



**PARK CITY MUNICIPAL CORPORATION  
HISTORIC PRESERVATION BOARD MEETING  
MARSAC MUNICIPAL BUILDING  
COUNCIL CHAMBERS  
445 MARSAC AVENUE  
PARK CITY, SUMMIT COUNTY, UTAH  
MINUTES OF JULY 1, 2026**

**BOARD MEMBERS IN ATTENDANCE:** Lola Beatlebrox – Chair, Puggy Holmgren, Douglas Stephens, John Hutchings, Randy Scott (via Zoom)

**EX OFFICIO MEMBERS:** Rebecca Ward, Planning Director; Alec Barton, Senior Planner; Meredith Covey, Planner II; Lillian Zollinger, Planner III; Elissa Martin, Project Planning Manager; Mark Harrington, Senior City Attorney

**1. CALL TO ORDER**

Chair Lola Beatlebrox called the meeting to order at approximately 5:00 p.m.

**2. ROLL CALL**

Chair Beatlebrox conducted a roll call of the Board Members present. It was noted that Board Member Scott was attending virtually.

**3. MINUTES APPROVAL**

**A. Consideration to Approve the Historic Preservation Board Meeting Minutes from June 3, 2026.**

**MOTION:** Board Member Holmgren moved to APPROVE the Historic Preservation Board Meeting Minutes from June 3, 2026. Board Member Stephens seconded the motion.

**VOTE:** The motion passed with the unanimous consent of the Board.

**4. STAFF AND BOARD COMMUNICATIONS AND DISCLOSURES**

There were no Staff or Board communications or disclosures.

**5. PUBLIC COMMUNICATIONS**

There were no public communications.

**6. WORK SESSION**

**A. Land Management Code Amendments – Swimming Pools and Hot Tubs – The Historic Preservation Board Will Review and Provide Input on Proposed Updates to the Land Management Code to Define and Regulate Swimming Pools and Hot Tubs in Historic Districts. PL-26-06833.**

Senior Planner, Alec Barton, reported on the proposed updates to Park City Land Management Code (“LMC”). The amendments were reviewed by the Planning Commission at its March 11, 2026, Work Session, and at that time the Commission recommended that Staff return with a draft ordinance for potential recommendation to the City Council. Public open houses were then held in May and June to receive community feedback.

Staff was currently guided by an interim internal policy regarding swimming pools and hot tubs as they were not defined in LMC and there was no specific criteria for Conditional Use Permit (“CUP”) review. The proposed updates would establish a size limitation for hot tubs based on typical prefabricated sizes from leading manufacturers, and pool size would be based on lot size. Screening requirements would also be imposed.

The updates were necessitated by recent the General Plan update, which states that Park City will:

- Maintain its small-town feel and mountain community character.
- Protect, preserve, enhance, and celebrate the historic character of the community.

“Swimming Pool” would be defined as:

*A permanent or semi-permanent outdoor structure associated with a Single-Family Dwelling intended for recreational swimming or wading containing water with a depth of 18 inches or more and not exceeding a surface area of 800 square feet or 10 percent of the Lot area, whichever is less.*

Planner Barton displayed samples of three typical Old Town lots and their associated maximum swimming pool size.

“Hot Tub” would be defined as:

*An outdoor accessory structure associated with a Single-Family Dwelling, a Duplex Dwelling, a Triplex Dwelling, or a condominium unit containing water with a depth of 18 inches or more and a surface area of 72 square feet or less.*

Planner Barton reported that the above definition was drafted after review of small, medium, and large hot tub sizes from leading manufacturers and would allow for the largest typical prefabricated hot tub without a CUP.

Components to be reviewed with the proposed update included:

- Noise and nightly rentals
- Drainage requirements
  - Staff will coordinate with the Snyderville Basin Water Reclamation District to develop appropriate policies.
- Screening requirements in Historic Districts
  - Current code clearly stated that mechanical equipment must be screened but did not indicate whether hot tubs would also need to be screened.

Planner Barton asked the Historic Preservation Board to consider whether the proposed size limitations for hot tubs and swimming pools were appropriate to protect neighborhood

character in Old Town, as well as if LMC should be updated to include specific screening criteria for hot tubs in Historic Districts.

In response to a question raised by Board Member Stephens, Planner Barton reported that the Planning Commission was initially interested in having clear criteria. Current policy determined when a swimming pool or hot tub must go before the Planning Commission for a CUP, but it was not outlined in City Code. The goal was to establish clear criteria for when those features require a CUP and when a Building Permit is sufficient. Board Member Stephens asked how the process would change and whether additional steps would be necessary. Planner Barton confirmed that only a Building Permit would be required, and the language would provide additional clarity regarding what qualifies as a hot tub.

Board Member Stephens asked why hot tub size was limited, as size would already be limited by setbacks. Planner Barton explained that Staff reviewed definitions from other communities, including mountain resort communities, as well as typical hot tub sizes, and determined that 72 square feet was appropriate based on the largest prefabricated hot tub typically available. Board Member Stephens asked if custom, below-grade hot tubs or swim spas would be subject to the same definition.

Chair Beatlebrox asked if an exercise pool intended for laps in place would be considered a pool or hot tub. Planner Barton reported that there may be an opportunity to clarify the difference in the proposed definitions. The intent was to select a number that would accommodate most prefabricated hot tubs while also establishing appropriate size limitations.

Chair Beatlebrox stated that screening is of primary importance in Old Town to ensure that the hot tub does not interrupt the view of Historic homes. Board Member Holmgren agreed that screening should be required to ensure that it cannot be seen from the road. Board Member Hutchings stated that a house on Woodside Avenue has a large hot tub that is screened but still visible from the street. Chair Beatlebrox indicated that standards should be set regarding material, height, width, etc. Whether shrubbery, fencing, or both was required should also be discussed. The standards would only apply to hot tubs that are visible from the primary façade.

Board Member Scott remarked that some homes have two primary facades. He believed it was important to specify screening requirements but was not concerned about size. Board Member Stephens noted that size limitations would likely be self-imposed. The proposal would base swimming pool size on lot size, and he was unsure why the size of a backyard hot tub should be regulated.

In response to a question raised by Board Member Hutchings, Planner Barton reported that the primary reason to differentiate between a hot tub and pool was to clarify that hot tubs do not require a CUP. Board Member Stephens added that a hot tub is personal property. A building permit is required due to the electrical connections, but the hot tub just sits on the ground. A swimming pool becomes real property because it is a permanent feature. Board Member Scott indicated that there are also additional safety issues associated with pools.

Board Member Hutchings asked if noise could be considered within the Board's purview to maintain the character of Old Town. Planning Manager, Rebecca Ward, reported that the existing noise ordinance was applicable to hot tubs, but a potential criterion for the Nightly Rental Business License Code would be to put guests on notice of its requirements. Board Member Hutchings clarified that his question was in regard to noise from the actual hot tub, not people using it. Director Ward explained that noise restrictions for mechanical equipment were already in place, and both hot tubs and pools were required to comply.

In response to a question from Chair Beatlebrox, Planner Barton reported that he did not have information on the number of existing pools and hot tubs in Old Town but could work with the Building Department to obtain that information. Chair Beatlebrox indicated that the data would be helpful, as well as information on any complaints associated with them.

## 7. **REGULAR AGENDA**

### A. **60 Prospect Avenue – Material Deconstruction – The Applicant Requests Historic Preservation Board Approval for Material Deconstruction of 158 Square Feet of the Rear Facade Siding and One Rear Window of the Significant Historic Structure to Accommodate a Rear Addition in the Historic Residential-1 Zoning District. PL-26-06837.**

Project Planning Manager, Elissa Martin, presented the Staff Report. The Significant Historic Site at 60 Prospect Avenue is in the Historic Residential-1 ("HR-1") Zoning District. The lot is 3,052 square feet and was created with the 52/60 Prospect Avenue Plat Amendment approved by the Planning Commission on January 28, 2026.

The historic cross-wing type home was constructed circa 1895 during the Mature Mining Era and had undergone several modifications, including:

- The front porch was enclosed and roof form modified.
- The gable roof was brought forward to match the wall plane of the enclosed porch.
- New window openings were installed in the front and rear of the cross-wing gable roof.
- The primary entrance was relocated, and a porch shed roof was added.

The Applicant proposed the following:

- Remove of 158 square feet of rear façade material, including siding and rear window, to accommodate a two-story rear addition.
- Restore exterior siding.
- Remove two rear façade door openings.
- Repair and replace windows.
- Repair existing rear deck and non-Historic front porch and porch shed roof.

Because the proposed rear addition footprint was over 50% of the footprint of the Historic Structure, a transitional element was required. The Applicant's proposed transitional element complied with the dimensional requirements outlined in LMC § 15-13-2(4)(b) *Transitional Elements*.

The proposed modifications complied with LMC § 15-13-2(B)(2) *Specific Regulations for Historic Residential Sites, Primary Structures*, which requires primary and secondary facade components such as the window and door configuration to be maintained in their original location. The doors proposed for removal were on the rear façade.

As conditioned, the proposed Material Deconstruction and rehabilitation of the Historic Structure met all requirements outlined in LMC § 15-11-9 *Preservation Policy*.

- The required Historic Preservation Plan was submitted and approved by the Chief Building Official.
- A Financial Guarantee was required prior to issuance of a Building Permit.
- The Applicant was scheduled for Historic District Design Review (“HDDR”) at the July 16, 2026, Planning Commission meeting.

Staff recommended that the Historic Preservation Board review the proposed Material Deconstruction, conduct a public hearing, and consider approval based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the draft Final Action Letter.

Chair Beatlebrox opened the public hearing. There were no comments. The public hearing was closed.

**MOTION:** Board Member Stephens moved to APPROVE the 60 Prospect Avenue Material Deconstruction based on the following:

**Background:**

1. The property is a Significant Historic Site in the Historic Residential - 1 (HR-1) Zoning District and the original Structure was constructed c. 1895 during the Mature Mining Era.
2. According to the Historic Sites Form, past Historic Design Review approvals and building permits, the Historic Structure has undergone several modifications.
3. 60 Prospect is Lot 1 of the 52/60 Prospect Avenue Plat, approved by the Planning Commission on January 28, 2026 (PL-25-06778).

**Findings of Fact:**

1. On February 24, 2026, the Applicant submitted a full Historic District Design Review (HDDR) application and Physical Conditions and Historic Preservation Plan to remove 158 square feet of rear façade siding and a rear window of Significant Historic Structure to accommodate a rear addition; the proposal includes modifications and restoration work to the Historic Structure.
2. On March 17, 2026, Planning staff deemed the Application complete.
3. The proposal to remove 158 square feet of the rear façade materials, to accommodate a two-story rear addition of the Significant Historic Structure requires Historic Preservation Board review for Material Deconstruction,

pursuant to Land Management Code (LMC) § 15-11-12.5 and the proposed rear addition must comply with LMC Chapter 15-13 *Regulations for Historic Districts and Sites*.

4. Pursuant LMC § 15-11-9 *Preservation Policy*, the following is required for the proposed Material Deconstruction and modifications of the Significant Historic Structure:
  - a. Historic Preservation Plan – complies: the Applicant submitted a Historic Preservation Plan on February 24, 2026, outlining the proposed work to the Historic Structure.
  - b. Financial Guarantee – see Condition of Approval 9.
  - c. Historic District Design Review approval – see Condition of Approval 8.

**Conclusions of Law:**

1. The proposal, as conditioned, complies with LMC § 15-11-12.5 *Material Deconstruction*.
2. The proposal, as conditioned, complies with LMC Chapter 15-13-2 *Regulations For Historic Residential Sites*.

**Conditions of Approval:**

1. Final building plans and construction details shall reflect substantial compliance with the plans reviewed July 1, 2026, by the Historic Preservation Board, pending design modifications conditioned, and as required for this approval. Any changes, modifications, or deviations from the approved design that have not been approved in advance by the Planning and Building Departments may result in a stop work order.
2. If the Applicant does not obtain a building permit within one year of the date of this approval, this approval will expire unless the Applicant submits a written extension request to the Planning Department prior to the expiration date and the Planning Director approves an extension.
3. The Applicant is responsible for notifying the Planning Department prior to making any changes to the approved plans.
4. Any changes, modifications, or deviations from the approved scope of work, shall be submitted in writing for review and approval/denial in accordance with the applicable standards prior to construction.
5. The replacement windows on the Historic Structure shall be wood. Windows on the addition shall be wood or aluminum clad wood.
6. All work to the Historic Structure shall comply with LMC § 15-13-2(B)(2)(a) Exterior Walls:

- a. Preserve and maintain historic exterior materials including wood siding (drop siding, clapboard, board and batten), frieze boards, cornices, moldings, shingles, etc., as well as stone and masonry. Repair deteriorated or damaged historic exterior materials using recognized preservation methods appropriate to the specific material.
  - b. When disassembly of a historic element—window, molding, bracket, etc. is necessary for its restoration, recognized preservation procedures and methods for removal, documentation, repair, and reassembly shall be used
  - c. When historic exterior materials cannot be repaired, they shall be replaced with materials that match the historic in all respects: scale, dimension, profile, material, texture, and finish. The replacement of existing historic material is allowed only when it can be shown that the historic material is no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition.
7. If, after Structural Engineer evaluation, the foundation is found to be unstable or in disrepair and requires major restoration or replacement, a modification application for proposed the foundation work will be required to be submitted and approved according to the requirements of LMC Chapters 15-11 and 15-13.
8. Prior to submitting a building permit for any Material Deconstruction, Planning staff shall review the proposed plans for compliance with Chapter 15-13 *Regulations For Historic Districts and Historic Sites* and the Applicant shall obtain HDDR approval.
9. Pursuant to LMC § 15-11-9, a Financial Guarantee is required prior to the submittal of a building permit. The Chief Building Official will determine the dollar amount for the Financial Guarantee, and the Applicant will be required to record an encumbrance agreement, or other instrument in a form acceptable to the City Attorney, with the Summit County Recorder's Office.

Board Member Holmgren seconded the motion.

**VOTE:** The motion passed with the unanimous consent of the Board.

- B. 1060 Woodside Avenue – Material Deconstruction – The Applicant Requests Historic Preservation Board Approval for Material Deconstruction of 61 square feet of Historic Material at a Landmark Historic Structure in the Historic Residential - 1 Zoning District. PL-25-06673.**

Planner II, Meredith Covey, presented the Staff Report for the Material Deconstruction and request to lift the Historic Structure. The Applicant came before the Board for a Work Session earlier in the year and had revised their plan based on feedback received at that meeting.

1060 Woodside Avenue is a Landmark Historic Structure in the HR-1 Zoning District that was constructed circa 1928. A non-Historic addition and other modifications were added in the 1970s as outlined in the Staff Report. Exterior Insulation Finishing System (“EIFS”) was placed over the Historic stucco material in that same timeframe.

The Applicant proposed the following:

- Remove 228.5 square feet from the south façade to accommodate a new addition and restore the 1928 building footprint.
  - The 1970s addition that would be removed was non-Historic and did not comply with Zoning District requirements for setbacks and transitional elements. As the proposed new addition would be less than 50% of the Historic Structure footprint, a transitional element was not required.
- Remove 170 square feet of non-Historic material and a non-historic dormer on the rear of the Structure.
- Remove a non-Historic dormer, restore the entryway, and partially restore the front façade as shown in the 1940 tax photo.
- Remove seven non-Historic and one Historic window. Seven Historic and three non-Historic windows would be retained.
- Remove four non-Historic doors on the Structure.
- Remove the non-Historic EIFS cladding and restore the stucco material that was seen the Structure at the time of construction.
  - EIFS has been shown to deteriorate stucco. As such, a recommended Condition of Approval required the Applicant to review its condition and ensure that any necessary patching does not further degrade or damage the original stucco.
- Lift the Structure to repair the foundation and construct a basement.
  - The existing concrete porch was in poor condition and would not survive the lift. A recommended Condition of Approval required the Applicant to exactly match the existing porch in materials and forms.

Staff analysis determined the following:

- The Material Deconstruction complies with the HR-1 Zoning district regulations in LMC § 15-2.2.
- The proposal, as conditioned, complies with LMC § 15-11-12.5 *Historic Preservation Board Review for Material Deconstruction*.
- The proposal to lift the Historic Structure, as conditioned, complies with the requirements of LMC § 15-13-2 *Regulations for Historic Residential Sites*.

Planner Covey reported that the Applicant also had an active HDDR application for the rear addition that would be reviewed by the Planning Department at a July 16, 2026, Administrative Hearing.

A Condition of Approval would require the Applicant to submit a third-party report verifying the Historic nature of the windows and their condition and ability to be repaired. If determined to be Historic, their frames must be rehabilitated and the type restored to the

windows visible in the 1940s tax photo. If any windows were determined to be unrepairable, verification must be submitted to the Planning Department, and the windows shall be exactly reconstructed. Non-Historic windows must be replaced with wood complementary to the style of the Historic Structure.

Following lifting of the Structure, it must be returned to its original location and height, and the new foundation shall be like the Historic foundation in accordance with LMC § 15-13-2(B)(2)(b).

Planner Covey indicated that the Board could consider adding a Condition of Approval requiring the Applicant to remove the non-Historic window opening on the front façade to restore the Structure to its 1940s appearance.

Staff recommended that the Historic Preservation Board review the request for Material Deconstruction, conduct a public hearing, and consider approval based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the draft Final Action Letter.

In response to a question raised by Board Member Stephens, Planner Covey clarified that the Applicant had requested to remove material and restore the Historic Structure but had not addressed the non-Historic window on the front façade. LMC does not allow windows to be added to the front façade, so the Board could consider requiring its removal and return the façade to its 1940s form. Board Member Stephens suggested that the determination should be made during the HDDR process, as historically the Board had not been asked to make such requirements. Planner Covey explained that the window impacted the Historic Structure, not the proposed addition.

A front façade photo was reviewed, and Planner Covey confirmed that the window in question was to the right of the door. The Applicant had proposed to partially restore the Structure to its 1940s form but leave the 1970s window intact, and the Board could determine that it must be removed. With other applications such as one for 176 Main Street, the Board had required that other architectural features be removed as part of Material Deconstruction.

In response to a question from Chair Beatlebrox, Board Member Stephens clarified that his issue was with procedure as he agreed that the window should be removed. Director Ward explained that the home was built in the 1940s and modified in the 1970s. The Applicant came before the Historic Preservation Board to request a hybrid approval to restore the Structure to its original footprint but keep some of the 1970s components. Staff recommended that the Board consider requiring the front façade to be fully restored to its 1940s form and the front window be removed. However, a hybrid approval would be considered in the HDDR process. Although three non-Historic windows were proposed to remain, LMC is most restrictive regarding the primary façade, and the other two windows are on the north façade.

Drawings of the windows that would be retained and removed were reviewed, as well as the 1940s tax photo. In response to a question from Board Member Hutchings, Planner Covey reported that one Historic window would be removed to accommodate the addition.

Bill Van Sickle of Van Sickle Design and Drafting spoke on behalf of the Applicant and indicated that they hoped to retain the non-Historic windows for lighting as they want to take advantage of as much natural light as possible. In response to a question from Board Member Stephens, he reported that the second floor was currently used as living space, but the windows in that area would provide light to the great room after remodeling.

Board Member Stephens stated that the Board had been consistent in requiring that primary facades be restored. As the Historic Structure is on a corner lot, it requires a different level of scrutiny, and he believed the two second-floor windows on the north façade detracted from the stucco and should be removed. It was a procedural issue, and he was concerned about how allowing the windows to remain would affect decisions on future restorations.

The Applicant, Corrine Davis, stated that one unique thing about the home is that it was deemed historic because it was owned by Carl Winters, not because of its architecture. Mr. Winters updated the home and installed the additional windows in the 1970s. She understood that the Board wanted to avoid setting a precedent that must be applied to future applications. However, she believed it was an outlier because the same owner made the modifications.

Board Member Hutchings agreed with Board Member Stephens that the hybrid approach should be avoided. He understood the Applicant's position. However, the policy had been to require homeowners to restore Historic Structures to a specific time period, and allowing a hybrid approach would require decisions that they were not qualified to make. Board Member Holmgren was also in favor of requiring full restoration.

Ms. Davis stated that when they first discussed their plans with the Historic Preservation Board, they understood that the addition constructed by Mr. Winters could not be retained under any circumstances, so they did not have the option to restore the façade to its 1970s appearance. She believed the home was unique as it was not in the style of the era. They wanted to do what was best for the community but also to have a home that is functional for their family. Board Member Hutchings understood her point but explained that the Board could not objectively and consistently pick and choose. They had grappled with similar issues in the past and required other homeowners to remove elements they preferred to retain.

Chair Beatlebrox opened the public hearing. There were no comments. The public hearing was closed.

In response to a question raised by Board Member Stephens, Director Ward reported that the Board could amend the Final Action Letter to add Condition of Approval 14 requiring the windows on the primary and north facades to be restored to their 1940s condition.

Board Member Hutchings asked if the Board should address the Applicant's comment about being unable to return the Structure to its 1970s appearance. Chair Beatlebrox clarified that the issue was discussed with the Applicant at a previous meeting.

**MOTION:** Board Member Hutchins moved to APPROVE the 1060 Woodside Avenue Material Deconstruction based on the following:

**Findings of Fact:**

1. 1060 Woodside Avenue (Parcel No. SA-38) is a Landmark Historic Site on the City's Historic Sites Inventory and is in the HR-1 Zoning District.
2. The property is a corner lot adjacent to both Woodside Avenue and 11th Street.
3. The Landmark Historic Structure on the site was constructed circa 1928 during the Mature Mining Era.
4. On October 22, 2025, the Planning Commission approved the 1060 Woodside Avenue Plat Amendment to create a 5,662.8-square-foot Lot for the Landmark Historic Site.
5. Stantec, the City's Historic Preservation Consultant, conducted analysis on the date of construction of the Structure and the changes over time. Stantec found that the additions to the 1928 Structure were built in the 1970s. During that time, EIFS (Exterior Insulation and Finish Systems, or synthetic stucco) cladding was added over the original stucco material. Other changes, including windows on the front façade and dormers, were added to the Structure in the 1970s.
6. On March 4, 2026, the Historic Preservation Board conducted a work session with the Applicant to discuss the appropriate era to restore the Structure to as well as the Applicant's request for Relocation of the Landmark Historic Structure.
7. Based on the Board's work session and recommendation that the Structure is not relocated, the Applicant revised their plans.
8. The Historic Preservation Board reviews requests for Material Deconstruction for compliance with Land Management Code (LMC) § 15-11-12.5 *Historic Preservation Board Review For Material Deconstruction*.
9. The Applicant proposes to remove 228.5 square feet from the south façade to:
  - a. Accommodate the proposed new rear addition.
  - b. Remove the non-Historic rear addition constructed between 1970 and 1972 and restore the 1928 Building Footprint.
  - c. Remove 170 square feet of non-Historic material and a non-Historic dormer on the rear of the Structure to accommodate a new addition.
  - d. Remove a non-Historic dormer, restore the entryway on the front façade and partially restore the façade as shown in the 1940 tax photo.
  - e. Remove seven non-Historic windows and one Historic window, and retain seven Historic windows, and three non-Historic windows.
  - f. Remove four non-Historic doors on the Structure.
  - g. Remove the non-Historic EIFS cladding and restore the stucco material that was seen on the Structure at time of construction.

10. The Applicant proposes removing 228.5 square feet of EIFS clad Historic siding from the south façade of the Significant Historic Structure.
11. The proposed Material Deconstruction will allow the Applicant to construct an addition on the rear and secondary façade of the Landmark Historic Structure.
12. Additions to Historic Structures are regulated by LMC § 15-13-2(B)(4).
13. Additions to Historic Structures shall be considered with caution only on non-character defining façades and should be visually subordinate to historic buildings when viewed from the primary public right-of-way.
  - a. The proposed addition is located on the rear of the Structure as well as the secondary façade furthest from 11th street.
  - b. The proposed addition is set back approximately 11 feet from the front of the Historic Structure that faces Woodside Avenue.
  - c. The proposed addition is approximately 36 feet from the front property line and 55 feet from Woodside Avenue.
14. Pursuant to LMC § 15-13-2(B)(4)(b) transitional requirements are required when the footprint of an addition is 50% or greater than the footprint of the Historic Structure.
  - a. The Applicant proposes restoring the 1928 Building Footprint of the Historic Structure by removing the non-Historic Addition. The 1928 Building Footprint is approximately 1,173 square feet.
  - b. The Building Footprint of the proposed addition is 586 square feet and is 49.9% the Building Footprint of the Historic Structure.
  - c. The Historic Structure is 22 feet 8 inches above Existing Grade.
  - d. The proposed addition is 22 feet above Existing Grade.
15. Pursuant to LMC § 15-13-2(B)(4)(c)(9) when an addition approaches 50% of the footprint of the Historic Structure the massing shall be broken into modules to reflect the mass and scale of those modules seen on the Historic Structure. The Applicant has broken the proposed addition into modules through variation in roof form and the placement of the balcony. The Applicant has chosen to set the Structure back from Woodside Avenue with the majority of the addition in the rear yard of the Historic Structure and minimally visible from the right of way. The placement of the Detached Accessory Structure also helps to reduce the visual impact of the addition when viewed from 11th Street.
16. The Applicant proposes to remove the non-Historic 1970s addition at the rear of the Structure. The addition was not constructed in compliance with the code in effect at that time and is only set back 4 feet 11 inches from the rear property line.

- a. While the 1970s addition was integrated into the 1928 Structure, today's LMC § 15-13-2(B)(4)(b) requires a transitional element between a Historic Structure and an addition when the addition is more than 50% of the Building Footprint.
  - b. The existing non-Historic addition is approximately 790 square feet and is larger than 50% of the 1928 Building Footprint. The 1970s addition does not have a transitional element and does not meet today's transitional element requirements.
  - c. The request for Material Deconstruction will bring the Historic Structure and addition into compliance with current LMC.
17. The Applicant proposes to remove the non-Historic dormer on the front façade and to remove 170 square feet of non-Historic roofing material to accommodate the new addition.
18. The Applicant proposes to install skylights on the rear of the roof of the Historic Structure. The proposed skylights will not impact any Historic Material.
19. Pursuant to LMC § 15-13-2(B)(2)(a)(1), primary façade components such as entryways shall be maintained in their original location on the façade. The Applicant proposes to remove the 1970s dormer and to modify the front entryway to restore the elements to their 1940s form.
20. The Applicant proposes to remove seven windows which are non-Historic and were added in the 1970s. The Applicant proposes to remove one Historic window as part of the 228.5 square feet of requested Material Deconstruction to construct the proposed addition.
21. Pursuant to LMC § 15-13-2(B)(2)(d)(3) it is not appropriate to remove existing historic openings on primary or secondary facades that are visible from the primary right-of-way. The Historic opening proposed to be removed is beyond the midpoint of the secondary façade and is not easily visible from Woodside Avenue or 11th Street.
22. Pursuant to LMC § 15-13-2(B)(2)(d) new window openings on Historic Structures are discouraged. The Applicant does not propose any new window openings on the Historic Structure.
23. The Applicant proposes to retain seven of the Historic windows on the Structure. The Applicant notes in their Historic Preservation Plan that they will restore and repair the windows as the condition allows while they complete the work on the Structure. While the Applicant notes the windows are Historic, it appears that some of the windows have been altered over time from operable to fixed windows. Pursuant to LMC § 15-13-2(B)(2)(d)(7), replacing an operable window with a fixed window is not allowed. Condition of Approval 6 requires that the Applicant submit a third-party report verifying the historic nature of the windows and their condition and ability to be repaired. If the

windows are determined to be historic, their frames shall be rehabilitated and the type shall be restored to the windows visible in the 1940s tax photo.

24. Pursuant to LMC § 15-13-2(B)(2)(d)(5) when historic windows are present, replacement windows shall be allowed only when it can be shown that the historic windows are no longer safe, energy efficient and serviceable and the historic windows cannot be made safe, energy efficient and serviceable through repair. Replacement windows shall exactly match the historic window in size, dimensions, glazing pattern, depth, profile, and material. Additionally, the Applicant shall maintain the original number of glass panes in a historic window. Replacing multiple panes with a single pane is not appropriate. Snap-in muntins or muntins between two sheets of glass are inappropriate as these simulated dividers lack depth and fail to show the effect of true divided glass panes. Condition of Approval 7 requires that the Applicant shall repair the existing Historic windows. Shall any windows be determined to be irreparable the Applicant shall submit verification to the Planning Department and shall utilize the material to exactly reconstruct the window.
25. The Applicant proposes to retain three of the non-Historic window openings, two of which are on the north (side) façade, one of which is on the west (front) façade. Condition of Approval 8 requires that the non-Historic windows shall be replaced with wood and shall complement the style of the historic structure.
26. The Applicant outlines in their Historic Preservation Plan that the existing doors on the Structure are non-Historic. Two of the existing doors are located on the non-Historic rear addition. New doors associated with the proposed addition will be required to comply with LMC § 15-13-2(B)(2)(c)(7) and shall be similar in size, type, and material to those on the Historic Structure as required by Condition of Approval 9.
27. The Applicant proposes to remove and replace the door on the front façade. The Applicant does not propose to alter the size or proportions of the door opening. Condition of Approval 10 requires that the replacement door exactly match the historic door in size, material, profile, and style. Replacement doors typically shall be of wood, with or without glazing, and shall complement the style of the historic structure. When replacing non-historic doors, use designs similar to those that were found historically in Park City. Paneled doors were typical and many had a vertical pane of glass. Scalloped, Dutch, and colonial doors, as well as door sidelights are not appropriate on most primary and secondary façades.
28. The Applicant proposes installing a door on the rear of the Historic Structure where the non-Historic addition was previously. Pursuant to LMC § 15-13-2(B)(2)(c)(7) new door openings may be considered on secondary facades. A new opening shall be similar in location, size, and type to those seen on the historic structure.

29. The Applicant proposes to remove one door on the side of the Historic Structure as part of the request for Material Deconstruction of 228.5 square feet of material to accommodate the proposed addition.
30. The Applicant proposes to remove and replace the door on the front façade. The Applicant does not propose to alter the size or proportions of the door opening. Condition of Approval 10 requires that the replacement door exactly match the historic door in size, material, profile, and style. Replacement doors typically shall be of wood, with or without glazing, and shall complement the style of the historic structure. When replacing non-historic doors, use designs similar to those that were found historically in Park City. Paneled doors were typical and many had a vertical pane of glass. Scalloped, Dutch, and colonial doors, as well as door sidelights are not appropriate on most primary and secondary façades.
31. New doors associated with the proposed addition will be required to comply with LMC § 15-13-2(B)(2)(c)(7) and shall be similar in size, type, and material to those on the Historic Structure as required by Condition of Approval 9.
32. The Applicant proposes installing a door on the rear of the Historic Structure where the non-Historic addition was previously. Pursuant to LMC § 15-13-2(B)(2)(c)(7) new door openings may be considered on secondary facades. A new opening shall be similar in location, size, and type to those seen on the historic structure.
33. The Applicant proposes to remove the EIFS cladding that was added in the 1970s over the stucco cladding that was on the house historically. EIFS cladding is a synthetic material, and when not installed properly or where it may have cracked over time, is known to trap moisture and can add to the deterioration of historic materials.
34. Condition of Approval 11 requires that the Applicant carefully review the condition of the original stucco and if necessary, removing damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture. The Applicant shall verify that the new stucco used to patch shall not degrade the historic material in good condition that can be retained on the Structure.
35. The Applicant proposes to lift the Historic Structure to replace the foundation of the home and to construct a basement addition. LMC § 15-13-2(B)(5)(a) states, “[a] basement addition shall not raise the historic structure generally more than two feet (2’) from its original floor elevation above grade prior to construction.” The Applicant does not propose to increase the height of the Historic Structure.
36. The Applicant proposes to retain the Historic porch on the front façade. Based on the physical conditions report the Historic concrete porch is in poor condition and would not survive the proposed lift of the Structure.

37. The Applicant proposes to reconstruct the Historic porch in concrete, in the exact location and in the exact dimensions of the existing porch.
38. Pursuant to LMC § 15-11-9(B), the Applicant will be required to submit a Financial Guarantee in a form approved by the City Attorney's Office and recorded with Summit County to ensure compliance with the conditions and terms of the Historic Preservation Plan.
39. The Development Review Committee (DRC) reviewed the proposed project on October 7, 2025, and has no Conditions of Approval.
40. 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 100 feet on June 17, 2026. *The Park Record* published courtesy notice on June 17, 2026.

**Conclusions of Law:**

1. The Material Deconstruction complies with the HR-1 Zoning District regulations in LMC Chapter 15-2.2.
2. The proposal, as conditioned, complies with LMC § 15-11-12.5 *Historic Preservation Board Review for Material Deconstruction*.
3. The proposal to lift the Historic Structure, as conditioned, complies with the requirements of Land Management Code § 15-13-2 *Regulations for Historic Residential Sites*.

**Conditions of Approval:**

1. Final building plans and construction details shall reflect substantial compliance with the Historic Preservation Board July 1, 2026, approval. Any changes, modifications, or deviations from the approved plans that have not been approved in advance by the Planning and Building Departments may result in a stop work order.
2. The Applicant is responsible for notifying the Planning and Building Departments prior to making any changes to approved plans.
3. Any changes, modifications, or deviations from the approved scope of work shall be submitted in writing for review and approval/denial in accordance with the applicable standards by the Planning Director or their Designee prior to construction.
4. The Applicant shall obtain Historic District Design Review approval from the Planning Director, or Designee, prior to submitting a building permit application.

5. Pursuant to LMC § 15-11-9(B), the Applicant is required to submit a Financial Guarantee in a form approved by the City Attorney's Office to record with Summit County to ensure compliance with the conditions and terms of the Historic Preservation Plan and approvals.
6. The Applicant shall submit a third-party report verifying the historic nature of the windows and their condition and ability to be repaired. If the windows are determined to be historic, their frames shall be rehabilitated and the type shall be restored to the windows visible in the 1940s tax photo.
7. The Applicant shall repair the existing Historic windows. Shall any windows are determined to be irreparable, the Applicant shall submit verification to the Planning Department and shall utilize the material to exactly reconstruct the window.
8. The non-Historic windows shall be replaced with wood and shall complement the style of the historic structure.
9. New doors associated with the proposed addition will be required to comply with LMC § 15-13-2(B)(2)(c)(7) and shall be similar in size, type, and material to those on the Historic Structure.
10. The replacement door shall exactly match the historic door in size, material, profile, and style. Replacement doors typically shall be of wood, with or without glazing, and shall complement the style of the historic structure. When replacing non-historic doors, use designs similar to those that were found historically in Park City. Paneled doors were typical, and many had a vertical pane of glass. Scalloped, Dutch, and colonial doors, as well as door sidelights, are not appropriate on most primary and secondary façades.
11. The Applicant shall carefully review the condition of the original stucco and, if necessary, remove damaged material to patch with new stucco, it shall duplicate the old in strength, composition, color, and texture. The Applicant shall verify that the new stucco used to patch shall not degrade the historic material in good condition that can be retained on the Structure.
12. The Structure shall be returned to its original location and height.
13. The form, material, and detailing of the new foundation shall be like the Historic foundation in accordance with LMC § 15-13-2(B)(2)(b).
14. The windows on the primary and north facades shall reflect the 1940s form.

Board Member Stephens seconded the motion.

**VOTE:** Board Member Holmgren-Yes; Board Member Hutchings-Yes; Board Member Scott-Yes; Board Member Stephens-Yes; Chair Beatlebrox-No. The motion passed by a vote of 4-to-1.

Chair Beatlebrox stated that it was a great project in a very visible part of Old Town, and she looked forward to seeing the completed renovation. Board Member Scott stated that it was a strange project based on where the Historic Structure is positioned on the lot, and he appreciated the fact that they were able to review the plans first and provide guidance.

**C. 1010 Woodside Avenue – Material Deconstruction – The Applicant proposes to construct a Basement and Rear Addition on a Landmark Historic Structure in the Historic Residential - 1 Zoning District. PL-26-06834.**

Planner III, Lillian Zollinger presented the Staff Report. The application was for a Material Deconstruction and lift of the Historic Structure located at 1010 Woodside Avenue.

1010 Woodside Avenue is a Landmark Historic Site constructed circa 1885. A small rear addition was constructed between 1885 and 1900, and other minor additions were constructed between 1941 and 1982.

The Applicant proposed to:

- Remove the non-Historic front sunroom, dormers, chimney, and windows.
- Restore the Historic Structure to its original form.
- Lift the Historic Structure to construct a basement.
- Remove Historic material to add two windows.
- Replace the roof.
- Add a 25-square-foot addition to the rear that would not impact Historic Material.

The Applicant intended to use the Historic Structure as an Accessory Apartment. They recently completed a Plat Amendment combining 1010 Woodside Avenue and 1011 Park Avenue and would be constructing a Single-Family Dwelling on the other side of the lot. Renderings were reviewed showing the Structure's original form and additions.

Planner Zollinger reported that Condition of Approval 4 in the draft Final Action Letter incorrectly indicated that the Applicant shall obtain Historic District Design Review approval and a Conditional Use Permit. However, Accessory Apartments require an Administrative permit only. She then reviewed other recommended conditions.

Staff recommended that the Historic Preservation Board review the proposed Material Deconstruction, conduct a public hearing, and consider approval based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the draft Final Action Letter.

Board Member Stephens asked if the Applicant had proposed adding windows to the front façade. Planner Zollinger clarified that a front window had already been modified, and the Applicant proposed installation of a new window in that location. The window was currently hidden by the non-Historic sunroom.

In response to a question raised by Chair Beatlebrox, Planner Zollinger reported that the sunroom was not original to the house, and the Applicant intended to remove it and restore the front porch area. The entry to the home is on the side of the house. The house would

be restored to its 1885 appearance with the exception of the window. Chair Beatlebrox asked the applicant to speak to the proportions.

Cole Knight of Elliott Workgroup spoke on behalf of the Applicant and indicated that there were gaps in the photographic documentation, so they did not know the origin of the window. A 1941 tax photo shows a window in the location, but it was closer in proportions to the double-hung windows on the frontmost façade. At some point between 1941 and 1982, its dimensions were changed, and the front porch was enclosed. The window could be considered Historic but was not original to the Structure. There was currently a quasi-livable attic space with noncompliant height throughout, and their intention was to open it into one vaulted living area. They would like to keep that window as it is in a living area and provides natural light. The Structure was once level with Woodside Avenue, but the street had been substantially elevated above the front façade, and they wanted as much light as possible in the living space.

In response to a question from Chair Beatlebrox, Mr. Knight stated that the sunroom was added between 1941 and 1981, but they did know the specific date. The Applicant's intention was to restore the front façade to a more historic, earlier version that is more representative of the 1941 tax photo. He believed it unlikely that the porch was enclosed at the same time the window was enlarged, so the house would be restored to the time period in which the window was created, and the porch was unenclosed.

Photos of the Structure were reviewed. Mr. Knight reported that the entry door and original siding were present inside the sunroom.

Board Member Stephens asked if there was any indication of the original size of the window but noted that a window was shown in the tax photo, so he had no issues with it remaining. Mr. Knight stated that the existing window had different proportions from the one shown in the tax photo. The siding profiles provided some indication of what was original, and the earliest tax photo gave some indication as well. Their intention was to restore the property to the interim period after windows were added.

In response to a question from Chair Beatlebrox, Mr. Knight stated that they believed the two windows on the left of the front façade were original. Chair Beatlebrox indicated that the third window should match the other two. Board Member Stephens agreed that the third window should be restored. Board Member Scott stated that the tax photo should be the reference point as the Structure should be consistent with the era.

Mr. Knight asked if the project could proceed as planned if they could locate a photo of the Structure from the time period after the window was enlarged but before the porch was enclosed. Chair Beatlebrox stated that the entire façade would need to be restored to that condition, which would require rebuilding the porch.

In response to a question from Board Member Stephens, Planner Zollinger clarified that the reference tax photo was from 1941. No earlier photos were available. Board Member Stephens stated that typically, when there was an entrance to the side of the porch, there was also a front door into the formal space with a window beside it similar in size to the one shown in the tax photo. That would provide the opportunity to add a front door and a window

similar in size to the existing Historic windows, which would add more light, and bring it back to what may have been the 1885 Structure.

Chair Beatlebrox asked if more research could be conducted to determine what the house looked like in the year the Applicant hoped to restore it to. Mr. Knight stated that it was not probable that additional photos would be found. The Applicant did not want an additional door on the Structure as it will be converted to an open living space. He asked if the Structure must be restored to its original period or if it could be restored to another period. Chair Beatlebrox confirmed that many Historic Structures are restored to a specific time period, and the Board's objection was that the porch window was not of Historic proportions. It was clarified that the porch would be restored and the window would be located in its original position.

In response to a question, Mr. Knight reported that no exploratory demolition had been conducted. The timeline of renovations may become more apparent once interior demolition began. His professional opinion was that the original window was replaced with a larger window prior to enclosing the porch.

Director Ward reported that the Board could add Condition of Approval 10 to address any findings during demolition. There may have been two windows in that area. In that case, the project would come back to the Historic Preservation Board. The draft Final Action Letter required the Structure to be restored to its 1885 form with the ratios shown in the 1941 tax photo for the porch window. Board Member Stephens recommended that the Applicant be required to restore the 1940's window unless different dimensions were found during demolition. Mr. Knight confirmed that the Applicant could work within that condition.

In response to a question from Board Member Hutchings, Board Member Stephens explained that once the sheetrock or plasterboard is removed, the framing will be visible, and they may be able to determine how it was altered to fit the current window. If there was no evidence of alteration, the project should not need to come back before the Board. Board Member Hutchings was in favor of that approach, as evidence was necessary to verify that the Structure was being fully restored to a specific time period. Board Member Stephens remarked that Structures were typically restored to a Sanborn Map point in time, but he was in favor of Board Member Stephens' recommendation.

Director Ward stated that the Final Action Letter would be amended to add Condition of Approval 10 stating that as the Applicant completes exploratory interior demolition, the Historic openings for front façade windows and/or doors will be confirmed at that time. Specific language was discussed, as well as whether the item should come back before the Board.

In response to a question from Director Ward, Mr. Knight reported that the timeline for interior demolition was predicated on approval of the application and putting the financial guarantee in place, but demolition could begin within one month. They hoped to complete the HDDR process and complete work on the foundation prior to winter.

In response to a question from Mr. Knight, Board Member Stephens confirmed that if evidence of a door was found, it would need to be restored. In response to a follow-up

question, Director Ward clarified that the information was required as no photo was available. Once exploratory demolition began, they could potentially determine what was originally there. Board Member Stephens stated that if a second door was found, the restored door would not need to be operable.

Mr. Knight indicated that the tax photo represents a date in time, but not the date all elements were constructed. Director Ward explained that the existing window was distinctly different from the Historic windows. The Historic Site Form was tied to the Mining Era, but the window created a hybrid front façade. The Condition of Approval would allow for the additional information to better evaluate the Structure.

In response to a follow-up question from Mr. Knight, it was confirmed that if no other evidence was found, the window should be restored to the 1941 tax photo.

Board Member Holmgren asked if the Sandborn Map provided any information. Director Ward reported that the map shows the porch but not when it was enclosed. If the exploratory demolition did not answer the question, she believed it was appropriate to allow two windows that reflect the Historic two-to-one dimensions. That would accomplish the goal of allowing more light into the Structure within the solid-to-void ratio that was more common in the time period.

Limitations of the 1941 tax photo were discussed. Mr. Knight argued that the window is in a living space and is more of a picture window, meant to bring in light and capture views, and there were examples of Mining Era buildings with two-to-one ratio windows in addition to a larger picture window in the main living space.

Board Member Hutchings stated that the Historic Preservation Board needed to be consistent, as they were with the last item. He only saw one Historic-sized window in the tax photo. He was not opposed to making that determination after the wall was opened and the decision could be made based on that evidence, but he did not support allowing a larger, non-original window on the primary façade.

Chair Beatlebrox opened the public hearing. There were no comments. The public hearing was closed.

In response to a question raised by Chair Beatlebrox, Director Ward confirmed that approval could be conditioned to require restoration of the front window to the 1941 tax photo unless additional evidence of a different size or configuration was found during demolition.

Senior City Attorney, Mark Harrington, recommended that the Condition of Approval be worded to reflect the Board's intentions. The final language should read: *The Applicant shall restore the front window within the porch to a 2:1 ratio as seen in the 1940s tax photo unless, as the Applicant completes exploratory interior demolition, the Historic openings on the front façade within the porch area indicate an original door and/or window, to be confirmed by the Planning Department.*

Mr. Knight asked if the Applicant could attempt to find a photo of the Structure after the window was enlarged but before the porch was enclosed. Attorney Harrington stated that

the current applicant specified the earlier date, not the larger window. If another photo was found, the application would need to come back before the Historic Preservation Board to ensure that the approval matches the photo.

**MOTION:** Board Member Hutchings moved to APPROVE the 1010 Woodside Avenue Material Deconstruction based on the following:

**Findings of Fact:**

1. 1010 Woodside Avenue is a Landmark Historic Site on Park City's Historic Sites Inventory and was constructed circa 1885.
2. The Landmark Historic Structure encroaches slightly onto the adjacent property to the south, 1002 Woodside Avenue. The property owners of 1010 Woodside Avenue and 1002 Woodside Avenue entered into an encroachment agreement for the Historic Structure.
3. On May 13, 2026, the Planning Commission approved a Plat Amendment to combine 1010 Woodside Avenue and 1011 Park Avenue into one 3,750-square-foot Lot.
4. The Applicant proposes to convert 1010 Woodside Avenue to an Accessory Apartment, and to construct a new Single-Family Dwelling at 1011 Park Avenue.
5. 1010 Woodside Avenue is within the Historic Residential – 1 (HR-1) Zoning District.
6. The Applicant proposes to:
  - a. Remove the non-historic front sunroom, dormers, chimney, and windows.
  - b. Restore the Historic Structure to its original form.
  - c. Lift the Historic Structure to construct a basement.
  - d. Remove historic material to add two windows.
  - e. Replace the roof.
  - f. Add a 25-square-foot addition to the rear that will not impact Historic Material.
7. Lifting the Historic Structure.
  - a. LMC § 15-13-2(B)(5)(a) states, "[a] basement addition shall not raise the historic structure generally more than two feet (2') from its original floor elevation above grade prior to construction."
  - b. LMC § 15-13-2(B)(2)(b) states: "A historic site shall be returned to original grade following construction of a foundation. Re-grade the site so that all water drains away from the structure and does not enter the foundation."

- c. The Applicant's Physical Conditions Report states, "[b]ased on evidence from historic tax photos, the elevation of Woodside Avenue historically existed at a lower elevation. When the road was raised, timber retaining walls appear to have been added along the Woodside frontage of the property."
- 8. Restoring the Landmark Historic Structure to its 1885 form by replacing non-historic doors with solid wood doors, removing non-historic windows, removing non-historic features, and replacing siding.
  - a. LMC § 15-13-2(A)(3) states: "The historic exterior features of a building should be retained and preserved." According to the Historic Site Form, 1010 Woodside Avenue is significant to the Settlement and Mining Boom Era (1868-1893). The Applicant proposes restoring the Landmark Historic Structure to its 1885 form, removing minor additions that were constructed sometime between 1941 and 1982.
  - b. LMC § 15-13-2(B)(2)(c)(5) states: "Replacement doors shall be allowed only when it can be shown that the historic doors are no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition. Replacement doors shall exactly match the historic door in size, material, profile, and style. When no physical or documentary evidence of original doors exists, replacement doors typically shall be of wood, with or without glazing, and shall complement the style of the historic structure. When replacing non-historic doors, use designs similar to those that were found historically in Park City. Paneled doors were typical and many had a vertical pane of glass. Scalloped, Dutch, and colonial doors, as well as door sidelights are not appropriate on most primary and secondary façades." According to the Applicant's Narrative and Physical Conditions Report, the doors are non-historic and the proposal is to remove the non-original front and rear doors and replace with solid wood doors.
  - c. LMC § 15-13-2(B)(2)(d)(2) states: "Restore historic window openings that have been altered or lost over time. On primary facades, in particular, consider reconstructing, based on physical or documentary evidence, historic window openings that no longer exist. When no physical or documentary evidence of original windows exists, replacement windows typically shall be of wood and shall complement the style of the historic structure. When replacing non-historic windows, use designs similar to those that were found historically in Park City. Aluminum-clad wood windows are appropriate on non-historic additions or foundation level windows. Vinyl and aluminum windows are inappropriate." According to the Applicant's Narrative (Exhibit B) and Physical Conditions Report, the proposal is to remove the non-original:
    - i. Sunroom on the front façade and replace with new siding and window in a historic location, as well as restore the front porch area.

- ii. Main-level windows and replace with aluminum clad windows.
- iii. Upper windows on the west, south, and east façades and not replace.
- iv. Dormer and replace with asphalt shingles and metal roofing.
- d. LMC § 15-13-2(A)(2) states, “[c]hang[es] to a site or building that have acquired historic significance in their own right should be retained and preserved.” LMC § 15-13-2(B)(2)(d) states: New window openings may be considered on secondary facades but only when placed beyond the midpoint. New window openings shall be similar in location, size, scale, type, and glazing pattern to those seen on the historic structure. When historic windows are present, replacement windows shall be allowed only when it can be shown that the historic windows are no longer safe, energy efficient and serviceable and the historic windows cannot be made safe, energy efficient and serviceable through repair. Replacement windows shall exactly match the historic window in size, dimensions, glazing pattern, depth, profile, and material. New window openings may be considered on secondary facades but only when placed beyond the midpoint. New window openings shall be similar in location, size, scale, type, and glazing pattern to those seen on the historic structure.” The Applicant proposes to add four new windows on the Historic Structure:
  - i. One transom window above the gable window on the front (west) to fill the non-original window spacing that was installed sometime after 1941.
  - ii. One, non-original transom window above the gable window on the south, secondary facade that will remove approximately 3.5 square feet of Historic Material.
  - iii. One transom and one double-hung window on the east gable on the tertiary facade that will remove approximately 2.8 square feet of Historic Material. The double-hung window is going where the non-original addition was previously and will not remove historic material.
- e. The Applicant proposes to keep two historic window locations on the front façade and one on the south secondary façade and replace with aluminum-clad wood windows of the same dimensions.
- f. The Applicant proposes removing a non-historic addition, deck, and chimneys. According to the Applicant’s Narrative and Physical Conditions Report, the proposal is to remove the non-original main-level addition, deck, and chimneys and add a 25-square-foot addition in a similar location that will not disturb additional historic material.
- g. The Applicant proposes replacing exterior damaged siding to restore the 1885 form. LMC § 15-13-2(B)(2)(a) states: “Preserve and maintain historic exterior materials including wood siding (drop siding, clapboard, board and batten), frieze boards, cornices, moldings, shingles, etc., as well as stone and masonry. Repair deteriorated or damaged historic exterior materials using recognized preservation methods appropriate

to the specific material... When historic exterior materials cannot be repaired, they shall be replaced with materials that match the historic in all respects: scale, dimension, profile, material, texture, and finish. The replacement of existing historic material is allowed only when it can be shown that the historic material is no longer safe and/or serviceable and cannot be repaired to a safe and/or serviceable condition.” The Applicant’s Narrative states, “[t]here are areas of wood siding, particularly the lowest courses of siding on the exterior of the house, and boards located above roof planes which have been degraded beyond repair from weather exposure. These boards will be replaced with siding boards which match the profile and dimensions of the existing siding. Window trim elements and facias will also be repaired with matching elements where they have been degraded beyond repair.”

8. The Development Review Committee reviewed the proposal on June 16, 2026, and found the proposal complies with their required standards.
9. Staff published, posted, and mailed notice in accordance with LMC § 15-1-21.

**Conclusions of Law:**

1. The Material Deconstruction, as conditioned, complies with LMC § 15-11-12.5 Historic Preservation Board Review for Material Deconstruction.
2. The Material Deconstruction, as conditioned, complies with regulations outlined in LMC § 15-13-2 Regulations for Historic Residential Sites.

**Conditions of Approval:**

1. Final building plans and construction details shall reflect substantial compliance with the Historic Preservation Board March 4, 2026 approval for the Material Deconstruction of 1010 Woodside Avenue. Any changes, modifications, or deviations from the approved plans that have not been approved in advance by the Planning and Building Departments may result in a stop work order.
2. The Applicant is responsible for notifying the Planning and Building Departments prior to making any changes to approved plans.
3. Any changes, modifications, or deviations from the approved scope of work shall be submitted in writing for review and approval/denial in accordance with the applicable standards by the Planning Director or their Designee prior to construction.
4. The Applicant shall obtain Historic District Design Review approval and Administrative Permit approval for the Accessory Apartment from the Planning Director, or their Designee, prior to submitting a building permit.

5. The basement addition shall not raise the historic structure generally more than seven inches above Final Grade from its Existing Grade.
6. The Historic Site shall be returned to Existing Grade following the construction of a foundation. Generally, no more than six inches of the new foundation shall be visible above Final Grade on the primary and secondary facades.
7. The site shall be regraded so that all water drains away from the Structure and foundation.
8. Historic materials in good or salvageable condition shall be preserved or repaired rather than replaced. Historic materials that are unsalvageable shall be replaced in compliance with LMC § 15-13-2.
9. The Applicant shall provide the City with a Financial Guarantee, in accordance with LMC § 15-11-19, to be recorded with the Summit County Recorder's Office prior to submitting a building permit application.
10. The Applicant shall restore the front window within the porch to a 2:1 ratio as seen in the 1940s tax photo unless, as the Applicant completes exploratory interior demolition, the Historic openings on the front façade within the porch area indicate an original door and/or window, to be confirmed by the Planning Department.

Board Member Stephens seconded the motion.

**VOTE:** The motion passed with the unanimous consent of the Board.

## **8. ADJOURNMENT**

**MOTION:** Board Member Holgren moved to ADJOURN the Historic Preservation Board Meeting. Board Member Hutchings seconded the motion.

**VOTE:** The motion passed with the unanimous consent of the Board.

The Historic Preservation Board Meeting adjourned at 6:37 p.m.

An aerial photograph of a mountain town, likely Park City, Utah, covered in a thick layer of snow. The town's buildings, mostly with dark roofs, are densely packed in the valley. The surrounding mountains are also covered in snow, with some rocky outcrops visible. The sky is a pale, overcast blue.

# LAND MANAGEMENT CODE AMENDMENTS

Work Session

**Historic Preservation Board**

July 1, 2026



# CHALLENGE

- Internal interim policy
- No definition for swimming pool or hot tub in Land Management Code
- No permitting threshold
- No specific criteria for review of pools and hot tubs

# INPUT

- Proposed limitation on size for:
  - Hot tubs, based on typical sizes of prefabricated hot tubs from leading manufacturers
  - Swimming pools, based on Lot size
- Screening requirements

# GENERAL PLAN

## *Park City will...*

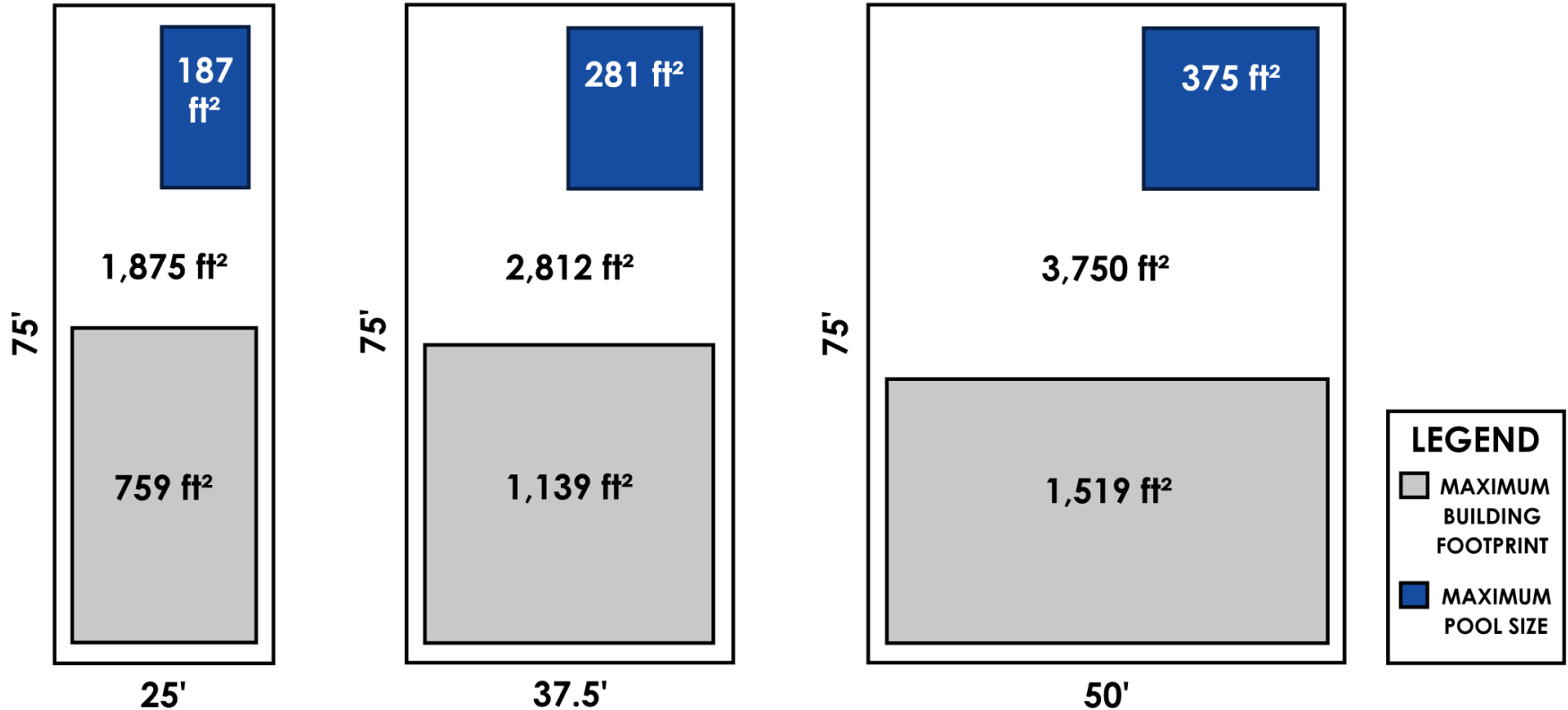
- Maintain its **small-town feel** and **mountain community** character.
- Protect, preserve, enhance, and celebrate the **historic character** of the community



# SWIMMING POOL

*A permanent or semi-permanent outdoor structure associated with a Single-Family Dwelling intended for recreational swimming or wading containing water with a depth of 18 inches or more and not exceeding a surface area of 800 square feet or 10 percent of the Lot area, whichever is less.*

# SWIMMING POOL



# HOT TUB

***An outdoor accessory structure associated with a Single-Family Dwelling, a Duplex Dwelling, a Triplex Dwelling, or a condominium unit containing water with a depth of 18 inches or more and a surface area of 72 square feet or less.***

# HOT TUB

|                     | Small | Medium | Large |
|---------------------|-------|--------|-------|
| <b>Bullfrog</b>     | 35    | 49     | 72    |
| <b>Jacuzzi</b>      | 42    | 49     | 62    |
| <b>Caldera Spas</b> | 32-47 | 41-60  | 49-83 |

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# REVIEW

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- Noise and nightly rentals
- Drainage requirements
- Clarify Screening requirements in Historic Districts

# SCREENING

8. Mechanical equipment (which must be screened), hot tubs, or similar Structures located at least three feet (3') from the Rear Lot Line.
10. Mechanical equipment (which must be screened), hot tubs, or similar Structures located at least three feet (3') from the Side Lot Line.

# INPUT

***Are the proposed limitations on size for hot tubs and swimming pools appropriate to protect neighborhood character in Old Town?***

***Should the Land Management Code be updated to include specific screening criteria for hot tubs in Historic Districts?***



# 60 Prospect Avenue

## HDDR – MATERIAL DECONSTRUCTION

**Historic Preservation Board**

PL-26-06837 | July 1, 2026



# 60 PROSPECT AVE



- Significant Historic Site
- Historic Residential-1 (HR-1) Zoning District
- 3,052 SF Lot of recently approved 52/60 Prospect Avenue Plat Amendment
- Existing home with previously graded area in the rear of property.

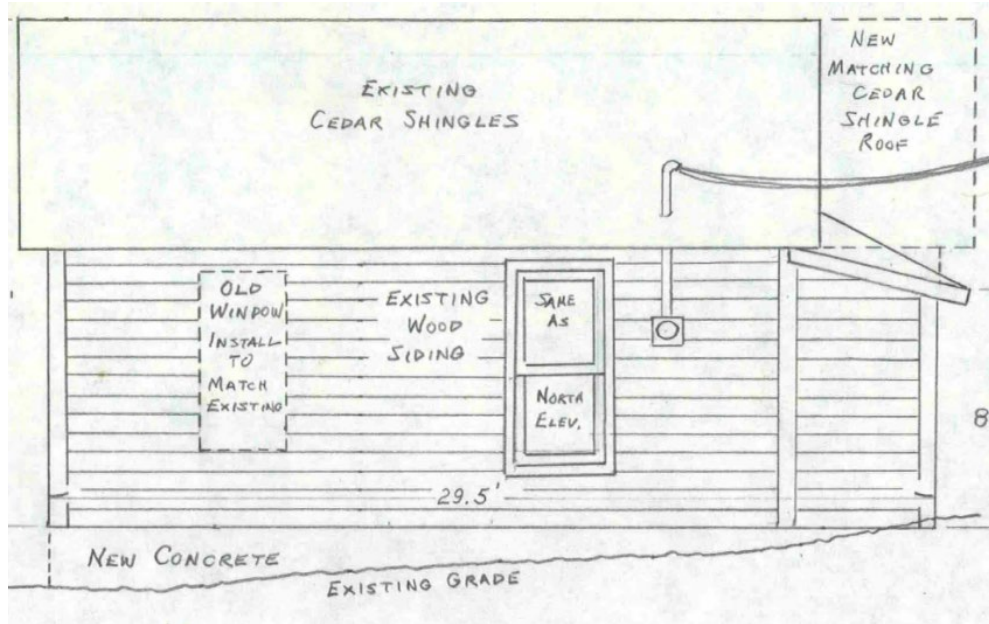
# BACKGROUND

- Constructed c.1895 during Mature Mining Era
- Cross-wing type house has undergone several modifications



# BACKGROUND

Enclosed porch and modified roof form -- front gable brought forward to match the wall of the enclosed porch.



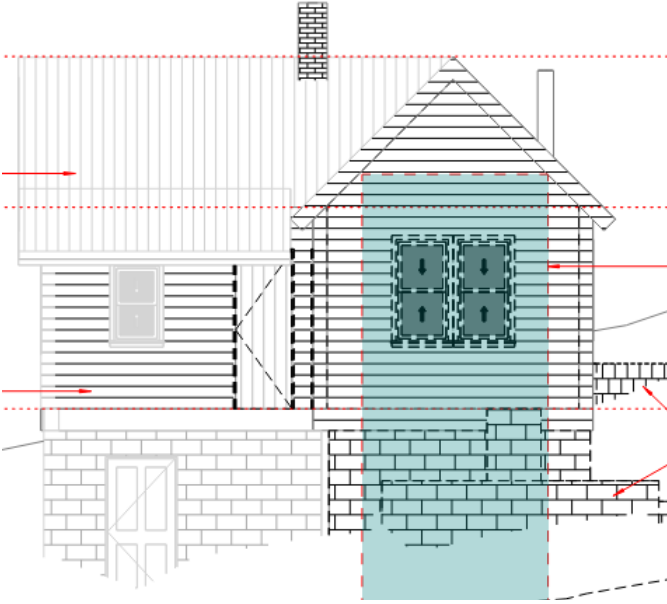
# BACKGROUND

new window openings in  
cross-wing gable roof in the  
front and rear

Primary entrance relocated  
and porch shed roof added



# PROPOSAL



Remove 158 square feet of rear façade material, including siding and a rear window to accommodate two-story rear addition



# PROPOSAL

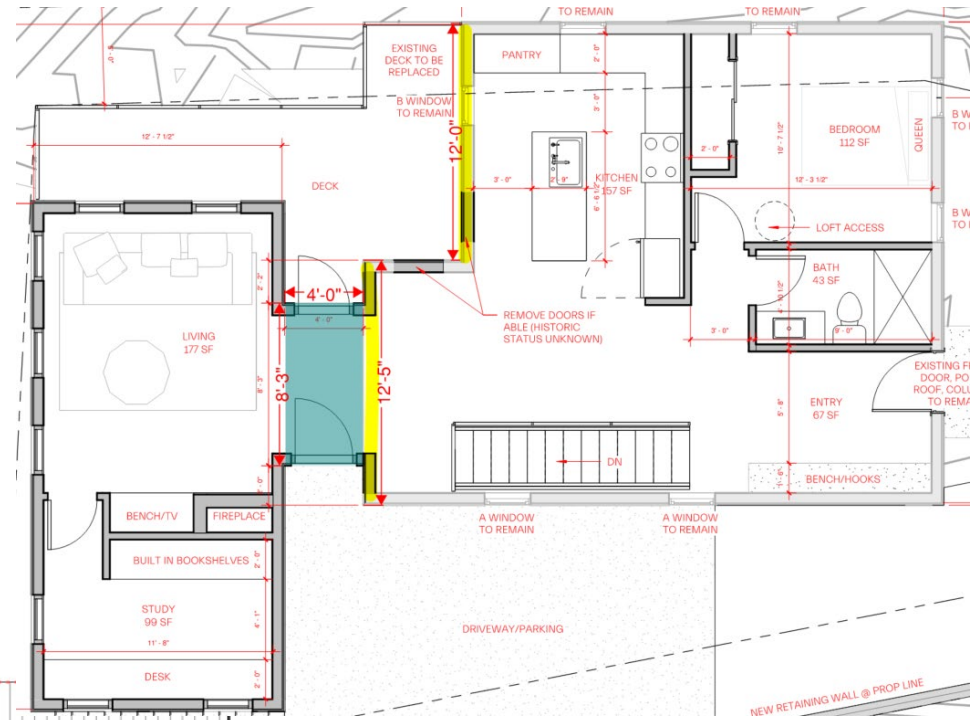
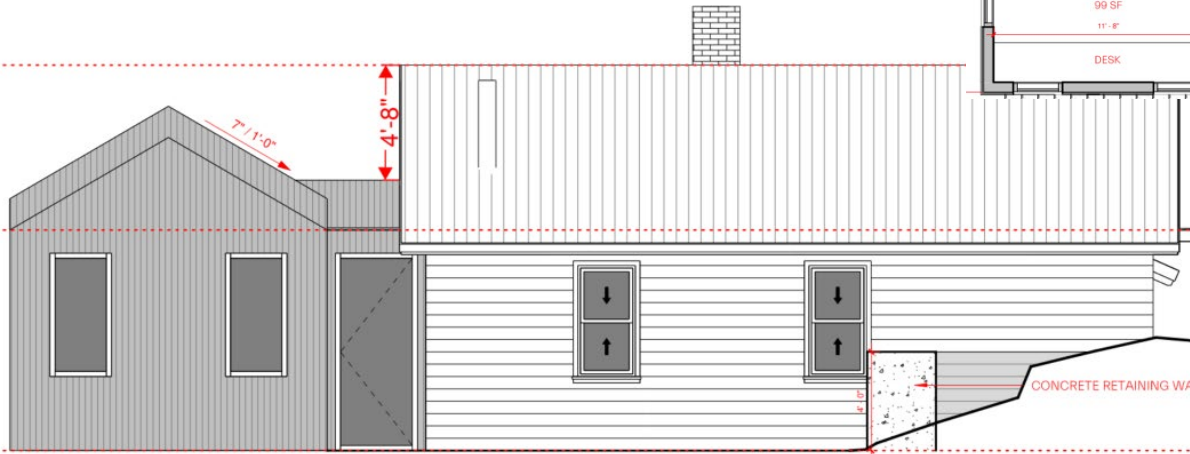


- Restore exterior siding
- Remove two rear facade door openings
- Repair and replace windows on Historic Structure,
- Repair existing rear deck and non-Historic front porch and porch shed roof



# ANALYSIS

- Proposed addition footprint is just over 50% of the footprint of the Historic Structure.
- Transitional element complies with the required dimensions per LMC § 15-13-2(4)(b) *Transitional Elements*.



# ANALYSIS

Proposed modifications to Historic Structure comply with LMC § 15-13-2(B)(2) *Specific Regulations for Historic Residential Sites. Primary Structures.*

- Removal of two door openings at rear Historic Structure
- Historic status of doors unknown
- Modification is to rear façade, not visible from street – changes to primary or secondary façade window/door openings



# ANALYSIS

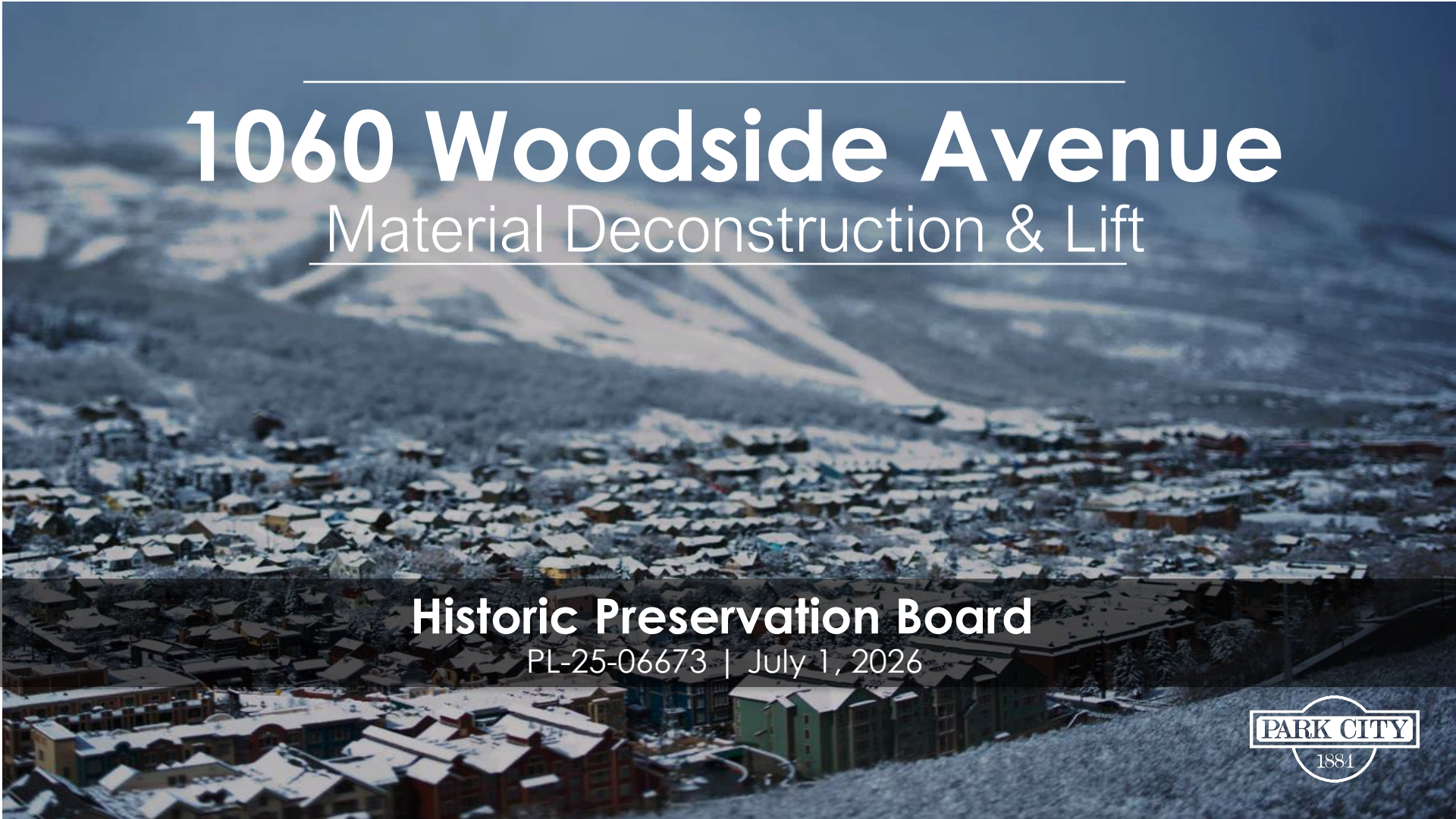
As conditioned, the Material Deconstruction and rehab of the Historic Structure meets LMC § 15-11-9 *Preservation Policy*

- Applicant submitted a Historic Preservation Plan detailing modifications and methods of preservation of Historic Material.
- Financial Guarantee is required prior to the submittal of a building permit (COA
- Applicant shall obtain HDDR approval for the rear addition (scheduled for July 16<sup>th</sup>).



# RECOMMENDATION

- (I) Review the proposed Material Deconstruction to remove 158 square feet of the rear façade material, including siding and a window of the Significant Historic Structure,
- (II) Conduct a public hearing, and
- (III) Consider approving the Material Deconstruction based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the Final Action Letter



# 1060 Woodside Avenue

## Material Deconstruction & Lift

**Historic Preservation Board**

PL-25-06673 | July 1, 2026

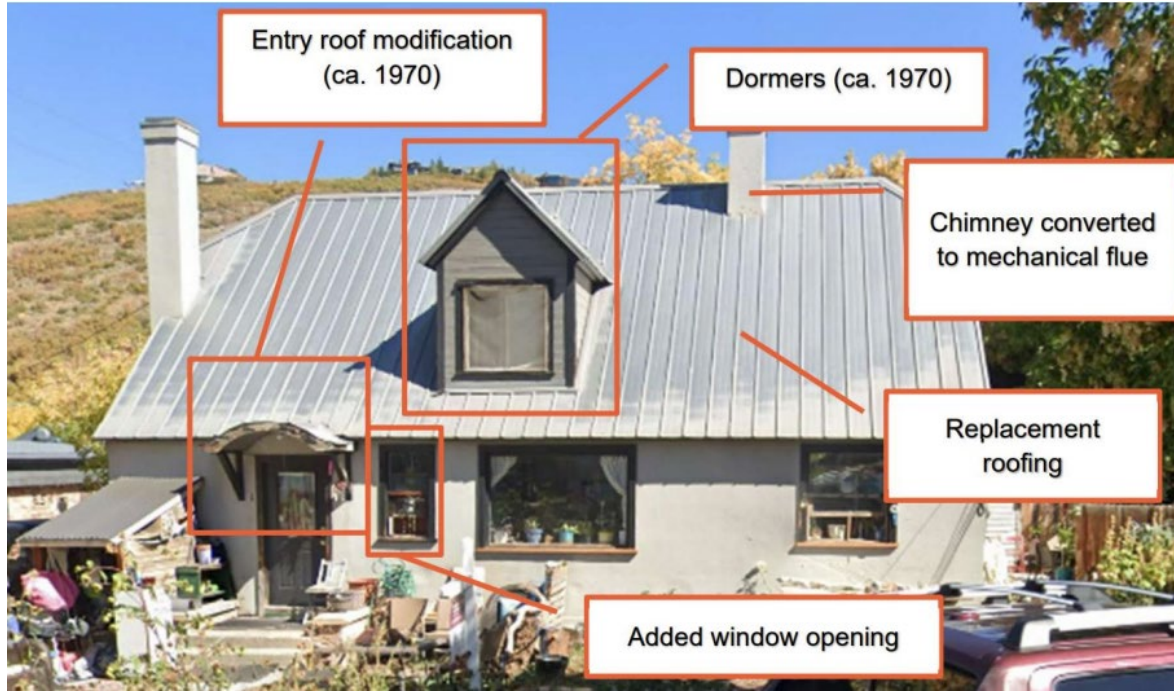


# 1060 Woodside

- 1928: Structure constructed
- 1970s: Non historic addition added as well as other modifications



# 1060 Woodside



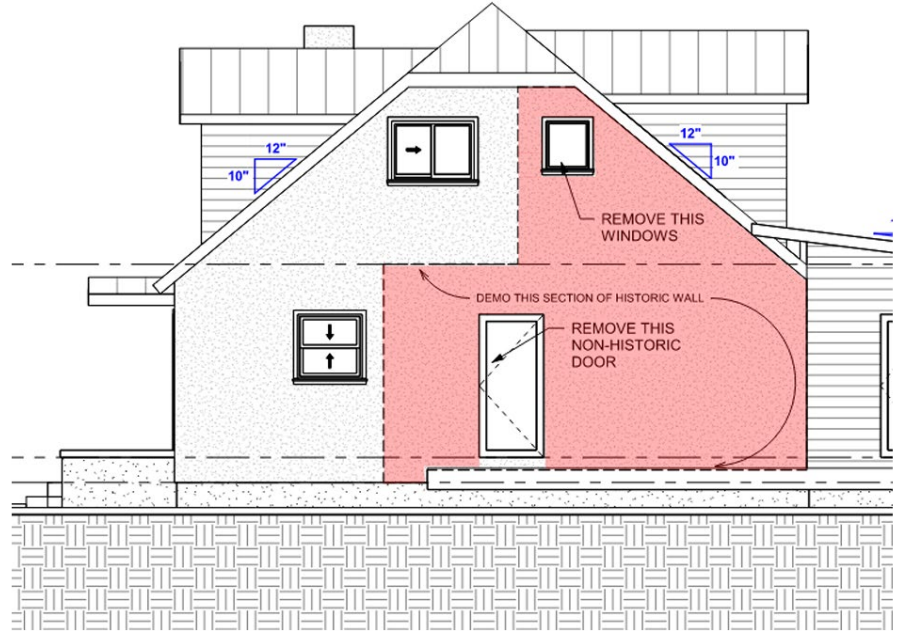
# 1060 Woodside



# 1060 Woodside

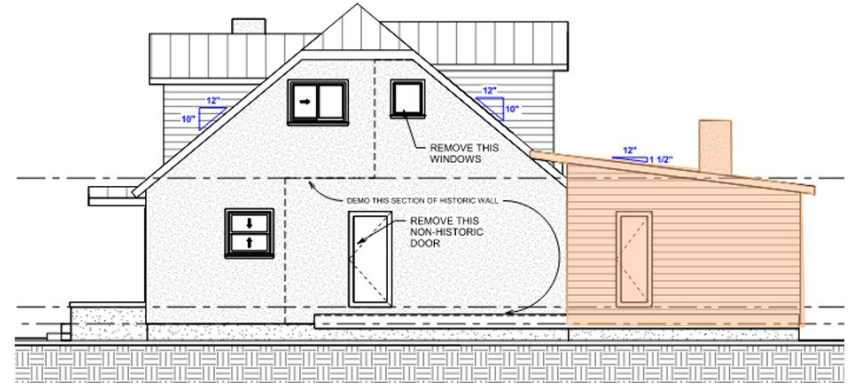
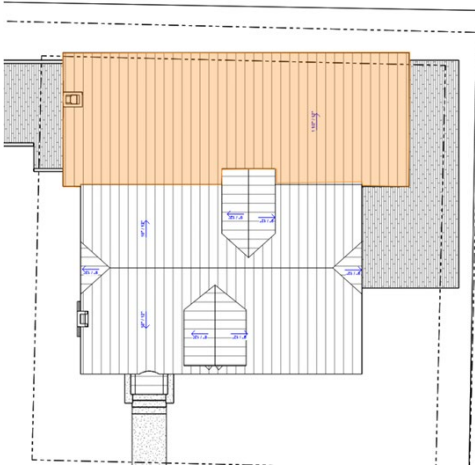
Applicant proposes to

- Remove 228.5 square feet from the south façade to accommodate a new addition



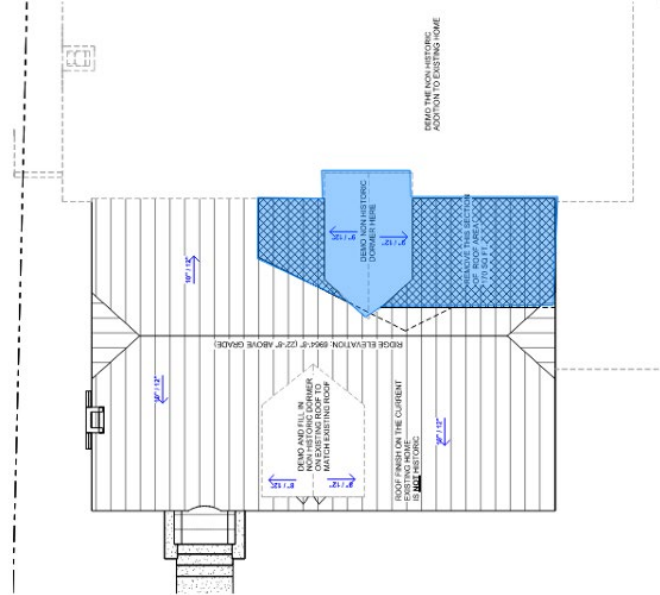
# 1060 Woodside

- Restore the 1928 Building Footprint



# 1060 Woodside

- Remove 170 square feet of non-Historic material and a non-Historic dormer on the rear



- Remove a non-Historic dormer, restore the entryway on the front façade and partially restore the façade as shown in the 1940 tax photo

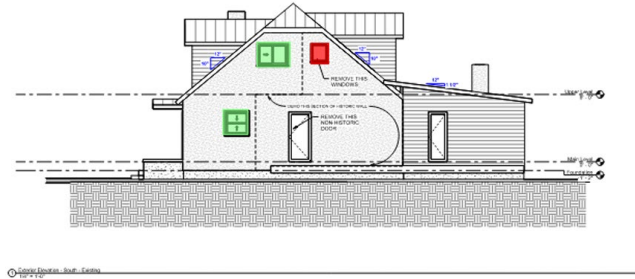
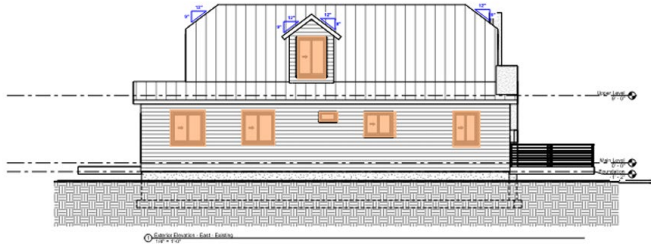


# 1060 Woodside



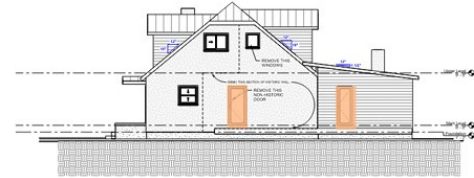
# 1060 Woodside

- Remove seven non-Historic windows and one Historic window, and retain seven Historic windows, and three non-Historic windows



# 1060 Woodside

- Remove four non-Historic doors on the Structure
- Remove the non-Historic EIFS cladding and restore the stucco material that was seen on the Structure at time of construction



# 1060 Woodside

- Lift the Structure to repair the foundation and construct a basement



# Analysis

- The Material Deconstruction complies with the HR-1 Zoning District regulations in LMC Chapter 15-2.2.
- The proposal, as conditioned, complies with LMC § 15-11-12.5 Historic Preservation Board Review for Material Deconstruction.
- The proposal to lift the Historic Structure, as conditioned, complies with the requirements of Land Management Code § 15-13-2 Regulations for Historic Residential Sites.

# Conditions of Approval

6. The Applicant shall submit a third-party report verifying the historic nature of the windows and their condition and ability to be repaired. If the windows are determined to be historic their frames shall be rehabilitated and the type shall be restored to the windows visible in the 1940s tax photo.
7. The Applicant shall repair the existing Historic windows. Shall any windows be determined to be irreparable the Applicant shall submit verification to the Planning Department and shall utilize the material to exactly reconstruct the window.
8. The non-Historic windows shall be replaced with wood and shall complement the style of the historic structure.

# Conditions of Approval

11. The Applicant shall carefully review the condition of the original stucco and if necessary to remove damaged material to patch with new stucco, it shall duplicate the old in strength, composition, color, and texture. The Applicant shall verify that the new stucco used to patch shall not degrade the historic material in good condition that can be retained on the Structure.

12. The Structure shall be returned to its original location and height.

13. The form, material, and detailing of the new foundation shall be like the Historic foundation in accordance with LMC § 15-13-2(B)(2)(b).

# 1060 Woodside

The Board could consider requiring a Condition of Approval requiring the Applicant to remove the non-Historic window opening on the front façade to restore the Structure to the 1940s appearance based on the tax photo.

***Would the Board like to amend the Final Action Letter to add this Condition of Approval?***

# Recommendation

- (I) Review the request for Material Deconstruction at 1060 Woodside Avenue
- (II) conduct a public hearing, and
- (III) consider approving the proposal based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the draft Final Action Letter

The HPB may:

- Approve the request for Material Deconstruction
- Deny the request for Material Deconstruction and direct staff to make Findings for the denial or;
- Request additional information and continue the discussion to a date certain.

# 1010 WOODSIDE AVENUE

MATERIAL DECONSTRUCTION & LIFT

**Historic Preservation Board**

PL-26-06834 | July 1, 2026

**PARK CITY**

1881

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# 1010 Woodside Ave

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**~1885** – Landmark Historic Site built

**1885-1900** – Small rear addition constructed

**1941-1982** – Minor additions constructed



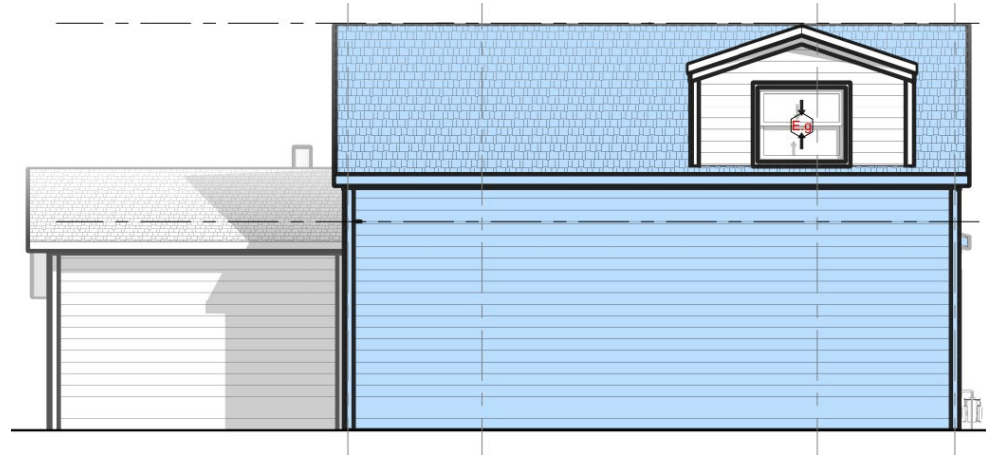
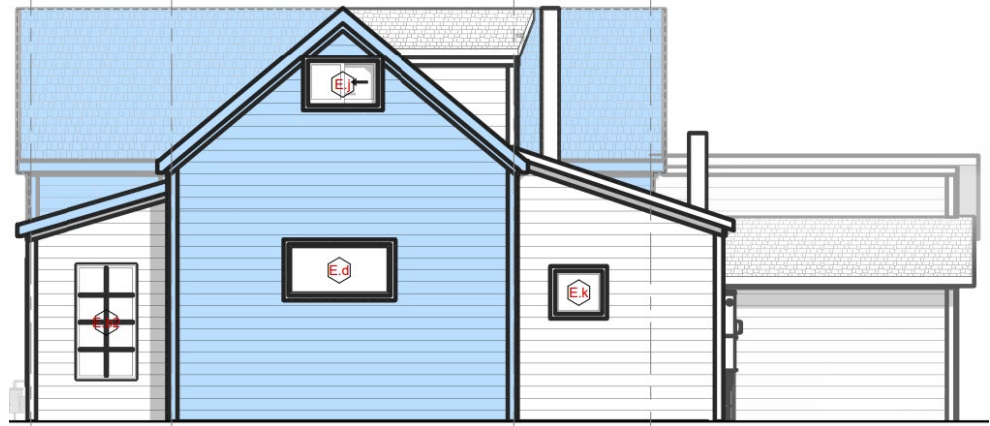
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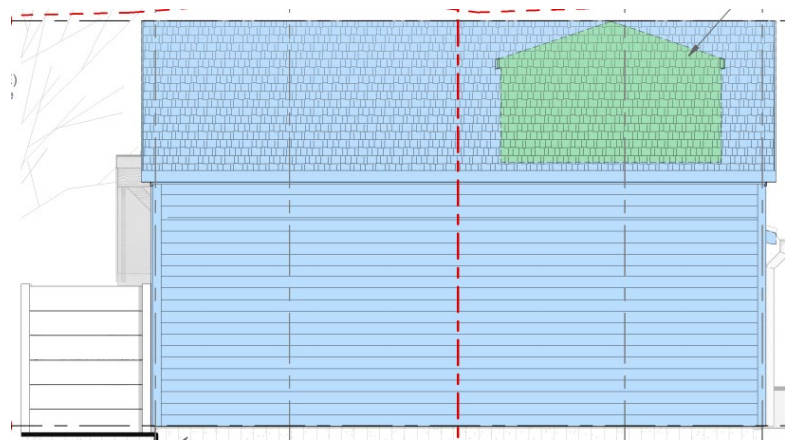
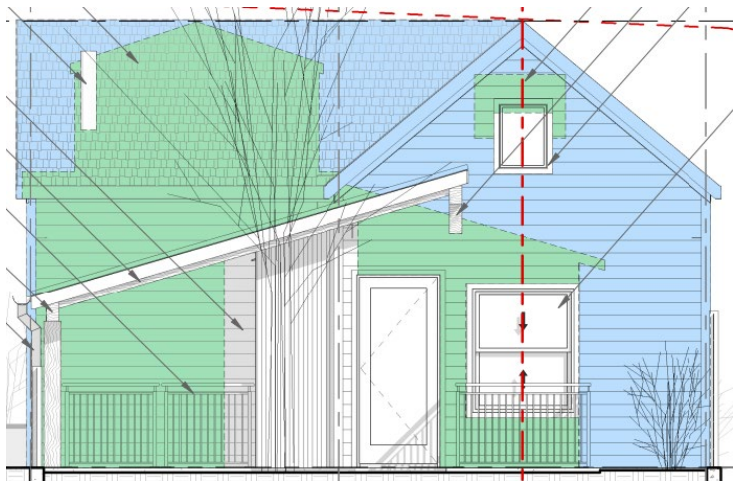
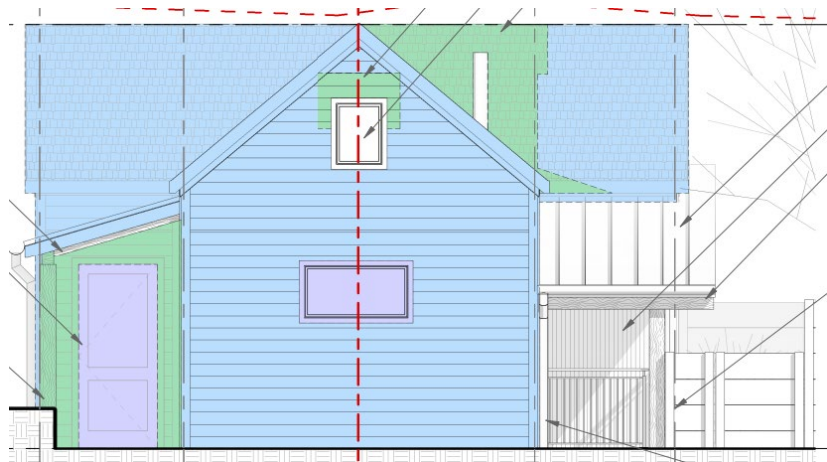
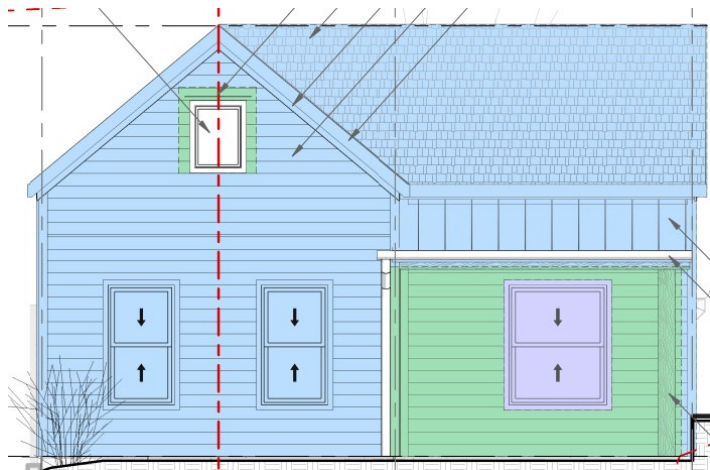
## 1010 Woodside Ave

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The applicant proposes to:

- Remove the non-Historic front sunroom, dormers, chimney, and windows.
- Restore the Historic Structure to its original form.
- Lift the Historic Structure to construct a basement.
- Remove Historic material to add two windows.
- Replace the roof.
- Add a 25-square-foot addition to the rear that will not impact Historic Material.





# Conditions of Approval

4. The Applicant shall obtain Historic District Design Review approval and Administrative ~~Conditional Use~~ Permit approval for the Accessory Apartment from the Planning Director, or their Designee, prior to submitting a building permit.
5. The basement addition shall not raise the historic structure generally more than seven inches above Final Grade from its Existing Grade.
6. The Historic Site shall be returned to Existing Grade following the construction of a foundation. Generally no more than six inches of the new foundation shall be visible above Final Grade on the primary and secondary facades.

# Conditions of Approval

7. The site shall be regraded so that all water drains away from the Structure and foundation.
8. Historic materials in good or salvageable condition shall be preserved or repaired rather than replaced. Historic materials that are unsalvageable shall be replaced in compliance with LMC § 15-13-2.
9. The Applicant shall provide the City with a Financial Guarantee, in accordance with LMC § 15-11-19, to be recorded with the Summit County Recorder's Office prior to submitting a building permit application.

# Recommendation

- (I) Review the proposed Material Deconstruction at 1010 Woodside Avenue
- (II) conduct a public hearing, and
- (III) consider approving the proposal based on the Findings of Fact, Conclusions of Law, and Conditions of Approval outlined in the draft Final Action Letter

The Historic Preservation Board may:

- Approve the Material Deconstruction;
- Deny the Material Deconstruction; and direct staff to make Findings for the denial; or
- Request additional information and continue the discussion to a date certain.