



**PARK CITY MUNICIPAL CORPORATION  
PLANNING DEPARTMENT ADMINISTRATIVE PUBLIC MEETING MINUTES  
PLANNING DEPARTMENT CONFERENCE ROOM  
MARSAC MUNICIPAL BUILDING  
OCTOBER 30, 2025**

**STAFF PRESENT:** Rebecca Ward, Planning Director; Virgil Lund, Planner III; E. Roman, Administrative Assistant

**PUBLIC:** Sovan Mohanty (Virtual), Heather Mason (Virtual)

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The Planning Director called the meeting to order at 12:00 PM.

**1. REGULAR AGENDA**

- A. 2175 Sidewinder Drive – Administrative Conditional Use Permit –** The Applicant Proposes a Temporary Change of Occupancy and to Install Two Temporary Structures for an Event from January 18, 2026 until January 30, 2026. PL-25-06692.

Planner Virgil Lund presented the application and indicated that the proposal involves a 300-square-foot tent for catering services and a 91-square-foot bathroom trailer, and the event will run from January 18 until January 30, 2026. He stated that the proposal complies with the zoning district requirements, the criteria for Temporary Structures, the criteria for a temporary change of occupancy, and the Conditional Use Permit criteria.

Regarding Parking and Traffic, Planner Lund noted that the event staff will direct and advise guests via email and the event website prior to the beginning of the event to arrive at the event via ride share or public transportation, there will be no parking on-site for guests, there will be a minimum of two staff members in the Parking Lot to help direct vehicles for drop-off during peak times and when events are beginning or ending, the Conference Center parking lot shall remain open and available for condominium residents for the duration of the temporary tent installation. He also mentioned that the occupancy load shall not exceed what is established by the Chief Building Official and Fire Marshal, this will be determined a few weeks prior to the event and the Fire Marshall may conduct an inspection at any time during the event to enforce the occupancy requirements.

Planner Virgil Lund indicated that Staff’s recommendation was for the Planning Director to open a public hearing to review the proposal and consider approving it based on the

Final Action Letter and Conditions of Approval regarding parking, including Condition of Approval #13 stating that if at any time parking is found to be insufficient and creates significant impact on the vehicle, pedestrian, or emergency access circulation, this permit shall be invalid and the Applicant shall submit an updated traffic management plan to the Planning Department for review.

Planning Director Rebecca Ward asked if the applicant had anything else to add. Applicant representative Sovan Mohanty replied that they did not have anything else to add.

At 12:03 PM, the Planning Director opened a public hearing. There were no comments.

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

Planning Director Ward mentioned that she had some concerns regarding the proposal, given that this would take place during peak traffic time and asked the applicant to elaborate on their plan for getting all Impact Lounge Event employees to the site and regarding the messaging for those invited to attend the events.

Applicant Heather Mason replied that employees typically carpool or take buses and last year there were only about two vehicles on the entire employee side since most of the staff stayed within two blocks distance. She also noted that regarding the attendees, in the past they've had two people outside for traffic management and about 95% of them seemed to utilize the bus system or ride shares. They typically only get parking requests whenever there are minor celebrities involved, however they don't get as many of those.

Planning Director Rebecca Ward asked if the applicant was ok with COA #10 so that parking site is limited to event staff or guest speakers and no parking allowed within the neighborhood, and if they could prioritize public transit instead of ride shares in their messaging for events, since ride shares might not help mitigate congestion during events in peak periods. This could encourage the attendees to park at the Richardson Flat Park and Ride and take free transit to the events, which will help mitigate traffic and improve the guest experience. Applicant replied that they were in support of this and asked when the bus schedule will be updated and made available.

Director Ward replied that a link to the webpage where information regarding schedule, routes, stops and other details are posted will be included when the Final Action Letter is sent.

**MOTION:** The Planning Director APPROVED the Administrative Conditional Use Permit

in accordance with the amended Findings of Fact #4-b-i, Conclusions of Law, and amended Conditions of Approval #10.

### **Findings of Fact**

1. The Applicant proposes two Temporary Structures (one 300-square-foot tent measuring 10 feet wide by 30 feet long in the east parking lot and a 91-square-foot temporary bathroom trailer measuring 14 feet long by 6.5 feet wide in the north parking lot in front of The Prospector) and a temporary change of occupancy for the Impact Lounge event at The Prospector from January 18, 2026, until January 30, 2026.

### **Administrative Conditional Use Permit – Temporary Structures**

2. The proposal complies with the Residential Development Zoning District requirements in Land Management Code (LMC) Chapter 15-2.13.
  - a. Front Setback: 20 Feet.
    - i. The portable bathroom trailer is approximately 21 feet from the front Lot line.
    - ii. The temporary tent is 24 feet from the front Lot line.
  - b. Side Setback: 12 Feet.
    - i. The portable bathroom trailer and temporary tent are greater than 100 feet from all side Lot lines.
  - c. Rear Setback: 15 Feet.
    - i. The portable bathroom trailer and temporary tent are greater than 100 feet from the rear Lot line.
  - d. Building Height: No Structure may exceed 28 feet in height.
    - i. The portable bathroom trailer is 10 feet 8 inches in height and the tent is 13 feet in height.
3. The proposal, as conditioned, complies with the Temporary Structures, Tents, and Vendors Criteria in LMC Section 15-4-16.
  - a. The Applicant shall provide written notice of the Property Owner's permission.
    - i. The submitted Application form is signed by Sovan Mohanty, director of The Prospector Management Association.
  - b. The proposed Use should not diminish existing parking. Any net loss of parking shall be mitigated in the Applicant's plan.

- i. The 300-square-foot tent and 91-square-foot bathroom trailer will occupy approximately 10 Parking Spaces. The Prospector Management Association has allocated 36 of the 50 Parking Spaces to the Impact Lounge for the event for event staff, deliveries, drop-off for guest speakers, VIP personnel and catering. The Applicant states that there will be no parking on-site for guests. Event staff will direct and advise guests via email prior to the beginning of the event to arrive at the event via ride share or public transportation. See Conditions of Approval 10-13.
  - c. The proposed Use shall not impede pedestrian circulation, emergency Access, or any other public safety measure.
    - i. On October 21, 2025 the Park City Fire District and the Fire Marshal reviewed the proposal and confirmed the plans comply with their required standards.
  - d. The Use shall not violate the Noise Ordinance, Municipal Code Chapter 6-3.
    - i. See Condition of Approval 14.
  - e. The Use shall comply with the LMC, the signage shall comply with the Sign Code, Title 12, and the lighting shall comply with Illumination Section 12-4-9.
    - i. See Condition of Approval 7.
  - f. The Use shall not violate the Summit County Health Code, the Fire Code, or State Regulations on mass gathering.
    - i. See Condition of Approval 4.
  - g. The Use shall not violate the International Building Code.
    - i. See Condition of Approval 5.
  - h. The Applicant shall adhere to all applicable City and State licensing ordinances.
    - i. See Condition of Approval 6.
- 4. The proposal, as conditioned, complies with the Conditional Use Permit criteria outlined in Land Management Code Section 15-1-10(E).
  - a. Size and location of the Site
    - i. The Applicant proposes one 300-square-foot tent measuring 10 feet wide by 30 feet long in the east parking lot and a 91-square-foot temporary bathroom trailer measuring 14 feet long by 6.5 feet

wide in the north parking lot in front of The Prospector. No permanent physical changes to the Site are proposed or approved.

- b. Traffic considerations including capacity of the existing Streets in the Area
  - i. The Applicant confirmed that guests will not park on site and will be encouraged to arrive at the event via public transportation. Per the Applicant, during peak times and when events are beginning or ending, they will place a minimum of two staff members in the Parking Lot to help direct vehicles for drop-off. See Conditions of Approval 10-13.
- c. Utility capacity, including Storm Water run-off
  - i. The Development Review Committee (DRC) reviewed the proposal on October 21, 2025 and confirmed the proposal conforms to all utility standards.
- d. Emergency vehicle Access
  - i. On October 21, 2025 the Park City Fire District and the Fire Marshal reviewed the proposal and confirmed the plans comply with their required standards.
- e. Location and amount of off-Street parking
  - i. See Finding of Fact 3b above.
- f. Internal vehicular and pedestrian circulation system
  - i. The Temporary Structures will not impede internal vehicular or pedestrian circulation. The Temporary Structures will occupy existing Parking Spaces.
- g. Fencing, Screening, and landscaping to separate the Use from adjoining Uses
  - i. No fencing, screening, or landscaping are required or proposed with the Temporary Structures.
- h. Building mass, bulk, and orientation, and the location of Buildings on the Site; including orientation to Buildings on adjoining Lots
  - i. The Temporary Structures are located on the north and east side of The Prospector Conference Center and will not impact the mass, bulk, or orientation of the permanent Structure.
- i. Usable Open Space
  - i. The Temporary Structures will not impact any public Open Space.
- 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 Applicant proposes one 300-square-foot tent measuring 10 feet wide by 30 feet long in the east parking lot and a 91-square-foot temporary bathroom trailer measuring 14 feet long by 6.5 feet wide in the north parking lot in front of The Prospector. The tent will be constructed with an aluminum metal frame with a durable weatherproof vinyl fabric covering. The portable bathroom trailer is made with a metal exterior frame and composite exterior panels. The tent and bathroom trailers are temporary and not evaluated for long-term compatibility with surrounding Structures. They will be located within the existing private Parking Area.
- l. Noise, vibration, odors, steam, or other mechanical factors that might affect people and Property Off-Site
  - i. See Condition of Approval 14.
- m. Control of delivery and service vehicles, loading and unloading zones, and Screening of trash and recycling pickup Areas
  - i. The initial delivery and setup will occur through the east-side entrance of the building. Catering deliveries will occur twice daily during the event, between 7:30AM-8:00AM and 3:00PM-4:00PM, with staging and drop offs outside the temporary tent. All trash and recycling areas will be inside the Prospector Conference Center. The Applicant states that trash and recycling will be picked up at a minimum of three times per week (total of six times during the event) and the bathroom trailer will be cleaned daily and serviced and emptied as necessary throughout the event.
- n. Expected Ownership
  - i. The Prospector Management Association has signed off on the submitted Application form.
- 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. Not applicable: The Temporary Structures will be located on an existing parking lot and will not affect any environmentally sensitive lands.
- p. Reviewed for consistency with the goals and objectives of the Park City General Plan
  - i. The proposed Use is consistent with the General Plan Sense of Community Goal 10, to create a world-class, multi-seasonal destination resort community.
- q. Radon mitigation
  - i. Not applicable. There are no residential Structures proposed with this Application.

#### **Administrative Permit – Temporary Change of Occupancy**

- 5. The proposal, as conditioned, complies with the temporary change of occupancy criteria outlined in LMC Section 15-4-20(D).
  - a. The Applicant proposes a temporary change of occupancy for The Prospector Conference Center to operate as a large event space, accommodating a greater assembly of people than its existing use for meetings and conferences. The proposed modification involves utilizing the Conference Center as a large-scale event center, expanding on its current function as a meeting and conference facility.
  - b. The Applicant shall provide written notice of the Property Owner's consent to the proposed temporary change of occupancy.
    - i. The Director of the Prospector Management Association signed off on this Application.
  - c. The proposed Use shall not preclude Public Use of public Parking Spaces.
    - i. The Temporary Structures are in a private parking lot and will not preclude the public use of any public Parking Spaces.
  - d. The Applicant shall provide an entrance plan, including patron waiting line capacity. Any Use of exterior space for wait list or lines must be mitigated through the Use of barricades and/or security. Pedestrian International Building Code compliant Access along the public Right-of-way must be maintained, unless otherwise approved by the Chief Building Official.
    - i. The Applicant states that all guests will queue inside the Prospector and will enter through the front entrance, with no exterior queuing. The Applicant submitted a floor plan and a proposed design

occupancy load that will be reviewed and approved by the Building Department. See Condition of Approval 9.

- e. The Use shall not violate Municipal Code Chapter 6-3, the Noise Ordinance.
  - i. See Condition of Approval 14.
- f. All signage and lighting shall comply with the Sign Code, Title 12, and Illumination, Section 12-4-9.
  - i. See Condition of Approval 7.
- g. The Use shall comply with the Summit County Health Code, the Fire Code, and State regulations on mass gathering.
  - i. See Condition of Approval 4.
- h. The Use shall not violate the International Building Code.
  - i. See Condition of Approval 5.
- i. The Applicant shall submit a delivery plan.
  - i. The initial delivery and setup will occur through the east-side entrance of the building. Catering deliveries will occur twice daily during the event, between 7:30AM-8:00AM and 3:00PM-4:00PM, with staging and drop offs outside the temporary tent.
- j. The Applicant shall adhere to all applicable City and State licensing requirements.
  - i. See Condition of Approval 6.
- k. The Applicant must have an approved operational permit according to the requirements of the International Fire Code prior to the issuance of a temporary change of occupancy permit.
  - i. See Condition of Approval 9.
- l. The Property may not be in violation of the LMC or International Building Code.
  - i. See Condition of Approval 5.
- m. Notice shall comply with Section 15-1-21
  - i. Staff published notice on the City's website and the Utah Public Notice website and posted notice to the property on October 20, 2025. Staff mailed courtesy notice to adjacent property owners October 20, 2025.

### **Conclusions of Law**

1. The Application, as conditioned, complies with LMC Chapter 15-2.13 *Residential Development Zoning District*, LMC Section 15-1-10(E) *Conditional Use Review*

*Process, LMC Section 15-4-16 Temporary Structures, Tents, and Vendors, and LMC Section 15-4-20 Temporary Change of Occupancy Permit.*

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 tent and bathroom trailer installation plans shall be substantially similar to the plans reviewed on October 30, 2025, by the Planning Director. Any significant changes, modifications, or deviations from the approved plans that have not been approved in advance by the Planning and Building Departments may result in a stop work order.
2. The temporary tent and bathroom trailer may be installed no earlier than January 18, 2026 and must be removed from the property January 30, 2026.
3. The temporary tent must not exceed 10 feet by 30 feet.
4. The Use shall not violate the Summit County Health Code, the Fire Code, or State Regulations on mass gatherings.
5. The Use shall not violate the International Building Code.
6. The Applicant shall adhere to all applicable City and State licensing ordinances.
7. No signs or exterior lighting are approved with this permit.
8. The Fire Marshal may conduct a Site inspection at any time during the temporary change of occupancy to ensure compliance with their required standards.
9. The temporary change of occupancy shall not exceed the occupancy load established by the Chief Building Official and Fire Marshal.
10. Parking on site is limited to event staff or guest speakers/VIP personnel. Event attendee parking on site and within the neighborhood is prohibited. The event manager shall ensure that attendees arrive at the Site via public transit. This information shall be communicated to guests in pre-event communications, through email to all ticketed guests, and on the event website. The Applicant shall place a minimum of two staff members in the parking lot to direct car drop-off traffic to enter Gold Dust Lane, drop off at the main entrance, and exit onto Prospector Avenue.
11. The Applicant shall provide notice to the condominium residents one month prior to the installation of the temporary tent and bathroom trailer.
12. The Conference Center parking lot shall remain open and available for condominium residents for the duration of the temporary tent installation.

13. If at any time parking is found to be insufficient and creates significant impact on the vehicle, pedestrian, or emergency access circulation, this permit shall be invalid and the Applicant shall submit an updated traffic management plan to the Planning Department for review.
14. The Use shall not violate the Noise Ordinance, Municipal Code Chapter 6-3.

The Park City Administrative Public meeting adjourned at 12:11 PM.

Approved by Planning Director:

A handwritten signature in blue ink, consisting of several fluid, connected strokes, positioned below the text "Approved by Planning Director:".