



**PLANNING DEPARTMENT ADMINISTRATIVE PUBLIC HEARING
SUMMIT COUNTY, UTAH
July 2, 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. **844 Empire Avenue – Modification to Historic District Design Review** – The Applicant Proposes Modifications to the Approved Historic District Design Review for an Addition, Remodel, and Detached Accessory Building Project at a Significant Historic Site in the Historic Residential - 1 District. PL-26-06801
(A) Public Hearing; (B) Action
- 1.B. **52 Prospect Avenue – Administrative Conditional Use Permit** – The Applicant Proposes to Replace a Retaining Wall Greater Than Six in Height within the Required Rear and Side Setbacks in the Historic Residential -1 Zoning District. PL-26-06895
(A) Public Hearing; (B) Action

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: 844 Empire Avenue
Significant Historic Site
Application: PL-26-06801
Author: Jacob Klopfenstein, Planner II
Date: July 2, 2026
Type of Item: Modification to Historic District Design Review

Recommendation

(I) Review the Modification to a Historic District Design Review to rehabilitate a Significant Historic Structure, (II) conduct a public hearing, and (III) consider approving the Modification based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the Draft Final Action Letter (Exhibit A).

Description

Applicant: Robin and Gibby Dunleavy
Julie Wright, Applicant Representative

Location: 844 Empire Avenue
A Significant Historic Site

Zoning District: Historic Residential – 1

Adjacent Land Uses: Residential

Reason for Review: The Planning Director reviews, conducts a public hearing, and takes Final Action on Historic District Design Reviews.¹

CUP	Conditional Use Permit
HDDR	Historic District Design Review
HPB	Historic Preservation Board
HR-1	Historic Residential – 1
LMC	Land Management Code
ROW	Right-of-Way

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

Summary

The Applicant proposes a remodel, rehabilitation, addition, and detached Accessory Building at 844 Empire Avenue, a Significant Historic Site. The Applicant proposes modifications to the previous owner's approved Historic District Design Review (HDDR) plans. Please see the Background section below for more details.

¹ LMC [§ 15-11-12](#)

The Applicant's proposal includes:

- Remodeling and rehabilitating the Significant Historic Structure, damaged in a 2014 fire,
- Restoring the Historic front porch and entry of the Significant Historic Structure, which fronts the platted-but-unbuilt 9th Street Right-of-Way (ROW) to the north of the Site (previously enclosed to create more interior living space),
- Building a new addition with a gable roof on the east façade of the Historic Structure,
- Building a new detached, partially subterranean car lift and driveway on the southeast corner of the site,
- Building a new side entry addition on the west façade of the Historic Structure, and
- Implementing new landscaping features, including planter walls, patios, and decks, throughout the Site.



Figure 1: Applicant's rendering of proposed remodel and addition design of 844 Empire Avenue, viewed from the platted-but-unbuilt 9th Street ROW



Figure 2: Applicant's rendering of proposed remodel and addition of 844 Empire Avenue, viewed from the southwest corner of the Site along Crescent Tram Road.



Figure 3: Current conditions at 844 Empire Avenue, looking northwest from Crescent Tram Road.



Figure 4: Current conditions view of rear (south) façade of 844 Empire Avenue, looking north from Crescent Tram Road.



Figure 5: Current northwest view of 844 Empire Avenue, looking southeast from Empire Avenue.

844 Empire Avenue is an unusual Lot because it fronts Crescent Tram Road, Empire Avenue, and the unbuilt but platted 9th Street Right-of-Way (ROW). LMC [§ 15-4-17 Setback Requirements for Unusual Lot Configurations](#) establishes Planning Director discretion to determine Setbacks for unusual Lots.

In 2015, the Planning Director determined the following Setbacks for the Site, outlined in Ordinance 2016-26:

- From 9th Street, platted un-built Right-of-Way (ROW), front yard, ten feet minimum.
- From Empire Avenue, front yard, ten feet minimum.
- From Crescent Tram, front yard, ten feet minimum.
- From the south neighbor, rear yard, ten feet minimum.
- From the east neighboring property, side yard, five feet minimum.

Background

844 Empire Avenue is Lot 1 of the 844 Empire Avenue Plat Amendment, recorded with Summit County on January 13, 2025 (Entry No. [1230098](#)). The Significant Historic Site has a Single-Family Dwelling (SFD) that was constructed c. 1904, according to the [Historic Site Form](#). The Historic Structure fronts the 9th Street unbuilt ROW that contains public stairs. A 2014 fire damaged the Significant Historic Structure; it has been vacant since.

On February 7, 2024, the Historic Preservation Board (HPB) approved the previous owner's Panelization request and Material Deconstruction of approximately 386 square feet of east façade to accommodate an addition ([Meeting Packet](#), Item 6.A.; [Meeting Minutes](#) p. 3-8).

The Applicant requested a Plat Amendment to remove Plat Note 3 of the 844 Empire Avenue Plat Amendment, which required vehicle access to the site from Empire Avenue or through 9th Street in a location approved by the City Engineer. On March 13, 2024, the Planning Commission conducted a public hearing and denied the Plat Amendment ([Packet](#), Item 7.B.; [Minutes](#) p. 13-24). The Planning Commission ratified the Final Action denial on April 10, 2024 ([Packet](#), Item 6.B.; [Minutes](#), p. 5-9).

On April 22, 2024, the Applicant appealed the Planning Commission's denial of the Plat Amendment. On May 20, 2024, the Appeal Panel conducted a public hearing and continued the appeal to June 3, 2024. On June 3, 2024, the Appeal Panel heard the appeal and voted 2-1 to grant the appeal, reversing the Planning Commission's decision to deny the Plat Amendment ([Packet](#), Item 6.A.; [Minutes](#) p. 2-10).

On January 13, 2025, the Applicant recorded the 844 Empire Avenue Plat Amendment – Lot 1 Amended removing the plat note that restricted vehicle access to the site, with Summit County (Recorder Entry No. 1230098).

The Applicant also requested a Variance to reduce the Front Setbacks along Crescent Tram Road and unbuilt 9th Street to accommodate a proposed detached Garage.



Figure 6: Previous Applicant's rendering showing proposed detached Garage on the west side of the Significant Historic Structure at 844 Empire Avenue that was denied.

On August 20, 2024, the Board of Adjustment denied the Variance ([Packet](#), Item 6.B.; [Minutes](#), p. 8-21).

The Planning Director approved the previous owner's HDDR to rehabilitate and remodel the Significant Historic Structure and construct an addition on May 1, 2025 ([Meeting Packet](#), Item 1.C.; [Minutes](#), p. 24-34).²

On July 2, 2025, the previous owner entered into an Encumbrance and Agreement for Historic Preservation in accordance with the City's Historic Preservation policy outlined in LMC [§ 15-11-9](#) to protect historic materials during construction (Summit County Recorder Entry No. [1238470](#)).

The property changed ownership in September 2025, and the Applicant recorded an assignment of encumbrance on September 22, 2025 (Summit County Recorder Entry No. [1241341](#)). The Applicant obtained the previously approved HDDR plans, and the architect provided authorization for the Applicant to use the plans on November 12, 2025.

The Applicant submitted a modification request to add an additional basement level,

² The Applicant submitted a request to extend the HDDR approval on April 27, 2026, while revisions to the explored plans are reviewed. The Planning Director approved the extension on May 21, 2026.

lower the rear window dormers of the Significant Historic Structure, and restore the truncated gable roof, on November 10, 2025. The Planning Director approved the Applicant's modification request on February 5, 2026 ([Meeting Packet](#), Item 1.A.; [Minutes](#), p 1-7).

On January 8, 2026, the Applicant submitted a second modification request, proposing a partially subterranean car lift structure within the Front Setback on the west side of the Significant Historic Structure. The proposal to place the partially subterranean car lift structure within the Front Setback is currently on hold.

On April 1, 2026, the Applicant submitted a third modification request, proposing the detached, subterranean car lift in the Rear and Side Setbacks on the southeast corner of the Lot, modifying the proposed east-side addition, and other modified elements. The Applicant indicated that the updated plans submitted for the third modification request were intended to replace the plans submitted for the second modification request. Those two modification requests have been combined and are being processed under this application.

The Applicant also requested a modification to Material Deconstruction and panelization approval from the Historic Preservation Board (HPB) to remove 255 square feet of Historic material from the east façade to accommodate the proposed addition, and to panelize nine panels of the Significant Historic Structure to be disassembled, transported, and stored off-Site during construction of the proposed renovations. On June 3, 2026, the HPB approved the modification to Material Deconstruction and panelization ([Meeting Packet](#), Item 6.D.; [Meeting Recording](#)).

The Applicant also submitted a Conditional Use Permit (CUP) application, requesting the Planning Commission grant an exception to the Building Setback and driveway location standards for the proposed detached, partially subterranean car lift Structure that occupies more than 50% of the Rear Setback. On June 10, 2026, the Planning Commission approved the Applicant's CUP ([Meeting Packet](#), Item 6.A; [Meeting Recording](#)).

Analysis

Please see the Draft Final Action Letter (Exhibit A) for staff's analysis of the Applicant's proposal.

Department Review

The Planning and Executive Departments 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 June 17, 2026. Staff mailed courtesy notice to property owners within 300 feet on June 17, 2026. The *Park Record* published courtesy notice on June 18, 2026.³

³ LMC [§ 15-1-21](#)

Public Input

Staff did not receive any public input at the time this report was published.

Alternatives

The Planning Director may:

- Approve the Modification to Historic District Design Review for 844 Empire Avenue.
- Deny the Modification to Historic District Design Review for 844 Empire Avenue and direct staff to make Findings for the denial.
- Request additional information and continue the discussion to a date certain.

Exhibits

A: Draft Final Action Letter

Attachment 1: Applicant's Plans



Planning Department

July 2, 2026

Julie Wright

CC: Robin and Gibby Dunleavy

NOTICE OF PLANNING DIRECTOR ACTION

Description

Address: 844 Empire Avenue, a Significant Historic Site

Zoning District: Historic Residential – 1

Application: Modification to Historic District Design Review (HDDR) PL-22-05350

Project Number: PL-26-06801

Action: APPROVED WITH CONDITIONS (See Below)

Date of Final Action: July 2, 2026

Project Summary: The Applicant proposes a Modification to a Historic District Design Review (PL-22-05350) for a remodel, rehabilitation, addition, and detached Accessory Building.

Action Taken

On July 2, 2026, the Planning Director conducted a public hearing and approved the Modification to a Historic District Design Review (HDDR) according to the following findings of fact, conclusions of law, and conditions of approval:

Background

1. The Planning Director approved the previous owner's HDDR to rehabilitate and remodel the Significant Historic Structure and construct an addition on May 1, 2025.
2. The previous owner entered into an Encumbrance and Agreement for Historic Preservation on July 2, 2025 (Summit County Recorder Entry No. 1238470).
3. The property changed ownership in September 2025, and the Applicant recorded an assignment of encumbrance on September 22, 2025 (Summit County Recorder Entry No. 1241341).



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4. The Applicant obtained the previously approved HDDR plans, and the architect provided authorization for the Applicant to use the plans on November 12, 2025.
5. The Planning Director approved a one-year extension of HDDR approval on May 21, 2026.

Findings of Fact

1. 844 Empire Avenue is a Significant Historic Site on the City's Historic Sites Inventory and was constructed c. 1904.
2. 844 Empire Avenue is Lot 1 of the 844 Empire Avenue Plat Amendment, recorded with Summit County on January 13, 2025 (Entry No. 1230098).
3. The Significant Historic Structure at 844 Empire Avenue fronts the 9th Street unbuilt ROW that contains public stairs; A 2014 fire damaged the Significant Historic Structure and it has been vacant since.
4. On February 7, 2024, the Historic Preservation Board (HPB) approved the previous owner's Panelization request and Material Deconstruction of approximately 386 square feet of east façade to accommodate an addition.
5. The Applicant requested a Plat Amendment to remove Plat Note 3 of the 844 Empire Avenue Plat Amendment, which required vehicle access to the site from Empire Avenue or through 9th Street in a location approved by the City Engineer.
6. On March 13, 2024, the Planning Commission conducted a public hearing and denied the Plat Amendment; the Planning Commission ratified the Final Action denial on April 10, 2024.
7. On April 22, 2024, the Applicant appealed the Planning Commission's denial of the Plat Amendment. On May 20, 2024, the Appeal Panel conducted a public hearing and continued the appeal to June 3, 2024. On June 3, 2024, the Appeal Panel heard the appeal and voted 2-1 to grant the appeal, reversing the Planning Commission's decision to deny the Plat Amendment.
8. On January 13, 2025, the Applicant recorded the 844 Empire Avenue Plat Amendment – Lot 1 Amended removing the plat note that restricted vehicle access to the site, with Summit County (Recorder Entry No. 1230098).
9. The Applicant also requested a Variance to reduce the Front Setbacks along Crescent Tram Road and unbuilt 9th Street to accommodate a proposed detached Garage; on August 20, 2024, the Board of Adjustment denied the Variance.
10. The Planning Director approved the previous owner's HDDR to rehabilitate and remodel the Significant Historic Structure and construct an addition on May 1, 2025.



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11. On July 2, 2025, the previous owner entered into an Encumbrance and Agreement for Historic Preservation in accordance with the City's Historic Preservation policy outlined in LMC § 15-11-9 to protect historic materials during construction (Summit County Recorder Entry No. 1238470).
12. The property changed ownership in September 2025, and the Applicant recorded an assignment of encumbrance on September 22, 2025 (Summit County Recorder Entry No. 1241341). The Applicant obtained the previously approved HDDR plans, and the architect provided authorization for the Applicant to use the plans on November 12, 2025.
13. The Applicant submitted a modification request to add an additional basement level, lower the rear window dormers of the Significant Historic Structure, and restore the truncated gable roof, on November 10, 2025. The Planning Director approved the Applicant's modification request on February 5, 2026.
14. On January 8, 2026, the Applicant submitted a second modification request, proposing a partially subterranean car lift structure within the Front Setback on the west side of the Significant Historic Structure. The proposal to place the partially subterranean car lift structure within the Front Setback is currently on hold.
15. On April 1, 2026, the Applicant submitted a third modification request, proposing the detached, subterranean car lift in the Rear and Side Setbacks on the southeast corner of the Lot, modifying the proposed east-side addition, and other modified elements. The Applicant indicated that the updated plans submitted for the third modification request were intended to replace the plans submitted for the second modification request. Those two modification requests have been combined and are being processed under the same application.
16. The Applicant also requested a modification to Material Deconstruction and panelization approval from the Historic Preservation Board (HPB) to remove 255 square feet of Historic material from the east façade to accommodate the proposed addition, and to panelize nine panels of the Significant Historic Structure to be disassembled, transported, and stored off-Site during construction of the proposed renovations; on June 3, 2026, the HPB approved the modification to Material Deconstruction and panelization.
17. The Applicant also submitted a Conditional Use Permit (CUP) application, requesting the Planning Commission grant an exception to the Building Setback and driveway location standards for the proposed detached, partially



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subterranean car lift Structure that occupies more than 50% of the Rear Setback; on June 10, 2026, the Planning Commission approved the Applicant's CUP.

18. 844 Empire Avenue is in the Historic Residential – 1 (HR-1) Zoning District.

19. **Building Footprint** – Land Management Code (LMC) § 15-2.2-3(E) *Lot and Site Requirements* outlines a maximum allowable Building Footprint for properties within the HR-1 Zoning District: $\text{MAXIMUM FP} = (A/2) \times 0.9^{A/1875}$ where FP = maximum Building Footprint and A= Lot Area.

- a. 844 Empire Avenue is a 3,242-square-foot Lot.
- b. The allowable maximum Building Footprint for the site is 1,351 square feet.
- c. The Applicant proposes a maximum Building Footprint of approximately 1,349 square feet, including the Significant Historic Structure, the additions, and the detached subterranean car lift.

20. **Setbacks** – 844 Empire Avenue is an unusual Lot because it fronts Crescent Tram Road, Empire Avenue, and the unbuilt but platted 9th Street Right-of-Way (ROW). LMC § 15-4-17 *Setback Requirements for Unusual Lot Configurations* establishes Planning Director discretion to determine Setbacks for unusual Lots.

- a. In 2015, the Planning Director determined the following Setbacks for the Site, outlined in Ordinance 2016-26:
 - i. From 9th Street, platted un-built Right-of-Way (ROW), front yard, ten feet minimum.
 - ii. From Empire Avenue, front yard, ten feet minimum.
 - iii. From Crescent Tram, front yard, ten feet minimum.
 - iv. From the south neighbor, rear yard, ten feet minimum.
 - v. From the east neighboring property, side yard, five feet minimum.
- b. LMC § 15-2.2-3(G)(1) allows Fences, walls, and retaining walls not more than four feet in height within the Front Setbacks, and the Applicant proposes a Fence and a series of retaining walls and planter walls within the Front Setbacks adjacent to 9th Street, Empire Avenue, and Crescent Tram Road that are a maximum of four feet in height, including the height of fences on top of all retaining walls.
- c. LMC § 15-2.2-3(G)(2) allows uncovered steps leading to the Main Building that do not exceed four feet in height, not including any required handrails, above Final Grade within the Front Setbacks, and the Applicant proposes two sets of steps leading to the Historic front porch and main entrance



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within the Front Setback adjacent to 9th Street that are a maximum of four feet in height above Final Grade.

- d. LMC § 15-2.2-3(G)(3) allows decks not more than ten feet wide and projecting not more than three feet into the Front Setbacks, and the Applicant proposes decks that are a maximum of nine feet, six inches wide and project a maximum of three feet into the Front Setbacks at the Site.
- e. LMC § 15-2.2-3(G)(5) allows sidewalks and pathways in the Front Setbacks, and the Applicant proposes a walkway that encroaches approximately seven feet, six inches into the Front Setback adjacent to Crescent Tram Road.
- f. LMC § 15-2.2-3(G)(6) allows driveways leading to a Garage or approved Parking Area within the Front Setback, and the Applicant proposes a driveway that encroaches approximately ten feet that leads to the partially subterranean car lift into the Front Setback adjacent to Crescent Tram Road.
- g. LMC § 15-2.2-3(H)(4) requires that roof overhangs project no more than two feet into the Rear Setback, and the Applicant proposes a roof overhang that encroaches approximately six inches into the Rear Setback adjacent to the south neighboring property.
- h. LMC § 15-2.2-3(H)(6) requires that detached Accessory Buildings within the Rear Setback be limited to 18 feet in height, be located at least five feet behind the front facade of the Main Building, and maintain a minimum Rear Setback of one foot. The Applicant proposes a detached subterranean car lift Structure that is a maximum of six feet, seven inches in height from Existing Grade, is set back approximately 28 feet behind the front façade of the Historic Structure, and maintains a minimum Rear Setback of one foot.
- i. LMC § 15-2.2-3(H)(6) prohibits detached Accessory Buildings from occupying more than 50% of the Rear Setback area unless otherwise granted an exception pursuant to LMC § 15-2.2-4(A) through a Conditional Use Permit (CUP) approval granted by the Planning Commission. The Applicant's proposed detached partially subterranean car lift occupies approximately 54% of the Rear Setback area. On June 10, 2026, the Planning Commission approved a CUP for the partially subterranean car lift.



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- j. LMC § 15-2.2-3(H)(7) allows hard-surfaced Parking Areas within the Rear Setback, subject to the same location standards for Accessory Buildings outlined in LMC § 15-2.2-3(H)(6), and the Applicant propose a driveway that is set back at least one foot from the rear Lot line adjacent to the south neighboring property that occupies approximately 31% of the Rear Setback area.
 - k. LMC § 15-2.2-3(J)(4) allows roof overhangs projecting not more than two feet into the Side Setback on Lots with a minimum required Side Setback of five feet or greater, and the Applicant proposes a roof overhang that projects approximately three inches into the Side Setback adjacent to the east neighboring property.
 - l. LMC § 15-2.2-3(J)(7) allows Fences up to six feet in height within the Side Setback, and the Applicant proposes a six-foot-tall Fence within the Side Setback adjacent to the east neighboring property.
 - m. LMC § 15-2.2-3(J)(10) requires that detached Accessory Buildings within Side Setbacks may not exceed 18 feet in height, must be set back at least five feet behind the front façade of the main building, and must maintain a minimum setback of three feet. The proposed detached subterranean car lift is a maximum of 18 feet in height, is set back approximately 28 feet behind the front façade of the Historic Structure, and maintains a minimum Side Setback of three feet.
 - n. LMC § 15-2.2-4 states that Historic Structures that do not comply with Building Setbacks standards are valid Non-Complying Structures, and the Applicant proposes maintaining the Significant Historic Structure on its Historic location at the Site, which includes a four-foot, ten-inch encroachment into the Front Setback adjacent to 9th Street and a six-foot, eight-inch encroachment into the Front Setback along Crescent Tram Road.
21. **Height** – LMC § 15-2.2-5 limits Structures to a maximum height of 27 feet above Existing Grade, and the Applicant proposes a Building Height that is a maximum of approximately 26 feet, 8 inches above Existing Grade for the Significant Historic Structure and approximately 26 feet, 11 inches above Existing Grade for the proposed east-side addition.
- a. LMC § 15-2.2-5 requires Final Grade to be within four feet of Existing Grade, and the Applicant proposes a Final Grade that is a maximum difference of four feet from Existing Grade.



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- b. LMC § 15-2.2-5(A) limits Structures to a maximum internal height of 35 feet, measured from the Lowest Floor Plane to the point of the highest wall top plate that supports the ceiling joists or roof rafters, and the Applicant proposes an internal Building Height that is a maximum of 35 feet.
 - c. LMC § 15-2.2-5(B) requires a ten-foot minimum horizontal step in the downhill façade that takes place at a maximum height of 23 feet from where the Building Footprint meets the lowest point of existing Grade, unless the First Story is located completely under the finish Grade on all sides of the Structure, and the Applicant proposes a First Story that is completely under Final Grade on all sides of the Structure, so the horizontal step is not required.
 - d. LMC § 15-2.2-5(C) requires the pitch of a Structure's Contributing Roof Form to be between 7:12 and 12:12, and the Applicant proposes a roof pitch of 11:12 for the Contributing Roof Form on the front façade of the Significant Historic Structure.
 - e. LMC § 15-2.2-5(D)(1) allows chimneys and flues to extend up to five feet above the highest point of the Building, and the Applicant proposes a chimney flue that extends approximately two feet above the highest point of the Significant Historic Structure.
22. **Parking** – LMC § 15-2.2-4 states that existing Significant Historic Sites are exempt from Off-Street Parking requirements, so no Off-Street Parking is required for the Site. However, the Applicant proposes two stacked Off-Street Parking spaces within the detached, partially subterranean car lift that are approximately nine feet wide and 17 feet deep.
23. **Regulations for Residential Historic Sites** – LMC § 15-13-2(A)(1) requires that a Historic Site should be used as it was historically, and the Applicant proposes maintaining the Historic SFD Use of the Site.
24. LMC § 15-13-2(A)(2) states that changes to a Site or Building that have acquired Historic significance in their own right should be retained and preserved; there are no changes to the Site that have acquired Historic significance.
25. LMC § 15-13-2(A)(3) requires Historic exterior features of a building to be retained and preserved, and the Applicant proposes retaining and preserving Historic exterior features that remain at the Site, except for approximately 255 square feet of Historic siding on the east façade, which the Historic Preservation Board approved to be removed to accommodate the proposed addition on June 3, 2026.



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26. LMC § 15-13-2(A)(4) states that distinctive materials, components, finishes, and examples of craftsmanship should be retained and preserved, and that owners are encouraged to reproduce missing historic elements that were original to the building, but have been removed; the Applicant proposes restoring Historic elements of the Structure, including the Historic front porch, which was previously enclosed.
27. LMC § 15-13-2(A)(5) requires that Applicants follow standards for the Treatment of Historic Building Materials, and the Applicant proposes restoring or reusing all Historic Material that can be salvaged at the Site.
28. LMC § 15-13-2(A)(6) requires that deteriorated or damaged historic features and elements should be repaired rather than replaced, and the Applicant proposes restoring or reusing all Historic Material that can be salvaged at the Site.
29. The Applicant does not propose maintaining features that do not contribute to the Historic significance of the Site that existed prior to the Historic regulations, which complies with LMC § 15-13-2(A)(7).
30. LMC § 15-13-2(A)(8) requires that each Historic Site should be recognized as a physical record of its time, place and use, and the Applicant proposes restoring the Significant Historic Structure to its Historic conditions based on available Historic photos and records.
31. LMC § 15-13-2(A)(9) requires that chemical or physical treatments, if appropriate, should be undertaken using recognized preservation methods, and the Applicant proposes preserving and restoring all Historic Materials that can be salvaged at the Site.
32. LMC § 15-13-2(A)(10) requires that new construction should not destroy historic materials, features, and spatial relationships that characterize the historic site or historic building, and the Applicant proposes maintaining the Historic Structure at its Historic location at the site and salvaging all Historic Materials that can be salvaged from the Site, except for approximately 255 square feet of Historic siding on the east façade, which the Historic Preservation Board approved to be removed to accommodate the proposed addition on June 3, 2026.
33. LMC § 15-13-2(A)(11) requires that new additions should be constructed in a manner that the essential form and integrity of the Historic property could be restored if the addition were removed in the future, and the Applicant proposes an addition on the secondary, east façade of the Historic Structure that does not impact the Structure's essential form or integrity.



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34. LMC § 15-13-2(A)(12) requires that new materials reflect the character of the Historic District, and the Applicant proposes wood, metal, glass, and concrete materials that are consistent with the materials common in Park City's Historic Districts.
35. LMC § 15-13-2(B)(1)(a) requires that the existing front and side yard setbacks of Historic Sites be maintained and the original main entry location be preserved; the Applicant proposes maintaining the Significant Historic Structure at its Historic location at the Site and restoring the Historic front porch and main entry, which were previously enclosed on the north façade of the Historic Structure.
36. LMC § 15-13-2(B)(1)(b)(1) requires Applicants to maintain the natural topography and original grading of the Historic Site, and the Applicant proposes a Final Grade that is within four feet of Existing Grade throughout the Site.
37. LMC § 15-13-2(B)(1)(b)(2) and LMC § 15-13-2(B)(1)(c)(1) require that the historic character of the site should not be significantly altered by substantially changing the proportion of built and/or paved area to open space, and the Applicant proposes maintaining Open Space on the west and north portions of the Site, with landscaping features adjacent to Empire Avenue and the 9th Street ROW.
38. LMC § 15-13-2(B)(1)(b)(3) and LMC § 15-13-2(B)(1)(c)(2) require Applicants to respect and maintain existing landscape features that contribute to the Historic character of the Site, and the Applicant proposes preserving and protecting Significant Vegetation at the Site, including trees on and adjacent to the northeast portion of the Site.
39. LMC § 15-13-2(B)(1)(b)(4) and LMC § 15-13-2(B)(1)(c)(3) require Applicants to maintain established on-site native plantings, and the Applicant proposes preserving and protecting Significant Vegetation at the Site.
40. LMC § 15-13-2(B)(1)(c)(4) and LMC § 15-13-2(B)(1)(c)(11) require Applicants to submit a detailed landscape plan, particularly for areas viewable from the primary public ROW; the Applicant submitted a preliminary landscaping plan on May 8, 2026 and Condition of Approval 1 requires the Applicant to update the landscaping plans to include all planting and landscaping details prior to Building Permit submittal.
41. LMC § 15-13-2(B)(1)(c)(5) and LMC § 15-13-2(B)(1)(c)(12) require landscaping plans to balance water-efficient irrigation methods, drought-tolerant plants, and existing site features; the Applicant submitted a preliminary landscaping plan on May 8, 2026 and Condition of Approval 1 requires the Applicant to update the



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landscaping plans to include all planting and landscaping details prior to Building Permit submittal.

42. LMC § 15-13-2(B)(1)(c)(6) and § 15-13-2(B)(1)(c)(13) requires Applicants to take advantage of storm water management features such as gutters, downspouts, site topography, and vegetation, and the Applicant proposes vegetation and a French drain at the northeast corner of the Site to improve storm water management.
43. LMC § 15-13-2(B)(1)(c)(7) and LMC § 15-13-2(B)(1)(c)(14) require Applicants to consider using Water Wise Landscaping or permaculture strategies for landscape design in order to maximize water efficiency and minimize water loss, and Condition of Approval 1 requires the Applicant to submit updated landscaping plans, including irrigation details, prior to Building Permit submittal.
44. LMC § 15-13-2(B)(1)(c)(8) requires landscaped areas, street trees, and seasonal plantings designed to enhance the pedestrian experience along public Rights-of-Way, and the Applicant proposes landscaped areas along the 9th Street, Empire Avenue, and Crescent Tram ROWs adjacent to the Site.
45. LMC § 15-13-2(B)(1)(c)(9) requires Applicants to install plantings in medians, divider strips, and traffic islands; the Applicant does not propose any medians, divider strips, or traffic islands.
46. LMC § 15-13-2(B)(1)(d)(1) and LMC § 15-13-2(B)(1)(d)(2) require Historic retaining walls to be preserved and maintained at their Historic height and setback along the street; there are no Historic retaining walls at the Site.
47. LMC § 15-13-2(B)(1)(d)(3) prohibits Applicants from removing portions of historic retaining walls for new driveways and pathways; there are no Historic retaining walls at the Site.
48. LMC § 15-13-2(B)(1)(d)(4) requires Historic retaining walls to be repaired with materials that closely approximate the original; there are no Historic retaining walls at the Site.
49. LMC § 15-13-2(B)(1)(d)(5) requires Applicants to improve drainage behind retaining walls such that water drains away from the walls to abate retaining wall failure; Condition of Approval 2 requires the Applicant to improve drainage behind retaining walls.
50. LMC § 15-13-2(B)(1)(d)(6) requires new retaining walls to be consistent with Historic retaining walls in size, mass, design, material, and scale of materials, and the Applicant proposes board-formed concrete for all walls and retaining walls at the Site, which comply with Lot and Site requirements as outlined above.



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51. LMC § 15-13-2(B)(1)(d)(7) allows Applicants to reconstruct some non-extant Historic retaining walls; there are no Historic retaining walls at the Site.
52. LMC § 15-13-2(B)(1)(d)(8) requires Applicants to maintain stone in its natural finish; the Applicant proposes maintaining board-formed walls at the Site in their natural finish.
53. LMC § 15-13-2(B)(1)(e)(1) and LMC § 15-13-2(B)(1)(e)(2) require Historic fencing to be preserved and maintained and allow for Historic fencing to be reconstructed based on photographic evidence; there is no Historic fencing at the Site.
54. LMC § 15-13-2(B)(1)(e)(3) requires new fencing to reflect the building's style and period, requires new wood and metal fencing that is viewable from adjacent public ROWs to feature traditional designs and patterns, and prohibits vinyl or plastic-coated Fencing; the Applicant proposes wood Fencing along the east Side Lot line adjacent to the east neighboring property.
55. LMC § 15-13-2(B)(1)(e)(4) requires that new fencing should be designed to minimize its environmental impacts and should use green material, and the Applicant proposes wood fencing at the Site.
56. LMC § 15-13-2(B)(1)(e)(5) and LMC § 15-13-2(B)(1)(e)(6) require Applicants to consider drought-tolerant shrubs in place of fencing and require arbors emphasizing fencing or gates to be subordinate to Historic Structures; the Applicant does not propose any shrubs or arbors.
57. LMC § 15-13-2(B)(1)(f) outlines standards for gazebos, pergolas, and other shade structures; the Applicant does not propose any such structures.
58. LMC § 15-13-2(B)(1)(g)(1) and LMC § 15-13-2(B)(1)(g)(2) require landscaping treatments to minimize visual impacts of on-Site parking and separations between driveways and parking areas, and the Applicant's updated landscaping plans must demonstrate that this requirement is met prior to Building Permit submittal.
59. LMC § 15-13-2(B)(1)(g)(3) and LMC § 15-13-2(B)(1)(g)(5) require minimal impacts to the existing topography of the Site and integral site features when locating new off-Street parking areas and driveways; the Applicant proposes a Final Grade that is within four feet of Existing Grade throughout the Site, with a Final Grade for the driveway that is approximately one foot, six inches higher than Existing Grade to create a more manageable driveway slope.
60. LMC § 15-13-2(B)(1)(g)(4) requires off-street parking areas to be located within the rear yard and beyond the rear wall plane of the primary structure; the



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Applicant proposes the driveway and detached car lift Structure within the Rear Yard at the Site and set back approximately one foot, three inches from the rear wall plane of the Significant Historic Structure.

61. LMC § 15-13-2(B)(1)(g)(6) limits driveways to ten feet in width, or 12 feet in width for an approved two-car garage, and the Applicant proposes a 12-foot-wide driveway for the proposed detached car lift Structure, which includes stacked storage for up to two vehicles.
62. LMC § 15-13-2(B)(1)(g)(8) requires applicants to consider textured and poured paving materials other than smooth concrete for driveways viewable from the adjacent public ROW, and requires permeable paving to be used on a Historic Site; the Applicant proposes permeable pavers for the driveway.
63. LMC § 15-13-2(B)(1)(g)(9) requires Applicants to consider avoiding paving up to the building foundation; the Applicant does not propose paving up to the building foundation.
64. LMC § 15-13-2(B)(1)(g)(10) requires Applicants to provide on-Site snow storage from driveways; the Applicant proposes a heated driveway, and snow storage is not required.
65. LMC § 15-13-2(B)(1)(h)(1) requires the original path or steps leading to the main entry to be preserved and maintained, and the Applicant proposes restoring and maintaining the Historic front entry of the Historic Structure, which fronts 9th Street.
66. LMC § 15-13-2(B)(1)(h)(2) requires Historic hillside steps to be preserved and maintained; there are no Historic hillside steps at the Site.
67. LMC § 15-13-2(B)(1)(h)(3) requires new hillside steps to be visually subordinate to the Historic Structure in materials, size, scale and proportion, and to complement the Historic Structure in materials, size, scale, and proportion, and massing; the Applicant proposes restoring the Historic front entry pathway and steps with concrete material for the steps.
68. LMC § 15-13-2(B)(1)(h)(4) allows for Historic handrails that match the original in size, design, color, texture, and material to be reconstructed based on photographic evidence; the Applicant proposes restoring the Historic front entry porch and handrails with new steel handrails.
69. LMC § 15-13-2(B)(1)(h)(5) requires new handrails and railings to complement the Historic Structure in materials, size, scale, proportions, massing, and design; the Applicant proposes restoring the Historic front entry porch and handrails with new steel handrails.



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70. LMC § 15-13-2(B)(2)(a)(1) requires primary and secondary façade components to be maintained in their original location on the façade, and the Applicant proposes restoring and preserving the Historic front entry porch, doors, windows, dormers, roof forms, steps, and other primary and secondary façade components.
71. LMC § 15-13-2(B)(2)(a)(2) requires Applicants to preserve and maintain Historic exterior materials, and the Applicant proposes preserving, salvaging, or reusing all possible Historic exterior materials, except for approximately 255 square feet of Historic siding on the east façade, which the Historic Preservation Board approved to be removed to accommodate the proposed addition on June 3, 2026.
72. LMC § 15-13-2(B)(2)(a)(3) requires Applicants to use recognized preservation procedures and methods for removal, documentation, repair, and reassembly when disassembly of a Historic element is necessary for its restoration; the Historic Preservation Board approved the Applicant's modified disassembly and reassembly (panelization) plan for the Significant Historic Structure on June 3, 2026.
73. LMC § 15-13-2(B)(2)(a)(4) requires Historic exterior materials to be replaced with materials that match the Historic in all respects when they cannot be repaired, and the Applicant proposes new wood, metal, glass, and concrete materials that are consistent with the materials common in Park City's Historic Districts.
74. LMC § 15-13-2(B)(2)(a)(5) and LMC § 15-13-2(B)(2)(a)(6) prohibit Applicants from using substitute materials unless they are made of a minimum of 50% recycled and/or reclaimed materials, and the Applicant does not propose using any substitute materials.
75. LMC § 15-13-2(B)(2)(a)(7) prohibits vinyl and aluminum siding in the Historic Districts, and the Applicant proposes wood and copper metal siding.
76. LMC § 15-13-2(B)(2)(a)(8) prohibits interior changes that affect the exterior appearance of primary and secondary facades; the Applicant does not propose any interior changes impacting the exterior appearance of primary and secondary facades.
77. LMC § 15-13-2(B)(2)(b)(1) requires Applicants to retain the Historic placement, orientation, and grade of a Historic building, and the Applicant proposes maintaining the Significant Historic Structure in its Historic location at the Site, with a Final Grade that is within four feet of Existing Grade.



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78. LMC § 15-13-2(B)(2)(b)(2) prohibits Applicants from raising or lowering a Historic Structure more than two feet from its original elevation to construct a new foundation; the Applicant proposes raising the Historic Structure a maximum of two feet from its original elevation at the Site to construct the new foundation.
79. LMC § 15-13-2(B)(2)(b)(3) requires Historic Sites to be returned to original grade following construction of a foundation, and the Applicant proposes a Final Grade that is within four feet of Existing Grade.
80. LMC § 15-13-2(B)(2)(b)(3) states that generally no more than six inches of the new foundation shall be visible above Final Grade on the primary and secondary facades; the Applicant proposes approximately six feet of the foundation visible on the east side of the Significant Historic Structure which matches the Historic appearance of the Site due to the steep grades.
81. LMC § 15-13-2(B)(2)(b)(4) requires Historic Sites to be re-graded so that water drains away from the Structure; the Applicant proposes a Final Grade that will implement storm water management features and grading to drain water away from the Historic Structure.
82. LMC § 15-13-2(B)(2)(b)(5) requires a plinth or trim board at the base of the Historic Structure to visually anchor it to the new foundation, and the Applicant proposes board-and-batten trim boards that are approximately three feet tall covering the base of the Historic Structure at the new foundation.
83. LMC § 15-13-2(B)(2)(b)(6) requires any re-grading of the Site to blend with grade of adjacent sites and shall not create the need for incompatible retaining walls, and the Applicant proposes a series of retaining walls and landscaping walls throughout the Site that are a maximum of four feet in height.
84. LMC § 15-13-2(B)(2)(b)(7) requires the form, material, and detailing of a new foundation shall be similar to the historic foundation, and the Applicant proposes replacing the existing concrete foundation with a new concrete foundation.
85. LMC § 15-13-2(B)(2)(b)(8) prohibits Historic foundations from being concealed with masonry block, plywood panels, corrugated metal, or wood shingles; the Applicant proposes replacing the existing concrete foundation with a new concrete foundation that will not be concealed.
86. LMC § 15-13-2(B)(2)(b)(9) prohibits window or egress wells from being located on the primary façade, requires any egress wells to be located behind the midpoint of the secondary façades, on the rear tertiary façade, or in a location not visible from the primary public ROW and requires landscaping to screen egress wells from the primary ROW; the Applicant proposes an egress well on the



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secondary (west) façade of the Historic Structure that is set back approximately 13 feet, nine inches from the front wall plane of the Historic Structure, behind the midpoint of the Structure and screened by landscaping elements along the west Lot lines; the Applicant also proposes two egress wells on the front façade of the new addition that will be set back approximately five feet from the front wall plane of the Historic Structure, screened by a garden and landscaping elements along the north Lot line, and not visible from the primary ROW.

87. LMC § 15-13-2(B)(2)(c)(1) requires Historic door openings, doors, door surrounds, and decorative door features to be maintained and preserved; the Applicant proposes restoring the Historic front entry that fronts 9th Street, no Historic doors remain on the Site but the Applicant proposes replacing all doors with wood and aluminum-clad wood doors.
88. LMC § 15-13-2(B)(2)(c)(2) requires Applicants to restore Historic door openings that are significant to the period of restoration, and the Applicant proposes restoring Historic door openings at the Site based on photographic evidence, including the Historic front entry that fronts 9th Street.
89. LMC § 15-13-2(B)(2)(c)(3) prohibits Applicants from changing the position, proportions, or dimensions of Historic door openings; the Applicant proposes restoring Historic door openings at the Site based on photographic evidence.
90. LMC § 15-13-2(B)(2)(c)(4) states that replacement doors are only allowed when the Historic doors are no longer serviceable and replacement doors shall exactly match the Historic; no Historic doors remain at the Site and the Applicant proposes replacing doors at the Site based on photographic evidence with new wood and aluminum-clad wood doors; Condition of Approval 3 limits glazing to no more than 50% of new doors.
91. LMC § 15-13-2(B)(2)(c)(5) states that replacement doors typically shall be of wood, and the Applicant proposes new wood and aluminum-clad wood doors.
92. LMC § 15-13-2(B)(2)(c)(7) allows new door openings that are similar in location, size, and type to those seen on the Historic Structure to be considered on secondary facades; the Applicant proposes a new aluminum clad door set back approximately five feet from the front wall plane of the Historic Structure as part of a new entry on the west (secondary) façade of the Historic Structure, on which no Historic Material remains.
93. LMC § 15-13-2(B)(2)(c)(8) outlines requirements for Historic door openings that are no longer functional on the primary façade; there are no Historic door openings at the Site that are no longer functional.



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94. LMC § 15-13-2(B)(2)(d)(1) requires Historic window openings, windows, window surrounds, and decorative window features to be maintained and preserved; the Applicant proposes restoring the Historic front porch and associated window openings on the front façade that fronts 9th Street, no Historic windows remain on the Site but the Applicant proposes replacing all windows with double-hung wood windows.
95. LMC § 15-13-2(B)(2)(d)(2) requires Applicants to restore Historic window openings that have been altered or lost over time; the Applicant proposes restoring the Historic front porch and associated window openings on the front façade that fronts 9th Street.
96. LMC § 15-13-2(B)(2)(d)(3) prohibits Applicants from changing the position, proportions, or dimensions of historic window openings; the Applicant proposes restoring Historic windows and window openings based on photographic evidence.
97. LMC § 15-13-2(B)(2)(d)(4) requires Applicants to maintain the Historic ratio of window openings to solid wall; the Applicant proposes restoring Historic window openings and ratios of solid-to-void based on photographic evidence of the Historic Structure.
98. LMC § 15-13-2(B)(2)(d)(5) and LMC § 15-13-2(B)(2)(d)(9) state that replacement windows are only allowed when the Historic windows are no longer serviceable and replacement windows shall exactly match the Historic; no Historic windows remain on the Site and the Applicant proposes replacing all windows with double-hung wood windows.
99. LMC § 15-13-2(B)(2)(d)(6) requires Applicants to maintain the original number of glass panes in a Historic window; no Historic windows remain on the Site and the Applicant proposes replacing all windows with double-hung wood windows.
100. LMC § 15-13-2(B)(2)(d)(7) prohibits replacing an operable window with a fixed window; the Applicant does not propose replacing any operable windows with fixed windows.
101. LMC § 15-13-2(B)(2)(d)(8) allows new window openings that are similar to those seen on the Historic Structure to be considered behind the midpoint on secondary facades, and the Applicant proposes two new double-hung wood window openings that are set back approximately 15 feet and 27 feet from the front façade of the Historic Structure and behind the midpoint.



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102. LMC § 15-13-2(B)(2)(d)(10) requires glazing to match the visual appearance of Historic glazing and/or be clear, and the Applicant proposes clear finishes for all windows at the Site.
103. LMC § 15-13-2(B)(2)(d)(11) prohibits modifying windows on the primary façade to accommodate interior changes; the Applicant does not propose modifying primary façade windows to accommodate interior changes and proposes restoring window openings on the front façade based on photographic evidence.
104. LMC § 15-13-2(B)(2)(d)(12) requires storm windows to be installed on the interior of the window; Condition of Approval 4 requires any storm windows to be installed on the interior.
105. LMC § 15-13-2(B)(2)(e)(1) prohibits removing or obstructing a historic building's elements and materials when installing gutters and downspouts; the Applicant does not propose removing or obstructing Historic elements or materials to install gutters and downspouts.
106. LMC § 15-13-2(B)(2)(e)(2) states that the most appropriate design for hanging gutters is half round and requires downspouts to be located away from architectural features; Condition of Approval 5 requires half-round gutters and downspouts to be located away from architectural features.
107. LMC § 15-13-2(B)(2)(e)(3) requires water from gutters and downspouts to drain away from the Historic Structure, and Condition of Approval 5 requires the Applicant to comply.
108. LMC § 15-13-2(B)(2)(f)(1) requires Applicants to maintain and preserve Historic chimneys; the Historic chimney does not remain at the Site but the Applicant proposes restoring the Historic chimney location on the east portion of the roof with a metal chimney flue pipe.
109. LMC § 15-13-2(B)(2)(f)(2) requires Historic stovepipes to be maintained and repaired; no Historic stovepipes remain at the Site.
110. LMC § 15-13-2(B)(2)(f)(3) requires Applicants to retain Historic materials and design when repairing Historic chimneys; the Historic chimney does not remain at the Site but the Applicant proposes restoring the Historic chimney location on the east portion of the roof with a metal chimney flue pipe.
111. LMC § 15-13-2(B)(2)(f)(4) prohibits Historic chimneys from being covered with non-historic materials; the Historic chimney does not remain at the Site.
112. LMC § 15-13-2(B)(2)(f)(5) requires new chimneys and stove pipes to be of a size, scale, and design that match the character and style of the Historic



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Structure and to be visually minimized when viewed from adjacent public ROWs; the Applicant proposes restoring the Historic chimney location on the east portion of the roof with a metal chimney flue pipe that will extend approximately two feet above the roof of the Historic Structure and will be approximately one foot, four inches in diameter.

113. LMC § 15-13-2(B)(2)(g)(1) requires Applicants to preserve and maintain a Historic porch and associated features; the Applicant proposes restoring the Historic front porch, which was previously enclosed, and associated features on the front façade that fronts 9th Street based on photographic evidence.
114. LMC § 15-13-2(B)(2)(g)(2) requires Applicants to repair deteriorated Historic elements of the porch; the Applicant proposes restoring the Historic front porch based on photographic evidence.
115. LMC § 15-13-2(B)(2)(g)(3) prohibits substitute decking materials unless they are made of a minimum of 50% recycled and/or reclaimed materials; the Applicant proposes wood decking material.
116. LMC § 15-13-2(B)(2)(g)(4) requires replacement porches to be constructed of materials and in styles that are compatible with the Historic Structure and to be based on physical or documentary evidence; the Applicant proposes restoring the Historic front porch based on photographic evidence.
117. LMC § 15-13-2(B)(2)(g)(5) states that while modifications to porch posts and balustrades may be necessary to meet current code requirements, they shall not be substantially different in size and proportion than those seen Historically; the Applicant proposes new porch railings and posts due to the vertical drop to Final Grade at the edge of the porch and proposes wood posts and steel railings.
118. LMC § 15-13-2(B)(2)(g)(6) prohibits Applicants from installing decorative porch elements that are not known to have been used on Historic Structures; the Applicant proposes restoring the Historic front porch based on photographic evidence.
119. LMC § 15-13-2(B)(2)(h) outlines requirements for architectural features; no Historic architectural features remain at the Site.
120. LMC § 15-13-2(B)(3)(a) requires mechanical equipment to be located on the tertiary façade or another inconspicuous location; the Applicant proposes mechanical equipment on the rear façade of the new addition that will be screened by a four-foot-tall wood fence.
121. LMC § 15-13-2(B)(3)(b) requires ground-level mechanical equipment to be screened from view using landscape elements or fencing; the Applicant proposes



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mechanical equipment on the rear façade of the new addition that will be screened by a four-foot-tall wood fence.

122. LMC § 15-13-2(B)(3)(c) outlines requirements for rooftop mechanical equipment; the Applicant does not propose any rooftop mechanical equipment.
123. LMC § 15-13-2(B)(3)(d) prohibits Historic building elements from being removed or obstructed when installing mechanical systems and equipment; the Applicant does not propose removing or obstructing any Historic elements to install mechanical equipment.
124. LMC § 15-13-2(B)(3)(e) outlines requirements for new communications equipment; the Applicant does not propose any new communications equipment.
125. LMC § 15-13-2(B)(4)(a)(1) states that additions to historic buildings should be considered only when it is demonstrated that the new use of the building cannot be accommodated by solely altering interior spaces; the Applicant proposes a new east-side addition to create additional interior living space and a new west-side addition to create a new entry.
126. LMC § 15-13-2(B)(4)(a)(2) prohibits additions on non-character defining facades; the Applicant proposes new eastside and westside additions on the secondary façades of the Historic Structure.
127. LMC § 15-13-2(B)(4)(a)(3) requires additions to be visually subordinate to Historic buildings when viewed from the primary public ROW; the new east-side addition will be set back approximately two feet, eight inches from the front wall plane of the Historic Structure and will be approximately three feet shorter than the Historic Structure; the new west-side addition will be set back approximately three feet from the front wall plane of the Historic Structure and will be approximately nine feet shorter than the Historic Structure; both additions will be screened from ROWs by garden and landscape features.
128. LMC § 15-13-2(B)(4)(a)(4) prohibits additions from obscuring, detracting from, or modifying Historic roof forms; both additions will be shorter than the roof form of the Historic Structure as outlined above and will not impact the roof of the Historic Structure.
129. LMC § 15-13-2(B)(4)(a)(5) prohibits additions from contributing significantly to the removal or loss of Historic Material; the Historic Preservation Board approved the Applicant's request to remove approximately 255 square feet of Historic Material from the east façade to accommodate the addition on June 3, 2026; there is no remaining Historic Material on the west façade of the Historic Structure.



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130. LMC § 15-13-2(B)(4)(a)(6) requires a transitional element between old and new construction where new additions abut Historic Structures; LMC § 15-13-2(B)(4)(b)(2) requires transitional elements only when the footprint of the new addition exceeds 50% of the footprint of the Historic Structure; the footprint of the east-side and west-side additions are approximately 294 square feet and 71 square feet, respectively, and neither addition exceeds 50% of the 791-square-foot footprint of the Historic Structure, so transitional elements are not required.
131. LMC § 15-13-2(B)(4)(a)(7) requires Applicants to maintain and preserve additions to structures that are Historically significant; there are no Historically significant additions at the Site.
132. LMC § 15-13-2(B)(4)(a)(8) prohibits in-line additions; the Applicant proposes a new east-side addition will be set back approximately two feet, eight inches from the front wall plane of the Historic Structure and a new west-side addition that will be set back approximately three feet from the front wall plane of the Historic Structure.
133. LMC § 15-13-2(B)(4)(b) outlines requirements for transitional elements; LMC § 15-13-2(B)(4)(b)(2) requires transitional elements only when the footprint of the new addition exceeds 50% of the footprint of the Historic Structure, and the footprint of the east-side and west-side additions are approximately 294 square feet and 71 square feet, respectively, and neither addition exceeds 50% of the 791-square-foot footprint of the Historic Structure, so transitional elements are not required.
134. LMC § 15-13-2(B)(4)(c)(1) requires additions to complement the visual and physical qualities of the Historic Building; the Applicant proposes an addition with a gabled roof, vertically oriented windows, and wood, metal, and glass materials that are similar to what was seen historically.
135. LMC § 15-13-2(B)(4)(c)(2) states that additions shall be a contemporary interpretation of the historic structure's architecture style; the Applicant proposes an addition with a gabled roof, vertically oriented windows, and other architectural elements that represent a contemporary interpretation of the historic structure's architecture style.
136. LMC § 15-13-2(B)(4)(c)(3) and LMC § 15-13-2(B)(4)(c)(4) state that additions shall be subordinate in scale and visual impact to the primary historic structure and shall not exceed 50% of the footprint of the historic structure; the Applicant proposes eastside and westside additions that are visually subordinate



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to the Historic Structure and do not exceed 50% of the footprint of the Historic Structure as outlined above.

137. LMC § 15-13-2(B)(4)(c)(5) outlines regulations for additions that exceed 50% of the footprint of the Historic Structure; the proposed additions do not exceed 50% of the footprint of the Historic Structure as outlined above.
138. LMC § 15-13-2(B)(4)(c)(6) requires materials used on additions shall be similar in scale and size to those found on the historic building; the Applicant proposes wood, glass, and metal materials that are consistent with the scale and size of the Historic Structure.
139. LMC § 15-13-2(B)(4)(c)(7) requires window shapes, patterns and proportions found on the historic building to be reflected in the new addition, and the Applicant proposes vertically oriented, double-hung windows on the new additions that match the architecture style of the Historic Structure.
140. LMC § 15-13-2(B)(4)(c)(8) requires that windows, doors and other features on a new addition shall be designed to be compatible with the historic structure and surrounding historic sites; the Applicant proposes windows and doors on the additions that are vertically oriented, reflect a Historic ratio of solid-to-void, and reflect Historic finishes and glazing patterns.
141. LMC § 15-13-2(B)(5) outlines requirements for Garages; the Applicant does not propose a garage and the Planning Commission approved the Applicant's CUP for a detached, partially subterranean car lift structure within Side and Rear Setbacks on the southeast corner of the Site on June 10, 2026.
142. LMC § 15-13-2(B)(6)(a) requires that decks should be constructed in inconspicuous areas where visually minimized from the primary ROW, usually on the tertiary façade; the Applicant proposes a deck on the primary façade of the new east-side addition that is screened from the primary ROW by gardening and landscaping features.
143. LMC § 15-13-2(B)(6)(b) requires decks to be constructed to be self-supporting; the Applicant proposes a self-supporting deck on the east-side addition.
144. LMC § 15-13-2(B)(6)(c) prohibits introducing a deck that will result in the loss of a character-defining feature of the Historic Structure or site; the Applicant proposes a deck that will not impact any Significant Vegetation or any other character-defining Historic features.
145. LMC § 15-13-2(B)(6)(d) requires the visual impact of a deck to be minimized by limiting its size and scale; the Applicant proposes a deck on the



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east-side addition that will be approximately nine feet wide and five feet, six inches deep and will be set back approximately two feet from the Historic front porch of the Historic Structure.

146. LMC § 15-13-2(B)(6)(e) and LMC § 15-13-2(B)(6)(f) require decks to be constructed of materials that are at least 50% recycled or reclaimed and are consistent with the Historic Structure, and the Applicant proposes a wood deck.
147. LMC § 15-13-2(B)(6)(g) requires significant site features, such as mature trees, to be protected from damage during the construction of a deck, and the Applicant proposes protecting and preserving Significant Vegetation at the Site.
148. LMC § 15-13-2(B)(7)(a) outlines requirements for balconies and roof decks on a historic structure; the Applicant does not propose a balcony or roof deck on the Historic Structure at the Site.
149. LMC § 15-13-2(B)(7)(b) requires new balconies to be simple in design and compatible with the character of the Historic Structure, with simple wood and metal designs for residential structures; the Applicant proposes a Juliet-style balcony on the north façade of the proposed addition that extends approximately four inches beyond the front wall plane of the addition and includes a metal railing.
150. LMC § 15-13-2(B)(7)(c) outlines requirements for roof decks on new additions; the Applicant does not propose a roof deck on the new addition.
151. LMC § 15-13-2(B)(8) outlines requirements for Historic accessory buildings; there are no Historic accessory buildings at the site.
152. LMC § 15-13-2(B)(9)(a) and LMC § 15-13-2(B)(9)(b) state that new accessory buildings on sites with a historic building shall generally be located to the rear of the site and outlines exceptions for allowing accessory buildings along the street front; the Applicant proposes an Accessory Structure in the rear of the Site.
153. LMC § 15-13-2(B)(9)(c), LMC § 15-13-2(B)(9)(d), and LMC § 15-13-2(B)(9)(e) outline requirements for detached Garages at Historic Sites; the Applicant does not propose a Garage at the Site.
154. LMC § 15-13-2(B)(9)(f) requires the roof form, exterior materials, and architectural detailing of a detached Accessory Building to complement the primary structure; the Applicant proposes a detached, partially subterranean car lift structure on the southeast corner of the Site with board-formed concrete walls that was approved through a CUP by the Planning Commission on June 10, 2026.



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155. LMC § 15-13-2(B)(9)(g) requires accessory buildings to be subordinate in scale to the primary historic structure; the Applicant proposes an accessory building that is approximately 217 square feet and does not exceed 50% of the footprint of the 791-square-foot Historic Structure.
156. The Development Review Committee reviewed the proposal on May 5, 2026 and required Conditions of Approval associated with the Conditional Use Permit approved by the Planning Commission on June 10, 2026.
157. Staff published notice on the City's website and the Utah Public Notice website and posted notice to the property on June 17, 2026. Staff mailed courtesy notice to property owners within 300 feet on June 17, 2026. The Park Record published courtesy notice on June 18, 2026.

Conclusions of Law

1. The proposal complies, as conditioned, with Land Management Code Chapter 15-2.2 *Historic Residential (HR-1) District*.
2. The proposal complies, as conditioned, with Land Management Code Section 15-13-2 *Regulations for Historic Residential Sites*.

Conditions of Approval

1. The Applicant shall update the landscaping plans to include all planting, landscaping, and irrigation details in compliance with LMC § 15-5-5(N) and any applicable Wildland Urban Interface regulations prior to Building Permit submittal.
2. The Applicant shall improve drainage behind retaining walls such that water drains away from the walls to abate retaining wall failure.
3. Glazing on new or replacement doors shall be no greater than 50%.
4. Any gutters shall be half-round and any downspouts shall be located away from architectural features and designed such that water drains away from the Historic Structure.
5. The proposed work requires a Building Permit.
6. The proposed work requires a Final Inspection by both the Building and Planning Departments.
7. Modifications to the project require a modification application submittal to the Planning Department, payment of application fee, review for compliance with required standards, and Planning and Building Department approval.
8. This Final Action Letter and approval shall expire one year following the date of this letter at 5:00 PM (MT). The Applicant shall obtain a Building Permit for the



Planning Department

proposed work prior to that date. If a Building Permit for the proposed work is not approved before that date, this Final Action Letter shall be voided, and the Applicant will be required to submit a new application to pursue the proposed work.

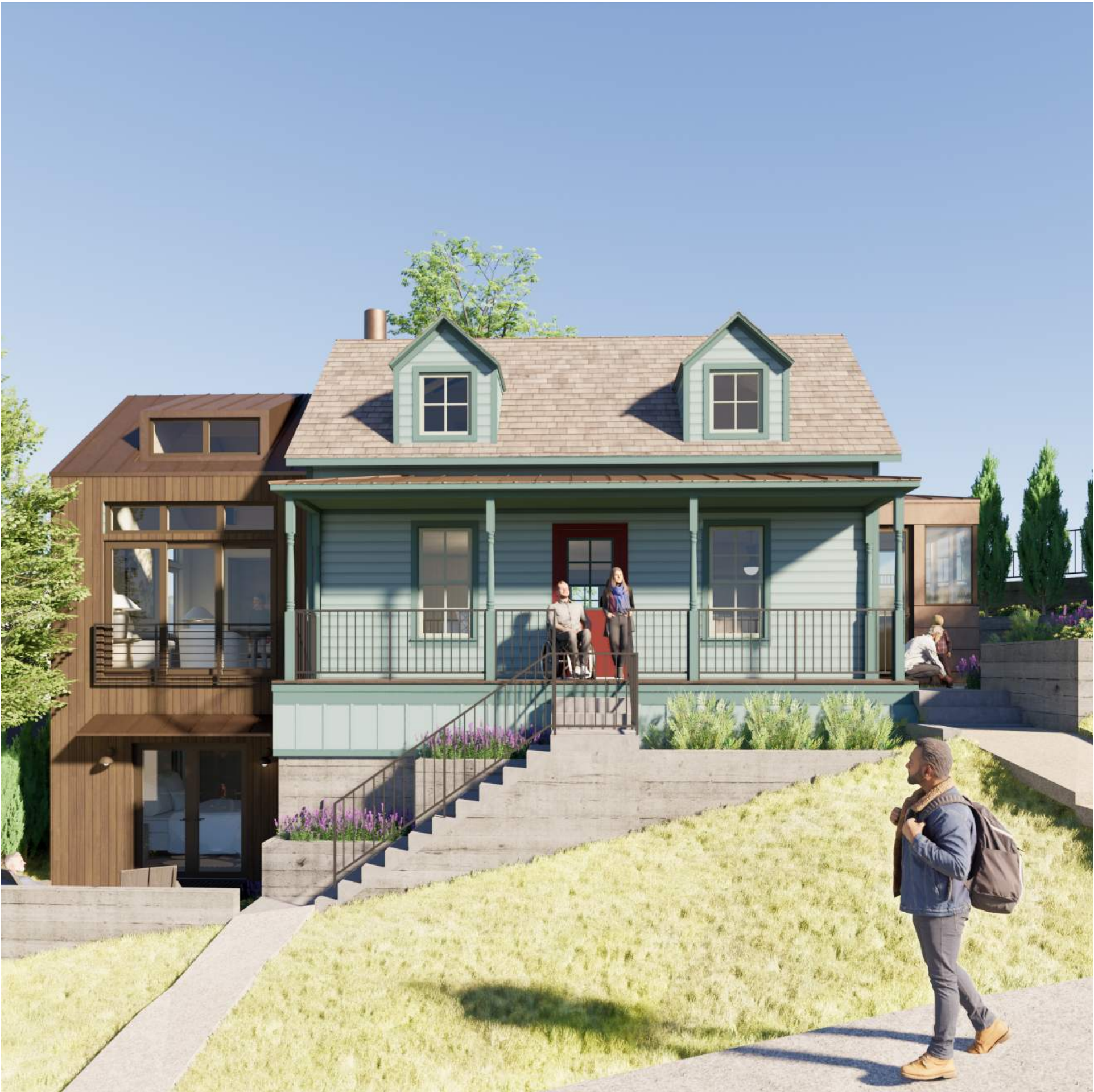
This Final Action may be appealed pursuant to LMC [§ 15-1-18](#). If you have questions or concerns regarding this Final Action Letter, please call 385-481-2037 or email jacob.klopfenstein@parkcity.gov.

Sincerely,

Rebecca Ward
Planning Director

CC: Jacob Klopfenstein

Attachment 1 – Applicant's Plans



EMPIRE RESIDENCE
RENOVATION & ADDITION

844 Empire Ave
Park City, UT
84060

Block 12, Snyder's
Addition

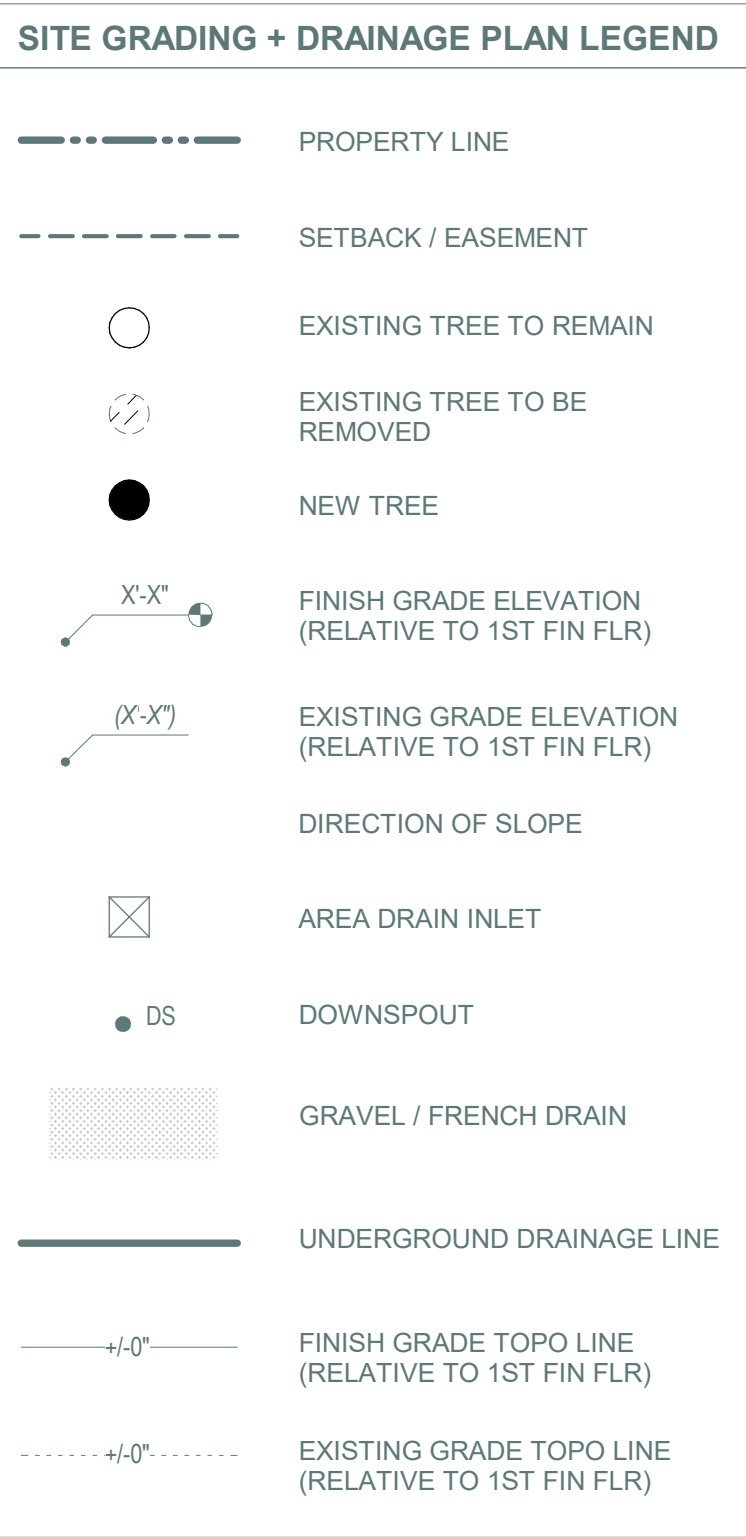
Project #2507

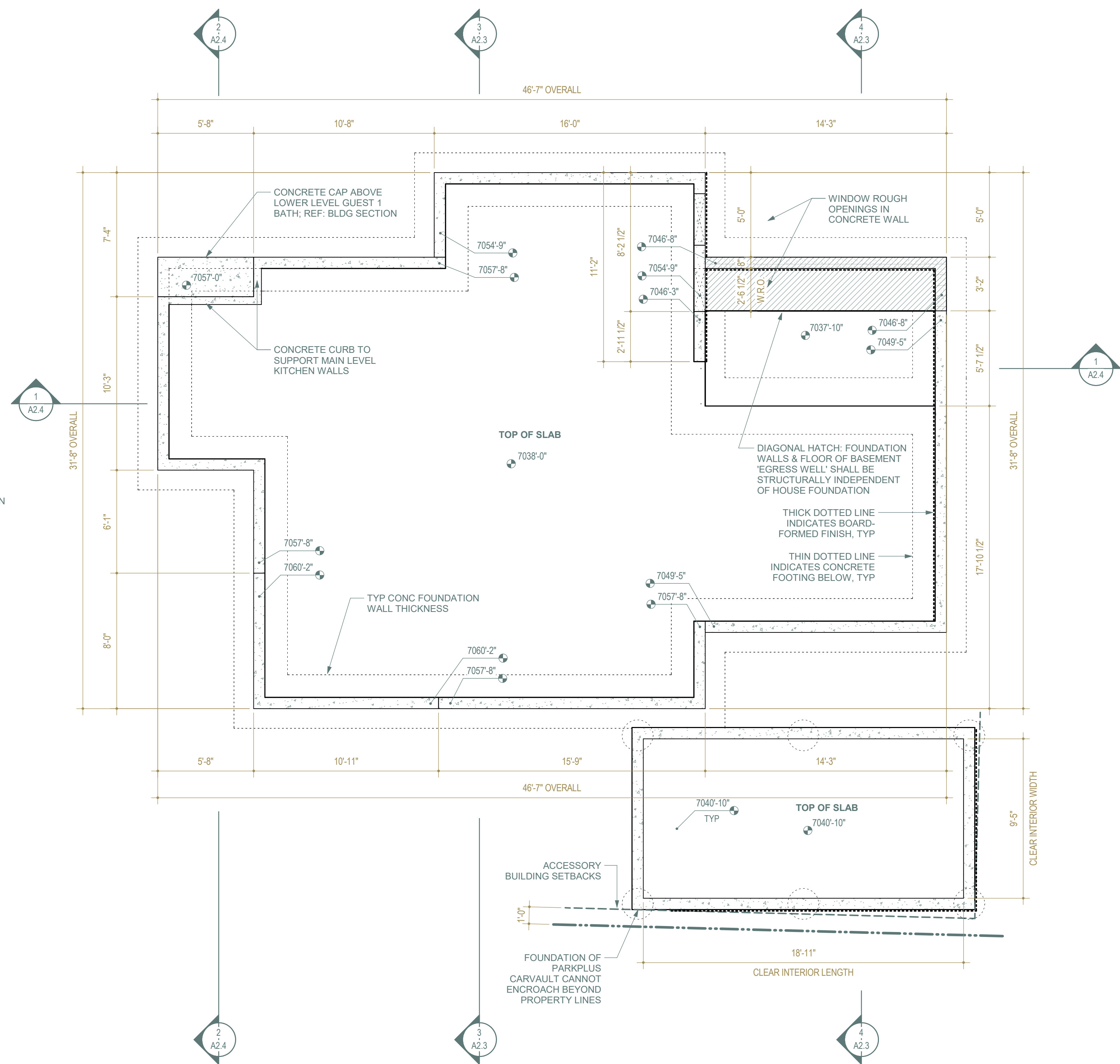
BRIGHT | Architects & Co.

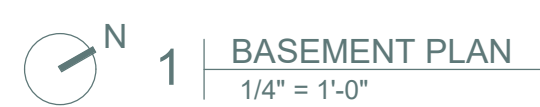
THESE DRAWINGS ARE FOR
REVIEW ONLY.

NOT AUTHORIZED FOR
REGULATORY APPROVAL,
PERMITTING, OR
CONSTRUCTION.

ISSUED	
HDR Modification Request	04/01/2026
Clarifications to MR	05/07/2026
Preliminary Pricing	05/11/2026
Clarifications to MR	06/11/2026
Clarifications to MR	06/25/2026







	ISSUED
HIDDR Modification Request	04/01/2026
Clarifications to MR	05/07/2026
Backgrounds for Structural	04/30/2026
Preliminary Pricing	05/11/2026
Clarifications to MR	06/11/2026

HDDR Modification Request	04/01/2026
Clarifications to MR	05/07/2026
Backgrounds for Structural	04/30/2026
Preliminary Pricing	05/11/2026
Clarifications to MR	06/11/2026

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EMPIRE RESIDENCE
RENOVATION & ADDITION

844 Empire Ave
Park City, UT
84060

Block 12, Snyder's
Addition

Project #2507

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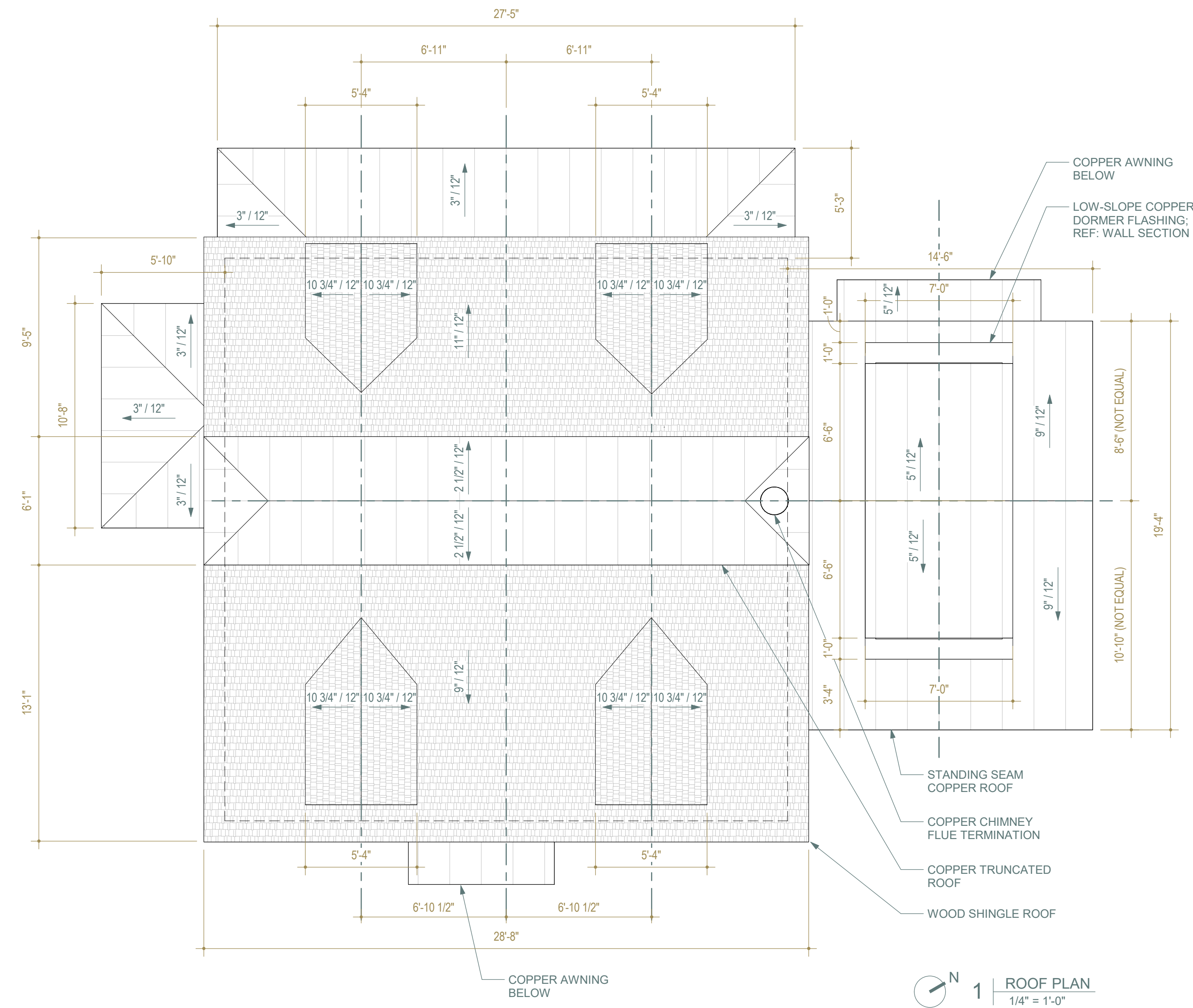
ISSUED	
Clarifications to MR	05/07/2026
Backgrounds for Structural	04/30/2026
Preliminary Pricing	05/11/2026
Clarifications to MR	05/11/2026

ROOF PLAN &
ROOF DETAILS

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Page 40 of 68



ROOF PLAN NOTES

- 1 LOCATE ALL ROOF PENETRATIONS AND ROOF-TOP MEP COMPONENTS TO BE HIDDEN FROM VIEW FROM THE STREET, FRONT YARD AND BACK YARD. NOTIFY ARCHITECT OF ANY RESTRICTIONS THAT WOULD PREVENT THIS AND GET ARCHITECT'S APPROVAL BEFORE SETTING EQUIPMENT AND/OR ROOF PENETRATIONS THAT MAY BE VISIBLE.
- 2 PROVIDE FLASHING AT ALL ROOF/WALL INTERSECTIONS PER S.M.A.C.N.A. RECOMMENDATIONS, TYP
- 3 PROVIDE FLASHING AT ALL ROOF EAVE/EDGE CONDITIONS PER S.M.A.C.N.A. RECOMMENDATIONS, TYP
- 4 PROVIDE FLASHING AT ALL ROOF PENETRATIONS PER S.M.A.C.N.A. RECOMMENDATIONS, TYP

EMPIRE RESIDENCE
RENOVATION & ADDITION

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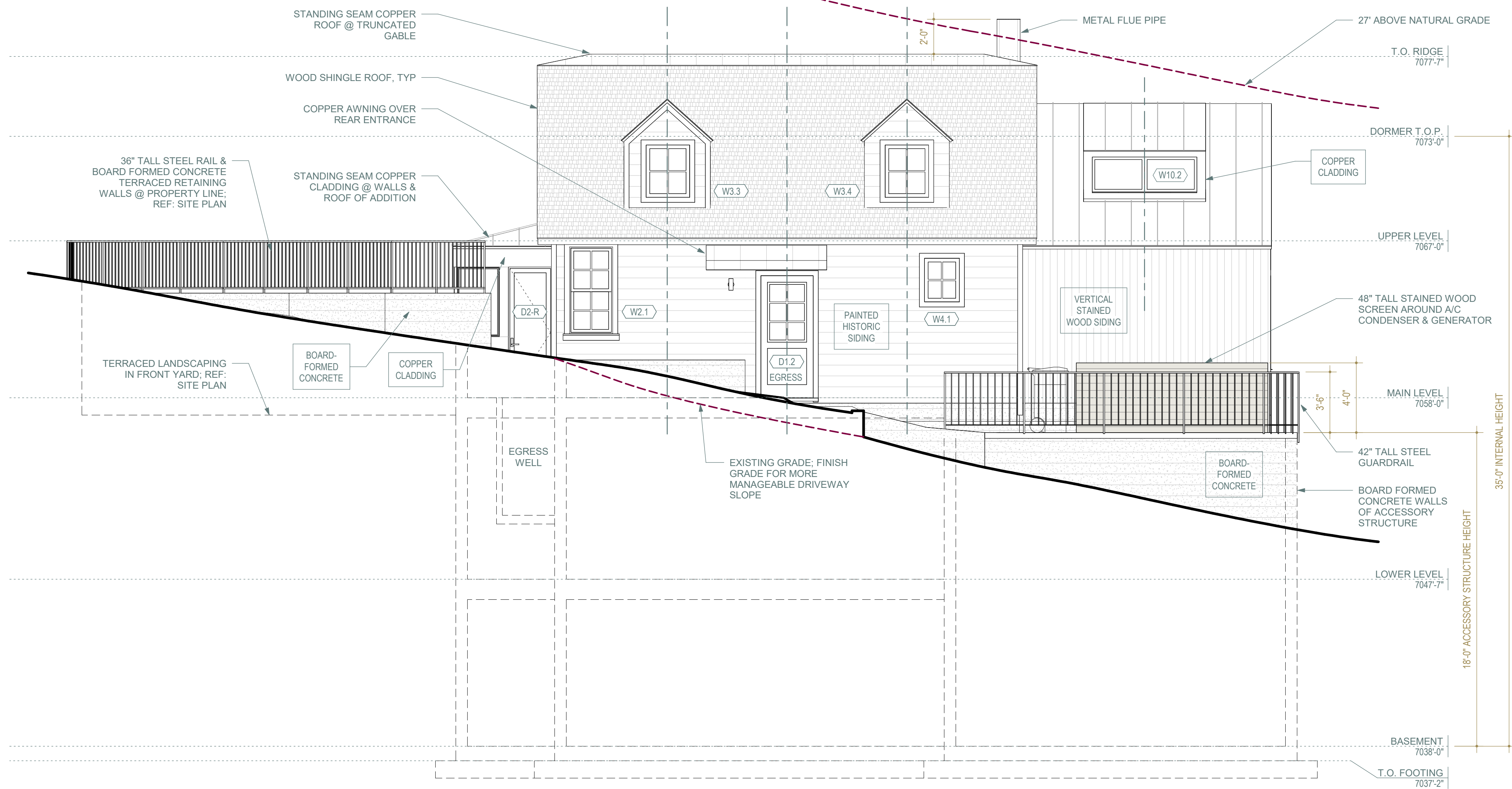
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Clarifications to HDR	05/07/2025
Backgrounds for Structural	04/30/2025
Preliminary Pricing	05/11/2025
Clarifications to HDR	06/11/2025

ELEVATIONS

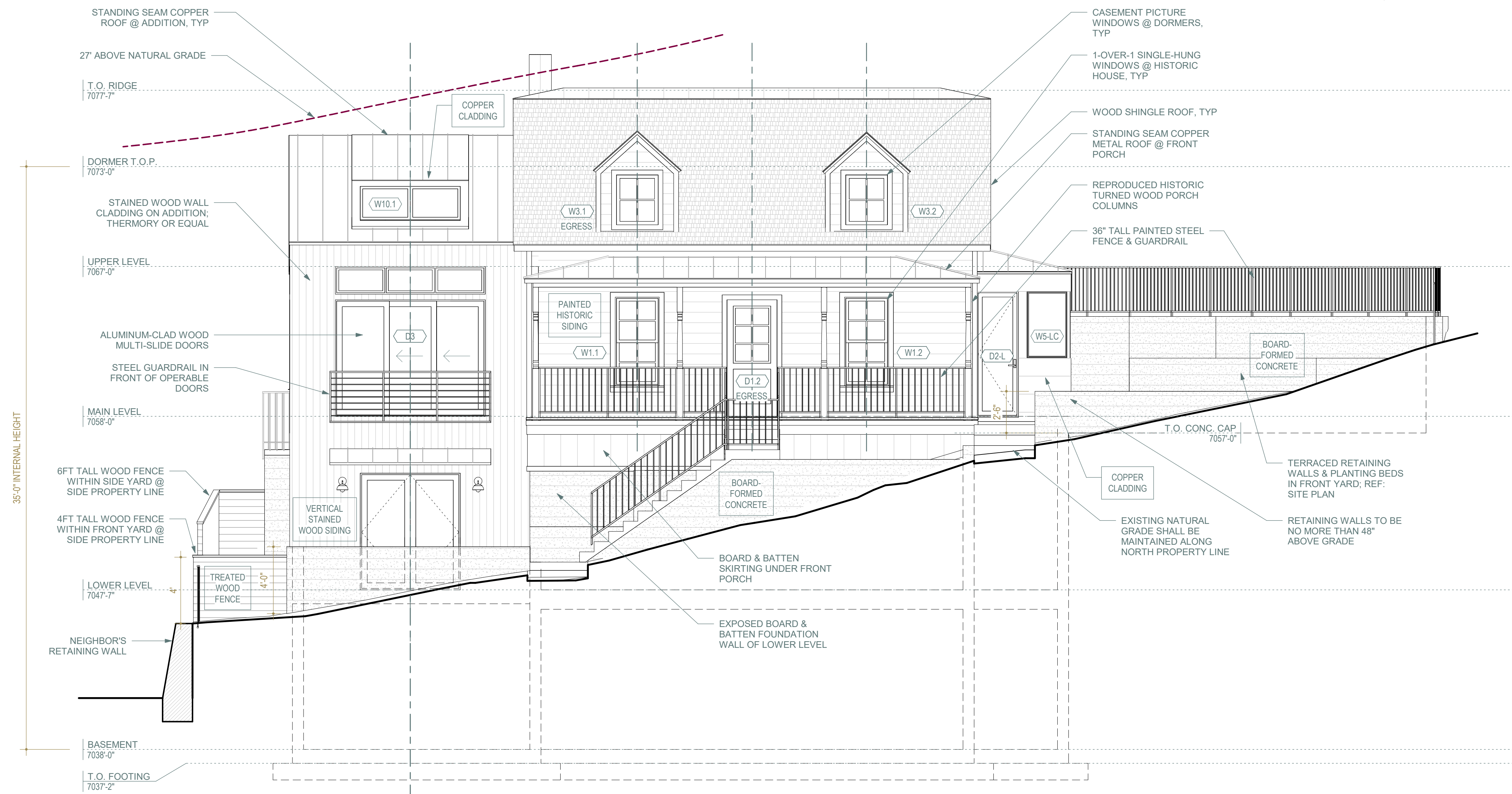
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Page 41 of 68



1 | SOUTH ELEVATION
1/4" = 1'-0"



2 | NORTH ELEVATION
1/4" = 1'-0"

EMPIRE RESIDENCE
RENOVATION & ADDITION

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Addition

Project #2507

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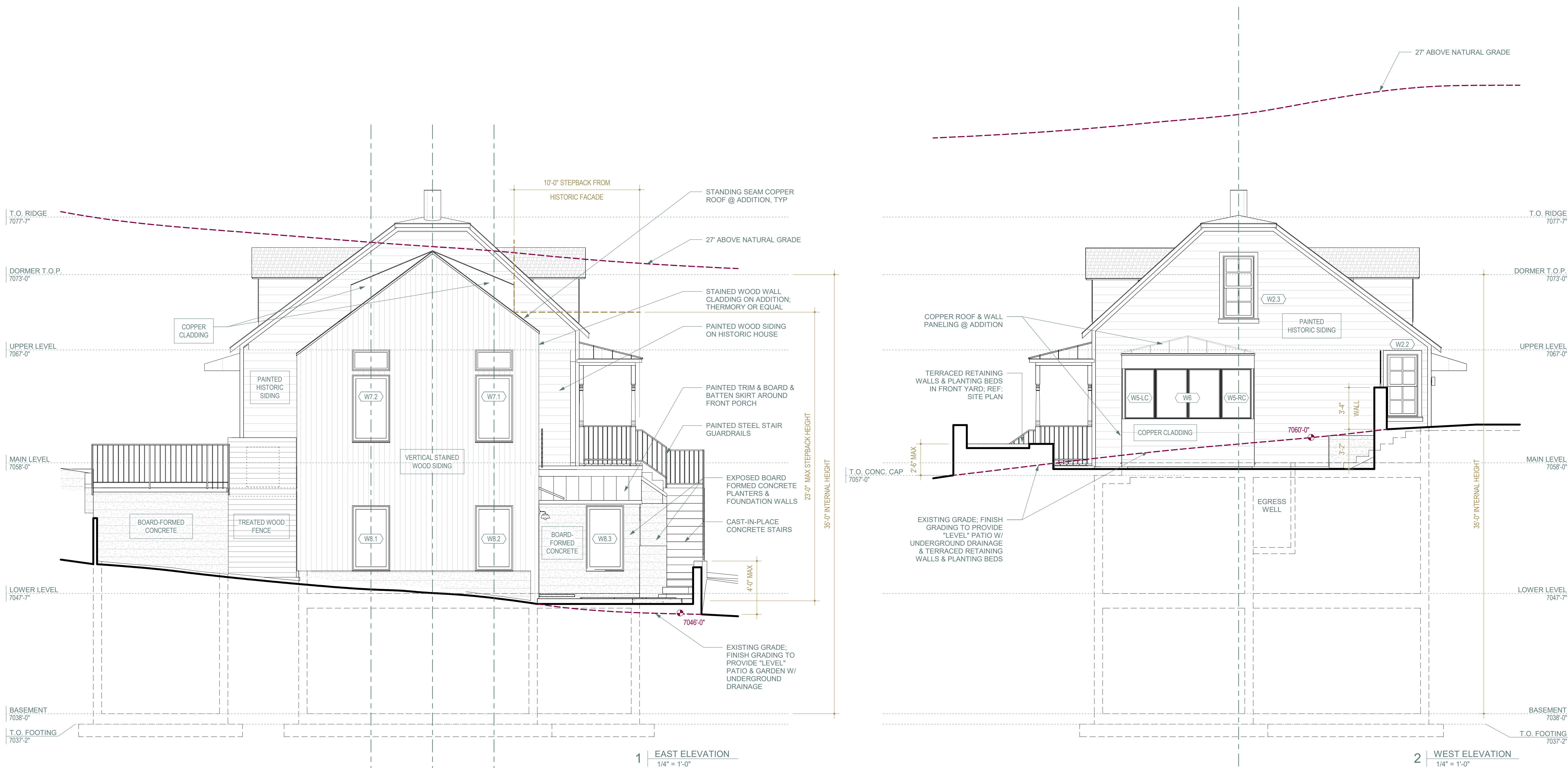
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Clarifications to MR	05/07/2026
Backgrounds for Structural	04/30/2026
Preliminary Pricing	05/11/2026
Clarifications to MR	06/11/2026

ELEVATIONS

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EMPIRE RESIDENCE
RENOVATION & ADDITION

844 Empire Ave
Park City, UT
84060

Block 12, Snyder's
Addition

Project #2507

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ISSUED

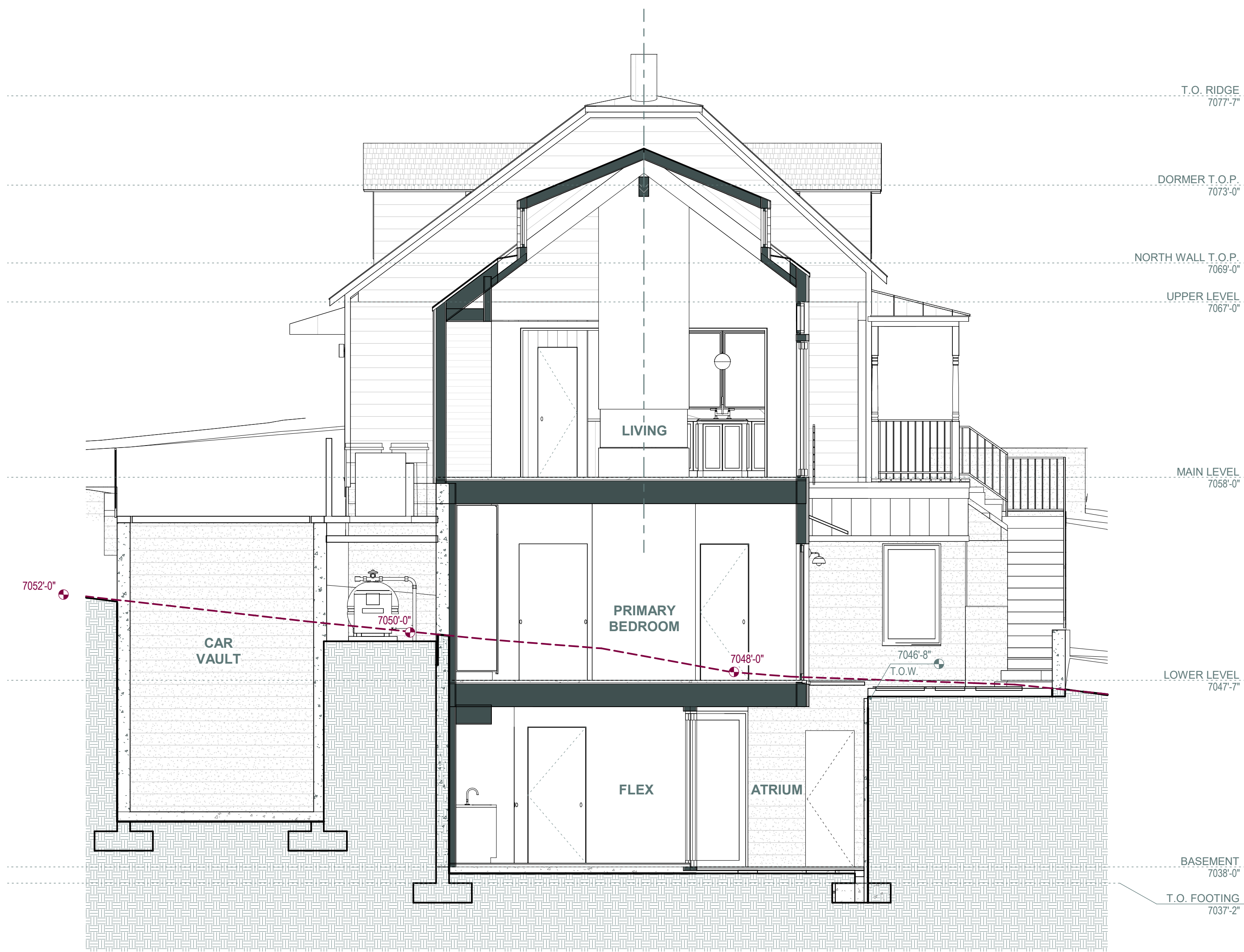
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Backgrounds for Structural	04/03/2026
Preliminary Pricing	05/11/2026
Clarifications to MR	06/11/2026

SECTIONS

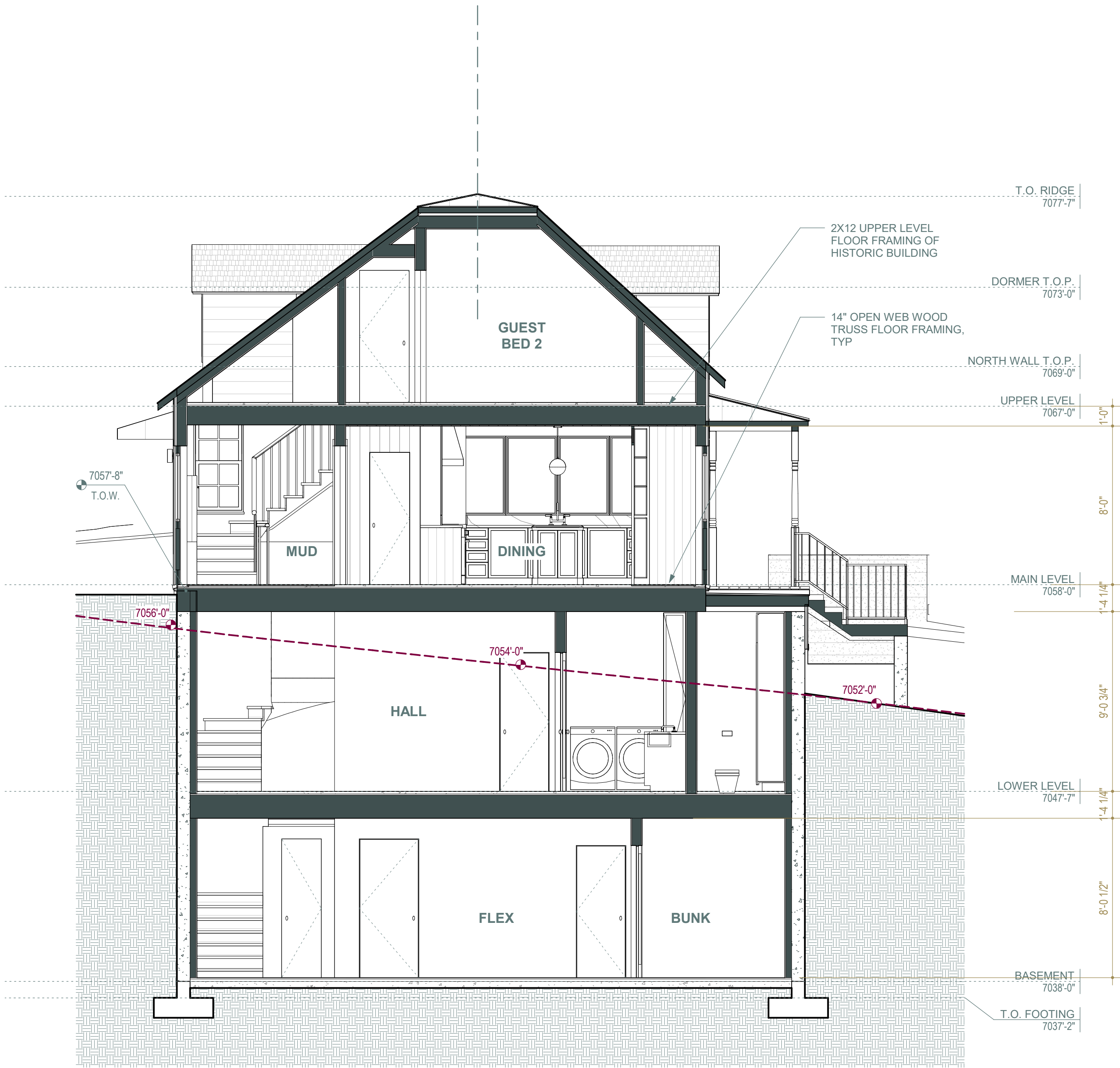
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Page 43 of 68



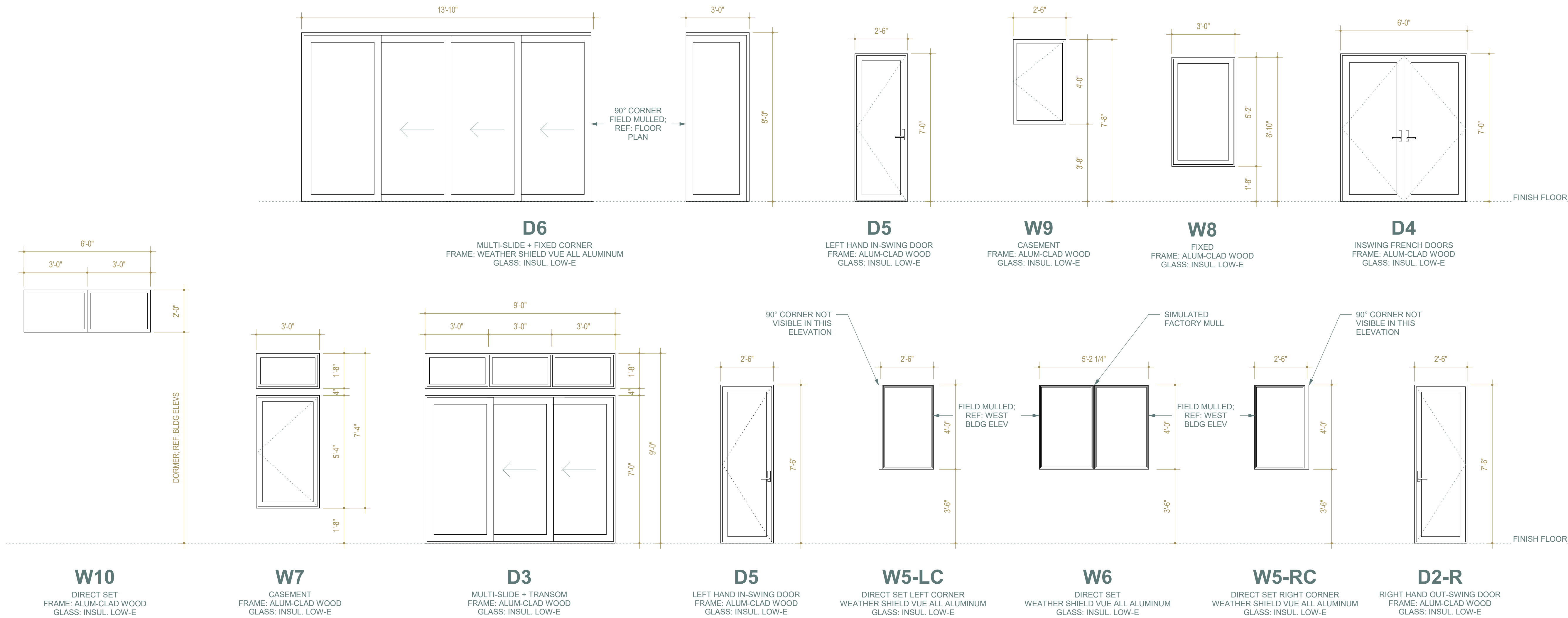
4 | SECTION LKNG WEST THRU ADDITION
1/4" = 1'-0"



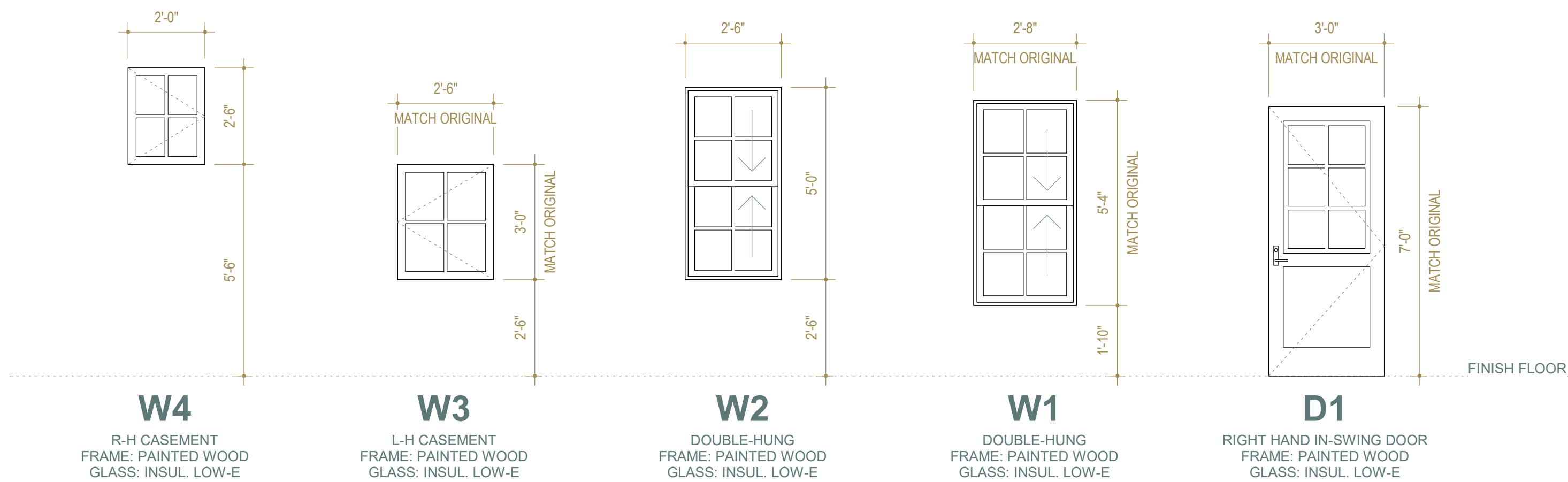
3 | SECTION LKNG WEST THRU HISTORIC BUILDING
1/4" = 1'-0"



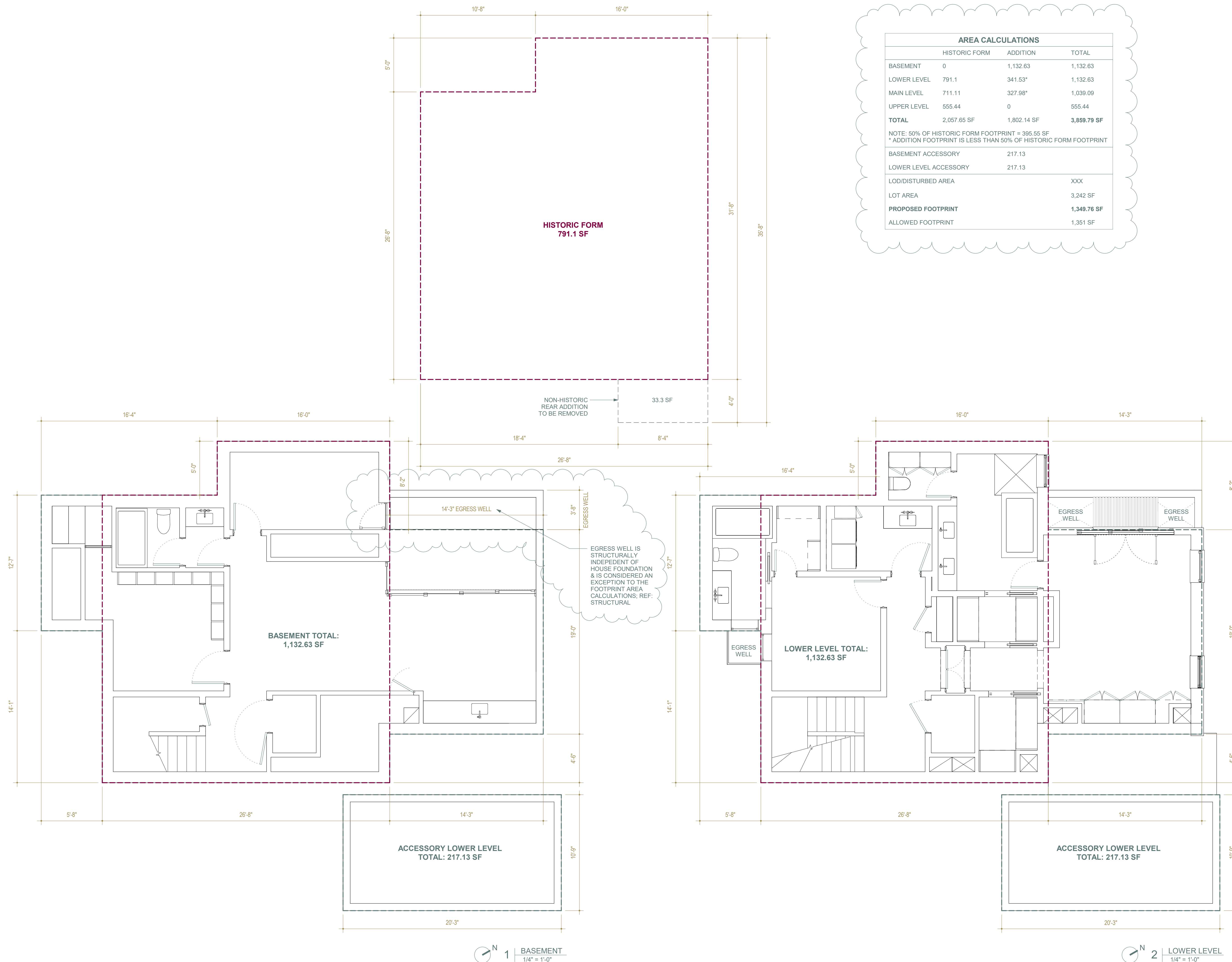
WINDOWS & DOORS ON ADDITION



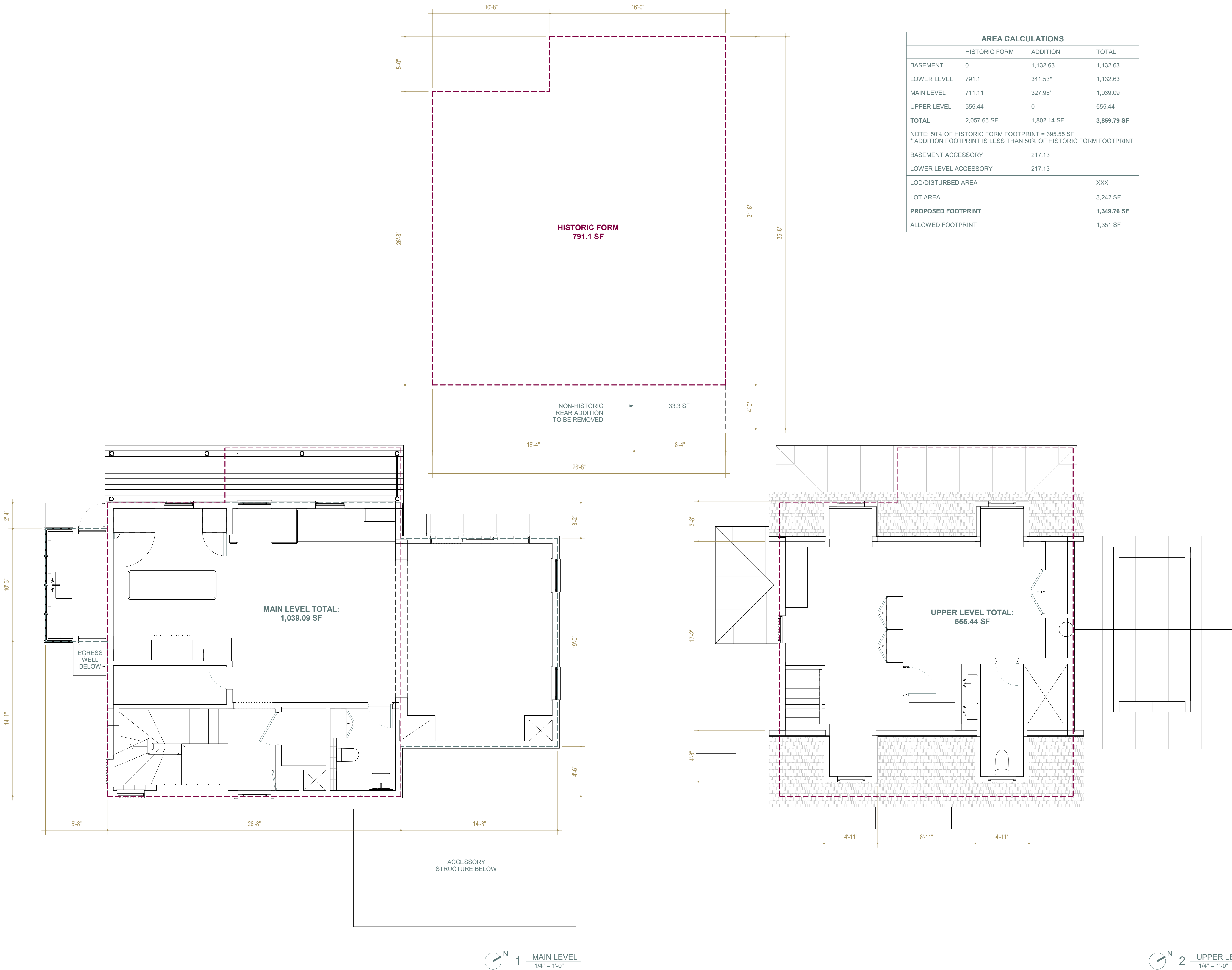
WINDOWS & DOORS ON HISTORIC BUILDING



EX.1



AREA CALCULATIONS			
	HISTORIC FORM	ADDITION	TOTAL
BASEMENT	0	1,132.63	1,132.63
LOWER LEVEL	791.1	341.53*	1,132.63
MAIN LEVEL	711.11	327.98*	1,039.09
UPPER LEVEL	555.44	0	555.44
TOTAL	2,057.65 SF	1,802.14 SF	3,859.79 SF
NOTE: 50% OF HISTORIC FORM FOOTPRINT = 395.55 SF * ADDITION FOOTPRINT IS LESS THAN 50% OF HISTORIC FORM FOOTPRINT			
BASEMENT ACCESSORY	217.13		
LOWER LEVEL ACCESSORY	217.13		
LOD/DISTURBED AREA			XXX
LOT AREA			3,242 SF
PROPOSED FOOTPRINT			1,349.76 SF
ALLOWED FOOTPRINT			1,351 SF



Planning Department Staff Report



Subject: 52 Prospect Avenue
Application: PL-26-06895
Author: Nan Larsen, Senior Planner
Date: July 2, 2026
Type of Item: Administrative Conditional Use Permit

Recommendation

(I) Review the Administrative Conditional Use Permit for a retaining wall greater than six feet in the Side and Rear Setbacks, (II) conduct a public hearing, and (III) consider approving based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the draft Final Action Letter (Exhibit A).

Description

Applicant: Luke Finney

Location: 52 Prospect Avenue

Zoning District: Historic Residential -1

Adjacent Land Uses: Residential

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

ACUP Administrative Conditional Use Permit
HR-1 Historic Residential -1
LMC Land Management Code

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

Summary

52 Prospect Avenue consists of a Single-Family Dwelling (SFD) that fronts on Prospect Avenue. It is listed as a Significant Site on Park City's Historic Sites Inventory, built in 1885.

52 Prospect Avenue was approved for a Subdivision Amendment by the Planning Commission on January 28, 2026. The Amended Plat is presently under review by City and County staff prior to recordation. The subdivision will result in 52 Prospect, part of

¹ [LMC § 15-4-2](#)

the proposed 52 & 60 Prospect Avenue Subdivision as Lot 2, measuring 2,918.03 square feet (Exhibit B).



Figure 1: Vicinity Aerial of 52 Prospect Ave, created by staff.

The Applicant proposes the replacement of two retaining walls greater than six feet in height, located in the required Rear and Side Setback. The retaining walls will be completely on the Applicant's property, the south portion of the first retaining wall encroaching on 60 Prospect, a property owned by the Applicant.

The first retaining wall will measure approximately 38 feet with a maximum exposed height of 9 feet. The second retaining wall will measure approximately 26 feet with a maximum exposed height of 7.5 feet.



Figure 2: Site Plan showing proposed replacement retaining walls, provided by Applicant.

Background

52 Prospect, constructed circa 1885, is a Significant Site in the Historic Residential (HR-1) Zoning District.

On December 12, 2011, a deck encroachment, snowshed encroachment, and retaining wall agreement was recorded against 44 Prospect, in favor of 52 Prospect, for a deck and snowshed encroaching onto 44 Prospect (Summit County Recorder, Entry No. [935756](#)).

On March 23, 2015, an easement agreement was recorded against 52 Prospect, granting access to the Site for the purpose of maintaining improvements towards the rear of the Property (Summit County Recorder Entry No. [1015911](#)).

On July 27, 2015, an amendment to the deck encroachment, snowshed encroachment, and retaining wall agreement was recorded for 52 Prospect (Summit County Recorder Entry No. [01024456](#)).

On January 28, 2026, the Planning Commission approved a Subdivision Amendment for 52 & 60 Prospect Subdivision, creating two new Lots ([Meeting Packet](#), Item 5.C.: [Minutes](#)). The Subdivision Amendment is currently being reviewed by City and County staff.

On June 5, 2026, the Applicant submitted a Historic District Design Review Pre-Application Complete Application for retaining walls on a Significant Historic Site. On June 25, 2026, a waiver letter was issued for the retaining wall material on a Significant Historic Site.

Analysis

See Final Action Letter for Analysis.

Department Review

The Planning Department, Executive Department, and City Attorney's Office 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 June 17, 2026. Staff mailed courtesy notice to adjacent property owners on June 17, 2026. The *Park Record* published courtesy notice on June 17, 2026.²

Public Input

Staff did not receive any public input at the time this report was published.

Alternatives

The Planning Director may:

- Approve the ACUP for a retaining wall greater than six feet in the Rear and Site Setbacks.
- Deny the ACUP and direct staff to make Findings for the denial.
- Request additional information and continue the discussion to a date certain.

Exhibits

A: Draft Final Action Letter

Attachment 1: Approved Plans

B: 52 & 60 Prospect Subdivision Planning Commission Final Action Letter

C: June 25, 2026, Retaining Wall Waiver Letter.

² LMC [§ 15-1-21](#)



Planning Department

July 2, 2026

Luke Finney

NOTICE OF PLANNING DIRECTOR ACTION

Description

Address: 52 Prospect Avenue

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

Application: Administrative Conditional Use

Project Number: PL-26-06895

Action: APPROVED WITH CONDITIONS (See Below)

Date of Final Action: July 2, 2026

Project Summary: The Applicant proposes the replacement of two retaining walls greater than six feet in height, located in the required Rear and Side Setback.

Action Taken

On July 2, 2026, the Planning Director conducted a public hearing and approved the Administrative Conditional Use Permit according to the following findings of fact, conclusions of law, and conditions of approval.

Findings of Fact

1. 52 Prospect Avenue, constructed circa 1885, is a Significant Site on Park City's Historic Sites Inventory in the Historic Residential-1 (HR-1) Zoning District.
2. On December 12, 2011, a deck encroachment, snowshed encroachment, and retaining wall agreement was recorded against 44 Prospect Avenue, in favor of 52 Prospect, for a deck and snowshed encroaching onto 44 Prospect Avenue (Summit County Recorder, Entry No. 935756).
3. On March 23, 2015, an easement agreement was recorded against 52 Prospect Avenue granting access to the Site for the purpose of maintaining improvements towards the rear of the Property (Summit County Recorder Entry No. 1015911).



Planning Department

4. On July 27, 2015, an amendment to the deck encroachment, snowshed encroachment, and retaining wall agreement was recorded for 52 Prospect Avenue (Summit County Recorder Entry No. 010124456).
5. On January 28, 2026, the Planning Commission approved a Subdivision Amendment for 52 & 60 Prospect Subdivision, creating two new Lots.
6. On June 5, 2026, the Applicant submitted a Complete Application for a Historic District Design Review Pre-Application for retaining walls on the Significant Historic Site.
7. On June 25, 2026, a Historic District Design Review waiver letter was issued for the retaining wall material on a Significant Historic Site.
8. The Applicant proposes the replacement of two retaining walls greater than six feet in height, located in the Rear and Side Setback.
9. Retaining wall 1 will be completely on the Applicant's property.
10. Retaining wall 2 will encroach onto 60 Prospect Avenue, a property also owned by the Applicant.
11. Retaining wall 1 will measure approximately 38 feet with a maximum exposed height of 9 feet.
12. Retaining wall 2 will measure approximately 26 feet with a maximum exposed height of 7.5 feet.
13. The proposal complies with the HR-1 Zoning District requirements.
 - a. Retaining walls greater than six feet in height from Final grade within the Rear and/or Side Setback require an Administrative Conditional Use Permit.
 - b. The required Rear Setback is 13 feet from the Rear Property Line.
 - c. The required Side Setback is 10 feet from the Side Property Line.
 - d. The proposed retaining wall is within the 13-foot Rear Setback, along the Rear Property Line.
 - e. The proposed retaining wall is within the 10-foot Side Setback, along the south Side Property Line.
14. LMC 15-1-10(E) outlines Conditional Use Permit criteria:

CUP Review Criteria	Analysis of Proposal
Size and Location of the Site	No Negative Impact: The proposed replacement of retaining wall 1 will span approximately 38 feet in length with a maximum exposed height of 9 feet. This replacement retaining wall will encroach into the neighboring Property a



Planning Department

	few inches; this neighboring Property is also owned by the Applicant. The proposed replacement retaining wall 2 will span approximately 26 feet in length with a maximum exposed height of 7.5 feet. This replacement retaining wall will be located entirely on the 52 Prospect Property.
Traffic considerations including capacity of the existing Streets in the Area	No Negative Impact: The retaining walls will not generate or impact traffic beyond the Use of the Site as an SFD.
Utility capacity, including Storm Water runoff	Mitigating Condition of Approval Recommended: Condition of Approval 3 requires that drainage behind the new retaining walls be maintained such that water drains away from the walls.
Emergency vehicle Access	No Negative Impact: The retaining walls are in the Rear yard and will not impact emergency vehicle access to the property.
Location and amount of off-street parking	No Negative Impact: The replacement retaining walls will be in the rear of the Single-Family Dwelling (SFD). Off-Street parking will not be altered.
Internal vehicular and pedestrian circulation system	No Negative Impact: The retaining walls are proposed in the Rear and Side Setback and will not alter internal vehicular and pedestrian circulation of the Site.
Fencing, Screening, and landscaping to separate the Use from adjoining Uses.	No Negative Impact: The replacement retaining walls will be constructed near the Rear and Side Property Line and will not be visible from the Public Street. The retaining walls will replace existing failing retaining walls in approximately the same location and will not significantly alter the Existing Grade on the site.
Building mass, bulk, and orientation, and the location of Buildings on the Site; including orientation to Buildings on adjoining Lots	No Negative Impact: The proposed replacement retaining walls will measure approximately 38 feet and 26 feet in length. The maximum exposed height of the walls is 9 feet, with board-formed concrete. The massing and location of the retaining walls are not visible from any Public Street. The retaining walls are proposed to replace existing retaining



Planning Department

	walls that are presently failing on the Site. Limited alteration of the Existing Grade is proposed.
Usable Open Space	No Negative Impact: The proposed retaining walls will not impact usable Open Space at the property.
Signs and lighting	No Negative Impact: No signs or exterior lighting are proposed as a part of this ACUP Application.
Physical design and Compatibility with surrounding Structures in mass, scale, style, design, and architectural detailing	No Negative Impact: The proposed retaining walls will consist of board-formed concrete 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 Negative Impact: The proposed retaining walls 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 Negative Impact: No changes are proposed that will affect 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 Negative Impact: 52 Prospect Avenue is a privately owned Property.
Within and adjoining the Site, environmentally Sensitive Lands, Physical Mine Hazards, historic Mine waste and Park City Soils ordinance, Steep Slopes, and	No Negative Impact: The Site is not within the Sensitive Land Overlay and is outside the Park City Soils Ordinance boundary. No modifications are proposed to Steep Slope areas; the replacement retaining walls are not proposed to modify Existing Grade.



Planning Department

appropriateness of the proposed Structure to the existing topography of the Site	
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 Negative Impact: The 2025 General Plan recommends maintaining and protecting 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.
Radon mitigation; the Planning Director or Planning Commission shall require residential Conditional Uses to include the installation of a basic radon remediation system that allows for the installation of a radon remediation air handler if or when radon mitigation is required for the space in accordance with residential building codes.	Not Applicable: Construction or Modification to the SFD is not proposed.

15. The Development Review Committee reviewed the proposal on May 16, 2026, and confirmed the proposal complies with the required standards.

16. Staff published notice on the City's website and the Utah Public Notice website and posted notice to the property on June 18, 2026.

17. Staff mailed courtesy notice to adjacent property owners on June 17, 2026.

Conclusions of Law

1. The retaining walls, as conditioned, comply with LMC Chapter 15-2.2 *Historic Residential -1 District* and LMC Section 15-1-10(E) *Conditional Use Review Process*.
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.



Planning Department

Conditions of Approval

1. Final building plans and construction details shall reflect substantial compliance with the plans approved July 2, 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 stormwater runoff drains away from the wall to abate retaining wall failure.
4. Retaining walls will be located entirely within the Applicant's Property.
5. The retaining walls will be constructed of board-formed concrete, in compliance with the Historic District Design Review waiver letter issued June 25, 2026.

This Final Action may be appealed pursuant to LMC [§ 15-1-18](#). If you have questions or concerns regarding this Final Action Letter, please call (435) 640-0558 or email nannette.larsen@parkcity.gov.

Sincerely,

Rebecca Ward
Planning Director

CC: Nan Larsen

Attachment 1: Approved Plans



PLAN VIEW (CONCRETE WALLS)

REFERENCE IMAGE AND CONTOUR DATA FROM IGES LIDAR SURVEY

0 2 4 6 10 20

SCALE: 1" = 10'

1	REVISED TO CONCRETE WALLS AND ROCKERIES	6-2-2026	POL	KAH
REV	REVISION DESCRIPTION	DATE	BY	CHK
REVISIONS				



12429 SOUTH 300 EAST
DRAPER, UTAH 84020
(801) 748-4044

RETAINING WALLS
FINNEY RESIDENCE
52 PROSPECT AVENUE
PARK CITY, UTAH

PLAN VIEW (CONCRETE WALLS)

DESIGNED BY: POL	8-15-2025	PLOT SCALE	1"=1'
DRAWN BY: POL	8-15-2025	DWG SCALE	1"=10'
CHECKED BY: BMJ	8-15-2025		
APPROVED BY: BMJ	8-15-2025		
IGES PROJECT NO:	05070-001	SHEET NO:	2
		REV	1





Planning Department

January 28, 2026

Alliance Engineering
Attn: Megan Blosser

CC: Luke Finney

NOTICE OF PLANNING COMMISSION ACTION

Description

Address: 52 and 60 Prospect Avenue

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

Application: Plat Amendment

Project Number: PL-25-06778

Action: APPROVED WITH CONDITIONS (See Below)

Date of Final Action: January 28, 2026

Project Summary: The Applicant proposes the 52 and 60 Prospect Plat Amendment to create two Lots from three Old Town Lots for two Significant Historic Sites.

Action Taken

On January 28, 2026, the Planning Commission conducted a public hearing and approved the 52 and 60 Prospect Plat Amendment according to the following findings of fact, conclusions of law, and conditions of approval:

Findings of Fact

1. 52 & 60 Prospect consist of two Single-Family Dwellings (SFD) that front Prospect Avenue.
2. Both 52 and 60 Prospect Avenue are listed as Significant Sites on Park City's Historic Sites Inventory.
3. 52 Prospect, built in 1885, and 60 Prospect, built in 1895, straddle across Lots 5, 6, and 7 of Block 18 in Park City Survey.
4. The Applicant proposes combining the three Old Town Lots to create two Lots – one for each Significant Historic Site, resulting in two Lots measuring 2,918.03 square feet and 3,052.48 square feet.



Planning Department

5. The proposed Plat Amendment complies with the Historic Residential regulations outlined in Land Management Code Chapter 15-2.2.

Requirement	Analysis of Proposal
Use: SFD are permitted	Complies: Both 52 and 60 Prospect are SFDs, which is an Allowed Use in the District.
Minimum Lot Area – 1,875 square feet	Complies: Both 52 and 60 Prospect have Lot Areas greater than the minimum, at 2,918.03 and 3,052.49 respectively.
Maximum Lot Area – 3,750 square feet	Complies: 52 and 60 Prospect are not proposed to exceed the Maximum Lot Area. 52 Prospect is 2,918 square feet; 60 Prospect is 3,052 square feet.
Minimum Lot Width – 25 feet, measured 15 feet back from the Front Lot Line.	Complies: 52 Prospect Lot Width measures 41 feet, measured 15 feet back from the Front Lot Line and is compliant. 60 Prospect Lot Width measures 34 feet, measured 15 feet back from the Front Lot Line and is compliant.
Maximum Building Footprint - 52 Prospect = $(2,918.03/2) \times 0.9$ 2,918/1,875 60 Prospect = $(3,052.48/2) \times 0.9$ 3,052.48/1,875	Complies: The Maximum Building Footprint allowed on the proposed 52 Prospect Lot is 1,237.86 square feet. The existing Historic Structure on this Site has a Building Footprint of approximately 728 square feet. The Maximum Building Footprint allowed on the proposed 60 Prospect Lot is 1,279.99 square feet. The existing Structure in the Site includes a Building Footprint of approximately 718 square feet.
Front and Rear Setbacks for Lots 75 feet to 100 feet are 12 feet and 13 feet.	Complies, existing valid non-complying Structure: 52 Prospect was built in 1885 and is a valid Non-Complying Structure in the HR-1 Zoning District. The Front Setback is approximately 6.5 feet;



Planning Department

	the Rear Setback is approximately 37 feet. Pursuant to LMC § 15-2.2-4 Historic Buildings that do not comply with Building Setbacks are valid Non-Complying Structures. Complies: 60 Prospect has a Front Setback of approximately 18 feet and a Rear Setback of approximately 28 feet. The proposed Plat Amendment will not alter the existing Front or Rear Setbacks.
Side Setbacks for Lots up to 50 feet in width 5 feet each side.	Complies, existing valid non-complying Structure: Currently, the shared Property line of Lots 5 and 6 runs through the existing Structures at 52 Prospect and 60 Prospect. Additionally, a portion of the Structure located at 52 Prospect encroaches on a remanent Parcel along the north Property Line. The reconfiguration of the Lots will result in Structures and Lots with an increased degree of compliance with the LMC, but will remain valid non-complying regarding the required Side Setbacks in the HR-1 District pursuant to LMC § 15-2.2-4. 52 Prospect proposed Side Setbacks are 0 feet to the south and less than 1 foot to the north. The proposed Plat Amendment will decrease the degree of non-compliance from the south and north Side Setbacks. 60 Prospect proposed Side Setbacks are approximately 9 feet to the south and 1 foot to the north. The proposed Plat Amendment will decrease the degree of non-compliance from the north Side Setback, while the south Side Setback will remain the same.



Planning Department

6. The proposed Plat Amendment complies with LMC Chapter 15-3, Off-Street Parking requirements.

Requirement	Analysis of Proposal
Single Family Dwelling: 2 spaces per Dwelling Unit	Complies, existing valid non-conforming Use: No Off-Street parking stalls exist on either site. Pursuant to LMC § 15-2.2-4 Historic Buildings that do not comply with Off-Street park requirements are valid Non-Complying Structures.

7. The proposed Plat Amendment complies with LMC § 15-7.1-3(B), Classification of Subdivision, Plat Amendment.

Requirement	Analysis of Proposal
Plat Amendments require a finding of Good Cause.	Complies: LMC § 15-15-1 defines Good Cause as, "providing positive benefits and mitigating negative impacts, determined on a case by case basis to include such things as: providing public amenities and benefits, resolving existing issues and non-conformities, addressing issues related to density, promoting excellent and sustainable design, utilizing best planning and design practices, preserving the character of the neighborhood and of Park City, and furthering the health, safety, and welfare of the Park City Community." There is Good Cause for the proposed Plat Amendment as the proposed Amendment decreases the degree of non-compliance to the LMC by reconfiguring the Lots to remove the Lot lines that run through existing Non-Complying Significant Historic Structures and creates two separate Lots for



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	Significant Historic Sites designated on Park City's Historic Sites Inventory.
Plat Amendments require a finding that no Public Street, Right-of-Way, or Easement has been vacated or amended.	Complies: The proposed 52/60 Prospect Avenue Plat Amendment will not alter or vacate a Public Street, Right-of-Way or easement.

Conclusions of Law

1. There is Good Cause for this Plat Amendment
2. The Plat Amendment is consistent with Land Management Code Chapter 15-2.2 *Historic Residential 1 District*, Chapter 15-3 *Off-Street Parking*, and § 15-7.1-3(B) and § 15-7.1-6 *Subdivision Procedures*.
3. No Public Street, Right-of-Way, or Easement has been vacated or amended.

Conditions of Approval

1. Prior to finalizing the plat for recordation with Summit County:
 - a. Include easements of record on the Amended Plat.
 - b. On the north side of Lot 2 include a light-weight line where the north line of the original Lot 5, add text "lot line reviewed via this plat amendment."
 - c. Replace text "old lot line" with "lot lines removed via this plat amendment."
2. Dedication of a non-exclusive 10-foot public snow storage easement along the Lot Frontages shall be shown on the plat.
3. The City Planner, City Attorney, and City Engineer will review and approve the final form and content of the plat for compliance with State law, the Land Management Code, and the Conditions of Approval.
4. The Applicant shall record the plat at the County within one year from the date of Planning Commission approval. If recordation is not complete within one year, the approval 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.

This Final Action may be appealed pursuant to LMC [§ 15-1-18](#). If you have questions or concerns regarding this Final Action Letter, please call (435)640-0558 or email nannette.larsen@parkcity.gov.



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Sincerely,

A handwritten signature in blue ink, appearing to read "Christin Van Dike", written over a horizontal line.

Christin Van Dike, Planning Commission Chair

CC: Nan Larsen, Senior Planner



Planning Department

June 29, 2026

Luke Finney

HISTORIC DISTRICT DESIGN REVIEW WAIVER LETTER

Description

Address:	52 Prospect Avenue
Zoning District:	Historic Residential -1
Application:	Historic District Design Review Pre-Application
Project Number:	PL-26-06894
Proposed Work:	The Applicant proposes constructing two retaining walls that exceed six feet in height from Final Grade in the Rear and Side Setback.

On June 15, 2026, the Planning Director determined the project is minor construction having little or no negative impact on the historic character of the surrounding neighborhood or the Historic District. Pursuant to Land Management Code (LMC) § 15-11-12(A)(3), the project is not required to complete the full Historic District Design Review (HDDR) process.

Analysis

52 Prospect is a Significant Historic Site in the Historic Residential -1 (HR-1) Zoning District.



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Figure 1: 52 Prospect Avenue on an excerpt from Nearmap, highlighted in yellow.

A. Retaining Walls -

- I. LMC § 15-13-2 outlines requirements for retaining walls for Historic Residential Sites.
 - a. To abate retaining wall failure, improve drainage behind retaining walls to water drains away from the walls. Stormwater drainage is required to direct Stormwater away from the retaining walls.
 - b. New retaining walls should be consistent with historic retaining walls in design, material, scale of materials, as well as size and mass of the wall. The replacement retaining walls will be board-formed concrete in the approximate location and mass as the existing retaining walls.
- II. LMC § 15-2.2-3 outlines Lot and Site requirements for Historic Residential -1 Zoning District.
 - a. The minimum Rear Setback is 13 feet from the Rear Property Line. The maximum retaining wall height in the Rear Setback is six feet



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- unless an Administrative Conditional Use Permit is reviewed and approved pursuant to LMC § 15-4-2.
- b. The minimum Side Setback is 10 feet from the Side Property Line. The maximum retaining wall height in the Side Setback is six feet unless an Administrative Conditional Use Permit is reviewed and approved pursuant to LMC § 15-4-2.
- III. On June 5, 2026, the Applicant submitted a Complete Administrative Conditional Use Permit application, scheduled for Final Action on July 2, 2026.

Conditions of Approval

1. The proposed work requires a Building Permit.
2. The Administrative Conditional Use Permit approval is required prior to submitting a Building Permit.
3. The proposed work requires a Final Inspection by both the Building and Planning Departments.
4. Modifications to the project require a modification application submittal to the Planning Department, payment of the application fee, review for compliance with required standards, and Planning and Building Department approval.
5. This HDDR Waiver Letter and approval shall expire one year following the date of this letter at 5:00 PM (MT). The Applicant shall obtain a Building Permit for the proposed work prior to that date. If a Building Permit for the proposed work is not approved before that date, this Waiver Letter shall be voided, and the Applicant will be required to submit a new HDDR application to pursue the proposed work.
6. The retaining walls shall be constructed of simply designed board-formed concrete.

If you have questions or concerns regarding this HDDR Waiver Letter, please call 385-640-0558 or email nannette.larsen@parkcity.gov

Sincerely,

Signed by:

Rebecca Ward

Rebecca Ward,
Planning Director

Attachment 1 – Approved Plan