



**PARK CITY HISTORIC PRESERVATION BOARD MEETING
SUMMIT COUNTY, UTAH
September 2, 2026**

The Historic Preservation Board of Park City, Utah, will hold its regular meeting in person at the Marsac Municipal Building, City Council Chambers, 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/82086188552>

1. MEETING CALLED TO ORDER AT 5:00PM

2. ROLL CALL

3. MINUTES APPROVAL

- 3.A. Consideration to Approve the Historic Preservation Board Meeting Minutes from August 5, 2026

4. STAFF AND BOARD COMMUNICATIONS AND DISCLOSURES

- 4.A. 176 Main Street Update

5. PUBLIC COMMUNICATIONS

6. WORK SESSION

- 6.A. **Land Management Code Amendments** – The Historic Preservation Board Will Conduct a Work Session Regarding Proposed Amendments to the Historic District Regulations in LMC Chapter 15-11 Historic Preservation and LMC § 15-13-4 Regulations For Relocation And/or Reorientation of Intact Buildings or Structures to Clarify and Consolidate Regulations in Order to Improve Efficiency in the Review Process and Ensure the Preservation of Park City's Landmark and Significant Historic Structures. PL-26-06781

7. ADJOURNMENT

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.**



**PARK CITY MUNICIPAL CORPORATION
HISTORIC PRESERVATION BOARD MEETING
MARSAC MUNICIPAL BUILDING
COUNCIL CHAMBERS
445 MARSAC AVENUE
PARK CITY, SUMMIT COUNTY, UTAH
MINUTES OF AUGUST 5, 2026**

BOARD MEMBERS IN ATTENDANCE: Lola Beatlebrox – Chair, Puggy Holmgren, Douglas Stephens, Dalton Gackle, Randy Scott

EX OFFICIO MEMBERS: Rebecca Ward, Planning Director; Elissa Martin, Planning Project Manager; Meredith Covey, Planner II; 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.

3. MINUTES APPROVAL

A. Consideration to Approve the Historic Preservation Board Meeting Minutes from July 1, 2026.

MOTION: Board Member Holmgren moved to APPROVE the Historic Preservation Board Meeting Minutes from July 1, 2026. Board Member Gackle seconded the motion.

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

4. STAFF AND BOARD COMMUNICATIONS AND DISCLOSURES

A. Historic District Grant Program Update.

Planning Director, Rebecca Ward, reported that there is a Staff Communication document included in the Meeting Materials Packet. It summarizes previous Historic Preservation Board discussions about updates to the Historic District Grant Program. It also outlines next steps. This document has been provided for informational purposes, but she can also answer Board Member questions. It is anticipated that there will be a Joint Work Session in the fall with the Historic Preservation Board and City Council. At that time, there will be a discussion about the changes that will be made to the Historic District Grant Program.

Board Member Stephens stated that he is confused about the requirement for two competitive bids for grant requests over \$10,000. There could be some difficulty obtaining two competitive bids, and he worries about placing a burden on grant program applicants. Chair Beatlebrox believed this requirement was discussed because it will ensure that whatever is presented to the Board is realistic. Board Member Stephens pointed out that it can be difficult to obtain two competitive bids. He is unsure this extra step is necessary. Director Ward clarified that there can be additional discussion during the Joint Work Session.

5. PUBLIC COMMUNICATIONS

There were no public communications.

6. REGULAR AGENDA

A. Thaynes Mine Site (PCA-S-98-PCMR-1) – Historic District Grant Application – The Applicant Requests a \$21,989 Grant for Repair and Upgrades of the Thaynes Mine Shaft and Cages. PL-26-06973.

Planning Project Manager, Elissa Martin, presented the Staff Report and explained that this is a Historic District Grant Application for the Thaynes Mine Site. The Thaynes Mine Site is located at the southeast corner of Park City Mountain near the Jupiter Access, Hoist, Thaynes, and Single Jack runs. She reported that the Significant Historic Site was constructed circa 1937 and contains the Thaynes Mine Hoist House, Conveyor Gallery, and Fire Hydrant Shack, which were designated as Historic Structures on the Park City Historic Sites Inventory. Manager Martin shared images of the site from 2009 and 2024.

After heavy snow loads in the winter of 2023, the roof collapsed. On August 7, 2024, the Historic Preservation Board approved a Material Deconstruction application to remove the historic roof materials. Additionally, the Historic Preservation Board awarded a Historic District Grant to support the work needed to remove the roof and stabilize the Hoist House.

On January 2, 2026, the Planning Director issued a Historic District Design Review (“HDDR”) Waiver Letter for the Thaynes Mine Preservation Project. On January 7, 2026, the Historic Preservation Board awarded a Historic District Grant for \$24,950. This was for comprehensive repairs to the Mine Site Hoist House, Garage Door Façade, Shaft Tower, Watchmen Shed, Fire Hydrant Shed, and Ore Shed Façade. The current grant application for the Thaynes Mine Preservation Project is for repairs to the mine shaft and cages.

The estimated cost of the project is \$74,589, and the funding request is \$21,989, which would be sourced from the Citywide General Fund for Fiscal Year 2026, which has a balance of \$22,186. The mine shaft and cages represent an important era of transition. Manager Martin explained that the Thaynes Mine Site was the last mine complex constructed before mining operations ceased in Park City and the ski industry began to emerge. She noted that the mine shaft became iconic for its adapted use as a ski lift operation back in the 1960s.

Manager Martin reported that the proposed scope of work includes eligible work items under the category of "Restoring Historic Features." The proposed scope of work is as follows:

- Structural framing;
- Foundation repairs;
- Enclosing and protecting existing shaft openings; and
- Preserving and stabilizing the historic shaft structure.

The analysis in the Staff Report describes how the project meets the Historic District Grant Program evaluation criteria, which is based on the Fiscal Year 2026 criteria. Staff recommends the Historic Preservation Board review and score the Historic District Grant application for the Thaynes Mine shaft and cages, conduct a public hearing, and determine whether a grant should be awarded for this Historic District Grant application.

Brian Buck gave his zip code as 84098 and explained that he is the Project Manager for The Friends of Ski Mountain Mining History. He is responsible for executing the plans to preserve the Thaynes Mine facility. He thanked the Historic Preservation Board and Planning Staff for considering the grant application. Mr. Buck shared information about the history of the site and the mine shaft. This is a unique facility, and there is a desire to honor the history.

When the building collapsed, the roof and walls fell in, which exposed the front of the shaft tower. Mr. Buck explained that the shaft and cages are now vulnerable to weather conditions as well as potential vandalism. The intention is to protect the shaft and cages from those risks. This will be done by adding a new structure, which will be placed against the shaft tower and will meet the same roofline as the old building. It will extend out from the shaft tower approximately 6.5 feet. That will be built and then covered with the same corrugated metal that is present on the rest of the building to make it look like it was part of the original building. He wants visitors to be able to connect with the history of the site.

The cost of the project is approximately \$75,000 and there has been just under \$22,000 requested through the Historic District Grant Program. The grant funding will be meaningful and he believes the Historic Preservation Board will be pleased with the final outcome.

Board Member Stephens asked about the \$47,136 in the Citywide General Fund that is mentioned in the Staff Report. Manager Martin clarified that there was already a grant awarded from that fund, so the remaining balance in the Citywide General Fund is \$22,186. Discussions were had about the applicable Fiscal Year and the application submittal date. Manager Martin confirmed that this application was submitted in Fiscal Year 2026.

Board Member Puggy Holmgren asked about visitation to the site after the restoration work is complete. Mr. Buck reported that the shaft tower and headframe are not suitable for public visitation, because there is not compliance with the safety codes that are in place. The shaft itself is 1,760 feet deep and the top 100 feet of that is what collapsed. There was an engineering firm hired to determine how to close the top of the shaft so it would not continue to collapse. There was an engineering study and design paid for. There was then work

done with the Utah Division of Oil, Gas, and Mining, who has a program to close abandoned mine shafts and tunnels across the state. The shaft is now permanently closed.

The Historic Preservation Board reviewed the Historic District Grant application against the Evaluation Criteria Scorecard for Fiscal Year 2026. Chair Beatlebrox gave this application a high score, with a total of 16 points. She is in favor of awarding the grant to this project. Other Board Members expressed support for the grant and the work that is proposed.

Board Member Dalton Gackle disclosed that he works for the Park City Historical Society, which is the parent organization of The Friends of Ski Mountain Mining History. However, he is not involved in this project. His employment will not impact his decision on the item.

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

MOTION: Board Member Holmgren moved to APPROVE the Historic District Grant Application for the Thaynes Mine Site (PCA-S-98-PCMR-1) for \$21,989, which will be used for the repair and upgrades of the Thaynes Mine Shaft and Cages, based on the following:

Background:

1. On August 7, 2024 the HPB reviewed and approved the Applicant's request for Material Deconstruction to remove the historic roof materials of the Hoist House, which had collapsed from heavy snow loads in previous years, and to restore the Hoist House to its 1937 form, with the condition that an Engineer's Report be submitted and approved by the Planning Director and City Engineer, outlining required stabilization for the rehabilitation of the Hoist House, and evaluation of the potential to restore the 1937 form and later additions.
2. On February 5, 2025, the FOSMHH provided an update to the HPB regarding the progress on the roof removal and the completion of the condition of approval to submit an Engineer's Report, which was Subsequently approved by the Planning Director and Chief Building Official
3. On August 7, 2024, the HPB reviewed and approved a Historic District Grant to remove and replace the 1937 Thaynes Hoist House roof and to stabilize, rehabilitate, and restore the 1937 Hoist House.
4. On February 5, 2025, the FOSMHH provided an update to the HPB regarding the progress on the roof removal and the condition of approval to submit an Engineer's Report. The Planning Director and Chief Building Official reviewed the Engineer's Report, Physical Conditions Report and Historic Preservation Plan and approved the restoration work.
5. On January 2, 2026, the Planning Department issued a Historic District Design Review waiver letter to rehabilitate the Thaynes Mine Hoist House and

headframe, including repairs and upgrades to the mine shaft enclosure and cages.

6. On January 7, 2026, the HPB approved a Historic District Grant application for \$24,950 for repairs to the Thaynes Hoist House 1937 form, garage door façade and the shaft tower.

Findings of Fact:

1. The Thaynes Mine Hoist House, which contains the mine shaft enclosure and cages, is designated a Significant Historic Site on Park City's Historic Sites Inventory.
2. On June 22, 2026, the Park City Museum and FOSMMH submitted a Historic District Grant Application for Fiscal Year 2026 Quarter 4 funding to assist with the cost of repairing the mine shaft enclosure and cages, including:
 - Structural Framing, including installing new steel columns and beams (wide flange, channel, HSS).
 - Foundation repairs, including new concrete column bases and footings, with reinforcement dowels drilled and epoxied into existing slabs and walls.
 - Existing shaft openings will be enclosed and protected as part of the structural repairs.
 - Preserving and stabilizing the historic shaft structure and any additions will use original parts and equipment.
3. The Applicant's proposed repairs and upgrades to the Historic Mine shaft enclosure and cages focus on "Restoring Historic Features" through structural stabilization and repair, which is an eligible work item that meets the Historic District Grant Program requirements.
4. The total cost of the scope of work described in the Historic District Grant Application is \$74,589 and the matching funding request is \$21,989.
5. The grant funding will be sourced from the Citywide General Fund Fiscal Year 2026, which has a current balance of \$22,186.
6. The proposed scope of work meets the following evaluation criteria according to the Fiscal Year 2026 evaluation criteria matrix:
 - a. Preserving character defining elements of the Structure – the Applicant's project description explains that the mine shaft and cages are character defining elements of the overall Thaynes Mine Site, as they are an iconic reminder of Park City's transition from a mining town to a ski destination.

- b. Enhancing historic features and elements of the Structure and/or site – restoring the mine shaft and cages will enhance the historic Hoist House and Shaft Tower.
- c. Proposed design and scope of work uses best practices for the treatment of historic materials -- the Applicant proposes “Quality Assurance and Inspection” measures as part of their scope of work.
- d. The scope of work specifies that the restoration of the mine shaft and cages will use original parts and equipment, which would meet criteria for prioritizing restoration of historic features rather than replacing historic features in-kind.

Conclusions of Law:

- 1. The proposed repairs and upgrades to the Historic Mine shaft enclosure and cages are eligible for Historic District Grant funding, according to the Grant Program requirements.
- 2. The HPB determined the grant request qualifies for a Historic District Grant award in the amount of \$21,989.

Conditions of Approval:

- 1. Improvements shall be completed in compliance with the Secretary of the Interior’s Standards for Rehabilitation and the Conditions of Approval of the Historic District Design Review-Pre-Application waiver letter, dated January 2, 2026.
- 2. The grantee shall maintain the architectural significance of the structure, retain and/or restore the historic character of the structure, preserve the structural integrity of the structure, and perform normal maintenance and repairs.
- 3. The grantee shall complete the work funded by the Historic District Grant within one year of Building Permit issuance.
- 4. The Applicant shall submit a photograph of completed work to Planning Staff.
- 5. The grantee shall submit proof of payment to the Planning Department for disbursement of funds within 30 days of final inspection.
- 6. 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 prior to construction.

Board Member Stephens seconded the motion.

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

7. **WORK SESSION**

A. **Land Management Code Amendments – The Historic Preservation Board Will Conduct a Work Session Regarding Proposed Amendments to the Historic District Regulations for Material Deconstruction Criteria in Section 15-11-12.5. PL-26-06781**

Manager Martin presented the Staff Report and explained that this Work Session item relates to Land Management Code (“LMC”) Amendments. The proposed amendments are in Section 15-11-12.5 – Historic Preservation Board Review for Material Deconstruction.

The purpose of the Historic Preservation Board, in part, is to preserve the City’s unique historic character and encourage compatible design and construction through periodic updates to the Historic District regulations. On December 3, 2025, the Historic Preservation Board had a Work Session that reviewed the priorities for historic preservation that were identified in the 2025 General Plan. Strategy 50 calls for regularly assessing and evaluating Regulations for Historic Districts and Historic Sites in the LMC for consistency and potential modifications that further preservation efforts while supporting a degree of flexibility.

The Historic Preservation team recommendations for potential updates to LMC Section 15-11-12.5 - Historic Preservation Board Review for Material Deconstruction include:

- Re-integrate core preservation principles into the evaluation criteria;
- Provide specificity regarding compliance with LMC Chapter 15-13 - Regulations for Historic Districts and Historic Sites;
- Clarify the definition of Material Deconstruction;
- Clarify the Historic Preservation Board review of modifications to Historic Materials, while Staff review is limited to the repair of Historic Materials.

On December 17, 2015, the City Council adopted Ordinance 15-53, establishing 15-11-12.5 - Historic Preservation Board Review for Material Deconstruction. Before that time, review of Material Deconstruction was an Administrative Review conducted by Staff. The standards of review were originally outlined in the Historic District Design Guidelines and included core principles of preservation, rehabilitation, restoration, and historic integrity. The Design Guidelines were codified in 2019 and the core principles moved to the definitions section.

Based on the Staff research that was conducted, the Historic District regulations and guidelines of peer communities integrate core principles in standards of review, including:

- Preservation;
- Rehabilitation;
- Restoration;
- Historic Integrity; and
- Period of Significance.

These concepts are pertinent to Staff and Historic Preservation Board review of Material Deconstruction requests. Staff recommends re-integrating them into Chapter 15-11 to support the Staff and Historic Preservation Board reviews of Material Deconstruction.

Manager Martin reviewed the Staff recommendations. Additions to a Historic Structure should be reviewed through the lens of the definition for rehabilitation to ensure that portions or features of the Historic Structure which convey historical, cultural, or architectural values of the site are preserved. Staff also recommends that historic materials approved for removal be salvaged and incorporated back into the site, either to make repairs to other facades of the Historic Structure or to be integrated elsewhere on site. This will promote the core principle of preservation. The definition of preservation mentions reusing materials.

Staff recommends that modifications, such as removing windows or architectural features added at a later time, should be reviewed through the lens of restoration and the Historic Structure's period of significance. Right now, the Staff Report tends to include an analysis of the period of significance, but this is not explicitly required in the standards of review.

Staff recommends incorporating the overarching core principle of historic integrity in the standards of review for Material Deconstruction to ensure a Historic Site retains its status as a Significant or Landmark Site. Within the concept of historic integrity, Park City Municipal Corporation recognizes seven aspects or qualities, as defined by the National Park Service:

- Location;
- Design;
- Setting;
- Materials;
- Workmanship;
- Feeling; and
- Association.

Manager Martin posed the following questions to the Historic Preservation Board:

- Does the Historic Preservation Board concur with Staff that Material Deconstruction requests should be evaluated based on the definitions and criteria for rehabilitation, preservation, and restoration?
- Does the Historic Preservation Board support incorporating the seven criteria for historic integrity into LMC 15-11-12.5 to evaluate Material Deconstruction requests?
- What additional information or analysis does the Historic Preservation Board need from applicants and/or Staff to effectively evaluate Material Deconstruction requests?

Manager Martin reported that 15-11-12.5 requires compliance with LMC Chapter 15-13. However, the requirement is vague and should be amended to specify applicable subsections in Chapter 15-13. For instance, for residential Significant or Landmark Historic Sites and commercial Significant or Landmark Historic Sites, all of the applicable regulations

in 15-13-2(A) - Universal Regulations, 15-13-2(B)(2) - Primary Structures, and 15-13-2(B)(4) - Additions to Primary Structures could be included. These additions could add specificity.

Planner II, Meredith Covey, explained that another recommendation is to update the definition of Material Deconstruction. Right now, there is one definition in the Definitions section, and the purpose of Material Deconstruction is referenced in Chapter 15-11. The proposal is to amend the definition to better align with the purpose and reference the updated definition in Chapter 15-11. She shared the proposed language for the amended definition:

- Material Deconstruction:
 - - The removal of Historic Material for the purpose of repairing or replacing Historic Materials that are beyond repair, or to accommodate an addition, new construction, or structural upgrades. In some cases, deconstruction may be used for salvaging and reusing construction materials or building components of a Historic Site, or to remove non-historic materials from a historic site or structure to achieve restoration.

Discussions were had about the proposed definition. Chair Beatlebrox stated that the language is precise and makes a lot of sense. Board Member Randy Scott agreed that it is thorough. Planner Covey reported that there are amendments proposed to clarify that the Historic Preservation Board would review any Material Deconstruction requests that modify historic materials. The Staff review would be limited to repair and routine maintenance.

- Planning Director review includes routine maintenance, including but not limited to:
 - Re-Roof;
 - Chimney repair;
 - Foundation repair;
 - Repair of the following:
 - Historic wood features;
 - Historic Site features.
 - Removing or replacing non-historic features.
- Historic Preservation Board review includes:
 - Removal of Historic Material to accommodate new additions, new construction, or structural upgrades;
 - Modifications to historic window and door openings.

Chair Beatlebrox thought the proposal made sense, because the purview of the Historic Preservation Board is to ensure that historic material is saved whenever possible. Board Member Stephens stated that he wants to think through potential unintended consequences. He shared an example scenario and asked about the process. Director Ward reported that under the draft code, if there was a proposal to change a historic façade and open a new window, even if it was secondary or tertiary, that request would be brought to the Board. For something like a minor repair caused by water damage, there would be a Staff review. Even

for minor repairs, the current code requires public notice and a public hearing, but that could be revised so there was a Waiver Letter. Additional example scenarios were discussed.

Director Ward reported that in Chapter 15-13, there is some discretion allowed, but it is possible to add additional clarification to the language. Board Member Gackle asked if there is a formal definition for the word "repair". Director Ward denied this, but noted that it has been discussed. Planner Covey believed Board Members would like there to be additional clarification so it is clear that repair of unusable historic material and replacement of unusable historic material on a minor scope would continue to be under Staff review.

Director Ward provided clarification about the presentation slide on historic integrity, which shows the seven aspects. In the Staff Report, it was noted that the City Attorney's Office recommends taking the word "feeling" out and replacing it with something more specific. The recommended language in the Staff Report was "period association." Board Member Gackle pointed out the "feeling" is already defined by the National Park Service.

Senior City Attorney, Mark Harrington, does not mind if there is a cross-reference to the National Park Service definition of "feeling," but he would strongly recommend that the proposed language be used. It will be difficult to have an objective standard for review if the word feeling is used. Chair Beatlebrox expressed concerns about the term period association. She noted that not every property that is historic will have the same kind of aesthetics. She suggested that the term period character be used instead of period association. Attorney Harrington likes the distinction and expressed support for this.

Board Member Stephens asked that Staff bring back example scenarios to illustrate how the review process will work in the future. He wants to better understand how the National Park Service items will fit into the evaluation process. Chair Beatlebrox agreed that Board Members would like to see some examples where the aspects have been applied. Board Member Scott added that it will also be beneficial for applicants to see example scenarios.

Staff and Board Members further discussed potential scenarios. Manager Martin agreed that having prepared examples will be beneficial and will provide additional clarification. Board Member Stephens stressed the importance of providing clarity to applicants, Staff, and the Historic Preservation Board. Director Ward confirmed that during the next Work Session on this item, there will be additional clarification provided. Manager Martin reported that there was a project she worked on recently where there was a rear addition. No modifications were proposed to the historic structure with the exception of material removal for the addition. In a case like that, the period of significance would likely not be considered.

Manager Martin reported that for the next Work Session, Staff will bring several examples forward. Different projects can be shared, and there can be discussions about how each project would work under the new regulations. Board Member Stephens wants to understand what will be expected of the Historic Preservation Board when various projects come forward. Manager Martin believed there was Board consensus on the Material Deconstruction definition, which was confirmed. There also appears to be support to add specificity regarding modifications that clarify applicable sections of code in Chapter 15-13.

Manager Martin asked if there are any additional topics the Board would like to discuss at the future Work Session. This was denied. Board Members reiterated that there is a desire to see project examples so there can be more clarity about the process moving forward.

Board Member Stephens asked if there is clarity about the expectations for historic windows. He is not sure that he has ever seen a historic window that could be restored according to the National Park Service guidelines. Manager Martin stated that it is a rare occurrence that a historic window comes forward with historic materials. There are generally requests to replace a window in a historic location, but there has usually already been a replacement with something newer. Board Member Stephens asked if enough clarity has been provided. Manager Martin reported that the code currently requires historic windows to be repaired, if possible. If something is beyond repair, then there are replacement options to consider. It is possible for Staff to look into this further and provide additional information to the Board.

Chair Beatlebrox mentioned The Centennial House and asked if there is an update that will be shared with the Historic Preservation Board. Director Ward reported that the Historic Preservation Consultant, Stantec, has been working with the applicant. It is possible to provide a Staff Communication for Historic Preservation Board review at the September meeting. There are still a few more months of construction before the historic materials are brought back to the site, but progress is continuing to be made. She reiterated that a formal update will be shared with the Historic Preservation Board at the next scheduled meeting.

8. ADJOURNMENT

MOTION: Board Member Scott moved to ADJOURN the Historic Preservation Board Meeting. Board Member Stephens seconded the motion.

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

The Historic Preservation Board Meeting adjourned at 6:00 p.m.

Historic Preservation Board Staff Communication



Subject: 176 Main Street
Application: PL-25-06472
Author: Meredith Covey, Planner II
Date: September 2, 2026
Type of Item: Informational

Summary

176 Main Street is a Landmark Historic Site constructed circa 1901, also known as the Durkin Boarding House and the Centennial House. The Structure underwent renovations, including an addition on the east (rear) façade sometime before 1970. Sometime between 1978 and 1983, architectural elements were installed, including dormer windows, a cupola, and ornamentation. The Structure experienced deterioration in the years following due to weather, animals, squatters, and lack of maintenance. The Structure was eventually determined to be dangerous by the Chief Building Official in 2007.

On June 4, 2025, the Historic Preservation Board (HPB) reviewed and approved, with conditions, the request for Material Deconstruction and Reconstruction at 176 Main Street (Packet, [Item 6.B.](#); [Minutes](#), p. 11). On July 3, 2025, the Planning Director reviewed and approved, with conditions, the Historic District Design Review to construct a new addition at 176 Main Street (Packet, [Item 1.A.](#); [Minutes](#), p. 1).

On October 22, 2025, the Applicant's team began the careful deconstruction process of exterior siding, windows, and doors.



Image 1: Onsite deconstruction, images taken by Stantec while on site.

The City's on-call Historic Preservation Consultant, Stantec, and Historic Preservation staff were on site during the deconstruction. The contractors carefully marked and stored

Historic Material as it was being removed from the Structure. The material is being stored in an off-site temperature-controlled storage unit.

Currently, the Applicant is working with their historic window preservationist to evaluate the condition of the windows and determine which windows can be restored and repaired. For any windows that are irreparable, the material will be used to restore other windows on the Structure.

The Structure has been reframed, and the contracting team continues to complete work on the interior.



Image 2: Framed Structure, image taken in August of 2026.

The Applicant anticipates bringing the historic siding back to the site in the fall, where they will conduct on-site rehabilitation of the material. Through this process, they plan to restore the siding while ensuring toxic materials such as lead are mitigated.

Historic Preservation Team staff and consultant Stantec will continue to work with the Applicant's team to review reports on the status of materials, conduct site visits, and complete a final inspection once construction is finalized.

The contractor has provided an update which is included as an attachment to this report.



176 Main Street - Centennial House

Statement to the Park City Historic Preservation Board

Prepared by John Phillips, Project Manager, PJ Builders, Inc.

For the Board meeting of September 2, 2026 | Issued August 24, 2026

Historic Window Components

Work on the historic materials is moving into an active phase. This week, Restoration West is mobilizing to the offsite storage unit to begin removing the historic window components. The salvaged materials have remained undisturbed since they were placed in storage, and both PJ Builders and the consultant will photograph the work as it proceeds so the documentation record stays current. Updated photographs will be provided to Staff following that visit.

Historic Siding and Lead Treatment

PJ Builders is certifying an in house team member in lead safe practices specifically to handle the historic siding. Once certified, the siding will be returned to the site, where the lead will be treated, the material prepped and sealed by our painters, and then reinstalled on the building. Throughout that work, material will be brought out only on the day it is being worked and otherwise kept stored and protected from the elements. Based on our assessment, we expect to reuse the majority of the original siding.

Windows and Historic Trim

The historic windows will be addressed later in the project, consistent with the level of care their restoration requires. Openings will be temporarily blanked so that siding installation and interior work can continue. Because of the way the siding was originally installed, with window trim applied over the siding, the siding can be reinstalled now while the historic trim is held until the windows are set.

Overall Project Status

The new construction is framed and dried in, and mechanical, electrical and plumbing rough ins are underway. Exterior site work will continue as far as weather allows this fall. Reinstalling the historic siding is the next visible milestone and will return the building's original character to public view.

Historic Preservation Board Staff Report



Subject: Land Management Code
Chapter 15-11 *Historic Preservation*
Application: PL-26-06871
Authors: Elissa Martin, Planning Project Manager
Meredith Covey, Planner II
Date: September 2, 2026
Type of Item: Work Session

Recommendation

Review and provide feedback on proposed Land Management Code (LMC) Amendments to:

- I. Update LMC § [15-11-12.5](#) *Historic Preservation Review Board for Material Deconstruction* to clearly reference relevant terms in LMC § [15-15-1](#) *Definitions* and incorporate key criteria to support Historic Preservation Board (HPB) review of Material Deconstruction.
- II. Amend LMC § [15-11-13](#) *Relocation and/or Reorientation of a Historic Building or Historic Structures* to consolidate qualifying criteria and incorporate applicable standards from LMC § [15-13-4](#) and relocate and update standards for protection of Historic Structures during Lifting or Relocation/Reorientation.
- III. Amend LMC § [15-11-14](#) *Disassembly and Reassembly of a Historic Building or Historic Structure* to clarify and consolidate applicable standards located in LMC § [15-13-4](#) requiring protection of Historic Structures and materials during Panelization.
- IV. Amend LMC § [15-11-15](#) *Reconstruction of an Existing Historic Building or Historic Structure* to clarify and consolidate applicable standards located in LMC § [15-13-4](#).
- V. Reference defined terms in LMC § [15-15-1](#) *Definitions* applicable in LMC Chapter [15-11](#) *Historic Preservation* subsections.

Background

According to LMC Chapter [15-11](#), the HPB in part:

- Preserves the City's unique Historic character and encourages compatible design and construction through periodic updates to the Historic District regulations.
- Provides input to staff, the Planning Commission and City Council towards safeguarding the heritage of the City in protecting Historic Sites, Buildings, and/or Structures;
- Recommends to the Planning Commission and City Council ordinances that may encourage Historic preservation.

- Reviews and takes action on material deconstruction applications for those Sites listed on the Historic Sites Inventory.¹

During a work session on December 3, 2025, the HPB reviewed priorities for Historic Preservation identified in the [2025 General Plan](#), which calls for regularly assessing and evaluating the Regulations for Historic Districts and Historic Sites in the LMC for consistency and potential modifications that further preservation efforts while supporting a degree of flexibility (Strategy 5O)² ([Packet](#), Item 6.D; [Minutes](#), p.10). During the work session, the HPB recommended to the Planning Commission and City Council potential LMC amendments to achieve this General Plan Strategy, including updates to Chapter [15-11 Historic Preservation](#) to improve consistency and clarify regulations for Material Deconstruction, Relocation an/or Reorientation, Lifting, Panelization, and Reconstruction.

On August 5, 2026, the HPB conducted a work session on proposed amendments to LMC [§ 15-11-12.5 Historic Preservation Board Review of Material Deconstruction](#) and provided feedback ([Packet](#), Item 7.A; [Media](#)).

In addition to providing a follow up discussion on amendments to *Material Deconstruction*, this work session focuses on potential amendments to LMC Chapter [15-11 Relocation and/or Reorientation, Disassembly and Reassembly](#) (Panelization), and *Reconstruction* as well as LMC [§ 15-13-4 Regulations For Relocation And/or Reorientation Of Intact Buildings Or Structures](#). Staff proposes to consolidate, clarify, and improve standards to streamline review and implement best practices.

Standards for Relocation/Reorientation, Panelization, and Reconstruction initially existed in the Historic District Design Guidelines and on July 9, 2009, City Council adopted [Ordinance No. 09-23](#) codifying review criteria for these types of applications in the LMC under new subsections: LMC [§ 15-11-13 Relocation and/or Reorientation](#), [§ 15-11-14 Disassembly and/or Reassembly](#), and [§ 15-11-15 Reconstruction of Historic Structures](#) (See Exhibit A July 9, 2009 City Council Staff Report and Minutes). At this time the LMC required Planning Department review and approval of these types of applications. On December 17, 2025, City Council adopted Ordinance No. 15-53, establishing HPB review of these applications, and amending the review criteria to include additional standards.

While Chapter 15-11 subsections provide the baseline review criteria for modifications to Historic Structures and establishes procedures and review authority, additional requirements related to these activities were developed between 2014-2018. On February 19, 2014, planning Staff began reviewing updates to the Design Guidelines with the HPB, including reviewing the treatment of Historic Structures, temporary lifting for foundations, Panelization, and Reconstruction ([HPB February 19, 2014 Meeting Minutes](#); Pg. 15). On November 2, 2016, staff reviewed revisions addressing period of restoration, Relocation, Panelization, Reconstruction, sustainability, and treatment of Historic Building Materials ([HPB November 2, 2016 Staff Report](#); Pg. 323). Following

¹ LMC [§ 15-11-5](#)

² [Park City General Plan 2025](#)

HPB work sessions and meetings with the community and design professionals, on December 12, 2018, planning staff presented to the Planning Commission, draft amendments to the requirements for Relocation/ Reorientation, Panelization, and Reconstruction ([December 12, 2018 Planning Commission Staff Report](#); Pg. 102), among other updates to the Design Guidelines.

In 2019, these requirements were codified under LMC [§ 15-13-4 Regulations For Relocation And/or Reorientation Of Intact Buildings Or Structures](#) ([Ordinance No. 2019-06](#); [Packet](#), VI.2; [Minutes](#), p.12). The regulations within this section are a mix of qualifying criteria and requirements for protection of Historic Structures and materials. Staff found that some of the qualifying criteria for Relocation/ Reorientation and Reconstruction codified in LMC [§ 15-13-4](#) are duplicative to criteria in [§ 15-11-13](#).

To ensure the LMC reflects best practices of Historic Preservation regulations, staff conducted research into Historic District Guidelines of peer communities, as well as state and national Historic Preservation standards. Findings are provided below. The City's historic preservation consultant Stantec reviewed the proposed amendments and provided input on best practices.

Analysis

(I) Update LMC Chapter 15-11.12.5 *Historic Preservation Review for Material Deconstruction* to clearly reference relevant terms in LMC § 15-15-1 *Definitions* and incorporate key criteria to support Historic Preservation Board review of Material Deconstruction.

(a) Incorporate key criteria from the Definitions section to form the basis of review for Material Deconstruction applications.

In the last work session, the HPB discussed terms defined in the LMC relevant to review of Material Deconstruction applications, which are derived from the United States Secretary of the Interior's Standards for the Treatment of Historic Properties:

- **Rehabilitation** – when an addition to a Historic Structure is proposed;
- **Preservation** – requires on-site re-use of salvaged Historic Materials.
- **Restoration** – how proposed changes will accurately depict the form, features, and character of a Historic Site as it appeared at a particular period of time;
- **Historic Integrity** – how the seven aspects are used to evaluate modifications to Historic Sites.³

Evaluation of the core principles would apply to the following Material Deconstruction applications:

- Restoration of Historic Structure – modifications proposed to the Historic Structure based on a particular period of time (with no addition).

³ [Secretary of the Interior's Standards for the Treatment of Historic Properties](#)

- Rehabilitation of Historic Structure – an addition to a Historic Structure along with modifications proposed to the Historic Structure based on a particular period.

REHABILITATION.⁴ Staff recommends referencing the definition of *Rehabilitation* in the evaluation criteria for Material Deconstruction that involves an addition and requiring that Applicants demonstrate how portions or features of the Historic Structure which convey the Historical, cultural, or architectural values of the site will be preserved.

PRESERVATION.⁵ During the August 5, 2026 work session the HPB did not reach consensus on whether to integrate the term Preservation in the Material Deconstruction section, to require that Historic Material approved for removal be reused elsewhere on site if needed, in accordance with the defined term.⁶ The LMC defined term, *Preservation* is derived from the Secretary of the Interior's Standards for Preservation, which requires "retention of the greatest amount of historic fabric along with the building's historic form."⁷ An example of when historic material could be re-used is when an addition to a Historic Structure necessitates the removal of a portion of external siding – that historic siding material may be salvageable and reused on other facades.

Staff's recommendation is to require the reuse of any *salvageable* Historic Material approved to be removed through Material Deconstruction, in alignment with the definition of Preservation.

RESTORATION.⁸ The term Restoration is important for reviewing Material Deconstruction requests intending to modify or remove architectural features that may have been added after the original home was constructed, which may or may not contribute to the Site's Historic Significance. As discussed in a 2016 HPB staff report, in which amendments to the Design Guidelines related to determining the period of Restoration were discussed:

Historic buildings are not static, and many embody the accumulation of changes, large and small, that have been made throughout their history. . . restoration, as defined by the Secretary of the Interior's Standards for Historic Preservation, depicts a property at a particular period of time in its history while removing evidence of

⁴ LMC § 15-15-1 The act or process of making possible a compatible Use for a Property through repair, alterations, and additions while preserving those portions or features which convey its Historical, cultural, or architectural values.

⁵ LMC § 15-15-1 The act or process of applying measures necessary to sustain the existing form, integrity, and materials of a Historic Property. Work, including preliminary measures to protect and stabilize the Property, generally focuses upon ongoing maintenance and repair of Historic materials and features rather than extensive replacement and new construction.

⁶ LMC § 15-15-1 The act or process of applying measures necessary to sustain the existing form, integrity, and materials of a Historic Property. Work, including preliminary measures to protect and stabilize the Property, generally focuses upon ongoing maintenance and repair of Historic materials and features rather than extensive replacement and new construction.

⁷ <https://www.nps.gov/articles/000/treatment-standards-preservation.htm>

⁸ LMC § 15-15-1 The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of removal of features from other periods in its history and Reconstruction of missing features from the restoration period.

*other periods. . . restoration means accurately depicting the form, materials, features, and character of a property as it appeared at a particular period in time. Restoration retains as much of the historic period's fabric as possible, while removing inconsistent features and reproducing missing features in accordance with the restoration period.*⁹

According to LMC [§ 15-11-10\(A\)](#) *Criteria for Designating Sites to the Park City Historic Sites Inventory*, Landmark Sites are designated Historic based on their association with an “era that has made a significant contribution to the broad patterns of our history,” otherwise defined as *Period of Historic Significance*.¹⁰ Similarly, Significant Sites are designated based on their association with “an era of Historic Importance to the community.” Significant and Landmark Sites are associated with one of three Park City historic mining industry eras:

- The Settlement & Mining Industry Boom (1868-1893)
- Mature Mining Industry (1894-1930)
- Mining Decline & Emergence of Recreation Industry (1931-1962)

Proposed amendments to the Material Deconstruction section will require that modifications to a Historic Structure be appropriate to the Site’s era of significance in alignment with the core principle of Restoration (see proposed LMC redlines below).

HISTORIC INTEGRITY. At the August 5 work session, the HPB discussed the applicability of the seven aspects of Historic Integrity to evaluate Material Deconstruction, but had concerns regarding aspect number six, *Period Association (Feeling)*. The HPB requested amending this criterion to emphasize period *Character* rather than *Association*. As a result, staff proposes making the following modifications to the Historic Integrity Definition in LMC [§ 15-15-1](#):

The ability of a Site to retain its identity and, therefore, convey its Significance in the history of Park City. Within the concept of Historic Integrity, Park City Municipal Corporation recognizes seven (7) aspects or qualities ~~as defined derived from by~~ the National Park Service, that in various combinations define integrity. They are as follows:

1. ***Location.*** *The place where the Historic Site was constructed, ~~which defines the character area or the Historical event took place.~~*
2. ***Design.*** *The combination of physical elements that create the form, plan, space, Structure, and style of a Site. Design includes such considerations as the structural system, massing, arrangement of spaces, pattern of fenestration, textures and colors of surface materials, type, amount and style of ornamental detailing, and arrangement and type of plantings in the designed landscape.*

⁹ [November 2, 2016 HPB Agenda Packet, p. 325](#)

¹⁰ LMC [§ 15-15-1](#) *PERIOD OF SIGNIFICANCE*. A specific period of time that provides a context for Historic Sites based on a shared theme.

3. **Setting.** *The physical environment, either natural or manmade, of a Historic Site, including vegetation, topographic features, manmade features (paths, fences, walls) and the relationship between Structures and other features or open space.*
4. **Materials.** *The physical elements that were combined or deposited during a particular period of time in a particular pattern or configuration to form a Historic Site.*
5. **Workmanship.** *The physical evidence of the crafts of a particular culture or people during any given period of history, including methods of construction, plain or decorative finishes, painting, carving, joinery, tooling, and turning.*
6. **Feeling Period Character.** *A Site's ~~expression character defining features that express of the aesthetic of Historic sense of~~ a particular period of time. Period ~~Association Character~~ results from the presence of physical features that, taken together, convey the Property's Historic character.*
7. **Association.** *The direct link between an important Historic era or Person and a Historic Site. A Site retains association if it is in the place where the activity occurred and is sufficiently intact to convey that relationship to an observer.*

(b) Exempt limited Material Deconstruction applications from review through the lens of Restoration, Period of Significance, and Historic Integrity.

During the last work session, the HPB requested additional analysis on types of Material Deconstruction projects that would not require review through the lens of Restoration, Period of Significance, and Historic Integrity ([Packet](#), Item 7.A; [Media](#)).

Planning recommends that the above core principles *not* apply to review of a Material Deconstruction application for an *addition* where no other modifications are proposed to the Historic Structure.

(c) Reference LMC § 15-11-10(A) Criteria for Designating Sites to the Park City Historic Sites Inventory within LMC § 15-11-12.5 Material Deconstruction.

LMC [§ 15-11-10\(A\)](#) *Criteria for Designating Sites to the Park City Historic Sites Inventory* requires that for Landmark Historic Sites, the site must retain its *Historic Integrity* (defined above) and Significant Sites must retain *Essential Historic Form*, defined as:

ESSENTIAL HISTORIC FORM. *The physical characteristics of a Structure that make it identifiable as existing in or relating to an important era in the past. These physical characteristics include, but are not limited to the structure's form, roof forms, window and door configuration, and materials.*

The proposed amendments to LMC [§ 15-11-12.5 Material Deconstruction](#) include reference to the criteria in LMC [§ 15-11-10\(A\)](#) to ensure that proposed changes to a Historic Site would not endanger its Landmark or Significant Historic status. This would mean review of Material Deconstruction for a Landmark Site would be based on the three criteria listed in LMC [§ 15-11-10\(A\)\(1\)](#), which includes *Historic Integrity*. For Significant Sites, review would be based on the four criteria listed in LMC [§ 15-11-10\(A\)\(2\)](#), which includes *Essential Historic Form*.

(d) Update standards when lifting is approved as part of a Material Deconstruction application.

Staff proposes incorporating elements of LMC [§ 15-13-4\(A\)](#) that pertain to protection of Historic Structures if lifting is proposed as part of Material Deconstruction to replace a Historic foundation or construct a basement addition.¹¹

(e) Clarify what staff reviews and what the HPB reviews.

At the August 5 HPB work session staff proposed clarifying the list of Material Deconstruction items that can be reviewed by Planning staff, pursuant to LMC [§ 15-11-12.5\(A\)\(1\)](#). According to LMC [§ 15-11-12 Historic District or Historic Site Review](#) “replacement of windows and doors in existing or to historic locations” is exempt from the full HDDR process, but this section does not clarify whether the exemption applies to windows and doors that consist of Historic material. HDDR Pre-Applications for replacement of window(s) on a Historic Structure are often for windows that have already been replaced and do not consist of Historic Material.

The HPB discussed the possibility that a simple replacement of a Historic window (consisting of original Historic material), like for like in the same location on the façade, could remain under staff purview. However, staff proposes that while *repair* of Historic features, Historic windows and doors, should continue to be under the purview of staff, *replacement* of Historic Materials (including Windows and Doors), should be reviewed by the HPB, since evaluation of the ability to repair the Historic Window material is required, before *replacement* can be considered.

Staff also proposes clarifying this section of code to distinguish that a re-roof is where new roofing material is applied over Historic roof material – no historic roof material would be removed as part of a re-roof.

To incorporate the proposed modifications above, the following redlines are proposed:

~~15-11-12.5 Historic Preservation Board Review For~~ Material Deconstruction of a Historic Structure, Historic features, or Historic Material
A. Material Deconstruction Reviews are subject to the following review process:

¹¹ The HPB previously discussed this in a 2024 work session ([Packet](#), Item 6.B; [Minutes](#), p. 6).

1. COMPLETE APPLICATION. The Owner and/or Applicant for any Property shall be required to submit a Historic District Design Review (HDDR) Application ~~Historic Preservation Board Review~~ For Material Deconstruction for proposed removal of Historic features or material. ~~work requiring a Building Permit in order to complete the work.~~
 2. NOTICE. Upon receipt of a Complete Application, but prior to taking action on any Historic Preservation Board Review for Material Deconstruction application, the Planning staff shall provide notice pursuant to Section 15-1-12 and 15-1-21.
 3. PUBLIC HEARING AND DECISION. Following the public notice period noted in Section 15-1-21, the Historic Preservation Board ~~and/or the Planning Director or designee~~ shall hold a public hearing and make written findings, conclusions of law, and conditions of approval or reasons for denial, supporting the decision ~~and~~ shall provide the Owner and/or Applicant with a copy.
- B. All Applications for Material Deconstruction involving any Building(s) (main, attached, detached, or public, Accessory Buildings and/or Structures designated to the Historic Sites Inventory as Landmark or Significant shall be subject to review and approval, approval with conditions, or denied by the following Review Authorities:
1. The Planning Director or his/her designee shall review the following:
 - a. Routine Maintenance, including, but not limited to:
 - (1) Re-Roof ~~(no Historic roof material is proposed for removal)~~;
 - (2) Chimney repair;
 - (3) Foundation repair; or
 - (4) ~~Replacement or r~~Repair of the following:
 - (A) Historic wood features;
 - (B) Door or Window replacement; and
 - (C) Historic Site Features.
 - b. Removing or Replacing Non-Historic Features ~~or Material~~.
 2. The Historic Preservation Board shall review the following:
 - a. Removal of Historic Material to Accommodate New additions, New Construction, or Structural Upgrades.
 - b. ~~Modifications or replacement of Historic features, Doors, Windows or site features.~~

~~Prior to issuance of a Building Permit for any Material Deconstruction work, the Review Authority shall review the proposed plans for compliance with Chapter 15-13 Regulations For Historic Districts and Historic Sites.~~

C. EVALUATION CRITERIA FOR MATERIAL DECONSTRUCTION OF A HISTORIC STRUCTURE. Proposals to remove or modify Historic features and/or material of a Historic Structure must comply with the following criteria:

If the scope of work is limited to the removal of Historic material on a Historic Structure to accommodate an addition with no other modifications to the Historic Structure, requirements 3 and 4 below do not apply.

1. Prior to issuance of a Building Permit for Material Deconstruction work, the Review Authority shall review the proposed plans for compliance with the following Regulations for Historic Districts and Historic Sites outlined in Chapter 15-13:
 - a. For residential Significant or Landmark Historic Sites, all applicable regulations in § 15-13-2(A) *Universal Regulations*, § 15-13-2(B)(2) *Primary Structures* and for projects proposing an addition, § 15-13-2(B)(4) *Additions to Primary Structures*.
 - b. For commercial Significant or Landmark Historic Sites, all applicable regulations in § 15-13-3(A) *Universal Regulations*, § 15-13-3(B)(2) *Primary Structures* and for projects proposing an addition, § 15-13-3(B)(4) *Additions to Primary Structures*.
2. Material Deconstruction involving an addition must be consistent with the principles of Rehabilitation. Applicants must demonstrate how portions or features of the Historic Structure which convey the Historical, cultural or architectural values of the site will be preserved.
3. Material Deconstruction of a Historic Structure shall be consistent with the principle of Preservation. Applicants proposing replacement of Historic Material(s) shall demonstrate the severity of deterioration which would require replacement. Any salvageable Historic materials that are removed from Historic Structures shall be re-incorporated on site.
4. Proposed modifications and/or removal of Historic features and/or material must promote the Restoration of the Historic Site to the designated era of significance, consistent with the defined term for Restoration:
 - a. RESTORATION. The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of removal of features from other periods in its history and Reconstruction of missing features from the restoration period.

5. Proposed modifications and/or removal of Historic features and/or material must not endanger the Historic Site's designation on Park City's Historic Sites Inventory according to the criteria outlined in LMC § 15-11-10(A) Criteria for Designating Sites to the Park City Historic Sites Inventory.

- a. For Landmark Historic Sites, the proposed changes must retain the Historic Integrity of the Site, according to the defined term and the following seven aspects:

HISTORIC INTEGRITY. The ability of a Site to retain its identity and, therefore, convey its Significance in the history of Park City. Within the concept of Historic Integrity, Park City Municipal Corporation recognizes seven (7) aspects or qualities derived from the National Park Service, that in various combinations define integrity. They are as follows:

- (1) **Location.** The place where the Historic Site was constructed, which defines the character area.
- (2) **Design.** The combination of physical elements that create the form, plan, space, Structure, and style of a Site. Design includes such considerations as the structural system, massing, arrangement of spaces, pattern of fenestration, textures and colors of surface materials, type, amount and style of ornamental detailing, and arrangement and type of plantings in the designed landscape.
- (3) **Setting.** The physical environment, either natural or manmade, of a Historic Site, including vegetation, topographic features, manmade features (paths, fences, walls) and the relationship between Structures and other features or open space.
- (4) **Materials.** The physical elements that were combined or deposited during a particular period of time in a particular pattern or configuration to form a Historic Site.
- (5) **Workmanship.** The physical evidence of the crafts of a particular culture or people during any given period of history, including methods of construction, plain or decorative finishes, painting, carving, joinery, tooling, and turning.
- (6) **Period Character.** A Site's character defining features that express a particular period of time. Period Character results from the presence of physical features that, taken together, convey the Property's Historic character.
- (7) **Association.** The direct link between an important Historic era or Person and a Historic Site. A Site retains association if it is in the place where the activity occurred and is sufficiently intact to

convey that relationship to an observer.

- b. For Significant Sites the proposed changes must retain the Essential Historic Form of the Historic Structure, according to the defined term:

(1) **ESSENTIAL HISTORIC FORM.** The physical characteristics of a Structure that make it identifiable as existing in or relating to an important era in the past. These physical characteristics include, but are not limited to the structure's form, roof forms, window and door configuration, and materials.

D. REQUIREMENTS FOR THE PROTECTION OF HISTORIC STRUCTURES DURING LIFTING. When a Historic Structure is proposed to be lifted as part of a Material Deconstruction application, the following requirements must be adhered to:

1. Submit scaled as-built drawings, prepared by a licensed architect, depicting all elevations of the Historic Structure and indicating existing Building Height, measured from Existing Grade.
2. An Engineer's Report prepared by a licensed structural engineer must certify that the Historic Building(s) and/or Structure(s) can successfully be Lifted.
3. The Engineer's Report shall include a plan detailing the steps and procedures for Lifting of a Historic Structure. This plan shall outline, step by step, the proposed work to Lift the building to ensure that the least destructive method will be employed. The plan shall include methods to brace and secure the Structure while it is lifted.
4. The Engineer's report and the Lifting plan must have approval of the Chief Building Official.
5. Buildings and their components shall be protected from damage during the Lifting by adding bracing, strapping, and by temporarily infilling door and window openings for structural rigidity, according to the approved plan.
6. A historic structure shall be secured and protected from adverse weather conditions, water infiltration, and vandalism before, during, and after the Lifting process.
7. When rehabilitation of the historic structure is delayed, temporary improvements, such as roof repairs, secured and/or covered windows and doors, and adequate ventilation shall be made to the structure to protect the historic fabric until rehabilitation can be accomplished.
8. Historic Structures may not be Lifted for more than 45 days, unless approved by the Planning Department and Chief Building Official.

9. A maintenance and reporting plan shall be submitted to the Planning Department prior to Lifting, detailing regular inspection schedule, anticipated maintenance of the Historic Structure during the Lifting period, and the timeline to complete Lifting.
10. The project planner shall be notified prior to the Lifting of the Historic Structure.

Does the HPB support staff's proposed amendments to LMC § 15-11-12.5 to improve review of Material Deconstruction Applications, including the following:

- ***Incorporate key criteria from the Definitions section to form the basis of review for Material Deconstruction applications.***
- ***Exempt limited Material Deconstruction applications from review through the lens of Restoration, Period of Significance, and Historic Integrity.***
- ***Reference LMC § 15-11-10(A) Criteria for Designating Sites to the Park City Historic Sites Inventory within LMC § 15-11-12.5 Material Deconstruction.***
- ***Update standards when lifting is proposed as part of a Material Deconstruction application.***
- ***Clarify what staff reviews and what the HPB reviews.***

Are there additional considerations the HPB would like staff to evaluate for Material Deconstruction amendments?

(II) Amend LMC § 15-11-13 Relocation and/or Reorientation of a Historic Building or Historic Structures to (a) consolidate qualifying criteria and incorporate applicable standards from LMC §15-13-4 and (b) relocate and update standards for protection of Historic Structures during Lifting or Relocation/Reorientation.

(a) Consolidate qualifying criteria and incorporate applicable standards from LMC §15-13-4.

The qualifying criteria for Relocation/Reorientation outlined in LMC [§ 15-11-13](#), are intended to discourage Relocation or Reorientation, by requiring strict thresholds for allowing the Relocation /Reorientation of a Historic Structure. Additional Relocation/Reorientation criteria are outlined in LMC [§ 15-13-4](#), which are intended to clarify when this type of activity would be allowed. Some of these criteria are duplicative and should be consolidated:

LMC § 15-11-13 Relocation and Reorientation	LMC § 15-13-4 Regulations For Relocation And/or Reorientation Of Intact Buildings Or Structures
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The proposed relocation will not have a detrimental effect on the structural soundness of the building or structure A licensed structural engineer has certified that the Historic Building(s) and/or Structure(s) can successfully be relocated and the applicant has demonstrated that a professional building mover will move the building and protect it while being stored.	Relocation and/or reorientation of a historic building shall be considered only after it has been determined that the structural soundness of the building will not be negatively impacted. A professional structural analysis shall be conducted in order to minimize any damage that may occur during the relocation/reorientation of a historic structure. Hire licensed professional building movers to relocate a historic building.
. . .the Historic Preservation Board, with input from the Planning Director and the Chief Building Official, determines that unique conditions warrant the proposed relocation and/or reorientation (including): The historical integrity and significance of the Historic Building(s) and/or Structure(s) will not be diminished by relocation and/or reorientation;	<i>(no distinction between Landmark or Significant Site)</i> Relocation and/or reorientation of a historic building shall be considered only after it has been determined by the Historic Preservation Board that the integrity and significance of the historic building will not be diminished by such action.

In researching Historic District Guidelines of peer communities, staff found that most communities have standard criteria for Relocation of Historic Structures; however, there are no specific standards for Relocation/Reorientation included in the Secretary of the Interior's Standards for the Treatment of Historic Properties. While Breckenridge¹² only allows relocation of secondary or accessory Structures and prohibits relocation of primary Structures, Aspen¹³ and Salt Lake City's¹⁴ criteria for Relocation are like Park City's:

Salt Lake City's criteria for Relocation of Historic Structures:

- The proposed relocation will abate demolition of the structure;
- The proposed relocation will not diminish the overall physical integrity of the district or diminish the historical associations used to define the boundaries of the district;
- The proposed relocation will not diminish the historical or architectural significance of the structure;

¹² [Handbook of Design Standards for the Historic and Conservation Districts](#), Town of Breckenridge Community Development

¹³ [Historic Preservation Design Guidelines](#), City of Aspen

¹⁴ [City Code of Salt Lake City, Utah, Historic Preservation Overlay District](#), City of Salt Lake City

- The proposed relocation will not have a detrimental effect on the structural soundness of the building or structure;
- A professional building mover will move the building and protect it while being stored; and
- A financial guarantee to ensure the rehabilitation of the structure once the relocation has occurred is provided to the city.

Staff proposes maintaining the current qualifying criteria in this section as is, adding the standards of review (with modifications) from LMC [§ 15-13-4](#) to [15-11-13](#) under the main section heading, and omitting duplicative criteria found in LMC [§ 15-13-4](#) (see below proposed Redlines).

LMC [§ 15-13-4](#) *Regulations for Relocation and/or Reorientation of Intact Buildings* lists reasons why, “whenever possible, a historic structure should be rehabilitated in its original location”, acknowledging that “Historic Integrity of the site, Streetscape, or character area will be altered by the relocation and/or reorientation of the structure”. Regulations provided in LMC [§ 15-13-4](#), address the impact of Relocation on integrity of location, setting, and association, requiring compatibility of the relocated structure on a new site.

(b) Relocate and update standards to protect Historic Structures during Lifting or Relocation and/or Reorientation.

Requirements for protection of Historic Structures and materials during the process of Relocation/Reorientation were codified under LMC [§ 15-13-4](#), but do not include protections for Historic Structures during the process of Lifting when a new foundation or basement addition is proposed.

Staff proposes relocating regulations in LMC [§ 15-13-4\(A\)](#) that pertain to protection of Historic Structures during Relocation/ Reorientation to a new subsection (E) under LMC [§ 15-11-13](#) and updating the standards to include requirements for Lifting of Historic Structures to accommodate a basement addition or foundation replacement. Standards for Lifting of Historic Structures were proposed in the May 2024 HPB work session but were never adopted ([Packet](#), Item 6.B; [Minutes](#), p.6). The HPB supported additional requirements to protect Historic Structures during Lifting and provided feedback to staff at that time.

Staff proposes the following redlines to LMC [§ 15-11-13](#):

15-11-13 Lifting, Relocation And/Or Reorientation Of A Historic Building Or Historic Structure

It is the intent of this section to preserve the Historic and architectural resources of Park City through limitations on the relocation and/or reorientation of Historic Buildings, Structures, and Sites.

Whenever possible, a historic structure should be rehabilitated in its original location for the following reasons:

- The Historic Integrity of the site, or Streetscape, or character area will be altered by the relocation and/or reorientation of the structure.
- The relocation and/or reorientation may threaten the historical significance of the structure or site.
- The structure may be damaged or weakened in the process of relocation and/or reorientation.
- Relocation and/or reorientation adds costs not associated with on-site rehabilitation; such as utility line removal, moving expenses, additional International Building Code requirements, tree removal/trimming, and possibly traffic control.

Relocation of any structure designated as historic on the City's Historic Sites Inventory may endanger its historic designation as defined by LMC 15-11-10(A), therefore, applications for the relocation and/or reorientation of a Historic Structure on its existing Site must be evaluated to ensure the Historic Site retains its Historic Significance according to the Criteria for Designating Sites to the Park City Historic Sites Inventory, LMC 15-1-10(A). ~~reviewed and approved by the Historic Preservation Board. No historic structure shall be relocated and/or reoriented when its preservation will be adversely affected.~~

- A. **REVIEW PROCEDURE FOR THE RELOCATION AND/OR REORIENTATION OF A LANDMARK SITE OR A SIGNIFICANT SITE.** All Applications for the relocation and/or reorientation of any Historic Building(s) and/or Structure(s) on a Landmark Site or a Significant Site within the City shall be reviewed by the Historic Preservation Board pursuant to Section 15-11-12 of this Code.
- B. **CRITERIA FOR THE RELOCATION AND/OR REORIENTATION OF THE HISTORIC BUILDING(S) AND/OR STRUCTURE(S) ON ITS EXISTING LANDMARK OR SIGNIFICANT SITE.** In approving a Historic District or Historic Site review Application involving relocation and/or reorientation of the Historic Building(s) and/or Structure(s) on a Landmark Site or a Significant Site, the Historic Preservation Board shall find the project complies with the following criteria.
1. For either a Landmark or Significant Site all the following shall be met:
 - a. A licensed structural engineer has certified that the Historic Building(s) and/or Structure(s) can successfully be relocated and the applicant has demonstrated that a professional building mover will move the building and protect it while being stored; and
 - b. The proposed relocation will not have a detrimental effect on the structural soundness of the building or structure;
 2. Landmark structures shall only be permitted to be relocated on its existing site if:
 - a. the relocation will abate demolition; or

- b. the Planning Director and Chief Building Official find that the relocation will abate a hazardous condition at the present setting and enhance the preservation of the structure.

3. For Significant sites, at least one of the following shall be met:

- a. The proposed relocation and/or reorientation will abate demolition of the Historic Building(s) and/or Structure(s) on the Site; or
- b. The Planning Director and Chief Building Official determine that the building is threatened in its present setting because of hazardous conditions and the preservation of the building will be enhanced by relocating it; or
- c. The Historic Preservation Board, with input from the Planning Director and the Chief Building Official, determines that unique conditions warrant the proposed relocation and/or reorientation on the existing Site. Unique conditions shall include all of the following:
 - (1) The historic context of the Historic Building(s) and/or Structure(s) has been so radically altered that the proposed relocation will enhance the ability to interpret the historic character of the Historic Building(s) and/or Structure(s) and the Historic District or its present setting; and
 - (2) The proposed relocation will not diminish the overall physical integrity of the Historic District or diminish the historical associations used to define the boundaries of the district; and
 - (3) The ~~h~~Historical ~~i~~ntegrity and significance of the Historic Building(s) and/or Structure(s) will not be diminished by relocation and/or reorientation; and
 - (4) The potential to preserve the Historic Building(s) and/or Structure(s) will be enhanced by its relocation.

C. **PROCEDURE CRITERIA FOR THE RELOCATION AND/OR REORIENTATION OF THE HISTORIC BUILDING(S) AND/OR STRUCTURE(S) TO A PERMANENT NEW SITE.** To approve a Historic District or Historic Site review Application involving relocation and/or reorientation of the Historic Building(s) and/or Structure(s) on a Landmark Site or a Significant Site to a new site, the Historic Preservation Board shall find the project complies with the following criteria.

1. For either a Landmark or Significant Site, all of the following shall be met:

- a. A licensed structural engineer has certified that the Historic Building(s) and/or Structure(s) can successfully be relocated and the applicant has demonstrated that a professional building mover will move the building and protect it while being stored; and
 - b. The proposed relocation will not have a detrimental effect on the structural soundness of the building or structure;
2. Landmark structures shall only be permitted to be relocated to a new site if the relocation will abate demolition and the Planning Director and Chief Building Official find that the relocation will abate a hazardous condition at the present setting and enhance the preservation of the structure.
3. For Significant Sites, at least one of the following must be met:
 - a. The proposed relocation and/or reorientation will abate demolition of the Historic Building(s) and/or Structure(s) on the Site; or
 - b. The Planning Director and Chief Building Official determine that the building is threatened in its present setting because of hazardous conditions and the preservation of the building will be enhanced by relocating it; or
 - c. The Historic Preservation Board, with input from the Planning Director and the Chief Building Official, determines that unique conditions warrant the proposed relocation and/or reorientation to a new Site. This criterion is only available to Significant Sites. Unique conditions shall include all of the following:
 - (1) The relocation will not negatively affect the ~~H~~Historic ~~I~~ntegrity of the Historic District, nor the area of receiving site; and
 - (2) One of the following must also be met:
 - (A) The historic building is located within the Historic Districts, but its historic context and setting have become so radically altered that the building may be enhanced by its new setting if the receiving site is more similar to its historic setting in terms of architecture, style, period, height, mass, volume, scale, use and location of the structure on the lot as well as neighborhood features and uses; or
 - (B) The historic building is located outside of the Historic districts, and its historic context and setting have been so radically altered that the building may be enhanced by its

new setting if the receiving site is more similar to its historic setting in terms of architecture, style, period, height, mass, volume, scale, use, and location of the structure on the lot as well as neighborhood features and uses; or

(C) City Council, with input from the Historic Preservation Board, Planning Director, and Chief Building Official, determines that the Historic Building(s) and/or Structure(s) is deterrent to a major improvement program outside of the Historic districts that will be of Substantial Benefit to the community, such as, but not limited to:

- (a) The relocation of the Historic Building(s) and/or Structure(s) will result in the restoration of the house-- both the interior and exterior—in compliance with the Secretary of the Interior's Standards and the relocation will aid in the interpretation of the history of the Historic Building(s) and/or Structure(s); or
- (b) The relocation of the Historic Building(s) and/or Structure(s) will result in the revitalization of the receiving neighborhood due to the relocation; or
- (c) The relocation of the Historic Building(s) and/or Structure(s) will result in a new affordable housing development on the original site that creates more units than currently provided on the existing site, and the rehabilitation of the Historic Building(s) and/or Structure(s) on the new receiving site.

D. When a structure is permitted to be Relocated and/or Reoriented, every effort shall be made to reestablish its historic orientation, setting, and relationship to the Historic District.

1. The setting for a relocated historic building shall be selected for compatibility with the character of the structure and with the character of the original site.
2. Relocating and/or reorienting a historic building of which the location contributes to the character of the Historic District shall be avoided.
3. A relocated/reoriented historic building shall be sited in a position similar to its historic orientation. The relocated/reoriented historic building shall maintain its relationship with the street and shall have a relatively similar

setback. Relocating a historic structure to the rear of a parcel to accommodate a new building in front of it is not appropriate.

4. When a historic building is relocated to a new site, the building shall be placed on the new lot with the same orientation and (if consistent to the District) with the same setbacks to the street as the placement on the original site.

E. Requirements for Protection of Historic Structures During Lifting, Relocation and/or Reorientation.

11. Submit scaled as-built drawings, prepared by a licensed architect, depicting all elevations of the Historic Structure and indicating existing Building Height, measured from Existing Grade.
12. An Engineer's Report prepared by a licensed structural engineer must certify that the Historic Building(s) and/or Structure(s) can successfully be Lifted and/or Relocated/Reoriented.
13. The Engineer's Report shall include a plan detailing the steps and procedures for Lifting, and/or Relocation/Reorientation of a historic building. This plan shall outline, step by step, the proposed work to relocate and/or reorient the building to ensure that the least destructive method of lifting and/or moving the building will be employed. The plan shall include methods to brace and secure the Structure while it is lifted and/or relocated.
14. The Engineer's report and the Lifting and/or Relocating plan must have approval of the Chief Building Official.
15. Buildings and their components shall be protected from damage during the Lifting and/or moving process by adding bracing, strapping, and by temporarily infilling door and window openings for structural rigidity, according to the approved plan.
16. A historic structure shall be secured and protected from adverse weather conditions, water infiltration, and vandalism before, during, and after the Lifting, Relocation and/or Reorientation process.
17. When rehabilitation of the historic structure is delayed, temporary improvements, such as roof repairs, secured and/or covered windows and doors, and adequate ventilation shall be made to the structure to protect the historic fabric until rehabilitation can be accomplished.

Additional Requirements for Lifting

1. Historic Structures may not be Lifted for more than 45 days, unless approved by the Planning Department and Chief Building Official.

2. A maintenance and reporting plan shall be submitted to the Planning Department prior to Lifting, detailing regular inspection schedule, anticipated maintenance of the Historic Structure during the Lifting period, and the timeline to complete Lifting.
3. The project planner shall be notified prior to the Lifting of the Historic Structure.

Additional Requirements for Relocation and/or Reorientation

1. Hire licensed professional building movers to relocate a historic building.
2. A historic building shall be moved in one piece whenever possible. When problematic structural or relocation route conditions preclude moving a building as a single unit, then partial disassembly into large sections may be acceptable. Total disassembly of building components shall be avoided except under extreme situations.

Does the HPB support proposed amendments to LMC [§ 15-11-13](#) Relocation and/or Reorientation to include defined terms and incorporate criteria and standards outlined in LMC [§ 15-13-4](#) Regulations For Relocation And/or Reorientation Of Intact Buildings Or Structures:

- ***Reference defined terms in LMC [§ 15-15-1](#) Definitions applicable in LMC Chapter [15-11](#) Historic Preservation subsections.***
- ***Amend LMC [§ 15-11-13](#) Relocation and/or Reorientation of a Historic Building or Historic Structures to (i) consolidate qualifying criteria and incorporate applicable standards from LMC [§15-13-4](#) and (ii) relocate and update standards for protection of Historic Structures during Lifting or Relocation/Reorientation.***

(III) Amend LMC [§ 15-11-14](#) Disassembly and Reassembly of a Historic Building or Historic Structure to clarify and consolidate applicable standards located in LMC [§ 15-13-4](#) requiring protection of Historic Structures and materials during Panelization.

While LMC [§ 15-11-14](#) contains the criteria for the HPB to consider when approving or denying Disassembly/Reassembly of a Historic Structure (panelization), regulations under LMC [§ 15-13-4](#), pertain to the protection of the Historic Structure during Panelization.

As part of research on peer communities, Planning Staff found that both Breckenridge¹⁵ and Aspen¹⁶ reference Disassembly in their Design Guidelines and Standards. Both communities emphasize the importance of minimizing damage to material and replacement should be based on documented evidence.

¹⁵ [Handbook of Design Standards for the Historic and Conservation Districts](#), Town of Breckenridge Community Development

¹⁶ [Historic Preservation Design Guidelines](#), City of Aspen

While these peer communities make reference to Disassembly, the standards outlined in LMC [§ 15-13-4](#) provide a more comprehensive list of criteria and requirements for the protection of Historic Material during Disassembly and Reassembly. Staff did not find state or local standards that pertain specifically to Disassembly and Reassembly or Panelization.

To improve the organization of these regulations and provide clear requirements for the protection of Historic Structures during Panelization, staff recommends relocating the requirements from LMC [§ 15-13-4\(B\)\(1\) Disassembly & Reassembly of All or Part of a Historic Structure](#) to LMC [§ 15-11-14 Disassembly and Reassembly Of An Existing Historic Building or Structure](#) under a new subsection (C) and updating the standards to incorporate best practices:

1. Disassembly/reassembly of a historic building is not a common practice in the preservation field. When disassembly/reassembly must be undertaken, it shall be done using recognized preservation methods.
2. **Measured-Scaled as-built drawings, prepared by a licensed architect, depicting all facades of the structure or element to be disassembled/reassembled, noting dimensions and details of historic materials, shall be completed, The As-Built drawings shall include markings or numbers corresponding to the marked deconstructed historic materials.**
3. A plan detailing the disassembly and reassembly steps and procedures shall be completed **by a licensed architect or structural engineer** and approved by the Planning and Building Departments.
4. A thorough photographic survey of the interior and exterior elevations as well as architectural details of the structure shall be completed, including site and location views from all compass points, exterior elevations **from grade to the ridgeline of the roof**, interior elevations of each room, and elevations of each basement and attic wall. **The color photographs shall be numbered. Standards for photographic documentation are provided in the Historic Site or District Review Process section of these Regulations.**
5. **The Applicant shall prepare a site plan showing the Structure and labeling the locations from which the photographs are taken of each façade. The photograph numbers shall be listed on the site plan corresponding to the feature(s) they depict.**
6. In order to minimize loss of historic fabric, structures shall be disassembled in the largest workable pieces possible.
7. To ensure accurate reassembly, all parts of the building, structure, or element shall be **numbered or** marked as they are systematically separated from the structure. Contrasting colors of paint or carpenter wax crayons, **or a numbering system** shall be used to track each component. The markings shall be removable or shall be made on surfaces that will be hidden from view when the structure is reassembled.

8. Important architectural features of a historic building or structure shall be removed, marked, and stored before the structure or element of the structure is disassembled.
9. The process of disassembly of a historic building or structure shall be recorded through photographic, still or video, means.
10. As each component of a historic building is disassembled, the physical condition shall be noted, particularly if it differs from the condition stated in pre-disassembly documentation. When a component is too deteriorated to remove, it shall be carefully documented— with photographs, **a scaled drawing of the component** and written notes on its dimensions, finish, texture, color, etc---to facilitate accurate reproduction.
11. **If the Structure(s) or materials suffer damage at any point during the deconstruction process the Applicant shall halt deconstruction, document the damaged components, and report it to the Planning Department**
12. Wall panels and roof surfaces shall be protected with rigid materials, such as sheets of plywood, when there is risk of damage during the disassembly/ storage/ reassembly process.
13. Disassembled components—trim, windows, doors, wall panels, roof elements, etc.-- shall be securely stored on-site **or off-site** in a ~~storage trailer~~ **fully enclosed weather-proof, durable shelter** that fully encompasses the historic materials ~~or off-site in a garage/warehouse/trailer until needed for reassembly.~~
14. **The ground of an on-site or off-site storage location shall be graded to ensure a flat surface on which the historic materials may be stored. The surface shall be compacted to minimize any settling of fill or soil and to avoid wracking or warping of the historic materials.**
15. **Additional requirements if storing materials off-site:**
 - a. The Applicant shall provide the location of the off-site location where historic materials are stored prior to moving historic materials. The Planning Department may request to visit the site at any point during the project.
 - b. The Applicant shall obtain a written agreement from the owner of the off-site property allowing the storage of the materials; a copy of this approval shall be submitted to the Planning Department.
 - c. Historic Materials shall be transported by a licensed and bonded transportation company and shall be loaded into the transport vehicle as gently and carefully as possible. To minimize cargo shifting during transportation the Applicant and/or transportation company shall provide details regarding stabilizing the historic materials within the vehicle body.

- d. The Applicant shall provide photographs or video of the historic materials being loaded into the transport vehicle and unloaded at the storage site and provide copies thereof to the Planning Department.
- e. If the historic materials are damaged at any point the Applicant shall document the damage and provide a report to the Planning Department.

16. A Maintenance and Reporting Plan shall be provided to the Project Planner detailing the schedule for maintenance and regular inspections as determined by the Planning Department.

The proposed updates to this section will consolidate regulations that are currently in separate chapters, streamlining review for staff and providing greater clarity for Applicants.

(IV) Amend LMC § 15-11-15 *Reconstruction of an Existing Historic Building or Historic Structure* to clarify and consolidate applicable standards located in LMC § 15-13-4.

Codified standards for Reconstruction of Historic Buildings are not common in the peer communities that staff researched. The Reconstruction criteria and standards currently in LMC [§ 15-11-15](#) and LMC [§ 15-13-4\(B\)\(3\)](#), are based on the Secretary of the Interior's Guidelines for Reconstructing Historic Buildings.¹⁷ Multiple standards listed in LMC [§ 15-13-4](#) are duplicative to the criteria in LMC [§ 15-11-15 *Reconstruction*](#).

Staff recommends relocating the non-duplicative standards and requirements from LMC [§ 15-13-4\(B\)\(3\) *Reconstruction*](#) to LMC [§ 15-11-15 *Reconstruction of an Existing Historic Building or Structure*](#) and updating the standards to reflect national preservation standards.

Current Reconstruction criteria in LMC [§ 15-11-15](#) (to remain unchanged):

1. *The Historic Building(s) and/or Structure(s) are found by the Chief Building Official to be hazardous or dangerous, pursuant to Section 116.1 of the International Building Code; and*
2. *The Historic Building(s) and/or Structure(s) cannot be made safe and/or serviceable through repair; and*
3. *The form, features, detailing, placement, orientation and location of the Historic Building(s) and/or Structure(s) will be accurately depicted, by means of new construction, based on as-built measured drawings, historical records, and/or current or Historic photographs.*

Reconstruction standards from LMC [§ 15-13-4](#), as amended and to be relocated to [§ 15-11-15](#):

¹⁷ <https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part2-reconstruction-restoration.pdf>

1. Reconstruction shall not be based on conjectural designs or on ~~a~~ combinations of different features from other historic buildings or other eras of Historic Significance. Designs that were never executed historically will not be constructed.
2. Reconstructed Structures shall retain the Historic Integrity and the Historic Site's Period of Historic Significance, as documented in the property's Historic Site Form and/or other documented evidence.
3. Reconstruction shall include recreating the documented design of exterior features such as roof shape, architectural detailing, windows, entrances and porches, steps and doors, and historic spatial relationships. No-longer- extant features may be reconstructed so long as they comply with the same regulations.
4. A reconstructed building shall accurately reproduce the appearance of the original historic building in materials, design, color, and texture.
5. Reconstruction shall re-establish the historic relationship between the building or buildings and historic site features.
6. Reconstruction shall include measures to preserve and reuse any remaining historic materials or extant historic features of the site, such as foundation, chimney or walkway, that are found to be safe and/or serviceable.
7. A building may not be reconstructed on a location other than the original site, unless approved by the Historic Preservation Board pursuant to LMC 15-11-13.

Does the HPB support the above amendments to LMC § 15-11-15 Reconstruction of an Existing Historic Building or Historic Structure to clarify and consolidate applicable standards located in LMC § 15-13-4

(V) Reference defined terms in LMC § 15-15-1 Definitions applicable in LMC Chapter 15-11 Historic Preservation subsections.

Pursuant to LMC § 15-15-1 Definitions, “[f]or the purpose of the LMC, certain numbers, abbreviations, terms, and words shall be used, interpreted, and defined as set forth herein. Defined terms will appear as proper nouns throughout this Title. Words not defined herein shall have a meaning consistent with Webster’s New Collegiate Dictionary, latest edition.”

The term *Preservation* is referenced throughout the other subsections in Chapter 15-11, however it is not capitalized and does not reference the defined term. Planning recommends that the term *Preservation* be capitalized so that the defined term is properly referenced in LMC § 15-11-13 Relocation and/or Reorientation of a Historic Building or Structure, LMC § 15-11-14 Disassembly and Reassembly of a Historic Building or Structure, and LMC § 15-11-15 Reconstruction Of An Existing Historic Building Or Historic Structure

Historic/historical integrity is referenced in the Relocation/Reorientation review criteria in LMC [§ 15-11-13](#), but the term is not capitalized to refer to the official definition of Historic Integrity:

*The relocation will not negatively affect the **historic integrity** of the Historic District, nor the area of receiving site*

*The **historical integrity** and significance of the Historic Building(s) and/or Structure(s) will not be diminished by relocation and/or reorientation; and*

Proposed amendments include capitalizing the term Historic Integrity throughout Chapter 15-11.

While the term *Reconstruction* is referenced as a defined term under LMC [§ 15-11-15](#) *Reconstruction of an Existing Historic Building or Historic Structure*, the term is not capitalized in LMC [§ 15-11-17](#) *Certificate of Appropriateness for Demolition*. Staff recommends this be updated to capitalize the term to provide consistency when referring to the defined term.

Does the HPB support updates to Chapter 15-11 subsection to reference defined terms?

Department Review

The Planning and Executive Departments and City Attorney's Office reviewed this report.

Notice

Staff published notice on the City's website and the Utah Public Notice website on August 19, 2026. The *Park Record* published courtesy notice on August 19, 2026.¹⁸

¹⁸ LMC [§ 15-1-21](#)

City Council Staff Report



Subject: Historic Preservation
Author: Dina Blaes, Preservation Consultant
Thomas Eddington, Jr., AICP, Planning Director
Date: June 25, 2009
Type of Item: Legislative/Public Hearing - LMC amendments and updated
Design Guidelines for Historic Districts and Sites.

Summary Recommendations:

SECTION 1 - Staff recommends the City Council:

- 1) Take public comment on the proposed amendments to the Land Management Code (LMC) for Chapters 1, 2 ("H" Districts), 5, 11 and 15 as described in this report,
- 2) Provide specific changes to the amendments if needed, and
- 3) Adopt the amendments based on the recitals found in the attached draft ordinance (Exhibit F).

SECTION 2 - Staff also recommends the City Council:

- 1) Take public comment on the proposed Design Guidelines for Historic Districts and Historic Sites,
- 2) Provide specific changes to be guidelines if needed, and
- 3) Adopt the updated Design Guidelines by passing the attached Resolution (Exhibit I).

Topic:

Project Name: LMC Amendments and updated Design Guidelines
Applicant: Planning Department
Proposal: Revisions to the Land Management Code and Design Guidelines

SECTION 1 - LAND MANAGEMENT CODE AMENDMENTS

Background:

Staff identified sections of the LMC where the provisions either conflict with the proposed Design Guidelines for Historic Districts and Historic Sites or need to be clarified or expanded to support the intent of the design guidelines. At a February 27, 2008 Work Session, the Planning Commission engaged in the first discussion regarding proposed LMC amendments associated with the draft Design Guidelines. The topics were limited to (1) application of the Design Guidelines outside the H zones, (2) the public comment period for design review applications, and (3) the design review application appeals process. Subsequent discussions on these three topics were held during Planning Commission work sessions on May 14, July 23, and September 24, 2008. In addition to discussions on the LMC amendments, the Planning Commission was updated on the Design Guidelines.

At the work session on September 24, 2008, the Planning Commission directed staff to prepare comprehensive draft LMC amendments associated with the Design Guidelines for review.

The LMC amendments described in this report reflect policy discussions with the Historic Preservation Board on the Guidelines and their impact on the LMC. These meetings were held on June 2, August 4 and 20, September 3, November 5 and 19, December 3, 2008, and on February 18, and March 18, 2009. They also reflect policy discussions held with the Planning Commission on May 14, July 23, and September 24, 2008 as noted above, and with the City Council on June 26 and August 7, 2008.

On April 8, 2009, the Planning Commission briefly discussed the LMC amendments described in this report and voted to continue the discussion and public hearing at the regularly scheduled meeting on May 13, 2009.

On May 13, 2009, the Planning Commission conducted a public hearing and made changes to the proposed LMC amendments based on both public testimony and on the codified preservation goals of the City. The Planning Commission voted to forward a positive recommendation to the City Council to adopt the LMC amendments.

At a City Council work session on June 25, Councilman Hier questioned the use of several terms found in the LMC which Mark Harrington, City Attorney, clarified to the Council's satisfaction. In addition, Councilman Hier asked, and other council members concurred, that the following changes be made to the proposed LMC amendments. The changes are reflected below and in the attached exhibits as red underlined text.

- 1) In Title 15-1-18 APPEALS AND RECONSIDERATION PROCESS, the term "Planning Director" should read as "Planning Department". TITLE 15-1-18, Paragraph (A) currently reads:

Any decision by either the Planning Director or Planning Staff regarding Application of this LMC to a Property may be appealed to the Planning Commission. Appeals of decisions regarding the Design Guidelines shall be reviewed by the Historic Preservation Board as described in 15-11-11(D). All appeals must be filed with the Planning Department within ten (10) days of Final Action.

The Legal Department requested the language remain as is because the Planning Department, while not named specifically in the paragraph, is comprised of the Planning Director and Planning Staff.

- 2) The second paragraph of the proposed amendments to Chapters 2.1, 2.2, 2.3, 2.4, 2.5, and 2.6 should read as follows:

Appeals of departmental actions on compliance with the Design Guidelines for Historic Districts and Historic Sites, LMC Chapter 15-11, and LMC Chapter 15-5 are heard by the Historic Preservation Board as outlined in 15-1-18 of the Code.

Following the June 25 work session, the Legal Department requested language be added to the "appeal" sections of 15-1 and 15-11 to clarify the appeal process. The changes are provided below and, again, are reflected in the attached exhibits as red underlined text.

1) The Legal Department requests Title 15-1-18(E) TIMING read as follows:

All appeals must be made within ten (10) calendar days of the Final Action.

The reviewing body, with the consultation of the appellant, shall set a date for the appeal. All appeals shall be heard by the reviewing body within forty-five (45) days of the date that the appellant files an appeal unless all parties, including the City, stipulate otherwise.

2) In addition, the Legal Department has asked the language be added to the second paragraph of Title 15-11-12(E) to read as follows:

All appeal requests shall be submitted to the Planning Department within ten (10) days of the decision. Appeals must be written and shall contain the name, address, and telephone number of the petitioner, his or her relationship to the project, and a comprehensive statement of the reasons for the appeal, including specific provisions of the Code and Design Guidelines, that are alleged to be violated by the action taken. All appeals shall be heard by the reviewing body within forty-five (45) days of the date that the appellant files an appeal unless all parties, including the City, stipulate otherwise

Discussion of Intent:

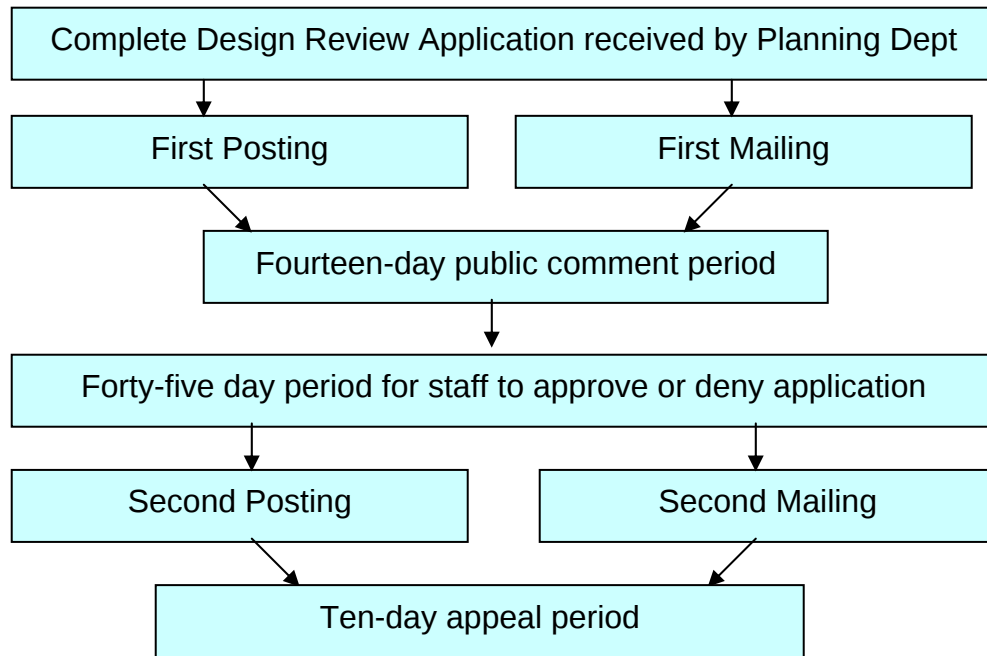
The proposed amendments are intended to update, clarify and expand sections of the LMC that are associated with the draft Design Guidelines for Historic Districts and Historic Sites.

Analysis and Discussion

Proposed Amendments to Chapter 1 - GENERAL PROVISIONS AND PROCEDURES (Exhibit A)

Staff recommends the Council review and approve proposed amendments to the following sections of Chapter 1:

- **Sections 15-1-8. and 15-1-9.** Amendments replace the term "Historic District Design Guidelines" with "Design Guidelines for Historic Districts and Historic Sites". Also in the table found in 15-1-8, the term "Planning Director" is being replaced by "Planning Department".
- **Section 15-1-18.** Amendments replace the term "Historic District Design Guidelines" with "Design Guidelines for Historic Districts and Historic Sites". The appeals process is being clarified and the proper cross-reference to Chapter 15-11 is included.
- **Section 15-1-21.** Changes are intended to allow public input on design review applications *before* staff determines compliance/non-compliance with the design guidelines. Specifically, staff recommends the Notice Matrix reflect the process outlined in the draft design guidelines as illustrated below:



Proposed Amendments to Chapter 2 'H' Districts (Exhibit B)

Chapter 2.1 - HISTORIC RESIDENTIAL-LOW DENSITY (HRL) DISTRICT

Chapter 2.2 - HISTORIC RESIDENTIAL (HR-1) DISTRICT

Chapter 2.3 - HISTORIC RESIDENTIAL (HR-2) DISTRICT

Chapter 2.4 - HISTORIC RESIDENTIAL-MEDIUM DENSITY (HRM) DISTRICT

Chapter 2.5 - HISTORIC RECREATION COMMERCIAL (HRC) DISTRICT

Chapter 2.6 - HISTORIC COMMERCIAL BUSINESS (HCB) DISTRICT

Staff recommends the Council review and approve proposed amendments to the ARCHITECTURAL REVIEW sections of these Chapters. Sections replaced with proposed language to:

- Eliminate minor inconsistencies in the architectural review procedures in six different sections of LMC Chapter 2, and
- Consolidate all design review procedures for the H districts and Historic Sites in Chapter 11.

Proposed Amendments to Chapter 5 - ARCHITECTURAL REVIEW (Exhibit C)

Staff recommends the Council review and approve proposed amendments to the following sections of Chapter 5.

- **Section 15-5-1.** Currently, the POLICY AND PURPOSE statement includes erroneous information about the National Register of Historic Places and does not mention the existence of locally designated historic resources. Modifications are intended to correct the information regarding the National Register and to emphasize the City's desire to protect locally designated Historic Sites.

- **Section 15-5-2.** Amendments clarify that all sites within the H districts and Historic Sites outside the H districts are subject to design review. Also, specific reference is made to the design review section of LMC Chapter 11.

Proposed Amendments to Chapter 11 - HISTORIC PRESERVATION (Exhibit D)

Staff recommends the Council review and approve proposed amendments to the following sections of Chapter 11.

- **Sections 15-11-5. and 15-11-6.** Consolidates and clarifies the PURPOSES and ADDITIONAL DUTIES sections. At a regular meeting held March 18, 2009, the HPB asked staff to review these sections and to consolidate those purpose statements that were redundant and to more plainly state the duties of the HPB.
- **Section 15-11-8.** Adds the National Alliance of Preservation Commissions and American Planning Association to the list of organizations that may provide assistance to staff.
- **Section 15-11-9.** Updates the terms used to reflect "Historic Site" and "Design Guidelines for Historic Districts and Historic Sites".
- **Section 15-11-10.** This section is being renumbered from 15-11-12 to 15-11-10. Amendments provide clarification regarding the designation of buildings and structures that undergo Reconstruction. Also, the amendments clarify who may apply to have a Site removed from the Historic Sites Inventory.
- **Section 15-11-11.** This section is being renumbered from 15-11-10 to 15-11-11. Also, amendments clarify how the Council adopts Design Guidelines and to update the terms used to reflect "Historic Site" and "Design Guidelines for Historic Districts and Historic Sites".
- **Section 15-11-12.** This section is being renumbered from 15-11-11 to 15-11-12. In addition, amendments are intended to:
 - (A) Provide a statement regarding how conflicts between the LMC and Design Guidelines are resolved.
 - (B) Articulate the city's expectations for applications to comply with the Design Guidelines.
 - (C) Codify the design review process as it is stated in the proposed Design Guidelines.
 - (D) Require applications involving Landmark Sites to be denied if the proposed development would result in the site losing its designation as a Landmark Site (exception for Landmark Sites being Reconstructed).
 - (E) Require applications involving Significant Sites to be denied if the proposed development would result in the site losing its designation as a Significant Site; and

(F) Modify the design review application appeal process and clarify the timeframe for conducting an appeal.

- **Section 15-11-13.** This is a new section intended to provide criteria for the relocation and/or reorientation of historic structures.
- **Section 15-11-14.** This is a new section intended to provide criteria for the disassembly and reassembly of historic structures.
- **Section 15-11-15.** This is a new section intended to provide criteria for the reconstruction of existing historic structures.
- **Section 15-11-16.** This section is being renumbered from 15-11-13 to 15-11-16. In addition, the amendments are intended to eliminate the term "remove", in all its forms, from the section. "Remove" is not a defined term in the LMC and Webster's definitions are 1) *to change or shift the location, position,* 2) *to move by lifting, pushing aside, or taking away or off,* 3) *to get rid of as though by moving.* A Certificate of Appropriateness for Demolition (CAD) should not be required for the methods noted in Sections 15-11-13, 15-11-14, and 15-11-15, therefore, staff is recommending the term "remove" be eliminated from this and subsequent sections that address demolition.
- **Section 15-11-17.** This section is being renumbered from 15-11-14 to 15-11-17. In addition, amendments are intended to eliminate the term "remove" (see explanation above in 15-11-16), reference the recently adopted language on Criteria for Designating a Historic Site, and to update the terms used in the section.
- **Section 15-11-18.** This section is being renumbered from 15-11-15 to 15-11-18.
- **Section 15-11-19.** This section is being renumbered from 15-11-16 to 15-11-19. As stated above, amendments are intended to eliminate "remove" and to update terms used in the section.

Proposed Amendments to Chapter 15 - DEFINITIONS (Exhibit E)

Staff recommends the Council review and approve proposed amendments to the following sections of Chapter 15.

- Section 1.67. The definition of "Demolish or Demolition" is being modified to allow Historic Sites to be relocated, reoriented, disassembled/reassembled or reconstructed without having to go through a CAD process.

Process:

Amendments to the Land Management Code require Planning Commission recommendation and City Council adoption. On May 13, 2009 at a regular meeting of the Planning Commission, a positive recommendation was made by the Commission to adopt the proposed LMC amendments outlined in the staff report.

City Council action may be appealed to a court of competent jurisdiction per LMC Section 15-1-18.

Department Review:

These LMC amendments have been reviewed by the Planning Department, the Building Department, and the Legal Department.

Notice:

Legal Notice of this public hearing was published in *The Park Record* on June 20, 2009 and was posted in the required public spaces.

Public Input:

Public hearings, conducted by the Planning Commission and City Council, are required prior to adoption of Land Management Code amendments. Comment was received during the public hearing portion of the Planning Commission meetings held April 8, 2009 and May 13, 2009. Public comment was received during the City Council work session on June 25, 2009.

Significant Impacts:

There are no significant fiscal impacts on the City as a result of these amendments. The amendments provide clarification of procedures, criteria, and definitions and provide expanded criteria and updates in order to function in concert with the Design Guidelines for Historic Districts and Historic Sites. The amendments are consistent with stated historic preservation goals.

Consequences of *not* taking the Suggested Recommendation:

Consequence of not taking the recommended action will delay the adoption of the proposed LMC amendments.

Recommendation:

Staff recommends the City Council:

- 1) Take public comment on the proposed amendments to the Land Management Code (LMC) for Chapters 1, 2 ("H" Districts), 5, 11 and 15 as described in this report,
- 2) Provide specific changes to the amendments if needed, and
- 3) Adopt the amendments based on the recitals found in the attached draft ordinance (Exhibit F).

SECTION 2 - DESIGN GUIDELINES FOR HISTORIC DISTRICTS AND HISTORIC SITES

Background:

The Historic Preservation Board is authorized in the Land Management Code (15-11-5 PURPOSES) to make recommendations to the City Council regarding revisions to the Design Guidelines. The process of updating the *Historic District Design Guidelines* began in August 2007 with a comprehensive review of the existing document. The organizational framework of the revised document was then completed which included general provisions, specific chapter "titles", and initial policy statements.

On January 14, 2008, the first draft of the updated Design Guidelines was reviewed and discussed by the HPB during a regular public meeting. The process of review, evaluation and revision of the guidelines occurred at public meetings held by the HPB on the following dates:

In 2008	In 2009
February 25	March 1 & 18
March 17	June 3
April 7 & 21	
May 5 & 19	
June 2 & 16	
July 7	
July 14 & 16 (open houses with design community and public)	
August 4 & 20	
September 3	
November 19	
December 3	

Throughout the process, the HPB members engaged in lengthy discussions on a range of topics including, but not limited to, "panelization", compatibility of new construction, defining historic integrity, defining historic significance, the use of substitute materials, improving the application process by making it more predictable and transparent, increasing public involvement in the process, landscaping standards, the role of the HPB in the process, increasing the specificity of language used in the design guidelines to benefit all its users, balancing the rights of property owners with proposed regulation, increasing application requirements, placing a greater emphasis on retaining historic materials, reconstructing historically significant buildings, and the application appeal process.

Extensive written comments and suggestions were received from the Planning Department staff, the Building Department staff, the HPB, and the public. The written comments received during the July 14 & July 16 open houses can be viewed at www.parkcity.org.

Discussion & Issues:

Attached is a copy of the *Historic District Design Guidelines*, dated June 16, 1983 (Exhibit G) and the *Design Guidelines for Historic Districts and Historic Sites* dated June 19, 2009 (Exhibit H) to facilitate a comparison between the current and proposed guidelines. The

proposed *Design Guidelines for Historic Districts and Historic Sites* reflects HPB's direction provided at the public meetings noted above, comments received from the public in writing or during public hearings, staff's suggestions regarding the practicality of various provisions, and recognized best practices within the field of historic preservation. In addition, this copy reflects changes resulting from LMC amendments recently recommended by the Planning Commission.

Process:

The Historic Preservation Board is authorized in the Land Management Code (Title 15, Chapter 11-10) to make recommendations to the City Council regarding updates to the Design Guidelines. On June 3, 2009 at a regular meeting, the Historic Preservation Board made a positive recommendation to adopt the proposed Design Guidelines for Historic Districts and Historic Sites. The City Council has authority to adopt the Design Guidelines.

Notice:

Legal Notice of this public hearing was published in *The Park Record* on June 20, 2009 and was posted in the required public spaces.

The proposed Design Guidelines were posted on the City web site (www.parkcity.org) on June 19, 2009.

Public Input:

Extensive public input on the Design Guidelines has been received in both written and verbal forms as described above.

Significant Impacts:

There are no significant fiscal impacts on the City as a result of adopting the *Design Guidelines for Historic Districts and Historic Sites*.

Consequences of *not* taking the recommended action:

Not taking the recommended action will result in a delay in adopting the updated Design Guidelines. The *Historic District Design Guidelines*, dated June 1983, remain in effect until the Council adopts updated guidelines.

Recommendation:

Staff recommends the City Council:

- 1) Take public comment on the proposed Design Guidelines for the Historic Districts and Historic Sites,
- 2) Provide specific changes to be guidelines if needed, and
- 3) Adopt the updated Design Guidelines by passing the attached Resolution (Exhibit I).

Exhibits:

Exhibit A: Proposed Amendments to Chapter 1 - GENERAL PROVISIONS AND PROCEDURES

Exhibit B: Proposed Amendments to Chapter 2 'H' Districts

Chapter 2.1 - HISTORIC RESIDENTIAL-LOW DENSITY (HRL) DISTRICT

Chapter 2.2 - HISTORIC RESIDENTIAL (HR-1) DISTRICT

Chapter 2.3 - HISTORIC RESIDENTIAL (HR-2) DISTRICT
Chapter 2.4 - HISTORIC RESIDENTIAL-MEDIUM DENSITY (HRM) DISTRICT
Chapter 2.5 - HISTORIC RECREATION COMMERCIAL (HRC) DISTRICT
Chapter 2.6 - HISTORIC COMMERCIAL BUSINESS (HCB) DISTRICT
Exhibit C: Proposed Amendments to Chapter 5 - ARCHITECTURAL REVIEW
Exhibit D: Proposed Amendments to Chapter 11 - HISTORIC PRESERVATION
Exhibit E: Proposed Amendments to Chapter 15 - DEFINITIONS
Exhibit F: Draft Ordinance
Exhibit G: *Historic District Design Guidelines* (dated June 16, 1983).
Exhibit H: *Design Guidelines for Historic Districts and Historic Sites* (dated June 19, 2009).
See city website: www.parkcity.org/citydepartments/planning/packetsandagendas.html
Exhibit I: Draft Resolution

Exhibit D - Proposed amendments to Title 15, Chapter 11

TITLE 15 - LAND MANAGEMENT CODE

CHAPTER 11 - HISTORIC PRESERVATION

- 15-11-1. ESTABLISHMENT OF BOARD
- 15-11-2. TERMS AND QUALIFICATIONS OF MEMBERS
- 15-11-3. ORGANIZATION
- 15-11-4. ABSENCE DEEMED RESIGNATION OR GROUNDS FOR
REMOVAL
- 15-11-5. PURPOSES
- 15-11-6. ADDITIONAL DUTIES
- 15-11-7. LIMITATIONS
- 15-11-8. STAFF ASSISTANCE
- 15-11-9. PRESERVATION POLICY
- 15-11-10. ~~HISTORIC DISTRICT DESIGN GUIDELINES~~
PARK CITY HISTORIC SITES INVENTORY
- 15-11-11. ~~HISTORIC DISTRICT REVIEW~~
DESIGN GUIDELINES FOR PARK CITY'S HISTORIC
DISTRICTS AND HISTORIC SITES
- 15-11-12. ~~DETERMINATION OF HISTORICAL SIGNIFICANCE~~
HISTORIC DISTRICT OR HISTORIC SITE DESIGN REVIEW
- 15-11-13. RELOCATION AND/OR REORIENTATION OF A HISTORIC
BUILDING OR HISTORIC STRUCTURE
- 15-11-14. DISASSEMBLY AND REASSEMBLY OF A HISTORIC
BUILDING OR HISTORIC STRUCTURE
- 15-11-15. RECONSTRUCTION OF AN EXISTING HISTORIC
BUILDING OR HISTORIC STRUCTURE
- 15-11-~~13~~16. ~~DEMOLITION AND REMOVAL OF HISTORIC BUILDINGS,
STRUCTURES, AND SITES~~
- 15-11-~~14~~17. ~~CERTIFICATE OF APPROPRIATENESS FOR DEMOLITION
(CAD)~~
- 15-11-~~15~~18. PRE-HEARING APPLICATION REQUIREMENTS
- 15-11-~~16~~19. CAD HEARING

**TITLE 15 - LAND MANAGEMENT CODE (LMC) CHAPTER 11 -
HISTORIC PRESERVATION**

Chapter adopted by Ord. No. 02-07; Chapter Amended in Entirety by Ord. No. 03-34

CHAPTER 11 – HISTORIC PRESERVATION

15-11-1. ESTABLISHMENT OF BOARD.

Pursuant to the Historic District Act, Section 11-18-1, et seq. of the Utah Code, 1953, and other applicable power, there is hereby created a Park City Historic Preservation Board (HPB). The HPB shall be composed of seven (7) members.

(Amended by Ord. No. 06-69)

15-11-2. TERMS AND QUALIFICATIONS OF MEMBERS.

Members of the HPB shall serve terms of three (3) years. No member may serve more than two (2) consecutive terms. The terms shall be staggered. Terms may expire on May 1, however, members of the HPB shall continue to serve until their successors are appointed and qualified.

(A) The Mayor shall appoint a new HPB member to fill vacancies that might arise and such appointments shall be to the end of the vacating member's term.

(B) It is the first priority of the City Council that the HPB have technical representation in Historic preservation, therefore, when vacancies occur and if appropriate, it shall be the first consideration of the City Council to ensure that there is a licensed architect, or other professional having substantial experience in rehabilitation-type construction, serving on the HPB, and secondly that there is representation from the Park City Historical Society. After being notified by the City of a vacancy, at least two (2) nominations shall be rendered to the City Council by the Park City Historical Society if it desires to participate in the Application process.

(C) In addition, the HPB should include members with the following qualifications, or representing the following interests:

- (1) A member recommended by or associated with the Utah State Historical Society or Utah Heritage Foundation.
- (2) A member living in the Historic District with demonstrated interest and knowledge of Historic preservation.
- (3) A member appointed at large from Park City with demonstrated interest and knowledge of Historic preservation.
- (4) A member associated with Main Street Business and commercial interests.

15-11-3. ORGANIZATION.

(A) **CHAIRMAN.** The HPB shall elect one of its members to serve as Chairman for a term of one (1) year at its first meeting in March. The Chairman may be elected to serve for one (1) consecutive additional term, but not for more than two (2) successive terms. If the Chairman is absent from any meeting where a quorum would otherwise exist, the members may appoint a Chairman Pro Tem to act as Chairman solely for that meeting.

(B) **QUORUM.** No Business shall be conducted without a quorum at the meeting. A quorum shall exist when the meeting is attended by four (4) of the appointed members, including the Chairman.

(C) **VOTING.** All actions of the HPB shall be represented by a vote of the membership. A simple majority of the members present at the meeting in which action is taken shall approve any action taken. The Chairman may vote at the meetings.

(Amended by Ord. No. 07-34)

15-11-4. ABSENCE DEEMED RESIGNATION OR GROUNDS FOR REMOVAL.

Any HPB member who is absent from two (2) consecutive regularly scheduled Board meetings, or a total of four (4) regularly scheduled meetings per calendar year may be called before the City Council and asked to resign or removed for cause by the Council. Members of the HPB are not required to reside within the City limits, however, the majority of the members shall reside in Park City.

15-11-5. PURPOSES.

The purposes of the HPB are:

(A) To preserve ~~diverse and harmonious architectural styles and design preferences reflecting phases of the City's unique historic character history~~ and to encourage ~~complimentary, contemporary~~ compatible design and construction through the creation, and periodic update, of comprehensive Historic District Design Guidelines for Park City's Historic Districts and Historic Sites, and update as necessary;

~~(B) To protect and enhance the City's Historic appeal to tourists and visitors;~~

~~(C)~~ (B) To identify as early as possible and resolve conflicts between the preservation of cultural resources and alternative land Uses;

~~(D)~~ (C) To provide input to staff, the Planning Commission, and City Council towards safeguarding the heritage of the City in protecting ~~Buildings of Significance and Contributing Buildings, Structures, Sites/Areas or Objects~~ Historic Sites, Buildings, and/or Structures;

~~(E) To promote the private and public Use of Buildings of Significance and Contributing Buildings, Structures, Sites/Areas or Objects;~~

~~(F)~~ (D) To ~~make recommendations to the Planning Commission and City Council on policies and~~ ordinances that may encourage Historic preservation;

~~(G)~~(E) To communicate and promote the benefits of Historic preservation for the education, prosperity, and general welfare of ~~the people~~ residents, visitors and tourists;

~~(H)~~—To provide input to staff, Planning Commission, and City Council on matters concerning the overall Development of the City's Historic preservation program;

~~(I)~~(F) To make recommendations to the City Council on the Development of, and to administer, all City-sponsored preservation incentive programs, either public or private, to encourage the preservation of the City's historic resources;

(G) To administer all City-sponsored preservation incentive programs;

~~(J)~~(H) To review all appeals on action taken by the Planning Department regarding compliance with the ~~Historic District~~ Design Guidelines for Park City's Historic Districts and Historic Sites; and

~~(K)~~(I) To review and take action on all ~~determination of Historic preservation~~ designation of Sites to the Historic Sites Inventory Applications submitted to the City.

15-11-6. ADDITIONAL DUTIES.

In addition to the powers set forth in Section 15-11-5, the HPB may, at the direction of the City Council:

(A) Participate in the design review of any City-owned projects located within the designated Historic District.

(B) Recommend to the City Council the purchase of interests in Property for purposes of preserving the City's cultural resources.

~~(C)~~—Investigate and report to the City Council on the Use of Federal, State, local, or private funding sources and mechanisms available to promote the preservation of the City's cultural resources.

~~(D)~~(C) Recommend to the Planning Commission and the City Council zoning boundary changes for the district to preserve the historical integrity of the Area. Subdivision, Conditional Uses and planned unit Development Applications must continue to be acted upon by the Planning Commission.

~~(E)~~—Recommend to the Planning Commission and the City Council changes to the Park City Land Management Code to reinforce the purpose of Historic preservation.

~~(F)~~(D) Provide advice and guidance on request of the Property Owner or occupant on the construction, restoration, alteration, decoration, landscaping, or maintenance of any cultural resource, Historic Site, and Property within the Historic District, or neighboring Property within a two (2) block radius of the Historic District.

15-11-7. LIMITATIONS.

The HPB has no authority to waive or increase any requirement of any ordinance of the City.

15-11-8. STAFF ASSISTANCE.

The City may, subject to the approval of the City Manager, provide staff and/or the HPB with such assistance from:

- (A) Utah Heritage Foundation.
- (B) National Trust for Historic Preservation.
- (C) Utah State Division of History.
- (D) Park City Historical Society.
- (E) American Institute of Architects (AIA)
- (F) The National Alliance of Preservation Commissions.
- (G) American Planning Association.

(Amended by Ord. No. 06-35)

15-11-9. PRESERVATION POLICY.

It is deemed to be in the interest of the citizens of Park City, as well as the State of Utah, to encourage the preservation of Buildings, Structures, and Sites of Historic Significance in Park City. These Buildings, Structures and Sites are among the City's most important cultural, educational, and economic assets. In order that they are not lost through neglect, Demolition, expansion or change within the City, the preservation of ~~the remaining Historic Sites, Buildings, and Structures and Site of Historic or community Significance~~ Historic Sites, Buildings, and Structures is required ~~based on the level of Significance~~. This section is intended to provide an incentive for identification and preservation of Historic Buildings, Structures or Sites that may occur within the Park City Historic District, as well as those that may be located outside the Historic District.

(A) **HISTORIC PRESERVATION PLAN.** The Planning Department is authorized to require that Developers prepare a Historic Preservation Plan as a condition of approving an Application for a Building project that affects a Historic Structure, Site or Object. The Planning Director and the Chief Building Official, or their designees, must approve the Historic Preservation Plan.

(B) **GUARANTEE REQUIRED.** The Planning Department is also authorized to require that the Applicant provide the City with a financial Guarantee to ensure compliance with the conditions and terms of the Historic Preservation Plan.

(C) **TERMS OF GUARANTEE.** The Guarantee shall be similar in form to other Guarantees required by this title and shall consist of an Escrow deposit, a cash deposit with the City, a letter of

credit or some combination of the above as approved by the City, including but not limited to a lien on the Property.

(D) **AMOUNT OF THE GUARANTEE.** The amount of the Guarantee shall be determined by the Chief Building Official, or his designees. The Building and Planning Departments shall develop standardized criteria to be used when determining the amount of the Historic preservation Guarantee. Such amount may include additional cost or other penalties for the destruction of Historic material(s).

(E) **EFFECT OF NON-COMPLIANCE.** If the Developer does not comply with the terms of the Historic Preservation Plan as determined by the Chief Building Official and the Planning Director, or their designees, the City shall have the right to keep the funds of the Guarantee, including the ability to refuse to grant the Certificate of Occupancy and resulting in the requirement to enter into a new Historic Preservation Plan and Guarantee. The funds of the Guarantee shall be used, in the City's discretion, for Historic preservation projects within the City.

(F) **RELEASE OF GUARANTEE.** The Guarantee shall not be released prior to the issuance of the final Certificate of Occupancy or at the discretion of the Chief Building Official and Planning Director, or their designees, based on construction progress in compliance with the Historic Preservation Plan.

(Amended by Ord. No. 09-09)

15-11-12 10. PARK CITY HISTORIC SITES INVENTORY

The Historic Preservation Board may designate Sites to the Historic Sites Inventory as a means of providing recognition to and encouraging the Preservation of Historic Sites in the community.

(A) CRITERIA FOR DESIGNATING SITES TO THE PARK CITY HISTORIC SITES INVENTORY.

(1) **LANDMARK SITE.** Any Buildings (main, attached, detached or public), Accessory Buildings, and/or Structures may be designated to the Historic Sites Inventory as a Landmark Site if the Planning Department finds it meets all the criteria listed below:

(a) It is at least fifty (50) years old or has achieved Significance in the past fifty (50) years if the Site is of exceptional importance to the community; and

(b) It retains its Historic Integrity in terms of location, design, setting, materials, workmanship, feeling and association as defined by the National Park Service for the National Register of Historic Places; and

(c) It is significant in local, regional or national history, architecture, engineering or culture associated with at least one (1) of the following:

(i) an era that has made a significant contribution to the broad patterns of our history,

(ii) The lives of Persons significant in the history of the community, state, region, or nation, or

(iii) The distinctive characteristics of type, period, or method of

construction or the work of a notable architect or master craftsman.

(2) **SIGNIFICANT SITE.** Any Buildings (main, attached, detached or public), Accessory Buildings, and/or Structures may be designated to the Historic Sites Inventory as a Significant Site if the Planning Department finds it meets all the criteria listed below:

(a) It is at least fifty (50) years old or has achieved Significance in the past fifty (50) years if the Site is of exceptional importance to the community; and

(b) It retains its Essential Historical Form, meaning there are no major alterations that have destroyed the Essential Historical Form. Major alterations that destroy the essential historical form include:

(i) Changes in pitch of the main roof of the primary façade if 1) the change was made after the Period of Historic Significance; 2) the change is not due to any structural failure; or 3) the change is not due to collapse as a result of inadequate maintenance on the part of the Applicant or a previous Owner, or

(ii) Addition of upper stories or the removal of original upper stories occurred after the Period of Historic Significance, or

(iii) Moving it from its original location to a Dissimilar Location ~~to the original~~, or

(iv) Addition(s) that significantly obscures the Essential Historical Form when viewed from the primary public Right-of-Way.

(c) It is important in local or regional history, architecture, engineering or culture associated with at least one (1) of the following:

(i) An era of Historic importance to the community, or

(ii) Lives of Persons who were of Historic importance to the community, or

(iii) Noteworthy methods of construction, materials, or craftsmanship used during the Historic period.

(3) Any Development involving the Reconstruction of a Landmark Site or a Significant Site that is executed pursuant to section 15-11-15 of this Code shall remain on the Park City Historic Sites Inventory and shall be listed as a Significant Site.

(B) PROCEDURE FOR DESIGNATING SITES TO THE PARK CITY HISTORIC SITES INVENTORY.

The Planning Department shall maintain an inventory of Historic Sites. It is hereby declared that all Buildings (main, attached, detached or public), Accessory Buildings, and/or Structures within Park City, which comply with the criteria found in sections 15-11-~~12~~10(A)(1) or 15-11- ~~12~~ 10(A)(2) are determined to be on the Park City Historic Sites Inventory.

Any Owner of a Building (main, attached, detached or public), Accessory Building, and/or

Structure may nominate it/them for listing in the Park City Historic Sites Inventory. The Planning Department may nominate a Building (main, attached, detached or public), Accessory Building, and/or Structure for listing in the Park City Historic Sites Inventory. The nomination and designation procedures are as follows:

- (1) **COMPLETE APPLICATION.** The Application shall be on forms as prescribed by the City and shall be filed with the Planning Department. Upon receiving a Complete Application for designation, the Planning staff shall schedule a hearing before the Historic Preservation Board within thirty (30) days.
- (2) **NOTICE.** Prior to taking action on the Application, the Planning staff shall provide public notice pursuant to section 15-1-21 of this Code.
- (3) **HEARING AND DECISION.** The Historic Preservation Board will hold a public hearing and will review the Application for compliance with the "Criteria for Designating Historic Sites to the Park City Historic Sites Inventory". If the Historic Preservation Board finds that the Application complies with the criteria set forth in section 15-11-42 10(A)(1) or section 15-11-42 10(A)(2) the Building (main, attached, detached or public), Accessory Building and/or Structure will be added to the Historic Sites Inventory. The HPB shall forward a copy of its written findings to the Owner and/or Applicant.
- (4) **APPEAL.** The Applicant or any party participating in the hearing may appeal the Historic Preservation Board decision to the Board of Adjustment pursuant to Section 15-10-7 of this Code. Appeal requests shall be submitted to the Planning Department within ten (10) days of Historic Preservation Board final action. Notice of pending appeals shall be made pursuant to Section 15-1-21 of this Code. Appeals shall be considered only on the record made before the Historic Preservation Board.

(C) REMOVAL OF A SITE FROM THE PARK CITY HISTORIC SITES INVENTORY.
The Historic Preservation Board may remove a Site from the Historic Sites Inventory. Any Owner of a Site listed on the Park City Historic Sites Inventory may submit an Application for the removal of his/her Site from the Park City Historic Sites Inventory. The Planning Department may submit an Application for the removal of a Site from the Park City Historic Sites Inventory. The criteria and procedures for removing a Site from the Park City Historic Sites Inventory are as follows:

- (1) **CRITERIA FOR REMOVAL.**
 - (a) The Site no longer meets the criteria set forth in 15-11-42 10(A)(1) or 15-11-42 10(A)(2) because the qualities that caused it to be originally designated have been lost or destroyed, or
 - (b) The Building (main, attached, detached or public), Accessory Building, and/or Structure on the Site have been demolished and will not be reconstructed, or
 - (c) Additional information indicates that the Building, Accessory Building, and/or Structure on the Site do not comply with the criteria set forth in 15-11-42 10(A)(1) or 15-11-42 10(A)(2).
- (2) **PROCEDURE FOR REMOVAL.**

(a) **Complete Application.** The Application shall be on forms as prescribed by the City and shall be filed with the Planning Department. Upon receiving a complete Application for ~~designation removal~~, the Planning staff shall schedule a hearing before the Historic Preservation Board within thirty (30) days.

(b) **Notice.** Prior to taking action on the Application, the Planning staff shall provide public notice pursuant to section 15-1-21 of this Code.

(c) **Hearing and Decision.** The Historic Preservation Board will hear testimony from the Applicant and public and will review the Application for compliance with the "Criteria for Designating Historic Sites to the Park City Historic Sites Inventory". The HPB shall review the Application "de novo" giving no deference to the prior determination. The Applicant has the burden of proof in removing the Site from the inventory. If the HPB finds that the Application does not comply with the criteria set forth in section 15-11-~~4210~~(A)(1) or section 15-11-~~4210~~(A)(2) the Building (main, attached, detached or public) Accessory Building, and/or Structure will be removed from the Historic Sites Inventory. The HPB shall forward a copy of its written findings to the Owner and/or Applicant.

(d) **Appeal.** The Applicant or any party participating in the hearing may appeal the Historic Preservation Board decision to the Board of Adjustment pursuant to Section 15-10-7 of this Code. Appeal requests shall be submitted to the Planning Department within ten (10) days of the Historic Preservation Board decision. Notice of pending appeals shall be made pursuant to Section 15-1-21 of this Code. Appeals shall be considered only on the record made before the Historic Preservation Board and will be reviewed for correctness.

(Amended by Ord. No. 09-05)

15-11-~~40~~-11. DESIGN GUIDELINES FOR PARK CITY'S HISTORIC DISTRICTS AND HISTORIC SITES. DESIGN GUIDELINES.

The HPB shall promulgate and update as necessary ~~Historic District~~ Design Guidelines for Use in the Historic District zones; and for Historic Sites. These guidelines shall, upon adoption by resolution ~~or ordinance~~ by of the City Council, be used by the Planning Department staff in reviewing Historic District/Site design review Applications. The ~~Historic District~~ Design Guidelines for Park City's Historic Districts and Historic Sites shall address rehabilitation of existing Structures, additions to existing Structures, and the construction of new Structures. The Design Guidelines are incorporated into this Code by reference. From time to time, the HPB may recommend changes in the ~~Historic District~~ Design Guidelines for Park City's Historic Districts and Historic Sites to Council, provided that no changes in the guidelines shall take effect until adopted by a resolution of the City Council.

15-11-~~44~~-12. HISTORIC DISTRICT OR HISTORIC SITE DESIGN REVIEW.

~~(A)~~ The Planning Department shall review and approve, approve with conditions, or deny, all Historic District/Site design review Applications involving an Allowed or Conditional Use associated with a Building Permit to build, locate, construct, remodel, alter or modify any Building, Accessory Building, Structure, Site or other visible element, including but not limited to, signs,

lighting fixtures, and Fences located within the Park City Historic Districts or Historic Sites.

Prior to issuance of a Building Permit for any Conditional or Allowed Use, the Planning Department shall review the proposed plans for compliance with the Design Guidelines for Historic Districts and Historic Sites, LMC Chapter 15-11, and LMC Chapter 15-5. Whenever a conflict exists between the LMC and the Design Guidelines, the more restrictive provision shall apply to the extent allowed by law.

Appeals of departmental actions on compliance with the Design Guidelines for Historic Districts and Historic Sites, LMC Chapter 15-11, and LMC Chapter 15-5 are heard by the Historic Preservation Board.

(A) PRE-APPLICATION CONFERENCE.

(1) The Owner and/or Owner's representative shall be required to attend a pre-Application conference with representatives of the Planning and Building Departments for the purpose of determining the general scope of the proposed Development, identifying potential impacts of the Development that may require mitigation, providing information on City-sponsored incentives that may be available to the Applicant, and outlining the Application requirements.

(2) Each Application shall comply with all of the Design Guidelines for Historic Districts and Historic Sites unless the Planning Department determines, because of the scope of the proposed Development, that certain guidelines are not applicable. If the Planning Department determines certain guidelines do not apply to an Application, the Planning Department staff shall communicate, via electronic or written means, the information to the Applicant. It is the responsibility of the Applicant to understand the requirements of the Application.

(A)(B) COMPLETE APPLICATION.

(1) The Owner and/or Applicant for any Property shall be required to submit a Historic District/Site design review Application for proposed work requiring a Building Permit in order to complete the work.

(2) Planning Department staff shall review all Historic District design review Applications, including those associated with an Allowed or Conditional Use, which upon determining compliance with the guidelines, shall be approved by the department staff without HPB review or hearing.

(B)(C) NOTICE. Upon receipt of a Complete Application, but prior to taking action on any Historic District/Site design review Application, the Planning staff shall provide notice pursuant to Section 15-1-12 and 15-1-21 of this Code.

(C)(D) DECISION. Following the fourteen (14) day public comment notice period noted in Section 15-1-21 of this Code, Upon taking action on the Application, the Planning Department staff shall make, within forty-five (45) days, written findings, conclusions of law, and conditions of approval or reasons for denial, if any, supporting the decision and shall provide the Owner and/or Applicant with a copy. Staff shall also provide notice pursuant to Section 15-1-21 of the Code.

(1) Historic District/Site design review Applications shall be approved by the Planning Department staff upon determination of compliance with the Design Guidelines for Park City's Historic Districts and Historic Sites. If the Planning Department staff determines an Application does not comply with the Design Guidelines, the Application shall be denied.

(2) With the exception of any Application involving the Reconstruction of a Building, Accessory Building, and/or Structure on a Landmark Site, an Application associated with a Landmark Site shall be denied if the Planning Department finds that the proposed project will result in the Landmark Site no longer meeting the criteria set forth in 15-11-10(A)(1).

(3) An Application associated with a Significant Site shall be denied if the Planning Department finds that the proposed project will result in the Significant Site no longer meeting the criteria set forth in 15-11-10(A)(2).

~~(D)~~(E) **APPEALS**. The Owner, Applicant, or any Person with standing as defined in Section 15-1-18(D) of this Code may appeal any Planning ~~Director~~ Department decision made on a Historic District/Site design review Application to the ~~Planning Director~~ Historic Preservation Board.

All appeal requests shall be submitted to the Planning Department within ten (10) days of the decision. Appeals must be written and shall contain the name, address, and telephone number of the petitioner, his or her relationship to the project, and a comprehensive statement of the reasons for the appeal, including specific provisions of the Code and Design Guidelines, that are alleged to be violated by the action taken. All appeals shall be heard by the reviewing body within forty-five (45) days of the date that the appellant files an appeal unless all parties, including the City, stipulate otherwise.

Notice of all pending appeals shall be made by staff, pursuant to Section 15-1-21 of this Code. The appellant shall provide required stamped and addressed notice envelopes within fourteen (14) days of the appeal. The notice and posting shall include the location and description of the proposed Development project. The scope of review by the ~~Planning Director~~ Historic Preservation Board shall be the same as the scope of review at the ~~staff~~ Planning Department level.

(1) ~~The Planning Director~~ Historic Preservation Board shall either approve, approve with conditions, or disapprove the proposal based on written findings, conclusions of law, and conditions of approval, if any, supporting the decision, and shall provide the Owner and/or Applicant with a copy.

(2) ~~Any Planning Director decision may be appealed to the HPB. Appeal requests shall be submitted to the Planning Department within ten (10) days of the Planning Director's decision. Notice of all pending appeals shall be made by staff pursuant to Section 15-1-20 of this Code. The scope of review by the HPB shall be the same as the scope of review by the Planning Director.~~

(3)(2) Any ~~HPB~~ Historic Preservation Board decision may be appealed to the Board of Adjustment pursuant to Section 15-10-7 of this Code. Appeal requests shall be submitted to the Planning Department within ten (10) days of the ~~HPB~~ Historic Preservation Board

decision. Notice of all pending appeals shall be made by staff, pursuant to Section 15-1-2021 of this Code. Appeals shall be considered only on the record made before the ~~HPB~~ Historic Preservation Board and will be reviewed for correctness.

15-11-13. RELOCATION AND/OR REORIENTATION OF A HISTORIC BUILDING OR HISTORIC STRUCTURE.

It is the intent of this section to preserve the Historic and architectural resources of Park City through limitations on the relocation and/or reorientation of Historic Buildings, Structures, and Sites.

(A) CRITERIA FOR THE RELOCATION AND/OR REORIENTATION OF THE HISTORIC BUILDING(S) AND/OR STRUCTURE(S) ON A LANDMARK SITE OR A SIGNIFICANT SITE. In approving a Historic District or Historic Site design review Application involving relocation and/or reorientation of the Historic Building(s) and/or Structure(s) on a Landmark Site or a Significant Site, the Planning Department shall find the project complies with the following criteria:

(1) A portion of the Historic Building(s) and/or Structure(s) encroaches on an adjacent property and an easement cannot be secured; OR

(2) The proposed relocation and/or reorientation will abate demolition of the Historic Building(s) and/or Structures(s) on the Site; OR

(3) The Planning Director and the Chief Building Official determine that unique conditions warrant the proposed relocation and/or reorientation on the existing Site; OR

(4) The Planning Director and the Chief Building Official determine that unique conditions warrant the proposed relocation and/or reorientation to a different Site.

(B) PROCEDURE FOR THE RELOCATION AND/OR REORIENTATION OF A LANDMARK SITE OR A SIGNIFICANT SITE. All Applications for the relocation and/or reorientation of any Historic Building(s) and/or Structure(s) on a Landmark Site or a Significant Site within the City shall be reviewed by the Planning Department pursuant to Section 15-11-12 of this Code.

15-11-14. DISASSEMBLY AND REASSEMBLY OF A HISTORIC BUILDING OR HISTORIC STRUCTURE.

It is the intent of this section to preserve the Historic and architectural resources of Park City through limitations on the disassembly and reassembly of Historic Buildings, Structures, and Sites.

(A) CRITERIA FOR DISASSEMBLY AND REASSEMBLY OF THE HISTORIC BUILDING(S) AND/OR STRUCTURE(S) ON A LANDMARK SITE OR SIGNIFICANT SITE. In approving a Historic District or Historic Site design review Application involving disassembly and reassembly of the Historic Building(s) and/or Structure(s) on a Landmark Site or Significant

Site, the Planning Department shall find the project complies with the following criteria:

(1) A licensed structural engineer has certified that the Historic Building(s) and/or Structure(s) cannot reasonably be moved intact; OR

(2) The proposed disassembly and reassembly will abate demolition of the Historic Building(s) and/or Structure(s) on the Site; OR

(3) The Historic Building(s) and/or Structure(s) are found by the Chief Building Official to be hazardous or dangerous, pursuant to Section 115.1 of the International Building Code; OR

(4) The Planning Director and the Chief Building Official determine that unique conditions and the quality of the historic preservation plan warrant the proposed disassembly and reassembly; AND

(5) Under all of the above criteria, the Historic Structure(s) and/or Building(s) will must be reassembled using the original materials that are found to be safe and/or serviceable or can be repaired to a safe and/or serviceable condition in combination with new materials; AND

(6) The Building(s) and/or Structure(s) will be reassembled in their original form, location, placement, and orientation.

(B) PROCEDURE FOR THE DISASSEMBLY AND REASSEMBLY OF A LANDMARK SITE OR A SIGNIFICANT SITE. All Applications for the disassembly and reassembly of any Historic Building(s) and/or Structure(s) on a Landmark Site of a Significant Site within the City shall be reviewed by the Planning Department pursuant to Section 15-11-12 of this Code.

(1) If an Application involving the disassembly and reassembly of Historic Building(s) and/or Structure(s) on a Landmark Site or a Significant Site also includes relocation and/or reorientation of the reassembled Historic Building(s) and/or Structure(s) on the original Site or another Site, the Application must also comply with Section 15-11-13 of this Code.

15-11-15. RECONSTRUCTION OF AN EXISTING HISTORIC BUILDING OR HISTORIC STRUCTURE

It is the intent of this section to preserve the Historic and architectural resources of Park City through limitations on the Reconstruction of Historic Buildings, Structures, and Sites.

(A) CRITERIA FOR RECONSTRUCTION OF THE HISTORIC BUILDING(S) AND/OR STRUCTURE(S) ON A LANDMARK SITE OR A SIGNIFICANT SITE. In approving an Application for Reconstruction of the Historic Building(s) and/or Structure(s) on a Landmark Site or a Significant Site, the Planning Department shall find the project complies with the following criteria:

(1) The Historic Building(s) and/or Structure(s) are found by the Chief Building Official

to be hazardous or dangerous, pursuant to Section 115.1 of the International Building Code; AND

(2) The Historic Building(s) and/or Structure(s) cannot be made safe and/or serviceable through repair; AND

(3) The form, features, detailing, placement, orientation and location of the Historic Building(s) and/or Structure(s) will be accurately depicted, by means of new construction, based on as-built measured drawings, historical records, and/or current or historic photographs.

(B) PROCEDURE FOR THE RECONSTRUCTION OF THE HISTORIC BUILDING(S) AND/OR STRUCTURE(S) ON A LANDMARK SITE OR A SIGNIFICANT SITE. All Applications for the Reconstruction of any Historic Building and/or Structure on a Landmark Site or a Significant Site within the City shall be reviewed by the Planning Department pursuant to Section 15-11-12 of this Code.

(1) If an Application involving the Reconstruction of Historic Building(s) and/or Structure(s) on a Landmark Site or a Significant Site also includes relocation and/or reorientation of the Reconstructed Historic Building(s) and/or Structure(s) on the original Site or another Site, the Application must also comply with Section 15-11-13 of this Code.

15-11-13 16. DEMOLITION AND REMOVAL OF HISTORIC BUILDINGS, STRUCTURES AND SITES.

It is the intent of this and succeeding sections to preserve the Historic and architectural resources of Park City, through limitations on Demolition ~~and removal~~ of Historic Buildings, Structures and Sites to the extent it is economically feasible, practical and necessary. The Demolition ~~or removal~~ of Historic Buildings, Structures and Sites in Park City diminishes the character of the City's Historic District and it is strongly discouraged. Instead, the City recommends and supports preservation, renovation, adaptive reuse, Reconstruction and relocation within the Historic District. It is recognized, however, that ~~Structural deterioration~~, economic hardship and other factors not entirely within the control of a Property Owner may result in the necessary Demolition ~~or removal~~ of a Historic Building, Structure or Site.

~~All Applications for Demolition of any Building, Structure, or Site within the City shall be initially reviewed by the Planning staff for Significance pursuant to Section 15-11-12(A) herein, and forwarded with a recommendation for action to the HPB.~~

~~(A) — **DETERMINATION OF INSIGNIFICANCE.** If upon review, the HPB concludes that the Building, Structure or Site sought to be Demolished or removed is insignificant, the Planning staff may sign off on the issuance of a Demolition permit.~~

~~(B) — **DETERMINATION OF SIGNIFICANCE.** If upon review, the HPB concludes that the Building, Structure or Site sought to be Demolished or removed does possess Significance, the Applicant shall be required to submit a CAD Application pursuant to Sections 15-11-15 through 15-11-17, as appropriate.~~

~~(C)~~(A) **REMOVAL, DEMOLITION, RECONSTRUCTION, OR REPAIR OF HAZARDOUS BUILDINGS.** If, upon review, the Chief Building Official determines the subject Building, Structure or Site to be structurally unsound, and a hazardous or dangerous Building, pursuant to Section 115.1 of the International Building Code, the Chief Building Official may order its ~~removal~~ Demolition, Reconstruction, or repair.

~~(D)~~(B) **REQUIREMENT FOR STAY OF DEMOLITION.** In the absence of a finding ~~either of insignificance or~~ of public hazard, the Application for Demolition ~~or removal~~ shall be stayed for 180 days.

(Amended by Ord. No 09-10)

15-11-44 17. CERTIFICATE OF APPROPRIATENESS FOR DEMOLITION (CAD).

With the exception of any Building or Structure falling under the purview of Section 115.1 of the International Building Code or undergoing complete renovation/reconstruction in compliance with this Chapter, no Building, other Structure or Site deemed to be ~~Significant Historic~~, pursuant to the standards of review set forth in Section 15-11-43 10(A)(1) or 15-11-10(A)(2) herein, may be Demolished ~~or removed~~ without the issuance of a Certificate of Appropriateness for Demolition (CAD) by an independent CAD Hearing Board appointed by the City. Application for a CAD shall be made on forms prescribed by the City and shall be submitted to the Planning Department.

(Amended by Ord. No. 06-35; 09-10)

15-11-45 18. PRE-HEARING APPLICATION REQUIREMENTS.

Upon submittal of a CAD Application to the Planning Department, a pre-hearing period of forty-five (45) days shall commence, during which time the Owner shall allow the City to post and sustain a visible sign stating that the Property is “threatened.” Said sign shall be at least three feet by two feet (3’X2’), readable from a point of public Access and state that more information may be obtained from the Planning Department for the duration of the stay. In addition, the Owner shall conduct negotiations with the City for the sale or lease of the Property or take action to facilitate proceedings for the City to acquire the Property under its power of eminent domain, if appropriate and financially possible.

At the end of the forty-five (45) days, the Application will be scheduled for a hearing before the CAD Hearing Board, upon showing that the above requirements have been met and all economic hardship information required has been submitted. The Applicant must also submit fees in accordance with the Park City Municipal fee schedule. The Planning Department staff shall notify the Owner if any additional information is needed to complete the Application.

(A) **CAD HEARING BOARD.** Upon confirmation of receipt of a complete CAD Application, the City shall appoint an independent CAD Hearing Board, consisting of three (3) members, for the purpose of reviewing and taking action upon the Application. The City Manager shall appoint the CAD Board as the need might arise, solely for the purpose of reviewing and taking final action on all CAD Applications.

It is the first priority of the City that the CAD Board has substantial experience in finance, real estate, and commercial business interests. Hence, the Board should possess the following qualifications, or represent the following interests:

- (1) A member appointed at large from Park City with demonstrated knowledge of economics, accounting and finance;
- (2) A member appointed at large from Park City who is an attorney at law; and
- (3) A member appointed from the Board of Adjustment.

15-11-~~16~~ 19. CAD HEARING.

At the hearing, the CAD Hearing Board will review the Application pursuant to the economic hardship criteria set forth in Section 15-11-~~16~~ 19(A) herein, and consider public input. The CAD Hearing Board may only approve Demolition ~~or removal~~ of a Significant Historic Building, Structure or Site if the Owner has presented substantial evidence that demonstrates that unreasonable economic hardship will result from denial of the CAD Application.

(A) **ECONOMIC HARDSHIP CRITERIA**. In order to sustain a claim of unreasonable economic hardship, the Owner shall provide information pertaining to whether the Property is capable of producing a reasonable rate of return for the Owner or incapable of beneficial Use. The City shall adopt by resolution separate standards for investment or income producing and non-income producing Properties, as recommended by the HPB. Non-income Properties shall consist of Owner occupied Single-Family Dwellings and non-income producing institutional Properties. The information required by the City may include, but not be limited to the following:

- (1) Purchase date, price and financing arrangements;
- (2) Current market value;
- (3) Form of ownership;
- (4) Type of occupancy;
- (5) Cost estimates of Demolition and post-Demolition plans;
- (6) Maintenance and operating costs;
- (7) Costs and engineering feasibility of rehabilitation;
- (8) Property tax information; and
- (9) Rental rates and gross income from the Property.

The CAD Hearing Board, upon review of the CAD Application, may request additional information as deemed appropriate.

(B) **CONDUCT OF OWNER EXCLUDED.** Demonstration of economic hardship by the Owner shall not be based on conditions resulting from:

- (1) Willful or negligent acts by the Owner; or
- (2) Purchasing the Property for substantially more than market value at the time of purchase; or
- (3) Failure to perform normal maintenance and repairs; or
- (4) Failure to diligently solicit and retain tenants; or
- (5) Failure to provide normal tenants improvements.

(D) **DECISION.** The CAD Hearing Board shall make written findings supporting the decision made. The CAD Hearing Board may determine that unreasonable economic hardship exists and approve the issuance of a CAD if one of the following conditions exists:

- (1) For income producing Properties, the Building, Structure or Site cannot be feasibly used or rented at a reasonable rate ~~or~~ of return in its present condition or if rehabilitated and denial of the Application would deprive the Owner of all reasonable Use of the Property; or
- (2) For non-income producing Properties, the Building, Structure or Site has no beneficial Use as a residential dwelling or for an institutional Use in its present condition or if rehabilitated, and denial of the Application would deprive the Owner of all reasonable Use of the Property; and
- (3) The Building, Structure or Site cannot be feasibly ~~moved~~ Reconstructed or relocated.

(D) **APPROVAL.** If the CAD Hearing Board approves the Application, the Owner may apply for a Demolition permit with the Building Department and proceed to Demolish the Building, Structure or Site in compliance with other regulations as they may apply. The City may, as a condition of approval, require the Owner to provide documentation of the Demolished Building, Structure or Site according to the standards of the Historic American Building Survey (HABS). Such documentation may include a complete history, photographs, floor plans, measured drawings, an archeological survey or other information as specified. The City may also require the Owner to incorporate an appropriate memorializing of the Building, Structure or Site, such as a photo display or plaque, into the proposed replacement project of the Property. Approval of a CAD shall be valid for one (1) year.

(E) **DENIAL.** If the CAD Hearing Board denies the Application, the Owner shall not Demolish the Building, Structure or Site, and may not re-apply for a CAD for a period of three (3) years from the date of the CAD Hearing Board's final decision, unless substantial changes in circumstances have occurred other than the re-sale of the Property or those caused by the negligence or intentional acts of the Owner. It shall be the responsibility of the Owner to stabilize and maintain the Property so as not to create a structurally unsound, hazardous, or dangerous Building, as identified in Section 115.1 of the International Building Code. The City may provide the owner with information regarding financial assistance for the necessary rehab or repair work, as it becomes available.

(F) **APPEAL**. The City or any Persons adversely affected by any decision of the CAD Hearing Board may petition the District Court in Summit County for a review of the decision. In the petition, the plaintiff may only allege that the Officer's decision was arbitrary, capricious, or illegal. The petition is barred unless it is filed within thirty (30) days after the date of the CAD Hearing Board's decision.

(Amended by Ord. No. 09-10)

Exhibit F - Draft Ordinance

AN ORDINANCE APPROVING AMENDMENTS TO THE LAND MANAGEMENT CODE OF PARK CITY, UTAH TO ADDRESS REVISIONS TO CHAPTERS 1, 2, 5, 11, AND 15.

WHEREAS, the Land Management Code is designed and enacted to implement the objectives of the Park City General Plan; to protect the general health, welfare, and safety of Park City's citizens and property owners; to maintain the quality of life and experience for its residents and visitors; and to preserve the community's unique character and values; and

WHEREAS, the City reviews the General Plan and Land Management Code and identifies necessary amendments to address planning and zoning issues that arise and to address specific LMC issues raised by Staff and the Planning Commission; and

WHEREAS, the City Council goals include protecting the City's historic and cultural resources by encouraging sound preservation practices; and

WHEREAS, Chapter 1 - GENERAL PROVISIONS AND PROCEDURES provides regulations and procedural requirements for Land Use in Park City and the City desires to update the terms used throughout the chapter as well as to revise the procedures to allow for greater public input on design review applications; and

WHEREAS, Chapter 2 - "H" DISTRICTS provides regulations and procedural requirements for architectural review within the six Historic Districts of Park City and the City desires to revise these regulations to clarify the architectural review procedures; and

WHEREAS, Chapter 5 - ARCHITECTURAL REVIEW provides regulations and procedural requirements for maintaining and enhancing the aesthetic qualities of Park City and the City desires to revise these regulations to correct erroneous information, to emphasize the City's desire to protect its cultural resources, and to clarify how these regulations are applied; and

WHEREAS Chapter 11 - HISTORIC PRESERVATION provides regulations and procedural requirements for Historic Preservation in Park City and the City desires to substantially revise these regulations as outlined in the staff report; and

WHEREAS Chapter 15 - DEFINITIONS defines terms used throughout the Land Management Code and the City desires to revise the definition of "demolish" to accommodate a broader range of development options; and

WHEREAS, these amendments represent changes identified by the City Council during discussions held in 2008 and 2009. Amendments to update terms used throughout the Code, to clarify the architectural review procedures, to expand and

define Historic Preservation activities in Park City, and to codify policies and procedures that benefit the public are consistent with City Council goals to protect historic and cultural resources; and

WHEREAS, the Planning Commission duly noticed and conducted public hearings at regular meetings held April 8 and May 13, 2009, and forwarded a recommendation to the City Council; and

WHEREAS, the City Council duly noticed and conducted a public hearing at its regularly scheduled meeting on July 9, 2009; and

WHEREAS, it is in the best interest of the residents of Park City, Utah to amend the Land Management Code to be consistent with the Utah State Code and the Park City General Plan, and to be consistent with the values and identified goals of the Park City community and City Council to protect the health, safety, and welfare, and to maintain the quality of life for its residents, and to preserve the community's unique character.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Park City, Utah as follows:

Section 1. AMENDMENTS TO CHAPTER 1 OF THE LAND MANAGEMENT CODE. Chapter 15-1 is hereby amended as attached hereto as Exhibit A. The Planning Director shall resolve conflicts or cross-references from other provisions of the LMC to Chapter 1.

Section 2. AMENDMENTS TO CHAPTER 2 OF THE LAND MANAGEMENT CODE. Chapter 15-2 is hereby amended as attached hereto as Exhibit B. The Planning Director shall resolve conflicts or cross-references from other provisions of the LMC to Chapter 2.

Section 3. AMENDMENTS TO CHAPTER 5 OF THE LAND MANAGEMENT CODE. Chapter 15-5 is hereby amended as attached hereto as Exhibit C. The Planning Director shall resolve conflicts or cross-references from other provisions of the LMC to Chapter 5.

Section 4. AMENDMENTS TO CHAPTER 11 OF THE LAND MANAGEMENT CODE. Chapter 15-11 is hereby amended as attached hereto as Exhibit D. The Planning Director shall resolve conflicts or cross-references from other provisions of the LMC to Chapter 11.

Section 5. AMENDMENTS TO CHAPTER 15 OF THE LAND MANAGEMENT CODE. Chapter 15-15 is hereby amended as attached hereto as Exhibit E. The Planning Director shall resolve conflicts or cross-references from other provisions of the LMC to Chapter 15.

Section 6. EFFECTIVE DATE. This Ordinance shall be effective upon publication.

PASSED AND ADOPTED this 9th day of July 2009

PARK CITY MUNICIPAL CORPORATION

Dana Williams, Mayor

Attest:

Jan M. Scott, City Recorder

Approved as to form:

Mark Harrington, City Attorney

Exhibit I - Resolution

Resolution No. _____

**A RESOLUTION ADOPTING THE DESIGN GUIDELINES
FOR HISTORIC DISTRICTS AND HISTORIC SITES**

WHEREAS, Chapter 15-11 of the Land Management Code provides for the adoption of comprehensive design guidelines by resolution, which will supplement the Code; and

WHEREAS, the adoption of comprehensive design guidelines will give the design community notice of the design objectives of the City;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Park City, Utah as follows:

1. Section 1. REVISIONS TO THE DESIGN GUIDELINES FOR HISTORIC DISTRICTS AND HISTORIC SITES. The attached Design Guidelines are hereby adopted by the City Council as the official design guidelines for Historic Districts and Historic Sites pursuant to the provisions of Chapter 15-11 of the Land Management Code.

2. EFFECTIVE DATE. The guidelines shall become effective upon passage of this resolution.

PASSED AND ADOPTED this 9th day of July 2009

PARK CITY MUNICIPAL CORPORATION

Dana Williams, Mayor

Attest:

Jan M. Scott, City Recorder

Approved as to form:

Mark Harrington, City Attorney

**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
JULY 9, 2009**

I ROLL CALL

Mayor Dana Williams called the regular meeting of the City Council to order at approximately 6 p.m. at the Library and Education Center on Thursday, July 9, 2009. Members in attendance were Dana Williams, Candace Erickson, Roger Harlan, Joe Kernan, and Liza Simpson. Jim Hier was excused. Staff present was Tom Bakaly, City Manager; Mark Harrington, City Attorney; Jed Briggs, Budget Analyst; Todd Touchard, Project Manager; Tom Eddington, Planning Manager; and Matt Cassel, City Engineer.

II COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Joe Kernan disclosed that Talisker is among his recycling customers. Mayor Williams stated that he misspoke during work session about Mr. Kernan's communication with Arts-Kids who heard about remaining grant funds on the radio, not through a phone call.

III PUBLIC INPUT (*Any matter of City business not scheduled on agenda*)

None.

IV WORK SESSION NOTES AND MINUTES OF MEETING OF JUNE 18, 2009

Roger Harlan, "I move approval of the work session notes and minutes of the meeting of June 18th". Liza Simpson seconded. Motion carried.

Candace Erickson	Aye
Roger Harlan	Aye
Jim Hier	Absent
Joe Kernan	Aye
Liza Simpson	Aye

V CONSENT AGENDA (*Items that have previously been discussed or are perceived as routine and may be approved by one motion. Listed items do not imply a predisposition for approval and may be removed by motion and discussed and acted upon under "Additional Discussion – Agenda Items"*)

Liza Simpson, "I move that we approve Consent Agenda Items 1, 2 and 3". Roger Harlan seconded. Motion carried.

Candace Erickson	Aye
Roger Harlan	Aye
Jim Hier	Absent
Joe Kernan	Aye

Liza Simpson

Aye

1. Consideration of waiver of building-related fees in the amount of \$3,735 for the Fairway Hills Pump Station – See staff report.
2. Consideration of waiver of building-related fees in the amount of \$61,369 for the Snow Creek Cottages Housing Project, located at 2060 Park Avenue, Park City, Utah – See staff report.
3. Consideration of a contract with Alliance Engineering in the amount of \$39,115 for construction, engineering, management and inspection for the Fairway Hills finished waterline, in a form approved by the City Attorney – See staff report.

VI NEW BUSINESS (*New items with presentations and/or anticipated detailed discussions*)

1. Consideration of an Ordinance establishing compensation for the Mayor, City Council and Statutory Officers for Fiscal Year 2009-2010, Park City, Utah – Jed Briggs explained that state law mandates that compensation for the Mayor, Council members and other statutory officers be set by ordinance and the adopted budget includes a 2% increase across the board for all pay grades. The Mayor opened the public hearing; there was no input and the hearing was closed. The City Manager explained that the amount reflected in the ordinance is 4% above actual compensation because members declined to take the 2% last year. Members were not comfortable accepting the full 4% and agreed to a 2% increase. Liza Simpson, “I move we approve the Ordinance (as modified) establishing compensation for the Mayor, City Council and statutory officers for Fiscal Year 2009-2010”. Joe Kernan seconded. Motion carried.

Candace Erickson

Aye

Roger Harlan

Aye

Jim Hier

Absent

Joe Kernan

Aye

Liza Simpson

Aye

2. Consideration of a construction agreement with Granite Construction in the amount of \$1,276,572 for the construction of the Bonanza Drive Reconstruction Phase 1, in a form approved by the City Attorney – Todd Touchard described the location of the transmission line. He stated that bids were favorable and Granite was the low responsive bidder. Thomas Eddington referred to mixed positions on installing medians on Bonanza Drive and relayed that planning staff is recommending not installing them until a thorough analysis can be conducted for the area. Matt Cassel pointed out that the only medians remaining are located from Deer Valley Drive to upper Iron Horse and from Kearns Boulevard to Prospector Avenue. There are no restricted left turns from Deer Valley Drive to upper Iron Horse. Mr. Cassel explained that it is not a big deal pulling out the medians but the lanes may have to be realigned.

Ms. Erickson asked if planning has a problem with the medians from Deer Valley Drive to Iron Horse and Mr. Eddington explained that the planning staff is trying to look at this comprehensively and spoke about traffic modeling and scenarios where medians would hinder a future plan. Also, redevelopment plans for the NOMA District are uncertain at this time. Compromising the road by making adjustments or adding improvements in another phase was discussed.

Matt Cassel recommended installing the two remaining medians in the plan. Candace Erickson and Roger Harlan favored keeping the medians in place while Liza Simpson and Joe Kernan supported removing all of the medians. The City Manager explained that the contract will be modified appropriately. Liza Simpson, "I move we authorize the City Manager to execute a construction agreement for the reconstruction of Bonanza Drive, sans the medians, Phase 1 with Granite Construction in a form approved by the City Attorney in an amount not to exceed \$1,275,572". Joe Kernan seconded. Motion carried.

Candace Erickson	Nay
Roger Harlan	Nay
Jim Hier	Absent
Joe Kernan	Aye
Liza Simpson	Aye
Dana Williams	Aye

3. Consideration of an Ordinance amending Title 2, Administration, and Title 11, Building and Building Regulations, of the Municipal Code of Park City, Utah – Mark Harrington pointed out conflicting language regarding fee waivers and is recommending that the City Manager be authorized to waive fees up to \$5,000. Amendments to Title 11 reflect 2008 amendments to state code and increased the Mayor's ability to vote in two instances, including on matter's affecting the Mayor's authority and employment of the City Manager. The remainder of the changes are more technical and a clarification was made regarding new positions being reviewed by Council as previously requested. The Mayor opened the public hearing; there was no input from the audience and the hearing was closed.

Roger Harlan, "I move approval of an Ordinance amending Title 2, Administration and Title 11, Building and Building Regulations of the Park City Municipal Code". Joe Kernan seconded. Motion carried.

Candace Erickson	Aye
Roger Harlan	Aye
Jim Hier	Absent
Joe Kernan	Aye
Liza Simpson	Aye

4. Consideration of an Ordinance amending Title 15 Land Management Code, Chapters 1, 2, 5, 11 and 15 related to the adoption of updated Design Guidelines for Park City's Historic Districts and Historic Sites – Consultant Dina Blaes recommended that the City Council adopt the Land Management Code amendments and the Historic District Guidelines by way of a resolution which will be applied to historic properties and sites throughout Park City. She assured Council members that clarifications and previously discussed modifications have been made. It is recommended that the LMC amendments be adopted first. The Mayor opened the public hearing and hearing no comments from the audience, closed the hearing. Liza Simpson, "I move we approve the LMC amendments related to the adoption of updated Design Guides for Historic Districts and Sites". Joe Kernan seconded. Motion carried.

Candace Erickson	Aye
Roger Harlan	Aye
Jim Hier	Absent
Joe Kernan	Aye
Liza Simpson	Aye

5. Consideration of a Resolution adopting Historic District Design Guidelines for Park City, Utah – See comments under Item 4. The Mayor opened the public hearing.

Ken Martz, representing the Historic Preservation Board, stated that members support the Design Guidelines developed over the past three years. There has been good participation by the public, professionals and the Planning Commission.

Joe Kernan, "I move we approve the Resolution adopting the Historic District Design Guidelines for Park City, Utah". Candace Erickson seconded. Motion carried. Dina Blaes stated that it has been a wonderful experience working on this project with staff, the HPB, Planning Commission, City Council, and the public. Motion carried.

Candace Erickson	Aye
Roger Harlan	Aye
Jim Hier	Absent
Joe Kernan	Aye
Liza Simpson	Aye

VII OLD BUSINESS (*Continued items*)

Consideration of an Ordinance annexing approximately 286.64 acres of property located at the southwest corner of the SR248 and US40 interchange in the Quinn's Junction area, known as the Park City Heights Annexation, into the corporate limits of Park City, Utah, and approving a Water Agreement, and amending the Official Zoning Map of Park city to zone the property in the Community Transition Zoning District (CT) – Mark Harrington explained that the bulk of the discussion will be during the upcoming Housing Authority meeting. Since there is no update to share on the annexation

project, he asked that a motion be made to continue this item to July 30, 2009. The Mayor opened the public hearing; there was no comment from the public. He requested a motion to continue to July 30, 2009. Candace Erickson, "I so move". Liza Simpson seconded. Motion carried.

Candace Erickson	Aye
Roger Harlan	Aye
Jim Hier	Absent
Joe Kernan	Aye
Liza Simpson	Aye

VIII ADDITIONAL DISCUSSION – AGENDA ITEMS

None.

IX ADJOURNMENT

With no further business, the regular meeting of the City Council was adjourned.

MEMORANDUM OF CLOSED SESSION

The City Council met in closed session at approximately 5:30 p.m. Members in attendance were Mayor Dana Williams, Candace Erickson, Roger Harlan, Jim Hier, Joe Kernan, and Liza Simpson. Staff present was Tom Bakaly, City Manager; Thomas Eddington, Planning Manager; and Mark Harrington, City Attorney. Joe Kernan, "I move to close the meeting to discuss personnel, property and litigation". Liza Simpson seconded. Motion carried. The meeting opened at approximately 6 p.m. Roger Harlan, "I move to open the meeting". Candace Erickson seconded. Motion carried.

Candace Erickson	Aye
Roger Harlan	Aye
Jim Hier	Absent
Joe Kernan	Aye
Liza Simpson	Aye

The meeting for which these minutes were prepared was noticed by posting at least 24 hours in advance and by delivery to the news media two days prior to the meeting.

Prepared by Janet M. Scott

Janet M. Scott, City Recorder