



**PLANNING DEPARTMENT ADMINISTRATIVE PUBLIC HEARING
SUMMIT COUNTY, UTAH
May 7, 2026**

The Planning Department of Park City, Utah, will hold a Public Hearing in person at the Marsac Municipal Building, Planning Department Conference Room, at 445 Marsac Avenue, Park City, Utah 84060. Meetings will also be available online and may have options to listen, watch, or participate virtually.

Zoom Link: <https://us02web.zoom.us/j/88167820277>

1. REGULAR AGENDA - 12:00PM

- 1.A. **364 and 368 Woodside Avenue – Plat Amendment Approval Extension** – The Applicant Requests a One-Year Extension to Record the Wardell Replat First Amended Plat Amendment. PL-26-06863
(A) Public Hearing; (B) Action

- 1.B. **300 McHenry Avenue – Administrative Conditional Use Permit** – The Applicant Proposes to Construct Nine Walls Over Six Feet in Height for Landscaping at a Single-Family Dwelling in the Estate Zoning District. PL-26-06878
(A) Public Hearing; (B) Continuation to May 21, 2026

Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the Planning Department at 435-615-5060 or planning@parkcity.gov at least 24 hours prior to the meeting.

***Parking is available at no charge for meeting attendees who park in the China Bridge parking structure.**

Planning Department Staff Report



Subject: 364 and 368 Woodside Avenue
Application: PL-26-06863
Author: Meredith Covey, Planner II
Date: May 7, 2026
Type of Item: Extension of a Plat Amendment

Recommendation

(I) Review the proposed Extension of a Historic District Design Review, (II) conduct a public hearing, and (III) consider approving the Extension for one year based on the Draft Findings of Fact, Conclusions of Law, and Conditions of Approval (Exhibit A).

Description

Applicant: Rob Beasley
Alliance Engineering

Location: 364 and 368 Woodside Avenue

Zoning District: Historic Residential – 1 (HR-1)

Adjacent Land Uses: Residential

Reason for Review: The Planning Director takes Final Action on an extension of a Plat Amendment.¹

HDDR Historic District Design Review
HR-1 Historic Residential – 1
LMC Land Management Code
SFD Single-Family Dwelling

Terms that are capitalized as proper nouns throughout this staff report are defined in LMC [§ 15-15-1](#).

Background

On April 2, 2025, the Planning Commission reviewed and approved the Wardell Replat First Amended Plat Amendment to create one 1,875.5-square-foot Lot (Lot B) and one 2,812.5-square-foot Lot (Lot A)([Staff Report](#); [Minutes Pg. 11](#)).

The Planning Commission’s Condition of Approval 3 states: “The Applicant shall record this Plat Amendment at the County within one year from the date of Planning Commission approval. If recordation has not occurred within one years’ time, this approval for the plat will be void, unless a request for an extension is made in writing

¹ LMC [§ 15-7.1-6\(C\)\(4\)](#)

prior to the expiration date and an extension is granted by the Planning Director.” The Applicant has not yet recorded the Plat Amendment. On March 27, 2026, the Applicant submitted a written request for an extension (Exhibit C).

Analysis

LMC [§ 15-7.1-6\(C\)\(4\)](#) states, “Applicants may request time extensions of the Planning Commission approval by submitting a request in writing to the Planning Department prior to expiration of the approval. The Planning Director may grant an extension to the expiration date when the Applicant is able to demonstrate 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 in effect at the time of the extension request. Change in circumstance includes physical changes to the Property or surroundings. Notice shall be provided consistent with the requirements for a Final Plat in Section 15-1-12.”

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

The Applicant noted that they request additional time to demolish the existing home as required by Condition of Approval 2 from the approved Final Action Letter.

The Applicant proposes no changes to the original approval. See Exhibit B for full Findings and Conditions of Approval from the original HDDR approval.

Department Review

The Planning Department, City Attorney’s Office and Executive Department reviewed this report.

Notice

Staff published notice on the City’s website and the Utah Public Notice website and posted notice to the property on April 22, 2026, Staff mailed courtesy notice to property owners within 300 feet on April 22, 2026.²

Alternatives

The Planning Director may:

- Approve the Extension.
- Deny the Extension and direct staff to make Findings for the denial.
- Request additional information and continue the discussion to a date uncertain.

Exhibits

A: Draft Final Action Letter
Attachment 1: Proposed Plat

² LMC [§ 15-1-21](#)

B: April 2, 2025 Final Action Letter
C: Request for Extension



Planning Department

May 7, 2026

NOTICE OF PLANNING DIRECTOR ACTION

Description

Address: 364 and 368 Woodside Avenue

Zoning District: Historic Residential – 1 (HR-1)

Application: Extension of a Plat Amendment

Project Number: PL-26-06863

Action: APPROVED WITH CONDITIONS (See Below)

Date of Final Action: May 7, 2026

Project Summary: The Applicant requests a one-year extension to record the Wardell Replat First Amended Plat Amendment.

Action Taken

On May 7, 2026, the Planning Director conducted a public hearing and approved the extension of the Wardell Replat First Amended Plat Amendment following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact

1. There is an existing home at 368 Woodside Avenue on an ~4,687-square-foot Lot.
2. According to the Summit County Assessor Website, the home was constructed in 2001.
3. The Applicant proposes demolishing the home, creating two Lots, and constructing two new homes.
4. On April 2, 2025, the Planning Commission reviewed and approved the proposed Wardell Replat First Amended Plat Amendment to create one 1,875.5-square-foot Lot (Lot B) and one 2,812.5-square-foot Lot (Lot A).
5. The Planning Commission’s April 2, 2025 Final Action Letter Condition of Approval 2 requires the Applicant to demolish the existing home prior to recording the Plat Amendment.



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6. Land Management Code (LMC) § 15-7-1.6(C)(3) requires the Planning Commission to stipulate the period of time when a Final Plat must be recorded. In no event shall the period stipulated exceed two years from the date of the Final Action.
7. The Planning Commission's Final Action Letter Condition of Approval 3 states: "The Applicant shall record this Plat Amendment at the County within one year from the date of Planning Commission approval. If recordation has not occurred within one year's time, this approval for the plat will be void, unless a request for an extension is made in writing prior to the expiration date and an extension is granted by the Planning Director."
8. The Applicant cannot complete required Conditions of Approval to record the Plat Amendment within one year from the date of Planning Commission approval.
9. LMC § 15-7.1-6(C)(4) states Applicants may request time extensions of the Planning Commission approval by submitting a request in writing to the Planning Department prior to expiration of the approval.
10. On March 27, 2026, the Applicant submitted a written request for an extension.
11. The Planning Director may approve an extension to the expiration date when the Applicant is able to demonstrate 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 LMC in effect at the time of the extension request.
12. The Applicant noted they request additional time to demolish the existing home prior to plat recordation.

Conclusions of Law

1. The Plat Amendment Extension complies with LMC § 15-7.1-6(C)(4).
 - a. No changes are proposed to the approved Plat Amendment.
 - b. There is no change in circumstance that results in an unmitigated impact or results in a finding of non-compliance with the General Plan or LMC in effect at this time.

Conditions of Approval

1. All conditions of approval from the Plat Amendment approved by the Planning Commission on April 2, 2025, apply.
2. The extension shall expire April 2, 2027.

Final Action by the Planning Director may be appealed pursuant to LMC § 15-1-18.



Planning Department

If you have questions or concerns regarding this Final Action Letter, please contact your project planner Meredith Covey at 435-640-8683 or meredith.covey@parkcity.gov.

Sincerely,

Rebecca Ward
Planning Director

CC: Meredith Covey, Planner II



Planning Department

April 2, 2025

Rob Beasley
CC: Megan Blosser, Alliance Engineering

NOTICE OF PLANNING COMMISSION ACTION

Description

Address: 364 and 368 Woodside Avenue

Zoning District: Historic Residential - 1

Application: Plat Amendment

Project Number: PL-25-06434

Action: APPROVED WITH CONDITIONS (See Below)

Date of Final Action: April 2, 2025

Project Summary: The Applicant proposes the Wardell Replat First Amended plat to subdivide the existing 4,791.6 square foot Lot to create one 1,875.5 square foot lot (Lot B) and one 2,812.5 square foot lot (Lot A).

Action Taken

On April 2, 2025, the Planning Commission conducted a public hearing and approved the Wardell Replat First Amended Plat Amendment according to the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact

1. On March 16, 2000, the City Council adopted Ordinance No. 2000-16 approving the Wardell Replat to combine Lot 17 and Lot 18 and the north half of Lot 19 Block 3 of the Park City Survey into one 4,791.6-square-foot Lot, 368 Woodside Avenue.
2. 368 Woodside Avenue is in the Historic Residential – 1 (HR-1) Zoning District.
3. The platted but unbuilt 4th Street Right-of-Way is to the north of the property and contains public stairs.
4. The Existing Conditions Survey provided by the Applicant shows the Single-Family Dwelling, which is non-historic and was constructed in 2001.



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5. The Applicant proposes to demolish the existing Single-Family Dwelling to subdivide the Lot to create two Lots.
6. The Applicant proposes to construct two Single-Family Dwellings on the two new lots.
7. The site is a Steep Slope and the new Single-Family Dwellings will require a Steep Slope Conditional Use Permit reviewed by the Planning Commission.
8. The Applicant submitted two Historic District Design Review Pre-Applications under review with the Planning Department (PL-25-06388, PL-25-06389).
9. The proposed Plat Amendment complies with Land Management Code (LMC) § 15-2.2-3 *Lot and Site Requirements* for the HR-1 Zoning District:
 - a. The minimum Lot Area is 1,875 square feet for a Single-Family Dwelling and the maximum Lot Area is 3,750 square feet.
 - i. Lot A is proposed to be 2,812.5 square feet and is compliant.
 - ii. Lot B is proposed to be 1,875 square feet and is compliant.
 - b. The minimum width of a Lot is 25 feet when measured 15 feet back from the Front Lot Line pursuant to LMC §15-2.2-3.
 - i. Lot A is proposed to be 37.5 feet wide and is compliant.
 - ii. Lot B is proposed to be 25 feet wide and is compliant.
10. The Planning Commission find Good Cause for this Plat Amendment because it does not create any non-conformities. No Public Street, Right of Way, or easement will be vacated or amended. The proposed plat creates two Lots that are compliant with the maximum Lot Area for the HR-1 Zoning District and removes an existing non-conforming Lot.
11. The Development Review Committee reviewed this proposal on February 18, 2025, and requires no Conditions of Approval
12. Staff published notice on the City's website and the Utah Public Notice website and posted notice to the property on March 19, 2025. Staff mailed courtesy notices to property owners within 300 feet on March 19, 2025. The Park Record published notice on March 19, 2025.

Conclusions of Law

1. The Plat Amendment is consistent with the LMC, including Chapter 15-2.2 *Historic Residential - 1 (HR-1) Zoning District* and § 15-7.1-3(B) *Classification Of Subdivision – Plat Amendment*.
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 stated below, does not



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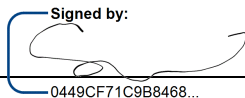
adversely affect the health, safety, and welfare of the citizens of Park City.

Conditions of Approval

1. The City Planner, City Attorney, and City Engineer shall review and approve the final form and content of the Plat Amendment for compliance with State law, the Land Management Code, and these Conditions of Approval, prior to recordation of the plat.
2. The existing Single-Family Dwelling is required to be demolished prior to recordation of the plat.
3. The Applicant shall record this Plat Amendment at the County within one year from the date of Planning Commission approval. If recordation has not occurred within one year's time, this approval for the plat will be void, unless a request for an extension is made in writing prior to the expiration date and an extension is granted by the Planning Director.
4. Future development must comply with LMC Section 15-2.2-6 *Development on Steep Slopes*, and Chapters 15-2.2 *Historic Residential – 1*, 15-3 *Off-Street Parking*, and 15-13 Regulations for *Historic Districts and Historic Sites*.

If you have questions or concerns regarding this Final Action Letter, please call (435) 640-8683 or email meredith.covey@parkcity.org.

Sincerely,

Signed by:

0449CF71C9B8468...

Sarah Hall,
Planning Commission Chair

CC: Meredith Covey

368 Woodside – Wardell Replat First Amended

Application Extension Request

The Wardell Replat First Amended was approved by Planning Commission on April 2, 2025. This plat adds a lot line, splitting the lot from 1 buildable lot into 2 buildable lots. There is an existing structure over the proposed lot line, which is going to be demolished summer of 2026.

Two of the Conditions of approval for this plat amendment are that the plat must be recorded within 1 year of the approval date (April 2, 2026), and the existing structure must be torn down prior to recording the plat.

The existing structure will not be able to be torn down until after April 2, 2026, therefore we must request an extension.

Planning Department Staff Report



Subject: 300 McHenry
Application: PL-26-06878
Author: Meredith Covey, Planner II
Date: May 7, 2026
Type of Item: Administrative Conditional Use Permit

Recommendation

(I) Review the Administrative Conditional Use Permit (ACUP) for retaining walls over 6 feet in height and (II) continue the public hearing to May 21, 2026 to allow the Applicant additional time to update their plans.

Description

Applicant: Robert Carey

Location: 300 McHenry Avenue

Zoning District: Estate
Sensitive Land Overlay

Adjacent Land Uses: Single-Family Dwellings; Open Space

Reason for Review: Retaining walls greater than six feet in height require an Administrative Conditional Use Permit.¹

¹ LMC [§ 15-4-2](#)