



**PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT ADMINISTRATIVE PUBLIC HEARING MINUTES
PLANNING DEPARTMENT CONFERENCE ROOM
MARSAC MUNICIPAL BUILDING
MAY 7, 2026**

STAFF PRESENT: Rebecca Ward, Planning Director; Meredith Covey, Planner II

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

1. REGULAR AGENDA

- 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.

Planner II, Meredith Covey, presented the Staff Report and reported that the request is for a Plat Amendment Approval Extension for 364 and 368 Woodside Avenue, located in the Historic Residential – 1 Zoning District. On April 2, 2025, the Planning Commission approved the Plat Amendment. On March 27, 2026, the applicant submitted a written request for a one-year extension so there can be additional time to demolish the existing home. Planner Covey reviewed the proposed Conditions of Approval, which state that all conditions from the Plat Amendment approved by the Planning Commission on April 2, 2025, apply and that the extension shall expire on April 2, 2027. Director Ward believed the request has to do with demolition of the existing home, which was confirmed.

Director Ward opened the public hearing at 12:01 p.m. There were no comments. Director Ward closed the public hearing at 12:01 p.m.

Director Ward noted that there are no changes to the plan proposed by the applicant. The extension request has to do with the demolition of the existing home on the site.

MOTION: Director Ward APPROVED the Plat Amendment Approval Extension at 364 and 368 Woodside Avenue, based on the following:

Findings of Fact:

1. There is an existing home at 368 Woodside Avenue on a 4,687-square-foot Lot.

2. According to the Summit County Assessor's 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.
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 the 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 the 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 requested 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.
- 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.

Director Ward reported that the application is for an Administrative Conditional Use Permit (“ACUP”) at 300 McHenry Avenue, but the applicant needs additional time to make modifications to the plan. As a result, a continuation has been requested.

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 CONTINUED the Administrative Conditional Use Permit at 300 McHenry Avenue to the Administrative Public Hearing on May 21, 2026.

2. ADJOURNMENT

The Park City Administrative Public Hearing adjourned at approximately 12:04 p.m.

Approved by Planning Director:

