



**PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT ADMINISTRATIVE PUBLIC HEARING MINUTES
PLANNING DEPARTMENT CONFERENCE ROOM
MARSAC MUNICIPAL BUILDING
FEBRUARY 19, 2026**

STAFF PRESENT: Rebecca Ward, Planning Director; Virgil Lund, Planner II; Nan Larsen, Senior Planner; Meredith Covey, Planner II

PUBLIC: Jonathan DeGray; Mirjam Magnus

Planning Director, Rebecca Ward, called the meeting to order at 12:00 p.m. She reported that there are four items on the Administrative Public Hearing agenda. There was an item continued at the last meeting for 368 Woodside Avenue, but that will be continued and re-noticed for a later date. She asked if anyone was attending the meeting virtually to provide public input on 386 Woodside Avenue, which was denied. Director Ward reiterated that the agenda item for 368 Woodside Avenue will be continued to a later date.

1. REGULAR AGENDA

- A. 221 Park Avenue – Historic District Design Review** – The Applicant Proposes to Construct a New 1,647-Square-Foot Single-Family Dwelling in the Historic Residential -1 Zoning District. PL-25-06573

Senior Planner, Nan Larsen, presented the Staff Report and explained that this is a Historic District Design Review (“HDDR”) application for 221 Park Avenue. The property is located in the Historic Residential – 1 Zoning District and it is currently a vacant lot.

The lot was subdivided in 2015. Planner Larsen explained that the Houston Park Avenue Plat Amendment created two lots, located at 217 and 221 Park Avenue. The proposed HDDR is for a new single-family dwelling that is approximately 1,647 square feet.

This project went to the Planning Commission for a Steep Slope Conditional Use Permit (“SSCUP”), which was approved on January 14, 2026. The analysis found that the proposed single-family dwelling complies with the Historic Residential – 1 Zoning District and the building height requirements. It was also found that the proposed single-family dwelling meets Residential Infill Construction in the Historic District. Planner Larsen explained that this includes the Universal Regulations and Specific Regulations. The proposed single-family dwelling has a simple design and building form, the architecture is contemporary in nature and the exterior elements of the structure are human-scale. The recommendation is that approval be considered for the proposed HDDR application.

Director Ward asked if the applicant representative, Jonathan DeGray, had anything to add. Mr. DeGray stated that there is agreement with the information presented.

Director Ward opened the public hearing at 12:03 p.m. There were no comments. The public hearing was closed at 12:04 p.m.

MOTION: Director Ward APPROVED the Historic District Design Review for 221 Park Avenue, based on the following:

Findings of Fact:

1. The property owner submitted an HDDR application for 221 Park Avenue to construct an SFD in the HR-1 Zoning District on the vacant site.
2. As conditioned, the proposed SFD meets the HR-1 Zoning District Use and Lot and Site Requirements pursuant to LMC § 15-2.2-2 and § 15-2.2-3 and according to the following findings:

Use, Lot and Site Requirements	Analysis
Use:	Complies: A SFD is proposed, SFDs are an allowed use in the HR-1 Zoning District (LMC § 15-2.2-2).
Minimum Lot Size, SFD: 1,875 square feet; Maximum Lot Size, SFD: 3,750 square feet	Complies: The Lot contains 1,875 square feet and was approved through the Houston Park Plat Amendment.
Minimum Lot Width: 25 feet, measured 15 feet back from the Front Lot Line	Complies: 221 Park Avenue has a 25.17-foot Lot width.
Maximum Building Footprint: MAXIMUM FP = $(A/2) \times 0.9^{A/1875}$ where FP = maximum Building Footprint and A = Lot Area.	Complies: The Maximum Building Footprint allowed is 843.75 square feet. The proposed Building Footprint is 838.22 square feet.
Lots that are up to 75 feet in depth require 10-foot Front and Rear Setbacks	Complies: The Front and Rear Setback are proposed as 10-foot Setbacks.
Front Setback must be open and free of any Structure, except: <ul style="list-style-type: none"> • Fences, walls, and retaining walls not more than 4 feet in height. 	Complies: The Front Setback is proposed to be free of additional Structures except Roof overhangs not

<ul style="list-style-type: none"> • Roof overhangs, eaves or cornices projecting not more than 3 feet into the Front Setback. • Hard-surfaced driveways leading to a Garage 	<p>projecting more than 3 feet, and a hard-surfaced driveway.</p>
<p>The Rear Setback must be open and free of any Structure except:</p> <ul style="list-style-type: none"> • Patios, decks, pathways, steps or similar Structures, not more than 30 inches above Final Grade (not including required handrails located at least 1-foot from the Rear Lot Line. • Fences and retaining walls that do not exceed 6 feet above Final Grade. • Mechanical equipment (Screened), hot tubs, or similar Structures no less than 3 feet from Rear Lot Line. 	<p>Complies: The Rear Setback will remain open and clear of any Structure except patios, pathways, or steps that are not more than 30 inches above Final Grade, and retaining walls that do not exceed 6 feet above Final Grade.</p>
<p>Side Setbacks for Lots up to 37.5 feet in width require 3-foot Setbacks on each side.</p> <p>The Side Setback must be open and free of any Structure except:</p> <ul style="list-style-type: none"> • A 1-foot roof or eave overhang on Lots with a Side Setback of less than 5 feet. • Fences and Retaining walls not exceeding 6 feet in height from Final Grade. • Patios, decks, pathways, steps, or similar Structures no more than 30 inches in height from Final Grade, not including required handrails. 	<p>Complies: 3-foot South and North Side Setback.</p> <p>The Side Setback will remain open except for a 1-foot roof overhang, a patio with no more than 30 inches in height from Final Grade, and retaining walls that do not exceed 6 feet in height from Final Grade.</p>

3. The SFD meets the HR-1 Zoning District Building height requirements outlined in LMC § 15-2.2-5.

Building Height	Analysis
Building height maximum 27 feet from Existing Grade.	Complies: Proposed maximum Building Height is 27 feet from Existing Grade.
Internal Building Height: maximum 35 feet measured from the Lowest Floor Plane to the point of the highest wall top plate that supports the ceiling joists or roof rafters.	Complies: Proposed Internal Building Height is 32 feet.
10-foot minimum horizontal step in the downhill façade, unless the First Story is located completely under the finished grade on all sides of the Structure. The horizontal step shall take place at a maximum height of 23 feet from where the Building Footprint meets the lowest point of existing Grade.	Complies: A horizontal step of 16 feet is proposed 23 feet above where the Building Footprint meets the lowest point of Existing Grade.
Roof Pitch between 7:12 and 12:12 at the minimum horizontal distance of 20'. Secondary Roof Forms may be below the 7:12 pitch.	Complies: Contributing Roof Form measures 7:12 where visible from the primary public Right-of-Way.

4. The SFD Complies with the Off-Street Parking Requirements, pursuant to LMC Chapter 15-3, according to the following findings:

Off-Street Parking	Analysis
Driveway Slope: must not exceed 14%.	Complies: The driveway slope is 6%.
Driveway Material: must be Hard-Surfaced.	Complies: The Driveway will be concrete, a hard-surface material.
SFD Single Car Garage: minimum 11 feet by 20 feet.	Complies: The SFD Single Car enclosed garage is proposed to measure 11 feet by 20 feet.
Two Parking Spaces: exterior 9 feet by 18 feet; interior 11 feet by 20 feet.	Complies: The proposed exterior parking space will measure 10 feet by 18 feet.

	The interior parking space measurement is 11 feet by 20 feet.
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5. As conditioned, the proposed SFD complies with LMC § 15-13-8(A), *Regulations for New Residential Infill Construction in Historic District, Universal Regulations*, according to the following findings:

Regulations for new Residential Infill Construction in Historic districts, Universal Regulations	Analysis
New infill residential buildings shall reflect the historic character—simple building forms, unadorned materials, restrained ornamentation—of Park City’s Historic Sites.	Complies: The proposed SFD is a simple design and building form with restrained ornamentation that is similar to the infill development along the street.
New infill residential buildings shall not directly imitate existing historic structures in Park City.	Complies: The proposed SFD does not imitate existing historic structures and is a product of its time while maintaining the character of the street.
A style of architecture shall be selected and all elevations of the new infill residential building shall be designed in a manner consistent with a contemporary interpretation of the chosen selected style.	Complies: The building form and style of architecture is contemporary.
New infill residential buildings shall differentiate from historic structures but be compatible with historic structures in materials, features, size, scale and proportion, and massing to protect the integrity of the Historic District as a whole.	Complies: The Structure is differentiated from historic structures in that it is a contemporary interpretation of the chosen style but is compatible with the character of Park Avenue in materials, features, massing, and scale.
Building and site design shall respect the existing topography, the character-defining site features, including existing trees and vegetation, and shall minimize cut, fill, and the use of retaining walls.	Complies: The Structure has been designed with Stepbacks that are compatible with the Steep Slope, with terraced retaining walls that are minimized with reduced wall height and grade disturbances.

<p>Exterior elements—roofs, entrances, eaves, chimneys, porches, windows, doors, steps, garages, etc.— of the new infill residential building shall be of human scale and shall be compatible with neighboring Historic Structures.</p>	<p>Complies: The exterior elements are human scale, are oriented to the street, and are compatible with the historic character of the Street.</p>
<p>Scale and height of new infill residential buildings shall follow the predominant pattern and respect the architecture of the Streetscape or character area with special consideration given to Historic Sites.</p> <p>Size and mass of a structure shall be compatible with the size of the site so that lot coverage, building bulk, and mass are compatible with Historic Sites within the Streetscape or character area.</p>	<p>Complies: The proposed scale, height, size, and mass of the SFD is like the Structures to the north and south along Park Avenue – the Structure comprises of a compatible scale and height with the character of the street.</p>
<p>New construction activity shall not physically damage nearby Historic Sites.</p>	<p>Complies: Construction activity will be limited to the Site and will not alter adjoining Properties or Historic Sites.</p>
<p>New infill residential buildings shall reinforce visual unity within the context of the Streetscape or character area.</p>	<p>Complies: The proposed SFD scale, massing, height, Setbacks, and stepbacks reinforce visual continuity along the street frontage of Park Avenue.</p>
<p>New materials should reflect the character of the Historic District.</p>	<p>Complies: The proposed materials consist of painted vertical cedar siding, painted timber columns, and a Class A non-reflective standing seam metal roof. The proposed materials are appropriate to the character of the Historic District.</p>

6. As conditioned, the proposed SFD complies with LMC § 15-13-8(B) *Regulations for New Residential Infill Construction in Historic District, Specific Regulations*, according to the following findings:

Regulations for New Residential Infill Construction in Historic Districts, Specific Regulations.	Analysis
<p>Building Setback and Orientation:</p> <p>Lot coverage of new buildings shall be compatible with the surrounding Historic Sites.</p> <p>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>New buildings shall have a clearly defined primary entrance oriented toward the street consistent with historic buildings within the Streetscape or character area. Entrances on secondary or tertiary facades of a building shall be clearly subordinate to the entrance on the primary façade.</p> <p>Side yard setbacks similar to those seen historically within the Streetscape or character area shall be established in order to reinforce the pattern of built and open space.</p>	<p>Complies: The proposed SFD Lot coverage complies with the Historic District and is compatible with the surrounding established Structures along Park Avenue.</p> <p>The proposed Setbacks are consistent along the Street frontage and follows the predominant pattern of the Structures in the Historic District.</p> <p>The building and primary entrance are oriented to the Street. The primary entrance is clearly defined and is situated closer to the Street than the attached garage.</p> <p>The Side yard Setbacks meet the regulations of the HR-1 District and are like the established Side yard Setbacks along the block.</p>
<p>Topography and Grading:</p> <p>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 back and up with the uphill slope of the site. The Planning Commission approved the Steep Slope Conditional Use Permit on January 14, 2026. All cut in the</p>

	Existing Grade will be minimized and terraced.
<p>Landscaping and Vegetation:</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. When planning for the long-term sustainability of a landscape system, all landscape relationships on the site, including those between plantings and between the site and its structure(s) shall be considered.</p> <p>Landscape plans shall balance water efficient irrigation methods and drought tolerant and native plant material with existing plant material and site features that contribute to the character of the Historic District.</p>	<p>Recommended Conditions of Approval 6 & 7, Complies: Two Conditions of Approval are recommended to ensure the requirements of the Historic District are compliant. It is required that a detailed landscaping plan is submitted prior to the issuance of a Building Permit and any areas that are disturbed during construction shall be brought back to the original site.</p> <p>The proposed landscaping shall be at least 50% water Wise and compliant with LMC § 15-5-5.</p>
<p>Retaining Walls:</p> <p>a site shall be contoured in a way that reduces the need for retaining walls. When retaining walls are necessary, the visual impact shall be minimized by creating gradual steps or tiers and by using perennial plant material.</p> <p>New retaining walls shall be consistent with historic retaining walls in terms of mass, scale, design, materials, and scale of materials. Simple board-formed concrete, stacked stone and other traditional materials are recommended over concrete block, asphalt, or other modern concrete treatments. Alternative materials may be considered but they</p>	<p>Recommended Condition of Approval 9, Complies: The proposed modification to the Site for the construction of a SFD will require retaining walls. The retaining walls will be no taller than 4 feet and cuts in the Existing Grade will be minimized and terraced with landscaping to screen the retaining walls.</p>

<p>shall convey the general scale, texture, and character of historic masonry walls.</p>	
<p>Parking Areas & Driveways:</p> <p>When locating new off-street parking areas and driveways, the existing topography of a site and integral site features shall be minimally impacted.</p> <p>New driveways shall not exceed ten (10) feet in width.</p>	<p>Complies: The proposed driveway is 10 feet wide. The Existing Grade will be minimally altered to allow for a driveway to the attached garage.</p> <p>The proposed Off-Street Parking requirements are met.</p>
<p>Mass, Scale, & Height:</p> <p>Historic height, width, and depth proportions that are important in creating compatible infill and maintaining the historic mass and scale of the Streetscape or character area.</p> <p>Building features such as upper story windows, porches, and first floor bays shall be aligned with similar historic building features in the Streetscape or character area. Generally, these elements should align in relation to the topography allowing these elements to “step up” or “step down” the block.</p> <p>Buildings constructed on lots greater than 25 feet wide shall be designed so that the facades visible from the primary public right-of-way reinforce the rhythm along the street in terms of traditional building width, depth, and patterns within the façade.</p>	<p>Complies: The proposed SFD Building Form, including height, façade width, and Structure depth are similar to and compatible with the historic character of the district and is compatible infill.</p> <p>The proposed façade design and solid-to-void ratio of the street facing façade is similar the adjacent Structures. A Steep Slope CUP was approved previously by the Planning Commission and the proposed Structure meets the requirements of the Stepback in the HR-1 District.</p>

<p>New buildings shall not be significantly taller or shorter than adjacent buildings with special consideration given to surrounding historic buildings.</p>	
<p>Foundation: Foundation materials shall be simple in form and minimally visible above grade when viewed from the primary public right-of-way. Acceptable foundation materials may include stone and concrete, wood lattice and vertical boards. Distinction between foundation and wall material shall be clearly defined. Clapboard siding shall not extend to the ground.</p>	<p>Recommended Condition of Approval 11, Complies: The proposed SFD foundation material will be concrete that is simple in form and design and will be minimally visible from the primary public right-of-way. There will be clear distinction between the exterior wall material and concrete foundation. The exterior side of the SFD will not extend to the ground.</p>
<p>Doors: The historic pattern of principal doorways along the street shall be maintained. All buildings that face the street shall have a well-defined primary entrance. New doors shall be similar in location, size, and material to those seen traditionally in the Historic District. Doors shall be compatible with the style of both the new building and historical buildings in the Historic District.</p>	<p>Complies: The primary entrance is proud of the garage door approximately 2 feet 4 inches. The primary entrance is defined by a covered patio, front entry, and is clearly visible from the Street. The location, size, and material of the front door is similar to what was seen traditionally in the Historic District.</p>
<p>Windows: Ratios of solid-to-void that are compatible with surrounding historic buildings shall be used. Large expanses of glazing are inappropriate on residential structures. Large glass surfaces shall be divided into smaller windows that are in scale with those seen historically.</p>	<p>Complies: The proposed SFD window solid-to-void ratio is consistent with the established built environment along Park Avenue. The size of the proposed windows are human scale and generally oriented to the street. Windows with a vertical emphasis are proposed. Where horizontal orientation is being proposed or a larger</p>

<p>Windows shall be historic size and shall relate to the human scale of the Historic District.</p> <p>Windows with vertical emphasis are encouraged. The number of different window sizes and styles on a building or structure shall be limited.</p>	<p>expanse of glazing, the sliding glass door on the front façade, screening through the use of the front balcony solid railing will be used.</p>
<p>Roofs:</p> <p>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>Roof materials should appear similar to those seen historically. Metal sheeting or standing seam metal roofs with a baked-on paint finish and galvanized or rusted steel sheeting are generally appropriate. Roofs shall have matte finishes to minimize glare.</p>	<p>Complies: The proposed gable roof forms are compatible with the historic character of Park Avenue. The contributing roof form meets the roof pitch required in the Historic Residential –1 District.</p> <p>The roof is proposed to be comprised of non-reflective, matte, standing seam metal roofs that have a baked-on paint finish.</p>
<p>Porches:</p> <p>Porches shall be used to define front entrances. Porches typically cover the entrance, and usually extend partially or fully across the main façade.</p> <p>Locate porches on new infill construction in a way that follows the predominant pattern of historic porches along the street, maintaining traditional setbacks, orientation of entrances, and alignment along the Streetscape or character area</p>	<p>Complies: The proposed front porch covers the front entrance and defines the front entry location. The porch extends the width of the front façade.</p> <p>The front porch is minimal in depth and is consistent with front porch dimensions and location along Park Avenue.</p>

<p>to reinforce the visual rhythm of the buildings and site elements.</p>	
<p>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>Recommended Condition of 15, Complies: All mechanical equipment must be located on a tertiary façade beyond the mid-point of the structure. Additionally, visual impact of the equipment must be minimized by incorporating it as an element of the building or landscape design, must be fully screened from adjacent properties and from cross-canyon vantage points, and must be no closer than 3 feet from the Rear and Side Lot Lines.</p>
<p>Materials:</p> <p>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>The primary siding material for new structures shall appear similar to those on historic structures in the Streetscape or character area.</p>	<p>Complies: The proposed siding is a 1x8 vertical cedar siding that will be painted or stained with an opaque finish. The dimensions and primary siding material are consistent with the character on Park Avenue.</p>
<p>Garages:</p> <p>Single car wide tandem garages are recommended. Side-by-side parking configurations are strongly discouraged</p> <p>Garages shall be subordinate to the pedestrian entrance of the house.</p>	<p>Complies: A single car wide garage is proposed as attached to the SFD proposed. The door measures 9 feet wide by 8 feet tall. The attached garage is set back from the front entrance of the SFD approximately 2 feet 4 inches.</p>
<p>Balcony:</p>	<p>Complies: The proposed balcony on the front façade of the SFD will span the</p>

<p>A new balcony shall be simple in design and compatible with the character of the Historic District. Simple wood and metal designs are appropriate for residential structures.</p>	<p>width of the Structure. The balcony will be simple in design and is compatible with the established built environment on Park Ave. The balcony measures 5'8" deep and comprises of metal paneling painted timber columns.</p>
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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, as conditioned, complies with LMC § 15-13-8 *Regulations for new Residential Sites in the Historic District*.
4. The proposal complies with the LMC requirements in Chapter 15-3 *Off-Street Parking*.

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 19, 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, 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 so as 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 home 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, from cross-canyon vantage points and must be setback at least 3 feet from the Rear and Side Lot Lines.
- B. 949 Empire Avenue – Extension of a Historic District Design Review–** The Applicant Requests a One-Year Extension to Construct a New Single-Family Dwelling on a Vacant Lot. PL-26-06798.

Planner II, Meredith Covey, presented the Staff Report and explained that the application is an Extension of an HDDR request for 949 Empire Avenue. The property is located in the Historic Residential – 1 Zoning District and the HDDR was approved on March 6, 2025. The applicant submitted a request for a one year extension on January 6, 2026. The Conditions of Approval recommended by Staff include the conditions from the HDDR that was approved last March. The extension shall expire on February 19, 2027.

Director Ward asked if the applicant representative had anything to add about the application. Mr. DeGray stated that there is agreement with the information presented.

Director Ward opened the public hearing at 12:05 p.m. There were no comments. The public hearing was closed at 12:05 p.m.

MOTION: Director Ward APPROVED the Extension of a Historic District Design Review at 949 Empire Avenue, based on the following:

Findings of Fact:

1. On March 6, 2025 the Planning Director approved the Historic District Design Review (HDDR) for 949 Empire Avenue.
2. On January 6, 2026, the Applicant submitted a request for a one-year Extension to the HDDR to extend the expiration date for one year.
3. The Applicant noted that there have been difficulties in financing and scheduling, which led to the requested extension.
4. The Applicant proposes no changes to the original approval. Please reference PL-24-06356) for full Findings and Conditions of Approval from the original HDDR approval.

Conclusions of Law:

1. The request for extension complies with LMC § 15-11-2(E).
2. There are no changes 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 in effect.

Conditions of Approval:

1. Final building plans and construction details shall reflect substantial compliance with the plans reviewed March 6, 2025, by the Planning Director. 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.

2. All conditions of approval from the HDDR reviewed by the Planning Director on March 6, 2025, apply.
 3. The extension shall expire March 6, 2027.
- C. 610 Sunnyside Drive – Administrative Permit –** The Applicant Proposes to Construct an Accessory Apartment in the Single-Family Zoning District. PL-25-06640.

Planner II, Virgil Lund, presented the Staff Report and explained that he combined the presentation for 610 Sunnyside Drive – Administrative Permit and 610 Sunnyside Drive – Administrative Conditional Use Permit (“CUP”). Though the next two items will be presented at the same time, there will need to be two separate public hearings opened and two separate motions made. The applicant is available to answer questions.

Planner Lund reported that 610 Sunnyside Drive is Lot 3 of the Sunnyside Subdivision. The applicant proposes to demolish the existing single-family dwelling on the lot and construct a new single-family dwelling with an accessory apartment. In addition, there will be a retaining wall that is greater than 4 feet in the front setback. The retaining wall will be approximately 9 feet in height in the front setback and the accessory apartment will be approximately 615 square feet. The Site Plan for the retaining wall was shown.

As explained in the Draft Final Action Letter, the Engineering Department will review and approve the final design for the retaining wall that encroaches into the right-of-way. There has been a review at this point and there is work being done with the applicant on alternative designs in the right-of-way. The accessory apartment complies with the accessory apartment criteria found in the Land Management Code (“LMC”). Additionally, the retaining wall complies with the CUP criteria and Zoning District requirements.

The Engineering Department will review the final design of the retaining wall and approve the portion that is in the right-of-way. The new home must be constructed to allow for future radon mitigation equipment to be installed. Planner Lund also noted that a nightly rental of the accessory apartment is prohibited. A Deed Restriction must be recorded with Summit County. The Legal Department has reviewed the Draft Deed Restriction and approved it, as drafted. Staff recommends that the Planning Director open a public hearing for both proposals and consider approving the Administrative Permit for an accessory apartment as well as the Administrative CUP for a retaining wall.

The applicant, Mirjam Magnus, and the applicant representative were both attending the meeting virtually. The applicant representative from Vanko Construction reported that the retaining wall designs are being worked on based on the natural grade. There is an awareness of what the City wants and there will be necessary adjustments made.

Director Ward opened the public hearing for the Administrative Permit at 12:08 p.m. There were no comments. The public hearing was closed at 12:09 p.m.

Director Ward opened the public hearing for the Administrative CUP at 12:09 p.m. There were no comments. The public hearing was closed at 12:09 p.m.

MOTION: Director Ward APPROVED the Administrative Permit for 610 Sunnyside Drive, based on the following:

Findings of Fact:

1. 610 Sunnyside Drive is a 0.23-acre Lot of the Sunnyside Subdivision (Summit County Recorder Entry No. 158192), located in the Single Family Zoning District.
2. The proposal complies with the Single Family Zoning District requirements.
 - a. Accessory Apartments are an Allowed Use, subject to an Administrative Permit.
3. The proposal complies with the Accessory Apartment requirements.
 - a. Accessory Apartments shall be no more than 1/3 of the Single-Family Dwelling (SFD) and are limited to a maximum floor area of 1,000 square feet.
 - i. The new SFD floor area is approximately 5,353 square feet in total. The proposed floor area of the Accessory Apartment is 615 square feet, about 11% of the total floor area of the SFD.
 - b. Accessory Apartments shall have no more than two bedrooms.
 - i. The Accessory Apartment has one bedroom.
 - c. One Parking Space per bedroom must be provided in addition to the existing requirement for the primary residence.
 - i. The Accessory Apartment has one bedroom, requiring one additional Parking Space. The SFD has a two-car garage and a one-car garage.
 1. LMC § 15-3-4(A) requires double-car garages be 20 feet wide by 20 feet deep. The new SFD double-car garage is 23 feet 9 inches wide by 20 feet deep.
 2. LMC § 15-3-4(A) requires single-car garages be 11 feet wide by 20 feet deep. The new SFD single-car garage is 11 feet 6 inches wide by 23 feet deep.
 - d. Deed Restriction.
 - i. See Condition of Approval 2.
 - e. Nightly Rentals.

- i. See Condition of Approval 3.
- f. HOA Notification.
 - i. On February 9, 2026, the Applicant notified the HOA of the proposed Accessory Apartment.

Conclusions of Law:

1. The Accessory Apartment, as conditioned, complies with LMC Chapter 15-2.11 *Single-Family Zoning District* and LMC Section 15-4-7 *Accessory Apartments*.

Conditions of Approval:

1. Final building plans shall be substantially similar to the plans reviewed on February 19, 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. Prior to Building Permit issuance, the Applicant shall record with Summit County a Deed Restriction that meets the requirements of LMC § 15-4-7 in a form approved by the City Attorney's Office.
 3. Nightly Rental of the Accessory Apartment is prohibited. The Accessory Apartment shall be rented for a term of no less than 90 days.
- D. 610 Sunnyside Drive – Administrative Conditional Use Permit –** The Applicant Proposes to Construct a Retaining Wall Greater than Four Feet in Height in the Front Setback in the Single-Family Zoning District. PL-25-06641.

MOTION: Director Ward APPROVED the Administrative CUP for 610 Sunnyside Drive, based on the following:

Findings of Fact:

1. 610 Sunnyside Drive is a 0.23-acre Lot of the Sunnyside Subdivision (Summit County Recorder Entry No. 158192), located in the Single Family Zoning District.
2. The Applicant proposes an approximately 33-foot-long concrete retaining wall that ranges in height from five feet to nine feet from Final Grade.
3. The proposed retaining wall facilitates access to the proposed driveway leading to the new garage and structure.

4. The proposal complies with the Single Family (SF) Zoning District requirements.
 - a. Retaining walls greater than four feet in height from Final Grade within the Front Setback require an Administrative Conditional Use Permit.
 - b. On January 23, 2026, the Planning Director issued a Setback Determination for 610 Sunnyside Drive.
 - c. The proposed retaining wall is in the 25-foot Front Setback.
 - d. The proposed retaining wall is within the southern Front Setback and City Right-of-Way. The Engineering Department has reviewed and approved it within the Right-of-Way.

5. The proposal, as conditioned, complies with the Conditional Use Permit criteria outlined in LMC Section 15-1-10(E).
 - a. Size and location of the Site
 - i. The approximately 33-foot-long retaining wall is in the Front Setback and ranges in height from five feet to nine feet from Final Grade.
 - b. Traffic considerations including capacity of the existing Streets in the Area
 - i. The proposed retaining wall will not generate any additional traffic impacts beyond the Use of the property as an SFD.
 - c. Utility capacity, including Storm Water run-off
 - i. Condition of Approval 3 requires that drainage behind the new retaining wall be maintained such that water drains away from the wall to abate retaining wall failure.
 - d. Emergency vehicle Access
 - i. The retaining wall will not impact emergency vehicle access to the property.
 - e. Location and amount of off-Street parking
 - i. The retaining wall is proposed in the Front Setback of the property and will help facilitate access to the proposed SFD garage.
 - f. Internal vehicular and pedestrian circulation system
 - i. The retaining wall is proposed in the Front Setback and will not impact pedestrian circulation.
 - g. Fencing, Screening, and landscaping to separate the Use from adjoining Uses
 - i. Staff recommends Condition of Approval 4 requiring the Applicant to screen the proposed retaining wall with landscaping and trees on the west side of the wall.
 - h. Building mass, bulk, and orientation, and the location of Buildings on the Site; including orientation to Buildings on adjoining Lots

- i. The approximately 33-foot-long retaining wall is in the Front Setback and ranges in height from five feet to nine feet from Final Grade.
- i. Usable Open Space
 - i. The proposed retaining wall will not impact usable Open Space at the property.
- j. Signs and lighting
 - i. No signs or exterior 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 retaining wall is proposed to be constructed out of concrete.
- l. Noise, vibration, odors, steam, or other mechanical factors that might affect people and Property Off-Site
 - i. No changes are proposed that would affect noise, vibration, odors, steam, or other mechanical factors that might affect people and property off-Site.
- m. Control of delivery and service vehicles, loading and unloading zones, and Screening of trash and recycling pickup Areas
 - i. No changes are proposed that would affect control of delivery and service vehicles.
- n. Expected Ownership and management
 - i. 610 Sunnyside Drive is privately owned.
- 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. 610 Sunnyside Drive is not within the Sensitive Land Overlay and is outside the Park City Soils Ordinance boundary.
- p. Reviewed for consistency with the goals and objectives of the Park City General Plan
 - i. The recommended Conditions of Approval align with the recommendations listed in the Masonic Hill Neighborhood section of the General Plan, which encourages the protection of the primary resident neighborhood character.
- q. Radon mitigation
 - i. The new home must be constructed to allow for future radon mitigation equipment. See Condition of Approval 5.

Conclusions of Law:

1. The retaining wall, as conditioned, complies with LMC Chapter 15-2.11 *Single-Family Zoning District* and LMC Section 15-1-10(E) *Conditional Use Permits*.

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 building plans shall be substantially similar to the plans reviewed on February 19, 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 Applicant shall obtain a Building Permit for the retaining wall and complete Engineering Department review for the retaining wall prior to construction.
3. Drainage behind the new retaining wall shall be maintained such that storm water runoff drains away from the wall to abate retaining wall failure.
4. The Applicant shall plant trees and landscaping on the west side of the proposed retaining wall to screen the wall.
5. The new home must be constructed to allow for future radon mitigation equipment.

2. ADJOURNMENT

The Park City Administrative Public Hearing adjourned at approximately 12:10 p.m.

Approved by Planning Director:

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