



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

STAFF PRESENT: Rebecca Ward, Planning Director; Nan Larsen, Senior Planner; Elissa Martin, Planning Project Manager

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

1. REGULAR AGENDA

- A. 954 Woodside Avenue – Administrative Conditional Use Permit –** The Applicant Proposes a Retaining Wall Greater than Four Feet in the Required Front Yard Setback, Historic Residential - 1 Zoning District. PL-26-06828.

Senior Planner, Nan Larsen, presented the Staff Report and explained that this is an Administrative Conditional Use Permit (“ACUP”) application for 954 Woodside Avenue. She reported that the applicant property is located in the Historic Residential – 1 Zoning District. In 2023, the 958 Woodside Avenue Plat Amendment was approved to create two new lots for two new single-family dwellings. 954 Woodside Avenue is Lot 2 of the approved Plat Amendment. In 2025, a Historic District Design Review (“HDDR”) for a single-family dwelling was approved. Planner Larsen reported that there is now an ACUP requested for a retaining wall that is greater than 4 feet in the front yard setback.

The proposed retaining wall is a board-formed concrete retaining wall that will be up to 6 feet tall in the front setback area. The retaining wall will span approximately 37 feet in length along the west and south property lines, as indicated in the highlighted image. It was found that the proposed retaining wall complies with the requirements of the Historic Residential – 1 Zoning District and the CUP criteria. Staff recommends the ACUP be reviewed and considered. Approval is recommended based on the Findings of Fact, Conclusions of Law, and Conditions of Approval in the Draft Final Action Letter.

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

MOTION: Director Ward APPROVED the Administrative Conditional Use Permit for 954 Woodside Avenue, based on the following:

Findings of Fact:

1. 954 Woodside Avenue is the 2,812.5-square-foot Lot 2 of the 958 Woodside Avenue Plat Amendment.
2. 954 Woodside is in the Historic Residential -1 (HR-1) Zoning District.
3. The Applicant proposes constructing a new Single-Family Dwelling on Lot 2 and submitted a Historic District Design Review (HDDR) application to the Planning Department.
4. On May 1, 2025, the Planning Director approved the HDDR.
5. To construct the Single-Family Dwelling, the Applicant proposes a board-formed concrete retaining wall that is up to 6 feet in height from Final Grade in the Front Setback that spans approximately 37 feet in length along the west and south property lines.
6. Land Management Code (LMC) Chapter 15-2.2 outlines the following for the HR-1 Zoning:
 - a. Retaining walls greater than four feet in height from Final Grade within the Front Setback require an Administrative Conditional Use Permit.
 - b. LMC Section 15-15-1 defines *Setback* as “[a] line parallel to a Property Line (or a Right-of-Way, platted Street, existing curb or edge of a Street, whichever line may extend furthest into the lot) at a distance established by the Zoning District. Between this line and the corresponding Property Line, no Structure or portion thereof shall be permitted, erected, constructed, or placed unless specifically allowed by the Zoning District.
 - c. The required Front Setback is therefore 10 feet from the Front Property Line.
7. The proposed retaining wall, as conditioned, complies with the Conditional Use Permit criteria outline in LMC Section 15-1-10(E).

CUP Review Criteria	Analysis of Proposal
Size and Location of the Site	No Mitigation Required: The proposed retaining wall will be between 7 inches to 33 inches tall when viewed from the street. The retaining wall will be approximately 6 feet tall when viewed from the front yard and will span along portions of the west

	and south property lines and will measure approximately 37 feet in length.
Traffic considerations including capacity of the existing Streets in the Area	No Mitigation Required: The retaining wall will not generate or impact traffic beyond the Use of the Site as a SFD.
Utility capacity, including Storm Water runoff	Mitigating Condition of Approval Recommended: Condition of Approval 3 requires that drainage behind the new retaining wall be maintained such that water drains away from the wall.
Emergency Vehicle Access	No Mitigation Required: The retaining wall will not impact emergency vehicle access to the property.
Location and amount of off-street parking	No Mitigation Required: The retaining wall is necessary to modify the grade along the west property line to allow a driveway that meets the requirements for a SFD. An addition of fill between the proposed retaining wall and the street mitigates the existing drop in grade and allows for the construction and use of the driveway.
Internal vehicular and pedestrian circulation system	No Mitigation Required: The retaining wall is proposed within the 10 foot Front Setback and will allow pedestrian access into the front yard.
Fencing, Screening, and landscaping to separate the Use from adjoining Uses.	Mitigating Condition of Approval Recommended: Condition of Approval 5 is recommended to require landscaping to visually screen the proposed retaining wall from the public Street, to buffer any possible negative visual effects of the structure.
Building mass, bulk, and orientation, and the location of Buildings on the Site; including orientation to Buildings on adjoining Lots	No Mitigation Required: The proposed retaining wall will measure approximately 6 feet when viewed from the front yard area and between 7 inches and 33 inches when viewed from the street. The retaining wall will measure approximately 37 feet along the west and south property lines.
Usable Open Space	No Mitigation Required: The proposed retaining wall will not impact usable Open Space at the property.

Signs and lighting	No Mitigation Required: No signs or exterior lighting are proposed as a part of this retaining wall ACUP Application.
Physical design and Compatibility with surrounding Structures in mass, scale, style, design, and architectural detailing	No Mitigation Required: The proposed retaining wall will consist of a concrete material that is appropriate for the Historic Residential District.
Noise, vibration, odors, steam, or other mechanical factors that might affect people and Property Off-Site	No Mitigation Required: The proposed retaining wall will not affect noise, vibration, odors, steam, or other mechanical factors that might affect people and property off-Site.
Control of delivery and service vehicles, loading and unloading zones, and Screening of trash and recycling pickup Areas	No Mitigation Required: No changes proposed that affects control of delivery and service vehicles.
Expected Ownership and management of the project as primary residences, Condominiums, time interval Ownership, Nightly Rental, or commercial tenancies, how the form of Ownership affects taxing Entities	No Mitigation Required: 954 Woodside is privately Owned.
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	No Mitigation Required: The Site is not within the Sensitive Land Overlay, and is outside the Park City Soils Ordinance boundary.
Reviewed for consistency with the goals and objectives of the Park City General Plan; however, such review for consistency shall not alone be binding.	No Mitigation Required: The 2025 General Plan recommends maintaining and protect the City's unique Historic District. The proposed retaining wall complies with the General Plan as the material, location, size, and location is consistent with the character and existing conditions of the historic district.

Conclusions of Law:

1. The retaining wall, as conditioned, complies with LMC Chapter 15-2.2 *Historic Residential - 1 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, massing, and circulation.
3. The effects of any differences in Utah or scale have been mitigated through careful planning.

Conditions of Approval:

1. Final building plans and construction details shall reflect substantial compliance with the plans approved March 19, 2026, by the Planning Director. Any changes, modifications, or deviations from the approved design and placement 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. Landscaping to visually screen the retaining wall from the public Street will consist of perennial shrubs, grasses, and trees.

- B. 384 Woodside Avenue – Historic District Design Review –** The Applicant Proposes to Construct a New Single-Family Dwelling at a Non-Historic Site in the Historic Residential - 1 Zoning District. PL-25-06388.

Planning Project Manager, Elissa Martin, presented the Staff Report and explained that this is an HDDR application for 384 Woodside Avenue. She explained that 384 Woodside Avenue is Lot B of the Wardell Replat First Amended Subdivision, which was approved in April 2025. It is a non-historic site in the Historic Residential – 1 Zoning District and there is an existing single-family dwelling and detached garage located on the site.

The existing single-family dwelling and detached garage are proposed to be demolished to allow for the construction of two new single-family dwellings on Lot A and Lot B. On November 12, 2025, the Planning Commission approved a Steep Slope Conditional Use Permit (“SSCUP”) and granted a building height exception pursuant to Land Management Code (“LMC”) § 15-2.2-5(D)(4) to allow height of 32 feet 2 inches from existing grade.

The SSCUP Final Action Letter included Condition of Approval #8(A), which required updated plans with the depth of the garage reduced to 18 feet, pursuant to LMC § 15-2.2-5(D)(4) – Building Height Exceptions, Garage on Downhill Lot and LMC § 15-3-3(F) – Parking Space Dimensions. The Condition of Approval regarding the garage depth was

carried over to the HDDR Draft Final Action Letter, which was reviewed by the Planning Director during the February 5, 2026, Administrative Public Hearing. At that meeting, the applicant requested continuing the HDDR application to allow time to review the LMC requirements for garage dimensions when a building height exception has been granted.

The HDDR application was continued again at the February 19, 2026, Administrative Public Hearing. On March 12, 2026, the applicant submitted updated plans showing the garage at 18 feet in depth. The updated plans were included in the Meeting Materials Packet for the March 19, 2026, Administrative Public Hearing. After the Meeting Materials Packet was published, the applicant requested a continuation of the HDDR application to allow time to submit a Modification application requesting Planning Commission approval to amend Condition of Approval #8(A) and allow the garage to be 20 feet in depth.

Staff recommends that Condition of Approval #18 be added to the Draft Final Action Letter and to move forward with the item during the current Administrative Public Hearing. Manager Martin read the proposed language for Condition of Approval #18:

- The depth of the garage shall be 18 feet unless the Planning Commission approves a Modification application to amend Condition of Approval #8(A) in the Planning Commission's November 12, 2025, Final Action Letter, to allow for the garage to be 20 feet in depth.

Manager Martin explained that the proposed Condition of Approval will allow some flexibility in the garage depth based on the Planning Commission decision on the Modification application. She reviewed some of the additional changes that were made to the plans since the last public hearing. The windows were adjusted in order to comply with the solid to void ratio and 2:1 vertical orientation. The large glazing on the doors accessing the lower deck on the tertiary façade will be screened with a solid deck railing.

There is a Condition of Approval in the Draft Final Action Letter about a retaining wall. Manager Martin reported that there is an existing retaining wall at the side of the driveway, which provide stabilization for the driveway. If this retaining wall is proposed to be replaced, the portion in the front setback cannot exceed 4 feet in height unless an ACUP has been approved. There was some public input received prior to publication of the Meeting Materials Packet. The neighboring property owner expressed concerns with snow shedding, drainage, and sightlines. There was some outreach conducted and there are Conditions of Approval in the Draft Final Action Letter that address those concerns.

Staff recommends the Planning Director review the HDDR application to construct a new single-family dwelling at 384 Woodside Avenue, conduct a public hearing, and consider approving the HDDR application based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the Draft Final Action Letter, as amended.

The applicant representative, Jonathan DeGray, stated that he reviewed the email from Manager Martin and has since spoken to the property owner. There is support for the Condition of Approval that provides flexibility to pursue a Modification with the Planning Commission. Director Ward asked when the Modification application will be submitted. Mr. DeGray hopes to submit the Modification application before the end of the week.

Director Ward opened the public hearing at 12:10 p.m. There were no comments. Director Ward closed the public hearing at 12:11 p.m.

Director Ward reported that there was public comment received on this application, which is included as Exhibit B in the Meeting Materials Packet. She asked to review the Draft Final Action Letter and consider the proposed amendment. Manager Martin explained that language was added to Condition of Approval #18 to provide additional clarification. Discussions were had about the proposed condition and final language was determined:

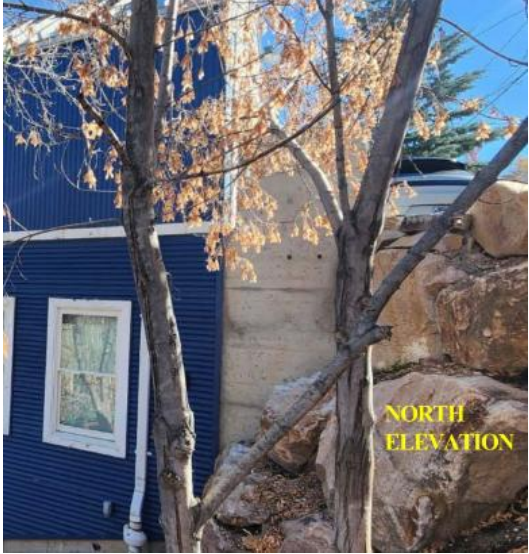
- The depth of the garage shall be 18 feet unless the Planning Commission approves a Modification application to amend Condition of Approval #8(A) in the Planning Commission’s November 12, 2025, Final Action Letter. The plans shall be updated prior to Building Permit submittal accordingly.


MOTION: Director Ward APPROVED the Historic District Design Review for 384 Woodside Avenue, based on the following, as amended:

Findings of Fact:

1. 384 Woodside Avenue is Lot B of the Wardell Replat First Amended Subdivision, approved by the Planning Commission on April 2, 2025; the plat has not been recorded and this HDDR approval is conditioned upon the recordation of the Plat with Summit County.
2. The existing SFD straddles the common Lot line and is proposed to be demolished and two new SFDs are proposed to be constructed on Lot A and B.
3. On July, 8, 2025, the property owner submitted an HDDR application to construct a SFD at 384 Woodside Avenue, a non-Historic site, in the HR-1 Zoning District.
4. The proposed SFD must meet the HR-1 Zoning District Lot and Site Requirements, pursuant to LMC § 15-2.2-3:

Zoning Requirement	Analysis
LMC § 15-2.2-3(A)	COMPLIES: The SFD is proposed on a 1,875-square-foot Lot.

<p>Minimum Lot Size for an SFD – 1,875 square feet</p>	
<p>Maximum Lot Size – 3,750 square feet</p>	<p>COMPLIES: The area of the Lot is under 3,750 square feet, at 1,875 square feet.</p>
<p>LMC § 15-2.2-3(B) Minimum Lot Width is 25 feet, measured 15’ back from the Front Lot Line</p>	<p>COMPLIES: The Lot measures 25 feet in width.</p>
<p>LMC § 15-2.2-3(E) Maximum Building Footprint – 843.75 square feet (1)</p>	<p>COMPLIES: The proposed SFD has a Building Footprint of 842 square feet.</p>
<p>LMC § 15-2.2-3(F) Lots that are 75 feet in depth require 10-foot Front and Rear Setbacks (2)</p>	<p>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.</p>
<p>LMC § 15-2.2-3(G)(1), Front Setback must be open and free of any Structure except:</p> <p>“Fences, walls, and retaining walls not more than four feet (4’) in height, or as permitted in Section 15-4-2 Fences and Retaining Walls”, which states:</p> <p>“Within any required Front Setback or Street Side Setback, Fences and retaining walls shall not exceed four feet (4’) in height, measured from Final Grade”.</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 with Condition: There is an existing retaining wall that stabilizes the driveway and partially encroaches into the Front Setback. If a new retaining wall is proposed to replace the existing one, and exceeds four feet in height within the Front Setback, it will require an Administrative Conditional Use Permit. See Condition of Approval 10.</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 those elements listed in the above section).</p>	<p>COMPLIES: No Structures are proposed in the Rear Setback.</p>
<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>Pursuant to LMC § 15-2.2-3(J), the Side Setback must be open and free of any Structure except:</p> <p>LMC § 15-4-2(A), "Fences and retaining walls shall not exceed six feet (6') in height measured from Final Grade within any required Rear Setback or Side Setback."</p> <p>"A one foot (1') roof or eave overhang is permitted on Lots with a Side Setback of less than five feet (5')"</p> <p>"Pathways or steps connecting to a City staircase or pathway."</p>	<p>COMPLIES: The SFD is set back three feet from the side Lot Lines.</p> <p>COMPLIES: The Applicant proposes retaining walls that encroach into the Side Setback that do not exceed six feet in height.</p> <p>COMPLIES: The roof overhang extends one foot into the Side Setbacks on each side.</p> <p>There are existing steps on the property (in the Side Setback) that connect to existing steps in the 4th Street (unbuilt) Right-of-Way (ROW). The plans indicate the steps in the Side Setback are proposed to be removed.</p> <p>Condition of Approval 13 requires the existing steps in the unbuilt ROW be removed unless there is an approved encroachment agreement with the City.</p> 

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)

5. 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*.
6. On November 12, 2025, the Planning Commission granted the exception and found the following:
 - a. 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.
 - b. The length of the driveway outside the public ROW is 18 feet, which will accommodate one Parking Space with the required dimension of 18 feet in depth, pursuant to LMC § 15-3-3(F), *Parking Space Dimensions*.
 - c. The Applicant proposes a tandem parking configuration with the second required Parking Space in a single-car garage that has a Building Height of 32 feet, 2 inches from Existing Grade for the north gable end of the garage. The proposed garage exceeds the 27-foot Zone Height, by five feet, two inches.
 - d. The Applicant's plans show the garage has a depth of 18 feet, which meets the HR-1 requirement according to the Building Height Exception for Garages on a Downhill Lot, which states the depth of the garage shall not exceed the minimum depth for internal Parking Space(s), pursuant to LMC § 15-3-3(F), *Parking Space Dimensions*, which is 18 feet in depth.

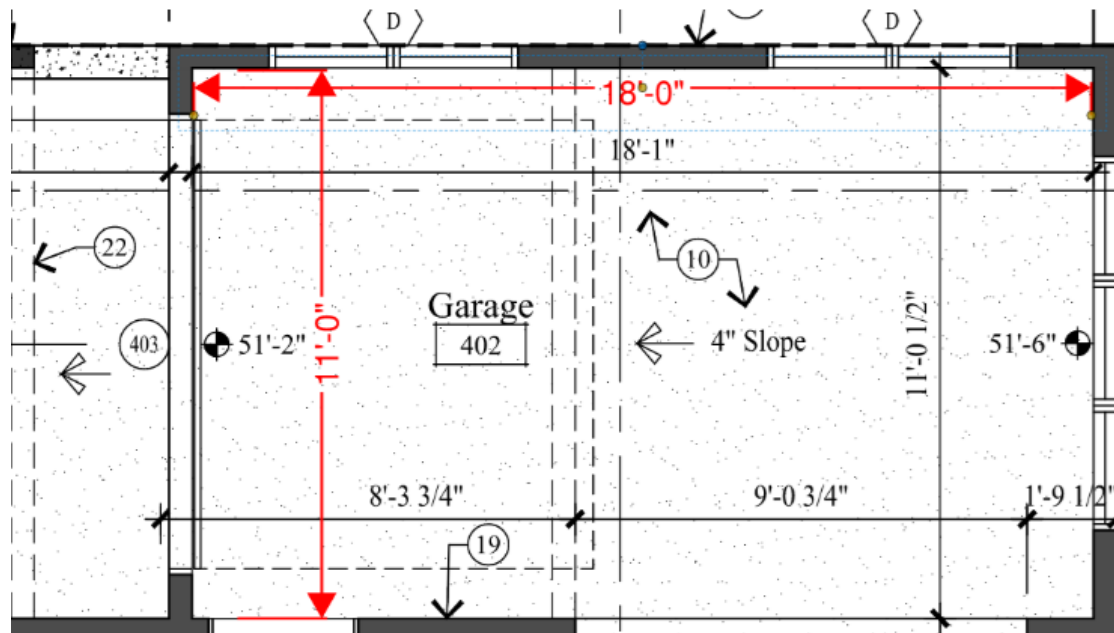



Figure 1: Excerpt from Applicant's plans with staff's measurements of the garage

7. The proposed SFD must meet the HR-1 Zoning District Building Height requirements outlined in LMC § 15-2.2-5, as follows:
 - a. While most of the Building, as measured from Existing Grade, meets the HR-1 Zone height of 27 feet, the Applicant requested a Building Height exception to allow a height of 32 feet, 2 inches from Existing Grade, for the north gable end of the garage, pursuant to LMC § 15-2.2-5(D)(4), *Building Height Exception, Garage on a Downhill Lot*, which provides that the Planning Commission may grant a Building Height exception up to 35' to accommodate a single car wide garage in a Tandem Parking configuration. On November 12, 2025, the Planning Commission approved the exception as part of the Step Slope Conditional Use Permit.
 - b. The HR-1 Zoning District establishes a maximum 35-foot internal height requirement. The Applicant's proposed interior height, measured from the Lowest Floor Plane to the point of the highest wall top plate that supports the ceiling joists is 35 feet 8 inches. On November 12, 2025, the Planning Commission approved the Building Height exception.
 - 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 roof pitch, consistent with the requirement to be between 7:12 and 12:12 pitch. The rear of the Structure contains a shed roof.
 - e. The proposed Final Grade is within four feet of Existing Grade.

8. The proposed SFD must meet the standards outlined in LMC § 15-13-8(A) *Regulations for New Residential Infill Construction in Historic Districts, Universal Regulations*:
- 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 horizontal 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.
9. The proposed SFD must meet the standards outlined in LMC § 15-13-8(B) *Regulations for New Residential Infill Construction in Historic Districts, Specific Guidelines* as follows:

1. Site Design	
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."	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.
b) Topography and Grading: LMC § 15-13-8(B)(1)(b) states, "Building and site design shall respond to natural features. New infill	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>residential buildings shall step down or up to follow the existing contours of steep slopes."</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." "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 Conditions of Approval 6 and 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. 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>COMPLIES: The proposed development of a SFD on the Steep Slope requires retaining walls; the plans indicate the retaining walls step with the Existing Grade and are no more than four feet in height; cuts in the grade create terraced areas for landscaping to screen the retaining walls.</p>
<p>h) Parking Area & Driveways. LMC § 15-13-8(B)(1)(h)(7) requires a maximum 10-foot driveway width in Historic Districts.</p>	<p>COMPLIES: The Applicant proposes a 10-foot-wide driveway. See the parking analysis above regarding Off-Street Parking requirements</p>
<p>2. Primary Structures</p>	
<p>a) Mass, Scale, and Height</p>	<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 exceeds the HR-1 Zone Height of 27 feet. On November 12, 2025, the Planning Commission approved a building height exception pursuant to LMC § 15-2.2-5(D)(4)</p>

	<p><i>Building Height Exception, Garage on a Downhill Lot.</i></p> <p>The proposed SFD includes variations in roof height to break up the form, mass and scale of the overall Structure.</p> <p>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 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>
<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."</p>	<p>COMPLIES: The exposed foundation on the Lower Level, North Elevation exceeds two feet in height. The Applicant revised the plans to add wood siding material to the exposed foundation.</p>  <p><i>Figure 2: Area shaded in yellow is the exposed foundation clad in additional siding material</i></p>
<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 front entrance is proud of the garage door by 6 feet 8 inches and is defined with a gabled roof over an entry porch.</p> <p>The proposed design and finish of the trim elements of the 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 "Windows shall be historic size and shall relate to the human scale of the Historic District."</p>	<p>COMPLIES: The glazing has been broken up to reflect the historic 2:1 vertical orientation and solid-to-void ratio of Historic Window openings.</p> <p>The large expanse of glazing on the 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.</p> <p>Accent windows which do not reflect a 2:1 ratio are located primarily on the secondary and tertiary façades.</p>
<p>e) Roofs - LMC § 15-2.2-5 requires a roof pitch of at least 7:12.</p> <p>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 16: 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>
<p>4. Materials:</p> <p>a. "Building materials shall be compatible in scale, proportion, texture, finish and color to materials</p>	<p>COMPLIES: The proposed siding is cedar wood, painted opaque in a horizontal orientation, which is compatible with traditional siding of Historic Structures.</p>

<p>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.</p> <p>Historically, the most common material on primary structures was painted horizontal lap siding with a reveal between 6 to 8 inches. Secondary structures such as barns and sheds typically had siding of unpainted wood (horizontal lap or vertical board and batten) or corrugated 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."</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>

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 March 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, 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) 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. Proposed retaining walls must be clearly identified on the construction plans, showing height and material; new retaining walls that encroach into the Front Setback shall not exceed four feet in height from Final Grade, unless an Administrative Conditional Use Permit is approved.
 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. The existing steps in the unbuilt public ROW shall be removed unless there is an approved encroachment agreement with the City.
14. Roofing materials shall have a Solar Reflectivity Index (SRI) of 35 or less.
15. Any changes to the proposed siding materials must be submitted to the Planning Department for review and approval during Building Permit stage.
16. All mechanical equipment shall be indicated on the Building Permit plans, and 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, and shall comply with Setback requirements.
17. Prior to submitting a building permit, the Applicant shall demolish the existing SFD and record the Wardell Replat First Amended Subdivision, approved by the Planning Commission on April 2, 2025 for the creation of two Lots.
18. The depth of the garage shall be 18 feet unless the Planning Commission approves a modification application to amend Condition of Approval #8(A) in the Planning Commission's November 12, 2025, Final Action Letter. The plans shall be updated prior to Building Permit submittal accordingly.

2. ADJOURNMENT

The Park City Administrative Public Hearing adjourned at approximately 12:14 p.m.

Approved by Planning Director:

