

Administrative Action Meeting
October 12, 2023
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PARK CITY MUNICIPAL CORPORATION
ADMINISTRATIVE ACTION MEETING MINUTES
PLANNING DEPARTMENT
October 12, 2023
<https://us02web.zoom.us/j/88167820277>

STAFF:

Rebecca Ward, Interim Planning Director; Lillian Zollinger, Planner II; Jack Niedermeyer, Planner I; Jacob Klopfenstein, Planning Department Administrative Assistant.

PUBLIC:

Martina Nelson (virtual)

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The Interim Planning Director called the meeting to order at 12:01 PM.

ROLL CALL

The Interim Planning Director noted that Staff and Members of the Public are in attendance.

REGULAR AGENDA/PUBLIC HEARINGS/POSSIBLE ACTION

1171 Empire Avenue – Steep Slope Conditional Use Permit Modification of Approval – PL-23-05848– The Applicant Proposes Modifications to the Existing Steep Slope Conditional Use Permit for a New Single-Family Dwelling.

Planner Niedermeyer requested to continue the item to October 19, 2023 to complete public noticing requirements.

At 12:02 PM, the Planning Director opened a public hearing. There was no public input.

At 12:02 PM, the Planning Director closed the public hearing.

MOTION: The Planning Director **CONTINUED** the Steep Slope Conditional Use Permit Modification of Approval for 1171 Empire Avenue to October 19, 2023 in accordance with the Findings of Fact, Conclusions of Law, and Conditions of Approval.

1171 Empire Avenue – Historic District Design Review Modification of Approval – PL-23-05847 – The Applicant Proposes Modifications to the Existing Historic District Design Review Approval for a New Single-Family Dwelling.

At 12:02 PM, the Planning Director opened a public hearing. There was no public input.

At 12:03 PM, the Planning Director closed the public hearing.

MOTION: The Planning Director **CONTINUED** the Historic District Design Review Modification of Approval for 1171 Empire Avenue to October 19, 2023 in accordance with the Findings of Fact, Conclusions of Law, and Conditions of Approval.

103 Alice Court – Modification to a Historic District Design Review – PL-23-05805 – The Applicant Proposes to Reduce a Tandem Garage to a Single Car Garage and Add an Adjacent Second Garage Entrance.

Planner Zollinger presented the Modification to a Historic District Design Review proposal. Planner Zollinger noted that the applicant has previously received approval for a Steep Slope Conditional Use Permit, as well as a Modification to a Steep Slope Conditional Use Permit, which was approved by the Planning Commission on October 11, 2023. Planner Zollinger noted that the proposal is compliant with stipulations of the Land Management Code.

Planner Zollinger recommended that Condition of Approval 8 be modified to be consistent with direction from the Planning Commission.

At 12:05 PM, the Planning Director opened a public hearing. There was no public input.

At 12:05 PM, the Planning Director closed the public hearing.

MOTION: The Planning Director **APPROVED** the Modification to a Historic District Design Review for 103 Alice Court in accordance with the Findings of Fact, Conclusions of Law, and Conditions of Approval.

Findings of Fact

1. The Site is located at 103 Alice Court, Lot 6 of the Alice Claim Subdivision, and is a vacant lot.
2. The Site is located within the Historic Residential – 1 (HR-1) Zoning District.
3. The Applicant proposes construction of a new Single-Family Dwelling (SFD) on the vacant lot.
4. The proposed SFD is an Allowed Use in the HR-1 Zoning District.

5. On January 25, 2023, the Planning Commission approved the SSCUP for the construction of the SFD.
6. On February 16, 2023, the Planning Director approved the HDDR for the construction of the SFD.
7. The Applicant applied for a Modification to the SSCUP and HDDR on August 16, 2023.
8. The Applicant proposes to reduce the tandem garage to a single car garage, and to add a second garage adjacent to the first.
9. The proposed second garage will take the place of livable space, and the space behind the first garage will become livable space.
10. The building will stay the same in location, height, volume, building footprint, and cut into the hillside.
11. The proposed driveway is 12' wide.
12. The Applicant Proposes to change the approved tandem garage to a side-by-side garage with two separate entrances on the same façade.
13. Historic District Design Review applications require the Planning Director evaluation of the Design Guidelines For Historic Districts And Historic Sites:

B. Specific Guidelines

1 Site Design	Analysis of Proposal
c) Landscaping and Vegetation	• See Condition of Approval 18: The proposed vegetation shall be at least 50% waterwise and compliant with § 15-5-5(N).
h) Parking Area & Driveways Pursuant to LMC § 15-3-6(A), Single-Family Dwellings in the HR-1 Zone require two parking spaces.	Complies: The proposed home will have two parking spaces with two garage entrances. LMC § 15-3-4(A) requires a minimum 11 feet by 20-feet for a single-car garage space. The garages are compliant – the dimensions are 12 feet, 7 inches by 20 feet, and 13 feet, six inches by 22 feet. LMC § 15-13-8(B)(1)(h)(7) sets the maximum width for driveways in Historic Zoning Districts to 12 feet and the proposed driveway is compliant at 12 feet in maximum width at the curb. The applicant shall split the driveway at the garages into two 12' driveways by using pavers (see Condition of Approval X. LMC § 15-13-8(B)(6)(a)(3) requires, "Garages featuring a side-by-side parking configuration shall maintain a 2 foot horizontal offset in the front wall plane." The proposal has a two-foot, two-inch horizontal offset.

Previous Plan

Proposed Garage Modification

a) Garages

Complies: The proposed home will have two parking spaces with two garage entrances. LMC § 15-3-4(A) requires a minimum 11 feet by 20 feet for a single-car garage space. The garages are compliant – the dimensions are 12 feet, 7 inches by 20 feet, and 13 feet, six inches by 22 feet.

14. Staff published notice on the City's website and posted notice to the property on September 27, 2023.

15. Staff mailed courtesy notice to property owners within 100 feet and posted notice to the property on September 27, 2023.

Conclusions of Law

1. The proposal complies with the Land Management Code requirements pursuant to Chapter 15-2.2, Historic Residential – 1 (HR-1) District.
2. The proposal complies with the Land Management Code requirements pursuant to Chapter 15-2.2-6, Development on Steep Slopes in the HR-1 District.
3. The proposal complies with the Land Management Code requirements pursuant to Section 15-13-8, Design Guidelines For New Residential Infill Construction In Historic Districts.

Conditions of Approval

1. Final building plans and construction details shall reflect substantial compliance as indicated on the plans dated September 22, 2023, as part of the Historic District Design Review and public meeting on October 12, 2023. 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 and plat notes of the Alice Court Subdivision shall continue to apply.
3. The applicant is responsible for notifying the Planning Department 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 designee prior to construction.
5. Retaining walls cannot exceed the height proposed/reviewed as part of this SSCUP without modifying the SSCUP. Additionally, walls more than four feet in height in the front setback, or more than six feet in the rear or side setbacks will require an Administrative Conditional Use Permit.
6. New construction activity shall not physically damage nearby Historic Sites.
7. Final plans shall call out final grade within 4' of existing grade.
8. The width of the driveways shall comply with the requirements of the LMC § 15-13-8, Design Guidelines For New Residential Infill Construction In Historic Districts and as illustrated in the revised renderings dated October 11, 2023.

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The Park City Administrative Action meeting adjourned at 12:06 PM.

Approved by Planning Director:

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