8 inches. The trim elements of the front entry door are wood insulated glass. There is more exposed foundation on this single-family dwelling, so this would also need to comply with a Condition of Approval to add additional siding material on the exposed foundation. For the windows on this structure, the glazing is mostly compatible. There was work done with the applicant to modify some of the windows. There are two windows that need to be modified further to be consistent with the historic solid to void ratio. Those are called out in Condition of Approval #10 (C). Manager Martin noted that accent windows are on the secondary and tertiary façade.

The plans show that the garage is 20 feet in depth. That will need to be reduced to 18 feet, which is required as part of the building height exception for the garage. Staff recommends that there be a review of the HDDR application, a public hearing, and consideration of approval based on the information in the Draft Final Action Letter.

The applicant representative, Jonathan DeGray, asked that the presentation slide for the HDDR specific regulations be reviewed. The retaining wall at the driveway is called out as siding and there is disagreement with that interpretation, because it is a retaining wall. To put siding on that would not be appropriate. Director Ward asked to what extent it encroaches into the right-of-way. Mr. DeGray did not believe there was encroachment into the right-of-way, as it goes right to the property line. He noted that there is typically no siding put on those. There is agreement to side the one on the left, if that is desired by the City, but it seems out of character to put wood siding over a retaining wall that is part of the driveway. Director Ward asked if he would propose board formed for the driveway. Mr. DeGray stated that all retaining walls on this project would be board formed.

Mr. DeGray shared comments about the garage. His client is not happy with the 18 feet. The drawings, as proposed and as shown to the Planning Commission, were the drawings that showed 20 feet. Director Ward asked what the dimensions were for the plans reviewed by the Planning Commission for the SSCUP. She also wanted to know if there were Conditions of Approval tied to the dimensions of the garage. Mr. DeGray did not believe there were conditions, but the drawing showed 20 feet. The height exception that was granted was based on the 20-foot garage. If this were approved with an 18-foot garage, there would likely need to be an appeal filed or something else pursued.

Director Ward noted that if there are questions about the dimensions that the Planning Commission approved, it is possible to continue this item to February 19, 2026, to look into the details. More time is needed to review those plans and the Conditions of Approval. It is not possible to modify those as part of the HDDR process. She reiterated that additional time may be needed to review what the Planning Commission approved. There is another Administrative Public Hearing scheduled for February 19, 2026.

Manager Martin reported that she found the Final Action Letter for the SSCUP. There is a finding that states the depth is 20 feet, and there is Condition of Approval #9 that requires the plans to be modified to meet the required depth of a garage pursuant to the building height exception. Director Ward reiterated that a continuation might make sense.

Director Ward opened the public hearing at 12:39 p.m. There were no comments. The public hearing was closed at 12:39 p.m.

MOTION: Director Ward CONTINUED the Historic District Design Review for a new Single-Family Dwelling at 384 Woodside Avenue to February 19, 2026.

2. ADJOURNMENT

The Park City Administrative Public Hearing adjourned at approximately 12:40 p.m.

Approved by Planning Director:

